

Agenda

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Council

Date: **Monday 23 April 2018**

Time: **5.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

Jennifer Thompson, Committee and Members Services Officer

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This meeting will also be available via a webcast. The webcast will be available to view on the City Council's website after the meeting.

Council

Membership

Lord Mayor

Councillor Jean Fooks

Deputy Lord Mayor

Councillor Christine Simm

Sheriff

Councillor Mohammed Altaf-Khan

Members

**Councillor Mohammed Abbasi
Councillor Farida Anwar
Councillor Jamila Begum Azad
Councillor Ruthi Brandt
Councillor Susan Brown
Councillor Nigel Chapman
Councillor Mary Clarkson
Councillor Colin Cook
Councillor Steven Curran
Councillor James Fry
Councillor Andrew Gant
Councillor Stephen Goddard
Councillor Angie Goff
Councillor Mick Haines
Councillor Tom Hayes
Councillor David Henwood
Councillor Alex Hollingsworth
Councillor Rae Humberstone
Councillor Dan Iley-Williamson
Councillor Pat Kennedy
Councillor Mark Ladbrooke
Councillor Tom Landell Mills
Councillor Ben Lloyd-Shogbesan**

**Councillor Mark Lygo
Councillor Sajjad Malik
Councillor Chewe Munkonge
Councillor Michele Paule
Councillor Susanna Pressel
Councillor Bob Price
Councillor Mike Rowley
Councillor Gill Sanders
Councillor Craig Simmons
Councillor Dee Sinclair
Councillor Linda Smith
Councillor John Tanner
Councillor Richard Tarver
Councillor Sian Taylor
Councillor David Thomas
Councillor Marie Tidball
Councillor Ed Turner
Councillor Louise Upton
Councillor Elizabeth Wade
Councillor Ruth Wilkinson
Councillor Dick Wolff
Vacancy**

The quorum for this meeting is 12 members

Copies of this agenda

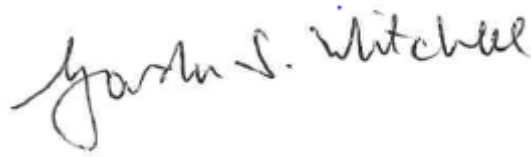
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Summons

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 23 April 2018 at 5.00 pm to transact the business set out below.



Proper Officer

AGENDA

Pages

MINUTE'S SILENCE AND TRIBUTES

To hear tributes and observe a minute's silence in memory of former Lord Mayor Pat Stannard who died in late March.

PART 1 - PUBLIC BUSINESS

1 Apologies for absence

2 Declarations of interest

3 Minutes

- Minutes of the ordinary meeting of Council held on 29 January 2018
- Minutes of the special meeting of Council held on 14 February 2018
- Minutes of the budget meeting of Council held on 19 February 2018

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

4 Appointment to Committees

No changes have been proposed.

5 Announcements

Announcements by:

1. The Lord Mayor
2. The Sheriff

17 - 42

3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)
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 Rules 11.11, 11.12, and 11.13 relating to matters for decision in Part 1 of 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 17 April 2018.

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 up to three minutes for each question.

CITY EXECUTIVE BOARD RECOMMENDATIONS

7 **Highway Maintenance Agreement**

43 - 48

The Executive Director Sustainable City submitted a report to the City Executive Board on 20 March 2018 to seek authority to enter into an Agency Agreement with Oxfordshire County Council to provide highway maintenance services on the classified road network in the City, in addition to the works already undertaken on minor roads under section 42 of The Highways Act 1980.

The report is attached here. The appendices are available as part of the [agenda](#) for the City Executive Board meeting.

The City Executive Board agreed the recommendations in the report and resolved to **recommend** to Council the inclusion of a gross expenditure and gross income budget of £1.56 million for the year 2018-19 i.e. nil cost to the Council.

Councillor Hollingsworth, Board Member for Planning, Sustainability & Regulatory Services, will move the recommendations.

Recommendation: the City Executive Board recommends that Council agree:

1. the inclusion of a gross expenditure and gross income budget of £1.56 million for the year 2018-19 i.e. nil cost to the Council.

OFFICER REPORTS

- 8 Pay Policy Statement 2018/19** 49 - 62
- The Head of Business Improvement has submitted a report asking Council to approve the Annual Pay Policy Statement
- Councillor Price, Board Member for Corporate Strategy and Economic Development, will move the recommendations.
- Recommendations: that Council resolves to**
Approve the Annual Pay Policy Statement 2018/19 attached at Appendix 1 of the report.
- 9 Scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen of Oxford City Council** 63 - 68
- The Head of Law and Governance has submitted a report asking Council to approve the scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen
- Councillor Brown, Leader of the Council, will move the recommendations.
- Recommendations: that Council resolves to**
Adopt the Scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen of Oxford City Council, attached at Appendix 1 of the report.

QUESTIONS

- 10 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:
- 10a Minutes of meeting Tuesday 13 February 2018 of City Executive Board** 69 - 80
- 10b Minutes of meeting Tuesday 20 March 2018 of City Executive Board** 81 - 90
- 10c Minutes of the meeting Tuesday 17 April 2018 of City Executive Board**
- Draft minutes to follow with the briefing note

11 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 (four clear working days before).

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

12 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, 11.12 and 11.13 and not related to matters for decision in Part 1 of 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 17 April 2018.

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 up to three minutes for each question.

13 Outside organisation/Committee Chair reports and questions

1. On behalf of Councillor Hayes the Head of Community Services has submitted the Oxford Safer Communities Partnership's Annual Review report

Council is invited to 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. As set out in procedure rule 11.15, Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place,

may give notice to the Head of Law and Governance by 1.00 pm on Thursday 19 April 2018 that they will present a written or oral report on the event or the significant decision and how it may influence future events. Written reports will be circulated with the briefing note.

14 Scrutiny Committee update report

95 - 118

The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny and other non-executive Councillors and the implementation of recommendations since the last meeting of Council.

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

15 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 Wednesday 11 April 2018 is below. Motions will be taken in turn from the Labour Liberal Democrat, and Green, groups in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on 20 April 2018 so that they may be circulated with the briefing note.

Minor technical or limited wording amendments may be submitted during the meeting but must be written down and circulated.

Council is asked to consider the following motions:

- a. Addressing the housing crisis (proposed by Councillor Brown)**
- b. Disabled access to the Westgate Centre (Proposed by Cllr Goddard, seconded by Cllr Goff)**
- c. Phasing out unnecessary single-use plastics (proposed by Councillor Brandt, seconded by Councillor Simmons)**
- d. Short-term Lets (proposed by Councillor Price)**
- e. The Crisis in Legal Aid and the Immediate Need for Action (proposed by Councillor Wade)**
- f. Call on Government to introduce a new Clean Air Act and other measures to tackle air pollution (proposed by Councillor Thomas, seconded by Councillor Wolff)**

15a Addressing the housing crisis

Proposed by Councillor Brown

Labour member motion

Council believes that Oxford is in the midst of a housing crisis, affecting all sections of our city, from people who grew up here but cannot afford to live here any more, families spanning several generations forced to live in one house because grown-up children cannot afford to move out, through to those who need to move on from hostel provision but can find nowhere to move to, and those who end up sleeping on the streets.

Council believes that a wide variety of factors are responsible for this housing crisis, including decades of under-investment in social housing, and in particular a reckless disregard by central government for the potential that council housing could play in solving the housing crisis.

Council further believes that, notwithstanding the city's determination to free up land for development, there is no ability to build enough dwellings to meet our housing needs within the city's boundaries, and therefore sustainable urban extensions, with a good proportion of genuinely affordable housing and nomination rights for the City Council are a necessary part of the solution.

Consideration should be given to taking further land out of Oxfordshire's Green belt to facilitate this as has happened elsewhere. The emerging National Planning Policy Framework recognises that in exceptional circumstances this can be a sustainable way to plan to meet housing needs, including allocating new land as Green belt by way of compensation.

Council resolves to ask the City Executive Board to continue to make appropriate representations to our neighbouring councils on this matter, to feed such views into emerging sub-regional planning arrangements, and for the Leader to write to both local MPs asking for their views on this matter and their support.

15b Disabled access to the Westgate Centre

Proposed by Councillor Goddard, seconded by Councillor Goff

Liberal Democrat member motion

Council believes that disabled people should have the same life opportunities as all. In that context, Council notes

concerns about aspects of access to the Westgate centre for disabled people. In particular, Council notes:

- 1) Difficulties of access to the centre's car parks for specially adapted vehicles for disabled people due to low headroom at car park entrances;
- 2) unhelpful placement of notices about the low headroom meaning that difficult manoeuvres are needed to reverse from the car park entrance;
- 3) the limited disabled parking available near the Westgate centre;
- 4) wider concerns about the placement of usable taxi ranks in the vicinity of the Westgate centre and about the size of some of the lifts within it.

Council resolves to mandate the Leader and Chief Executive of the Council to contact the Westgate Alliance to instigate discussions over how to further improve access for disabled people to the Westgate centre, and to ensure that such concerns are fully factored into the Alliance's plans for the Castle Quarter

15c Phasing out unnecessary single-use plastics

Proposed by Councillor Brandt, seconded by Councillor Simmons

Green member motion

This Council commits to working to bring an end to the use of unnecessary Single Use Plastics (SUP) in Oxford.

This Council resolves to:

Request that the Executive Director for Sustainable City brings a report to City Executive Board on the options for bringing an end to the use of unnecessary Single Use Plastics (SUP) in Oxford, to:

- a) enable Oxford City Council to become a full signatory of the 'Plastic Free Pledge', by phasing out the use of unnecessary SUPs in all City Council buildings, and working with commissioning partners to end the purchase and procurement of SUPs through the Council's supply chain;
- b) encourage the city's businesses, organisations and residents to go 'plastic free,' working with best practice partners in the city to explore the creation of a 'plastic free network,' that could provide business support, practical guidelines and advice to help local businesses transition

from SUPs to sustainable alternatives;

- c) provide feasible options to incentivise traders on Council land to sell re-usable containers and invite customers to bring their own, with the aim of phasing out SUPs; including investigating the possibility of requiring food and drink vendors to avoid SUPs as a condition of their event permission, strengthening the existing conditions and guidance circulated to exhibitors and traders.

15d Short-term lets

Proposed by Councillor Price

Labour member motion

This Council notes the expansion of short-term lets in Oxford as in many other cities, and welcomes the options that this provides for visitors to our city to find somewhere to stay.

However the Council is concerned with the growing reports of problems in this sector, and in particular notes that the very serious issues that have been reported in other cities are now starting to be reported here.

There have been documented instances of pop-up brothels and evidence of both single properties and groups of properties being used as de facto guest houses, without any need to comply with the same regulations as standard guest houses do when it comes to fire risk, environmental health or safeguarding against child sexual exploitation.

Other cities have seen houses in residential areas advertised for pay parties – where a house is effectively used as a commercial nightclub without the knowledge or consent of the landlord, with no safety or noise regulations in place, and with no consideration for neighbours.

This Council believes that it is essential that the short-term let sector is regulated, both to protect neighbours and also to prevent unfair competition undermining landlords, hotels and guest-houses that do comply with regulations that set safe standards for their properties.

Specifically, this regulation could include:

- A definition of a property used permanently or regularly as a short-term let as a separate planning class, leading to a requirement to obtain planning permission, and allowing neighbours to object;
- Licensing or registration of premises, in line with HMOs or

hotels and guesthouses;

- Treating such premises as commercial rather than residential, with a requirement to make use of commercial refuse and waste services.

This Council therefore asks that:

- The City Executive Board, and the Board Member with responsibility for this area, works alongside other local authorities, the Local Government Association and other appropriate bodies to make a coordinated and ongoing request to Government for powers to implement a scheme to make properties on short-term lets subject to the same regulation as equivalent properties
- The Board Member with responsibility for this area writes to our two local MPs to ask them to support such a scheme, providing them with evidence and information to allow them to ask questions of Ministers and introduce or support any Private Members Bill or amendment to other legislation to introduce a scheme to regulate short-term lets.

15e The Crisis in Legal Aid and the Immediate Need for Action

Proposed by Councillor Wade

Liberal Democrat member motion

Council notes that Legal Aid was created as part of the post-war Welfare State of which liberals such as Beveridge and Keynes were key architects.

Legal Aid funds legal advice and representation to the general public, in particular to those who cannot afford to pay for it. It is a vital ingredient of a democratic society.

In a criminal context, those without legal aid, and who could not pay privately, would have to fend for themselves against all the resources of the state. Access to justice would depend on wealth.

Oxford City Council believes that the fundamental right to justice should be available to everybody in our society regardless of their means.

Nature of the problem

There will be a £600m reduction in an already meagre and overstretched budget for the Ministry of Justice by 2019/20. Meanwhile many of the poor and vulnerable are being denied access to justice. The faith of the public in the jury system is

being undermined by the chaos in the courts. The further cut now proposed will amount to a 40% cut in real terms since 1997.

Council therefore calls on the Government to:

1. Recognise the concerns of members of the legal profession at all levels
2. Instigate an open review of the cumulative effect of legal aid reductions on the provision of access to legal advice and assistance, taking evidence from professionals, from agencies e.g. CABs, Law Centres, and from people who are themselves affected by little or no legal aid support.
3. Consider how the reduction in legal aid provision is affecting the Government's ability to comply with United Nations, European Union and National Policy and Legislative measures.
4. Require the Ministry of Justice to provide a fully-costed review of the Legal Aid scheme within 12 months against 2016/17 figures to ascertain whether the scheme achieves its aim of cost neutrality or whether it is underfunded and, if so, by how much.

Council accordingly resolves to ask the Leader of the Council:

- to ask the Oxford MPs Layla Moran and Anneliese Dodds to write to the Prime Minister to communicate the resolution of Council as expressed above.
- to ask Oxfordshire County Council to join us in this request to the Prime Minister

15f Call on Government to introduce a new Clean Air act and other measures to tackle air pollution

Proposed by Councillor Thomas, seconded by Councillor Wolff

Green member motion

This Council is committed to improving air quality within the city, which currently breaches EU limits in some areas (the annual mean Air Quality Strategy objective for NO₂ was breached at two out of three of the continuously monitored sites and 24% of the diffusion tube sites.

[Source: Oxford City Council 2016 Air Quality Annual Status Report; July 2017].

It recognises the need to take more local action but acknowledges that this can more easily take place within a more supportive, national policy and legal framework.

This Council therefore calls upon the UK Government to:

1. Publish a new Clean Air Act, fit for the 21st Century, which improves on and strengthens existing legislation, establishing clean air as a human right in law¹. Polling shows that 65% of British public support a new Clean Air Act².
2. Spend at least £30 per person annually on walking and cycling. This is an increase from the Government's current spend of £6.50 per person per year³. Money could be redirected from the huge £30 billion allocated to new roads between 2015/16 till 2020/21⁴.
3. Bring forward the phase out of petrol and diesel car sales from 2040 to 2030 at the latest.
4. Implement an expanded national network of Clean Air Zones by the end of 2018⁵, mandated and funded by central Government, to end all illegal air pollution levels as soon as possible within the next two years.
5. Create and fund a targeted diesel scrappage scheme⁶ that trades cars for public transport tokens, low emissions car club memberships, cargo bike and electric bike discounts, and subsidies for public transport and clean vehicle infrastructure, including subsidies specifically targeted at lower income drivers and small businesses.
6. Increase the Vehicle Excise Duty for new diesel cars announced in the Autumn Budget 2017 - by at least £800 - so as to reflect the additional cost to society of dirty diesel engines. This would generate £500 million a year, which should be directed at helping fund a targeted diesel scrappage scheme, and not road building or car-dependent development.

and asks the Leader to write to senior ministers and local MPs to inform them of this.

References

1 <https://cleanair.london/legal/clean-air-is-a-human-right/>

2 <https://www.theguardian.com/cities/2017/feb/14/65-percent-british-public-want-clean-air-act-pollution-harmful-uk-survey>

3 <https://www.theguardian.com/environment/bike-blog/2017/apr/26/the-government-just-announced-a-gamechanger-for-cycling-in-england>

4 <http://www.bettertransport.org.uk/blog/roads/231114-road-spending-30-billion>

5

<https://cdn.friendsoftheearth.uk/sites/default/files/downloads/Too%20little%20too%20late%20->

[%20a%20critique%20of%20the%20Air%20Quality%20Plan%20FINAL%2017102017%20UPDATED.pdf](#)

6 <http://content.tfl.gov.uk/proposal-national-vehicle-scrappage-fund.pdf>

16 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.

Councillors 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; licenses 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 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 29 January 2018

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Committee members:

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

Apologies:

Apologies were reported from Councillors Anwar, Brandt, Malik, Simm, Sinclair, Taylor, and sent to the clerk during the meeting but not reported from Councillors Humberstone and Sanders.

Councillors Tarver and Turner apologised for lateness.

69. Declarations of interest

There were no declarations.

70. Minutes

Council approved the minutes of the special meeting of 27 November 2017 as a correct record.

Council approved the minutes of the ordinary meeting of 27 November 2017 as a correct record with the addition of the text of the petition to Minute 65.

71. Appointment to Committees

Councillor Price proposed and Council agreed to appoint Councillor **Lygo** to replace Councillor **Tidball** on West Area Planning Committee.

Councillor Gant proposed and Council agreed to appoint Councillor **Wade** to replace Councillor **Landell Mills** on West Area Planning Committee.

72. Announcements

The Lord Mayor:

- reported on the Holocaust Remembrance Service on 26 January;
- reported on the ceremony to present Bill Heine with a Special Certificate of Merit by Oxford City Council in recognition of his contribution to the city;
- announced that Rev Bannister Parker, currently at University Church of St Mary the Virgin, had been appointed as interim City Rector and looked forward to welcoming her at future meetings of the Council.

The Sheriff made no announcements.

The Leader of the Council, Councillor Price announced that the civic office holders for 2018/19, subject to election at Annual Council, would be:

Lord Mayor	Councillor Cook
Deputy Lord Mayor	Councillor Malik
Sheriff	Councillor Simmons

73. Appointment of Council Leader

Further to Councillor Price having announced his resignation as Leader of the Council effective from 29 January 2017 to the Chief Executive, Council was asked to elect an Executive Leader of Council.

The Executive Leader of Council was elected for a term of office starting immediately, and ending at the annual meeting of Council immediately following the local election when she is due for re-election as a councillor

Councillor **Brown**, being proposed and seconded for the role, was elected as the Council's Executive Leader with a term of office to end at the annual meeting on 15 May 2018.

Councillor Brown thanked Council and announced

- Councillor Smith was appointed as the Deputy Leader of Council;
- Councillor Price remained on the Executive with responsibility for his current portfolio including Human Resources but excluding the corporate plan, and would also remain the Executive's representative on the Growth Board;
- She would retain responsibility for her current Executive portfolio excluding Human Resources but including the corporate plan.
- No other changes were proposed immediately.

Councillor Brown thanked Councillor Price for his 12 years of service as Leader, and the Lord Mayor and leaders of the opposition groups also paid tribute to him as a loyal, hard-working and straight-talking Leader steering the Council through challenging times and maintaining its commitment to public service. Councillors thanked Councillor Price for his service as Leader.

Councillor Price thanked councillors and officers for their collective contribution to the work of the Council and congratulated Councillor Brown on her appointment.

Councillor Brown took the role of Leader from this point in the meeting.

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

There were no addresses or questions.

75. Council Tax Reduction Scheme for 2018/19

Councillor Tanner arrived for the start of this item.

Council considered a report from the Executive Director Organisational Development & Corporate Services to the City Executive Board on 20 December 2017 asking the Board to consider the feedback from the recent consultation on the proposed changes to the Local Council Tax Support Scheme and to agree the principles of the new scheme to be drawn up for approval by Council.

The full draft scheme was also available to Council.

Councillor Brown, Leader of the Council, presented the report and moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

adopt the Council Tax reduction scheme for 2018/19 comprising that in place as at 1 April 2017 with changes as set out in the options in the report to:

1. Create an income band scheme for Universal Credit customers
2. Remove second adult reduction provision
3. Limit backdating to one month

4. Introduce a minimum income floor for self-employed claims
5. Reduce period where someone can claim whilst abroad
6. Remove family premium for new claims.

76. Housing and Homelessness Strategy 2018-2021

Councillor Goddard arrived for the start of this item.

Council considered a report from the Head of Housing Services to the City Executive Board on 23 January 2018 which noted the amendments made to the draft Housing and Homelessness Strategy 2018-21 following 6 weeks of public consultation and sought the City Executive Board's approval of the amended draft Strategy (and its associated appendices) and recommend its approval to Council.

Councillor Rowley, Board Member for Housing, presented the report and moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. **adopt** the amended draft Housing and Homelessness Strategy 2018-21 and its associated appendices.
2. **delegate** authority to the Head of Housing Services to make minor editorial changes as recommended by the Housing Panel of the Scrutiny Committee at its meeting on 16 January and by the City Executive Board at its meeting on 23 January, and to update the Strategy and Action Plan as required in accordance with the monitoring and review process set out in Chapter 10 of the Strategy

77. Council and Committee meetings programme May 2018-May 2019

Council considered the report of the Head of Law and Governance setting out a programme of Council, Committee and other meetings for the 2018/19 council year (May 2018 to May 2019 inclusive).

Councillor Price, Board Member for Corporate Strategy and Economic Development, presented the report and moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. **approve** the programme of Council, Committee and other meetings attached at Appendix 1 for the council year 2018/19; and
2. **delegate** the setting of dates for the Standards Committee and training and briefing sessions for members to the Committee and Members Services Manager.

78. City Executive Board Minutes

a) Minutes of meeting Tuesday 21 November 2017 of City Executive Board

Minute 101 Review of the Community Grants programme

Councillor Gant asked about progress on resolution 6 (early discussions with advice centres about the new arrangements for their funding).

Councillor Brown replied that a number of meetings with the centres were scheduled or had happened. Officers were working on the implementation of the new programme and would meet again with advice centres to discuss their proposals.

b) Minutes of meeting Monday 27 November 2017 of City Executive Board

There were no questions on these minutes.

c) Minutes of meeting Wednesday 20 December 2017 of City Executive Board

There were no questions on these minutes.

d) Minutes of meeting Tuesday 23 January 2018 of City Executive Board (to follow)

Minute 136: Scrutiny Committee reports: Preventing Elderly Isolation

Councillor Wilkinson said this had been raised at the Headington Forum and asked what actions by Oxfordshire Strategic Partnership were envisaged.

Councillor Price replied that the partnership was organising around thematic task-and-finish groups, and isolation was one proposed strand. The Headington Forum could contact him if it wished to be involved in the task-and finish group.

Minute 137: Community Infrastructure Levy - Preliminary Draft Charging Schedule

Councillor Goddard asked if a list of large projects and liability for CIL or S106 payments or both could be made available. Councillor Hollingsworth said that it could.

Minute 141: Lucy Faithfull House

Councillor Thomas asked why the proposal was not for 100% affordable units on the site.

Councillor Rowley said the proposal was for the maximum number of genuinely affordable units that could realistically be financed.

79. Questions on Notice from Members of Council

36 written questions on notice were submitted. These, written responses, and 26 supplementary questions and responses are set out in the supplement to these minutes.

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

Two speakers addressed Council.

1. Judith Harley addressed Council asking it to recognise, and begin to tackle, the racism, neglect, and lack of opportunity for those of African Caribbean heritage in this City today, both within, and outside, the Council.
2. Stefan Piechnik on behalf of James Lawson asked a question about whether he paid for the refurbishment work to the tower blocks and if so why there was no response to his concerns.

The full text of these speeches and question where these were read as submitted; responses from the Board Members in writing before the meeting; and summaries of verbal responses given at the meeting are in the supplement to these minutes.

81. Petition submitted in accordance with Council procedure rules - Westgate bike racks

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

Where are our promised 1000 Westgate bike racks?

One of the planning conditions attached to the development of the Westgate Shopping Centre was the provision of 1022 bike parking spaces. These bike racks were intended to replace those removed from the City Centre during the construction works and provide additional spaces to encourage more sustainable travel.

So far, Labour-run Oxford City Council (who voted through the development on their own land) have failed to enforce this condition, allowing the Westgate to open with only a small fraction of the promised cycle parking and without the promised cycle hub. Overall, Oxford now has far fewer cycle racks than before the Westgate development began.

The Council have, however, found time to expand the number of car parking places in the City Centre and negotiated a reduction in car parking fees leading to increased traffic and a worsening of Oxford's already badly polluted air.

Elise Benjamin, the petition organiser, addressed Council.

Council considered two motions relating to the petition set out in the briefing note.

On being proposed, seconded and put to the vote, the motion proposed by Councillor Simmons was not agreed.

On being proposed, seconded and put to the vote, Council resolved to agree the motion proposed by Councillor Upton:

Council notes the petition and while it is a matter of regret that not all of the public realm works, and therefore some on-street cycle parking, around the Westgate Centre were completed before the opening of the first shops the Council is pleased that the

Westgate Centre have identified locations for the installation of more cycle parking spaces than was required by the planning condition. As the final paving works around the site are completed, any outstanding cycle parking spaces will be installed.

Oxford City Council believes that increased space for secure cycle parking, both in the city centre and in residential streets, is essential for getting more people moving round the city by bike. This will have huge benefits in terms of both increasing physical activity levels and better health and reducing pollution and congestion.

In addition, we support the introduction of segregated cycle lanes along all of the "Cycling Super and Premium Routes" proposed in Oxfordshire County Council's Local Transport Plan 4. And the City Council's new Local Plan should include policies to support safe segregated cycle routes across our parks, and an increased priority cycle parking across the city.

Our goal is to have a joined up network of safe cycle routes so that both confident and the less confident can all get on their bikes, trikes and scooters and make their journeys in safety and comfort, and know that there are secure places to park their bike at the end of those journeys. We want Oxford to be a great cycling city for all.

82. Outside organisation/Committee Chair reports and questions - Oxfordshire Partnerships report

Councillor Price introduced the annual Oxfordshire Partnership Update Report from Oxfordshire County Council and the covering report. He recommended that in future the covering report should set out how the partnerships impacted on the work of the Council

Council resolved to note the report.

83. Scrutiny Committee update report

Councillor Turner arrived during this item.

Council had before it the report of the Scrutiny Committee.

Councillor Gant introduced the report. Councillor Rowley thanked the Housing Panel for their work on the Housing Strategy and suggested that the Panel may wish to co-opt a representative from the new homelessness partnership in due course.

Council resolved to note the report and recommendations accepted.

84. Motions on notice

Council had before it nine motions on notice and amendments submitted in accordance with Council procedure rule 11.17 and published with the agenda and briefing note, and reached decisions as set out below.

Council resolved to adopt the following motions as set out in these minutes:

- a. Setting a target of zero rough sleeping in Oxford **as amended**
- b. Public services must be run for the public benefit, not private profit
- c. Fair employment: voluntary charter “Dying to Work”

The following were not taken because the time for discussing motions had elapsed.

- d. Opposing expansion of Oxford Airport and proposed Oxford-Cambridge Expressway road
- e. Sexual Harassment at Work
- f. Phasing out unnecessary single-use plastics

Call on Government to introduce a new Clean Air Act

a) Setting a target of zero rough sleeping in Oxford

Councillor Thomas proposed his submitted motion as set out in the agenda and briefing note, and accepted the amendment set out in the briefing note proposed by Councillor Rowley.

Councillor Simmons seconded the amended motion.

Councillor Wade, seconded by Councillor Gant, proposed an amended version of her submitted amendment:

To retain the section:

This Council therefore agrees to target of zero rough sleeping on the streets of Oxford and in pursuit of that target will:

1. *Explore flexible options to accommodate or support the homeless*
2. *Call for a national strategy to support those who fall outside the safety net of ‘local connection’.*
3. *Draw up a list of minimum requirements to meet the needs of rough sleepers e.g. showers, storage facilities, provision of clothing.*
4. *Ensure adequate sleeping accommodation to include the winter months as well as ‘severe weather’ provision.*
5. *Establish criteria upon which, in an extreme situation, a Community Protection Notice could be issued. This to require written authorisation by the Legal Department and by the Head of Service.*

noting that as with other such commitments, this target will need to be further defined and refined, timings developed, and a work programme agreed as part of the strategy refresh.

After debate and on being put to the vote, the amendment above was agreed.

After debate and on being put to the vote, the amended motion was agreed.

Council resolved to adopt the following motion, as proposed and including the amendments agreed as set out in the briefing note and above:

This Council has adopted many aspirational social and environmental targets to demonstrate its long-term commitment to continuous improvement and a desire to be recognised as "a world-class city".

Meeting these targets is a challenge, requiring new policies to be developed, new investments to be made and a nationally favourable legislative framework to be in place.

Nonetheless, they provide a clear direction of travel, demonstrate leadership and a clear statement of a measurable endpoint.

This Council believes that to help frame the 'big conversation' around the Council's homelessness strategy refresh a similar bold commitment is required concerning rough sleeping.

The Housing and Homelessness Strategy sets the objective of "preventing and ending rough sleeping", and at last November's City Conversation we made a joint commitment with our partners to the principle that "no-one should be forced to sleep rough on the streets of Oxford."

This Council therefore agrees to formally reaffirm its target of zero rough sleeping on the streets of Oxford, excluding those who voluntarily elect to sleep rough

and in pursuit of that target will:

1. Explore flexible options to accommodate or support the homeless
2. Call for a national strategy to support those who fall outside the safety net of 'local connection'.
3. Draw up a list of minimum requirements to meet the needs of rough sleepers e.g. showers, storage facilities, provision of clothing.
4. Ensure adequate sleeping accommodation to include the winter months as well as 'severe weather' provision.
5. Establish criteria upon which, in an extreme situation, a Community Protection Notice could be issued. This to require written authorisation by the Legal Department and by the Head of Service.

We also reaffirm that rough sleeping is gravely damaging to physical and mental health, has a dramatic impact on life expectancy, and we will continue to do our utmost to engage all rough sleepers with the services that can help them.

As with other such commitments, this target will need to be further defined and refined, timings developed, an action plan agreed and a monitoring process established.

b) Public services must be run for the public benefit, not private profit

Councillor Landell-Mills left the chamber for the duration of this item, as he was employed by Capita although this motion did not directly impact on his disclosable pecuniary interest.

Councillor Iley-Williamson, seconded by Councillor Ladbroke, proposed his submitted motion as set out in the agenda and briefing note.

Councillor Simmons , seconded by Councillor Thomas, proposed his submitted motion as set out in the briefing note.

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

After debate and on being put to the vote, the original motion was agreed.

Council resolved to adopt the following motion as originally proposed:

The collapse of Carillion has left their workforce fearful of their jobs, wages, and pensions. It has also left the provision of vital services on the brink, with the absurdity of firefighters in Oxfordshire having to be on standby to ensure schoolchildren are fed.

It follows recent press reports of Oxfordshire County Council, South Oxfordshire Council, and the Vale of White Horse Council pulling out of outsourcing deals because of poor service delivery.

Another recent case of the dangers of outsourcing is that of Capita, which provides outsourced services in many parts of local government. It has recently announced that it will be closing its defined benefit pension scheme in its Life and Pensions Regulated Services division. This will substantially reduce its employees' expected pensions.

This Council believes that any organisations which provide services on behalf of the council should reflect the values of the Council, including the Oxford Living Wage as a minimum term of employment and excellent pensions.

Therefore the Council resolves to:

- 1. ask the Head of Financial Services to ensure the Council's procurement process is such that the Council could not undertake any contracts in future with organisations that cannot demonstrate that they treat their employees in line with the Councils aims and values, as Capita's current practice would not be able to demonstrate,**
- 2. ask the Leader of the Council to write to the Oxford University Hospitals NHS Foundation Trust Board and Oxfordshire County Council to urge them to use this opportunity to bring and keep outsourced services back in-house and commit to moving staff to the Oxford Living Wage as a minimum, and**
- 3. ask the Leader of the Council to write to Oxford's MPs asking them to lend their support to this motion.**

c) Fair employment: voluntary charter "Dying to Work"

Councillor Landell-Mills joined the meeting

Councillor Wilkinson, seconded by Councillor Goff, proposed her submitted motion as set out in the agenda and briefing note.

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

Council resolved to adopt the following motion:

This Council seeks to provide support and guidance to all its employees. In its Fair Employment Statement published in October 2016, the Rights and Responsibilities section makes it clear that:

“Every employee and potential employee has the right to be treated with dignity and respect and not to be discriminated against, victimised, bullied or harassed or to be treated less favourably than any other on any basis of any protected characteristic.”

It is acknowledged that unforeseen events can affect the lives of council workers, and that it is important that the Council does all that it can to maintain the dignity of staff who have been diagnosed with a terminal illness.

Council notes that the TUC’s Dying to Work campaign includes a voluntary charter for employers to sign which sets out an agreed way in which their employees will be supported, protected and guided through their employment, following a terminal diagnosis.

The charter states the following:

- We recognise that terminal illness requires support and understanding and not additional and avoidable stress and worry.
- Terminally ill workers will be secure in the knowledge that we will support them following their diagnosis and we recognise that, safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself.
- We will provide our employees with the security of work, peace of mind and the right to choose the best course of action for themselves and their families which helps them through this challenging period with dignity and without undue financial loss.

Council notes that a significant number of other city councils have signed up to this charter including Birmingham, Leicester, Liverpool and Sheffield.

This Council supports the TUC’s Dying to Work campaign so that all employees battling terminal illness have adequate employment protection and have their death in service benefits protected for the loved ones they leave behind.

Council therefore asks that the Chief Executive signs the Dying to Work voluntary charter on behalf of Oxford City Council to show its on-going commitment to supporting rights and responsibilities towards its staff.

It further requests that the Chief Executive of the City Council informs Oxfordshire County Council and the other district councils in Oxfordshire of its actions so that they may consider whether to follow its example.

d) Opposing expansion of Oxford Airport and proposed Oxford-Cambridge Expressway road

This motion was not taken because the time for discussing motions had elapsed.

e) Sexual Harassment at Work

This motion was not taken because the time for discussing motions had elapsed.

f) Phasing out unnecessary single-use plastics

This motion was not taken because the time for discussing motions had elapsed.

g) Call on Government to introduce a new Clean Air Act

This motion was not taken because the time for discussing motions had elapsed.

The meeting started at 5.00 pm and ended at 8.30 pm

Chair

Date: Monday 23 April 2018

Minutes of a meeting of the COUNCIL on Wednesday 14 February 2018

Committee members:

Councillor Fooks (Lord Mayor)	Councillor Abbasi
Councillor Azad	Councillor Brown
Councillor Chapman	Councillor Cook
Councillor Fry	Councillor Gant
Councillor Goff	Councillor Haines
Councillor Hayes	Councillor Henwood
Councillor Hollingsworth	Councillor Humberstone
Councillor Iley-Williamson	Councillor Kennedy
Councillor Ladbrooke	Councillor Landell Mills
Councillor Lloyd-Shogbesan	Councillor Lygo
Councillor Munkonge	Councillor Pressel
Councillor Price	Councillor Rowley
Councillor Sanders	Councillor Simmons
Councillor Sinclair	Councillor Smith
Councillor Tanner	Councillor Tarver
Councillor Taylor	Councillor Turner
Councillor Wade	Councillor Wilkinson

Apologies:

Councillors Simm, Altaf-Khan, Anwar, Brandt, Clarkson, Curran, Goddard, Malik, Paule, Thomas, Tidball, Upton and Wolff sent apologies.

86. Apologies for absence and lateness

Apologies are listed above.

Councillor Hayes sent apologies for lateness and arrived during the debate.

87. Declarations of interest

There were no declarations.

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

There were no addresses or questions.

89. The Oxfordshire Housing and Growth Deal and associated matters

Council considered the report, the outline of the Oxfordshire Housing and Growth Deal (the Deal) announced by Government in the November Budget, which provides £215 million of additional Government funding for Oxfordshire, along with a package of planning freedoms and flexibilities for the Oxfordshire authorities, and a detailed Delivery Plan to be agreed by the Oxfordshire Partners, Homes England and the Ministry of Housing, Communities and Local Government (MHCLG).

Councillor Price (the Council's executive member on the Growth Board and Chair of the Growth Board) introduced the Deal and the delivery plan.

He thanked the officers at the City Council for their work with partner authorities leading to the award of the Deal and the delivery plan before Council for agreement, his fellow council leaders for their collaborative work, and Lord Adonis at the National Infrastructure Commission for his support.

In the introductions and in answer to questions he drew Council's attention to a number of point including:

- the JSSP was expected to be completed in 2020, subject to the requirements of the awaited new draft National Planning Policy Framework;
- the Deal complemented work on affordable housing, transport capacity, infrastructure, and work on rail links across the Oxford- Cambridge corridor and facilitated the delivery of housing, the majority of which was already agreed and in Local Plans, and economic growth;
- the Growth Board had agreed a list of key major infrastructure projects (in the Oxfordshire Infrastructure Strategy) and local authorities would be looking at aligning available sites and deliverable infrastructure to bring development forward quickly. Flexibility, deliverability, and ongoing investment were crucial to reducing unplanned development particularly in the rural areas, speeding up delivery and reducing costs;
- proposals for the Oxford- Cambridge corridor including housing, roads and rail links would require high levels of commitment from local authorities and partners and high investment from central government;

He proposed and Councillor Brown seconded agreement to the Deal and the delivery plan and the recommendations as set out in the report.

Councillor Gant proposed amendments to the delivery plan and the recommendations, seconded by Councillor Wade:

On housing:

- 1) *that the list of innovative models at para 4.6.2 of the Delivery Plan includes the phrase “and other models”*
- 2) *that the terms used for types of tenure in para 4.4.2 of the Delivery Plan are defined*

On governance add two recommendations to the 8 listed on the report:

- 3) *(agree) that our representative on the Growth Board tables at the next Growth Board meeting on behalf of this council, a proposal to set up a Scrutiny and Oversight process, fully in the spirit of constructive challenge and engagement which is given such weight in Local Government legislation*
- 4) *(agree) that this Council makes a report on the work of the Growth Board a standing item at full council, with an opportunity to question our representative and submit comments agreed by this council to the Board, for consideration and a written response*

Councillors noted that the detailed delivery of the proposals in the plan would incorporate the substance of points 1 and 2; and noted comments that the scrutiny function in 3 could perhaps be arranged through discussion with partner authorities and that reporting to Council on progress with the Deal would be useful.

After debate, Councillor Gant withdrew amendments 1, 2 and 3.

On being put to the vote, amendment 4 was declared lost.

Councillors noted that

After debate, noting the comments and concerns about the required balance of funding and the long term impact of growth on Oxfordshire, and on being put to the vote, Council resolved unanimously to accept the recommendations in the report

Council resolved to:

1. **Agree** to the Oxfordshire Housing and Growth Deal (the Deal)
2. **Agree** the Delivery Plan (*attached as Appendix 2 to this report*) as the basis for the Deal; noting that elements will be updated as detailed work programmes develop.
3. **Delegate** authority to the Chief Executive, in consultation with the Leader and the Growth Board, to make minor changes to the Delivery Plan that may be required to secure agreement with Government.
4. **Delegate** authority to the Chief Executive, in consultation with Leader and the Growth Board, to agree the Year 1 affordable housing delivery programme, phasing and processes specified in the Delivery Plan.
5. **Appoint** Oxfordshire County Council as the accountable body in respect of the Oxfordshire Housing and Growth Deal.

- 6. **Delegate** authority to the Chief Executive, in consultation with the Leader and the Growth Board, to review the terms of reference of the Growth Board and agree any amendments and any appropriate inter-authority agreements required to support the Delivery of the Housing and Growth Deal.
- 7. **Delegate** authority to the Chief Executive in consultation with the Leader to take any other decisions arising from agreement to the Oxfordshire Housing and Growth Deal, until the revised terms of reference of the Growth Board are in place.
- 8. **Agree** to participate in the preparation of a Joint Statutory Spatial Plan (JSSP) for Oxfordshire in accordance with the timescales set out in the Delivery Plan and in accordance with Section 28 of the Planning and Compulsory Purchase Act 2004 (Districts only). The milestones for progressing the JSSP being contingent on Government delivering the Planning Freedoms and Flexibilities as described in the Delivery Plan.

The meeting started at 5.00 pm and ended at 6.00 pm

Chair

Date: Monday 23 April 2018

Minutes of a meeting of the COUNCIL on Monday 19 February 2018

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Committee members:

Councillor Fooks (Lord Mayor)	Councillor Altaf-Khan (Sheriff)
Councillor Abbasi	Councillor Azad
Councillor Brandt	Councillor Brown
Councillor Chapman	Councillor Clarkson
Councillor Cook	Councillor Gant
Councillor Goddard	Councillor Goff
Councillor Haines	Councillor Hayes
Councillor Henwood	Councillor Hollingsworth
Councillor Humberstone	Councillor Iley-Williamson
Councillor Kennedy	Councillor Ladbrooke
Councillor Lloyd-Shogbesan	Councillor Lygo
Councillor Munkonge	Councillor Paule
Councillor Pressel	Councillor Price
Councillor Rowley	Councillor Sanders
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(s) Simm, Anwar, Curran, Fry, Landell Mills and Malik sent apologies.

90. Apologies for absence

Apologies are noted in the attendance.

Councillor Humberstone submitted apologies for lateness.

91. Declarations of interest

On Minute 98, Councillor Abbasi declared that the taxi licensing fees and charges related to his disclosable pecuniary interests (employment and holding of licences). He left the room for the duration of that debate and decision then re-joined the meeting and took part in the debate at Minute 99.

92. Announcements relating to items on this agenda

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

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

Council agreed for Minute 99 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.

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

Council heard an address opposing the extension of the Seacourt Park and Ride from Barbara Witkowski, Oxfordshire Badger Group.

Council had before them an address opposing car park charges in Headington submitted by Elaine Bellenger from Monaco in Headington who was unable to attend.

The text of both submitted speeches is available in the briefing note.

Councillor Turner, Board Member for Finance and Asset Management, thanked the speaker and responded to both submitted addresses.

In summary, he said that the issues raised about Seacourt Park and Ride were more relevant to planning than to the allocation of a budget for proposed work. The charges for Headington and St Leonard's' car parks had been changed as a result of the consultation responses. However the points raised in both addresses would be borne in mind during the debate.

95. Report of the Independent Remuneration Panel

Council considered the report of the Head of Law and Governance and the report of the Independent Remuneration Panel.

Councillor Brown, Leader of the Council, proposed and Councillor Price, Board Member, seconded the recommendations.

Council accepted recommendations 2-6 below but debated the justification and appropriateness of the additional payment to the non-statutory Deputy Leader.

On being put to the vote, voting separately on recommendation 1 and then recommendations 2-6:

Council resolved to

1. agree that the non-statutory Deputy Leader should receive a Special Responsibility Allowance (SRA) from 1 January 2018 at the rate of one full SRA (1 x Basic Allowance) in accordance with paragraphs 17-23 of the report from the IRP;
2. agree that if a qualifying member in receipt of an SRA wishes to take a leave of absence from the duties for which they receive the SRA due to maternity or adoption leave they will continue to receive half of the SRA to which they are entitled for a period of up to six months in accordance with paragraphs 26-31 of the report from the IRP;
3. delegate to the Committee and Member Services Manager authority to pay the costs of making reasonable adjustments for any Councillor with a disability who makes an application to him up to £1,000 in any one year (1 April – 31 March) in accordance with paragraphs 24-25 of the report from the IRP;
4. delegate authority to the Head of Law & Governance to exercise her discretion if a member with a disability requires reasonable adjustments in excess of £1,000 in any year;
5. authorise the Head of Law and Governance to amend the existing Members' Allowances scheme in accordance with the above recommendations and to incorporate it into the Council's Constitution; and
6. thank the Independent Remuneration Panel for its work.

96. 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 including risks and to the levels of the Council's reserves and balances and contingencies.

Council resolved to note the report and its implications.

97. Scrutiny Response: Budget 2018/2019

Council considered the report and recommendations of the Finance Panel of the Scrutiny Committee to the City Executive Board meeting on 13 February and the Board's response. Councillor Simmons, Finance Panel member, explained the Panels' approach to scrutinising the budget and formulating their recommendations, the majority of which were accepted by the Board. He thanked panel members and the Chair, Councillor Fry, for their work.

Council resolved to note the report and the response.

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

Councillors Abbasi, having declared this item related to his 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, and a change to the recommendations proposed by officer in light of an impending review of charges for licensing sex establishment.

Councillor Cook proposed the recommendations from the Licensing and Gambling Acts Committee and Councillor Clarkson proposed the recommendations from the General Purposes Licensing Committee with amendments.

Council resolved to:

1. **agree** the licence fees and charges for 2018/19 as set out in 9a, 9b and 9c and in Item 10 Appendix 7, and in the corrections to the budget published at 10d (relating to specific Community Services Fees and Charges),
2. and to **delegate** the setting of fees and charges for sex establishments to the Head of Law and Governance and the Head of Financial Services on conclusion of the review into these charges.

99. Budget 2017/2018: Medium Term Financial Strategy 2019-20 to 2021-22 and 2018-19 Budget

Councillors Goddard and Humberstone arrived shortly before the start of this item and Councillor Abbasi re-joined the meeting for this item.

Council had before it and considered:

- The report of the Head of Finance and the budget and medium term financial strategy submitted to the City Executive Board for consideration on 13 February 2018;
- The minutes of 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 Head of Finance's comments on the amendments circulated at the meeting;
- An additional recommendation from the Executive Board published with the briefing note;
- Technical corrections to the budget made after the publication of the agenda published with the briefing note;
- Three individual amendments submitted and circulated at the meeting;

Councillor Turner, seconded by Councillor Brown, moved the City Executive Board recommendations.

a) Opposition Group amendments to the budget

Councillor Gant, seconded by Councillor Wade, moved and seconded the Liberal Democrat group amendments.

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.

After debate these were put to the vote.

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

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

1. Councillor Wilkinson, seconded by Councillor Altaf Khan, moved an amendment: *mitigate Headington and St Leonards car park increase to 0-1 hour £1.70 and 1-2 hours £2.20 for one year (2018-19), thus stepping the increase in charges to bring these into line with other suburban car parks in order to mitigate resistance and collate usage data, consult and carry out business impact assessments.*

To be funded by reducing the car park resurfacing budget by £52k.

The S151 officer confirmed this was feasible although reducing the resurfacing programme may result in problems requiring a higher future expenditure.

After debate this was put to the vote.

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

2. Councillor Thomas, seconded by Councillor Simmons, moved an amendment: *allocate funds for a trial in 2018/19 to open up SWEP (severe weather emergency protocol) any night when the temperature drops below zero rather than just when the forecast is below zero for 3 nights, to avoid the need for rough sleepers to sleep on the streets in sub-zero conditions, the trial will be reviewed prior to the 2019/20 budget to see if the initiative needs to be made permanent.*

To be funded by £75,000 from homelessness reserves.

The S151 officer confirmed this was feasible, subject to verification of the cost and having regard to pressures on homelessness service provision.

Councillor Turner said in response that the additional funding in the homelessness reserve (resolution 5 below) would be used to support and extend services and the City Executive Board would consider options in more detail including the need to

extend winter provision. Options could include extending SWEP (which was expensive and challenging to operate on short notice), other cold-weather provision, increased year round provision, extending and improving the referrals to the churches' pilot scheme, or other effective methods of increasing support would be considered.

After debate this was put to the vote.

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

3. Councillor Goddard, seconded by Councillor Gant, moved an amendment: *to fund a non-clinical mental health practitioner for young people as described in the Liberal Democrat amendments for one year in the first instance, to engage in a small but meaningful way with an important and on-going issue,*

To be funded by £26,000 from the car park resurfacing budget.

The S151 officer confirmed this was feasible although reducing the resurfacing programme may result in problems requiring a higher future expenditure.

After debate this 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

After debate, the recommendations of the City Executive Board including the details of the medium term financial strategy, budget, capital programme, HRA, fees and charges and other matters as set out in the published agenda and briefing note for this meeting were put to the vote.

In accordance with legislative requirements, a recorded vote was then taken:

For the City Executive Board recommendations to Council – Councillors Abbasi, Azad, Brown, Chapman, Clarkson, Cook, Hayes, Henwood, Hollingsworth, Humberstone, Iley-Williamson, Kennedy, Ladbrooke, Lloyd-Shogbesan, Lygo, Munkonge, Paule, Pressel, Price, Rowley, Sanders, Sinclair, Smith, Tanner, Tarver, Taylor, Tidball, Turner, Upton (29)

Against the City Executive Board recommendations to Council – Councillors Altaf-Khan, Haines, Wade (3)

Abstentions – Councillors Brandt, Fooks, Gant, Goddard, Goff, Simmons, Thomas, Wilkinson, Wolff (9)

Council resolved after the named vote above to:

- 1) **Approve** the 2018-19 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 with corrections at 10d of this agenda, noting
 - a) the Council's General Fund Budget Requirement of £23.369 million for 2018/19 and an increase in the Band D Council Tax of 2.99% or £8.67 per annum representing a Band D Council Tax of £298.86 per annum

- b) the Housing Revenue Account budget for 2018/19 of £43.241 million and a reduction of 1% (£0.85/wk) in social dwelling rents from April 2018 giving a revised weekly average social rent of £104.58 as set out in Appendix 4
 - c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6
- 2) **Agree** the fees and charges shown in Appendix 7 (*noting the decision taken separately at Item 9*)
 - 3) **Delegate authority to** the Section 151 Officer in consultation with the Board Member for Finance and Assets 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 12-14 below.
 - 4) **Agree** to increase the long term empty property premium from 50% to 100% at the earliest opportunity so as to encourage long term empty properties back into use.
 - 5) that the additional award of Housing Benefit and Council Tax Reduction Scheme Administration Grant of £193k for 2018/19 **is allocated as follows** :
 - i. Additional one off resources on the Housing Benefit Service - £100k
 - ii. Homelessness reserve - £93 k

100. Council Tax 2018/19

Council considered a report setting out the necessary calculation to enable Council to set the 2018/19 Council Tax for Oxford City. As there were no changes to the budget requirements as a result of the decision above these were unchanged from those in the report.

Councillor Turner proposed and Councillor Brown seconded the recommendations.

In accordance with legislative requirements, a recorded vote was then taken:

For the recommendations to Council – Councillors Abbasi, Altaf-Khan, Azad, Brandt, Brown, Chapman, Clarkson, Cook, Fooks, Gant, Goddard, Goff, Haines, Hayes, Henwood, Hollingsworth, Humberstone, Iley-Williamson, Kennedy, Ladbrooke, Lloyd-Shogbesan, Lygo, Munkonge, Paule, Pressel, Price, Rowley, Sanders, Simmons, Sinclair, Smith, Tanner, Tarver, Taylor, Thomas, Tidball, Turner, Upton, Wade, Wilkinson, Wolff (41)

Against the recommendations and abstentions - none.

Council resolved to approve for 2018/19:

1. The City Council's precept and Council Tax requirement of £13,556,751 including Parish precepts and £13,336,276 excluding Parish precepts.
2. The average Band D Council Tax figure (excluding Parish Precepts) of £298.86 a 2.99% increase on the 2017/18 figure of £290.19. Including Parish Precepts the figure is £303.80, a 2.98% increase (see paragraphs 2 to 6).

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 (see paragraphs 12 and 13).
4. The amount of £577,644 to be treated as Special Expenses (see paragraph 16).
5. The Band D Council Taxes for the various areas of the City (excluding the Police and County Council's precepts) as follows:

Littlemore	£336.08
Old Marston	£329.75
Risinghurst and Sandhills	£318.77
Blackbird Leys	£297.30
Unparished Area	£301.32

These figures include Parish Precepts and special expensing amounts as appropriate; in addition to the City-wide Council Tax of £285.92.

Council resolved to note:

6. Oxfordshire County Council's precept and Band D Council Tax as set out in paragraph 19 in the report.
7. The Police and Crime Commissioner for the Thames Valley's precept and Band D Council Tax as set out in paragraph 20 in the report, and
8. The overall average Band D equivalent Council Tax of £1,912.27 including Parish Precepts (subject to confirmation of the Band D figures for the County Council and Police and Crime Commissioner).

101. Treasury Management Strategy 2018/19

Council considered a report submitted to the City Executive Board on 13 February setting out the Council's Treasury Management Strategy together with the Prudential Indicators.

Councillor Turner moved and Councillor Brown seconded the recommendations.

Council resolved to:

1. **approve** the Treasury Management Strategy 2018/19 as set out in paragraphs 7 to 43 and the Prudential Indicators for 2018/19 – 2021/22 as set out in Appendix 2 of the report;
2. **approve** the Borrowing Strategy at paragraphs 12 to 22 of the report;
3. **approve** the Minimum Revenue Provision (MRP) Statement at paragraphs 23 to 24 of the report which sets out the Council's policy on charging borrowing to the revenue account; and
4. **approve** the Investment Strategy for 2018/19 and investment criteria as set out in paragraphs 25 to 39 and Appendix 1 of the report.

102. Annual update on the Corporate Plan 2018

Council considered a report submitted to the City Executive Board on 13 February which seeks approval of the annual update report on the Corporate Plan 2016-20.

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

The meeting started at 5.00 pm and ended at 9.00 pm

Chair

Date: Monday 23 April 2018

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To: City Executive Board
Date: 20 March
Report of: Executive Director Sustainable City
Title of Report: Highways Maintenance Agreement

Summary and recommendations	
Purpose of report:	To seek authority to enter into an Agency Agreement with Oxfordshire County Council to provide highway maintenance services on the classified road network in the City, in addition to the works already undertaken on minor roads under section 42 of The Highways Act 1980
Key decision:	Yes
Executive Board Member:	Councillor Alex Hollingsworth, Board Member for Planning & Regulatory Services
Corporate Priority:	Corporate Plan priorities
Policy Framework:	none.
Recommendations: That the City Executive Board resolves to:	
<p>1) Authorise the Executive Director Sustainable City, in consultation with the Portfolio Holder, Monitoring Officer and Section 151 officer, to negotiate and enter into an agency agreement with Oxfordshire County Council under which Oxford City Council would be appointed to carry out certain highway maintenance on the classified road network in the City as the agent of Oxfordshire County Council, in accordance with the provisions of s101 Local Government Act 1972 and other enabling legislation;</p> <p>2) Authorise the proposed Service Contract with Oxford Direct Services Ltd be extended to cover the provision of these works as the sub-contractor of Oxford City Council;</p> <p>3) Note that in entering into the proposed contract with Oxfordshire County Council, up to three members of Oxfordshire County Council staff may be subject to the TUPE regulations, and thus would transfer their employment to Oxford Direct Services Ltd; and</p> <p>4) Recommend to Council the inclusion of a gross expenditure and gross income budget of £1.56 million for the year 2018-19 i.e. nil cost to the Council</p>	

Appendices	
Appendix 1	Delegated functions
Appendix 2	Highways Agency Proposal CONFIDENTIAL
Appendix 3	Risk Register
Appendix 4	Current Condition Survey CONFIDENTIAL
Appendix 5	Financial summary of condition survey CONFIDENTIAL

1. Introduction

1.1 The maintenance of the road network in Oxford is the responsibility of the Oxfordshire County Council as the Highways Authority. For over 20 years, Oxford City Council has invoked Section 42 of the Highways Act 1980 which gives it the right to maintain the minor roads with funding passported from Oxfordshire County Council. All other roads are currently maintained by Oxfordshire County Council, primarily through their contract with Skanska.

1.2 The Section 42 arrangements have demonstrable benefits in that:-

- Oxford City Council, subject to the budget provided and the rules which govern its allocation, has discretion over the prioritisation of works to better reflect local needs.
- The arrangements provide economies of scale by sharing the costs of overheads with Oxford City Council's responsibilities in respect of non-adopted roads, car parks and hard landscaping on Oxford City Council land, meaning that more is achieved with the money available than would otherwise be possible.
- The service is focused on the city's needs meaning that it can flex and respond quickly.
- A highways and engineering capacity and competence can be maintained in the city which provides the ability to respond and resource Oxford City Council's obligations under the Oxford City Flood Management Plan and other emergencies.

1.3 In recent years the two systems of maintenance have worked more closely together with the advent of the jointly employed City Steward for highways matters, Oxford Direct Services working both as sub contractor for Skanska and directly for Oxfordshire County Council. In addition in recent years the winter maintenance of all roads in the city has been carried out by Oxford City Council.

1.4 This has proved a positive experience for all parties which has led to discussions about how arrangements could be developed to improve the service to residents and at the same time achieving greater efficiencies to allow more of the limited budget for road repairs to be used for delivering that service.

1.5 It is proposed that Oxfordshire County Council would appoint Oxford City Council to carry out certain highway maintenance obligations (as set out in Schedule 1) as its Agent. This limits Oxford City Council's responsibilities.

1.6 The objectives of this proposal are to make the provision of highway related services simpler, provide better value and more responsive service delivery for the public, to reduce duplication and to improve customer experience.

2.0 Proposal

2.1 Oxford City Council would enter into an Agency agreement with Oxfordshire County Council to provide the services outlined above and that works would then be sub-contracted by Oxford City Council to Oxford Direct Services Limited (ODSL), which being a wholly owned and controlled company of Oxford City Council can carry out the work without the necessity for a formal procurement process.

2.2 ODSL would establish a team of operatives along with the necessary equipment from within existing resources and support from the supply chain to deliver the additional requirements. It is anticipated that 3 staff would transfer from Oxfordshire County Council direct to ODSL. It is not anticipated that there would be any increase in management costs or direct overheads.

2.3 The financial arrangements would be similar to those tried and tested for the existing Section 42 works; Oxfordshire County Council will allocate revenue and capital monies for maintenance based on the length of carriageway or footpath in the city as a percentage of the county as a whole.

2.4 For planned works Oxford City Council would put forward a programme for approval by Oxfordshire County Council. The obligation on Oxford City Council is to implement that programme and a standard maintenance programme, in accordance with Oxfordshire County Council's specification and requirements within the budget allocation. The financial risk to Oxford City Council is limited in the same way it is for the current contractor Skanska - there is an agreed schedule of works which is deliverable within the cost envelope. In the event of significant unforeseen works arising (such as road failures, sink holes, extreme adverse weather causing excessive damage) there is a bidding process under which Oxfordshire County Council would be responsible for funding (subject to their agreement). Therefore Oxfordshire County Council retains responsibility in these instances.

2.5 The total value of additional works under this new arrangement is approximately £1.56m per annum.

2.6 The agreement will exclude Network Management functions such as co-ordination and approval of works on the highway and granting of licences for skips and scaffolds; this function will be retained by Oxfordshire County Council.

2.7 In addition to the funding allocated through this arrangement, Oxford City Council may receive additional funds passported by Oxfordshire County Council from any future ad-hoc funding allocations such as the DfT pothole fund.

2.8 The effect of the agreement is that Oxford City Council would become Oxfordshire County Council's agent for the works. This carries with it a risk regarding the state of maintenance of roads and pavements in the city, limited to surface and 150mm of immediate depth. These risks would be mitigated by undertaking an assessment

of the current condition of the relevant network at the point of transfer, which will be quantified in terms of cost and placed on the exclusions list (i.e. which Oxfordshire County Council would remain responsible for). Oxfordshire County Council would retain responsibility for major repairs and / or road failures. There remains a reputational risk which we currently manage in respect of the minor roads, but as previously stated the benefits are a simpler, better value and more responsive highways service and improved customer experience. Good communication with the public about the new service and our responsibilities and limitations within it will be key.

- 2.9 The current condition of the existing network has been assessed and a required level of capital investment of at least £2.9million has been identified (Appendices 3 & 4). This sum includes £265k for committed works for resurfacing in Hollybush Row and Marston Road scheduled for March / April 2018.
- 2.10 The allowance within the financial agreement for larger capital repairs and resurfacing is currently circa £700k per annum.
- 2.11 The list of locations identified in the summary requiring more extensive repairs will be prioritised on a two year rolling programme. It is therefore anticipated that it will take at least 4 years to bring the network up to the required standard based on its current condition and assuming that funding levels are maintained and that further works don't arise. The anticipated timescale is likely to be extended to reflect the likely deterioration of the network during the intervening period.
- 2.12 If a specific location is identified for capital funding Oxford City Council will continue to ensure that the location remains safe for public use; therefore Oxford City Council will be responsible to make safe and Oxfordshire County Council will be responsible to make good.
- 2.13 The Ring Road would be excluded from the Agency agreement, as would be high cost maintenance areas such as Frideswide Square and other parts of the highway network with latent or patent defects. A list is being prepared as is a detailed plan to confirm/highlight the extent of our responsibility and implementation of the Agency Agreement will be subject to this.

3.0 Legal Implications

- 3.1 Under the proposed agreement, Oxford City Council would be appointed as agent of Oxfordshire County Council under s101 of the Local Government Act 1972 to carry out the specified work. A back-to-back contract would then be made between Oxford City Council and Oxford Direct Services Ltd for delivery of the services. In practice this would form part of the wider services contract that the council will have with ODSL. Three existing Oxfordshire County Council staff would transfer under TUPE to ODSL as the entity carrying out the activities.
- 3.2 Both Oxford City Council and Oxfordshire County Council would have the right to terminate the agreement providing sufficient notice is given. Subject to agreeing the initial fixed period, likely to be 12 months, a minimum period of six months notice is to be given.

4.0 Financial Implications

- 4.1 Oxford City Council through its wholly owned Local Authority Trading Company, Oxford Direct Services would carry out additional work to the value of approximately £1.56m per annum (as set out in confidential appendix 1).
- 4.2 Oxford City Council has the advantage of having operated the section 42 arrangements successfully for more than 20 years, and having been a sub contractor to Skanska. Therefore the costs and risks associated with this work are well understood and control mechanisms are mature. The costings allow for an element of risk management and overall a return to Oxford City Council as a contribution to shared overheads or rebate on the cost of services. This would be managed through the services contract and shareholder agreement between Oxford City Council and ODSL.
- 4.3 Oxford City Council currently carries the insurance risk for the minor roads in the city. With this arrangement that cover would have to be extended to cover the work carried out on the principal roads as Oxfordshire County Council's agent. The additional insurance cost associated with this has been included in the budget.

5.0 Risk

- 5.1 A risk assessment is attached at appendix 2. While both parties are entering into the agreement in good faith, financial resources for local authorities remain uncertain, and dependent on decisions at national and local level which would be outside the control of Oxford City Council. While the intention of both parties is that the initial funding level outlined above is maintained in future years, it is important to note that the setting of the overall budget is entirely at the discretion of Oxfordshire County Council. If the overall funding for this activity was reduced, there could be a reputation and financial risk to Oxford City Council from being the public face for a service that was not adequately funded. In these circumstances Oxford City Council could mitigate this risk by giving notice, as outlined in paragraph 3.2 above.

6.0 Review and Monitoring

- 6.1 The two year rolling programme will be reviewed annually in conjunction with an assessment of the backlog of need. The review will target a reduction of the anticipated timescales from 4-5 years. If the outcome of the review identifies that the arrangement is unsustainable, Oxford City Council would give notice as outlined in paragraph 3.2.

7.0 Equal Opportunities Policies

- 7.1 All relevant Council policies such as the Oxford Living Wage and Apprenticeships will be applied to the delivery of these services and will be costed into the proposal.
- 7.2 There are staffing implications for both authorities and include the TUPE transfer of three members of Oxfordshire County Council staff to Oxford Direct Services Limited.

8.0 Conclusion

8.1 The proposed Agency Agreement extends our tried and tested management of some parts of the highways network in the city. A more seamless delivery of highways services in the city will bring economies of scale delivering better outcomes in proportion to the available budget. The public will benefit from this and the simplification of who is responsible for the roads in the city. We have a clear picture of the risks involved and have mitigated these through agreeing exclusions with Oxfordshire County Council, limiting our responsibilities appropriately, undertaking an assessment of the network to determine the investment requirement and ensuring that in the unlikely event we wish to withdraw from the arrangement we can do so with notice. Taking all things into consideration, the Council could enhance its reputation through better service provision and better outcomes for the people of Oxford.

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To: Council
Date: 23 April 2018
Report of: Head of Business Improvement
Title of Report: Pay Policy Statement 2018/19

Summary and recommendations	
Purpose of report:	To approve the Annual Pay Policy Statement
Key decision:	No
Executive Board Member:	Councillor Bob Price
Corporate Priority:	Efficient and Effective Council
Policy Framework:	None
Recommendation(s): That Council resolves to:	
1. Approve the Annual Pay Policy Statement 2018/19 attached at Appendix 1.	

Appendices	
Appendix 1	Annual Pay Policy Statement 2018/19
Appendix 2	Risk Register

The Council's Gender Pay Gap Report is attached as Appendix 3 to this report for information.

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, the Council has removed gender pay gap data from this report and it will be published separately in its new format in future.

5. The Government is reviewing: 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 was expected that the consultation would be concluded and the final legislation implemented last year. There have not, however, been any developments and the legislation is therefore still pending. If the legislation is finalised the Council will review the implications. The capping of exit payments is likely to have implications for the current policy on exit payments.
6. Negotiations took place in 2017 regarding pay resulting in a new local pay agreement for the period from 1st April 2018 to 31st March 2021 These arrangements are reflected in the Pay Policy Statement 2018/19.
7. Oxford Direct Services employees are not covered by this statement as they transferred to a separate company (wholly owned by Oxford City Council) on 1st April 2018. Oxford Direct Services has, however, adopted the Council's current policies including the 2018 pay agreement detailed above.

Financial implications

8. The financial implications of this Pay Policy Statement and the 3 year pay agreement negotiated in 2017 and effective from 1st April 2018 have been included within the Council's Medium Term Financial Plan.
9. 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 and Oxford Direct Services.

Legal issues

10. In accordance with the Localism Act 2011 the Council is required to approve its Annual Pay Policy Statement by 31 March each year and publish its Annual Pay Policy Statement as soon as reasonably practicable after it has been approved. In accordance with advice from the Monitoring Officer in subsequent years the Council will be requested to consider and approve the Annual Pay Policy Statement before 31 March.

Level of risk

11. A risk register can be found at appendix 2.

Equalities impact

12. 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.

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Human Resources

www.oxford.gov.uk



PAY POLICY STATEMENT 2018/19

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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.

Definitions

4. 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: £10.20 in London, £8.75 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 £9.69.

'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

5. The Council is required by the Section 38-43 Localism Act 2011 having due regard to the associated Statutory Guidance including the Supplementary Statutory Guidance issued in February 2013 to prepare, approve and publish a Pay Policy Statement.
6. The Council must also have due 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 organisational structure.

Principles

Remuneration

7. 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 £9.69 per hour. The lowest Council employee rate (except for those employees identified in paragraph 20 below) is £9.79 per hour.
 - A new 3 year pay deal has been agreed with effect from 1st April 2018. Under this agreement:-
 - A cost of living pay award will be made on the 1st April each year. Each incremental point on the pay scale will increase by 1.25% or the sum of £575, whichever is the greater on 1st April 2018. On 1st April 2019 and 2020 the increase will be 1.25% or the sum of £500, whichever is the greater.
 - The next incremental progression will be 1st October 2019 subject to satisfactory performance and attendance. The bottom point of each grade will be removed at 1 October 2019, leaving two spinal column points in each grade.
 - 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.
 - Weekend working enhancements for staff who are required to work on Saturdays and Sundays as part of their normal working week.
 - Relocation expenses.
 - Reimbursement of professional fees.
8. 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.
9. 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 current HMRC approved rates.
10. 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

11. 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

12. Two 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) Senior Management Grades for certain senior positions (Scheme 2)
13. 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 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.

Scheme 2 - 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.

Returning Officer

14. 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

15. 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.
16. Severance payments are made in accordance with the Council's Organisational Change Policy which details the Council's redundancy scheme.
17. 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.
18. 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.
19. The same arrangements apply to ex-employees seeking engagement through an agency or under a contract for services.

Lowest Paid Employees

20. The Council adopted an 'Oxford Living Wage' in 2009 which is currently £9.69 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 lowest spinal column point for Council staff is £9.79 per hour.

** 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

21. As at 1 April 2018 the highest paid officer receives £157,536 per annum including all elements of pay. The bottom point of Grade 3 is the lowest rate paid by the Council which is £18,883 per annum. The Council's current median salary is £29,717 per annum. This makes Oxford City Council's pay multiple 1:5.

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

Equal Pay

22. The Council has undertaken an equal pay review in agreement with trade unions.

23. Gender Pay Gap information will be reported annually in compliance with legislation.

Communication & Data Publication

24. The Council will publish its Annual Pay Policy Statement on its website as soon as reasonably practicable following approval.

25. 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.

26. 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.

27. 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

28. 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.

29. Once approved by Council, this policy statement will come into immediate effect, superseding the 2017/18 statement and will continue to be reviewed on an annual basis.

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	01.03.17	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	01.03.17	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	01.03.17	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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GENDER PAY GAP REPORT

Oxford City Council is required by law to publish an annual gender pay gap report. The require information has been published on the Government's website.

Our gender pay gap details for the snapshot date of 31st March 2017 are below.

Mean gender pay gap (basic pay) is 0.1%.
Median gender pay gap (basic pay) is 0%
Mean gender bonus gap for -6.3%
Median gender bonus gap is 19.5%
Proportion of male employees receiving a bonus is 45.5%
Proportion of female employees receiving a bonus is 42.3%

Pay quartiles by gender

Quartile*	Males %	Females %
Top Quartile	67.6	32.4
Upper Middle Quartile	63.2	36.8
Lower Middle Quartile	59.6	40.4
Lower Quartile	71.3	28.7

* Each quartile represents a quarter of the workforce which has been ranked in order from the lowest to highest paid i.e. the top quartile represents the top 25% of employees by pay.

The Council does not have a gender pay gap in relation to basic pay.

There is reported pay gap in relation to Bonus. The calculations above are in accordance with the prescribed methodology. They are not reflective of actual position within the Council. Bonus payments primarily relate to annual Partnership Payments paid to eligible employees in accordance with the Partnership Payment Scheme arrangements and a commission payment.

The partnership payment is a set lump sum, which is abated to working hours for part timers. The maximum payment under the Partnership Payment Scheme for a full time employee was £500. This scheme ends on 31st March 2018, with the final payment being made in July 2018.

The Commission Payment scheme provides a system of financial reward to eligible staff who secure new commercial contracts for Direct Services. The commission payments made to staff are determined in accordance with the scheme's rules, and approved by a senior manager in Direct Services.

The mean gender bonus pay gap in favour of females is as a result of a commission payment to one female member of staff.

The median gender bonus pay gap is a reflection of the make-up of the workforce. The median male employee is full time as the male workforce is predominantly full time and the median female employee is part time as the female workforce has a significant number of part timers. The mean pay gap for the Partnership Payment based on full time equivalent payments is -4.1% (in favour of females) and the median gender pay gap is zero.

To: Council
Date: 23 April 2018
Report of: Head of Law and Governance
Title of Report: Scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen of Oxford City Council

Summary and recommendations	
Purpose of report:	This report sets out a proposed scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen of Oxford City Council
Key decision:	No
Executive Board Member	Councillor Brown, Leader of the Council
Corporate Priority:	None
Policy Framework:	None
Legislation:	Local Government Act 1972 (Section 249)
Recommendation(s): That Council resolves to:	
1. Adopt the Scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen of Oxford City Council, attached at Appendix 1.	

Appendices	
Appendix 1	Scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen of Oxford City Council

Introduction and background

1. Group Leaders have asked officers to bring forward proposals for how Council could recognise the eminent services of a small number of members who are standing down in May 2018.

Honorary Aldermen and Honorary Alderwomen

2. Council has the power under Section 249 of the Local Government Act 1972 to confer the title of "Honorary Alderman" or "Honorary Alderwoman" on:

“Persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then members of the Council”.

3. The titles Honorary Alderman and Honorary Alderwoman are specifically reserved for former members of Council who have rendered eminent services to the Council.
4. A proposed Council scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen is attached as Appendix 1. Council is recommended to adopt this scheme.

Qualification criteria

5. It is important to note that honorary titles are not intended as a means of recognising long service and should only be used where there are exceptional cases that merit an honorary award. This is reflected in the proposed scheme, which seeks to set the expectation that honorary awards are exceptional, without fettering Council’s discretion to make such awards.
6. In practice, where exceptional circumstances do apply, it is likely to be in cases where members have served for a considerable period of time. The proposed scheme defines this period as not less than 12 years in total (equivalent to three full terms) but allows for flexibility to be applied in particular cases where members have served for less than 12 years and it is considered by Council that they have rendered eminent services.
7. The proposed scheme also requires that members should have either held high political office within the Council or acted as Lord Mayor with distinction, or have an exceptional record of community service and leadership (which could apply in cases where members have not held high political office or acted as Lord Mayor).

Nomination and enrolment

8. The legal powers and process for formally awarding the titles Honorary Alderman and Honorary Alderwoman are similar to those for awarding Freedom of the City.
9. The proposed scheme allows for any serving member to nominate an individual who is a former member of Oxford City Council for an honorary award, with the support of their Group Leader or the Leader of the Council. The process for nomination and enrolment is set out in the proposed scheme.
10. Honorary titles can only legally be conferred where two thirds of voting members present at a special meeting vote in favour of a proposal to make an award. The Monitoring Officer will therefore need to be satisfied that any nominations would receive a high degree of support across the Council Chamber.

Privileges

11. The proposed scheme sets out the privileges that Honorary Aldermen and Honorary Alderwomen would be entitled to.

Withdrawal of the title and its privileges

12. The proposed scheme makes provisions for the withdrawal of honorary titles in cases where recipients are re-elected as members of the Council and in other exceptional cases, which would be considered at the time on the individual circumstances, where there is a proposal to remove the award.

Legal issues

13. The Legal issues including the power to confer the title of Honorary Alderman and Honorary Alderwoman under S249 of the Local Government Act 1972 are contained within the report.

Financial Issues

14. It is expected that any costs associated with the enrolment of Aldermen and Alderwomen would be met from the existing civic budget.

Alternative option

15. Council could chose not to agree the proposed scheme, in which case an alternative scheme should be agreed before Council proceeds with conferring any honorary titles on former members.

Report author	Andrew Brown
Job title	Committee and Members Services Manager
Service area or department	Law and Governance
Telephone	01865 252230
e-mail	abrown2@oxford.gov.uk
Background Papers: None	

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Scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen of Oxford City Council

Background

1. In accordance with the provisions of section 249 of the Local Government Act 1972, the Council may confer the title of “Honorary Alderman” or “Honorary Alderwoman” on:

“Persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then members of the Council”.

2. In order for Council to confer the title of Honorary Alderman or Honorary Alderwoman, a special meeting of full Council needs to be convened for this purpose and a resolution passed by not less than two thirds of the voting members present at that meeting.

Qualification criteria

3. For the purposes of this scheme “eminent services” shall mean serving as a member of Oxford City Council for a total of 12 years and meeting at least one of the following conditions:
 - Holding senior political office and/or serving as Lord Mayor with distinction;
 - Having an exceptional record of community service and leadership.
4. In exceptional circumstances less than 12 years’ service may be considered upon the recommendation of the Leader of the Council.
5. No person who meets the above qualification criteria will automatically become an Honorary Alderman or Honorary Alderwoman, but they may be nominated and enrolled as an Honorary Alderman or Honorary Alderwoman in accordance with the provisions of this scheme.

Nomination and enrolment

6. Nominations for the position of Honorary Alderman and Honorary Alderwoman should only be made where there are exceptional cases meriting this honour.
7. Any serving Oxford City Councillor can submit a nomination in writing to the Monitoring Officer with the support of their Group Leader or the Leader of the Council.
8. Once a valid nomination has been received by the Monitoring Officer, informal discussions will take place involving Group Leaders to establish whether there is sufficient support for the nomination. If there is sufficient support for conferring the title of Honorary Alderman or Honorary Alderwoman on the nominated person, full Council will be asked at its next normal meeting to agree to convene a special meeting for this purpose.

9. At a specially convened meeting full Council will formally resolve to confer the honorary title and will celebrate the achievements of the recipient and make any presentation to them. The summons for this meeting will contain the proposal to award the honour including the reason.

Privileges

10. An Honorary Alderman or Honorary Alderwoman shall be entitled to the following privileges:

- To enjoy the courtesy title of “Alderman” or “Alderwoman” and to be so addressed.
- To be named as an Alderman/woman on the Council website.
- To attend, as an observer, meetings of the Council and to have a seat made available for them.
- To receive invitations to all civic and social events to which members of the Council are invited.
- To walk in civic procession in a position immediately behind the Lord Mayor, Deputy Lord Mayor and Sheriff of Oxford and immediately ahead of other serving members of the Council.
- In the event of the Council deciding to give a badge, robe or emblem to Honorary Aldermen and Honorary Alderwomen, to wear such a badge, robe or emblem on civic occasions.

11. The Council may decide to alter, amend, supplement or withdraw the privileges set out in this scheme.

12. Honorary Aldermen/women shall not have the right to influence meetings of the Council or a committee of the Council or to receive any allowance or other payment under the Members' Allowance Scheme.

Withdrawal of the title and its privileges

13. The Council shall retain the competence to withdraw the title of Honorary Alderman or Honorary Alderwoman and its privileges in particular cases.

14. Withdrawal of the title and its privileges shall be by way of a resolution passed by not less than two thirds of voting members present at a specially convened full Council meeting. The summons for that meeting will contain a proposal to withdraw the title and its privileges including the reason.

15. Honorary positions are non-political roles. In the event of an Alderman or Alderwoman subsequently resuming membership of the Council, they may not be addressed as Alderman or Alderwoman or benefit from any privileges that Aldermen and Alderwomen may be entitled to until they once more cease to be a Councillor.

Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 13 February 2018

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Committee members:

Councillor Brown (Chair)

Councillor Price

Councillor Hollingsworth

Councillor Sinclair

Councillor Tanner

Councillor Turner (Deputy Leader)

Councillor Smith (Deputy Leader)

Councillor Rowley

Councillor Hayes

Councillor Tidball

Officers:

Gordon Mitchell, Chief Executive

Tim Sadler, Executive Director Sustainable City

Jackie Yates, Executive Director Organisational Development and Corporate Services

Anita Bradley, Monitoring Officer

Nigel Kennedy, Head of Financial Services

Andrew Brown, Committee and Member Services Manager

Richard Adams, Community Safety Service Manager

Tanya Bandekar, Service Manager Revenue & Benefits

Ian Brooke, Head of Community Services

Julia Tomkins, Grants & External Funding Officer

John Mitchell, Committee and Member Services Officer

Also present:

Cllr Altaf-Khan

Cllr Fry

Apologies:

Councillor Gant sent apologies in respect of item 7 on the agenda.

145. Declarations of Interest

None.

146. Addresses and Questions by Members of the Public

Two questions had been asked in advance by members of the public, responses to which are given as an attachment to these minutes.

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

Cllr Altaf-Khan addressed the Board in relation to the matter of proposed changes to the Headington car park charges (reference Item 8 on the Agenda: Budget 2018/19). He was concerned at the scale of the proposed increases. He said this concern was widely shared by members of the community and some Members. He understood that the decision about the charges had been informed, principally, by data derived from the City's car park in Summertown. He said that the proposals should be reconsidered, based on data from Headington car park and that there should be a further period of public consultation.

Cllr Hollingsworth, Board Member for Planning and Regulatory Services, explained that the proposals in relation to Headington were based, also, on physical observations of parking practice there which revealed sufficiently close parallels with the practice at Summertown to justify the proposed charges.

148. Councillor Addresses on Neighbourhood Issues

None.

149. Items raised by Board Members

None

150. Scrutiny Committee Reports

The Committee and Member Services Manager spoke briefly to the following reports before the Board:

Air Quality Annual Report

He said the Scrutiny Committee was grateful to the Board Member and officers for their contribution to the report and for the CEB response, via the Board Member, to its recommendations. He noted that this would, in future, be an annual report.

Update of the Corporate Plan (item 13 of the agenda)

There was nothing to add to the report and the CEB's response before the Board

Review of Community Protection Notices (item 16 of the agenda)

There was nothing to add to the report and the CEB's response before the Board

Cllr Fry, as Chair of the Scrutiny Finance Panel, spoke to the report before the Board. He was grateful to Board Members for having agreed to most of the Panel's recommendations. He was however disappointed that the Board Member had not felt able to agree that the allocation of additional resource for City Centre management was a priority. He was also disappointed that the opportunity would not be taken to move the price of garden waste collection immediately to its target price of £52 for 2018/19.

Cllr Turner, Board Member for Finance and Asset Management, said he was grateful to the Panel for its contribution to the budget process and for being able to submit its recommendations in time to be taken into account against a very tight timescale. In relation to City Centre management, there were other challenges that vied for attention but he recognised that it was a matter that might need to be returned to.

151. Budget 2018/2019

The Head of Financial Services had submitted a report which presented the outcome of the budget consultation and seeks agreement of the Council's Medium Term Financial Strategy for 2019-20 to 2021-22 and 2018-19 Budget for recommendation to Council.

Cllr Turner, Board Member for Finance and Asset Management, recorded his thanks to the Head of Financial Services and colleagues for their work in preparing this report. While there were, evidently, still some financial challenges, the City's overall financial position was enviable compared with many other authorities. There were many judgements and competing priorities to be balanced in coming to a view about where fees and charges should be increased and such decisions were never taken lightly. He went on to note some of the key features of the financial proposals. He drew particular attention to the Council's work in addressing the needs of those who are homeless or rough sleepers. Progress in relation to this was not just a function of the significant financial resource directed towards it but also of the Council having acted as a lead agency, pulling together other partners and providers to address the issue.

The Head of Financial Services reaffirmed the Board Member's positive reflection of the overall financial position but noted that a careful eye was being kept on potential future risks and challenges such as anticipated changes to the Business Rate Retention arrangements (100 – 75%) and the much delayed Fair Funding Review.

Cllr Turner noted that since the report had been written it had become apparent that the amount of Housing Benefit Administration Grant for 2018/19 was greater than anticipated to the tune of £193k. He therefore proposed an additional recommendation to the Board, that it should recommend to Council that the additional award of Housing Benefit and Council Tax Reduction Scheme Administration Grant of £193k for 2018/19 is allocated as follows :

- i. Additional one off resources on the Housing Benefit Service - £100k
- ii. Homelessness reserve - £93 k

The City Executive Board resolved to:

- 1) **Approve** the 2018-19 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 £23.369 million for 2018/19 and an increase in the Band D Council Tax of 2.99% or £8.67 per annum representing a Band D Council Tax of £298.86 per annum
 - b) the Housing Revenue Account budget for 2018/19 of £43.241 million and a reduction of 1% (£0.85/wk) in social dwelling rents from April 2018 giving a revised weekly average social rent of £104.58 as set out in Appendix 4
 - c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6
- 2) **Agree** the fees and charges shown in Appendix 7
- 3) **Delegate authority to** the Section 151 Officer in consultation with the Board Member for Finance and Assets 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 12-14 below.
- 4) **Agree** to increase the long term empty property premium from 50% to 100% at the earliest opportunity so as to encourage long term empty properties back into use.
- 5) **Recommend** to Council that the additional award of Housing Benefit and Council Tax Reduction Scheme Administration Grant of £193k for 2018/19 is allocated as follows :
- i. Additional one off resources on the Housing Benefit Service - £100k
 - ii. Homelessness reserve - £93 k
- 6) **Recommend** Council to accept the budget for 2018-19

152. Capital Strategy 2018/19

The Head of Financial Services had submitted a report which presented the Capital Strategy 2018/19 – 2021/22 for approval.

Cllr Turner, Board Member for Finance and Asset Management, spoke briefly to the report. The updated Strategy included a small number of changes as referred to in the covering report.

The Chair was pleased to note the reference to major capital work investment in the Covered Market.

The City Executive Board resolved to:

1. **Approve** the Capital Strategy attached at Appendix A to the report.

153. Treasury Management Strategy 2018/19

The Head of Financial Services had submitted a report which presented the Treasury Management Strategy 2018/19 together with the Prudential Indicators for 2018/19 to 2021/22 for referral to Council.

Cllr Turner, Board Member for Finance and Asset Management, spoke briefly to the annual report noting that its contents and format were to a large extent driven by CIPFA requirements which did not always result in an elegant read. He drew attention to the few proposed changes, some of which were due to changes in CIPFA's Treasury Management Code of Practice. He noted that, where possible, investments were sought which would be beneficial to the City in their own right and not just financially.

The City Executive Board resolved to recommend that Council approves:

1. The Treasury Management Strategy 2018/19 as set out in paragraphs 7 to 43 and the Prudential Indicators for 2018/19 – 2021/22 as set out in Appendix 2;
2. The Borrowing Strategy at paragraphs 12 to 22;
3. The Minimum Revenue Provision (MRP) Statement at paragraphs 23 to 24 which sets out the Council's policy on charging borrowing to the revenue account; and
4. The Investment Strategy for 2018/19 and investment criteria as set out in paragraphs 25 to 39 and Appendix 1.

154. National Non-Domestic Rates Discretionary Relief Policy 2018-2022

The Head of Financial Services had submitted a report seeking agreement to an updated National Non-Domestic Rates Discretionary Relief Policy for 2018-2022.

The Service Manager for Revenue & Benefits, introduced the report which reflected a number of changes to the rate reliefs which the Council had implemented since 2015. These changes included removing Retail Relief, Long Term Empty Property Relief, New Build Empty Properties and Flooding Relief (all of which had been time limited). It was anticipated that 100% relief for public toilets will be able to be granted in the near future this is dependent on change to primary legislation. (It was confirmed after the meeting that the total rates payable in 2017/18 for the City's 12 public toilets, of which 9 are owned by the Council, is a little under £14k).

The City Executive Board resolved to:

1. **Approve** the updated National Non-Domestic Rates (NNDR) Discretionary Rate Relief policy as attached at Appendix 1 and;
2. **Agree** to grant 100% discretionary relief for Public toilets from 1/4/18 if the bar is lifted on giving rate relief to local authorities by then.

155. Grant Allocations to Community and Voluntary Organisations 2018/19

The Head of Community Services had submitted a report proposing the allocation of grants to community and voluntary organisations through the Community Grants Programme.

Cllr Sinclair, Board Member for Culture and Communities, introduced the report which sought, among other things, to provide consistency and stability to the beneficiaries of grants through the move to three rather than annual allocations.

The Grant and External Funding Officer said that the annual open bidding process was in its final phase. The deadline for submission of bids had passed and those submitted would be reviewed the following week.

The Chair noted that Scrutiny Committee had welcomed the response to its recommendations about grant allocations.

Cllr Smith, Board Member for Leisure, Parks and Sport, noted the importance of robust monitoring given the move to three year allocations. The Grant and External Funding Officer confirmed that such monitoring would be in place.

The City Executive Board resolved to:

1. **Approve** the recommendations for the commissioning programme as set out in Appendices 1 and 2;
2. **Delegate authority to** the Head of Community Services, in consultation with the Executive Members for Customer and Corporate Services and Culture and Communities, to approve the recommendations for applications received to the grants open bidding programme for the period of 2018-21 and allocate funding to art and culture organisations that apply for funding through this theme from April 2019; and
3. **Delegate authority to** the Executive Director for Organisational Development and Corporate Services in consultation with the Executive Members for Customer and Corporate Services and Culture and Communities to allocate the development fund in the Advice and Money Management commissioning theme for the period of 2018-21.

156. Update of the Corporate Plan 2018

The Assistant Chief Executive had submitted a report seeking approval of the annual update of the Corporate Plan 2016-20.

Cllr Price Board Member for Corporate Strategy and Economic Development, introduced the report which provided a broad framework for the Council's activities and had provided an opportunity to 'tidy up' the Council's priorities.

The City Executive Board resolved to:

1. **Approve** the Annual Update report on the Corporate Plan 2016-20, as set out in Annex 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; and
3. **Delegate authority for** the Assistant Chief Executive to add new success measures to the Annual Update Report (point 13) once agreed with Service Heads and the Chief Executive.

157. Children & Young People's Strategy 2018-2023

The Head of Community Services had submitted a report seeking agreement to the commencement of the consultation process for the draft Children & Young People's Strategy 2018-2023.

Cllr Tidball, Board Member for Young People, Schools and Public Health, introduced the report. The Strategy would be underpinned by three principles:

1. Preventative led provision;
2. Equality, inclusion and engagement of young people; and
3. Facilitating effective partnership working

The Strategy sought to focus on three key outcomes for Children and Young People (CYP), that they should be healthy and safe; connected; and productive.

She noted that whereas the County Council's role in relation to CYP was now effectively limited to its statutory obligations, the City provided open access opportunities.

Central to the Strategy was the introduction of a 'zoning' methodology which focuses on partners working together on shared outcomes across a locality area. This aspect of the Strategy offered some opportunities for co-operation with the County Council and it was proposed to work with the County to set up a pilot impact zone in the City to focus on improving the outcomes for CYP in that locality.

In discussion there was acknowledgement of the need to take account of those CYP who may cross the City boundary for one reason or another. In relation to this point, Cllr Sinclair, Board Member for Culture and Communities, noted that many CYP and volunteers who engage with City activities come from outside the City. The critical importance to the Strategy of partnership with others was noted as was the regret at the County's significant diminution of non-statutory support for CYP in the City such as the loss of Children's Centres and Youth Clubs.

There was widespread acknowledgment of the importance of the health element of the partnership and the particularly acute pressures faced by the CAMHS service. This

concern was raised by Cllr Tidball at every opportunity at both the Children's Trust and Health & Wellbeing Board.

Members commended the Strategy as an excellent piece of work.

The City Executive Board resolved to:

1. **Agree** the pre consultation version of the Children & Young People's Strategy; and
2. **Agree** to commence the consultation process on the draft Children & Young People's Strategy.

158. Use of Receipts from the Sale of 156 Walton Street (HRA assets)

The Head of Housing Services had submitted a report seeking approval for the receipt from the disposal of a HRA property to be used for the purpose of purchasing larger properties to address overcrowding issues.

Cllr Rowley, Board Member for Housing, introduced the report. He was pleased to report that a bid of over £1m had been accepted for the property. This receipt could now be reinvested, via the HRA, to purchase one or two properties for larger households for which there was a great need.

The City Executive Board resolved to:

1. **Recommend** that full Council include an additional budget in the HRA capital programme of £1,035,000 for the acquisition of social housing properties from the open market, funded by the receipt from the sale of 156 Walton Street; and
2. **Grant delegated authority** to the Head of Housing Services to negotiate and agree such transactions, including any works required to any acquisitions, to maximise the benefit of the receipt.

159. Review of use of Community Protection Notices

The Executive Director Sustainable City had submitted a report which detailed the findings of the review into the application of antisocial behaviour enforcement, with particular reference to people thought to be rough sleeping, and to review the Council's underpinning enforcement policies.

Cllr Hayes, Board Member for Community Safety reminded the Board that the report resulted from a Council motion in October 2017 requesting the CEB to review the process of issuing Community Protection Notices. A senior officer review of the 5 cases in 2016 and 2017 against rough sleepers found that in all cases the Council's policies in respect of these matters had been followed appropriately. The report before the Board had been preceded by cross-party talks. He was pleased that Scrutiny Committee had accepted the report and had been pleased to respond positively to its two recommendations. He went on to reaffirm the Council's absolute commitment, as a caring and compassionate authority, never to act in a punitive way against people by simple virtue of the fact of their being either homeless or rough sleepers.

Cllr Rowley, Board Member for Housing, echoed the comments of Cllr Hayes and drew attention to the fact that the Council's approach required officers to take the lowest form of intervention possible when dealing with such cases.

Cllr Price, Board Member for Corporate Strategy and Economic Development, thought this was a good and thorough report but it would be helpful to see greater clarity about when the recommendations would be taken forward and completed and that Members should have the opportunity to engage with the subsequent proposals. Cllr Hayes confirmed that there would be such opportunities and the Executive Director for the Sustainable City confirmed that the necessary work was already well underway.

The City Executive Board resolved to:

1. **Endorse** the report, including the findings of the Community Protection Notice Review and Cross-Party Panel; and
2. **Authorise** the Head of Community Services, in consultation with the Board Member for Community Safety, to update the Antisocial Behaviour Policy and Antisocial Behaviour Procedures in line with the recommendations made.

160. Oxford Flood Alleviation Scheme

The Executive Director, Sustainable City had submitted a report which presented for approval the proposed land disposals and discounts in relation to the Council's commitment of up to £1,000,000 in-kind contributions from land disposal and compensation foregone to facilitate the Oxford Flood Alleviation Scheme.

Cllr Price, Cllr Price, Board Member for Corporate Strategy and Economic Development, introduced the report noting that it was the 'last bit of the jigsaw' to facilitate the Oxford Flood Alleviation Scheme.

It was noted that the funding gap recorded in the report had now been met.

Cllr Hollingsworth noted the desirability of ensuring that when land was disposed of for the scheme, every effort should be made to secure access for cyclists. It was recognised that while this could be easily achieved in relation to land owned by the Council it could not necessarily be achieved in relation to land in private ownership. It was agreed that this aspiration should be embedded in the scheme as it proceeds.

Cllr Tanner asked for thanks to be recorded for the work of Cllr Price and officers in bringing the project to this important stage.

The City Executive Board resolved to:

1. **Approve** the disposal of land (as identified in Appendix 1) to the Environment Agency for the purposes of the Oxford Flood Alleviation Scheme. Such disposal to be below market value but subject to receipt of appropriate consents and the inclusion of appropriate restrictive covenants; with the Council also foregoing any land

compensation in relation to the severance to the retained land. The values of the land identified in Appendix 1 being set out in Appendix 2;

2. **Approve** the total net in-kind contribution to be made by the Council to the Environment Agency of £450,500;
3. **Approve** the use of the Council's powers under the Local Government Act 1972 and General Disposal Consent 2003 to dispose of the land identified in Appendix 1 below market value; and
4. **Grant delegated authority** to the Executive Director - Sustainable City, in consultation with the Heads of Finance and Law and Governance, to enter into appropriate legal agreements with Environment Agency to give effect to the above matters.

161. Minutes

The Board resolved to APPROVE the minutes of the meeting held on 23 January as a true and accurate record subject to the correction of a typographical error.

162. Dates of Future Meetings

The next meetings are scheduled for :

- 20 March
- 17 April

All meetings start at 5pm

163. Matters Exempt from Publication

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution 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.

164. Oxford Flood Alleviation Scheme - confidential appendices

These papers were not discussed at the meeting.

The meeting started at 5.00 pm and ended at 6.40 pm

Chair

Date: Tuesday 20 March 2018

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Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 20 March 2018

www.oxford.gov.uk



Committee members:

Councillor Brown (Chair)	Councillor Hayes (Deputy Leader)
Councillor Hollingsworth	Councillor Price
Councillor Rowley	Councillor Sinclair
Councillor Smith (Deputy Leader)	Councillor Tanner
Councillor Tidball	Councillor Turner

Officers:

Gordon Mitchell, Chief Executive
Caroline Green, Assistant Chief Executive
Tim Sadler, Executive Director Sustainable City
Nigel Kennedy, Head of Financial Services
Anita Bradley, Monitoring Officer
Dave Scholes, Housing Strategy & Needs Manager
Frances Evans, Strategy & Service Development Manager
Rachel Lawrence, Rough Sleeping and Single Homelessness Manager
Tom Morris, Principal Planner
Martin John, Electoral Services Manager
Shaun Hatton, Highways and Engineering Manager
John Mitchell, Committee and Member Services Officer

Also present:

Councillor Andrew Gant, Liberal Democrat Group Leader
Councillor Mark Ladbrooke

Apologies:

None

165. Declarations of Interest

None.

166. Addresses and Questions by Members of the Public

None.

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

Cllr Gant, speaking as a local Member and in respect of the decisions to be made in respect of the Summertown and St Margaret's Neighbourhood Plan later on the agenda (item 10) wanted to take the opportunity to record thanks for the work of community leaders, and volunteers who, over a long period of time, had brought the project to this point. The project had commanded wide local support and fitted well with the Council's emerging Local Plan. He noted in particular the contributions of the two Chairs of the Neighbourhood Forum, Martin Roberts and Sam Clarke, and Tom Morris, Principal Planner.

The Chair added her thanks, on behalf of the Board, to all those involved in this important project for the City.

168. Councillor Addresses on Neighbourhood Issues

None.

169. Items raised by Board Members

None.

170. Scrutiny Committee Reports

Report of the Oxford Living Wage Review Group

Cllr Ladbroke, Chair of the Review Group, introduced the report with a reference to the campaign group 'Jubilee 2000' which sought to end third world debt and the then Chancellor, Gordon Brown's decision to provide debt relief to some of the world's poorest nations. This had, in turn, led to development of both the notion and importance of a "living wage", something which had won "hearts and minds" and for which there was now widespread acceptance. If employers are required to ensure the national minimum living wage, then why not encourage them to go one step further and adopt a living wage, something which would not only assist their employees but was likely, also, to benefit their standing in the community?

The group's report was necessarily focussed on the matter of the living wage and did not explore a number of other factors such as the evident impact of ill health, gender, disability, and ethnicity, on low pay.

The introduction of an Oxford Living Wage (OLW) would not provide a "silver bullet" for the challenges faced by those on low pay but it had the potential to make a significant contribution.

He saw the Council as having a critical role in demonstrating leadership in the promotion of the OLW, seeking to both embed it and celebrate success wherever it may be found. A lot of good work in relation to the OLW happened "under the radar"

and was not well documented. It was important to do everything possible to record and celebrate progress.

Summing up he said that the work of the group had been a hugely positive experience, the introduction of a living wage was an idea whose time had come and was, evidently, of great benefit to the poorer members of the community.

The Chair thanked Cllr Ladbrooke for his eloquent introduction and confirmed that he should be the Council's champion for the OLW, until the Council elections in May, when, regrettably, he would be standing down. After the elections there would be an opportunity to consider how best to continue the work set in train by the group.

In relation to the group's recommendation 8 which had been agreed in part (re maintaining a list of local employers paying the OLW) she noted the difficulties of ensuring an up-to-date and accurate list but agreed that more thought should be given to how this might be achieved.

Cllr Smith added that such a list (in parallel with logos for employers adopting the OLW) was important to enable consumers to make informed choices about those companies/ organisations they wished to support.

Cllr Price noted that the Oxford Economic Growth Steering Group had identified this matter as a key priority for 2018/19 and one which would be taken forward by a task and finish group.

Cllr Hayes thanked all those who had contributed to it for an excellent report and was particularly supportive of recommendation 15 and the response to it (identification of a portfolio holder to lead on the OLW). He was keen that the work going forward should provide the opportunity for the low paid themselves to have a voice.

The Chair concluded by thanking all those who had contributed to this valuable report.

171. Allocation of Homelessness Prevention Funds 2018/19

The Head of Housing Services had submitted a report seeking the City Executive Board's approval to the allocation of homelessness prevention funds with the purpose of helping meet the objectives of the Homelessness Strategy.

Cllr Rowley, Board Member for Housing, introduced the report, noting the intention of ensuring that the probable savings from the 2018/19 are carried forward for use in support of homelessness services and so continuing to meet the challenges faced by those who are homeless or rough sleepers. He was pleased to be able to highlight an increase of £300k for supported accommodation and that the City's, current, assessed need is for 150 beds and that in 2018/19 and 2019/20 there will be provision for 170 and 167 respectively.

The Rough Sleeping and Single Homelessness Manager drew attention to the £150k made available to facilitate work the ongoing City Conversation on Rough Sleeping and flowing from the inauguration event on 28 November. This had initiated a programme of

work involving collaboration between a wide range of organisations and individuals who have a role to play in helping to address the issues of homelessness and rough sleeping. An interim steering group has been set up to take this programme of work forward which has met twice. The group will be chaired by Jane Cranston, currently High Sheriff of Oxfordshire, and convened and coordinated by the Oxfordshire Community Foundation.

Details about how this additional resource would be used were still being worked up but some funds had already been committed to employing an additional member of staff. This role will focus on communication; ensuring effective co-ordination between the many parts of the Council which provide services which touch upon the lives of those who are homeless or rough sleeping; and assembling and making available high quality data about the issue and related matters (it was hoped that the first quarter of 2018/19 would see the first batch of these data). The impact of the work being done by the Council, commissioned services and other local homelessness organisations was not always visible, with some 300 successful interventions having been made by the Oxford SPOT, the Council's commissioned outreach team, over the last year and an effective Severe Weather Emergency Programme which had provided nearly 800 nights of accommodation to vulnerable people and given shelter to around 130 people so far over the winter.

She went on to note that rough sleeping had been all but eradicated nationally in 2008 and there is every reason why, with the support of partners, we should hope to achieve this eradicated again. At the same time, it was recognised by all present that the underlying causes of homelessness were, for the most part, a consequence of recent government policies over which the Council had no control and which had a particularly profound effect on the most vulnerable members of the community.

The Housing Strategy and Needs Manager spoke briefly about the Council's Trailblazer project, as one of just 20 authorities which had received such funding in recognition of the City's good track record in tackling homelessness and rough sleeping.

It was agreed that the City's reputation as a good provider of services for those who are homeless and rough sleeping was well deserved. Assembling meaningful comparative data was however difficult. Establishing links with other cities which experienced similar levels of homelessness would be beneficial as well as assembling the data referred to above so as to have a better understanding of the reasons for people presenting as homeless in the Oxford. The attraction of Oxford, given the quality of its provision, as compared with neighbouring authorities was noted. At the same time it was noted that some of those who were homeless or rough sleepers and in the City were reluctant to engage with the provision available.

Cllr Rowley concluded the discussion by noting the significant number of successful interventions every year and the support offered which had a positive impact via, for example the Welfare Reform Team and Advice Centres. There were three principal ways in which the Council could address this complex issue: through direct provision of services provided by the Council; the facilitation of provision by others (via the City Conversation); and lobbying central government. A sustainable solution would only be achievable with the cessation of those policies which drove people onto the street.

The Chair thanked all those involved who worked to support this important area of work, including Council officers, commissioned service providers, local homelessness organisations and volunteers.

The City Executive Board resolved to:

1. **Approve** the allocation of Homelessness Prevention funds to commission homelessness services in 2018/19 as outlined in paragraph 41 and Appendix C of the report;
2. **Recommend** to City Executive Board and the Chief Finance Officer that any savings from 2017/18 budget allocations for Homelessness Prevention activities are considered to be carried forward at the end of the financial year in order to fund necessary services in 2018/19 and 2019/20 as outlined at paragraphs 28-30 of the report; and
3. **Delegate** to the Head of Housing in consultation with the portfolio holder the discretion to revise the intended programme if required.

172. Draft Tenancy Strategy and Tenancy Policy 2018-2023

The Head of Housing Services had submitted a report to request that the City Executive Board approves the Draft Tenancy Strategy and Tenancy Policy 2018-2023 (and associated appendices) as draft documents to be published for a period of public consultation.

Cllr Rowley, Board Member for Housing, introduced the report by reminding those present that the current versions of the Tenancy Strategy and Tenancy Policy were due for renewal in 2018. He explained that in the absence of Government guidance on mandatory use of Flexible Fixed term Tenancies, the new drafts before the Board set out a continued commitment for the Council to offer only lifetime (secure) tenancies unless there is a legislative change or grant funding requirement to offer an alternative tenancy term. Should there be a need to update the Tenancy Strategy/Policy in relation to implementation of mandatory Flexible Fixed Term Tenancies, a further report and revised Tenancy Strategy and Policy will be presented to the City Executive Board.

The City Executive Board resolved to:

Approve the Draft Tenancy Strategy and Tenancy Policy 2018-23 (and associated appendices) as draft documents to be published for a period of public and stakeholder consultation.

173. Summertown and St Margaret's Neighbourhood Plan

The Head of Planning, Sustainable Development and Regulatory Services had submitted a report seeking the City Executive Board's endorsement of the consultation draft Summertown and St. Margaret's Neighbourhood Plan as required by Regulations.

Councillor Alex Hollingsworth, Board Member for Planning, Sustainability & Regulatory Services, introduced the report and added his thanks to those previously noted for all those who had contributed so much to this valuable project.

Cllr Price noted that what was proposed aligned well with the vision set out for the City in "Oxford 2050".

The City Executive Board resolved to:

1. **Agree** that the legal tests have been met and to proceed with the consultation stage;
2. **Endorse** the Draft Summertown and St. Margaret's Neighbourhood Plan for consultation; and
3. **Proceed** with the neighbourhood plan process by submitting the consultation responses and the draft plan for independent examination.

174. Ward Boundaries

The Electoral Registration Officer had submitted a report to brief the City Executive Board on the ward boundary review and ask it to recommend a ward scheme to the Local Government Boundary Commission for England.

Cllr Tanner asked for thanks to be recorded for the work of Officers and Members in preparing the report.

The City Executive Board resolved to:

Propose a new scheme of wards based on a council size of 48 councillors to the Local Government Boundary Commission for England.

175. Integrated Performance Report for Quarter 3

The Head of Financial Services and Head of Business Improvement had submitted a report to update Members on Finance, Risk and Performance as at 31st December 2017.

Councillor Ed Turner, Board Member for Finance & Asset Management, introduced the report. He was pleased to report the headline position that the budget was on track. Issues in relation to losses associated with errors in payment of Housing Benefit were

being successfully addressed. There was some minor slippage in the Capital Programme. The target for the number of people using leisure centres had not been met (but the City's performance was strong on the basis of national comparators) and steps were being taken to improve the position.

The introduction of Universal Credit had had significant knock on consequences for the processing of information relating to entitlement of benefits such as Housing Benefit, Council Tax Reduction and Discretionary Housing Payments. Representations had been made to Government by the Leader and local MP but no response had been received. It was agreed that this should be pursued.

The target for the amount of employment floor space for development had not been met. This indicator had, however, been subject to a previous discussion during which its appropriateness had been questioned and its deletion recommended; to be revisited.

The City Executive Board resolved to:

Note the projected financial outturn and current position on risk and performance as at the 31st December 2017.

176. Highways Maintenance

The Executive Director Sustainable City had submitted a report to seek authority to enter into an Agency Agreement with Oxfordshire County Council to provide highway maintenance services on the classified road network in the City, in addition to the works already undertaken on minor roads under section 42 of The Highways Act 1980.

Councillor Alex Hollingsworth, Board Member for Planning, Sustainability & Regulatory Services, introduced the report. The proposal that the City Council should take over responsibility for highway maintenance on the classified road network in the City would result in better value for money than hitherto, and be good for road users and tax payers. The Council was particularly well placed to undertake this responsibility having its own depot in the City. It was important to note that, while very beneficial, the new arrangements did not represent a panacea for the poor condition of the City's road as the money available for road improvement/repair was still finite.

The particular importance of ensuring safe road surfaces for cyclists was noted.

The City Executive Board resolved to:

1) **Authorise** the Executive Director Sustainable City, in consultation with the Portfolio Holder, Monitoring Officer and Section 151 officer, to negotiate and enter into an agency agreement with Oxfordshire County Council under which Oxford City Council would be appointed to carry out certain highway maintenance on the classified road network in the City as the agent of Oxfordshire County Council, in accordance with the provisions of s101 Local Government Act 1972 and other enabling legislation;

2) **Authorise** the proposed Service Contract with Oxford Direct Services Ltd be extended to cover the provision of these works as the sub-contractor of Oxford City Council;

3) **Note** that in entering into the proposed contract with Oxfordshire County Council, up to three members of Oxfordshire County Council staff may be subject to the TUPE regulations, and thus would transfer their employment to Oxford Direct Services Ltd; and

4) **Recommend** to Council the inclusion of a gross expenditure and gross income budget of £1.56 million for the year 2018-19 i.e. nil cost to the Council

177. Minutes

The Board resolved to APPROVE the minutes of the meeting held on 13 February as a true and accurate record.

178. Dates of Future Meetings

Meetings are scheduled for the following dates:

- 17 April
- 22 May
- 13 June
- 11 July
- 14 August

All meetings start at 5pm.

179. Matters Exempt from Publication

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

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.

180.Highways Maintenance - confidential appendices

There was no substantive discussion of these appendices except to note that the confidential status of Appendix 4 should be withdrawn as soon as possible (subject to agreement of Oxford County Council and removal of figures).

The meeting started at 5.00 pm and ended at 6.30 pm

Chair

Date: Tuesday 17 April 2018

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To: Council
Date: 23 April 2018
Report of: Head of Community Services
Title of Report: Oxford Safer Communities Partnership Update

Summary and recommendations	
Purpose of report:	Oxford Safer Communities Partnership's Annual Review
Executive Board Member with responsibility:	Councillor Tom Hayes, Board Member for Community Safety
Corporate Priority:	Strong and Active Communities.
Recommendation(s): to note the report.	

Appendices: None

Introduction and background

1. Oxford Safer Communities Partnership (OSCP) was established in 1998 with the introduction of the Crime and Disorder Act 1998. The Act makes statutory authorities responsible for crime and disorder.
2. Oxford's Community Safety Partnership comprises of representatives from:
 - Oxford Local Police Area
 - Oxford City Council
 - Oxfordshire County Council's Youth Justice Service, Children and Adult Social Care Services
 - The National Probation Service
 - Thames Valley Community Rehabilitation Company
 - Oxford University Hospital Trust
 - Oxfordshire Fire and Rescue Service
 - South Central Ambulance Service
 - Office of the Police and Crime Commissioner
 - Oxford Brookes University
 - Oxford University

Achievements for 2017-18

3. Each year the partnership identifies the priorities for the year. In 2017-18 these priorities were:
 - a. Tackling the negative street culture and its links to drugs and exploitation
 - b. Safeguarding vulnerable adults, children and young people, including how to work with vulnerable adults with mental and chaotic lives
 - c. Tackling Organised Crime Groups
 - d. Reduce violent crime
 - e. Reduce anti-social behaviour
 - f. Support the Government's Violence against Women and Girls Strategy by tackling domestic abuse and other interpersonal crimes. These priorities will be tackled through six strategic work areas:

4. Over the year, OSCP partners, alongside their mainstream activities have delivered multi-agency projects in response to these priorities. Below are a few examples:

- a. Streetwise Operation

A multi-agency operation was developed to tackle the increasing issue around the negative street culture. The approach targets those people whose drug, alcohol misuse or anti-social behaviour causes significant harm to the public. A number of people have been supported off the streets and into support and treatment. Officers from Oxford City Council, Turning Point and Police were involved in high visibility patrols as part of a reassurance approach.

The Thames Valley Police Stronghold approach to serious organised crime focuses on working in partnership to support victims and disrupt Organised Crime Group (OCG) activities. Stronghold is prioritising work around open drugs markets in some parts of the city.

- b. Operation Eagle

To tackle the issue of modern day slavery, servitude and exploitation, Operation Eagle was developed by Thames Valley Police that drew together community safety teams across the Thames Valley area. The operation developed tools that assisted in prevention, enforcement and protect those vulnerable victims affected. The Hidden Harms campaign was launched in the autumn to address the range of modern slavery types. Supported by the City Council and other partners the campaign resulted in a front page article in the Oxford Mail and wide social media exposure.

- c. Home Office Peer Review

Partners were involved in a Home Office Peer Review of our Prevent duty. Key findings from the review showed a strong appetite to succeed in this agenda with structures for oversight and delivery particularly strong. The review also highlighted the need to develop a greater understanding of information sharing across the partnership and to increase the capacity and quality of training

A county-wide action plan has been developed which will be taken forward by all Community Safety Partnerships.

d. Oxfordshire Domestic Abuse Service

OSCP partners were involved with the review of domestic abuse services across Oxfordshire. Working with the office of the Police Crime Commissioner, contracts were awarded to ensure continuity across the service. The recipients of the new service contract are Refuge, a national organisation specialising in services for victims of abuse.

Oxford also provides an additional service that helps victims of domestic abuse to remain within their homes. This year, the Target Hardening Project has worked with 146 victims of domestic abuse to improve security measures within their home. Oxford is unique across the Thames Valley by having this programme.

e. Tackling FGM

OSCP supported Oxford Against Cutting to develop a toolkit which is now being delivered across primary schools in Oxfordshire. The toolkit was launched in January 2018 and will provide teachers information on what to look out for when addressing this problem and safeguard children.

f. Sex Workers Intervention Panel (SWIP)

Oxford's SWIP identifies and supports sex workers, families and the wider community. The panel meet up every six weeks and has up to 20 agencies involved to exchange information and coordinate agency interventions enabling greater support and understanding of the issue. This year, over 16 sex workers have been supported through multi-agency actions. SWIP has been identified by many partners as good practice to tackle sex working and crimes connected to this issue.

Moving forward, a National Ugly Mug awareness raising event will be held in April 2018 for professionals to implement this scheme locally.

g. Tackling Anti-Social Behaviour

Oxford City Council and Thames Valley Police have worked very closely to tackle anti-social behaviour. A number of Injunctions were obtained along with three Closure Orders to prevent "cuckooing". In 2017, a Council tenant was evicted from her property and imprisoned as a result of her anti-social behaviour. The offender had been aggressive and abusive to her neighbours over a number of years.

Other work included obtaining Oxford's first Mandatory Possession Order for serious crime and anti-social behaviour; the development of a number of environmental operations to tackle fly-tipping and illegal disposal of commercial waste.

h. CCTV

Two new CCTV cameras were installed in Speedwell Street to improve the coverage around Oxford City Centre. Oxford now has 49 cameras around the City Centre along with a number of mobile cameras that assist with multi-agency operations.

i. OSCP Stakeholder Event

To engage with other agencies and interested parties OSCP held a stakeholder event to review OSCP's achievements from the previous year and to highlight the priorities for the current year. Presentations were given by Tim Sadler (Executive Director of Sustainable City), Superintendent Joe Kidman; Richard Adams (Community Safety Service Manager); Liz Jones (ASBIT Manager) and Simon Manton (Community Response Team Manager).

j. Oxfordshire Safeguarding Children Board

OSCP partners are represented on the Board and its sub-groups. Particular areas of work this year has been the continued focus on child sexual exploitation and the expansion of the groups work to include all child exploitation. This recognises the increasing risk of child drug exploitation emerging across the county.

The Board are also in the process of finalising the Joint Operating Framework for the Taxi Licensing and the Transportation of Children and Vulnerable Adults. The framework has been operational for three years and brings into closer harmony the licensing approach to taxis across the District Council areas and more established working practices with the County Council and police.

Priorities for 2018-19

5. In March 2018 OSCP met and agreed the priorities for the new financial year. These are:

- a. Tackling negative street culture and its connection to drug dealing and young people at risk of exploitation.
- b. Tackling Serious Violence and Nightsafe review
- c. Develop a project to embed restorative approaches across partner organisations.
- d. Tackling Organised Crime Groups
- e. Support the Government's Violence against Women and Girls Strategy by tackling domestic abuse and other interpersonal crimes.
- f. Tackling the open Drug Markets that are blighting our communities.

More information

If further information is required, please contact the report author.

Report author	Richard Adams
Job title	Community Safety Service Manager
Service area or department	Community Service
Telephone	01865 252283
e-mail	rjadams@oxford.gov.uk

To:	Council
Date:	23 April 2018
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 2018

Appendix 2: Scrutiny recommendation tracker – April 2018

Appendix 3: Extracts from the Communities and Local Government Select Committee report into the Effectiveness of local authority overview and scrutiny committees (December 2017)

Introduction

1. Since my last update, the Scrutiny Committee, Housing Panel and Companies Panel have all met for the last time in this council year. Several items that have slipped on the work plan have been rescheduled for the early part of next year due to officer capacity and slippage in the Executive Boards Forward Plan. The new Scrutiny Officer, Stefan Robinson, is now in post and the scrutiny function is once again fully resourced.
2. Scrutiny recently concluded an important review into the Oxford Living Wage and presented recommendations to the Executive Board in March 2018. I am pleased to note that many of the recommendations were accepted, and I wish to place on record my thanks to Councillor Ladbrooke for leading this work. It will be the role of the new committee to review progress made against our recommendations in 2019.
3. Progress with the Council's Trading and Housing Companies, together with increased reporting to the Shareholder, has generated an increased demand for scrutiny and oversight. In the new year, the Committee will need to agree how it will scrutinise these arrangements, which is a function currently carried out by the Companies Scrutiny Panel.

Work Plan 2018-19

4. The Scrutiny Officer has already gone out to members for suggestions for the 2018/19 work plan, and I would encourage members to submit any issues that they feel Scrutiny is best placed to address. These should be issues that are of an immediate and significant interest to the public, and that the Committee can have influence over.

5. The Committee will consider a longlist of all the new suggestions, together with proposed annualised items, on 5 June where it will agree an indicative work plan for the year. Please submit any suggestions to the Scrutiny Officer, Stefan Robinson (srobinson@oxford.gov.uk) by Monday 21 May 2018.

Recent and Planned Activity

Scrutiny Committee

6. Since my last Council update, the Scrutiny Committee has held meetings on 6 February, 6 March and 5 April 2018. The following items have been considered by the Committee:
 - Children and Young People Strategy
 - Update of the Corporate Plan 2018
 - Community Grants
 - The use of Community Protection Notices
 - Devolution in Oxfordshire – 12 month progress update on recommendations
 - Workplace Equalities
 - Report of the Oxford Living Wage Review Group
 - Q3 Monitoring Report
 - Health Inequalities – 12 Month progress update on recommendations
7. The next Committee meeting will be held on 17 May where the Committee will elect a Chair and Vice-Chair and agree its operating principles. We are also expecting to consider a selection of CEB reports on 17 May, including the Sustainability Strategy, Fusion Lifestyle's Annual Service Plan, and the Discretionary Housing Payment Policy. The Committee have also commissioned a report on raising the profile and accessibility of the Town Hall.

Housing Panel

8. The Housing Panel met on 8 March 2018 to consider the following items:
 - Quarter 3 Housing performance
 - Allocation of homelessness prevention funds in 2018/19
 - Oxford City Council's Tenancy Strategy and Policy
9. The Panel's next meeting is on 5 July where it will be considering work to develop or improve garage sites in the City. In the new council year, the Panel has also asked to receive an update on progress made following the City Conversation event, and the proposed establishment of a homelessness charter.
10. Once further guidance is issued from HM Government, the Panel will consider the implications of introducing mandatory Flexible Fixed Term Tenancies for new tenants which are being brought in as part of the Homelessness Reduction Act 2017. This conflicts with the Council's currently policy of offering lifetime tenancies.

Finance Panel

11. The Finance Panel has not met since the budget review in February 2018 as a planned meeting in March was cancelled due to lack of business. Looking forward, the Panel are due to receive a bi-annual report on the implications of Brexit for the local economy, and convene a discussion on how the council can best monitor social value.

Companies Panel

12. The Companies Panel met on 14 March to consider the following items:
 - Housing Group Policies: Rent and Lettings; Debt Recovery
 - Housing Group Business Plan 2017-18 update
13. Oxford Direct Services has now gone live under a company structure (1 April 2018), and the Companies Panel will be keen to review the quarterly performance reports of the Company in the new year. The Panel will also want to scrutinise the Trading Company's spending and financial controls.

Oxford Living Wage Review Group

14. In 2017, the Scrutiny Committee resolved to set up a review group to consider how the Council could promote the implementation of the Oxford Living Wage (OLW) across the City. The review was established amidst concerns that significant parts of the local economy continued to pay low wages that do not reflect the high cost of living in Oxford. This comparative low pay has the potential to exacerbate other negative socio-economic factors including poverty, poor housing standards and ill health.
15. Public Health data shows that 20% of children in Oxford live in poverty, which is higher than the average for England, rising to 25% when adjusted for housing costs. The review concluded by bringing forward 15 recommendations, the majority of which were accepted by the City Executive Board.
16. The Review Group's findings and recommendations were informed by contributions from a range of witnesses including low paid workers and their representatives, local employers, faith groups, academics and other interested parties. The Review Group also carried out a survey, a literature review and desktop research. They heard first hand from residents who are paid below the OLW, and about the positive impact the OLW could have on their quality of life.
17. Key recommendations submitted to and accepted by the City Executive Board related to:
 - The need to promote the 'Real Living Wage' to local businesses as a step in the right direction towards committing to pay the higher OLW;
 - The need to appoint a designated member and officer to lead on promoting the OLW;
 - The Council's continued commitment to pay its directly employed and agency staff the OLW;
 - The need to promote the OLW among local employers and place requirements on external suppliers to the Council to pay the OLW;
 - Encouraging the Economic Growth Steering Group, which operates under the Oxford Strategic Partnership, to address the OLW issue as a priority.

Parliamentary Select Committee Report into the Effectiveness of Overview and Scrutiny in Local Government

18. In December 2017, the Department for Communities and Local Government Select Committee concluded its review into the effectiveness of Overview and Scrutiny in Local Government by publishing an extensive report with recommendations. The majority of the recommendations were directed to what is now the Ministry for Housing, Communities and Local Government (MHCLG), and called on the

Department to revise and reissue guidance to local authorities. Some organisations are still seeking to influence how the new guidance might look, and it is likely that it will be some time before new guidance is available.

19. In reviewing the recommendations, it is clear that Oxford's Scrutiny arrangements broadly align with best practice, particularly concerning; resourcing, access to information, the esteem afforded to scrutiny and the use of external experts. However, the council should note that the new guidance may advise on new ways of working that are not consistent with current practice. Principally, the proposal that scrutiny should report its recommendations through Full Council instead of the Executive Board.

Councillor Andrew Gant – Chair of the Scrutiny Committee
Email: cllragant@oxford.gov.uk; Tel: 07545122560

Stefan Robinson – Scrutiny Officer
Email: srobinson@oxford.gov.uk; Tel: 01865 252191

Appendix 1

SCRUTINY WORK PLAN

April 2018 - July 2018

Published on: 11/04/18

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. 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 2017-18 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior 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 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 Altaf-Khan, Azad, Chapman, Curran, Fry, Gant (chair), Henwood, Ladbrooke, Lloyd-Shogbesan, Lygo, Paule & Thomas.
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fry, (chair) Landell Mills, Simmons & Taylor.
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (chair), Paule, Sanders, Thomas & Wade.
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Chapman, Fry (chair), Gant, Henwood & Simmons.

Completed review groups and one-off panels for 2017/18

Topic	Scope	Nominated councillors
Budget review 2018/19	To review the Council's draft budget for 2018/19 and medium term financial strategy.	Finance Panel members.
Oxford Living Wage	To consider how the Council can promote the implementation of the Oxford Living Wage across Oxford.	Cllrs Goff, Ladbrooke (chair), Illey-Williamson, Lloyd-Shogbesan & Thomas

SCRUTINY COMMITTEE

17 MAY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Town Hall	No	To consider how to improve the profile and accessibility of the Town Hall.	Finance, Asset Management	Ian Brooke, Head of Community Services
Discretionary Housing Payment policy	Yes	Review of Discretionary Housing Payment policy	Customer and Corporate Services	James Pickering, Welfare Reform Manager

5 JUNE 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Annual Work Plan Review 2018/19	No	To set an indicative programme of work for the Scrutiny Committee and its Panels.	Deputy Leader Leisure, Parks and Sport	Stefan Robinson, Scrutiny Report
Workplace Equalities	No	To consider the annual workplace equalities report	Corporate Strategy and Economic Dev	Paul Adams
Fusion Lifestyle - Annual Service Plan 2018/19	Yes	To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager
Safeguarding Annual Report	Yes	To approve the Modern Slavery Act – Transparency Statement for 2017 – 2018.	Community Safety	Linda Ludlow, Human Exploitation Coordinator

3 JULY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Draft Local Plan	Yes	To present the draft Local Plan following public consultation on the preferred option.	Planning and Regulatory Services	Sarah Harrison, Senior Planner
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
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

TO BE SCHEDULED – TO BE CONSIDERED IN 2018/19 WORK PLAN REVIEW (5 JUNE 2018)

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Growth Board Update	No	To receive an update on the work of the growth board.	Customer and Corporate Services	Anita Bradley, Monitoring Officer
Impacts of the Westgate Shopping Centre	No	To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.	Corporate Strategy and Economic Development	Ian Gray, Interim Director – Regeneration and Economy
Fusion Performance	No	The Committee will consider quarterly performance reports from Fusion Lifestyle. June, September, December, March	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager
Inclusive cities	No	To consider what the Council has learnt from best practice in other cities about welcoming refugees and promoting inclusivity.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Graffiti prevention and removal	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader
Restorative justice	No	To consider the use of restorative justice to resolve low level cases of antisocial behaviour and the option of training and coordinating volunteers.	Community Safety	Richard Adams, Community Safety Service Manager
Recycling rates	Yes	To consider annual recycling rates data and incentives aimed at increasing recycling, including any proposals for continued funding of incentive schemes.	A Clean and Green Oxford	Stuart Pohler, Recycling & Waste Operations Manager

FINANCE PANEL

JULY 2018 (DATE TBC) - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Monitoring social value	No	To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Local impacts of Brexit	No	To monitor the impacts of Brexit on the Council and the local economy.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Council Tax Reduction Scheme for 2019/20	Yes	To review the Council Tax Reduction Scheme	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits

10 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Treasury Management Performance: Annual Report and Performance 2018/19	Yes	The Treasury Management Performance Report is submitted twice a year	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

TO BE SCHEDULED - TO BE CONSIDERED IN 2018/19 WORK PLAN REVIEW (5 JUNE 2018)

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Legal Services Income Generation	No	To consider an update on income generated from the Council by Legal Services	Customer and Corporate Services	Anita Bradley, Head of Law and Governance

HOUSING PANEL

5 JULY - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager
Local Plan Housing Policies	Yes	To review the Housing Policies within the Local Plan.	Planning and Regulatory Services	Sarah Harrison, Senior Planner

TO BE SCHEDULED - TO BE CONSIDERED IN 2018/19 WORK PLAN REVIEW (5 JUNE 2018)

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Tenant satisfaction	No	To monitor tenant satisfaction survey results.	Housing	Stephen Clarke, Head of Housing Services
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Martin Shaw, Property Services Manager
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Bill Graves, Landlord Services Manager
Impacts of absent owners on housing availability	No	To consider the impacts of foreign investors and other absent owners on housing availability in the city.	Housing	Stephen Clarke, Head of Housing Services
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager

COMPANIES PANEL

There are currently no items scheduled. Items will be brought forward in line with reporting to the shareholder. Provisional dates for the upcoming year are under review, and will be agreed shortly.

Appendix 2 - Scrutiny recommendation tracker – April 2018

Total recommendations (year to date):	86	
Agreed	70	81%
Agreed in part	12	14%
Not agreed	4	5%

20 MARCH 2018 CITY EXECUTIVE BOARD

The Oxford Living Wage Review Group

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
1 - That the Council continues to pay all its staff and agency workers at least the Oxford Living Wage, which should continue to be set at 95% of the London Living Wage rate.	Yes	Existing policy
2 - That the Council includes in its advice to businesses on selling to the Council a statement about the Council being an accredited living wage employer and the benefits of paying the Oxford Living Wage in terms of best value, wellbeing and quality	Yes	We advise our suppliers that they are expected to pay their staff the Oxford Living wage
3 - That the Council continues to require suppliers with contract values over £100k to pay their staff and subcontracted staff working on Council projects at least the Oxford Living Wage.	Yes	As above but we cannot enforce this
4 - That the Council maintains a watching brief on the legal position (including any emerging case law) relating to public bodies requiring contractors to pay their staff a living wage, with a view to strengthening the obligations on the Council's own suppliers and their subcontractors, should the opportunity to do so arise in future.	Yes	Yes, we will continue to review the situation
5 – That consideration is given to whether and how the Council could periodically monitor the payment of the Oxford Living Wage by suppliers and their subcontractors so that concerns could be raised with suppliers if they were found to not be keeping to their commitments.	Yes	We will consider whether and how the council might do this. We may seek to obtain confirmation of Living wage payment from suppliers and contractors by including such provision as a contract term to be agreed between the two parties.
6 - That the Council ensures that it remains a fully accredited living wage employer.	Yes	This will continue.
7 - That the Council commits to working with the Living Wage Foundation and the broad coalition of stakeholders, especially	Yes	This is a sensible, staged approach that will support the policy of explaining the Living wage policy to employers,

<p>local trade unions, on making Oxford a Living Wage City. This could include the City Council promoting the payment of the Foundation's 'Real Living Wage' to local businesses as a step in the right direction towards committing to pay the higher Oxford Living Wage from a future date.</p>		<p>and partnership working to secure a greater level of adoption over time.</p>
<p>8 - That the Council creates, maintains and promotes a list of local employers paying the Oxford Living Wage and makes this list available on the Council website, and newsletter, as well as linking to the Living Wage Foundation's map of employers paying the Real Living Wage.</p>	<p>Yes, in part</p>	<p>This can be managed by the Economic Development Team with input from other parts of the Council. We would not set up a separate list but provide a link on the council website to the Living Wage Foundation (LWF). LWF are the accrediting body so we would promote their list of accredited employers locally</p>
<p>9 - That the Council makes it very clear that in most circumstances grants will only be awarded to organisations paying their employed staff no less than the Oxford Living Wage, and contacts other local public sector commissioners urging them to do likewise.</p>	<p>Yes</p>	<p>The Charity Leaders Forum is considering whether they can make a formal commitment on behalf of their members. However, the Council's grants programme involves a great many bodies employing volunteers, staff members and pro bono workers and it would be very difficult to impose this requirement. We suggest instead that we make it clear in the grant letters that employed staff should normally be paid at least the Real Living Wage, and preferably, the OLW.</p>
<p>10 - That the Council puts the issue of the Oxford Living Wage and the Real Living Wage on the agenda of the Economic Growth Steering Group to seek ongoing input into ways of boosting its adoption.</p>	<p>Yes</p>	<p>We are asking the Economic Growth Steering group to set up a Task and Finish group on actions employers can take to support a fairer economy. Living Wage will be a key part of that agenda.</p>
<p>11 - That the Council hosts an annual Oxford Living Wage seminar or symposium, which could involve local employers, trade unions, campaigners, universities, faith leaders and the Living Wage Foundation, to monitor progress and promote the case for the Oxford Living Wage and encourage employers to sign up to that or the Real Living Wage.</p>	<p>In part</p>	<p>We will aim to ensure that we hold an annual event, in partnership with others as appropriate, targeting employers who wish to discuss workforce issues relating to pay, recruitment practices, training and development, and ways of making the most of their workforce within the CSR context. The OLW can be a key part of this discussion, but other aspects of the wider agenda will also be important to secure business engagement.</p>
<p>12 - That the Council allocates responsibility to a designated officer to support and oversee the promotion of the Real Living Wage and the Oxford Living Wage. This should include a suite of 'business as usual' activities, as well as specific campaigns, for example around Living Wage Week (building on the successful communications campaign of Living Wage Week</p>	<p>Yes</p>	<p>The Economic Team can identify an officer to work with colleagues to:</p> <ul style="list-style-type: none"> • Undertake promotion during living wage week • Promote living wage adoption as part of ongoing business engagement activity • Commission Research into the barriers to living

2017).		<p>wage adoption and seek a best practice approaches in line with the agreed recommendations (see 13)</p> <ul style="list-style-type: none"> • Monitor the RLW accreditation measures over time. • Undertake one related event per annum (see item 11).
<p>13 - That the Council sets additional targets for the promotion of the 'living wage', with at least one such target monitored at the corporate level:</p> <p>a) The number of accredited living wage employers based in the city (e.g. doubling the current number within 2 years).</p> <p>b) The number of local employers paying the Oxford Living Wage.</p>	In part	<p>The principle of having three targets per corporate priority is one that we want to maintain. At this time, rather than create a new target of the type proposed by Scrutiny, we propose to undertake research in 2018/19 to better understand the position on Living Wage accreditation among Oxford's employers and to use the budget allocation of £5k to support a broader campaign to increase employer adoption of the Oxford Living Wage.</p> <p>The Oxford Strategic Partnership has identified this as an important strand of activity for 2018/19 and may link up with research being undertaken by Oxford Brookes University Business School. All these activities will be underpinned by communications campaigns to promote the Oxford Living Wage/Living Wage.</p> <p>This commitment will be added to the list of Corporate Plan Priorities for 2018/19.</p>
<p>14 - That the Council commits to flying the Living Wage Employer flag when pay rates are raised every April. Consideration should also be given to flying the Living Wage Employer flag during part or all of Living Wage Week (which would require resolving a clash with an existing commitment to fly the Royal British Legion flag during the same week).</p>	In part	<p>This will be considered on each annual occasion that a new rate is announced and will be done if there is flagpole capacity and no precedence given to another organisation's flag. The commitment to fly the Royal British Legion flag in the week of Remembrance Sunday will not change.</p>
<p>15 – That CEB identifies a specific member to lead on the Oxford Living Wage work over the coming year</p>	Yes	<p>We will continue with the model used for the scrutiny review and will consider which portfolio holder will have a lead on this.</p>

13 FEBRUARY 2018 CITY EXECUTIVE BOARD

Review of Community Protection Notices – Executive Board Member for Community Safety

<i>Recommendation</i>	<i>Agreed?</i>	<i>Comment</i>
1. That a written procedure is produced which required that legal advice is sought and documented in all complex cases that could result in the issuing of a Community Protection Notice or other legal sanction.	Yes	This is current practice. Advice is sought on legal options prior to drafting a legal sanction, and on the sanction once drafted.
2. That in future any informal cross-party meetings, such as those convened for this subject, should be fully documented (i.e. agendas and minutes) with appropriate provision made for members to consider confidential or exempt material at such meetings.	Yes	

Update of the Corporate Plan 2018 – Leader of the Council

<i>Recommendation</i>	<i>Agreed?</i>	<i>Comment</i>
1. That the Council sets an additional corporate target for wider engagement in sport, exercise and leisure activities in the city.	Partially	<p>The principle of having three targets per corporate priority is one that we want to maintain. It is important to retain a measure of the success of Fusion Leisure in maintaining and developing the use of the City Council’s facilities. We are considering modifying the existing success measure by using either a target based on the Sport England Active Lives survey data or our internal contractual target with Fusion. Additionally, we propose to break down the overall usage target by measuring the number of users from each of the ‘hard to reach’ target groups.</p> <p>Additionally, we propose to work up the ideas that were discussed at Scrutiny about the use of different venues owned by the Council where sport and exercise take place (playing fields, community centre etc) with a view to creating a new series of data for the longer term tracking of how active our community is.</p>

		It is worth adding that Active Lives data covers a wider range of activities than sport and are published annually. The most recent reporting showed Oxford to be among the most active places in the country.
2. That the Council sets additional targets for the promotion of the 'living wage', with at least one such target monitored at the corporate level: a) The number of accredited living wage employers based in the city (e.g. doubling the current number of 69 within 2 years). b) The number of local employers paying the Oxford Living Wage.	Not at this time	<p>The principle of having three targets per corporate priority is one that we want to maintain. At this time, rather than create a new target of the type proposed by Scrutiny, we propose to undertake research in 2018/19 to better understand the position on Living Wage accreditation among Oxford's employers and to use the budget allocation of £5k to support a broader campaign to increase employer adoption of the Oxford Living Wage.</p> <p>The Oxford Strategic Partnership has identified this as an important strand of activity for 2018/19 and may link up with research being undertaken by Oxford Brookes University Business School. All these activities will be underpinned by communications campaigns to promote the Oxford Living Wage/Living Wage.</p> <p>This commitment will be added to the list of Corporate Plan Priorities for 2018/19</p>

Budget 2018/19 – Executive Board Member for Finance and Asset Management

Recommendation	Agree ?	Comment
1. That Council Tax is increased by 2.99% in 2018/19 and 2019/20.	Y	Recommended to Council
2 - That the Council continues to charge the maximum premium on Council Tax charges for second homes and empty homes and aims to utilise new powers, when available, to increase Council Tax charges further on empty properties.	Y	Recommended to Council
3. That the Council continues to make the case to HM Government through the Local Government Association that the issue of delays to valuations undertaken by the Valuation Office Agency should be urgently addressed.	Y	Council officers have had several meetings with the VOA in relation to the delays in adding rating assessments for properties at the Westgate. Some progress has been made and 11 of the larger assessments out of 91 occupied properties

		are now on the list. The performance of the VOA is a nationwide problem and the Council will continue to raise this issue where and when it can.
4. That provision is made for additional resources for City Centre Management, including help in preparing for a bid for a Business Improvement District (BID), in view of the pressures upon city centre retail businesses located away from the Westgate Shopping Centre.	In part	The Westgate has initially had a very positive effect on the city centre. We have seen a sustained increase in footfall so far. A number of extra resources have already been made available (for instance, significant capital expenditure on the Covered Market and extra street cleaning). Officers are working to develop a City Centre Partnership, which we hope will prove a catalyst to a BID. At present this work is funded by existing resources..
5. That annual garden waste collection fees are increased from the current level of £45 to the target price of £52 per year in 2018/19.	N	At this stage we feel the current level of charge is appropriate.
6. That future budget reports clearly set out the total value returned to the Council by its Direct Services companies, as well as the dividend.	Y	Agreed
7. That consideration is given to the option of borrowing to invest (e.g. in commercial properties within the city), drawing on external advice.	Y	Work is currently underway to examine the feasibility of doing this, taking account of any risks of doing so
8. That a review is undertaken to identify whether the Council has the necessary skills, processes and constitutional rules in place to be an active and agile operator in the local property market, while maintaining a watching brief on any emerging government plans to limit such activities.	Y	The work identified above will review the arrangements in terms of governance, capacity and skills to be able to undertake property acquisitions as well as taking account of emerging government policy in this area.
9. That the Council plans to transfer the maximum number of five properties per year to its housing companies (recognising that decisions to purchase the properties are a matter for the companies).	Y	Agreed
10. That the Council maintains the Homelessness reserve at its current level by funding all additional spending on homelessness services from revenue.	In part	Following our budget consultation, we are proposing to top up the homelessness reserve. We will however make some calls on this money to fund our partnership activity in this area, and may need to draw on it further in the future.
11. That the Council continues to engage with partner organisations on the issue of plugging the emerging shortfall in funding for the homelessness pathway from 2019/20.	Y	Agreed. This is a major priority, in particular in our discussions with the County Council.

12. That the Council continues to engage with Oxfordshire County Council to resolve quickly the situation whereby recycling credits paid to the city by the county do not cover higher disposal costs.	Y	This approach has been made and an official response received. The request has been declined on the basis that market prices go up and down, we happen to be in a low demand part of cycle, city council has to manage these ups and downs, and the County has no money.
13. That waste disposal costs are remodelled to take account of the expected impacts on market prices of China's decision to ban plastic waste imports.	N	None of our plastic waste currently leaves the UK and we have a contract around services and price. Longer term this may become an issue for us. We are seeking to introduce a local recycling transfer station to improve our position in the market this would mitigate the impacts of this issue which at present are unknown. It is therefore premature to budget on a revised basis but attention has been flagged as a risk going forward and will be reflected in view on contingencies.
14. That pension provisions are kept under review given that an actuarial triennial review will take place within the MTFP period, and may have a budgetary impact in year 4.	Y	Agreed
15. That greater effort is made to encourage and identify 'invest to save' projects.	Y	The Council has a good track record of invest to save projects although they are not always transparent through the budget process. Examples include, Oxpens temporary car park, the Admin Review, Removal of desk top phones for mobile phones, Fee earning from enhanced Investigations Team, Waste recycling station reduced transportation charges, Additional parking spaces Seacourt Park and Ride, reduced temporary accommodation charges from £20 million investment in homes for the homeless

Air Quality Status Report 2016 – Executive Board Member for Climate Change and Cleaner Greener Oxford

Recommendation	Agree ?	Comment
1. That the Council looks again at whether there is an opportunity to bid for some of the £4.5m of government funding available for electric vehicle charging infrastructure.	Yes	We consider opportunities for all grant funding in detail and have already been successful in funding of charging points across the city.
2. That the Council keeps a watching brief on the	Yes	

emerging science on the benefits of different types of vegetation as absorbers of pollutants.		
3. That the Council engages with Hackney Carriage drivers about the issue of idling and continues with the enforcement of anti-idling and the promotion of electric vehicles.	Yes	

Appendix 3

Extracts from the Communities and Local Government Select Committee report into the Effectiveness of local authority overview and scrutiny committees (December 2017)

Summary

Overview and scrutiny committees were introduced by the Local Government Act 2000 and were tasked with acting as a counterweight to the increased centralised power of the new executive arrangements. Whilst some authorities were not covered by the changes brought in by the Act, the Leader and Cabinet system is the predominant model of governance in English local authorities. However, since the Localism Act 2011, councils have had the option of reverting to the committee system of governance. Some authorities that have chosen to do so have expressed dissatisfaction with the new executive arrangements, including concern at the limited effectiveness of scrutiny. Noting these concerns, and that there has not been a comprehensive assessment of how scrutiny committees operate, we decided to conduct this inquiry. The terms of reference placed an emphasis on considering factors such as the ability of committees to hold decision-makers to account, the impact of party politics on scrutiny, resourcing of committees and the ability of council scrutiny committees to have oversight of services delivered by external organisations.

We have found that the most significant factor in determining whether or not scrutiny committees are effective is the organisational culture of a particular council. Having a positive culture where it is universally recognised that scrutiny can play a productive part in the decision-making process is vital and such an approach is common in all of the examples of effective scrutiny that we identified. Senior councillors from both the administration and the opposition, and senior council officers, have a responsibility to set the tone and create an environment that welcomes constructive challenge and democratic accountability. When this does not happen and individuals seek to marginalise scrutiny, there is a risk of damaging the council's reputation, and missing opportunities to use scrutiny to improve service outcomes. In extreme cases, ineffective scrutiny can contribute to severe service failures.

Our inquiry has identified a number of ways that establishing a positive culture can be made easier. For example, in many authorities, there is no parity of esteem between the executive and scrutiny functions, with a common perception among both members and officers being that the former is more important than the latter. We argue that this relationship should be more balanced and that in order to do so, scrutiny should have a greater independence from the executive. One way that this can be achieved is to change the lines of accountability, with scrutiny committees reporting to Full Council meetings, rather than the executive. We also consider how scrutiny committee chairs might have greater independence in order to dispel any suggestion that they are influenced by partisan motivations. Whilst we believe that there are many effective and impartial scrutiny chairs working across the country, we are concerned that how chairs are appointed can have the potential to contribute to lessening the independence and legitimacy of the scrutiny process.

Organisational culture also impacts upon another important aspect of effective scrutiny: access of committees to the information they need to carry out their work.

We heard about committees submitting Freedom of Information requests to their own authorities and of officers seeking to withhold information to blunt scrutiny's effectiveness. We believe that there is no justification for such practices, that doing so is in conflict with the principles of democratic accountability, and only serves to prevent scrutiny committees from contributing to service improvement. We have particular concerns regarding the overzealous classification of information as being commercially sensitive.

We also considered the provision of staff support to committees. Whilst ensuring that sufficient resources are in place is of course important, we note that if there is a culture within the council of directors not valuing scrutiny, then focussing on staff numbers will not have an impact. We are concerned that in too many authorities, supporting the executive is the over-riding priority, despite the fact that in a time of limited resources, scrutiny's role is more important than ever. We also consider the skills needed to support scrutiny committees, and note that many officers combine their support of scrutiny with other functions such as clerking committees or executive support.

It is apparent that there are many officers working in scrutiny that have the required skills, and some are able to combine them with the different skill set required to be efficient and accurate committee clerks. However, we heard too many examples of officers working on scrutiny who did not possess the necessary skills. Decisions relating to the resourcing of scrutiny often reflect the profile that the function has within an authority. The Localism Act 2011 created a requirement for all upper tier authorities to create a statutory role of designated lead scrutiny officer to promote scrutiny across the organisation. We have found that the statutory scrutiny officer role has proven to be largely ineffective as the profile of the role does not remotely reflect the importance of other local authority statutory roles. We believe that the statutory scrutiny officer position needs to be significantly strengthened and should be a requirement for all authorities.

We believe that scrutiny committees are ideally placed and have a democratic mandate to review any public services in their area. However, we have found that there can sometimes be a conflict between commercial and democratic interests, with commercial providers not always recognising that they have entered into a contract with a democratic organisation with a necessity for public oversight. We believe that scrutiny's powers in this area need to be strengthened to at least match the powers it has to scrutinise local health bodies. We also call on councils to consider at what point to involve scrutiny when it is conducting a major procurement exercise.

It is imperative that council executives involve scrutiny at a time when contracts are still being developed, so that all parties understand that the service will still have democratic oversight despite being delivered by a commercial entity. We also heard about the public oversight of Local Economic Partnerships (LEPs), and have significant concerns that public scrutiny of LEPs seems to be the exception rather than rule. Therefore, we recommend that upper tier councils, and combined authorities where appropriate, should be able to monitor the performance and effectiveness of LEPs through their scrutiny committees.

Conclusions and Recommendations

The role of scrutiny

We therefore recommend that the guidance issued to councils by DCLG on overview and scrutiny committees is revised and reissued to take account of scrutiny's evolving role.

We call on the Local Government Association to consider how it can best provide a mechanism for the sharing of innovation and best practice across the scrutiny sector to enable committees to learn from one another. We recognise that how scrutiny committees operate is a matter of local discretion, but urge local authorities to take note of the findings of this report and consider their approach.

Party politics and organisational culture

However, all responsible council leaderships should recognise the potential added value that scrutiny can bring, and heed the lessons of high profile failures of scrutiny such as those in Mid Staffordshire and Rotherham.

To reflect scrutiny's independent voice and role as a voice for the community, we believe that scrutiny committees should report to Full Council rather than the executive and call on the Government to make this clear in revised and reissued guidance. When scrutiny committees publish formal recommendations and conclusions, these should be considered by a meeting of the Full Council, with the executive response reported to a subsequent Full Council within two months.

We believe that executive members should attend meetings of scrutiny committees only when invited to do so as witnesses and to answer questions from the committee. Any greater involvement by the executive, especially sitting at the committee table with the committee, risks unnecessary politicisation of meetings and can reduce the effectiveness of scrutiny by diminishing the role of scrutiny members. We therefore recommend that DCLG strengthens the guidance to councils to promote political impartiality and preserve the distinction between scrutiny and the executive.

It is vital that the role of scrutiny chair is respected and viewed by all as being a key part of the decision-making process, rather than as a form of political patronage.

We believe that there are many effective and impartial scrutiny chairs working across the country, but we are concerned that how chairs are appointed has the potential to contribute to lessening the independence of scrutiny committees and weakening the legitimacy of the scrutiny process. Even if impropriety does not occur, we believe that an insufficient distance between executive and scrutiny can create a perception of impropriety.

We believe that there is great merit in exploring ways of enhancing the independence and legitimacy of scrutiny chairs such as a secret ballot of non-executive councillors. However, we are wary of proposing that it be imposed upon authorities by government. We therefore recommend that DCLG works with the LGA and CfPS to

identify willing councils to take part in a pilot scheme where the impact of elected chairs on scrutiny's effectiveness can be monitored and its merits considered.

Accessing information

Scrutiny committees that are seeking information should never need to be 'determined' to view information held by its own authority, and there is no justification for a committee having to resort to using Freedom of Information powers to access the information that it needs, especially from its own organisation. There are too many examples of councils being uncooperative and obstructive.

Councils should be reminded that there should always be an assumption of transparency wherever possible, and that councillors scrutinising services need access to all financial and performance information held by the authority.

We do not believe that there should be any restrictions on scrutiny members' access to information based on commercial sensitivity issues. Limiting rights of access to items already under consideration for scrutiny limits committees' ability to identify issues that might warrant further investigation in future, and reinforces scrutiny's subservience to the executive. Current legislation effectively requires scrutiny councillors to establish that they have a 'need to know' in order to access confidential or exempt information, with many councils interpreting this as not automatically including scrutiny committees. We believe that scrutiny committees should be seen as having an automatic need to know, and that the Government should make this clear through revised guidance.

We note that few committees make regular use of external experts and call on councils to seek to engage local academics, and encourage universities to play a greater role in local scrutiny.

We commend such examples of committees engaging with service users when forming their understanding of a given subject, and encourage scrutiny committees across the country to consider how the information they receive from officers can be complemented and contrasted by the views and experiences of service users.

Resources

We acknowledge that scrutiny resources have diminished in light of wider local authority reductions. However, it is imperative that scrutiny committees have access to independent and impartial policy advice that is as free from executive influence as possible. We are concerned that in too many councils, supporting the executive is the over-riding priority, with little regard for the scrutiny function. This is despite the fact that at a time of limited resources, scrutiny's role is more important than ever.

We therefore call on the Government to place a strong priority in revised and reissued guidance to local authorities that scrutiny committees must be supported by officers that can operate with independence and provide impartial advice to scrutiny councillors. There should be a greater parity of esteem between scrutiny and the executive, and committees should have the same access to the expertise and time of senior officers and the chief executive as their cabinet counterparts. Councils should be required to publish a summary of resources allocated to scrutiny,

using expenditure on executive support as a comparator. We also call on councils to consider carefully their resourcing of scrutiny committees and to satisfy themselves that they are sufficiently supported by people with the right skills and experience.

We recommend that the Government extend the requirement of a Statutory Scrutiny Officer to all councils and specify that the post-holder should have a seniority and profile of equivalence to the council's corporate management team. To give greater prominence to the role, Statutory Scrutiny Officers should also be required to make regular reports to Full Council on the state of scrutiny, explicitly identifying any areas of weakness that require improvement and the work carried out by the Statutory Scrutiny Officer to rectify them.

Member training and skills

It is incumbent upon councils to ensure that scrutiny members have enough prior subject knowledge to prevent meetings becoming information exchanges at the expense of thorough scrutiny. Listening and questioning skills are essential, as well as the capacity to constructively critique the executive rather than following party lines. In the absence of DCLG monitoring, we are not satisfied that the training provided by the LGA and its partners always meets the needs of scrutiny councillors, and call on the Department to put monitoring systems in place and consider whether the support to committees needs to be reviewed and refreshed. We invite the Department to write to us in a year's time detailing its assessment of the value for money of its investment in the LGA and on the wider effectiveness of local authority scrutiny committees.

The role of the public

The Government should promote the role of the public in scrutiny in revised and reissued guidance to authorities, and encourage council leaderships to allocate sufficient resources to enable it to happen. Councils should also take note of the issues discussed elsewhere in this report regarding raising the profile and prominence of the scrutiny process, and in so doing encourage more members of the public to participate in local scrutiny. Consideration also needs to be given to the role of digital engagement, and we believe that local authorities should commit time and resources to effective digital engagement strategies. The LGA should also consider how it can best share examples of best practise of digital engagement to the wider sector.

Scrutinising public services provided by external bodies

Scrutiny committees must be able to monitor and scrutinise the services provided to residents. This includes services provided by public bodies and those provided by commercial organisations. Committees should be able to access information and require attendance at meetings from service providers and we call on DCLG to take steps to ensure this happens. We support the CfPS proposal that committees must be able to 'follow the council pound' and have the power to oversee all taxpayer-funded services.

In light of our concerns regarding public oversight of LEPS, we call on the Government to make clear how these organisations are to have democratic,

and publicly visible, oversight. We recommend that upper tier councils, and combined authorities where appropriate, should be able to monitor the performance and effectiveness of LEPs through their scrutiny committees. In line with other public bodies, scrutiny committees should be able to require LEPs to provide information and attend committee meetings as required.

Scrutiny in combined authorities

We are concerned that effective scrutiny of the Metro Mayors will be hindered by under-resourcing, and call on the Government to commit more funding for this purpose. When agreeing further devolution deals and creating executive mayors, the Government must make clear that scrutiny is a fundamental part of any deal and that it must be adequately resourced and supported.