

Agenda

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Council

Date: **Monday 22 July 2019**

Time: **5.00 pm**

Place: **Council Chamber - Oxford Town Hall**

For any further information please contact:

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Council

Membership

Lord Mayor **Councillor Craig Simmons**

Deputy Lord Mayor **Councillor Mohammed Altaf-Khan**

Sheriff **Councillor Stephen Goddard**

Members	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 Sajjad Malik
	Councillor Mary Clarkson	Councillor Dr Joe McManners
	Councillor Colin Cook	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 Michael Gotch	Councillor Richard Tarver
	Councillor Mick Haines	Councillor Sian Taylor
	Councillor Paul Harris	Councillor Marie Tidball
	Councillor Tom Hayes	Councillor Ed Turner
	Councillor David Henwood	Councillor Louise Upton
	Councillor Alex Hollingsworth	Councillor Elizabeth Wade
	Councillor Richard Howlett	Councillor Dick Wolff
	Councillor Rae Humberstone	

The quorum for this meeting is 12 members

Copies of this agenda

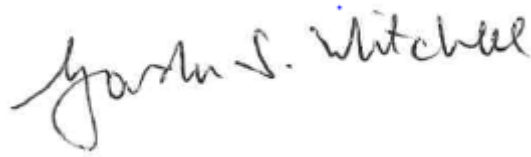
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Summons

A meeting of the City Council will be held in the Council Chamber - Oxford Town Hall, on Monday 22 July 2019 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	25 - 42
Minutes of the meetings of Council held on:	
<ul style="list-style-type: none">• 29 April 2019.• 13 May 2019• 17 July 2019 (published in the briefing note)	
Council is asked to approve these minutes as a correct record.	
<i>Note: Questions on Notice, public addresses, and the responses to these are included in the full minute pack of the previous meeting, from page 17 onwards, and available from the links here: 29 April; 13 May; 17 July</i>	
4 Appointment to Committees	
The Head of Law and Governance has been notified of a change of membership requested by group leaders.	
Council is asked to confirm the following appointments to committees.	
<ul style="list-style-type: none">• East Area Planning Committee - Councillor Garden to replace Councillor Wade	
Any further proposed changes will be circulated with the briefing note.	

5 Announcements

Announcements by:

1. The Lord Mayor
2. The Sheriff
3. The Leader of the Council (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 11.12, 11.13, and 11.14 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 16 July 2019.

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 The future strategic direction for the Council's group of housing companies

The Head of Housing Services submitted a report proposing changes to the arrangements between the Council's group of Housing companies and the Council's Housing Revenue Account for the delivery of affordable housing in response to recent government policy changes and recommending a review of future Oxford City Housing Limited (OCHL) development with a view to expanding activity and accelerating affordable housing delivery to Cabinet on 29 May 2019.

The minutes of this meeting are available at Item 16 of this agenda.

Councillor Rowley, the Cabinet Member for Affordable Housing, will present the report.

43 - 58

Recommendations: Cabinet recommends that Council:

- 1. increase the HRA capital programme by £45.303m so that adequate additional budgetary provision is made available for the acquisitions to take place (see Appendix 1 of the report);**
- 2. approve a revised HRA budget and Business Plan that incorporates the new acquired dwellings that impacts on rental income, maintenance spend, interest payments, debt redemption activity and other matters as set out in Appendix 2 of the report;**
- 3. approve the re-phasing of the loans from the General Fund Capital Programme in relation to the borrowing activity of OCHL over the MTFP period 2019/20 to 2022/23 (see App 1).**

8 Revolving Construction Loan to Low Carbon Hub IPS

59 - 66

The Head of Financial Services submitted a report to seeking approval of a revolving loan facility for the Low Carbon Hub IPS (Industrial and Provident Society) to Cabinet on 29 May 2019.

The minutes of this meeting are available at Item 16 of this agenda.

Councillor Turner, the Cabinet Member for Finance and Asset Management, will present the report.

Recommendations: Cabinet recommends that Council:

make budget provision of £2.3 million to enable this revolving loan facility to the Low Carbon Hub to be created.

9 OVO Energy Women's Cycle Tour

67 - 72

The Head of Community Services submitted a report highlighting the requirements of delivering the OVO Energy Women's Cycle Tour in Oxfordshire over the next three years (2019, 2020 and 2021) to Cabinet on 29 May 2019.

The minutes of this meeting are available at Item 16 of this agenda.

Councillor Upton, the Cabinet Member for Healthy Oxford, will present the report.

Recommendations: Cabinet recommends that Council:

allocate a budget of £30,000 funded from reserves to pay the City Council's share of the costs for 2019.

10 Q4 Integrated Report 2018/19 - allocation of budgetary provision

73 - 104

The Heads of Financial Services and Business Improvement submitted a report to update Members on Finance, Risk and Performance as at the end of the financial year to Cabinet on 10 July 2019.

The minutes of this meeting are available at Item 16 of this agenda.

Councillor Turner, the Cabinet Member for Finance and Asset Management, will present the report.

Recommendations: Cabinet recommends that Council:

- 1. agree the inclusion of an additional £1.53m budget within the Housing Revenue Account in 2019-20 for completion of the Tower Block refurbishment scheme;**
- 2. agree the inclusion of £200k in 2019-20 in respect of costs to establish a citizens' assembly together with associated staffing costs for reporting and research.**

COMMITTEE RECOMMENDATIONS

11 Policy on Hackney Carriage Quantity Control - Unmet Demand Survey

105 - 108

The Head of Regulatory Services and Community Safety submitted a report to consider the recommendations in the "Unmet Demand Survey" report (2018) and agree the Policy on Hackney Carriage Quantity Control to the General Purposes Licensing Committee on 14 May 2019.

The Committee resolved to accept the recommendations in the report. The minutes of this meeting are available [here](#) along with the appendices to the attached report.

Councillor Clarkson, the Chair of the Committee, will present the report.

Recommendation: The General Purposes Licensing Committee recommends that Council:

- 1. note that there is currently no significant unmet demand for the services of Hackney Carriage Vehicles; and therefore**
- 2. resolve to maintain the Council's Policy of Hackney Carriage Quantity Control and the current quota of 107 Hackney Carriage Vehicle licences; and**
- 3. resolve that a further "Unmet Demand survey" be commissioned in 2021, subject to any changes to relevant legislation.**

12 Amendment to Emission Standards for Hackney Carriage Vehicles

109 - 112

The Head of Regulatory Services and Community Safety submitted a report recommending amendment to the emission standards for Hackney Carriage Vehicles licensed by this Authority to the General Purposes Licensing Committee on 8 July 2019.

The Committee resolved to accept the recommendations in the report. The minutes of this meeting are available [here](#).

Councillor Clarkson, the Chair of the Committee, will present the report.

Recommendation: the General Purposes Licensing Committee recommends that Council approve, as set out in the report, the amendment to the approved emission standards for Hackney Carriage Vehicles licensed by this Authority.

OFFICER REPORTS

13 Appointment of independent persons 2019

113 - 116

The Monitoring Officer has submitted a report asking for authorisation to extend the terms of office of the council's independent persons for a further three months to 31 October 2019.

Councillor Aziz, the Chair of the Standards Committee, will present the report.

Recommendation: Council is recommended to authorise the Monitoring Officer to extend the terms of office of the Council's Independent Persons for a further three months to 31 October 2019.

14 Constitution - Members' Briefings on Planning Matters

117 - 128

The Monitoring Officer has submitted a report recommending changes to paragraph 24.14 (Members' Informal Briefings) of Part 24 (The Planning Code of Conduct) of the Council's Constitution .

Councillor Chapman, the Cabinet Member, will present the report.

Recommendations: that Council resolves to:

- 1. approve the proposed amendments to Part 24 of the Constitution as set out in the appendix to the report; and**
- 2. delegate authority to the Head of Law and Governance to amend the Constitution in line with the changes approved by Council.**

15	Shareholder and Joint Venture Group meeting dates The Head of Law and Governance has submitted a report setting out meeting dates of the Shareholder and Joint Venture Group. Councillor Brown, the Leader of the Council, will present the report. Recommendations: that Council resolves to note the meeting dates of the Shareholder and Joint Venture Group	129 - 132
QUESTIONS		
16	Cabinet Minutes This item has a time limit of 15 minutes. Councillors may ask the Cabinet Members questions about matters in these minutes:	
16a	Minutes of meeting Wednesday 29 May 2019 of Cabinet	133 - 142
16b	Minutes of meeting Wednesday 12 June 2019 of Cabinet	143 - 148
16c	Minutes of meeting Wednesday 10 July 2019 of Cabinet	149 - 154
17	Questions on Notice from Members of Council Questions on notice from councillors received in accordance with Council Procedure Rule 11.11(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 have been received by the Head of Law and Governance by no later than 1.00pm on 10 July 2019. All questions submitted by the deadline are published as a <u>supplement</u> with the agenda. This will be replaced by the full briefing note giving the questions and written responses where available.	Supplement and briefing note
PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY		
18	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 11.12, 11.13 and 11.14 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 16 July 2019.

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.

19 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:

- a) On behalf of the Cabinet Member for Safer Communities and Customer Focused Services – **Oxford Safer Communities Partnership Update**

The programme of reporting at future meetings is proposed to be:

1 October 2019 Oxford Environment Partnership

3. As set out in procedure rule 11.15, Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place may give notice to the Head of Law and Governance by 1.00 pm on Thursday 18 July 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.

19a Oxford Safer Communities Partnership Update

155 - 158

20 Scrutiny Committee update report

159 - 206

The Chair of the Scrutiny Committee will update Council on the work of the Committee and the standing panels.

Documents attached:

- Scrutiny work plan published 11 July 2019
- Scrutiny recommendation tracker 2018/19 – as at May 2019
- Scrutiny recommendation tracker 2019/20– as at July 2019

Council is invited to comment on and note the work plan.

PART 3 - MOTIONS REPRESENTING THE CITY

21 Motions on notice 2019/20

This item has a time limit of 60 minutes.

Motions received by the Head of Law and Governance in accordance with Council Procedure Rules by the deadline of 1.00pm on **Wednesday 10 July 2019** are listed below.

Cross party motions will be taken first, then motions will be taken in turn from the Labour, Liberal Democrat, Green groups and non-group councillors 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 20 July** 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) Emergency motion on Sudan: end the killings and human rights violations (proposed by Councillor Aziz, seconded by Councillors from the Liberal Democrat and Green Groups)
- b) A City of Sanctuary (proposed by Councillor Djafari-Marbini, seconded by Councillors from the Liberal Democrat and Green Groups)
- c) Making Oxford an Anti-racist City (proposed by Councillor Aziz)
- d) Natural Capital Census (proposed by Councillor Goddard, seconded by Councillor Landell Mills)
- e) Car Free Day (proposed by Councillor Wolff, seconded by Councillor Simmons)
- f) Not penalising school age children for climate change strike action (proposed by Councillor Henwood)
- g) Multilateral nuclear disarmament (proposed by Councillor Tanner)
- h) Tourism Management (proposed by Councillor Wade, seconded by Councillor Harris)
- i) Climate Emergency priorities in new builds (proposed by Councillor Wolff, seconded by Councillor Simmons)

21a Emergency motion on Sudan: end the killings and human rights violations (cross party)

Proposed by Councillor Aziz, seconded by Councillors from the Liberal Democrat and Green Groups

Cross party motion

This council supports the calls of Oxford's Sudanese community to hold the Transitional Military Council to account over the killings and abuses of protestors.

Since the fall of Omar al Bashir on 11th April 2019, Sudan's transition to democratic, civilian authority rule has been violently quashed and met by human rights violations carried out by the military authorities comprising of the Transitional Military Council (TMC). Rights violations include using rape and sexual abuse as a political weapon, enforced disappearances and imprisonment of protestors, the use of live ammunition and torture against unarmed protestors and attacks on hospitals and health facilities to further target the injured.

Since December 2018 a mass peaceful protest uniting citizens across class and regional lines over the cost of living has developed into a representative protest movement calling for peaceful democratic change supported by Sudan's independent trade unions, professional associations and opposition political parties.

Doctors, teachers, lawyers, journalists, students and workers are among people who have taken strike action and joined the democracy movement. Many of these individuals are related to or are friends of Oxford residents of Sudanese heritage or Sudanese people who are residents of Oxford.

This council acknowledges the brave and principled work of Oxford's Sudanese community and wider diaspora to push for accountability over the many decades of human rights violations and crimes against the Sudanese people by the regime.

This council believes the people of Sudan have the right to protest and organise without fear of violence and abuse.

This council condemns the British government for being complicit in the violence through its cooperation with the Saudi campaign in Yemen (where Sudanese militias are deployed) and through funding Sudanese militias indirectly through EU border policy (the Khartoum process/Rome Declaration 2014).

This council acknowledges and thanks Anneliese Dodds MP and Layla Moran MP for demanding the UK government applies pressure on the Sudanese authorities to end the killings and abuses and ensure there is a democratic transition of power.

In support of the local Sudanese community, this Council asks the Leader of the Council to write to the relevant U.K. Government Ministers in the Home Office and Foreign Office, and to the city's MPs, asking

1. **that the UK government to condemn the use of violence, rape and sexual violence against protesters, cease all forms of security cooperation with the TMC, and look into imposing sanctions on individuals connected to the regime and figures in the TMC;**
2. **that the Home Office provide sanctuary to Sudanese people seeking safety from the regime and its allies;**
3. **the city's MPs to also write appropriate letters to the Home Office and Foreign Office representing the demands set out in this motion.**

21b A City of Sanctuary (cross party)

Proposed by Councillor Djafari-Marbini, seconded by Councillors from the Liberal Democrat and Green Groups

Cross party motion

This Council reaffirms its commitment to being a City of Sanctuary. We uphold the principles of dignity and respect for all, welcome the paper "Oxford's Commitment to asylum seekers, refugees and migrants" and ask the Leader of the Council to sign it on the Council's behalf.

This is an age of growing xenophobia with the globalisation of the far right from Trump to Orban. Here, Hostile Environment policies have blurred the distinction between service provision and immigration enforcement with the most vulnerable having no recourse to public funds (NRPF), and being left destitute.

This Council also commits to:

1. Flying the "City of Sanctuary" flag on World Refugee Day.
2. Encouraging our residents to exercise their existing rights in conjunction with organisations such as Asylum Welcome, Refugee Resource, Sanctuary Hosting and our advice centres, ensuring routine access to interpreters and immigration advice.
3. Working with existing community networks, such as the Syrian Sisters and African Families in the UK to place lived experiences at the centre of service provision.
4. Encouraging councillors to sign up to a "place of safety" pledge. Both our Oxford MPs have signed the "MPs not border guards" pledge. We are proud to have no embedded UK Visa and Immigration staff in our frontline services. The "place of safety pledge" will communicate our commitment to not being part of immigration enforcement, ensuring all are able to seek confidential advice and representation without fear.
5. Encourage the Council's partners to not be part of the

‘Hostile Environment’ by for example providing data to the Home Office to be used for detention and deportation.

6. Working towards all residents being able to access voluntary and statutory services to meet their basic healthcare, housing, and income needs. The Council has successfully secured funding to further support vulnerable groups by investigating rogue landlords; and helping European Economic Area migrant rough sleepers access accommodation and support services.
7. Improving access to employment. We have funded four work-based English as a Second Language courses helping migrants to access employment opportunities. We will continue this via implementation of the equalities action plan. This committed the Council to improving understanding of the career paths available, and focused advice for Black, Asian and Minority Ethnic candidates. Coordinated action with higher education colleges can ensure all our residents benefit equally from the available opportunities.

And asks the Leader of the Council to write to the Home Secretary asking the government to:

1. Implement the recommendations of the All Party Parliamentary Inquiry into detention, end the shameful practice of “indefinite detention” and work towards the closure of all detention centres.
2. Honour its commitment to the “Dubs amendment”; Britain will provide sanctuary to 10,000 child refugees over the next ten years (3-5 per local authority).
3. End NRPF policies and reverse attacks on access to the NHS.
4. Extend the equal right to vote to all UK residents, regardless of citizenship and grant asylum seekers the right to take paid work while their application is being determined.

21c Making Oxford an Anti-racist City

Proposed by Councillor Aziz

Labour member motion

This council notes the following.

- The increase in racism and hate crime as well as increased incidents by far-right/Nazi groups in Britain.
- The visit of the UN special rapporteur on racism to England earlier this year who highlighted the:
- The increase in hate crimes and incidents across the UK

after the referendum to leave the EU.

- The growth in volume and acceptability of xenophobic discourses on migration, and on foreign nationals including refugees in social and print media.
- The gross human rights violations and indignities that African-Caribbean British citizens referred to as the 'Windrush generation' have had to endure as a result of the so-called 'hostile environment' policy.
- The criminalisation of young people from ethnic minorities, especially young black men and British Muslim men. Black men are over-represented in police stop and searches and are over-represented in the prison system.
- Structural racism is still an everyday reality for people from Black, Asian and other minority and refugee communities.
- Anti-Semitism and Islamophobia is on the rise and is being mainstreamed through our political and public discourse.
- The increase in incidents in Oxford. In 2018, there were 188 racist or racially aggravated crimes reported to the police, an increase of 40% compared to 2017.

This council believes that:

- Operation Prevent, the government's counter-terrorism strategy, should be suspended while officials conduct a comprehensive audit of its impact on racial equality;
- urgent action is required to make Oxford a truly anti-racist city and develop a long term strategy to put into action anti racism work.

This Council therefore

- 1. pledges to make Oxford an Anti-racist city;**
- 2. will work with and listen to people experiencing racism;**
- 3. and will work with local authorities, trade unions and community groups to achieve this; and**
- 4. asks the Leader of the Council to write to the Home Office seeking the suspension of the Prevent programme.**

21d Natural Capital Census

Proposed by Councillor Goddard, seconded by Councillor Landell Mills

Liberal Democrat member motion

Long-term thinking is key to safeguarding our environment. The creation and introduction of the government's 25-year environmental plan in 2018 was a welcome step. Key to the success of the plan is the collection of reliable, consistent data across a range of indicators, from air quality to water quality to urban vegetation, in order to produce a baseline against which progress can be measured. Although vast amounts of data are being collected and analysed, the challenge is to make sure that this is done in a joined-up way using the same methodology and spatial and temporal resolution, at a single point in time, in order to allow meaningful comparison and analysis of variations over time. In its Sixth Annual Report, the government's Natural Capital Committee recommends that a comprehensive review of progress against the baseline assets and associated 25-Year Plan goals should be undertaken on a 5-yearly basis to determine direction of change in England's environment. An Environmental Census will provide the framework and data necessary to ensure that this happens. It will also bring together and harmonise existing datasets to (i) ensure geographical referencing of all records using standard OS grid (ii) ensure date stamping of all records (iii) facilitate open-access. The NCC proposes that the first Environmental Census is undertaken in 2020 to follow the UK's 'Year of Green Actions'.

Crucially, mass data collection of this kind cannot be undertaken only by scientists and politicians. The Census will involve the use of novel and emerging technologies (e.g. GIS and Landsat imagery, smart phone apps) and will encourage as wide as participation as possible in collecting data, including citizen scientists, individual landowners and school children.

We believe that Oxford should lead on this vital initiative. Our city can draw a huge resource of commitment and expertise from all its citizens, particularly young people. This Council is uniquely placed to coordinate activity among the many stakeholders in our city who will want to take part. We should set the standard by undertaking now to be part of the Census in 2020. In addition, we should go further by offering to undertake a pilot study.

Council therefore asks the Chief Executive:

- 1. To maintain contacts with HMG and the NCC and proactively make clear Oxford City Council's willingness to act as the lead in the proposed Census**

in our region;

2. To offer additionally to conduct a pilot in advance of the main Census;
3. To open discussions with neighbouring authorities about how best to coordinate action at a regional level.

References:

[25 Year Environment Plan, 2018:](#)

[NCC Sixth Annual Report, January 2019:](#)

[Government response, March 2019 \[see in particular recommendation 7\]:](#)

21e Car Free Day

Proposed by Councillor Wolff, seconded by Councillor Simmons

Green member motion

World Car Free Day is on 22 September. Council notes the recent decisions by local Government in London, Edinburgh, Norwich and others to declare 'car free' days covering one or more streets in urban areas and around schools.

Council notes (as set out by the organisation London Car Free Days) that car free days provide many benefits:

1. improved air quality
2. enhanced enjoyment of historic settings and improved visitor experience.
3. increased footfall and dwell times for local commerce.
4. raised ambition for further pedestrian-priority city streets and secondary centres.
5. encouragement for people to discover the pleasures of walking and cycling.
6. an opportunity for local authorities and residents organisations to experiment with and monitor the impact of street closures as pilots for wider or more regular schemes.

Council therefore offers its support for the creation of a Car Free Day in Oxford and asks the Cabinet Member responsible to liaise with the County Council and relevant community organisations with the goal of establishing regular Car Free Days in Oxford.

21f Not penalising school age children for climate change strike action

Proposed by Councillor Henwood

Non-group member motion

Motion

Students or young people of compulsory school age who strike from school relating to climate change should not be penalised for not attending school, or their parents or guardians face fines for non-authorised attendance. Secondly, absence from school with parental or guardian consent should be marked in school registers as 'authorised non-school activity'.

Background

Schools are legally required to maintain an attendance register, and they must tell the local authority about pupils who are regularly absent or have missed at least 10 school days without the school's authority. Some people refer to this system as the 10 yellow card rule.

Schools and local authorities have the legal right to take action for non-attendance. Any student registered with a school can miss school in very restricted circumstances: medical grounds, religious reasons, and transport issues if the LEA have a legally defined circumstance where they have to provide transport.

Reasons for authorised absence from school may include with pre-authorisation – family holidays, funerals, interviews.

Currently many schools record student strike action as 'unauthorised'. If permission is not granted and absence recorded as unauthorised, the parents can be prosecuted.

If a child of compulsory school age who is on the admissions register is found in a public place during school hours, the parents can be prosecuted. On conviction, a fine of up to £1,000 can be imposed on the parents.

The local authority can prosecute a parent for their child's non-attendance at school, and this does not have to be preceded by a fixed penalty notice.

If a prosecution is successful, the court can order a Parenting Order, supervised by either a responsible person at the school or the local authority. A Parenting Order requires parents to attend parenting classes to support them in improving the child's behaviour, and also requires them to comply with other conditions. Breaching such an order can lead to a fine.

An alternative is issuance of fixed penalty notices by the local authority, police officers or head teachers to the parents/guardians of children who have irregular school attendance. The penalty is a £60 for each instance, rising to £120 if paid after 21 days but before 28 days. As many schools record strike action as unauthorised attendance, this process could be applied to the parents or guardians of school

children seeking strike action for climate change.

Many students in Oxford indeed across the globe are going on strike to draw attention to the climate emergency. We have a collective responsibility to change both as individuals and as members of groups and communities. The actions of our students should be celebrated and indeed lessons from young people learnt urgently.

Council resolves to ask the Leader to

- 1. write to our two city MP's, requesting this motion be presented to parliament,**
- 2. write to OFSTED and the local education authority to facilitate changes in recording attendance of young people in compulsory education.**
- 3. write to the portfolio holder for education and the leader of the County Council commending this motion.**

21g Multilateral Nuclear disarmament

Proposed by Councillor Tanner

Labour member motion

Oxford City Council has worked with other Nuclear Free Local Authorities (NFLA) for over three decades to promote multilateral nuclear disarmament.

Oxford City Council is particularly concerned about the huge cost to the taxpayer of nuclear weapons, the risk posed by the regular transport of nuclear weapons on Oxfordshire's roads and the continued threat of nuclear war.

The Council welcomes the International Treaty to Prohibit Nuclear Weapons (TPNW). Around two thirds (122) of United Nations members states have agreed the TPNW.

Council regrets that the governments of existing nuclear weapon states, including the United Kingdom, refuse to support the treaty.

Oxford City Council calls on the U.K. Government to lead a global effort prevent nuclear war by:

- Renouncing the options of using nuclear weapons first;
- Cancelling the replacement of Trident nuclear weapons with enhanced weapons;
- Actively pursuing verifiable agreements among nuclear-armed countries to reduce, and then eliminate, their nuclear arsenals.

Oxford City Council asks the Chief Executive to write to the U.K. Government and Oxford's MPs to inform them of this resolution and urge them to take appropriate action.

21h Tourism Management

Proposed by Councillor Wade, seconded by Councillor Harris

Liberal Democrat member motion

This Council has cut its £173K annual contribution (part grant/part use of property) to Experience Oxfordshire (EO) by £20K from April 2019; by £25K from April 2020; and, from April 2021, EO will receive no grant. It may also lose its City owned base in Broad Street in 2021, which houses the Visitor Information Centre and EO's offices. Oxford had nearly nine million tourists last year, half a million of whom used the Centre. 15,000 Oxfordshire residents work in the tourist trade. In February EO won Destination Marketing Company of the Year award, in face of competition from cities with multi-million-pound budgets, and has consistently been praised for punching above its weight despite limited budgets. At the same time as the City Council grant is being slashed to zero, EO will be working flat out to ensure that Oxford is chosen as part of one of the five 'tourist zones' in the new Govt Tourism Sector Deal of 28 June. There could be a boost from Government funding, a tourist data hub, and thousands of new apprenticeships.

The City expects EO to take on this new challenge, as well as its existing workload.

Experience Oxfordshire has transformed into a much more commercial business model to help deliver on the promotional aspects, whilst still working to not for profit principles and has attracted significant private sector support. However, EO will need continued Local Authority support to continue to provide destination management and marketing services.

This Council recognised the importance of tourism to Oxford's economy by establishing a Tourist Management Review Group. Its recommendations were responded to by the Cabinet Member on 29 May, and the proposals below reference these responses.

Council therefore asks the Cabinet to work with officers to explore funding to:

1. **Support EO's bid to make Oxford one of the UK's 5 'tourist zones.'**
2. **Develop a shared vision for tourism in Oxford with EO, the Universities and businesses, working to EO's ambition statement priorities (Recc.1 Response)**
3. **Discuss commissioning services from EO as a possible way of providing continued funding to EO and ensure that the Council continues to provide business support in this area. (Recc.3 Response).**
4. **Provide an appropriate officer leading on tourism**

for the Council to work closely with EO to avoid an 'unsustainable workload' on the officers (Recc.5 Response)

5. Discuss with EO and Oxfordshire CC what information they have and need to research on tourist coaches e.g. number and movements (Recc.10 Response)
6. Partner with EO in identifying the digital provision of apps and tourism products (Recc.12 Response)
7. Partner with EO and Oxfordshire CC to make the case for the Discover England Fund to continue beyond 2019 (Recc.13. Response)
8. Explore, primarily through the Events Team, closer working with EO and Oxfordshire CC on developing an events strategy (Recc.14 Response)
9. Support Experience Oxfordshire through a continued finance arrangement for at least an additional 5-year period to enable the organisation to continue delivery of services and become more sustainable.

21i Climate Emergency priorities in new builds

Proposed by Councillor Wolff, seconded by Councillor Simmons

Green member motion

Council :

1. notes the officer's report entitled *Carbon-Related Issues (Climate Change and Fuel Poverty)* which states that the Council is able to require all new homes to be zero carbon. It reads :

It is Oxford City Council's view that the recently revised NPPF supports the ability of individual Councils to . . . [set] local targets that are in excess of national requirements. In the Oxford context . . . it is essential that such stretching targets are set and are supported by local policy.

2. notes the Sustainability Appraisal of the Local Plan commissioned by the Council where it reads :

For a truly neutral impact on climate change, the housing would need to be built to standards that exceed the current Building Regulations, and would need to generate a significant amount of renewable energy (Oxford Local Plan 2036 : Sustainability Appraisal and Strategic Environmental Assessment)

3. notes with approval that in Policy RE1 of the draft Local Plan, we are ahead of the field in seizing the opportunity granted by government to require that new homes are, as a minimum, to be built significantly above the government

minimum standard, but

4. notes that we will not require them to be carbon neutral until 2030;
5. notes that zero carbon homes are possible, feasible and typically cost (according to one recent study (https://eciu.net/assets/ECIU_Zero_Carbon_Homes_-compressed.pdf) only 1-2% more to build, a cost which is paid back by lower energy bills within a few years;
6. notes that under policy RE1, houses built from the date of the Local Plan adoption will, without expensive retrofitting which subsequent governments may require, continue to be carbon emitters to the end of the century and beyond;
7. believes that the draft Local Plan to which we are now committed is inconsistent with the climate emergency declared by us on January 28th which recognised the need for early action.

Council therefore:

1. asks those members and officers that are representing the Council in the developing of the Oxfordshire Plan (and our own five-year plan review) to give the highest priority to a drive for the earliest possible adoption of zero carbon building standards;
2. asks those members and officers that are representing the Council in the Growth Board to adopt the same priority;
3. asks the City Executive Board, as sole shareholder in our Housing Company, to give the highest priority to the construction of zero carbon social housing from now onwards;
4. asks the City Executive Board, as sole shareholder in Oxford Direct Services, and recognising the national skill shortages in the building trades, to prioritise up-skilling of our workforce in zero carbon quality building and renewable energy systems.

22 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)

23 Exempt Appendix - Related to Item 10 - Q4 Integrated Report 2018/19 Appendix G

Exempt supplement.

Supplement

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

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

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

Councillors declaring interests

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

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

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

Members’ Code of Conduct and public perception

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

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

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Minutes of a meeting of the COUNCIL on Monday 29 April 2019

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Council members:

Councillor Cook (Lord Mayor)

Councillor Simmons (Sheriff)

Councillor Arshad

Councillor Aziz

Councillor Brown

Councillor Clarkson

Councillor Curran

Councillor Donnelly

Councillor Gant

Councillor Goddard

Councillor Haines

Councillor Hayes

Councillor Hollingsworth

Councillor Humberstone

Councillor Kennedy

Councillor Lloyd-Shogbesan

Councillor McManners

Councillor Pressel

Councillor Rush

Councillor Linda Smith

Councillor Tanner

Councillor Taylor

Councillor Turner

Councillor Wolff

Councillor Malik (Deputy Lord Mayor)

Councillor Altaf-Khan

Councillor Azad

Councillor Bely-Summers

Councillor Chapman

Councillor Corais

Councillor Djafari-Marbini

Councillor Fry

Councillor Garden

Councillor Gotch

Councillor Harris

Councillor Henwood

Councillor Howlett

Councillor Iley-Williamson

Councillor Landell Mills

Councillor Lygo

Councillor Munkonge

Councillor Rowley

Councillor Simm

Councillor Roz Smith

Councillor Tarver

Councillor Tidball

Councillor Wade

Apologies:

Councillor Upton sent apologies.

Councillors Djafari-Marbini, McManners, Bely-Summers, Goddard, Corais and Iley-Williamson arrived during the meeting as shown in the minutes.

Councillors Aziz, Pressel and Tidball left the meeting at the point shown in the minutes.

95. Declarations of interest

Minute 110a: Councillor Simmons declared in the interests of transparency that he was a contractor and small shareholder in Anthesis, who had a contract for a small amount of work supporting the City Council with its climate change strategy; but this did not qualify as a disclosable pecuniary interest. He would therefore remain in the chamber and take part in the debate.

96. Minutes

Council agreed to approve

- the minutes of the ordinary meeting held on 29 January 2019 and
 - the minutes of the budget meeting on 13 February 2019
- as true and correct records.

97. Appointment to Committees

There were no changes to committee memberships.

98. Announcements

The Lord Mayor announced;

- His visit to Padova to sign the twinning agreement
- The annual Oxford Bonn Link week visit to Bonn
- His charity dinner had raised over £2000 for Nightline and the Samaritans

The Leader of the Council announced new champions

- Cllr Munkonge as Champion for small businesses
- Cllr Humberstone as armed forces and veterans' Champion

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

There were no addresses or questions.

100. Summertown and St. Margaret's Neighbourhood Plan

Council considered a report of the Acting Head of Planning Services submitted to the City Executive Board on 10 April. The City Executive Board recommended to Council that the Summertown and St. Margaret's Neighbourhood Plan be "made" (formally adopted).

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

Council resolved that the Summertown and St. Margaret's Neighbourhood Plan be "made".

101. Project Approval and Delegated Authority for Spend for the development of a Homeless Shelter and Assessment Hub

Councillors Djafari-Marbini, and McManners arrived during the debate.

Council considered a report of the Head of Housing submitted to the City Executive Board on 10 April 2019 to seek Project Approval for the development of a new homeless shelter and assessment hub at Floyds Row to further develop services focusing on the prevention and relief of rough sleeping, including winter shelter provision; to request further capital funding from Council; and to delegate authority to enter into construction contracts accordingly.

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

Council resolved:

that, subject to the outcome of the forthcoming architectural feasibility work being affordable and within the proposed budget envelope, that a revised capital scheme now totalling £458k (an additional £274k up from an original £184k) relating to Option C as set out in the officer's report is included in the Council's 2019/20 capital programme (the funding of which is achievable albeit potentially from a variety of sources the ranking of which is still as yet to be finalised).

102. Corporate Plan Update

Councillor Bely-Summers and Corais arrived during the debate.

Council considered a report of the Assistant Chief Executive submitted to the City Executive Board on 13 March 2019 to seek approval for the 2018-19 Annual Update on the Corporate Plan 2016-20. The City Executive Board had resolved to **approve** the Annual Update as set out in Annex 1 of that report

The Leader of the Council, Councillor Brown presented the report and answered questions.

Council noted the Annual Update to the Corporate Plan.

103. Complaints handling arrangements and assessment criteria for code of conduct complaints against councillors

Council considered a report of the Monitoring Officer submitted to the Standards Committee on 25 February 2019. The Standards Committee resolved to recommend Council to approve the changes to the "complaints handling arrangements" documentation including the introduction of assessment criteria for code of conduct complaints set out in the report and appendices.

The Chair of the Standards Committee, Councillor Aziz presented the report and appendices and moved the recommendations, which were adopted on being seconded and put to the vote.

Council resolved to:

1. approve the proposed changes to the “complaints handling arrangements” documentation as detailed in the report and the appendices; and
2. delegate authority to the Monitoring Officer to amend and agree the final text and design of the draft “Arrangements for dealing with code of conduct complaints against councillors” documentation (as set out in Appendix 1 of the report).

104. City Executive Board Minutes

Council had before it the minutes of the last five City Executive Board meetings.

a) Minutes of meeting Tuesday 22 January 2019 of City Executive Board

Councillors Goddard and Iley Williamson arrived during this item.

Minutes 125 and 126 (JSSP Regulation 18 Consultation Document)

Councillor Simmons asked why non-minor amendments were made to the text of the Oxfordshire 2050 Plan (JSSP) consultation document between its approval at each authority and its publication; given that the Scrutiny Committee was advised it could not recommend changes. He also asked how many responses were received.

Councillor Hollingsworth replied that he could not confirm the reasons, but his understanding was that the changes were made to better reflect a correct interpretation of the law and clarify the proposals. A large number of responses were received: some from landowners offering sites and others covering a range of themes. There was a common theme on housing people effectively in a way that was sustainable, low environmental impact, and reduced the impact on climate change. The Council had not responded to what was effectively its own consultation.

Minute 129 (Treasury management report)

Councillor Simmons welcomed the renegotiation and retention of the loan facility for the Low Carbon Hub.

b) Minutes of meeting Tuesday 12 February 2019 of City Executive Board

There were no questions on these minutes.

c) Minutes of meeting Thursday 7 March 2019 of City Executive Board

Minute 154 (Twinning links)

Councillor Wade asked how, given the relatively small budget, the Oxford International Links team would be able to organise and manage effective links with the eight twin

cities: it was clear help was needed and would this be provided from voluntary community Link groups and the universities.

Councillor Clarkson replied that she was conscious of the limited budget. There were ongoing discussions with the Oxford International Links Team (who collaborated with the local voluntary twinning associations) about effective use of their resources and new initiatives including bringing several cities together for events.

d) Minutes of meeting Wednesday 13 March 2019 of City Executive Board

Minutes 159 and 170 (Review of civic flag flying arrangements)

Councillor Gant asked about cross-party involvement in one-off requests to fly particular flags, as this was a civic matter. Councillor Brown, Leader, replied that she would generally seek cross-party views before a decision was made, especially where a request might cause controversy.

Minute 162 (Securing Social Value through Procurement)

Councillor Simmons asked about the process to determine 'social value' when assessing contracts. Councillor Turner replied that the Scrutiny (or Finance Panel if they wished) may in due course ask for a report on the process, and an update report once the principle was better-established.

e) Minutes of meeting Wednesday 10 April 2019 of City Executive Board

There were no questions taken on these minutes as the time had elapsed.

105. Questions on Notice from Members of Council

44 written questions were asked of the Board members and Leader, and written responses published.

These, written responses, and summaries of the 19 supplementary questions and responses are set out in the [printed pack of these minutes](#).

106. Outside organisation reports

a) Oxfordshire Growth Board Partnership

This item was taken before the public addresses.

Council had before it a report of the Assistant Chief Executive on the work of the Oxfordshire Growth Board.

Councillor Brown in her introduction and in answer to questions reported:

- she would provide Council with updates on the Growth Board's substantive business and on decisions affecting the city;
- collaborative work on coherent development along the Oxford to Cambridge Arc was beginning: however formal meetings between local authorities along the Arc

were not yet established, She would press for transparency and accountability in their set up and operation;

- the Growth Board was of the view that good growth was clean/low carbon and sustainable, and were discussing how to secure this in across the county.

Council noted the report and the answers to questions.

b) Oxfordshire Children's Trust Board

This item was taken before the public addresses.

Council had before it a report of the Assistant Chief Executive on the work of the Children's Trust Board, introduced by Councillor Tidball

Councillor Tidball in her introduction and in answer to questions reported:

- the Oxfordshire Children and Young People's plan was attached for information: the city council also had its own separate strategy focussed on the city's needs;
- she noted comments that there were good existing support services (carers' groups and charities) available for the approximately 2000 young carers in the city;
- the rise in mental ill-health among young people was discussed at the Board, and measures to tackle this would continue to be part of the City Council's strategy and the work of the youth ambition team;
- she had asked that assessment of the harm caused by, and work to stop, racist/phobic behaviours be included in the action plans;
- she had recommended to the Health Improvement Board that looked-after children were represented on the Board and its subsidiaries.

Council noted the report and the answers to questions.

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

Councillors Aziz, Pressel and Tidball left before the start of this item.

There were five addresses to Council.

1. Alistair Morris gave an address to ask for the planting thousands of trees in and around the city, as this improves the city and contributes to mitigating climate change.
2. Dr Graham Jones gave an address asking for a review of the procedures for assessing minor planning and licensing applications to avoid the detrimental effects of many incremental changes.
3. Izzy and Kamila gave an address asking for support to improve the standard of living and tackle the climate crisis via sustainability in education.
4. Artwell gave an address asking the Council to rescind its adoption of the International Holocaust Remembrance Alliance policy as he considered it incompatible with the decision to be a twin city of Ramallah.

5. Judith Harley gave an address asking for easier and on-line methods of viewing and responding to all city council consultations, including those proposing changes to charges in car parks such as the Cowley Marsh Car Park.

The full text of these speeches read as submitted; responses from the Board Members in writing before the meeting; and summaries of any verbal responses given at the meeting are set out in the [printed pack of these minutes](#).

108. Scrutiny Committee update report

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

Councillor Gant introduced the report, thanking those councillors and officers who had contributed through the year, and noting that the committee would consider the long list of work plan suggestions at its June meeting.

Council noted the report.

109. Motions on notice

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

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

- a. Acting on the Climate Emergency
- b. Council tax exemption for Care Leavers under 25 years old

The following motions were not taken as the time allocated for debate had elapsed:

- c. Homelessness - Six months to plan for Winter 2019/20
- d. Supporting the EU election process
- e. Nuclear disarmament
- f. Climate Emergency priorities in new builds

a) Acting on the Climate Emergency

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

Two amendments were set out in the briefing note. Councillor Wolff accepted the amendment from Councillor Harris, but not the amendment from Councillor Hayes.

Councillor Hayes proposed and Councillor Brown seconded his amendment.

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

Council then debated the amended motion, and on being put to the vote this was declared carried.

Council resolved to adopt the following motion, as amended:

On 28th January 2019, the Council unanimously passed an amended motion declaring a Climate Emergency. Since then, the County Council has followed suit to unanimously acknowledge the climate emergency facing the world.

The majority of Councils, including Oxfordshire, have pledged to make their own operations carbon neutral by a specified date and put in place a process to report back on progress.

This Council has gone further, by committing to involve a Citizens Assembly to make recommendations on the key decisions around both target deadlines to reach zero carbon and the types of costed measures required to meet those targets. We await the evidence-based recommendations of the Citizens Assembly in September 2019 in order to make decisions and set deadlines that reflect the support of a representation of the city.

Therefore, we will:

1. Continue to call on the Government to provide the powers and resources to fully decarbonise Oxford City Council in the shortest timeframe working towards the vision of zero carbon by 2030 at the latest.
2. Continue to work with partners across the city to deliver this new goal across all sectors and make further reductions in carbon emissions as the City Council is responsible for just 1% of Oxford's carbon emissions.
3. Ensure, as far as possible, that any new targets are reflected in the Oxfordshire Plan 2050 and associated plans and strategies.
4. Report to Council within two months of the finalisation of the Citizens Assembly report with the actions the Council will take to address this emergency.
5. After the Citizens Assembly has reported, encourage Scrutiny, as master of its own house, to consider setting up a review group to scrutinise and support plans to deliver against targets.
6. Respect the process agreed to unanimously by all councillors on 28 January 2019 to approve a Citizens Assembly to 'establish the facts and make recommendations' for dealing with climate change and discourage the submission of further motions to Full Council which may pre-empt the findings of the Citizens Assembly.

b) Council tax exemption for Care Leavers under 25 years old

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

Councillor Azad accepted the amendment proposed by Councillor Henwood as set out in the briefing note.

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

Council resolved to adopt the following motion:

In Oxford we have a proud record of support for people who are struggling financially. Children in local authority care are particularly vulnerable as they move into independent accommodation and begin to manage their own budget fully for the first time. It can be extremely challenging. With no family to support them and insufficient financial education, some will fall into debt and financial difficulty.

The Children and Social Work Act 2017 places corporate parenting responsibilities on district councils for the first time, requiring them to have regards to children in care and care leavers when carrying out their functions.

This provides us with a fantastic opportunity to work together with Oxfordshire County Council and surrounding district colleagues for the benefit of approximately 800 young care leavers who are 16-25 years old across Oxfordshire.

The city council already has a good model of council tax reduction which supports many vulnerable people. All care leavers in financial need are covered by our existing policies. Oxford City Council also has policies of financial and social inclusion in many other areas such as access to our leisure services, advice support and access to housing services that are good models of financial and social inclusion that benefit care leavers among others.

Council notes that many councils chose to end their council tax reduction schemes when the government ceased to provide financial support for these schemes centrally but that in Oxford we chose to retain our scheme to support households who were struggling financially, particularly in light of the government's austerity programme.

Council therefore resolves to ask the Leader of the Council

- to engage with the County Council to see how we can do more to ensure that care leavers and young people who are registered carers, some of our most vulnerable citizens, have the best possible start when they set up their own homes.
- to work with other District Councils to share our expertise in implementing council tax reduction schemes, with a view to looking at broader general agreement on social and financial inclusion policies across the districts as soon as possible.

c) Homelessness - Six months to plan for Winter 2019/20

This motion was not taken as the time allowed for debate had finished.

d) Supporting the EU election process

This motion was not taken as the time allowed for debate had finished.

e) Nuclear disarmament

This motion was not taken as the time allowed for debate had finished.

f) Climate Emergency priorities in new builds

This motion was not taken as the time allowed for debate had finished.

The meeting started at 5.00 pm and ended at 9.00 pm

Chair

Date: Monday 13 May 2019

Minutes of a meeting of the COUNCIL on Monday 13 May 2019

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Members present

Councillor Simmons (incoming Lord Mayor/ outgoing Sheriff)

Councillor Altaf-Khan (incoming Deputy Lord Mayor)

Councillor Goddard (incoming Sheriff)

Councillor Azad

Councillor Bely-Summers

Councillor Chapman

Councillor Corais

Councillor Donnelly

Councillor Gant

Councillor Haines

Councillor Hayes

Councillor Hollingsworth

Councillor Humberstone

Councillor Lloyd-Shogbesan

Councillor Munkonge

Councillor Rowley

Councillor Simm

Councillor Roz Smith

Councillor Tarver

Councillor Wade

Councillor Cook (outgoing Lord Mayor, in the Chair for Minute 1)

Councillor Malik (outgoing Deputy Lord Mayor)

Councillor Arshad

Councillor Aziz

Councillor Brown

Councillor Clarkson

Councillor Curran

Councillor Fry

Councillor Gotch

Councillor Harris

Councillor Henwood

Councillor Howlett

Councillor Kennedy

Councillor Lygo

Councillor Pressel

Councillor Rush

Councillor Linda Smith

Councillor Tanner

Councillor Upton

Councillor Wolff

Apologies:

Councillors Djafari-Marbini, Garden, Iley-Williamson, McManners, Taylor, Tidball and Turner sent apologies.

1. Election of Lord Mayor for the Council year 2019/20

Councillor Wolff proposed, seconded by Councillor Gant, that Councillor Simmons be elected Lord Mayor. There were no other nominations.

Council resolved to elect Councillor Simmons as Lord Mayor of Oxford for the Council Year 2019/20.

Councillor Simmons took the Chair from Councillor Cook and subsequently signed the Declaration of Acceptance of Office.

2. Election of Deputy Lord Mayor for the Council year 2019/20

Councillor Wade proposed, seconded by Councillor Tanner, that Councillor Altaf Khan be elected Deputy Lord Mayor. There were no other nominations.

Council resolved to elect Councillor Altaf Khan as Deputy Lord Mayor of Oxford for the Council Year 2019/20.

Councillor Altaf Khan subsequently signed the Declaration of Acceptance of Office.

3. Election of Sheriff for the Council year 2019/20

Councillor Roz Smith proposed, seconded by Councillor Hollingsworth, that Councillor Goddard be elected Sheriff. There were no other nominations.

Council resolved to elect Councillor Goddard as Sheriff of Oxford for the Council Year 2019/20.

Councillor Goddard subsequently signed the Declaration of Acceptance of Office.

4. Declarations of interest

There were no declarations.

5. Announcements

The Lord Mayor reminded councillors of the arrangements for the civic ceremonies following the meeting.

6. Council Leader from May 2018 to May 2020

Council noted that Councillor Brown remained as Leader of the Council for a term of office ending on the day of the annual council meeting in 2020.

7. Report of the Leader of Council

The Leader of the Council reported that she was changing the name of the executive from '**City Executive Board**' to '**Cabinet**' with immediate effect.

She reported her appointment of the Deputy Leader and her Cabinet, and also on a number of appointments as set out below. She would arrange for circulation of portfolio names and responsibilities once she had determined these.

Cabinet membership	
Deputy Leader (statutory)	Councillor Linda Smith
Members	Councillor Clarkson Councillor Chapman Councillor Hayes Councillor Hollingsworth Councillor Rowley Councillor Tidball Councillor Turner (as non-statutory deputy leader) Councillor Upton

Reappointment of Champions (not members of Cabinet, but with responsibilities not directly covered by Cabinet)	
Representation in the Workforce Champion	Councillor Aziz
Old People's Champion	Councillor Kennedy
Sports in Schools Champion	Councillor Lygo
Living Wage Champion	Councillor Rush
Co-operatives Champion	Councillor Howlett
Armed forces and veterans' Champion	Councillor Humberstone
Small Business Champion	Councillor Munkonge

The Council's representatives (and substitutes if any) on the Growth Board and its three advisory sub-groups:	
Oxfordshire Growth Board;	Councillor Brown, Leader
Oxfordshire Plan 2050 Advisory Sub Group	Councillor Hollingsworth
Affordable Housing Advisory Sub Group	Councillor Rowley
Infrastructure Advisory Sub Group	Councillor Linda Smith

Shareholders for:	
Oxford City Housing Limited (comprising OCH Ltd; OCH (Development) Ltd, OCH (Investment) Ltd	The whole of the Cabinet, acting as shareholders.
Oxford West End Development Ltd	The whole of the Cabinet, acting as shareholders.
Oxford Direct Services (comprising ODS Ltd; ODS (Trading) Ltd)	The whole of the Cabinet, acting as shareholders.

The Leader of the Council confirmed there were no changes to the Executive Scheme of Delegation as set out in the Section 4 of the Council's Constitution (apart from replacing *City Executive Board* with *Cabinet* throughout).

8. Appointment to Council Committees 2019/20

Council had before it the report of the Head of Law and Governance setting out the appointments to committees, and separately published appendices setting out the political balance calculations, and the nominations by each group to committee places.

Revised appendices were tabled setting out the new political balance calculations and changes in the proposed memberships of committees to take account of the non-grouped independent councillors' decisions to decline the committee seats offered to them.

The Head of Law and Governance reported the decision of the Group Leaders:

- The Labour Group would take the unallocated seat on the Standards Committee
- The Liberal Democrat Group would take the unallocated seat on the Audit and Governance committee

Council resolved to:

1. Approve the structure of the Council committees, as defined within the Council's constitution and set out in Appendix 1: Committee structure;
2. Approve the methods, calculations and conventions used in determining political representation on committees as outlined in the report and set out in *Revised Appendix 2: Political proportionalities on Council committees 2019-20*; and
 - a. Note that the Labour Group had chosen the unallocated seat on the Standards Committee;
 - b. Agree that the unallocated seat on the Audit and Governance Committee be allocated to the Liberal Democrat Group
3. Approve the appointment of nominated members to Council committees in accordance with the requirements of political proportionality and the nominations made by political groups, as set out in the table below;

4. Agree that all members of Council will form the pool of members able to observe on appeals and some grievances panels;
5. Appoint two non-executive members to the Oxfordshire Growth Board Scrutiny Panel as shown in the table below;
6. Appoint one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee as shown in the table below; and
7. Delegate authority to the Head of Law and Governance to fill appointments to any vacant seats in accordance with the instructions of the relevant Group Leaders.

Committee	Labour	Liberal Democrat	Green
Oxfordshire Joint Health Overview and Scrutiny Committee	1. Nadine Bely-Summers		
Oxfordshire Growth Board Scrutiny Panel	1. <i>to be confirmed</i>	1. Andrew Gant	1. Craig Simmons
Licensing and Gambling Acts Committee	1. Ben Lloyd-Shogbesan 2. Mary Clarkson 3. Colin Cook 4. Nigel Chapman 5. Sian Taylor 6. James Fry 7. John Tanner 8. Mark Lygo 9. Louise Upton 10. Tiago Corais 11. Rae Humberstone	1. Mike Gotch 2. Tom Landell Mills 3. Liz Wade	1. Craig Simmons
General Purposes Licensing Committee	1. Ben Lloyd-Shogbesan 2. Tiago Corais 3. Mary Clarkson 4. Colin Cook 5. Mark Lygo 6. Sian Taylor 7. <i>to be confirmed</i>	1. Mike Gotch 2. Liz Wade	1. Dick Wolff
Appointments Committee	1. Ed Turner 2. Pat Kennedy 3. Susan Brown 4. Linda Smith	1. Andrew Gant	
Audit and Governance Committee	1. Ben Lloyd-Shogbesan 2. Tiago Corais 3. Chewe Munkonge 4. Martyn Rush 5. James Fry	1. Andrew Gant 2. <i>Mike Gotch (Confirmed after the meeting)</i>	

Committee	Labour	Liberal Democrat	Green
Investigation and Disciplinary Committee	1. Lubna Arshad 2. Susan Brown 3. Pat Kennedy	1. Liz Wade	
East Area Planning Committee	1. John Tanner 2. Ben Lloyd-Shogbesan 3. Mary Clarkson 4. Shaista Aziz 5. Nigel Chapman 6. Sian Taylor 7. Christine Simm	1. Roz Smith 2. Liz Wade	
West Area Planning Committee	1. Tiago Corais 2. Alex Hollingsworth 3. Louise Upton 4. Colin Cook 5. Alex Donnelly 6. Dan Iley-Williamson	1. Paul Harris 2. Mike Gotch	1. Dick Wolff
Planning Review Committee	1. Chewe Munkonge 2. Linda Smith 3. Jamila Azad 4. James Fry 5. Joe McManners 6. Mark Lygo 7. Steve Curran	1. Mohammed Altaf-Khan 2. Steve Goddard	
Scrutiny Committee	1. Ben Lloyd-Shogbesan 2. Hosneih Djafari-Marbini 3. Tiago Corais 4. Alex Donnelly 5. James Fry 6. Lubna Arshad 7. Nadine Bely-Summers 8. Richard Howlett 9. Joe McManners	1. Andrew Gant 2. Mohammed Altaf-Khan	1. Craig Simmons
Standards Committee	1. Susanna Pressel 2. Ben Lloyd-Shogbesan 3. Shaista Aziz 4. Sian Taylor 5. Pat Kennedy 6. <i>to be confirmed</i>	1. Mike Gotch	

9. Council scheme of delegation for 2019/20

Council resolved to agree the Council's Scheme of Delegation or its responsibilities set out in Section 5 of the Council's Constitution as agreed on 26 November 2018 and published with minor amendments on the website in April 2019.

The meeting started at 6.00 pm and ended at 6.15 pm

Chair

Date: Monday 22 July 2019

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To: Cabinet and Council

Date: 29 May 2019 Cabinet
22 July 2019 Council

Report of: Head of Housing services

Title of Report: The future strategic direction for the Council's group of housing companies

Summary and recommendations	
Purpose of report:	To consider and approve changes to the arrangements between the Council's group of Housing companies and the Council's Housing Revenue Account for the delivery of affordable housing in response to recent government policy changes and to agree to a review of future Oxford City Housing Limited (OCHL) development with a view to expanding activity and accelerating affordable housing delivery.
Key decision:	Yes
Cabinet Members:	Housing (Building Better Homes) and Executive Member for Finance and Asset Management
Corporate Priority:	Meeting Housing Needs
Policy Framework:	Housing and Homelessness Strategy.
Recommendations: That Cabinet resolves to:	
<ol style="list-style-type: none"> 1. Agree that the Oxford City Housing Limited group of companies (OCHL) continues with the current development and acquisition programmes as detailed in paragraphs 9,12 and 14 of this report; 2. Agree that the Council's Housing Revenue Account from this date onwards purchases and manages the social rented and shared ownership units (with the exception of the Barton Park units); 	
<ol style="list-style-type: none"> 3. Recommend to Council to increase the HRA capital programme by £45.303m so that adequate additional budgetary provision is made available for the acquisitions to take place (see Appendix 1); 4. Recommend to Council to approve a revised HRA budget and Business Plan that incorporates the new acquired dwellings that 	

<p>impacts on rental income, maintenance spend, interest payments, debt redemption activity and other matters as set out in Appendix 2;</p> <p>5. Recommend to Council to approve the re-phasing of the loans from the General Fund Capital Programme in relation to the borrowing activity of OCHL over the MTFP period 2019/20 to 2022/23(see appendix 1)</p> <p>6. Agree that delegated authority is given to the Assistant Chief Executive in consultation with the Head of Finance and the Head of Law and Governance to approve and facilitate the agreed purchase by the HRA of all affordable housing units at the OHCL development sites.</p> <p>7. Authorise Phase 2 of the review of the role and future activity of OCHL and the detail of the review as set out in paragraph 17 of the report; and</p> <p>8. Grant delegated authority to the Assistant Chief Executive in consultation with the Head of Finance and Head of Law and Governance to approve the sale of sites as set out in the OCHL business plan to OCHL providing that such sales comply with the mechanism set out in paragraph 31 of this report and s123 of the Local Government Act 1972, and are made on the basis that following development all affordable housing units at the sites would be purchased back by the Council through the Housing Revenue Account.</p>

Appendices	
Appendix 1	Revised HRA and General Fund Capital Programme
Appendix 2	Revised Housing Revenue Account
Appendix 3	Trowers Legal Advice - Exempt

Introduction and background

1. The Council's City Executive Board on the 17th March 2016 agreed to set up a housing company to be wholly owned by the Council with a primary aim of building and owning social housing. This was in response to changes in Government policy namely the introduction of four years of rent reductions and a high value asset levy, which taken together severely restricted the Council's ability to continue with its ambitious council house building programme. This followed on from a successful programme of new build delivering 113 units

funded mainly from the Council's Housing Revenue Account (HRA), together with grant from the Homes and Communities Agency's (now Homes England) Affordable Housing Programme. The housing company group set up by the Council comprises three companies, a holding company, an investment company and a development company.

2. The City Executive Board and the OCHL Shareholder have approved a development and acquisition programme and business plan to deliver 572 new homes over the period 2018 to 2026. This includes the purchase from the Council by OCHL of the social rented homes being developed at Barton Park by Barton Oxford LLP (BOLLP).
3. The table below summarises progress with the development sites and so far 22 of the 95 social rented units in the first phase of Barton Park have been handed over.

Scheme	Number of homes	Status	Estimated Completion
Rose Hill	43 (all affordable)	Planning permission obtained – build contract signed with Feltham	Nov 2020
Warren Crescent	10 (all affordable)	Planning permission obtained – build contract signed with Leighfield	July 2020
Elsfield Hall and Cumberlege Close	35 (18 affordable)	Planning permission obtained – procurement of contractor underway	Dec 2020
Between Towns Road	38 (19 affordable)	Planning permission granted at committee – called in for review. Procurement of contractor underway.	Dec 2020
Harts Close	2 (both affordable)	Planning permission	April 2020

		obtained – price being negotiated with contractor	
Lucy Faithfull House	36 (18 affordable)	Pre planning application underway	April 2021
Underhill Circus	36 (18 affordable)	Pre planning application underway	Sep 2021
Edgecombe Drive	7 (all affordable)	Pre planning application underway	Aug 2020
Bracegirdle, Mortimer, Broad Oak	8 (7 affordable)	Planning permission obtained, tenders received and being assessed	July 2020

4. Recent government policy changes have removed restrictions on the ability to borrow within the HRA. This necessitates a review of the approach previously adopted by the Council and the future role for OCHL (of which the Council is the shareholder) with respect to affordable housing delivery.

Review phase 1

5. The objectives of the review have been to
 - Maintain the existing social housing new build programme.
 - Maximise the potential to expand and accelerate the programme through using new borrowing flexibilities
 - Protect the assumed position in the Medium Term Financial Plan (MTFP) and explore the potential for an increased contribution from OCHL, if financially prudent and affordable for the company.
 - Provide a more efficient and coherent model for the management of the Council's social housing stock
6. OCHL's business plan continues to reflect the position agreed by the Council namely
 - A development programme of Council owned sites that would be sold to OCHL and would deliver an estimated 207 mixed tenure properties including external sales with the remainder of the dwellings being owned by OCHL long term and managed by Oxford City Council on behalf of OCHL via a Service Level Agreement (SLA).
 - A programme of acquisition from the Council of 354 social rented units at Barton Park developed by BOLLP

- A funded trickle transfer of 5 HRA voids each year for the first 5 years of the business plan with an aspiration that this would continue thereafter to effectively create larger units and/or new units, where land footprint allowed.
7. The Council's current MTFP and Treasury Management Strategy agreed at Council in February 2019 reflect this base position
 8. The lifting of the HRA debt cap raises the question of whether continuing to deliver affordable housing through OCHL is necessary or advantageous, since expanded borrowing capacity means it could now be done directly from within the HRA. However there are a number of advantages to a continued role for OCHL, and the potential disadvantages in undertaking all activity through the HRA are as follows:
 - **Protection from future government policy changes.**
The delivery of developments of significant value and the associated long term borrowing plans require certainty. It is clear that even since the introduction of self-financing, the Government has continued to interfere with the financial elements of Local Authorities' HRAs. The now retracted high value void levy and the imposition of rent reductions being examples of this. This lack of certainty with regard to future funding places future supply delivery at risk from potential future Government policy changes.
 - **Greater opportunity for diversifying housing mix.**
Whilst Local Authorities do have the ability to undertake mixed development activity, the current arrangement allows greater opportunity for OCHL to diversify into the development of other tenures such as sub market rent in order to meet the housing need of a wider group.
 - **Recovery of funds already invested**
Approximately £1m of set up costs incurred to March 2019 by OCHL are planned to be covered by future sales receipts and this has always been part of OCHL strategy and business plan.
 - **Contribution to the MTFP**
There would be a significant negative impact on the Council's current and on-going MTFP.
 - **Balancing risk**
It completely de-risks the development activity out of the HRA and therefore does not impact on the investment in and the management and maintenance of the Council's existing stock.
 9. It is therefore proposed that OCHL continues with the current development and Barton acquisition programme

Management of housing stock

10. The additional HRA borrowing headroom provides an opportunity for a more efficient and coherent model for the management of the Council's social housing stock and for OCHL to concentrate almost exclusively on development. The

Council through its HRA would buy the social rented and shared ownership units from OCHL. This is a tidier position in that tenants would be clearer with regard to rights and responsibilities. The Council would need to build capability to manage shared ownership which it would in any event need to do on behalf of OCHL and work is underway in preparation for this. The exception to this however is that the acquisition and ownership of the Barton units would remain with OCHL as this purchase is integral to meeting existing MTFP assumptions and the timing of handovers on the first phase. Another considerable advantage of this option is that it would avoid the need for OCHL to establish a Registered Provider subsidiary. This is because grant provided from the Growth Deal required for a number of sites to deliver a minimum of 50% affordable housing could now be drawn down through the HRA being an automatically registered entity.

11. It is therefore proposed that OCHL will continue with the current development programme with the HRA purchasing the social rented and shared ownership units. Barton Park social rented units would continue to be acquired by OCHL.

Transfer of voids

12. The HRA 'trickle' transfer of 5 voids per year to OCHL was initially agreed for two main reasons. Firstly the HRA had developed an initiative to identify void properties with the potential for extension and /or development. The previous government policy changes that negatively impacted the HRA threatened to affect the continuation of this initiative so the activity was transferred to OCHL. The second reason was to provide income back to the HRA (through purchase by OCHL) to help fund the high value asset levy; this initiative has now been abandoned by Government. It is therefore proposed that the transfer of voids that are not suitable for development is ceased after the 2018/2019 financial year as there is now no perceived benefit and it adds complexity in housing management terms. It is proposed the initiative to extend or redevelop voids should continue with OCHL in order to deliver larger units. Experience shows that there are only a small number (3-4) suitable each year. It should be noted that this activity could be constrained as the Council has a Government imposed limit of 5 units or pieces of land that can be transferred each year under a general consent. If the limit of 5 units transferred from the HRA to OCHL was reached in any one year then as a fall back option the development could alternatively take place within the HRA

Potential future OCHL development sites

13. The Council is continuing to bring forward additional potential sites and has appointed professional teams to assess the feasibility of the sites listed below with further site feasibilities currently being tendered.

Hill View Farm	c80 units
Goose Green	c60 units
Bertie Place	c30 units
Redbridge Paddock	c175 units
Westlands Drive	c15 units

These can either be developed using funding directly from the HRA or by OCHL and subsequently sold to the HRA. Cabinet will receive a future report for consideration of the most appropriate route following the completion of phase 2 of the review and this will be aligned to the 2020/21 budget setting timetable.

Changes to OCHL programme

14. In addition there are three sites that were originally in the OCHL programme, namely Bracegirdle, Mortimer and Broad Oak (8 units of bungalows), that were transferred back to the HRA as they were potentially to be in receipt of Homes England grant which OCHL could not draw down. The grant eventually was not forthcoming. However, due to the removal of the HRA debt cap, it is proposed that these be added to the current OCHL development programme with the completed affordable units to be purchased by the HRA. This enables grant to be accessed from the Growth Deal.
15. The proposed changes at paragraphs 11, 12 and 14 of this report will require the agreement and approval of changes to several MTFP related elements (see table in financial implications section) an updated HRA Business Plan and HRA capital programme (see Appendices 1 and 2) and for the Shareholder to agree a revised OCHL Business Plan. Current estimates suggest that even after undertaking the above changes in OCHL strategy and with the remaining MTFP assumptions unchanged, the return of resources back to the Council potentially via loan interest and service level agreements (SLAs) income OCHL can continue to meet its MTFP obligations. In summary the Council's General Fund capital budget will increase with regards to the re-phased OCHL borrowing and it will continue to receive in the current MTFP period 2019/20 to 2022/23 all the expected OCHL returns, albeit potentially profiled slightly differently. The HRA will similarly experience increases to its capital programme for the purchases of dwellings and the HRA itself will be impacted with associated changes in rental income, revenue expenditure and interest and loan payments.
16. Given the increased HRA borrowing potential, officers have also been examining the opportunity of delivering additional affordable units for the Council by the HRA purchasing some of the market sale units on sites within the current development programme. The HRA has the financial strength to acquire additional units and is much better placed to do so than OCHL which is already highly geared given its debt position and limited assets. An additional advantage is the HRA being a regulated entity has the ability to draw down Growth Deal grant and give a greater confidence to delivery of the year 2 Growth Deal commitments. It is estimated that 37 market sales could be converted to 37 shared ownership properties in the HRA in this way and would require the HRA to increase its capital programme by a further £18.090m.

Review of future role and activity of OCHL

17. The Council is continuing to review how it can accelerate the delivery of affordable housing units, the development of alternative tenures to meet housing need and support economic growth as well as meeting its MTFP commitment.

OCHL has recently recruited an interim managing director to lead a 6 month review feeding into the 2020/21 budget setting, with the following objectives:

- Examine the resources and expertise currently available to the Housing Company and how it is organised and make recommendations on what is needed to improve the pace of programme delivery.
- Develop a delivery programme for the next batch of Council sites that have been identified as having potential to be delivered by OHCL.
- Develop a viable proposition for alternative tenure offer in addition to social rent, including an affordable Private Rented Sector (PRS) offer.
- Given the finite number of Council owned development sites appraise opportunities for an expansion of OHCL's activity, including potential purchase of land for development, commission the required work to identify potential sites and develop costed proposals for these sites.
- Explore delivery vehicle options and make recommendations for appropriate partnership arrangements and subject to agreement, take forward the development of the partnership(s).
- Develop proposals and make recommendations for appropriate governance of the Housing Company, including additional Board Directors and clarity about the relationship with stakeholders.

Financial implications

Medium Term Financial Plan

18. The 2019/20 approved budget and MTFP elements relating to the housing company are predicated on the previous OCHL strategy, namely the company would develop and then retain, manage and maintain the non-private sales properties on all the development sites as well as purchasing and managing the Barton acquisitions. The associated long term company borrowing that would consequently be required and represented in the then phasing of estimated activity, produced a total expectation of resources to be returned to the Council from OCHL and this is reflected in the current MTFP 4 year period (2019/20 to 2022/23) approved at Council in February 2019.
19. The revised OCHL strategy to now sell the dwellings it was previously going to manage to the Council's HRA has meant that along with updated phasing of the development activity since the approved budget; the housing company returns to the Council's MTFP have inevitably changed. The table below confirms that OCHL is still able to meet its current MTFP obligations as originally planned with a modest additional £615k forecast over the four year period. In practice given the size of the increased capital programme and the intricacies of additional borrowing it would be prudent not to account for this additional income in the MTFP at this stage. Members should also note that it is only the OCHL elements of the MTFP that have been re-run. The rest of the MTFP assumptions

not related to this report will be updated during the 2020/21 budget exercise that will start in late summer 2019.

20. Members should note that at the end of the MTFP period the 2022/23 annual expected return from OCHL is gross c. £2.3m. In order to meet this level of return each year to support the MTFP it is essential a continuous on-going year-on-year programme of development is identified, undertaken and delivered by OCHL. Thus the work of securing future sites both inside and outside of Oxford, the identification of more commercially orientated opportunities and the exploration of joint venture partnerships must be considered as is the potential of extending tenures to satisfy the housing needs of other groups in Oxford e.g. key workers etc.

A summary of the revised MTFP movement position for 19/20- 22/23 is given in the following table:

<u>Proposed Strategy to Meet MTFP Obligations</u>	£	£	£	£
Request from MTFP	(603,681)	(930,648)	(1,612,844)	(2,271,753)
Funded by:				
GF SLA's	(256,781)	(264,484)	(272,419)	(280,592)
Loan Interest Payments	(994,000)	(2,215,000)	(1,263,000)	(1,168,000)
	(1,250,781)	(2,479,484)	(1,535,419)	(1,448,592)
Movement in MTFP Cost of Borrowing	745,761	357,364	(218,196)	(343,898)
Bal b/fwd	138,506	237,167	(954,305)	(1,095,076)
(Over)/Underpayment In-Year	98,661	(1,191,472)	(140,771)	479,263
Bal c/fwd	237,167	(954,305)	(1,095,076)	(615,813)

Housing Revenue Account

21. The current financial position of the HRA, despite the continuation of the 4 year 1% rent reduction and additional spending commitments e.g. increasing Tower Blocks etc. the account has nonetheless built up some healthy reserves for future spend and is yet to undertake any headroom borrowing. With the debt cap now removed the opportunities to acquire more social housing to be managed within the HRA now transpires and it is this strategy that the Council is now pursuing.
22. The HRA will acquire newly built properties effectively de-risking the development activity out of the HRA. It is estimated that the increase in the HRA capital budget will be £3.460m in 2019/20 and £41.843m in 2020/21.
23. Given the availability of other sources of capital funding to the HRA the additional borrowing element needed by the HRA to fund the proposed acquisitions is £1.795m in 2019/20 and £11.385m in 2020/21. A comparison of

the revised HRA revenue and capital positions with that recently approved for 2019/20 is exemplified at Appendix 1 and 2.

24. The above activity includes the additional HRA acquisitions arising at the Between Towns Road site, where the HRA is also buying those properties originally earmarked for private sale. This is also to continue to support the Oxfordshire Housing and Growth Deal. Similarly the opportunity for the HRA to acquire the private sales provision on other sites was explored but these did not deliver on an individual scheme by scheme basis what one would consider suitable Value For Money returns for the HRA and its tenants.
25. The HRA (see appendix 2) does indicate that future balances do diminish from 2021/22 by the presumed decision that debt redemption activity of the newly acquired debt will start from this year.
26. The extent with which the Council could continue with this approach going forwards will be dependent on an overarching strategic review of the other competing demands for HRA investment in existing assets such as regeneration projects. This will be incorporated into future HRA business planning
27. OCHL's delivery programme requires the development of 10 sites that are currently in Council ownership. In order to facilitate this development programme and to reduce the financial risk to OCHL, it will be necessary for the land to be transferred into OCHL at the start of the development process for each site. The land associated with the affordable housing would be transferred back to the HRA when the development is completed along with the freehold of blocks containing both affordable and private homes. Any market sales that were capable of a freehold disposal would be disposed of completely.
28. The development programme has been structured to ensure that at least 50% affordable housing is provided on all qualifying sites and homes are constructed to high levels of insulation to reduce carbon footprints and address fuel poverty for tenants. It is therefore important that the value of land transferring into OCHL fully reflects the costs of meeting Council aspirations for these schemes and the current build costs being experienced in the market. Hence these sites will be valued once the quantum of development and tenure mix is fixed and the build costs are understood, to maximise the chance of success for OCHL and to maximise the returns to the Council from this process.
29. The re-run of the OCHL business plan reflecting the above change in strategy will be presented to the Shareholder in a detailed report at the next Shareholder meeting. That said the Directors of the company have indicated that they are content with the revisions in accordance with this revised strategy and the housing company group continues as a profitable long term going concern.

Legal issues

30. The Council has the power to dispose of land at best consideration pursuant to Section 123 of the Local Government Act 1972, and has the power to acquire completed affordable housing units pursuant to Section 17 of the Housing Act 1985.
31. The approach set out here is legally compliant. External legal advice, from Trowers and Hamlin solicitors, was obtained, and their confidential and

privileged advice is attached as an exempt appendix to this report. The Council and OCH(D)L will of course need to ensure that the value of the property transactions made between them creates no opportunity for challenge as representing unlawful State Aid to OCHL.

32. While Housing and Growth Deal funding would not be accessible to the Council's housing companies (as no company within the OCHL group holds Registered Provider status), this funding should be available under the scheme proposed, as the funding will be drawn down by the Council not to form part of the property development costs but to assist in the property purchase costs.

Level of risk

33. The changes to both the OCHL and HRA Business plans will be reflected in the associated risk registers of each entity and continued to be managed by the relevant Board for the companies and the Head of Housing and Head of Finance with respect to the HRA.

Equalities impact

34. The increase in affordable housing will have direct benefit for those in greatest housing need.

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Background Papers:
None

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HRA Comparison of 2019/20 Original Approved Capital Budget with Revised Position

	HRA Capital Budget 2019-20	HRA Capital Budget 2020-21	HRA Capital Budget 2021-22	HRA Capital Budget 2022-23
	£'000	£'000	£'000	£'000
Total Housing Revenue Account Schemes	20,269	19,853	8,613	9,071
Financed by:				
Major Repairs Reserve	7,985	9,617	5,754	6,145
RTB Capital Receipts (inclusive of 1-4-1 Retained)	-	-	-	-
Other Capital Receipts	2,730	2,794	2,859	2,926
Reserves	9,554	5,749	-	-
Government Grants	-	500	-	-
Revenue Contributions	-	1,193	-	-
Headroom Borrowing	-	-	-	-
Total Funding of Housing Revenue Account Schemes	20,269	19,853	8,613	9,071

Proposed Increase in GF Capital Programme re Additional Loans to OCHL

	£	£	£	£
Original Programme	35,350	21,518	6,574	15,488
			Total	78,930

Appendix 1

	HRA Capital Budget 2019-20	HRA Capital Budget 2020-21	HRA Capital Budget 2021-22	HRA Capital Budget 2022-23
	£'000	£'000	£'000	£'000
Total Housing Revenue Account Schemes	23,729	61,696	8,613	9,071
Financed by:				
Major Repairs Reserve	8,721	8,898	4,898	6,728
Other RTB Capital Receipts	1,518	1,738	1,855	2,343
Other Capital Receipts	-	1,335	-	-
Reserves	10,765	29,000	-	-
Government Grants	80	5,422	1,860	-
Revenue Contributions	850	3,916	-	-
Short Term Borrowing	1,795	11,385	-	-
Total Funding of Housing Revenue Account Schemes	23,729	61,696	8,613	9,071

Increase **45,303**

	£	£	£	£
Original Programme	32,879	21,841	3,225	6,678
			Total	64,623

Decrease **(14,307)**

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HRA Comparison of 2019/20 Original Approved HRA Budget with Revised Position

Appendix 2

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	<u>2019/20</u> £'000	<u>2020/21</u> £'000	<u>2021/22</u> £'000	<u>2022/23</u> £'000		<u>2019/20</u> £'000	<u>2020/21</u> £'000	<u>2021/22</u> £'000	<u>2022/23</u> £'000
Income					Income				
Dwelling Rents	(40,702)	(42,059)	(42,559)	(43,654)	Dwelling Rents	(41,342)	(42,177)	(43,882)	(45,065)
Bad Debt Provision	738	758	748	748	Bad Debt Provision	646	651	668	686
Service Charges	(1,446)	(1,760)	(1,627)	(1,627)	Service Charges	(1,467)	(1,477)	(1,508)	(1,538)
Garage Income	(215)	(221)	(226)	(232)	Garage Income	(215)	(218)	(221)	(225)
Miscellaneous Income	(783)	(783)	(783)	(783)	Miscellaneous Income	(783)	(783)	(783)	(783)
Right to Buy (Retained Admin Fee)	(59)	(59)	(59)	(59)	Right to Buy (Retained Admin Fee)				
Total Income	(42,466)	(44,123)	(44,505)	(45,606)	Total Income	(43,161)	(44,004)	(45,726)	(46,925)
	0	0	0	0					
Expenditure	0	0	0	0	Expenditure				
Management and Services (Stock Related)	9,510	9,526	9,509	9,661	Management and Services (Stock Related)	9,510	9,723	9,629	9,707
Other Revenue Spend (Stock Related)	1,761	1,656	1,646	1,646	Other Revenue Spend (Stock Related)	1,764	1,809	1,854	1,900
Miscellaneous Expenditure (Not Stock Related)	579	583	587	591	Miscellaneous Expenditure (Not Stock Related)	579	338	349	355
Responsive & Cyclical Repairs	12,728	12,984	13,245	13,565	Responsive & Cyclical Repairs	12,728	13,023	13,320	13,652
Interest Paid	7,920	7,925	8,578	8,578	Interest Paid	7,957	8,000	9,057	8,948
Depreciation	8,675	8,835	8,996	9,160	Depreciation	8,721	8,898	9,168	9,394
Total Expenditure	41,175	41,509	42,561	43,202	Total Expenditure	41,259	41,791	43,377	43,956
	0	0	0	0					
Net Operating Expenditure	(1,292)	(2,614)	(1,944)	(2,404)	Net Operating Expenditure	(1,902)	(2,213)	(2,349)	(2,969)
	0	0	0	0					
Revenue Contributions towards Capital	850	2,200	(0)	(0)	Revenue Contributions towards Capital	850	3,918		
Investment Income	(50)	(38)	(64)	(91)	Repayment of Short Term Debt			2,429	3,006
	0	0	0	0	Investment Income	(153)	(76)	(24)	(24)
	0	0	0	0					
(Surplus)/Deficit for the Year	(492)	(452)	(2,008)	(2,496)	(Surplus)/Deficit for the Year	(1,205)	1,629	56	13
Retained Balance	(4,000)	(4,492)	(4,944)	(6,952)	Retained Balance	(4,000)	(5,205)	(3,576)	(3,520)
Cumulative Balance	(4,492)	(4,944)	(6,952)	(9,447)	Cumulative Balance	(5,205)	(3,576)	(3,520)	(3,507)

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To: Cabinet
Council

Date: 29 May 2019 Cabinet
22 July 2019 Council

Report of: Head of Financial Services

Title of Report: Revolving Construction Loan to Low Carbon Hub

Summary and recommendations	
Purpose of report:	To request Cabinet to approve a revolving loan facility to Low Carbon Hub.
Key decision:	Yes
Cabinet Member:	Deputy Leader, Finance and Asset Management
Corporate Priority:	Cleaner, Greener.
Policy Framework:	Council's Corporate plan.
Recommendations: That Cabinet resolves to:	
<ol style="list-style-type: none"> 1. Approve a revolving loan facility to the Low Carbon Hub of £2.3 million at an annual interest rate of 5%, secured on the assets of the Low Carbon Hub whilst noting the success of previous loan facilities; 2. Recommend that full Council agrees to make budget provision of £2.3 million to enable this loan facility to be created; and 3. Instruct the Head of Law and Governance in consultation with the Head of Financial Services to draw up and enter into a new loan agreement with the Low Carbon Hub setting out the terms of the loan. 	

Appendices	
Appendix 1	Risk Register

Introduction and background

1. In June 2014, the City Executive Board approved a £2.3m loan facility to the Low Carbon Hub (the Hub) to fund the development stages of renewable energy projects with repayment being facilitated by the Hub raising equity shares in the project.
2. Authority was delegated to the Council's Section 151 Officer to enter into a loan agreement with the Hub in consultation with the Monitoring Officer and Chief Executive.
3. A loan agreement was subsequently entered into on 11th June 2014, the key aspects of which were:
 - A loan facility of £2.3m
 - 36-month availability period
 - Drawdowns secured against solar panel equipment as it is purchased
 - Drawdowns to be repaid within an expected cycle of 6-9 months although the money would be available within the 36 month availability period
 - Annual interest rate of 5%
4. In October 2015, the Council entered into a supplemental agreement with the Hub in which it was agreed that an additional 364 days may be added to the availability period up to June 2018:
5. The Hub utilised the full facility of £2.3m, receiving funds from the Council across 11 tranches between July 2014 and October 2016.
6. A further loan facility of £1.3m was agreed by CEB on 22nd May 2018 to be repaid by 28th March 2019. Of this, £628,715 was repaid on 21st November 2018 with the remaining balance of £671,285 repayable / repaid as at 28th March 2019. Under the agreement, the Low Carbon Hub was to open a new Share Offer called the Community Energy Fund in the summer of 2018 with a follow-up opening in January 2019. These two offers generate sufficient funds to repay the £1.3m. All interest due on the loan was also repaid.
7. The Council still has one loan of £100,000 outstanding with the Hub for a fish pass at Sandford lock, which was taken out in April 2017 and which is repayable in April 2020 with interest at an annual rate of 1%.

Current Position

8. The Low Carbon Hub IPS has now reached a position of long-term stability and sustainability:
 - Around £6m equity has been raised from 1,000 shareholders
 - £4.2m of solar installations on 42 sites with returns in line with original plans
 - Fixed assets as at 31st March 2018 of £7.2m
 - A £3.9m hydro project at Sandford lock part funded by £2m long term finance from Charity Bank
 - During 2018/19, £1,508,985 was raised over three issues as follows:
 - CEF Issue 1 £658,786
 - CEF Issue 2 £123,549
 - CEF Issue 3 £726,650

9. The Hub has an established income stream that is generated by its current projects. For the financial year of 2017/18, the Hub made a net surplus of £55k before depreciation with capital assets to the value of £7.2m. Many of the assets currently held by the Hub have been financed by drawdowns accessed through the loan facility provided by the Council.
10. The Hub has met its financial obligations under its current agreement with the Council, having repaid all principal due as well as paying all interest charges incurred to date.

Future Projects

11. If the Low Carbon Hub is to continue to invest in green energy schemes, it is crucial that they maintain cashflow. This loan is part of the contribution to the cashflow of the Hub.
12. Starting at 1st April 2019, the Low Carbon Hub began a 3-year project working with 9 other partners including the City Council worth a total of £40m. £13.5m of this £40m is funded through grant from Innovate UK. As part of this project, the Low Carbon Hub will develop around £15m of new projects, including working with the City Council to
 - Fund solar PV on new housing producing electricity that can be sold directly to tenants;
 - Develop a renewable heat and power scheme for Hinksey Pool;
 - Develop one of the park and ride sites into an energy hub.
13. The new loan facility of £2.3m is being requested to operate for a period of 3 years on the terms outlined in the Financial Implications section.

An Ethical Investment

14. The Council has had a long-standing commitment towards engendering a “greener” Oxford which is further emphasised by its coordination of the Oxford Strategic Partnership (OSP) and the Low Carbon Oxford network; the Low Carbon Hub is a not-for-profit social enterprise that seeks to scale up community-owned energy projects across Oxfordshire, including the district of Oxford itself and is a fellow member of the Low Carbon Oxford network. Therefore, by agreeing to extend the terms of the loan facility, the Council would be using its resources to support its vision of a “greener” Oxford.
15. The Council’s Treasury Management strategy includes a clear commitment not to knowingly invest directly, amongst other things, in environmentally harmful activities; this investment, whilst not being undertaken as part of treasury management activities, would achieve the opposite and in fact place significant investment in an environmentally positive project.

Contribution to Corporate Priorities

16. By continuing to help secure the Hub’s cashflow, the Council will also ensure the Hub continues its work in support of the Council’s corporate goals:
 - **Vibrant and Sustainable Economy:** as a social enterprise that is innovating new investment and operational models for low carbon, distributed energy projects, the Low Carbon Hub embodies the Council’s vision for a vibrant and sustainable economy.

- **Meeting Housing Needs:** although not directly contributing to the delivery of housing development, amongst the Low Carbon Hub's business development activities is establishing a local framework for high-quality, project managed domestic retrofitting services – following the model of “Retrofit Works” which already operates in London. The Hub leads a consortium, funded by the European Regional Development Fund and including the Council, that will break down the barriers for “able to pay” households that wish to improve the energy performance (and hence environmental and economic performance) of their home. Such a market offer is critical to Oxford's ability to ensure all buildings become net zero carbon.
- **Strong Active Communities:** The Hub actively supports community energy projects (i.e. led by communities throughout the city and county) to create their own social enterprises.
- **A clean, green Oxford:** The Hub's projects to date save 1,561 tonnes of carbon dioxide per annum and generate enough zero carbon electricity to power 1,351 typical homes.

Financial implications

17. The proposed loan facility of £2.3m will be available for a three year period at an interest rate of 5%. Each drawdown from the facility will be made for a period of 364 days and so therefore the terms of the loans are for revenue purposes rather than capital which would be for a year or longer. Loans of this nature, to organisations which are not wholly owned companies of the Council, have to be approved by Cabinet and, due to the size of the loan facility and the potential impact on the Council's revenue account, by Council.
18. The loan will be financed by normal revenue cash balances with interest continuing to be received by the Council on a monthly basis at a rate of 5% per annum, calculated against the balance of the loan on a daily basis, until the loan is repaid in full.
19. Low Carbon Hub will offer security of the loan against the new installations where these have well understood risk profiles and against existing solar panel site installations and associated revenue streams where the risk profiles are more uncertain. The security used for each drawdown will be determined by the Head of Financial Services in consultation with the Head of Law and Governance.
20. The Council has undertaken due diligence on the financial standing of Low Carbon Hub and can confirm that it has sufficient asset cover in the event of default.

Legal issues

21. The Localism Act 2011 provided the Council with the authorisation for the loan facility as the Act grants Councils the general power of competence to “*do anything that individuals generally may do*”.
22. The key provisions of the extension to the loan agreement are those which seek to provide the Council with adequate security to protect its funds. The £2.3m will be secured against the Hub's existing and new installations.
23. Consideration has been given to the loan arrangements with the Low Carbon Hub to ensure that they do not constitute unlawful State Aid. The market rate of interest

charged, and the loan security required should both ensure compliance with the State Aid rules.

Level of risk

24. The Risk Register is attached at Appendix 1.

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Background Papers: None

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Low Carbon Hub Loan Facility

Risk Register

Appendix 1 of 1

Risk ID	Risk						Gross Risk		Current Risk		Residual Risk		Risk Mitigation
	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Consequence	Date raised	I	P	I	P	I	P	
65	1 Investment return	T	Failure of the existing portfolio of projects to produce expected income	Actual investment returns being lower than projected through adverse impacts such as loss of rental income	Insufficient income to support the 5% interest payment to the Council	27-Mar-18	2	4	2	2	2	2	2 The Hub monitors all of its installations on a daily basis in order to pick up and resolve any technical failures as quickly as possible. The Hub insurance policy includes loss of income in case of large and long-term technical failures that cannot be resolved quickly. Review of the Hub's financial forward projections shows that the costs of servicing the loan are built in to the plans The Hub has a track record of making payments of the interest to the Council and repaying the principal of loans within the timescales agreed
	2 Equity Share Scheme		The equity share scheme fails to raise sufficient funds	Lower equity share take up than anticipated	Funding would not be available to repay the remaining principal element of the loan facility	27-Mar-18	5	4	3	2	3	2	2 The loan extension agreement will state that the principal balance is secured against existing PV. Additionally, in the event of a payment default, the following actions may be taken: - The creation of a Floating charge over any of the Hub's assets - Assignment rights over the assets and contracts - Step-in rights to intervene in the business to ensure that the appropriate steps are taken to secure the project as a going concern and thus maximise the value of security, although it is recognised that this is something of a last resort and is not something that the Council would prefer to do.

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To: Cabinet
Date: 29 May 2019
Report of: Head of Community Services
Title of Report: OVO Energy Women's Cycle Tour

Summary and recommendations	
Purpose of report:	To highlight the requirements of delivering the OVO Energy Women's Cycle Tour in Oxfordshire over the next three years (2019, 2020 and 2021).
Key decision:	Yes
Cabinet Member:	Healthy Oxford and the City's Cycling Champion
Corporate Priority:	A Vibrant and Sustainable Economy, Strong and Active Communities
Policy Framework:	The Corporate Plan & The Leisure & Wellbeing Strategy
Recommendations: That Cabinet resolves to:	
1.	Support Oxfordshire being a host venue for the OVO Energy Women's cycle tour in 2019, 2020 and 2021;
2.	Agree the principle of an equal share of costs between the County Council, the four districts and the City Council for the three years of the Event;
3.	Recommend that Council allocates a budget of £30,000 funded from reserves to pay the City Council's share of the costs for 2019; and
4.	Agree that sponsorship, regardless of which partner attracts it, will be used to reduce the hosting costs on an equal basis.

Appendices	
Appendix 1	Risk Register

Introduction and background

1. The 2019 OVO Energy Women's Tour takes place from the 10th to the 15th of June. It is a five day (stage) event and is regarded as one of the leading professional women's stage cycling races.
2. The race began as a supporting event for the men's tour series which is Britain's leading televised cycle race series. It has grown into a prestigious event in its own right. It is now the premier women's cycling race on the international circuit, being the only women's race that has 5 stages. This year for the first time they will be awarding the same prize money for the Women's Tour as for the Men's Tour.
3. All councils across Oxfordshire have agreed, in principle, at an Oxfordshire Leaders meeting on the 4th March for Oxfordshire to be a host venue over the next three years. This will include hosting the overall start and finish in 2020 and 2021 and hosting stage three of the event on the 12th June 2019.
4. The first year will see day three of the tour taking place in Oxfordshire with the route going through South Oxfordshire and the Vale of White Horse and the end of the stage taking place at Blenheim Palace. The routes for year two and year three are yet to be determined.
5. The OVO Energy Women's Tour is organised by SweetSpot Group Limited (SweetSpot) a sports events and marketing company who are also the company behind the men's OVO Energy Tour of Britain.
6. The delivery of the tour over the three years will be in partnership between the county council, the district councils in Oxfordshire, the City Council and SweetSpot.
7. This report asks for the Cabinet to work with the other council's in Oxfordshire and to support Tour OVO Energy Women's Cycle Tour for the three year period of the contract.

Benefits

8. The OVO Energy Women's Tour offers an excellent way to support the council's strategic objectives of creating Strong and Active Communities and a Vibrant and Sustainable Economy.
9. The signs welcoming people to Oxford inform people that Oxford is a cycling city; Oxford is also a world leader in trying to improve air quality. Evidence from previous events shows an average of 60% of those who attended the event were 'inspired to use their bikes more'.
10. The Youth Sports Trust says there is a direct correlation between girls' future life chances and the amount of physical activity they do in their younger years. A 2018 report from the Office of National Statistics showed that boys aged between eight and 15 years old spend almost twice as much time doing sports activities as girls of the same age. The Council will be working with public health, schools and youth groups to maximise the legacy of this three-year deal with a focus on young women and girls.

11. The tour coincides with national cycling week which runs from 8th to the 16th of June. Oxford has a large cycling community and there are events planned that will be enhanced by the OVO Energy Women's Tour.
12. In addition, there are volunteering opportunities around supporting the races and contributing to any 'mini festivals' along the route that communities may organise. The event can be used to promote opportunities for children and young people to increase the time spent on exercise and social activity that will help to foster community cohesion and supports ongoing partnership working.
13. This three year contract could act as a catalyst to promote a programme of healthy living initiatives involving schools and communities. This would include activities such as pro cyclist to visits schools to give motivational talks.
14. The tour achieves good media coverage; in 2018 there were 1,240,000 viewers. There is extensive media coverage including national newspapers and cycling magazines. The teams have their own social media channels further increasing the reach of the tour.
15. Tourism is an important element of employment and economic prosperity for Oxfordshire. The media coverage and the attendance of people on the day of the event will have short, medium and long-term benefits for tourism in Oxfordshire. This will support businesses and employment.
16. The economic benefits of hosting the women's tour are analysed by SweetSpot for each stage. SweetSpot estimate the economic benefits of the 2018 OVO Energy Women's Cycle Tour to be £1.2 million for each stage. The financial benefits are delivered through overnight stays, spending in the local area and attraction of visitors from outside of the area.

Other Options Considered

17. The alternative option would be to decline the opportunity to be involved. This option is not recommended because it would fail to bring the benefits outlined in this report to the residents and businesses.

Financial implications

18. The cost of hosting the stage in 2019 is £175,000. This includes some additional costs for the start and finish locations as well as traffic management costs for the whole stage. The annual cost will be shared equally between the six local authorities.
19. Oxford City Council's share of the event for 2019 will be £30,000. For the 2019 event the Council's share will be funded from an appropriate reserve subject to Cabinet and Council approval. For the subsequent years funding requirements will be considered within the overall budget setting process. However, sponsorship will be sought for the event, which, if secured, would offset the costs.
20. All sponsorship achieved will be used to reduce the hosting costs evenly across the county, city and district partners.

21. There are likely to be additional costs in 2020 and 2021 when the tour starts and finishes in Oxfordshire. These costs will be worked through once the year two and year three routes are finalised and a budget bid will be made in line with the council's budget setting process.

Legal issues

22. The event is being led by Oxfordshire County Council who will contract with SweetSpot. The contract between Oxfordshire County Council and SweetSpot is in the process of being finalised. Oxford City Council will need to enter into a funding agreement with the County Council.
23. To contribute resources to hosting a stage of the OVO Energy Women's Tour in 2019, 2020 and 2021 Oxford City Council intends to use the general power of competence. The general power of competence was provided for in section 1 of the Localism Act 2011 Act. It gives councils confidence in their legal capacity to act for communities and is designed to allow local authorities to innovate. The general power of competence was provided on the basis that local authorities are able to do anything that an individual with full capacity might do, other than that which is specifically prohibited, with some limitations.

Risk

24. An event specific Safety Advisory Group will be established to consider the detailed planning and risk mitigation measures. There are currently no identified high risks for this event. A risk register is included as appendix one.

Equalities impact

25. An equalities impact assessment will be completed during the planning stages to consider potential implications for people with protected characteristics. This would include consideration regarding accessibility during any road or pavement closures and engaging with a range of community groups who may benefit from being involved with the event and any ancillary activities.

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Background Papers: None

Appendix 1: Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residu		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Reputational risk - resources	There is a safety issue	Threat	Ineffective safety planning	Event does not run effectively	1.4.19	Ian Brooke	2	1	1	1	1	1		SweetSpot will provide a "technical manual" and a Safety Advisory Group will be established	1.4.19	G	50%	Ian Brooke
Reputational risk - operations	The event does not run smoothly	Threat	Ineffective logistical arrangements	Poor event	1.4.19	Ian Brooke	2	1	2	1	2	1		SweetSpot are an experienced sports event company with a very good safety record	1.4.19	G	30%	Ian Brooke
Reputational risk - weather	Weather disrupting event	Threat	Ineffective logistical arrangements	Less visitors	1.4.19	Ian Brooke	1	2	1	2	1	2		Event running in June but limited control	1.4.19	G	30%	Ian Brooke

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To: Cabinet
Date: 10 July 2019
Report of: Head of Financial Services
 Head of Business Improvement
Title of Report: Integrated Performance Report for Quarter 4 2018/19

Summary and recommendations	
Purpose of report:	To update Members on Finance, Risk and Performance as at the end of the financial year.
Key decision:	Yes
Executive Board Member:	Councillor Ed Turner
Corporate Priority:	Efficient and Effective Council.
Policy Framework:	Corporate Plan
Recommendations: That the Cabinet resolves to:	
1.	Note the financial outturn and performance of the Council for the year 2018/19 and also the position on risks outstanding as at 31 st March 2019;
2.	Agree the carry forward requests in respect of the General Fund as shown in paragraph 6 and on Appendix D;
3.	Agree the additional transfer to the General Fund Repairs and Maintenance Reserve of £0.610 million detailed in paragraph 2 a;
4.	Agree the carry forward requests in respect of the HRA as shown in paragraph 14 and on Appendix D;
5	Agree the additional transfer to the HRA Contributions to HRA Projects Reserve of £3.716 million detailed in paragraph 2(c);
6	Recommend to Council the inclusion of an additional £1.53m budget within the HRA in 2019-20 for completion of the Tower Block refurbishment scheme;
7.	Agree to delegate authority to the Chief Executive to agree the terms of the Towers contract final account with Fortem based on the principles detailed in Appendix G; and

- | | |
|----|---|
| 8. | Recommend to Council the inclusion of £200k in 2019-20 in respect of costs to establish a citizens' assembly together with associated staffing costs for reporting and research. |
| | |

Appendices

Appendix A	General Fund Outturn
Appendix B	Capital Programme Outturn
Appendix C	HRA Outturn
Appendix D	Carry Forward Requests
Appendix E	Corporate Risks
Appendix F	Corporate Performance Outturn
Appendix G	Tower Block project – final account. Exempt

Introduction and background

1. This report updates the Cabinet on the performance of the Council for 2018/19 together with the corporate and service risks faced as at 31 March 2019. A brief summary is as follows:
2. **Financial Position**
 - a. **General Fund** – The surplus on the General Fund is £0.611 million (2.76% of the Net Budget Requirement of £22.097 million and 2.13% of the gross service expenditure budget of £28.734 million), after allowing for carry forwards to reserves of £0.084 million. The Council is currently updating its condition surveys in respect of corporate buildings and there are already significant repairs that require undertaking, including £0.600 million of repairs to the Town Hall ceilings. A recommendation is made to transfer this £0.610 million surplus to an earmarked reserve for repairs and maintenance of corporate buildings to cover these expected commitments.
 - b. **Efficiencies, Fees and Charges and Service Reduction Targets** – at year end the actual sum is on target at £0.521million, which equates to overall savings made over the last four years of £6.916 million.
 - c. **Housing Revenue Account** – The year end surplus on the HRA is a favourable £3.716 million, after allowing for carry forwards of £0.202 million against the original budgeted deficit of £1.440 million. It is recommended to

transfer the £3.716 million into the HRA projects reserve to fund future capital commitments

- d. **Capital Programme** – the outturn spend is £42.533 million, a favourable variance of £10.398 million against the latest budget forecast in February 2019. Of this £10.489 million is slippage relating to ICT projects, purchase of homes at Barton Park and loans to the Housing Company, which will be carried forward into future years and £0.092 million relates to small net overspends on a number of schemes, the funding for which has been covered by use of revenue funding and capital reserves.
3. **Performance** – 77% (10) of the Corporate Performance targets were delivered as planned and 23% (3) were short of target; individual performance targets are detailed in Appendix F.
4. **Corporate Risk Management** – There is one red corporate risk, nine risks that are Amber risks, and two Green risks, these are detailed in paragraphs 20-21 and in Appendix E.

General Fund Revenue

5. The General Fund is showing a favourable variance of £0.610 million as set out in Appendix A, after carry forward requests. The revenue balance remains unchanged at £3.622 million.

General Fund Earmarked Reserves and Working Balance

6. A number of requests have been made to carry forward unspent sums in respect of previously approved budgets that are started but not completed totalling £0.084 million. Details of these requests are summarised in the table below, and further details shown in Appendix D:

Description	Total £
Assistant Chief Executive	23,122
Environmental Sustainability	9,000
Community Services	44,782
Business Improvement	7,257
General Fund	84,161

7. In addition to the above requests for carry forwards the Council has a need to progress the work in establishing a Citizens' Assembly in September 2019 following a backing by Full Council in January 2019 of a Motion to declare a Climate Emergency. Costs to undertake the necessary work are estimated at around £200k for which budgetary provision funded from the overall underspends will need to be made. As well as commission research on a number of areas work will also include :
 - Assembly contributors research, identify, support, briefing of speakers

- Scoping clearly the areas that OCC controls to deliver emissions reductions
- Issue papers on areas that OCC controls e.g. Housing, own stock new build and existing
- Commissioning research
- Liaison with key partners in Oxford – Universities
- Liaison with internal departments within Oxford City Council
- Assembly reporting process
- Assembly hosting and independent facilitation
- Payments to Assembly participants in lieu of expenses incurred in attending the meetings – in line with best practice

The Cabinet is asked to review and agree the carry forward requests together with the additional spend on climate emergency as identified above.

8. Subject to Cabinet agreeing the recommended carry forwards, General Fund Earmarked Reserves as at the 31st March 2019 would stand at £33.892 million, 23% of which relates to funding of the Capital Programme, 15% relates to Business Rates Retention reserve and 9% relates to Grants reserve.
9. The most notable net movements on Earmarked Reserves in year are:
 - Capital Financing reserve – £0.902 million net release from this reserve to fund the capital expenditure in year;
 - Grants reserve – £0.681 million net increase for grants received in previous years for which expenditure has incurred in year;
 - IT Infrastructure reserve –£0.654 million net release from this reserve to fund in year ICT Infrastructure expenditure.
 - Business Transformation Project – £0.400 million additional funding has been added to this reserve to enable transformation projects to develop in the future.
 - Vehicle purchase reserve – net increase of £800k

General Fund Variations

10. At the year end the General Fund service areas spend showed an adverse variance of £0.583 million, £0.667 million after carry forward requests. The most significant of these variances are explained below:
 - **Assistant Chief Executive** – year end favourable variance of £0.064 million, due to recharging salary costs to the Growth Board offset by some additional expenditure on consultation portals. Carry forward requests for £0.008 million for the unspent branding budget and £0.016 million for Covered Market lanterns have been submitted;
 - **Housing Services** – year end adverse variance of £0.106 million, due to pressures on garage rental income and the home choice scheme;

- **Regeneration and Economy** – year end favourable variance of £0.532 million, due to additional commercial property income relating to two large payments being received in Q4 for the surrender of leases and dilapidations;
- **Planning, Sustainable Development & Regulatory** – year end adverse variance of £0.595 million, £0.357 million is due to the net expenditure on South Oxford Science Village, which is Oxford City Council's share of the project costs to date; £0.160 million due to Building Control additional spend on agency staff and £0.042 million to create a financial penalties reserve . There is also a request for a carry forward of £0.009 million which relates to a slipped scheme for funding an Ecology post within the team;
- **Direct Services Client** –year end variance of £0.621 million which largely relates to reduced income from car parking income at Oxpens and Worcester Street car parks and also increases in business rates expenditure. Oxford Direct Services delivered its dividend back to the Council of £1.247million which was in line with the budget.
- **Business Improvement** – year end adverse variance of £0.053 million, due to small overspends across the services and a number of carry forward requests have been made totalling £0.007 million, these relate to customer services training;

Corporate Accounts, Contingencies and Funding

11. Other variances on Corporate Accounts are due to:

- Local Cost of Benefits - £0.317 million adverse variance due to insufficient budget allocated at the beginning of the year. This represents 0.6% of total spend;
- Corporate and Democratic Core - £0.106 million favourable, which represents an underspend on early retirement and pension costs. This represents 3.5% of spend;
- Interest - £0.190 million favourable - Reduced net interest paid arising from reduced borrowing mainly in relation to Housing Company loans;
- Business Rate (NNDR) achieved an overall increased income of £2.744 million, this is partly due to the increase in Business rates collectable from the Westgate Shopping Centre, which was forecast but also due to one off unbudgeted income of around £1.8 million arising from the Business Rates Distribution Group relating to the Council's share of growth in Business Rates income arising across Oxfordshire. The income from the Distribution Group depends on growth in business rates income in other authorities across Oxfordshire and is not guaranteed. Inclusion in the Council's base budget would therefore not be prudent. Business rates income is volatile and baseline levels of base income are due to be reset by Government with effect from April 2020. Due to the

uncertain nature of Business Rates in future years this additional income has been transferred to the earmarked reserves to provide resilience in this area.

Housing Revenue Account

12. The HRA is showing a favourable variance on the HRA of £3.716 million above the original budgeted deficit of £1.440 million (Appendix C). This is after allowing for carry forward requests, totalling £0.202 million.

13. The HRA working balance remains unchanged at £4.0 million.

14. The year end variance is shown as £3.716 million and the major variations include:

- Dwelling Rent – favourable variance of £0.120 million to reflect the increased income following the decline in Right to Buy disposals and the movement of 171 properties to formulae rent since the budget was set;
- Services Charges – favourable variance of £0.184 million, following those properties that have moved to formulae rent for which the service charge has increased;
- Other Revenue spend (stock related) – favourable variance of £0.363 million represents an underspend across a number of areas but all of which are due to the reductions in spend on the capital programme and their incidental revenue costs not materialising;
- Responsive and Cyclical repairs – favourable variance of £0.417 million due to less work being carried out on the maintenance element of the service contracts, however £0.154 million has been submitted as a carry forward for some of these costs.
- Total appropriations – favourable variance of £2.423 million due to the reduced funding required for the Capital Programme.

15. The tower block refurbishment is drawing to a close. The project has been subject to a number of delays, the majority relating to the need for additional fire safety works relating to cladding following the tragic fire at Grenfell tower in Kensington and Chelsea. Most of the works have been completed but some remain in progress or are shortly to start with an anticipated completion for all works of December 2019. In order to complete the project a further budget provision of £1.53 million is estimated to be required to fund further works, the details of which are contained within Appendix G but also an allowance for potential further improvements to the new fire alarm systems. The anticipated final account for the contract with Fortem Energy Services is £21.15 million. This will be funded from the Major Projects Reserve into which all underspends in 2018-19 will be recommended to Council, to be transferred.

Capital Programme

16. The outturn on the Capital Programme is £42.533 million with a favourable variance of £10.398 million against the latest outturn estimate forecast in February as shown in Appendix B. The variance of £10.398 million largely relates to slippage in ICT projects specifically the implementation of the replacement Housing Management System and the roll out of end users devices, slippage in the housing development

at Mortimer Drive and Bracegirdle Road, reduced spend in loans given the Housing Company and slippage in the Horspath Sports Path Scheme.

17. The total slippage from the original budget is £63.168 million which represents a spend of 40% of the original budget compared to 69% last year and 78% the previous year. Revisions to the overall Capital Allocation and Monitoring process which aim to increase the robustness in terms of the development and costing of capital projects before their inclusion in the capital programme and the subsequent monitoring of the programme, have recently been implemented. This, together with additional resources approved by members in the order of £400k with effect from 1st April 2019, is aimed at increasing the level of spend to at least 80% for 2019-20.

18. Details of the £63.168 million slippage are shown below:

GENERAL FUND

- **Housing company loans** – Substantial loans to the housing company were included in the Capital Programme, but after the decision of the government to lift the HRA borrowing cap, the Council took time to review its approach to housing delivery, meaning that the £38.748 million of loans were not made in the 2018/19 financial year;
- **ICT projects (various)** – £0.600 million slippage in total largely relating to Customer Relationship Management System (CRM) £0.2 million and End User Devices £0.300 million which have yet to commence
- **Oxpens** - £4.1 million adverse variance – purchase of land slipped from previous year 2017-18
- **Major capital works at Oxford Covered Market** – £0.215 million slippage on work carried out in year to split some units and further work to improve the interior to be carried out in 2019/20; £0.231 million slippage on the Covered Market Roof, the project spans over four years and started in January 2019;
- **1 – 5 George Street** – £3.183 million slippage into 2019/20 whilst the scheme is under review;
- **Cave Street** - £2.046 million underspend - scheme not currently progressing;
- **Phase 1 Affordable Housing at Barton Park** - £6.062 million slippage, Hills development has started to deliver with 22 homes transferred in 18/19 and further properties to transfer in April 2019;
- **Purchase of homeless properties** - £0.510 million slippage into 19/20 to fund future purchases;
- **Barton Community Centre** - £1.064 million adverse variance to original budget carried forward from previous year 2017-18. Project completed in April 2019;
- **Horspath Sports Park** – £0.600 million adverse variance due to delays starting the work at the junction and original budget carried forward from previous year 2017-18;

- **Recycling waste transfer station** – slippage of £2.115 million as the design work is now on hold pending the impact of the Depot rationalisation project;
- **Bullington Community Centre** – slippage of £0.356 million into 19/20;
- **East Oxford Community Centre** – slippage of £3.978 million into future years
- **Seacourt Park and Ride** - £3.236 million slipped into future years due to delays on the project;
- **Go Low Ultra/Taxis** - £0.908 million slippage across the two schemes, due to delays in progress of the schemes;
- **Purchase of Homes for homeless families** - £2.500 million adverse variance due to slippage of purchase from 2017-18
- **Westgate Public Realm** - £1.134 million adverse variance due to slippage of payment of Section 106 monies from 2017-18
- **Disabled Facilities Grants** - £0.574 million of slippage on spend into future years

HRA

- **Roofing** – £0.100 million slippage, final phase of 18/19 to be completed in early 2019/20;
- **Doors and windows** - £0.180 million slippage, budget being held and rolled forward for possible fire door works in 19/20;
- **Lift replacement programme** - £0.147 million underspend on the scheme;
- **Compulsory purchase of property** - £0.612 million slippage, three extension projects are awaiting building survey works to be completed;
- **Barton Regeneration** - £0.705 million slippage into future years to continue to meet stakeholder expectation with the development;
- **Blackbird Leys Regeneration** – £1.600 million slippage, to enable to continue to meet stakeholder expectations of works currently placed in differing stages;
- **Development at Mortimer Drive & Bracegirdle**- £1.012 million slippage, scheme is at design stage, with planning permission granted
- **East Oxford Housing Development** – £5.3 million slippage linked to development of Community Centre.

Performance Management

19. There are thirteen corporate performance measures that were monitored during the year (Appendix F). Ten (77%) were delivered as planned (Green) and three (23%) fell short of their target.

20. The three indicators are detailed below:

- a. Amount of employment floor space permitted for development –target of 15,000 and a year end result of 12,747. A target of 90,000 was set over the four year period and we may see elements come forward in the final year and we will continue to work with the major development promoters to bring these forward in a way that delivers for the local community and economy.
- b. Net increase in number of businesses operating in the city – target of 200 and a year end result of 40. This indicator is not within the control of the City Council and will be replaced in the next iteration of service plans with a measure that records the level of engagement with and support provided to local businesses;
- c. The level of self-service transactions as a percentage of total contact with the council – target of 40% and a year end result of 37%; overall online transactions were down 3% on 17/18 and calls up by 2.46% and visits up by 7.36%. a full assessment of potential areas for new online services has been made with a prioritised plan for action over the next three years. In addition, the Council is considering the implementation of GovDelivery, an email promotion service with a good track record in other councils, to improve the marketing of online services.

Corporate Risk

21. Corporate risks are reported in Appendix E.

22. There are two Green, nine Amber risks and one Red risk, the red risk is detailed further below:

- a. **Housing** – the Council has key priorities around housing which include ensuring housing delivery and supply for the City and enabling sufficient house building and investment. Insufficient housing in the City leads to an increase in homelessness which has an impact on residents. There are also health and quality of life issues. The Council is implementing delivery methods for temporary accommodation and accommodation for homelessness prevention which include a rent guarantee scheme, a growth deal to facilitate additional affordable housing and a tranche of property purchases to be delivered via real lettings. In addition following the removal of the HRA borrowing cap by the Government the Council has recently agreed proposals to fund the purchase of new build affordable housing from by its HRA from developments within its wholly owned Housing Company OCHL

Financial implications

23. All financial implications are covered in the body of this report and the Appendices.

Legal issues

24. There are no legal implications directly relevant to this report.

Level of risk

25. All risk implications are covered in the body of this report and the Appendices.

Equalities impact

26. There are no equalities impacts arising directly from this report.

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Background Papers: None

Scrutiny report on Q4 Performance Report for Cabinet - Wednesday 10 July 2019

7. **Scrutiny Committee Reports** (Pages 3 - 8)

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Appendix A

GF Outturn Report 18/19 @ 31st March 2019	Approved Budget (per Budget book)	Actual YTD	Budget YTD	Variance YTD	Carry Forward Requests	Revised Outturn (incl C/fwd)	Final Variance
	£	£	£	£	£	£	£
Assistant Chief Executive	720,755	268,182	355,800	(87,618)	23,122	291,304	(64,496)
Housing Services	5,249,099	5,646,612	5,540,701	105,911	0	5,646,612	105,911
Assistant Chief Executive	5,969,854	5,914,794	5,896,501	18,294	23,122	5,937,916	41,416
Regeneration & Economy	(9,474,425)	(10,140,992)	(9,608,829)	(532,163)	0	(10,140,992)	(532,163)
Regeneration & Economy	(9,474,425)	(10,140,992)	(9,608,829)	(532,163)	0	(10,140,992)	(532,163)
Planning, Sustainable Dev & Regulatory	1,937,441	2,437,220	1,850,988	586,232	9,000	2,446,220	595,232
Community Services	5,825,954	6,424,086	6,565,743	(141,657)	44,782	6,468,868	(96,875)
Oxford Direct Services	9,630,351	11,524,043	10,902,837	621,206	0	11,524,043	621,206
Sustainable City	17,393,746	20,385,349	19,319,568	1,065,781	53,782	20,439,131	1,119,563
Transformation	177,712	245,176	245,238	(62)	0	245,176	(62)
Business Improvement	8,677,632	9,105,722	9,059,967	45,755	7,257	9,112,979	53,012
Financial Services	3,255,813	3,443,353	3,460,807	(17,454)	0	3,443,353	(17,454)
Law & Governance	2,734,075	2,592,203	2,589,247	2,956	0	2,592,203	2,956
Organisational Development & Corporate Ser	14,667,520	15,141,279	15,110,022	31,257	7,257	15,148,536	38,514
Directorate Total Excl SLA's & Capital Charges	28,734,407	31,545,606	30,962,499	583,107	84,161	31,629,767	667,268
SLA's & Capital Charges	(3,655,371)	4,159,614	4,117,933	41,681	0	4,159,614	41,681
Corporate Accounts Total	(3,861,774)	(7,862,018)	(9,723,929)	1,861,911	0	(7,862,018)	1,861,911
Contingencies Total	864,348	0	14,620	(14,620)	0	0	(14,620)
Corporate Accounts & Contingencies Total	(2,997,426)	(7,862,018)	(9,709,309)	1,847,291	0	(7,862,018)	1,847,291
Net Expenditure Budget	22,081,610	27,843,202	25,371,123	2,472,079	84,161	27,927,363	2,556,240
Transfer to / (from) Ear Marked Reserves	16,301	(2,791,909)	(2,359,076)	(432,833)	0	(2,791,909)	(432,833)
Net Budget Requirement	22,097,911	25,051,293	23,012,047	2,039,246	84,161	25,135,454	2,123,407
Funding							
External Funding (RSG)	630,000	629,878	630,000	(122)		629,878	(122)
External Funding (NNDR Retention)	8,131,634	11,675,403	8,931,634	2,743,769		11,675,403	2,743,769
Council tax	13,566,750	13,556,751	13,566,750	(9,999)		13,556,751	(9,999)
Less Parish Precepts	(230,473)	(116,337)	(116,337)	0		(116,337)	0
Total Funding Available	22,097,908	25,745,692	23,012,044	2,733,648	0	25,745,695	2,733,648
(Surplus) / Deficit for year	3	(694,400)	3	(694,403)	84,161	(610,242)	(610,242)

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Capital Budget and Spend as at 31st March 2019							
Cost Centre	Capital Scheme	2018/19 Budget Book	Latest Budget	Spend to 31st March 2019	Variance to Budget	Variance due to Slippage	Variance due to Over/ Under spend
		£	£	£		£	£
C3039	ICT Infrastructure	155,000	171,800	31,218	(140,582)	(140,582)	-
C3044	ICT Software and Licences	150,000	196,172	204,117	7,945		7,945
C3055	Waste Management Project	-	101,860	56,343	(45,517)	(8,029)	(37,488)
C3056	Agresso Upgrade	-	9,627	11,880	2,253	-	2,253
C3057	Housing System Replacement	665,000	1,209,555	576,510	(633,045)	(633,045)	-
C3058	CRM Application	200,000	-	-	-	-	-
C3060	End-Point Devices	300,000	590,546	-	(590,546)	(590,546)	-
C3062	Datacentre Upgrade	-	-	-	-	-	-
C3063	LAN/WiFi Refresh PS & Install	-	108,000	105,353	(2,647)	-	(2,647)
C3065	Mobile Working Phase 2	83,000	-	-	-	-	-
C3066	Telephony Device Refresh	10,000	10,000	2,680	(7,320)	(7,320)	-
G6013	Superconnected Cities	40,000	38,963	16,467	(22,496)		(22,496)
	S03 Business Improvement	1,603,000	2,436,523	1,004,568	(1,431,955)	(1,379,522)	(52,433)
M5023	Oxpens Regeneration	-	4,160,000	4,160,000	-	-	-
	S10 Regeneration and Economy	-	4,160,000	4,160,000	-	-	-
	<u>CIL and S106 Funded Schemes</u>						
F7007	Woodfarm / Headington Community Centre	-	20,000	-	(20,000)	(20,000)	
F7011	Headington Environmental Improvements	59,004	29,000	-	(29,000)	(29,000)	
F7020	Work of Art Shotover View	14,635	-	-	-	-	
F7024	St Clements Environmental Improvements	40,000	18,803	-	(18,803)	(18,803)	
F0025	Westgate area public realm improvements	-	1,134,000	1,134,000	-	-	
F0026	Pedestrianisation of Queen Street	500,000	-	-	-	-	
	<u>Grants</u>						
E3511	Renovation Grants	25,773	25,773	26,146	373	-	373
E3521	Disabled Facilities Grants	1,810,959	1,200,000	1,236,852	36,852	36,852	
E3560	Go Ultra Low Oxford - Taxis	478,000	31,592	31,592	-	-	
E3561	Additional DFG Funding 2017/18	-	8,857	39,402	30,545	-	30,545
	<u>Environmental Sustainability</u>						
E3555	Flood Alleviation at Northway & Marston	-	7,228	7,228	-	-	
E3557	Oxford and Abingdon Flood Alleviation Scheme	380,000	380,000	380,000	-	-	
E3558	Go Ultra Low	471,607	9,445	9,445	(0)	(0)	
E3559	Earl Street Pumping Station	-	420	420	-	-	
E3562	Ox Pops (Electric Vehicle Charging)	-	-	13,557	13,557	13,557	
	S11 Planning, Sustainable Development & Regulatory	3,779,978	2,865,118	2,878,641	13,523	(17,394)	30,918
	<u>Covered Market</u>						
B0028	Covered Market - Improvements & Upgrade to Roof	-	-	-	-	-	-
B0101	Major Capital works at Oxford Covered Market	400,000	400,000	185,200	(214,800)	(214,800)	-
B0106	Capitalised Planned Maintenance	325,000	325,000	94,377	(230,623)	(230,623)	-

Cost Centre	Capital Scheme	2018/19 Budget Book	Latest Budget	Spend to 31st March 2019	Variance to Budget	Variance due to Slippage	Variance due to Over/ Under spend
		£	£	£		£	£
	<u>Investment Properties</u>						
B0046	Investment - Ship Street	-	22,397	4,930	(17,467)	-	(17,467)
B0092	Cave Street (Standingford House)	2,050,000	4,277	4,277	0	-	-
B0098	1-5 George Street	3,500,000	800,000	316,534	(483,466)	(483,466)	-
B0099	Ship Street & New Road	-	267,637	206,069	(61,568)		(61,568)
B0103	6 Queen Street works	375,000	375,000	446,395	71,395	-	71,395
B0108	Floyds Row Refurbishment	125,000	-	-	-	-	
B0109	Hinksey Park Footbridge Replacement	-	73,000	72,865	(135)	-	(135)
	<u>Miscellaneous Council Properties</u>						
B0100	Gloucester Green Car Park (H&S)	195,000	95,000	31,650	(63,350)	(63,350)	-
B0102	Replace or refurbish lifts	154,000	154,000	-	(154,000)	(154,000)	-
B0104	Old Gas Works Bridges	-	20,000	-	(20,000)	(20,000)	-
B0105	Westhill Barns (Shotover)	-	1,000	1,540	540	-	540
B0107	Discretionary Funding for Hsg Improves re Disabled	15,000	15,000	-	(15,000)	(15,000)	-
	<u>General Fund Housing Projects</u>						
M5019	Purchase of Homeless Properties	3,886,000	3,625,910	3,376,416	(249,494)	(249,494)	
M5020	Empty Homes CPO Revolving Fund	-	-	-	-	-	
M5021	Equity Loan Scheme for Teachers	100,000	39,900	39,900	(0)	(0)	
M5024	National Homelessness Property Fund	2,500,000	5,000,000	5,000,000	-	-	
M5025	Phase 1 Affordable Housing at Barton Park	8,440,000	4,906,000	2,378,072	(2,527,928)	(2,527,928)	
M5026	Housing Company Loans	29,000,000	3,777,000	2,869,846	(907,154)	(907,154)	
M5027	Purchase of Leasehold Lucy Faithful House	-	456,130	382,152	(73,978)	-	(73,978)
M5030	Loan to Housing Company - Lucy Faithful House	13,000,000	-	-	-	-	
	S13 Housing Services	64,065,000	20,357,251	15,410,223	(4,947,028)	(4,865,815)	(81,213)
B0075	Stage 2 Museum of Oxford Development	390,254	311,640	214,530	(97,110)	(97,110)	
B0083	East Oxford Community Centre	4,000,000	3,219	21,122	17,903	17,903	
B0084	Jericho Community Centre	200,000	-	-	-	-	
B0095	Barton Community Centre	-	888,317	1,064,669	176,352	-	176,352
B0096	Bullingdon Community Centre	450,000	100,000	94,271	(5,729)	(5,729)	
A3129	Donnington Recreation Ground Improvements	-	37,850	1,631	(36,219)	(36,219)	
A4808	Blackbird Leys Leisure Centre Improvements	-	-	-	-	-	
A4816	Sports Pavillions	-	16,795	16,795	0	-	-
A4820	Upgrade Existing Tennis Courts	-	-	-	-	-	-
A4833	Horspath Sports Park	720,082	1,977,962	1,312,246	(665,716)	(665,716)	
A4841	Skate Parks	70,000	70,000	17,140	(52,860)	(52,860)	-
A4842	Florence Park Tennis Courts	-	40,431	3,470	(36,961)	(36,961)	-
A4845	CCTV Suite Upgrade	80,000	-	-	-	-	-
A4847	Rose Hill Community Centre - Parking Management	10,000	-	-	-	-	
A4848	Barton Fit Trail	-	-	-	-	-	
A4849	Five Mile Drive Pavilion	-	70,000	-	(70,000)	(70,000)	-
A4851	Florence Parks Bowls Pavilion Demolition	-	100,000	113,278	13,278		13,278
	S22 Community Services Total	5,920,336	3,616,214	2,859,152	(757,062)	(946,693)	189,631

Cost Centre	Capital Scheme	2018/19 Budget Book	Latest Budget	Spend to 31st March 2019	Variance to Budget	Variance due to Slippage	Variance due to Over/ Under spend
		£	£	£		£	£
R0005	MT Vehicles/Plant Replacement Programme.	1,076,000	1,497,497	1,379,312	(118,185)	(118,185)	-
T2289	Vehicle Brush Wash	-	-	-	-	-	-
T2277	Food waste collection from flats	-	11,800	11,800	-	-	-
B0081	Car Parking Oxpens	243,000	-	-	-	-	
B0086	Extension to Seacourt Park & Ride	3,483,901	300,000	247,853	(52,147)	(52,147)	
T2273	Car Parks Resurfacing	300,000	305,709	305,712	3	3	
T2290	Marsh Road Recreation Ground Car Park Extension	-	315,465	320,203	4,738	-	4,738
T2293	Marsh Road Depot Extension	-	-	-	-	-	
T2294	Pest Control Equipment	35,000	35,000	-	(35,000)	(35,000)	
T2296	Infrastructure Improvements Florence Park	81,000	91,000	91,000	-	-	
T2297	Infrastructure Improvements Meadow Lane Car Park	92,000	102,000	102,000	-	-	
T2298	Parks & Open Spaces - Tree Team additional resources	26,000	-	-	-	-	
T2299	Controlled Parking Zones	200,000	-	-	-	-	
T2287	Recycling Transfer Station	2,193,000	376,500	78,113	(298,387)	(298,387)	-
M5028	Property Rationalisation (Depot Project)	250,000	250,000	34,720	(215,280)	(215,280)	
	S23 Direct Services Total	7,979,901	3,284,971	2,570,713	(714,258)	(718,996)	4,738
B0074	R & D Feasibility Fund	150,000	249,910	61,011	(188,899)	(188,899)	
	S32 Finance Total	150,000	249,910	61,011	(188,899)	(188,899)	-
	General Fund Total	83,498,215	36,969,987	28,944,309	(8,025,678)	(8,117,320)	91,641
	<u>Housing Revenue Account Capital Programme</u>						
	<u>External Contracts</u>						
N6384	Tower Blocks	1,611,970	2,032,974	2,113,795	80,821	-	80,821
N6386	Structural	145,000	485,000	503,255	18,255	-	18,255
N6389	Damp-proof works (K&B)	104,000	104,000	136,213	32,213	-	32,213
N6392	Roofing	174,000	174,000	63,257	(110,743)	(100,000)	(10,743)
N6434	Doors and Windows	250,000	250,000	67,185	(182,815)	(180,000)	(2,815)
N7020	Extensions & Major Adaptions	300,000	550,000	391,783	(158,217)	(155,000)	(3,217)
N7026	Communal Areas	174,000	374,000	189,471	(184,529)	(180,000)	(4,529)
N7038	Insulation Works	400,000	200,000	201,270	1,270	-	1,270
N7041	Electric Heating Conversion to Gas	-	-	-	-	-	-
N7044	Lift Replacement Programme	150,000	150,000	2,685	(147,315)	-	(147,315)
N7048	Fire doors	250,000	-	-	-	-	-
N7049	Compulsory purchase of property	1,000,000	525,000	387,886	(137,114)	(137,114)	-
N7050	East Oxford Development	5,300,000	-	-	-	-	-
	<u>New Build</u>						
N7029	HCA New Build	-	-	-	-	-	-
N7032	Great Estates: Estate Enhancements and Regeneration	1,300,000	1,542,594	1,455,503	(87,091)		(87,091)
N7040	Blackbird Leys Regeneration	1,600,000	-	-	-	-	
N7042	Barton Regeneration	1,286,000	789,795	580,704	(209,091)	(162,535)	(46,556)
N7045	Development at Bracegirdle	567,750	-	-	-	-	
N7046	Development at Mortimer Drive	517,750	1,643,508	84,254	(1,559,254)	(1,559,254)	
N7047	Social Rented Housing Acquisitions	1,035,000	978,500	1,079,871	101,371	101,371	

Cost Centre	Capital Scheme	2018/19 Budget Book	Latest Budget	Spend to 31st March 2019	Variance to Budget	Variance due to Slippage	Variance due to Over/ Under spend
		£	£	£		£	£
	Internal Contracts						
N6385	Adaptations for disabled	617,000	828,700	853,620	24,920	-	24,920
N6390	Kitchens & Bathrooms	2,733,000	2,884,748	2,932,984	48,236	-	48,236
N6391	Heating	2,062,000	1,906,793	2,036,901	130,108	-	130,108
N6388	Major Voids	192,000	64,611	49,292	(15,319)	-	(15,319)
N6395	Electrics	434,000	477,400	459,162	(18,238)	-	(18,238)
	Housing Revenue Account	22,203,470	15,961,623	13,589,092	(2,372,531)	(2,372,532)	1
	Grand Total	105,701,685	52,931,610	42,533,401	(10,398,209)	(10,489,852)	91,642

Appendix C

HRA Report 18/19 @ 31st March 2019		Approved Budget (per Budget book)	Actual YTD	Budget YTD	Variance YTD	Carry Forwards Requests	Revised Outturn	Final Variance
		£000's	£000's	£000's	£'000's	£'000's	£000's	£'000's
Dwelling Rent		(41,351)	(41,672)	(41,551)	(120)		(41,672)	(120)
Service Charges		(1,582)	(2,015)	(1,832)	(184)		(2,015)	(184)
Garage Income		(215)	(231)	(215)	(17)		(231)	(17)
Miscellaneous Income		(783)	(895)	(853)	(43)		(895)	(43)
Right to Buy (RAF)		(59)	(27)	(59)	31		(27)	31
Net Income		(43,989)	(44,841)	(44,509)	(332)		(44,841)	(332)
Management & Services (Stock Related)		9,730	9,010	9,068	(57)	13	9,023	(44)
Other Revenue Spend (Stock Related)		2,023	405	804	(398)	35	440	(363)
Misc Expenditure (Not Stock Related)		227	(206)	(150)	(56)		(206)	(56)
Bad Debt Provision		748	669	748	(79)		669	(79)
Responsive & Cyclical Repairs		12,081	12,197	12,768	(571)	154	12,351	(417)
Interest Paid		7,952	7,704	7,704	()		7,704	()
Depreciation		10,060	7,217	7,219	(2)		7,217	(2)
Total Expenditure		42,821	36,997	38,160	(1,163)	202	37,199	(961)
Net Operating Expenditure/(Income)		(1,168)	(7,844)	(6,349)	(1,495)	202	(7,642)	(1,293)
Investment Income		(28)	(181)	(32)	(149)		(181)	(149)
Other HRA Reserve Adjustment			5,500	7,460	(1,960)		5,500	(1,960)
MIRS			(9,035)		(9,035)		(9,035)	(9,035)
MRA Adjustment								
Impairment			9,035		9,035		9,035	9,035
Gain/Loss on sale of Fixed Asset			(315)		(315)		(315)	(315)
Transfer (to)/from MR/OR		2,636	360	360	()		360	()
Total Appropriations		2,608	5,365	7,788	(2,423)		5,365	(2,423)
Total HRA (Surplus)/Deficit		1,440	(2,479)	1,440	(3,919)	202	(2,277)	(3,716)

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SUMMARY OF CARRY FORWARD REQUESTS 2018/19 Appendix D

Description	Total
	£
Assistant Chief Executive	23,122
Environmental Sustainability	9,000
Community Services	44,782
Business Improvement	7,257
General Fund	84,161

Description	Total
	£
HRA	202,354
General Fund	202,354

SUMMARY OF CARRY FORWARD REQUESTS 2018/19**Assistant Chief Executive**

Description	Submitted By	Total £	Reason for Request
Corporate Brand Guidelines	Sue Hall/Mish Tullar	8,000	Branding project spec May 19; procurement June 19; delivered Sept 19 - prep work completed other work pressures have meant that the tender documentation was not submitted before year end
Covered Market Project	Paula Redway	15,122	The lantern maker did not have capacity to create the number of lanterns we wish to commission by the end of the financial year the money was allocated. Delivery of the lanterns in 4 instalments in 2019 will have the added bonus of generating more publicity opportunities for the Covered Market.
		23,122	

SUMMARY OF CARRY FORWARD REQUESTS 2018/19**Environmental Sustainability**

Description	Submitted By	Amount Requested £	Reason for Request
Ecology Officer	Mai Jarvis	9,000	Excess income of £21k generated, request for £9k to cover 1 day unbudgeted Ecology post with remaining income to cover pressure within ES.
		9,000	

SUMMARY OF CARRY FORWARD REQUESTS 2018/19**Community Services**

Description	Submitted By	Amount Requested £	Reason for Request
PCSO Funding	Richard Adams	28,782	In February 2018, Members agreed within the Council Budget to fund £70k for a one year project to pay for officers from Thames Valley Police to tackle the negative street culture and open drug markets affecting Oxford City Centre and East Oxford. A delay in recruitment meant officers began work in September 2018. A proportion of funding was paid over, leaving a balance of £28,781 to be paid within 2019-20 financial year.
Twinning	Jasmin Carne	16,000	budget underspent as decision making process to officially approve the new twin cities led to the signing of agreements being later than was originally foreseen. Therefore the money that was ringfenced to update the twin city signage and launch the 3 new twin cities was not spend during 2018/19 financial year but will need to be spent in 2019/20
		44,782	

SUMMARY OF CARRY FORWARD REQUESTS 2018/19**Business Improvement**

Description	Submitted By	Amount Requested £	Reason for Request
Coaching for service excellence	Mark Chandler	750	The programme was originally planned to be delivered in the final quarter or 2018/19 but was unavoidably delayed due to year end work pressures/volumes as well as the unavoidable absence of a member of the CS strategic management team
Creating a culture of great performance and collaborative ways of working	Mark Chandler	5,607	programme was delayed from being delivered in the final q of 18/19 due to work pressures and staff absences
Customer Services Team Development Days	Mark Chandler	900	The programme was originally planned to be delivered in the final quarter or 2018/19 but was unavoidably delayed due to year end work pressures/ volumes as well as the unavoidable absence of a member of the CS strategic management team. The initial budget was scoped for one workshop but increased after discussions considered a three workshop programme to be more impactful. The additional budget for the programme was achieved through making savings to an ICS element within the BI L&D plan which was reviewed as not likely to deliver value.
		7,257	

SUMMARY OF CARRY FORWARD REQUESTS 2018/19**HRA**

Description	Submitted By	Amount Requested £	Reason for Request
Energy advice officer	D Haynes	12,600	Continutaiton of energy advice officer, post funded for 2 years but split over years
Rose Hill Tenant and Residents Association Grant Funding	S Warde	700	Remaining grant payalbe to Rose Hill tenants & Residents association, once the agreed criteria has been met
Barton Works (Grant Funding)	A Wylde	10,500	Grant funding received to be carried forward for future year revenue expenditure
Blackbird Leys (Grant Funding)	S Grubb	24,554	Grant funding received to be carried forward for future year revenue expenditure
Delivery of safety monitoring in relation to communal areas and survey work.	J Gould	24,000	To ensure all identified properties and areas are suitably monitored and checked in both Asbestos and Fire Safety by delivery of identified survey programme
Remedies in relation to system changes	J Gould	130,000	Remedies in relation to system changes and monitoring resulted in reduced set of measure and controls. This budget will be used for increased asbestos measures and surveys being delivered in 2019/20
		202,354	

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Formal Risk Summary

(Oxford)

Appendix E

As at: Mar-2019

Ref	Title	Risk	Owner	Gross		Current	
		Risk description		I	P	I	P
CRR-033-18-19	Housing	The Council has key priorities around Housing including ensuring housing delivery and supply for the City and enabling sufficient house building and investment	Stephen Clarke	5	4	5	4
CRR-031-18-19	Economic Growth	Local, national or international factors adversely affect the economic growth of the City	Ian Gray	4	3	4	3
CRR-032-18-19	Balancing and Delivery of the Financial Plan	Unable to balance the Medium Term Financial Plan and hence deliver the Council's Corporate Plan priorities	Nigel Kennedy	4	3	2	4
CRR-034-18-19	Recruitment and retention of the workforce	The challenge of recruitment and retention in some service areas, and ensuring succession planning exists for critical hard to fill roles.	Helen Bishop	3	4	3	3
CRR-036-18-19	Resilience of Trading Models	The Council Companies are not successful and fail to deliver outputs and financial returns	Nigel Kennedy	4	3	4	3
CRR-038-18-19	Business Continuity Planning and Disaster Recovery including ICT Recovery Plan	There is an adverse impact on continuous business operation due to unplanned events.	Helen Bishop	3	3	3	3
CRR-040-18-19	Climate Change - Flooding	Whilst the City Council is not the Lead Local Flood Authority (County Council) and flood response is primarily led by the EA, the city has a key reputational risk based on prevention, preparation, response, communication and clean up.	Jo Colwell	4	3	4	3
CRR-042-18-19	Terrorism	Terrorist incident in the city (most likely in the city centre) that adversely affects normal life in the city, including a negative impact on the Council's business, or targets an individual event (e.g. May Morning, St Giles' Fair, events in South Park)	Tim Sadler	5	2	5	2
CRR-043-18-19	Cyber Attack	Cyber security incident which impedes the operation of the business	Helen Bishop	3	4	3	3
CRR-044-18-19	Health and Safety - Buildings	Failure to comply with the various H&S legislative requirements which ensure the safety of buildings	Stephen Clarke	4	4	4	3
CRR-037-18-19	Local Government Reorganisation	Risk that the reorganisation or devolution is imposed to the detriment of the Council and the City	Caroline Green	5	3	4	1
CRR-039-18-19	Delivery of Services by External Suppliers/Partnerships / Supply Chain	The negative performance of suppliers has a direct impact on the Council's ability to achieve its goals	Ian Brooke	3	3	3	2

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Appendix F

Measure	Owner	Latest Data		Comments
Description		Target YTD	Result	
PA001: Net increase in number of businesses operating in the city	Matthew Peachey	200 Number	40 Number	Figs based on Nov 2018 data release.
PA002: Number of jobs created or safeguarded in the city as a result of the City Council's investment and leadership	Matthew Peachey	1100 Number	1271 Number	13 inward investment projects through OXLEP worth 276 jobs.
PR001: Amount of employment floor space permitted for development (m2)	Matthew Peachey	15000 Number	12747 Number	18/03406/FUL – Change of use from shop (Use Class A1) to office (Use Class B1) to first floor. Replacement of existing single storey rear extension and erection of a first floor rear extension. Insertion of 3no. Roof lights to south west elevation and insertion of 4no. roof lights to north east elevation 135 Hollow Way - Net change: Gain of 33 sqm
ED025: The percentage of estimated HMOs in the City that are licenced	Ian Wright	80%	80%	Numbers are remaining static and fewer unlicensed are being found.
HP008: Number of new homes granted permission in the city	Adrian Arnold	400 Number	452 Number	Includes 144 (C3)-(inclusive of 17/03050/FUL) 0 (C2)
PDR001: Percentage of major and non-major planning applications determined within target	Adrian Arnold	70%	98%	No comment provided.
NI 156: Limit our use of temporary accommodation at 2015 levels	Stephen Clarke	120 Number	84 Number	This is an excellent result, against a target of less than 120 households in temporary accommodation. Reducing or maintaining the number of households in temporary accommodation is a challenging target in a very difficult external environment, where the demand for services remains high, and the ability to find suitable accommodation, at affordable rents, locally is increasingly difficult. This result is testament to the continued exceptional homeless prevention work and temporary accommodation management undertaken by Housing Needs teams.
LP119: The number of people taking part in our youth ambition programme	Ian Brooke	4500 Number	6155 Number	This has been a successful year for the YA program and we have exceeded our target. This has mainly been due to a positive summer program (including funded programs) that was better promoted, within a prolonged good weather period. In addition the youth ambition team managed to achieve The National Youth Agency's quality assurance for our program, which is a great achievement for a district Council.
LP220: Number of people using leisure centres	Ian Brooke	536, 953 Number	775,703 Number	Our leisure provider reported strong annual growth for active participation visits and increased overall visits Year On Year. An independent audit of Fusions data concluded that figures reported to the Council are identified as good practice and no findings were raised on this area.

CoS030: Percentage of adults who are physically active	Ian Brooke	65%	71.50%	Sport England's Active Lives Survey results show that Oxford City is now the least inactive district Council area in the Country. The Council's Active Communities team lead on the work in this area supported by a multitude of partners including the huge amount of work undertaken by the voluntary sector. The team have just achieved "Outstanding" in their external Quest audit (the UK quality assurance scheme). This is the highest level of award and we are the first city/district to achieve this.
LG002: IER household response rate	Lindsay Cane	96%	96.08%	This is an annual measure and was last updated in January 2019.
ED002: The reduction of the Council's carbon footprint (CO2/y)	Jo Colwell	429 Tonnes	446 Tonnes	Fuel MicroCHP installations completed at Windale House and Northbrook House est 4tCO2/year in total. 100kWp Solar car port installation at Leys pools now due to commence 29 Apr - and completion mid May. Closed billing validation queries - year to date = 242 successfully closed queries equivalent to avoided spend of £32,016.32
BIT019i: The level of self-service transactions as a percentage of total contact with the Council	Helen Bishop	40%	37%	<p>End of year performance was 37.1%, falling short of the 40% target</p> <p>Overall, online transaction volumes were down 3% on 2017/18, with calls up by 2.46% and visits up by 7.36%</p> <p>In-month performance for March 2019 was 39%. Online transaction volumes were 15.4% higher than March 2018, with calls 3.6% lower and visits 12.5% higher</p>

To: General Purposes Licensing Committee
Date: 14th May 2019
Report of: Head of Regulatory Services and Community Safety
Title of Report: Policy on Hackney Carriage Quantity Control – Unmet Demand Survey

Summary and recommendations	
Purpose of report:	To consider the recommendations in the “Unmet Demand Survey” report (2018) and agree the Policy on Hackney Carriage Quantity Control
Corporate Priority	Vibrant Sustainable Economy
Policy Framework	Policy on Hackney Carriage Quantity Control
Recommendations: That the General Purposes Licensing Committee resolves to:	
<ol style="list-style-type: none"> 1. Agree to accept the recommendations of the Hackney Carriage “Unmet Demand survey” report prepared by Licensed Vehicle Surveys and Assessment (LVSA) indicating that there is currently no significant unmet demand for Hackney Carriage Vehicles in Oxford 2. Recommend to Council that there is currently no significant unmet demand for the services of Hackney Carriage Vehicles and therefore to resolve to maintain the Council’s Policy of Hackney Carriage Quantity Control and the current quota of 107 Hackney Carriage Vehicle licences 3. Recommend to Council that a further “Unmet Demand survey” be commissioned in 2021, subject to any changes to relevant legislation. 	

Appendices	
Appendix 1	“Unmet Demand Survey” Report

(included on committee papers at

Item 6 of <http://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=149&MId=4377>)

Introduction and background

1. A Licensing Authority is permitted by virtue of S. 37 of The Town Police Clauses Act 1847 and S.16 of The Transport Act 1985 to limit the number of Hackney Carriage Vehicle licences that it issues provided that the Authority is “**satisfied that there is no significant demand for the services of Hackney Carriages which is unmet**”.

2. The recommendation to implement an official Policy on Hackney Carriage Quantity Control (as an unofficial quota of Hackney Carriage Vehicle licences had been historically set) was agreed by Council in June 2008, including imposing a requirement that periodic reviews of the Policy were carried out.
3. A Hackney Carriage Quantity Control Policy is in force locally and has the effect of limiting the number of Hackney Carriage Vehicle licences granted by the Authority to a level that meets but does not exceed demand for the services of Hackney Carriage Vehicles. The current quota is set at 107 Hackney Carriage Vehicle licences.
4. The Licensing Authority reviews the specified limit by carrying out “Unmet Demand Surveys” every three years, which is following government best practice advice. The Policy itself forms part of the Council’s Policy Framework and changes need to be agreed by the Council.
5. CTS Traffic and Transportation were appointed to undertake the survey in 2015, which was carried out between September 2015 and December 2015. The survey resulted in a recommendation by this Committee to Council to maintain the existing policy and restrict the quota of Hackney Carriage Vehicle licences issued to a maximum of 107. A further “Unmet Demand” survey was requested to be commissioned in 2018.

Hackney Carriage Vehicles “Unmet Demand Survey” 2018

6. Following Council tendering process, CTS Traffic and Transportation trading as Licensed Vehicle Surveys and Assessment (LVSA), were appointed to undertake the “Unmet Demand Survey” in 2018. The survey was carried out between September 2018 and December 2018, with further interrogation of research (video and data intelligence) until March 2019. The survey was conducted in accordance with Best Practice Guidance produced by the Department of Transport in April 2010.
7. Licensed Vehicle Surveys and Assessment’s (LVSA) report is attached at **Appendix One**, the recommendations are on *Page 53* of the survey report.
8. The survey recommends:

“On the basis of the evidence gathered in this Unmet demand survey for Oxford City Council, our key conclusion is that there is no evidence of any unmet demand for the services of hackney carriages either patent or latent which is significant at this point in time in the Oxford City Council licensing area. The committee is therefore able to determine to continue its present policy of limiting hackney carriage vehicle numbers, and to retain the level of vehicles at the present number”.
9. A consultant from Licensed Vehicle Surveys and Assessment (LVSA) shall be available at the meeting to present the report to this Committee and answer any questions Members may have.

Legal Implications

10. Any legal implications are contained within this report.

Financial Implications

11. Any financial implications contained within this report will be met within existing budgets.

Recommendations

16. The Committee is recommended to:
- (i) agree to accept the recommendations of the Hackney Carriage “Unmet Demand” survey report prepared by Licensed Vehicle Surveys and Assessment (LVSA), indicating that there is currently no significant unmet demand for Hackney Carriage Vehicles;
 - (ii) recommend to Council that there is currently no significant unmet demand for the services of Hackney Carriage Vehicles in Oxford and to resolve to maintain the Council's Policy on Hackney Carriage Quantity Control and the current quota of 107 Hackney Carriage Vehicle licences;
 - (iii) recommend to Council that a further “Unmet Demand” survey be commissioned in 2021, subject to any future changes to relevant legislation.

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To: General Purposes Licensing Committee
Date: 8th July 2019
Report of: Head of Regulatory Services and Community Safety
Title of Report: Amendment to Emission Standards for Hackney Carriage Vehicles

Summary and recommendations	
Purpose of report:	To recommend amendment to the emission standards for Hackney Carriage Vehicles licensed by this Authority
Corporate Priority	Vibrant Sustainable Economy, A Clean and Green Oxford
Policy Framework	Air Quality Action Plan, Low Emission Strategy, Sustainability Strategy
Recommendations: That the General Purposes Licensing Committee resolves to:	
<ol style="list-style-type: none"> 1. Approve the recommended amendment to the approved emission standards for Hackney Carriage Vehicles licensed by this Authority; 2. Agree that such proposals be recommended to Council for adoption. 	

Appendices	
Appendix 1	Current Emission Standards for Hackney Carriage Vehicles

Introduction and background

1. On 23rd January 2019 this Committee approved the recommendations to introduce new emission standards for Hackney Carriage Vehicles (HCV) licensed by this Authority in order to reduce emissions in the taxi fleet and to improve air quality in the City. The option recommended by this Committee has been adopted by the Council - **Appendix 1**.
2. Since the introduction of the new emission standards for HCV, members of the taxi trade, including the City of Oxford Licensed Taxicab Association (COLTA), have proposed that the transition from age limits to emissions based standards begins sooner than January 2020.
3. The overarching goals of the report approved in January were:
 - That the economic impact on the Hackney Carriage trade respects their livelihood and builds resilience to global trends in mobility
 - Achieving the urgent air quality improvement needed to meet Council targets for clean, safe air.

4. In light of supporting both of those goals the Head of Regulatory Services and Community Safety recommends approving the following amendments to the current emission standards for HCV's to support and accelerate the transition.

Recommended amendment of emission standards for Hackney Carriage Vehicles (HCV) licensed by this Authority

5. Current emission standards policy:

- A. From 1st January 2020 remove the current requirement for new Hackney Carriage Vehicle (HCV) applications where the maximum age for a new vehicle to obtain a licence is "less than five years of age"
- B. From 1st January 2020 all renewal HCV applications must meet the EURO 4 standard as minimum; and, all new HCV applications must meet either the EURO 4, EURO 6 or ULEV standard as a minimum (EURO 5 vehicles are not considered to meet that standard);

To be amended to:

- A. With immediate effect remove the current requirement for new Hackney Carriage Vehicle (HCV) applications where the maximum age for a new vehicle to obtain a licence is "less than five years of age"
- B. From 1st January 2020 all renewal HCV applications must meet the EURO 4 standard as minimum; and, with immediate effect all new HCV applications must meet either the EURO 4, EURO 6 or ULEV standard as a minimum (EURO 5 vehicles are not considered to meet that standard);

Financial implications

6. Vehicle owners will be able to invest in vehicles with lower emission levels sooner, allowing more time to recover the cost of their investment.

Legal issues

7. In order to be enforceable, the application of new emission standards requires the attachment of additional conditions to vehicles licences. The Local Government (Miscellaneous Provisions) Act 1976 at sections 47, 48 and 51 allows the Licensing Authority to attach to vehicle licences such conditions as it considers 'reasonably necessary'. Improving standards in vehicle safety and air quality are relevant factors in this respect.
8. Improving air quality is in the interests of all persons and therefore no separate equalities assessment is considered necessary.

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APPENDIX 1

Current Emission Standards for Hackney Carriage Vehicles licensed by this Authority:

- A. From 1st January 2020 remove the current requirement for new Hackney Carriage Vehicle (HCV) applications where the maximum age for a new vehicle to obtain a licence is “less than five years of age”
- B. From 1st January 2020 all renewal HCV applications must meet the EURO 4 standard as minimum; and, all new HCV applications must meet either the EURO 4, EURO 6 or ULEV standard as a minimum (EURO 5 vehicles are not considered to meet that standard);
- C. From 1st January 2022 all new HCV applications must meet ULEV standard or at least Euro 4 if replacing an existing Euro 4, Euro 5 or Euro 6 due to the vehicle being written off by an insurance company or is a temporary courtesy vehicle due to repairs;
- D. From 1st January 2025 all new and renewal HCV applications must meet the Ultra-Low Emissions Vehicle standard

Date From	<u>Renewal</u> HCV Applications	<u>New</u> HCV Applications:
1 st January 2020	All HCV must meet EURO 4 emission standard	All HCV must meet EURO4, EURO 6 or ULEV emission standard (EURO 5 vehicles will not be considered to meet this standard)
1 st January 2022	All HCV must meet EURO 4 emission standard	All HCV must meet ULEV standard, or at least Euro 4 if replacing an existing Euro 4, Euro 5 or Euro 6 due to the vehicle being written off by an insurance company or is a temporary courtesy vehicle due to repairs
1 st January 2025	All HCV must meet ULEV standard	All HCV must meet ULEV standard

First DVLA Vehicle Registration Date	Standard assumed
From 1 st July 1992	Euro 1
From 1 st January 1996	Euro 2
From 1 st January 2000	Euro 3
From 1 st January 2005	Euro 4
From 1 st September 2009	Euro 5
From 1 st September 2014	Euro 6

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To: Council

Date: 22 July 2019

Report of: Monitoring Officer

Title of Report: Extension of term for appointments of Independent Persons

Summary and Recommendations

Purpose of report: This report asks Council to authorise the Monitoring Officer to extend the terms of office of the council's independent persons for a further three months to 31 October 2019.

Policy Framework: N/A

Recommendation(s): Council is recommended to authorise the Monitoring Officer to extend the terms of office of the Council's Independent Persons for a further three months to 31 October 2019.

Introduction and background

1. The Localism Act 2011 ("The Act") (Section 28, subsections (7) and (8)) requires the Council to appoint one or more Independent Persons.
2. The Local Authorities (Standing Orders) (England)(Amendment) Regulations 2015 ("The Regulations") require the Council to invite relevant Independent Persons to a Panel (being a committee appointed by the authority under section 102(4) of the Local Government Act 1972) for the purposes of advising the authority on matters relating to dismissal of relevant officers of the authority(the chief executive, the chief finance officer and the monitoring officer).
3. At its meeting on 16 July 2012, the Council appointed Chris Ballinger, Godfrey Cole, Jill McCleery and Ben Simpson as the Council's Independent Persons for five years. Those appointments were extended for a further two years by Council at its meeting on 20 July 2017.
4. Since their appointment, the current Independent Persons have carried out their roles diligently and dealt with complaints about members accused of breaching the Code of Conduct as required.

Recruitment of Independent Persons 2019

5. There is no prescribed time limit on the terms of office of independent persons and these are therefore within the discretion of the Council. At its meeting on 11 September 2018 the Standards Committee agreed to note and approve the Monitoring Officer's proposed arrangements for the appointment of independent persons in 2019.
6. The Monitoring Officer has commenced a formal recruitment exercise for the appointment of Independent Persons based on the following principles:
 - i. The recruitment exercise to include advertisement, application and interview (as required by the Act)
 - ii. The interview panel to consist of the Monitoring Officer, Chair of the Standards Committee and one opposition member from the Standards Committee
 - iii. The term of appointment to be for 5 years (to July 2024)
 - iv. The Independent Person "job description" to be approved by the Monitoring Officer to be expanded to include considering evidence and advising Council on the course of action for the Disciplinary Committee to follow whenever there is the prospect of dismissal of a statutory officer
 - v. The statutory restrictions on eligibility shall apply¹
 - vi. Any application from an existing Independent Person to be considered on its merits
 - vii. The appointments to be confirmed at Full Council with a positive vote by a majority of councillors (as required by the Act)
7. The advert for the recruitment of the Independent Persons was published in the local press and on the Council's website in early June. The interview dates are to be confirmed but are now expected to take place in late summer.
8. The initial response rate has been disappointing and, despite some initial enquiries there have been no new applications which may in part be due to the statutory restrictions on eligibility. Three of the current Independent Persons have confirmed that they would wish to continue in the role and they have submitted formal applications.

¹ A person cannot be appointed as an Independent Person if they are, or have been, at any time in the preceding five years:

- a) A member, co-opted member or officer of Oxford City Council; or
- b) A member, co-opted member or officer of one of the four parish councils (Blackbird Leys, Littlemore, Old Marston and Risinghurst & Sandhills Parish Councils); or
- c) A relative or close friend of such persons

9. At its meeting on 24 June 2019 the Standards Committee emphasised the importance of reaching a wide range of potential applicants for the post of Independent Person to reflect the diversity of the city. The Committee recommended promoting the vacancies through established contacts with local communities and the Council's partner organisations. They also suggested that a press release might be a positive promotional tool.
10. The Monitoring Officer proposes to extend and expand the current recruitment exercise to address the points raised by the Standards Committee. However, any extension of the recruitment period beyond the expiry of the term of office of the current Independent Persons would mean that the Council was in breach of requirements of the Act to appoint one or more Independent Persons. This could be addressed by:
 - a. holding interviews now and appointing one or more Independent Person on the basis of the existing applications; or
 - b. agreeing a temporary extension to the current terms of office of the three Independent Persons and then including them with any future candidates in a single round of interviews
11. The recommended approach is Option b) as this would ensure a fair and transparent recruitment process based on merit.
12. The three Independent Persons have been asked to confirm their agreement to the proposed extension of their term of office and that they are willing to continue in the role until the conclusion of the recruitment exercise.

Legal implications

13. The Council is required by the Act to appoint at least one Independent Person.

Financial implications

14. The recruitment of Independent Persons in 2019 carries a modest financial burden which will be accommodated in the 2019/20 Member Support budget. The Council does not pay its Independent Persons

Risk management

15. Failing to appoint an Independent Person would place the Council in breach of its statutory duty under the Act and prevent the Monitoring Officer from dealing with complaints in accordance with the Council's code of conduct complaints procedure. In addition in the event of there being a need to consider dismissal of a relevant officer and the Council not having appointed at least two Independent Persons the Council would be required to approach another local authority to seek to invite their appointed Independent Persons to form part of a Panel in accordance with Regulation 6 paragraph 5 of the Regulations.

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To: Council
Date: 22nd July 2019
Report of: Head of Law & Governance
Title of Report: Constitution – Members’ Briefings on Planning Matters

Summary and recommendations	
Purpose of report:	This report recommends changes to Part 24 (The Planning Code of Conduct) of the Council’s Constitution.
Key decision:	No
Lead Member:	Councillor Nigel Chapman
Corporate Priority	N/A
Policy Framework	N/A
Recommendation(s): That Council resolves to:	
<ol style="list-style-type: none"> 1. Approve the proposed amendments to Part 24 of the Constitution 2. Delegate authority to the Head of Law and Governance to amend the Constitution in line with the changes approved by Council. 	

Appendices	
Appendix 1	Amended Section 24 of the Constitution with proposed amendments highlighted

Introduction and background

1. The Council’s Planning Committees are on occasion asked to consider planning applications comprising large and complex developments. To assist members in dealing with these applications and associated issues involving such matters as viability, it is considered that it would be helpful to provide members with informal briefings on those applications. Informal briefings on certain pre-application enquiries which may evolve into formal planning applications may also be considered to be necessary from time to time.
2. In order to facilitate these forms of briefings, it is proposed to expand and make more explicit the guidance which is currently contained in the Planning Code of Practice at paragraph 24.14 in the Constitution. The proposed amendments are set out with track changes in Appendix 1 to this report.

Financial implications

3. There are no financial implications arising directly from the report.

Legal issues

4. Informal briefings such as those proposed are acceptable provided that they take place within and in compliance with certain parameters. The amended guidance is being provided so that those parameters are clearly defined.
5. There no other legal issues arising from the recommendations contained in this report.

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Appendix 1

24. PLANNING CODE OF PRACTICE

- [24.1 What does this code apply to?](#)
- [24.2 Training for Councillors](#)
- [24.3 Preparation of Planning Policy documents – Public Meetings](#)
- [24.4 Councillors' interests in planning applications](#)
- [24.5 Gifts and Hospitality](#)
- [24.6 Need for Councillors to make up their minds at committee](#)
- [24.7 When Councillors go public](#)
- [24.8 Lobbying](#)
- [24.9 Whipping](#)
- [24.10 Planning applications by Councillors and officers](#)
- [24.11 Planning applications by the Council](#)
- [24.12 Discussions before an application is decided](#)
- [24.13 Public meetings](#)
- [24.14 Members' Briefings](#)
- [24.15 Site visits](#)
- [24.16 Officers' Reports to Committee](#)
- [24.17 Committee members speaking in the public speaking slot](#)
- [24.18 Members of the public passing messages to Members during the meeting](#)
- [24.19 Determining an application](#)
- [24.20 Planning conditions added at the meeting](#)
- [24.21 Decisions that depart from the development plan or officers' recommendations](#)
- [24.22 Complaints and record keeping](#)
- [24.23 Responsibility for this code](#)
- [24.24 Code Of Practice For Dealing With Planning Applications At Area Planning Committees And Planning Review Committee](#)

24.1 What does this code apply to?

This code applies to all planning decisions, whether they are taken by officers, area planning committees or the planning review committee. It also applies to the preparation of the Local Plan and other planning policy documents.

24.2 Training for Councillors

Councillors are required to attend training and updating sessions on planning issues every two years (election years) and will be told about any changes to the law or the Council's procedures.

24.3 Preparation of Planning Policy documents – Public Meetings

At public meetings Councillors should be careful to be neutral and to listen to all points of view. They should take care to express themselves with respect to all present including officers. They should never say anything that could be taken to mean they have already made up their mind before an application is determined.

24.4 Councillors' interests in planning applications

(a) Registering and declaring interests

The members' code of conduct requires councillors to register interests. See 22.4.

(b) Declaring interests

Section 22.4(d) states what Councillors must do if they have an interest in an item.

All matter of interests must be viewed within the context of the members' Code of Conduct as a whole and regard given to the perception of the public. If members have concerns about a potential interest, they should seek advice from the Monitoring Officer.

(c) Avoiding perception of bias

Councillors must listen to the advice of the Monitoring Officer if they may be perceived as having made up their minds in advance or having closed their minds to opposing viewpoints.

If a member is a Cabinet member or represents the Council on an outside body and the Council or the outside body is the applicant then particular care should be taken by the member to avoid the perception of bias.

24.5 Gifts and Hospitality

Councillors and officers should avoid receiving gifts or hospitality from anyone involved with a planning application. If gifts or hospitality are unavoidable, they should be kept to the minimum.

Officers should declare offers of gifts or hospitality in the Council's hospitality register as soon as possible, whether they accept them or not. The record of gifts and hospitality will be reviewed annually by the Monitoring Officer.

24.6 Need for Councillors to make up their minds at committee

When a planning application comes to committee, Councillors must weigh up all the relevant facts and make their decision at the meeting. They must not have already decided how to vote.

This means that Councillors need to be careful about anything they say before the committee meeting. Although they can start to form a view, they should never say anything that could give the impression they have already made up their minds. Councillors should not sign letters or petitions that support or oppose an application.

24.7 When Councillors go public

If a Councillor has publicly supported a particular outcome, it will be very difficult for them to appear to make up their mind at committee and they should not participate in the debate or vote. If a councillor believes they have pre-determined an application, they should make this clear at the beginning of the meeting and leave the committee table for that item. In such a situation the councillor may address the meeting as a ward member in the public speaking slot (see 24.17).

This is not the same as the need to declare a disclosable pecuniary interest. That is a separate requirement of the members' code of conduct. See 22.4 of the Constitution.

24.8 Lobbying

(a) Lobbying by Councillors

Councillors should not lobby each other on planning applications. Nor should they put pressure on officers to make a particular recommendation or do anything which compromises, or is likely to compromise, the officers' impartiality or professional integrity.

(b) Lobbying of Councillors

When they are lobbied, Councillors should be careful not to say anything that could give the impression they have already made up their mind. They should stick to advising on procedures and suggesting that the person writes to the Head of Planning and Sustainable Development with their views in order that the comments may be reflected in the officer's report.

If Councillors do express an opinion to objectors or supporters, they should make it clear that they will only be in a position to take a final decision after having heard all the relevant arguments and taken into account all relevant material planning consideration at committee.

24.9 Whipping

Political groups must not whip planning decisions. Councillors must use their individual judgement when deciding how to vote.

24.10 Planning applications by Councillors and officers

(a) Officers not to act as agents

Officers must not act as agents for planning applications to the Council.

(b) Council's handling of applications

If a Councillor or an officer or any relation of theirs puts in a planning application to the Council, they must declare their relationship on the application form and not be involved in deciding it or try to influence it improperly. The same goes for applications where a Councillor is the agent.

If a Councillor is the applicant or the agent, they are likely to have a disclosable pecuniary interest under the members code of conduct and should take no part in the determination of the application.

Head of Planning and Sustainable Development Services will tell the Monitoring Officer about any applications by Councillors or officers and any applications where a Councillor is the agent. These applications will always be decided by an area planning committee, or if called in, the planning review committee, not by the Head of Planning and Sustainable Development. The committee report should be able to say that the Monitoring Officer confirms the application has not had any special treatment.

24.11 Planning applications by the Council

Applications by the Council will not get special treatment: the Council will decide them on planning grounds and will not take into account how it could gain from giving or refusing permission. Council applications will always be decided by an area planning committee or if called in, the planning review committee, not by the Head of Planning and Sustainable Development.

The only exception to this is applications for prior approval under identified permitted development rights (see 5.3(b)) which have a 42 day deadline for the local planning authority to oppose. If incorporating a prior approval

application to the committee structure takes longer than 42 days for the application to be determined, then this will result in the development being allowed to proceed by default regardless of what the committee decides. In those circumstances the Head of Planning and Sustainable Development will determine the application.

24.12 Discussions before an application is decided

The following applies to discussions with an applicant before an application is put in or before it is decided. These include discussions over the phone, as well as meetings:

- (a) It should be made clear at the start that the discussion will not bind the Council.
- (b) Anyone taking part in the discussion should make it clear whether they are likely to be the decision taker.
- (c) Advice should be unbiased and consistent. It should be based on the local development framework and relevant facts.
- (d) A note should be made of any meeting, which will be included on the application file.
- (e) If the applicant so requests a follow-up letter should be sent, confirming what has been discussed.
- (f) At least two officers should attend any meetings that are likely to be contentious.
- (g) If Councillors have a meeting, they should take a planning officer with them. Meetings involving Councillors or officers should be recorded on the application file.
- (h) Councillors should not approach applicants to try to achieve planning gain or get a planning application changed.
- (i) Councillors should never say anything that would give the impression that they have already made up their minds in relation the matter.

24.13 Public meetings

At public meetings Councillors should be careful to be neutral and to listen to all points of view. They should never say anything that could be taken to mean they have already made up their mind.

24.14 Members' Informal Briefings

For complex and/or major applications or pre-application enquiries about forthcoming applications, where there are difficult or technical issues such as viability to consider, it may be appropriate to hold informal briefings for members before an application is submitted to the Council or before an application comes before a committee for formal consideration and determination.

The Head of Planning Services will decide whether an informal briefing is considered to be necessary in any case.

Such a practice is acceptable provided the following guidelines are adhered to:-

- Members should understand that an informal briefing is not the committee meeting and therefore no decisions will be taken at the briefing.
- The informal briefing is essentially a fact finding exercise to allow members to understand more about the proposal before an application is submitted to the Council or before formal consideration of the scheme at committee.
- Members can ask questions about the scope of the proposal and about any issues they do not understand but it is not a forum for debate or for stating opinions about the development and certainly not for members to declare how they will vote at the formal meeting.
- Whilst members can begin to form views about the scheme and certain aspects of it, it is important at this stage for members not to form firm views or to decide how they will vote at the committee meeting. If they do so, they will not be able to take part in the committee consideration and determination of the application as they will be deemed to have pre-determined the application and will have closed their minds.
- The meeting is not a public meeting and therefore members of the public, the press and, in the case of informal briefings which are considering specific applications as opposed to pre-application enquiries, the Applicant will not be present. It will also only be appropriate for members who are likely to sit on the determining committee, their substitutes and ward members to be present.
- If an informal briefing is being held about a pre-application enquiry, the Head of Planning Services will decide whether it would be appropriate to invite the Applicant to the first part of the briefing in order to present the proposals to members. After the presentation, a question and answer session can take place so that members can seek clarification of any issues arising. The Applicant will then leave the briefing to enable further questioning of officers to take place to aid clarification or to seek further information.

- A record will be kept of the fact that the meeting took place and who attended the meeting but formal minutes or notes of the meeting will not be made or published as this is not a formal committee meeting and no decisions will have been taken.
- Although attendance by members will be encouraged, non-attendance at informal briefings will not prevent their subsequent participation in deciding an application when it comes before a committee.

~~For complex applications it might be appropriate to hold a members' briefing before the application is determined by committee. Members' briefings will be open to all Councillors and the public and will be used by the applicant to provide information.~~

~~The purpose and limitations of the briefing are to be made clear at the outset and a full note of the meeting will be taken and placed on the application file and provided as part of the report to the decision making committee. Any discussion at a members' briefing has no more standing than any other pre-decision discussion. Such briefings are not part of and do not substitute for any part of the decision making exercise to be undertaken by the relevant committee.~~

24.15 Site visits

A site visit by a planning committee is only likely to be necessary if:

- the impact of the proposed development is difficult to visualise from the plans and any supporting material, including photographs taken by officers

or

- issues relevant to the determination of the application can only be properly understood by seeing the site.

In considering a planning application the planning officers will decide whether a site visit by members is necessary, based on the above criteria, and if so will arrange the site visit. An individual member of the relevant planning committee can make a request for a site visit but it is the officers who will make the decision. If members of the relevant planning committee ask for a site visit at a committee meeting then the committee will decide.

When a site visit is requested by a member of the relevant planning committee justification for visiting the site should be judged on the criteria above.

The reasons why the site visit is requested will be recorded and kept on the file.

Site visits will only be attended by members of the relevant committee and supporting officers. Other people such as applicants, owners or members of the public will not be invited to attend site visits. Applicants or owners will only be present if they are required to give access to a site. Applicants or owners present must not be directly engaged by councillors and all councillor questions must be addressed to the accompanying officer.

Councillors should not seek or accept representations, either as a committee or as individual members, during the visit. Councillors should not comment on the application and will not take any decisions during a site visit but may ask questions of the officer or seek clarification, particularly about the layout of the site or the development and its surroundings, but not in relation to the merits of the application.

Beyond attendance, no formal notes will be recorded of a site visit. Members of an area planning committee or the planning review committee who do not attend a site visit are not precluded from taking part in the determination of the planning application to which it relates. A site visit is not a meeting of the committee and no decision may be made upon the application at a site visit.

If a member does make a site visit on their own then they should only do so from publicly accessible land

24.16 Officers' Reports to Committee

Reports should cover all the relevant points, including:

- material considerations
- relevant parts of the development plan
- the relevant planning history of the site.
- Reports should have a recommendation and a technical/professional assessment that clearly justifies it.

If the recommendation is contrary to the development plan clear reasons must be given identifying the material considerations justifying that development plan departure.

Oral reports should be rare and carefully minuted.

24.17 Committee members speaking in the public speaking slot

Committee members can choose to speak during the public speaking slot but they must notify the chair of their intentions before the meeting begins.

They cannot participate in determining the application. Once the matter has been concluded, the member can re-join the committee.

24.18 Members of the public passing messages to Members during the meeting

Messages should never be passed to individual committee members once the meeting has started. 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.

24.19 Determining an application

Committee members can only determine an application if they have been present throughout the whole presentation and debate. Members that arrive late or leave the room during the deliberation of an application can sit at the committee table but cannot participate in the debate or vote on the application.

When an application is considered over two meetings, only members that attend both meetings can vote on the application.

24.20 Planning conditions added at the meeting

When councillors suggest planning conditions that were not in the report, their wording should be settled and drafted prior to the relevant decision being made, conditions are an integral part of a grant of permission and should be imposed only where lawful and compliant with national policy. Members should receive advice from officers on whether the conditions suggested are compliant with government policy.

24.21 Decisions that depart from the development plan or officers' recommendations

If the officers recommend making a decision contrary to the development plan, they should give full reasons in the report.

If a committee is considering voting against the officers' recommendations, officers should be asked to explain any effect it might have.

If a committee goes against the officers' recommendation, it must be for planning reasons and these must be clear and convincing. The personal circumstances of the applicant are rarely enough. The reason must be established prior to the motion being voted on. A detailed minute of the reasons should be made and placed on the application file.

The wording of planning conditions to be imposed or the wording of reasons for refusal should be settled before the vote is taken.

24.22 Complaints and record keeping

The Council has a complaints procedure, which is on the website. To make complaints easy to investigate, records need to be complete and accurate. Every planning file should contain an account of events from beginning to end. It is important to record reasons for decisions, especially when they are taken by officers and there is no committee report.

The Head of Planning and Sustainable Development will monitor the quality of the Council's planning records.

24.23 Responsibility for this code

The Head of Planning and Sustainable Development and the Monitoring Officer have overall responsibility for this code. They will review how the code is working.

To: Council

Date: 22 July 2019

Report of: The Head of Law and Governance on behalf of the Leader of the Council

Title of Report: Shareholder and Joint Venture Group meeting dates

Summary and recommendations	
Purpose of report:	For Council to note the meeting dates of the Shareholder and Joint Venture Group
Cabinet Member:	Councillor Susan Brown, Leader of the Council
Recommendation(s): That Council resolves to:	
1. Note the meeting dates of the Shareholder and Joint Venture Group	

Introduction and background

- Since 2016, when the Council created its first companies, periodic Shareholder Group meetings have been held at which the Council, as shareholder, has been updated on the performance of the companies, has set and agreed new business plans and targets and has exercised its right to make those decisions which are expressly reserved for the shareholder. At the Annual Council meeting on 13 May 2019 the Leader of the Council indicated that the Shareholder for each company would continue to comprise all members of Cabinet:
 - Oxford Direct Services: Oxford Direct Services Limited (ODSL) (Company number 10719222) and Oxford Direct Services Trading Limited (ODSTL) (10719214) – both wholly owned by the Council
 - The Housing Group: Oxford City Housing Limited (OCHL) (10212716) and its subsidiaries OCH(I)L (10370637) and OCH(D)L (10370647) – wholly owned by OCHL, which is wholly owned by the Council
 - Oxford West End Development Limited (OxWED) (09957392) – owned jointly with Nuffield College
- The Council also holds a 50% interest in the following Limited Liability Partnership joint venture, in which the Council and Grosvenor Developments Limited are the only members:
 - Barton Oxford LLP (OC368330)

3. When Council agreed its meetings programme for 2019/20 at the Council meeting on 26 November 2018 the scheduling of Shareholder meetings was delegated to the Committee and Member Services Manager. The intention was that meetings would be held roughly quarterly according to the needs of the companies and the shareholder for Oxford Direct Services and the Housing Group and as required for OxWED. Issues with the scheduling of Shareholder meetings have caused frustrations for members and difficulties securing the availability of attendees, as well as an associated administrative burden on the Council. Each time a Shareholder meeting has been rearranged this has similarly impacted the scheduling of a Companies' Scrutiny Panel meeting, impacting a further set of members.
4. The Council has received a recommendation from its internal auditors BDO (draft report March 2019) that whilst the Council's two joint ventures – Barton Oxford LLP and OxWED – have a range of governance documentation and processes in place, and informal channels to report progress to the Council, the Council should formalise how both joint ventures report into a "shareholder board".

Shareholder and Joint Venture Group

5. The Leader of the Council has determined that from July 2019 all the companies and corporate joint ventures in which the Council has an interest, including Barton Oxford LLP, will report to a single quarterly meeting. The Shareholder Group will be renamed the "Shareholder and Joint Venture Group" to reflect the wider remit of this body and thus will include the corporate joint ventures in which technically there is no shareholding.
6. Council is asked to note the meeting dates of the Shareholder and Joint Venture Group as set out in Table 1 below. These dates have been set following consultation with the Company Secretary for each company and the Council's Head of Financial Services, having regard to company reporting cycles, and agreed by the Leader of the Council. Companies Scrutiny Panel meeting dates will also be set to fit with this meeting cycle. In future years, these meetings will be fixed as part of the annual process for setting the Council and committee meetings programme.

Table 1: Shareholder and Joint Venture Group meetings programme 2019/20

Meeting date	Companies Scrutiny Panel meeting	Agenda publication	Business
23 July 2019 6.00pm	16 July 2019 5.30pm	15 July 2019	Annual Report & Accounts for Oxford Direct Services and Housing Group Any matters for shareholder decision or consideration
25 September 2019 6.00pm	23 September 2019 (TBC)	17 September 2019	Q1 Performance reports for Oxford Direct Services, Housing Group, Barton and OxWED Any matters for shareholder decision or consideration
19 November 2019 6.00pm	14 November 2019 6.00pm	11 November 2019	Q2 Performance reports for Oxford Direct Services, Housing Group, Barton and OxWED Any matters for shareholder decision or consideration

17 March 2020 6.00pm	10 March 2020 (TBC)	9 March 2020	Q3 Performance reports for Oxford Direct Services, Housing Group, Barton and OxWED Any matters for shareholder decision or consideration
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7. At its first meeting on 23 July 2019 the Shareholder and Joint Venture Group will be asked to agree revised terms of reference to reflect the new meeting arrangements.
8. At meetings of the Shareholder and Joint Venture Group it is envisaged that all public business will take place first, followed by any private business for each company in turn. Members will be able to attend the public and private business of meetings.
9. The Leader of the Council retains the ability to call additional meetings of the Shareholder and Joint Venture Group should the need arise, for example if there is a need for a shareholder decision that cannot wait until the next scheduled quarterly meeting.

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Minutes of a meeting of the CABINET on Wednesday 29 May 2019

www.oxford.gov.uk



Committee members:

Councillor Brown (Chair)

Councillor Chapman

Councillor Hayes

Councillor Rowley

Councillor Linda Smith (Deputy Leader)

Councillor Clarkson

Councillor Hollingsworth

Officers:

Tom Bridgman, Executive Director (Development)

Caroline Green, Assistant Chief Executive

Tim Sadler, Transition Director

Anita Bradley, Monitoring Officer

Carolyn Ploszynski, Planning Policy and Place Manager

Stephen Clarke, Head of Housing Services

Claire Sutton, Team Leader, Design & Heritage Team

Nigel Kennedy, Head of Financial Services

Hagan Lewisman, Active Communities Manager

Laura Harlock, ODS Cemeteries Manager

Stefan Robinson, Scrutiny Officer

John Mitchell, Committee and Member Services Officer

Apologies:

Councillors Turner, Tidball and Upton sent apologies.

1. Declarations of Interest

None.

2. Addresses and Questions by Members of the Public

Dr Nick Brown, University of Oxford (Chair of the Building Estates Sub-Committee), addressed the Cabinet in relation to item 12 on the agenda, Extension of the Central Conservation area. He said the impact of the proposal in relation to the Science Quarter would fall exclusively on the University and the sixteen science departments in the area and limit the ability of some departments to upgrade their existing buildings which are increasingly no longer fit for purpose. He believed that, overall, it would place an unreasonable additional burden on the University.

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

None.

4. Councillor Addresses on Neighbourhood Issues

None.

5. Items raised by Board Members

The Chair announced changes to some Cabinet Member portfolio titles and responsibilities, these would be published very shortly. In the meantime she drew attention to a few key changes. Councillor Chapman would become Cabinet Member for Safer Communities and Customer Focused Services, taking on liaison with the police and community safety matters from Councillor Hayes who would, in turn, become the Cabinet Member for Zero Carbon Oxford. Councillor Hollingsworth would be Cabinet Member for Planning & Sustainable Transport and Councillor Rowley, Cabinet Member for Affordable Housing.

6. Scrutiny Committee Reports

The Cabinet had before it three Scrutiny reports and the draft Cabinet responses to them. Councillor Gant spoke to these reports in his capacity as Chair of Scrutiny Committee and Chair of the Tourism Management Review Group.

Report of the Tourism Management Review Group

The subject of this review had been chosen by the Scrutiny Committee. He paid tribute to the significant contribution made by officers to the report, notably Laurie-Jane Taylor, until recently City Centre Manager; Matt Peachey, Economic Development Manager; and Stefan Robinson, Scrutiny Officer. There was a recognition that tourism was not “working as well as it should” in the City. A vision was needed and agreement about, for example, how best to manage coaches in a medieval city and the Council’s relationship with the Destination Management Organisation, Experience Oxfordshire. The recommendations of the review need to be factored into a longer term strategic vision for the city, taking account of such things as major developments, and transport planning. He thanked the Cabinet for its response to the recommendations but was disappointed with the responses to many of them and the absence of explicit acceptance or rejection in some cases.

The Cabinet Member for Culture and the City Centre (Councillor Mary Clarkson), thanked Councillor Gant and the Scrutiny Officer for the report which she welcomed. She agreed that a close relationship with Experience Oxfordshire was important. The Council had contributed the majority of financial support to Experience Oxfordshire in the past, despite the fact that many of the beneficiaries (eg Blenheim and Bicester Village lay outside the City), other Councils needed to play their part too. She agreed that any vision for tourism needed to be developed in partnership with other stakeholders it couldn’t and shouldn’t be developed in isolation. The Council’s capacity to deal with the management of coaches in the city was constrained as it was not the Highways Authority.

The Chair said the Council continued to lobby government for the permission necessary to allow introduction of an overnight tourism levy. She recognised the importance managing coaches effectively but was doubtful about the merits of seeking

“Coach Friendly Status” which appeared to be skewed too much in favour of operators’ needs.

The Chair said this was a thorough piece of work and thanked Councillor Gant and the officers for it. The report and its recommendations now had to be considered in the context of the Council’s wider strategic aims and a balance struck between the needs of tourists and those of residents.

Future Strategic Direction of the Council’s group of Housing Companies

Councillor Gant was grateful for the positive response to the Committee’s recommendations, and was particularly pleased to see that that “...zero carbon homes should always be considered as part of any feasibility study.”

The Cabinet Member for Affordable Housing, Councillor Mike Rowley had welcomed the thorough Scrutiny debate. Councillor Donnelly’s observation about the need to ensure proper account was taken of those who may be disabled had been helpful as had been the discussion about the ability to purchase parcels of land when suitable opportunities arose.

Community Infrastructure Levy (CIL) Draft Charging Schedule

Councillor Gant was once again grateful for a positive response to the Committee’s recommendations.

The Cabinet Member for Planning and Sustainable Transport said the consequence of the recommendation was that agreement of an application for Exceptional Circumstances Relief would take slightly longer than otherwise would have been the case but then, as the title implied, it would be an infrequent occurrence.

7. The future strategic direction for the Council's group of housing companies

The Head of Housing Services had submitted a report to consider and approve changes to the arrangements between the Council’s group of Housing companies and the Council’s Housing Revenue Account for the delivery of affordable housing in response to recent government policy changes and to agree to a review of future Oxford City Housing Limited (OCHL) development with a view to expanding activity and accelerating affordable housing delivery.

The Board Member for Affordable Housing, Councillor Mike Rowley introduced the report, once again thanking the Scrutiny Committee for its contribution to this important area of work. He reminded Cabinet members of the original reason for the establishment of the Council’s housing company and how the subsequent change in Government policy now necessitated a change in approach with a view to expanding activity and accelerating affordable housing delivery.

It was important to emphasise that the new Government policy was to remove restrictions on the ability to borrow within the HRA in order to stimulate an increase in

new supply. It was also important to be clear that the increased debt will need to be serviced and paid back.

The Head of Housing Services said progress of the development programme, as well as the further review into how to both increase and accelerate delivery, would be monitored via the quarterly meetings of the Shareholder. The revised Council budget proposals within the report are to support the agreed development programme of OCHL. It was noted that there was capacity to deliver houses on the sites listed in paragraph 13 of the report and a number of further sites could be brought forward if there was greater capacity. The focus was currently on larger sites which were, generally, more cost effective to develop than smaller ones.

Cabinet resolved to:

- 1.**Agree** that the Oxford City Housing Limited group of companies (OCHL) continues with the current development and acquisition programmes as detailed in paragraphs 9,12 and 14 of this report;
- 2.**Agree** that the Council's Housing Revenue Account from this date onwards purchases and manages the social rented and shared ownership units (with the exception of the Barton Park units);
- 3.**Recommend** to Council to increase the HRA capital programme by £45.303m so that adequate additional budgetary provision is made available for the acquisitions to take place (see Appendix 1);
- 4.**Recommend** to Council to approve a revised HRA budget and Business Plan that incorporates the new acquired dwellings that impacts on rental income, maintenance spend, interest payments, debt redemption activity and other matters as set out in Appendix 2;
- 5.**Recommend** to Council to approve the re-phasing of the loans from the General Fund Capital Programme in relation to the borrowing activity of OCHL over the MTFP period 2019/20 to 2022/23(see appendix 1);
- 6.**Agree** that delegated authority is given to the Assistant Chief Executive in consultation with the Head of Finance and the Head of Law and Governance to approve and facilitate the agreed purchase by the HRA of all affordable housing units at the OHCL development sites;
- 7.**Authorise** Phase 2 of the review of the role and future activity of OCHL and the detail of the review as set out in paragraph 17 of the report; and
- 8.**Grant** delegated authority to the Assistant Chief Executive in consultation with the Head of Finance and Head of Law and Governance to approve the sale of sites as set out in the OCHL business plan to OCHL providing that such sales comply with the mechanism set out in paragraph 31 of this report and s123 of the Local Government Act 1972, and are made on the basis that following development all affordable housing units at the sites would be purchased back by the Council through the Housing Revenue Account.

8. Community Infrastructure Levy Charging Schedule Review

The Head of Planning Services had submitted a report to seek approval for the Draft CIL Charging Schedule and revised CIL 123 list to be submitted to the Secretary of State for examination, approve the statement of modification and approve the policy for Exceptional Circumstances.

The Cabinet Member for Planning & Sustainable Transport, Councillor Alex Hollingsworth introduced the report which followed on from the earlier consultation which had revealed concerns about the viability of imposing a levy on B2 and B8 designated developments; it was therefore proposed that those developments should not be subject to a levy.

The recommendation in relation to the Exceptional Circumstances Relief Policy now needed to be revised (to take account of the agreement to the Scrutiny Committee recommendation described above) by the removal of recommendation 3 as shown in the report.

Cabinet resolved to:

1. **Approve** the Statement of Modification (Appendix 5) the Community Infrastructure Levy (CIL) Draft Charging Schedule (Appendix 4) and the revised CIL Regulation 123 list (Appendix 7) and Authorise the Head of Planning (or any officer acting in that capacity), to make any typographical changes to the document deemed necessary and then to formally submit to the Secretary of State for examination; and
2. **Approve** the discretionary Exceptional Circumstances Relief Policy (as per Regulation 56 of the Community Infrastructure Levy Regulations 2010 (as amended) (Appendix 6).

9. Clean Bus Technology Fund

The Transition Director had submitted a report following an award to the Council of £671,550 from the Joint Air Quality Unit, DEFRA to retrofit buses in Oxford with emissions reduction equipment, in the interest of improving air quality. The report sought project approval.

The Cabinet Member for Zero Carbon Oxford, Councillor Tom Hayes, introduced the report. This report was not just about the immediate financial advantage of the award. It was, more fundamentally, another measure which would make a demonstrable improvement to the city's air quality and, consequently, to people's health, and was, thus, aligned with the Council's values. Transport emissions generally were the biggest source of poor air quality and buses contributed more to that than anything else.

Cabinet resolved to:

1. **Grant project approval** for the bus retrofit programme outlined in the report; and
2. **Delegate to the Transition Director**, in consultation with the Monitoring Officer and Section 151 officer, the authority within the funding envelope of £671,550 provided within the Council's capital programme and funded from external grant to enter into:
a) appropriate agreements with the Council's bid partners; and

b)third parties required to deliver the project subject to their being selected under an appropriate procurement process.

10. Revolving Construction Loan to Low Carbon Hub IPS

The Head of Financial Services had submitted a report to request Cabinet to approve a revolving loan facility to Low Carbon Hub.

The Head of Financial Services introduced the report which sought to renew the previous loan agreement which had worked well to date, with all due payments having been made.

There was agreement that this arrangement, as with the previous item, was more than just a matter of money, given the nature and value of the work undertaken by the Low Carbon Hub; it was something the Council should be proud of.

Cabinet resolved to:

1. **Approve** a revolving loan facility to the Low Carbon Hub of £2.3 million at an annual interest rate of 5%, secured on the assets of the Low Carbon Hub whilst noting the success of previous loan facilities;
2. **Recommend** that full Council agrees to make budget provision of £2.3 million to enable this loan facility to be created; and
3. **Instruct** the Head of Law and Governance in consultation with the Head of Financial Services to draw up and enter into a new loan agreement with the Low Carbon Hub setting out the terms of the loan.

11. Extension to Central (City & University) Conservation Area

The Acting Head of Planning Services had submitted a report seeking Cabinet approval for a new conservation area boundary.

The Cabinet Member for Planning & Sustainable Transport, Councillor Alex Hollingsworth, introduced the report reminding Cabinet Members that this was a report on the outcome of the recent consultation. The inclusion of the St Thomas' area was important, as one of the City's first suburbs, and for the reasons listed in the report.

The reason for the inclusion of the University Science Quarter was set out in the report and because, among other things, it was "... a physical demonstration of the commitment to scientific research within the city."

In response to the earlier contribution from Dr Brown, he did not believe the introduction of the Conservation area would place a "heavy burden" on the University. The designation would merely require planning permission to demolish a building and introduce some requirements in relation to flues. The character of the area was important, revolving as it did around scientific excellence. The designation should encourage the development of high quality new science buildings over time.

The Planning Policy and Place Manager pointed out that the area was surrounded by a conservation area and, importantly, no "Article 4" direction for the area was proposed.

The Chair said it was not the intention of the designation to “preserve the area in aspic” but rather to ensure the replacement of buildings of sufficient quality in due course that reflect the physical demonstration of scientific research.

The Conservation Area Appraisal and Management Plan is also being developed for the Central Conservation Area. This will make the purpose of the designation clear and Oxford University is engaged with this process alongside other stakeholders. Given the concerns expressed by Oxford University the Chair highlighted the importance of this engagement.

Cabinet resolved to:

Approve the proposed new conservation area boundary to include all areas proposed on the map at Appendix 2 of the report.

12. Community leases

The Head of Community Services had submitted a report to agree three community leases and delegate the authority to agree further community leases with a market value below £50,000 per annum to the Regeneration and Major Projects Service Manager.

The Committee Clerk drew attention to the need to make two corrections to the report. “Purpose of the report” on the first page of the report should simply read “To agree three community leases.” the rest of that sentence to be deleted. The second sentence of paragraph 3 of the report beginning “This report requests ...” should be deleted.

Cabinet Members were unequivocal about the value of the three organisations for which these leases were to be prepared and pleased to be able to support the recommendations.

Cabinet resolved to:

1. **Approve** terms for new leases for the Trustees of the Oxfordshire Chinese Community and Advice Centre at Princes Street, the Leys Community Development Initiative at Blackbird Leys Community Centre and The Trustees of The Parasol Project at Plowmans Tower; and
2. **Delegate** authority to the Regeneration and Major Projects Service Manager in consultation with the Head of Community Services to make such amendments as are required in order to complete the above three leases.

13. Grave Reclamation in Oxford City Council Cemeteries

The Head of Community Services had submitted a report in response to the fact that by about 2021 all Oxford City Council Cemeteries will be full and closed to new burials leaving Oxford City without any new space to bury Oxford residents. This report was to approve reclaiming grave plots, potentially providing burial space for an additional two years.

The Cabinet Member for Leisure & Housing introduced the report by thanking the officers for working up this proposal about a delicate matter in a sensitive manner. It was important to emphasise that no previous internments would be disturbed by what was being proposed. The practice had been adopted by other authorities faced by similar pressures and would provide Oxford residents with choice in the future which would otherwise be denied.

The Chair noted that pressure on space for burials within the City had a long history. She also placed on record her thanks to the officers for their sensitive handling of the matter.

It was agreed that recommendation as given in the report should be amended to reflect the fact that graves would be available to city residents to people *liable* to pay Council tax to Oxford City Council.

Cabinet resolved to:

1. **Grant** project approval to the grave plot reclamation proposal as set out in this report;
2. **Agree** that Wolvercote & Botley will be the first cemeteries where reclaimed graves will be made available (Botley is still open to new burials and Wolvercote has only recently closed to new burials.);
3. **Agree** that graves available through grave reclamation would only be made available to Oxford City residents (residents would be classed as people liable to pay Council tax to Oxford City Council);
4. **Agree** that graves where the deeds have never been purchased and have interments (commonly known as unpurchased graves) may be sold at a lower cost; and
5. **Agree** to delegate to the Head of Community Services the ability to deal with the design and detail of the Scheme.

14. Park & Ride Management

The Transition Director had submitted a report concerning Park & Ride Management.

The Cabinet Member for Planning & Sustainable Transport, Councillor Alex Hollingsworth said the report's recommendations would remove the confusion flowing from the fact that the City Council runs three Park and Ride sites and the County Council runs two.

The Chair welcomed this example of co-operation with the County Council.

Cabinet resolved to:

1. **Authorise** the Council's entry into an Agency Agreement with Oxfordshire County Council under which the City Council would be appointed to provide management services for Oxfordshire County Council's two Oxford Park & Ride sites – Thornhill and Oxford Parkway (Water Eaton);
2. **Authorise** the Council's entry into an agreement with Oxford Direct Services Limited ("ODSL") under which the management responsibilities taken on by the Council under

the Agency Agreement with the County Council referred to in Recommendation 1 above would be carried out by ODSL; and

3. **Delegate** authority to the Chief Executive in consultation with the Council's Monitoring Officer and s151 Officer to agree the terms of the Council's entry into the two agreements referred to in Recommendations 1 and 2 above.

15. OVO Energy Women's Cycle Tour

The Head of Community Services had submitted a report to highlight the requirements of delivering the OVO Energy Women's Cycle Tour in Oxfordshire over the next three years (2019, 2020 and 2021).

The Chair introduced the report. The opportunity to contribute to this important event represented a good investment for the City and would provide valuable opportunities to promote cycling generally but particularly for women and those from parts of the community which tend to have low levels of participation in sporting activity.

The Active Communities Manager said officers would be working closely with schools and partners to promote both the event and cycling generally.

It was agreed that the risk register should include reference to the importance of ensuring a positive legacy from the tour and the risk of failing to do so.

Cabinet resolved to:

1. **Support** Oxfordshire being a host venue for the OVO Energy Women's cycle tour in 2019, 2020 and 2021;
2. **Agree** the principle of an equal share of costs between the County Council, the four districts and the City Council for the three years of the Event;
3. **Recommend** that Council allocates a budget of £30,000 funded from reserves to pay the City Council's share of the costs for 2019; and
4. **Agree** that sponsorship, regardless of which partner attracts it, will be used to reduce the hosting costs on an equal basis.

16. Award of Asbestos Surveying Contract

The Head of Housing had submitted a report to seek delegated authority to award an asbestos surveying contract.

The Assistant Chief Executive said the contract was necessary to comply with the relevant regulations and the money to do so had been identified.

Cabinet resolved to:

Delegate authority to the Assistant Chief Executive, after consultation with the Monitoring Officer, following completion of the EU-compliant tender process described in this report, to award an asbestos surveying contract to the successful contractor.

17. Minutes

The Cabinet resolved to APPROVE the minutes of the meeting of the City Executive Board held on 10 April 2019 as a true and accurate record.

18. Dates of Future Meetings

Meetings are scheduled for the following dates for the rest of 2019:

- 12 June
- 10 July
- 07 August
- 11 September
- 09 October
- 13 November
- 11 December

All meetings start at 6pm.

19. Matters Exempt from Publication

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

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

20. The future strategic direction for the Council's group of housing companies - Appendix 3

No matters were considered in confidential session.

The meeting started at 6.00 pm and ended at 7.45 pm

Chair

Date: Wednesday 12 June 2019

Minutes of a meeting of the CABINET on Wednesday 12 June 2019



Committee members:

Councillor Brown (Chair)

Councillor Turner

Councillor Hayes

Councillor Rowley

Councillor Upton

Councillor Linda Smith (Deputy Leader)

Councillor Chapman

Councillor Hollingsworth

Councillor Tidball

Officers:

Gordon Mitchell, Chief Executive

Anita Bradley, Monitoring Officer

Tom Bridgman, Executive Director (Development)

Aileen Carlisle, Interim Executive Director (Communities and Customers)

Caroline Green, Assistant Chief Executive

Mai Jarvis, Environmental Quality Team Manager

Nigel Kennedy, Head of Financial Services

Tim Sadler, Transition Director

Jennifer Thompson, Committee and Members Services Officer

Stefan Robinson, Scrutiny Officer

Also present:

Councillor Andrew Gant, Chair of the Scrutiny Committee

Apologies:

Councillors Clarkson sent apologies.

21. Declarations of Interest

None.

22. Addresses and Questions by Members of the Public

Judith Harley addressed Cabinet in relation to Minute 31 below. She outlined her concerns about the nominations to the Elder Stubbs Charity and asked why she was not being re-appointed as a City-Council-nominated Trustee for the Charity as she was available and willing to serve another 4-year term. She also asked for confirmation that new nominees lived within the requisite area to be a Trustee, and that all nominees were available for meetings.

Councillor Brown explained that the Council's approach was now that all appointments to these bodies are filled by elected councillors to fulfil the role as a contact between the body and the Council.

All non-councillor appointees were replaced as their term ended. As such this was in no way a reflection on Ms Harley's service or capability. She understood Ms Harley would be appointed by the charity in another capacity and wished her well.

Councillor Brown confirmed that all nominees met the criteria for membership, but noted that given demands on councillors' time their attendance could not be guaranteed.

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

None received.

24. Councillor Addresses on Neighbourhood Issues

None received.

25. Items raised by Board Members

None received.

26. Scrutiny Committee Reports

The Cabinet had before it two Scrutiny reports and the draft Cabinet responses to them. Councillor Gant spoke to these reports in his capacity as Chair of Scrutiny Committee.

Minute Seacourt Park and Ride Extension

Councillor Gant noted the response to the Scrutiny Committee's report and that the recommendation was not accepted.

Minute Safeguarding report and action plan

Councillor Gant noted that the Housing Panel would consider matters relating to safeguarding homeless adults. He was concerned that Cabinet's response did not make mention of the requested data gathering; and that the Guest House Review set out actions, subsequently agreed, which were now apparently being set aside. He was concerned at the apparent overturn of the Cabinet's previous decisions.

In response Councillor Chapman said that it would be very difficult for the Council, not being the lead safeguarding authority, to gather meaningful and reliable data on the number of school aged children receiving face to face safeguarding awareness training. The recommendations from the 2015 Guest House Review would not be revisited in the depth and detail implied in the Scrutiny recommendation because matters had moved on since that review.

27. Seacourt Park and Ride Extension

The Executive Director Development had submitted a report to seek approval to appoint a contractor for the main contract works and for final scheme approval.

The Cabinet Member for Planning & Sustainable Transport, Councillor Alex Hollingsworth introduced and moved the recommendations for the reasons set out in the report.

Cabinet resolved to:

1. **Approve** the appointment of ODSL (Oxford Direct Services Ltd) as the main contractor to construct the park and ride extension, subject to final scheme approval;
2. **Grant** final scheme approval to enable the scheme, as amended, to be delivered within the budget of £5,156,122 approved by Council in February 2019; and
3. **Delegate** to the Director of Development, acting in consultation with the Heads of Law & Governance and Financial Services, and the Portfolio holder for Planning & Sustainable Transport, the authority to enter into all necessary and appropriate contracts to implement the delivery of the proposed extension to the Park and Ride scheme at Seacourt.

28. Bus Euro 6 Low Emission Zone

The Transition Director had submitted a report seeking Cabinet agreement to support Oxfordshire County Council in the application to the traffic commissioner for the implementation of a Bus Euro VI Low Emission Zone.

The Cabinet Member for Zero Carbon Oxford, Councillor Hayes introduced and moved the recommendations for the reasons set out in the report. Cabinet noted the bid would be made by the County Council and the benefit would extend beyond the city boundaries.

Cabinet resolved to support Oxfordshire County Council in the application to the traffic commissioner for the implementation of a Bus Euro VI Low Emission Zone in Oxford.

29. Safeguarding report and action plan

The Assistant Chief Executive has submitted a report on the progress made on the Oxford City Council's Safeguarding Action Plan 2018/19.

The Cabinet Member for Safer Communities & Customer Focused Services, Councillor Chapman introduced and moved the recommendations for the reasons set out in the report. Cabinet noted the ongoing good and innovative work to improve safeguarding.

Cabinet resolved to:

1. **Note** the key achievements of the Safeguarding work delivered through Oxford City Council during 2018/19;
2. **Agree** the Safeguarding Action Plan 2019/20 set out in Appendix 1; and
3. **Approve** Oxford City Council's safeguarding policy updated April 2019.

30. Release of capital funds for the East Oxford Community Centre

The Interim Executive Director Customer and Communities had submitted a report to seek the release of £800k for consultancy support for the delivery of the East Oxford Community Centre including any associated social housing.

The Cabinet Member for Supporting Local Communities, Councillor Tidball introduced and moved the recommendations for the reasons set out in the report.

The Cabinet Member for Finance and Asset Management noted there should be no expansion in the already allocated funding and agreed timetable for the project.

Cabinet resolved to:

1. **Approve** the release of £800k of the East Oxford Community Centre Capital budget for detailed design and feasibility work, technical specification, planning and oversight of the build of the East Oxford Community Centre including social housing, to occupation; and
2. **Delegate** to the Executive Director Customer and Communities, acting in conjunction with the Heads of Law & Governance and Financial Services, and in conjunction with the Portfolio Holders for Supporting Local Communities and Finance & Asset Management, the authority to enter into all necessary and appropriate contracts and to take any required steps to secure the development of the East Oxford Community Centre and associated housing.

31. Appointment to Outside Bodies 2019/20

The Head of Law and Governance had submitted a report to agree appointments to charities, trusts, community associations and other organisations for the 2019/20 Council Year.

The Leader of the Council, Councillor Brown, introduced the report.

Cabinet agreed to vary the usual approach of appointing local ward councillors to community associations and in Appendix 1A make a change to the proposed appointment:

6.	East Oxford Community Association	Cllr Azad Cllr Rowley Cllr Hayes
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and to ask the report author to propose to the Elder Stubbs Charity that they review their membership with a view to reducing the number of places allocated to City Council appointees.

On being moved, Cabinet agreed the recommendations for the reasons set out in the report, noting the changes above.

On being moved, Cabinet agreed the recommendations for the reasons set out in the report, noting the changes above.

Cabinet resolved to:

1. **Amend the nominees** for East Oxford Community Association to replace Cllr Hayes with Cllr Rowley;
2. **With that change, approve** appointments to charities, trusts, community associations and other organisations as shown in Appendices 1A – 1D; and note the appointments to partnerships as detailed in Appendix 1E;
3. **Ask the report author** to propose to the Elder Stubbs Charity a reduction in the number of City Council appointees;
4. **Note** the guidance for appointees as detailed in Appendix 2;
5. **Agree** to add the Climate Alliance and the Oxfordshire Building Trust to the list of charities, trusts, community associations and other organisations as detailed at paragraph 14 of the report; and
6. **Delegate** authority to the Head of Law and Governance, in consultation with the Leader of the Council, and where appropriate with other group leaders, to make any changes to appointments to Outside Bodies as may be required during the course of the Council year 2019/20.

32. Minutes

Cabinet agreed to amend Minute 2 to read: “.....addressed the Cabinet in relation to item 11 on the agenda”.

Cabinet resolved to APPROVE the amended minutes of the meeting held on 29 May 2019 as a true and accurate record.

33. Dates of Future Meetings

Meetings are scheduled for the following dates:

- 10 July
- 07 August
- 11 September
- 09 October
- 13 November

34. Matters Exempt from Publication

The Board did not resolve to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

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

No matters were considered in confidential session.

35. Seacourt Park & Ride - Appendix 2

Noted under Minute 27 but not discussed.

The meeting started at 6.00 pm and ended at 6.45 pm

Chair

Date: Wednesday 10 July 2019

Minutes of a meeting of the CABINET on Wednesday 10 July 2019

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Committee members:

Councillor Brown (Chair)

Councillor Turner

Councillor Clarkson

Councillor Hollingsworth

Councillor Upton

Councillor Linda Smith (Deputy Leader)

Councillor Chapman

Councillor Hayes

Councillor Rowley

Officers:

Gordon Mitchell, Chief Executive

Tim Sadler, Transition Director

Caroline Green, Assistant Chief Executive

Aileen Carlisle, Interim Executive Director (Communities and Customers)

Andrew Brown, Committee and Member Services Manager

Nigel Kennedy, Head of Financial Services

Lindsay Cane, Legal Services Manager / Company Secretary

Stephen Clarke, Head of Housing Services

Lucy Cherry, Leisure and Performance Manager

Hagan Lewisman, Active Communities Manager

John Mitchell, Committee and Member Services Officer

Also present:

Mark Munday, Fusion Lifestyle, Divisional Business Manager

Graham Ashby, Fusion Lifestyle, Contract Manager

Apologies:

Councillor Tidball sent apologies.

36. Declarations of Interest

None.

37. Addresses and Questions by Members of the Public

None.

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

None.

39. Councillor Addresses on Neighbourhood Issues

None.

40. Items raised by Board Members

None.

41. Scrutiny Committee Reports

The Scrutiny Committee had met on 4 June 2019 to consider the Fusion Lifestyle Annual Service Plan. The Committee and Member Services Manager reminded the Cabinet of the Committee's one recommendation in relation to outreach work and of the Cabinet's agreement to it.

The Deputy Leader and Cabinet Member for Leisure and Housing, Councillor Linda Smith said she had been very happy to accept the recommendation as an area of focus which Council Officers would be working closely with Fusion Lifestyle to achieve.

The Finance Panel of the Scrutiny Committee had met on 01 July to consider the Integrated Performance Report for Quarter 4. Changes to the report had been tabled at the Finance Panel meeting and the Panel had supported the inclusion of two additional recommendations and the use of urgency rules in respect of an additional key decision. The Committee and Member Services Manager reminded the Cabinet of the Panel's 4 recommendations in relation to: the budget provision for the Citizens' Assembly funding wider related work; improved presentation of performance reports; monthly reporting of progress on major capital schemes being made available to elected members upon request; the use of compulsory purchase powers; and of the Cabinet's broad agreement to them.

The Cabinet Member for Finance & Asset Management, Councillor Ed Turner noted that it might be difficult to secure some of the £200k Citizens' Assembly budget for the purposes of a Scrutiny review and that the Committee's base budget might prove to be a better route if a review was sought. The recommendations in relation to improved presentation and reporting, particularly in relation to capital schemes and slippage, were welcome. The recommendation in relation to revisiting the case for Compulsory Purchase Orders was already Council practice and would continue to be.

The Chair said the work being done to improve reporting and delivery of the capital programme was welcome, and the Cabinet would still want exception reporting in relation to slippage. The use of Compulsory Purchase Orders was an important power to have access to when needed.

Q4 Integrated Performance Report

The Head of Financial Services and Head of Business Improvement had submitted a report to update Members on Finance, Risk and Performance as at the end of the financial year.

The Cabinet Member for Finance & Asset Management, Councillor Ed Turner introduced the report. He was pleased to note a positive financial outturn, and some good performance outcomes. There were some challenges in relation to expectations of car park income. The savings from efficiencies approached a creditable £7m, over the last 4 years. It would be timely to refresh the 13 corporate performance indicators in

parallel with the development of a new Corporate Plan. Slippage from the original capital budget of £63m was not good but, as a percentage, better than previous years. This was largely attributable to an absence of loans to the housing company because of the government's decision to lift the HRA borrowing cap. There will be some significant changes as to how the capital programme is assembled in future. Schemes would be included in the capital programme at a later stage when there was a good degree of confidence that they could be delivered.

In discussion it was noted that it would be helpful if sources of funding for projects and schemes were noted, as recommended by the Finance Panel, not least because some funding was time limited and had to be returned if not spent. The steps being taken to improve oversight and delivery of the capital programme were most welcome. The need for Cabinet to approve relatively low value carry forwards (eg £750) was questioned. A reduction in car park revenues was largely predictable given changes in patterns of car use and ownership, and policies designed to deter driving into the City; forecasts for car park revenues should, accordingly, err on the side of caution. Local consultation and engagement had contributed to many of the schemes in relation to which there had been slippage; this involvement was important and should not be sacrificed for the sake of speedier completion. While it was important to note slippage it was also important to recognise the obverse and the amount which has been achieved.

Cabinet resolved to:

1. **Note** the financial outturn and performance of the Council for the year 2018/19 and also the position on risks outstanding as at 31st March 2019;
2. **Agree** the carry forward requests in respect of the General Fund as shown in paragraph 6 and on Appendix D;
3. **Agree** the additional transfer to the General Fund Repairs and Maintenance Reserve of £0.610 million detailed in paragraph 2 a;
4. **Agree** the carry forward requests in respect of the HRA as shown in paragraph 14 and on Appendix D;
5. **Agree** the additional transfer to the HRA Contributions to HRA Projects Reserve of £3.716 million detailed in paragraph 2(c);
6. **Recommend** to Council the inclusion of an additional £1.53m budget within the HRA in 2019-20 for completion of the Tower Block refurbishment scheme;
7. **Agree** to delegate authority to the Chief Executive to agree the terms of the Towers contract final account with Fortem based on the principles detailed in Appendix G; and
8. **Recommend** to Council the inclusion of £200k in 2019-20 in respect of costs to establish a citizens' assembly together with associated staffing costs for reporting and research.

43. Fusion Lifestyle's Annual Service Plan for Oxford leisure facilities (2019/20)

The Head of Community Services had submitted a report to recommend that the Cabinet endorse Fusion Lifestyles 2019/20 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford.

The Active Communities Manager introduced the report. He reminded the Cabinet of the challenging environment in which Council based leisure services now operated, competing with budget and other commercial providers as well as people choosing to exercise outdoors, sometimes with the support of technology. He was pleased to be able to highlight a number of very positive indicators such as an increase in the number of "active participation visits" by 25%; the positive outcome of an external audit to sense-check the quality of Fusion data; a 4% increase in active visits from target groups; all 5 of the Council's Leisure Centres continuing to be accredited to the UK quality award scheme (Quest) ; Barton and Leys Pools and Leisure Centres moving from a 'Good' to a 'Very Good ' rating; an 83 % customer satisfaction rating; active steps being taken to reduce the centres' carbon footprint; and seeking stronger links with the Council's corporate objectives.

The Deputy Leader and Cabinet Member for Leisure and Housing, Councillor Linda Smith, was pleased with these creditable indicators, particularly the 25% increase of visits and the steps to reduce the carbon footprint. She was also pleased to report on the success of the pilot crèche facility at the Ferry Leisure Centre, all of which provided a good foundation for the following year.

The ambition to reduce the carbon footprint was recognised as most welcome but it was suggested that the ambition on Fusion's part might be greater. Carbon reduction now featured as a regular item in the monthly management meetings and a number of Salix projects were being considered. The Council's Active Communities team was to be congratulated for all it was doing and being the first Council in the country to achieve the Quest UK quality assurance standard at the highest level of 'Outstanding'. The ambition to get more inactive people active was very welcome. New arrangements for the local GP infrastructure would include one Social Prescribing co-ordinator in each area and it was confirmed that Fusion would liaise with them as appropriate, adding them to their list of stakeholders. The Oxford Sports Park would be open, with full community access, by September.

Cabinet resolved to:

1. **Note** the national and local context of the leisure market;
2. **Note** the overarching performance dashboard for 2018/19, as attached as Appendix 1; and
3. **Endorse** the Fusion Lifestyle Annual Service Plan as recommended by the Leisure Partnership Board and attached as Appendix 2.

44. Barton Oxford LLP

The Regeneration and Major Projects Service Manager had submitted a report asking the Cabinet to note the progress made with the development of Barton Park by the Joint Venture and to note the update in relation to the purchase of the affordable housing.

The Cabinet Member for Affordable Housing, Councillor Mike Rowley reminded the Cabinet about the origins of the housing development in Barton and its ambition to provide 40% of affordable housing for social rent. 35 homes had now been let and occupied with a further 60 planned by the end of the year. Good progress was being made with the community facilities as part of the development and the new pavilion and sports facilities have been handed over to the Council. Great importance was attached to helping new residents to integrate with current Barton residents. The report sought to require quarterly reports on progress to the Council's Shareholder.

It was agreed that care and clarity were needed when using the expressions 'affordable housing' and 'social housing' which were frequently misunderstood.

It was noted that the project had not been without its challenges but it was good that the obstacles had been overcome to deliver a scheme that accorded with the Council's values. While there had been some delays, this was not unexpected given the state of the local building market and the associated skills/capacity shortage and the high standards demanded for this project.

The Chair sought reassurance that the rights and opportunities available to Council tenants would also be available to the new tenants at Barton given that they were, strictly, tenants of the Oxford City Housing (Investment) Limited. The Head of Housing said work was being done to develop a scheme which would align with the essential ingredients of the Council scheme. In the interim, there were discussions at the allocation stage to ensure that new residents would be able to cope at the outset. The Head of Housing also confirmed that service charges for communal areas and outside spaces were eligible housing costs for the purposes of Universal Credit.

Cabinet resolved to:

1. **Note** the progress made by Barton Oxford LLP in bringing forward development at Barton Park;
2. **Note** the current financial position in relation to potential payments from the Joint Venture;
3. **Note** the progress of the purchase of affordable housing on the site and the arrangements between the Council and its Housing Company (OCHIL) for ownership; and
4. **Require** quarterly reports to be made to the Council's Shareholder body (which will have an expanded remit to receive reports from companies and joint ventures which do not have shareholders, such as Barton Oxford LLP) on the overall progress of the Barton Park development, to include information on overall delivery of housing, with particular reference to social rented homes, and the financial performance of the project in general.

45. Dates of Future Meetings

Meetings are scheduled for the following dates:

- The meeting which had been scheduled for 07 August is **cancelled**
- 11 September
- 09 October
- 13 November
- 11 December

All meetings start at 6pm.

46. Minutes

The Cabinet resolved to APPROVE the minutes of the meeting held on 12 June 2019 as a true and accurate record.

47. Matters Exempt from Publication

48. Q4 Integrated Report Appendix G

No matters were considered in confidential session.

The meeting started at 6.00 pm and ended at 7.00 pm

Chair Date: Wednesday 11 September 2019

To: Council

Date: 22 July 2019

Report of: Ian Wright, Head of Regulatory Service & Community Safety

Title of Report: Oxford Safer Communities Partnership Update

Summary and recommendations	
Purpose of report:	Oxford Safer Communities Partnership's Annual Review 2018-19
Key decision:	No
Executive Board Member with responsibility:	Councillor Nigel Chapman, Cabinet Member for Safer Communities and Customer Focused Services
Corporate Priority:	Strong and Active Communities.
Policy Framework:	n/a
Recommendation: That Council note the report	

Appendices: None

Introduction and background

- Oxford Safer Communities Partnership (OSCP) was established in 1998 with the introduction of the Crime and Disorder Act 1998. The Act makes statutory authorities responsible for crime, disorder and anti-social behaviour.
- Oxford's Community Safety Partnership comprises representatives from Oxford Local Police Area, Oxford City Council, Oxfordshire County Council's Youth Justice Service, Trading Standards, Children and Adult Social Care Services, The National Probation Service (now incorporating Thames Valley Community Rehabilitation Company), Oxford University Hospital Trust, Oxfordshire Fire and Rescue Service, South Central Ambulance Service, Oxfordshire Clinical Commissioning Group, Office of the Police and Crime Commissioner, Oxford Brookes University, Oxford University, and Turning Point
- OSCP Executive Board agrees a set of annual priorities. In 2018-19 these were:
 - Tackling harmful street culture and its connection to drug dealing, young people and vulnerable adults at risk of exploitation;
 - Reduce serious violence and undertake a review of Nightsafe, the partnerships approach to policing Oxford's late night entertainment economy;

- c. Develop a project to embed restorative approaches across partner organisations;
- d. Tackling Organised Crime Groups;
- e. Support the Government's Violence against Women and Girls Strategy by tackling domestic abuse and other interpersonal crimes; and,
- f. Tackling the open drug markets that impact on our communities' feelings of safety.

Achievements for 2018-19

- 4. Tackling negative street culture and its connection to drug dealing, young people and vulnerable adults at risk of exploitation.
 - a. Continued the Streetwise project in the city centre to tackle begging, drug abuse, street drinking and environmental crime, through engagement, support and enforcement approaches. Police, City Council, Turning Point and homeless services working together to support and address behaviour of the most chaotic clients. There are daily patrols by our City Centre Ambassadors, and street engagement by dedicated City Council and police resources.
 - b. Excluding the daily patrols, 30 multi-agency operations were conducted to address begging, alcohol abuse and anti-social behaviour. In 2018-19 Oxford Direct Services attended 833 locations and picked up 7,292 needles and syringes. East Oxford had the greatest number of "sharps" found, followed by Oxford City Centre.
- 5. Reducing serious violence and currently undertaking a review into policing Oxford's late night entertainment;
 - a. Review the partnership response to policing the night-time economy. Project brief developed during 2018-19 and partner data collection and analysis is underway. Managing the night-time economy does stretch resources and pulls officers away from tackling the more prevalent crime affecting our communities, hence the need to develop more multi-agency responses.
 - b. Developed a local hate crime action plan. Activities included:
 - i. Hate crime awareness week working with the police to promote reporting through their "Hidden harm" campaign.
 - ii. Police have an Independent Advisory Group representing a wide range of communities.
 - iii. Police Community and Diversity Officer works with communities in response to issues that raise community concerns or tensions.
 - iv. Hate crime page on City Council's website and the promotion of the Victim First service
 - v. Problem solving approaches to repeat victims and perpetrators of hate crimes reported to the police with all hate crime offences are reviewed by a specialist police officer.
- 6. Supporting the Government's Violence Against Women and Girls Strategy by tackling domestic abuse and other interpersonal crimes;
 - a. In 2018-19 a Countywide Modern Slavery Action Plan was developed and presented to OSCP. The Elmore research project on the extent of modern slavery in Oxford continues and is due to report back to OSCP in the autumn.

- b. Continue the work of the Sex Workers Intervention Panel (SWIP) that supports vulnerable individuals who have chaotic lifestyles to reduce the harm to themselves and the wider community. This included the introduction of Sex Worker Harm Reduction packs including health products and support service information. SWIP also continued its support with the Ugly Mug information about aggressive customers, which was included within the packs. This national campaign provides warnings about dangerous individuals who attack sex workers.
 - c. Continued our work with partners across Oxfordshire to protect victims of domestic abuse including a Young People's Pathway, Domestic Abuse Training for professionals, and drafting of a Domestic Abuse strategy, delivery plan and dashboard. The Council provides a Sanctuary Scheme for domestic abuse victims to keep the victim and their family in their home. In 2018-19, 107 people received improved security measures, such as window and door locks, new front doors, fencing, door keys and lighting.
 - d. Worked with Thames Valley Police on the updated Multi-Agency Risk Assessment Conference (MARAC) Protocol and supported the Thames Valley Black, Asian, Minority Ethnic and Refugee (BAMER) Project to provide improved services for victims from BAMER communities.
 - e. Continued to work with our Oxfordshire local authorities to address safeguarding responses under the Joint Operating Framework for Taxis and Transporting Vulnerable Adults. Enforcement work has increased in the evenings resulting in a third of all complaints relating to taxis licensed by neighbouring district councils. All drivers are safeguarding trained.
7. Tackling Organised Crime Groups (OCG's), that included:
- a. Working against OCG's primarily led by the Multi-Agency Drug Exploitation (MADE) partnership group. Most OCG's in Oxford are involved in the drug trade. A 4P's (Prevent, Pursue, Protect and Prepare) approach results in the protection of young people, vulnerable adults and disrupting the groups.
 - b. Promote, advise and support all activities incorporated within Thames Valley Police Cyber Crime Strategy.
8. Tackling the open drug markets that impact on our communities' feelings of safety by identifying hot spot areas that are affected by the open drug markets and support communities to "take back" their streets.
- a. Launched in 2018, TVP and Oxford City Council's Public Spaces Drug Task Force targeted priority areas such as Meadow Lane, South Parks, Friars Wharf and areas in East Oxford. Community call-backs develop intelligence and provide reassurance (259 so far). A further 15 smaller neighbourhood areas have been identified and problems solved.
 - b. The Task Force uses a three stage approach to addressing drug misuse and dealing in public places:
 - i. CLEAR – high visibility police and partner activities to remove dealers and engage users
 - ii. HOLD – installation of crime reduction interventions to target the location, with the support and involvement of community groups, business premises and landowners
 - iii. BUILD – legacy activities to encourage the community to use the space, report concerns and maintain the presence associated with the two preceding stages.

- c. Supporting our communities by addressing a number of environmental anti-social behaviour issues. Last year, Community Response Team officers, Environmental Health Officers, Planning Enforcement and the police attended a farm as a result of a number of complaints regarding bonfires on this site with residents suffering with toxic smells and black smoke.
 - d. Led by the MADE group, County Drug Line (CDL) activity has fluctuated during the year in response to making Oxford a less hospitable - environment to deal drugs in open spaces and “cuckooed” properties. A number of arrests have assisted in the disruption in these activities.
9. Supporting those vulnerable adults who are at risk of being “cuckooed” into hosting drug dealing with the use of Closure Orders to protect these vulnerable victims. Close cooperation between housing providers, Anti-Social Behaviour Investigation Team (ASBIT) and the police is essential. In 2018 a council tenant was subjected to cuckooing from drug dealers from outside the city. As a result, ASBIT obtained an injunction preventing other persons except from the tenant living at the property. Over the year, ASBIT obtained 2 Notices Seeking Possession, 3 Closure Orders and 3 Injunctions.
10. Alongside this work, training of professionals has been provided by the Willow Project, a Thames Valley wide service tackling exploitation and slavery. The Willow Project also assists supporting victims that have been “cuckooed”.
11. The partnership’s priorities for 2019-20 are:
- a. Tackling the harm caused by drug exploitation through our multi-agency violence and vulnerability plans that will:
 - i. work together under our STRONGHOLD arrangements to impact on local organised crime groups involved in dealing drugs;
 - ii. work with statutory and voluntary sector youth agencies to deliver coordinated responses for young people at risk of drug exploitation;
 - iii. work with our communities to reduce the impact of drug exploitation through our Public Spaces Drugs Task Force’s CLEAR, HOLD and BUILD approach;
 - iv. support vulnerable adults at risk of drug exploitation.
 - b. Improving public safety in Oxford’s late night entertainment areas;
 - c. Supporting the Government’s Violence Against Women and Girls Strategy by tackling domestic abuse and other interpersonal crimes;
 - d. Working with partners across Oxfordshire to address modern slavery and exploitation; and
 - e. Responding to hate crimes by working with our communities and partner organisations to encourage reporting and delivering interventions.

Report author	Richard Adams
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Background Papers: None	

SCRUTINY WORK PLAN

July 2019 - May 2020

Published on: 11/07/19

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 Cabinet. This document represents the work of scrutiny for the 2019-20 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 TOPIC criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

Timely – is it timely to consider the issue?

Oxford priority – is it a council priority?

Public interest – is it of significant public interest?

Influence – can Scrutiny have a meaningful influence?

Cost – is there a significant financial impact?

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 Cabinet 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), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Tiago Corais, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Richard Howlett, Ben Lloyd-Shogbesan, Joe McManners (Vice Chair), Craig Simmons.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; Nadine Bely-Summers (Chair), Mike Gotch, Richard Howlett Sian Taylor, Elizabeth Wade, Dick Wolff and a tenant co-optee.
Companies Panel	To scrutinise the Shareholder function for the Council companies	Councillors; James Fry (Chair), Tom Landell Mills, Chewe Munkonge, Craig Simmons.

Current and planned review groups

Topic	Remit	Membership
Review 1 TBC	TBC	TBC
Budget Review 2020/21	To review the 2020/21 budget proposals.	Finance Panel Membership

Indicative timings of review groups

	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Review 1 TBC	Scope agreed	Evidence gathering		Paused for Budget Review		Evidence gathering	Reporting	
Budget review			Scoping	Evidence gathering		Reporting		

SCRUTINY COMMITTEE

NO MEETING ALLOCATED

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Planning for the 2020 Zero Emission Zone	No	To consider what work is underway in conjunction with the County Council to prepare for the introduction of the 2020 Zero Emission Zone in the City Centre.	Zero Carbon Oxford, Planning and Sustainable Transport	Jo Colwell, Service Manager Environmental Sustainability
Cycling / condition of cycle lanes	No	To be scoped. The Committee received several submissions from the public concerning the condition and quality of cycle lanes in the City. The case was made that improvements would ease pollution and congestion and improve safety.	Healthy Oxford	Jo Colwell, Service Manager Environmental Sustainability
Community wealth building	No	To consider what actions the Council could take, such as in Preston, to advance economic equality, social value and the positive impact of anchor institutions and local supply chains in the City.	Leader, Economic Development and Partnerships	Matthew Peachey, Economic Development Manager
Apprentices and NEETs	No	To consider the Council's and Oxford Direct Service's future plans for employing apprentices. This may include inviting the County Council to set out their work to support people not in education, employment or training (NEET).	Supporting Local Communities	Paul Adams, HR & Payroll Manager
Public participation in decision making and citizen involvement	No	To consider how the public could be better engaged with council decision making, such as through public meetings, consultations and other public forums, for example. A draft scoping document has been prepared for a possible scrutiny review.	Zero Carbon Oxford, Leader, Economic Development and Partnerships	Mish Tullar, Corporate Policy, Partnership and Communications Manager

30 JULY 2019 - PROVISIONAL MEETING – NO REPORTS

3 SEPTEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Air Quality - annual report 2018	No	To consider the Air Quality Annual Report for 2018 which contains data on air quality monitoring results in the city and information about actions to improve air	Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability

		quality. To also consider what actions can be taken to reduce idling in the city centre, following a number of public work plan submissions.		
Monitoring the Community Grants Programme - Report for 2018/19	No	To inform members of the monitoring findings of the 2018/19 grants programme.	Supporting Local Communities	Carolyn Newall, Diversity & Inclusion Manager
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, Senior Housing Development Officer

1 OCTOBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Go Ultra Low Pilot	Yes	To consider the outcome of the Go Ultra Low Pilot and any next steps.	Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability, Stefan Robinson, Scrutiny Officer
Oxpens Lane Redevelopment Update	Yes	The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward and the procurement of a preferred development partner. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme.	Leader, Economic Development and Partnerships	Tom Bridgman, Executive Director (Development)

5 NOVEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
The Oxford Waterways Project	No	To consider the current condition of the waterways network, and plans or options for improving its offer. This includes facilities and plans for future mooring provision for permanent long-term dwellers. The Tourism Management Review Group recently made a recommendation concerning the Waterways.	Zero Carbon Oxford	Tim Wiseman, Oxford Waterways Coordinator
Universal Credit	No	To consider the impact of Universal Credit in the City.	Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits

Annual Workplace Equality Report & Gender Pay Gap report	Yes	A legal requirement to publish equality performance data relating to the demographics of the workforce and information about the gender pay gap.	Safer Communities and Customer Focused Services	Paul Adams, HR & Payroll Manager
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3 DECEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Annual Monitoring Report 2018/19	Yes	The AMR report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme.	Planning and Sustainable Transport	Amanda Ford, Principal Planner

14 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Council Tax Reduction Scheme 2020/21	Yes	To agree proposals for the 2020/21 scheme which will then be subject to public consultation.	Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits

4 FEBRUARY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Update of the 2016-2020 Corporate Plan (2020)	No	Annual update to the Corporate Plan detailing key achievements and future plans.	Leader, Economic Development and Partnerships	Mish Tullar, Corporate Policy, Partnership and Communications Manager

3 MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Climate Emergency / Carbon management	No	To consider the outcomes of the Citizens' Assembly and to review progress in the implementation of its recommendations / council carbon reduction policy and practice.	Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability

6 APRIL 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Council engagement with Oxford's diverse communities (Equalities Strategy)	No	Following this suggestion by the Committee last year, the Council intends to carry out a full assessment of the Council's key services against the LGA's equalities framework. The timescale for completion is under review.	Supporting Local Communities	Mish Tullar, Corporate Policy, Partnership and Communications Manager
Economic and City Centre Strategies	Yes	New city-level and city centre strategies and actions are being developed from Sept 2019 to May 2019 with focus on triple bottom line actions: economic growth, social/equity, and environment.	Leader, Economic Development and Partnerships, Councillor	Matthew Peachey, Economic Development Manager

TBC MAY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Tourism Management Review Group Report	No	To consider a 12 month update report on the implementation of agreed recommendations of the Tourism Management Review Group.	Culture and City Centre	Matthew Peachey, Economic Development Manager

FINANCE PANEL

NO MEETING ALLOCATED

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Rent performance - 2019	No	To monitor Council rents performance including current and former tenant arrears. This may include assessing the impact of Universal Credit.	Safer Communities and Customer Focused Services	Tanya Bandekar, Service Manager Revenue & Benefits

1 JULY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Q4 Integrated Report 2018/19	Yes	Financial and Performance report for 2018/19. This report will include recommendations for the Cabinet to make a number of key decisions.	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

5 SEPTEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Q1 Integrated Report	No	Financial and Performance data for Q1 2019/20	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Treasury Management Performance: Annual Report and Performance 2018/19	Yes	The report sets out the Council's Treasury Management activity and performance for the financial year 2018/2019	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Council Tax Reduction Scheme 2019/20	Yes	To consider the annual review of the Council Tax Reduction Scheme 2019/20.	Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits

5 DECEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Q2 Integrated Report	No	Financial and Performance data for Q2 2019/20	Deputy Leader - Finance and Asset	Anna Winship, Management

			Management	Accountancy Manager
Treasury Mid-Year Report 2019/20	No	To report on the performance of the Treasury Management function for the 6 months to 30th September 2019	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Budget Review 2019/20 - recommendations update	No	To monitor progress on the implementation of the recommendations made in regard to the Budget Review 2019/20.	Deputy Leader - Finance and Asset Management	Nigel Kennedy, Head of Financial Services

6, 8, 14, 20 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24	Yes	Draft Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

29 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Treasury Management Strategy 2020/21	Yes	To present the Council's Treasury Management Strategy for 2020/21 together with the Prudential Indicators for 2020/21 to 2023/24	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Capital Strategy 2020/21 – 2024/25	Yes	To present the Capital Strategy for approval	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager

TBC MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Monitoring social value	No	To review the Council's current social value weighing in procurement of 5%.	Deputy Leader - Finance and Asset Management	Nigel Kennedy, Head of Financial Services
Q3 Integrated Report	No	Financial and Performance data for Q3 2019/20	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

HOUSING PANEL

NO MEETING ALLOCATED

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Tenant Satisfaction	No	To consider the outcome of the Tenant Satisfaction Survey for council tenants.	Affordable Housing	Bill Graves, Landlord Services Manager
Private rented sector housing	No	To be scoped: consideration of housing issues in the private rented sector and the Council's response. Could include regulatory changes concerning no fault and revenge evictions and engagement with the tenants' union.	Deputy Leader (Statutory) - Leisure and Housing	Ian Wright, Service Manager Environmental Health
Tenancy Management Standards	No	To consider performance and good practice in tenancy management standards with representatives from housing associations	Affordable Housing	Stephen Clarke, Head of Housing Services
Building Control - outcomes of the Hackitt Review of Building Regulations and Fire Safety	No	To consider the outcomes of the Hackitt Review of Building Regulations and Fire Safety.	Planning and Sustainable Transport	Paul Smith, Building Control Team Leader

3 OCTOBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Housing and Homelessness Strategy mid-point update	No	To consider a mid-point review of the current Housing and Homelessness Strategy 2018-21.	Deputy Leader (Statutory) - Leisure and Housing; Affordable Housing	Nerys Parry, Housing Strategy & Needs Manager
Housing Revenue Account review	No	To consider a review of the balance of spend within the Housing Revenue Account	Affordable Housing	Stephen Clarke, Head of Housing Services

7 NOVEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Outcome of the Homelessness Trailblazer and early intervention analysis	No	To review the outcome and lessons learnt from the Homelessness Trailblazer Project, which ends in 2019. Further, to consider a cost benefit analysis of early homelessness intervention to the Council and wider public services and systems.	Deputy Leader (Statutory) - Leisure and Housing	Paul Wilding, Programme Manager Revenue & Benefits
No local connection review	No	To consider the report of the No Local Connection Review Group.	Deputy Leader (Statutory) - Leisure and Housing	Nerys Parry, Housing Strategy & Needs Manager
Community Land Trusts	No	To consider the benefits of community land trusts, and how they might help the Council deliver its Local Plan.	Planning and Sustainable Transport	Adrian Arnold, Acting Head of Planning Services; Stephen Clarke, Head of Housing Services

5 MARCH 2020 – REPORTS TBC

8 APRIL 2020 – REPORTS TBC

COMPANIES PANEL

16 JULY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Annual Report and Accounts 2018-19 - Oxford Direct Services	No	This report provides a set of the 2018/19 unaudited company and consolidated accounts, along with a draft Annual Report for the company Shareholder.	Safer Communities and Customer Focused Services	Tim Sadler, Transition Director
Annual Report and Accounts 2018-19 - Housing Group	No	This report provides a set of the 2018/19 unaudited company and consolidated accounts, along with a draft Annual Report for the company Shareholder.	Affordable Housing	Stephen Clarke, Head of Housing Services

TBC SEPTEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Companies & Joint Ventures - Quarterly performance monitoring report 2019-20	No	Quarterly reports for the Council's companies and joint ventures.	Various	Anita Bradley, Head of Law and Governance; Nigel Kennedy, Head of Financial Services

14 NOVEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Companies & Joint Ventures - Quarterly performance monitoring report 2019-20	No	Quarterly reports for the Council's companies and joint ventures.	Various	Anita Bradley, Head of Law and Governance; Nigel Kennedy, Head of Financial Services

TBC MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Companies & Joint Ventures - Quarterly performance monitoring report 2019-20	No	Quarterly reports for the Council's companies and joint ventures.	Various	Anita Bradley, Head of Law and Governance; Nigel Kennedy, Head of Financial Services

Scrutiny recommendation tracker 2018/19 – May 2019

Total recommendations	83
Agreed	58 (70%)
Agreed in part	11 (13%)
Not agreed	14 (17%)

10 April CITY EXECUTIVE BOARD

Fusion Lifestyle

Recommendation	Agree?	Comment
Recommendation 1: That further work is undertaken to accelerate the consistent scheduling of time appropriate female only pool sessions in Blackbird Leys, and that a date is provided for when this will be done.	Yes	Fusion are very aware of the need and benefits of adding a further ladies only session and they are now finalising how they can adjust the swimming programme accordingly. We expect that this new session will start in the next few months.

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Oxford Living Wage

Recommendation	Agree?	Comment
Recommendation 1: That the Council continues to seek out ways to incentivise local businesses to become Oxford Living Wage accredited employers.	Yes	We will explore best practice and consider what ways businesses can be incentivised to ensure positive social and environmental impact through initiatives such as the Oxford Living Wage
Recommendation 2: That the Council's promotional activity around the Oxford Living Wage incorporates customer facing marketing, which encourages conscience driven spending with Oxford Living Wage accredited shops and services.	Yes	We will consider ways to incorporate this into the annual programme of activity.
Recommendation 3: That the Council engages with trade unions, campaign groups, parish councils and other community groups to broaden the pool of pressure groups in the City and better coordinate the local Oxford Living Wage campaign.	Yes	Officers will work alongside the Living Wage Champion who already undertakes this work

Floyd's Row

Recommendation	Agree?	Comment
1. That the Council continues to encourage the Government to provide funding to plug the capital shortfall while also exploring opportunities to draw on other local and national funding streams for specific purposes.	Yes	<p>Council Officers (including the Head of Housing and Assistant Chief Executive) met with the Council's MHCLG Specialist Rough Sleeping Advisor on 9th April 2019 to further highlight the merits of the Oxford bid in the Rapid Rehousing Pathway (RRP) funding round currently being evaluated by the MHCLG.</p> <p>We will also make representations at senior level in CLG and the LGA and ask the other Oxfordshire authorities to do likewise to further support this bid and stress the importance of this funding opportunity to deliver a project to significantly address and reduce rough sleeping across Oxfordshire.</p>
<p>2. That the Council builds on the successful service user engagement activities that have taken place by:</p> <p>a) Ensuring (through the contract with the service provider) that a culture of service user participation will be maintained at Floyd's Row.</p> <p>b) Taking a similar approach to service user participation and co-production in future projects.</p>	Yes	<p>Officers will seek to embed the practice of service users engagement in the service delivery of this new service, recognising that this can be best achieved through various measures, including pro-active participation and co-design; organisational culture and staff attitudes; using volunteers and persons with lived experience in the mainstream delivery of services, etc. This approach can be underpinned through requirements in the service specification and contracts.</p> <p>Officers will disseminate the approach used in this design exercise through the Project Management Office and seek to co-produce other services based on these principles and lessons learnt, to maximise the user voice in service delivery.</p>

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Breaches in Building Control

Recommendation	Agree?	Comment
1. That consideration is given to how to ensure that high quality delivery and best value will be secured when the Council (or its housing company) will be taking ownership of multiple new build properties, for example by employing or insisting on the employment of a Clerk of Works to oversee the quality and safety of the building work.	Yes	<p>The Council already employs a clerk of works for the more complicated projects an example being the towers refurbishment. The latter also included the funding of a full time building control officer with a specific focus on fire safety. Smaller projects will have internal project management that has a quality control function but this is usually in tandem with ODSL as contractor. The Housing Company also employs a clerk of works function for their developments and will consider the use of OCC building control subject to a procurement process. The Council also employs a CoW for the Council/ OCHL units coming from the BOLLP on Barton Park. This is in addition to an exacting design and quality specification established by BOLLP.</p>

2. That the Council continues to prioritise the successful practice of employing and training apprentices within the Building Control Service, giving particular emphasis to the need to ensure that an appropriate level of training and mentoring is provided by permanent staff.	Yes	
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13 March CITY EXECUTIVE BOARD

Street art

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
Recommendation 1: That the Council considers how best to define 'larger commercial ventures' when requiring such private land owners to pay for the removal of graffiti, to ensure the policy is applied consistently.	YES	<p>Larger Commercial Ventures are any business that has more than one premises. For smaller businesses Oxford City Council would seek to remove graffiti of up to 4m².</p> <p>Any racist, obscene, homophobic or hate related graffiti in the public domain will be removed or obscured on all businesses (but only the graffiti that fall into one of the aforementioned categories). All remaining graffiti will be charged as above.</p>

<p>Recommendation 2: That the Council engages more widely with residents and other stakeholders (for example through an appreciative enquiry) concerning the use of Street Art in deterring graffiti in and around Meadow Lane.</p>	<p>YES</p>	<p>We currently satisfy this recommendation—the Council engages as widely as possible. We have officers who have strong relationships with community figures and manage street art projects inclusively, and this is an asset to the Council and one we should recognise.</p> <p>As with previous street art projects (for example, at the Murco site) Council officers will continue to engage widely and intensively with residents and all those with a direct interest in the proposal to have street art. So far City officers from the Community Response Team have met with Local Councillors for the Meadow Lane project along with the Chair of Iffley Fields Residents Association (IFRA). The Board Member has been in contact with Local Councillors and interested residents. Officers and Ward Councillors have scrutinised the proposed art project for the Meadow Lane site and an officer has met twice with the Sisters at the convent (they own the wall and have sought street art for it). An officer has met with the artist in residence at local primary school, St Mary and St John to discuss the community project; designed a consultation document approved by the Public Involvement Project Briefing; and is arranging to carry out the consultation. An officer is attending the IFRA AGM to speak to local residents and introduce the consultation document before carrying out consultation.</p>
<p>Recommendation 3: That the City Executive Board considers how the Council can be creative in deterring graffiti on the commercial security shutters of retail units owned by the Council, to improve the public realm. This could be achieved through the use of street art projects, for example.</p>	<p>YES</p>	<p>As we were referring to Council-owned properties within the meeting, I would welcome local Councillors identifying the premises that would benefit from street art. We would then seek funding for street artwork and link up with local street artists to arrange projects.</p> <p>Any significant intensification of the street art programme would require financial support and further support by all City Councillors. It would be welcome to the CRT to have this funding and support.</p>
<p>Recommendation 4: That the Council ensures that decision making processes relating to the delivery of services through Council-owned companies remain open to pre-decision scrutiny, where those matters are reserved for decision making within the Council.</p>	<p>YES</p>	<p>The City Executive Board supports the principle that any substantive change to Council policy, whether delivered directly through the Council or commissioned through its wholly-owned companies, remains open to pre-decision scrutiny.</p>

Social value

Recommendation	Agree?	Comment
Recommendation 1: That CEB considers introducing a 5% social values weighting for all non OJEU procurement requirements within the Council, which should be reviewed annually (and reported to Finance Panel) to consider whether subsequent increases are appropriate. This change should be subsequently recommended to Council for incorporation in the next Constitution review.	Yes	This will require a change in the Contract Rules within the Councils Constitution but once this is done then appropriate awareness and training can be undertaken with Managers to implement this recommendation.
Recommendation 2: That the Council sets a target of paying contracted small and medium size enterprises and voluntary community sector organisations within 14 days of the contract being agreed, where it is requested.	Yes	This policy can be implemented relatively quickly
Recommendation 3: That the Council should seek to apply the Green Public Procurement Policy on all of its future contracts, and that these requirements are highlighted to all prospective tenders seeking to bid for a Council contract.	Yes	A number of our contracts already incorporate elements of the Green Public Procurement Policy in relation to some specific items e.g paint. The Procurement Team can introduce this requirement into all tenders that the council is seeking bids for.

Acceptable behaviours consultation

Recommendation	Agree?	Comment
Recommendation 1: That the Council ensures that the consultation on acceptable behaviours in the City Centre actively seeks out the views of: <ul style="list-style-type: none"> a) People who sleep rough and related third sector support organisations, as well as other vulnerable groups and their associated bodies. b) Thames Valley Police. c) People who are likely to oppose the introduction of PSPOs. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>The consultation will be delivered by an independent organisation who will be tasked with speaking to vulnerable people and rough sleepers.</p> <p>In line with Home Office guidance, the consultation will hear views of all people, some of whom will oppose the introduction of a PSPO. There are some organisation actively campaigning for the abolition of PSPOs – they will be contacted and again if there is a subsequent PSPO consultation.</p>
Recommendation 2: That the consultation on acceptable behaviours presents information objectively, and that questions are phrased in an open way.	Yes	No Comment

Recommendation 3: That any subsequent City Executive Board report concerning PSPOs discusses alternative approaches to managing unacceptable behaviours, and the benefits and limitations of such approaches. This report should also set out a list of consultees the Council has approached as part of the acceptable behaviours consultation.	Yes Yes	No Comment
Recommendation 4: That consideration is given to how the Council could better protect people sleeping rough from violence and abuse.	Yes	Rough sleepers have the right to the same protections as anyone else. Wherever crimes or abuse against rough sleepers is reported, the full weight of the law must be used to bring the perpetrators to justice.

12 February CITY EXECUTIVE BOARD

Rent Guarantee Scheme

Recommendation	Agree?	Comment
Recommendation 1: That the City Executive Board: a) Notes that the Rent Guarantee Scheme applies to <u>families</u> only; not single people or couples, who are most <u>risk</u> at risk of rough sleeping. b) Considers how the Council might extend the Scheme so that it applies to at-risk single people and couples, and that this expansion is integrated in with the Lord Mayor's Deposit Guarantee Scheme, which performs a similar function but applies to single people and couples.	Partially	The Lord Mayor's Deposit Scheme provides help with a deposit and rent in advance for people who find their own private rented sector property. Anyone is able to apply for this scheme. The Home Choice and Rent Guarantee Schemes are quite different. These are schemes which enable the Council to fulfil its statutory duty towards households that it must accommodate. Prior to the introduction of the Homelessness Reduction Act (2017), this was entirely made up of families. The Council recognises that there is a need to provide a similar service for individuals, and has recently submitted a bid into the government to run a pilot scheme to support this group into the private rented sector.

Budget 2019/20

Recommendation	Agree?	Comment
Recommendation 1: That Council Tax is increased by 2.99% in 2019/20.	Y	Agree
Recommendation 2a: That the Council maintains its current level of funding to support international twinning links.	N	The budget proposes increased core funding for town twinning. It does not quite reach the level of funding of this budget year, but that is because the Council included one-off funding to support

Recommendation 2b: That the Council drafts a vision document for its twinning work to guide future funding decisions, to be presented to the City Executive Board for agreement in 2019/20.		the establishment of its link with Wroclaw. We will monitor whether funding proves sufficient to support its activities and make recommendations about future years as appropriate.
Recommendation 3a: That the Council makes available appropriate resources to support the establishment of a citizen's assembly, in line with the climate change motion passed on 28 January 2019.	N	The proposal came too late to be included in this year's budget planning. However, we will talk with partners about how to establish this process, and if funding is required will attempt to respond positively in year.
Recommendation 3b: That future budget proposals feature independent officer comment on the impact that the Council's plans may have on the environment, and how closely aligned the proposals are to the Council's broader environmental ambitions.	Y	The Council will look to include an overview of the impact of the Council's Budget proposals on the Environment in future Budget Setting reports. We will look at how this can be resourced over the coming months.
Recommendation 4: That the Council carries out a full assessment of the impact made by its funding towards the Joint Taskforce to tackle open drug dealing and drug taking in the City, before a decision is taken on its future funding.	N	Indications are that the Drug Task Force is having some impact on the level of drug dealing and drug misuse in public spaces. It is understood that Thames Valley Police will undertake this work for next financial year; this represents a "vote of confidence" in this work, but given this is now being funded by TVP, it would be for them rather than the City Council to assess the full impact. This project has been a welcome illustration of how one-off Council support can shape priorities in partnership with other agencies.
Recommendation 5: That the Council, through its Housing Company, should seek to develop a longer term view of its development plan. This should include establishing a broad programme of property and land acquisitions to be supported by a standalone funding pot provided by the Council for purchases.	Y	The Council will be considering its policy position and strategic direction of OCHL over the next 3 months
Recommendation 6: That the Council makes strong representations within its response to Central Government's Fairer Funding Consultation ending on 21 February 2019 to the effect that: a) Council Tax Reduction Schemes should not be taken into account when assessing a local authority's available resources and calculating its baseline funding level. This is to avoid effective double taxation.	Y	I strongly agree with this recommendation. This Council is one of a handful of authorities across the country that have maintained the Council Tax Reduction Scheme to the same requirements that existed when the scheme was first introduced in 2013. The Council sees this scheme as a key priority, protecting the more vulnerable in society. To 'penalise' the Council for making this choice seems extremely unfair. In respect of car parking charges and fees and charges, the Government themselves do not believe this is a good idea, given

b) Income from car parking, fees and charges should not be taken into account when assessing a local authority's available resources and calculating its baseline funding level.		the volatility of these income streams which would place further financial risk and exposure on local authorities, so it is uncertain why it is included in the consultation.
Recommendation 7: That the Council writes to Central Government, making the case for greater local discretion to increase Council tax premiums on second homes. The case should also be made for these premiums to come into effect earlier (i.e sooner than the current two year threshold). This could alternatively feature in a consultation response to Central Government if appropriate.	Y	The two year threshold refers to homes that have been empty (unoccupied and unfurnished) for two years or more where a 50% premium is charged (with a recommendation to change to 100% with effect from 1-4-2019) on top of the normal council tax. Furnished second homes are charged in accordance with the normal council tax for the band of property i.e there is no premium or discount. The Council will lobby Government to request a change to allow an additional premium to be placed on second homes in line with the recent changes for empty homes.
Recommendation 8: That the Council seeks to revive its joint working with Oxfordshire County Council to carry out an investigative review of Council Tax discounts offered to students and single persons.	Y	The County Council have made contributions to single person discount review although this has not been forthcoming for this year. This Council will continue to press for a contribution since the majority of the financial benefit accrues to the County Council.
Recommendation 9: That the Council ensures any revisions to Oxford City Housing Limited's business plans receive appropriate pre-decision scrutiny, and that any broader changes to Shareholder governance arrangements remain open to Scrutiny.	Y	Agreed. Changes to the business plan is a reserved matter for the shareholder and as such can be subject to scrutiny by the companies panel
Recommendation 10: That the Council seeks opportunities to support high profile events in the region, for example, the 2022 Commonwealth Games in Birmingham.	Y	We already plan our work so it links with national campaigns and we will endeavour to do the same for 2022 Commonwealth Games. Where possible we do this by working with partners and within current budgets.
Recommendation 11: That the Council: a) Seeks to promote demonstrator or concept modular housing developments within the City, as potentially quick construction models, whilst seeking to secure external investment in such innovative developments. b) Undertakes a comparative costing of different construction approaches across typical small and large development sites, which includes information on the lower financial contingencies necessary with modular builds, and the financial benefits accruing from more rapid construction.	Y	The Council and OCHL will continue to review options for procurement and method of construction in order to deliver overall value for money. Experience so far with regard to off- site construction is showing in order for this to deliver speed of delivery and value for money then this would need to be done at scale. This is something we are also looking to pursue with our Growth Deal partners County wide

Recommendation 12: That the Council establishes a target higher than 80% for capital delivery against the budget in 2019/20, which should feature in the Council's Capital Strategy going forward.	Y	We agree with this recommendation as it aligns with the new processes being put in place and the work of the new Programme Management Office (PMO) regarding prioritisation and implementation of capital spend. Potential targets would be 80% in 2019/20 rising to 90% from 2020/21. This is subject to the completion of the review work.
Recommendation 13: That the Board Member for Finance and Asset Management reviews the four year budget allocation for maintenance and repairs (£2m per annum) to ensure it represents the optimal level of investment for the Council, in light of the £2.6m backlog of works that will remain after year four.	Y	This is a matter that will be reviewed on an annual basis as the effects of our planned maintenance programme are better understood in comparison to the future investment needs of the stock.
Recommendation 14: That the Council keeps under close review the use of its Homelessness Reserves, and presents a longer-term plan in 2020 which is less reliant on reserves for future revenue expenditure for these services. Appropriate contingency plans should also be developed in light of the uncertainty around long term Central Government funding. 179	Y	A number of current activities in this area are currently funded from government grants and also funding from the County Council, other districts and the Clinical Commissioning Group. Whilst there is some certainty in the short term over the medium term the position is less certain. The Council is mindful of the need to ensure the sustainability of future plans around homelessness expenditure and will continue to keep this area under review.
Recommendation 15: That future budget proposals benchmark Oxford City Council's Staff Pay Deal against other national and local wage indicators, to put the Council's pay bill into the wider context, and assist in forecasting future.	Y	The Council is about to enter the second year of the existing 3 year pay deal. For future years inflation rates forecasts have been used as an indicator of likely pay inflation. The Council will look at indicators of local and national pay rates when it commences its pay negotiations in the ensuing months.

22 January CITY EXECUTIVE BOARD

Joint Statutory Spatial Plan

Recommendation	Agree?	Comment
Recommendation 1: That the Council works with the five Oxfordshire districts to incorporate minor amendments to the Regulation 18 Consultation Document, to strengthen the Plan's ambitions to address climate change and provide truly affordable housing (consistent with other long term national and local policies and targets). These themes should be considered the basis for the Council's response to the consultation.	Yes	The City Council will work with the other Local Planning Authorities to make minor textual amendments along the lines suggested by the Scrutiny Committee, though as the Committee noted during its discussion, the requirement for unanimity means that we cannot guarantee that each and every suggestion will be adopted. I want to thank the Committee for an extremely useful discussion, and to thank them for framing their recommendations in a way that gives

		the greatest chance of a successful negotiation with our partner authorities.
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18 December CITY EXECUTIVE BOARD

The Westgate Centre

Recommendation	Agree?	Comment
Recommendation 1: That CEB considers what further opportunities are available to promote and encourage the take up of the Oxford Living Wage among employers located in the Westgate Centre.	Yes	Agree that it would be wrong simply to focus on Westgate and that there should be a campaign to promote the OLW across Oxford and across a range of employment sectors.
Recommendation 2: That CEB carries out a survey of the 125 retailers in the Westgate Centre to understand how many are paying the Oxford Living Wage as a minimum to all their staff.	No	Recommendation 1 is a higher priority and we need to promote good practice amongst employers first of all. Surveys can be costly and may not achieve anything given that the City Council has no powers of enforcement.
Recommendation 3: That CEB engages with local retailers in the wider city to understand where improvements to the public realm are most needed, and that these are incorporated into the City Council's scheme of works.	Yes	This has already started to happen through the City Centre Taskforce. We are looking to strengthen our City Ambassadors team and their enforcement powers. Improved public realm is also likely to be a key feature of a BID, if this comes forward.
Recommendation 4: That CEB carries out a survey of retailers in secondary retail areas in the City (outside of the city centre) to understand what impact the redevelopment of the Westgate Centre has had on local businesses.	In part	It would be useful to have this information, and to look at ways in which we can boost secondary shopping centres in the way we have supported Covered a Market traders. However, it will be difficult to establish exactly what the impact of Westgate is on the shopping areas given that each is affected by a variety of different factors, such as roadworks and car parking which will be different in each area. Officers have very recently undertaken a shopfront frontage survey of occupancy levels in the district centres (November 2018) so recent data is available. This information could be supplemented by discussion with any local or neighbourhood trading associations to get an understanding of how trading conditions in those locations are evolving.

The Severe Weather Emergency Protocol

Recommendation	Agree?	Comment
That the City Executive Board introduces a brief exit survey for all SWEP users to gather feedback on how they were made aware of SWEP, and their experience of accessing the service.	Yes	No comment

14 November CITY EXECUTIVE BOARD

Workplace Equalities

Recommendation	Agree?	Comment
Recommendation 1 - That the Council does not differentiate between Catholics and Christians in its workforce equalities data	Yes	The technical aspects of changing the categories available for applicants to select from will be explored with the platform provider and the data reported going forwards relating to religious belief will be amended accordingly.
Recommendation 2 - That the Council explores opportunities to improve its engagement with the BAME population within Oxford, through existing means such as recruitment fairs, for example.	Yes	This will be taken forward as part of the action plan for 2018.
Recommendation 3 - That the Council ensures it has robust processes in place to gather feedback from employees who are leaving the organisation, and whether their treatment in relation to any protected characteristics was a factor in their decision to leave. Consideration should also be given to facilitating a 'safe space' where current employees can feedback about sensitive employment matters, such as barriers experienced by under-represented groups.	Yes	A revised exit interview process, based on a face to face discussion with a member of the HR team, will be implemented in the New Year. Feedback on the data trends from the new exit interview process will form part of the update to Scrutiny next year. Current policies and procedures provide a confidential pathway for staff to raise such concerns, either through trade union representatives or to HR directly, in a supported and safe environment. In addition a Staff Reference Group will be established shortly where such feedback and perceived or actual barriers can be discussed.

No Local Connection Review Group

Recommendation	Accept	CEB Comment
Part 1: Redefining the Local Connection		
Recommendation 1: That the Council extends the exemption criteria within the Local Connection Policy to provide a more comprehensive narrative and make clear that discretion may be used to offer a local connection to a person in circumstances where:	Yes to a more comprehensive narrative and more clarity on how discretion is currently used to apply exemptions to NLC rules.	I agree that changes should be made to provide much more clarity and transparency about how officers use the discretion granted to them to apply exemptions to NLC rules. Exemptions are an important tool in the box for this authority to provide support and assistance where it is needed. Discretion is important as individuals affected by homelessness do not always fall into neat boxes and officers need to be allowed to use their professional opinion and their commons sense in order for the best result to be obtained. However, examples of how this discretion is applied and case studies of exemptions should be publically available in order to increase transparency around the process and assist those advocating on behalf of individuals trying to access the pathway.
182 a) They are known by the Council to have slept rough or 'sofa surfed' in Oxford for a continuous period in excess of 6 months, with no clear prospect of reconnection to another local authority area.	Yes, in part.	If someone has slept rough on the streets of Oxford and has been known to OXSPOT throughout this period then they should be considered as having a local connection for the purposes of the Adult Homeless Pathway. We should always have due regard to with the Code of Guidance HA 1996 and apply the principles to each case on their own merit.
b) Their long term physical or mental health condition (including substance misuse) poses a significantly elevated risk to that person's health and safety, beyond that experienced by other rough sleepers.	No.	Priority access to suitable services should always be afforded to those who are especially vulnerable because of health issues. The Oxfordshire Mental Health Pathway does not require a local connection (other than being registered with a local GP) and may be the most suitable option. Options for reconnection to a home district should be explored first while clients are assessed and given a safe place to stay such as sit-up. This is an area where the importance of officer judgement on when to apply an exemption is especially relevant.
c) They are known by the Council to be fleeing violence from another area within the UK, with no clear prospect of reconnection to another council area that is considered safe.	Yes	This is already done through an exemption. This is an example of where better information about how exemptions are applied is needed.

<p>Recommendation 2:</p> <p>That the Council grants a lifetime local connection to people who were born in Oxford, where no period of absence from the City would invalidate their connection, except in circumstances where they have a more appropriate local connection to another Oxfordshire district.</p>	No.	<p>Oxford Hospitals provide maternity services for a very wide area, we also have a relatively transient population with many people coming to Oxford to study or work for a fixed period before moving on. It would make no sense to grant children born within the city boundaries lifetime rights to housing services provided by the council. This is another key area where officers need the flexibility to apply a common sense approach to the granting of exemptions as no two people will have identical connections to the city, again, published examples of exemptions which have been granted will help future clients to make their case and produce more confidence in the system.</p>
<p>Recommendation 3:</p> <p>That the Council grants a local connection to people confirmed as sustaining a contracted voluntary role within the City for a period of 6 months.</p>	Yes.	<p>More work will need to be done on this to make sure that any changes will not be open to abuse. The council would need to be confident that despite being unpaid and voluntary the work is not casual, short term, marginal or temporary. I would also want to be sure that any local employer is not exploiting unpaid labour at the expense of providing paid jobs. However I agree with the principle in relation to the adult homeless pathway.</p>
<p>Recommendation 4:</p> <p>That the Council extends the close relatives connection criteria to include first cousins, grandparents and grandchildren. Deceased family members in the immediate family (mother, father, brother, sister or children) should also be explicitly referenced in the policy as providing a connection.</p>	Yes, in part.	<p>The nature of the relationship with family members should be the primary determinant of whether they are 'close' or not, not the strength of blood ties. Deceased relatives should not be considered as they no longer form part of a family support network which this policy aims to protect.</p>
<p>Recommendation 5:</p> <p>That a person's stay into institutions such as hospital, prison or rehab should not invalidate their local connection. Specifically, time spent in these institutions should not affect a person's residency connection time (six out of the last twelve months or three out of the last five years), and entry and exit into these institutions should 'freeze' the accounting period.</p>	Yes in part.	<p>This is already the case for the AHP.</p> <p>The provision for special circumstances means that in practice the recommendation is already normally followed under Part 6 and Part 7</p>

<p>Recommendation 6:</p> <p>That the Council negotiates terms with neighbouring district councils to grant an Oxford local connection to people with a connection to areas adjoining, or very close to, the city boundary such as Botley and Kennington, where it is requested.</p>	No.	<p>The council will always support efforts to reconnect rough sleepers to their home district, so that the cost of their support is borne by that authority. When individuals are 'reconnected' it is always to an actual available bed space.</p> <p>20% of the people sleeping rough in Oxford have a proven connection to one of our neighbouring districts and those councils need to step up the level of services they provide in their area to cope.</p> <p>We are continuing to work with two of our neighbouring councils to try and support winter night shelters in their area using some of the RSI funds successfully obtained by Oxford City Council.</p> <p>We have a funding mechanism already in place under the pooled budget arrangement where District beds are provided in the City e.g. O'Hanlon house serves all Districts in the County. (27 for OCC, 11 CDC, 6 VWDC, 6 SODC and 6 WODC) and future plans for Rymers Lane (in partnership with WODC)</p>
<p>Recommendation 7:</p> <p>That where any changes to the Local Connection Policy (set out in recommendations 1-6) are not amenable to the City Executive Board on a permanent basis, a 12 month pilot should be taken up to provide insights into the level of demand, cost and effectiveness of introducing such changes.</p>	No.	<p>It would not be responsible to pilot major changes without first assessing the potential impact on costs and the impact of such changes on the availability of beds within the adult homeless pathway.</p> <p>Widening eligibility without any corresponding increase in capacity will not lead to any more people being helped off the streets.</p> <p>Monitoring of the RSI beds is part of the programme on an ongoing basis with learning being captured along the way.</p>
<p>Recommendation 8:</p> <p>That the Council partners with Crisis and other partners (e.g the City Conversation) to undertake a full assessment of the social and economic impact of any changes to the Local Connection Policy after 1 year of implementation (or piloting). The outcome of the assessment should be reported to the Scrutiny Committee and the City Executive Board, and should include data and conclusions concerning:</p>	No.	<p>We will not be piloting changes.</p> <p>A full assessment of the recommended or adopted changes would be a major piece of work which would probably need to be commissioned from consultants.</p> <p>However, some of this information can easily be made available to CEB or the Scrutiny Cttee i.e. the number of occupied/unoccupied spaces with the AHP; the proportion of people sleeping rough with an oxford connection; the sex of rough sleepers and those within the AHP;</p>

<p>a) The demand for bed spaces within the pathway</p> <p>b) The proportion of people rough sleeping with a connection to Oxford</p> <p>c) The estimated savings and expenditure for other public services</p> <p>d) Any impact on equalities, with a specific focus on gender and sexuality</p> <p>e) How any changes have impacted on neighbouring district councils</p>		
<p>Recommendation 9:</p> <p>That the Council makes representations to the other Oxfordshire District Councils to:</p> <p>a) Increase their funding for bed spaces in O'Hanlon House, particularly for those individuals with complex needs.</p> <p>b) Adopt any changes agreed to Oxford's Local Connection Policy, and that any agreed changes be updated in the Oxfordshire Adult Homeless Pathway Common Operational Protocol.</p> <p>c) Collectively review the system for allocating bed spaces to remove procedural barriers to 'lending' beds between the Oxfordshire District Councils, to adjust for varying demand between the localities.</p>	Yes, in part.	<p>We will absolutely continue to make representations to our neighbouring district councils and the county council to maintain or increase their funding for homelessness services.</p> <p>See the officer advice on a,b,c.</p>
Part 2: Reconnecting People		
<p>Recommendation 10:</p> <p>That an individual's refusal to engage with the Council, or to reconnect to another area, should not restrict their access to the sit-up service, except in circumstances where they pose a risk to the safety or progress of other people using the service.</p>	Yes, in part.	<p>Current capacity in sit-up is limited (even with the RSI funded expansion to 20 places), so it is right that priority is given to those willing to engage with services and so have the prospect of moving on, freeing up their sit-up place as they do so. Longer term and subject to resources, officers are working on proposals which would allow for an expanded sit up service and/or a night shelter service which could take people of the street with only a minimal level of engagement.</p>

Recommendation 11: That the Council trials a reconnection log for 12 months to monitor the outcomes and effectiveness of reconnections to other areas. The reconnection log should be presented to the Housing Panel when there is sufficient data to draw conclusions.	Yes	OXSPOT have a dedicated reconnection service. A report of their work could be made available to the Housing Panel. Efforts will be made to attempt this, bearing in mind some of the difficulties in keeping in touch once people have moved out of area, and moved on with their lives.
Recommendation 12: That the Council commissions a report to be brought forward in 2019 setting out options for establishing a county wide reconnection service having regard to lessons that can be learnt from the London-wide reconnection service.	Yes, in part.	Oxford City Council will continue to work to reconnect rough sleepers in the city to their home district, who are the body with responsibility to support the individual, whenever this is possible. Officers will be asked to look at what improvements can be made to make reconnections more successful. This should include dialogue with neighbouring districts and the county council. This could be the subject of a report to the Housing Panel if required.
Part 3: Allocating Housing		
Recommendation 13: That the Council revises the Housing Allocations Scheme to: 5	No.	CEB will not be revising the Housing Allocation Scheme as a result of this review panel report. Oxford's Allocations scheme is already far less strict than Government guidance which recommends a two year residence criteria but we treat permanent residence of a minimum of 6 months as sufficient for local connection See Officer comments.
a) Accept any person who qualifies for a local connection under any accepted recommendations in this review onto the Housing Register.		
b) Ensure that time spent in prison, hospital or rehab does not affect a person's residency connection time (six out of the last twelve months or three out of the last five years), and entry and exit into these institutions should 'freeze' the accounting period.		
c) Accept any person onto the Housing Register who is confirmed as having lived in supported	Yes, in part	Officers should explore reviewing some supported accommodation in the city, to determine whether residence of greater than two years, should be

accommodation continuously within Oxford for more than 6 months, including accommodation services that are recognised but not directly funded by the Council.		considered 'settled' including Emmaus, some Response accommodation, and some other provision (inc ACT). 6 months would not be considered a significant enough stay.
Part 4: Commissioning and Budget Setting		
Recommendation 14: That the City Executive Board commissions a report to be brought forward in 2019 setting out options for the Council entering into arrangements with colleges, registered social landlords and private landlords to take over and refurbish sub-standard and empty properties. The Council would then sublet the refurbished properties, at a minimum rent, to priority homelessness cases before returning the properties to their owners after a mutually agreed period.	No.	We already have £20million (which received a further £5million of social investment) invested in local properties which we use as temporary and emergency housing. These are let at LHA rates and the scheme is already saving the council money as use of PRS and B&Bs has dropped. Our priority must remain the building of more homes available at social rents, including increasing our council stock. Where properties are sub-standard we will take enforcement action whenever appropriate, we also already have an empty homes officer who has been successful at reducing the number of empty homes in the city in recent years.
Recommendation 15: That the Council continues to commission at least one female only overnight accommodation provider in the Adult Homeless Pathway and keeps demand for this provision under review. Opportunities should be sought to extend this provision for women with no local connection where possible, if further spaces are needed to meet demand.	Yes.	It will be important to learn from the experience of the women only house we are currently piloting to see if this is a service which should continue. If there is demand for it then it should. All provision within the AHP, including that accessible to people without a local connection should take into account the needs of female service users.
Recommendation 16: That the City Executive Board, as part of its budget setting process, identifies provision for: a) Free room hire and refreshments for a female homelessness forum. The Council should also ensure these women's views are represented within the Council's decision making process on homelessness issues.	A) Yes. B) Yes.	

b) Free sanitary products to be available for women experiencing homelessness 24 hours a day. The location of distribution for these products should be agreed in liaison with women currently experiencing homelessness.		
Recommendation 17: That the Council makes on site provision for domestic pets a material consideration as part of the supported accommodation commissioning process.	Yes.	The demand for accommodation with capacity for pets should be kept under review and provided where possible.
Recommendation 18: That the Council engages with Crisis and the City Conversation to see what further opportunities exist for piloting innovative Housing First and Critical Time Intervention programmes, given their rates of success and relative cost-benefit ratios.	Yes.	
Recommendation 19: That the Council, as part of its budget setting process, gives consideration for contingency funds to be made available for the Council's commissioned outreach Service (OxSPOT) to be more flexible and reactive to changes in homelessness demand throughout the year. For example, extending shifts to meet spikes in the numbers of people sleeping rough.	No.	This does not require contingency funds. The OXSPOT team have already received a boost with three extra FTE for 18/19 and 19/20 and do not report any problems with capacity.
Recommendation 20: That the Council writes to Central Government to welcome the new funding made available through	Yes.	The portfolio holder also welcomes this recommendation!

MHCLG this year, and lobby for greater assurance about the necessity of long term funding to sustain new support services which will help deliver their Rough Sleeping Strategy.		
Part 5: Communicating What We're Doing		
Recommendation 21: That all future Council policy documents referencing homelessness should recognise the net positive contribution that people experiencing homelessness can make (e.g. the skills, experience and diversity they bring). Homeless people themselves should not be framed in a negative light and this should be reflected in the Council's communication's plans.	Yes.	Positive stories should be shared whenever and wherever appropriate. Homeless people themselves should never be framed in a negative light.
Recommendation 22: That the Council recognises the value someone's homelessness experience can potentially bring to the employed officer workforce, and that it be given due weight in the recruitment process for staff supporting the homelessness function.	Yes.	
Recommendation 23: That the Council revisits its approach to communicating with people experiencing homelessness, local service providers and the public to better convey information about the Local Connection Policy, how it is applied, and what wider support services are available in the City. Any significant changes (e.g a new notice board or public leaflet) should be presented to the Housing Panel for comment prior to implementation.	Yes.	As set out earlier, the council should publish anonymised details of case studies where discretion has been used to grant an exemption to our local connection policies in relation to the AHP. This will increase transparency and confidence in our procedures and assist those working with rough sleepers to make their case for an exemption. Officers are working on a business card for public circulation to publicise the work of OXSPOT. I have also asked officers to commence work on a booklet which could be a resource for rough sleepers, those working with rough sleepers and concerned members of the public which sets out the wide range of support services available in the city.
Recommendation 24:	No.	This is a matter for the Leader. However, as I am a full-time councillor I don't believe that I lack the time to devote to this issue just because it is not

That the Leader considers appointing a City Executive Board member with exclusive responsibility for Homelessness to provide public clarity on board member roles and raise the profile of the issue, given the increasing funding and support being offered in this area.		my only area of responsibility.
Recommendation 25: That the Board Member responsible for Homelessness considers attending the quarterly contract management meetings of the largest supported accommodation provider(s) commissioned by the Council.	Yes.	I will attend the next meeting that I am available for and will continue to attend if my attendance proves to be useful.

16 October CITY EXECUTIVE BOARD

Local Plan Environmental Standards

Recommendation	Agree?	Comment
That as part of the Local Plan, the Council extends the requirement for an Energy Statement to be submitted for residential developments of less than 5 units.	Yes	<p>The policy applies to all new residential developments other than householder applications, and information would be needed to support this. Therefore, adding a requirement for an energy statement, proportionate in detail to the scale of development, would help to add clarity.</p> <p><i>Note, the Local Plan was agreed by Full Council on 17 October 2018, broadly including the changes proposed.</i></p>

18 September CITY EXECUTIVE BOARD

Fusion Lifestyle's Performance Reporting

Recommendation	Agree?	Comment
That the Council commissions 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	Yes	<p>We have looked into the points raised by scrutiny and have included Fusion's response below. We are though pressing Fusion to continue to improve their data accuracy and this will remain on the agenda for the client meetings until this has been done.</p> <p>Fusion's response: The income was up significantly at Ferry in Q1 2018/19 compared to Q1 2017/18 mainly due to the schools shared income being profiled into a different period from last year. This was further compounded by the fact that an accrual from 2016/17 was transferred into the 2017/18</p>

<p>performance information.</p> <p>191</p>	<p>accounts and placed in June 2018 with this year's income. Having the impact of two years payments in one year. Some of the other income lines such as memberships are down in Q1 year on year which is masked by the additional income in miscellaneous payments. This explains why there is not a direct correlation between the two figures during this period. Notwithstanding the accrual issue this will be 'ironed out' across the full year.</p> <p>Facility hire was up 21,916 year on year in July at Ferry, this is likely to be, in part due to the way the system works in relation to participation figures for block bookings and the fact participation is recorded within the system when the invoice is paid (if paid late) not when the activity takes place. Given the system set up and the seasonality of the Centres participation figures its more appropriate to review the year to date figures which as stated within the question were only 1,915 up year to date. Health and fitness was also up 9,108 year on year which we believe is an impact of improved gate control. In addition, the centre did have some good participation results, indoor activities were up 4,266 year on year and casual swimming was up 1,201 year on year.</p> <p><i>Extract from the draft 18 September CEB minutes: "Cllr Linda Smith gave an assurance that there would be an audit to cover the matters identified by the Scrutiny Committee. She also said that she would see what could be done to provide the data sought by the Committee, while noting that some of it might be commercially sensitive."</i></p>
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2 August SHAREHOLDER

Recommendations from the Companies Scrutiny Panel to 2 August Shareholder Group meeting

Recommendation	Agree?	Comment
1. Councillor Community Infrastructure Levy projects, where appropriate, should use ODS as the preferred contractor to carry out the work. This should not however affect the Council's duty to secure best value from its contracts.	Yes	It is within the gift of councillors to define which organisations (such as Oxford Direct Services) carry out CIL works as part of the CIL application process.
2. The Shareholder Group receives a more comprehensive scorecard of financial indicators as part of subsequent quarterly reports. This should include longer term projections for revenue and capital expenditure, including service level breakdowns with overhead costs, and progress updates on major contracts and projects	Yes	

13 June CITY EXECUTIVE BOARD

Fusion Lifestyle Annual Service Plan and Performance Dashboard

Recommendation	Agree?	Comment
1. That the overall visitor numbers target set for Fusion Lifestyle leisure centres is reviewed to take account of emerging market pressures. Despite previous years of success, consideration should be given to whether the 3% year on year increase remains realistic and achievable.	No	The new year has started positively and we are still ambitious for the contract so would want to stick with the current targets.
2. That an action plan is developed to address the decline in the total number of visits recorded and is made available to members for review.	Yes	The Annual Service Plan is very much this plan and all the actions are targeted are getting more people active in our centres.
3. That quarterly quantitative data is made available (which the Scrutiny Committee will monitor) to enable the Council to better understand Fusion Lifestyle's performance in additional key areas, such as the proportion of calls answered, trends in staffing numbers and turnover, and responsiveness to repairs.	In part	We will review what information can be added to the Council's quarterly performance report.
4. That further marketing, publicity and engagement activities are undertaken to raise awareness of swimming opportunities and concessions for u17s, older people, and members of the BAME community. Specifically, there should be more engagement at a local level, such as with schools and playgroups in the Hinksey Park area to promote learn to swim initiatives, and make better use of the outdoor pool.	Yes	We have a detailed marketing plan and the headlines are included in the Annual Service Plan. However, we will further review how we can increase attendance in target groups.

Safeguarding Annual Report 2017/18

Recommendation	Agree?	Comment
<p>That the Council works with partners, such as the Oxfordshire Safeguarding Board, to gather data on the number of school aged children that receive face to face safeguarding awareness training, such as that delivered by the youth ambition team, to better understand the reach of safeguarding work in Oxford. Once collated, this should be shared with partners such as the Children's Trust, together with any evaluation and analysis.</p>	Yes	<p>The City Council will work with the Local Authority Designated Officer (LADO) in the County Council to collate, evaluate and analyse data on safeguarding awareness training in Oxford City Schools, which can then be shared with partners as soon as it available later this year, and will be included in the 2019 Safeguarding Report for review by Scrutiny.</p> <p>Safeguarding in schools is addressed in the curriculum under PSHE (personal, social, health and economic education), and any additional safeguarding training and the focus of that training is down to the individual school to commission. A programme of protective behaviours work with schools is being developed by the Kingfisher Team for deployment in the 2018/19 academic year.</p> <p>Schools in Oxfordshire submit an annual safeguarding report to the LADO in which they are asked if safeguarding is covered in the curriculum. They can then add comments and provide further information on the training that has taken place.</p>

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Modern Slavery Act Transparency Statement 2017/18

Recommendation	Agree?	Comment
<p>That consideration is given to whether the Council's Modern Slavery Transparency Statement should be amended to include reference to the Council's wholly owned companies, highlighting that as separate entities they may also have their own statements.</p>	Yes	<p>Oxford Direct Services and Oxford City Housing Ltd – Oxford City Council's wholly owned companies have agreed to adopt Oxford City Council's Modern Slavery Transparency Statement within their policies once approved by their individual Boards through their own processes. Reference will be made to the Council's wholly owned companies in the Council's Modern Slavery Statement.</p>

22 May CITY EXECUTIVE BOARD

Discretionary Housing Payments Policy

Recommendation	Agree?	Comment
1. <i>That consideration is given to 'topping up' the DHP grant provided by HM Government, in order that the policy criteria can be broadened to include more residents who are in need of support. Consideration should be given to how this might be funded and to what extent, such as from the Homelessness Reserve.</i>	Not agreed	<p>Topping up the DHP would not necessarily reach the specific residents in need of support due to the restrictive nature of the DHP regulations. The biggest issue in terms of hardship occurs before people are in receipt of Universal Credit and you have to be in receipt of Universal Credit to be entitled to DHP. This is why the additional hardship fund was created as it provides flexibility to reach the people most in need.</p> <p>Whilst there are still funds available in the hardship scheme we anticipate there may be a bigger draw on it this year as an increasing number of people move onto universal credit. Therefore we will keep it under review and make more funds available if necessary.</p>

Oxford Town Hall

Recommendation	Agree?	Comment
<p>6 That the charging schedule for rental facilities in the Town Hall is reviewed to ensure that it does not discriminate against any person with a disability or impairment. For example, there should be no charge on the use of voice enhancers.</p>	Yes	<p>We have a portable system which provides 2 different functions; it acts as a press to speak conference system and a hearing loop for people with hearing impairments.</p> <p>The system charge is £60+VAT, we do charge this when hirers are using it as a conference system, however if it is requested just for the hearing loop function we do waive this cost.</p> <p>We only have 3 of these portable systems and by applying a charge we ensure that each hirer considers whether they need the system or not, given that staff time is required to set them up, and also being wireless they have to be regularly charged. That said we will work with groups that can't afford the fee. For the larger events we outsource the Audio Visual systems out to local suppliers.</p> <p>The audio visual facilities and requirements in the Town Hall are currently being reviewed, recognising that the acoustics and audio visual facilities in some rooms are not ideal for all uses.</p>

<p>2. That data should be collected on the number, type and proportion of community groups using the Town Hall, relative to the number of private and council bookings. This data should be used to analyse what barriers might exist to different user groups, and targeted promotional activities should be undertaken to better engage with those underrepresented. This data should include:</p> <ul style="list-style-type: none"> a) The type of user groups that are using the Town Hall b) Where the user groups are geographically based c) How often each user group books rooms at the Town Hall 	<p>Yes</p>	<p>This data is built into the booking system the Town Hall uses. Officers will request a report to be written on this detail so it can be shared.</p> <p>We do run a monthly report on the number of community bookings that take place at the Town Hall but more work is needed to identify and remove barriers and promote the use of the Town Hall by diverse groups.</p>
<p>3. That consideration is given to how key public spaces within the Town Hall can be made equally accessible for all visitors.</p>	<p>Yes</p>	<p>An access audit by Jane Toplis Associates Access Consultants Ltd was completed in March, with a follow up session in April with users. The finalised report is due by the end of May.</p> <p>It is expected that some identified improvements will be quick fixes but others will have to form longer term projects and will be dependent on resources.</p> <p>This report is part of a project with Gordon Mitchell and relevant colleagues on improving the accessibility of the Town Hall and working practices for Town Hall users and Councillors with disabilities.</p> <p>The Leader and the Board Member for Supporting Local Communities will bring forward a joint report to a future meeting of the City Executive Board to address the issues raised in more detail.</p>

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Scrutiny recommendation tracker 2019/20 – July 2019

Total recommendations	32
Agreed	15 (47%)
Agreed in part	14 (44%)
Not agreed	3 (9%)

10 July CABINET

Integrated Performance Report 2018/19 Quarter 4

Recommendation	Agree?	Comment
<p>Recommendation 1: That paragraph 7 of the report on the need to progress the work on establishing a Citizens' Assembly is expanded to reflect the breadth of work that will be enabled by the additional budget provision and to include additional resources specifically to support a scrutiny review, before the report is presented to Council on 22 July 2019. The Panel would suggest the inclusion of three additional bullet points:</p> <ul style="list-style-type: none"> • Resource, within the overall £200k budget, for a scrutiny review group focused on considering the Council's response to the Climate Emergency motion and the outcomes of the Citizens' Assembly. • Work together with existing Environmental Sustainability Team officers to identify possible work streams and additional funded officer time to focus on recommendations from the Citizens' Assembly that focus on emissions reduction. • Other minor interventions and quick wins emerging from the Assembly. 	Partly	<ul style="list-style-type: none"> • The budget recommended for 2019-20 of £200k will be sufficient to get the project started with resource to establish the Citizens Assembly and to develop the detailed options for carbon reduction that it will consider – leading to recommendations for Council adoption. Future budgetary provision will be established through the Budget setting process in the light of other priorities of the Council. Further work will be undertaken to establish what budgetary provision should be made going forward. Finance Panel and Scrutiny Panel are at liberty to scrutinise any area of the Councils business through normal channels by requesting officers to undertake such work but given the severe financial constraint that the Council is working under there may not be financial capacity to dedicate a resource to scrutinise work on climate change over and above that which can be undertaken using the normal reasonable officer time. • Agreed • Agreed
<p>Recommendation 2: That future integrated performance reports provide:</p> <ol style="list-style-type: none"> 1. Reasons for capital slippage on specific projects where this occurs; 2. An explanation of accounting terms such as 	Agreed	Future reports to Cabinet will include additional information in these areas

favourable variance; 3. A summary of financing, including external funding streams.		
Recommendation 3: That monthly reporting on the progress of major capital schemes is made available to elected members, if they request it.	Partly	Information produced internally by officers is always available to elected members if requested. However, the additional rigour, control and input which goes into the presentation of a formal report to Cabinet is a much better reporting route to Members.
Recommendation 4: That the Council revisits the case for pursuing the compulsory purchase of domestic properties that have been vacant for several years where this option has not recently been explored.	Agreed	The Council will continue to explore whether or not CPOs should be used as part of the strategy to bring long term empty homes back into use

Fusion Lifestyle Annual Service Plan

Recommendation	Agree?	Comment
Recommendation 1: That the Council undertakes outreach work in the most deprived areas within the City to further encourage the use of local leisure facilities, and confirms that there will be a robust action plan for increasing participation in these communities. This, along with increasing BAME participation, should be considered a priority within the Fusion Lifestyle contract.	Yes	Fusion Lifestyle have a contractual responsibility to undertake this outreach work and as a council we will continue to support them and challenge them to achieve more in this area.

12 June CABINET

Seacourt Park and Ride Extension

Recommendation	Agree?	Comment
Recommendation: That the Cabinet does not grant final project approval for the Seacourt Park and Ride Extension.	No	<p>The discussion at the Scrutiny Committee reflected previously stated opinions on this project. As the Chair of the Committee noted, some members simply don't accept the evidence submitted in relation to the need for the extension and its impact, and that continues to be the case.</p> <p>The report details the financial impact of the project over 30 years, but it is important to note that over the next ten years it is highly likely that the availability of public car parking in the city centre will be significantly reduced; it is also important to note that the lease on another of Oxford's park and ride car parks expires within the same period and will need to be</p>

		<p>renegotiated. Furthermore, while a substantial proportion of journeys to the city centre are made using the park and ride service, there are still many journeys in the city that are being made in the private car, all of which contribute to congestion and air pollution which seriously impacts on the health and well-being of the city's residents and workers. Finally, Cabinet is reminded that Seacourt is frequently operationally full, demonstrating a clear current need for additional capacity on the western approaches to the city.</p> <p>It therefore reasonably follows that there is a need for additional capacity in the park and ride system where it can be achieved. The proposed expansion at Seacourt Park & Ride will make a significant contribution in addressing this need. This is why the project has been repeatedly approved by a substantial majority of Full Council, including the allocation of the budget for the project.</p> <p>I therefore recommend that the Cabinet approves the project as outlined in the report.</p>
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Safeguarding Report and Action Plan

Recommendation	Agree?	Comment
Recommendation 1: That the Council revisits the safeguarding recommendation made by the Scrutiny Committee on 5 June 2018 concerning the number of school aged children that receive face to face safeguarding awareness training, and provides the Committee with further information on progress against the agreed action.	Partial	<p>In considering Safeguarding issues, it is important to note the County Council Local Authority Designated Officer team (LADO) has responsibility for delivering safeguarding support into the Education system.</p> <p>Oxford City Council has a seat on the Oxford Safeguarding Children's Board (OSCB) board and also a seat on the sub group of the Board, overseeing Performance and quality assurance. This group has a rolling audit programme to oversee and scrutinise the safeguarding work being delivered across the sector and report back into OSCB. This includes all Oxfordshire schools both primary and secondary schools.</p> <p>Oxford City Council has limited funds for direct school engagement from the Thames Valley Police and Crime Commissioner. We have a programme where we are working with young people at risk of exclusion and/or reduced timetables as they have been identified as the most vulnerable to exploitation.</p>

		<p>We are currently working in The Oxford Academy, St Greg's and Oxford Spires.</p> <p>City Council Youth Ambition team also provide additional support to children within the school setting as part of 'our commitment to schools' offer. The topic areas that are covered with pupils include safeguarding awareness.</p>
Recommendation 2: That the Council revisits the recommendations, and agreed actions resulting from the 2015/16 Guest House Scrutiny Review Group to clarify that actions are being pursued, and ensures that matters relating to guest houses are a feature of future safeguarding reports to Cabinet.	Partial	Hotel Watch, involving the Police, Council officers and sector representatives works with hotels and guest houses in the city to improve safeguarding practices. The Cabinet Lead Member will receive an update report on progress since 2015.

29 May CABINET

Community Infrastructure Levy (CIL) Draft Charging Schedule

Recommendation	Agree?	Comment
Recommendation 1: That the Council ensures that any application of the Exceptional Circumstances Relief Policy receives thorough councillor oversight and that a standard operating procedure is devised to ensure this process is in place. This process should protect the Council against unreasonable and frequent viability claims, and ensure that the relief scheme is only used in the most exceptional of circumstances.	Y	<p>Under the Constitution the Cabinet (formerly CEB) can delegate executive decisions to the appropriate officer in consultation with the relevant portfolio holder, which is what has been proposed here.</p> <p>However, as the name implies, it is anticipated that any application for use of the Exceptional Circumstances Relief would indeed be exceptional. Therefore, while acknowledging that this will add slightly more time to the decision-making process, it is recommended that the Cabinet do not delegate this responsibility but retain it, and should amend the recommendations of the report accordingly.</p> <p>Any such report to Cabinet would therefore be subject to oversight by the Scrutiny Committee in the normal way</p>

The future strategic direction for the Council's group of housing companies

Recommendation	Agree?	Comment
Recommendation 1: That the Council ensures that the feasibility assessment and design phases of future OCHL developments align with the Council's carbon neutral and environmental ambitions. These stages should also consider the need for appropriate disability access. More broadly, the environmental objectives of the Council should align with all aspects of OCHL's work.	Y	We are committed to moving towards carbon neutral homes in a way consistent with addressing the housing crisis in Oxford and respecting the wishes and needs of tenants; so zero-carbon homes should always be considered as part of any feasibility study. It is essential to consider the need for disability access in everything we do, and this is reflected in our existing commitment to building "lifetime homes" that can be adapted to meet residents' changing needs.
Recommendation 2: That the Council, through OCHL, establishes a standalone and unallocated funding pot to enable rapid property and land acquisitions. Consideration should be given to other ways that the same outcome might be achieved, such as through urgent decision procedures.	Y	There are urgent decision procedures available that can be used to facilitate the acquisition of land for affordable housing. Often ordinary procedures are sufficient, as with the acquisition of new homes off-plan recently approved by Cabinet to be let through the HRA at social rent. Thanks to our ability to borrow prudentially we do have more "wiggle room" in our HRA budget than in previous years, so in my judgement establishing a separate funding pot for rapid property acquisition is unnecessary. Indeed, separating this from the rest of the HRA capital budget could well have the unintended consequence of reducing our flexibility in meeting unforeseen contingencies.

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Tourism Management Scrutiny Review Group

Recommendation	Agree?	Cabinet Member Comment
Recommendation 1: That the Council convenes with key partners (e.g. the universities and Experience Oxfordshire) to develop a shared vision for tourism in Oxford. This should also recognise the needs and wishes of residents, and be made public and promoted through the Council's media channels. Key principles of the vision should situate Oxford as: a) A city that welcomes all visitors (local, national and international) b) A city that aspires to have high quality, low carbon, transport facilities c) A destination which is best experienced through an overnight stay d) A gateway to other tourism destinations in the region	Yes/in part	The council can convene with partners. Given officers are about to procure support for the Oxford Economic and City Centre Vision and Plan, these commissions can be used to inform engagement with stakeholders. We feel it is premature to make assumptions as to what the vision should be. The resources to deliver such a vision and for its communication beyond Oxfordshire are perhaps not available at present, so this will need consideration.

Recommendation 2: That the Council, through its membership on the Boards of Experience Oxfordshire and OxLEP, actively supports local efforts to prepare for the Tourism Sector Deal (such as bidding to become an official Tourism Zone), which would lever in investment to extend the tourism season and improve transport access for visitors to the City.	Yes	This can be supported through existing resource and partnerships
Recommendation 3: That the Cabinet reviews the process and assessment undertaken which led to the proposal to phase out funding to Experience Oxfordshire, and undertakes to work with partners to jointly ensure there is a suitable and sustainable funding model for destination management in the future.	Yes/in part	<p>It was a budget decision made in February 2019 in accordance with the council's procedures. Councillors then assessed this alongside all other budget reductions and proposals.</p> <p>It is important we engage in conversation with all relevant stakeholders on finding the most appropriate funding model to permit a sustainable approach to tourism promotion and destination management. The city council is one of those stakeholders and we are willing to discuss the possibility of commissioning services from Experience Oxfordshire as a possible way of providing funding.</p>
Recommendation 4: That the Board member for Culture and City Centre becomes the Council's representative on the Board of Experience Oxfordshire, and consideration is given to how their portfolio title can better reflect their remit for tourism matters.	N	Good communication and consistency are the most important issues here rather than the person who takes on the role of representative. As Cabinet Member I have regular meetings with the Chief Executive of Experience Oxfordshire and I am not certain that having the Cabinet Member as EO Board member is essential.
Recommendation 5: That the Council has a named officer or team to be recognised as the lead on tourism matters.	Yes	<p>The team should be Regeneration and Economy (Economic Development and City Centre Management), also ensuring links with other relevant service areas</p> <p>However, many of the recommendations to follow could pose an unsustainable workload on the broader set of council officers affected. Additional resource would need to be identified or we prioritise the most effective and deliverable actions from the long list</p>
Recommendation 6: That the Council continues to encourage employers within the hospitality and tourism sectors in Oxford to pay the Oxford Living Wage, including the universities and colleges. Further, that the Council's promotional activity around the Oxford Living Wage incorporates customer facing marketing, which encourages conscience driven spending with Oxford Living Wage accredited shops and services.	Yes	This is already resourced in line with previous recommendations. It will be addressed specifically in the Living Wage City action plan being prepared over the summer, to be agreed with employers on the Living Wage City Group. Customer facing marketing is already part of the OLW plan.
Recommendation 7: That the Council, having secured support from the County Council, develops an action plan to become a 'Coach Friendly' city, with key performance indicators and milestones, in accordance with the seven criteria set out by the Confederation of Passenger Transport. This should incorporate short, medium and long term strategic infrastructure plans for improving drop off and layover facilities	Yes/in part	Both Councils are committed to improving the coach operation for the benefit of residents and visitors. We recognise that effective management of coaches can assist in reducing congestion, improving air quality and safety. There are number of challenges that need to be addressed before the Council could meet the seven objectives set by the Confederation of Passenger Transport (CPT). However, we would be happy to engage the CPT in this process. It will probably require a joint city and county resource to be employed/identified for a defined

in the City, linking with key wayfinding routes and providing sufficient facilities for passengers and coach drivers. Key stakeholders including the bus companies and the DMO should be engaged with through this process.		period to be effective.
Recommendation 8: That the Council makes representations to Oxfordshire County Council concerning the need to distinguish standalone transport and infrastructure plans for tourist coach access in future strategies and policy documents. Further, the Council takes an active role in raising the profile of the tourism sector within key strategic documents, such as the emerging Economic Growth Strategy and Local Transport Plan 5.	Yes	This can be done as part of the usual consultation process. Moreover, Oxford City and Oxfordshire County Council are currently reviewing the wider policy on coaches. The Council recognises that the tourism can bring benefits to a city, although this needs to be well managed in order to prevent a detrimental impact. Any policy adopted needs to ensure that tourism positively contributes to residents as well as visitors. Whilst the economic impacts must be appraised, social and environmental issues will also need to be carefully considered.
Recommendation 9: That the Council reviews and updates the current drop-off and layover advice for coach operators, as set out on the Council's website, and commits to more frequent engagement with the Confederation of Passenger Transport and the Coach Tourism Association.	Yes	The layover information is currently being reviewed and will be issued to coach operators imminently. The Council would welcome the opportunity to engage with the CPT and will commit to doing so. However, it should be noted that the County Council are responsible for the management of on-street parking issues and therefore as a main stakeholder their participation would be required in this process.
Recommendation 10: That the Council issues and resources a survey to tourist coach companies, in partnership with Experience Oxfordshire and Oxfordshire County Council, to better understand; the number of coaches that enter the City, their movements, and barriers to making best use of existing facilities. This should broadly reflect the research approach taken in Cambridge.	Yes/ in part	This will be discussed with Experience Oxfordshire and Oxon County Council, to ascertain what information already exists, and what more is needed. We know from Experience Oxfordshire that decisions about destinations and the length of visits are made by tour operators several years in advance. Experience Oxfordshire is already making progress in influencing these early stages and encouraging visitors to spend more time in Oxford. We already know that the main barriers to coaches making better use of facilities is the short length of tourist visits to Oxford, currently an average of 90 minutes.
Recommendation 11: That the Council remains involved in discussions with similar cities about the introduction of an overnight tourism levy, and supports national efforts to lobby for the ability to introduce such a levy. Any plan must capture all providers of commercial paid accommodation, not just hotels, and assurances are needed that the revenue generated will go towards improving the visitor experience. Consideration should be given to the Local Government Association's role in supporting this effort.	In part	We will continue to monitor the situation, liaise with cities and lobby where appropriate. We will build a greater set of background information and data. As Cabinet member I have already visited Edinburgh and discussed their proposed Transient Visitor Levy (TVL) with their officers and councillors. The principles suggested will be considered if and when a plan is developed.
Recommendation 12: That the Council takes an active role in promoting and supporting digital innovations and tourism products that benefit the City and its residents. For example, the Oxford Pass, Wayfinding apps, the Sociability App and Refill Oxford. Official partner status should be sought if considered appropriate.	In part	The City Council can take a partnership/coordination role in identifying the digital provision of information and apps for visitors and residents, with Experience Oxfordshire, who recently launched the Oxford Pass. Some of this work can be under the Smart Oxford banner but will need resourcing. Re marketing and promotion - only by using existing channels available to officers. Resources to set up new campaigns are not currently available. We are not the Visitor

		promotion organisation but will work closely with stakeholders to identify opportunities to promote that are deliverable.
Recommendation 13: That the Council writes to local Members of Parliament, inviting the support of Experience Oxfordshire and Oxfordshire County Council, to make the case for the Discover England Fund to continue beyond 2019. Consideration should be given to whether this action is time appropriate in light of any parallel bid to become an official Tourism Zone as part of the UK Tourism Sector Deal (see recommendation 2).	Yes	This will be coordinated with partners.
Recommendation 14: That the Council reviews its current role in the administration and development of an annual events calendar, and seeks opportunities to be proactive and strategic in shaping a calendar that will increase the City's appeal to regional domestic visitors.	N	<p>Early feedback from city centre businesses suggests interest in knowing more about, and learning earlier of the events calendar so that they can explore options to tie in with / prepare for what's occurring.</p> <p>The City Council events team is currently resourced to be reactive, and to focus more on resident events. Officers are bringing in an external auditor in October as part of an events management review to. In light of this, further recommendations may come forward, and may carry resource requirements. Opportunities to work more closely with key partners (County Council, EO) can also be explored further.</p>
Recommendation 15: That the Council undertakes to revive the Community Toilet Scheme with local businesses, and that it is explicitly within the remit of the Council's new City Centre Management function.	In part.	Experience suggests that in Oxford this is a challenging ask given the potential for ASB issues. The City Centre Manager will consider the options available and feed this into the City Centre Vision work..
Recommendation 16: That the Cabinet commissions an options report concerning the long term future provision of adequate public conveniences in the City Centre. This should be produced in consultation with Oxford Direct Services.	In part	This may be a much needed step, based on visitor feedback, and a help if there is to be an initiative to ask businesses to engage on this. Budget and management resource needs to be identified to allow effective options to be developed and any new provision should be based primarily on the needs of local people rather than visitors.
Recommendation 17: That provision is made in the Cabinet's draft budget proposals for 2020/21 to include an allocation for updating and/or upgrading the current static maps and signage in the city centre. This should specifically include creative signage between the Westgate Centre, the Covered Market and Cornmarket Street. An ongoing revenue allocation should be provided for their maintenance and review.	Yes/in part	<p>Agreed, with the proviso that consideration is given to options that use existing space / street furniture / buildings, that anything done on this is future-proofed and that the emphasis is on innovation and takes into account the need to limit 'street clutter'.</p> <p>Feedback from other cities suggests a combination of effective finger-post signage, visitor map availability, transport hub information and effective use of google maps would be the key.</p> <p>Project resource will needed, and physical and digital resources must be effectively integrated in the short and long-term.</p>

Recommendation 18: That the Council considers the potential of the City's waterways as a visitor attraction and leisure asset in future policy making (e.g. planning and licensing) and investment decisions, and works to support the Oxford Waterways Project to create new tourism opportunities through regenerating and improving facilities (e.g. in particular, boating facilities).	Yes	The Waterways officer resource is in place and the Oxford Waterways Project is due to publically launch in coming weeks. A key theme to the project is Tourism – exploring both how to use the waterways to attract new tourists to the city and also as a means of adding to the general attraction of the city. A significant challenge remains as to how to manage moorings and supply additional services for boats, and finding investment to support improvements in the physical environment.
Recommendation 19: That the Council reviews to what extent codes of conduct exist for managing the behaviour of students at language schools (including the management of large groups in public spaces), and seeks to ensure they are being used to safeguard visitors, and satisfy the behaviour expectations of residents.	In part	Significant resource issues if new policies are to be developed and delivered/monitored effectively.
Recommendation 20: That the Council makes representations to Oxford University, welcoming greater publicity concerning public opening hours for the colleges, and other practical steps to improve resident and visitor awareness of, and access to, the colleges.	Yes	This would require a combined approach with Experience Oxfordshire and the Conference of Colleges but better awareness would be helpful.
Recommendation 21: That where business led opportunities arise; the Council should take a full and active role in leveraging in the influence of the business sector to improve the public realm and wider visitor offer.	Yes	As part of development proposals, accessing planning gain funds

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