

Agenda

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Council

Date: **Monday 26 November 2018**

Time: **5.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

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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 Colin Cook**

Deputy Lord Mayor **Councillor Sajjad Malik**

Sheriff **Councillor Craig Simmons**

Members	Councillor Mohammed Altaf-Khan	Councillor Rae Humberstone
	Councillor Lubna Arshad	Councillor Dan Iley-Williamson
	Councillor Jamila Begum Azad	Councillor Pat Kennedy
	Councillor Shaista Aziz	Councillor Tom Landell Mills
	Councillor Nadine Bely-Summers	Councillor Ben Lloyd-Shogbesan
	Councillor Susan Brown	Councillor Mark Lygo
	Councillor Nigel Chapman	Councillor Dr Joe McManners
	Councillor Mary Clarkson	Councillor Chewe Munkonge
	Councillor Tiago Corais	Councillor Susanna Pressel
	Councillor Steven Curran	Councillor Mike Rowley
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Martyn Rush
	Councillor Alex Donnelly	Councillor Christine Simm
	Councillor James Fry	Councillor Linda Smith
	Councillor Andrew Gant	Councillor Roz Smith
	Councillor Stef Garden	Councillor John Tanner
	Councillor Stephen Goddard	Councillor Richard Tarver
	Councillor Michael Gotch	Councillor Sian Taylor
	Councillor Mick Haines	Councillor Marie Tidball
	Councillor Paul Harris	Councillor Ed Turner
	Councillor Tom Hayes	Councillor Louise Upton
	Councillor David Henwood	Councillor Dick Wolff
	Councillor Alex Hollingsworth	Vacancy
	Councillor Richard Howlett	

The quorum for this meeting is 12 members

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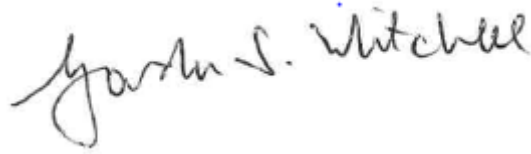
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Summons

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 26 November 2018 at 5.00 pm to transact the business set out below.



Proper Officer

AGENDA

	Pages
PART 1 - PUBLIC BUSINESS	
1 Apologies for absence	
2 Declarations of interest	
3 Minutes	19 - 32
Minutes of the ordinary meeting of Council held on 1 October 2018 and the special meeting on 17 October 2018.	
Council is asked to approve the minutes of the two meetings as a correct record.	
4 Appointment to Committees	
No changes have been notified: any changes proposed after publication of the agenda will be circulated with the briefing note.	
5 Announcements	
Announcements by:	
1. The Lord Mayor	
2. The Sheriff	
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 20 November 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 Oxford North

33 - 40

The Regeneration and Economy Programme Director and Head of Planning Services submitted a report [to the City Executive Board meeting on 14 November 2018](#) to request an in-principle decision to use Homes England Housing Infrastructure (Marginal Viability) Funding (HIF) and Community Infrastructure Levy funds for infrastructure support at Northern Gateway/Oxford North.

Councillor Brown, Leader of the Council will present the report.

Recommendation: The City Executive Board recommends Full Council to resolve to:

1. apply Community Infrastructure Levy receipts to the value of £8.85m (as generated from future strategic scale development at Northern Gateway/Oxford North) in order to fund investment in highways/transport infrastructure provision to support the delivery of the Northern Gateway strategic site allocation.

COMMITTEE RECOMMENDATIONS

8 Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and approval of associated licence fees and charges.

41 - 50

The Head of Planning, Sustainable Development and Regulatory Services submitted a report to the [General Purposes and Licensing Committee meeting on 22 October 2018](#) to bring to the Committee's attention the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and to seek approval of associated licence fees and charges.

The General Purposes Licensing Committee agreed the recommendations in that report. However, the delegation to the Head of Planning, Sustainable Development and Regulatory Services detailed in that report is no longer valid as the specific post no longer exists. Accordingly the delegation in the second recommendation to Council has been revised to reflect the requirements of the Constitution (Paragraph 10.2: Responsibilities and Proper Officers, "*Proper Officer*" means the Officer designated below by the Council for the purpose of this Scheme or in the absence of such designation, the Chief Executive.)

Councillor Clarkson, Chair of the General Purposes Licensing Committee, or the Monitoring Officer will present the report.

Recommendation: the General Purposes Licensing Committee recommends Full Council to:

1. agree the licence fees and charges as set out in Appendix A of the report;
2. delegate animal welfare licensing responsibilities to the Chief Executive.

OFFICER REPORTS

9 Constitution Review 2018

51 - 68

The Head of Law and Governance has submitted a report which recommends changes to the Council's Constitution following an annual review of the Constitution overseen by a "Cross-Party Constitution Group".

Please note that Appendix 2 to this report will be published as a supplement to the main agenda.

Councillor Susan Brown, Leader of the Council will present the report.

Recommendation: That Council resolves to:

1. Approve the list of proposed amendments to the Constitution detailed in Appendix 1 and highlighted in Appendix 2.
2. Adopt the revised Oxford City Council Constitution as presented in Appendix 2.
3. Delegate authority to the Head of Law and Governance to amend any further wording that is identified as being inconsistent with the changes approved by Council.
4. Delegate authority to the Head of Law and Governance to amend the Constitution to include a social media policy, following consideration and approval by the Standards Committee.

10 Council and Committee meetings programme May 2019 - May 2020 69 - 76

The Head of Law and Governance has submitted a report which sets out a programme of Council, committee and other meetings for the 2019/20 council year (May 2019 to May 2020 inclusive).

Councillor Susan Brown, Leader of the Council will present the report.

Recommendation: That Council resolves to:

1. Approve the programme of Council, committee and other meetings attached at Appendix 1 for the council year 2019/20;
2. Delegate authority to the Committee and Member Services Manager, in consultation with Group Leaders, to make changes to this programme, in the event that there is a decision at Annual Council to change the committee structure or remit which impacts on the programme of meetings; and
3. Delegate authority to the Committee and Members Services Manager to set dates for additional training and briefing sessions for members, for meetings of the Shareholder of the Council's companies, and for the Companies Scrutiny Panel, and, in consultation with the Head of Business Improvement, to set meetings of the Appointments Committee and Investigations and Disciplinary Committee (should they be required).

QUESTIONS

11 City Executive Board Minutes

This item has a time limit of 15 minutes.

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

- | | | |
|------------|--|---------|
| 11a | Minutes of meeting Tuesday 16 October 2018 of City Executive Board | 77 - 80 |
| 11b | Minutes of meeting Wednesday 14 November 2018 of City Executive Board | 81 - 88 |

12 Questions on Notice from Members of Council

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

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

The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Monday 19 November.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

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

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.11, 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 20 November.

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.

14 Outside organisation/Committee Chair reports and questions

1. 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.
2. The reports submitted to this meeting are:
 - Agenda item 14a – Oxford Strategic Partnership
 - Agenda item 14b - Oxfordshire Health Improvement Board 2016/17

3. The programme of reporting at future meetings is proposed to be:
- | | |
|------------|---|
| 28 January | Annual Report on Oxfordshire Partnerships |
| | Oxfordshire Growth Board |
| 29 April | Oxfordshire Children's Trust Board |
4. 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 22 November 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.

14a Oxford Strategic Partnership

89 - 92

On behalf of Councillor Brown, Leader and Board Member for Economic Development and Partnerships, the Head of Policy, Communications and Culture has submitted a report on the Oxford Strategic Partnership.

Council is invited to comment on and note the report.

14b Oxfordshire Health Improvement Board 2016/17

93 - 106

On behalf of Councillor Upton, Board Member for Healthy Oxford, the Assistant Chief Executive has submitted the annual report on the work of the Oxfordshire Health Improvement Board 2016/17 and priorities for 2018/19.

Council is invited to comment on and note the report.

15 Scrutiny Committee update report

107 - 116

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.

Councillor Gant, Chair of the Scrutiny Committee will present the report.

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

16 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 Rules by the deadline of 1.00pm on Wednesday 14 November 2018 is below.

Motions will be taken in turn starting with Cross Party motions and then from the Labour, Liberal Democrat, 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 Friday 23 November 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. **Oxford European Charter**
- b. **Homelessness in Oxford**
- c. **Vehicle emissions in Oxford**
- d. **Farndon Court**
- e. **Fair Transitional State Pensions**
- f. **Oxford to Cambridge Expressway**
- g. **Climate Emergency**

16a **Cross Party Motion: Oxford European Charter**

Proposed by Councillor Tanner, seconded by Councillor Garden

Cross Party motion

1. Oxford City Council reaffirms its determination that Oxford should remain an international, open, and welcoming European city.
2. The Council believes that, irrespective of the outcome of the Brexit negotiations, rights of EU27 citizens who have made their homes here should be fully maintained and, that their electoral participation rights should be extended, to make our democracy more inclusive.
3. We call on the Government and all employers, institutions and authorities in Oxford to do all they can to respect,

protect, and fulfil the rights to which EU27 citizens are entitled, and to ensure they are not discriminated against in any way.

4. In particular, we call for EU27 citizens living in Oxford to have rights to:
 - a. Live, work, study, and retire in the UK
 - b. Enjoy a lifelong guarantee that they can leave the UK and return thereto
 - c. Retain their existing right to vote in all local government elections
 - d. Be suitably enfranchised in national elections and referendums
 - e. Be able to register for settled status without onerous proof or excessive cost
 - f. Naturalise, should they wish to do so, at the cost of administration
5. We recognise the hugely valuable contribution that migrants, from the rest of Europe and around the world, have made to our city, and are making to the culture, prosperity and success of Oxford.

Council resolves to:

1. ask the Leader of the Council to write to the Prime Minister and local MPs to convey the City Council's views as expressed above.
2. ask the City Executive Board to do whatever it can to support this Oxford European Charter.

16b Homelessness in Oxford

Proposed by Councillor L Smith, seconded by Councillor Aziz

Labour member motion

The Government's ideological pursuit of austerity has directly contributed to the soaring number of people being made homeless and sleeping rough on our streets. Despite this, Oxford City Council has an ambition that no one should have to sleep rough on the streets of our city and we have allocated our own budgets and successfully bid for government money to help achieve this.

This winter the council is providing an additional 41 bed spaces to help people off Oxford's streets. This is in addition to the 20 beds provided by the Oxford Winter Night Shelter throughout January, February and March and up to 20 extra night shelter beds which we are working with our neighbouring districts to provide through funding secured by this council.

This extra winter provision comes on top of the 167 beds and associated support for former rough sleepers which are funded throughout the year, and up to 74 bed spaces are available to anyone who needs them this winter, regardless of their connection to Oxford or their entitlement to benefits.

This council also operates a Severe Weather Emergency Protocol (SWEP) which opens extra beds during periods when extended cold weather is forecast, the protocol means emergency shelters are opened when night time temperatures are forecast to drop below freezing for three consecutive nights, but there is flexibility on the decision of when to open.

This council gives thanks for the hard work of our partner organisations, charities, voluntary organisations, professional workers and volunteers. We are especially grateful to the churches hosting the Oxford Winter Night Shelter for their enormous contribution to reducing rough sleeping on our streets.

This Council therefore resolves to ask the Board Member, Leisure and Housing:

1. To continue to work towards our vision of nobody having to sleep rough on the streets on Oxford. The extra beds this winter will help us move towards that goal, and council officers should use the discretion given to them on when to trigger SWEP to help ensure that no one is left out in freezing temperatures whenever resources allow.
2. To work with partners towards a SWEP protocol, that will open emergency provision whenever night time temperatures are forecast to fall below zero.
3. To ensure that preparations for next winter 2019/20 should include an increase in night shelter beds which are available to all rough sleepers throughout the season, moving away from the need for SWEP and adopting a model of continuous winter provision.
4. To ensure that the City Executive Board monitors the application of SWEP this winter, and receive reports, from the Head of Housing Services, in January and April 2019 to cover: the occasions when SWEP has been triggered; the use of officer discretion on when to trigger SWEP; and statistics on the availability of bed spaces for adult single homeless persons within the city for the period covered by the report.

16c Vehicle emissions in Oxford

Proposed by Councillor Harris

Liberal Democrat member motion

This Council:

Recognises the urgent need to reduce levels of vehicle emissions in Oxford's most polluted streets,

and notes that these levels will not be significantly impacted by plans for a Zero Emission Zone until 2025 at the earliest,

and resolves to seek to reduce vehicle emissions urgently in Oxford's most polluted streets by asking the Chief Executive to write to Oxfordshire County Council inviting them to:

1. upgrade the existing bus Low Emission Zone so to require all buses within the Zone to have Euro-6 compliant engines; and
2. apply that new stricter Low Emission Zone to heavy goods vehicles and to coaches as well as to buses.

16d Farndon Court

Proposed by Councillor Simmons

Green member motion

This Council notes and regrets the decision by Catalyst (a development partner of the City Council) to sell Farndon Court (which has 97 affordable, women-only accommodation units) and evict the residents.

The Council calls upon Catalyst to:

1. Replace the units with equivalent accommodation
2. Increase the compensation and support for the 69 women being evicted

The Council agrees to ask the Chief Executive to:

1. write to Catalyst expressing its views
2. review the working relationship with Catalyst and their suitability (in light of the above) as a development partner.

16e Fair Transitional State Pensions

Proposed by Councillor Pressel

Labour member motion

Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1950, who will unfairly carry the burden of the increase to the State Pension Age (SPA) without appropriate notification.

Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little or no personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age.

Many women born in the 1950's are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren. Some suffer discrimination in the workplace, so struggle to find employment. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute - it is widely accepted that women and men should retire at the same time. The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

Council resolves to ask the Leader of the Council:

to write to the Prime Minister and local MPs asking the Government to reconsider transitional arrangements for women born on or after 6 April 1950, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.

16f Oxford to Cambridge Expressway

Proposed by Councillor Gant

Liberal Democrat member motion

Council notes that at its meeting on 25 September 2018, the Growth Board "welcomed" the principle of the Oxford to Cambridge Expressway. However, at the same meeting, the Board instructed its Chair to write to both Highways England and the Transport Minister regretting the lack of clarity around the proposal.

Council notes the tension between these two positions.

Council also notes that this lack of clarity contributes to considerable uncertainty both about how the Expressway is intended to deliver benefit, and about the possible impact on homes, lives, the environment, amenities and facilities, including in and adjacent to the greater Oxford area.

In particular, Council notes with regret that

1. It is unclear exactly what is meant by the word “Expressway” and which of the many definitions apply
2. Insufficient work has been done on the potential of enhanced rail links to deliver better outcomes for passengers, freight, and sustainable economic growth
3. Actual and proposed consultation is inadequate
4. It is unclear which of a range of possible justifications for the Expressway, which have been mentioned public and which potentially contradict each other, apply:
 - a. A ‘strategic route’ to carry freight traffic from the west and south to the east.
 - b. A route to make commuting between Oxford/Milton Keynes/Bedford/Cambridge easier and quicker.
 - c. A road that will enable significant housing growth of 1,000,000 extra houses along its length.
 - d. Relieving traffic on the A34, as one member of the Growth Board has stated publicly (which does not appear to be one of the stated aims, and current plans do not rule out using the A34 in part as the Expressway, which would of course add more traffic to it)
5. Increased road building will inevitably have a serious negative impact on air quality at a time when all public bodies must seek to use every part of their planning, investment and delivery mechanisms to achieve the opposite

Council therefore calls on the Leader, as its representative on the Growth Board, to:

1. Seek urgent answers from her fellow Growth Board members on their understanding of points 1-5 above, and how that understanding makes the principle of the Expressway “welcome” in its current form
2. If clear answers are not forthcoming, ask the Growth Board to withdraw its welcome for the Expressway until the Growth Board can provide those answers to Council
3. Report back to this Council at the earliest opportunity

16g Climate Emergency

Proposed by Councillor Simmons

Green member motion

Council notes:

- a) the recent 2018 IPCC report which states that we have just 12 years to act on climate change if global temperature rises are to be kept within the recommended 1.5 degreesC.
- b) that the Council's carbon emissions have reduced by approximately 10% over the last five years.
- c) last year, the Council's greenhouse gas carbon equivalent emissions (tCO₂e) reduced by 4.3%, largely due to the decarbonisation of the national electricity grid and helped by an unusually warm year - not due to any actions by the Council.
- d) The Council's underlying energy consumption actually went UP slightly - a 2.1% increase in electricity, a 0.8% increase in gas and a 5.4% increase in carbon from vehicle fuel.

Council notes therefore that:

1. It is failing to meet its own 5% annual greenhouse gas reduction target
2. If reductions continue at a similar rate, the Council will also fail to meet its own medium (2022) and longer term carbon reduction targets and aspirations.

In light of the above, the Council therefore agrees to resource an additional Cross-Party Scrutiny Group to urgently review and make recommendations on revisions to the Council's 2017-2022 Carbon Management Plan

* - Source for Council figures: Greenhouse Gas Emissions Report 2017-18 (Aug 2018)

17 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.

Minutes of a meeting of the COUNCIL on Monday 1 October 2018

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Committee members:

Councillor Cook (Lord Mayor)	Councillor Simmons (Sheriff)
Councillor Altaf-Khan	Councillor Arshad
Councillor Azad	Councillor Aziz
Councillor Bely-Summers	Councillor Brown
Councillor Chapman	Councillor Clarkson
Councillor Corais	Councillor Curran
Councillor Djafari-Marbini	Councillor Donnelly
Councillor Fry	Councillor Garden
Councillor Goddard	Councillor Gotch
Councillor Haines	Councillor Harris
Councillor Hayes	Councillor Henwood
Councillor Hollingsworth	Councillor Howlett
Councillor Iley-Williamson	Councillor Kennedy
Councillor Landell Mills	Councillor Lloyd-Shogbesan
Councillor Lygo	Councillor McManners
Councillor Munkonge	Councillor Pressel
Councillor Rowley	Councillor Rush
Councillor Simm	Councillor Linda Smith
Councillor Roz Smith	Councillor Tarver
Councillor Taylor	Councillor Tidball
Councillor Turner	

Apologies:

Councillors Malik, Gant, Goff, Humberstone, Tanner, Upton and Wolff sent apologies.
Councillors Iley-Williamson and Turner arrived after the start of the meeting.
Councillors Fry and Tidball left at the break.

26. Declarations of interest

Minute 41 a, 41 e

Councillor Turner declared he would not take part as he was on a secondment to the Foreign Office and so would not take part in Council debates or decisions on matters of government foreign policy. He left the chamber for these debates.

Minute 41 c

Councillor Harris clarified that although he was a barrister taking legal aid cases, the motion would have no impact on his income and his DPI*. Accordingly he remained in the chamber and took part in the debate.

Minute 41 d

Councillor Lloyd-Shogbesan noted he had a personal interest but not a DPI as he was the subject of the motion. With the permission of the Lord Mayor he took the opportunity to unreservedly apologise to Council, councillors and residents for causing distress by naively and with poor judgement sharing unsuitable posts on Facebook two years ago. He left the chamber for this debate.

Minute 41 f

Councillor Brown and Djafari-Marbini declared that the motion affected their DPI as they were employed by OUH Trust. Councillor Hollingsworth's DPI was also affected as his spouse was employed by the Trust. They left the chamber for this debate.

(Councillor McManners confirmed that as a GP he was not employed by the Trust and unaffected by this motion.)

** DPI is a disclosable pecuniary interest.*

27. Minutes

Council agreed to approve the minutes of the ordinary meeting held on 23 July 2018 as a true and correct record subject to correcting subject to correcting text in Minute 15 'to read 'older people's champion'.

28. Appointment to Committees

On being proposed by the Lord Mayor, seconded and put to the vote, the recommendation of the Standards Committee was agreed.

Council resolved to appoint Dorian Hancock, Littlemore Parish Councillor, as the co-opted non-voting member of the Standards Committee representing the four Parish Councils in Oxford until May 2020.

29. Announcements

The Lord Mayor thanked the Deputy Lord Mayor and Sheriff for their help with civic events, and reported highlights of the last two months.

The Sheriff reported on the unsuccessful round-up but successful count of clearly healthy and active cattle on Port Meadow.

The Leader thanked those who had supported her sponsored abseil down the John Radcliffe tower.

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

There were no addresses or questions.

31. Quarterly Integrated Report, Finance & Performance Q1

This item was taken after the break to allow the Board Member to present it.

Council considered a report of the Head of Financial Services and Head of Business Improvement, submitted to the City Executive Board on 18 September 2018, updating Council on finance risk and performance and seeking agreement for new expenditure requests for 2018/19.

Councillor Turner, Board Member for Finance and Asset Management, presented the report and moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. approve the increase of the HRA capital budget for Social Rented Housing Acquisitions by £0.444 million to a total of £1.479 million. This will be fully funded by Retained Right to Buy capital receipts; and
2. approve the additional capital budget for the Replacement of the Housing Computer System of £0.450 million.

32. Dispensations - Localism Act 2011

Council considered a report of the Head of Law and Governance, submitted to the Standards Committee in 11 September, recommending that Council approve a number of general dispensations under the Localism Act 2011.

Councillor Aziz, Chair of that Committee, moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. approve, under Section 33 of the Localism Act 2011, the general dispensations, listed at paragraph 4 of this report **and including a dispensation for recipients of Universal Credit**, for all elected and co-opted Members of Oxford City Council;
2. agree that those general dispensations should remain in force for a period of four years; and
3. agree that the granting of individual dispensations under Section 33 of the Localism Act 2011 be delegated to the Monitoring Officer.

33. Statement of Gambling Licensing Policy effective from 31 Jan 2019

Council considered a report of the Head of Community Services, submitted to Licensing and Gambling Acts Committee on 19 September 2018, setting out the revised Statement of Gambling Licensing Policy to take effect from 31 January 2018.

Councillor Cook, in his capacity as Chair of that Committee and moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to: adopt the Statement of Gambling Licensing Policy attached to the report on this agenda with effect from 31 January 2019.

34. Barton Park planning permission 13/01383/OUT

Council considered a report of the Head of Planning, Sustainable Development and Regulatory Services recommending that Council makes a modification order to amend the time period to submit reserved matters applications on planning permission 13/01383/OUT.

Councillor Hollingsworth, Board Member for Planning and Transport, presented the report, answered questions, and moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. make a modification order under section 97 of the Town and Country Planning Act 1990 in respect of planning permission 13/01383/OUT to enable further applications for reserved matters to be submitted for approval in respect of the development at Barton Park; and
2. delegate to the Development Management Services Manager (soon to be the Acting Head of Planning Services), the taking of any associated action following the making of the modification order.

35. City Executive Board Minutes

a) Minutes of meeting Tuesday 14 August 2018 of City Executive Board

There were no questions.

b) Minutes of meeting Tuesday 18 September 2018 of City Executive Board

Minute 61 Scrutiny Committee Reports – Fusion Lifestyle

Councillor Simmons asked about progress on the audit of Fusion Lifestyle's performance data requested by Scrutiny Committee.

Councillor Linda Smith replied that the audit would be carried out to ensure these well scrutinised figures were accurate and reliable.

Minute 63 – Consultation on Wolvercote Neighbourhood Plan

Councillor Goddard asked if his thanks and appreciation could be recorded for the hard work of the Wolvercote Neighbourhood Plan team and the neighbourhood forum who had brought the plan to this stage.

36. Questions on Notice from Members of Council

Councillor Iley Williamson arrived during this item.

30 written questions on notice were submitted. These, written responses, and summaries of the 14 supplementary questions and responses are set out [in the printed pack of these minutes](#).

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

There were two addresses to Council and two questions to Board Members.

1. Artwell gave an address asking what measure the Council would make to ensure that Oxford people who are concerned to campaign for justice of the Semitic people of Palestine could do so without being labelled ‘anti-Semitic following the Council’s adoption of the IHRA code (*International Holocaust Remembrance Alliance*)
2. Judith Harley gave an address asking about the use by council staff of the Cowley Marsh Car Park
3. Artwell asked whether the Council would reconsider its use of glyphosate in light of new evidence.
4. Nigel Gibson reiterated his previous statement that in his view the charges at the Council’s leisure centres were still not correct and still resulted in Oxford City Council discriminating against disabled people, and asked how many times people with Bonus Cards had been charged £2 after evening peak hours.

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 set out [in the printed pack of these minutes](#).

38. Outside organisation/Committee Chair reports and questions

This item was taken before the public addresses.

Council had before it the report of the Leader of the Council, Councillor Brown, outlining the work of the Oxfordshire Local Enterprise Partnership

Councillor Brown introduced the report and answered questions.

Council noted the report without comment.

39. Scrutiny Committee update report

This item was taken before the public addresses.

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

In the absence of the Chair, the Vice-Chair Councillor Henwood introduced the report.

Council noted the report without comment.

40. Motions on notice

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

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

- a. Freedom of the City for Benny Wenda
- b. Opposition to Investment in Fracking
- c. Improve Legal Aid
- d. Brexit and the Sustainable Communities Act
- e. Oxford Weighting

Council resolved not to adopt Motion d – call for resignation- as set out in these minutes.

Motion g - Building a statutory youth service - was not taken as the time allocated for debate had elapsed.

a) Freedom of the City for Benny Wenda

This item was taken before the break.

Councillor Simmons, seconded by Councillor Howlett, proposed his submitted motion, amended as set out in briefing note. He expressed Council's condolences for the people of Sulawesi affected by the tsunami and earthquake, and explained that the proposal made no comment about the independence movement but recognised contributions as a campaigner for peaceful democracy and to the wider life of the city.

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

Council resolved to adopt the following motion:

To request the Chief Executive in consultation with the Lord Mayor to convene a special meeting of Council at a later date to consider conferring the Honorary Freedom of the City on Benny Wenda, in accordance with Section 249 of the Local Government Act 1972.

b) Opposition to Investment in Fracking

This item was taken before the break.

Councillor Roz Smith left the chamber for the duration of the debate and then returned.

Councillor Howlett, seconded by Councillor Hayes, proposed the submitted motion as set out in the agenda and briefing note.

Councillor Hollingsworth proposed and Councillor Howlett agreed an amendment to correct the name of the pension fund and include the 'pool fund' manager Brunel Pension Partnership.

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

Council resolved to adopt the submitted motion, as amended to correct the name of the pension fund and add the fund managers.

Council resolved to adopt the following motion:

Oxford City Council reaffirms its opposition to investment in fossil fuels. We deeply regret the investment by the Oxfordshire Pension Fund (*the Local Government Pension Scheme (LPGS) in Oxfordshire, with LGPS Pool fund manager Brunel Pension Partnership (Brunel)*) in companies which are promoting and engaging in fracking in the United Kingdom and overseas.

Campaigners calculate that out of a total pension fund of £2 billion (£2,174,177,881), £84 million (£83,645,909) or 3.85% is invested in companies which practice fracking. The pension fund has indirect fracking investments in Shell of £24,560,465 and direct investments in BHP Billiton — £4,936,494, EOG Resources — £3,908,397, Marathon Oil — £2,819,711 and Pioneer Natural Resources — £2,650,534.

Oxford City Council is part of LGPS in Oxfordshire through which it provides pensions for our staff.

Oxford City Council believes that:

- Investment in fracking is damaging to the environment
- Investment in fracking is not a sound investment for the future
- Fracking goes against the City Council's commitment to help combat climate change.

Oxford City Council resolves to call on the LGPS in Oxfordshire (Oxfordshire Pension Fund) and pool fund managers Brunel Partnership to disinvest in fracking in particular and fossil fuels in general and to invest instead in renewable energy, and asks the Chief Executive to inform the pension fund managers of this resolution.

c) Improve Legal Aid

Councillor Harris, seconded by Councillor Roz Smith, proposed the submitted motion as set out in the agenda and briefing note.

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

Council resolved to adopt the following motion:

Council notes that:

1. Legal Aid was created as part of the post-war welfare state of which Liberals such as Keynes and Beveridge were key architects;
2. Legal Aid, providing legal advice and legal representation, is a vital ingredient of a democratic society without which access to justice would depend on wealth;
3. Legal Aid, already grossly under-funded, is being subjected by the Government to unprecedented further cuts, which will result in a £600 million reduction by 2019/2020, a 40% real terms cut since 1997;
4. As a result many of the poor and vulnerable are being denied access to justice; and
5. The faith of the public in the legal system is being undermined by under-staffing and chaos in our courts.

Council therefore calls on the Government to:

1. Recognize the concerns of the legal profession at all levels about this issue;
2. Consider how the reduction in legal aid provision is affecting the Government's ability to comply with its international human rights obligations, and to ensure that effective remedies are provided under British legislation.
3. Undertake an urgent independent 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 which assist litigants such as Citizens Advice Bureaux and Law Centres, and from people who are themselves affected by the lack of legal aid support, to include recommendations to ensure adequate legal aid provision;
4. Abandon the cuts planned for 2019/2020.

Council accordingly resolves to ask the Leader of the Council:

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

d) Call for resignation

Councillor Lloyd-Shogbesan left the chamber for the duration of this debate and then returned.

The Monitoring Officer advised councillors that the motion was non-binding and if agreed would not compel the councillor to resign and reminded them of that the independent investigation found the Code of Conduct was not engaged so no sanctions under the Code could be applied.

Councillor Haines, seconded by Councillor Harris, proposed the submitted motion as set out in the agenda and briefing note: Council calls for Councillor Ben Lloyd-Shogbesan to resign and step down immediately as an Oxford City Councillor following his reposting of articles on Facebook, especially the claim that Cancer is not a disease but a business.

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

e) Brexit and the Sustainable Communities Act

Councillor Turner left the chamber for the debate on this motion and then returned.

Councillor Simmons, seconded by Councillor Garden, proposed the submitted motion with minor amendments as set out in the briefing note.

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

Council agreed the submitted motion as amended by the proposer.

Council resolved to adopt the following motion:

This Council notes the recent use of Section 5A(b) of the Sustainable Communities Act 2007 by Plymouth City Council to demand that the Government releases “all government departmental information and analysis pertaining to the impacts upon Plymouth’s communities and businesses of the UK’s withdrawal from the European Union, including any information deemed by the government to be confidential”. Like Oxford, where a report commissioned by Finance Panel has identified the risks to our City posed by Brexit, Plymouth City Council had also identified a number of risks to the economic and social wellbeing of its communities as a result of the European Union (Withdrawal) Act 2018.

Council agrees to similarly invoke the Sustainable Communities Act and asks the Leader of the Council to write on its behalf to the Secretary of State for Housing, Communities and Local Government, so that this Council can obtain the accurate and up-to-date information it needs to best engage with businesses, institutions and communities and inform its own actions with respect to protecting Oxford, the Council and Council services from the effects of the Government’s approach to Brexit.

f) Oxford Weighting

Councillors Brown, Djafari-Marbini and Hollingsworth left the chamber for the duration of this debate and then returned.

Councillor Bely-Summers, seconded by Councillor Aziz, proposed the 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:

Oxford is the most expensive city to live in the UK. A band 2 porter working for the NHS Hospital trusts and renting a single bedroom flat in Oxford can expect to pay 85% of their wages on rent.

For staff in higher bands the situation is little better. As a result the NHS in Oxfordshire has twice the national vacancy rate. Patient care is undermined; vital cancer operations are being delayed. Staff are having to work extra shifts due to high living costs and high number of vacancies.

With a much higher proportion of BAME staff among the lower bandings these issues are disproportionately affecting them.

Local MPs support the Oxford Weighting for NHS staff to help address the recruitment and retention crisis. NHS employers would like to see additional funds to help them recruit the workforce needed to provide care for the local population.

Oxford City Council resolves

- 1. to campaign publicly for Oxford Weighting for NHS staff and against in work poverty with officer resources allowing data collection around this vital issue to contribute to the development of a comprehensive workforce strategy and tackle inequalities;**
- 2. to use its influence via Oxfordshire Joint Health Overview & Scrutiny Committee and the Oxfordshire Health & Wellbeing Board to call for higher wages for all;**

to give a clear message to our NHS partners that the health of our Oxford residents is vitally important at a time when health inequalities are increasing especially in the most deprived areas of Oxford.

g) Building a statutory youth service

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

The meeting started at 5.00 pm and ended at 8.00 pm

Chair

Date: Monday 26 November 2018

Minutes of a meeting of the COUNCIL on Wednesday 17 October 2018

www.oxford.gov.uk



Committee members:

Councillor Cook (Lord Mayor)	Councillor Malik (Deputy Lord Mayor)
Councillor Arshad	Councillor Azad
Councillor Aziz	Councillor Bely-Summers
Councillor Brown	Councillor Chapman
Councillor Clarkson	Councillor Corais
Councillor Donnelly	Councillor Fry
Councillor Gant	Councillor Garden
Councillor Goddard	Councillor Gotch
Councillor Haines	Councillor Hayes
Councillor Hollingsworth	Councillor Howlett
Councillor Kennedy	Councillor Landell Mills
Councillor Lloyd-Shogbesan	Councillor Munkonge
Councillor Pressel	Councillor Rowley
Councillor Rush	Councillor Linda Smith
Councillor Roz Smith	Councillor Tanner
Councillor Taylor	Councillor Turner
Councillor Upton	

Officers:

Gordon Mitchell, Chief Executive
Anita Bradley, Monitoring Officer
Andrew Brown, Committee and Member Services Manager
Adrian Arnold, Development Management Service Manager (and incoming Acting Head of Planning Services)
Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
Amanda Ford, Principal Planner
Sarah Harrison, Team Leader (Planning Policy)
Nigel Kennedy, Head of Financial Services

Apologies:

Councillor(s) Simmons, Altaf-Khan, Curran, Djafari-Marbini, Harris, Henwood, Iley-Williamson, Lygo, McManners, Simm, Tarver, Tidball and Wolff sent apologies.

Minute's silence in memory of Councillor Angie Goff

Council stood for a minute's silence in memory of Councillor Angie Goff who had passed away on 1 October 2018.

Councillors Goddard and Brown, on behalf of their groups, paid tribute to Councillor Goff.

41. Declarations of interest

Minute 44

The Monitoring Officer advised Council that they should only make a declaration if they had a direct financial interest in any of the sites listed in the draft Local Plan and that they did not need to declare if they were employees of the University of Oxford or the Oxford Health Trust or any other major employer in the city.

Councillor Hollingsworth: declared a non-pecuniary interest in that the Jericho Boatyard site (referenced in Chapter 9 of the Local Plan) was near to his home and that the site was identified as a potential location for a new Jericho Community Centre; the current community centre shared a party wall with his home.

Councillor Brown: declared a non-pecuniary interest in that the Jericho Boatyard site (referenced in Chapter 9 of the Local Plan) was near to her home and that the site was identified as a potential location for a new Jericho Community Centre; the current community centre shared a party wall with her home.

42. Appointment to Committees

Councillor Brown, Leader of the Labour Group, announced and Council approved the following appointment to the Scrutiny Committee to fill the vacant seat:

- Councillor McManners

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

There was one address to Council.

1. Judith Harley gave an address about the lack of provision in the Local Plan for a swimming pool, more leisure facilities, and more community spaces in Temple Cowley.

The full text of this speech 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 set out [in the printed pack of these minutes](#).

44. Proposed submission Draft Oxford Local Plan 2036

Council considered a report of the Head of Planning, Sustainable Development and Regulatory Services, submitted to the City Executive Board 16 October 2018 to recommend that Council approves the Oxford Local Plan 2036 Proposed Submission Document for public consultation and, subject to the outcome of the consultation, if no matters are raised that materially impact upon the Plan strategy, to submit the Submission Draft Oxford Local Plan 2036 to the Secretary of State for formal examination.

Councillor Hollingsworth, Board Member for Planning and Transport, presented the report. He began by placing on record his thanks to the many officers in the Planning Policy team, especially Sarah Harrison and Amanda Ford, for their professionalism and diligent hard work which had delivered a draft Local Plan of such a high quality. He also thanked the Scrutiny Committee and Scrutiny Housing Panel for their contribution, in the course of several meetings, to the emerging plan. Finally he paid tribute to Patsy Dell, the Head of Planning, Sustainable Development and Regulatory Services, for her contribution and leadership over the past three years. Council echoed these sentiments.

For clarification he advised Council that, during the debate, they should refer to the following documents:

- the officer report and chapters 1 – 7 in the main Council agenda pack
- the appendices set out in the Council agenda supplement 1
- the briefing note which contained a list of changes from the City Executive Board meeting and a revised chapter 8 (which superseded the earlier versions contained in the main Council agenda pack and supplement 2)

To set the context for the debate he quoted from the foreword to the Local Plan as set out on page 15 of the agenda pack.

Councillor Gant, Leader of the Liberal Democrat group, noted that detailed and specific comment by members had been over the course of the last year as the plan evolved from the preferred options document. He acknowledged that not all of the suggestions put forward by his group had been accepted and said that overall he welcomed the draft document as a proportionate and sensible plan for Oxford.

During debate Council highlighted a number of points including, but not confined to:

- the Local Plan should be considered in the context of a wider suite of documents which set out the Council's strategy and vision for the future of the city of Oxford
- the challenge of achieving an appropriate prioritisation and balance between allocated housing sites and category 2 employment sites (Policy E1: Employment sites)
- that the Local Plan recognised that as life expectancy in Oxford was projected to rise there would be an increased demand for appropriate accommodation (Policy H11: Older persons and specialist and supported living accommodation)
- any increased risk of flooding as a result of new development in the city would be addressed as part of the planning application process (Policy RE 3: Flood risk management)

Council recorded its thanks to the Board Member for his contribution to the draft Local Plan.

Councillor Hollingsworth, Board Member for Planning and Transport, moved the recommendations which were adopted on being seconded and put to the vote.

Council resolved to:

1. **Approve** the Oxford Local Plan 2036 Proposed Submission Document for public consultation;
2. **Approve** all the supporting statutory documentation that includes the Sustainability Appraisal, Habitats Regulation Assessment, Infrastructure Development Plan (IDP), Equalities Impact Assessment, and Options Consultation Report;
3. **Authorise** the Head of Planning Services (or any officer acting in that capacity), after consultation with the Executive Board Member, to make any necessary editorial corrections to the document, IDP, Sustainability Appraisal and Habitats Regulation Assessment, and to agree the final publication style draft version before publication;
4. **Approve** the Oxford Local Plan 2036 Proposed Submission Document as a material consideration in determining planning applications;
5. **Authorise** the Head of Planning Services (or any officer acting in that capacity), after publication and after consultation with the Executive Board Member, to make any minor changes to the document deemed necessary as a result of the consultation, and then to formally submit the Oxford Local Plan 2036 to the Secretary of State for examination.

The meeting started at 5.00 pm and ended at 6.05 pm

Chair

Date: Monday 26 November 2018

To: City Executive Board

Date: 14 November 2018

Report of: Regeneration and Economy Programme
Director/Head of Planning Services

Title of Report: Allocation of Housing Infrastructure Funding (HIF) and Community Infrastructure Levy (CIL) receipts to Northern Gateway

Summary and recommendations	
Purpose of report:	To request an in-principle decision to use Homes England Housing Infrastructure (Marginal Viability) Funding (HIF) and CIL funds for infrastructure support at Northern Gateway/Oxford North.
Key decision:	Yes
Executive Board Members:	Cllr Susan Brown/Cllr Alex Hollingsworth
Corporate Priority:	Meeting Housing Needs, Cleaner and Greener Oxford, Vibrant and Sustainable Economy.
Policy Framework:	Corporate Plan, Oxford Economic Growth Strategy, Housing Strategy, Northern Gateway Area Action Plan
Recommendations: That the City Executive Board resolves to:	
<p>1. Identify the Northern Gateway/Oxford North Housing Infrastructure Funding HIF and Community Infrastructure Levy (CIL) schemes as potential future Medium Term Financial Plan (MTFP) capital schemes with a provisional budget allocation (subject to receipt of external HIF and CIL receipts) of up to £18.85m;</p> <p>2. Delegate authority to the Regeneration and Economy Programme Director to agree a contract with Homes England to draw down funds and secure their use/implementation in agreed infrastructure projects (subject to the £10m HIF funding to Oxford North being secured);</p> <p>3. Recommend to Council to apply Community Infrastructure Levy receipts to the value of £ 8.85m (as generated from future strategic scale development at Northern Gateway/Oxford North) in order to fund investment in highways/transport infrastructure provision to support the delivery of the Northern Gateway strategic site allocation; and</p> <p>4. Delegate to the Head of Planning Services secure the completion of an appropriate legal agreement for this funding investment, prepared in conjunction with the Council’s Monitoring and Section 151 Officers. The legal agreement to cover the specific infrastructure projects to be funded and arrangements for their</p>	

procurement, delivery and adoption by the local authorities, and to be subject to the outcome of due consideration of necessary and contingent planning application(s) and associated processes.

Introduction and background

1. In 2015, Oxford City Council adopted an Area Action Plan (AAP) for an employment led, mixed use development at Northern Gateway/Oxford North. Officers have been engaged in extensive pre-application discussions with the promoters Thomas White Oxford since late 2015. Thomas White Oxford have now submitted the formal planning application for the proposed Oxford North development, registered in August 2018 (reference number 18/02065/OUTFUL).
2. At 44 hectares the Northern Gateway is one of the largest allocated sites in the city and the planning application is of strategic scale and complexity. The Northern Gateway area containing Oxford North is a strategic site identified in the local plan for the development of employment space and housing, including affordable housing.
3. Infrastructure requirements both on-site and in the vicinity are considerable covering vehicle, pedestrian and cycle access points; parking; open space; landscaping; environmental mitigation; drainage and associated works; and highway works including new access to the site from the A40 and A44, together with upgrades to the A40, A44 and Pear Tree roundabout. The likely infrastructure challenges associated with bringing forward a site of this scale were identified in the AAP and an extensive examination of the infrastructure needs and the impact of these upon scheme viability and deliverability has been a key part of the pre-application work over the last three years.
4. The AAP at para 8.10 notes that 'new infrastructure on the scale required in the Northern Gateway comes at a cost and funding will be pursued from a variety of sources including developer contributions to this'. At the current time the infrastructure costs at Northern Gateway have been assessed as being in the region of £105,000,000. The AAP states that both public and private sector investment will be needed to deliver the development and members will be aware that there have been previous allocations of Local Growth funding to local infrastructure to assist in bringing forward this site.
5. The £2.3 billion Housing Infrastructure Fund (HIF) announced in 2017 offers funding to local authorities on a competitive basis, for infrastructure to support delivery of new homes. The HIF marginal viability fund provides funding to help strategic site delivery through funding infrastructure to help sites be delivered. Lower tier (District and City in two tier areas) local authorities can bid for funding through this programme.
6. As the eligible accountable body for HIF marginal viability bids, Oxford City Council has submitted a successful bid, to the Housing Infrastructure Fund along with the site developer Thomas White Oxford. £10 million of funding has been provisionally secured for Northern Gateway/Oxford North to pay for specific infrastructure to enable the homes to come forward and improve scheme viability. This is subject to a clarification process with Homes England and ultimately the granting of planning permission. HIF Funds under this programme need to be secured and contracted by the end of December 2018 and must be used by 31st March 2021.

7. Because of the timescales involved in the HIF bidding process, which are running ahead of consideration of the planning application, establishment of an in-principle position by the council in relation to potential infrastructure contributions to this strategic site is necessary now. This approach is without prejudice to the due consideration of the merits of the current planning application by the council in its capacity as local planning authority which will take place in 2019. Officers appreciate that this adds complexity to the decision members are being asked to make at this stage but is necessary because of the Homes England timescales involved. The council is enabled to take these 'without prejudice' decisions providing due regard to the differing corporate and regulatory roles and responsibilities has been maintained.
8. A commitment of £5.9 million from central government's Local Growth Fund was previously secured by Oxfordshire Local Enterprise Partnership (OxLEP), Oxfordshire County Council and Oxford City Council. Allocated to infrastructure improvements for northern gateway, this element of funding has now been earmarked for A40 corridor improvements that will support bus lane improvements and additional network capacity serving this site.
9. £7.3m City Deal funds were also previously provided towards the £17.8M County Council improvement schemes on the A40 at Cutteslowe and Wolvercote roundabouts. These funds were linked to the Oxford North scheme and the pre-existing need to improve both A40 approaches to Oxford to relieve congestion.

The Housing Infrastructure Fund - Marginal Viability Bid

10. All of the public funding is to help ensure the development meets requirements in terms of sufficient transport infrastructure and housing, including affordable housing, and is subject to due consideration of the planning application. Funding from HIF and CIL will be directed at specific identifiable infrastructure projects.
11. It is proposed the £10m funding contribution from Homes England will be utilised for the following key pieces of infrastructure that will support delivery of new homes. The precise breakdown and contractual arrangements will be resolved in negotiations with Homes England, but the figures are unlikely to change significantly, and will not be more than £10m;

a) On-site roads	£4.3m
b) Utilities reinforcement	£0.6m
c) Utilities distribution	£3.3m
d) Surface water	£1.8m

As the funding will be an investment of public money it will be important to ensure that the use and benefits arising from these infrastructure assets are publically available and adopted where this is appropriate.

Community Infrastructure Levy approach at Northern Gateway/Oxford North

12. The infrastructure to deliver the strategic site development at Northern Gateway is of a scale that also requires re-investment of the CIL receipts generated from the site. The adopted AAP acknowledged the infrastructure challenges that site delivery would bring and these have been confirmed by the extensive viability investigations that have taken place in discussion with the council and are as yet to be finally

concluded. In the normal course of events the City and County Councils are required to consider what infrastructure is needed to mitigate the impact of developments across the City. The process is then for the City Council, as the sole recipient of CIL payments, to confirm in its capital programmes what infrastructure is to be paid for from CIL.

13. The adopted AAP clearly highlighted the complex infrastructure support the strategic site allocation would need. The infrastructure costs at Northern Gateway have been assessed as being in the region of £105,000,000. Officers have been working with the County Council, Homes England, OxLEP and the site promoter over an extended period to identify how the infrastructure challenges at Northern Gateway can be addressed. It is clear that CIL receipts generated will need to be used for highways and transport infrastructure to facilitate the delivery of the strategic development set out in the AAP. This will need to be in addition to the direct infrastructure provision by the developer and the other public funding sources mentioned in this paper.
14. The detailed calculation of actual CIL liabilities takes place at a later stage and is associated with the grant of and implementation of any planning permission. However, as a working estimate the global CIL liability is anticipated to be of the order of £8.85m with these payments anticipated on a staged basis over a number of years.
15. The approach that is being recommended is that a commitment is given in principle now to fund specific, identified infrastructure projects at Northern Gateway from the CIL receipts generated by the development if planning permission is granted. This approach to the use of CIL receipts is not unprecedented in Oxford and a similar approach to investment in public realm works around the Westgate Centre has been used previously.
16. The plan attached to this paper identifies more specifically the infrastructure projects that the CIL funds are being suggested for. These works would be related to provision of the link road between the A44 and A40, junction improvements and internal site roads. These works would need to be undertaken to full adoptable standards with ultimate public adoption of the infrastructure as a precondition of this public funding approach. The individual infrastructure components, their detailed specification, timing and arrangements for their delivery will need to be the subject of further discussion and the precise mechanics of the approach incorporated within a binding legal agreement. The legal agreement would be associated with any future grant of planning permission.
17. This report seeks City Executive Board approval for this approach in principle and to recommend to Council that this commitment is recognised in the Capital Programme in 2019/20 and 2020/2021 and beyond as a potential future earmarked CIL receipt (for investment in strategic infrastructure at Northern Gateway) but again subject to planning.

Other implications - Financial implications

HIF Funding

18. Oxford City Council will be the legally identified accountable body, managing the funds on behalf of Homes England. It will then contract with Thomas White Oxford and Oxfordshire County Council (as necessary) to deliver the infrastructure programme and projects outlined. No further direct financial contribution is required, however as part of the contractual arrangements Oxford City Council will ensure that there is no financial risk from contracting awarded funds to partners. This is to avoid the unlikely scenario of clawback by Homes England for non-delivery by a partner, for example.

Northern Gateway CIL investment

19. If planning permission is subsequently granted for the Oxford North scheme at Northern Gateway, a binding and comprehensive legal agreement would be prepared to address the use of the CIL funds as set out above. This will ensure appropriate financial assurance and risk management, ensuring that the council's interests (insofar as managing the proper use of public funds is concerned) are protected.
20. The CIL funds are not yet profiled in the council's medium term financial plan but this potential commitment will need to be identified, with future use subject to the outcome of planning

Legal issues

21. A funding contract will be prepared between Homes England and Oxford City Council, once the funding clarification process is complete. It will be important to ensure that any conditions attached to the funding contract are complied with and tracked. Oxford City Council will then need to enter into contracts with Thomas White Oxford and Oxfordshire County Council (as appropriate) to commit HIF funds to ensure delivery of the funded infrastructure. It will be essential that Oxford City Council is protected against the unlikely event of clawback for non-delivery or any other contractual breach that presents a financial risk to the city council. A high level state aid assessment is due to be undertaken and specialist advice obtained if necessary, to ensure compliance.
22. The proposed approach to addressing the CIL issue is lawful and an appropriate route for the council to use in this case. As mentioned above a legal agreement will be necessary to ensure effective management of the process.

Level of risk

23. The risk of not securing and investing these funds may have consequences for the implementation of the councils adopted development plan strategies for Oxford. Although the situation is complicated because of the overlapping and contingent processes involved, the council has recognised the infrastructure challenges incumbent in delivering the strategic allocation at Northern Gateway.

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Background Papers: None

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To: General Purposes Licensing Committee

Date: 22 October 2018

Report of: Head of Planning, Sustainable Development and Regulatory Services

Title of Report: Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and approval of associated licence fees and charges.

Summary and Recommendations

Purpose of report: To bring Committee's attention the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and seek approval of associated licence fees and charges.

Report Approved by:

Finance: Emma Burson – Approved

Legal: Daniel Smith – Approved

Policy Framework: Vibrant Sustainable Economy

Recommendations:

The General Purposes Licensing Committee is recommended to:

- a) Note the coming into effect of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and consequent powers and duties.
- b) Agree the licence fees and charges as set out in Appendix A and recommend them to Council.
- c) Recommend Council delegate animal welfare licensing responsibilities to Head of Planning, Sustainable Development and Regulatory Services

Introduction and Background

1. The purpose of this report is to advise the Committee of the changes to animal licensing legislation contained within the new regulations and the Animal Welfare Act 2006, and to seek agreement to the licence fees and charges that should apply for 2018/19.

2. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force on the 1st October 2018. The new legislation outlines the general conditions which each licence holder must meet. These are national conditions which cannot be amended. This legislation amalgamated and replaced a number of pieces of legislation that previously governed the licensing of animals. A summary of the new scheme and its background is contained within the Explanatory Note and Memorandum to the Regulations (Appendix B).
3. The legislation allows licensing authorities to charge a reasonable amount to cover the cost of considering the grant, renewal or variation of a licence, assessing compliance and enforcement against unlicensed operators.
4. The fees and charges detailed within this report and found at Appendix A relate solely to the new animal licensing functions of the Business Regulation Team.
5. The statutory principle in relation to the setting of fees is that they should be reasonable and should relate to the costs of performing the function, including staffing, administration, testing, inspections, hearings and regulation.

Financial Implications

6. The Council is responsible for collecting licence fees for these functions. Predicted income from licence fees is included in the Council's budget estimates for 2018/19.

Legal Implications

7. The power to levy fees is contained in Regulation 13 of the Regulations. Licensing is not a revenue raising function and fees and charges should be reasonable and proportionate to the costs of the procedures and formalities of carrying out the function.

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Background papers:

Appendix A: Proposed Fees & Charges for 2018/2019 applicable to the Animal Welfare Licensing function within the Business Regulation Team
Appendix B: Explanatory Note and Memorandum to the Regulations

Proposed New Animal Welfare Licensing Fees and Charges 2018/19	
Licence Type	Fee (from 1st October 2018)
Boarding for cats and/or dogs	£297
Selling animals as pets	£297
Breeding dogs	£297 + vet fee
Hiring out horses	£297 + vet fee
Keeping or training animals for exhibition	£280
Request for variation	£128 + vet fee (if required)
Request for re-inspection	£128 + vet fee (if required)

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018/486

Explanatory Note

(version 1 of 1)

These Regulations provide for the licensing of persons involved in England in selling animals as pets, providing or arranging for the provision of boarding for cats or dogs, hiring out horses, breeding dogs and keeping or training animals for exhibition.

[Regulation 3](#) specifies these activities for the purposes of [section 13\(1\)](#) of the [Animal Welfare Act 2006](#) ("the 2006 Act") and provides for local authorities to be the licensing authorities. The consequence of this specification is that, subject to qualifying criteria, any person wishing to carry on any of these activities in England must obtain a licence from their local authority under these Regulations. This requirement replaces the requirement, in England, to be registered under the [Performing Animals \(Regulation\) Act 1925](#) or to obtain a licence under the [Pet Animals Act 1951](#); the [Animal Boarding Establishments Act 1963](#); the [Riding Establishments Act 1964](#) or the [Breeding of Dogs Act 1973](#).

A person who carries on any of these activities in England without a licence under these Regulations commits an offence under [section 13\(6\)](#) of the 2006 Act and is liable to imprisonment for a term of up to six months, a fine or both. Under [section 30](#) of the 2006 Act, local authorities may prosecute for any offence under the Act.

[Part 2](#) of the Regulations sets out how a person may apply to the local authority for a licence and sets out matters in respect of which a local authority must be satisfied when considering the granting or renewing of a licence. It provides for a local authority to charge fees to cover the costs it incurs in performing this function, considering a licence holder's compliance with these Regulations, enforcement and administration. It requires a local authority to have regard to guidance issued by the Secretary of State in carrying out their functions under these Regulations. It makes provision for the inspection of premises and provides powers for inspectors to take samples from animals.

[Part 3](#) sets out the circumstances and procedures under which a licence may be suspended, varied or revoked. It also provides that the breach of a condition of a licence or the obstruction of any inspector appointed for the purposes of enforcement of these Regulations is an offence and applies relevant post-conviction powers contained in the 2006 Act.

[Part 4](#) provides for appeals against licensing decisions by local authorities. [Part 6](#) makes transitional and saving provision for unexpired licences or registrations under the pre-existing statutory regime and [Part 7](#) contains a requirement for the Secretary of State to carry out reviews of these Regulations and for local authorities to provide information to the Secretary of State for the purpose of such reviews.

[Schedule 1](#) describes each type of licensable activity. [Schedule 2](#) sets out the general conditions that apply to all licensable activities and [Schedules 3 to 7](#) set out the specific conditions that apply to each licensable activity. [Schedule 8](#) lists persons who may not apply for a licence and [Schedules 9 and 10](#) provide for repeals, revocations and consequential amendments.

An impact assessment of the effect that this instrument will have on the costs to business and the voluntary sector is available from the Animal Welfare Team of the Department for Environment, Food and Rural Affairs, Area 5B, Nobel House, 17 Smith Square, London SW1P 3JR and is published with the Explanatory Memorandum alongside this instrument on www.legislation.gov.uk.

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Subject: Animals **Other related subjects:** Licensing

EXPLANATORY MEMORANDUM TO

THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018

2018 No. 486

1. Introduction

- 1.1 This explanatory memorandum has been prepared by the Department for the Environment, Food and Rural Affairs and is laid before Parliament by Command of Her Majesty.

2. Purpose of the instrument

- 2.1 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 introduce an updated licensing system in England for five activities involving animals: selling animals as pets, providing for or arranging for the provision of boarding for cats or dogs, hiring out horses, dog breeding and keeping or training animals for exhibition. This licensing system will be enforced by local authorities, to ensure, at a minimum, the standards required by this instrument.

3. Matters of special interest to Parliament

Matters of special interest to the Joint Committee on Statutory Instruments

- 3.1 None

Other matters of interest to the House of Commons

- 3.2 This entire instrument applies only to England.
- 3.3 This instrument applies only to England, in relation to licensable activities involving animals (see Schedule 1), and extends to England and Wales in relation to certain consequential repeals, revocations and amendments effected by Schedules 9 and 10.
- 3.4 In the view of the Department, for the purposes of House of Commons Standing Order 83P, the subject-matter of this entire instrument would be within the devolved legislative competence of the Northern Ireland Assembly if equivalent provision in relation to Northern Ireland were included in an Act of the Northern Ireland Assembly as a transferred matter, the Scottish Parliament if equivalent provision in relation to Scotland were included in an Act of the Scottish Parliament or the National Assembly for Wales if equivalent provision in relation to Wales were included in an Act of the National Assembly for Wales.

4. Legislative Context

- 4.1 Currently, there are four main Acts which govern licensable activities involving companion animals: the Pet Animals Act 1951 (“the 1951 Act”); the Animal Boarding Establishments Act 1963 (“the 1963 Act”); the Riding Establishments Act 1964 (“the 1964 Act”); and the Breeding of Dogs Act 1973 (“the 1973 Act”). There is also the Performing Animals (Regulation) Act 1925 (“the 1925 Act”) which requires individuals who want to exhibit or train any performing animals to register for this purpose under the Act.

- 4.2 The 1951 Act requires a person keeping a pet shop to have a licence granted by the local authority for the purpose, and sets out the requirements for this licensing system.
- 4.3 The 1963 Act requires a person running a business of providing accommodation for others people's cats or dogs to have a licence granted by the local authority for the purpose, and sets out the requirements for this licensing system.
- 4.4 The 1964 Act requires a person keeping a riding establishment to have a licence granted by the local authority for the purpose, and sets out the requirements for this licensing system. A related Act, the Riding Establishments Act 1970, allows a local authority to grant a provisional licence for the same purpose.
- 4.5 The 1973 Act requires a person running a business of keeping a breeding establishment for dogs to have a licence granted by the local authority for the purpose, and sets out the requirements for this licensing system. Two related Acts, the Breeding of Dogs Act 1991 and the Breeding and Sales of Dogs (Welfare) Act 1999, extend powers of inspection and make further provision in relation to the commercial breeding and sale of dogs. Two instruments made under the 1973 Act and the Breeding and Sale of Dogs (Welfare) Act 1999 respectively make further provision in relation to dog tags or badges and licensing records.
- 4.6 The 1925 Act requires an individual who wants to exhibit or train any performing animal to register for this purpose with their local authority.
- 4.7 Section 13(8) of the Animal Welfare Act 2006 ("the 2006 Act") gives the Secretary of State the power to repeal by regulations section 1(1) of each of the five Acts referred to in paragraph 4.1. This has the effect of repealing the requirement to be registered under the 1925 Act, or licensed under one of the other four Acts, to carry out the relevant activity. Paragraph 19 of Schedule 1 to the 2006 Act gives the Secretary of State the power to amend or repeal an enactment where this is consequential on the repeal of the provisions specified in section 13(8). This instrument uses this power to repeal the 1973 Act and the two related Acts, and to revoke the two related instruments, referred to in paragraph 4.5 and to make consequential amendments to the other enactments referred to in paragraphs 4.1-6 as well as other relevant enactments.
- 4.8 This instrument is being introduced using powers conferred on the Secretary of State by section 13 of the 2006 Act to make regulations to provide for licensing or registration systems for certain activities involving animals. This is the third time these powers have been so used by the Secretary of State. The powers were previously used to introduce the Welfare of Racing Greyhounds Regulations 2010 (S.I. 2010/543) and the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012 (S.I. 2012/2932).
- 4.9 This instrument will cover the licensing system for the following activities: selling animals as pets, providing for or arranging for the provision of boarding for cats or dogs, hiring out horses, dog breeding and keeping or training animals for exhibition.
- 4.10 By virtue of section 58(1) of the Animal Welfare Act 2006, this instrument does not apply to the breeding of dogs for use in regulated procedures in accordance with a licence granted under section 2C of the Animal (Scientific Procedures) Act 1986.
- 4.11 This instrument fulfils an undertaking given by the Government to Parliament to introduce secondary legislation under the 2006 Act to update the registration and licensing systems for these activities and bring them in line with modern animal

welfare standards (*Hansard*: Secretary of State for Environment, Food and Rural Affairs 10 January 2006 : Column 168-169). A number of concerns have also been expressed during debates about the perceived failings and weaknesses of the current regime, and the need for an updated system with stricter animal welfare requirements. References to these debates are listed below:

4.11.1 HL Deb 20 November 2013, vol 749, cols 1027-1043

4.11.2 HL Deb 7 June 2016, vol 773, cols 658-659

4.11.3 HC Deb 30 March 2017, vol 624, cols 446-484

5. Extent and Territorial Application

5.1 The extent of this instrument is England and Wales.

5.2 The territorial application of this instrument is set out in Section 3 under “Other matters of interest to the House of Commons”.

6. European Convention on Human Rights

6.1 The Parliamentary Under Secretary of State for Rural Affairs and Biosecurity (Lord Gardiner of Kimble) has made the following statement regarding Human Rights:

“In my view the provisions of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 are compatible with the Convention rights.”

7. Policy background

What is being done and why

7.1 The 2006 Act brought together and updated existing legislation to promote the welfare of vertebrate animals, other than those in the wild. The 2006 Act confers powers on the Secretary of State to introduce secondary legislation to promote the welfare of vertebrate animals in England and includes powers to repeal (or amend) and replace relevant primary and secondary legislation as noted in paragraph 4.7 above. This instrument will promote the welfare of animals involved in the five specified activities: selling animals as pets, providing or arranging for the provision of boarding for cats or dogs, hiring out horses, dog breeding and keeping or training animals for exhibition.

7.2 At present, local authorities are required by law to issue licences and require registration for specific animal-related establishments and activities, with the aim of maintaining good standards of animal welfare. There is a registration requirement for performing animals, and licensing systems for pet shops, dog and cat boarding, riding establishments and dog breeding. Estimates show that there are approximately 2,300 licensed pet shops, 650 licensed dog breeders, 1,800 licensed riding establishments, and 6,300 licensed animal boarding establishments in England. These licences combined comprise the fourth largest group of business licences issued by local authorities, after premises, taxi and gambling licences.

7.3 There is a strong public expectation that animal welfare standards will be robustly enforced by local authorities. However, the existing laws covering the licensing of these activities, set out in paragraph 4.1, are outdated and difficult to adapt to the changing types of animal-related businesses and to new standards of good practice in animal welfare. Moreover, the current application, inspection and enforcement

process is complex and burdensome for both businesses and local authorities. For instance, primary legislation limits licences to a calendar-year framework, arbitrarily focussing inspections at the end of the year, and forcing some businesses with multiple functions to have as many as three separate licences.

- 7.4 There are also specific concerns about certain types of activity that are not currently robustly enforced. Online sales of pets have increased dramatically over the last decade. As these types of business do not fall clearly within the definition of pet shop, the current licensing system is not being consistently enforced for such businesses by local authorities. There are also concerns around ‘backstreet dog breeders’ (i.e. small-scale dog breeders who breed dogs in poor welfare conditions for profit), who under current legislation can breed up to four litters per year without requiring a licence.
- 7.5 Many businesses under the existing legislation consistently achieve high welfare standards and good performance. Some of these businesses are also members of the UK Accreditation Service’s (“UKAS”) accredited schemes, which can ensure that they meet a higher standard of animal welfare than the current legal minimums. These businesses are currently licensed annually by the relevant local authority, and are charged the same fee as all other establishments. There is a concern that this is overly burdensome for both these high performing businesses and local authorities, and it is suggested that a system of earned recognition could be more efficient, fair and help to promote higher welfare standards.
- 7.6 Public interest in this area is high. There are regular pieces in the media about dog breeding in particular, raising issues about large commercial breeders and backstreet breeders. In addition, 1,709 responses were received to the Department’s public consultation.
- 7.7 The Government believes that new legislation is needed to establish a licensing system that is up to date with modern practices and modern animal welfare standards.
- 7.8 This instrument requires that all businesses undertaking these activities meet the same, up-to-date, minimum welfare standards. Businesses will have to be licensed by the relevant local authority and will have to meet these minimum standards to hold and retain a licence. These minimum animal welfare standards are currently outlined in guidance, which is supposed to be used by local authorities when undertaking inspections. However, evidence suggests that less than one third of local authorities use this guidance, which means that these standards are not being enforced. This instrument will make the animal welfare standards outlined in the guidance statutory to ensure that they are applied.
- 7.9 The instrument will also incorporate “earned recognition” into the licensing system. Local authorities will be able to issue licences of 1, 2 or 3 years, with longer licences going to high performing, low risk businesses. This will result in lower licence fees and fewer inspections for high performing businesses, reducing the burden on them. It will also incentivise other businesses to perform at higher levels which will help to drive up animal welfare standards.
- 7.10 Local authorities will be able to issue licences at any point in the year, which will help to spread the workload across the year.
- 7.11 The instrument will include new provisions, such as the prohibition on the sale of puppies below the age of 8 weeks and a requirement for a puppy to be shown with its mother by breeders prior to sale. There will be a requirement for pet sellers to provide animal care information to new owners with every animal sold. Any purchase of a

dog must now be completed in the presence of the purchaser at the premises where the dog has been kept for sale by the licence holder. The licensing threshold for dog breeders will be reduced to three or more litters per year to ensure that anyone breeding dogs commercially, including backyard breeders, requires a licence. This instrument will also explicitly highlight the need for online businesses to be licensed, removing the ambiguity in legislation to date.

- 7.12 Performing animals will be included in a light touch licensing scheme, in which the licence will be granted for 3 years following a satisfactory inspection. This system will include animals that are being exhibited, but not necessarily performing, to reflect the changes in this industry and the expansion of animal exhibition businesses.

8. Consultation outcome

- 8.1 A full public consultation on the review of animal establishments licensing in England ran for 12 weeks between 20th December 2015 and the 12th March 2016. This was preceded by informal engagement by the Department with key stakeholders through a series of meetings and a preliminary consultation held during 2015. Stakeholders included: representatives of welfare groups such as the RSPCA, Battersea Dogs and Cats Home, the Dogs Trust and Cats Protection; representatives of the industry; representatives of veterinary associations; and representatives of local authorities.

- 8.2 A total of 1,709 responses were received to the formal public consultation. Of these responses, 323 were standard campaigning responses from the Kennel Club and the Cats Protection campaigns, or were emails/letters which did not directly address the questions in the consultation.

- 8.3 Of the remaining 1,386 responses, a large majority supported updating the licensing system. On the specific questions asked, 90% of respondents supported a prohibition on the sale of puppies below the age of 8 weeks; 64% supported reducing the licensing threshold for dog breeders to three or more litters per year (and most of those that disagreed felt that the threshold should be reduced even further); 90% were positive about the proposal to legally require pet sales to provide written information when selling animals; 83% agreed with the proposal to allow licences to be issued for a fixed term, set at any point in the year; and 94% agreed that licence holders should be required to notify local authorities of major changes. 61% of respondents disagreed with the proposal to allow licence holders to transfer licences to new owners of the same premises and this proposal is not being taken forward. While 48% of respondents agree with the suggestion to increase the maximum length of a licence that local authorities may issue to up to three years, it should be noted that 12% responded that they didn't know, and that many who were negative about the proposal commented that it would be acceptable as long as it was supported by a robust risk based system. 72% of respondents felt that there should be a continued requirement for performing animals to register and 56% agreed with the changes proposed to this system. Only 31% of respondents agreed with the proposal to exempt businesses affiliated to a body accredited by UKAS from licensing requirements. This proposal is not being taken forward but, instead, affiliation to a body accredited by UKAS will be considered as part of the risk based system, a model that was proposed and is supported by most of the key stakeholders.

- 8.4 A full summary of the responses to the public consultation, along with the Government's formal response, has been published on the Government website at:

<https://www.gov.uk/government/consultations/animal-welfare-reviewing-animal-establishments-licensing-in-england>

- 8.5 Following the full public consultation discussed at paragraph 8.1 the Secretary of State has continued to work closely with welfare Non-Governmental Organisations, industry, veterinary interests and local authorities. An interim draft of the instrument was circulated to a group of these core stakeholders in September 2017. The comments received were reviewed and taken into account in finalising this instrument.

9. Guidance

- 9.1 Guidance is being drafted in close collaboration with welfare Non-Governmental Organisations, industry, veterinary interests and local authorities. The guidance will be sent to local authorities and will be available on the Department's website.

10. Impact

- 10.1 The impact on business, charities or voluntary bodies is fully discussed in the Impact Assessment. The Impact Assessment indicates that the reforms generate aggregate net savings for businesses. This is because the revised licensing scheme is more flexible, more proportionate and more risk-based.
- 10.2 The impact on the public sector is fully discussed in the Impact Assessment.
- 10.3 An Impact Assessment is submitted with this memorandum and will be published alongside the Explanatory Memorandum on the legislation.gov.uk website.

11. Regulating small business

- 11.1 The legislation applies to activities that are undertaken by small businesses.
- 11.2 To minimise the impact of the requirements on firms employing up to 50 people, the instrument will introduce a risk based licensing system. This will allow local authorities to issue longer licences at a lower fee to businesses that are considered to be a lower risk (taking into account factors such as their size, compliance record and animal welfare standards).

12. Monitoring & review

- 12.1 This instrument will ensure that all businesses involving animal activities in England are covered by the same up-to-date welfare standards. The instrument will be clear on the types of business that are covered by the licensing system, which will improve clarity and consistency of application by local authorities. To improve monitoring in the future, local authorities will be required to submit annual records to the Department of the number and types of licences issued and the average fees they have charged for licences they have granted or renewed.
- 12.2 This instrument will be subject to internal review in 5 years from the commencement, in April 2023, and the instrument may be amended accordingly.

13. Contact

- 13.1 Charlotte Carne at the Department for Environment, Food and Rural Affairs Tel: 0208 026 2881 or email: charlotte.carne@defra.gsi.gov.uk can answer any queries regarding the instrument.

To: Council
Date: 26 November 2018
Report of: Head of Law and Governance
Title of Report: Constitution Review 2018

Summary and recommendations	
Purpose of report:	This report recommends changes to the Council's Constitution following an annual review of the Constitution overseen by a "Cross-Party Constitution Group".
Key decision:	No
Lead Member:	Councillor Nigel Chapman, City Executive Board Member for Customer Focused Services
Corporate Priority:	N/A
Policy Framework:	N/A
Recommendation(s): That Council resolves to:	
1.	Approve the list of proposed amendments to the Constitution detailed in Appendix 1 and highlighted in Appendix 2.
2.	Adopt the revised Oxford City Council Constitution attached as Appendix 2.
3.	Delegate authority to the Head of Law and Governance to amend any further wording that is identified as being inconsistent with the changes approved by Council.
4.	Delegate authority to the Head of Law and Governance to amend the Constitution to include a social media policy, following consideration and approval by the Standards Committee.

Appendices	
Appendix 1	List of proposed amendments to the Constitution
Appendix 2	Revised Oxford City Council Constitution (with proposed amendments highlighted)

Introduction and background

1. The Constitution forms a key part of the Council's governance framework, setting rules, principles and procedures to enable the Council to take decisions and do its work effectively.
2. The Constitution is reviewed annually to ensure that it continues to reflect properly the law and meet the needs of the Council. This is both a tidying up exercise and an opportunity to respond to governance changes and issues that have arisen since the previous review. The Cross-Party Constitution Group ("the Group") was formed to oversee and guide the Constitution Review 2018. The Group was chaired by Councillor Chapman and held meetings on 26 July and 2 October 2018 to consider suggestions from officers and elected members and shape the proposals before Council.

Proposed amendments

3. A list of the proposed amendments resulting from the Constitution Review 2018 is attached as Appendix 1. Many of the proposed amendments are intended to provide additional clarity about existing rules or to better reflect current practices where these have evolved since the Constitution was last updated by Council, in April 2017. A small number of proposals do represent changes to current arrangements and as such may be of particular interest to elected members and the public. These changes are explained in more detail in paragraphs 5 to 11 of this report.
4. Council is asked to approve the proposed amendments and to delegate authority to the Head of Law and Governance to make any other amendments necessary to ensure consistency throughout the Constitution, subsequent to the changes approved by Council.

Council meeting procedures (Section 11)

5. Numerous amendments are proposed to Section 11 of the Constitution, which governs how meetings of full Council operate. These amendments are listed as items 29 to 51 in Appendix 1. There are three particular proposals that would change how meeting arrangements operate in practice:
 - **Item 43: Change the deadline for councillors to submit questions on notice to seven clear working days before the meeting, from four clear working days before the meeting.** This proposal would align the deadline for questions on notice with the deadline for motions on notice, providing one clear deadline for councillors to adhere to when submitting contributions to Council meetings. It would also increase the time available for responses to questions to be produced. The rationale for having separate deadlines was to stagger officers' workload but the change would not create any additional work for officers and is considered to be manageable.
 - **Item 44: Include a limit of one address per individual at a meeting (in addition to the limit of one question per individual), stating that priority will be given to hearing members of the public who have not previously addressed Council within the last 12 months.** This proposal seeks to maintain appropriate opportunities for individual members of the public to contribute to Council meetings while ensuring that these opportunities could not be monopolised by individuals making multiple addresses and asking multiple

questions, potentially to the detriment of other speakers. Under this proposal the current time limits would be maintained but a maximum of 8 of the 45 minutes (5 minutes for an address plus 3 minutes for a question) could be allocated to one individual speaker and new public speakers and questioners would be heard first. The Cross-Party Constitution Group felt that it would be desirable for full Council to hear from a broader range of voices but recognised that making this proposed change alone would not be sufficient to achieve that outcome.

- **Item 49: Include a word limit on motions of 300 words.** The Cross-Party Constitution Group expressed the view that many motions before Council were unnecessarily long and suggested that the introduction of a word limit of 300 words (approximately half a page of text) would make motions more focused and accessible. This limit would apply to motions and amended motions submitted by councillors.
- **Item 51: Include a sub-section on the Monitoring Officers' advice on motions.** This proposed new sub-section would formalise the ability of the Monitoring Officer to require changes to and, if necessary as a last resort, to reject motions and motion amendments submitted by councillors in certain limited circumstances to protect the Council's interests. This power is not currently explicit in the Constitution but the Monitoring Officer is expected to ensure that the Council acts lawfully and properly and as such this amendment is considered to be necessary. This issue has arisen when motions have been submitted that, for example, relate to an open code of conduct investigation or would have been unlawful to implement.

Other committee procedures (Section 14)

6. The proposed amendments to this section are listed as items 54 to 61 in Appendix 1. In addition to a number of minor amendments, this section has been expanded to include new sub-sections detailing specific procedures for different committees, such as public speaking rules, who can put items on agendas and the normal order of business (items 58-61). Currently the procedure rules for full Council apply or the Constitution is silent on these matters, so these proposals would provide additional clarity about how committee meetings operate in practice.
7. It is also proposed that the Council adopts a procedure for electing committee chairs and vice chairs because the Constitution does not currently stipulate how that should happen if there are more than two nominees.
 - **Item 54: Include a procedure for the election of chairs and vice chairs.** Before the first meeting of the new Growth Board Scrutiny Panel, officers developed a written procedure to provide clarity about how the chair and vice chair would be elected and in particular what would happen if there were more than two nominees for either position. As it happened, this was not the case. It is proposed that the Council adopts this procedure to provide clarity about how chairs and vice chairs will be elected. Under this procedure, if there were multiple nominees and no majority in favour of one nominee, the nominee with the fewest votes would be eliminated and another vote would take place. This process would be repeated until a majority of votes were cast for one nominee. In the event of a tie between two or more nominees, lots would be drawn (or similar). The proposed procedure is highlighted in Section 14.5 of Appendix 2.

Call in procedures (Section 17)

8. One amendment is proposed to the call in procedures which would change how planning decisions delegated to the Head of Planning Services are called in to area planning committees by councillors:
 - **Item 64: Remove “Reasons do not need to be given for a call in of a planning application to be taken by the Head of Planning, Sustainable Development and Regulatory Services” and include “A planning call-in to an area planning committee must be supported by reasons but these do not have to be confined to relevant planning considerations”.** Currently the call in of a planning application to an area planning committee by four or more councillors does not need to be supported by reasons. The proposal is that reasons should be given in order to provide clarity and openness about why applications have been called in to committee but that these reasons would not be limited to relevant planning considerations (as is the case for call ins to the Planning Review Committee). Reasons for calling in decisions to area planning committees could include, for example, that the application should be debated in public, taken by councillors, or is of wider community or public interest.

Employment rules (Section 20)

9. Various changes are proposed to the employment rules, which cover the appointments and dismissals of senior officers, to ensure compliance with regulations and to reflect the Council’s current senior management structure. The disciplinary procedures have been expanded to reflect the legal procedures that must be followed where disciplinary action is taken involving a statutory officer (the Head of Paid Service, Chief Finance Officer and Monitoring Officer). This procedure includes an investigation and the appointment of two or more independent persons to the committee considering the dismissal of a statutory officer.

Code on Councillor-Officer Relations (Section 23)

10. It is proposed that arrangements for the recording of gifts and hospitality by councillors are included in the Code on Councillor-Officer Relations.
 - **Item 83: Include a new sub-section on the recording of gifts and hospitality by councillors.** It is proposed that arrangements are established and set out in the Constitution for councillors wishing to voluntarily record offers of gifts and hospitality valued at £50 or more. This is not a requirement under the Members’ Code of Conduct but is considered to be good governance practice. During the Code of Conduct training earlier this year several councillors expressed a wish for such a system to be established. Currently, any councillors wishing to record offers of gifts or hospitality are advised to list these in their Register of Interests (in the non-statutory interest section). A specific register would make all records of gifts and hospitality that councillors receive and wish to declare publically available to view in one place.

Social media policy

11. An external investigator who recently undertook a Code of Conduct investigation has recommended that the Council considers adopting a social media policy to offer additional guidance to councillors. The purpose of such a policy would be to encourage members to aspire to act in a manner that is conducive to supporting

the principles set out in the Members' Code of Conduct, even in their private capacity. A social media policy will be developed by officers, drawing on examples from other local authorities. This report seeks delegated authority for the Head of Law and Governance to amend the Constitution to include a social media policy following consideration and approval by the Standards Committee in early 2019.

Monitoring Officer's use of delegated authority

12. In addition to the proposed amendments set out in Appendix 1, the Monitoring Officer has used delegated authority to make any changes necessary to ensure the Constitution continues to reflect the law, and to correct clerical mistakes and inconsistencies. This exercise has involved updating references to legislation throughout the Constitution and expanding the list of Proper Officer functions (Section 10).

Financial implications

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

Legal issues

14. As set out in paragraph 10, the Monitoring Officer has delegated authority to make any changes necessary to ensure the Constitution continues to reflect the law. There are no other legal issues arising from the recommendations contained in this report.

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Background Papers: None

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Appendix 1: List of proposed amendments to the Constitution

Section	Sub-section	#	Proposed amendment	Rationale
1: Citizens' rights and other basic rules	1.4 Leader and City Executive Board	1	Include that the Leader appoints to other executive positions such as the Oxfordshire Growth Board and its advisory sub-groups	To recognise these new bodies and clarify who appoints to them
	1.6 Scrutiny	2	Include that Council appoints three members to the Oxfordshire Growth Board Scrutiny Panel	To recognise this new body and clarify who appoints to it
3: Council responsibilities and executive responsibilities	3.7 (new sub-section)	3	Include a new section on the Council's Companies	To clarify that shareholding is an executive function (undertaken by members of the City Executive Board) and introduce the key roles and governance arrangements in respect of the companies
4: Who carries out executive responsibilities?	4.4 Delegation to officers	4	Include that officers in the senior management structure can authorise officers they line manage or other officers with the relevant skills and responsibilities to undertake delegated functions but will remain responsible and accountable for them	To provide clarity about how delegation works and to enable senior officers to delegate functions to officers they do not directly line manage, if they have the relevant skills and responsibilities
	4.4 Delegation to officers	5	Include the criteria for executive decisions that need to be recorded and published on the Council website	To provide clarity about the thresholds for executive decisions delegated to officers that must be recorded and published
	4.6 Ward member budgets	6	Include that if ward members change mid-year their successor can allocate any unspent balance	To reflect and clarify current practice, ensuring that communities do not miss out on funding when their representative changes.
	4.6 Ward member budgets	7	Include that members may pool budgets across adjoining wards	To reflect and clarify current practice
	4.6 Ward member budgets	8	Include guideline criteria for the use of ward member budgets	To provide clarity about how this funding can (and cannot) be used e.g. it should be not be paid to family members or used to

Appendix 1: List of proposed amendments to the Constitution

				fund projects that are political in nature.
	4.6 Ward member budgets	9	Include that unspent allocations will be carried forwards at the end of a financial year unless Council agrees otherwise	To reflect and clarify current practice
	4.6 Ward member budgets	10	Include that details of ward member spend will be published on the Council website (at the end of each year)	To reflect and clarify current practice
5: Who carries out Council responsibilities?	5.2 Budget and policy framework	11	Include a list of the policies that make up the budget and policy framework	To provide clarity about which policies and strategies must be approved by full Council
	5.3 Planning	12	Include that planning applications by the Council “in relation to land in the ownership or control of the Council” will be decided by area planning committees	To avoid applications submitted by the Council as agent on behalf of members of the public (e.g. for disabled adaptations through the Home Improvement Agency) having to automatically go to committee for decision
	5.3 Planning	13	Include that planning applications made by “or on behalf of” councillors or officers will be decided by area planning committees	To clarify that applications by councillors or officers have to go to committee even if submitted by an agent on their behalf
	5.3 Planning	14	Include who can call in decisions to the Planning Review Committee	To clarify current arrangements
	5.3 Planning	15	Include examples of planning functions delegated to the Head of Planning, Sustainable Development and Regulatory Services	To provide clarity of the types of planning functions delegated to the Head of Service
	5.15 Other Council responsibilities	16	Include that the Chief Executive, Directors and Heads of Service may manage their staff and take any disciplinary action necessary in accordance with the Disciplinary Policy and Procedure subject to the Employment Rules	To clarify existing arrangements
	6: Role of Board Members	6.4 Role of individual City	17	Include that seats on outside organisations and partnership bodies may be linked to

Appendix 1: List of proposed amendments to the Constitution

	Executive Board Members		portfolio responsibilities	executive portfolios.	
59	7: Roles of decision taking committees	7.5 Audit and Governance Committee	18	Include that the remit of the Audit and Governance Committee does not extend to the Council's Companies	To clarify that Audit and Governance does not have a role in considering matters internal to the companies, which are separate legal entities with their own auditors
		7.6 Disciplinary Committee	19	Include further detail about the role and procedures of the Disciplinary Committee	To provide clarity about the requirements of regulations and to clarify which roles that committee will deal with
		7.7 Appointments Committee	20	Include that the Appointments Committee will recommend proposed statutory officer appointments to Council before those appointments are made	To clarify this requirement
		7.8 Standards Committee	21	Include that the Standards Committee's role in advising the Monitoring Officer on training for members will apply to all member training not just training on ethical issues	To broaden the remit of the Standards Committee in respect of members' training to enable the committee to steer and influence future training proposals
8: Role of the Scrutiny Committee	8.2 What powers does the Scrutiny Committee have?	22	Remove the power to make reports and recommendations to the County Council and any other partner authorities	This existed as a legal power under Local Area Agreements, which have been abolished	
	8.2 What powers does the Scrutiny Committee have?	23	Include that the Scrutiny Committee can establish review groups (as well as standing and ad hoc panels)	To clarify and reflect current practice	
9: Roles of officers	9.1 Senior management structure	24	Remove reference to the Council having three executive directors	To reflect the current senior management structure	
	9.3 Role of Head of Paid Service	25	Include that the Head of Paid Service is authorised to take any urgent action necessary in the event of a civil emergency and deal with matters relating to civil	To clarify the powers of the Head of Paid Service	

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			protection/emergency planning.	
11: Council procedures	11.1 The order of business at annual meetings of Council	26	Include apologies for absence and declarations of interest	These items were missing from the order of business
	11.1 Selection and appointment of civic office holders	27	Make the selection and appointment of civic office holders a new sub-section (previously added on to the end of 11.1)	For consistency of headings and numberings and to make this section easier to find
	11.1 Selection and appointment of civic office holders	28	Include that members of City Executive Board cannot serve as Lord Mayor or Deputy Lord Mayor	To reflect this legal requirement
	11.1 Selection and appointment of civic office holders	29	Include that the outgoing Lord Mayor, or in their absence the outgoing Deputy Lord Mayor, will preside over the election of his or her successor and that no councillor can preside over their own election	This is established practice and suggested for clarity
	11.2 Order of business at ordinary meetings of Council	30	Include apologies for absence	This was missing
	11.2 Order of business at ordinary meetings of Council	31	Move appointments to committees after announcements	So that any changes to group membership can be announced before any consequential appointments are made
	11.2 Order of business at ordinary meetings of Council	32	Include that minutes of meetings prior to the last meeting can be also agreed (also Section 11.9)	To reflect and clarify current practice
	11.2 Order of business at ordinary meetings of Council	33	Move public addresses on items for decision before any decisions carried forwards from the last meeting	So that Council can hear public address any decisions carried forwards from the previous meeting before those decisions are taken
	11.2 Order of business at ordinary meetings of Council	34	Add that members can ask questions to City Executive Board Members or committee chairs	To reflect and clarify current practice (current wording does not make clear who councillors can ask questions to)
	11.2 Order of	35	Move any other business (including any	So that any other business can be taken

Appendix 1: List of proposed amendments to the Constitution

	business at ordinary meetings of Council		exempt or confidential business) to the end of Part 1 from the end of Part 3	before tea rather than at the very end of the meeting and to provide clarity about when any exempt/confidential items would be discussed
	11.3 Council budget debate procedure	36	Separate apologies and election of chair	These should be two distinct items of business
	11.4 Special meetings of Council	37	Include that special meetings must be convened for awarding honorary titles	For clarity and to reflect the law
	11.5 Time and place of Council meeting	38	Include that the Chief Executive will consult with the Lord Mayor on the timing of special meetings	To reflect and clarify current practice, ensuring that the Lord Mayor is available and / or consents to the timing of special meetings
	11.8 Minutes	39	Include that Council can discuss and agree corrections to minutes	To reflect current practice and clarify that members can raise corrections to minutes
	11.10	40	Change the deadline for questions on notice to seven clear working days before the meeting, from four clear working days before the meeting	To align the deadline for questions with the deadline for motions for simplicity and to provide more time for written responses to be prepared.
	11.11 Addresses by the public	41	Include a limit of one address per individual at a meeting (in addition to the limit of one question per individual), stating that priority will be given to hearing members of the public who have not previously addressed Council	To prevent the public slot being dominated by a small number of individuals and to reduce the resource requirement of requesting and negotiating changes to the wording of public addresses and questions
	11.11 Addresses by the public and 11.13 Questions by the public	42	Include that the Lord Mayor can agree for public addresses and questions to be included on the agenda for special meetings	To reflect and clarify current practice, ensuring there is discretion to allow public participation at special meetings where appropriate
	11.11 Addresses by the public	43	Include that the Lord Mayor will ask a public speaker to stop disrupting a meeting before asking them to leave and adjourning the meeting until they do	To reflect established practice

Appendix 1: List of proposed amendments to the Constitution

	11.12 Questions by the public	44	Include that the name of the councillor to whom a question is to be asked must be provided in advance	To reflect and clarify current practice, ensuring that a response to the question can be prepared
	11.17 Motions on notice	45	Include that where motions require action on behalf of the Council, that such actions are clearly assigned	To provide clarity about who is responsible and accountable for implementing actions agreed by Council
	11.17 Motions on notice	46	Include a word limit on motions of 300 words	To introduce a reasonable limit on the length of motions
	11.17 Motions on notice	47	Reword 11.18(d) about the order of motions on agendas	To clarify current practice as the current wording is difficult to follow
	11.19 Rules of debate	48	<p>Include: Monitoring Officers' advice on motions</p> <p>If the Monitoring Officer considers a motion or amendment to be unlawful, vexatious, defamatory, frivolous, offensive, beyond the powers and remit of the Council, related to employees or otherwise improper the Monitoring Officer will return it to the Member who submitted it along with an explanation in writing about why it cannot be published in its current form.</p> <p>The Monitoring Officer shall, if need be as a last resort, give a ruling as to whether the motion or amendment can be included on the agenda or briefing note circulated for the meeting.</p>	To prevent situations where the Monitoring Officer would be required to advise Council against agreeing a published motion or motion amendment in order to protect the Council's interests. It is envisaged that there would be correspondence and/or dialogue with any councillor on the issues arising before reaching a ruling that any motion or amendment could not be published.
13: Scrutiny Committee procedures	13.15 Order of business at the Scrutiny Committee	49	Include an updated order of business	To clarify and reflect current procedures
	13.16 Guest	50	Replace the term witnesses with guest	To reflect current terminology

Appendix 1: List of proposed amendments to the Constitution

	speakers at Scrutiny Committee		speakers	
14: Other committee procedures	14.5 Chair and vice chair	51	Include a procedure for the election of chairs and vice chairs	To provide clarity and consistency in voting arrangements and to deal with situations where more than two members are nominated. These rules were developed for the Growth Board Scrutiny Panel but could equally apply to council committees
	14.5 Chair and vice chair	52	Remove that the chair and vice chair can appoint a substitute who will assume the chair	To reflect the rule elsewhere in the Constitution that substitutes will have the powers of ordinary voting members
	14.6 Meetings of committees	53	Include that the Head of Law and Governance will consult the committee chair before cancelling or rescheduling a meeting where there is insufficient business	To reflect current practice
	14.7 Substitutes	54	Include that members must tell the Head of Law and Governance the name of their substitute	To ensure that substitutes are known in advance and can be provided with relevant briefings and paperwork and ensure that they have undertaken any compulsory training before acting as a substitute.
	New sub-section: voting at committee meetings	55	Include rules on majority voting, chair's casting vote, types of voting, right to have individual vote recorded & recorded votes	The Constitution was not explicit that these rules apply to committees as well as Council
	New sub-section: Planning committee procedures	56	Include more detailed procedures for planning committees including who can put items on agendas, the normal order of business and rules for public speaking and written statements	To provide more clarity and consistency about how meetings operate
	New sub-section: Licensing committee procedures	57	Include more detailed procedures for licensing committees including who can put items on agendas, the normal order of	To provide more clarity and consistency about how meetings operate

Appendix 1: List of proposed amendments to the Constitution

			business and rules for public speaking and written statements.	
	Audit and Governance Committee procedures	58	Include who can put business on agendas and the normal order of business	To provide more clarity and consistency about how meetings operate
	New sub-section: Standards Committee procedures	59	Include who can put business on agendas and the normal order of business	To provide more clarity and consistency about how meetings operate
15: Access to information and key decision procedures	15.16 The Forward Plan	60	Add that the Forward Plan will cover “at least” four months	To clarify that four months is the minimum period that the Forward Plan should cover
	15.18 Reports to Council on decisions that were not in the Forward Plan	61	Include that the Leader must report to Council once a year on urgent decisions only if there have been any.	To remove the need for the Leader to report to Council that there have been no urgent decisions
64 17: Call in procedures	17.4 How are decisions called in?	62	Remove “Reasons do not need to be given for a call in of a planning application to be taken by the Head of Planning, Sustainable Development and Regulatory Services” and include “A planning call-in to an area planning committee must be supported by reasons but these do not have to be confined to relevant planning considerations”	To provide clarity about why a planning decision delegated to the Head of Service is being referred to an area committee. This would provide openness and enable planning officers to address the reasons for the call in in their reports where relevant. The reasons would not be limited to relevant planning considerations and could include public interest in the application, for example
18: Finance Rules	18.10 Budgetary Control	62a	Insert Head of Service	Clarification of authority to agree virements
	18.12 Project Approval	62b	Clarification of responsibilities	To ensure that the s151 is included in all decisions
19: Contract	19.11 Thresholds	62c	Include de minimis exemption	Clarification

Appendix 1: List of proposed amendments to the Constitution

Rules	for quotes and tenders			
20: Employment rules	20.4 Dismissing the Chief Executive, directors and heads of services	63	Delegate the dismissal of non-statutory Heads of Service to the Chief Executive	To reflect the requirements of the regulations and align dismissals with appointments (Members of the City Executive Board would be informed of the proposed dismissal but the Disciplinary Committee would not meet)
23: Code on Councillor-Officer Relations	23.7 Deductions from Members' Allowances	64	Move this sub-section, which details circumstances where deductions will be applied to allowances, to Section 26: Councillors' Allowances	So that all details about deductions to allowances can be found together in one place
	23.8 Information and advice	65	After the third paragraph in (b) remove "These meetings shall be in addition to the cross party working group which has routine meetings"	There is no longer a cross party working group
	New sub-section: Gifts and Hospitality	66	Include a new section on the recording of gifts and hospitality by councillors	To establish arrangements and set clear expectations about the recording of gifts and hospitality by members above a minimum value of £50
24: Planning Code of Practice	24.7 When Councillors go public	67	Include that if a councillor believes they may have pre-determined an application they should make this clear and leave the table for that item but that they can address the meeting as Ward Member on that issue	To clarify what members who believe they may have pre-determined an application should and can do at the meeting
	24.18 Members of the public passing messages to Members during the meeting	68	Include that if there is a brief adjournment during the meeting, councillors should not communicate with members of the public during this time as this gives the impression that they might be being influenced	To provide clarity to ensure that members are not seen to be influenced during an adjournment

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	24.20 Planning conditions added at the meeting	69	Include that members should receive advice from officers on whether the conditions suggested at the meeting are compliant with government policy	To provide clarity that any planning conditions added at meetings must be compliant with government policy
	24.21 Decisions that depart from the development plan or officers' recommendations	70	Include that the wording of planning conditions to be imposed or the wording of reasons for refusal should be settled before the vote is taken	To prevent any confusion or disagreement as to what a planning committee agreed
25: Whistle Blowing Policy	25.2 What does this policy apply to	71	Include that a breach of a legal obligation or a deliberate attempt to conceal anything illegal, improper, unethical or wrong are examples of where this policy would apply	To clarify the scope of the whistle blowing policy
	25.2 What does this policy apply to	72	Include that parallel investigations may be conducted where a whistle blower is subject to a disciplinary, dispute resolution, capability or absence management procedure and that in most cases these procedures will not be suspended but such procedures do not affect the employee's right to raise a concern	To provide clarity about the interactions between whistle blowing and other Council procedures
	25.3 Purpose of whistle blowing policy	73	Include that this policy document makes it clear that an employee can blow the whistle without fear of victimisation, subsequent discrimination or disadvantage	To provide clarity that whistle blowers will be treated fairly
26: Councillors' allowances	26.2 Allowance reductions	74	Include the rules about reductions to allowances that were previously contained in Section 23.7	So that all details about deductions to allowances can be found together in one place
	26.9 Allowances for travel	75	Include that allowances for journeys within the City of Oxford boundary will only be paid if agreed in advance as a reasonable adjustment	To reflect current practice and clarify that travel within Oxford can be paid as a reasonable adjustment for members with a disability

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	26.12 Indexing of allowances in the scheme	76	Include that allowances will increase annually at the same rate as the percentage cost of living uplift in the local pay settlement for Council employers	To provide clarity that the current allowances scheme relies on the percentage (1.25%) rather than the cash (£575 for 2018) uplifts in the new pay deal for employees for annual allowance uplifts
27: Code on Use of IT Equipment	All	77	Replace this whole section with the new ICT Acceptable Use Policy	To clarify and update the rules on the acceptable use of ICT equipment

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To: Council
Date: 26 November 2018
Report of: Head of Law and Governance
Title of Report: Council and committee programme May 2019 to May 2020

Summary and recommendations	
Purpose of report:	This report sets out a programme of Council, committee and other meetings for the 2019/20 council year (May 2019 to May 2020 inclusive)
Key decision:	No
Executive Board Member with responsibility	Councillor Susan Brown, Leader of the Council
Corporate Priority:	None
Policy Framework:	None
Recommendations: That Council resolves to:	
<ol style="list-style-type: none"> 1. Approve the programme of Council, committee and other meetings attached at Appendix 1 for the council year 2019/20; 2. Delegate authority to the Committee and Member Services Manager, in consultation with Group Leaders, to make changes to this programme, in the event that there is a decision at Annual Council to change the committee structure or remit which impacts on the programme of meetings; and 3. Delegate authority to the Committee and Members Services Manager to set dates for additional training and briefing sessions for members, for meetings of the Shareholder of the Council's companies, and for the Companies Scrutiny Panel, and, in consultation with the Head of Business Improvement, to set meetings of the Appointments Committee and Investigations and Disciplinary Committee (should they be required). 	

Appendices	
Appendix 1	Programme of Council and committee meetings for the council year 2019/20 in calendar format

Introduction and background

1. This report and appendices set out the proposed schedule of Council and committee meetings for the next municipal year, from 1 May 2019 to the Annual Council meeting on 20 May 2020.
2. Setting the programme for all main Council and committee meetings in advance allows for good governance, open and efficient decision making and helps councillors and officers to plan their workloads.
3. The programme may require alteration as the year progresses because of changing constraints and requirements for decision making. The Constitution contains provisions for cancelling meetings where there is no business and scheduling special meetings if required. Committees have the authority to set or amend their meeting schedules.
4. The programme of meetings is very busy so there is limited scope for meetings to be moved or added without creating diary clashes for members and officers.
5. Council has previously asked officers to as far as possible avoid scheduling meetings:
 - During school holidays; and
 - During certain religious festivals
6. The main Christian festivals coincide with public holidays. There are no significant clashes with major Sikh or Buddhist festivals.

Major festivals for those of Muslim, Jewish and Hindu faiths taken into account are

Eid-al-Fitr	4-5 June 2019 and 23-24 May 2020 (following Ramadan 6 May-4 June 2019 and 24 April-23 May 2020)
Eid-al-Adha	11-15 August
Rosh Hashanah	29 September-1 October
Yom Kippur	9 October
Diwali	27-31 October

7. The principle used in timetabling is that Council business must happen in a timely manner but the broader needs of members should be taken into account.
8. No meetings involving all councillors are scheduled on these dates (apart from Annual Council in 2020 which falls in Ramadan) and as far as practicable public committee meetings are avoided where this does not adversely affect the overall schedule. However some committee meetings need to be scheduled in school holidays or on festival days.
9. Members of most committees are able to appoint substitutes if they cannot attend themselves.
10. Meetings of Full Council and briefing sessions are scheduled to fall outside Oxfordshire state school holidays and to avoid the political party conferences in 2019 as far as possible.

The Programme

11. Appendix 1 sets out in calendar format the programme for Council, all main committee meetings, standing Scrutiny Panels and members' training/ briefing sessions.
12. The timetable replicates as far as practicable that agreed for 2018/19.
13. The default start time for all meetings is 6.00pm with the exception of Council and City Executive Board meetings which currently start at 5.00pm. The Leader has asked that City Executive Board meetings start at 6.00pm. The start times for all other meetings have been set at 6.00pm, subject to confirmation at each committee's first meeting. Committees are able to vary this time and some committees have previously done so.
14. Any committees wishing to vary the start time to later than 6.00pm must first consult the Committee and Member Services Manager to ensure that these meetings can be suitably resourced and supported by officers.
15. If Council decides at its annual meeting in 2019 to make changes to the committee structure, a revised programme will need to be prepared and circulated. It is recommended that authority is delegated to the Committee and Member Services Manager, in consultation with group leaders, to make changes to the meeting programme as required following such a decision.

Council

16. The Council's budget meeting is set in the week before half-term (17-21 February 2020), on 13 February 2020, but this requires the City Executive Board and Council to meet on consecutive days. The County Council budget setting meeting is on 11 February 2020.
17. A date for a second Budget Council meeting has also been scheduled for 24 February 2020 in case Council is unable to agree a budget on 13 February 2020 but in recent years the reserve date has not been needed
18. The normal meeting in April has been brought forward to 30 March 2020 to avoid the pre-election period.
19. Following all-out elections in May 2020, the Annual Council meeting must be held between the 8th day and the 21st day after the day of retirement of councillors. The date chosen (20 May) allows sufficient time for political groups to meet, decide if they wish to propose any changes to the committees, and nominate their committee members before the Annual Council meeting.
20. The date chosen (20 May) allows sufficient time for political groups to meet, decide if they wish to propose any changes to the committees, and nominate their committee members before the Annual Council meeting.
21. It is not practicable to avoid scheduling Annual Council in Ramadan as this ends on 23 May, immediately before half term week. Holding Annual Council on 1 June (the last possible date) delays the election of the Lord Mayor and the Leader and the start of the decision making cycle until then, effectively creating a gap of nearly two months which will have implications for the Council's business such as dealing with planning applications in a timely manner.

Scrutiny and Executive Board

22. The time between the Scrutiny Committee and the City Executive Board meetings is set to allow efficient executive decision making while continuing to allow sufficient time for effective scrutiny of those decisions. Scrutiny Committee is scheduled to meet on a Tuesday and the City Executive Board on the following Wednesday.
23. Additional dates for the City Executive Board and Scrutiny Committee are scheduled in August but are reserved only for decisions which must be taken then, and any pre-scrutiny of those decisions. If there are no such decisions these meetings may be cancelled.
24. Dates for scrutiny standing panels (Finance and Housing) have been included in the programme but are subject to any changes made by the Scrutiny Committee at its first meeting after Annual Council. Scrutiny standing panels will each meet approximately five times a year and, once established, may amend their own meeting schedules.
25. At its first meeting after Annual Council the Scrutiny Committee will agree any review groups for 2019/20 and these groups will set their own meeting dates.

Planning Committees

26. The two area planning committees have scheduled monthly meetings.
27. The Planning Review Committee is also scheduled to meet monthly to allow for the call in of decisions taken by area planning committees. Recent experience is that Planning Review Committee meetings typically take place 3-6 times per year. The same date may be used as an adjournment date if the business for either area planning committee cannot be completed at its scheduled meeting. If not required for this or their original purpose, Planning Review Committee dates may be used for other committee meetings or briefings, or cancelled altogether.
28. A change has been made to the previous programme published in January 2018. In May the area planning committee meetings are now earlier in the month and before Annual Council, making these the last meetings of the 2018/19 year rather than the first of the 2019/20 year.

Licensing Committees

29. The Licensing & Gambling Acts Casework Sub-Committee has to meet within set timescales and provisional dates for this sub-committee have been scheduled. Meetings of the General Purposes Licensing Casework Sub-Committee have been scheduled regularly throughout the year. These sub-committees currently meet at 5.30pm.

Officers can cancel or convene sub-committee meetings on these dates or arrange alternative dates with the chairs as required by the caseload.

Audit and Governance Committee

30. The Audit and Governance Committee is scheduled to meet four times in the year.

Standards Committee

31. The Standards Committee has scheduled quarterly meetings for 2019-20. Previously these meetings have been scheduled on an ad hoc basis. It is proposed that the remit of the Standards Committee is broadened to include advising on all aspects of member training, not just training on ethical issues. The Committee is

also expected to consider revised complaint handling arrangements and a new social media policy for councillors.

Appointments Committee

32. The Appointments Committee would only meet to recommend to Council appointments to the position of Head of Paid Service (Chief Executive), Monitoring Officer and Chief Finance Officer or to make appointments to the position of executive director or assistant chief executive or posts of similar seniority. It is recommended that authority is delegated to the Committee and Member Services Manager, in consultation with the Head of Business Improvement, to schedule meetings of the Appointments Committee, should they be required.

Investigations and Disciplinary Committee

35. This Committee, proposed in the Constitution review report elsewhere on this agenda, would only meet to decide on disciplinary hearings involving a statutory officer, executive director or assistant chief executive. It is recommended that authority is delegated to the Committee and Member Services Manager, in consultation with the Head of Business Improvement, to schedule meetings of the Disciplinary Committee, should they be required.

Shareholder meetings

33. Shareholder meetings will be scheduled roughly quarterly according to the needs of the companies and the Shareholder for the Council's wholly owned Housing Group and Oxford Direct Services companies, and as required for Oxford West End Development (OxWED). Prior to these a meeting of the Companies Scrutiny Panel may be arranged to facilitate pre-decision scrutiny of matters before the Shareholder. It is recommended that the Committee and Members Services Manager is authorised to arrange these.

Training and briefings

34. These sessions are to assist with councillors' learning and development and are not open to the public. Dates for training and for briefing sessions are included to allow councillors to plan ahead. Councillors are advised to note these dates in their diaries now.

35. A programme of training sessions and briefings on topical issues will be circulated separately by the Committee Services Team. This will cover planning and licensing training and take into account any changes agreed by the Standards Committee and Council.

36. It is recommended that the Committee and Member Services Manager is authorised to arrange additional training and briefing sessions to cover matters as requested by officers or councillors.

Publicising meeting dates

37. Meeting dates will be available online via the Council's website on the internet and intranet once these are finalised. This on-line diary is the most effective way to view accurate and up to date public meeting dates. In addition the meeting details can be downloaded into individual members' calendars but will not automatically update. Committee and Member Services staff will send instructions to councillors on the downloading of calendars.

Legal issues

38. Meetings which the Council is required by legislation to hold have been included in the programme. There are no other issues arising from this report.

Financial Issues

39. There are no financial issues arising from this report.

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Background Papers: None	

2019-20 Municipal year - 2019

May-19				
Mo	Tu	We	Th	Fr
		1	2	3
		EAP	Brief	
6	7	8	9	10
Hol		WAP		
13	14	15	16	17
Council (annual)	LAC/GPL	Scr	Train	
20	21	22	23	24
	LA Sub	CEB		
27	28	29	30	31
Hol	GPL Sub	PRC		

Jun-19				
Mo	Tu	We	Th	Fr
3	4 (Gr Bd)	5	6	7
LA Sub	Scr	EAP		
10	11	12	13	14
	WAP	CEB	PRC	
17	18	19	20	21
Brief	Train			
24	25	26	27	28
Standard	LA Sub	Train	ScrPanel (H)	

Jul-19				
Mo	Tu	We	Th	Fr
1	2	3	4	5
ScrPanel (F)	Scr	EAP	Train	
8	9	10	11	12
GPL Sub	WAP	CEB	PRC	
15	16	17	18	19
PCF	LA Sub	Brief		
22	23	24	25	26
Council		AGC		
29	30 (Gr Bd)	31		
	Scr	EAP		

Aug-19				
Mo	Tu	We	Th	Fr
			1	2
	Scr	EAP		
5	6	7	8	9
LA Sub	WAP	CEB	PRC	
12	13	14	15	16
19	20	21	22	23
GPL Sub				
26	27	28	29	30
Hol	LA Sub			

Sep-19				
Mo	Tu	We	Th	Fr
2	3	4	5	6
	Scr	EAP	ScrPanel (F)	
9	10	11	12	13
Brief/ Train	WAP	CEB	PRC	
16	17	18	19	20
Standard	LA Sub	GPL/LPA		
23	24 (Gr Bd)	25	26	27
	Brief			
30				
GPL Sub				

Oct-19				
Mo	Tu	We	Th	Fr
	1	2	3	4
	Scr	EAP	ScrPanel (H)	
7	8	9	10	11
Council	WAP	CEB	PRC	
14	15	16	17	18
LA Sub			Brief	
21	22	23	24	25
		AGC		
28	29	30	31	

Nov-19				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
LA Sub	Scr	EAP	ScrPanel (H)	
11	12	13	14	15
GPL Sub	WAP	CEB	PRC	
18	19	20	21	22
PCF		Brief		
25	26 (Gr Bd)	27	28	29
Council	LA Sub			

Dec-19				
Mo	Tu	We	Th	Fr
2	3	4	5	6
Standard	Scr	EAP	ScrPanel (F)	
9	10	11	12	13
Brief	WAP	CEB	PRC	
16	17	18	19	20
GPL Sub	LA Sub			
23	24	25	26	27
	Hol	Hol		
30	31			

2019-20 Municipal year - 2020

Jan-20				
Mo	Tu	We	Th	Fr
		1 Hol	2	3
6 ScrPanel (F)	7 LA Sub	8 ScrPanel (F)	9 AGC	10
13 ScrPanel (F)	14 Scr	15 EAP	16	17
20 ScrPanel (F)	21 WAP	22 CEB	23	24
27 Council	28 (Gr Bd) LA Sub	29 ScrPanel (F)	30 PRC	31

Feb-20				
Mo	Tu	We	Th	Fr
3 LPA/GPL	4	5	6	7
GPL Sub	Scr	EAP		
10	11 WAP	12 CEB	13 Council	14
17 LA Sub	18 Brief	19	20	21
24 *Council	25	26 PRC	27	28

Mar-20				
Mo	Tu	We	Th	Fr
2	3	4	5	6
Standard	Scr	EAP	ScrPanel (H)	
9	10 WAP	11	12	13
AGC	LA Sub	CEB	PRC	
16 GPL Sub	17	18 Brief	19	20
23 PCF	24	25	26	27
30 Council	31 (Gr Bd) LA Sub			

Apr-20				
Mo	Tu	We	Th	Fr
		1	2	3
		EAP		
6 Scr	7 WAP	8 ScrPanel (H)	9 PRC	10 Hol
13 Hol	14	15 CEB	16	17
20	21 LA Sub	22	23	24
27 GPL Sub	28	29	30	

May-20				
Mo	Tu	We	Th	Fr
				1
4 Hol	5	6	7 Election	8
11	12 Train	13 Train	14 Train	15
18	19	20 Council (annual)	21 GPL/LA	22
25 Hol	26 Train	27 Train	28 Train	29

Key to Committees and dates

East Area Planning	EAP	Licensing Acts	LA Sub	Council I	Council	Shareholder meeting	SM
West Area Planning	WAP	General Purposes	GPL	City Executive Board	CEB	Bank Holiday	Hol
Overspill	PRC	Licensing casework	LAC/GPL	Scrutiny	Scr	Growth Board	Gr Bd
Planning review	PRC	Standards	Standard	Audit & Governance	AGC		
Parish Forum	PCF	member training	Train	Scrutiny panel Standing:	ScrPanel		
		member briefings	Brief				

Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 16 October 2018

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Committee members:

Councillor Brown (Chair)

Councillor Chapman

Councillor Hollingsworth

Councillor Upton

Councillor Linda Smith (Deputy Leader)

Councillor Hayes

Councillor Rowley

Officers:

Gordon Mitchell, Chief Executive

Caroline Green, Assistant Chief Executive

Anita Bradley, Monitoring Officer

Nigel Kennedy, Head of Financial Services

Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services

Sarah Harrison, Team Leader (Planning Policy)

Amanda Ford, Principal Planner

Dave Scholes, Housing Strategy & Needs Manager

John Mitchell, Committee and Member Services Officer

Also present:

Councillor Andrew Gant, Chair of Scrutiny Committee

Apologies:

Councillors Turner, Clarkson and Simm sent apologies.

75. Declarations of Interest

Councillors Brown and Hollingsworth declared an interest by virtue of the proximity of their house to the Jericho Boaryard (Chapter 9 of the draft Local Plan refers).

76. Addresses and Questions by Members of the Public

Judith Harley addressed the Committee on the subject of the Local Plan (item 8) with particular reference to leisure facilities for Temple Cowley residents. A copy of the address is attached to these minutes. Councillor Hollingsworth, Board Member for Planning and Transport, said that the consultation process preceding the current iteration of the plan had resulted in a wide range of views, some of which were mutually exclusive; this did not mean that views not incorporated had been 'disregarded'. A new pool and leisure centre had been provided at The Leys following the closure of the Temple Cowley pool and the suggestion that there was a need to replace it was therefore misleading. Cowley Marsh Park would be protected by the policies in the draft plan before the Board. In relation to William Morris Sports Field, it was important not to include anything in the plan which might be cause the Inspector to challenge on

the basis of being too restrictive. The substance of the plan needed to be evidence based. Councillor Smith, Board Member for Leisure and Housing, added that there was no evidence of need for additional leisure provision in Temple Cowley, going on to list the many and varied sport and leisure opportunities available throughout the City provided directly by (or facilitated by) the City Council or other organisations.

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

None.

78. Councillor Addresses on Neighbourhood Issues

None.

79. Items raised by Board Members

None.

80. Scrutiny Committee Reports

Councillor Gant said that the Scrutiny Committee had met on 08 October and considered the draft Local Plan. On behalf of the Committee he thanked Councillor Hollingsworth and the officers for their contribution to a useful debate which had touched upon the important matter of housing numbers (and concern about recent Government assessments of need) and the desirability of being open to innovative transport opportunities. He was grateful for agreement to the Committee's recommendation in relation to Energy Statements for residential developments of less than 5 units and the other assurances given in Committee.

81. Draft Local Plan

The Head of Planning, Sustainable Development and Regulatory Services had submitted a report to recommend that Council approves the Oxford Local Plan 2036 Proposed Submission Document for public consultation and, subject to the outcome of the consultation, if no matters are raised that materially impact upon the Plan strategy, to submit the Submission Draft Oxford Local Plan to the Secretary of State for formal examination.

Councillor Hollingsworth introduced the report and began by placing on record his thanks to the team of officers led by Patsy Dell for their exemplary work in bringing the plan to this point. The workload had been considerable for a small team. He paid particular tribute to the contribution made by Sarah Harrison and Amanda Ford.

This was the penultimate stage before submission to the Secretary of State and public consultation, with the final Council opportunity to influence at its meeting to be held the following day.

Councillor Hollingsworth went on to draw attention to the 4 changes made as a result of the recent Scrutiny consideration of the draft, details of which had been published before the meeting.

The City Executive Board resolved to recommend to Council to:

1. **Approve** the Oxford Local Plan 2036 Proposed Submission Document for public consultation, subject to the changes identified above;
2. **Approve** all the supporting statutory documentation that includes the Sustainability Appraisal, Habitats Regulation Assessment, Infrastructure Development Plan (IDP), Equalities Impact Assessment, and Options Consultation Report;
3. **Authorise** the Head of Planning, Sustainable Development and Regulatory Services (or any officer acting in that capacity), after consultation with the Executive Board Member, to make any necessary editorial corrections to the document, IDP, Sustainability Appraisal and Habitats Regulation Assessment, and to agree the final publication style draft version before publication;
4. **Approve** the Oxford Local Plan 2036 Proposed Submission Document as a material consideration in determining planning applications; and
5. **Authorise** the Head of Planning, Sustainable Development and Regulatory Services (or any officer acting in that capacity), after publication and after consultation with the Executive Board Member, to make any minor changes to the document deemed necessary as a result of the consultation, and then to formally submit the Oxford Local Plan 2036 to the Secretary of State for examination.

82. Investment in the National Homelessness Property Fund (NHPF)

The Head of Housing had submitted a report for the City Executive Board to note that the Council is making a further £5m social investment in the National Homelessness Property Fund (NHPF).

Councillor Smith introduced the report. She was pleased to commend the report and its recommendations to the Board as a good example of what the Council should be investing in to help meet the needs of homeless households in the City and, in doing so, reduce the costs which would otherwise have to be met in providing temporary accommodation.

The Chair said the report was very welcome and a good illustration of Council activity in support of those who are homeless which happened behind the scenes.

The City Executive Board resolved to:

1. **Note** that officers have used the authority previously delegated to them to agree to a further £5m investment in the National Homelessness Property Fund (NHPF); and
2. **Endorse** this approach, by which the Council is taking further action to help meet the housing needs of homeless households in Oxford, through improved access to suitable and affordable private rented accommodation.

83. Construction Contract Award

The Assistant Chief Executive had submitted a report to seek project approval and delegated authority for the Assistant Chief Executive to award a construction contract for up to 8 units of housing for the Council.

Councillor Rowley explained that since the report had been prepared officers had been able to determine a means of securing even better value from the project. It had

therefore been decided to defer consideration until November to allow a revised report to be prepared.

84. Footpath Crossing the railway line at Aristotle Lane

The Regeneration and Economy Programme Director had submitted a report to advise the Board of the satisfactory completion of all conditions to the previous resolution of the Board in February 2013 in relation to Network Rail's proposal that the Council release its rights over the footpath crossing the railway between Aristotle Lane and the Trap Grounds Allotments and to seek Board approval to complete the release.

Councillor Brown introduced the report, explaining that this was essentially a technical matter, bringing to conclusion one aspect of Network Rail's programme of rail improvements.

The City Executive Board resolved to:

Approve the surrender of such rights that the City Council has in respect of the footpath crossing the railway between Aristotle Lane and the Trap Ground allotments and delegate agreement of the detail of the documentation to the Regeneration and Economy Programme Director.

85. Minutes

The Board resolved to APPROVE the minutes of the meeting held on 18 September 2018 as a true and accurate record.

86. Dates of Future Meetings

Meetings are scheduled for the following dates:

14 November 2018
18 December 2018
22 January 2019
12 February 2019
13 March 2019
10 April 2019

All meetings start at 5pm.

87. Matters Exempt from Publication

No matters were considered in confidential session.

The meeting started at 5.00 pm and ended at 5.30 pm

Chair

Date: Wednesday 14 November 2018

Minutes of a meeting of the CITY EXECUTIVE BOARD on Wednesday 14 November 2018

www.oxford.gov.uk



Committee members:

Councillor Brown (Chair)	Councillor Linda Smith (Deputy Leader)
Councillor Turner	Councillor Chapman
Councillor Clarkson	Councillor Hayes
Councillor Hollingsworth	Councillor Rowley
Councillor Simm	Councillor Upton

Officers:

Gordon Mitchell, Chief Executive
Tim Sadler, Executive Director Sustainable City
Caroline Green, Assistant Chief Executive
Anita Bradley, Monitoring Officer
Nigel Kennedy, Head of Financial Services
Paul Adams, HR & Payroll Manager
Helen Bishop, Head of Business Improvement
John Mitchell, Committee and Member Services Officer

Also present:

Councillor Shaista Aziz
Councillor Nadine Bely-Summers
Councillor Andrew Gant
Councillor Richard Howlett
Councillor Craig Simmons

Apologies:

No apologies were received

87. Declarations of Interest

None.

88. Addresses and Questions by Members of the Public

David Thomas addressed the Board about the Scrutiny Committee's No Local Connection review group report, arguing that there was no reason in his view why the report's recommendations should result in an increase in the number of rough sleepers coming to Oxford.

Jackie and Hayley addressed the Board about their experiences of having been homeless and rough sleeping in Oxford, in part as a consequence of having no local connection. They highlighted some areas where they felt the accommodation provision in the City could improve. The Chair thanked them for their powerful contributions.

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

No Local Connection Review Group Report (item 7 on the agenda)

Councillors Aziz, Simmons and Howlett, all of whom had served on the review group, spoke in support of the report's recommendations. There was gratitude that the majority of recommendations had been accepted but disappointment that not all had been. They drew attention to a number of matters referred to in the report including but not limited to:

- the risks to health and wellbeing faced by those living rough (particularly women)
- what was perceived as a failure to have grasped the "essence" of the report and the need to treat those who experience homelessness as individuals not a group
- *Shelter's* differing interpretation of the local connection legislation
- the lost opportunity of the decision not to trial some suggestions
- the view of *Crisis* that the present arrangements in relation to no local connection are a failure and its willingness to support securing funds for a piloted change to the Local Connection Policy
- that the Council should determine what it wishes to achieve and then find the resource to achieve it, not let its policy be driven by the availability of the resource
- The effectiveness of the present Adult Homeless Pathway was questioned and the fact that some rough sleepers regard the temporary provision available to them as being more dangerous than going without.

Oxford North (item 9 on the agenda)

Councillor Gant expressed some disquiet about the order in which decisions about this major development were having to be made, driven, it seemed, by the requirements of the Homes England Housing Infrastructure Funding mechanism. It would have been preferable to have a better idea of infrastructure and housing proposals first. Such details as there were suggested that there was a long way to go to achieve a plan that properly met the needs of the community.

90. Councillor Addresses on Neighbourhood Issues

None.

91. Items raised by Board Members

None.

92. Scrutiny Committee Reports

No Local Connection Review Group Report

Councillor Bely-Summers, as Chair of the review group, gave a brief introduction, thanking all those Councillors, people with experience of homelessness and officers who had contributed to it. The report was dedicated to the support of some of the most vulnerable members of the community and especially women. Since austerity took hold a decade ago homelessness had increased in the UK by 169%, and by 400% in Oxford in half that time. In Oxford there had been an increase in the number of people sleeping rough with no local connection, with 69% of all people counted in 2017 having no local connection and so no place to live. The report's 25 recommendations flowed from a strong evidence base, drawn from a wide range of sources. She hoped that implementation of its recommendations would make a tangible difference. Councillors should be providing political leadership and direction and this was an opportunity to do that.

Councillor Bely Summers gave particular thanks to CEB to accept recommendation 1a concerning offering a local connection to any person who has slept rough or 'sofa surfed' in Oxford for a continuous period in excess of 6 months. She also welcomed CEB's response to recommendations 8 and 12 which offered to bring forward additional data concerning the Adult Homeless Pathway and a report from the Outreach Team to the Housing Panel. She welcomed the prospect of receiving an update to the Scrutiny Committee on progress against the recommendations in 12 months' time.

The Chair thanked Councillor Bely-Summers, on behalf of CEB, for the work of the group and for having enabled so many to contribute to it.

Councillor Gant addressed the Board on behalf of the Scrutiny Committee as a whole. In relation to the review group's report he noted the following points among others:

- The Committee had received a report from officers responding to the recommendations in advance of its meeting. It was useful (if unusual) to have received this advice, but it had not been commissioned by the Committee.
- The officer advice contained opinion on legal questions which differed from the legal opinion of other organisations in some respects.
- In agreeing that the report should go forward to CEB the Scrutiny committee was not taking a view on legal questions: the Committee did not seek legal opinion of its own. It resolved, rather, that the proper place for those questions to be addressed was at CEB
- There was some intense and effective discussion both supporting and questioning aspects of the report, and that the resolution to adopt it to go forward to CEB was taken by a clear majority, but not unanimously.
- This was a thorough discussion around a detailed and well-evidenced report which takes a clear view on how the Council should approach an issue of fundamental importance. It was a good example of Members, officers, other stakeholders and the public engaging with the Scrutiny process in a very constructive way.

Councillor Linda Smith, as portfolio holder, responded on behalf of the Board. She thanked the group for its work and, in particular, the contributions made at the meeting by Jackie and Hayley. She was pleased to be able to confirm support for the majority of the recommendations. She hoped that the changes would provide greater clarity and confidence about how the rules around Local Connection are put into practice and improve service in a number of related areas. She was proposing support for the recommendation that the Council explores opportunities to extend provision which uses the 'Housing First' approach and that the Council looks at Critical Time Intervention programmes. It was important to review and adapt homelessness services continually, learning from best practice both in Oxford and further afield.

She proposed to accept the recommendation about calling on the County Council, neighbouring Councils and the Government to increase funding for homelessness services. The Council had prioritised funding in this area and successfully bid for government funding but this was time limited and assurances were needed about longer term funding.

While she agreed that the Local Connection guidelines were flawed, reform had to be made at a national level and it would be wrong to change them unilaterally: people with a connection to another authority should have their costs met by that authority; and people without a local connection have few options when it came to moving on out of the pathway which would only serve to block it.

She was not in a position to make any changes to the Housing Allocations Scheme at this meeting; to do so would require public consultation and agreement of the registered social landlords with whom the Council works in partnership.

The Council's eligibility criteria for having a local connection in relation to the housing register and being eligible for council or social housing were relaxed (6 months) compared with government guidelines (two years). Any further relaxation would raise questions of fairness, thinking of the 2,100 applicants with a local connection, as defined under the current policy, waiting for a home.

While not all the recommendations had been accepted it was important to be clear that the Council is not content for anyone to be sleeping on the streets and it was not the case that those without a local connection were denied help. There would, for example, be 74 bed spaces available in the coming Winter for those without a local connection. Day services were also supported by the Council to provide hot meals, showers and clothes. An outreach team could provide practical assistance to help with access to accommodation, benefits or a job or to reconnect to their home area where they can access long term support.

The report and officer comments made clear that the use of exemptions is important when it comes to operation of the local connection policy. It was important not to fetter the ability of officers to be able to use their professional judgment, on a case by case basis, in making good decisions about the application of the policy.

She concluded by paying tribute to the work of the housing services team who work on rough sleeping and homelessness for the excellent work that they do.

In the subsequent Board discussion there was recognition that the extent of the homelessness issue was largely attributable to a number of Government policies and decisions in recent years. The Chair recognised the importance of lobbying, both locally and nationally, for adequate funding; something which already happened and would continue. The importance of not taking unilateral action as referred to above was repeated. The testimony given to the meeting gave some pause for thought, raising questions about whether the service currently provided for rough sleepers might be better in some respects. It was right that decisions about these matters should be informed by the views of those immediately affected by them. There was appreciation that homelessness was a significant contributor to poor health outcomes.

CEB agreed to accept the recommendations and draft response provided by the Board Member for Housing and Leisure, and thanked all those who contributed to the report. In response to final question from Councillor Simmons, it was clarified that changes would be sought to the Oxfordshire Joint Operational Protocol, as a result of the accepted recommendations.

Work Place Equalities Report and Action Plan

Councillor Gant thanked Councillor Chapman for his contribution to the Committee's thorough debate about the report, something which had been enhanced by virtue of his previous role on Scrutiny Committee when he had challenged the adequacy of some of the data and plans to improve areas of weakness. The Committee had been pleased to note some improving trends in parallel with concerns at the levels of recruitment from members of the BAME community and women to senior positions. He thanked the Board for its agreement to the Committee's recommendations.

93. Workplace Equalities Report and Action Plan

The Head of Business Improvement had submitted a report to seek approval for the publication of the Annual Workforce Equalities Report and the resulting Action Plan to improve the diversity of the Council's workforce and make it more representative.

Councillor Chapman, as portfolio holder, introduced the report. He was thankful to the Scrutiny Committee for a constructive conversation about something which, in his view, was a matter of social justice. To ensure that the service provided by the Council meets the needs of the community, the workforce should reflect the makeup of the community; at the moment it does not. Once members of under-represented groups were recruited they needed to be nurtured and given opportunities to build their careers over time. He commended the action plan attached to the report to the Board. The plan would not transform the position overnight but represented an important start.

The Head of Business Improvement said the report and associated action plan had been built on a more thorough understanding of local demography than previously. A more representative workforce had many benefits for the organisation, making it more creative, relevant and better placed to respond to the community's needs. It would enable the Council to tap into parts of the labour market which currently it did not. Areas of particular weakness were the small number of colleagues from the BAME community, particularly at higher grades and the low number of women in senior positions.

The Chair noted the importance of unconscious bias training for officers and members. The Head of Business Improvement said that the principal method of delivery of this for officers would be online. It was acknowledged that this might not always be the most effective method given the nature of the subject but there would be other opportunities for staff to discuss and thoroughly engage with this important matter. This was something which had already been considered and an Equalities Week in early January has been scheduled. The first event would be “Let’s Talk Equalities” a briefing available to all staff and during the week training for all staff and managers will be launched. There will also be presentations on diversity and interactive workshops, all designed to engage staff on a face to face basis. It was suggested that there was merit in offering this training to Fusion Lifestyle for their employees too.

The shortfall and gaps in data about the current workforce’s protected characteristics were being addressed by reminding staff about the value of this data and encouraging them to respond if they had not already done so. The trade unions were also supportive of this.

The Head of Business Improvement said she would return with a further report in a year’s time.

The City Executive Board resolved to:

1. **Approve** the Workforce Equalities Report 2018/19;
2. **Delegate** authority to the Head of Business Improvement to publish the Workforce Equalities Report 2018/19 and to make any typographical changes as may be required before publication; and
3. **Approve** the Action Plan at Appendix 4 of this report for submission as part of the 2019/20 budget setting process.

94. Oxford North

The Regeneration and Economy Programme Director and Head of Planning Services had submitted a report to request an in-principle decision to use Homes England Housing Infrastructure (Marginal Viability) Funding (HIF) and CIL funds for infrastructure support at Northern Gateway/Oxford North.

The Chair introduced the report reminding those Members who might become involved in the subsequent planning decisions that they should not put themselves in the position of pre-judging any aspect of the proposals. She had made it clear that she would play no part in the planning process and noted that the scheme should be for the public good and must deliver appropriate social and other housing.

The City Executive Board resolved to:

1. **Identify** the Northern Gateway/Oxford North Housing Infrastructure Funding HIF and Community Infrastructure Levy (CIL) schemes as potential future Medium Term Financial Plan (MTFP) capital schemes with a provisional budget allocation (subject to receipt of external HIF and CIL receipts) of up to £18.85m;

2. Delegate authority to the Regeneration and Economy Programme Director to agree a contract with Homes England to draw down funds and secure their use/implementation in agreed infrastructure projects (subject to the £10m HIF funding to Oxford North being secured);

3. Recommend to Council to apply Community Infrastructure Levy receipts to the value of £ 8.85m (as generated from future strategic scale development at Northern Gateway/Oxford North) in order to fund investment in highways/transport infrastructure provision to support the delivery of the Northern Gateway strategic site allocation; and

4. Delegate to the Head of Planning Services authority to secure the completion of an appropriate legal agreement for this funding investment, prepared in conjunction with the Council's Monitoring and Section 151 Officers. The legal agreement to cover the specific infrastructure projects to be funded and arrangements for their procurement, delivery and adoption by the local authorities, and to be subject to the outcome of due consideration of necessary and contingent planning application(s) and associated processes.

95. Minutes

The Board resolved to APPROVE the minutes of the meeting held on 16 October 2018 as true and accurate record subject to a change to the declarations of interest (Minute 75) which should record the Jericho Community Centre and not the Jericho Boatyard.

96. Dates of Future Meetings

Meetings are scheduled for the following dates:

29 November 2018
18 December 2018
22 January 2019
12 February 2019
13 March 2019
10 April 2019

The Board resolved that these meetings should start at 6pm rather than 5pm.

97. Matters Exempt from Publication

No exempt matters were considered .

The meeting started at 5.00 pm and ended at 6.40 pm

Chair

Date: Thursday 29 November 2018

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To: Council

Date: 14 November 2018

Report of: Councillor Susan Brown, Leader and Board Member for Economic Development and Partnership

Title of Report: The Oxford Strategic Partnership

Summary and Recommendations

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

Executive lead member: Councillor Susan Brown, Leader and Board Member for Economic Development and Partnership

Policy Framework: The Corporate Plan

Recommendation: Council is asked to note the contents of the report

Background

1. The Oxford Strategic Partnership (OSP) was founded in 2003 and brings together senior representatives from the public, business, community and voluntary sectors. The OSP helps to provide direction for the city's future, respond to local priorities and engage more effectively with local concerns. This partnership for the city promotes collaboration and openness and provides opportunities to access funding and share resources more easily.
2. The OSP is an influencer, not an operational organisation. It brings organisations together to work in partnership, identifying strategic city challenges that will benefit from collaboration, and prioritising them based on where the partnership can add most value. However, this year the OSP has sponsored a number of 'task and finish' programmes, focused on delivering specific outcomes.
3. The OSP is made up of a Steering Group and four sub-groups: Economic Growth, Low Carbon City, Stronger Communities and Safer Communities. A further body, the City Centre Partnership, has recently been created under the auspices of the Economic Growth sub-group. More information on the sub-groups can be found [here](#).
4. The partnership is funded and managed by Oxford City Council.

The Vision & Mission

5. The vision of the OSP is that it seeks to facilitate, through effective collaboration between local agencies and partners, a thriving city and surrounding area where everyone enjoys a good quality of life - environmentally, economically and socially, and where long standing inequalities are addressed.

The Aims

- a) Identify current major issues and concerns that will benefit from collective intervention
- b) Identify and engage relevant partners, and facilitate their working together to develop and implement collaborative interventions
- c) Empower partners and communities to take action
- d) Evaluate outcomes to inform future issues and concerns

The Steering Group

6. Steering group members are drawn from the statutory services (Oxford City Council, Oxfordshire County Council, Health and Police), businesses, universities and colleges and community groups. A list of members is available on the Oxford Strategic Partnership website [here](#)
7. Anne Gwinnett stepped down as Chair in January 2018. Jackie Wilderspin (Vice Chair) chaired meetings while discussions with a new Chair person was taking place from February to September 2018.
8. Baroness Royall (Jan Royall) Principal of Somerville College, Oxford, recently took on the role of Chair and chaired her first meeting on 23 October 2018.
9. The Vice Chair is Jackie Wilderspin, Public Health Affairs Specialist, and Oxfordshire County Council.

Highlights of 2018

10. Following the OSP review in 2017 a number of changes were agreed including from January 2018 using a “task and finish” approach to research and identify solutions to key challenges. The Task and Finish programmes bring together appropriate individuals, with the knowledge and passion to engage the right partners in pursuit of creative solutions. The following task & finish proposals have been initiated since January 2018:
 - One Planet Living: Proposed by the Low Carbon City sub-group. Encouraging and supporting partners for faster delivery of strategic aspirations against each of the One Planet Living principles, including the aim of rapidly reducing carbon emissions and reinforcing the plans already in place to achieve the city’s target of reducing carbon emissions by 40% by 2020. The emerging Oxfordshire partnership will join three other international city and city-regions to pilot a county wide One Planet Action Plan. OSP members are engaged with this; for example the CCG have met with Oxford City Council to discuss sustainability and several events have been run including training and a workshop to develop the action plan.
11. Making Every Contact Count: In March 2018 it was proposed that the Stronger Communities sub-group promote and enable training for a wide range of public

sector workers, local employers and local residents on Making Every Contact Count (MECC). This is a primary prevention initiative and will target people of all ages. MECC includes

- Identifying opportunities for people to initiate conversations about healthy lifestyles in a range of places
- Training people face to face and on-line then supporting them as they put MECC into practice.
- Adding training and awareness of “health literacy” as appropriate to ensure that conversations are effective.
- Using up to date resources/directories to help people find relevant and appropriate support or services e.g. to stop smoking, lose weight, get exercise.
- This approach dovetails with other MECC initiatives, for example, training of NHS staff, Fire and Rescue staff, librarians, Council front line staff and others. It gives a local community focus in areas where some people experience poor health outcomes. There is good evidence that people need several “nudges” and opportunities to think about behaviour change before they decide to take action, so Making Every Contact Count in a wide range of settings make more opportunities available.

Examples of activities so far include; a half day workshop was held in Barton in March 2018 linked to the Barton Healthy New Town Programme and an introductory/awareness session was held in Wood Farm in April 2018. A further training session for all locality areas and partners/stakeholders took place in July 2018.

12. Inclusive Economy: In June 2018 the Oxford Economic Growth Board, which reports to the Oxford Strategic Partnership, agreed to set up a task and finish group, to consist of influential public and private sector employers, to pilot practical and innovative actions with the aim of supporting a fairer local economy. The two main areas of focus include:

- Making Oxford a Living Wage City - a pilot initiative being developed in conjunction with the Living Wage Foundation. An event promoting this was held on 8 November, during Living Wage Week.
- Widening access to employment - working specifically with organisations such as Aspire and others to develop an ‘Inclusive Recruitment Charter’ to recognise employers who recruit more inclusively. Evidence indicates that reducing barriers to adequately paid employment will benefit workers, firms, and the local economy.

13. Alternative Giving: Proposed by Safer Communities Partnership Sub-Group and led jointly by the City Council and the Interim Steering Group of the City Conversation on Rough Sleeping.

- The City Council is developing a web-based platform for public donations, while the Interim Steering Group is looking at wider funding challenges including governance on how funds are distributed and building wider support among stakeholders for alternative giving.

OSP members are keen to support the development of alternative giving where possible.

14. The success of the task and finish programme approach will be reviewed in early 2019 and a decision made on whether the outcomes meet the aims of the OSP.

15. With a new Chair now in place, work has started on the forward plan for 2019.

Resources

16. The work of the Oxford Strategic Partnership Steering Group is supported by the Policy & Partnerships Officer (Shelley Ghazi) and other members of the Policy and Partnership Team. This includes organising meetings, producing briefings, meeting papers, arranging speakers, venues, forward planning and supporting the Chair.

17. The four sub-groups are supported by a City Council Officer as shown below.

Priority Area	Champion	City Council Lead
Economic Development, Growth and Regeneration	Cllr Susan Brown, Oxford City Council	Samuel Kabiswa, Principle Economic Development Officer
Safer Communities	Superintendent Joe Kidman, Thames Valley Police	Richard Adams, Service Manager, Community Services
Stronger Communities	Jackie Wilderspin, Public Health, Oxfordshire County Council	Dani Granito, Policy and Partnership Team Manager
Low Carbon City	Cllr Tom Hayes, Oxford City Council	Jo Colwell, Service Manager, Environmental Sustainability

Financial Implications

18. Total controllable spend for 2017/18 was £21,373. The approved budget for 2019/20 is £19,320.

Legal Implications

19. There are no legal implications

Name and contact details of author:-

Name: Shelley Ghazi

Job title: Policy & Partnerships Officer

Service Area: Assistant Chief Executive

Tel: x9760

e-mail: sghazi@oxford.gov.uk

List of background papers:

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

<https://www.oxford.gov.uk/oxsp/site/index.php>

To: Council
Date: 3 October 2018
Report of: Assistant Chief Executive
Title of Report: Oxfordshire Health Improvement Board Partnership Report

Summary and recommendations	
Purpose of report:	To provide the annual report on the work of the Oxfordshire Health Improvement Board 2016/17 and priorities for 2018/19
Key decision:	No
Executive Board Member with responsibility:	Cllr Louise Upton, Healthy Oxford
Corporate Priority:	Strong and Active Communities
Policy Framework:	No
Recommendation(s): That Council resolves to:	
1. Note the receipt of the report	

Appendices	
Appendix 1	Governance structure chart
Appendix 2	Performance report Health Improvement Board 2017/18

1 Introduction

- 1.1 The Health Improvement Board (HIB) is a sub-committee of the Health and Wellbeing Board (HWB). It meets in public 4 times a year and also holds workshops not in public to which a wider group of stakeholders are invited.
- 1.2 It is one of five subgroups of the HWB. The governance structure can be viewed at Appendix 1.
- 1.3 The previous Chairman was Councillor Anna Badcock of South Oxfordshire 2017/18. The new Chairman for 2018/19 is Councillor Andrew McHugh (Cherwell DC).

- 1.4 Councillor Louise Upton (Oxford City Council) is the new vice chair and as such also sits on the HWB.
- 1.5 The Health Improvement Board aim is
 - To add life to years and years to life, to help people live in better health for longer. There are large inequalities in health across Oxfordshire and the HIB will focus on the factors underpinning wellbeing and how to level up differences in the health of different groups in the county.
- 1.6 This is delivered through
 - Effective partnership-working across Oxfordshire to meet peoples' health and social care needs.

2 Work of Health Improvement Board 2016/17

- 2.1 During 2016/17 HIB has maintained a focus on delivering the 4 priorities set out in the Joint Health and Wellbeing Strategy which are delegated to it. These are:
 - **Priority 8:** Preventing early death and improving quality of life in later years
 - **Priority 9:** Preventing chronic disease through tackling obesity
 - **Priority 10:** Tackling the broader determinants of health through better housing and preventing homelessness
 - **Priority 11:** Preventing infectious disease through immunisation
- 2.2 The Board members have reviewed the performance framework linked to these priorities at every meeting and have explored some topics in greater depth when there have been concerns about progress. This has included requesting "report cards" on smoking cessation, bowel cancer screening and immunisations.
- 2.3 The performance report against each of these 4 priorities can be viewed at Appendix 2.

3 Key items to note

- 3.1 The board agreed to take on a governance role in relation to the commissioning of domestic abuse services. It has since received updates from the Domestic Abuse Strategy Group reporting good progress with joint commissioning of services. It will continue to discuss this twice a year, welcoming a representative from Thames Valley Police for this item. This governance will improve oversight and performance of the service, better coordination and communication among partners.
- 3.2 The work in the Barton and Bicester Healthy New Towns was noted as being valuable to partners in district councils. Board members and senior officers participated in a learning event to share best practice across all Oxfordshire authorities and health service partners in April 2018 by Bicester Healthy New Town. The programme is now moving into year three and will focus its efforts on gathering performance, outcome and impact information to share good practice across the country.
- 3.3 The Fuel Poverty workshop held in June 2017 provided an opportunity to share good practice from local initiatives led through the Affordable Warmth Network (AWN), which includes the District Councils, Public Health, the CCG, and National

Energy Foundation. The AWN used this workshop to shape their plans for the next year which were approved by the HIB in September.

- 3.4 Exercise on Prescription schemes in the county was considered by the Board and it was agreed that Oxfordshire Sport and Physical Activity (OxSPA) should lead coordination of this work with partners to promote take up of the scheme. The Board also considered plans for the partnership and members were encouraged to consider how their organisations can support OxSPA in the future. The transformation of OXSPA to Active Oxfordshire was presented to Board at the September meeting. Active Oxfordshire will have a strong focus on health inequalities targeting services at the least active members of our communities rather than providing more sport for those already active. This will support the health inequalities priority of the HIB.
- 3.5 The Board received annual reports on the work of the Public Health Protection Forum and on Air Quality Management. This is the first time this topic has appeared on the agenda for HIB. It allowed an opportunity to educate board members on the current issues for Oxfordshire and the plans to tackle the issues.
- 3.6 The HIB considered issues arising from a report on suicide prevention and another about loneliness in Oxfordshire. In response to the needs identified in these discussions, the Board gathered a wide range of partners and stakeholders for a workshop on Mental Wellbeing. The Board has considered and agreed plans for a countywide framework on promoting wellbeing based on the outcomes of this.
- 3.7 The City Council has kept the Board informed of our initiatives on homelessness and rough sleeping, including the Trailblazer project and the City Conversation on Rough Sleeping.
- 3.8 The Officer group have reviewed the joint commission and a report is expected at HIB for consideration in November, with recommendations to extend the arrangements for future years

4 The future focus

- 4.1 There has been an extensive piece of work over the summer led by Public Health with support and coordination from Oxford City Council's Policy and Partnership Manager to engage all districts in the process of reassessing the priorities of the Board and ensuring that these are reflected in the work programme moving forward.
- 4.2 This has informed the revision of the Joint HWB Strategy and the need for a Prevention Framework for Oxfordshire. At its meeting in May 2018 the HIB agreed the principles for taking forward work on preventing ill-health and reducing the need for treatment.
- 4.3 A review of the Joint Strategic Needs Assessment and priorities for each member organisation resulted in, a discussion paper presented to HIB in September. The priorities were discussed and finalised at this meeting. They are as follows:

1. Keeping Yourself Healthy (Prevent)

- Reduce Physical Inactivity / Promote Physical Activity
 - Promote activity in schools to make it a lifetime habit
 - Promote active travel for all ages

- Provide excellent leisure services including access to green spaces and the countryside
- Enable people to eat healthily
 - Starting with breastfeeding
 - Sugar Smart
 - Access to healthy food for all
- Reduce smoking prevalence
 - In community groups with higher smoking rates
 - In pregnancy
- Promote Mental Wellbeing
 - 5 ways to Wellbeing / CLANGERS (Connect, Learn, be Active, Notice, Give, Eat healthily, Relax, Sleep)
 - Adopt the principles of the Mental Wellbeing Prevention Concordat
- Tackle wider determinants of health
 - Housing and homelessness
 - Air Quality
- Immunisation
 - Routine childhood immunisations
 - Seasonal immunisations, such as influenza
 - Immunisations for vulnerable groups such as Pregnant women (including whooping cough) or 'at risk' groups, such as pneumococcal

2. Reducing the impact of ill health (Reduce)

- Prevent chronic disease through tackling obesity
 - Weight management initiatives
 - Diabetes prevention
- Screening for early awareness of risk
 - NHS Health Checks
 - Cancer screening programmes (e.g. Bowel, cervical, breast screening)
- Alcohol advice and treatment
 - Identification and brief advice on harmful drinking
 - Alcohol liaison in hospitals
 - Alcohol treatment services
- Community Safety impact on health outcomes
 - Domestic abuse

3. Shaping Healthy Places and Communities

- Healthy Environment and Housing Development
 - Learn from the Healthy New Towns and influence policy
 - Ensure our roads and housing developments enable safe walking and cycling
 - Ensure spatial planning facilitates social interaction for all generations – giving opportunities for people to meet who might not do so otherwise
- Social Prescribing
 - Referral from Primary Care to non-medical schemes e.g. for physical activity, social networks, support groups
- Making Every Contact Count
 - Delivering messages engaging people to make simple changes to improve their health.

- In NHS settings
 - In front line services run by local authorities e.g. libraries, Fire and Rescue, leisure centres
 - In local communities and through the voluntary sector
 - Campaigns and initiatives to inform the public
 - Through workplaces including the Workplace Wellbeing Network
 - The media, including social media, or community initiatives using local assets
- 5** The HIB will challenge all its member organisations to include these initiatives and monitor how they are doing.

6 City Council health related priorities and projects

- 6.1** The City Council's focus is on tackling health inequalities, improving outcomes for people in our most deprived communities
- 6.2** Following publication of the Oxfordshire Health Inequalities Commission report in 2017, Oxford City Council committed £100k, subsequently match funded by Oxfordshire Clinical Commissioning Group, which will to be used to tackle health inequalities in Oxford City.
- 6.3** The subsequent projects that were developed with this £200k funding have now been launched to support residents in the targeted deprived localities to access support to improve or maintain their physical and mental wellbeing. The objectives are:
- To provide health promotion / prevention information in community settings. For example Bone and Balance classes for the elderly to strengthen bones and prevent fractures through falls.
 - To identify patients with specific disease conditions in the city's most deprived areas and target them with prevention measures.
 - To work with Oxford City Council tenants, focussing specifically on people with mental health issues. We will fund an embedded mental health worker within our Tenancy Sustainment team
 - To actively participate in, promote and support knowledge exchange between City Council services and all local GP's. We will share information about the City Council's services and pathways, and how to access them, and aim to further strengthen relationships with GPs. An initial event took place in September which included participants across agencies including nearly all of the Oxford City-based GP practices. This resulted in sharing knowledge, experiences and challenges, and developing new ideas on how we work more effectively together to support residents with very complex social and emotional needs to ensure they get the most appropriate and effective service. Ideas will be collated from this event and consideration given to piloting a few of them.
- 6.4** The work of the City Council and CCG group developing these projects has also resulted in an appetite to increase the focus on tackling health inequalities across all areas of service delivery – from leisure centre activities to clean air, and to support social prescribing by GPs.

6.5 The City Council is engaged in a number of ongoing health-specific projects including Barton Healthy New Town, Sugar Smart and the £200k jointly funded health inequalities and innovation projects with the CCG. The Supporting Local Communities portfolio holder is also seeking to secure significant additional external funding to support community-led children's centres across priority areas of the city, with the focus on health as well as education benefits.

7 Promote Mental Wellbeing

7.1 As members of the HIB we have committed to supporting the work in relation to mental wellbeing.

7.2 We have committed resource to participate in a new sub group of HIB to look at the following:

- 5 ways to Wellbeing / CLANGERS (Connect, Learn, be Active, Notice, Give, Eat healthily, Relax, Sleep)
- Adopt the principles of the Mental Wellbeing Prevention Concordat

7.3 This work offers opportunity for all of the city council's internal work programmes to strategically align for higher impact. It also offers the mental health challenge panel an avenue to influence and support this work stream.

8 Older People

8.1 The Governments' [Green Paper on Adult Social Care](#) is due this autumn and is likely to have implications for how Oxfordshire responds to the needs of older people. This will in turn affect how Oxford City Council delivers its services.

Oxfordshire has an existing Older People's Joint Commissioning Strategy which ran from 2013-16. This strategy was developed in conjunction with Oxfordshire's residents and reflected their priorities and needs. A [paper](#) was put to the Health & Wellbeing Board (HWB) in March this year proposing to review the strategy, and it is expected to remain based on the priorities of the previous strategy. A resource to undertake this work has now been identified and stakeholder mapping has taken place. Oxford City Council have been invited to participate in a model of co-production with the first meeting to happen shortly. Oxford City's portfolio holder for stronger communities and older persons champion will actively contribute and influence the direction of travel.

9 Policy development

9.1 The Policy and Partnerships team will lead and support an Equalities review across Oxford City Council. This will be sponsored by Cllr Christine Simm and Cllr Nigel Chapman with additional input from Cllr Shaista Aziz.

9.2 The objectives set for the strategy review are to:

- Provide an audit appraisal of the City Council's equalities performance in engaging with the range of communities living and working in Oxford and in the delivery of its services.
- Highlight good practice, identify service gaps and make recommendations.
- Consider our strategic vision on equalities and its alignment with existing work streams.

- Prepare the City Council for future external assessment against the LGA Equalities Framework.
- 9.3 Both CEB and Scrutiny have expressed strong interest in City Council involvement in health and engagement with the County and the CCG (see Scrutiny recommendations to Council 24/04). Both have proposed a “Health in All Policies” approach
- 9.4 The Policy and Partnership Team (with input from service areas) have undertaken an analysis of the health related activity and interaction taking place across the council and as a result, have increased resources in the team to coordinate this activity and take forward health-related projects. We are planning a review of the Councils’ health-related activity to develop the Health in All Policies approach and to ensure focus on key priority interventions to maximise successful outcomes.
- 9.5 The City Council also seeks to influence wider decision-making on health through Members’ and the Policy & Partnerships team’s involvement with the Health & Wellbeing Board, Health Improvement Board, Health Inequalities Commission, Children’s Trust, Stronger Communities Partnership and Mental Health Panel – and through responding to wider consultations.

10 Financial implications

- 10.1 No financial implications for this report.

11 Legal issues

- 11.1 No legal implications identified within this report

12 Conclusion

- 12.1 As a result of our engagement, the new set of priorities for the Health Improvement Board can be seen to reflect our corporate priorities and Healthy Oxford portfolio aspirations for the health of the residents of the city.
- 12.2 Barton Healthy New Town is now seen as a flagship for learning and offers a great opportunity for us to bed in the successful models and outcomes across our service areas.
- 12.3 It should be recognised that the City Council is not the body with statutory responsibilities and budgets in the area of health and we therefore lack many of the levers for change. We are increasingly experiencing requests from other partners for funding contributions to deal with shortfalls arising from reductions in funding from the County Council and others. Our key role should therefore be in influencing through partnership and ensuring our services are aligned with those of other agencies around shared objectives. We need to focus on key priority interventions to maximise successful outcomes.
- 12.4 Oxford City Council continues to hold representation on the Health and Wellbeing Board and the Health Improvement Board and is in a position to contribute, influence and challenge.

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Oxfordshire Health and Wellbeing Board

Shared Vision: “To work together in supporting and maintaining excellent health and well-being for all the residents of Oxfordshire”

Joint Health and Wellbeing Strategy (under review)

The Integrated System Delivery Board

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Integrated System Delivery Plan
(to be created)

The Adults with Support and Care Needs Joint Management Group

Adults of Working Age Strategy
(to be created)

The Better Care Fund Joint Management Group

The Better Care Fund Plan

Carers Strategy

The Older People’s Strategy
(under review)

The Children’s Trust

The Children and Young People Plan 2018-2021

The Health Improvement Board

Healthy Weight Action Plan

Public Health Protection

Affordable Warmth

Housing Related Support

Mental Wellbeing Framework

Domestic Abuse Strategy Group

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**Health Improvement Board
13 September 2018**

Q4 2017/18 Performance Report

Background

1. The Health Improvement Board is expected to have oversight and of performance on four priorities within Oxfordshire's Joint Health and Wellbeing Strategy 2012-2016, and ensure appropriate action is taken by partner organisations to deliver the priorities and measures, on behalf of the Health and Wellbeing Board.
2. The four priorities the Board has responsibility for are:
 - Priority 8:** Preventing early death and improving quality of life in later years
 - Priority 9:** Preventing chronic disease through tackling obesity
 - Priority 10:** Tackling the broader determinants of health through better housing and preventing homelessness
 - Priority 11:** Preventing infectious disease through immunisation

Current Performance

3. A table showing the agreed measures under each priority, expected performance and current performance is attached as appendix A.
4. There are some indicators that are only reported on an annual basis and these will be reported in future reports following the release of the data.
5. For the indicators that can be regularly reported on, current performance can be summarised as follows:
 - 6 indicators are Green.*
 - 4 indicators are Amber (defined as within 5% of target).*
 - 0 indicators are Red*
 - 2 indicators do not yet have information available for Q4 – these are indicators 8.1 (Bowel screening data is usually 6 months in arrears) and 10.3 (Households presenting at risk of being homeless and known to District Housing services or District funded advice agencies will be prevented from becoming homeless*
6. There will be a Rough Sleeper report (deferred from May meeting).

Sue Lygo
Health Improvement Practitioner
28 August 2018

**Oxfordshire Health and Wellbeing Board
Performance Report 2017/18 Q4**

No	Indicator	Target	Q1 Apr- Jun	R A G	Q2 Jul- Sept	R A G	Q3 Oct- Dec	R A G	Q4 Jan- Mar	R A G	Notes
Priority 8: Preventing early death and improving quality of life in later years											
8.1	At least 60% of those sent bowel screening packs will complete and return them (aged 60-74 years) - and adequately screened	60%	58.3%	A	59%	A	56%	A	%		Data at least six months in arrears.
8.2	At least 95% of the eligible population 40-74 will have been invited for a health check between 1/4/2013 and 31/3/2018. No CCG locality should record less than 80%	95% over 5-year period Q1 84%, Q2 88%, Q3 92%, Q4 95%	85.2%	G	90.7%	G	95.1%	G	99%	G	All CCG localities have invited over 90% of the eligible population at the end of Q4 (range 94% to 100%)
104 8.3	At least 45% of the eligible population 40-74 will have received a health check between 1/4/2013 and 31/3/2018. No CCG locality should record less than 40%.	45% over 5-year period Q1 42%, Q2 43%, Q3 44%, Q4 45%	42.3%	A	44.7%	G	47.3%	G	49.8%	G	No CCG locality has recorded less than 40% (range 42% to 54%)
8.4	Rate of successful quitters per 100,000 smokers aged 18+ should exceed the baseline set in 2017-18	>2315	2432	G	2159	A	2219	A	2337	G	
8.5	The number of women smoking in pregnancy should remain below 8% recorded at time of delivery	<8%	8.0%	G	7.5%	G	7.9%	G	7.4%	G	
8.6	Oxfordshire performance for the proportion of opiate users who successfully complete treatment.	>6.8%	7.3%	G	8.4%	G	8.3%	G	8.8%	G	

APPENDIX 2

8.7	Oxfordshire performance for the proportion of non-opiate users who successfully complete treatment	>37.3%	44.6%	G	45.6%	G	39.5%	G	34.1%	A	-
Priority 9: Preventing chronic disease through tackling obesity											
9.1	Ensure that obesity level in Year 6 children is held at below 16% (in 2016 this was 16.0%) No district population should record more than 19% (NCMP)	<=16%					16.8%	A			Cherwell 18.8%; Oxford 21.3%; South Oxfordshire 12.9%; Vale of White Horse 16%; West Oxfordshire 14.7%
9.2	Reduce by 0.5% the percentage of adults classified as "inactive" (Oxfordshire baseline Nov 2016 of 17%).	Reduce by 0.5% from baseline (17%)					18.6%	R			Nov. 18 next release (note change of definition from 16+ to 19+)
9.3	63% of babies are breastfed at 6-8 weeks of age (county). KEEP UNDER SURVEILLANCE IN 2017/18	63%	60.1%		62.3%		59.8%		61.9%		
Priority 10: Tackling the broader determinants of health through better housing and preventing homelessness											
10.1	The number of households in temporary accommodation on 31 March 2018 should be no greater than level reported in March 2017 (baseline 161 households in Oxfordshire 2016-17).	≥161			180		R				
10.2	At least 75% of people receiving housing related support will depart services to take up independent living (baseline 87.3% in 2016-17)	≥75%	85.6%	G	83.1%	G	80.3%	G	84.0%	G	Data incomplete due to some contractors not providing data. Total for year (Quarters combined) = 83.4%
10.3	At least 80% of households presenting at risk of being homeless and known to District Housing services or District funded advice agencies will be prevented from becoming homeless (baseline 80% in 2016-17).	80%			80.0%	G			%		
10.4	Ensure that the number of people estimated to be sleeping rough in Oxfordshire does not exceed the baseline figure from 2016-17 (baseline 79)	≥79					117	R			

APPENDIX 2

10.5	At least 70% of young people leaving supported housing services will have positive outcomes in 2017-18	<=70% Aspire 95%			63.1%	A	55.3%	A	55.2%	A	Q1 to Q4 combined. The reduction in number of YP leaving singles pathway and moving on to greater independence has been steadily dropping. Reasons behind this are varied but may include difficulties in finding move on accommodation and increasing complexity of YP entering pathway.
10.6	At least 1430 residents are helped per year over the next 4 years where building based measures account for 25% of those interventions by the final year. KEEP UNDER SURVEILLANCE in 2017/18	NO TARGET							463		Fuel poverty interventions for Q3 and Q4 (as reported previously)
Priority 11: Preventing infectious disease through immunisation											
90.1	1 At least 95% children receive dose 1 of MMR (measles, mumps, rubella) vaccination by age 2 (currently 94.6%) No CCG locality should perform below 94%	95%	95.0%	G	94.6%	A	93.2%	A	93.4%	A	
11.2	2 At least 95% children receive dose 2 of MMR (measles, mumps, rubella) vaccination by age 5 (currently 93.1%) No CCG locality should perform below 94%	95%	93.6%	A	93.0%	A	91.5%	A	90.3%	A	
11.3	At least 55% of people aged under 65 in "risk groups" receive flu vaccination	≥ 55%							52.4%		This is lower than the target of 55%.
11.4	At least 90% of young women to receive both doses of HPV vaccination. KEEP UNDER SURVEILLANCE in 2017/18	≥ 90%							0%		Data available annually for school year Sept-Aug - published after September.

To: Council

Date: 26 November 2018

Report of: Chair of the Scrutiny Committee

Title of Report: Scrutiny briefing

Summary and recommendations	
Purpose of report:	To update Council on the activities of the scrutiny function
Key decision:	No
Corporate Priority:	Strong and Active Communities; An Efficient and effective Council
Policy Framework:	Not applicable
Recommendation(s): The Scrutiny Committee recommends Full Council to:	
1. note the update report.	

Appendices: Appendix 1: Scrutiny work plan – November 2018

Introduction

1. Since my last update, I can report that the Scrutiny function has considered or scheduled the majority of the items agreed for its Work Plan earlier this year (22 of 29). Officers have recently confirmed that they will be able to provide a 12 month update on progress made against the recommendations of the Oxford Living Wage Review Group, which completed its work in March this year. The Committee has also commissioned a report on the Council's approach to the prevention and removal of graffiti, which is due for consideration on 5 February 2019.

Scrutiny Committee

2. Since my last regular Council update, the Scrutiny Committee held two meetings on 6 October and 6 November. The following items were considered at these meetings:
 - Oxford Draft Local Plan
 - The No Local Connection Review Group Draft Report
 - The Planning and Regulatory Service Improvement Plan
 - Staff Absence and Wellbeing

- The Annual Workforce Equalities Report.
3. A key recommendation made by the Scrutiny Committee in September 2018, which was not featured in my last update to Council, concerned the Council's oversight of Fusion Lifestyle's performance. The Committee expressed concern about the reliability of the data it was presented with at its meeting, after requesting to continue to monitor performance data on a quarterly basis.
 4. The Committee believe that in order to be effective in their respective roles, councillors and officers need to be able to access the right information, and to be assured of its accuracy. Accordingly, the Committee recommended to the City Executive to commission an audit of Fusion Lifestyle's financial and participation data, and the associated data collection methods, to assure itself of the reliability and accuracy of the quarterly performance information. This recommendation was subsequently accepted by the City Executive Board, and the Committee will next consider this issue on 4 December 2018.
 5. More recently, the Committee reviewed the draft Local Plan, which was subsequently agreed for consultation by Council on 17 October 2018. The Committee noted that the Plan is in its third year of development, and going out for a third public consultation, at this stage specifically concerning the soundness of the Plan. The Housing Policies were considered in addition by the Housing Panel on 11 October. It was noted by the Committee that recent adjustments in national projections for household formation and population data would not have a significant bearing on the content of the Plan, but that they may affect other matters such as the JSSP. The Board Member provided the Committee with assurance that the evidence base used for the Plan were sound in his view.
 6. Revisions to the draft Local Plan as a result of Scrutiny's involvement included:
 - Being clear that the Council supports and remains open to making use of new and innovative transport options for Oxford, in addition to bus and train links, for example.
 - Ensuring that appropriate energy standards are addressed during the planning application process for residential developments of less than 5 dwellings.
 - Separating Community-led housing and Self-build housing under two distinct sub-headings, and including the following sentence as a result of public contributions to the Housing Panel meeting: "Proposals for self-build housing will be supported as a way of enabling people to meet their own housing needs, particularly community-led collective self-build."
 7. The next Committee meeting will be held on 4 December where it will undertake an important review of the impact the Westgate Shopping Centre has had on the City. A number of external speakers have been secured for this meeting. The Committee will also consider the Planning Annual Monitoring Report in December.

No Local Connection Review Group

8. The No Local Connection Review Group has met seven times since it was established in July; the first Scrutiny Committee review group for 2018/19. This cross-party group was set up to review the Council's Local Connection Policy in relation to homelessness services, and the effect it has on those without a connection to the City. The review has involved a number of local service providers, national policy experts and people experiencing homelessness within the City. The Group has also received

evidence from 13 other local authorities on how they support people without a local connection.

9. The Review Group presented its draft report to the Scrutiny Committee meeting on 6 November for endorsement by the Committee, and any recommendations will be made to the City Executive Board on 14 November, after the publication of this council update. Key recommendations from the Review Group concern:

- Establishing Lifelong local connections for people born in Oxford
- Improving public communication about the Local Connection Policy
- Improving provision for pets in sheltered accommodation
- Recognising the need for a gendered accommodation policy
- Stays in prison, hospital or rehab should not affect a person's local connection
- Offering a local connection to long-term volunteers

On 14 November, the City Executive Board will decide whether or not to accept the recommendations of the review, and any implemented recommendations will be monitored by the Scrutiny Committee over the next year.

Housing Panel

10. The Housing Panel met on 11 October and 12 November. Items considered included:

- The Draft Local Plan
- Sever Weather Emergency Protocol (SWEP) preparations for Winter
- Review of the Year one Homelessness Prevention Trailblazer
- Quarter Two Housing Performance

At the Housing Panel's request, officers prepared a report for their meeting on 12 November to explain what preparations were in place for SWEP over the 2018/19 winter period. The Housing Panel invited local service providers to contribute to this meeting, and invited feedback on last year's SWEP provision. The Panel has also asked for a report in March 2019 to evaluate how successful SWEP has been. The same meeting will consider options for establishing a Council-owned lettings agency. Separately, the Scrutiny Committee agreed on 6 November that the vacant post on the Housing Panel would not be appointed until after the by-election.

Finance Panel

11. The Finance Panel met on 10 September, and considered the following items:

- Quarter One Budget Monitoring
- Treasury Management Annual Performance Report
- The Council Tax Reduction Scheme for 2019/20
- Legal Services Income Generation

In relation to Legal Services Income Generation, the Panel heard that the Oxfordshire Legal Hub had not provided the level of work that was expected, and Oxford City Council had picked up the majority of ad-hoc work coming from the Hub. Sources of income from other authorities had also reduced because of a preference for insourcing elsewhere. The Panel concluded that the market for income generation was limited.

In relation to the Council Tax Reduction Scheme, the Panel heard that the Scheme benefited approximately 8,500 households at an estimated cost to the Council of £1.4m for the current year and £1.7m from 2019/20. The Panel provided advice on

improving the consultation document to ensure the responses to the questions were better informed.

A key issue highlighted to the Panel in the Quarter One Budget Report centred on a reduction of £494,000 in car parking revenue (owing to competition from the Westgate Shopping Centre car park) and an underestimation in business rates from the Westgate leading to an additional £400,000 of recurring revenue income. These two significant changes in revenue are however offset broadly against one another.

The next meeting of the Finance Panel is on 6 December where the primary report concerns how the Council applies, or may better apply, social value judgements within its commissioning and procurement processes.

Companies Panel

12. The Companies Panel met on 26 July and 13 November, and considered the following items:

- Appointment of Mazars as External Auditor to Oxford Direct Services (ODS)
- Presentation by Simon Howick and Aled Bath
- Oxford Direct Services Update Report

13. The Panel received the first quarterly update from ODS in July, which set out the headline objective for year one:

- Delivering the Medium Term Financial Plan
- Driving efficiency
- Maximising the work ODS could do for the Council
- Developing an organisation which could support ODS's ambition

14. The Panel heard that the TUPE transfer of 712 employees from the Council to ODS was successful, and that relations with the Trade Unions remain positive. Of the 38 internal Key Performance Indicators (KPIs), 35 were on target, with the remaining 3 being marginally missed.

15. In reviewing the financial data, the Panel decided to recommend to the Shareholder Group that it receives a more comprehensive scorecard of financial indicators as part of subsequent quarterly reports. The Panel also agreed to recommend that Councillor Community Infrastructure Levy projects, where appropriate, should use ODS as the preferred contractor to carry out the work. Both of these recommendations were subsequently agreed by the Shareholder.

16. The Companies Panel met on 13 November to consider the Managing Director's Half Year report, and a report seeking views on the appointment of Non-Executive Directors to the Board of Oxford Direct Services Limited and Oxford Direct Services Trading Limited.

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SCRUTINY WORK PLAN

September 2018 - December 2018

Published on: 13/11/18

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 2018-19 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 consideration of the issue timely?
- Is it a corporate priority?
- Is the issue of significant public interest?
- Can Scrutiny influence and add value?
- Is it an area of high expenditure, income or savings?

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	Membership
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors; Andrew Gant (Chair), David Henwood (Vice-Chair), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Craig Simmons, Mark Lygo.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Mohammed Altaf-Khan, David Henwood, Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; David Henwood (Chair), Lubna Arshad, Nadine Bely-Summers, Richard Howlett, Mike Gotch, Dick Wolff and Geno Humphrey (tenant co-optee).
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Councillors; James Fry (Chair), Tiago Corais, David Henwood, Tom Landell-Mills, Chewe Munkonge, Craig Simmons.

Current and planned review groups

Topic	Remit	Membership
No Local Connection Review Group	To review the Council's Local Connection Policy in relation to homelessness, and how services could be improved for those without a local connection.	Councillors; Nadine Bely-Summers (Chair), Shaista Aziz, Paul Harris, Richard Howlett, Tom Landell-Mills, Craig Simmons
Budget Review 2019/20	To review the 2019/20 budget proposals.	Finance Panel Membership
Tourism Management	To review how increasing tourism is being managed in the City, and new ways of improving the Oxford experience for both tourists and residents.	Councillors; Andrew Gant (Chair), James Fry, Pat Kennedy, Alex Donnelly, Paul Harris and Dick Wolff.

Indicative timings of review groups

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
No Local Connection	Evidence Gathering			Reporting					
Budget review					Scoping	Evidence Gathering	Reporting		
Tourism Management							Evidence Gathering		

SCRUTINY COMMITTEE

6 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Workplace Equalities	Yes	To consider the diversity of the council's workforce, and strategies in place to promote workplace equalities.	Customer Focussed Services	Helen Bishop, Head of Business Improvement
Report of the 'No Local Connection' Review Group	No	To endorse the draft report and recommendations of the Review Group for submission to the City Executive Board.	Housing and Leisure	Stefan Robinson, Scrutiny Officer

4 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Impact of the Westgate Shopping Centre	No	To consider the impact the re-opening of the Westgate has had on the local economy and the visitor experience.	Economic Dev and Partnerships / Culture and City	Laurie-Jane Taylor, City Centre Manager
Annual Monitoring Report 2017-2018	No	The AMR monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026. Performance against Core Strategy Sustainability Appraisal Targets is also assessed.	Planning and Transport	Amanda Ford, Principal Planner
Quarter 2 Council Performance 2018/19	No	To consider the Council's performance for Quarter 2 of 2018/19, including fusion data with officer attendance.	Various	Liz Godin, Corporate Governance Manager

14 JANUARY 2019 - PROVISIONAL MEETING

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Customer Services, Digital and ICT Strategy	Yes	To consider the draft Customer Services, Digital and ICT Strategy.	Customer Focused Services	Rocco Labellarte, Chief Technology and Information Officer
Monitoring grants to Community/Voluntary Organisations 2017/18	Yes	To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18.	Supporting Local Communities	Julia Tomkins, Grants & External Funding Officer

5 FEBRUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Review of Financial Inclusion Strategy	Yes	A report reviewing the first year of the three year Strategy agreed in 2017.	Supporting Local Communities	Paul Wilding, Programme Manager Revenue & Benefits
Graffiti prevention and removal 2018	Yes	To consider the issue of graffiti including removal and preventative projects.	Safer, Greener, Environment	Liz Jones, Interim ASBIT Team Leader

5 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Vicky Trietline, Development Project Management Surveyor
The Sustainability Strategy	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.	Safer, Greener, Environment	Mai Jarvis, Environmental Quality Team Manager
Quarter 3 Council Performance Report 2018/19	No	To consider the Council's performance for Quarter 2 of 2018/19.	Various	Liz Godin, Corporate Governance Manager

FINANCE PANEL

6 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Quarterly Integrated Report, Finance & Performance Q2	Yes	Quarterly Integrated Report for Finance, Performance and Risk	Deputy Leader / Finance / Asset Management	Anna Winship, Management Accountancy Manager

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
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8 AND 9 JANUARY 2019 – (BUDGET REVIEW GROUP)

16 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Reduction Scheme for 2019/20 (post consultation)	Yes	To review the Council Tax Reduction Scheme	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits

30 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Exemption Monitoring	Yes	To consider a report on the effectiveness of council tax exemption monitoring, and understand how rigorous the process is.	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits
Quarterly Integrated Report, Finance & Performance Q3	Yes	Quarterly Integrated Report for Finance, Performance and Risk	Deputy Leader / Finance / Asset Management	Anna Winship, Management Accountancy Manager

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HOUSING PANEL

12 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Severe Weather Emergency Protocol (SWEP) preparation	No	To consider what provision is in place for Rough Sleepers in severe winter weather. A further update report will be considered on 4 March 2019 concerning how well SWEP has worked for rough sleepers, and any lessons learnt and areas for improvement.	Leisure and Housing	Stephen Clarke, Head of Housing

Trailblazer Homelessness Programme	No	To consider the outcome of the Trailblazer Homelessness Programme	Paul Wilding	Paul Wilding, Systems Change Manager (Homelessness Prevention)
Q2 Housing Performance	Yes	To consider performance against a set of housing indicators for the period July-September	Leisure and Housing /Housing	Stephen Clarke, Head of Housing Services

4 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Options for a Council Owned Letting Agency	No	To consider options for the establishment of a council owned letting agency.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing
Severe Weather Emergency Protocol (SWEP) review	No	To consider how well SWEP has worked for rough sleepers, and any lessons learnt and areas for improvement.	Leisure and Housing	Stephen Clarke, Head of Housing
Q3 Housing Performance	No	To consider performance against a set of housing indicators for the period October - December.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing Services

COMPANIES PANEL

The Companies Panel will meet prior to meetings of the Shareholder Groups. Provisional dates for the Companies Panel are outlined below.

13 NOVEMBER 2018 (RESCHEDULED FROM 25 OCTOBER 2018)

12 DECEMBER 2018

3 JANUARY 2019