

Agenda

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Council

Date: **Monday 25 November 2019**

Time: **5.00 pm**

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

For any further information please contact:

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

Council

Membership

Lord Mayor **Councillor 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

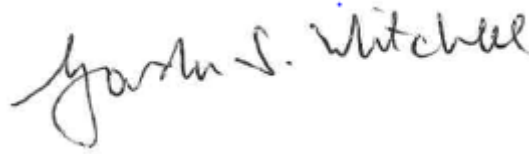
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Summons

A meeting of the City Council will be held in the Council Chamber - Oxford Town Hall, on Monday 25 November 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

Minutes of the ordinary meeting of Council held on 7 October 2019.
Council is asked to approve the minutes as a correct record.

19 - 28

4 Appointment to Committees

Council is asked to note that the Leader has appointed Councillor John Tanner as the Substitute Member on the Thames Valley Police and Crime Panel (Joint Committee).

The Head of Law and Governance has not been notified of any resignations from committees or changes of membership requested by group leaders.

Any 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 Cabinet member received in accordance with Council Procedure Rules and 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 19 November 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.

CABINET RECOMMENDATIONS

No reports or recommendations from Cabinet

COMMITTEE RECOMMENDATIONS

7 Appointment of independent persons 2019

29 - 32

The Monitoring Officer has submitted a report asking Council to approve the appointment of the council's independent persons for a term of five years to 30 November 2024 following a formal recruitment exercise.

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

Recommendation: Council is recommended to:

1. **approve** the appointment of Chris Ballinger, Andrew Mills-Hicks, Jill McCleery and Osama Raja as the council's independent persons for a term of five years to 30 November 2024; and
2. **delegate authority** to the Monitoring Officer to make the necessary arrangements.

OFFICER REPORTS

8 Urgent decision report on Housing Infrastructure Funding (HIF) - Osney Mead Innovation Quarter.

33 - 40

Council is asked to note the urgent officer decision taken by the Executive Director (Development) on 31 October 2019 to enter a

contract with Homes England to secure £6.088m for infrastructure. These funds will enable new development at Osney Mead Innovation Quarter under the Housing Infrastructure Fund Marginal Viability Scheme

Council is also asked to amend the capital budget to include these funds of £6.088m for this project in the Council's capital programme.

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

Recommendations: that Council resolves to:

1. **note** the urgent officer decision taken by the Executive Director (Development) on 31 October 2019 to enter a contract with Homes England to secure £6.088m for infrastructure.
2. **approve the inclusion of a budget of £6.088m in the Council's capital programme for Osney Mead Infrastructure enabling works.**

9 Council and Committee meetings programme May 2020 - May 2022

41 - 50

The Head of Law and Governance has submitted a report which sets out a programme of Council, committee and other meetings for the 2020/21 and 2021/2022 council years (11 May 2020 to 31 May 2022 inclusive)

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

Recommendations: Council is recommended to:

1. **approve** the programme of Council, committee and other meetings attached at Appendix 1 for the council year 2020/21;
2. **approve** the programme of Council, committee and other meetings attached at Appendix 2 for the council year 2021/22;
3. **delegate authority** to the Head of Law and Governance, in consultation with Group Leaders, to make changes to this programme, in the event that there is a decision by Council to change the committee structure or remit which impacts on the programme of meetings; and
4. **delegate authority** to the Head of Law and Governance to set dates for additional training and briefing sessions for members, and, in consultation with the Head of Business Improvement, to set meetings of the Appointments Committee and Investigations and Disciplinary Committee (should they be required).

QUESTIONS

10 Questions on Cabinet minutes

This item has a time limit of 15 minutes.

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

10a	Minutes of meeting Thursday 3 October 2019 of Cabinet	51 - 54
10b	Minutes of meeting Wednesday 9 October 2019 of Cabinet	55 - 60
10c	Minutes of meeting Wednesday 13 November 2019 of Cabinet	61 - 66

11 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 Cabinet 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 13 November 2019

Outside Organisation report - Oxfordshire Health and Wellbeing Board and Health Improvement Board

All questions submitted by the deadline and written responses where available are in the full briefing note published as a supplement.

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

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

Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules 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 19 November 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.

13 Outside organisation/Committee Chair reports and questions

- a) 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.
- b) Members who are Council representatives on external bodies or Chairs of Council Committees may give notice to the Head of Law and Governance by 1.00 pm on Thursday 21 November that they will present a written or oral report on a matter before, or decision taken by, that body or committee and how it may influence future events. Written reports will be circulated with the briefing note.

13a Outside Organisation report - Oxfordshire Health and Wellbeing Board and Health Improvement Board

Submitted to this meeting on behalf of the Cabinet Member for Healthy Oxford

Council is invited to note and comment on the report.

67 - 84

14 Scrutiny Committee update report

The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny since the last meeting of Council.

Council is invited to comment on and note the report.

85 - 106

PART 3 - MOTIONS REPRESENTING THE CITY

15 Motions on notice

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 13 November 2019 are listed below.

Motions will be taken in turn from the, Green, Labour, Liberal Democrat groups in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 22 November 2019 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) Setting an Oxford Living Rent (proposed by Councillor Wolff)
- b) Mental Health (proposed by Councillor Bely-Summers, seconded by Councillor Upton)
- c) Kashmir (proposed by Councillor Altaf-Khan)
- d) Long Service Awards (proposed by Councillor Simmons, seconded by Councillor Wolff)
- e) International Treaty to Prohibit Nuclear Weapons (proposed by Councillor Tanner)
- f) Greening the city centre (proposed by Councillor Gant)
- g) Tourism Management (proposed by Councillor Wade)

15a Setting an Oxford Living Rent

Proposed by Councillor Wolff

Green member motion

This Council notes

- 1) the high cost of rent within the private rented sector within the City;
- 2) that it has limited influence on the private rented sector rental values;
- 3) that it has a duty under the Homelessness Reduction Act to do what it can to prevent homelessness including helping those who are not in priority need from losing their home;
- 4) the success of the Oxford Living Wage campaign in raising awareness of low pay and encouraging more employers to pay a living wage;
- 5) that the Mayor of London has set and published benchmark London Living Rent levels for every neighbourhood in the capital. These are based on a third of average local household incomes and adjusted for the number of bedrooms in each home.

Council therefore agrees to:

- 1) ask Cabinet to commission a report to explore the idea of setting and publishing an annual 'Oxford Living Rent' for the private rented sector with a view to exerting influence on the rental market within Oxford.**
- 2) write to the incoming Government after 12th December asking for the power to establish and enforce local rent controls**

The Oxford Living Rent should be calculated using a methodology that utilises existing, annually published data using

research from organisations such as the Joseph Rowntree Foundation who have studied this in some detail.

This motion does not prescribe the method to be used but notes that various options exist and should be evaluated for their relevance to Oxford and their alignment with the values of this Council.

15b Mental Health

Proposed by Councillor Bely-Summers, seconded by Councillor Upton

Labour member motion

The 2012 Health and Social Care Act opened the NHS to private companies, allowing them to bid for big contracts and sue the NHS if they didn't get it.

The NHS is being dismantled piece by piece. This is compounded by the longest spell of austerity cuts in living memory and a lower investment in health compared to other EU countries.

Oxfordshire CCG is a serial under-funder of Mental Health services. It persistently spends well below the national average figure of 13.9%. For the people in Oxford it means rationing and difficulty accessing services for those who need it at a time when public awareness of mental illness is increasing and the rate of Oxfordshire pupils suffering from mental health problems tops national average (see Oxford Mail 8/10/19).

Unite which represents 100,000 members in the Health service have pointed out that psychological therapies have lost about 90% of their most senior clinicians since 2007 and that the trend needs to be reversed to prevent mentally ill people falling through the care net. Consultant psychology posts in adult psychology have recently been reduced by a third. The expectation is that less qualified staff will do more complex work with people who have serious mental health problems.

Oxfordshire Unison Health branch has highlighted the following:

- a shortage of Mental Health nurses in psychiatric wards.
- the recruitment and retention crisis being made worse by high cost of living in Oxfordshire.
- overcrowded wards are creating stressful environments, hampering recovery.
- the lack of decent housing and supportive placements prevents rapid discharge.
- the lack of adequate community services to support people in crisis leading to readmission.

Put under pressure from politicians, local people, councillors and

campaign groups , the county council reversed its decision over a £1.6 million cut in the Mental Health budget earlier this year but we will need to do much more just to stand still as our population grows.

Therefore

- 1) We call on the Leader of the City Council to write to the Secretary of State to urge them to increase Mental Health funding to meet national target and address the needs of the population.**
- 2) We call on the Systems Leaders Group for the Buckingham, Oxfordshire and West Berkshire Integrated Care System (BOB ICS) to ensure they will consult the local population on decisions made regarding Mental Health provision.**
- 3) We request a clear line of accountability to be outlined by BOB ICS to ensure that the public has confidence in its decisions.**

15c Kashmir

Proposed by Councillor Altaf-Khan

Liberal Democrat member motion

This Council supports the calls of the Oxford Kashmiri/Pakistani community to take notice of the humanitarian crisis intensified since 5th August 2019 when the Indian government revoked Article 370 of the Constitution thus abrogating the special status granted to Kashmir.

This Council notes that:

- eight million people in the valley of Kashmir are completely disconnected from the rest of the world due to curfew imposed by the Indian government;
- the enforced disappearances of civilians, the state-endorsed sexual violence of women by armed forces and the overall prevalence of human rights violations in the region worsens;
- the consequences of the abrogation of Article 370s and 35A along with the lockdown is aimed to demolish Kashmiri identity and bring about a demographic change against the wished of the people of Kashmir;
- thousands of Kashmiris including political leaders, both pro-freedom and mainstream, have been imprisoned without lawful justification;
- the number of children abducted from their homes is estimated by Indian human rights activists is about

13,000;

- the ongoing communications black-out is causing disruption for medical agencies and distress for the families.

This Council affirms that:

Jammu and Kashmir is a UN mandated disputed territory and the people of Kashmir must be given the right to self-determination as provided by the UN charter and UN resolutions.

It endorses the UN High Commissioners' demand to send a fact-finding Mission to Kashmir as demanded in OHCHR reports of June 2018 and July 2019.

This Council resolves:

- 1) That the international community including our incoming Government should ask the Government of India to lift all restrictions, ensure restoration of all human rights and fundamental freedoms and allow access to all aid agencies and international observers to obtain an independent estimate of this crisis situation.
- 2) The global community through the United Nations should invoke preventative diplomacy to prevent a military conflict between India and Pakistan in the interests of international peace and security and to ensure that the curfew enforced since 5th August should be lifted to guarantee the security and even the lives of the Kashmiri people.
- 3) To ask group leaders to write jointly to the Prime Minister, Foreign Secretary, Oxford's incoming MPs and MEPs supporting this motion.

This Council acknowledges the brave and principled work of Oxford's Kashmiri/Pakistani community and wider diaspora to push for accountability over the many decades of human rights violations and crimes against the Kashmiri people by the Government of India;

and asks the Leader/Chief Executive of the Council to write to the relevant U.K. Government Ministers in the Home and Foreign Offices, and to the city's incoming MPs, asking:

- 1) The UK government to condemn the use of force, rape and other human rights violations of the Kashmiris.
- 2) The Home Office to provide sanctuary to Kashmiri people seeking safety from the oppressive regime in Indian Occupied Kashmir.
- 3) The city's MPs to write appropriate letters to the Home Office and Foreign Office representing the demands set out in this motion.

15d Long Service Awards

Proposed by Councillor Simmons, seconded by Councillor Wolff

Green member motion

I recently had the pleasure of presenting the Long Service Awards to City Council staff. The City Council only gives out an award after 25 years of service. It was suggested that additional awards could be considered for shorter periods of service; say, marking 5 and 10 years of service to the Council.

This Council asks the Cabinet to explore awards for shorter periods and to consider what gift might be appropriate.

15e International Treaty to Prohibit Nuclear Weapons

Proposed by Councillor Tanner, seconded by Councillor Rush

Labour member motion

Oxford City Council has been a long-standing member of the Nuclear Free Local Authorities (NFLA) which has been working 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 continuing threat of nuclear war.

NFLA has worked with Mayors for Peace and the International Campaign to Abolish Nuclear Weapons (ICAN) to promote the International Treaty to Prohibit Nuclear Weapons (TPNW). Over two thirds (122) of United Nations member states have agreed the TPNW.

Council regrets that the Governments of the existing nuclear weapon states, including the UK, refuse to support the Treaty. Council fully supports the TPNW as one of the most effective ways to bring about long-term and verifiable multilateral nuclear disarmament. Oxford City Council calls on the United Kingdom Government to lead a global effort to prevent nuclear war by:

- Renouncing the option of using nuclear weapons first;
- Cancelling the programme to replace its entire Trident nuclear arsenal with enhanced weapons;
- Actively pursuing a verifiable agreement among nuclear-armed states to reduce and then eliminate their nuclear arsenals by supporting both the Treaty to Prohibit Nuclear

Weapons and the 'Good Faith' Protocols within the Nuclear Non-Proliferation Treaty.

Oxford City Council asks the Chief Executive of the Council to write to the Foreign and Commonwealth Office of the incoming UK Government and Oxford's newly elected MPs to inform them of this resolution and urge them to take appropriate action.

Note: Similar resolutions have been agreed by Manchester City Council and Renfrewshire Council. The TPNW was agreed at the UN by 122 countries (including the Republic of Ireland) in July 2017 and is currently being ratified, a process that is expected to conclude in 2019.

15f Greening the city centre

Proposed by Councillor Gant

Liberal Democrat member motion

Council believes that among the many other aspects of the Climate Emergency, the one which falls most easily within its own remit is nature-based solutions. Council notes recent academic work which shows that carefully located planting can have a significant impact on heat-stress, carbon sequestration, waterflow regulation and air quality (especially at the most polluted points in cities). Equally, Council notes studies which indicate the enormous benefits to mental health and wellbeing of exposure to green infrastructure and natural colours.

Council acknowledges the considerable degradation of the city centre, largely as a result of the opening of the Westgate Centre

Council therefore asks officers to:

- 1) develop a comprehensive scheme for suitable, sustainable urban planting, considering all relevant factors;
- 2) work up a proposal for green walls, such as those widely seen in other major European city centres, including on its own buildings where appropriate;
- 3) make a plan for the "greening" of the city centre, principally (but not limited to) in Queen Street, Cornmarket and George Street, in partnership with all other stakeholders, including window-boxes and rooftop planting;
- 4) factor these proposals into all other relevant work including preparations for the budget.

15g Tourism management

Proposed by Councillor Wade

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 Government 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 2019. These numbered responses are referenced in the proposals below.

Council therefore asks the Leader 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 (Rec1)
- 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. (Rec3)

- 4) Provide an appropriate officer leading on tourism for the Council to work closely with EO to avoid an 'unsustainable workload' on the officers (Rec5)
- 5) Discuss with EO and Oxfordshire County Council what information they have and need to research on tourist coaches e.g. number and movements (Rec10)
- 6) Partner with EO in identifying the digital provision of apps and tourism products (Rec12)
- 7) Partner with EO and Oxfordshire CC to make the case for the Discover England Fund to continue beyond 2019 (Rec13)
- 8) Explore, primarily through the Events Team, closer working with EO and Oxfordshire CC on developing an events strategy (Rec14)
- 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.

16 Matters exempt from publication and exclusion of the public

If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(The Access to Information Procedure Rules – Section 15 of the Council's Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

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

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

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

Councillors declaring interests

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

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

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

Members’ Code of Conduct and public perception

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

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

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Minutes of a meeting of **COUNCIL** on Monday 7 October 2019

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Council members attending:

Councillor Simmons (Lord Mayor)	Councillor Altaf-Khan (Deputy Lord Mayor)
Councillor Goddard (Sheriff)	Councillor Arshad
Councillor Azad	Councillor Bely-Summers
Councillor Brown	Councillor Chapman
Councillor Clarkson	Councillor Cook
Councillor Corais	Councillor Curran
Councillor Fry	Councillor Gant
Councillor Garden	Councillor Gotch
Councillor Haines	Councillor Harris
Councillor Hayes	Councillor Henwood
Councillor Hollingsworth	Councillor Howlett
Councillor Humberstone	Councillor Iley-Williamson
Councillor Kennedy	Councillor Landell Mills
Councillor Lygo	Councillor Malik
Councillor McManners	Councillor Munkonge
Councillor Pressel	Councillor Rowley
Councillor Rush	Councillor Simm
Councillor Linda Smith	Councillor Roz Smith
Councillor Tanner	Councillor Tarver
Councillor Taylor	Councillor Tidball
Councillor Turner	Councillor Upton
Councillor Wade	Councillor Wolff

Apologies:

Councillors Aziz, Djafari-Marbini, Donnelly and Lloyd-Shogbesan sent apologies.

The minutes show when Councillors who were absent for part of the meeting arrived and left.

37. Declarations of interest

Minute 50 (a): Councillor Turner left the room and took no part in the debate or decision on this item as it concerned matters relevant to his secondment to The Foreign and Commonwealth Office.

Minute 50 (d): Councillor Brown declared that, while the motion did not affect her disclosable pecuniary interest as an employee of the Oxford University Hospitals NHS Trust, to avoid any appearance of impropriety she would leave the chamber and take no part in the debate.

Minute 50 (d): Councillor Tarver stated for the record that although he was an employee of the Oxford University Hospitals NHS Trust, his role did not encompass parking and he did not use the parking facilities and so he had no declarable interest. He would remain in the chamber and take part in the debate.

38. Minutes

Council agreed to approve as a true and correct record the minutes of the ordinary meeting held on 22 July 2019.

39. Appointment to Committees

There were no changes to committee memberships.

40. Announcements

The Lord Mayor announced his main civic events since the Annual Council meeting, including attending the St Giles Fair.

He reminded councillors of Remembrance Sunday events on 10 November 2019.

The Lord Mayor asked the City Rector, Rev Anthony Buckley, to speak about his work in the city.

The Sheriff announced the events he had attended, including the annual cattle round up on Port Meadow and the National Association of City & Town Sheriffs of England & Wales AGM held in Oxford.

The Leader of the Council announced that she would attend the South Oxfordshire District Council meeting to speak about the impact on the city and wider county should they agree their Cabinet's recommendations on their Local Plan.

The Chief Executive notified Council of the arrangements on 14 October for the funeral at Christchurch of PC Andrew Harper, killed while on duty in August 2019.

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

There were no addresses or questions.

42. Commissioning of services at Floyds Row

Councillors Corais and Gotch arrived during this item.

Council considered a report of the Head of Housing submitted to Cabinet on 3 October 2019 seeking approval to increase the capital budget envelope for the Floyds Row project; to delegate authority to commission further capital works; and to commission the service contract to operate services from this new project.

Councillor Linda Smith, the Cabinet Member for Leisure and Housing, presented the report and answered questions. She moved the recommendations, which were agreed on being seconded and put to the vote.

Council resolved to:

- 1. revise the capital budget for this project, to take the capital envelope of the project to £1,892,300, including contingencies, as outlined in Appendix 3 Option A, increasing the budget by £1,134k. (Noting grant funding already secured of £275k capital funding from the Ministry of Housing, Communities and Local Government (MHCLG), and £100k from Public Health England, which will reduce the funding requirement from the Council's 2019/20 capital programme accordingly, and noting that additional external funding contributions are being progressed from a variety of sources, including the MHCLG; Oxfordshire District and County Councils; the Oxfordshire Clinical Commissioning Group and other charitable sources); and**
- 2. make budget provision for the gross revenue costs of providing Floyds Row in the sum of £1.069 million in 2019-20 funded by grants and contributions.**

43. Review of the Street Trading Policy 2019

Council considered a report of the Head of Regulatory Services and Community Safety to the General Purposes Licensing Committee on 18 September 2019 setting out the proposed Street Trading Policy, to take effect from 1 April 2020.

Councillor Clarkson, the Chair of the Committee, presented the report and moved the recommendations, which were agreed on being seconded and put to the vote.

Council resolved to adopt the Street Trading Policy 2019 attached as Appendix B to the report.

44. Appointment of independent persons 2019

Council considered a report of the Monitoring Officer asking Council to approve the appointment of the council's independent persons.

Council noted that due to the availability of applicants and suitable interview dates, it had not been possible to complete all the interviews before this meeting. A recommendation as to suitable appointments could not be made until these were

completed. Consequently, new recommendations had been circulated to councillors in the briefing note.

As the Committee Chair was not present, Councillor Pressel, the Vice-Chair of the Standards Committee, presented and moved these new recommendations, which were agreed on being seconded and put to the vote.

Council resolved to extend the term of the current independent persons by a further month to 30 November 2019 to allow the recruitment process to conclude, and to consider the outcome and recommendations at its next meeting.

45. Questions on Cabinet minutes

Council had before it the minutes of Cabinet meetings of 11 September 2019.

a) Minutes of meeting Wednesday 11 September 2019 of Cabinet

Minute 58:

Councillor Wolff asked how much had been written off in total as a result of the Icelandic banking crash in 2008.

Nigel Kennedy, S151 officer, reported the sum written off was £170k from an initial investment of between £4.5m (*figures confirmed after the meeting*).

46. Questions on Notice from Members of Council

40 written questions were asked of the Cabinet members and Leader, and these and written responses were published before the meeting.

These along with summaries of the supplementary questions and responses asked and given at the meeting are set out in the printed pack of these [minutes](#).

47. Outside organisation/Committee Chair reports and questions

With Council's consent this item was taken before the break.

a) Oxfordshire Environment Partnership Report

Council had before it the report of the Cabinet Member for Zero Carbon Oxford on the work of the Oxfordshire Environment Partnership including the report to Cabinet and the Oxfordshire's Resources and Waste Strategy for Oxfordshire 2018-2023.

Councillor Hayes introduced the report and answered questions.

He drew Council's attention to the reasons and the proposed arrangements for re-instating the Oxfordshire Waste Partnership. Most Oxfordshire Councils were of the view that waste management and recycling was a key part of reducing the impact on the environment and climate. The Oxfordshire's Resources and Waste Strategy for Oxfordshire 2018-2023, adopted by Cabinet, had been prepared to improve waste management in response to the Climate Emergency.

Council noted the report.

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

Councillors Goddard, McManners and Linda Smith left at the start of this item.

Councillors Iley-Williamson and Turner arrived after the break and for the start of this item.

There were four addresses and one question to Council.

1. South Oxfordshire District Councillor Alexandrine Kantor gave a speech in support of Motion (a) Supporting EU nationals.
2. Zile Huma gave a speech about the humanitarian crises in Jammu and Kashmir.
3. Henry Owen from the Community Action Groups Project gave a speech in support of Motion (c) Community Wealth.
4. Judith Harley asked a question about Oxford Direct Services review of its property portfolio and its plans to vacate the Cowley Marsh depot.
5. Judith Harley gave a speech supporting retaining the William Morris Sports Field as a sports field.

The full text of these speeches read as submitted; responses from the Cabinet 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](#).

49. Scrutiny Committee update report

With Council's consent this item was taken before the break.

The Chair of the Scrutiny Committee updated Council on the committee's work plan for the year ahead. He also presented the committee's annual report for 2018/19, noting that this would be finalised and published on the council's website.

Council noted the committee's work plan for 2019/20 and the annual report for 2018/19.

50. Motions on notice 7 October 2019

Council had before it six motions on notice 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) Supporting EU nationals
- b) Responding to the youth-led climate strikes
- c) Community Wealth
- d) John Radcliffe Hospital Parking

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

- e) Expanding Car Free Days
- f) Multilateral nuclear disarmament
- g) Support second EU membership referendum

a) Supporting EU nationals

Councillor Turner left the meeting for the debate and decision on this motion.

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

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

Council resolved to adopt the following motion:

Council notes that EU nationals are part of our shared communities. They are our husbands, wives, parents, friends and colleagues. They are an integral part of a vibrant and thriving Oxfordshire.

Since 2016 EU nationals were promised again and again that "there will be no change for EU citizens already lawfully resident in the UK and [...] will be treated no less favourably as they are at present".

After three years of living in limbo, their homes and livelihoods are yet again being threatened by the further uncertainty brought about by the prospect of an even more chaotic no-deal Brexit.

According to the Home Office's June statistics, only a third of EU nationals have applied for the Settled Status and 42% of them have been granted the inferior Pre-Settled status leading them to reapply for the Settled status later on. There is no possibility to know how many EU nationals need to apply, leaving vulnerable and unaware EU nationals left at risk of becoming unlawful residents at the mercy of the Home Office's Hostile Environment. Lack of clarity regarding differentiating between EU citizens arriving before and after the UK's exit from the EU will likely lead to discrimination in the labour market and will prevent many from accessing the services that they are entitled to.

Another Windrush-like scandal is unfolding right before the eyes of this Council and we mustn't be passive observers to it.

Therefore, the Council asks that:

- 1. Officers undertake an urgent review of how a disorderly exit from the EU is likely to affect EU nationals accessing services provided by the Council (licensing, benefits etc).**

2. **Officers report on how the Council can mitigate adverse impacts on the rights of EU nationals (including but not limited to advising on what the Council can do to help landlords and employers to be trained on immigration status and therefore avoid potential discrimination against EU nationals).**
3. **The Leader of the Council writes to the Home Secretary to ask that the current European Settlement Scheme is clarified by:**
 - a. **Providing a clear deadline for application to the EUSS in case of no-deal exit from the EU.**
 - b. **Providing those with settled status with physical proof that can be used to access services.**
 - c. **Confirming that there will be no changes to the rights of settled EU citizens that they currently have by ratifying the Immigration Bill as primary legislation before the exit day.**
 - d. **Replacing the current European Settlement scheme with a registration scheme without a deadline where EU citizens are considered legally settled by default and can request a proof of immigration status only when they are asked to demonstrate it.**

b) Responding to the youth-led climate strikes

Councillor Turner re-joined the meeting.

Council had before it the original text of the motion proposed by Councillor Wolff (set out in the agenda and briefing note) and amendments proposed by Councillors Gant, Hayes, and Upton (set out in the briefing note).

Councillor Wolff drafted a new text for the motion as set out below. This incorporated elements of the original motion and two of the three amendments in the briefing note. This was tabled for all councillors to consider.

Councillor Wolff, seconded by Councillor Henwood, proposed this new text for their submitted motion as set out below.

Councillors Hayes and Gant withdrew their amendments.

Councillor Upton, seconded by Councillor Simm, proposed her amendment to the new text of the motion. After debate and on being put to the vote the amendment was declared lost.

After debate and on being put to the vote the motion as set out below (as revised and tabled at the meeting) was agreed.

Council resolved to adopt the following motion:

Council welcomes and supports the youth-led climate strikes that took place in September around the world. The march in Oxford on 20th September was one of the largest gatherings in the City's history and enjoyed cross-party support. Council wishes

to place on record its support for the climate strikers and our admiration for their commitment and determination.

Council has already recognised the climate emergency and established a Citizen's Assembly, which is on-going, to engage residents in the inevitable de-carbonisation of our economy that must happen over the next few decades.

Council notes that the Scrutiny function is independent and can and does give serious and detailed attention to selecting matters to consider, and that Council as a whole cannot and does not wish to influence that process. Council also notes that resource for panels and other functions is set as part of the budget process.

Council also notes and welcomes initiatives taken by a number of councils recently, and encourages further close co-operation and learning from best practice.

Council therefore asks the Cabinet to:

- 1. Establish a Climate Advisory Group to support all-member engagement to build on the aims of the Citizens' Assembly; to engage the public in the issue; and bring recommendations to the Cabinet on how best to use its powers of control and influence to meet the Climate Emergency across the City Council and the city of Oxford; noting that this does not pre-empt the outcome of the Citizen's Assembly;**
- 2. Ask officers to report back to Cabinet on the financial and constitutional issues.**

Council also asks the Leader to write to Oxfordshire County Council's Cabinet Member for Education & Cultural Services, to request that she contacts Oxford's schools setting out our support for the youth strikers and our request that absenteeism from school to attend climate strikes is treated leniently.

c) Community Wealth

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

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

Council resolved to adopt the following motion:

Council notes:

- That Oxford City Council was the first UK local authority to pay a Living Wage, pays the Oxford Living Wage, spends around 50% with small and medium-sized enterprises (SMEs), spends over 70% with local suppliers, and operates a higher level of support for the local voluntary sector than that of many other districts. It has agreed to include a social value element in non-OJEU procurement activity and apply the Green Public Procurement Policy, and it has appointed a Co-operatives Champion.

- That the Community Wealth Building (CWB) model has had success in Preston in uniting the city's key employers and procurers (known as 'anchor institutions') to reorganise their supply chains and identify where they could buy goods and services locally, showing what can be achieved by effective local leadership.
- While Oxford's economy is relatively buoyant, high levels of inequality and concentrations of poverty make a focus on adding social value crucial for our city.

Council believes:

- That there is potential for our City Council to work alongside other 'anchor institutions' in Oxford in using our spending powers to forge a local economy that shares wealth and power more equally and puts environmental sustainability at its heart, and this work is making good progress under the Inclusive Employer Task Group strand of the Oxford Strategic Partnership.
- There are clear benefits to co-operation and substantial growth in the sector provides a true alternative to business as usual.

Council resolves to:

- **Explore with leading Oxford employers how they can together target our significant procurement spend to achieve social and environmental goals, and monitor its impact.**
- **Work to ensure that public spend in Oxford maximises the achievement of social value, including in the activity of City Council-owned companies.**
- **Request an update report from the relevant officer to Cabinet and Council within six months of this meeting.**

d) John Radcliffe Hospital Parking

Councillor Brown, having declared a disclosable pecuniary interest, left the meeting for the debate and decision on this motion. Councillors Bely-Summers, Cook, and Lygo left the meeting at this point.

With Council's agreement the Lord Mayor extended the time for debating motions to the end of this debate and vote.

Councillor Haines proposed his submitted motion, accepting the amendment proposed by Councillor Hollingsworth as set out in the briefing note. This was seconded by Councillor Harris.

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

Council resolved to adopt the following motion:

Motion:

Council resolves to continue to work with the management of Oxford University Hospitals Trust as a matter of urgency to help them to undertake a review of the

approach to sustainable transport at all the Trust’s sites including the John Radcliffe hospital, including a review of the Trust’s approach to the allocation of car parking capacity so as to allow for an increased proportion of parking at the sites for the disabled, patients and visitors, and for the operational needs of critical medical staff as part of a comprehensive masterplan for all the Trust’s sites in Headington including the John Radcliffe hospital, to promote a sustainable approach to transport to those sites as part of the Local Transport Strategy 5.

Reason:

It is grossly unfair on people who are sick and the friends and family of those wanting to urgently visit people in hospital to allow the current situation to continue. A comprehensive shift to more sustainable transport approaches would:

- Reduce the congestion on local roads, freeing up the road network to other traffic including buses and ambulances;
- Reduce the pollution inhaled by cyclists, pedestrians and local residents from vehicles queuing with engines running;
- Reduce lost time and missed appointments which cost the health service a fortune;
- Make it easier for staff to access the hospital, helping to reduce staff shortages;

I hope this motion can be carried to allow us to resolve this long standing issue for now and in to the future, and to alleviate some of the problems that the public so clearly and desperately need resolving.

e) Expanding Car Free Days

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

f) Multilateral Nuclear disarmament

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

g) Support second EU membership referendum

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

The meeting started at 5.00 pm and ended at 8.45 pm

**Lord Mayor
2019**

Date: Monday 25 November

To: Council

Date: 7 October 2019

Report of: Monitoring Officer

Title of Report: Appointment of Independent Persons

Summary and Recommendations

Purpose of report: This report asks Council to approve the appointment of the council's independent persons for a term of five years to 31 October 2024 and to delegate authority to the Monitoring Officer to make the necessary arrangements.

Policy Framework: N/A

Recommendation(s): Council is recommended to approve the appointment of the council's independent persons for a term of five years to 31 October 2024 and to delegate authority to the Monitoring Officer to make the necessary arrangements.

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 to assist the Authority in promoting and maintaining high standards of conduct amongst its members and to act in an advisory capacity to the Monitoring Officer in dealing with code of conduct matters.
2. The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 ("The Regulations") require the Council to invite at least two 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 have 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 term of office of independent persons and these are therefore within the discretion of the Council. On 22 July 2019 Council agreed to extend the appointment of three of the Independent Persons to 31 October 2019 (these are Jill McCleery, Chris Ballinger, Godfrey Cole).
6. The Council may appoint as many Independent Persons as it deems appropriate. A cohort of four to six individuals is proposed as there is a balance to be struck between having a sufficient number to ensure availability at short notice with building up a level of knowledge and experience.
7. The Monitoring Officer has conducted 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
 - 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”)
8. Five applications have been received, and interviews will take place in the week beginning 30 September 2019 with a view to appointing up to five Independent Persons. The interview panel will consist of the Monitoring Officer, the Chair of the Standards Committee and one opposition member from the Standards Committee. The details of the proposed appointments will be included in the Council Briefing Note and will be presented by the Chair of the Standards Committee at Council.

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. Further steps were taken to encourage applications from a wide range of applicants.

Legal implications

10. The legal implications are set out in paragraphs 1 and 2 and explained in the body of the report.

11. The Act requires that appointments are approved by a majority of members of the authority.

Financial implications

12. The cost of the recruitment of Independent Persons in 2019 has been accommodated in the 2019/20 Member Support budget. The Council does not pay any allowance to its Independent Persons.

Risk management

13. 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: 25 November 2019
Report of: Director of Development
Title of Report: Record of Urgent Officer Decision on Housing Infrastructure Funds for Osney Mead

Summary and recommendations	
Purpose of report:	<p>Council is asked to note the urgent officer decision taken by the Executive Director (Development) on 31 October 2019 to enter a contract with Homes England to secure £6.088m for infrastructure.</p> <p>These funds will enable new development at Osney Mead Innovation Quarter under the Housing Infrastructure Fund Marginal Viability Scheme</p> <p>Council is also asked to amend the budget to include these funds in the Council's capital programme.</p>
Key decision:	Yes
Cabinet Member with responsibility:	Leader of the Council, Cllr Susan Brown
Corporate Priority:	Meeting Housing Needs, Cleaner and Greener Oxford, Vibrant and Sustainable Economy.
Policy Framework:	Corporate Plan, Oxford Economic Growth Strategy, Housing Strategy
Recommendations: That Council:	
1.	Notes the urgent officer decision taken by the Executive Director (Development) on 31 October 2019 to enter a contract with Homes England to secure £6.088m for infrastructure. These funds will enable new development at Osney Mead Innovation Quarter under the Housing Infrastructure Fund Marginal Viability Scheme
2	Approves the inclusion of a budget of £6.088m in the Council's capital programme for Osney Mead Infrastructure enabling works.

Appendices	
Appendix 1	Urgent officer decision report and risk assessment

Introduction and background

1. Council is asked to note the urgent officer decision to enter a contract with Homes England to secure £6.088m for infrastructure. These funds will enable new development at Osney Mead Innovation Quarter under the Housing Infrastructure Fund Marginal Viability Scheme.
2. The record of the decision is attached at Appendix 1. This was taken in accordance with the Council's procedures for taking urgent decisions and the decision published on 31 October 2019.
3. This then requires a change to the capital budget to include these funds.
- 4. Council is asked to approve this change to the capital budget.**
5. All other relevant information is attached in the report at Appendix 1.

Legal and financial issues and risks

6. These are set out in the report at Appendix 1

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Background Papers: None

Appendix 1

Decision made by Executive Director (Development) on 31 October 2019 in consultation with the S151 Officer and Head of Legal and Democratic Services

To: Director of Development
Date: 25 October 2019
Report of: Economic Development Manager
Title of Report: Housing Infrastructure Fund (HIF) award to Osney Mead Innovation Quarter

Summary and recommendations	
Purpose of report:	To record an officer decision to enter a contract with Homes England to secure £6.088m for infrastructure. These funds will enable new development at Osney Mead Innovation Quarter under the Housing Infrastructure Fund Marginal Viability Scheme.
Key decision:	Yes
Cabinet Member:	Leader of the Council, Cllr Susan Brown
Corporate Priority:	Meeting Housing Needs, Cleaner and Greener Oxford, Vibrant and Sustainable Economy.
Policy Framework:	Corporate Plan, Oxford Economic Growth Strategy, Housing Strategy
Recommendation(s): That the Executive Director (Development) resolves to:	
1. Delegate authority to the Head of Law and Governance to enter into a funding contract with Homes England to secure £6.088m to contribute to the Oxford Flood Alleviation Scheme (£4.35m), and £1.738m towards pedestrian and cycle infrastructure in the Osney Mead area.	
2. Recommend to Council the inclusion of a budget of £6.088m in the Council's capital programme for Osney Mead Infrastructure enabling works.	

Appendices

Risk Assessment

Introduction and background

1. This urgent decision has been taken in line with clauses 16.4 and 17.9 of the Council's constitution. The Chair of Scrutiny Committee has confirmed his agreement under both clauses below
 - a. (16.4) outside the budget or policy framework the decision is urgent, and it is not practicable to arrange a full Council meeting and
 - b. (17.9) the decision to be taken is both urgent and reasonable and the delay caused by the call-in process would not be in the interests of the Council or the public. Furthermore, the Leader of the Council has been consulted, alongside the Head of Law and Governance and the Head of Financial Services.
2. The £2.3 billion Housing Infrastructure Fund offers funding to local authorities on a competitive basis, for infrastructure to support new homes. The Marginal Viability Fund provides the missing piece of infrastructure funding to get sites allocated for development or existing sites unblocked. The urgent decision is required because the funders, Homes England, have confirmed the deadline of 31 October 2019, at which point, funding is likely to be withdrawn. This left insufficient time to take a report through the normal decision-making process.
3. Osney Mead Industrial Estate is allocated in the draft Oxford Local Plan 2036 for a mixed use development that includes employment uses, academic uses, student accommodation, employer-linked affordable housing and market housing. The development of an innovation quarter is encouraged through the plan policy and links in with the economic strategy for the area.

Main report

4. Oxford City Council has submitted a bid, as the eligible accountable body, to the Housing Infrastructure Fund in partnership with the Environment Agency (EA), Oxfordshire County Council, and University of Oxford to support two pieces of infrastructure to support development at Osney Mead.
5. The total funding award, subject to completion of a funding clarification process by Homes England is £6.088m. £4.35m comprises the remaining sum to fully fund the Oxford Flood Alleviation Scheme (OFAS) and £1.738m comprises the expected funding gap for transport works, to enable adequate cycle and pedestrian route capacity into and around Osney Mead to connect it with the City Centre and the West of Oxford. Funds must be defrayed by 31 March 2022.
6. The first stage of the Osney Mead Innovation Quarter proposals, and subject of the HIF bid, comprises accommodation for early career researchers and graduate students, subject to planning approval. The infrastructure funded under the HIF Marginal Viability scheme helps delivery of this accommodation.
7. OFAS has been designed to significantly reduce flooding for circa 1,500 existing homes in Oxford. A secondary benefit of the scheme is that other areas of land could also benefit from a reduced risk of flooding after the scheme is completed.
8. The OFAS scheme once implemented, together with a multi-million investment from the University in additional on-site flood remediation works informed by a Flood Risk Assessment and Comprehensive Flood Risk Management Strategy, will support development of this area.

9. The draft Oxford Local Plan 2036 sets out at paragraph 9.22 that although currently separated from it, a new link across the river should be provided to integrate the Osney Mead site with the city centre. Once the connection is in place, the site should begin to function as an extension of the city centre. It would therefore be suitable for residential use that may include student accommodation and employer-linked affordable housing or market housing, which complements the employment function of the site. These connectivity proposals for the site are also aimed at delivering the strategy to reduce car parking and usage, hence requiring good access by foot, cycle and public transport from the city centre and surrounds.

Other implications

10. Environmental - Whilst enabling brownfield development at Osney Mead (subject to planning), this funding is available to provide a timely contribution to the delivery of the Oxford Flood Alleviation Scheme. It will also contribute to increased use of Sustainable Transport modes in Oxford city centre and surrounds.

Financial implications

11. The City Council will be the Accountable Body, receiving and then contracting funds to partner organisations including the Environment Agency and Oxfordshire County Council. No further direct financial contribution is required, albeit Oxford City Council will need to ensure no financial risk from contracting awarded funds to other partners in the unlikely event of clawback by Homes England for non-delivery by a partner, for example.
12. In the event that funding was not drawn down due to the partners being unable to satisfactorily meet the requirements of the funding clarification process, e.g. viability or deliverability issues on the homes, or infrastructure, this may leave a possible funding gap for OFAS.
13. Funding can be drawn down in advance for the first three quarters of the year, and in retrospect for the final quarter. The likely annual grant drawdown is profiled below. This may still change once detailed design and procurement has taken place:
 - a. 2019-20: £217,250
 - b. 2020-21: £869,000
 - c. 2021-22: £5,001,750
 - d. Total: £6,088,000.

Legal issues

14. Section 1 of the Localism Act 2011 provides the Council with the power to do anything an individual may do, subject to a number of limitations. This is referred to as the "general power of competence". A local authority may exercise the general power of competence for its own purpose, for a commercial purpose and/or for the benefit of others. This general power of competence provides sufficient power for the Council to apply for and accept the funding described in this report and to procure a contractor/contractors to undertake the works described.

15. Oxford City Council will be responsible for ensuring that the funding awarded is spent in accordance with all applicable legal requirements, to include state aid, public procurement law, wider public law (including the Public Sector Equality Duty), and planning law. Oxford City Council must comply with its obligations under the overarching funding agreement, including with respect to delivery of objectives within agreed timeframes. Any procurement required as a result of the funding must be conducted in accordance with the Council's Constitution and the Public Contracts Regulations 2015 as the case may be.
16. The Pre-contract conditions have to be complied with to Homes England's satisfaction. The pre-drawdown conditions will need to be complied with, in order to draw down the funds. A funding contract has been agreed between Homes England and Oxford City Council, following a detailed funding clarification process. As indicated above, it Oxford City Council must ensure that any conditions attached to the funding contract are complied with and tracked.
17. Oxford City Council will then need to enter into contracts with the Environment Agency, the University of Oxford and possibly Oxfordshire County Council to commit HIF funds to ensure delivery of the funded infrastructure. It will be essential that Oxford City Council is protected against the unlikely event of clawback for non-delivery or any other contractual breach that presents a financial risk to the city council. An independent state aid assessment has been undertaken by external solicitors as required by Homes England. It confirms that the use of the funding does not breach state aid obligations.

Level of risk

18. The Risk Register is attached. The risk of not securing the funds would have consequences for the delivery timetable of OFAS, as well as the regeneration plans and sustainable infrastructure investment at Osney Mead.

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Background Papers: None

Risk Register

					Date Raised	Gross		Curren		Resid		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence		I	P	I	P	I	P		Control descriptio	Due date	Status	Progre ss	Action Owner
Funding withdrawn	Deadline of 31st Oct for contracting not met	Threat	Not getting to contract ahead of deadline.	Funding is lost	21-10-19	4	3					We have been working closely with partners from the outset of the funding application to manage this risk	Close monitoring and delivery of the funding clarification process in dialogue with partners	Oct 19		80	Matt Peachey
State Aid issues	funding deemed as ineligible due to state aid	Threat	funding assessed to distort the market	Funding cannot be awarded	21-10-19	4	1					Unlikely scenario as State Aid Assessment has been completed	Undertake state aid assessment	Oct 19		100	Matt Peachey
Non delivery by the council or partners	clawback of funds from Homes England that leaves Oxford City Council liable	Threat	Homes or infrastructure not delivered	Financial cost	21-10-19	4	2					Legal protection should be achievable. Funding can be drawn down when we have certainty	Entering into contracts with partners that minimise or eliminate the risk of direct clawback	March 2020		20	Matt Peachey

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To: Council
Date: 25 November 2019
Report of: Head of Law and Governance
Title of Report: Council and committee programme
 11 May 2020 to 18 May 2021 and
 19 May 2021 to 31 May 2022

Summary and recommendations	
Purpose of report:	This report sets out a programme of Council, committee and other meetings for the 2020/21 and 2021/2022 council years (11 May 2020 to 31 May 2022 inclusive)
Key decision:	No
Cabinet Member	Councillor Susan Brown, Leader of the Council
Corporate Priority:	Efficient and Effective Council
Policy Framework:	None
Recommendations: That Council resolves to:	
1.	Approve the programme of Council, committee and other meetings attached at Appendix 1 for the council year 2020/21;
2.	Approve the programme of Council, committee and other meetings attached at Appendix 2 for the council year 2021/22;
3.	Delegate authority to the Head of Law and Governance, in consultation with Group Leaders, to make changes to this programme, in the event that there is a decision by Council to change the committee structure or remit which impacts on the programme of meetings; and
4.	Delegate authority to the Head of Law and Governance to set dates for additional training and briefing sessions for members, and, in consultation with the Head of Business Improvement, to set meetings of the Appointments Committee and Investigations and Disciplinary Committee (should they be required).

Appendices	
Appendix 1	Programme of Council and committee meetings for the council year 2020/21 in calendar format
Appendix 2	Programme of Council and committee meetings for the council year 2021/22 in calendar format

Introduction and background

1. This report and appendices set out the proposed schedule of Council and committee meetings for the next two municipal years, from 11 May 2020 to just after the Annual Council meeting on 18 May 2022.
2. Dates shown after the 18 May 2022 Annual Council meeting are indicative.
3. Setting the programme for all main Council and committee meetings in advance allows for good governance, open and efficient decision making and helps councillors and officers to plan their workloads and availability.
4. The programme may require alteration as the year progresses because of changing constraints and requirements for decision making. The Constitution contains provisions for cancelling meetings where there is no business and scheduling further meetings if required. Committees have the authority to amend their meeting schedules.
5. The programme of meetings is very busy so there is limited scope for meetings to be moved or added without creating diary clashes for members and officers.
6. Council has previously asked officers to as far as possible avoid scheduling meetings:
 - during school holidays; and
 - during certain religious festivals
7. The main Christian festivals coincide with public holidays. There are no significant clashes with major Sikh or Buddhist festivals. Major festivals for those of Muslim, Jewish and Hindu faiths taken into account are

Festival	Dates in 2020	Dates in 2021	Dates in 2022
Eid-al-Fitr	Sat 23-Sun 24 May	Wed 12-Thur 13 May	Mon 2 -Tues 3 May
<i>Ramadan</i>	<i>24 April-23 May</i>	<i>April 13-May 12</i>	<i>April 3-May 2</i>
Eid-al-Adha	Thur 30-Fri 31 July	Mon 19-Tues 20 July	Sat 9-Sun 10 July
Rosh Hashanah	Fri 18-Sun 20 Sept	Mon 6-Wed 8 Sept	Sun 25-Tues 27 Sept
Yom Kippur	Sun 27- Mon 28 Sept	Wed 15-Thur 16 Sept	Tue 4-Wed 5 Oct
Diwali	Sat 14 Nov	Thurs 4 Nov	Mon 24 Oct

8. The principle used in timetabling is that Council business must happen in a timely manner but the broader needs of members should be taken into account.
9. No meetings involving all councillors are scheduled on these dates apart from Annual Council in 2020 which falls in Ramadan (see paragraphs 20-22) and as far as practicable public committee meetings are avoided where this does not adversely affect the overall schedule. However some committee meetings need to be scheduled in school holidays or on festival days.

10. Members of most committees are able to appoint a substitute from the same political group if they cannot attend themselves.
11. Briefing sessions are scheduled to fall outside Oxfordshire state school holidays and to avoid the political party conferences as far as possible, where these have been set at the time of agreeing this programme.

The Programme

12. Appendices 1 and 2 set out in calendar format the programme for Council, Cabinet, all main committees and sub-committees, Shareholder and Joint Venture Group, Scrutiny Standing Panels and members' training and briefing sessions.
13. The timetable replicates as far as practicable that agreed for 2019/20.
14. The default start time for all meetings is 6.00pm with the exception of Council meetings which start at 5.00pm. Committees are able to vary this time and some committees have previously done so. The start time is subject to confirmation at each committee's first meeting.
15. Any committees wishing to vary the start time to later than 6.00pm must first consult the Committee and Member Services Manager to ensure that these meetings can be suitably resourced and supported by officers.
16. If Council decides at its annual meetings to make changes to the committee structure, a revised programme will need to be prepared and circulated. It is recommended that authority is delegated to the Head of Law and Governance, in consultation with group leaders, to make changes to the meeting programme as required following such a decision.

Council meetings in 2020

17. Following all-out elections in May 2020, the Annual Council meeting must be held between the 8th day and the 21st day after the day of retirement of councillors in accordance with the Local Government Act 1972 Schedule 12 S1 (2) (a). Following the election on 7 May, the date of retirement and assumption of office is Tuesday 12 May, and Annual Council must fall between 20 May and 2 June.
18. The date of 20 May allows sufficient time for political groups to meet, decide if they wish to propose any changes to the committees, and nominate their committee members before the Annual Council meeting.
19. It is not practicable to avoid scheduling Annual Council in Ramadan as this ends on 23 May, immediately before half term week. Holding Annual Council on 1 or 2 June (the last possible dates) delays the election of the Lord Mayor and the Leader, committee appointments and the start of the decision making cycle until then, effectively creating a gap of nearly two months which will have implications for the Council's business such as dealing with planning applications in a timely manner.

Council meetings in 2021

20. The Council's budget meeting is on 17 February 2021, in the week of half-term (15-19 February). This has been difficult to avoid.
21. The City Council must set the council tax at a Council meeting following the other precepting authorities' budget setting decisions. The County Council budget meeting is currently scheduled for 16 February 2021.

22. The Council Tax must be set in time to allow around 60,000 Council Tax bills and direct debits to be produced before the start of the new financial year.
23. A date for a second Council budget meeting has been scheduled for 25 February 2021 in case Council is unable to agree a budget or set the council tax. In recent years this reserve date has not been needed.
24. The last ordinary meeting of the municipal year is scheduled on 29 March to avoid the start of Ramadan.
25. The Annual Council meeting is scheduled for 19 May 2021.

Council meetings in 2022

26. The Council's budget meeting is on 16 February 2022, in the week of half-term (15-19 February). The reasons for this are explained above. The County Council budget meeting has not been confirmed but is expected to be on 15 February 2022.
27. The last ordinary meeting of the municipal year is scheduled on 28 March to avoid the start of Ramadan.
28. The Annual Council meeting is scheduled for 18 May 2022, the earliest possible day following the local elections.

Cabinet and Scrutiny

29. The time between the Scrutiny Committee and Cabinet meetings is set to allow efficient executive decision making while continuing to allow sufficient time for effective pre-decision scrutiny of those decisions. Scrutiny Committee is generally scheduled to meet on a Tuesday and the Cabinet on the following Wednesday.
30. Additional dates for Cabinet and Scrutiny Committee are scheduled in August but are reserved only for decisions which must be taken then, and any pre-scrutiny of those decisions. If there are no such decisions these meetings may be cancelled.
31. Dates for scrutiny standing panels (Finance, Housing, and Companies) have been included in the programme but are subject to any changes made by the Scrutiny Committee at its first meeting after Annual Council. Scrutiny standing panels, once established, may amend their own meeting schedules having first consulted with the Committee and Member Services Manager.
32. The Scrutiny Committee may establish review groups and these will set their own meeting dates.

Planning Committees

33. The two area planning committees have scheduled monthly meetings.
34. The Planning Review Committee is also scheduled to meet monthly to allow for the call in of decisions taken by area planning committees. Recent experience is that Planning Review Committee meetings typically take place 3-6 times per year. The same date may be used as an adjournment date if the business for either area planning committee cannot be completed at its scheduled meeting. If not required for this or their original purpose, Planning Review Committee dates may be used for other committee meetings or briefings, or cancelled altogether.
35. If the remit of the planning committees changes significantly the schedule will be revised to take account of the increase or decrease in work and any changes Council makes to the committee structure.

Licensing Committees

36. The Licensing & Gambling Acts Casework Sub-Committee has to meet within set timescales and provisional dates for this sub-committee have been scheduled. This sub-committee currently starts between 5.00pm and 6.00pm as agreed with the sub-committee.
37. Meetings of the General Purposes Licensing Casework Sub-Committee have been scheduled regularly throughout the year. This sub-committee currently meets at 5.30pm.
38. The Head of Law and Governance can cancel or convene sub-committee meetings on these dates or arrange alternative dates after consulting with the chairs as required by the caseload (as set out in section 14.6 of the Constitution).

Audit and Governance Committee

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

Standards Committee

40. The Standards Committee is scheduled to meet four times in the year.

Appointments Committee

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

Investigations and Disciplinary Committee

43. This Committee would only meet to decide on disciplinary hearings involving a Statutory Officer, Executive Director or Assistant Chief Executive.

Shareholder and Joint Venture Group (SJVG) meetings

44. Shareholder and Joint Venture Group meetings are scheduled to provide for quarterly reporting on the progress, performance and financial position of the Council's companies and joint ventures. Prior to these quarterly meetings a meeting of the Companies Scrutiny Panel is scheduled to facilitate pre-decision scrutiny of matters coming to the Group.

Training and briefings

45. These sessions are to assist with councillors' learning and development and are not open to the public. Dates for training and for briefing sessions are included to allow councillors to plan ahead. Councillors are advised to note these dates in their diaries.
46. These sessions will typically run from 6pm to 7.30pm to accommodate members who work office hours.
47. A programme of training sessions and briefings on topical issues will be circulated separately by the Committee and Member Services Team.

48. It is recommended that the Head of Law and Governance is authorised to arrange additional training and briefing sessions to cover matters as requested by officers or councillors.

Publicising meeting dates

49. Meeting dates will be available online via the Council's website on the internet and intranet once these are finalised. This on-line diary is the most effective way to view accurate and up to date public meeting dates. In addition the meeting details can be downloaded into individual members' calendars.

50. Where meetings are cancelled or rescheduled during the year, the meeting details in members' calendars will not update automatically and members will need to update their calendars manually.

51. Committee and Member Services staff will send instructions to councillors on the downloading of calendars.

Legal issues

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

53. The Head of Law and Governance can cancel scheduled meetings where there is no business, or arrange additional or re-scheduled meetings after consulting with the relevant committee chair (set out in section 14.6 of the Constitution).

Financial Issues

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

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Background Papers: None	

2020-2021 Municipal year - 2020

May 2020				
Mo	Tu	We	Th	Fr
				1
			Ramadan to 23rd	
4	5	6	7	8
			Election	Hol
11	12 Eid	13 Eid	14	15
Train	Train	Train	Train	
18	19	20	21	22
		Annual Council	LA/GPL	Eid - 23-24th
25	26	27	28 GB SP	29
Hol	Train	Train	Train	

June 2020				
Mo	Tu	We	Th	Fr
1	2 GrBd	3	4	5
LA Sub	Scr	EAP		
8	9	10	11	12
GPL Sub	WAP	Cabinet	Train	
15	16	17	18	19
Brief	Train		PRC	
22	23	24	25	26
Panel (CS)	LA Sub	SJVG		
29	30			
Standards	Panel (F)			

Constitution review group - 10am on 25 June

July 2020				
Mo	Tu	We	Th	Fr
		1	2	3
		EAP		
6 GPL Sub	7	8	9	10
Scr	WAP	Brief	PRC	
13	14	15	16	17
PCF	LA Sub	Cabinet		
20	21	22	23	24
Council			Panel (H)	
27	28	29	30 Eid	31 Eid
			AGC	

Constitution Review Group 10am on 14 July

August 2020				
Mo	Tu	We	Th	Fr
3	4	5	6	7
	Scr	EAP		
10	11	12	13	14
LA Sub	WAP	Cabinet	PRC	
17	18	19	20	21
GPL Sub				
24	25	26	27	28
31				
Hol	LA Sub			

September 2020				
Mo	Tu	We	Th	Fr
	1	2	3	4
	Scr	EAP		
7	8	9	10	11
	WAP	Cabinet	Panel (RG)	
14	15	16	17	18
Panel (CS)	Standards	SJVG	PRC	Rosh Hashanah 18-20th
21	22 Gr Bd	23	24	25
LA Sub	LA/GPL	Brief		Yom Kippur 27-28th
28	29	30		
GPL Sub	Panel (F)	Panel (RG)		

Constitution review group - 10am on 15 September

October 2020				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
Council	Scr	EAP	Panel (H)	
12 Panel (RG)	13	14	15	16
LA Sub	WAP	Cabinet	PRC	
19	20	21	22	23
Brief	Panel (RG)	AGC		
26	27	28	29	30

Constitution review group - 10am on 6 October

November 2020				
Mo	Tu	We	Th	Fr
2	3	4	5	6
LA Sub	Scr	EAP	Panel (H)	
9	10	11	12	13
GPL Sub	WAP	Cabinet		Diwali 14th
16	17	18	19	20
Standards	Panel (RG)		PRC	
23	24 Gr Bd	25	26	27
PCF	LA Sub	Brief		
30				
Council				

December 2020				
Mo	Tu	We	Th	Fr
	1	2	3	4
	Scr	EAP	Panel (F)	
7	8	9	10	11
	WAP	Cabinet	PRC	
14	15	16	17	18
Panel (CS)	LA Sub	SJVG		
21	22	23	24	25
GPL Sub				Hol
28	29	30	31	
Hol				

2020-21 Municipal year - 2021

January 2021				
Mo	Tu	We	Th	Fr
				1
				Hol
4	5	6	7	8
Panel (F)	LA Sub	Panel (F)		
11	12	13	14	15
Panel (F)	Scr	EAP	AGC	
18	19	20	21	22
Panel (F)	WAP	Cabinet		
25	26 Gr Bd	27	28	29
Council	LA Sub	Panel (F)	PRC	

February 2021				
Mo	Tu	We	Th	Fr
1	2	3	4	5
GPL Sub	Scr	EAP	LA/GPL	
8	9	10	11	12
Brief	WAP	Cabinet	PRC	
15	16	17	18	19
LA Sub		Council		
22	23	24	25	26
			*Council	

note: County's budget meeting on 16/2

March 2021				
Mo	Tu	We	Th	Fr
1	2	3	4	5
	Scr	EAP	Panel (H)	
8 LA Sub	9	10	11	12
Standards	WAP	Cabinet		
15	16	17	18	19
Panel (CS)	GPL Sub	SJVG	PRC	
22	23 Gr Bd	24	25	26
PCF	Brief			
29	30	31		
Council	LA Sub			

April 2021				
Mo	Tu	We	Th	Fr
			1	2
				Hol
5	6	7	8	9
Hol		EAP	Scr	Ramadan starts 13th
12	13	14	15	16
	WAP	Cabinet	PRC	
19	20	21	22	23
Brief	LA Sub		AGC	
26	27	28	29	30
GPL Sub	Panel (H)			

May 2021				
Mo	Tu	We	Th	Fr
3	4	5	6	7
Hol			Election - County	Ramadan to 12th
10 LA Sub	11	12 Eid	13 Eid	14
EAP	WAP	Cabinet		
17	18	19		
Train	Train	Annual Council		
Hol				

Key to Committee and dates			
Council	Council	Scrutiny	Scrutiny
Cabinet	Cabinet	Scrutiny Panels	Panel
Audit	AGC	Housing, Finance, Review Group, Companies	
		Standards	Standards
		Growth Board	Gr Bd
Shareholder and Joint Venture Group meeting	SJVG		

East Area Planning	EAP
West Area Planning	WAP
Planning Review	PRC
Planning overspill	PRC

Licensing Acts casework	GPL Sub	Member Training	Train
General Purposes casework	LA Sub	Member Briefing	Brief
LAC/ GPL main cttee	LA/GPL	Bank Holiday	Hol
Parish Council Forum	PCF		

2021-22 Municipal year - 2021

May 2021				
Mo	Tu	We	Th	Fr
		19	20	21
		Annual Council	LA/GPL	
24	25 Gr Bd	26	27	28
Train	LA Sub			
31				
Hol				

June 2021				
Mo	Tu	We	Th	Fr
	1	2	3	4
	Scr	EAP		
7	8	9	10	11
GPL Sub	WAP	Cabinet	Train	
14	15	16	17	18
Brief	LA Sub	Train	PRC	
21	22	23	24	25
Panel (CS)	Standards	SJVG		
28	29	30		
Train	Panel (F)			

Constitution review group - 10am on 17 June

July 2021				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
Scr	LA Sub	EAP		
12	13	14	15	16
Brief	WAP	Cabinet	PRC	
19 Eid	20 Eid	21	22	23
PCF			Panel (H)	
26 Hol	27	28	29	30
Council	LA Sub		AGC	

Constitution review group - 10am on 5/6 July

August 2021				
Mo	Tu	We	Th	Fr
2	3	4	5	6
LA Sub	Scr	EAP		
9	10	11	12	13
	WAP	Cabinet	PRC	
16	17	18	19	20
23	24	25	26	27
	LA Sub			
30	31			
Hol				

September 2021				
Mo	Tu	We	Th	Fr
		1	2	3
		EAP		
6	7	8	9	10
GPL Sub	WAP	Scr	PRC	Rosh Hashanah 6-8th
13	14	15	16	17
Panel (F)	Standards	Cabinet	Brief	Yom Kippur 15-16th
20	21	22	23	24
Panel (CS)	LA Sub	SJVG		
27	28	29	30	
LA/GPL	Panel (H)	Panel (RG)		

Constitution review group - 10am on 14 September

October 2021				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
Council	Scr	EAP	Brief	
11 LA Sub	12	13	14 PRC	15
Panel (RG)	WAP	Cabinet	Panel (H)	
18	19	20	21	22
GPL Sub	Panel (RG)	AGC		
25	26	27	28	29

Constitution review group - 10am on 5 October

November 2021				
Mo	Tu	We	Th	Fr
1	2	3	4 Diwali	5
LA Sub	Scr	EAP	Panel (H)	
8	9	10	11	12
PCF	WAP	Cab	PRC	
15	16	17	18	19
Brief	Standards			
22	23	24	25	26
	LA Sub	Panel (RG)		
29	30			
Council	GPL Sub			

December 2021				
Mo	Tu	We	Th	Fr
		1	2	3
		EAP	Brief	
6	7	8	9	10
Scr	WAP	Panel (F)	PRC	
13	14	15	16	17
LA Sub	Panel (CS)	Cabinet		
20	21	22	23	24
SJVG				
27	28	29	30	31
Hol	Hol			

2021-22 Municipal year - 2022

January 2022				
Mo	Tu	We	Th	Fr
3	4	5	6	7
Hol			Panel (F)	
10	11	12	13	14
Panel (F)	LA Sub	Panel (F)		
17 GPL Sub	18	19	20	21
Panel (F)	Scr	EAP		
24	25	26	27	28
Panel (F)	WAP	Cabinet	AGC	
31				
Council				

February 2022				
Mo	Tu	We	Th	Fr
	1	2	3	4
	Scr	EAP		
7	8	9	10	11
LA/GPL	LA Sub	Cabinet		
14	15	16	17	18
	WAP	Council		
21	22	23	24	25
	LA Sub	Brief	PRC	
28				
*Council				

note: County's budget meeting not set

March 2022				
Mo	Tu	We	Th	Fr
	1	2	3	4
	GPL Sub	EAP	Panel (H)	
7	8	9	10	11
Scr	WAP		Brief	
14	15	16	17	18
PCF	LA Sub	Cabinet	PRC	
21	22	23	24	25
Panel (CS)	Standards	SJVG		purdah starts
28	29	30	31	
Council			Panel (H)	

April 2022				
Mo	Tu	We	Th	Fr
				1
				Ramadan starts 3rd
4	5	6	7	8
LA Sub	Scr	EAP		
11	12	13	14	15
GPL Sub	WAP	Cabinet		Hol
18	19	20	21	22
Hol				
25	26	27	28	29
	LA Sub			

May 2022				
Mo	Tu	We	Th	Fr
2	3	4	5	6
Hol	Eid 2-3rd		Election	
9	10	11	12	13
	Train	Train	Train	
16	17	18	19	20
Train	Train	Annual Council	LA/GPL	
23	24	25	26	27
GPL Sub	WAP	EAP	Cabinet	
30	31			
Hol	LA Sub			

Key to Committees			
Council	Council	Scrutiny	Scrutiny
Cabinet	Cabinet	Scrutiny Panels	Panel
Audit	AGC	Housing, Finance, Review Group, Companies	
Shareholder and Joint Venture Group	SJVG	Growth Board	Gr Bd
		Standards	Standards

East Area Planning	EAP	Licensing Acts casework	GPL Sub	Member Training	Train
West Area Planning	WAP	General Purposes casework	LA Sub	Member Briefing	Brief
Planning Review	PRC	LAC/ GPL main cttee	LA/GPL	Bank Holiday	Hol
Planning overspill	PRC	Parish Council	PCF		

the Annual Council meeting must be held between the 8th day and the 21st day after the day of retirement of councillors

Minutes of a meeting of the CABINET on Thursday 3 October 2019

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Committee members:

Councillor Turner (Vice-Chair, in the Chair)	Councillor Linda Smith (Deputy Leader)
Councillor Chapman	Councillor Clarkson
Councillor Hayes	Councillor Hollingsworth
Councillor Rowley	Councillor Upton

Officers:

Gordon Mitchell, Chief Executive
Caroline Green, Assistant Chief Executive
Anita Bradley, Monitoring Officer
Nigel Kennedy, Head of Financial Services
Stephen Clarke, Head of Housing Services / Director Housing Companies
Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead)
Tom Hudson, Scrutiny Officer
Jennifer Thompson, Committee and Members Services Officer

Also present:

Councillor Andrew Gant

Apologies:

Councillors Brown and Tidball sent apologies.

In the absence of the Leader, Cllr Ed Turner took the Chair with the consent of the Cabinet.

61. Declarations of Interest

None.

62. Addresses and Questions by Members of the Public

None.

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

None.

64. Councillor Addresses on Neighbourhood Issues

None.

65. Items raised by Board Members

None.

66. Scrutiny Committee Report

Councillor Gant, speaking in his capacity as Chair of the Scrutiny Committee, spoke to the Committee's report on the commissioning of services at Floyds Row.

Cllr Gant explained the reasons for the Committee's three recommendations to Cabinet, as set out in the committee report.

The Cabinet Member accepted all the recommendations. She commented that the Ministry of Housing, Communities & Local Government sought bids for disparate funding 'pots' on often unrealistically tight timescales. The council needed, and was preparing, to be ready to very quickly submit bids with more accurate project plans and costings.

67. Commissioning of services at Floyds Row

The Head of Housing had submitted a report to seek approval to increase the capital budget envelope for the Floyds Row project; to delegate authority to commission further capital works; and to commission the service contract to operate services from this new project.

Councillor Linda Smith, Cabinet Member for Leisure and Housing, introduced the report. She explained that although the costs had escalated as the scale of the necessary building works became clear the project still provided best value in terms of costs per bed, and the best option for service users and the council.

Dave Scholes, Housing Strategy and Needs Manager, outlined the proposed service provision and the proposed timescale for opening phase 1 and phase 2. The Council was seeking longer term funding from MHCLG but this was not assured. One- and two-year contributions to running costs from Oxfordshire's county and other district councils were secured.

Cabinet members discussed the build costs; the proposed services and controls on access; funding; and noted that this new model of provision was an addition to other existing services in the city. They supported the recommendations in the report and asked for update reports on the funding and operation of Floyds Row to be provided in spring 2020 and autumn 2020.

Cabinet resolved to:

1. **Recommend** that Council revise the capital budget for this project, to take the capital envelope of the project to £1,892,300, including contingencies, as outlined in Appendix 3 Option A, increasing the budget by £1,134k. Noting grant funding already secured of £275k capital funding from the Ministry of Housing, Communities and Local Government (MHCLG), and £100k from Public Health England, which will reduce the funding requirement from the Council's

2019/20 capital programme accordingly, and noting that additional external funding contributions are being progressed from a variety of sources, including the MHCLG; Oxfordshire District and County Councils; the Oxfordshire Clinical Commissioning Group and other charitable sources;

2. **Recommend** that Council make budget provision for the gross revenue costs of providing Floyds Row in the sum of £1.069 million in 2019-20 funded by grants and contributions;
3. **Delegate** authority to the Assistant Chief Executive, in consultation with the Head of Finance and Head of Law and Governance, to enter into contracts to complete the full capital works to convert the building (phases 1 and 2), on the basis that in the opinion of the Head of Finance, that this continues to represent best value;
4. **Delegate** authority to the Regeneration and Major Projects Service Manager, in consultation with the Heads of Housing and Finance, to enter into a lease of Floyds Row for a peppercorn rent, on the basis as summarised in this report;
5. **Delegate** authority to the Head of Housing, to enter into a Service Contract as set out in this report, for the delivery of services at Floyds Row from 1st April 2020 to 31st March 2021;
6. **Note** that the current Street Outreach Team contract with the Council will be varied to include the interim service arrangements (worth c.£400k) up to end March 2020 within existing budget and funding envelopes;
7. **Delegate** authority to the Head of Housing to undertake the re-procurement of the Street Outreach and Floyds Row commissioned services during 2020/21, noting a further report will be brought to Cabinet in late 2020, to recommend the award of contract; and the annual report on rough sleeping and single homelessness commissioning spend, will be brought to Cabinet in March 2020;
8. **Agree** to provide the grant funding proposed in this report in order to facilitate the initial trial period of operation of the Floyds Row assessment centre; and
9. **Note** the progress with the development of this venue and new services, as part of a wider transformation programme. Noting that interim Somewhere Safe to Stay and Winter Shelter services will commence from Simon House from late October 2019, with some services moving to Floyds Row in January 2020, with the current programme expecting the completion of Floyds Row by end March 2020.
10. **Request update reports** from the Head of Housing on the funding and operation of Floyds Row in spring 2020 and autumn 2020.

68. Minutes

Cabinet resolved to APPROVE the minutes of the meeting held on 11 September 2019 as a true and accurate record.

69. Dates of Future Meetings

Cabinet noted that meetings are scheduled for the following dates:

- 09 October 2019
- 13 November 2019
- 11 December 2019

All meetings start at 6pm.

The meeting started at 6.00 pm and ended at 6.35 pm

Chair

Date: Wednesday 9 October 2019

Minutes of a meeting of the **CABINET** on Wednesday 9 October 2019

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Committee members:

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

Officers:

Gordon Mitchell, Chief Executive
Caroline Green, Assistant Chief Executive
Tim Sadler, Transition Director / Chairman Direct Services Companies
Tom Bridgman, Executive Director (Development)
Aileen Carlisle, Interim Executive Director (Communities and Customers)
Nigel Kennedy, Head of Financial Services
Anita Bradley, Monitoring Officer
Carolyn Ploszynski, Planning Policy and Place Manager
Keerpa Patel, Senior Planner
Hagan Lewisman, Active Communities Manager
Lucy Cherry, Leisure and Performance Manager
Julia Castle, Senior Lettings & Disposal Surveyor
Tom Hudson, Scrutiny Officer
John Mitchell, Committee and Member Services Officer

Also present:

Councillor Andrew Gant and Councillor Elizabeth Wade

Apologies:

Councillor Rowley sent apologies.

72. Declarations of Interest

None.

73. Addresses and Questions by Members of the Public

None.

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

Councillor Wade, spoke in relation to item 8 on the Agenda, the Wolvercote Neighbourhood Plan. She paid tribute to the work of many individuals, the working groups and Steering Committee over the previous 6 or more years as the Neighbourhood Plan had been developed. She paid particular tribute to the contributions which had been made in their time by Councillors Jean Fooks and Angie Goff and, more recently, by the officers Tom Morris and Keerpa Patel. The Plan had been developed by the community for the community and reflected local policies and aspirations. In anticipation of Cabinet's agreement to the report's recommendations, she looked forward to its adoption after a referendum.

75. Councillor Addresses on Neighbourhood Issues

None.

76. Items raised by Board Members

None.

77. Scrutiny Committee Reports

Councillor Gant, speaking in his capacity as Chair of the Scrutiny Committee, spoke briefly to the three reports (Air Quality Status Report; Integrated Performance Report for Q1; and Modernising Leisure Concessions) which had been published as a supplement to the agenda, thanking the Board Members for their positive responses to the first two. In relation to the third, Councillor Linda Smith, Cabinet Member for Leisure & Housing, explained that there was partial agreement to the two Scrutiny Committee recommendations. In broad terms, those who might be affected in the age category 60-65 would be protected by agreeing that they should remain at the same rate with a 'legacy' membership. Employment and Support Allowance remained as an eligible criteria and there was an opportunity to consult on the concessions within the fees and charges as part of the budget setting process for 2020/2021. A detailed response to the recommendations would be forwarded to the Committee.

78. Wolvercote Neighbourhood Plan

The Head of Planning Services had submitted a report to consider the Examiner's Report, approve modifications to the Wolvercote Neighbourhood Plan and agree that the Wolvercote Neighbourhood Plan is submitted to a referendum.

Councillor Alex Hollingsworth, Cabinet Member for Planning & Sustainable Transport, introduced the report by echoing the thanks and tributes paid by Councillor Wade with particular reference to the contributions of Councillors Fooks and Goff. The Plan, having now been modified as recommended by the Examiner's Report, was ready to be submitted to a referendum as was required.

The Chair added her thanks to all those who had contributed to this important piece of work over several years.

Cabinet resolved to:

1. **Approve** the Modifications to Policies in the Wolvercote Neighbourhood Plan as recommended by the Examiner's Report (July 2019);
2. **Approve** the factual modifications that have been made for the purpose of correcting errors and approve the factual modifications relating to textual changes in the Wolvercote Neighbourhood Plan; and
3. **Agree** that the Wolvercote Neighbourhood Plan (as modified in the form at Appendix 4 of the report) is submitted to a referendum.

79. Integrated Performance Report for Quarter 1 2019/20

The Heads of Financial Services and Business Improvement had submitted a report to update Members on Finance, Risk and Performance as at 30 June 2019.

Councillor Ed Turner, Cabinet Member for Finance & Asset Management, introduced the report. The observations made by Scrutiny Committee had been helpful and he welcomed them. It was important to refresh the indicators used for performance monitoring from time to time to reflect changes in council activity and or ensure their value or relevance. There had been some unexpected costs such as those relating to necessary work on the Town Hall and for which reserves had, properly, been called upon. The overall adverse variance was not significant in the context of the total budget. A report on capital expenditure would be included in the Q2 report.

Cabinet resolved to:

Note the projected financial outturn, the current position on risk and performance as at the 30 June 2019.

80. Modernising Leisure Concessions

The Head of Community Services had submitted a report to present recommendations to improve how leisure concessions are used.

Councillor Linda Smith, Cabinet Member for Leisure & Housing, introduced the report. The system for determining entitlement to leisure concessions was complex, this, combined with the introduction of Universal Credit, had meant it was timely to review the arrangements. This had been a significant piece of work which would ensure that concessions were appropriately targeted. The input of Scrutiny Committee had been helpful in fine-tuning the proposals.

Hagan Lewisman, Active Communities Manager, said that the revised scheme had been preceded by wide consultation and was recognised by Sport England as a model of good practice.

The Cabinet welcomed the proposals and were pleased, among other things, to note the potential benefit for service and ex-service personnel. The new arrangements were a clear improvement but would still require good communication to ensure that they

were widely understood, not least because those who were most likely to need the benefit of concessions were likely, also, to be hard to reach.

It would be desirable to have some aspiration about increased levels of take up as a result of the new arrangements and this would be raised with Fusion Lifestyle.

Cabinet resolved to:

1. **Approve** use of the Council Tax Reduction Scheme and or the housing element of Universal Credit as the primary criteria for concessions;
2. **Approve** implementation of the changes shown in Appendix 2 of the report in parallel with promotion of alternative memberships and discounted prices;
3. **Agree** that the age that someone is able to qualify for an older person concession should be increased from 60 to 65, and then until it reaches 66 in October 2020 and 67 between 2026 and 2028;
4. **Instruct** officers to conduct an annual review of concessionary categories alongside the annual fees and charges process;
5. **Instruct** officers to look to implement improvements to the leisure concessions offer from 1st April 2020; and
6. **Instruct** officers to review the target groups and decide any changes for when the leisure contract is retendered in 2023.

81. Letting of 24-26 George Street

The Executive Director- Development had submitted a report to seek approval for the letting of 24-26 George Street.

Councillor Ed Turner, Cabinet Member for Asset Management, introduced the report. He congratulated officers on having been successful in arranging for this property to be let to good advantage in such a short space of time given the current state of the market.

Cabinet resolved to:

1. **Approve** the letting of 24-26 George Street on the terms set out in the confidential appendix; and
2. **Delegate** authority to the Executive Director - Development , to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable.

82. Minutes

The Board resolved to APPROVE the minutes of the meeting held on 03 October as a true and accurate record.

83. Dates of Future Meetings

Meetings are scheduled for the following dates:

- 13 November
- 11 December
- 22 January
- 12 February
- 11 March

84. Matters Exempt from Publication

The Chair moved a resolution, in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012, that the press and public should leave the room in relation to the following item on the grounds that it was likely to involve disclosure of exempt information as described in Section 3 of Schedule 12A of the Local Government Act 1972. The decision to treat the next item as exempt had not been notified prior to the meeting but agreement to the exemption being sought was given by the Chair of the Scrutiny Committee, as required by Section 15.4 b of the Constitution, prior to the resolution being moved.

85. Oxford Sports Park - Assignment of lease

The Executive Director Customer & Communities and the Regeneration & Major Projects Service Manager had submitted a report to seek Cabinet approval to assign the lease that the Council currently has in place with Fusion Lifestyle for the operation and management of Oxford Sports Park to Oxford United Football Club (OUFC).

Taking account of the points made in discussion, Cabinet resolved to:

1. **Instruct** officers to enter into further negotiations with Oxford United Football Club and Fusion Lifestyle and, subject to the outcome of those negotiations being regarded as satisfactory by the Executive Director Customer & Communities, having consulted the Cabinet Members for Leisure & Housing and Finance & Asset Management;

2. **Grant** delegated authority to the Executive Director Customer and Communities, in consultation with the Cabinet Members for Leisure & Housing and Finance & Asset Management and the Head of Financial Services to:

- Agree** the terms of a new management agreement with Oxford United Football Club, in line with the existing Development agreement and lease for the Sports Ground, including: a community use agreement; business plan; and governance arrangements for running the Sports park;
- Approve** the proposal that Oxford United Football Club manage and operate the Oxford sports park; and
- Approve** the assignment of the lease to the Oxford sports park from Fusion Lifestyle to OUFC

86. Letting of 24-26 George Street - Appendix 2

This appendix was not discussed in confidential session.

The meeting started at 6.05 pm and ended at 7.05 pm

Chair

Date: Wednesday 13 November 2019

Minutes of a meeting of the CABINET on Wednesday 13 November 2019

www.oxford.gov.uk



Committee members:

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

Officers:

Gordon Mitchell, Chief Executive
Caroline Green, Assistant Chief Executive
Anita Bradley, Monitoring Officer
Aileen Carlisle, Interim Executive Director (Communities and Customers)
Nigel Kennedy, Head of Financial Services
Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead)
Carolyn Ploszynski, Planning Policy and Place Manager
Tom Hudson, Scrutiny Officer
John Mitchell, Committee and Member Services Officer

Also present:

Councillor Andrew Gant

Apologies:

Councillors Hayes and Tidball sent apologies.

87. Declarations of Interest

None.

88. Addresses and Questions by Members of the Public

None.

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

None.

90. Councillor Addresses on Neighbourhood Issues

None.

91. Items raised by Board Members

None.

92. Scrutiny Committee Reports

The Scrutiny Officer spoke to the report of the Housing Panel which had considered the report on Community Led Housing (CLH) Delivery and Approval to Dispose of Land for Housing (Agenda item 8), first passing on apologies on behalf of Councillor Bely-Summers who, as Chair of the Panel, would otherwise have introduced the report. Separately from the report the Panel wished to place on record its appreciation of and support for the work done by the Council in addressing the challenges of homelessness in the City.

Councillor Mike Rowley, Cabinet Member for Affordable Housing, thanked the Panel for its report and for including three people who had experienced homelessness in its deliberations. He was pleased to be able to support the Panel's first recommendation subject to the necessary proviso that, as a community led initiative, the CLH Regional Hub and CLH groups, needed to take the lead. He was pleased, also, to be able to support the second recommendation in principle, tempered only by the need for the Council to be taking decisions in accordance with its Allocations Policy where it had nomination rights.

Councillor Gant, in his capacity as Chair of Scrutiny Committee, said the Committee had asked for comments to be fed back in relation to Cabinet's responses to two of the Committee's previous recommendations. The Committee had recommended that clarity be provided on which (if any) corporate performance indicators include data from the Council's companies. It had also asked how many members aged over 60 were due to lose their existing discount for leisure services and would not qualify for an alternative concession. These recommendations had been agreed without comment, so the requested clarity had not yet been provided.

Councillor Gant spoke to the Committee's report on the Workforce Equality Report and Update on the Equalities Action Plan (Agenda item 11). The Committee had had an interesting and robust discussion.

Councillor Chapman, Cabinet Member for Communities and Customer Focused Services, agreed that it had been a good discussion on a subject which drew cross-party support. He was pleased to be able to support all of the Committee's recommendations subject to the need to give some thought to what action was required in relation to recommendation 3 on structural discrimination training, given that recruiting managers already receive training on unconscious bias. In relation to recommendation 6, he agreed that it would be sensible for the Oxford Direct Service's Shareholder to receive a comprehensive briefing in due course.

93. Community Led Housing Delivery and Approval to dispose of land for housing

The Head of Housing had submitted a report to publish commissioned research into how Community-Led Housing (CLH) could be viably delivered in Oxford; to consider approaches to assisting the development of more Community-Led Housing; and to seek approval to lease the interest in a plot of land, for the provision of additional affordable housing, paying a grant to enable this.

Councillor Mike Rowley, Cabinet Member for Affordable Housing, introduced the report noting that the small plot of land referred to in the report was unlikely to be suitable for other development but did offer an opportunity to trial this initiative. CLH would provide an addition to social housing. He noted that the one recommendation from the Routes to Delivery report which was not supported by the Council was that S.106 agreements be used to require provision of CLH housing sites on larger developments because of the potential risks that further requirements could place on those developments and hence social housing provision.

Charlie Fisher of Transition by Design addressed Cabinet briefly, noting the significant impact good housing/housing development design could have on health and that this should inform decisions about both. Funding was being sought via the Growth Deal to further development of CLH.

Cabinet commended the report. There was agreement that it was important to think creatively and positively about how communities will work and not, simply, about putting “roofs over peoples’ heads,” important though that was.

Cabinet resolved to:

1. **Note** the Routes to Delivery report and endorse the Council response, supporting the initiatives proposed in response to the recommendations made, and the shared ambition of assisting the development of more Community-Led Housing in Oxford and Oxfordshire;
2. **Delegate** authority to the Head of Housing, in consultation with the Head of Financial Services/Section 151 Officer and the Council’s Monitoring Officer, to enter into a long lease, for the sum of £35,800, of a plot of land, as detailed in this report, to the Oxfordshire Community Land Trust, or an alternative Registered Provider (within the Oxford Register for Affordable Housing Partnership), for the provision of additional affordable housing in perpetuity; and
3. **Note** that the Head of Financial Services will use standing delegations to vire £35,800 of capital funds, to enable the award of a grant to the Oxford Community Land Trust, or an alternative Registered Provider, for that sum, to recompense for the cost of the land.

94. Oxford Stadium

The Head of Planning Services had submitted a report to put in place a mechanism for the Council to assist in bringing forward the Oxford Local Plan 2036 proposals for Oxford Stadium if the policy approach to retain the stadium is supported by the Planning Inspector examining the Local Plan.

Councillor Hollingsworth, Cabinet Member for Planning and Sustainable Transport, introduced the report which represented one of the last pieces of work prior to examination of the Local Plan later in the month. It had become evident that planning policies were now being judged, very clearly, against deliverability and this would be a key consideration in relation to this matter. The Local Plan policy seeks to retain the stadium as a sports venue for greyhound and speedway racing together with sporting leisure and community uses while, also, allowing for the development of some housing.

The next step in the process would be the Local Plan hearings and the view of the Planning Inspector which, if not supportive of the report's proposals, was likely to be the end of the matter. If, on the other hand, the proposals are accepted by the Inspectors, then the recommendations of the report would be pursued. The Council was not looking to take the site into public ownership but instead act to facilitate the policies coming forward and would only ever entertain the use of a Compulsory Purchase Order as a very last resort.

The Planning Policy & Place Manager said that contributions by members of the public to the Local Plan hearings were at the discretion of the Inspectors. It would be unusual for those who had not made submissions at the Regulation 19 consultation stage to be able to contribute at the examination stage but anyone wishing to do so could write to the Inspectors. She noted however that the deadline for asking to appear at the examination hearings set by the Inspectors had passed on 01 November. She explained that hearings would be held in public and anyone could attend to observe.

Cabinet members were appreciative of the work being done by Councillor Hollingsworth and officers to try and enable this important asset being brought back into use and encouraged members of the local community to contact the Inspector to let their voices be heard.

Cabinet resolved, (subject to the Local Plan policy for Oxford Stadium (SP52) to retain the Stadium with enabling residential development being found sound by the appointed Planning Inspector,) to:

1. **Seek** to procure a development partner / operator, with a viable business plan, to try to acquire the Oxford Stadium by agreement and deliver the requirements set out in Policy SP52 but to indemnify the Council for the associated costs; and,
2. **Confirm** that if the Oxford Stadium cannot be acquired by agreement, then, as a last resort it would be willing, if necessary, to use its Compulsory Purchase Order (CPO) powers to acquire the site; and to
3. **Note** that if an option to use CPO powers was to be pursued a further report would need to be submitted to Cabinet to seek approval for a detailed scheme for the redevelopment of this site demonstrating that the legal and policy tests for the use of its CPO powers had been satisfied. This would need to be accompanied by a recommendation to Council to seek authority to set up a budget for any additional costs for the implementation of its CPO powers, which would be redeemed from the development partner.

95. Local Development Scheme

The Head of Planning had submitted a report to present the updated programme for the preparation of documents that will form the Council's Local Plan for approval.

Councillor Hollingsworth, Cabinet Member for Transport & Sustainable Transport, introduced the report which sought simply to agree an update programme for preparation of documents which will form the Council's Local Plan.

Cabinet resolved to:

Approve the Oxford Local Development Scheme 2019-22

96. Workforce Equality Report and update on the Equalities Action Plan

The Head of Business Improvement had submitted a report to seek approval for the publication of the annual Workforce Equality Report 2017 to 2019; report progress on the Equalities Action Plan 2018 to 2021; and present proposals for additions to the Equalities Action Plan 2018 to 2021.

Councillor Nigel Chapman, Cabinet Member for Safer Communities and Customer Focussed Services introduced the report which, in broad terms, told a positive story, looking back at progress over the previous 12 months and forward through the lens of Equalities Action Plan.

Notwithstanding the progress noted, he drew attention to two areas which warranted particular attention. The proportion of Council employees from the BAME community had risen by 1% to 13% over the last year and the number of applications from the BAME community had risen as had the number of new starters. The proportion was, however, far short of the percentage of the economically active members of the BAME community in the City (c. 18% on the basis of the most recent 2011 census data). Furthermore, the number of BAME employees in senior positions was very small.

The use of the 2011 census data for this purpose as a baseline was a function of government reporting requirements. There were questions about its suitability, not least because the percentage of economically active members of the BAME community was widely recognised as being much greater than 18% which would, in turn, mean that the deficit was much greater. Councillor Chapman agreed that alternative means of establishing the baseline figure should be explored.

The second area which warranted attention was the proportion of women in senior positions. While 59% of the workforce were women, they were under represented in roles above grade 8 and higher management roles.

There would, therefore, be a focus on improving performance in both of these challenging areas. Councillor Chapman said the Scrutiny input had been helpful and, more generally he sensed a 'change of atmosphere' and a shared recognition of the importance of having a diverse and representative workforce, driven by the need for one which can connect with the local community and, in turn, provide a good service.

The Chair thanked Councillor Chapman, Councillor Aziz (Member Champion for Representation in the Workforce) and the officers for all they were doing in relation to this important area of work.

Cabinet resolved to:

1. **Approve** the Workforce Equality Report 2017 to 2019;
2. **Delegate** authority to the Head of Business Improvement to publish the Workforce Equality Report and to make any typographical changes as may be required before publication; and
3. **Note** the current position with the Equalities Action Plan 2018 to 2021 (developed from the Workforce Equalities Report 2015 to 2017); and
4. **Approve** the continuing and emerging actions to be included in updated Equalities Action Plan 2018 to 2021, which will be developed into a project plan for action.

97. Minutes

Cabinet resolved to APPROVE the amended minutes of the meeting held on 09 October as a true and accurate record.

98. Dates of Future Meetings

Meetings are scheduled for the following dates:

- 19 December
- 22 January
- 12 February
- 11 March

All meetings start at 6pm.

99. Matters Exempt from Publication

100. Community Led Housing Delivery and Approval to dispose of land for housing

There was no discussion of this confidential appendix.

The meeting started at 6.00 pm and ended at 6.55 pm

Chair

Date: Thursday 19 December 2019

To: Council
Date: 25 November 2019
Report of: Assistant Chief Executive
Title of Report: Oxfordshire Health and Well-being Board Partnership Report

Summary and recommendations	
Purpose of report:	To provide the annual report on the work of the Oxfordshire Health and Wellbeing Board
Key decision:	No
Cabinet Member with responsibility:	Cllr Louise Upton. Healthy Oxford
Corporate Priority:	Strong and Active Communities
Policy Framework:	No
Recommendation: That Council resolves to:	
1. Note the report	

Appendices	
Appendix 1	Summary of work Health Improvement Board 18/19
Appendix 2	Prevention Concordat for Better Mental Health Programme

Introduction

1. Health and wellbeing boards were established under the Health and Social Care Act 2012 to act as a forum in which key leaders from the local health and care system could work together to improve the health and wellbeing of their local population. They became fully operational on 1 April 2013 in all 152 local authorities with adult social care and public health responsibilities.
2. The Oxfordshire Health and Wellbeing Board (“the HAWB”) is a partnership between local government, the NHS and the people of Oxfordshire. It includes local GPs, councillors, representatives from Healthwatch Oxfordshire, and senior local government officers. The HAWB provides strategic leadership for health and wellbeing across Oxfordshire and ensures that plans are in place and action is

taken to realise those plans. The Oxford City Council has been an active member of the HAWB since its inception in 2013.

3. The Council last received a report on the activities of the Health and Wellbeing Board in July 2018 which included details of the system wide Care Quality Commission inspection of health and social care in Oxfordshire for which a report was published in in November 2017.
4. In response to the Care Quality Commission report findings, a full review of the current HAWB arrangement was undertaken to ensure it was fit for purpose moving forward. The Care Quality Commission published the report in to its findings. This is the link to the [CQC report](#) (52 page PDF)
5. The Care Quality Commission revisited Oxfordshire in November 2018 to review the progress in relation to its initial findings. Here is the link to the [Oxfordshire local systems review progress report](#).

In summary the Care Quality Commission report in November 2018 said:

6. After an initial review by the CQC in November 2017 the Care Quality Commission (CQC) found key improvements had been made eight months into an 18-month action plan that was agreed by Oxfordshire health and social care organisations.
7. Health and care organisations have also been working together to improve patient flow through the system to reduce 'delayed transfers of care', so that patients who are physically well enough to leave hospital do so at the appropriate time.
8. The CQC report stated: "We saw some practical examples where the improved cross-system relationships had improved outcomes for people. For example, work had been undertaken to successfully reduce the numbers of people who remained in hospital unnecessarily."
9. The HAWB, which is responsible for overall health and care strategy in Oxfordshire, had also been expanded to include district councils and chief executives from the NHS Foundation Trusts and the Clinical Commissioning Group.
10. The follow-up review noted a sense of shared purpose between these organisations, and a willingness to take a system-based approach to resolving challenges and planning for the future. It also noted good involvement with older people in the Older People's Strategy.

Oxford City Councils contribution

11. Oxford City has been a major contributor to the good progress examples published in the report as set out below.

Trail Blazer Programme

12. The Trailblazer Programme ran from April 2018 until August 2019
13. The programme embedded housing workers in a number of systems, including health. The workers provided specialist housing knowledge to support and/or upskill health professionals in order to speed up the discharge process for stranded patients, where housing issues were the cause. They also acted as connectors between the health and housing services across Oxfordshire
14. The embedded housing workers' interventions led to 217 positive housing outcomes over the course of the programme.

15. The Adult Mental Health Team attribute much of the reduction in the time taken to be discharged to the role played by the embedded worker based with them who gave the team the knowledge and confidence to resolve housing issues for their clients.
16. The programme ended in August; however oxford university hospitals NHS trust has funded embedded housing worker intervention until the end of March 2020. Recognising the value of the city council's initiative both to patients and to the smooth running of the hospital
17. Discharge protocols are now in place for the effective management of patients with housing issues.

Older peoples work

18. Oxford City Council recognises the need to work across cabinet portfolios and with County and District council partners on a system wide approach to deliver the best possible outcomes for older people in Oxford
19. The Council's Policy and Partnership Team is leading on a collaborative piece of work in relation to older people, alongside Councillor Louise Upton Cabinet Member for Healthy Oxford, Councillor Marie Tidball - Cabinet Member for Supporting Local Communities and Councillor Pat Kennedy – Older Peoples' Champion.
20. Over the last 12 months work has been focused on 4 key areas related to older people which link to the Council's Corporate Plan priority 16-20.
21. Safeguard and support vulnerable people including improving quality of life for older people and protecting children, families and adults at risk of exploitation or crime. *Safeguard and support vulnerable people including improving quality of life for older people and protecting children, families and adults at risk of exploitation or crime.*
22. The Council's aims:-
 - To raise the profile of work that the Council delivers (around older people)
 - To broaden accessibility and take up of service by older people
 - Embed the Council's work relating to older people in social prescribing pathways
 - Add value to Oxfordshire County Council's Older People Strategy delivery framework

The Council is part of the Oxfordshire County Council's strategic delivery group and is co-leading one area of the group's delivery plan, which enables it to influence and shape the direction of the older people's strategy.

Strategic Partnership Working

23. Councillor Upton, the Council's Healthy Oxford Cabinet Member continues to have a seat on the Health Improvement Partnership Board and the HAWB with support from the Council's Policy and Partnership Team Manager. In addition by attending workshops with members of those two boards relations with the boards are strengthened and collaborative working is improved.

The role of the Oxfordshire Health and Wellbeing Board (HAWB)

The new vision

24. The NHS Five Year Forward View includes an imperative to include prevention in all NHS plans: ***“If the nation fails to get serious about prevention then recent progress in healthy life expectancies will stall, health inequalities will widen, and our ability to fund beneficial new treatments will be crowded-out by the need to spend billions of pounds on wholly avoidable illness”***
25. The HAWB has created a single unifying vision for the improvement of the health and wellbeing of Oxfordshire residents.
‘To work together in supporting and maintaining excellent health and well-being for all the residents of Oxfordshire’
26. The HAWB will delegate the operational delivery of its strategy to a sub-group of various sub-committees/partnership boards which will each then report back directly to the Health and Wellbeing Board:
 - The Children’s Trust Board
 - The Health Improvement Partnership Board
 - The Adults with Support and Care Needs Joint Management Group
 - The Better Care Fund Joint Management Group
 - The Integrated System Delivery Board
27. The new arrangements continue to mean that the chair and vice chair of the health improvement board will automatically get a voting seat on HAWB. The new arrangements continue to mean that for each of those boards the chair and vice chair of the health improvement board will automatically get a voting seat on HAWB.
28. Councillor Louise Upton, Cabinet Member for Healthy Oxford, took up the role as Vice Chair for the Health Improvement Partnership Board (“the HIB”). In June and Councillor Andrew McHugh, Cherwell District Council has taken the role as Chair of HIB
29. The Oxford City Council also now has a member seat on the Children’s Trust which is held by Councillor Marie Tidball and a City /district officer seat, currently held by Daniella Granito, the Council’s Policy and Partnership Team Manager.

Oxfordshire Health and Wellbeing Board structure



30. The HAWB has created and will monitor its, own comprehensive high-level health and wellbeing strategy for the improvement of the health and wellbeing of Oxfordshire residents.
31. The vision of HWAB will provide a framework for partners in the voluntary, community sector and business to recognise their part. It will also give a clear focus for funding and commissioning decisions.
32. The HAWB has agreed a suite of strategies which have been created and are owned by its sub-committees. These will flow from its overarching Joint Health and Wellbeing Strategy which has been informed by the Joint Strategic Needs assessment.
33. The HAWB will monitor the implementation of its strategies and the partner organisations will hold one another to account for delivery. The HAWB has received regular reports from its sub-committees based on outcome measures set by each.
34. There is a clear role and remit for all local authorities in the health and wellbeing of local communities. The HAWB has recognised that councils make a major contribution across the wider determinants of health such as housing, homelessness, leisure, economic development, air quality, direct work to Areas of deprivation across the Oxfordshire. These activities are increasingly recognised as playing an important role in 'prevention'.

Current work of Oxford City Council

35. The Council has focused on tackling health inequalities, improving outcomes for people in the most deprived communities, supporting work in relation to mental health wellbeing and loneliness, influencing the older people strategy and supporting the strategic direction of Active Oxfordshire. This work has been realised though the following Oxford City Council work programmes:-

Joint Strategic Needs Assessment (JSNA)

36. The Council is an on-going member of the Oxfordshire wide JSNA Steering Group offering an opportunity to influence its development. Information is available at ward level wherever possible and other key agencies have added to the data set, including Public Health and Thames Valley Police. In addition the Indices of multiple deprivation (IMD) has released its latest set of Oxfordshire 2019 data, resulting in a more data rich picture of Oxfordshire and Oxford than ever before. The information for Oxford is in the report [here](#)
37. This enables the Council as a local authority, and as a member of strategic level boards, to focus on and prioritise need for its services, with a particular focus on health inequalities. It also allows the HAWB and its sub committees/groups to have a clear set of performance indicators alongside service delivery to enable the HAWB to hold its sub committees and commissioned agencies to account. The Council is also, very importantly, able to measure impact of service delivery on the local picture.
38. The Joint Strategic Needs Assessment can be found [here](#)
39. The City Council Data Research Officers meet monthly with the County and District data analysts. We directly support elements of the JSNA bitesize providing statistical evidence to ensure that the needs of the city are adequately represented. We lead the good practice group for the data teams across county and districts to share good practice and use skills to further develop the JSNA and the Council's internal skill sets.
40. The Council is using the data provided by the JSNA to inform service delivery, influence service development and commissioning of services across the city. For example this has informed the Council's work within the Children and Young Person Strategy and the Community Impact Zone, a partnership between different organisations who were willing to pull together their data and resources, in order to work together for the benefit of the community.

Health Inequalities

41. The JSNA has been particularly helpful with joint partnership work on tackling health inequalities. For example the Council has used the data to support the work of the health inequalities commissioning group, which focuses on delivering outcomes against the 60 recommendations from the Clinical Commissioning Group health inequalities report. The independent Health Inequalities Commission for Oxfordshire carried out its work throughout 2016. The report of the Commission was presented by the Chair, Professor Sian Griffiths, to the Health and Wellbeing Board in November 2016 and a paper was presented to the HAWB in March 2017 outlining the role of the HAWB in overseeing the implementation of recommendations.
42. Following publication of the Oxfordshire Health Inequalities Commission report in 2017, the Council committed £100k, subsequently match funded by Oxfordshire Clinical Commissioning Group, to tackle health inequalities in Oxford.
43. The subsequent project that developed with this £200k funding aims to support residents in targeted deprived localities to access support to improve or maintain their physical and mental wellbeing.

The objectives of the project are:

- To provide health promotion/ prevention information in community settings (primary prevention)
- To identify patients with specific disease conditions in the city's most deprived areas for secondary prevention measures (secondary prevention);
- To work with Council tenants, focussing specifically on people with mental health issues.
- To actively participate in a knowledge exchange event with all local GP's: sharing information about services, pathways and access and further strengthening relationships.

This project was launched in September 2018 and is making good progress.

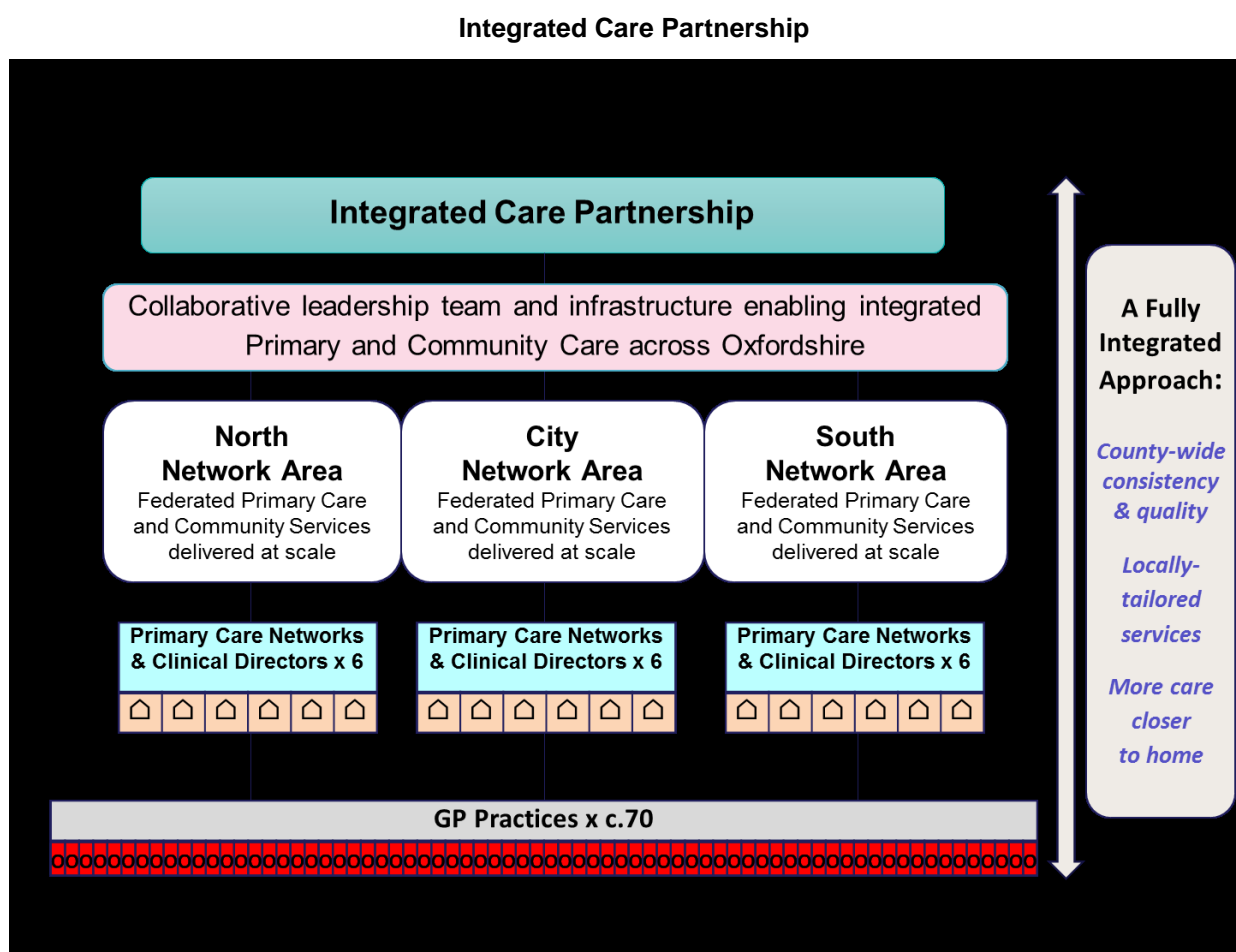
44. A formal evaluation of the project programme is underway with outcomes to be reported to the Council in March 2020. Informal feedback from the projects in the programme indicates positive outcomes in the following areas:-
45. Improved confidence and knowledge for the Council's Tenancy Sustainment Officers around tenants' mental health and the mental health system, ensuring early intervention and appropriate support for vulnerable tenants
46. Tenants within the project have improved tenancy sustainment, some have avoided eviction
 - 10 council properties accessed to carry out essential repairs
 - Reduction in rent arrears for tenants within the project
 - £3751.68 rent arrears cleared/reduced
 - Improvements in mental health outcomes, evidenced through the 'Recovery Stars Framework' self-assessment evaluation tool
 - Working relationship with the Oxfordshire County Council's Adult Mental Health Care team (AMHT) has improved
 - Tenants are engaging with primary services, for example by having health checks
 - 14 tenants have had a full health check by either their GP or the AMHT

Prevention Concordat for Better Mental Health

47. The Public Health England (PHE) Prevention Concordat for Better Mental Health aims to facilitate local and national action around preventing mental health problems and promoting good mental health. It provides a focus for cross-sector action to deliver a tangible increase in the adoption of public mental health approaches.
48. The Health and Wellbeing Board, Oxfordshire Mental Health Partnership and Active Oxfordshire signed the Prevention Concordat on 21st January 2019; the Concordat was publicly announced on 28th March 2019.
49. A briefing on the Council's current work programme can be viewed in Appendix 2 to this report.

Development of Primary Care Networks and Support to Social Prescribing

50. The NHS long term plan was published in January 2019 which set out the future direction of the NHS and introduced Primary Care Networks (PCNs) which
51. Should help to integrate primary care with secondary and community services, and bridge a gap between general practice and emerging Integrated Care Systems.
52. Since January 2019, GP practices have been organising themselves into local networks to provide care at greater scale by sharing staff and some of their funding.
53. Across Oxfordshire there is now 3 clusters and 19 PCNs are being developed as illustrated in the diagram below



54. The Council is actively engaged in the development and delivery model of the Primary Care networks, as it offers an opportunity to continue to deliver, support and scale up our social prescribing activity through our Physical activity and community teams.
55. The Council has been involved in the local PCN's development groups and continues to have conversations through steering groups, and workshops about how it can engage and influence this PCN programme locally to benefit local communities.

This will be through the Council's Physical Activity Manager and Community service plan.

Health Improvement Partnership Board

56. The Joint Health and Wellbeing Strategy is updated every year, the Health Improvement Partnership Board has always reviewed its priorities as part of that update. To do this the HIB members consider the needs set out in the Joint Strategic Needs Assessment and the performance of each body in delivering the priorities in the previous year.
57. The Council actively participates in the Health Improvement Partnership Board. Its current work has been setting priorities for the board for 19/20. The priorities for HIB will be:

<p>Agreed Priorities for 2019-20</p>	<p>1. Keeping Yourself Healthy (Prevent) Reduce Physical Inactivity / Promote Physical Activity Enable people to eat healthily</p> <ul style="list-style-type: none"> • Reduce smoking prevalence • Promote Mental Wellbeing • Tackle wider determinants of health - Housing and homelessness • Immunisation <p>2. Reducing the impact of ill health (Reduce)</p> <ul style="list-style-type: none"> • Prevent chronic disease through tackling obesity • Screening for early awareness of risk • Alcohol advice and treatment • Community Safety impact on health outcomes <p>3. Shaping Healthy Places and Communities</p> <ul style="list-style-type: none"> • Healthy Environment and Housing Development • Learn from the Healthy New Towns and influence policy • Social Prescribing • Making Every Contact Count • Campaigns and initiatives to inform the public
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58. A short briefing on the work of this sub-committee/ group over the last 12 months can be viewed in Appendix 1.
59. HIB most recently received a report on the countywide homelessness and Rough Sleeping Strategy, which was agreed by all of the Oxfordshire councils. The HAWB will continue to receive progress reports and monitor the performance framework against the strategy.
60. Details of progress measures and targets for each of the work streams are provided in the Joint Health and Wellbeing Strategy and are regularly reviewed at the HAWB meetings.

County Developments and Partnerships

61. Children and Young Person Plans

The Children's Trust launched its Children's Plan in 2018 and continues to work on, monitor and review the implementation plan for 19/20.

Older People National Developments

62. Oxfordshire County Council's Older People's Joint Commissioning Strategy draft was approved by HWB in November 2018. This strategy was developed in conjunction with Oxfordshire's residents and reflected their priorities and needs. .

Oxford City Council health related projects

63. Both the Cabinet and the Scrutiny Committee have expressed strong interest in Council involvement in health and engagement with the Oxfordshire and the Clinical Commissioning Group ("the CCG") (see Scrutiny recommendations to Council 24/04). Both have proposed a "Health in All Policies" approach.
64. There is also an appetite to increase the focus on tackling health inequalities across all areas of the Council's service delivery – from leisure centre activities to clean air, and to support social prescribing by GPs.
65. The Council is engaged in a number of health-specific projects including Barton Healthy New Town and the £200k jointly funded health inequalities and innovation projects with the CCG.
66. The Council is working with the Oxfordshire County Council to develop proposals for improved network of cycle and pedestrian routes into Oxford as part of an integrated approach to transport.
67. The Council also seeks to influence wider decision-making on health through members' and the its Policy & Partnerships Team's involvement with the Health & Wellbeing Board, Health Improvement Board, Health Inequalities Commission, Children's Trust, Stronger Communities Partnership and Mental Health Panel – and through responding to wider consultations.
68. The Council's Policy and Partnership Team (with input from service areas) has oversight of the health related activity and interaction taking place across the Council. As a result the team has been able to align other areas of work being delivered throughout the council to provide more effective services, share learning and take this forward into service development in the future. The team is planning a review of the Councils' health related activity to develop the Health in All Policies approach and to ensure focus on key priority interventions to maximise successful outcomes.

Financial implications

69. No financial implications for this report.

Legal issues

70. There are no legal implications arising from this report

Conclusion

71. The review of the Health and Wellbeing Board was welcomed by all parties the outcomes of the review have been a driver to strengthen the partnership across Oxfordshire. The JSNA continues to offer opportunities to ensure that areas of Oxford that need services most, are identifiable and the outcomes and impact of services delivered can be effectively measured and monitored.
72. It should also be recognised that the Council is not the body with statutory responsibilities and budgets in the area of health and as a result it lacks many of

the levers for change. The Council's key role should therefore be in influencing through partnership and ensuring its services are aligned with those of other agencies around shared objectives. The Council also needs to focus on key priority interventions to maximise successful outcomes.

73. The Council is now a member of three key strategic partnerships within Oxfordshire and is in a position to contribute, influence and challenge.

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Service area or department	Assistant Chief Executive
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Background Papers: None

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Summary of the work of the Health Improvement Partnership Board in 2018/19

<p>Agreed Priorities for 2019-20</p>	<p>1. Keeping Yourself Healthy (Prevent)</p> <ul style="list-style-type: none"> • Reduce Physical Inactivity / Promote Physical Activity • Enable people to eat healthily • Reduce smoking prevalence • Promote Mental Wellbeing • Tackle wider determinants of health - Housing and homelessness • Immunisation <p>2. Reducing the impact of ill health (Reduce)</p> <ul style="list-style-type: none"> • Prevent chronic disease through tackling obesity • Screening for early awareness of risk • Alcohol advice and treatment • Community Safety impact on health outcomes <p>3. Shaping Healthy Places and Communities</p> <ul style="list-style-type: none"> • Healthy Environment and Housing Development • Learn from the Healthy New Towns and influence policy • Social Prescribing • Making Every Contact Count • Campaigns and initiatives to inform the public
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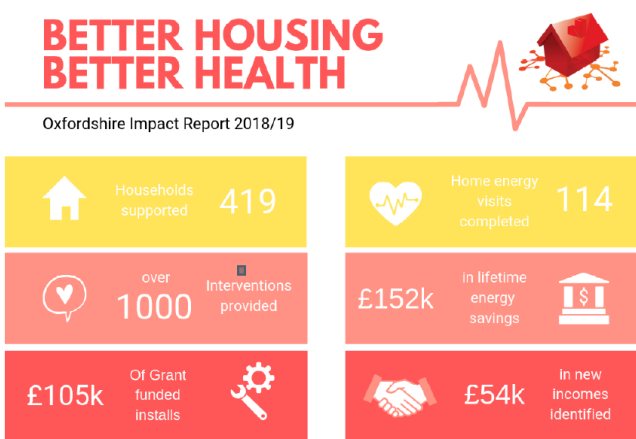
Progress reports on priority work (priority, aim, deliverable, progress report)

a. Housing Support Advisory Group

<p>Priority</p>	<p>To prevent and reduce the impact of homelessness and rough sleeping</p>
<p>Aim or Focus</p>	<p>The Housing Support Advisory Group report covered 3 topics</p> <ol style="list-style-type: none"> 1. Performance update on preventing homelessness 2. Process for an independent review of deaths of homeless or recently housed people in 2018-19 3. Transformation of housing support services
<p>Deliverable</p>	<p>Partnership work and joint reporting across all local authorities to reduce and prevent homelessness</p>
<p>Progress report</p>	<p>The full report can be seen here: https://mycouncil.oxfordshire.gov.uk/documents/s48339/Item%209%20-%20HSAG%20Health%20Improvement%20Report%20030919.pdf</p> <p>The performance report highlighted the following:</p> <ul style="list-style-type: none"> • Between Q1 and Q4 there has been a reduction in the number of households in temporary accommodation from 195 to 141 • In total there were 1,246 prevention duties undertaken across the County in 2018-19. This would involve activities to enable an applicant to stay in their current home or find alternative accommodation in order to prevent them becoming homeless.

	<ul style="list-style-type: none"> • In total there have been 630 relief duties provided across Oxfordshire in 2018-19. This is almost exactly half the number of households benefitting from a prevention duty. • Rough sleeping numbers reported are higher than last year and therefore the indicator is rated RED. See below <p>In addition it was noted that the independent review of deaths of people in the homeless pathway is scheduled to report in February 2020.</p>
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b. Affordable Warmth Network annual report

Priority	To tackle the wider determinants of health by reducing fuel poverty, especially for those for whom cold homes will exacerbate existing health conditions.
Aim or Focus	<p>The Health Improvement Board agreed the following recommendations:</p> <ul style="list-style-type: none"> • Continue to champion the role housing plays in protecting and maintaining the health of both young, old and vulnerable and ensures housing has a place in the Health and Wellbeing Strategy. • Request the AWN to report next year on the progress on tackling inequalities, particularly around young families. • Challenge clinical and health and social care partners to explore opportunities to work more closely with the AWN, with success being demonstrated by an increase in referrals from health and social care practitioners to the BHBH service.
Deliverable	To deliver the Better Housing Better Health freephone advice line, helping residents to access services to tackle fuel poverty. Also to raise awareness and embed referral pathways with key health and social care partners
Progress report	 <p>The full report can be seen here: https://mycouncil.oxfordshire.gov.uk/documents/s48263/Item%2010%20-%20HIB%20Report%20on%20Fuel%20Poverty%20and%20poor%20Housing%20Conditions.pdf</p>

c. Whole System Approach to Healthy Weight

<p>Priority</p>	<p>To develop a whole systems approach to healthy weight which incorporates environmental factors, food, physical activity and weight management programmes.</p> <p>Overarching principles to guide this work</p> <ul style="list-style-type: none"> • There is no single solution to tackle obesity • We need to work collaboratively across traditional sectors and boundaries • Collective and coordinated action is greater and more effective than its parts • We need to gain further insight and co-design solutions with our communities • Universal and targeted action is needed to address health inequalities • We all need to be confident talking about weight
<p>Aim or Focus</p>	<p>Where do we want to be? We will develop, test and implement a whole systems approach to healthy weight across the lifecourse that will focus on 3 key delivery themes, detailed below.</p> <pre> graph TD A[Healthy weight environment] --> B[Population approaches to improve the food and physical activity environment] C[Support for residents to achieve a healthy weight] --> D[Provision of joined up healthy weight services across the life course] E[Working with partners to promote a healthy weight] --> F[Development of a healthy weight systems network and action plan] </pre>

<p>Deliverable</p>	<p>In 2019-2021 we will continue with the above and work with partners to:</p> <ul style="list-style-type: none"> • Develop a healthy weight system story map for Oxfordshire to identify the scale of the issue, develop a clear rationale for targeted action, and engage stakeholders • Map the current healthy weight initiatives in Oxfordshire to better understand the existing system • Map the drivers of obesity locally and explore opportunities for further action • Review the levers and barriers to implementing restriction zones for new hot food takeaway premises around schools and colleges • Review the levers and barriers to restrict advertising of high fat high sugar foods on bus stops, bill boards and other advertising spaces • Review the levers and barriers to incentivise healthy catering in Oxfordshire <ul style="list-style-type: none"> • Conduct a range of face to face interviews and surveys to gain insight from a range of stakeholders, including businesses, the voluntary sector, and children and families to understand their needs and priorities • Work with communities to co-produce and pilot potential solutions • Work with partners to develop a seamless pathway of care across the healthy weight pathway • Procure a public health tier 1 and tier 2 weight management service • Review approaches to reduce weight stigma and develop a workforce that is confident talking about healthy weight <ul style="list-style-type: none"> • Complete an audit of the local policy and strategy related to healthy weight • Test a range of participatory approaches and activities to inspire and engage stakeholders and identify priorities • Conduct a gap analysis detailing the opportunities and actions that will have the greatest leverage of change in the system • Develop a 3-year WSA action plan for Oxfordshire • Test a WSA in 1 or 2 identified areas
<p>Progress report</p>	<p>Work already completed includes:</p> <ul style="list-style-type: none"> • Engaged with relevant partners to initiate the development of a healthy weight system story map for Oxfordshire for stakeholder engagement and to inform targeted action • Rolled out the Sugar Smart initiative across Oxfordshire • Supported 20 schools to sign up to WOW – the year round walk to school challenge • Extended our adult weight management service contract to August 2020 • Completed primary care and client consultations to inform the procurement of future adult and family weight management services • Worked in partnership with Active Oxfordshire to raise awareness of the role of physical activity and healthy weight and ensure joined up working • Held the first childhood obesity whole systems workshop with a range of partners to map the current system and gain feedback our proposed approach <p>The full report can be seen here: https://mycouncil.oxfordshire.gov.uk/documents/s48264/Item%2011%20-%20HIB%20Report_Sep%2019_Healthy%20Weight.pdf</p>

Prevention Concordat for Better Mental Health Project

Background

The Public Health England (PHE) Prevention Concordat for Better Mental Health aims to facilitate local and national action around preventing mental health problems and promoting good mental health.¹ It provides a focus for cross-sector action to deliver a tangible increase in the adoption of public mental health approaches.

The Health and Wellbeing Board, Oxfordshire Mental Health Partnership and Active Oxfordshire signed the Prevention Concordat on 21st January 2019; the Concordat was publicly announced on 28th March 2019.

Oxfordshire Health and Wellbeing Board, includes:

- Oxfordshire County Council
- Oxfordshire Clinical Commissioning Group
- Healthwatch Oxfordshire
- Oxford Health NHS Foundation Trust
- Oxford University Hospitals NHS Foundation Trust
- Oxford City Council
- Cherwell District Council
- South Oxfordshire District Council
- West Oxfordshire District Council
- Vale of the White Horse District Council

Oxfordshire Mental Health Partnership includes:

- Connection Floating Support
- Elmore Community Services
- Oxford Health NHS Foundation Trust
- Oxfordshire Mind
- Response
- Restore

Project Scope

Public Health will coordinate the production of an Oxfordshire Mental Wellbeing Framework in 2019, which will inform the work of the partner organisations and other stakeholders from 2020 onwards.

The Framework will involve representatives from each partner organisation which will further develop the shared vision for the prevention and promotion of mental wellbeing that all partners have signed up to.

¹ Prevention concordat for better mental health -link to [gov.uk publications](https://www.gov.uk/publications)

Project Milestones

This project will achieve change through delivery of the following key milestones:

- A task and finish group involving all the key partner organisations, to produce a signed off Mental Wellbeing Framework for Oxfordshire
- Additional partners signing up to the Framework
- At least one progress report on the delivery of the framework
- Achieving the agreed year 1 outputs and outcomes defined in the Framework across all partners (Action Plan 2020/21)
- Joint Comms Delivery

The project will demonstrate what difference the Framework has made over a 1- and 2-year period.

Project Deliverables

This project will achieve change through delivery of the following key deliverables:

- Local statistics related to mental wellbeing will be reported to the Health Improvement Board (HIB)
- Existing local data will be collected and reviewed along with additional data from communities which will give insight into their needs and assets
- The existing Joint Strategic Needs Assessment (JSNA) chapter with a mental wellbeing focus will be refreshed
- The Framework project group will also consider including the following:
 - Mental Health Equity Audits across the partnership
 - Collaborative analysis of local information and intelligence sharing
 - Shared prioritisation and resources
 - Mental Health Impact Assessments to integrate wellbeing into partnership plans and strategies

Benefits for Oxfordshire Residents

The concordat is underpinned by an understanding that taking a prevention focused approach to improving the public's mental health is shown to make a valuable contribution to achieving a fairer and more equitable society. The concordat promotes evidence-based planning and commissioning to increase the impact on reducing health inequalities.

Quality, Governance and Controls

Successful delivery of this project will involve the engagement of key stakeholders and project level governance controls. The Framework will be signed off by the HIB, who will then provide oversight on progress against the Framework, and delivery of relevant partnership plans and strategies.

To: Council

Date: 25 November 2019

Report of: Chair of the Scrutiny Committee

Title of Report: Scrutiny briefing

Summary and recommendations	
Purpose of report:	To update Council on the activities of the Scrutiny function
Key decision:	No
Corporate Priority:	An Efficient and Effective Council
Policy Framework:	Not applicable
Recommendation: That Council resolves to note the update report.	

Appendices:

Appendix 1: Scrutiny work plan – November 2019

Appendix 2: Table of Cabinet responses to Scrutiny recommendations from Cabinet meetings of 11 September, 3 and 9 October

Introduction

1. With the focus of the previous update report being on the draft Scrutiny annual report, this update focuses on the activity of Scrutiny in September, October and November 2019.
2. Following a period over the summer without a Scrutiny Officer, a new Scrutiny Officer, Tom Hudson, came into post in late August and the function is now fully staffed. Though a number of items on the Scrutiny work plan have slipped, good progress has been made overall with full agendas and worthwhile items being considered. It is expected that the volume of issues considered by Scrutiny will increase in December and January as the Committee considers previously deferred items in addition to its existing work.
3. Scrutiny has now agreed the topic, membership and scope of its Review Group, which is on the Climate Emergency. The Review Group will particularly be focusing on buildings - the Council's internal plans to reduce energy use in buildings, but also how it can contribute to reducing building-related emissions across the city.

Other areas of relevance, such as energy generation, transport and carbon-offsetting will be considered in the context that they are relevant to the central theme of buildings. There will also be one meeting scrutinising the Council's spending plans in regards to climate change considerations. In recognition of the fact that the Council cannot, on its own, address the Climate Emergency even on a local level there will be a thread throughout the whole review, continually asking how the Council can enthuse other stakeholders to join in.

4. The first substantive meeting of the Review Group will be on 28 November.

Scrutiny Committee

5. Between September and November the Scrutiny Committee has held three meetings, on 3 September, 1 October and 5 November. The following items were considered at these meetings:
 - Monitoring the Community Grants Programme (two recommendations made to 11 September Cabinet, both agreed)
 - Performance Monitoring (six recommendations made to 9 Cabinet, all agreed)
 - Annual Air Quality Report 2018 (three recommendations made to 9 Cabinet, all agreed)
 - The Commissioning of Services at Floyds Row (report made to 3 October Cabinet with three recommendations, all agreed)
 - Modernising Leisure Concessions (report made to 9 October Cabinet with two recommendations, both partially agreed)
 - Performance Monitoring 2019/20 Q1
 - The impact of Universal Credit on the Council's finances and on residents (report due to go to 19 December Cabinet)
 - The Annual Workplace Equality report and update on Equalities Action Plan (report to 13 November Cabinet with eight recommendations)
 - The Oxford Waterways Project (report due to go to 19 December Cabinet)
6. Consideration of the Grants Programme reinforced to all present the variety of organisations and communities the Council supports through the programme. The focus of discussion and recommendations were around ensuring the Oxford lottery was sufficiently publicised internally and externally, and ensuring organisations outside the current recipients – including social enterprises – were enabled to apply for grant funding on an equal footing to existing groups.
7. At its meeting on 1 October 2019, the Committee also considered reports arising from its 3 September meeting, endorsing the nine recommendations subsequently made to 9 October Cabinet regarding Performance Monitoring and Air Quality, all of which were agreed. The recommendations focused on improving the measures of success for the Council, and steps to reduce emissions near schools, waterways and by idling vehicles.
8. The Committee's focus in its recommendations regarding Floyds Row concerned suggestions to streamline project management processes to enable fast but robust project development when faced by short central government deadlines, and suggestions on information that might usefully be shared by the contractor to the Council to ensure quality and effectiveness.

9. Regarding Modernising Leisure Concessions, the Committee's focus primarily lay in trying to prevent a cliff-edge for those whose concessionary benefits were being changed as part of the modernisation programme.
10. The Committee's discussion of Universal Credit focused on two key areas – the impact of Universal Credit on recipients, particularly with regards to budgeting in light of mistakes elsewhere in the benefit system, and the personal and workload implications on staff of managing the consequences of mistakes made elsewhere. Recommendations focused on the adequacy of the Council's Discretionary Housing Payments to meet existing need in light of central government reductions.
11. The Committee had significant discussion around the Annual Equalities report, welcoming the progress made to date and recognising the work still to do. The key areas around which its recommendations clustered were structural issues around BAME and female recruitment and promotion, means of engaging BAME communities, the duties of the Council as a shareholder to Oxford Direct Services, examining more closely the reasons for non-disclosure of sexuality amongst staff, and preparing the Council to be able to build on successful models in the future.
12. Consideration of the Waterways was a broad-ranging and interesting discussion, taking in issues from the position of boats as housing to biodiversity and capital investment. The Committee's recognition was that Oxford's waterways contribute to the City in multiple ways, but do require consideration to maintain their contribution and fulfil their potential. To that end, a number of recommendations were made in regards to areas where it was felt that the Council could benefit from coming to a considered and formal position as to how the waterways fit into wider city-strategies, and specific steps to maintain and or maximise the amenity of the waterways in the future, particularly around access, biodiversity and recognising their contribution to local history and heritage.
13. The next Committee meeting will be held on 3 December and will consider its response to the draft Corporate Strategy 2020 – 2024, the Annual Monitoring Report 2018/19, and the outcome of the Citizen's Assembly on Climate Change. Further, a Scrutiny-requested report on Public Participation in Decision-Making and Citizen Involvement will be considered, alongside Performance Monitoring Q2.

Housing Panel

14. The Housing Panel has met twice in the reporting period, on 3 October and 7 November.
15. The Housing Panel has been supported for the last four years in its decision-making by a housing-tenant co-optee, Geno Humphrey. In the summer Geno decided to step down. The Housing Panel has expressed its gratitude for the time and commitment shown by Geno Humphrey in contributing to the decision-making of the Panel, which is reiterated here. Appointed into the vacant position is Tony Buchanan.
16. At the same time as the appointment of a tenant co-optee the Panel also considered extending representation from other groups through co-option, such as the private rented sector and housing association representatives. Following discussion it was decided not to make other formal appointments through co-option, but to invite representatives of key, non-Council stakeholders to Panel meetings. In October, six representatives of the Oxford Influencers attended and

contributed to discussion on how best to involve housing association tenants. At the November Panel, three people with recent experience of homelessness and homelessness services in Oxford were identified to feed in to discussion with the support of the Lived Experience Advice Forum. These three attended the meeting and formed a significant part in very fruitful discussions about, in particular, the Housing and Homelessness Strategy.

17. The full list of topics considered at the October and November meetings are as follows, with two reports making recommendations to Cabinet:

- Housing Performance Q1
- Appointment of a tenant co-optee
- Community Land Trusts (two recommendations made to 13 November Cabinet)
- Housing and Homelessness Strategy mid-point update (report expected to go to 19th Dec Cabinet)
- No Local Connection review
- Homelessness Trailblazer analysis

18. The Panel has begun running a number of additional briefings for its members prior to the start of the Panel itself. Before its October meeting Stephen Clarke, Head of Housing Services, and Dave Scholes, Housing Strategy and Needs Manager ran a briefing to members on Housing Needs. Immediately prior to the November meeting, Ian Wright ran a briefing session looking at the Council's relationship with landlords and tenants in both the private rented sector and housing associations and the opportunities for the Council to raise standards for those in rented accommodation.

19. The next meeting of the Panel is on 5 March, where it will consider:

- Quarter 3 Housing Services Performance Report
- Private Rented Sector Housing

Finance Panel

20. The Finance Panel met on 5th September and considered the proposals for the Council's forthcoming Council Tax Reduction Scheme, and the Treasury Management Report. Though no recommendations were made, an all-member briefing on the workings of the Council Tax Reduction Scheme has been scheduled for 18 March 2020 following the meeting.

21. The Finance Panel's next meeting is scheduled for 5 December, where it will consider:

- Integrated Performance Report for Quarter 2
- Budget Review 2019/20 – recommendations update
- Property Investment Portfolio Analysis and Strategy Report

22. In January the Finance Panel will also be undertaking the Budget Review Group to scrutinise the draft budget for 2020/21.

Companies Panel

23. The Companies Panel met on 19 September making no recommendations, and in November, after this report was authored.
24. The Companies Panel's next meeting is on 6 March.

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

Tom Hudson – Scrutiny Officer
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Appendix 1

SCRUTINY WORK PLAN November 2019 - May 2020

Published on: 15/11/19

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:

- T**imely – is it timely to consider the issue?
- O**xford priority – is it a council priority?
- P**ublic interest – is it of significant public interest?
- I**nfluence – can Scrutiny have a meaningful influence?
- C**ost – 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	Shareholder function for companies and joint ventures	Councillors; James Fry (Chair), Tom Landell Mills, Chewe Munkonge, Craig Simmons.

Current and planned review groups

Topic	Remit	Membership
Review 1 Climate Emergency	To consider the Council's response to the Climate Emergency, primarily in relation to buildings, how to increase the number being retrofitted, and how to improve new build efficiency	Councillors; Richard Howlett (Chair), Craig Simmons (vice-Chair), Nadine Bely-Summers, Mike Gotch, Tom Landell Mills, John Tanner
Budget Review 2020/21	To review the 2020/21 budget proposals.	Finance Panel Membership

Timings of review groups

	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Review 1 TBC		Scoping	Evidence Gathering			Reporting		
Budget review			Scoping	Evidence gathering		Reporting		

SCRUTINY COMMITTEE

5 NOVEMBER 2019 - REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Universal Credit	No	To consider the impact that the roll out of Universal Credit is having on the Council's finances, and on residents.	Safer Communities and Customer Focused Services, Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits
Annual Workplace Equality Report and update on Equalities Action Plan	Yes	A legal requirement to publish equality performance data relating to the demographics of the workforce.	Safer Communities and Customer Focused Services	Paul Adams, HR & Payroll Manager
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.	Zero Carbon Oxford	Tim Wiseman, Oxford Waterways Coordinator

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3 DECEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Draft Corporate Strategy 20-24 - For consultation	Yes	Approval to externally consult on draft new Corporate Strategy to replace current Corporate Plan 16-20	Leader, Economic Development and Partnerships	Shelley Ghazi, Policy and Partnerships 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	Keerpa Patel, Senior Planner
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.	Leader, Economic Development and Partnerships, Zero Carbon Oxford	Mish Tullar, Corporate Policy, Partnership and Communications Manager

Citizen's Assembly on Climate Change: Outcomes	Yes	Outcomes of the Citizen's Assembly on Climate Change 2019	Leader, Economic Development and Partnerships, Councillor Tom Hayes Councillor Tom Hayes, Leader, Economic Development and Partnerships	Mish Tullar, Corporate Policy, Partnership and Communications Manager
Performance Monitoring - 2019/20 Quarter 2	No	For the Committee to consider Council performance against a set of corporate and service measures.	Deputy Leader - Finance and Asset Management	Helen Bishop, Head of Business Improvement

14 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Hagan Lewisman, Active Communities Manager
Go Ultra Low Pilot	No	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
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.	Planning and Sustainable Transport, Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability
Annual Report on Gender Pay Gap	Yes	A report to fulfil a requirement to report annually on the gender pay gap.	Safer Communities and Customer Focused Services	Paul Adams, HR & Payroll 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

4 FEBRUARY 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead 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 Heads of Terms discussions. 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)
Update of the 2016-2020 Corporate Plan (2020)	Yes	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
Corporate Strategy 20-24 - final draft for approval	Yes	Following external consultation this is submission of a final draft for approval	Leader, Economic Development and Partnerships	Shelley Ghazi, Policy and Partnerships Officer

3 MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Oxford City Council Business Plan 2020-21	Yes	One year business plan setting out outcomes for the 20-21 financial year. This document will expand on the ambitions set out in Corporate Strategy 20-24	Leader, Economic Development and Partnerships	Shelley Ghazi, Policy and Partnerships Officer
Climate Emergency Review Group report	No	To consider the proposed report of the Climate Emergency Review Group	NA	Tom Hudson, Scrutiny Officer
Performance Monitoring - 2019/20 Quarter 3	No	For the Committee to consider Council performance against a set of corporate and service measures.	Deputy Leader - Finance and Asset Management	Helen Bishop, Head of Business Improvement

6 APRIL 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Council engagement with Oxford's diverse communities (Equalities Strategy)	Yes	To consider the outcome of the assessment of the Council's key services against the LGA's equalities framework.	Supporting Local Communities	Mish Tullar, Corporate Policy, Partnership and Communications Manager

Tourism Management Review Group Report - 12 month update	Yes	To consider a 12 month update on the implementation of the recommendations of the Tourism Management Review Group that were agreed by Cabinet.	Culture and City Centre	Matthew Peachey, Economic Development 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	Matthew Peachey, Economic Development Manager, Dan Hodge, Principal Regeneration & Economic Development Officer

FINANCE PANEL

2 DECEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Integrated Performance Report for Quarter 2 2019/20	Yes	Financial and Performance data for Q2 2019/20	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Budget Review 2019/20 - recommendations update	Yes	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
Property Investment Portfolio Analysis and Strategy Report	Yes	The report contains an overview of the council's existing commercial property portfolio and presents a number of recommendations. This includes options for re-balancing the portfolio, raising finance and capital deployment to support the objective of providing the council with a secure source of income.	Deputy Leader - Finance and Asset Management	Nick Twigg, Major Projects & Development Manager
Treasury Mid-Year Report 2019/20	Yes	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

6, 8 & 20 JANUARY 2020 - ANNUAL BUDGET REVIEW

Agenda item	Cabinet item	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

20 JANUARY 2020 – NO MEETING

29 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	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
Monitoring social value	Yes	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

TBC MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Integrated Performance Report for Quarter 3 2019/20	Yes	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	Cabinet item	Description	Cabinet portfolio	Lead officer
Tenant Satisfaction	Yes	To consider the outcome of the Tenant Satisfaction Survey for council tenants.	Affordable Housing	Bill Graves, Landlord Services Manager
Building Control - outcomes of the Hackitt Review of Building Regulations and Fire Safety	Yes	To consider the outcomes of the Hackitt Review of Building Regulations and Fire Safety.	Planning and Sustainable Transport	Ian Wright, Head of Regulatory Services and Community Safety, Paul Smith, Building Control Team Leader

7 NOVEMBER 2019 - REPORTS

Agenda item	Cabinet item	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.	Affordable Housing	Nerys Parry, Housing Strategy & Needs Manager
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, System Change Manager - Homelessness Prevention
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	Yes	To consider the benefits of community land trusts, and how they might help the Council deliver its Local Plan.	Affordable Housing, Planning and Sustainable Transport	Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead)

5 MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Housing Performance - 2019/20 Quarter 3	No	For the Panel to consider performance against a set of housing measures.	Affordable Housing, Deputy Leader (Statutory) - Leisure and Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies
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	Head of Regulatory Services & Community Safety

8 APRIL 2020 - PROVISIONAL REPORTS

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Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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 / Director Housing Companies

COMPANIES PANEL

14 NOVEMBER 2019 - REPORTS AS PER SHAREHOLDER GROUP MEETING AGENDA

12 MARCH 2020 - PROVISIONAL REPORTS AS PER SHAREHOLDER GROUP MEETING AGENDA

Appendix 2: Cabinet Responses to Scrutiny recommendations

11 September CABINET

Monitoring of the Community Grants Programme 2018/19

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
1) That the Council produces a plan of action to raise the profile of the Oxford lottery, particularly through promotion to residents, large local businesses and within the Council itself.	Yes	Work on this has already commenced but any response will need to fit within the contractual requirements with the operator as well as any relevant legislation around the promotion of gambling.
101 2) That the Council provides and promotes additional guidance to prospective grant applicants from social enterprises (including co-ops and housing associations) to clarify the circumstances under which they would or would not meet the Council's requirement that grant applicants must have a legal status appropriate to the size and nature of the organisation.	Yes	Work has already been requested to achieve this and will be part of a larger piece of work reviewing our grants programme and raising its profile amongst a diverse range of eligible organisations.

3 October CABINET

Floyds Row

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
1) That Cabinet consider ways to streamline the project gateway process in cases where grant funding deadlines require the truncation of regular project planning timescales to enable successful bids to be made without the risk of similar cost escalations in the future.	Yes	That officers will be asked to consider lessons learnt from the project in the Project Management Office, including approaches to streamline the Gateway process, especially for grant funding applications that require processing in often very compressed timescales.
2) That under the contract St Mungo's be required to provide additional information to the Council, for	Yes	These can be incorporated into new commissioning arrangements.

<p>example:</p> <ul style="list-style-type: none"> - Reasons for clients' engagement or failure to engage - Number of engagements per client - Staff turnover - Data be collected, anonymised and shared about how homeless people support their lifestyles, which will in turn inform how best to address their needs and provide information on the wider benefits of reducing the number sleeping on the streets. 		<p>Officers will review data issues in relation to assessing how homeless persons may financially support a street lifestyle with partner organisations. It should be noted though that OxSPOT staff do report illegal activity which they are made aware of to the police – whether someone is street homeless or otherwise. However the primary aim of the service is to support clients into accommodation and improve their welfare, which involves building and maintaining trust with vulnerable people. Therefore it would not be in line with the purpose of the service, to place a requirement on OxSPOT to seek information on illegal activities and to pass this information on.</p>
<p>102</p> <p>3) That Cabinet consider the possibility of in-house provision when it comes to market testing.</p>	<p>Yes</p>	<p>This can be considered as an option in future commissioning and procurement, notwithstanding any issues that this option may present, as identified in the report and Scrutiny meeting</p>

10 October CABINET

Modernising Leisure Concessions

Recommendation	Agree?	Comment
<p>3) That Cabinet i) identify the precise number of current over 60 members who will be due to lose their existing discount by the proposed rise in age-related concessions and will not qualify for an alternative concession, ii) to give careful consideration to whether it wishes to implement this change, and if so, iii) to consider ways of mitigating the impact, such as phasing the increases or exploring whether Fusion would honour existing age-related concessions.</p>	<p>Partially</p>	<p>Following discussion with Fusion, current 60-65 year old members paying via direct debit will be eligible to retain their existing rate, subject to annual indexation. Further, new members of the Hinksey-only membership between the ages of 60 and 65 will be eligible to join for one season at the lower rate up until April 2020.</p>

<p>4) That Cabinet i) ascertain whether Employment Support Allowance is a category grouped by Fusion into another category, and if not, to identify the number by alternative means ii) estimate the number of current concessionary members on Employment Support Allowance, Job Seekers Allowance or Income Support who are liable to lose their eligibility for concessionary rates under the proposed changes, and iii) pending other factors, consider whether to remove these categories as eligibility criteria, or alternatively, to delay their removal so as to enable the transition to alternative qualifying benefits to be more advanced.</p>	<p>Partially</p>	<p>Employment Support Allowance will remain a qualifying benefit for concessions. There will be further opportunity to consult on concessionary eligibility within the fees and charges as part of the budget setting process for 2020/2021.</p>
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Performance Monitoring Q1

Recommendation	Agree?	Comment
<p>1 301) There should be clarification about which, if any, of the corporate performance indicators include data from Oxford Direct Services or Oxford City Housing Limited and the way in which these were used, particularly in reference to whether under measure B1001 (percentage of Council spend with local businesses) Oxford Direct Services is recorded as a recipient of Council spend, a contributor to Council spend or both?</p>	<p>Yes</p>	
<p>2) That the wording of measure ED002 (Implementation of measures to reduce the City Council's carbon footprint by 5% each year) should be reviewed and that information on the methodology for calculating the Council's anticipated carbon footprint be made available to members of the Scrutiny Committee.</p>	<p>Yes</p>	
<p>3) That indicator LP220 (The number of people from the Council's target groups using its leisure facilities) be supplemented with two further measures: i) revenue vs previous periods, and ii) progress against maintenance targets.</p>	<p>Yes</p>	

4) That measure CoS031 (Effective delivery of the capital programme) be changed to either i) disbursements, or ii) contractual commitments as a percentage of budgetary targets.	Yes	
5) That in light of the challenges facing the Welfare Reform team, WR001 (Number of people moved into work by the Welfare Reform Programme) is no longer realistic and that a revised target be agreed.	Yes	
6) That in light of the growth of Universal Credit and the increasing influence factors external to the Council have on the delivery of this criterion that Cabinet considers whether indicator CS054 (Time taken to determine DHP applications) remains fit for purpose.	Yes	

Air Quality Monitoring Report 2018

Recommendation	Agree?	Comment
104 1) Further consideration be given to measures to control emissions arising from the exemption of trains and canal boats from the Clean Air Act, particularly with regard to boats at non-permanent moorings close to residential areas.	Yes	Cabinet Member for Zero Carbon Oxford will continue to lobby central government on the need for comprehensive Clean Air legislation. As has been highlighted rail and waterways are currently exempt from any local authority ability to take action.
2) The County Council be encouraged to consider implementing parking exclusion zones close to schools in the city	Yes	This will be suggested to relevant colleagues and officers at County Council
3) The Council seeks in every way to ensure that it is empowered in the forthcoming Environment Act to take enforcement action against idling vehicles.	Yes	Central Government recognise that current legislation is not working. As such, in June 2019, a bill to increase penalties for stationary vehicle idling offences; to grant local authorities increased powers to issue such penalties was submitted to the House of Commons. In July 2019, Transport Secretary Chris Grayling made the commitment to launch a public consultation in 2019,

		<p>looking at increasing local authorities' powers and guidance to local authorities on their anti-idling powers, enabling them to enforce the law more effectively.</p> <p>Oxford City Council is waiting for the outcomes of the public consultation and for a future anti-idling bill to become an Act of Parliament. In addition, the Cabinet Member for Zero Carbon Oxford has met with DEFRA civil servants in a meeting organised by UK100 to explicitly lobby on this issue.</p>
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