

Agenda

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Council

Date: **Monday 27 January 2020**

Time: **5.00 pm**

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

For any further information please contact:

Catherine Phythian, Committee and Members Services Officer

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

Council

Membership

Lord Mayor **Councillor 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

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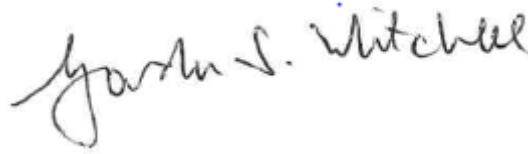
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Summons

A meeting of the City Council will be held in the Council Chamber - Oxford Town Hall, on Monday 27 January 2020 at 5.00 pm to transact the business set out below.



Proper Officer

AGENDA

Pages

MINUTE'S SILENCE AND TRIBUTES

To hear tributes and observe a minute's silence in memory of former Lord Mayors or serving councillors or serving senior officers who have died.

Honorary Alderman Ann Spokes Symons passed away on 27 December 2019. Ann served as a Conservative city councillor, initially for Summertown and Wolvercote, and subsequently Wolvercote from 1957 to 1995. She was Sheriff in 1973/4 and Lord Mayor in 1976/77 and was made an Honorary Alderman in November 1995. Ann was also a Member of Oxfordshire County Council and served as Chairman from 1981-83.

PART 1 - PUBLIC BUSINESS

1 Apologies for absence

2 Declarations of interest

3 Minutes

Minutes of the ordinary meeting of Council held on 27 November 2019. Council is asked to approve the minutes as a correct record.

4 Appointment to Committees

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.

21 - 30

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 11.12, 11.13, and 11.14 relating to matters for decision in Part 1 of this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 21 January 2020.

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

7 **Bullington Community Centre - Project Approval and Award Of Contract**

The Executive Director Customer and Communities submitted a report to Cabinet on 19 December 2019 which sought project approval to replace the existing end of life community building at Bullington, delegate the award of the construction contract to Oxford Direct Services and to recommend Council to increase the total project budget and delegation to award the construction contract to Oxford Direct Services.

The minutes of this meeting are available at Item 13a of this agenda.

Councillor Tidball, the Cabinet Member for Supporting Local Communities, will present the report.

Recommendations: Cabinet recommends that Council:

1. **Resolves to approve** an increase in the total project budget by

£200,000 to £1,403,000. This is included as part of the consultation budget.

8 Integrated Performance Report for Quarter 2 2019/20

45 - 64

The Head of Financial Services and Head of Business Improvement have submitted a report to update Members on finance, risk and corporate performance matters as at 30 September 2019.

The minutes of this meeting are available at Item 13a of this agenda.

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

Recommendations: Cabinet recommends that Council:

1. **Approve** a virement of £0.500 million from Compulsory purchase of property (N7049) to Extensions & Major Adaptions (N7020) to cover the work of four extensions within the Housing Revenue Account Capital programme as set out in paragraph 10 of the report; and
2. **Approve** the revised Capital Programme budget to be £59.962 million in line with the latest forecast following the major review carried out by officers.

9 Treasury Mid-Year Report 2019/20

65 - 82

The Head of Financial Services has submitted a report which details the performance of the Treasury Management function for the six months to 30 September 2019.

The minutes of this meeting are available at Item 13a of this agenda.

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

Recommendations: Cabinet recommends that Council:

1. **Approve** the change of the Indirect Property Funds counterparty category to Pooled Investment Funds; and
2. **Note** that the Council is considering investing in a Multi Asset fund instead of an Indirect Property Fund as was previously anticipated.

10 Use of s106 and Retained Right to Buy Receipts to increase the provision of more affordable housing

83 - 96

The Head of Housing Services has submitted a report to Cabinet on 22 January 2020 which seeks project approval and delegations to enable

the spending of Retained Right to Buy Receipts and s.106 funding for the purpose of delivering, or enabling the delivery of, more affordable housing, through new build or acquisition activity.

The Cabinet's decision will be reported to Council.

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

Recommendations: Cabinet recommends that Council:

1. **Approve** a capital budget for £3m of expenditure in 2019/20, subsidised using RRTBRs, to enable an off-plan purchase of Social Rented homes, this sum being effectively brought forward from the overall £13.2m identified in 2020/21 in the consultation budget, which would then reduce to £10.2m in 20/21 accordingly.

11 Council Tax Reduction Scheme 2020-21

97 - 114

The Head of Financial Services has submitted a report to Cabinet on 22 January 2020 which considers the feedback from the recent consultation on the proposed changes to the Local Council Tax Reduction Scheme and to proposes the principles of the new scheme to be drawn up for approval by Council on 27th January.

Cabinet's decision will be reported to Council.

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

Recommendations: Cabinet recommends that Council:

1. **Resolves** to adopt the new Local Council Tax Reduction Scheme for 2020/21.

OFFICER REPORTS

12 Constitution Annual Review 2019

115 - 150

The Monitoring Officer has submitted a report recommending changes to the Council's Constitution following an annual review of the Constitution overseen by a "Cross-Party Constitution Group".

Councillor Chapman, Cabinet Member for Customer Focused Services, will present the report.

Note: Appendix 3 is published as a supplement to this agenda.

Recommendation: Council is recommended to:

1. **Note** the list of amendments that the Monitoring Officer has made using delegated powers detailed in Appendix 1;
2. **Approve** the list of proposed amendments to the Constitution detailed in Appendix 2 and highlighted in the draft Constitution at Appendix 3;
3. **Adopt** the revised Oxford City Council Constitution attached at Appendix 3; and
4. **Delegate authority to the Head of Law and Governance** to amend any further wording and/or numbering that is identified as being inconsistent with the changes approved by Council.

QUESTIONS

13 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.

13a Minutes of meeting Thursday 19 December 2019 of Cabinet

13b Draft minutes of meeting on 22 January 2020 of Cabinet (to be published in the briefing note if available)

151 - 160

14 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 15 January 2020.

All questions submitted by the deadline will be published with the briefing note giving the questions and written responses where available.

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

15 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 Rule 11.12, 11.13 and 11.14 and not related to matters for decision in Part 1 of this agenda.

The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 21 January 2020.

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.

16 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 23 January 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.

16a Oxford Strategic Partnership

161 - 170

The Chief Executive has submitted the annual update report on the Oxford Strategic Partnership.

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

Recommendation: Council is invited to note and comment on the report.

16b Oxford to Cambridge Arc update

171 - 178

The Assistant Chief Executive has submitted a report which provides an update partnership working between Local Authorities and Local Enterprise Partnerships on the Oxford to Cambridge Arc.

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

Recommendation: Council is invited to note and comment on the report.

17 Scrutiny Committee update report

179 - 194

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

Note: Appendix 2b is published as a confidential supplement to this agenda.

Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

18 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 15 January 2020 are listed below.

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

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 24 January 2020 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) Supporting refugee children (cross party motion proposed by Councillor Simmons)
- b) Licensing Private Rented Sector Homes (proposed by Councillor L Smith, seconded by Councillor Taylor)
- c) Car parking and vehicle management city (proposed by Councillor Gant)
- d) Bicycle Mayors (proposed by Councillor Wolff)
- e) Climate Partners (proposed by Councillor Henwood)
- f) International Treaty to Prohibit Nuclear Weapons (proposed by Councillor Tanner)
- g) Local Electricity Bill (proposed by Councillor Gant)

h) Homelessness Charter (proposed by Councillor Wolff)

18a Supporting refugee children

Cross Party motion

Original text

Council notes that, the world is experiencing the largest refugee crisis since World War Two with UNHCR figures of 68.5m people forcibly displaced. Over half of these are children, many unaccompanied.

Whilst in the EU we have been subject to the Dublin regulation which allows lone children within the EU to apply for legal family reunion with relatives elsewhere within the EU. So, for example, a Syrian orphan who arrives in Greece hoping to find a brother in Oxford has the right to apply to be reunited with him. But when we leave the EU, we will no longer be covered by the Dublin regulation.

In December 1938, the first Kindertransport arrived in Harwich, England. Through this scheme, Britain welcomed 10,000 child refugees, in just 10 months including Alf Dubs (a Labour peer and former MP).

When Theresa May's withdrawal bill was going through parliament, Alf Dubs brought an amendment in the Lords that received cross-party support in both houses. This obliged the government to negotiate that the terms of the Dublin regulation would continue after we left the EU.

However, in Boris Johnson's withdrawal bill, published just before Christmas and passed unamended, the rights of refugee children to be reunited with their families had been removed.

The only option remaining to them is to engage with illegal traffickers or take other dangerous routes. Lack of safe routes to the UK will only lead to further suffering for hugely traumatised children.

Lord Dubs is attempting to reintroduce the amendment into the withdrawal bill before the UK leaves the EU on 31 January 2020 and will no doubt continue to lobby for something with an effect similar to the Dublin regulation to be reinstated if this current attempt fails.

As a City of Sanctuary with a proud record of welcoming refugees and asylum seekers, Oxford deplores the removal of the so-called 'Dubs amendment' from the withdrawal bill.

We ask the Leader to:

- 1. urgently write to the City's MPs and the Secretary of State for the Home Department demanding that the rights of refugee children available under the Dublin regulation be reinstated.**
- 2. write to the Leader of Oxfordshire County Council asking them to support the Safe Passage 'Our Turn' Campaign and commit to a target of ten at risk refugee children per year for the next ten years as part of a fully funded Government vulnerable children's resettlement scheme.**

18b Licensing Private Rented Sector Homes

Labour member motion

Original text

This Council notes that:

- The private rented sector is continuing to grow in Oxford, over 30% of Oxford residents rent their home privately.
- This council has a strong record of taking action to improve privately rented homes in our city.
- We were the first in England to use discretionary powers to require every House in Multiple Occupation to be licensed to operate and this has successfully driven up standards.
- We currently use the 2004 Housing Act to regulate the rest of the private rented sector. We carry out 250 inspection visits a year and serve over 300 enforcement notices against poor landlords. However, the last stock condition survey showed that the private rented sector in Oxford has twice the national level of disrepair.
- Local authorities currently have the power to implement licensing for all privately rented homes in no more than 20% of their area or to licence no more than 20% of the privately rented stock. The consent of the Secretary of State is required to approve any licensing scheme which exceeds this 20% rule.

This council believes it should have more powers to enforce minimum property standards and protect tenants.

This council supports a city-wide licensing scheme in order to ensure all Oxford landlords are fit and proper persons and all properties let to the residents of our city meet minimum standards and are a safe place to call home.

This council believes that extending licensing to cover all privately rented homes in the city will continue to improve standards, reduce carbon emissions, drive out rogue landlords, reduce anti-social behaviour and ensure all rented homes are safe to live in.

This Council therefore resolves to ask the Cabinet Member to continue discussions with the Ministry of Housing, Communities and Local Government (MHCLG) to make the case for a city-wide licensing scheme for every property in the private rented sector, and with Government agreement bring forward a plan to introduce a requirement for every privately let property in Oxford to be licensed.

18c Car parking and vehicle management city

Liberal Democrat member motion

Original text

Council notes that a key thread in recent policy thinking around traffic management in our city has been the effect of the availability of parking.

However, Council recognises that its approach in this area has not delivered the outcomes residents are entitled to expect, including regular congestion around Westgate, variable income in its own facilities (alongside a considerable cost for maintenance), considerable unease about both the need for and the delivery of the proposed extension to the Seacourt Park and Ride, and decking at the ice rink sitting unused and unsightly.

Council therefore asks the Cabinet Member to:

Instruct officers to undertake an urgent and comprehensive review of all policies in relation to car parking and vehicle management in Oxford, with the aim of:

- **Minimising car use and enhancing the environment in our city**
- **Maximising financial benefit to the council**

18d Bicycle Mayors

Green member motion

Original text

This Council notes the international Bicycle Mayors and Leaders Network (<https://bycs.org/our-work/bicycle-mayors/>), a global initiative to accelerate the progress of cycling in cities and help get another one billion people onto bikes.

Bicycle Mayors are a catalyst to bring together the public and

private realms to uncover the massive economic, health, and environmental benefits of increased cycling.

As a City which aims to improve cycling rates, this Council agrees to appoint an Oxford Bicycle Mayor in line with the Network's aims and goals.

**This Council asks the Leader:
To set in place the necessary arrangements to facilitate such an appointment**

(Note: the Network's rules state that a Bicycle Mayor must be someone appointed from outside the Council).

18e Climate Partners

Independent member motion

Original text

Oxford City Council has many partners and stakeholders both within and outside the city. Oxford City Council in order to develop and facilitate good practice will develop a 360-degree feedback forum on its website, publishing suggestions, materials sharing good practice associated with climate change.

Council is resolved to:

Liaise with its stakeholders and partners including Schools, Colleges, Universities, Community Centres, Parish Councils and retail outlets to ask them to recognise the climate emergency. To facilitate good practice, City Council will make available to these organisations, suggestions on how to deliver sustainable outcomes to contest climate change, and encourage these organisations to contribute their own three-point plan on how they have delivered sustainable outcomes and carbon reduction over the past year. This 360-degree feedback to be promoted on the council's website and other media.

Therefore, the Council asks that the Leader:

- **writes to the council's partners and stakeholders asking them to recognise the climate emergency.**
- **Introduces the 360-degree feedback plan, asking our partners and stakeholders to contribute 3 strategies to contest climate change.**
- **instructs officers to develop a 360-degree feedback page that advises promotes the activities and suggestions of our both the council, it stakeholders and partners.**

18f International Treaty to Prohibit Nuclear Weapons

Labour member motion

Original text

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.

18g Local Electricity Bill

Liberal Democrat member motion

Original text

That Oxford City Council

- (i) acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;
- (ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;
- (iii) further recognises
 - that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
 - that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
 - that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;
- (iv) accordingly **resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and**
- (v) further resolves to ask the Leader to
 - inform the local media of this decision,
 - write to local MPs, asking them to support the Bill, and
 - write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing its support.

18h Homelessness Charter

Green member motion

Original text

This Council notes that it provides significant support, directly and indirectly, to the homeless¹ and has an extensive policy framework but has no underlying, summary statement of those rights that it aims to protect and defend. **Council therefore agrees to adopt the following Homelessness Charter:**

1. Homelessness prevention
Each person has the right to access the help and support they need, including access to financial, mental or physical health services, to avoid homelessness.
2. The Right to Housing
Services supporting access to appropriate housing must be accessible to all homeless people.
3. The Right to Shelter
Where housing cannot be immediately provided, there must be access to decent emergency accommodation for anyone finding themselves without shelter.
4. The Right to Use Public Space
People who find themselves without a home will have the same right as others to use public space e.g. pavements, parks, public transport and public buildings.
5. The Right to Equal Treatment
All staff and services uphold the right to equal treatment for all including those who find themselves homeless.
6. The Right to a Postal Address
The Council shall ensure that homeless people who need one have an accessible postal address.
7. The Right to Sanitary Facilities
The Council commits to providing access for all homeless people to basic sanitary facilities sufficient to maintain human dignity.
8. The Right to Emergency Services
The right to emergency services (where the Council has influence) e.g. social services, health services, the police and the fire service without fear of discrimination
9. The Right to Vote
The right to vote, to be included on the electoral register and to be given the necessary documents to prove their identity.
10. The Right to Data Protection
Data will only be shared by public and other services with their consent and for the purposes of providing services.
11. The Right to Privacy
The right to privacy must be respected and protected to

the fullest extent possible.

12. The Right to Survive

The right to carry out practices necessary for survival within the law. While the Council strives for a City in which such practices are not necessary, we recognise that where people have no other option they will seek support from other people or forage for discarded food to survive.

13. The Right to Respect for Personal Property

People who are homeless should have their belongings respected by everyone. They should never be damaged or thrown away or be removed without compelling need, and if they are removed they should be made available for collection without charge.

14. The Right to Life

The Council's priority is to preserve life. If a person who is homeless dies, there should be an investigation in order to understand the causes and the implications for any changes in policy or practice.

[1] Note: The term 'homeless' is taken here to include rough sleepers as well as individuals and families who have a roof over their head but no security of tenure.

19 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 25 November 2019

www.oxford.gov.uk



Council members:

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

Apologies:

Councillors Humberstone, Roz Smith, Taylor and Turner sent apologies.

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

51. Declarations of interest

There were no declarations.

52. Minutes

Council agreed to **approve** as a true and correct record the minutes of the ordinary meeting held on 7 October, subject to a correction to the last sentence in Minute 45: '*...initial investment of between £4 and £5m.*'

53. Appointment to Committees

Council noted that the Leader had appointed Councillor John Tanner as the Substitute Member on the Thames Valley Police and Crime Panel.

There were no changes to committee memberships.

54. Announcements

Councillors Clarkson, Cook, Djafari-Marbini, Garden and Lygo arrived during this item.

The Lord Mayor announced his main civic events since the Annual Council meeting, including:

- the Remembrance Sunday and Remembrance Day services;
- twinning events with the Mayor of Leiden, the Deputy Lord Mayor of Wroclaw, and representatives from Bohn;
- the gift of a 'well wisher' Gnome from Wroclaw;
- relaunching the City of Sanctuary initiative;
- hosting the Mayor of Monrovia;
- civic events in the council including the admission of Freeman, and around the city including Elmore Trust's anniversary events and North Oxford's eco fair.;
- running 'the daily mile' fitness challenge with schoolchildren;

He reminded councillors about the Lord Mayor's carol concert on 15 December and the Christmas reception on 18 December.

The Lord Mayor asked the City Rector, Rev Anthony Buckley, to speak about the recent service of commemoration and remembrance for those who had died homeless in the city in the past year.

The Leader of the Council announced:

- The publication of the report from Oxford Citizens Assembly on Climate Change;
- The publication of a national report on poor air quality's harmful effects on health, and a visit to Krakow, Poland to share good practice on improving air quality.

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

There were no addresses or questions.

56. Appointment of independent persons 2019

Council considered the Monitoring Officer's report published with the agenda and a supplementary report published after the agenda, 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, presented the report. She moved the recommendations, and asked Council to appoint the individuals named below. This was agreed unanimously on being seconded and put to the vote.

Council resolved 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.

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

Council considered the record of 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 to enable new development at Osney Mead Innovation Quarter under the Housing Infrastructure Fund Marginal Viability Scheme, and a recommendation to amend the capital budget to include these funds in the Council's capital programme.

Councillor Brown, the Leader of the Council, 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. **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.**

58. Council and Committee meetings programme May 2020 - May 2022

Council considered a report of the Head of Law and Governance setting 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, 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. **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).

59. Questions on Cabinet minutes

a) Minutes of meeting Thursday 3 October 2019 of Cabinet

Minute 67, points 6 and 7

Councillor Wolff asked how the contract with St Mungo's (to carry out street outreach work) was monitored and how this affected the re-tendering process.

Councillor Smith replied that there were quarterly contract monitoring meetings including outcomes and performance, and information on the re-tendering process could be given as this progressed.

b) Minutes of meeting Wednesday 9 October 2019 of Cabinet

Minute 80

Councillor Wolff asked about the rationale for the change in qualifying age for older person's concessions from age 60 to 65; if this created a benefits gap for the 60-65 age group and how this linked with the Health and Wellbeing Board target to improve older people's fitness.

Councillor Linda Smith said that concessions were targeted by income rather than by age. Concessions were only one incentive: the service was looking at reducing the wider barriers to participation faced by this age group.

Minute 81

Councillor Wade asked about the reasons for the marketing process for 24-26 George Street, and how much the marketing agents took as a fee.

Councillor Brown said this could be answered in writing.

Minute 85

Councillor Gant asked why a 25year lease was granted to Fusion if the intention was always to let the site to Oxford United football club (OUFC). Councillor Wolff asked whether OUFC was benefiting from a publically funded asset and whether we had lost this asset.

Councillor Linda Smith replied that the change was that OUFC now held the full lease directly from the Council rather than sub-leasing from Fusion. Community use was essential and was written into the lease. She reminded Council that BMW had funded, and the Council retained ownership, of the site.

c) Minutes of meeting Wednesday 13 November 2019 of Cabinet

Minute 94

Councillors Gant and Wolff asked about the business case for resuming greyhound racing, and the analysis of the carbon emissions and pollution from speedway racing. Councillor Hollingsworth replied that the business case for re-opening the stadium would be presented at the Local Plan inquiry, and while he had not seen an analysis, speedway racing was likely to be low-impact because of the nature of the bikes and the races.

60. Questions on Notice from Members of Council

27 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.

61. Outside organisation/Committee Chair reports and questions

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

Councillor Simm arrived during this item.

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

Council had before it the report of the Cabinet Member for Healthy Oxford on the work of the Oxfordshire Health and Wellbeing Board and Health Improvement Board

Councillor Upton introduced the report and answered questions. She thanked the Policy and Partnership Team Manager for her supporting work for these partnerships. She outlined the key aims of the two boards including work to prevent ill health and deterioration in chronic conditions; the community impact zones; innovative ways of accessing healthcare through the Trailblazer scheme; and considering how to encourage businesses to engage effectively with employees suffering with chronic conditions. Partners shared good and successful practice with each other.

Council noted the report.

62. Scrutiny Committee update report

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

Councillor Bely-Summers arrived during this item.

The Chair of the Scrutiny Committee, Councillor Gant, presented the report updating Council on the work of the committee and its standing panels; and of the newly convened review group on the climate emergency. He thanked the new scrutiny officer and all those who had attended committees and panels for their work.

Council noted the report and the appendices.

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

Councillors Henwood left at the start of this item.

This item was taken first after the break, then the meeting resumed consideration of the motions.

There were four addresses and two questions to Council:

1. Mark Franks, a Blackbird Leys Parish Councillor asked a question about proposals for the area around Knights Road taking over the ownership of Spindleberry Nature Park.
2. Frances Ashworth and Cyril Foster spoke in support of the motion at 15b (mental health).
3. Safoora Teli and Fayaz Khan spoke in support of the motion at 15c (Kashmir).
4. Judith Harley asked a question about plans for the Oxford Greyhound Stadium and their relationship to plans for William Morris sports field.
5. Judith Harley gave an address about the rules on councillors lobbying other councillors.
6. Artwell gave an address about community facilities in Barton.

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.

64. Motions on notice

Council had before it seven 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) Setting an Oxford Living Rent
- b) Mental Health
- c) Kashmir

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

- d) Long Service Awards
- e) International Treaty to Prohibit Nuclear Weapons
- f) Greening the city centre
- g) Tourism management

a) Setting an Oxford Living Rent

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

Councillors Corais and McManners arrived during this item.

Councillor Wolff, seconded by Councillor Rowley 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:

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 12 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.

b) Mental Health

Councillor Iley-Williamson arrived and Councillors Fry, Pressel and Tidball left during this item.

Councillor Bely-Summers, seconded by Councillor Upton 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:

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.**

c) Kashmir

Councillors Lloyd-Shogbesan left at the start of this item.

Councillor Altaf Khan, seconded by Councillor Wade, 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:

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 370 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.**

d) Long Service Awards

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

e) International Treaty to Prohibit Nuclear Weapons

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

f) Greening the city centre

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

g) Tourism management

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

The meeting started at 5.00 pm and ended at 8.25 pm

Lord Mayor

Date: Monday 27 January 2020

To: Cabinet
Date: 19 December 2019
Report of: Executive Director Customer and Communities
Title of Report: Bullingdon Community Centre

Summary and recommendations	
Purpose of report:	The Council intends to replace the existing building that has reached the end of its life with a modern fit for purpose community centre. As such this report seeks project approval and a recommendation to Council to increase the total project budget and delegation to award the construction contract to Oxford Direct Services
Key decision:	Yes
Cabinet Member:	Councillor Tidball (Supporting local communities)
Corporate Priority:	Strong and Active Communities and Efficient and Effective Council
Policy Framework:	Community Centre Strategy 2016-2020
Recommendations: That Cabinet resolves to:	
<p>1. Grant Project Approval to replace the existing end of life community building at Bullingdon with a modern fit for purpose facility that meets the needs of the community;</p> <p>2. Delegate to the Executive Director Customer and Communities in consultation with the S151 officer and Head of Law and Governance the award of the contract to Oxford Direct Services Ltd subject to the full tender submission being within the agreed budget; and</p> <p>3. Recommend to Council to increase the total project budget by £200,000 to £1,403,000. This is included as part of the consultation budget.</p>	

Appendices	
Appendix 1	Equalities Impact Assessment
Appendix 2	Risk Register
Appendix 3	Community groups using Bullingdon Community Centre
Appendix 4	Contract costs (confidential)

Introduction and background

1. Bullingdon Community Centre was originally built in the 1950's, a second hall was added in the 1960's and some additional toilets and changing rooms in the 1980's.
2. The centre has reached the end of its life and the main hall is currently being propped up by temporary pillars due to subsidence and failure of the concrete frames.
3. The centre is managed by Bullingdon Community Association (BCA). The BCA has been a registered charity since 1966 and operates under a constitution. The centre predominantly serves the wards of Churchill and Lye Valley, although some users of the centre do also come from further afield.
4. The centre has over 60 hours per week of bookings, and around 400 visits per week. There are a variety of different groups that use the centre and activities that are being delivered. These include Orinoco scrap and recycling store, Age UK, swap shop, activate learning art classes, Willya trust language classes, Bullingdon toddlers group and Bullingdon youth football club. A more detailed list is found in appendix 3
5. The project consists of the demolition of the existing building with the proposed replacement of a new modern fit for purpose facility of around the same size (circa 400m²).
6. A full needs assessment has been undertaken. This highlights the lack of community facilities within the proximity with the Bullingdon Community Centre the only community centre within the wards and a shortage of meeting places and social space in the two wards.
7. The needs assessment also highlights the above average growth of the population in the area and in particular of BAME (black and minority ethnic) groups.

Feasibility work

8. Officers have worked with Jessop and Cook architects and RIDGE consultancy to undertake a detailed and robust feasibility exercise for Bullingdon Community Centre. The feasibility work has included all of the necessary surveys, title and legal reports, design development, community engagement and pre-tender cost estimates.
9. The feasibility work identified some cost risks to the project. These have been identified as the proximity of the existing facility to an old quarry, its proximity to the Lye Valley SSSI nature reserve and Regulation 25B of the Buildings Regulations which was implemented in January 2019 on 'nearly carbon zero public buildings'.

10. To mitigate the quarry risk, a ground investigation survey was undertaken to look at the impact of the quarry. To obtain complete certainty and assurance there will need to be an additional ground survey undertaken after demolition within the footprint of the existing building. However, Ground Investigations Services Ltd who conducted the survey are relatively confident on the actual quarry size at this point given the detailed survey already conducted in March 2019. A design to mitigate the impact of the Quarry through piling has also been drawn up.
11. Given the proximity to the Lye Valley nature reserve a drainage scheme has been designed that improves the existing drainage scheme and provides a soakaway further away from the Lye Valley.
12. To meet the current building regulations and the Council's priority on climate change the building has been designed to be very energy efficient to meet the nearly carbon zero criteria and is well insulated. It will include renewable energy measures such as solar panels, LED lights and energy efficient plant.
13. To effectively address the cost issues of regulation 25B, the quarry and improved drainage solution it is recommended to Council to increase the project budget by £200,000.

Design development and community engagement

14. A thorough engagement exercise has been undertaken with the Bullingdon Community Association (BCA) who have been integral to the development of the designs for the new centre.
15. Officers have worked closely with the BCA and with their architect who is from Oxford Brookes University which has resulted in a positive engagement process over several months. The engagement culminated in a full public engagement event that was held on 4 July 2019 attended by over 60 people, including users and non-users of the centre. There was generally very positive feedback from the community.
16. The plans have been informed by advice received from planning officers during the pre-planning process and building control feedback has also been incorporated to try to de-risk potential costly adaptations during the detailed design phase.
17. The BCA endorsed the plans on the 6 August 2019 and the designs were then finalised
18. With the plans being finalised on 6 August 2019 this has enabled the completion of the feasibility study undertaken by Jessop and Cook and has also allowed the quantity surveyor to work up in full the pre tender cost estimates for the project.

Award of Contract

19. Oxford Direct Services Ltd (ODSL) has confirmed its interest in this project and has submitted a pre-tender estimate for the construction works as shown at Confidential Appendix 4.
20. Through Jessop and Cook the Council engaged a quantity surveyor to price the works and this showed a pre-tender estimate of as shown at Confidential Appendix 4 which is very similar to that supplied by ODSL. This was sense checked by RIDGE cost consultancy who similarly supported that this estimate

was in the expected price range but highlighted the need to obtain the certainty of fixed costs.

21. In view of the interest from ODSL, its involvement in the project to date and the pre-tender estimate provided, approval is sought to delegate to the Executive Director Customer and Communities in consultation with the S151 officer and Head of Law and Governance the ability to award the contract to ODSL as the Council's contractor. It is expected that ODSL will confirm a final fixed contract price in January 2020 once they have completed the tender process for subcontractors.
22. The feasibility and cost work highlighted in paragraph 13 has meant that the current approved capital budget of £1,203,000 is not sufficient to deliver the scheme as designed. To ensure that the Council has incorporated the required professional fees and a client contingency of 10%, a total project budget of £1,403,000 would be required. This is a deficit of £200,000 on the approved budget.

Other options for delivery

23. Other options for delivery were explored to deliver this community building replacement within the £1,203,000 budget and these included
 - Building to a smaller footprint
 - Removing the second hall and
 - Exploring the potential of bringing in external funding. An additional option is to 'do nothing' however given the current state of the building it is likely that the building will fail within the next 10 years.
24. The BCA and wider community were clear that any option that reduced the building size would compromise their business plan and the ability to deliver activities and programmes for the community effectively.
25. Officers have been exploring external funding options and there are some funding opportunities around low carbon and energy efficiency where there is a possibility of success. However this is unlikely to be in the region required to plug the funding gap and there is a risk that the timescales for external funding applications and subsequent decisions would delay the project with no guarantee of success.

Current progress

26. A planning application has been submitted and is likely to be considered by the planning committee in February 2020.
27. To ensure that the Council has a fixed contract price ODSL has (at its own risk and subject to project approval by Cabinet) advertised for sub-contractors on the South East Business Portal. This will close in December 2019 and tenders have been marked to indicate that they are subject to the necessary Cabinet, Council and planning approvals. A thorough evaluation of tenders will be undertaken involving both ODSL and Council officers.
28. To mitigate the risk of costs increasing and to deliver this project in a cost effective way ODSL has asked tenderers to tender against the full design, but to also advise of any potential value engineering or innovative solutions to bring the project within the current budget or to further reduce costs.

29. Once ODSL has all of its subcontractors' prices then it will provide a fixed contract price to Council officers who will review this together with an external quantity surveyor to ensure that the Council satisfies its duty to secure best value

Benefits

30. There are a significant number of benefits to the community and to the Council of progressing with the recommended option of a full replacement community facility in line with the plans agreed with the BCA and these include;

- Replaces an end of life facility with a modern facility with flexible space for the future.
- Contributes towards the Council's climate change agenda with virtually a carbon zero building that includes solar panels, high levels of insulation and excellent energy efficiency.
- Meets the needs of current and future users.
- Reduces running and maintenance costs
- The building will enable more inclusive use in line with the relevant legislation in this area, increasing accessibility.
- Enables the BCA to generate the required levels of income to remain sustainable in the future through more bookings in the improved more flexible and accessible spaces.

Health and Safety

31. ODSL is a suitably qualified and experienced contractor and has undertaken projects such as the construction of Quarry Sports Pavilion previously.

Financial Implications

32. Cabinet is requested to recommend to Council the additional £200,000 that will enable a total project budget of £1,403,000. Noting that officers will also continue to explore external funding, value engineering and any opportunities around construction innovation.

33. The BCA manage and operate the centre and will continue to be responsible for the operational costs. The project will remove the Council's maintenance backlog and liabilities for the building. The BCA will be offered a 25 year lease in line with the terms approved by Cabinet on 20 June 2017.

Legal issues

34. Under section 111 Local Government Act 1972, the Council has the power to enter contracts to discharge local authority functions.

35. The Council has a duty to consider best value under section 3 of the Local Government Act 1999. securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness

36. The Council has power to provide such recreational facilities as it thinks fit including to provide buildings pursuant to section 19 local Government

(Miscellaneous Provisions) Act 1976 Under section 19.12(c) of the Council's Constitution, where the Council wishes to let a contract to a company which it owns under S12(1) Public Contract Regulations 2015 (in this case ODSL) there is no legal requirement for Council to seek alternative quotes or tenders.

37. The quantity surveyor has been appointed to demonstrate value for money and ensure unlawful state aid is avoided.

Equalities impact

38. An equalities impact assessment has been completed. In summary the modern replacement facility will provide much improved accessibility and also provide spaces that can be used flexibly for a variety of different activities that are suitable for the local community and wider.

Risk

39. The costs will only be fixed when the Council has had the full tender return from ODSL. Although the Council has had expert analysis of the pre-tender estimates, there is still a risk that due to market forces the tenders received exceed the budget.
40. To try and mitigate against this ODSL has also asked tenderers to advise of any potential value engineering or innovative solutions to bring the build costs within the existing budget or to further reduce costs.

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Background Papers: None

Initial Equalities Impact Assessment screening form

Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:

*The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the 9 protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership***

The decision maker(s) must specifically consider those protected by the above characteristics:

- (a) To seek to ensure equality of treatment towards service users and employees;*
- (b) To identify the potential impact of the proposal or decision upon them.*

The Council will also ask that officers specifically consider whether:

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults*
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)*

If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:

- 1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.*
- 2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.*
- 3. The decision maker must be **aware** of the needs of the duty.*
- 4. The **impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.*
- 5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).*
- 6. What does 'due regard' entail?
 - a. **Collection and consideration of data and information;***
 - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;***
 - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.****

Appendix 1

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
 8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

Community centres represent collectively a substantial investment in community managed facilities and the Council's central strategic objective is to support them to be well-used and inclusive places. This helps to bring people together, to provide a focus for local communities and to contribute to the wider objectives of improving skills, reducing inequalities and creating strong and active communities.

The new Centre will be managed by the Bullingdon Community Association (BCA) under the guidance of officers from the City Councils communities' team. In the broadest terms the goals & objectives of the BCA is *to improve the quality of life of local residents* as an organisation they are particularly keen to provide access to social, leisure and education facilities for those local people who because of background, age, disability, poverty or other circumstances may otherwise be alienated or excluded.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

The BCA have been heavily involved in the design process together with City Council Officers and architects. The BCA have engaged meticulously with both local residents and current / potential customers. Various changes and improvements have been made to the design following this engagement – all of which are aimed at improving the usability flexibility and accessibility of the facility *i.e. ways of maintaining privacy of activity spaces to encourage use by some minority groups.*

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Appendix 1

Please note that you are required to involve disabled people in decisions that impact on them

As part of the design and planning process Officers held regular (monthly / bimonthly) meetings with trustees from the BCA. These meeting were in addition to the regular communication taking place with the appointed architects.

The BCA have held monthly trustee / community liaison meetings during the duration of the design process.

The architects have consulted widely with different community groups

Three public meetings have taken place involving all stakeholders

Many changes and improvements have been made to the design of the building as a result of the consultation e.g. – some doorways have been widened beyond that required for DDA compliance to allow better access for servery disabled customers.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

All affordable / feasible adjustments have been included in the final design.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

Officers to work closely with BCA to help develop a business plan that focuses of accessibility, affordability and flexibility.

Appendix 1

Officers to attend monthly meetings with BCA to review activity programme and resolve any issues

Issue new lease to BCA which ensure the facility remains accessible to all sectors of the community.

Annual review meeting

A thorough needs assessment has also been undertaken.

Lead officer responsible for signing off the EqIA: Ian Brooke

Role: Head of Service

Date: 24 December 2019

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)

Appendix 2

Appendix 2: Risk Register: Bullinadon Community Centre

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
001	Insufficient budget	T	Sub contractor tenders exceed budget	Need to value engineer scheme, have subcontractors innovate or reduce scheme, find additional external funding.	01.11.19	IB	4	4	3	3	3	3		Fit for purpose tender documentations. Warm up market. Pre-tender estimates.	Dec 19		90	HL
002	Increased costs due to quarry	T	Final bore hole after demolition finds that the quarry is larger than initial surveys have indicated	More cost is incurred to stabilise the building.	01.11.19	IB	3	3	3	2	3	2		Thorough ground investigation surveys. Produce costed design.	Nov 19		100	HL
003	Increased costs / delay	T	Changes to brief by stakeholders	Program is delayed, potential value engineering, or need for additional funding.	01.11.19	IB	3	3	2	2	2	2		Engagement event. Regular communication. Design freeze.	Nov 19		100	HL
004	Stakeholder dissatisfaction	T	Stakeholders are unhappy due to design such as drainage or program	Poor relationships and PR, possible delay.	01.11.19	IB	3	3	3	2	3	2		Regular communication and engagement. Final review of design including drainage design.	Nov 19		100	HL

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005	Planning approvals	T	Designs are not given planning approval	Scheme can not progress, or has to be redesigned.	01.11.19	IB									Ensure pre application process is completed. Community engagement is completed.	Nov 19		100	HL
006	Increased costs / delay from contractor disputes	T	No clear contractual arrangements	Poor relationships, increased costs/delay	01.11.19	IB									Agree form of contract JCT Design and Build. Ensure pre-start meetings and comms plan.	March 2020		50	HL
007	Asbestos	T	More asbestos is found in the old building than anticipated.	Additional cost / delay	01.11.19	IB									Ensure demolition survey is completed.	March 2020		50	HL

Appendix 3

Appendix 3: Bullingdon Community Centre – Groups and Activities

(Typical numbers and hours of booking)

- Orinoco Scrap Store (70) – three lets a week (15 hours)
- Wilya Trust - Language Classes (10) – three lets a week (8.5 hours)
- Fix It Cafe (12) – one let a week (2hours)
- AGE UK Gadget Drop In (7) – one let a week (2 hours)
- Music Rehearsal (1) – three lets a week (6 hours)
- 7o'clock Club – MENCAP (40) – one let a week (3 hours)
- Hogley BogStars – Over 60s (12) – once a month (3 hours)
- Bullingdon Parent/Toddler Group (12) – once a week (3 hours)
- Date Palm Tree – Mothers/Toddler Group (20) – once a week (2 hours)
- Bullingdon Youth – Junior Football (35) – three lets a week (6 hours)
- Creative Writing (7) – one let a week (2 hours)
- Teeny Tigers (8)– fitness group – one let a week (1 hour)
- Activate Learning (10) – Art Classes – one let a week (2 hours)
- SWAP SHOP (80) – once a month – (2 hours)
- Bullingdon Management Committee

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To: Cabinet

Date: 19 December 2019

Report of: Head of Financial Services
Head of Business Improvement

Title of Report: Integrated Performance Report for Quarter 2 2019/20

Summary and recommendations	
Purpose of report:	To update Cabinet on Finance, Risk and Corporate Performance matters as at 30 th September 2019.
Key decision:	No
Executive Board Member:	Councillor Ed Turner
Corporate Priority:	Efficient and Effective Council.
Policy Framework:	Corporate Plan
Recommendations: That Cabinet resolves to:	
1.	Note the projected financial outturn as well as the current position on risk and performance as at 30 September 2019;
2.	Recommend the Council to vire £0.500 million from Compulsory purchase of property (N7049) to Extensions & Major Adaptions (N7020) to cover the work of four extensions within the Housing Revenue Account Capital programme as set out in paragraph 10 of the report; and
3.	Recommend to Council to approve the revised Capital Programme budget to be £59.962 million in line with the latest forecast following the major review carried out by officers.

Appendices

Appendix A	Corporate Integrated Dials
Appendix B	General Fund - Sept 2019 Forecast Outturn
Appendix C	HRA - Sept 2019 Forecast Outturn
Appendix D	Capital Programme – Sept 2019

Introduction and background

1. This report updates the Cabinet on the financial, corporate performance and corporate risk positions of the Council as at 30th September 2019. A brief summary is as follows:
2. **Financial Position**
 - **General Fund** – the outturn position is forecast to be an adverse variance of £0.149 million against the latest net budget of £23.205 million (0.64%), and £1.044 million against the service area expenditure (3.67%);
 - **Housing Revenue Account** – The budgeted surplus agreed by the Council in February 2019 was £0.492 million. A revision to the Housing Revenue Account (“HRA”) budget and Business Plan was reported to Cabinet on 20 May 2019 which outlined the reason for and requested approval of the change in budget to reflect the impact of the dwellings to be acquired for Oxford City Housing Ltd (“OCHL”). The revised budget resulted in a surplus of £1.205 million and the outturn position is forecasting a favourable variance of £320k against this;
 - **Capital Programme** – The budget, as approved at Council in February 2019, was set at £101.526 million. This area has been subject to a major review, to get to a deliverable and well-timetabled programme. Between setting the budget in February and the end of the financial year a further £12.966 million was retimetabled to 2019-20. The latest forecast outturn is £59.962 million, which takes account of this re-profiling work that has been undertaken across the Council. This represents a favourable variance of £38.791 million against a latest budget of £98.753 million, of which £32.311 million relates to retimetabling and £6.480 million relates to a net underspend across a number of schemes. It is recommended that Council approves this revised programme.
3. **Performance** – 57% (8) of the Council’s corporate performance targets are being delivered as planned, 7% (one) is showing as below target but within acceptable tolerance limits, 21% (3) are currently at risk. However there are 14% (2) that are showing as no data available, as described in paragraphs 18 to 21;
4. **Corporate Risk Management** – There are three red corporate risks at the end of quarter two, which relate to housing, and ensuring housing delivery and supply for the city and enabling sufficient house building and investment; Economic Growth, local, national and international factors that could adversely affect the economic growth of Oxford and Balancing and Delivery of the Financial plan, the Council is currently updating its Medium Term Financial Plan for publication of its Consultation

Budget in December 2019. More details of risks can be found in paragraphs 22 to 23;

Financial Position

General Fund Revenue

5. The overall Net Budget Requirement agreed by the Council in February 2019 was £23.205 million. Since setting the budget, service area expenditure has increased by a net total of £0.132 million, this is a combination of virements within service areas and release from reserves. The Net Budget Requirement remains unchanged.
6. Virements between service areas, were authorised under delegated powers by the Council's Head of Financial Services totalling £0.170 million, the most notable of which relate to the realignment of the training budget and release of contingency to cover Non-Domestic Rates pressures.
7. The release from reserves totals a net movement of £0.038 million, made up of the release from Transformation Funds for ongoing projects, such as the Rent Guarantee model; Team Oxford Communications; the Corporate Scanning project; Idox upgrade; Business Process Automation pilot and release of grant funding into the service areas for ongoing expenditure.
8. At 30th September 2019 the General Fund Service Area expenditure is projecting an adverse variance of £1.044 million against the latest budget of £28.547 million, this is in part offset by a release from the General Fund Repairs and Maintenance reserve and capital financing reserve, of £0.975 million resulting in an overall adverse variance of £0.149 million against the latest Net Budget Requirement of £23.205 million. The key variances are:
 - **Housing Services** - £0.975 million – adverse variance due to unbudgeted expenditure relating to surveys for the Town Hall, Asbestos and Health and Safety and works to the Town hall ceilings, these costs have been mitigated by use of reserves in year and therefore have no net impact on the overall deficit.
 - **Business Improvement** – £0.025 million – favourable variance in relation to telephony of £0.050 million off set by an adverse variance of £0.025 million relating to spend on equalities work.
 - **Law & Governance** - £0.066 million - favourable variance due to unbudgeted SLA income due to be received from the Housing Company.
 - **Oxford Direct Services** - £0.160 million – adverse variance due to savings predicated on the development of the Recycling Transfer Station not materialising in year due to the scheme not yet being implemented.
 - **Transfer to /from Earmarked Reserves** - £0.975 million – use of the General Fund Repairs and Maintenance reserve to cover the expenditure relating to Town Hall surveys and works.

Housing Revenue Account

9. The budgeted surplus agreed by the Council in February 2019 was £0.492 million. A revision to the HRA budget and Business plan was approved by Cabinet on 29 May 2019 following the financial impact of dwellings acquired by the HRA from the Councils housing company in terms of rental income, maintenance spend, interest payments and debt redemption. The revised budgeted surplus was £1.205 million, and was approved by Council on the 22 July 2019. The Housing Revenue Account is currently forecasting a favourable variance of £0.320 million against this surplus, this will be moved into reserves to fund future capital projects. However some budget variations have been made to realign budgets across the HRA and the most notable are:

- Dwelling Rent, Service Charges and Miscellaneous income – favourable variance of £0.800 million due to slower than expected Right To Buy sales and properties being used for temporary accommodation therefore generating additional income;
- Management & Services, other revenue spend and responsive & cyclical repairs – adverse variance of £0.682 million due to one off pressures for legal costs associated with the tower blocks, feasibility costs for phase 2 of the OCHL development programme, decant costs associated with the ongoing developments and consultancy fees relating to the implementation of a new QL Housing system.
- HRA Reserve Adjustment – favourable variance of £0.202 million relating to the release of amounts of unspent budget carried forward from 2018-19.

Capital

10. The budget, as approved by Council in February 2019, was set at £101.526 million. This area has been the subject of major review, with the aim of getting a capital programme which is deliverable and well-timetabled. Between setting the budget and the end of the financial year a further £12.966 million has been retimetabled from the 2018/19 budget. The latest forecast outturn is £59.962 million, which takes account of this re-profiling work that has been undertaken across the Council. This represents a favourable variance of £38.791 million, of which £32.311 million relates to retimetabling and £6.480 million relates to a net underspend across a number of schemes. The main items which are being retimetabled or where there are underspends are:

- Customer Relationship Management System (Lagan) replacement (£0.200 million) retimetabled: the project is on hold whilst a review of requirements takes place;
- 1-5 George Street (£8.960 million) has been removed from the capital programme - The scheme will not progress as 1-5 George Street as this is no longer considered a viable scheme and a new lease has been let on number 5 George Street. A new scheme is currently being considered for 1-3 George Street and this will be brought forward for inclusion in the budget, once a business case has been agreed;
- Covered Market vacant unit works (£0.283 million) retimetabled: works have been carried out on some units and further options are being considered to

work up schemes to improve other units, storage and the entrance, but these are unlikely to be during this financial year. The physical and historic constraints of the market both known and unknown along with high costs and tying in works with any future potential capital spend and the leasing strategy are causing delays;

- Go Ultra Low Oxford (£0.514 million) across the On Street Chargers and Taxi Scheme. Trial installations and commissioning has been completed with a report being considered on the next steps to come forward in 2020/21; the on Street Charging Scheme has been assessed for next steps, the major challenge for Taxi Charging infrastructure is finding appropriate land space for installation. Electric Vehicle charging is a fast paced and rapidly changing market. Dialogue with OLEV is ongoing;
- Pedestrianisation of Queen Street (£0.500 million) removed from the capital programme as no scheme is currently able to be implemented;
- Floyds Row refurbishment (£1.786 million) funding has been included to complete phase 1 and phase 2 of the project as approved by Council in October 2019;
- Phase 1 Affordable Housing at Barton Park (£0.963 million): retimetabled due to delays by the developers of Barton Park;
- Housing company loans (£24.238 million) retimetabled in line with the expectation of borrowing from the housing company, this is due to external factors delaying the start of the schemes such as planning clarification issues, tender specifications and resident consultations. The schemes affected are Between towns Road, Edgecombe Road, Elsefield, Cumberlege, Harts Close, Rose Hill, Warren Crescent, 2 Dynham Place and 26 Valentia Road;
- Barton Park – Purchase by Council (£1.565 million) brought forward to be in line with the Phase 1 Affordable Housing at Barton Park;
- Stage 2 Oxford Museum (£0.729 million) retimetabled due to some delays on the project relating to asbestos survey results and decisions on scoping of courtyard works;
- East Oxford Community Centre (£3.732 million) retimetabled – The quantity surveyors have been appointed and they have provided an outline programme for the phasing of the project which needs to be reviewed and agreed. This project is unlikely to commence before 1st April 2020; this also reflects the need for extensive community consultation;
- Jericho Community Centre (£0.200 million) retimetabled, no confirmation or control of when the spend will take place as this is in conjunction with a 3rd party developer;
- Bullingdon Community centre (£1.159 million) retimetabled, the business case and feasibility report are being written and will be submitted to review group and Development Board shortly for approval to move to delivery phase; this also reflects the need for extensive consultation with stakeholders to take place;

- Car Parking Oxpens (£0.243 million) retimetabled, there are several factors which are affecting the dismantling and erection of the decking.
- Seacourt park and ride extension (£1.227 million) retimetabled, the scheme has started and some of the works were reprogrammed due to i) the need to undertake ecological investigations to ensure that no new badger sets had been established ii) consideration of how to address an area of land containing some waste materials and iii) discussions concerning the Botley Road Improvement Scheme;
- Recycling Transfer Station (£1.198 million) retimetabled, design work is now on hold pending the impact of the depot rationalisation project, the business case for which is in preparation;
- Investments at Redbridge (£0.514 million) retimetabled; This project is part of the depot rationalisation project the business case for which is in preparation;
- Redbridge parking (£1.685 million) retimetabled; This project will be incorporated into the depot rationalisation feasibility project the business case for which is in preparation;
- R&D Feasibility (£0.446 million) retimetabled of unallocated funds into future years. The remaining budget of £111k has been allocated against schemes in feasibility. There are a number of current development schemes which require feasibility studies to be completed in early 2020. This will lead to significant spending on capital works for 2020/21;
- HRA capital schemes (£1.870 million) retimetabled and (£5.019 million) of underspends, this includes Development at Mortimer Drive being removed from the HRA capital programme and included within the OCHL development plan and slippage of construction of dwellings at East Oxford in line with progress of General Fund Community Centre scheme due to interdependencies.
- Compulsory purchase of property (N7049) is projected to underspend by £500k, as there are no schemes available to apply these monies. It is intended that this budget be vired to Extensions & Major Adaptions (N7020) to cover the work on four extensions within the HRA. Under the Councils Constitution virements of between £250k and £500k require the approval of Cabinet, a recommendation for which is included above ;

11. The Council's current capital programme assigns a status to each capital scheme, in line with the Councils Capital Gateway. The programme is split into:

- One off projects** – These are split into idea, feasibility, design, delivery and completion
- Rolling programme** – These items relate to schemes which are ongoing in nature ie HRA planned maintenance; vehicle replacements and ICT software and hardware
- Other Capital Spend** – This largely consists of the General Fund Loans to the housing company

12. Of the one off projects approximately 50% are in the delivery stage with a further 35% being in design & technical specification.

Status of capital project/scheme	2019/20 Budget Book	Carry Forwards	Slippage/New approvals Since 19/20 Budget	Latest Budget	Spend to 30/09/2019	Forecast Outturn	Forecast Variance	Variance due to Slippage	Variance due to Over/ Under spend
Idea	2,695,140	38,803	-468,803	2,265,140	26,214	1,589,690	-875,450	-844,450	-31,000
Feasibility	19,196,528	889,742	-15,733,548	4,352,722	201,599	1,030,564	-3,122,158	-1,874,067	-1,248,091
Design & Technical Specification	12,004,509	356,263	-2,471,521	9,889,250	350,654	5,827,675	-4,061,575	-3,975,575	-86,000
Delivery	4,892,458	2,473,612	2,291,846	9,657,916	1,887,456	7,813,777	-1,844,139	-1,349,139	-495,000
Completed	15,000	172,245	-8,281	178,964	71,353	71,353	-107,611	-7,085	-100,526
Sub Total	38,803,635	3,930,665	-16,390,307	26,343,992	2,537,276	16,333,059	-10,010,933	-8,050,316	-1,960,617
Rolling Programme	15,963,251	1,428,245	1,104,456	18,495,952	5,334,889	17,755,952	-740,000	-1,240,000	500,000
Other Capital Spend	46,759,141	7,606,824	-453,000	53,912,695	4,365,233	25,872,596	-28,040,369	-23,021,115	-5,019,254
Sub Total	62,722,392	9,035,069	651,456	72,408,647	9,700,122	43,628,548	-28,780,369	-24,261,115	-4,519,254
Total Capital Programme	101,526,027	12,965,734	-15,738,851	98,752,639	12,237,398	59,961,607	-38,791,302	-32,311,431	-6,479,871

13. In recent months the process for seeking budget approval from Council for capital projects has undergone significant change. Commencing with an 'idea' approvals are sought initially from the Development Board to progress the project to feasibility stage. Invariably this requires an amount to be approved from the 'Feasibility' budget approved by the Council and included in the Capital Programme. Once feasibility has been established the fully costed project can move to outline or Full Business Case and if approved by the Development Board the project can be submitted for budget approval by the Cabinet and the Council through the normal process and subsequently through detailed design and technical specification and delivery.
14. This revised process to be overseen by the Project Management Office will ensure that projects submitted for approval to the Development Board have robust costings and are subject to detail scrutiny in advance.
15. In past years some projects have been submitted for budget approval before this robust process has been undertaken and this has led to inaccurate costings, bid for additional budget resources even before commencement of the project as well as significant slippage in the capital programme.
16. To some degree the Council is 'retro fitting' these revised processes rather than undertaking wholesale change which could have significant financial implications for the Council's Medium Term Financial Plan. Schemes that have previously been included in the programme such as depot transformation are being subject to significantly more scrutiny before any work commences and as a result if and when it is finally approved to move to delivery stage, will require additional budgetary provision due to the passage of time. These changes will have to be dealt with via separate reports to the Cabinet and to the Council as the need arises.
17. In line with the new processes there are several projects that have been allocated money from the approved feasibility budget by the Development board and in order to keep Cabinet members sighted on such schemes a summary is given below. When and if the business cases for each of these projects are approved these will be brought forward for formal budget approval in the normal way.

Schemes with allocated Feasibility funding			
Scheme	Gateway Stage	Estimated Feasibility	Agreed Budget
Depot Rationalisation	1. Idea	£82,500	£13,000,000.00
Walton Bridge Mooring Development	1. Idea	£2,500	£0.00
Rope Ham Mooring Development	1. Idea	£2,500	£0.00
Port Meadow Moorings	1. Idea	£7,000	£0.00
New Cemetery Project	1. Idea	£14,000	£0.00
New Theatre redevelopment	1. Idea	£71,500	£0.00
ODEON redevelopment	1. Idea	£82,500	£0.00
P0029-D-2019 : Cave Street Standingford House	1. Idea	£82,500	£0.00
Diamond Place redevelopment	1. Idea	£88,000	£0.00
Oxford City Station and Interchange	1. Idea	£110,000	£0.00
1-3 George Street	1. Idea	£110,000	£0.00
Barton Howards	1. Idea	£165,000	£0.00
P0031-D-2019 : Covered Market Redevelopment	1. Idea	£192,500	£0.00
East Oxford Community Centre redevelopment	2. Feasibility	£229,000	£4,000,000.00
P0016-D-2019 : Blackbird Leys Regeneration	2. Feasibility	£291,000	£3,200,000.00
P0017-D-2019 : East Oxford Housing Development	2. Feasibility	£0	£5,300,000.00
P0020-D-2019 : Decommission Oxpens car parking	2. Feasibility	£22,000	£243,000.00
P0022-D-2019 : Bullingdon Community Centre	3. Design & Technical Specification	£142,000	£1,203,048.00
Total		£1,694,500	£26,946,048.00

Performance Management

18. There are fourteen corporate performance measures that are monitored during the financial year. 57% (8) of the Council's corporate performance targets are being delivered as planned, 7% (1) is showing as below target but within acceptable tolerance limits, 21% (3) are currently at risk.
19. However there are 2 (14%) of the measures that are currently showing no data available, as they have not been updated this quarter.
20. Of the eight measures that are being delivered as planned, one relates to Cleaner Greener Oxford, two to Meeting Housing Needs, one relates to Strong and Active Communities and four to an Efficient and Effective Council.
21. The measures that are not meeting their targets are as follows:
 - **Number of people from our target groups using our leisure facilities** – Target of 399,500 and an actual of 374,439 for the first half year. Targets set for the reporting year were ambitious and the leisure provider is working in an increasingly challenging and competitive market. The Council is working with Fusion to continuously improve its targeted outreach work across the city's communities.
 - **Number of new homes granted permission in the city** – Target 200 and an actual of 133. This includes 8 C3 and net loss of 1 C2.
 - **Amount of employment floor space permitted for development (m2)** – Target 7500 and an actual of 352. Loss across B and slight gain against B class.

Corporate Risk

22. There are three red risks on the current Corporate Risk Register, which are as follows:

- **Housing** – the Council has key priorities around housing which include ensuring housing delivery and supply for the City of Oxford and enabling sufficient house building and investment. Insufficient housing in Oxford leads to an increase in homelessness which has an impact on residents. There are also health and quality of life issues. The Council is implementing delivery methods for temporary accommodation and accommodation for homelessness prevention which include a rent guarantee scheme, a growth deal to facilitate additional affordable housing and a tranche of property purchases to be delivered via real lettings. In addition the Council's housing companies are in the process of constructing new affordable homes and the Cabinet has approved plans which will result in the Council's Housing Revenue Account ("HRA") purchasing the social housing using its new borrowing headroom, following the removal of the HRA borrowing cap by central government.
- **Economic Growth** – local, national and international factors adversely affect the economic growth of Oxford. The terms of and impact of the UK's exit ("Brexit") from the European Union and European Single Market could result in the termination or suspension of investment decisions. Structural changes and economic uncertainties are affecting consumption on the high street. Regular Brexit update reports are received by the Council from central government. The impact on local businesses and new investment is being monitored by the Council and a database of vacant units and ownership interest is being developed.
- **Balancing and Delivery of the Financial Plan** – The Council is currently updating its Medium Term Financial Plan for publication of its Consultation Budget in December 2019. The recent 1% increase in Public Works Loan Board rates announced by the Government is unwelcome and will have significant financial implications for the Council's current and future spending plans for both the HRA and General Fund although it is believed that these effects can be mitigated.

23. There are eight amber risks and one green risk.

Financial implications

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

Legal issues

25. There are no legal implications arising directly from this report.

Level of risk

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

Equalities impact

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

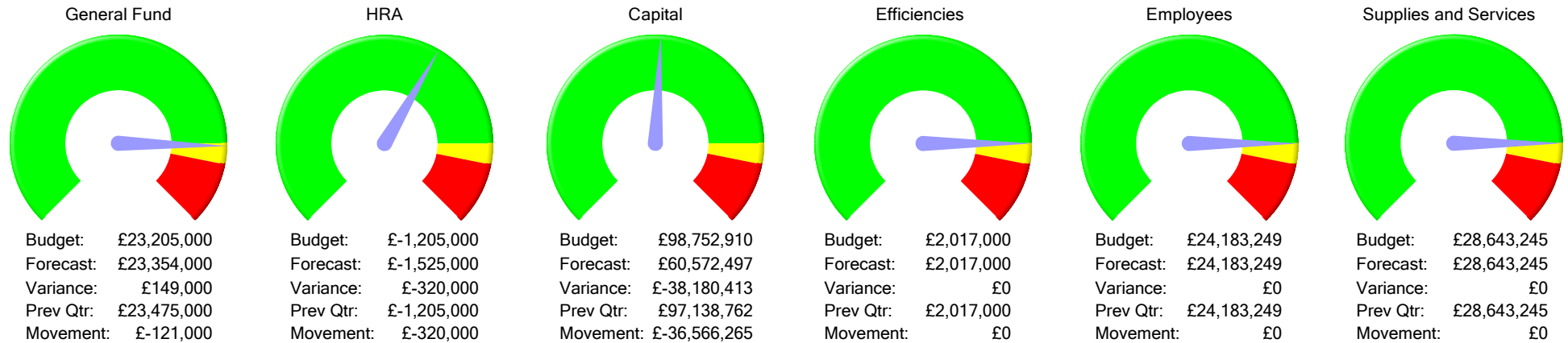
Report author	Nigel Kennedy Helen Bishop
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Service area or department	Financial Services/Business Improvement
Telephone	01865 252708
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Background Papers: None

Appendix A

Corporate Integrated Report Q2 2019/20

Financial Performance



Performance Summary

Priority	No Data	Red	Amber	Green
Vibrant and Sustainable Economy	1 (50%)	1 (50%)	0 (0%)	0 (0%)
Meeting Housing Need	0 (0%)	1 (33%)	0 (0%)	2 (67%)
Strong and Active Communities	0 (0%)	1 (33%)	1 (33%)	1 (33%)
Cleaner Greener Oxford	0 (0%)	0 (0%)	0 (0%)	1 (100%)
An Efficient and Effective Council	1 (20%)	0 (0%)	0 (0%)	4 (80%)
Total	2 (14%)	3 (21%)	1 (7%)	8 (57%)

	No Data	Red	Amber	Green
Previous Quarter	2 (17%)	2 (17%)	2 (17%)	6 (50%)

Direction of Travel

Priority	No Data	Declining	No Change	Improving
Vibrant and Sustainable Economy	0 (0%)	0 (0%)	0 (0%)	2 (100%)
Meeting Housing Need	0 (0%)	1 (33%)	1 (33%)	1 (33%)
Strong and Active Communities	0 (0%)	0 (0%)	1 (33%)	2 (67%)
Cleaner Greener Oxford	0 (0%)	0 (0%)	0 (0%)	1 (100%)
An Efficient and Effective Council	0 (0%)	1 (25%)	0 (0%)	3 (75%)
Total	0 (0%)	2 (15%)	2 (15%)	9 (69%)

Risk Management

Service	No Data	Red	Amber	Green
Vibrant and Sustainable Economy	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Meeting Housing Need	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Cleaner Greener Oxford	0 (0%)	0 (0%)	1 (100%)	0 (0%)
An Efficient and Effective Council	0 (0%)	1 (11%)	7 (78%)	1 (11%)
Total	0 (0%)	3 (25%)	8 (67%)	1 (8%)

	No Data	Red	Amber	Green
Previous Quarter	0 (0%)	1 (8%)	10 (83%)	1 (8%)

Direction of Travel

Service	No Data	Declining	No change	Improving
Total				

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Appendix B

GF Outturn Report 19/20 @ 30th September 2019	Approved Budget (per Budget book)	Virements & Ear Marked Reserve Transfers in July	Latest Budget	Projected Outturn against Latest Budget @ 30th September 2019	PO Variance	PO Variance (Prev Month)	PO Variance Mvt from Previous Month
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Directorates							
S03 Business Improvement	8,865		9,258	9,233	(25)		(25)
S15 Regulatory Services & Community Safety	1,316		1,394	1,394			
S22 Community Services	5,029		4,915	4,915			
Communities & Customers	15,209		15,567	15,542	(25)		(25)
S10 Regeneration & Economy	(9,378)		(9,331)	(9,331)			
S16 Planning Services	545		553	553			
Development	(8,832)		(8,777)	(8,777)			
S01 Assistant Chief Executive	783	24	965	965			
S13 Housing Services	5,227	(1,531)	4,303	5,278	975	975	
Assistant Chief Executive	6,010	(1,507)	5,267	6,242	975	975	
S20 Environmental Sustainability	897		890	890			
S26 Oxford Direct Services	9,142		9,511	9,671	160	160	
ODS Development Director	10,038		10,401	10,561	160	160	
S32 Financial Services	3,246	(17)	3,393	3,393			
S34 Law & Governance	2,745		2,696	2,630	(66)	(66)	
Corporate Services	5,991	(17)	6,089	6,023	(66)	(66)	
Directorate Total Excl SLA's & Capital Charges	28,416	(1,524)	28,547	29,591	1,044	1,069	(25)
SLA's & Capital Charges	(3,722)		(4,894)	(4,894)			
Corporate Accounts	(2,103)		(959)	(959)			
Contingencies	382		111	191	80	80	
Total Corporate Accounts & Contingencies	(1,722)		(848)	(768)	80	80	
Net Expenditure Budget	22,971	(1,524)	22,806	23,930	1,124	1,149	(25)
Transfer to / (from) Ear Marked Reserves	234	1,524	399	399	(975)	(975)	
Net Budget Requirement	23,205		23,205	24,329	149	174	(25)
Funding							
External Funding (RSG)							
External Funding (NNDR Retention)	9,263		9,263	9,263			
Council tax	14,202		14,202	14,202			
Less Parish Precepts	(260)		(260)	(260)			
Collection Fund Surplus							
Section 31 Grants							
Total Funding Available	23,205		23,205	23,205			
(Surplus) / Deficit for year				1,124	149	174	(25)

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Appendix C

HRA Report 19/20 @ September 2019	Approved Budget (per Budget book)	Reserve Movement	Virement	Latest Budget @ 30th September 2019	Projected Outturn against Latest Budget @30th September 2019	Project Outturn Variance	Project Outturn Variance Mvt from Previous Month
	£000's	£000's	£000's	£'000's	£'000's	£000's	£'000's
Dwelling Rent	(41,342)		(340)	(41,342)	(41,682)	(340)	(340)
Service Charges	(1,467)		(400)	(1,467)	(1,867)	(400)	(400)
Garage Income	(215)			(215)	(215)		
Miscellaneous Income	(783)		(74)	(796)	(856)	(74)	(60)
Net Income	(43,807)		(814)	(43,820)	(44,620)	(814)	(800)
Management & Services (Stock Related)	9,529	13	163	9,625	9,705	176	93
Other Revenue Spend (Stock Related)	2,246	185	282	2,314	2,714	467	435
Misc Expenditure (Not Stock Related)	329			329	329		
Bad Debt Provision	646			646	646		
Responsive & Cyclical Repairs	12,728	154	49	12,930	12,930	203	154
Interest Paid	7,957			7,957	7,957		
Depreciation	8,721			8,721	8,721		
Total Expenditure	42,155	352	494	42,521	43,001	846	682
Net Operating Expenditure/(Income)	(1,652)	352	(320)	(1,300)	(1,620)	32	(118)
Investment Income	(153)			(153)	(153)		
Other HRA Reserve Adjustment	(250)	(352)	()	(602)	(602)	(352)	(202)
Transfer (to)/from MR/OR	850			850	850		
Total Appropriations	447	(352)	()	95	95	(352)	(202)
Total HRA (Surplus)/Deficit	(1,205)		(320)	(1,205)	(1,525)	(320)	(320)

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Appendix D

Capital Budget and Spend as at 30th September 2019											
Cost Centre	Capital Scheme	Project Status	2019/20 Budget Book	Carry Forwards	Slippage/New approvals Since 19/20 Budget	Latest Budget	Spend to 30/09/2019	Forecast Outturn	Forecast Variance	Variance due to Slippage	Variance due to Over/ Under spend
			£	£	£	£	£	£	£	£	£
C3039	ICT Infrastructure - minor costs	8. Rolling Programme	-	140,582	(85,000)	55,582	6,110	55,582	-	-	-
C3044	ICT Software and Licences	8. Rolling Programme	220,000	-	-	220,000	204,035	220,000	-	-	-
C3055	Waste Management System	5. Delivery	-	-	8,400	8,400	8,400	8,400	-	-	-
C3057	Housing System Replacement	5. Delivery	-	633,045	85,000	718,045	370,017	718,045	-	-	-
C3058	CRM Lagan Replacement	2. Feasibility	200,000	-	-	200,000	-	0	(200,000)	(200,000)	-
C3060	End-Point Devices (Desktops/Laptops)	5. Delivery	-	590,546	-	590,546	545,226	590,546	-	-	-
C3065	ODS Network Upgrade	5. Delivery	83,000	-	-	83,000	17,028	88,000	5,000	-	5,000
C3066	Telephony Device Refresh	8. Rolling Programme	120,000	7,320	0	127,320	6,726	127,320	-	-	-
C3067	Paris Payment System, Replacement / PCI DSS	5. Delivery	115,675	-	(36,970)	78,705	22,146	78,705	-	-	-
C3068	Windows 2008 Server Replacement	3. Design & Technical	110,450	-	-	110,450	15,739	110,450	-	-	-
C3070	Business Process Automation Full Rollout	3. Design & Technical	85,225	-	0	85,225	-	35,225	(50,000)	-	(50,000)
C3071	Idox / Uniform Improvement Project	5. Delivery	70,000	-	-	70,000	16,792	70,000	-	-	-
C3072	Council Internet Accessibility Compliance	2. Feasibility	7,375	-	15,000	22,375	11,995	22,375	-	-	-
C3075	Netcall	1. Idea	60,450	-	-	60,450	-	0	(60,450)	(60,450)	-
C3076	Computer Systems Backup	1. Idea	31,000	-	-	31,000	-	0	(31,000)	-	(31,000)
C3077	Info@Work Enterprise Upgrade Rollout	1. Idea	17,000	-	-	17,000	9,734	17,000	-	-	-
G6013	Superconnected Cities	6. Completed	-	22,496	(0)	22,496	-	0	(22,496)	-	(22,496)
S03 Business Improvement			1,120,175	1,393,989	(13,570)	2,500,594	1,233,948	2,141,648	(358,946)	(260,450)	(98,496)
A4853	Cycling Infrastructure Matched Funding	9. Other Capital Spend	70,000	-	-	70,000	-	30,000	(40,000)	(40,000)	-
B0098	1-5 George Street	2. Feasibility	8,628,404	483,466	(7,711,870)	1,400,000	151,909	151,909	(1,248,091)	-	(1,248,091)
B0099	Ship Street & New Road	6. Completed	-	61,568	(0)	61,568	494	494	(61,074)	-	(61,074)
B0100	Gloucester Green Car Park (H&S)	5. Delivery	100,000	63,350	143,000	306,350	1,290	230,000	(76,350)	(76,350)	-
B0101	Major capital works at Covered Market	5. Delivery	400,000	214,800	-	614,800	49,400	314,000	(300,800)	(300,800)	-
B0102	Replace or refurbish Lifts	8. Rolling Programme	-	154,000	-	154,000	1,560	154,000	-	-	-
B0104	Old Gas Works Bridges	2. Feasibility	-	20,000	10,000	30,000	22,992	30,000	-	-	-
B0106	Covered Market Roof Works (Capitalised)	8. Rolling Programme	325,000	230,623	0	555,623	347,548	555,623	-	-	-
B0110	Covered Market Vacant Unit Works	5. Delivery	505,000	-	-	505,000	39,261	170,000	(335,000)	(335,000)	-
B0111	Town Hall Dry Risers	3. Design & Technical	-	-	36,000	36,000	-	0	(36,000)	1	(36,000)
S10 Regeneration and Economy			10,028,404	1,227,807	(7,523,870)	3,733,341	614,454	1,636,026	(2,097,315)	(752,148)	(1,345,165)
A4845	CCTV Suite Upgrade	8. Rolling Programme	80,000	-	-	80,000	-	0	(80,000)	(80,000)	-
E3511	Renovation Grants	9. Other Capital Spend	-	-	30,000	30,000	3,636	30,000	-	-	-
E3521	Disabled Facilities Grants	9. Other Capital Spend	1,518,381	(36,852)	0	1,481,529	486,368	1,481,529	-	-	-
S15 Regulatory Services & Community Safety			1,598,381	(36,852)	30,000	1,591,529	490,004	1,511,529	(80,000)	(80,000)	-
E3557	Oxford and Abingdon Flood Alleviation Scheme	5. Delivery	250,000	-	-	250,000	-	250,000	-	-	-
E3558	Go Ultra Low Oxford - On Street	5. Delivery	543,281	-	39,915	583,196	586	53,175	(530,021)	(530,021)	-
E3560	Go Ultra Low Oxford - Taxis	5. Delivery	363,000	-	83,408	446,408	138,560	339,440	(106,968)	(106,968)	-
E3562	OxPops (Electric Vehicle Charging)	5. Delivery	130,300	(13,557)	-	116,743	61,770	116,743	-	-	-
E3563	Clean Bus Technology Grants	9. Other Capital Spend	731,760	-	-	731,760	37,940	731,760	-	-	-
E3564	Energy Superhub Oxford	5. Delivery	-	-	-	-	-	0	-	-	-
S20 Environmental Sustainability			2,018,341	(13,557)	123,323	2,128,107	238,856	1,491,118	(636,989)	(636,989)	-
F0026	Pedestrianisation of Queen Street	1. Idea	500,000	-	(500,000)	-	-	0	-	-	-
F7007	Woodfarm / Headington Community Centre	1. Idea	-	20,000	-	20,000	-	0	(20,000)	(20,000)	-

Cost Centre	Capital Scheme	Project Status	2019/20 Budget Book	Carry Forwards	Slippage/New approvals Since 19/20 Budget	Latest Budget	Spend to 30/09/2019	Forecast Outturn	Forecast Variance	Variance due to Slippage	Variance due to Over/ Under spend
			£	£	£	£	£	£	£	£	£
F7011	Headington Environmental Improvements	5. Delivery	-	29,000	30,004	59,004	-	59,004	-	-	-
F7020	Work of Art Littlemore	6. Completed	-	-	14,635	14,635	-	0	(14,635)	-	(14,635)
F7024	St Clements Environmental Improvements	1. Idea	-	18,803	31,197	50,000	-	0	(50,000)	(50,000)	-
S16 Planning Services			500,000	67,803	(424,164)	143,639	-	59,004	(84,635)	(70,000)	(14,635)
B0107	Discretionary Funding For Hsg Improves re	6. Completed	15,000	15,000	(30,000)	-	-	0	-	-	-
B0108	Floyds Row Refurbishment	3. Design & Technical	59,000	-	1,833,300	1,892,300	59,428	1,845,000	(47,300)	(47,300)	-
M5019	Purchase of Homeless Properties	9. Other Capital Spend	-	249,494	(11,000)	238,494	181,454	238,494	-	-	-
M5021	Equity Loan Scheme for Teachers	9. Other Capital Spend	-	-	160,000	160,000	32,813	32,813	(127,187)	(127,187)	-
M5025	Phase 1 Affordable Housing at Barton Park	9. Other Capital Spend	4,996,000	2,527,928	-	7,523,928	1,623,426	6,561,000	(962,928)	(962,928)	-
M5026	Housing Company Loans	9. Other Capital Spend	30,354,000	3,307,000	(782,000)	32,879,000	1,636,427	9,423,000	(23,456,000)	(23,456,000)	-
M5032	Barton Park - Purchase by Council	9. Other Capital Spend	4,996,000	-	-	4,996,000	-	6,561,000	1,565,000	1,565,000	-
S13 Housing Services			40,420,000	6,099,422	1,170,300	47,689,722	3,533,549	24,661,307	(23,028,415)	(23,028,415)	-
A3129	Donnington Recreation Ground Improvements	7. Closed	-	36,219	(0)	36,219	-	0	(36,219)	-	(36,219)
A4820	Upgrade Existing Tennis Courts	8. Rolling Programme	-	-	35,000	35,000	-	0	(35,000)	(35,000)	-
A4833	Horspath Sports Park	5. Delivery	-	665,716	(46,600)	619,116	235,393	619,116	0	0	-
A4841	Skate Parks (Manzil Way Gardens)	5. Delivery	-	52,860	-	52,860	52,159	52,860	-	-	-
A4842	Florence Park Tennis Courts	7. Closed	-	36,961	-	36,961	-	0	(36,961)	-	(36,961)
A4847	Rose Hill Community Centre - Parking	5. Delivery	-	-	10,000	10,000	-	10,000	-	-	-
A4848	Barton Fit Trail	6. Completed	-	-	7,085	7,085	-	0	(7,085)	(7,085)	-
A4849	Five Mile Drive Pavilion	5. Delivery	-	70,000	-	70,000	76,990	70,000	-	-	-
B0075	Stage 2 Museum of Oxford Development	5. Delivery	2,332,202	97,110	(729,312)	1,700,000	79,736	1,700,000	-	-	-
B0083	East Oxford Community Centre	2. Feasibility	4,000,000	(17,903)	(3,185,678)	796,419	4,969	250,000	(546,419)	(546,419)	-
B0084	Jericho Community Centre	4. Pipeline	200,000	-	-	200,000	-	0	(200,000)	(200,000)	-
B0095	Barton Community Centre	6. Completed	-	1	(1)	-	70,859	70,859	70,859	-	70,859
B0096	Bullingdon Community Centre	3. Design & Technical	1,203,048	5,729	(621,889)	586,888	22,239	50,000	(536,888)	(536,888)	-
S22 Community Services Total			7,735,250	946,693	(4,531,394)	4,150,549	542,344	2,822,835	(1,327,714)	(1,325,393)	(2,321)
B0081	Car Parking Oxpens	2. Feasibility	243,000	-	-	243,000	-	0	(243,000)	(243,000)	-
B0086	Seacourt Park & Ride Extension	3. Design & Technical	4,161,786	52,147	(963,933)	3,250,000	249,428	2,987,000	(263,000)	(263,000)	-
M5028	Property Rationalisation (Depot Project)	2. Feasibility	-	215,280	-	215,280	-	215,280	-	-	-
R0005	MT Vehicles/Plant Replacement Programme.	8. Rolling Programme	4,414,544	118,185	(488,544)	4,044,185	424,173	4,044,185	-	-	-
R0010	Electric Vehicles	8. Rolling Programme	-	-	293,000	293,000	-	293,000	-	-	-
R0011	Grey Fleet	8. Rolling Programme	-	-	-	-	-	0	-	-	-
T2273	Car Parks Resurfacing	8. Rolling Programme	416,707	-	-	416,707	193,856	416,707	-	-	-
T2287	Recycling Transfer Station	3. Design & Technical	1,000,000	298,387	0	1,298,387	3,820	100,000	(1,198,387)	(1,198,387)	-
T2294	Pest Control Equipment	5. Delivery	-	35,000	-	35,000	27,110	35,000	-	-	-
T2299	Controlled Parking Zones	5. Delivery	-	-	200,000	200,000	-	200,000	-	-	-
T2300	Investments In Horspath Depot	1. Idea	-	-	-	-	-	0	-	-	-
T2301	Investments at Redbridge	1. Idea	1,000,000	-	-	1,000,000	-	486,000	(514,000)	(514,000)	-
T2302	Redbridge Parking	3. Design & Technical	1,685,000	-	-	1,685,000	-	0	(1,685,000)	(1,685,000)	-
T2303	Cutteslowe Compactor	1. Idea	39,000	-	-	39,000	9,950	39,000	-	-	-
T2304	Redbridge Compactor	1. Idea	23,000	-	-	23,000	-	23,000	-	-	-
T2305	Parks Paths	1. Idea	90,690	-	-	90,690	-	90,690	-	-	-
T2306	Mobile Working and Handhelds	1. Idea	134,000	-	-	134,000	6,529	134,000	-	-	-
T2307	Transformation Funding	1. Idea	800,000	-	-	800,000	-	800,000	-	-	-
T2308	Additional Technology Requirements	1. Idea	-	-	-	-	-	0	-	-	-
S23 Direct Services Total			14,007,727	718,999	(959,477)	13,767,249	914,867	9,863,862	(3,903,387)	(3,903,387)	-

Cost Centre	Capital Scheme	Project Status	2019/20 Budget Book	Carry Forwards	Slippage/New approvals Since 19/20 Budget	Latest Budget	Spend to 30/09/2019	Forecast Outturn	Forecast Variance	Variance due to Slippage	Variance due to Over/ Under spend
			£	£	£	£	£	£	£	£	£
B0074	R & D Feasibility Fund	2. Feasibility	367,749	188,899	(61,000)	495,648	9,734	111,000	(384,648)	(384,648)	-
S32 Finance Total			367,749	188,899	(61,000)	495,648	9,734	111,000	(384,648)	(384,648)	-
General Fund Total			77,796,027	10,593,203	(12,188,852)	76,200,378	7,577,755	44,298,329	(31,902,049)	(30,441,431)	(1,460,617)
Housing Revenue Account Capital Programme											
N6384	Tower Blocks	5. Delivery	-	(1)	1,530,001	1,530,000	135,354	1,530,000	-	-	-
N6385	Adaptations for disabled	9. Other Capital Spend	633,000	-	150,000	783,000	363,169	783,000	-	-	-
N6386	Structural	8. Rolling Programme	450,000	-	-	450,000	124,914	450,000	-	-	-
N6387	Controlled Entry	8. Rolling Programme	75,000	-	-	75,000	-	0	(75,000)	(75,000)	-
N6388	Major Voids	8. Rolling Programme	409,000	-	-	409,000	105,989	409,000	-	-	-
N6389	Damp-proof works (K&B)	8. Rolling Programme	107,000	-	-	107,000	72,246	107,000	-	-	-
N6390	Kitchens & Bathrooms	8. Rolling Programme	2,423,000	-	-	2,423,000	1,237,278	2,423,000	-	-	-
N6391	Heating	8. Rolling Programme	2,310,000	-	(150,000)	2,160,000	1,115,645	2,160,000	-	-	-
N6392	Roofing	8. Rolling Programme	178,000	100,000	-	278,000	51,673	278,000	-	-	-
N6395	Electrics	8. Rolling Programme	593,000	-	-	593,000	448,053	593,000	-	-	-
N6434	Doors and Windows	8. Rolling Programme	200,000	180,000	-	380,000	57,119	280,000	(100,000)	(100,000)	-
N7020	Extensions & Major Adaptions	8. Rolling Programme	300,000	155,000	50,000	505,000	223,106	1,005,000	500,000		500,000
N7026	Communal Areas	8. Rolling Programme	178,000	180,000	-	358,000	20,666	358,000	-	-	-
N7033	Great Estates Programme	8. Rolling Programme	1,200,000	-	-	1,200,000	140,216	850,000	(350,000)	(350,000)	-
N7040	Energy Efficiency Initiatives	8. Rolling Programme	550,000	-	-	550,000	62,382	300,000	(250,000)	(250,000)	-
N7040	Blackbird Leys Regeneration	3. Design & Technical	3,200,000	-	(2,755,000)	445,000	-	200,000	(245,000)	(245,000)	-
N7041	Electric Heating Conversion to Gas	9. Other Capital Spend	0	-	-	0	-	0	-	-	-
N7042	Barton Regeneration	8. Rolling Programme	974,000	162,535	1,200,000	2,336,535	201,930	1,986,535	(350,000)	(350,000)	-
N7044	Lift Replacement Programme	8. Rolling Programme	240,000	-	-	240,000	-	240,000	-	-	-
N7046	Development at Mortimer Drive	9. Other Capital Spend	-	1,559,254	-	1,559,254	-	0	(1,559,254)	-	(1,559,254)
N7047	Social Rented Housing Acquisitions	5. Delivery	-	(101,371)	500,000	398,629	6,727	398,629	-	-	-
N7048	Fire doors	8. Rolling Programme	200,000	-	250,000	450,000	289,664	450,000	-	-	-
N7049	Compulsory purchase of property	5. Delivery	-	137,114	475,000	612,114	3,513	112,114	(500,000)	-	(500,000)
N7050	East Oxford development	2. Feasibility	5,300,000	-	(4,800,000)	500,000	-	0	(500,000)	(500,000)	-
N7051	Acquisition of Additional Units	3. Design & Technical	500,000	-	-	500,000	-	500,000	-	-	-
N7052	HRA Stock Condition Survey	2. Feasibility	250,000	-	-	250,000	-	250,000	-	-	-
N7053	Development Schemes	9. Other Capital Spend	3,460,000	-	-	3,460,000	-	0	(3,460,000)		(3,460,000)
Housing Revenue Account			23,730,000	2,372,531	(3,549,999)	22,552,532	4,659,643	15,663,278	(6,889,254)	(1,870,000)	(5,019,254)
Grand Total			101,526,027	12,965,734	(15,738,851)	98,752,910	12,237,398	59,961,607	(38,791,303)	(32,311,431)	(6,479,871)

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To: Cabinet
Date: 19 December 2019
Report of: Head of Financial Services
Title of Report: Treasury Management Mid-Year Review for April – September 2019

Summary and recommendations	
Purpose of report:	To report on the performance of the Treasury Management function for the 6 months to 30 th September 2019
Key decision:	No
Executive Board Member:	Councillor Ed Turner, (Deputy Leader) Finance, Asset Management and Public Health
Corporate Priority:	None
Policy Framework:	Efficient and effective Council
Recommendations: That Cabinet resolves to:	
1. Note the performance of the Treasury Management function for the six months to 30 th September 2019; and	
2. Recommend Council to:	
i. Approve the change of the Indirect Property Funds counterparty category to Pooled Investment Funds; and	
ii. Note that the Council is considering investing in a Multi Asset fund instead of an Indirect Property Fund as was previously anticipated.	

Appendices	
Appendix 1	List of investments as at 30 th September 2019
Appendix 2	Risk Register

Introduction and Background

- This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury and has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, covering the following:
 - An economic overview for the first part of the 2019/20 financial year
 - A review of the Council's investment portfolio for 2019/20

- A review of the Council's borrowing strategy for 2019/20
 - A statement of compliance with Treasury and Prudential Limits for 2019/20
2. The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in suitable counterparties, providing adequate liquidity and security initially before considering optimising investment return.
 3. The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

Economic Overview

The over-riding theme for the year so far has been uncertainty and turbulence, mainly down to Brexit which is now expected to happen with some form of deal on the table. The BOE base rate has remained at 0.75% throughout the year, Global economies appear to be slowing and the likelihood of any interest rate rise this year has all but gone with a rate cut now looking more likely in order to support growth. Any interest rate forecasts are subject to material change as the Brexit situation evolves. With so much uncertainty the commercial property market could also be at risk with companies and retailers suffering under the current market conditions.

4. The first half of 2019/20 has seen UK economic growth fall due to the level of uncertainty. In its Inflation Report of 1 August, the Bank of England was notably downbeat about the outlook for both the UK and major world economies. The MPC meeting of 19 September reemphasised their concern about the downturn in world growth and also expressed concern that prolonged uncertainty would contribute to a build-up of spare capacity in the UK economy, especially in the context of a downturn in world growth. This mirrors investor concerns around the world about a significant downturn or possibly even a recession in some major developed economies. It was therefore no surprise that the MPC left the Bank Rate unchanged at 0.75% throughout 2019 so far and they are expected to hold off on changes until there is some clarity on what is going to happen over the EU exit. The new Prime Minister is making some significant promises on various spending commitments and a relaxation in the austerity programme. This will provide some support to the economy and take some pressure off the MPC to cut Bank Rate to support growth.
5. The CPI measure of inflation has been hovering around the Bank of England's target of 2% during 2019, but fell to 1.7% in August. It is expected to remain close to 2% over the next two years and so it does not pose any immediate concern to the MPC at the current time unless there is a no deal exit where inflation could rise towards 4%, primarily as a result of imported inflation on the back of a weakening pound.

Interest and Interest Rate Forecasts

6. The Council's treasury advisor, Link Asset Services, has provided the following forecast. This forecast includes the increase in margin over gilt yields of 100bps introduced on 9th October 2019.

Link Asset Services Interest Rate View										
	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.25
3 Month LIBID	0.70	0.70	0.70	0.80	0.90	1.00	1.00	1.00	1.10	1.20
6 Month LIBID	0.80	0.80	0.80	0.90	1.00	1.10	1.10	1.20	1.30	1.40
12 Month LIBID	1.00	1.00	1.00	1.10	1.20	1.30	1.30	1.40	1.50	1.60
5yr PWLB Rate	2.30	2.50	2.60	2.70	2.70	2.80	2.90	3.00	3.00	3.10
10yr PWLB Rate	2.60	2.80	2.90	3.00	3.00	3.10	3.20	3.30	3.30	3.40
25yr PWLB Rate	3.30	3.40	3.50	3.60	3.70	3.70	3.80	3.90	4.00	4.00
50yr PWLB Rate	3.20	3.30	3.40	3.50	3.60	3.60	3.70	3.80	3.90	3.90

7. The forecasts in the above table are based on an assumption that there is an agreed EU Exit deal at some point in time. Given the current level of uncertainties, this is a significant assumption and so forecasts may need to be materially reassessed in the light of future events.
8. It has been little surprise that the Monetary Policy Committee (MPC) has left Bank Rate unchanged at 0.75% so far in 2019 due to the ongoing uncertainty over Brexit. Brexit uncertainty has had a dampening effect on UK GDP growth in 2019, especially around mid-year. If there were a no deal Brexit, then it is likely that there will be a cut or cuts in Bank Rate to help support economic growth. The September MPC meeting sounded even more concern about world growth and the effect that prolonged Brexit uncertainty is likely to have on growth. More recently on 7th November the MPC agreed to hold the base rate on a vote of 7 to 2.
9. On 9 October 2019 HM Treasury announced that with immediate effect it was increasing its PWLB borrowing rates. In a statement it reported that "Some local authorities have substantially increased their use of the PWLB in recent months, as the cost of borrowing has fallen to record lows. HM Treasury is therefore restoring interest rates to levels available in 2018, by increasing the margin that applies to new loans from the PWLB by 100bps (one percentage point) on top of usual lending terms." The LGA estimate that this increase could cost councils an extra £70 million a year for borrowing to be undertaken in the next year and present a real risk that capital schemes, including vital council house building projects, will cease to be affordable and may have to be cancelled as a result. The impact on the Council is varied. The most significant impact will be on its wholly owned Company Oxford City Housing Ltd.

Investment Portfolio and Performance

10. The budgeted investment income for 2019/20 is £0.979 million. As at the 30th September 2019, forecast investment income for 2019/20 is £1.474m. There are a number of reasons for the variation but the primary impact is the reduced loans

made to the Housing Company due to expected slippage in their capital expenditure plans. This has resulted in larger investment interest as there are more funds deposited than budgeted. The budgeted non treasury housing company loans for 2019/20 were £35.3m, the actual loans as at 30th September 2019 were £1.6m and the forecast outturn is £15.9m. The scope of this report only includes treasury investments therefore the interest that would be received from loans to companies is not included in this report.

11. The Treasury Management Strategy for 2019/20 was approved by this Council in February 2019; to date the Strategy has been fully adhered to. There is one proposed change detailed below.
12. As part of its Strategy, the Council aims to maintain a diversified investment portfolio whilst ensuring there are no policy and procedure breaches. Security of investments is always the primary concern when arranging investments with liquidity and yield being secondary, but key considerations.
13. The Council operates an approved counterparty listing which details all institutions with whom the Council may invest, the maximum amount which may be invested with any single counterparty group at any given point and the maximum duration period. The counterparty list is set in association with recommendations from Link Asset Services although ultimate authorisation of approved counterparties rests with the Section 151 Officer. The list is actively managed and reviewed on a weekly basis or more regularly if required.
14. Monthly monitoring meetings are held with the Section 151 Officer, Financial Accounting Manager and Treasury staff to discuss investments in terms of counterparties and maturity dates, cash flow, interest and borrowing rates and Treasury operational and Strategic strategies.
15. The strategy also adopts an ethical approach to investments, stating that:

“The Council will not knowingly invest directly in businesses whose activities and practices pose a risk of serious harm to individuals or groups, or whose activities are inconsistent with the Council’s mission and values. This would include, inter alia, avoiding direct investment in institutions with material links to:

 - *Human rights abuse (e.g. child labour, political oppression)*
 - *Environmentally harmful activities (e.g. pollutants, destruction of habitat, fossil fuels)*
 - *Socially harmful activities (e.g. tobacco, gambling)”*
16. The Council has been able to take advantage of some further green deposit notice accounts offered by Barclays Bank who are working in association with Sustainalytics, a leading global provider of environmental, social and corporate governance research and ratings, to achieve a positive environmental impact. Their green framework covers the following environmental areas:
 - Energy efficiency projects and renewable energy
 - Sustainable food agriculture and forestry
 - Waste management
 - Greenhouse gas emission reduction
 - Sustainable water

17. The Council currently has £7.5 million in these accounts.

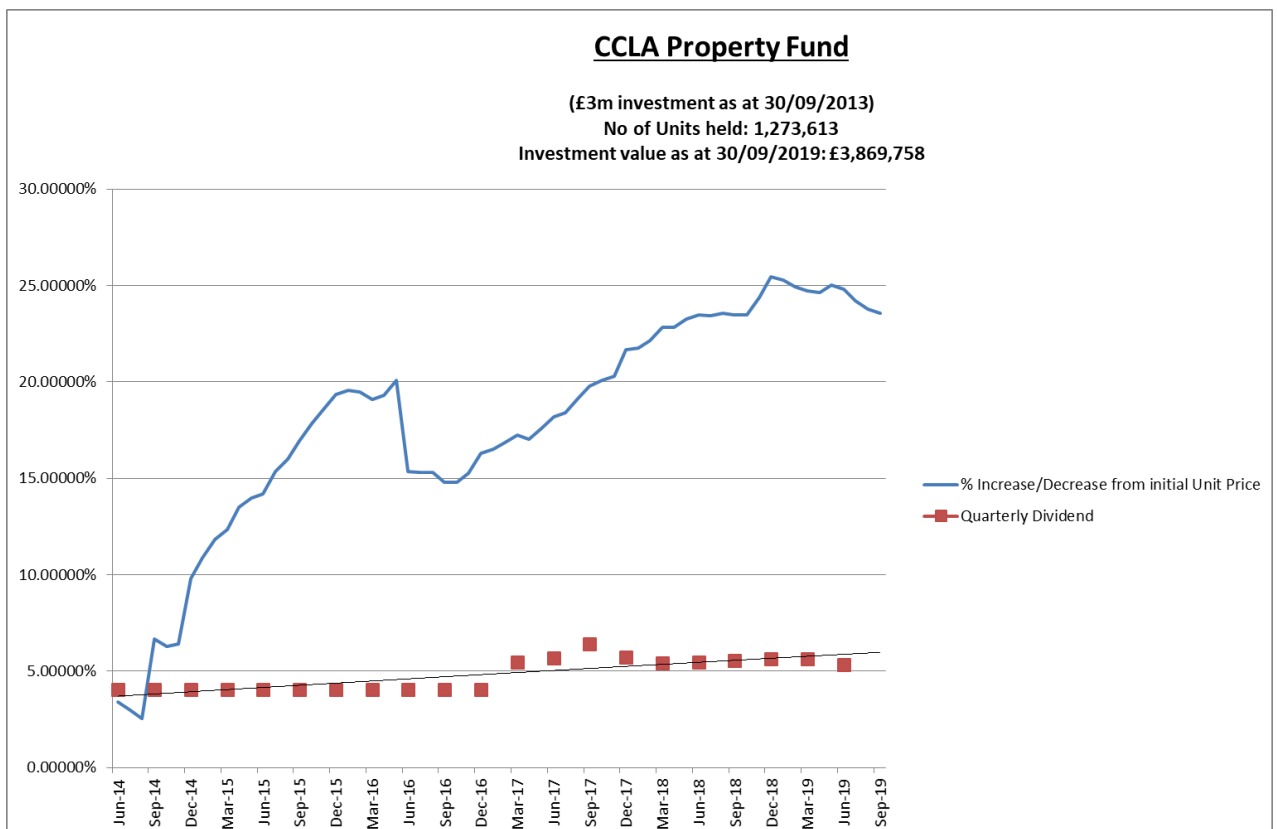
Property Funds

18. At present, the Council has placed investments with two property funds; CCLA Investment Management, which is a property fund that limits its investors to Charities, Churches and Local Authorities and Lothbury Investment Management, a specialist UK property fund manager with a range of funds providing high quality exposure to different property sectors.

CCLA Investment Management Limited

19. The Council has held a £3m investment in the CCLA fund since September 2013. The investment has produced quarterly returns ranging between 5% and 6% and it is expected that the Fund will continue to achieve rates in this region.

20. Additionally, the value of the Council’s investment with CCLA has appreciated from £3m to £3.86m as at 30th September 2019, equating to growth of 28.7% to date. However, the values of the individual unit prices have fluctuated over time and the effect of capital appreciation (and depreciation) is illustrated in the graph below.



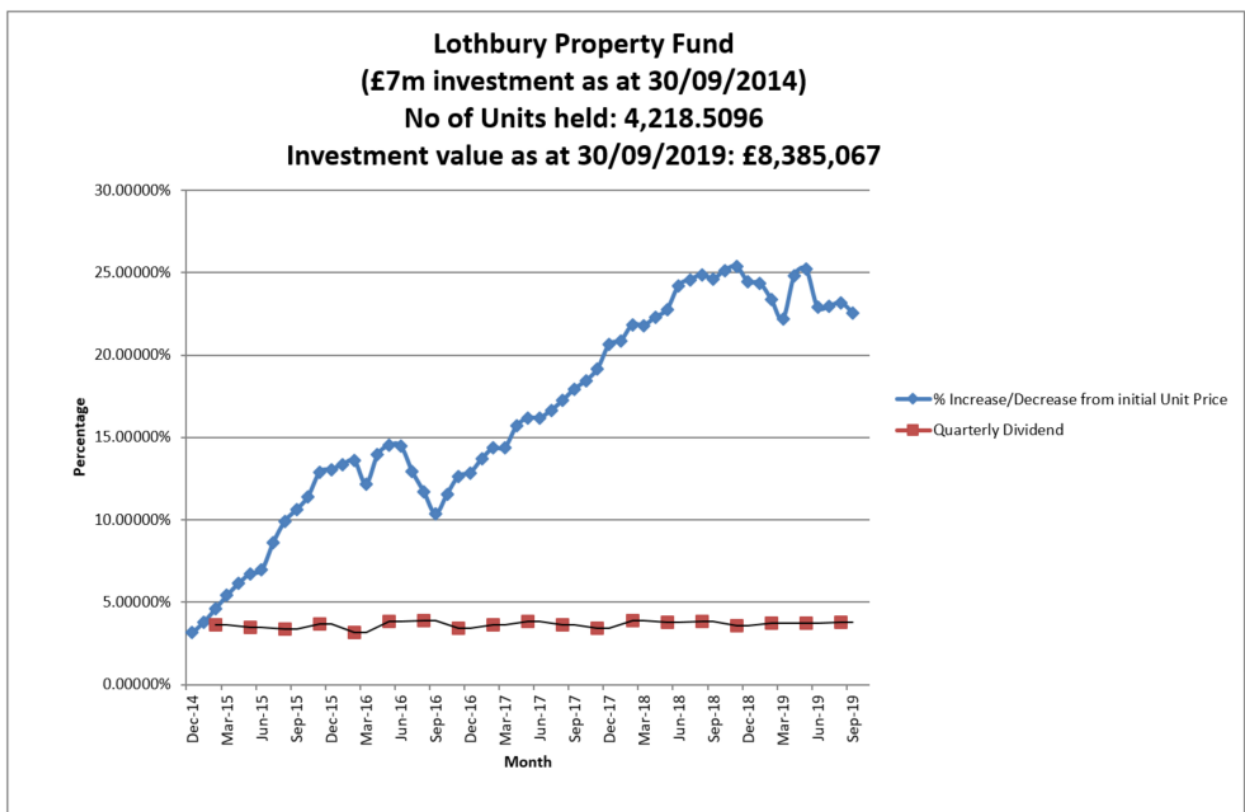
21. Changes to the accounting rules on property funds means that the principal gain or loss will now be charged to the Surplus or Deficit on the Provision of Services, within the Councils Income and Expenditure Account, rather than being held on the balance sheet. However, following consultation by MHCLG the government has introduced a mandatory statutory override for local authorities to reverse out the effect for five years from 1st April 2018 after which surpluses as well as deficit will impact on the Councils revenue position. Even without the statutory override, the

Council would have created a reserve to hold the funds until the return was realised due to the potential for fluctuations in the property markets.

22. The investment returns around £40k per quarter.

Lothbury Investment Management

23. During 2014/15, the Council invested £7m in the Lothbury Property fund and the Fund has produced quarterly returns in the range of 3-4%. Furthermore, the Fund has seen a capital appreciation over the period with the value currently standing at £8.39m, compared with £7m at inception, equating to overall growth of 19.79% to date. However, as with CCLA, the values of the individual unit prices have fluctuated over time and the effect of capital appreciation (and depreciation) is illustrated in the graph below. The changes to accounting rules will also affect the Lothbury Property Fund as explained in paragraph 21 above.

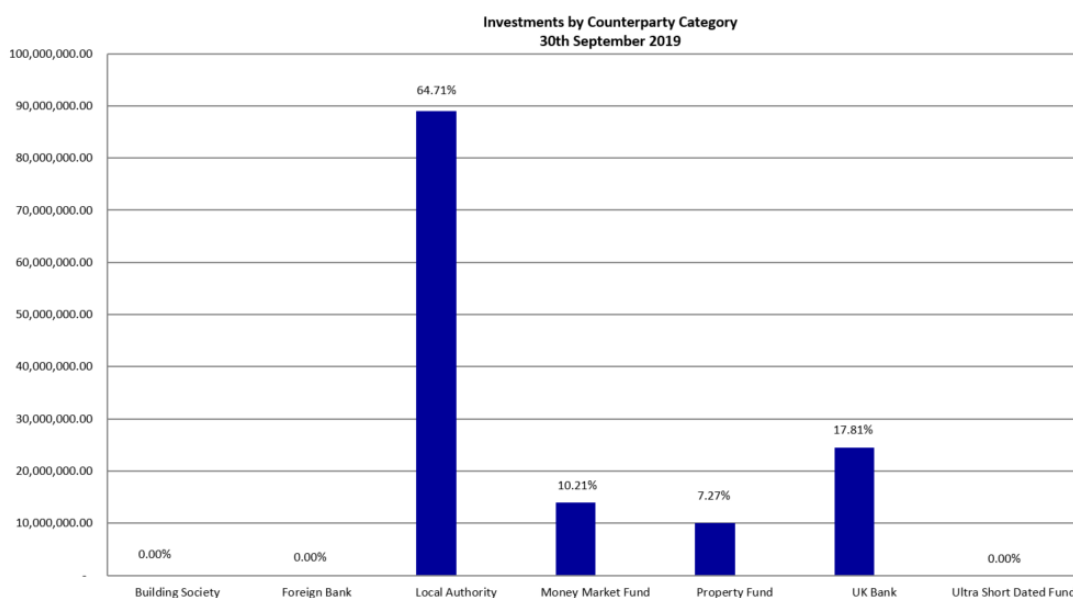
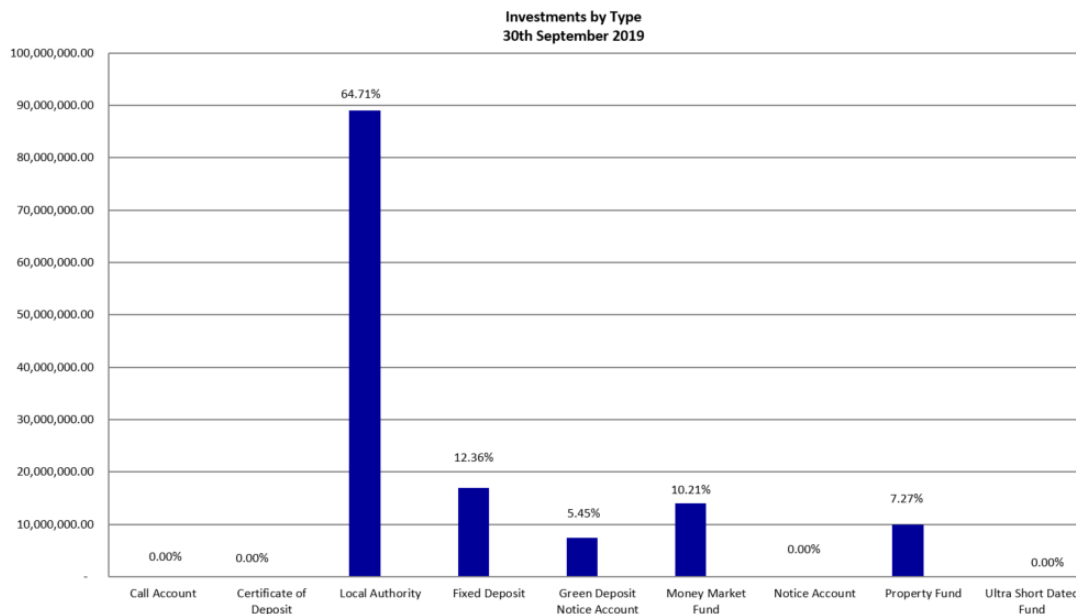


The investment returns around £64k per quarter.

Investment Portfolio

24. As at 30th September, the Council's total investment portfolio amounted to £112.5m, with £10m of this being held in property funds and £14m being held in instant access cash facilities with the balance being held in banks and building societies

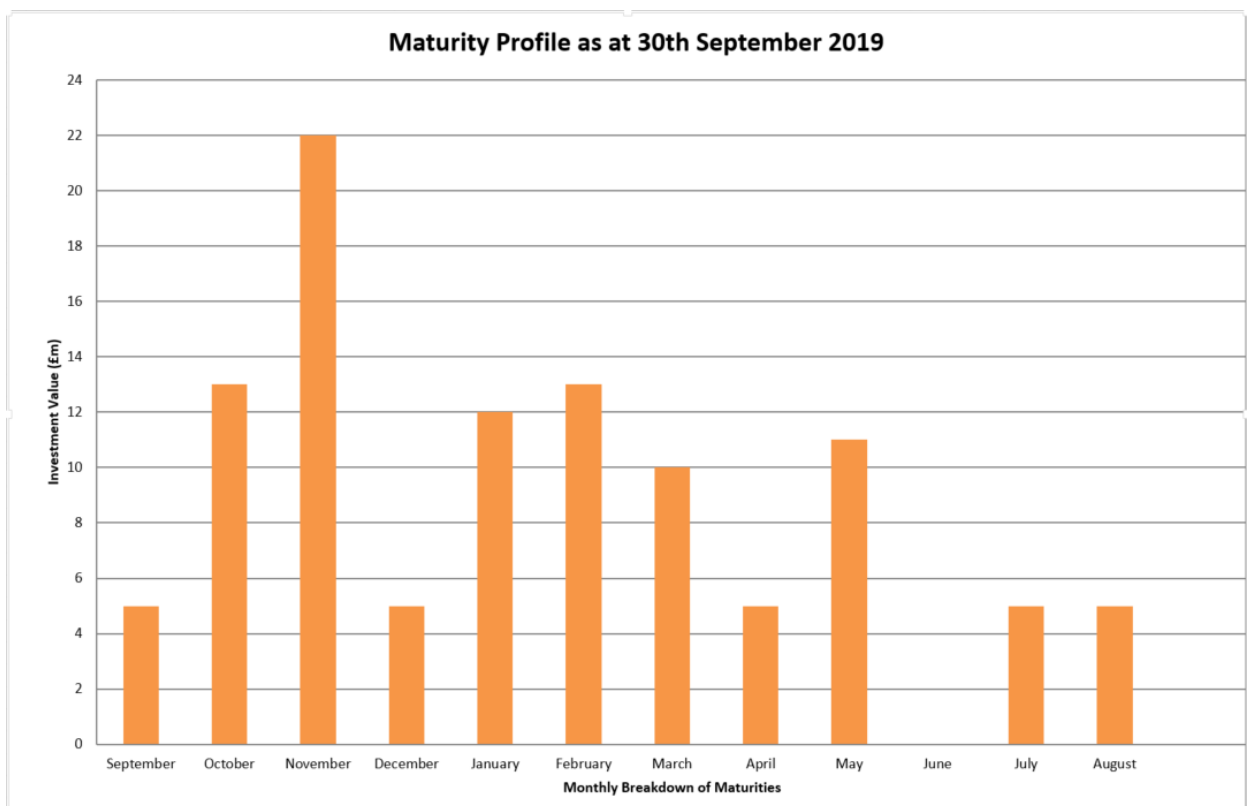
25. The graphs below illustrate how Council's investment portfolio is distributed, both in terms of the type of investment and counterparty category:



26. Fixed deposits and certificates of deposits both have an agreed start and end date which are arranged where possible, to suit the cashflow requirements. However, as mentioned previously, it is also important to keep a proportion in instant access funds.
27. The Council's Treasury Management Strategy limits non-specified investments to 25% (or £25m whichever is greater) of the previous year's average investment

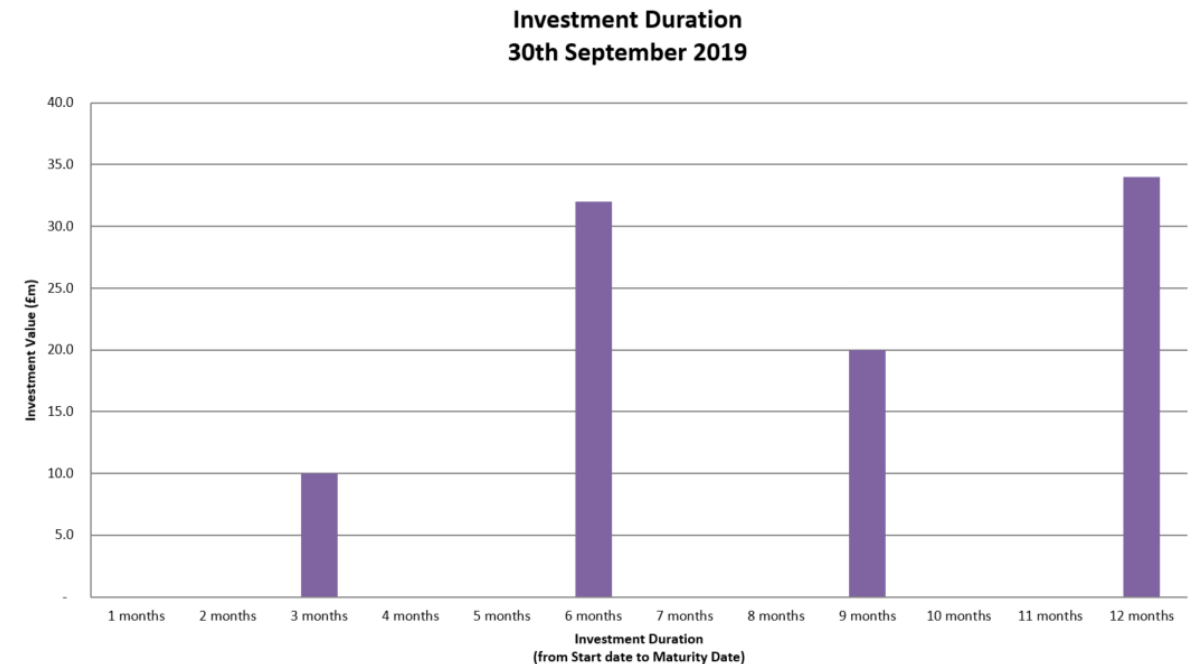
portfolio. This limit is reviewed each year when setting the Strategy in order to ensure a balanced and diversified portfolio of investments. Property funds and investments in excess of 364 days are classified as non-specified due to the associated risk; property funds by nature are high risk due to the volatility of the market. There are several factors that deem longer term investments to be more risky in nature including the risk of interest rate rises and the commitment of cash for longer periods.

28. £10 million is committed in the CCLA and Lothbury property funds and we are currently looking at utilising residual headroom to invest further in some non-specified investments. It should be noted that the £5 million invested in the National Homelessness Property Fund (Real Lettings) is, following discussions with our external auditors, classified as a service investment undertaken using service delivery powers rather than treasury powers under Section 12 of the Local Government Act 2003. This means the counterparty limit for the £5m invested in the National Homelessness Property Fund is not taken into account when assessing the residual headroom available for investment in non-specified investments.
29. The Strategy defines a specified investment as one that is in sterling, no more than one year in duration or, if in excess of one year can be repaid earlier on request and with counterparties that meet the Council's credit rating criteria. Additionally, once the duration of a non-specified investment falls below 366 days, it also falls into the Specified category. The maturity profile for the Council's specified investments (equating to £88.5m when excluding the instant access cash) is illustrated below.



30. The graph below illustrates the same investments by duration period in order to demonstrate duration periods. It is not surprising that the majority of investments have a duration period of six months as this is the limit for most of the banks and

building societies with whom the Council may invest. When the opportunity arises, longer investments are arranged to allow for a greater yield.



Borrowing

31. The Council has not taken on any additional debt during the year to date and so the balance of its external borrowing remains at approximately £198.5 million; this figure relates to funds borrowed from the Public Works Loans Board (PWLB) to buy out the Housing Revenue Account (HRA) from the subsidy system and relates wholly to Housing with interest repayment being met by the HRA. The Council does not consider that debt restructuring and/or premature repayment would be practical at this time as due to the differential in interest rates, the Council would incur a large premium from the PWLB for doing so. The Council continues to monitor borrowing interest rates and forecasts on a regular basis and will continue to review its position on debt restructuring.
32. The Council anticipates borrowing in the future to meet its capital expenditure requirements, including loans to the Housing Company, but does not anticipate any external borrowing during 2019/20.

Treasury and Prudential Limits for 2019/20

33. The Council has operated all of its Treasury Management activity within the parameters set by the Treasury and Prudential indicators in the Treasury Management Strategy for 2019/20.

Proposed Change to Counterparty Lists

34. The consultation budget presented to City Executive Board on 18th December 2018 and ratified at the City Executive Board meeting of 12th February 2019 and Council of 13th February 2019 included a proposal to make a further £10 million investment in property funds. This is within the counterparty limits of the 2019/20 treasury strategy as per the non-specified counterparty limit shown below:

	Minimum Credit Criteria	Max % of total investments/£ limit per institution	Max maturity period
Indirect Property funds		25% of total investments or £24 million, whichever is the greater	Medium to long term

35. In order to provide greater diversification within the treasury investment portfolio, it is proposed to consider investing in a Multi Asset fund instead. This would reduce the Council's reliance on property based income and therefore reduce exposure to this sector. The Council has been advised by their treasury advisors, Link Asset Services, that the financial returns from these types of funds are similar and so there would be no adverse effect on the budgets already approved. It is therefore proposed to amend this counterparty limit to cover Indirect Property Funds and Multi Asset funds.

Other Key Updates

Changes in Risk Appetite

36. The 2018 CIPFA Codes and guidance notes have placed enhanced importance on risk management. Where an authority changes its risk appetite e.g. for moving surplus cash into or out of certain types of investment funds or other types of investment instruments, this change in risk appetite and policy should be brought to members' attention in treasury management update reports. Oxford City Council has not made any significant changes to its investment approach at this time although there is the intention to further invest in property funds in the near future. The risk will continue to be managed by understanding the individual investment vehicles and also by considering the appropriate percentage of non-specified investments that can be held in the overall portfolio.

Treasury Advisor

37. Treasury advice and market information is provided by Link Asset Services. Information provided by Link Asset Services is used to advise Council Officers when making investment decisions.

Financial Implications

38. Any financial implications are contained within the body of this report.

Legal Issues

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

Level of Risk

40. There are no risks in connection with the report's recommendations. Risk assessment and management is a key part of Treasury Management activity especially in the selection of counterparties when considering investment

opportunities. The Council uses external advisors and counterparty credit ratings issued by the rating agencies to assist in this process.

Equalities Impact

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

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Background Papers: None

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OXFORD CITY COUNCIL LOANS LIST 2019/20										
OCC Investments as at:		30/09/2019	112,540,000.00							
Counterparty Group	Group Operational Lending Limit	Counterparty Name	Investment Amount	Interest Rate	Trade Date	Start Date	Maturity Date	Remaining Limit	Broker	
SPECIFIED INVESTMENTS										
Barclays Bank (NRFB) Fixed Deposits Call Account 6 months maturity limit PJ checked 04/06/2019	10,000,000.00	Barclays Bank BPA (call account)	-	0.20%	13/03/2018					
		Barclays Green Deposits: 65-day Notice Account	2,500,000.00	0.85%	20/02/2019					
		Barclays Green Deposits: 95-day Notice Account	5,000,000.00	0.95%	03/05/2019			2,500,000.00		
Lloyds Banking Group (RFB) Lloyds Bank Bank of Scotland £15m operational limit agreed by JY 02/08/16 364-day maturity limit PJ checked 04/06/2019	15,000,000.00	175-day notice account	-	0.75%	27/07/2018					
		1276 Bank of Scotland	3,000,000.00	1.10%	08/11/2018	09/11/2018	08/11/2019		Direct	
Royal Bank of Scotland Group (RFB) RBS NatWest 364-day maturity limit PJ checked 04/06/2019	10,000,000.00							10,000,000.00		
Close Brothers £7m operational limit agreed by NK 25/11/15 6 month maturity limit PJ checked 04/06/2019	7,000,000.00							7,000,000.00	Tradition	
Goldman Sachs International £9m operational limit agreed by NK 16/06/2017 6 month maturity limit PJ checked 04/06/2019	9,000,000.00	1292 Goldman Sachs International Bank	5,000,000.00	0.910%	08/05/2019	14/05/2019	14/11/2019		Tradition	
		1293 Goldman Sachs International Bank	4,000,000.00	0.880%	15/05/2019	15/05/2019	15/11/2019		Tradition	
HSBC Bank plc 12 month maturity limit PJ checked 04/06/2019	10,000,000.00							10,000,000.00		
Santander UK plc £7m operational limit agreed by NK 25/11/15 6 month maturity limit PJ checked 04/06/2019	7,000,000.00	Santander Instant Access Call Account	-	0.80%	31/05/2018					
		Corporate Notice Account Statement (31 days)								
		Corporate Notice Account Statement (95 days)								
		Corporate Notice Account Statement (180 days)		0.55%						
SMBC £7m operational limit agreed by NK 25/11/15 6 month maturity limit PJ checked 04/06/2019	7,000,000.00	Sumitomo Mitsui Banking Corporation	-	0.73%	02/05/2018	02/05/2018	02/11/2018		Direct	
Standard Chartered £7m operational limit agreed by NK 25/11/15 6 month maturity limit PJ checked 04/06/2019	7,000,000.00							7,000,000.00		
Svenska Handelsbanken £7m operational limit agreed by NK 09/06/17 12 month maturity limit PJ checked 04/06/2019	7,000,000.00	Instant Access Call Account	-	0.65%		16/07/2019				
		35-day Notice Account						7,000,000.00		
Coventry Building Society £7m operational limit agreed by NK 25/11/15 6 month maturity limit PJ checked 04/06/2019	7,000,000.00							7,000,000.00	Tradition	
Leeds Building Society £7m operational limit agreed by NK 25/11/15 100 days maturity limit PJ checked 04/06/2019	7,000,000.00							7,000,000.00		
Nationwide Building Society 6 month maturity limit PJ checked 04/06/2019	10,000,000.00							10,000,000.00		
Skipton Building Society 100 days maturity limit PJ checked 04/06/2019	3,000,000.00							3,000,000.00		
Yorkshire Building Society £7m operational limit agreed by NK 25/11/15 100 days maturity limit PJ checked 04/06/2019	7,000,000.00							7,000,000.00		
Treasury Bills	7,000,000.00							7,000,000.00		
Local Authorities £18,977m limit per authority (20% of previous year's average balance) 364 day maturity limit (specified only) as per 2015/16 Strategy	18,977,000.00	1286 Dundee City Council	5,000,000.00	1.12%	19/02/2019	28/02/2019	27/02/2020	13,977,000.00	RP Martin	
		1284 Lancashire County Council	5,000,000.00	1.09%	17/01/2019	04/03/2019	02/03/2020	13,977,000.00	ICAP	
		1289 Surrey Heath Borough Council	3,000,000.00	0.87%	17/04/2019	30/04/2019	31/10/2019	15,977,000.00	RP Martin	
		1297 Plymouth City Council	5,000,000.00	0.85%	03/06/2019	21/06/2019	20/12/2019	3,977,000.00	Tradition	
		1304 Thurrock	3,000,000.00	0.79%	11/07/2019	12/08/2019	12/02/2020	977,000.00	R P Martin	
		1288 Plymouth City Council	10,000,000.00	0.95%	10/06/2019	05/07/2019	07/10/2019	3,977,000.00	R P Martin	
		1291 Thurrock Council	5,000,000.00	1.05%	30/04/2019	03/05/2019	01/05/2020	977,000.00	R P Martin	
		1290 Salford City Council	5,000,000.00	0.85%	26/04/2019	14/05/2019	14/02/2020	10,977,000.00	Tradition	
		1294 Thurrock Council	6,000,000.00	1.05%	15/05/2019	28/05/2019	27/05/2020	9,977,000.00	R P Martin	
		1295 Aberdeenshire Council	5,000,000.00	0.90%	21/05/2019	25/06/2019	25/03/2020	8,977,000.00	Tradition	
		1300 Thurrock Council	4,000,000.00	0.81%	19/06/2019	04/07/2019	06/01/2020	977,000.00	R P Martin	
		1303 North Wales Fire Authority	3,000,000.00	0.80%	10/07/2019	12/07/2019	13/01/2020	15,977,000.00	K&S	
		1298 London Borough of Croydon	5,000,000.00	0.95%	06/06/2019	15/07/2019	13/07/2020	13,977,000.00	Tradition	
		1296 Aberdeenshire Council	5,000,000.00	0.90%	21/05/2019	31/07/2019	30/04/2020	13,977,000.00	Tradition	
Money Market Funds Overall limit increase approved by Council 29th Sept 2016 £9m operational limit per MMF agreed by JY 02/08/16	25,000,000.00	Legal and General Investment Management	-		18/09/2019					
		Federated Investors	9,000,000.00		02/09/2019					
		Aberdeen Standard	5,040,000.00		27/09/2019					
Cash Plus Funds £15m operational limit of Fund agreed by JY 02/08/16	15,000,000.00	Royal London Cash Plus	-		15/01/2018			15,000,000.00		
NON-SPECIFIED INVESTMENTS (Discuss with BL before arranging non-specified investments)										
Property Funds	20,525,000.00	CCLA	3,000,000.00		30/04/2013	30/04/2013				
		Lothbury	3,500,000.00		06/08/2014	06/08/2014				
		Lothbury	3,500,000.00		04/09/2014	04/09/2014				
Unrated Building Societies (100 days maturity limit) Local Authorities (2 years maturity limit)								10,525,000.00		
Total Investments as at		30 September 2019	112,540,000.00							

FORWARD DEALS: (To be moved from this section to Investments List above once start date arrives)										
Counterparty Group	Group Operational Lending Limit	Counterparty Name	Investment Amount	Interest Rate	Trade Date	Start Date	Maturity Date	Remaining Limit	Broker	
	£18,977,000	1302 Rugby Borough Council	5,000,000.00	1.00%	24/06/2019	20/01/2020	18/01/2021	13,977,000.00	Tradition	

	£18,977,000	1305 Blackpool Borough Council	5,000,000.00	0.85%	17/06/2019	15/11/2019	17/08/2020	13,977,000.00	Tradition
	£18,977,000	1306 Lancashire County Council	10,000,000.00	0.85%	11/09/2019	15/11/2019	13/11/2020	3,977,000.00	Tradition

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Appendix 2

Treasury Management

Risk Register

Appendix 3

Risk ID	Risk						Gross Risk		Current Risk		Residual Risk		Risk Mitigation
	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Consequence	Date raised	I	P	I	P	I	P	
1	Loss of capital investment due to a counterparty collapsing	T	The Council loses its principal investment or an investment becomes impaired.	Counterparty collapses or hits a financial crisis rendering it unable to repay investments.	The Council may lose money or repayment of funds could be significantly delayed which could have an adverse impact on operational funding levels	5-Aug-16	5	3	5	3	5	3	Reducing risk by limiting the use of high risk counterparties. Imposing a maximum investment value on approved counterparties in order to spread and reduce risk. Controls and procedures are in place to ensure investment and durations limits with approved counterparties are not exceeded. Counterparties are also monitored and reviewed on a weekly basis at least, or more regularly if considered necessary to do so.
2	Property fund investments lose value	T	The value of the Council's units held in property fund investments decreases.	Uncertainty in the commercial property market following Brexit and slowdown in general economic activity.	Capital depreciation will decrease the overall value of the investment.	5-Aug-16	4	3	3	3	3	2	The Council receives monthly valuations from the property fund managers detailing the indicative redemption value of the individual units. These are reported to the Head of Finance on a monthly basis. The Council has the option to sell its units if there is a concern that the fund value is likely to decrease for a prolonged period.
3	Decline in interest rates	T	Interest rates continue to fall with very little prospect of upward movement in the next 12 months.	Economic growth forecasts remain subdued leading to low interest rates. Consequently lower risk counterparties tend to offer low investment rates.	The Council may not achieve its target level of interest.	5-Aug-16	2	3	2	3	2	3	In the current economic climate where rates tend to be static, arranging investments over a longer period of time where possible will allow the Council to capitalise on a higher rate of return without there being an opportunity cost. The Council continually monitors base rate and rates being achieved against budget to ensure it has secured the best value possible in a difficult economic climate.
4	Fraudulent activity	T	Potential fraud by staff	Fraudulent activity	Loss of money for the Council Disciplinary action for the staff involved	5-Aug-16	3	3	2	1	2	1	Segregation of staff duties, reviewing and monitoring of internal controls to ensure the correct protocol is being followed. Ensuring all insurance policies and the fidelity guarantee are fully up to date.
5	Money laundering	T	Money laundering by external parties	External parties pay a transaction by cash and subsequently request a refund	Fine and/or imprisonment	5-Aug-16	4	2	4	1	4	1	Ensuring the money laundering policy is reviewed and up to date. Checking refunds back to source. Raising awareness of this issue amongst staff and reviewing the financial regulations.
6	Network failure/Barclays.net being inaccessible	T	The Council is unable to carry out its daily treasury functions due to a network failure	Barclays.net is unavailable or the Council's network has failed	Daily Treasury functions will not be carried out	5-Aug-16	2	3	1	2	1	2	Invoke the business continuity plan to minimise the effects of a network issue.
7	Revenue Budgets	T	Revenue budgets are unable to meet borrowing costs of capital schemes	Revenue budgets come under pressure from restricted government funding or non delivery of programmed savings	The Council may not be able to execute some desired projects.	5-Aug-16	3	3	2	2	2	2	Revenue budgets monitored on monthly basis and future year forecasts undertaken. Reserve some capital receipts to cover borrowing costs in the short term. Monthly financial reports and forecasts.
8	Lack of suitable counterparties	T	The Council does not have enough "space" with approved counterparties to place investments/deposit surplus cash balances.	Rising cash balances and a restricted counterparty list	Use of counterparties not paying best value rates.	5-Aug-16	3	4	3	3	3	3	The Council continually monitors its approved counterparty listing in conjunction with cash balances. Any potential new investment opportunities are discussed at Treasury Management performance meetings. The Council utilises money market and enhanced cash funds to deposit surplus cash balances in the event of no space with other counterparties and also to ensure there is always cash instantly available in order to meet payment obligations when they fall due. However, there are also limits on the amounts deposited to such funds. The Council has a facility to deposit cash with the Debt Management Office should all other investment options be exhausted.

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To: Cabinet
Date: 22 January 2020
Report of: Head of Housing Services
Title of Report: Use of s.106 and Retained Right to Buy Receipts to increase the provision of more affordable housing

Summary and recommendations	
Purpose of report:	The report seeks project approval and delegations to enable the spending of Retained Right to Buy Receipts and s.106 funding for the purpose of delivering, or enabling the delivery of, more affordable housing, through new build or acquisition activity.
Key decision:	Yes
Cabinet Member:	Councillor Mike Rowley, Board Member for Affordable Housing
Corporate Priority:	Meeting Housing Needs
Policy Framework:	Housing and Homelessness Strategy 2018 to 2021
Recommendations: That Cabinet resolves to:	
<ol style="list-style-type: none"> 1. Give project approval to the proposals, to purchase accommodation or issue grants, as set out in this report, and within the allocated capital budgets, for the purpose of delivering more affordable housing in Oxford; 2. Note that the proposals set out in this report, in relation to Retained Right to Buy Receipts (RRTBRs) - £13.2m in the HRA in 20/21, and £2.35m in 21/22; Recycled Capital Grant Funds (RCGF) - £370k in the HRA in 20/21; and s.106 funds - £3m in the General Fund in 20/21; have informed the budget setting process and that the implications for budgets are included within the 2020/21 consultation budget; 3. Recommend to Council that a capital budget for £3m of expenditure, subsidised using RRTBRs, is approved in 2019/20, to enable an off-plan purchase of Social Rented homes, this sum being effectively brought forward from the overall £13.2m identified in 2020/21 in the consultation budget, which would then reduce to £10.2m in 20/21 accordingly; 4. Delegate authority to the Director of Housing, in consultation with the Cabinet Member for Affordable Housing; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into agreement for the award of grant, contractual arrangement and/or spend, for the provision of additional affordable housing in perpetuity, using 	

- Retained Right to Buy Receipts or Recycled Capital Grant funding;
5. **Delegate authority** to the Head of Planning Services, in consultation with the Cabinet Member for Affordable Housing; the Head of Financial Services/Section 151 Officer; and the Council’s Monitoring Officer, to enter into agreement for the award of grant, contractual arrangement and/or spend, for the provision of additional affordable housing in perpetuity, using s.106 funds; and
 6. **Delegate authority** to the Chief Executive, in consultation with the Cabinet Members for Finance and Asset Management, and Affordable Housing, to approve any property or development purchases over £500,000 for affordable housing, within this project approval.

Appendices	
Appendix 1	Risk Register
Appendix 2	Equality Impact Assessment

Introduction and background

1. The Council continues to develop a programme of affordable housing supply through multiple work streams, including the direct delivery of units through Oxford City Homes Ltd (OCHL); joint ventures, such as Barton Park; regeneration schemes; and helping to enable delivery from Registered Provider partners, community-led organisations, and others.
2. OCHL has recently refreshed its business plan (to 2029) with the ambition of delivering over 2,200 new homes of mixed tenures over this period, including 354 new homes for Social Rent at Barton Park. The Housing Revenue Account (HRA) business plan currently expects to buy over 1,000 of these new homes from the company, with nearly 800 of these being at Social Rent, having to balance this with the demand for investment in existing stock, including responding to the climate emergency.
3. Officers continue to review opportunities to bring forward the development of further affordable homes to increase the supply available to help meet Oxford’s housing needs. This might take the form of developing more new homes; acquiring property to use as affordable housing; or switching tenures to improve affordability and access to these homes.
4. The OCHL development programme also continues to support a significant share of the Oxfordshire Growth Deal (OGD) programme by delivering affordable homes, using OGD grant, within the three years of that programme.
5. Developments are financially appraised on a scheme by scheme basis, and need to be viable and sustainable to move forward in the development process. Many schemes will require additional subsidy to fund costs, in addition to using borrowing and cross-subsidy from market units (sale or rent). Strategic issues that impact on scheme financial modelling includes Government policy; prudential borrowing rules;

and Public Works Loan Board (PWLB) rates, all of which have seen considerable change in recent years. On a site basis, there are also multiple influences on costs including the cost of the land; site and ground conditions; build costs; planning requirements; and valuations (most noticeably impacting on a reduced ability to cross-subsidise from market sale or rent in lower value areas). Should (public) subsidy be insufficient to bridge funding gaps, then developments may not be progressed, or may be re-modelled to reduce the number of affordable units (especially those at the more affordable Social Rent tenure) than might otherwise be supplied.

6. This report identifies some additional funding streams that the Council could use for the purpose of further driving the delivery of more additional affordable homes for rent, supporting scheme development financing with additional grant.

Retained Right to Buy Receipts

7. Retained Right to Buy Receipts (RRTBRs) are the receipts that the Council is able to retain to be recycled into new replacement affordable homes in accordance with the agreement signed in 2012, between the Council and Secretary of State for Housing, setting out the requirements for this, following agreement for the self-financing of the HRA. Receipts that are unspent after three years from the time of the sale must be returned to the Government, with interest (4% over base rate). This receipt/spend profile is monitored quarterly.
8. Spend must be on new rented social housing supply, at up to 30% of the qualifying spend (i.e. £1m spend can be financed by using up to £300,000 of RRTBRs). Currently, activity by OCHL does not qualify and is prohibited as suitable expenditure. The Council originally planned to use these funds as part of the financing for Barton Park, but when Government introduced a raft of financially negative proposals planned for the HRA in 2015 a significant review of HRA spending was required and consequently the Barton acquisitions within the HRA without the removal of the then debt cap, meant that it was therefore an unviable scheme for the HRA. Consequently, the Council took the decision that the social housing on this site would be owned by OCHL, so using RRTB to part fund these acquisitions was no longer an option.
9. To date, the Council has used RRTBRs to support considerable investment across the General Fund and the HRA. This has included:
 - a. **£10m** investment in the National Homeless Property Fund (NHPF) – using £5m of Council funding and £5m match funding (c.£3m of RRTBRs used)
 - b. **£5m** of further Council investment in the NHPF round 2 – with c.£0.5m investment from other parties in Oxford as a result (using c.£1.7m RRTBRs) – which together with round 1, has acquired 70 properties locally to be used to prevent households from becoming homeless, as well as providing an investment return for the Council
 - c. **£10m** investment in acquiring properties for temporary accommodation use and supporting the switch from leasing to owning such units, saving money for the Council; improving quality; and ensuring suitable accommodation is available as required for statutory homelessness activity (c£3m RRTBRs used)

- d. **£2.4m** spend in the HRA to purchase 10 additional permanent units to let at Social Rent, off-plan, from a development in Didcot (using c.£0.7m RRTBRs)
 - e. **£1.5m** spend on acquiring larger homes, to meet the needs of larger families, at Social Rent and within the HRA, using funding from a property disposal and boosted by additional RRTBR funds (c.£0.4m)
10. The Government proposals following its Aug-Oct 2018 consultation on the use of RRTB funds is currently awaited. This consultation indicated that the Government could be considering extending the deadline for the receipts currently held by Council's from 3 to 5 years, there were also indications that this could be monitored annually rather than quarterly; and that in high demand/ high cost areas, receipts might be able to be used at 50% of cost rather than 30%, with combined top-ups with other grant funding also possible. Limitations on using RRTB funding for property acquisition rather than direct new build, in areas where the latter is cheaper were also mooted, as are possible opportunities for use of funding by housing companies, in certain circumstances. There is currently however, no indication as to when an announcement on any of this may be made. Recent representations by officers, in relation to asking for additional flexibilities under the Oxfordshire Growth Deal, have not been supported by Government to date.
11. The Council currently has over £4.6m of RRTBRs unallocated to a project – spends to date having been set out above. This requires 'qualifying expenditure' of over £15.5m to use the receipts and ensure they do not have to be returned to Government.
12. In the Consultation Budget report to Cabinet, a proposed spend allocation of **£13.2m** is proposed for 2020/21. Minimum 'spend' by the end of each quarter of 2020/21 in the following profile is required. 'Spend' can be taken to 'start on site' for a development, rather than an actual completion.

Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
£2.3m	£0.5m	£6.4m	£4.0m	£13.2m

13. There is approximately £705,000 of RRTBRs that require spend in 2021/22 (having resulted from RTB sales in 2018/19. This is less, due to a fall in the amount of RTB sales, and this lower level of sale activity is currently predicted to continue. Qualifying spend of **£2,350,000** is required to use this, and a spend allocation is also proposed in the Consultation Budget, for this sum, in 2021/22.

Recycled Capital Grant Fund (RCGF)

14. The Council has only recently received £111k of funds under this regime. The restrictions and requirements for use are broadly similar to RRTBRs. The funds are the result of sales from the HRA units more recently built by the Council under the Homes England (formerly HCA) AHP1 programme. As with RRTBRs this fund must be used within three years of receipt and be spent at 30p in the pound of 'qualifying expenditure'. Spend must be requested via an application to Homes England, in accordance with their grant conditions (The Recovery of Capital Grants and Recycled Capital Grant Fund General Determination 2017). The requirement for spend currently is **£370,000**, profiled as follows:

Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
£186,500	0	£181,500	0	£370,000

Section 106 Affordable Housing Contributions (“s.106 funds”)

15. The Council seeks to secure on-site affordable housing on development schemes through the planning process, where possible, but will take a financial contribution to support affordable housing development in alternative locations in some circumstances. These include schemes of 9 units or less and student schemes, in accordance with the current Local Plan, and the recently changed position in relation to policy HP4 of the Sites and Housing Plan. A significant contribution, in lieu of affordable housing, was also taken from the Westgate development.
16. There are few grant conditions on s.106 receipts for affordable housing, other than that they are used for this purpose within Oxford. The funds held by the Council currently amount to £8,146,843, with over £2.5m of further contributions expected by the end of the 2020/21 financial year, at which point the fund would be expected to exceed **£10.5m** if there continues to be no expenditure. Only two of the contributions have expenditure deadlines agreed with the developer (for £200k of contributions, requiring spend by Dec 2023).
17. The s.106 grant, unlike RRTBRs can be combined with other grant schemes, and could therefore be used to provide top-up funding to schemes currently under consideration. It is for the Council to decide on the operation and governance arrangements of such. Spend could therefore be considered for any affordable housing tenure. For auditing purposes, it may be decided to be best issued on unit completions, although this might be flexible also, depending on the scheme and the provider/ developer circumstances.

Proposals for Spend

18. There are a number of scenarios where these additional funding streams could be of significant benefit in the development of the affordable housing programme. Due the different restrictions, it is best to consider them as two separate funding streams.

RRTBRs and RCGF funds

19. Opportunities for spend need to be developed at pace. These could include the following initiatives:
 - a. Purchase of a development off-plan. Where this does not include affordable housing, the funding could subsidise the purchase cost to the HRA and allow all the units to be used for Social Rent. In scenarios where schemes already include affordable housing, to ensure planning compliance, the HRA could still seek to purchase the affordable units from the developer using this to

subside the purchase cost, although less additionality might be achieved in such a scenario

- b. Recognising that there are very limited opportunities for such off-site purchases, within Oxford or its immediate vicinity within the timescales required (starting on-site in 2020/21, and noting the quarterly deadlines also), officers should also mobilise to re-start an acquisition programme by buying units from the open sale market. This can achieve high levels of value for money, especially in the re-purchase of property where the Council is the free holder. It will require resourcing, and in-house resource is less likely to be able to support this at present, requiring a contractual arrangement for the property search function with a third party. Such an initiative will also not be able to purchase a sufficient volume of properties that are suitable and of the right value from the local market in this timescale
- c. Officers should explore whether some market sale units from OCHL schemes could be purchased by the HRA using RRTBRs, on smaller schemes (under c. 30 units) where tenure mix is not a requirement to ensure the long term sustainability and community mix in a development.
- d. RRTBRs can also be used on land purchases, and officers should explore and action any possibilities for this also, including the consideration of any voluntary sales or CPOs to support development or possible regeneration schemes, or purchases from other public authorities.
- e. Should HRA capital commitments be close to the agreed debt cap/ prudential borrowing limits, then officers should consider further General Fund options for spend, this being temporary accommodation for homeless households, and bring forward a further report to Cabinet and Council should this be considered viable.
- f. Officers should continue to explore further options to use RRTBRs and RCGF flexibly to ensure spend and increasing affordable housing supply.

20. It is proposed that RRTBRs and RCGF are spend up to the full financial envelope available, as outlined above.

S.106 Funds

21. These funds can be used more flexibly with other public grants. As such, it is proposed that further opportunities for spend should be explored and actioned, including:

- a. Determination of the likely requirement to support the affordable housing element of the Blackbird Leys District Centre regeneration project, and other subsequent estate regeneration schemes. As such, only £3m of these funds are being included in this report. Further reports to Cabinet will relate to other proposed expenditure of s.106 funds, such as the Blackbird Leys District Centre regeneration project.
- b. For the creation of a top-up fund to improve the viability of schemes that are proposed, or might be brought forward, through the Oxfordshire Housing and Growth Deal. This additional injection of funds might allow schemes to be accelerated and be brought forward faster; make them viable or viable to be

developed within the Growth Deal when otherwise they might not be able to; or allow for a greater proportion of affordable rented homes (preferably Social Rent) to be supplied within a scheme. The Growth Deal grant rate for Social Rent is currently £55k per unit, whereas the Homes England AHP programme will support grants for Social Rent in this area of £75k. A £20k top-up grant, may be able to improve viability by closing this gap and recognising the high and rising cost of development in this area. Officers from across the Oxfordshire Districts are engaging with the Growth Deal team to agree a common value for money assessment framework for assessing such grant awards (aligned to similar Homes England processes).

- c. A top-up fund might also be used to fund the difference in capitalised valuations of seeking to switch the tenure on a small number of schemes, from shared ownership to affordable rent, thus improving affordability and access to persons in housing needs from the housing registers.
- d. A local enabling grant could also be considered, with the Council drafting a suitable prospectus and inviting submissions from RPs as to what they might be able to develop for the award of an agreed grant.

22. It is proposed that s.106 funds are used up to the limit of a £3m financial envelope available, as 'top-up' or 'enabling' grant for Affordable Housing, as outlined above, with subsequent reports to be developed for Cabinet relating to the remaining s.106 funds. Delegation for this spend rests with the Head of Planning Services as the signatory of s.106 agreements with developers.

Financial implications

23. This report seeks the required delegations to further develop the programme of affordable housing supply. The decision to proceed with any purchase or development will be supported by a financial model outlining short, medium and long term impacts on Council finance, and will require a neutral or positive impact in order to proceed.

24. Financial modelling on overall scheme viabilities will also be undertaken in relation to any grant programme, based on open book principles, to ensure that grant positively impacts on affordable housing supply as set out in this report.

25. In the event that the Council secures an opportunity for the purchase of a site/ multiple unit development, then the purchase price is likely to exceed general delegations (up to £500k). For this reason, this report recommends a further delegation to the Chief Executive, to provide for this circumstance and to allow the Council to move rapidly to enter into agreement should it wish to.

Legal issues

26. Sections 24 & 25 of the Local Government Act 1988 enable Councils to make grants and provide financial assistance for the purposes of the provision of more affordable housing.

27. It is proposed that any conveyancing for a new acquisition programme continues to be undertaken using existing resource provision available to the Council.

28. Grant funding agreements for top-up or enabling grants will be prepared and executed by the Head of Law and Governance to ensure value for money as well as effective and efficient outcomes from this investment, with grant only expecting to be awarded to Registered Providers.
29. The Council has considered the State Aid rules and to avoid any contravention it intends to adhere to the following four tests set out in the Altmark judgment (Case C-280/00) in relation to the provision of Services in the General Economic Interest (SGEI):-
- a. the grant recipient must have public service obligations to discharge which must be clearly defined
 - b. the parameters on the basis of which the grant is calculated must be established both in advance and in an objective and transparent manner
 - c. the grant cannot exceed what is necessary to cover all or part of the costs incurred in the discharge of the public service obligations, taking into account the relevant receipts and a reasonable profit
 - d. where the grant recipient is not chosen in a public procurement procedure, the level of grant awarded must be determined by a comparison with an analysis of the costs that a typical undertaking would incur (taking into account the receipts and a reasonable profit from discharging the obligations).
30. The Council will monitor compliance with these tests by ensuring that the grant agreements contain clauses imposing requirements that:-
- a. any land purchased with or benefitting from grant funding is only used for the provision of social or affordable housing; and
 - b. the grant recipient must demonstrate that its costs of provision of the social/affordable housing are no greater than it would cost a typical well-run community led housing undertaking.
31. Officers will mitigate the application of State Aid rules by following public procurement rules in selecting any grant recipient wherever possible.

Level of risk

32. A Risk Register is provided at Appendix 1. The main risk identified is not spending RRTBRs or RCGF within the three year deadline from the time of receipt, and thereby being required to return the funds to Government with interest applied from the time of receipt.

Equalities impact

33. An Equalities Impact Assessment is provided at Appendix 2. There are no adverse impacts in undertaking this activity, with the potential to improve provision for persons in housing need.

Conclusion

34. That the Council agrees to spending as set out in this report to further support the delivery and enabling of more affordable rented housing accessible to help persons on the housing register to secure much needed permanent homes.

Report author	Dave Scholes
Job title	Housing Strategy and Needs Manager
Service area or department	Housing and Property
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Background Papers:	None

Appendix 1

Appendix 1 - Risk Register - RRTBR/ AH Funding - Cabinet Report 19th December 2019

Ref	Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls					
								I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner	
1	Insufficient opportunities to spend these funds as intended	Insufficient housing market or development activity to enable suitable investments to be made that achieve value for money	Threat	Market slow-down (development and sales) and difficulties of developing in Oxford (inc high land and build costs)	Council does not pursue these initiatives further and may need to return the RRTBR and/or RCGF funding, in full or in part, to Government, plus compound interest above base rates	01/11/19	Stephen Clarke	3	4	3	3	2	2		Ensuring that all work streams continue to be progressed at pace, and that any negotiations are conducted promptly, with due diligence, and within an agreed framework.	Ongoing	Ongoing	30	Dave Scholes	
2	Unable to agree acceptable agreement terms for developments; acquisitions; or grants	Not entering into agreements with RP providers	Threat	Unable to secure agreement on acceptable terms	Council does not pursue one or more schemes further	01/11/20	Stephen Clarke	3	3	3	3	1	1		Ensuring that negotiations are conducted promptly, with due diligence, and within an agreed framework. Risks here mitigated by running multiple schemes and options for spend simultaneously	Ongoing	Ongoing	30	Dave Scholes	
3	Developments stall or do not proceed in accordance with agreements	Delivery risk that the scheme does not progress as expected	Threat	That the outcome expected from the contractual arrangement is not delivered within acceptable tolerances on quality; time or budget, including that the scheme is unable to secure planning consent	The the Council may need to enforce contracts terms or exit the agreement by consent. If the development stalls during construction, then the Council may elect to intervene.	01/11/19	Stephen Clarke	3	2	3	2	1	1		That the Council undertakes due diligence and ensures that the contractual agreement offers the Council the necessary controls and exit arrangements required. That the viability assessment is rigorously tested. That off-site manufacture methods reduce site risks.	Ongoing	Ongoing	0	Dave Scholes	
4																				

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Appendix 2

Appendix 2: Equality Impact Assessment – RRTBR/ AH Funding - Cabinet Report 19th December 2019

1. Which group (s) of people has been identified as being disadvantaged by your proposals?
What are the equality impacts?

No groups have been identified as being disadvantaged by this proposal. The initiative recommended focuses on better meeting the needs of persons in housing need through seeking to improve the supply of more affordable housing.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

N/A – No adverse impacts expected.

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

No groups have been identified as being disadvantaged by this proposal and it is expected to have a positive impact on many vulnerable people as outlined, through the provision of more affordable housing.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

No adverse impacts, relating to protected characteristics, have been identified.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

All plans and spends will be monitored throughout the development period, and through contractual arrangements.

Lead officer responsible for signing off the EqIA: Dave Scholes, Housing Strategy & Needs Manager. Date: November 2019

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To: Cabinet
Date: 22 January 2020
Report of: Head of Financial Services
Title of Report: Council Tax Reduction Scheme 2020/21

Summary and recommendations	
Purpose of report:	To consider the feedback from the recent consultation on the proposed changes to the Local Council Tax Reduction Scheme and to agree the principles of the new scheme to be drawn up for approval by Council on 27th January 2020
Key decision:	Yes
Executive Board Member:	Councillor Marie Tidball, Supporting Local Communities
Corporate Priority:	Meeting housing need, Efficient, effective council.
Policy Framework:	Financial Inclusion Strategy.
Recommendations: That Cabinet resolves to:	
<ol style="list-style-type: none"> 1. Note the outcome of the consultation on the proposed Council Tax Reduction Scheme; 2. Delegate authority to the Head of Financial Services to draft the details of the new Council Tax Reduction Scheme for 2020/21 in accordance with paragraphs 6-9 of this report, so that it can be submitted to Council for approval at its meeting on the 27th January 2020; and 3. Recommend Council to resolve to adopt the new Local Council Tax Reduction Scheme for 2020/21. 	

Appendices	
Appendix 1	Response to consultation
Appendix 2	Risk Register
Appendix 3	Equalities Impact Assessment

Introduction and background

1. Councils are required to review their Council Tax Reduction (CTR) Scheme for working age recipients on an annual basis and determine whether to revise it or not. The scheme that exists for pension age recipients is a national scheme prescribed by regulations and cannot be varied locally.

2. In order to change its scheme a council is required by law to:
 - Consult with the major precepting authorities
 - Consult with other persons it considers are likely to have an interest in the operation of the scheme

The CTR Scheme itself must be adopted by full Council, it cannot be delegated to an officer or committee.

3. Local Schemes must take account of and support:
 - Work incentives and in particular avoid disincentives for those moving into work
 - The Council's duties to protect vulnerable people (under the Equality Act 2010, the Care Act 2014, the Child Poverty Act 2010 and the Housing Act 1996)
 - The Armed Forces Covenant

Proposed changes to scheme

4. At its meeting on the 11 September 2019, the Cabinet agreed to consult on a new CTR Scheme for 2020/21. Public consultation was undertaken from 30 September 2019 to 12 November 2019 both in electronic and paper format. The Council also consulted directly with Universal Credit claimants on the current Income Band Scheme. The views of the major preceptors, Oxfordshire County Council and the Thames Valley Police and Crime Commissioner were also sought.
5. Prior to recommending consultation to the Cabinet, officers considered a range of options for changing the CTR Scheme in 2020/21. This incorporated options to reduce the cost of the scheme, incorporating the introduction of a minimum charge (meaning all claimants would pay something towards their Council Tax liability), providing certain categories of claimants with full CTR if a minimum charge was introduced, and making CTR a discount. These options were rejected as they risked putting further pressure on households already struggling with reductions in the benefits received, low wages and increasing household costs. However it was agreed that these options would need to be revisited in future years due to the increasing cost of the CTR scheme to the Council.
6. Three new proposals were submitted for consultation. The proposals related to
 - Changes that affect CTR to be applied from the date of the claim, rather than the Monday after the change. This mirrors how the daily charge for Council Tax works and the cost of doing this will be neutral. The impact on claimants is that some may lose up to 7 days entitlement to CTR where others will gain up to 7 days entitlement.
 - Leaving a CTR claim open for 6 months whilst there is a Universal Credit (UC) application in place. This will mean a small administration saving as the Council will be able to use the same CTR claim more than once rather than claimants having to make a new CTR claim or claims, with no financial cost or saving. The impact on the claimant is that their CTR claim will be dealt with sooner.
 - Whether or not to introduce a banded income approach for working age claimants, in the same way as UC claimants are treated, from 2021/22. The impact on the CTR claimant is that fewer changes will need to be reported to the Council for minor income changes, resulting in less administration and more certainty for claimants.
7. Having consulted on these three changes to the current scheme, it is proposed that the Council should apply the first two changes to the 2020/21 CTR Scheme, and consider introducing Income Bands for all claimants when devising the 2021/22 CTR Scheme

8. The 2019/20 CTR Scheme, which was approved on 28 January 2019, allows for the Income Band Scheme for residents on Universal Credit to be up-rated annually in line with changes to the National Minimum Wage (NMW) and the Oxford Living Wage (OLW), and that the benefit cap be uprated in line with inflation (based on the Retail Price Index figure for September 2018). Whilst it is not necessary to consult on this annually, it was included in the consultation to check that it is still relevant.

The existing Income Bandings used to determine the amount of Council Tax Reduction provided under the 2019-20 CTR Scheme are shown in Table 1 below.

Table 1:

Band	Weekly Income	Discount received	Numbers in each band
1	£0 - £131.99	100%	1,012
2	£132 - £197.99	75%	333
3	£198 - £300.99	50%	217
4	£301 - £397.99	25%	57
5	£398	0%	(not recorded)

The rationale for the figures above is as follows:

- £132 is 16 hours on the National Minimum Wage (NMW) rounded upwards, (and is at a level which ensures households who previously received 100% reduction continue to do so)
- £198 is 24 hours on the NMW rounded upwards
- £301 is 30 hours on the Oxford living wage (OLW), rounded upwards
- £398 is the benefit cap

These figures have been calculated using the 2019 figures for the NMW and OLW which are £8.21 and £10.02 per hour respectively. The band 5 value has been uprated by 3.3% which is the RPI figure for September 2018.

9. It is proposed to uprate the bands annually in line with changes to the National Minimum Wage (NMW- this figure is unlikely to be released until January 2020 due to the election, but will be presented at Cabinet/Council once known) and Oxford Living Wage (OLW- £10.21), and in the case of the benefit cap, by inflation (based on the Retail Price Index figure for September 2019 which was 2.4%). These changes would have no significant impact on the amount of support provided by the Council and will ensure that no-one has to pay more council tax as a result of receiving a small change in income.

Summary of consultation

10. Appendix 1 provides details of the responses to the consultation on the proposed changes to the CTR Scheme. Although only 36 responses were received, this was an increase on the previous year, with many providing very detailed feedback and showing a good understanding of the issues. In summary:
- In relation to the Income Band Scheme, the majority of respondents agreed with both the principle of the scheme, and with the proposed uprating.
 - On the proposals for applying a banded scheme to all working age CTR claims the majority of respondents agreed with this proposal, and officers will consider this when preparing future schemes.

- On amending the effective date for a change that affects CTR to the date of the change and not the following Monday, a majority agreed with this, although a significant number were unsure about this proposal.
- On leaving a claim open for 6 months whilst there is a UC claim in place, the majority agreed with this proposal.
- The majority of respondents did not want to see an increase in Council Tax or Fees and Charges to fund the CTR Scheme whilst there was a fairly even split for cutting other services (see Section 20 below).

11 A number of other comments were received and all responses are shown at Appendix 1.

Implementation

12 There will be some administrative work required to implement the amendments to the scheme and inform the public about the changes. This includes revising the scheme, amending the functionality of the software used for administering the CTR Scheme, amending local processes, training staff and producing communications for customers.

Financial Implications

13 Whilst the Government initially provided funding for the new local schemes, the funding has reduced each year in line with the reduction in the Council's Revenue Support Grant (RSG). RSG has now reduced to zero and consequently no funding is provided towards the CTR Scheme.

14 Oxford City Council is one of a small number of councils with a CTR Scheme which has maintained the same level of financial support for claimants as existed within the old Council Tax Benefit scheme. Most other councils have reduced the cost of their schemes by providing a lower level of support. Oxford City Council's scheme will cost an estimated £1.6m for the current financial year, and £1.7 million from 2020/21. Any increase in the number of CTR claims will increase this cost further.

15 The table below sets out the cost and caseload for the Council's current CTR Scheme since its introduction. The cost of the scheme is shared by Oxford City Council (15.7%), Oxfordshire County Council (73.9%) and Thames Valley Police and Crime Commissioner (10.4%) in accordance with the proportion of Council Tax levied by each. The table shows that the gap between the net and gross cost to the Council is narrowing as government grant reduces. The gross cost to the Council has remained broadly unchanged for the last four years. This is because despite a significant increase in Council Tax levels during this period, the number of recipients of support from the CTR Scheme have reduced.

Table 2:

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Cost of Pension Age	£3,567,670	£3,557,466	£3,326,142	£3,274,619	£3,172,713	£3,299,833
Pension Age caseload	3,572	3,424	3,261	3,122	3,056	2,993
Cost of Working Age	£6,593,636	£6,485,387	£6,234,439	£6,357,253	£6,318,785	£6,571,959
Working age caseload	6,434	6,121	5,963	5,841	5,666	5,550
Total Cost	£10,161,306	£10,042,852	£9,560,581	£9,631,872	£9,491,498	£9,871,793
Total Caseload	10,006	9,545	9,224	8,963	8,722	8,543
Gross Council Cost	£1,712,631	£1,626,667	£1,575,329	£1,572,711	£1,546,165	£1,568,628
Net Cost to Council	-£11,785	£193,396	£523,977	£875,604	£1,230,572	£1,432,449

16. The current cost of the CTR Scheme has been factored into the Council's Medium Term Financial Plan. Due to the reduction in government grant, the Council bears the full cost for its share of the scheme from 2019/20, and the cost of the scheme from then on will depend on the changes in the Council Tax levied and the number of recipients of support.
- 17 The proposed changes to the scheme are not expected to increase the scheme's cost. The bandings in the income band scheme are being updated in line with expected increases in wages, and so this change should ensure current recipients of support stay in the same band as their income increases. As such this will have a neutral impact on cost to the Council.
- 18 As the Oxfordshire County Council is the principal precepting authority, it is difficult for Oxford City Council to make significant savings in its cost of support, i.e. to save £1 an additional £6 must be raised. Reducing the amount of support provided will also lead to some administrative costs being incurred in the collection of any additional Council Tax charged.

Legal issues

- 19 In considering changes to the CTR Scheme, the Council must take into account the provisions of The Council Tax Reduction Schemes (Prescribed Requirements) (England) 2012 and subsequent amendments.
- 20 Since the introduction of CTR Schemes, there have been a number of legal challenges against other local schemes. Most of these challenges have been in relation to the consultation undertaken and have questioned whether due regard was given to any equality impact assessment when changes were made to schemes. A Supreme Court ruling in 2014 (R (Moseley) v London Borough of Haringey) has determined that consultation on changes to council tax reduction schemes must also include an option for any current scheme to be retained on the same level of funding with a consequent reduction in funding for other services. There were questions in the consultation paper on these options.
- 21 The CTR Scheme itself must be adopted by Council, and the approval of the scheme cannot be delegated to an officer or committee.

Level of risk

22. A risk register is attached at Appendix 2.

Equalities impact

23. The changes proposed in this report do not have any new equality impacts attached to them. The removal of the minimum income floor amends a previously identified inequality. The equality impact of the income band scheme was considered in a report to Cabinet dated 19 December 2017. An Equalities Impact Assessment is attached at Appendix 3

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Background Papers: None

Appendix 1

Consultation on changes to the Council Tax Reduction Scheme

This document collates the responses to the Council Tax Reduction (CTR) Scheme consultation carried out between 30th September 2019 and 12th November 2019. 36 completed responses were received to the consultation. 1 response was from an organisation. 35 responses were from individuals. Responses have been received from CTR claimants (20) and non CTR claimants (12) with 4 preferring not to say.

The responses to the proposals for change are shown below. There continues to be strong support for continuing to use income bandings and for the method of uprating the bandings used in the income band scheme. There was also strong support for the small changes proposed to the start date of the change and for keeping a UC claim open.

Comments are collated at the end of the document, together with the Council's responses where required.

Income band scheme for households in receipt of Universal Credit

To what extent do you agree or disagree with the principle of using income bands for deciding how much support people get in paying their Council Tax?

- Strongly Agree 10
- Agree 16
- Disagree 2
- Strongly Disagree 4
- Unsure 4

To what extent do you agree or disagree with the proposal to uprate the income bands from 2020/21?

- Strongly Agree 7
- Agree 14
- Disagree 5
- Strongly Disagree 3
- Unsure 7

Income band scheme for households not in receipt of Universal Credit

To what extent do you agree or disagree with applying a banded scheme to all working age CTR claims?

- Strongly Agree 8
- Agree 16
- Disagree 2
- Strongly Disagree 1
- Unsure 9

Effective date of a change

To what extent do you agree or disagree that we should amend the effective date for a change that affects CTR to the date of the change and not the following Monday?

- Strongly Agree 8
- Agree 11
- Disagree 3
- Strongly Disagree 0
- Unsure 14

Leaving a claim open when Universal Credit is in place

To what extent do you agree or disagree that the Council should leave a claim open for 6 months whilst there is a UC claim in place?

- Strongly Agree 8
- Agree 18
- Disagree 2
- Strongly Disagree 2
- Unsure 6

As some of the proposals in the consultation may slightly affect the support people receive, the Council was required to consult on alternatives to making these changes. This included increasing the level of Council Tax, finding savings by cutting other Council services and increasing fees and charges. The responses to these proposals were as follows.

Increase the level of Council Tax- if this is possible within the Government determined Council Tax cap?

- Strongly Agree 2
- Agree 5
- Disagree 10
- Strongly Disagree 12
- Unsure 7

Find savings from cutting other Council services?

- Strongly Agree 10
- Agree 6
- Disagree 8
- Strongly Disagree 4
- Unsure 8

Increase fees and charges for some Council services?

- Strongly Agree 2
- Agree 13
- Disagree 7
- Strongly Disagree 4
- Unsure 10

Comments and Council responses

The income band scheme and its proposed uprating

1. This scheme seems the most practical and logical method to use. The up-rating is also a logical extension of the current levels.

Response: Noted

2. On the previous benefit system my family would have been helped out with 100% council tax covered, we have one carer in the family and I earn on average £400, as we have a disabled child the benefit cap doesn't affect our universal credit payment and as such we are seen as on enough to pay 25%.

Response:

The Council does consider disability when devising its scheme but at present the Council doesn't exclude all disability incomes when calculating entitlement to CTR. Disability incomes that the Council currently exclude for UC claimants are: Disability Living Allowance, Personal Independence Payment and Attendance Allowance (for applicant and/or partner). The Council will consider the impact of the incomes that it continues to include in future schemes.

3. I'm really not sure what you are doing. I'm on universal credit and I don't work because of my husband's disabilities so not sure how this would affect me personally.

Response:

Noted. This a statement specific to the individual's circumstances.

4. If you put an explanation of what this means in real terms it would be easier to have an opinion. Does it mean that people whose income increases will go into the next band and hence have less benefit?

Response: That may happen, however with the banding scheme it means that until your income increases to a level that puts you into a higher band, your entitlement won't change. So small changes in income that would have meant a change to your entitlement will be ignored. The other benefit to this is that you will only get a revised Council Tax bill when your income places you into a

different band, which allows you more certainty of your instalment amounts month on month.

5. "UC has so many loopholes as it is and its claimants have to suffer as a result leaving them worse off. This scheme will make it worse and should not be a rushed decision."

Response:

The aim of CTR is to reduce liability for Council Tax for those on low incomes. The Council is working on a scheme which is fair to all and consults in order to hear the views of those who wish to respond. As part of this consultation the Council is already looking towards the 2021/2022 scheme to give officers as much time as possible to create a balanced approach to future CTR schemes.

6. I think there should be consideration for outgoings as well. Many middle income people live hand to mouth and it's those who struggle more

Response:

The Local Government Finance Act states that every Council's scheme has to take into account the income of the 'claimant' when calculating entitlement to CTR. Whilst people have many expenses within the household, the Council cannot take these into account as it is for the claimant themselves to manage their financial affairs.

7. "People should not get a CTR for working part-time. They should increase their hours. People will deliberately work the 'right' number of hours to get the highest reduction possible. I'm having to work full-time in a job I hate, so why can't other people. I'm paying an extortionate council tax, I don't get any help, and I don't have any money left at the end of the month, so why should I pay more and other people less?"

Response:

Noted

8. I think, it's better to consider the price of the rent of the property before using the band scheme.

Response:

The current scheme for Universal Credit claimant does take into consideration the amount of rent payable, and it is not proposed to change our CTR scheme with regards to starting to include the rent, however this comment is noted and will be added to the review of the 2021/2022 CTR scheme.

9. Banding is not a progressive form of means test and such approach is not used in the social security system. It creates significant change in support provided for claimants at the margins of the income bands if there is a small change in their income. It generates issue of defining income as demonstrated by previous amendments the Council has had to make to its banded scheme.

Response:

Under the Local Government Finance Act CTR is no longer a benefit, but a discount. Whilst the Council agrees that this does not match the approach of the Social Security legislation, this is our local CTR scheme.

Creating an Income Band Scheme for all claimants

10. That can be done based on the total amount of expenses that each family has monthly

Response:

Please see reply to point 6 above.

11. I receive UC, so this does appear to be a sensible approach.

Response: Noted

Alternatives to reducing the amount of help provided by the CTR Scheme

12. I think of many cuts that can be made with the housing services. Send one person to do a repair not 2 to look at it and then 2 different to complete the repair. You should save a fortune sending the correct person. Or maybe sending a surveyor once a year to assess repairs and actually get them done with the right person with the correct skill set.

Response:

Noted. This has been passed to the Housing Department for their consideration.

Other comments on the CTR Scheme

13. I have a discount but still very high value.

Response:

Noted

14. The Council must amend the definition of 'Universal Credit other income' in Class F para. 2 to exclude any overpayment of a 'legacy benefits' recovered as 'other income' within UC under UC (TP) Reg. 10 'Treatment of overpayments'.

This provision means that an overpayment of a 'legacy benefit' will be recovered twice, firstly by a reduction in UC that would otherwise be payable and, secondly, by a possible reduction in LCTR which would otherwise be awarded. This is because UC (TP) Reg. 10 treats an overpayment as an 'income' in the calculation of UC entitlement when, of course, it is the opposite.

Such method of overpayment recovery shows on a claimants UC payment statement as 'other income'. As such recovery will normally happen in the first (and any subsequent if required) UC 'assessment period' the claimant faces a 'double whammy' of reduced income at the start of an award of UC and reduced

LCTR. This method of overpayment recovery is not uncommon, therefore, the number of LCTR claimants on UC affected by this 'double whammy' is likely to be significant.

An addition definition of disregarded income should be added to para. 4:

"Any overpayment recovery made by the SSWP under UC (TP) Reg. 10 as 'other income' shall be disregarded.

The Council does not appear to be using LGFA s13A (1) (c) to mitigate the impact of the definition of 'UC other income' that applies within its scheme.

The Council would suggest this issue (and previous issues with the drafting of the scheme) illustrate the problems with (a) a banded scheme (b) attempting to define a LCTR scheme by reference to social security legislation.

Response:

Noted. The Council will be amending the scheme for 20/21 as is aware of this.

Question 9

A full service UC claim does not remain 'active' for 6 months after an award ends (as was the case with live service UC). A claimant may be able to make what DWP describe as a 'UC rapid reclaim' within that period. UC Reg. 21(3C) merely provides that on a new claim within 6 months a claimant retains the same 'assessment period' as applied to the previous claim. The Council will need to consider if the position with a full service UC claim ending has any practical impact on this otherwise positive proposal.

Response:

Noted. Our intention is to mirror the assessment period on UC.

15. The City Council are to be congratulated for retaining 100% council tax support for those wholly reliant on income-based benefits. Oxford is a very unequal city and this is one way in which the most deprived can be supported by those in the higher income brackets.

Response:

Noted

Appendix 2

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Challenge to consultation process	Customers challenge the effectiveness of the consultation	Opp	Due regard not given to statutory guidelines or relevant case law.	Any changes in the CTR scheme may not be upheld by Tribunals or Courts, when challenged by a customer.	25/7/19	Tanya Bandekar	3	2	1	2	1	2		Reference the relevant regulations and case law in planning the consultation	20/9/11		100	Laura Bessell
Increased customer contact	Customers are concerned at potential changes to the support they get and contact the Council about them.	Threat	Poor explanation of changes, and no mitigation planned.	Customers are not clear about the impact of the changes.	25/7/19	Tanya Bandekar	2	2	1	1	1	1		Simple explanations given of the proposed changes, together with details of mitigation.	20/9/11		75	Laura Bessell
Council reputation	Proposals for changes not clearly thought through, and impact not properly understood, resulting in damage to Council reputation	Opp	Insufficient modelling undertaken, and/or impact of changes not properly understood	Informed customers spot impacts of changes that the Council has not properly identified, undermining both the proposals and consultation process.	25/7/19	Tanya Bandekar	3	3	3	2	3	2		Expert team from different service areas assembled to work on the proposals, time taken to model changes and understand customer impact.	20/9/11		75	Paul Wilding
Financial implications	Costs are not correctly calculated, or a change in economic climate means more claimants	Threat	Poor budgetting	Changes are costed incorrectly and lead to an increase in scheme costs	25/07/2019	Tanya Bandekar	3	3	3	2	3	2		Work with Finance Team to ensure funding available and changes costed	20/09/2011		80	Tanya Bandekar

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Appendix 3

Initial Equalities Impact Assessment screening form

1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

Council Tax Reduction is claimed by low income households in the city. The following groups are over represented in this cohort compared to the general population:

Women

Single parent households

Ethnic Minorities

People with a disability or lifelong illness

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

The 2020/21 Council Tax Reduction Scheme has been informed by a consultation process. This included:

- Uprate the income bands for Universal Credit claimants in line with previous years
- Changes that affect CTR to be applied from the date of the change, rather than the Monday after the change. This mirrors how the daily charge for Council Tax works and the cost of doing this will net itself. There may be some gainers and losers depending on the change reported
- Leaving a claim open for 6 months whilst there is a Universal Credit claim in place
- To consider whether or not to introduce a banded income approach for working age claimants, the same as the Council currently does for UC claimants from 2021/22

Within the existing Council Tax regulations, there is provision for discretionary payments to be made to people experiencing hardship. Anyone disadvantaged by the Council Tax Reduction scheme can apply for help from this scheme.

Changes will take effect from 1 April 2020 unless otherwise stated

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

The Council have consulted via our website, electronically with major preceptors and advice agencies, placed paper copies in surgeries and libraries, and invited people to respond via email straplines. The Council also targeted Universal Credit claimants on the income banded scheme via email.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

Within the existing Council Tax regulations, there is provision for discretionary payments to be made to people experiencing hardship. Anyone disadvantaged by the Council Tax Reduction scheme can apply for help from this scheme.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place.

The impact will be monitored via applications for discretionary support. This should highlight any areas of concern.
The Council will also continue to ensure that it promotes the CTR scheme to anyone moving onto Universal Credit, as it will need to be by a separate application.

As the changes will be rolled out on a gradual basis, as people see changes in their circumstance, there will be an opportunity to revise the scheme in future years, if there is an unexpected negative impact on certain groups of customers.

Lead officer responsible for signing off the EqIA: Tanya Bandekar

Role: Service Manager, Revenues & Benefits

Date: 13/11/19

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To: Council
Date: 27 January 2020
Report of: Head of Law and Governance
Title of Report: Constitution Review 2019

Summary and recommendations	
Purpose of report:	This report recommends changes to the Council's Constitution following an annual review of the Constitution overseen by a "Cross-Party Constitution Group".
Key decision:	No
Lead Member:	Councillor Nigel Chapman, City Executive Board Member for Customer Focused Services
Corporate Priority:	N/A
Policy Framework:	N/A
Recommendations: That Council resolves to:	
1.	Note the list of amendments that the Monitoring Officer has made using delegated powers detailed in Appendix 1;
2.	Approve the list of proposed amendments to the Constitution detailed in Appendix 2 and highlighted in the draft Constitution at Appendix 3;
3.	Adopt the revised Oxford City Council Constitution attached at Appendix 3; and
4.	Delegate authority to the Head of Law and Governance to amend any further wording and/or numbering that is identified as being inconsistent with the changes approved by Council.

Appendices	
Appendix 1	List of amendments to the Constitution made by the Monitoring Officer using delegated authority
Appendix 2	List of proposed amendments to the Constitution
Appendix 3	Oxford City Council Constitution 2020 (with proposed amendments highlighted)

Introduction and background

1. The Constitution forms a key part of the Council’s governance framework, setting rules, principles and procedures to enable the Council to take decisions and do its work effectively.
2. The Constitution is reviewed annually to ensure that it continues to properly reflect the law and meet the needs of the Council. This is both a tidying up exercise and an opportunity to respond to governance changes and issues that have arisen since the previous review. A Cross-Party Constitution Review Working Group (“the Group”) was formed to consider suggestions from officers and elected members and shape the proposals before Council. The Group was chaired by Councillor Chapman and its membership also included: Councillors Gant, Rowley, Rush, Taylor, Roz Smith and Wolff. The Group held meetings on 9 October, 6 November and 4 December 2019. Following the December meeting a briefing note was prepared and circulated for discussion with political groups.

Proposed amendments

3. A list of the proposed amendments resulting from the Constitution Review 2019 is attached as Appendix 2. Many of the proposed amendments are intended to provide additional clarity about existing rules or to better reflect current practices where these have changed since the Constitution was last updated by Council in November 2018.
4. A number of proposals do represent changes to current arrangements and as such may be of particular interest to elected members and the public. These changes are explained in more detail in the table below.

Constitution reference	Proposed change(s)	Rationale
Area planning committees 5.3(b)	<ul style="list-style-type: none"> • Raise the thresholds for non-residential planning applications that must be decided by committee: <ul style="list-style-type: none"> ○ to non-residential sites over 1 hectare (from over 0.5 hectares). ○ to new or increased non-residential floor space of 1,000m² (from 500m²). • Remove the need for all planning applications submitted by the Council to be decided by committee. Any applications (both residential and non-residential) submitted by the Council would be subject to the same thresholds as non-Council applications. 	To reduce the number of non-major applications that must be decided by area planning committees. These applications would still be subject to call in. No changes are proposed for residential developments (5 units or sites over 0.5 hectares) or for applications from councillors and Council employees, which would still have to be decided by a planning committee.

<p>Role of Head of Paid Service - 9.3(a)</p>	<ul style="list-style-type: none"> Remove the restriction on implementing changes to the senior management structure that increase the number of senior management posts or the overall salary costs of senior management. Any changes will be subject to budget. Add authority for the Chief Executive in consultation with the Leader and other Group Leaders to appoint Assistant Chief Executives and Executive Directors on an interim basis for a maximum period of twelve months. Add that the Chief Executive will report to the Appointments Committee every six months on the Council's senior management arrangements. 	<p>To strike an appropriate balance that meets members' expectations that the Chief Executive will act proactively to shape the senior management of the Council whilst meeting the Council's high standards of accountability.</p>
<p>Council procedures - questions by the public 11.13(e)</p>	<ul style="list-style-type: none"> Add a word limit of 200 words for public questions. 	<p>To make a clearer distinction between public questions and public addresses.</p>
<p>Other committee procedures - General Purposes Licensing Committee 14.3</p>	<ul style="list-style-type: none"> Increase the size of the General Purposes Licensing Committee to 15 members (from 10 members). Increase the quorum of the General Purposes Licensing Committee to 5 members (from 4 members). 	<p>To provide for consistency of membership on the two licensing committees by enabling political groups to appoint the same members to both committees which meet consecutively (currently the Licensing and Gambling Acts Committee has 15 members and the General Purposes Licensing Committee has 10 members).</p>
<p>Call in procedures 17.3</p>	<ul style="list-style-type: none"> Raise the call in threshold for decisions on planning applications delegated to be taken by the Head of Planning Services from four to six councillors. 	<p>To help to reduce the number of applications that are called in and then subsequently agreed at committee with little or no debate. This slows down decision making and can create poor perceptions amongst groups/individuals interacting with the planning system.</p>
<p>Commissioning Oxford Direct Services Limited for one off capital schemes 19.11</p>	<ul style="list-style-type: none"> To add a provision setting out the requirements on the Council when it commissions Oxford Direct Services Limited To provide clarity 	<p>Best Value is the duty placed on local authorities by the Local Government Act 1999 "to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness".</p>

		<p>The Council consciously acknowledges that ODSL and ODSTL exist to enable the Council to discharge the Best Value Duty with the particular benefits flowing that relate to the Council's wider responsibilities to people and place in the City of Oxford. The "Oxford Model" is based upon the fact that work and the income flowing from that is retained in the public purse.</p> <p>The Corporate Management Team has agreed the parameters that should apply for tenders and quotes when the Council wishes to contract with ODSL and this should be reflected in the Constitution.</p> <p>Officers will be authorised to award a contract when they consider that the contract award would achieve best value for the Council having considered the following factors:-</p> <ul style="list-style-type: none"> (i) the capacity of the wholly owned company to deliver the Council's intended outcomes (ii) any available information about the relevant market conditions (iii) the level of any financial premium over expected market prices (iv) the social value that could be supported by awarding the contract to ODSL over and above other providers (e.g. local employment, apprenticeships and any other aspects of social value identified by the Council as its social value policy matures.) (v) the Council's strategic aim of developing the company to return long term value back to the Council (vi) the extent of and arrangements for any subcontracting
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5. Since consideration of the proposals by political groups a further amendment has been proposed to Part 3.7 to clarify that the Chief Executive, or an Executive Director nominated by the Chief Executive, will advise the Shareholder and Joint Venture Group on matters of policy. This is in addition to the Chief Finance Officer and Monitoring Officer acting as advisors to the Shareholder and Joint Venture Group.
6. Council is asked to approve the proposed amendments and to delegate authority to the Head of Law and Governance to make any other amendments necessary to

ensure consistency throughout the Constitution, subsequent to the changes approved by Council.

Monitoring Officer’s use of delegated authority

7. Appendix 1 sets out the proposed amendments that the Monitoring will make using her delegated authority (in accordance with Part 2.5 of the Constitution which states that the Monitoring Officer can change the Constitution if it is to put right clerical mistakes or to make it follow the law).
8. In addition to those amendments the Monitoring Officer has used her delegated authority to make any changes necessary to ensure the Constitution continues to reflect the law, revise job titles and to correct clerical mistakes and inconsistencies. These changes included, but were not limited to:
 - standardisation on cross referencing to include Part and paragraph numbers in brackets;
 - standardisation on email addresses and other active web links; and
 - deletion of “*Section*” and replacement with “*Part*”
9. The more substantive changes that have been made by the Monitoring Officer under her delegated powers are set out in a list and attached as Appendix 1.
10. The format of the Constitution has also been revised to give it a more professional look which clearly identifies it as the Constitution of Oxford City Council and to include a revision date for version control. The Constitution including the proposed amendments is presented in the new format in Appendix 3.
11. This new format will make it easier to reflect decisions to revise the Constitution in the future as it will allow officers to effect changes to individual Parts without impacting the flow of the document as a whole. It will also make it easier for individuals using the Constitution to identify which Parts have been updated and to view the document as a whole or quickly access any of the individual Parts.
12. The table below lists those Parts of the Constitution which have not changed since the last publication:

Part	
Part 1	Citizens’ rights and other basic rules
Part 2	About the Constitution
Part 6	Role of Cabinet Members
Part 8	Role of the Scrutiny Committee
Part 10	Proper Officers
Part 12	Cabinet procedures
Part 13	Scrutiny Committee Procedures
Part 15	Access to information and key decision procedures

Part 16	Budget and Policy Framework Procedures
Part 20	Employment Rules
Part 22	Members' Code of Conduct
Part 23	Code on councillor-officer relations
Part 25	Whistle-blowing Policy
Part 26	Councillors' Allowances
Part 27	ICT Acceptable Use Policy

Financial implications

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

Legal issues

14. A local authority is under a duty to prepare and keep up to date its constitution under section 9P of the Local Government Act 2000 as amended. The Constitution must contain:
- the Council's standing orders/procedure rules;
 - the Council's members' code of conduct;
 - such information as the Secretary of State may direct; and
 - such other information (if any) as the authority considers appropriate.
15. A Constitution Direction was issued by the Secretary of State in December 2000 that required around 80 matters to be included within constitutions, covering members' allowances schemes, details of procedures for meetings, details of joint arrangements with other local authorities and a description of the rights of inhabitants of the area, amongst other things.
16. As set out in paragraph 6, the Monitoring Officer has delegated authority to make any changes necessary to ensure the Constitution continues to reflect the law.
17. There no other legal issues arising from the recommendations contained in this report.

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Appendix 1: Constitution Review 2019

Substantive amendments made by the Monitoring Officer under delegated powers

Ref.	Rationale for amendment	New ref:	New text
Part 4	Who carries out executive responsibilities? Decisions that must be agreed by the Cabinet		
4.5	<p>Proposal: Amend existing bullet point</p> <p>Rationale: To recognise the options available to Cabinet.</p>	Point 18	<u>appointing and</u> nominating representatives to outside bodies
121	<p>Proposal: Amend existing bullet point</p> <p>Rationale: To provide clarity that disposals under right to buy legislation are not a matter for Cabinet.</p>	Point 20	acquiring or disposing of freeholds or leaseholds with a consideration or premium over £500,000 <u>except for disposals pursuant to right to buy legislation.</u>
	<p>Decisions that must be agreed by the Cabinet</p> <p>Proposal: Amend existing bullet point</p> <p>Rationale: To provide clarity that statutory lease renewals are not a matter for Cabinet.</p>	Point 21 acquiring or disposing of leases with a rental value over £125,000 each year <u>except statutory lease renewals under Part II of the Landlord & Tenant Act 1954</u>
Part 21	Legal Rules		
New	<p>Proposal: Additional wording to include details relating to the making of Tree Preservation Orders</p> <p>Rationale: To provide clarity as the Council can choose how to issue a Tree Preservation Order and chooses not to make them under seal</p>	21.3 x-ref 5.3	<u>The Council chooses not to make Tree Preservation Orders under seal. They are signed and then issued.</u>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

Ref.	Rationale for proposed amendment	New ref:	Proposed text
Part 3	Council responsibilities and executive responsibilities		
3.4 123	<p>Proposal: Amend wording to allow officers who have had Council functions delegated to them to authorise officers with the relevant skills and responsibilities to undertake those delegated functions (in addition to officers they line manage)</p> <p>Rationale: To clarify which officers can be authorised to undertake delegated functions and to correct an inconsistency between how delegation works for Council functions (5.1) and for executive functions (4.4)</p>	3.4	<p>How delegation works</p> <p>....</p> <p>b) Officers' use of powers delegated to them by Council and the Leader</p> <p>....</p> <p>Officers who have had something delegated to them (and those officers who manage them) can authorise officers they line manage <u>or other officers with the relevant skills and responsibilities</u> to do it on their behalf (unless it was delegated on condition that they do it themselves) <u>but will remain responsible and accountable for the exercise of the delegated function.</u></p>
3.7	<p><i>Proposed new wording to replace all of the existing wording at 3.7 on the Council's companies:</i></p> <p>The Council's companies</p> <p>(a) <u>Company objects</u></p> <p><u>Where the Council uses the enabling legislation to create its own companies, either as the sole or as a joint owner, the broad terms of the objects of each Council company will be recorded in its Articles of Association, while its Shareholder Agreement will set out more detailed operational arrangements and the matters which are reserved for determination by the Council as the shareholder. In general, these reserved matters will be key structural and high-level strategic matters rather than the "day-to-day" business and operations of the company, which will be the responsibility of the company directors.</u></p> <p>(b) <u>Governance framework</u></p> <p><u>Each Council-owned company is an independent legal entity which is entirely separate from the Council. The company will have its own identity and responsibilities, so cannot be treated as an internal department of the Council. A Council-owned company is required to comply with Company law, its Articles of Association and its Shareholder's Agreement. It is not governed by the</u></p>		

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

124	<p><u>Council's Constitution.</u></p> <p><u>(c) Shareholding</u></p> <p><u>The responsibility to represent the Council as shareholder of each company is an executive function. The Leader of the Council may therefore determine the nature of such representation, currently operated through a Shareholder and Joint Venture Group comprising all members of Cabinet.</u></p> <p><u>The Shareholder and Joint Venture Group will meet the company's directors and representatives on a quarterly basis to monitor the company's progress, decide any matters falling within its reserved matters, protect the Council's interests and investments in the company and determine the future direction of the company. The Council's Chief Finance Officer and Monitoring Officer will act as advisors to the Shareholder and Joint Venture Group. The Chief Executive or an Executive Director nominated by the Chief Executive will advise the Shareholder and Joint Venture Group on matters of policy.</u></p> <p><u>The activities of the Shareholder and Joint Venture Group will be subject to consideration by the Council's Scrutiny Committee. The individual companies will not be directly accountable to the Council's Scrutiny Committee.</u></p> <p><u>(d) Company Board of Directors</u></p> <p><u>The appointment of directors to the Board of a Company is the responsibility of the shareholder(s). The directors hold a fiduciary duty to their company, but at the same time are also accountable to the shareholder(s), and as such owe duties to both the Council and the company.</u></p> <p><u>(e) Contracting</u></p> <p><u>The Council and its companies may choose to contract with each other as separate entities - for example, the Council may appoint a company as its supplier of certain services, while a company may appoint the Council to supply its administrative services. Where the company meets the requirements of the "Teckal exemption" such contracts may be awarded without the need to comply with the full requirements of the Public Contract Regulations 2015 but the Council will need to ensure it meets its duties as a best value authority (Part 19.11). Where contracting takes place, the Council will have formal agreements in place with the company setting out the terms of the agreed service levels and a procedure for dispute resolution.</u></p> <p><u>(f) Conflicts</u></p>
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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

	<p><u>As the Council and its companies are separate legal entities, care must be taken to ensure that conflicts of interest are avoided. When Council officers are asked to provide advice in a situation where the interests of the Council and the company are not entirely aligned, individual officers should be assigned to advise or represent one side or the other, but should not act for both.</u></p>		
Part 4	Who carries out executive responsibilities?		
4.4	<p>Proposal: To properly reflect the level of authority delegated to officers which is £1m when buying (see 19.21 c) and d))</p> <p>Rationale: To provide consistency and clarity</p>	4.4	<p>Delegation to officers</p> <p>Details of the following decisions taken by officers under delegated powers will be published on the Council website:</p> <ul style="list-style-type: none"> • Awarding a contract with a value in excess of £10,000 but less than £500,000 <u>£1,000,000</u> when the Council is the buyer ...
4.5 125	<p>Rationale: To provide clarity as the Constitution is currently silent on the agreement of budgetary carry forwards and Cabinet has previously been asked to agree to very low value carry forwards. Carry forwards up to the value of £10k will be delegated to the Chief Finance Officer – links to 9.6.</p>	4.5 New delegation	<p>Decisions that must be agreed by the Cabinet</p> <ul style="list-style-type: none"> • <u>agreeing single carry forward sums in excess of £10,000</u>
	<p>Rationale: To reflect a Cabinet decision not to delegate future decisions under the CIL discretionary Exceptional Circumstances Relief Policy</p>	4.5 New delegation	<ul style="list-style-type: none"> • <u>making decisions under the Community Infrastructure Levy Exceptional Circumstances Relief Policy</u>
	<p>Rationale: To provide clarity in relation to agreeing regular flag flying and bell ringing commitments</p>	4.5 New delegation	<ul style="list-style-type: none"> • <u>agreeing annual or regular flag flying and bell ringing commitments</u>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

	<p>Proposal: To remove reference to neighbourhood action areas and clarify that the adoption of PSPOs that geographically include the whole local authority area will be a matter for Cabinet (links to 4.8)</p> <p>Rationale: To provide clarity as neighbourhood action areas no longer exist</p>	4.5	<ul style="list-style-type: none"> • making a Public Spaces Protection Order that affects multiple neighbourhood actions areas or the city centre and which has a significant impact on anti-social behaviour across the city • <u>adoption of Public Spaces Protections Orders that geographically include the whole local authority area</u>
	<p>Rationale: Add a new item to the list of Cabinet decisions to mirror changes at 18.23</p>	4.5 New delegation	<p>Decisions that must be agreed by the Cabinet</p> <p>....</p> <p><u>recommending to Council loans and loan guarantees financial guarantees of over £250,000 to a company which is not wholly owned by the Council or to another external organisation</u></p>
126 4.6	<p>Proposal: To include the rules on allocating the neighbourhood portion of CIL monies</p> <p>Rationale: To provide clarity and reflect the requirements for the allocation of CIL monies</p>	4.6 Additional wording	<p>Ward member decisions</p> <p><u>(c)</u></p> <p><u>CIL monies must be spent on local infrastructure which may include:</u></p> <ul style="list-style-type: none"> • <u>The provision of infrastructure</u> • <u>The improvement of infrastructure</u> • <u>The replacement of Infrastructure</u> • <u>The operation and maintenance of infrastructure</u> • <u>Anything else to mitigate the demands development places on an area, including one-off feasibility studies to further proposals for capital projects.</u> <p>(d) Any spend must be approved by the Monitoring Officer and the Chief Finance Officer. <u>CIL allocations must also be approved by the Head of Planning Services.</u></p>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

<p>4.8</p> <p>127</p>	<p>Proposal: Amend the delegation of powers in relation to the adoption of Public Spaces Protection Orders so that it is clear when a Cabinet decision is required and also expand the officer delegation so that the Chief Executive, any Executive Director or the Assistant Chief Executive, in consultation with the relevant Cabinet Member, can approve a PSPO that does not geographically include the whole local authority area</p> <p>Rationale: To provide greater flexibility around the approval process for PSPOs that do not cover the whole local authority area. This will enable the Council to address issues in localised areas more quickly</p>	<p>4.8</p>	<p>Public Space Protection Orders</p> <p>Following appropriate consultation to include the relevant Cabinet member and ward councillors, the Executive Director of Communities and</p> <p>Customers can adopt and publish Public Spaces Protection Orders where the area covered by the Order is wholly within a neighbourhood action group (NAG) area or is confined to the vicinity of the banks of waterways within the city.</p> <p><u>Cabinet will adopt Public Spaces Protection Orders that geographically include the whole local authority area. In respect of other PSPOs, following consultation with the Cabinet Member responsible for community safety and the ward members, the Chief Executive, an Assistant Chief Executive or an Executive Director can adopt and publish Public Spaces Protection Orders. All of the statutory requirements for the making of an order must be satisfied. Any proposal for a PSPO covering two or more Council wards must be treated as a Key Decision (Part 15.15).</u></p>
<p>Part 5</p>	<p>Who carries out Council responsibilities?</p>		
<p>5.1</p>	<p>Proposal: Amend wording to allow officers who have had Council functions delegated to them to authorise officers with the relevant skills and responsibilities to undertake those delegated functions (in addition to officers they line manage)</p> <p>Rationale: To clarify which officers can be authorised to undertake delegated functions and to correct an inconsistency between how delegation works for Council functions (5.1) and for executive functions (4.4) – to reflect change in 3.4</p>	<p>5.1</p>	<p>Council responsibilities</p> <p>Council responsibilities are listed in this section, which also shows who carries them out. Anything not listed is an executive responsibility.</p> <p><u>Officers who have had something delegated to them (and those officers who manage them) can authorise officers they line manage or other officers with the relevant skills and responsibilities to do it on their behalf (unless it was delegated on condition that they do it themselves) but will remain responsible and accountable for the exercise of the delegated function.</u></p>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

<p>5.2</p> <p>128</p>	<p>Proposal: To update the list of documents that comprise the Budget and Policy Framework</p> <p>Rationale: To provide clarity about which plans and strategies must be developed and approved in accordance with the Council's budget and policy framework procedures (Part 16). Consequent to a review of the Budget and Policy Framework by officers in 2019.</p>	<p>5.2</p> <p>x-ref to 16</p>	<p>Budget and policy framework</p> <p>....</p> <p>.... The budget and policy framework includes the following:</p> <ul style="list-style-type: none"> • Corporate Plan <u>Strategy</u> • Budget and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account business plan) • Allocations Scheme • <u>Asset Management Plan</u> • <u>Capital Strategy</u> • Community Engagement Plan <u>Policy Statement</u> • <u>Crime and Disorder Reduction Strategy</u> • <u>Development Plan documents</u> • Housing and Homelessness Strategy • Housing Asset Management Strategy • Tenancy Strategy and <u>Tenancy Policy Statement</u> • Treasury Management Strategy (including the Borrowing Strategy, Investment Strategy and Minimum Revenue Position Statement) • Renovation and Disabled Facilities Grants and Loans Policy (became Housing Assistance and Disabled Adaptions Policy) • Sustainability Strategy • Culture Strategy • Organisational Change Strategy • Recycling and Waste Strategy
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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

			<ul style="list-style-type: none"> <u>Vibrant Active Oxford Strategy</u>
<p>1 5.3(a)</p>	<p>Proposals:</p> <p>Delegate the power to deal with s.278 of the Highways Act 1980 to the Head of Planning Services</p> <p>Delegate powers relating to important hedgerows to the Head of Planning Services</p> <p>Add the power to authorise rights of entry under s324 of the Town and Country Planning Act 1990</p> <p>Rationale: to reflect current practice and provide clarity</p>	<p>5.3(a) Additional delegation</p>	<p>Planning</p> <p>Description of responsibility</p> <p>All the responsibilities in Paragraph A and column (1) of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and</p> <ol style="list-style-type: none"> <u>the power to deal with agreements under s.278 of the Highways Act 1980;</u> the duty to deal with complaints about high hedges under Part 8 of the Anti-Social Behaviour Act 2003; the power to preserve trees under the Sections 197 to 214D of the Town and Country Planning Act 1990 (as amended) and the Town and Country Planning (Tree Preservation) (England) Regulations 2012; and the power to authorise the stopping up or diversion of rights of way under Section 257 of the Town and Country Planning Act 1990; <u>the power to protect important hedgerows under the Hedgerows Regulations 1997; and</u> <u>the power to authorise rights of entry under section 324 of the Town and Country Planning Act 1990, sections 88 and 88A of the Planning (Listed Buildings and Conservation Areas) Act 1990 and sections 36 and 36A of the Planning (Hazardous Substances) Act 1990.</u>
	<p>Proposals:</p> <p>Increase delegation to Head of Planning Service to determine all non-major non-</p>		<p>Area planning committees</p> <p><u>Area planning committees are responsible for:</u></p>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

<p>5.3 (b)</p> <p>130</p>	<p>residential planning applications (at 5.3(b))</p> <p>Remove the need for all applications submitted by the Council to be decided by committee. The same rules to apply as for other applicants</p> <p>Keep the requirement for staff/ councillor applications to be considered by committee</p> <p>Rationale: For consistency and efficiency of decision making and to reduce the number of non-major applications being considered by committee</p>	<p>5.3(b)</p>	<ul style="list-style-type: none"> • deciding planning applications for more than five residential units or for residential developments on sites with a site area of over 0.25 hectares • deciding planning applications for non-residential developments on sites or a site of over 0.5 <u>1</u> hectares • deciding planning applications for non-residential developments with new or increased floor space of more than 500 <u>1,000m²</u> • deciding planning applications by the Council in relation to land in the ownership or control of the Council except where these relate to council housing stock (Regulation 3 approvals) and the application is consequent to a publically available decision or policy • deciding planning applications made by or on behalf of councillors or officers <p>.....</p>
<p>New</p>	<p>Proposal: To delegate to the Head of Planning Services the power to allocate CIL monies where planning consent requires a CIL contribution up to £500,000</p> <p>Rationale: To provide clarity as such allocations are currently dealt with on an ad hoc basis. Allocations above this threshold would be a matter for Council</p>	<p>5.3(b) (v) New delegation</p>	<p>Head of Planning Services</p> <p>The Head of Planning Services has responsibility for all other functions within 5.3(a) including but not limited to:</p> <p>....</p> <p><u>(v) the allocation of Community Infrastructure Levy (CIL) monies where planning consent requires a CIL contribution of up to £500,000</u></p> <p><u>At regular intervals the Council will advise any Neighbourhood Forum how much is in the neighbourhood CIL pot for their area and ask how it would wish the Council to allocate this. The Forum should then consult on its proposed CIL allocations which should include</u></p>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

			<u>consultation with ward councillors.</u>
New	<p>Proposal: Delegate to the Head of Planning Services the authority to approve amendment of the Council's flag-flying consent (which lasts for five years at a time) under the advertisement consent regime (Town and Country Planning (Control of Advertisements) (England) Regulations 2007)</p> <p>Rationale: To remove the need for repeated applications to be considered by committees and to be able to respond to members' requests</p>	5.3 (b)(vi) New delegation	<u>(vi) approval of the Council's flag flying consent under the advertisement consent regime (Town and Country Planning (Control of Advertisements) (England) Regulations 2007</u>
131 New	<p>Proposal: Delegate authority to the Head of Planning Services to consult on amendments to conservation areas</p> <p>Rationale: To provide clarity as not currently listed</p>	5.3 (b)(vii) New delegation	<u>(vii) consulting on amendments to conservation areas; to include consultation with local ward members.</u>
5.6(b)	<p>Proposal: Review the delegations around decisions on taxi and private hire and other vehicle licensing applications to the Head of Community Services</p> <p>Rationale: To allow officers to determine more matters relating to fitness without reference to committee</p>	5.6(b)	<p>Taxi and private hire and other vehicle licensing</p> <p>The General Purposes Licensing Committee:</p> <p>...</p> <ul style="list-style-type: none"> • appoints a General Purposes Licensing Casework Sub-committee to: <ul style="list-style-type: none"> ○ decide taxi and private hire and other vehicle, driver and operator licence applications when the applicant has <u>been issued with a "minded to refuse notice" and has requested a hearing</u> a conviction and the Head of Community Services has concerns about the nature of the offence, or the applicant or the vehicle may not be suitable for some

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

			<p>other reason</p> <p>...</p> <p>The Head of Regulatory Services and Community Safety has responsibility for everything else including the immediate suspension of taxi and private hire drivers' licences in the interests of public safety <u>and issuing a minded to refuse notice.</u></p>
5.15	<p>Proposal: to include reference to staffing redesign, restructures and the allocation of responsibilities</p> <p>Rationale: to clarify the powers of the Chief Executive, Assistant Chief Executive and Directors in relation to staffing changes</p>	5.15	<p>Power to appoint staff and to set their terms and conditions (including procedures for dismissing them)</p> <p>...</p> <p>The Chief Executive, Assistant Chief Executive or any <u>Executive Directors</u> can appoint Heads of Service <u>and put in place arrangements for staffing including redesign, restructures and allocation of responsibilities.</u> <u>The Assistant Chief Executive and Executive Directors can only make such arrangements <i>subject to budget approval</i> in relation to their own areas of responsibility.</u></p>
132			
Part 7	Roles of decision taking Committees		
7.8	<p>Proposal: Expand the remit of the Appointments Committee to include the receipt of a report from the Chief Executive on senior management arrangements</p> <p>Rationale: To provide greater transparency</p>	<p>7.8 (f)</p> <p>x-ref to 9.3 (a) and to 14</p>	<p>Appointments Committee</p> <p>....</p> <p><u>(f) To receive a report from the Head of Paid Service on senior management arrangements, to include any change, every six months</u></p>
Part 9	Roles of Officers		
9.3(a)	<p>Proposal: Revise to provide greater flexibility for the Chief Executive so that they can appoint interim executive directors without recommendation to the Appointments</p>	9.3(a)	<p>Role of Head of Paid Service</p> <p>(a) The Head of Paid Service (<u>Chief Executive</u>) may amend the senior management structure of the Council to deliver the Council's objectives in the most effective and efficient manner,</p>

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Amendments recommended to Council by the Cross Party Constitution Review Group.

133	<p>Committee</p> <p>Rationale: To provide clarity and flexibility</p>		<p>subject to the following conditions:</p> <p><u>That the Chief Executive can make interim appointments, of up to twelve months in total, to the senior management structure in order to facilitate projects or to fill a skills gap;</u></p> <p>That the Chief Executive shall consult with all political group leaders prior to the implementation of any changes <u>to the senior management structure;</u></p> <p>That no change may be implemented which results in an increase in the overall number of senior management posts or an increase in the overall salary costs of senior management</p> <p><u>That the Chief Executive will report to the Appointments Committee every six months in relation to the senior management arrangements including any changes made to those arrangements;</u></p> <p>That the Chief Executive will maintain on the Council's website an up to date senior management structure chart showing post titles and the broad functional responsibilities of each post; <u>and</u></p> <p>The references to the senior management structure throughout the Constitution shall be a reference to the structure chart published by the chief executive under <u>9.1 (iii) above.</u></p>
9.3(b)	<p>Proposal: To amend the urgency and emergency powers in relation to the Chief Executive's powers</p> <p>Rationale: To provide clarity and distinction between the powers and duties</p>	9.3(b) and new (c) to replace deletion in (b)	<p><u>(b) The Head of the Paid Service is authorised to take any urgent action necessary in the event of a civil emergency and deal with matters relating to civil protection/emergency planning arising from the Council's powers and duties under the appropriate legislation. The Head of Paid Service can also take any action necessary to protect the Council's interests and assets where time is of the essence and it is impracticable to secure authority to act where such</u></p>

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Amendments recommended to Council by the Cross Party Constitution Review Group.

134			<p>authority would otherwise be required.</p> <p>The Head of Paid Service, in so acting, will be guided by the budget and policy framework, will consult the other Statutory Officers before acting and will report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.</p> <p><u>(c)The Head of the Paid Service may authorise any emergency action required on any matter which shall include incurring expenditure, including those falling within the jurisdiction of a Committee or the Cabinet.</u></p> <p><u>The Head of Paid Service, in so acting, will be guided by the budget and policy framework, will consult the other Statutory Officers before acting and will report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.</u></p>
New	<p>Proposal: Provision to be added relating to approval by Council of salary packages for new posts above £100k per annum and severance arrangements agreed in line with the relevant policies that exceed £100k</p> <p>Rationale: To comply with Government Guidance issued under section 40 of the Localism Act 2011 (February 2013 Department for Communities and Local Government)</p>	9.3(g) New provision	<p><u>Decisions relating to salary packages for new posts added to the senior management structure where the salary package per annum is above £100k is to be made subject to full Council approval. In addition, any severance arrangements agreed in line with the relevant policies that exceed £100k must be subject to full Council approval.</u></p>
9.6	<p>Proposal: Delegation to the Chief Finance Officer to approve single budget carry</p>	9.6(f) New delegation	<p>Role of Chief Finance Officer</p> <p><u>(f) Carry forwards</u></p>

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Amendments recommended to Council by the Cross Party Constitution Review Group.

	forwards up to £10,000 – Cabinet will approve carry forwards over this sum Rationale: To remove the need for very minor carry forward sums to be considered by Cabinet.	x-ref 18.10(d)	<u>The Chief Finance Officer can approve single budgetary carry forwards up to £10,000</u>
Part 11	Council procedures		
11.13(e) 135	Proposal: To amend the restrictions on public questions and answers to include a word limit on questions and clarify the time allowed for each Rationale: To make a clearer distinction between public questions and public addresses	11.13(e)	Questions by the public (e) Length of questions and answers Questions and answers to questions cannot take longer than three minutes <u>each</u> unless the Lord Mayor agrees. <u>The total length of a question may be no longer than 200 words.</u>
11.18(d)	Proposal: To clarify the order in which motions will appear on the agenda and reflect current practice Rationale: To reflect current practice	11.18 (d)	Motions on Notice Listing motions on the agenda Motions will appear on the agenda in an order that will rotate between the different political groups at each meeting. Subject to this rotation, motions will appear and be taken in the order they were received by the Head of Law and Governance; <ul style="list-style-type: none"> • <u>all cross party motions will be taken first:</u> • <u>a cross-party motion is one supported in writing by all the leaders of the political groups on the Council</u> • <u>a motion supported by fewer than all the political group leaders is not cross party and will be listed in the appropriate order for the proposer's group</u> • <u>a single motion can be proposed and seconded by members of</u>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

			<p><u>different political groups</u></p> <ul style="list-style-type: none"> • <u>a single motion from an independent/ non-group councillor will be taken at the end of each 'cycle' of political groups' motions, listed in order of receipt</u> 						
New	<p>Proposal: Provide for further resourcing reports following certain motions</p> <p>Rationale: Whilst there is an opportunity for any of the statutory and other senior officers to comment on motions between publication of the agenda and consideration by the Council the resource implications of the motions are not always clear or fully explored at the time of the meeting</p>	New 11.18 (h)	<p><u>Implementation of any Council motion that has clear financial and/or resourcing implications will be subject to a report to the Cabinet setting out those implications.</u></p>						
Part 14	Other Committee procedures								
14.3	<p>Proposal: To increase the size of the General Purposes Licensing Committee to align its size with that of the Licensing and Gambling Acts Committee</p> <p>Rationale: To provide for consistent membership of the two committees for consistency of decision making, streamlining of training and to minimise confusion. This will enable groups to appoint the same members to both licensing committees, if desired</p>	14.3	<p>Quorum and substitutes</p> <p>General Purposes Licensing Committee</p> <table border="1"> <thead> <tr> <th>Size</th> <th>Quorum</th> <th>Substitutes</th> </tr> </thead> <tbody> <tr> <td>4 <u>15</u></td> <td>4 <u>5</u></td> <td>Not permitted</td> </tr> </tbody> </table>	Size	Quorum	Substitutes	4 <u>15</u>	4 <u>5</u>	Not permitted
Size	Quorum	Substitutes							
4 <u>15</u>	4 <u>5</u>	Not permitted							
Part 17	Call-in procedures								
	<p>Proposal: To increase the threshold for call-in to area planning committee to 6 members</p>		<p>Who can call in decisions and when do they have to be called in by?</p>						

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

17.3	<p>To clarify that the publication of the weekly list is the trigger for call-in notification</p> <p>Rationale: To set a higher threshold for consideration in public by the area planning committees</p>	17.3	<table border="1"> <thead> <tr> <th data-bbox="1131 231 1433 343">Decision</th> <th data-bbox="1433 231 1639 343">Can be called in by</th> <th data-bbox="1639 231 2033 343">Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="1131 343 1433 687">Decisions on planning applications (those seeking determinations within 5.3(a)) to be taken by the Head of Planning Services.</td> <td data-bbox="1433 343 1639 687">Any four <u>six</u> councillors</td> <td data-bbox="1639 343 2033 687">5pm on the last day of the period of 21-days starting with the day on which notice of the application is sent to councillors (<u>via the weekly planning list</u>)</td> </tr> </tbody> </table>	Decision	Can be called in by	Deadline	Decisions on planning applications (those seeking determinations within 5.3(a)) to be taken by the Head of Planning Services.	Any four <u>six</u> councillors	5pm on the last day of the period of 21-days starting with the day on which notice of the application is sent to councillors (<u>via the weekly planning list</u>)
Decision	Can be called in by	Deadline							
Decisions on planning applications (those seeking determinations within 5.3(a)) to be taken by the Head of Planning Services.	Any four <u>six</u> councillors	5pm on the last day of the period of 21-days starting with the day on which notice of the application is sent to councillors (<u>via the weekly planning list</u>)							
Part 18	Finance Rules								
<p>37</p> <p>New</p>	<p>Proposal: Add a requirement for Cabinet agreement of carry forwards valued over £10,000 with a delegation to the Head of Financial Services for those below this level</p> <p>Rationale: To remove the need for very minor carry forward sums to be considered by Cabinet (links to 9.6)</p>	18.10(d) x-ref 9.6(f)	<p>Budgetary Control</p> <p><u>(d) The Head of Financial Services can approve single carry forward sums up to £10,000. Any single carry forward of over £10,000 must be approved by Cabinet.</u></p>						
18.12	<p>Proposal: Amendments in relation to project approval</p> <p>Rationale: To reflect the updated processes</p>	18.12	<p>Project Approval</p> <p><u>Project ideas</u> Proposals may be added to the project pipeline register at any time following the completion of a Project <u>Proposal Brief agreed by</u> submitted to the Development Board.</p> <p><u>Funding may be requested for project ideas and proposals, of a capital nature, in order to carry out feasibility and or design stages to ensure the schemes are both feasible and to ascertain true costs for</u></p>						

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

			<p><u>delivery. Allocation of any funding and approval of each of these stages within the agreed budget envelope is agreed by the relevant Executive Director. For projects that proceed...</u></p>
18.13 138	<p>Proposal: Amendments in relation to the capital programme</p> <p>Rationale: To reflect the updated processes</p>	18.13	<p>Monitoring of the Capital Programme</p> <p>The Capital Programme is approved as part of the Council's annual budget setting process. Overall monitoring of the Capital Programme will be undertaken by the Head of Financial Services in conjunction with Project Sponsors, Project Managers and relevant Head of Service. <u>the Development Board, which comprises Executive Directors and the Head of Financial Services (Section 151 Officer), Heads of Service (including the Monitoring Officer) and the Project Management Office.</u> <u>The monitoring will be carried out in conjunction with Project Sponsors and Project Managers.</u> <u>The Head of Financial Services will monitor and regularly report on the financial spend against the approved Capital Programme and regularly report on this to the Development Board.</u></p> <p>A <u>In respect of a Capital Programme monitoring report will be submitted by the Head of Financial Services to the Development Board as required, and to the Cabinet on a quarterly basis, setting out the projected outturn and progress of schemes including slippage, under and overspends together with any associated mitigating action.</u></p>
18.14(a)	<p>Proposal: Amend wording to reflect how prudential borrowing will be dealt with</p> <p>Rationale: To provide clarity that plans for prudential borrowing will be in line with the proposed financing of the capital programme</p>	18.14(a)	<p>Treasury Management</p> <p>(a) Treasury Management Strategy</p> <p>The Head of Financial Services will produce and submit the Treasury Management Strategy to the Cabinet for recommendation to Council.</p> <p>The Strategy will set out the Council's treasury plans for the next year (including any prudential borrowing plans <u>limits which are in</u></p>

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Amendments recommended to Council by the Cross Party Constitution Review Group.

			line with the capital programme and proposed financing). The Strategy will include a list of the types of organisations the Council may borrow from and lend to and the maximum individual amounts it may borrow or lend. The Strategy must be agreed by Council.
18.15(d) 139	<p>Proposal: to include additional wording in relation to non-property leases</p> <p>Rationale: to provide clarity and consistency with a new sub-section between 19.21 and 19.22 (see below)</p>	18.15(d)	<p>Arranging leases</p> <p>Only the Head of Financial Services may arrange leases for non-property items.</p> <p><u>In respect of non-property items the Head of Financial Services may approve:</u></p> <ul style="list-style-type: none"> • <u>Lease arrangements</u> • <u>Hire of assets</u> • <u>Rental agreements</u> • <u>Contracts where the supplier uses assets to provide services to the Council; these may be explicit in the contract or implied due to the service being provided</u> <p><u>Additional procurement requirements apply to these arrangements (Part 19.22).</u></p>
18.16	<p>Proposal: to include the hiring of polling stations as an exception to the normal rules for ordering and paying for goods and services</p> <p>Rationale: to respond to a recommendation by the Council's Internal Auditor in relation to the hire of polling stations for elections</p>	18.16	<p>Ordering and Paying for Goods and Services</p> <p>The Head of Financial Services shall ensure that there are proper procedures and controls for ordering and paying for goods and services. Any new systems for orders or payments must be agreed by the Head of Financial Services. Heads of Service must ensure that:</p> <p>(a) Official orders (using the agreed corporate order form) are issued for all goods and services prior to receipt. Exceptions to this rule are:</p> <ul style="list-style-type: none"> • Utility bills • Subscriptions

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

			<ul style="list-style-type: none"> • Grants • Refunds • Compensation payments • Payments of rent for privately leased properties • P2P Supplier Approved Exemption list as agreed by the Head of Financial Services • <u>Hire of polling stations</u>
18.22 140	<p>Proposal: Update to require due diligence and retention of records for new suppliers</p> <p>Rationale: The Constitution does not currently refer to conducting due diligence checks on new suppliers</p>	18.22 Additional provision	<p>Money Laundering</p> <p>.....</p> <p><u>Officers must complete and retain evidence of any due diligence checks carried out on new suppliers prior to any payments being made to the supplier. This must include a credit check where possible and the evidence retained for audit purposes. Should the credit check score fall below the current threshold set by the Head of Financial Services additional advice should be sought from the Head of Financial Services.</u></p>
18.23	<p>Proposal: To update the section on loans or guarantees to external organisations and to remove the cap of £250,000 on advances or loans to Council wholly owned companies authorised by the Head of Financial Services.</p> <p>Rationale:</p> <p>The risk of not having a cap is low given that these are loans and loan guarantees to wholly owned companies and within the Council's approved budget.</p> <p>Loans are part of day to day business for the companies and often need to be made at very short notice given the nature of the</p>	18.23	<p>Loans or Guarantees to external organisations</p> <p>The Head of Financial Services may authorise an advance of a loan or financial guarantee of up to £250,000 <u>a loan or financial guarantee of up to £250,000</u> to a Council wholly owned company.</p> <p><u>Any loan to a Council wholly owned company must be within the overall approved budget.</u></p> <p><u>There is no limit on the amount of any financial guarantee to a Council wholly owned company that the Head of Financial Services may approve.</u></p> <p>The Head of Financial Services may authorise an advance or a loans or financial guarantees of up to an outstanding balance of £250,000 <u>an advance or a loans or financial guarantees of up to an outstanding balance of £250,000</u> in aggregate to a company which is not wholly owned by</p>

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Amendments recommended to Council by the Cross Party Constitution Review Group.

141	<p>commercial deals.</p> <p>Setting a cap which is too low could result in lengthy delays in approval whilst Cabinet and Council approval is sought and could compromise the business of the Company involved.</p>		<p><u>the Council or any other external organisation.</u></p> <p>The Head of Financial Services will only authorise a loan or loan guarantee to a Council wholly owned company to a company which is not wholly owned by the Council or other external organisation provided provision has been made <u>it is</u> within the Council's budget and that they are satisfied:</p> <p>a) With the terms of the loan agreement;</p> <p>b) With the robustness of the company's business plan; and</p> <p>c) That state aid rules are not breached.</p> <p>Loans advances and <u>financial guarantees</u> of over £250,000 and loans to a company which is not wholly owned by the Council or any other external organisation must have approval by the Cabinet and Council.</p>
New	<p>Proposal: The Council's tender documentation makes reference to the requirement for suppliers to have a Modern Slavery Statement but there is currently no reference to this in the Constitution</p> <p>Rationale: Due diligence to ensure that suppliers comply with the Modern Slavery Act 2016</p>	18.24 New Provision	<p>Modern Slavery due diligence</p> <p><u>Officers must carry out due diligence checks to ensure that they are satisfied that suppliers comply with the Modern Slavery Act 2016.</u></p>
Part 19	Contract Rules		
19.9	<p>Proposal: To include a 5% social value weighting for all procurement contracts below EU procurement thresholds.</p> <p>Rationale: To reflect a Cabinet decision</p>	19.9 New bullet at end	<p>Contracts must:</p> <p>....</p> <ul style="list-style-type: none"> • <u>all procurement contracts, which are below EU contract thresholds, must include a 5% social value weighting</u>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

19.11
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Proposal: To add a provision setting out the requirements on the Council when it commissions Oxford Direct Services Limited

Rationale:

The Corporate Management Team has agreed the parameters for tenders and quotes when the Council wishes to contract with Oxford Direct Services Limited and this should be reflected within the Constitution

To provide clarity

Add in as new 19.11

19.11 Commissioning Oxford Direct Services Limited for one off capital schemes

Oxford Direct Services Limited (ODSL) is a wholly owned council company and meets the requirements of Regulation 12(1) of the Public Contract Regulations 2015 (PCR 2015) commonly known as the “Teckal” exemption as follows:

the Council is exercising a control over the company similar to that which it exercises over its own departments i.e. the Council demonstrably exercises a decisive influence over both strategic objectives and significant decisions of the company;

more than 80% of the activities of the company are carried out in the performance of tasks entrusted to it by the Council;

there is no direct private capital participation in ODSL – the company is wholly owned by the Council.

As such contracts may be awarded to ODSL without the need to comply with the full requirements of the PCR 2015.

Officers should follow the appropriate process below according to the value of the proposed contract when commissioning ODSL to undertake one off capital schemes and where required ensure that their actions and decisions are recorded by an officer executive decision:

(a) Contracts below (<) £10,000

All work let to ODSL must have a detailed specification and be recorded in writing to ensure that proper records are kept.

(b) Contracts above (>) £10,000 up to or equal to £75,000

There should be a detailed specification and demonstration of a strong business need for the service or works provided by ODSL. The commissioning officer should be aware of the market price and conditions for such services and works. This can be shown by market quotes for the work (which may not be practical to obtain) or benchmarking information verified on

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Amendments recommended to Council by the Cross Party Constitution Review Group.

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a regular basis and retained for audit purposes. In letting each separate contract the officer is responsible for documenting this, retaining those records for audit purposes and ensuring compliance with the Duty of Best Value and the avoidance of illegal state aid. Large contracts to be awarded should not be artificially disaggregated to avoid compliance with these requirements.

(c) Contracts above (>) £75,000 up to or equal to £150,000:

For contracts in this range the same criteria as in 19.11(b) above should apply in addition the commissioning officer may obtain and use the services of a Quantity Surveyor (QS) (using a framework).

(d) Contracts above (>) £150,000 – up to or equal to £1,000,000:

A detailed specification is required.

The contract must be justifiable for state aid purposes as meeting the Market Economy Operator Principle (“MEOP”). The Economic transactions carried out by a public body do not confer an advantage on the other party, and therefore do not constitute illegal aid, if they are carried out in line with normal market conditions.

This can be shown by:

- i) benchmarking the contractual terms and price being proposed against similar contractual offers made by third party contractors; and/or
- ii) using the services of independent advisers commissioned by the Council such as an external QS to assess the commercial price or price range for the contract before the contract is let.

(e) Value of contract above (>) £1,000,000

A detailed specification is required.

The use of benchmarking of other market intelligence held by the client service is appropriate where it exists.

The use of external QS services is mandated.

A formal tender evaluation process should be followed with a Cabinet report written to support the decision to award the contract.

Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

	(Renumber remaining provisions as necessary)		
19.14	<p>Proposal: Reference to e-tendering is required</p> <p>Rationale: To properly reflect the Public contracts Regulations 2015</p>	19.15	<p>Tendering of contracts over £150,000</p> <p>If the total contract value is over £150,000 tenders must be sought. Tenders can also be sought for lower contract values. Tenders will be sought in accordance with the requirements of and the best practice as specified by the Public Contract Regulations 2015. If the contract value is over £150,000 the procurement team will advise of the various options available and which would be the best course of action and would assist with the tender process. Paragraphs 19.15, 19.16 and 19.17 set out the principal tendering methods but alternative methods <u>including e-tendering</u> may be used provided that they are compliant with the UK Public Contracts Regulations and the Head of Financial Services has given their express agreement. Paragraphs 19.20, 19.21, 19.22 and 19.23 apply to all tenders.</p>
144 New	<p>Proposal: To include a new sub-section on letters of intent</p> <p>Rationale: To provide clarity and to fill a gap in the rules</p>	<p>New sub-section</p> <p>Insert additional rule in between current 19.21 and 19.22</p>	<p><u>Letters of Intent</u></p> <p><u>A letter of intent is provided by an employer to a contractor; here the employer indicates an intention to enter into a formal contract for the works described and asks the contractor to start some work before formal contracts are agreed.</u></p> <p><u>In most circumstances, parties should not contract on the basis of a letter of intent and should avoid starting work on site under one. Letters of Intent which are used or drafted inappropriately have the potential to create future contractual difficulties and possibly even establish a contract when none was intended; both of which can have significant financial consequences.</u></p> <p><u>There may however be limited circumstances in which letters of intent can be a useful tool if drafted appropriately. This could be if</u></p>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

145			<p><u>items which have long lead in times where orders may reasonably need to be made before a formal contract can be finalised or completed.</u></p> <p><u>Letters of intent should, as a minimum, include the following:</u></p> <ul style="list-style-type: none"> • <u>A clear statement that the letter of intent is an interim agreement and that it will be superseded by the formal contract, with the type of contract stated</u> • <u>Set out when and what works are to commence, along with details of any conditions that may need to be satisfied before works start, for example, clearance of planning conditions or the requirement for some form of performance bond</u> • <u>A clear financial limit on the value of works/amount the employer is prepared to pay under the terms of the letter of intent</u> • <u>Set out any and all restrictions on site access, working hours or methods</u> • <u>State what the contractor will be paid if the letter of intent is terminated or if a formal contract is not completed.</u> <p><u>In all cases letters of intent must:</u></p> <ul style="list-style-type: none"> • <u>Not be used as a means to circumvent proper contractual or procurement arrangements</u> • <u>Be authorised by the relevant Executive Director in consultation with the Head of Law & Governance and the Head of Financial Services</u>
19.26	<p>Proposal: To review and update the subsection on acquiring and disposing of land and buildings</p>	19.27	<p>Acquiring and disposing of land and buildings</p> <p>(a) This rule applies to acquisitions and disposal of:</p>

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Amendments recommended to Council by the Cross Party Constitution Review Group.

146	<p>Rationale:</p> <p>To streamline the process and remove the need for two reports to go to Cabinet to approve disposals</p> <p>To reflect that the Cabinet has no discretion in relation to disposals pursuant to right to buy legislation or statutory lease renewals under Part II of the Landlord & Tenant Act 1954</p>		<ul style="list-style-type: none"> • freeholds or leaseholds with a consideration or premium over £500,000 (<u>except for disposals pursuant to right to buy legislation</u>) • leases with a rental value over £125,000 per annum (<u>except statutory lease renewals under Part II of the Landlord & Tenant Act 1954</u>) • freeholds and leases for less than best consideration except when the acquisition or disposal is made: <ul style="list-style-type: none"> ○ under a legal duty ○ under a confirmed compulsory purchase order ○ under a scheme that has already been agreed by the Cabinet for acquiring or disposing of more than one piece of land or more than one building. <p>(b) Before any formal commitment is made to dispose of land a report must go to the Cabinet covering:</p> <ul style="list-style-type: none"> • the Council's present or most recent use of the land or buildings; • other uses the Council could make of the land or buildings • other uses a buyer could make of the land or buildings • the estimated value of the land or buildings • how the land or buildings will be disposed of. <p><u>Before any formal commitment is made to dispose of land the local ward members must be consulted.</u></p> <p>(c) Tenders for acquisition or disposal of property are not required to be submitted through the Corporate System but must be held securely until after the tender deadline and opened after the deadline by two Officers nominated by the Head of Housing Services. <u>nominated by the Executive Director for Development or the Regeneration and Major Projects Service Manager or an externally appointed agent</u></p>
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Amendments recommended to Council by the Cross Party Constitution Review Group.

147			<p>(d) After a provisional agreement has been reached on an acquisition or disposal with the interested external party, another a report must go to the Cabinet covering the terms of the disposal or acquisition and how the land or buildings will be used should be submitted to either the Cabinet or for an Officer Executive Decision as appropriate. In respect of disposals any report must cover the following as appropriate:</p> <ul style="list-style-type: none"> • <u>the Council's present or most recent use of the land or buildings;</u> • <u>other uses the Council could make of the land or buildings</u> • <u>other uses a buyer could make of the land or buildings;</u> • <u>the estimated value of the land or buildings;</u> • <u>how the land or buildings will be disposed of; and</u> • <u>why any disposal is for less than best consideration and whether consent is needed from the Secretary of State.</u> <p>If a disposal is for less than best consideration, the report must say why and whether consent is needed from the Secretary of State.</p> <p>(e) Where the acquisition or disposal of a freehold or leasehold has a consideration or premium up to £500,000 or a lease has a rental value up to £125,000 per annum authorisation must be given by the relevant Head of Service and the Head of Law and Governance.</p> <p>(f) The documentation in relation to the acquisition or disposal of land and buildings will be executed by (or on behalf of) the Head of Law and Governance.</p>
New	<p>Proposal: Insert additional rule in between 19.26 and 19.27 to cover acquiring the use of assets through contracts</p> <p>Rationale: These arrangements affect the</p>	<p>New provision between current 19.26 and</p>	<p><u>Acquiring the use of assets through contracts</u></p> <p>a) <u>This rule applies to</u></p> <ul style="list-style-type: none"> • <u>Lease arrangements</u> • <u>Hire of assets</u>

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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

148	<p>Council's Capital Financing Requirement and need to be controlled. The details of all contracts which acquire the use of assets need to be documented so that the Council can take appropriate accounting action and meet audit requirements.</p>	19.27	<ul style="list-style-type: none"> • <u>Rental agreements</u> • <u>Contracts where the supplier uses assets to provide services to the Council; these may be explicit in the contract or implied due to the service being provided</u> <p>b) <u>Assets acquired or the use of assets acquired through contracts must be approved by the Head of Financial Services. (Part 18.15(d))</u></p> <p>c) <u>As a minimum the following information relating to the assets under or in the contract must be obtained during the procurement process to inform the decision by the Head of Financial Services:</u></p> <ul style="list-style-type: none"> • <u>Contract start date</u> • <u>Contract end date</u> • <u>Option to purchase details</u> • <u>Rental amount</u> • <u>Initial one off payments</u> • <u>Payment dates and frequency</u> • <u>Details of payment penalties</u> • <u>Total capital element</u> • <u>Total interest element</u> • <u>Interest rate charged</u> • <u>Useful economic life of asset</u> • <u>Break clause details</u> • <u>Profile of lease payments (fixed and variable)</u> <ul style="list-style-type: none"> ○ <u>Details of how future potential rentals will increase and on what basis</u> ○ <u>Whether rentals are fixed or index linked</u> • <u>Details of non-lease components included in the rental</u> <ul style="list-style-type: none"> ○ <u>Details of any service elements</u> • <u>Residual value</u> • <u>Information on return condition of asset</u>
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Appendix 2: Constitution Review 2019

Amendments recommended to Council by the Cross Party Constitution Review Group.

			<ul style="list-style-type: none"> • <u>Any notice period</u>
Part 24	Planning Code of Practice		
24.11	<p>Proposal: Change required consequent on 5.3(b) 4th bullet point to reflect that not all planning applications made by the Council will be determined by a planning committee</p> <p>Rationale: For consistency</p>	24.11	<p>Planning applications by the Council</p> <p>Applications by the Council will not get special treatment. <u>They will be subject to the same rules as all other applications.</u> ‡The Council will decide them on planning grounds and will not take in to account how it could gain from giving or refusing permission. Council applications will always be decided by an area planning committee or if called in, the planning review committee, not by the Head of Planning Services.</p>

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Minutes of a meeting of the CABINET on Thursday 19 December 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 Rowley
Councillor Tidball	Councillor Upton

Officers:

Gordon Mitchell, Chief Executive
Tom Bridgman, Executive Director (Development)
Caroline Green, Assistant Chief Executive
Tim Sadler, Transition Director / Chairman Direct Services Companies
Mish Tullar, Corporate Policy, Partnership and Communications Manager
Anita Bradley, Monitoring Officer
Nigel Kennedy, Head of Financial Services
Jane Winfield, Regeneration and Major Projects - Team Manager / Director Housing Companies
Bill Lewis, Financial Accounting Manager
Ian Wright, Head of Regulatory Services and Community Safety
Keerpa Patel, Senior Planner
John Mitchell, Committee and Member Services Officer

Also present:

Councillor Andrew Gant
Councillor James Fry
Councillor Pat Kennedy

Apologies:

None.

101. Declarations of Interest

None.

102. Addresses and Questions by Members of the Public

None.

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

Councillor Kennedy addressed Cabinet about item 15 on the agenda, Bullingdon Community Centre, Project Approval and Award of contract. An account of her address is given at minute 14 below.

104. Councillor Addresses on Neighbourhood Issues

None.

105. Items raised by Board Members

None.

106. Scrutiny Committee Reports

Councillor Gant speaking in his capacity as Chair of Scrutiny Committee, spoke to two of the reports before Cabinet.

The Committee had had a detailed and informative discussion about the introduction of Universal Credit and the capacity of the Council to respond to it. Particular reference had been made to the funding of Discretionary Housing Payments. He was grateful for the Cabinet's positive response to the recommendations.

The Committee had considered the draft Corporate Strategy (item 9 of the agenda) earlier in the week which had resulted in the detailed recommendations now before Cabinet.

The Committee had also considered the Initial Response to the Report of the Citizens' Assembly. The discussion had been wide ranging and while the Committee had felt no need to make recommendations to Cabinet, it warmly welcomed the report.

Councillor James Fry, speaking in his capacity as Chair of the Finance Panel of the Scrutiny Committee, spoke to the Panel's recommendations in relation to the Property Investment Portfolio Analysis and Strategy Report (item 14 of the agenda). He was grateful for the Cabinet's positive response to the report's specific recommendations. More generally it was important to note that the proposed diversification of the Council's commercial portfolio, whilst intended to reduce risk (as described in the Cabinet report) it was not riskless if, for example, interest rates go up at some point and property values come down.

Councillor Ed Turner, Cabinet Member for Finance & Asset Management, said the Panel's recommendations had been helpful. The proposals were being put forward having taken independent expert advice and diversification of the portfolio was considered, on balance, to represent the best way forward at the present time.

107. Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24

The Head of Financial Services had submitted a report to propose a Medium Term Financial Strategy and the 2020/21 Budget for consultation.

Councillor Ed Turner, Cabinet Member for Finance & Asset Management, introduced the report. At this point in the budget process he simply wanted to draw attention to a few overarching points. National pressures; the Council's ambition to deal effectively with rough sleeping; and the need to respond effectively to the Climate Emergency, all made for a challenging budget setting environment. The Council was reliant on the 'Oxford Model' and income from its companies, this was something which set it apart from other District Councils. These income streams are critical to the Council to enable it to continue to deliver services to residents although, equally, they present a level of risk which will require careful monitoring going forward. He drew attention to a small amendment to the report, details of which are attached to this minute.

Nigel Kennedy, Head of Financial Services, drew attention to some of the national uncertainties in relation to business rates, the continued delay of the introduction of the Fair Funding Review and the future of the New Homes Bonus.

The Chair thanked Councillor Turner, Nigel Kennedy and the Finance Team for their work in developing a positive budget, despite the challenging environment.

Cabinet resolved to:

1) **Approve** the 2020-21 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Strategy as set out in Appendices 1-9, noting :

a) the Council's General Fund Budget Requirement of £24.029 million for 2020/21 and an increase in the Band D Council Tax of 1.99% or £6.13 per annum representing a Band D Council Tax of £313.92 per annum subject to confirmation of the referendum levels contained in paragraphs 20-21 of the report.

b) the Housing Revenue Account budget for 2020/21 of £44.447 million and an increase of 2.70% (£3.06/wk) in social dwelling rents from 1 April 2020 giving a revised weekly average social rent of £105.32 as set out in Appendix 5

c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.

2) **Agree** the fees and charges shown in Appendix 7

3) **Delegate** to the Section 151 Officer in consultation with the Board Member for Finance and Assets the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 37-38 of the report.

4) **Agree** that Care Leavers are determined as a class of discount for the purpose of Section 13A(1)(c) of The Local Government Finance Act 1992 from 1 April 2020 as referred to in paragraphs 22-24 of the report; and

5) **Approve** the payment into the County Council Pension Fund of £5 million as referred to in paragraph 64 (f).

108. Draft Corporate Strategy 20-24 - For consultation

The Assistant Chief Executive had submitted a report to seek approval to consult on the Council Strategy 2020-2024.

Councillor Susan Brown, Leader of the Council, introduced the report. The Strategy took a different approach to its predecessor, being simpler and hopefully clearer as a result. The discussion at Scrutiny Committee earlier in the week had been helpful. The draft had benefitted from input from a Member workshop and Council employees among others. The cross cutting themes in the strategy should not be treated in isolation, they inevitably affected each other. In order to keep the strategy as clear and uncluttered as possible, unnecessary repetition and cross-referencing had been kept to a minimum.

Mish Tullar, Head of Corporate Policy, Partnerships and Communications, noted that revisions to the text before Cabinet were already underway and it would be a 'living document' until the final text was agreed.

Cabinet resolved to:

1. **Grant** approval to consult externally on the Council Strategy 2020-2024; and
2. **Delegate authority** to the Head of Corporate Policy, Partnerships and Communications to work with the Council Leader to make any changes as may be required following Scrutiny and Cabinet consideration, and then publish the Draft Council Strategy 2020-24 for public consultation.

109. Initial Response To Report of Citizens' Assembly into Climate Change

The Transition Director had submitted report to formally welcome the final report of the Oxford's Citizens' Assembly on Climate Change established by Oxford City Council, approve an initial response to it, and lay out the next steps to become a Zero Carbon Council and City.

Tom Hayes, Cabinet Member for Zero Carbon Oxford, introduced the report. The Council had had several years of positive action to address environmental concerns. Following the declaration of a Climate Emergency there was a clear ambition to take some significant steps and to be clear that the declaration was more than words. The Assembly had been inspirational, intense and active. A key view to emerge from the Assembly was the desirability of moving 'further and faster' than the government has in mind. Among other things, it is intended that the Council should reduce its own

carbon footprint to zero by 2020. The Council is estimated to account for just 1% of the City's greenhouse gas emissions, so work with partners will be essential.

The Chair confirmed the need for the Council to work with partners, use its influence more widely and to lobby government.

Cabinet resolved to:

1. **Formally welcome** the Final Report on Oxford's Citizens' Assembly on Climate Change established by Oxford City Council;
2. **Formally welcome** the Council's Climate Emergency Strategy Support report which underpinned the Citizens' Assembly, commissioned from Oxford-based environmental consultancy Anthesis;
3. **Agree** an immediate response to the Citizens' Assembly Final Report, including measures in the budget for 2020/21;
4. In line with the findings of Oxford's Citizens' Assembly, **agree** steps to reduce the City Council's carbon footprint – that is, the Council's direct operations, where it pays the bills – to net zero by the end of 2020, initially through the purchase of renewable electricity and gas and offsetting and then through an acceleration of existing and new programmes to reduce the Council's underlying emissions;
5. **Request** that officers develop detailed plans for further projects to accelerate the reduction in the Council's underlying emissions to achieve a Zero Carbon Council by 2030 or sooner; and
6. **Request** the reinvention of the Low Carbon Oxford Partnership as the Zero Carbon Oxford Partnership. Convened by the City Council, this new Partnership will galvanise emitters in the city to agree targets and an action plan for Oxford to become a zero-carbon city.

110. Integrated Performance Report for Quarter 2 2019/20

Councillors Brown and Hollingsworth both declared for the sake of transparency that the Jericho Community Centre, mentioned briefly in the report, was situated close to their home.

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

Councillor Ed Turner, Cabinet Member for Finance & Asset Management, introduced the report. There was a slight adverse variance in the General Fund forecast outturn alongside a favourable variance in the Housing Revenue Account. The Capital programme had been subject to a major review by officers to get a deliverable and well timetabled programme.

It was agreed that it would be helpful, in future reports, to present the capital projects sorted by project status.

The Leader drew attention to new requirements relating to accessibility of public documents, noting that the appendices to this report, in particular, would not meet the new standards. Data presented in narrative form rather than (or as well as) tabular form would often be helpful.

Cabinet resolved to:

1. **Note** the projected financial outturn as well as the current position on risk and performance as at 30 September 2019;
2. **Recommend** the Council to vire £0.500 million from Compulsory purchase of property (N7049) to Extensions & Major Adaptions (N7020) to cover the work of four extensions within the Housing Revenue Account Capital programme as set out in paragraph 10 of the report; and
3. **Recommend** Council to approve the revised Capital Programme budget to be £59.962 million in line with the latest forecast following the major review carried out by officers.

111. Annual Monitoring Report 2018/19

The Head of Planning Services had submitted a report to approve the Annual Monitoring Report for publication.

Councillor Alex Hollingsworth, Cabinet Member for Planning & Sustainable Transport, introduced the report, which fulfilled a statutory requirement and reported against a number of previously determined indicators. He drew particular attention to the trajectory of house building in the City. Next year, for the first time since 2009, the City would be ahead of where it should be. In the context of the new emerging Local Plan in which a further 28,000 dwellings were being proposed, it was important to ensure that house building remained a priority.

Cabinet resolved to:

Approve the Annual Monitoring Report 2018/19 for publication; and Authorise the Head of Planning Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

112. Treasury Mid-Year Report 2019/20

The Head of Financial Services had submitted a report on the performance of the Treasury Management function for the 6 months to 30th September 2019.

Councillor Ed Turner, Cabinet Member for Finance & Asset Management, introduced the report which provided the latest regular update to provide assurance that the Council's funds were being invested as wisely as possible. While property investments continued to perform well, consideration was being given to investing in a Multi Asset Fund to reduce the reliance on property based income.

Cabinet resolved to:

1. **Note** the performance of the Treasury Management function for the six months to 30th September 2019; and

2. **Recommend** Council to:

i. **Approve** the change of the Indirect Property Funds counterparty category to Pooled Investment Funds; and

ii. **Note** that the Council is considering investing in a Multi Asset fund instead of an Indirect Property Fund as was previously anticipated.

113. Property Investment Portfolio Analysis and Strategy Report

The Executive Director – Development had submitted a report to agree the council's commercial investment portfolio strategy.

Councillor Ed Turner, Cabinet Member for Finance & Asset Management, introduced the report. He reminded Cabinet that the property portfolio generated £12m of revenue per annum. Given the significance of this strand of Council investment, some external professional review of the make up of the portfolio and the individual assets within it had been carried out. Central to this advice was the recommendation to reduce the exposure to retail and diversify the capital distribution into other property sectors.

Jane Winfield, Regeneration & Major Projects Service Manager, assured Cabinet that disposals would only proceed after a process of due diligence and that full account would be taken of potential future use and value.

Cabinet resolved to:

1. **Agree** the overarching property investment strategy contained in the confidential appendices; and
2. **Note** that the Leader will delegate the authority for the decision in relation to individual property transactions to the Cabinet Member for Finance and Asset Management.

114. Bullingdon Community Centre - Project Approval and Award Of Contract

The Executive Director Customer and Communities had submitted a report to seek Grant Project Approval to replace the existing end of life community building at Bullingdon with a modern fit for purpose facility that meets the needs of the community.

Councillor Pat Kennedy spoke about the very great value of the Bullingdon Community Centre to the local community over many years and the important role it would continue to play. The centre played host to a diverse range of groups, clubs and associations. She paid tribute to the work of officers in bringing this proposal forward, noting the excellent relationship they have with the centres trustees. She commended the report to Cabinet.

Councillor Marie Tidball, Cabinet Member for Supporting Local Communities, thanked Councillor Kennedy for her support for this important project. She also thanked

members of the Bullingdon Community Association (who had been closely involved with the design) and those Ward and County Councillors who had given their support to ensure the development of a building which would meet the needs of the community. The report demonstrated what great use was made of the centre and the diversity of those groups and activities. It was noteworthy that the proposal was for a building which would meet the nearly carbon zero criteria. The significant benefits which would flow being able to proceed with the enhanced funding were set out in the report. It was expected that that Oxford Direct Services Limited would be awarded the contract for the project on the basis set out in the report.

The Chair took the opportunity to thank Aileen Carlisle, interim Executive Director - Communities and Customer, for her contribution to this project and others during her time with the Council and to wish her well in anticipation of her imminent return to New Zealand.

Cabinet resolved to:

1. **Delegate** to the Executive Director Customer and Communities in consultation with the S151 officer and Head of Law and Governance the award of the contract to Oxford Direct Services Ltd subject to the full tender submission being within the agreed budget; and
2. **Recommend** to Council to increase the total project budget by £200,000 to £1,403,000. This is included as part of the consultation budget.

115. Enforcement of the Regulations in relation to energy efficiency in Domestic and non-domestic properties following Delegation of powers by Oxfordshire County Council

The Head of Regulatory Service and Community Safety had submitted a report to seek formal approval to enforce legislation applicable to:

- a) Domestic Private Rented Energy Performance Certificates (EPCs); and
- b) Commercial Minimum Energy Efficiency Standards (MEES)

following the delegation of powers under the Energy Performance of Buildings (England and Wales) Regulations 2012 and under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015 from Oxfordshire County Council.

Councillor Linda Smith, Cabinet Member for Leisure & Housing, introduced the report. This report spoke to two of the Council's priorities, the Climate Emergency and the importance of high quality housing. Driving up standards in the private rented sector was important and this proposal would contribute to that. The County Council had been unable to enforce Energy Performance Certificates (EPCs) because of other service priorities. She thanked officers for their work in bringing forward the delegation of enforcement of EPCs to the City Council.

Ian Wright, Head of Service for Regulatory Services and Community Safety, said this proposal could act as a template for the delegation of responsibility for enforcement of EPCs in other District Council areas which the City Council could potentially undertake.

Cabinet resolved to:

1. **Accept** the delegation of powers from Oxfordshire County Council to enable Oxford City Council to carry out enforcement of Energy Performance Certificates (EPCs) in the domestic private rented sector under The Energy Performance of Buildings (England and Wales) Regulations 2012;
2. **Accept** the delegation of powers from Oxfordshire County Council to Oxford City Council for the enforcement of the Minimum Energy Efficiency Standards (MEES) in commercial property The Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015;
3. **Authorise** the Head of Regulatory Services and Community Safety, acting in consultation with the Head of Law & Governance and the Head of Financial Services, to enter into all necessary and appropriate contracts to implement the delivery of the enforcement work on behalf of the Oxfordshire County Council; and
4. **Delegate** authority to the Head of Regulatory Services and Community Safety to perform the enforcement duties of the Oxfordshire County Council as set out in the agency agreement and to take any steps necessary to perform those duties.

116. Transformation Funding for Oxford Direct Services Limited

The Head of Financial Services had submitted a report to present the funding and budget requirements of the Oxford Direct Services Transformation Project for approval and for recommendation to Council.

Councillor Ed Turner, Cabinet Member for Finance & Asset Management, introduced the report. The proposed investment represented the next phase in the important partnership between Oxford Direct Services (ODS) and the County Council, the principle of further investment having been agreed in the previous budget.

Councillor Nigel Chapman, Cabinet Member for Safer Communities and Customer Focussed Services, said this additional funding was central to ODS's ambition to be a modern, competitive and effective company.

While it was recognised that there were other potential ways of increasing the dividend to the Council this was seen to be the most effective approach in keeping with the Council's values. The Council's interests would be overseen by, among other things, Shareholder oversight.

Cabinet resolved to:

1. **Approve** the business case for the transformation project within ODS and the capitalisation of £1.25 million revenue costs by the Council related to the Oxford Direct Services Limited Transformation project in accordance with the Statutory Guidance on the Flexible Use of Capital Receipts and in line with the approved capital budget;
2. **Provide** a capital grant to Oxford Direct Services for the capitalised transformation revenue costs to be drawn down upon the Head of Financial Services being satisfied as to the evidence of expenditure provided and to include a repayment clause operated if the forecast returns are not achieved;

3. **Enter** into a legal agreement with Oxford Direct Services Limited relating to the capital grant for the capitalised revenue costs of the Oxford Direct Services Limited Transformation project subject to the Head of Law and Governance in consultation with the Head of Financial Services drawing up and being satisfied as to the terms of such agreement; and
4. **Include** progress of the transformation project and updates on the financial returns achieved and forecast to be included annually in the Council's Capital Strategy.

117.Minutes

The Board resolved to APPROVE the amended minutes of the meeting held on 13 November 2019 as a true and accurate record.

118.Dates of Future Meetings

Meetings are scheduled for the following dates:

- 22 January
- 12 February
- 11 March

All meetings start at 6pm.

119.Matters Exempt from Publication

No matters were considered in confidential session.

The meeting started at 6.00 pm and ended at 7.20 pm

Chair

Date: Wednesday 22 January 2020

To: Council
Date: 27 January 2020
Report of: Chief Executive
Title of Report: The Oxford Strategic Partnership

Summary and recommendations	
Purpose of report:	To note the annual update on the Oxford Strategic Partnership
Key decision:	No
Cabinet Member with responsibility:	Councillor Brown, Leader
Corporate Priority:	All Corporate Plan 2016 priorities.
Policy Framework:	None.
Recommendation(s): That the Committee resolves to:	
1. Note the annual update report on the work of the Oxford Strategic Partnership.	

Appendices	
Appendix 1	OSP Membership
Appendix 2	Baroness Jan Royall biography

Introduction and background

1. The Oxford Strategic Partnership (OSP) was founded in 2003 and brings together senior representatives from the public, business, community and voluntary sectors. The OSP helps to provide direction for the city's future, respond to local priorities and engage more effectively with local concerns. This partnership for the city promotes collaboration and openness and provides opportunities to access funding and share resources more easily.
2. The OSP is an influencer, not an operational organisation. It brings organisations together to work in partnership, identifying strategic city challenges that will benefit from collaboration, and prioritising them based on where the partnership can add most value.

OSP Vision

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

OSP Aims

4. The OSP's aims were updated following the 2017 review as follows:
 - a. Identify current major issues and concerns that will benefit from collective intervention
 - b. Identify and engage relevant partners, and facilitate their working together to develop and implement collaborative interventions
 - c. Empower partners and communities to take action
 - d. Evaluate outcomes to inform future issues and concerns

OSP Steering Group

5. OSP Steering group members are drawn from the statutory services (Oxford City Council, Oxfordshire County Council, Health and Police), businesses, universities, colleges and community groups. A list of members is set out in Appendix 1.
6. Baroness Royall (Jan Royall) Principal of Somerville College, Oxford, took on the role of Chair in October 2018. A biography of Baroness Royall is set out in Appendix 2.
7. The Vice Chair is Jackie Wilderspin, Public Health Affairs Specialist, and Oxfordshire County Council.

OSP Sub-Groups

8. Since its inception in 2003 the OSP's emphasis on different themes varied over time, partly with opportunities and willingness of members. To support its breadth of focus, it established four sub-groups working on: Economic Development, Growth and Regeneration; Stronger Communities; Low Carbon City; and Safer Communities.

Economic Growth Steering Board sub-group

- a. A city region focus to deliver the Oxford Economic Growth Strategy Action Plan and feed into, and support, the OxLEP (Oxfordshire Local Enterprise Partnership) SEP (Strategic Economic Plan) and Local Industrial Strategy (LIS) delivery. This group is providing the primary guidance and oversight role for a new Oxford Economic Strategy currently under development (completion scheduled for May/June 2020).
- b. Oversee and support the work of Smart Oxford.
- c. Continue to drive and co-ordinate business engagement through the EGSB's business engagement framework.

Stronger Communities sub-group

- a. Brings together key organisations that contribute towards the development of stronger communities through addressing inequality and poverty, and increasingly focuses on issues of Health and Wellbeing.

Low Carbon Oxford sub-group

- a. A network of organisations with a shared vision of Oxford as a low carbon city. Over 40 diverse organisations are working together to achieve the city's very ambitious target of reducing emissions in Oxford by 40% by 2020.

Safer Communities sub-group

- a. This is now led by the Oxford Safer Communities Partnership (OSCP) that was established in 1998 and works to address local community safety concerns and ensure that all partners tackle those crimes that affect our community.

Task and Finish group projects

9. Following the OSP review in 2017 a number of changes were agreed, including from January 2018 using a “task and finish” approach to research and identify solutions to key challenges. The objective was to focus effort among members and crystallise action to achieve specific outcomes. The Task and Finish programmes bring together appropriate individuals, with the knowledge and passion to engage the right partners in pursuit of creative solutions. The following task & finish proposals, sitting under the four sub-groups, have been running over 2018/2019:

Low Carbon Oxford – One Planet Oxford

10. The One Planet Oxford project sought to involve a wider group of stakeholders in taking action to reduce carbon. Its work involved:
 - a. One Planet Integrator training held at the Oxford Town Hall
 - b. Bioregional attended Oxford's Big Green Day Out
 - c. Oxfordshire Clinical Commissioning Group (CCG) met with Oxford City Council to discuss sustainability and the OPO project
 - d. The project board held two workshops to develop an Oxfordshire One Planet Plan

Stronger Communities – Making Every Contact Count (MECC)

11. Making changes such as stopping smoking, improving diet, increasing physical activity, losing weight and reducing alcohol consumption can help people to reduce their risk of poor health significantly. Making every contact count (MECC) is an approach to behaviour change that utilises the millions of day to day interactions that organisations and people have with other people to encourage changes in behaviour that have a positive effect on the health and wellbeing of individuals, communities and populations
12. The Stronger Communities sub-group project involved extending the Make Every Contact Count approach more widely across Oxfordshire organisations. Its work was coordinated by a System Implementation Group meeting to facilitate inter-

organisational collaboration by bringing together broad representation from stakeholders in Oxfordshire.

13. The Oxfordshire MECC System Implementation Group continues to report on agreed progress measures to the Health Improvement Board (HIB) as part of their performance framework monitoring in 2019-20.
14. There are several MECC training initiatives being rolled out in Oxfordshire already, with some covering the city footprint. The aim is to work towards MECC becoming business as usual within organisations and communities in Oxfordshire. The list below highlights examples of the progress already made with this:
 - a. A half day workshop was held in Barton linked to the Barton Healthy New Town Programme and an introductory/awareness session was held in Wood Farm. Further training sessions have been provided in all other key locality areas in the city.
 - b. Following a MECC training session that raised awareness for the strategic team, Oxfordshire Fire and Rescue Service are working with Public Health colleagues to embed MECC within Safe and Well visits.
 - c. Training sessions were also provided for Sport & Physical Activity partners and Refugee Resource front line staff.
 - d. Scoping work has been taking place with South Central Ambulance Service, Oxfordshire Pharmacies and for sessions to be delivered for Littlemore Health Partnership stakeholders and for staff at Rose Hill Children & Family Centre.

Safer Communities – Alternative Giving

15. Oxford City Council's vision is that no one should have to sleep rough on the city's streets – and its homelessness services and policies are structured so as not to encourage or sustain rough sleeping.
16. In common with other stakeholders, the Oxford Strategic Partnership was keen to see the development and launch of an "alternative giving" campaign that could persuade members of the public, who may otherwise be motivated to give money to people on the street, to donate instead to homelessness organisations and/or initiative.
17. Initially proposed by the Safer Communities sub-group this proposal now sits under Oxford Homeless Movement that is developing several work streams, one of which is alternative giving.
18. Oxford Homeless Movement provides an opportunity to deliver consistent messages compared with a fragmented approach of many organisations working separately.
19. Achievements to date:
 - a. **Christmas Match Fund**

The Christmas Match Fund campaign run by Oxfordshire Community Foundation and Oxford Poverty Action Trust (OxPAT) and supported by the Movement raised nearly £86,000 for homeless charities in Oxford in 2018 and more than £100,000 in 2019.
 - b. **Contactless Pilot (Greater Change / OxPAT)**

A pilot project to prove the concept of contactless giving in Oxford is being run by Oxford Poverty Action Trust (OxPAT) and Greater Change. Currently 5 terminals are in place, mainly in smaller retail settings – they are looking for further potential hosts. It is testing the technology, assessing what support ‘hosts’ of the terminal require and understanding the most cost effective placing of the terminals. If the concept is proved then it can be scaled up.

Economic Growth Steering Board - Inclusive recruitment and Living Wage

20. The Centre for Cities has ranked Oxford as the second least equal city in the country due to the diverse relative prosperity of its residents. The evidence points to overarching employment/pay and cost of living related issues faced in Oxford, issues that have a knock-on economic impact in terms of business growth, staff recruitment and retention.
21. With this in mind, the Oxford Economic Growth Steering Board set up a task and finish group consisting of influential public and private sector employers, to pilot practical and innovative actions with the aim of supporting a fairer local economy.
22. This has led to the creation and launch of the Oxford Inclusive Recruitment Charter with Aspire. Events have also been held to promote the Oxford Living Wage with the aim of further growing the number of certified employers paying their employees over £10 per hour (currently 22 self-certified).

Current OSP theme - Inclusive Economy

23. Proposed by Oxford City Council CEO Gordon Mitchell and supported by the OSP Chair Jan Royall, the OSP chose the theme of Inclusive Growth (now Inclusive Economy) as one to support in the medium term. The OSP has supported the development of the Inclusive Economy Seminar Series. Oxfordshire Local Enterprise Partnership (OxLEP) has partnered with OSP in hosting the seminars.
24. A common objective is to ensure that the benefits of anticipated growth in Oxfordshire are spread more widely across the region. Unfortunately, evidence to date tells us that economic growth does not intrinsically reduce inequality so proactive interventions are needed.
25. A firm commitment to pursue inclusive growth and to establish a commission to carry this work forward was included in the Oxfordshire Local Industrial Strategy (LIS). This will identify bold and ambitious interventions which partners from the public, private and community sectors across Oxfordshire can support.
26. At a number of the meetings over the past year, one of the OSP partners has given a presentation on their own activities that relate to an inclusive economy. These included the a presentation on Oxford University’s vision for how innovation and technology can support inclusive growth; and Community First Oxfordshire case study on how inclusivity can be incorporated into the development of new communities.

Inclusive Economy (Inclusive Growth) seminar series

27. To pave the way for the establishment of the commission, a series of four seminars are being convened by the Oxford Strategic Partnership and Oxfordshire Local Enterprise Partnership to facilitate dialogue on understanding what an inclusive economy is and begin to identify areas and activities which can form the basis of strategic interventions. Three seminars were held in October and November 2019

and a set of findings, messages and potential priority areas which have emerged is being finalised.

28. Through the seminars the OSP and OxLEP want to develop a common understanding of this challenge, learn more about the measures and policy interventions being proposed, and what strategies are being trialled elsewhere. This will help inform what can be done here to have a meaningful positive impact on inequities in income and opportunity.

Potential Priority Areas for Inclusive Economy Agenda in Oxfordshire

29. The seminars have identified initial areas of focus for further development and exploration which can help define the goals and tactics for an Oxfordshire Inclusive Economy agenda of work:

- a. **Increasing local spend and enhancing local businesses through procurement** – learning from the experiences of other UK cities, Oxfordshire can look to boost local spend and economic capture through procurement strategies of “anchor institutions such as local authorities, universities and colleges, the health sector and major local businesses. This could include: initiatives to boost the capacity of local small and medium sized businesses to be competitive suppliers; and creating more clarity on priority criteria for local businesses to demonstrate their social value.
- b. **Place-based programmes / investment to targeted areas (e.g. high deprivation)** – there is an acknowledged reality that deprivation and inequality of opportunity is concentrated in particular areas of Oxfordshire, and that place-based programmes and investment that combine hard and soft infrastructure can be shaped to retain more economic benefits in the area. For example, this can follow some current initiatives in Blackbird Leys which plan to include a business support function to start-up businesses, more investment in community facilities, and targeted skills training.
- c. **Skills-based training, education and access to jobs** – talent development and the ability to empower local residents with the skills needed to compete and access new forms of employment are critical to opening out opportunities and supporting an inclusive economy. Support at every stage of learning, including early education interventions, with an effective pathway into employment requires a more dynamic skills and education system with more engaged business leadership. This should consider targeted initiatives to help people long out of the workforce overcome barriers to jobs.
- d. **Linking social/community outcomes and benefits as part of infrastructure investments** – Extensive investment is planned in Oxfordshire’s infrastructure which will aim to improve connectivity between local communities and economic opportunities. An example is the Cowley Branch line as a potential infrastructure project with further thought needed on how to ensure that the new rail service will benefit existing local residents and not lead to gentrification. Ensuring accountability from the entities implementing this work will require upfront and explicit goals, metrics and commitments to achieve benefits for the community and existing residents beyond infrastructure delivery.
- e. **Enhancing access to affordable commercial property and workspace** – helping to incubate and grow local start-up businesses (including social enterprises) requires having access to affordable workspace. This could be pursued through meanwhile use programmes, leveraging public sector

ownership of land and buildings, partnering with anchor institutions that own substantial physical property and other initiatives.

- f. **Addressing housing affordability in innovative communities** – with the combination of housing growth production, infrastructure delivery, and institutional partnership, there should be opportunities to use innovation and experimentation to try new models for housing that more quickly addresses affordability, including potential housing discounts, and new forms of ownership.
- g. **Encourage more socially and environmentally responsible businesses** – while this work is underway, more can be done to increase the number of socially and environmentally responsible business through CSR, best practices, alternative forms of ownership, etc. This initiative could be linked to procurement to give priority status on spending decisions to suppliers that earn well-defined badges on socially responsible actions (e.g. paying all employees a living wage).

30. A Core Group of stakeholders has been identified to guide content for the final seminar on 29 January 2020 and to help guide the work towards the creation of an Inclusive Economy Commission.

Other areas of focus

In addition to its workstream on the inclusive economy and running the four Task and Finish Groups, the OSP has also continued a wide programme of work reviewing and advising on key City Council and partner activities. These include:

- a. Creation of a City Centre Taskforce to support Council decision-making
- b. Workshop to input on the City Council Corporate Strategy 2020-24
- c. Review of primary and secondary education performance
- d. Supporting the development of a mentoring programme for Looked After Children
- e. Review of the Thames Valley Police action to tackle crime in Oxford

Resources

31. The work of the Oxford Strategic Partnership Steering Group is supported by the Policy & Partnerships Team, led by Mish Tullar.

32. The four sub-groups are supported by the City Council Officers shown below.

Priority Area	Champion	City Council Officer Lead
Economic Development, Growth and Regeneration	Cllr Susan Brown, Oxford City Council	Matt Peachey & Dan Hodge, Economic Development Team
Safer Communities	Superintendent Joe Kidman, Thames Valley Police	Richard Adams, Service Manager, Community Services
Stronger Communities	Jackie Wilderspin, Public Health, Oxfordshire	Dani Granito, Policy and Partnership Team

	County Council	Manager
Low Carbon City	Cllr Tom Hayes, Oxford City Council	Jo Colwell, Service Manager, Environmental Sustainability

Financial implications

33. The OSP is funded by Oxford City Council with an assigned annual budget of up to £19,000 a year.

Legal issues

34. There are no legal implications.

Level of risk

35. Not applicable.

Equalities impact

36. An Equalities Impact Assessment is not applicable. However, the structure and membership of the OSP reflects a common commitment among participating organisations to equality. And the areas of focus of the OSP are very much focused on tackling inequality and building inclusivity.

Conclusion

37. Over the past 18 months, the Oxford Strategic Partnership has been restructured and refreshed. With a new, strong, chair, an effective membership and an active programme of work, it continues to provide an important focus for the City Council's strategic work with statutory, private and third-sector partners.

Report author	Mish Tullar
Job title	Head of Corporate Policy, Partnerships and Communications
Service area or department	Assistant Chief Executive
Telephone	07483 010499
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Appendix 1

Current OSP Members – January 2020

Baroness Jan Royall (Chair), Principal, Somerville College, The University of Oxford

Jackie Wilderspin (Vice Chair), Public Health Specialist, Public Health, Oxfordshire County Council

Cllr Susan Brown, Leader, Oxford City Council

Sharon Barrington, Programme Manager Planned Care, Oxfordshire Clinical Commissioning Group

Hannah Iqbal, Director of Strategy, Oxford University Hospitals NHS Foundation Trust

Brendan Hattam, General Manager of Westgate and Castle Quarter, Land Securities

Cllr Ian Hudspeth, Leader, Oxfordshire County Council

Superintendent Joe Kidman, Area Commander, Thames Valley Police

Frank Nigriello, Director of Corporate Affairs, Unipart Group

Gordon Mitchell, Chief Executive, Oxford City Council

Tom McCulloch, Co-director, Community First Oxfordshire

Ian Green, Chairman, Oxford Civic Society

Richard Venables, Director, VSL and Partners

Stuart Wilkinson, Head, Knowledge Exchange and Impact Team, The University of Oxford

Appendix 2

Baroness Royall Biography

- Following a degree in Spanish and French at the University of London, Jan's first job was importing flowers into Europe from Colombia but she soon started working in the world of politics. She spent six years working as General Secretary of the British Labour Group in the European Parliament then went to work for the Leader of the Opposition, Neil Kinnock.
- After the 2010 election Jan was elected Leader of the Opposition in the Lords but stepped down in May 2015 in order to engage in other interests, as well as being an active back bencher, using the Lords to pursue issues including youth policy, higher education, women, diversity and inclusion, democratic engagement, health, the EU and foreign affairs.
- Jan is a trustee, patron and active supporter of many charities and organizations including City Year, Forest of Dean and Hereford Crossroads, Artspace, Paladin National Stalking Advisory Service, the ASHA Centre and Step up to Serve. She is chair of the People's History Museum, Pro Chancellor of the University of Bath and Vice President of the Party of European Socialists.
- Jan works with governments, political parties and NGOs in many countries on democracy building, leadership, nurturing civil society and women's empowerment.
- Jan was a special adviser to Neil Kinnock, the leader of the Labour Party, in the 1980s, and she has remained a close ally of his ever since. She sought selection as Labour's candidate for Ogmore in a 2002 by-election. On 25 June 2004 she was created Baroness Royall of Blaisdon, of Blaisdon in the County of Gloucestershire. In the House of Lords, she became government spokesperson for Health, International Development and Foreign and Commonwealth Affairs.
- On 24 January 2008 Jan was appointed government chief whip in the House of Lords, following the resignation of Lord Grocott. She was appointed a Privy Counsellor later in the year. On 3 October 2008, she was promoted to the cabinet by Gordon Brown, who made her Leader of the House of Lords and Lord President of the Council. On 5 June 2009, Jan was succeeded as Lord President by Lord Mandelson, the Business Secretary, and was appointed Chancellor of the Duchy of Lancaster.
- She voted for a 100% elected House, on the last occasion that the House of Lords voted on Reform of the House of Lords in March 2007. She has called for a national referendum on any reforms of the chamber. She announced in May 2015 that she would not seek re-election as the Leader of the Opposition in the House of Lords.
- In February 2017, became Principal of Somerville College, Oxford.

To: Council
Date: 27 January 2020
Report of: Assistant Chief Executive
Title of Report: Outside Organisation Report: The Oxford to Cambridge Arc

Summary and recommendations	
Purpose of report:	To provide an update partnership working between Local Authorities and Local Enterprise Partnerships on the Oxford to Cambridge Arc.
Key decision:	No
Cabinet Member with responsibility:	Councillor Brown, Leader
Corporate Priority:	A vibrant and sustainable economy.
Policy Framework:	None.
Recommendation(s): That the Committee resolves to:	
1. Note the update report on partnership working between Local Authorities and Local Enterprise Partnerships in relation to the Oxford to Cambridge Arc.	

Appendices	
Appendix 1	List of Local Authorities participating in ARC wide leaders group.

Summary

1. Government have identified the area known as the Oxford to Cambridge Arc as an economic priority and committed to consider interventions and investment to deliver the economic potential of the Arc to the benefit of the UK. They have invited local partners to work with them in developing the proposals. Local Authorities across the Arc have recognised the need for collaboration and engagement in developing propositions for the Arc to ensure that they reflect local priorities and deliver economic, social and environmental benefits to existing communities. This paper provides an update on areas of joint working and the propositions emerging from the work.

Introduction and background

2. The National Infrastructure Commission's (NIC) report "[*Partnering for Prosperity: A new deal for the Cambridge-Milton Keynes-Oxford Arc*](#)" (November 2017) recognised the area within the Oxford to Cambridge Arc as having the potential to be "the UK's Silicon Valley –a world-renowned centre for science, technology and innovation". The report recommended further funding for East-West transport links, as well as investment in its wider road and rail network and stressed the importance of a joined-up plan for housing, jobs and infrastructure.
3. The Government published its [response to the NIC report](#) alongside the October 2018 budget confirming support for the NIC's finding that there is significant opportunity for transformational growth within the Arc area and designated the Oxford-Cambridge Arc as a key economic priority. The response stated that the government was exploring "*the best way to set out how jobs, homes and infrastructure across the corridor will be planned together to benefit existing and new residents, while balancing economic growth with the protection and enforcement of the areas historic and environmental assets*". It also set out the Government's intention to work with local partners to develop a corridor-wide vision statement for the Arc to 2050.
4. This was followed in March 2019 by a [statement of Government ambition and joint declaration between Government and local partners](#) which was published alongside the Spring Statement. The joint declaration recognised that meeting the ambitions for the Arc will require a long-term view and for partners to work collaboratively across geographical, political and thematic boundaries. Whilst it highlighted the importance of retaining the integrity of local plans and joint plans, it agreed that local partners would consider what planning approaches and flexibilities might be appropriate within and across the Arc to support meeting the overall ambitions – including consideration of a spatial vision or strategy for the Arc as a whole and suitable delivery vehicles for specific developments.
5. Most recently, the Conservative Party Manifesto included reference to the Oxford to Cambridge Arc in relation to a Devolution White Paper: *Through bodies like the Northern Powerhouse, Western Gateway and Midlands Engine we will drive greater levels of foreign investment into the UK, promoting our towns, cities and counties around the world. As part of our plans for full devolution we will also invite proposals from local areas for similar growth bodies across the rest of England, such as the Oxford-Cambridge Arc.*

Local Authority Partnership Working

6. In recognition of the priority that government has attached to the Arc and their stated intention to develop an integrated approach to the planning and delivery of infrastructure, homes and business growth, Local Authorities and Local Enterprise Partnerships (LEPs) have been working together to ensure that proposals for the Arc are developed from the bottom up, take account of local priorities and deliver benefits for local communities.
7. This includes meetings of the Local Authority Leaders from across the Arc, supported by meetings of the Local Authority and LEP Chief Executives. The Arc Leaders Group does not have any decision making or formal board

governance structures. It is a collation of local authorities, local enterprise partnerships and universities willing to work collaboratively and coordinate engagement and discussion with Government in relation to the Arc. The Leaders Group has established four key thematic workstrands on connectivity, productivity, place and environment. The working groups include representation from local authorities from each of the four Growth Board areas across the Arc, LEPs and the Universities.

8. The Oxfordshire wide Leaders group is chaired by Cllr Barry Wood, Leader of Cherwell District Council. All of the Oxfordshire Leaders or their nominated representatives attend the Arc Leaders Group (a list of the participating Local Authorities is provided at Appendix 1). The City Council has been represented at the meetings by Cllr Susan Brown and other Cabinet Members Cllr Chapman, Cllr Hollingsworth and Cllr Upton. There is a proposal that an executive committee made of leaders from each of the four Growth Boards should be formed to assist convening of the group. The Oxfordshire Growth Board has agreed that Cllr James Mills, leader of West Oxfordshire District Council will represent the Growth Board on this group, however the group has not yet met.
9. The Oxfordshire authorities are represented on the officer working groups as follows:
 - Chief Executives Group: All Oxfordshire Chief Executives or their representatives attend. Caroline Green Assistant Chief Executive attends as a sub for Gordon Mitchell
 - Director of Oxford to Cambridge Arc Leaders and Chief Executives Group – Bev Hindle Oxfordshire Growth Board Director
 - Arc Proposition Task and Finish Group – Caroline Green, Oxford City Council
 - Place – Adrian Arnold, Oxford City Council, Giles Hughes, West Oxfordshire District Council
 - Productivity – Caroline Green, Oxfordshire City Council
 - Connectivity – Sue Halliwell, Oxfordshire County Council
 - Environment – Andrew Down, South Oxfordshire and Vale of White Horse District Councils.
10. The Oxfordshire Growth Board's Executive Officers Group provides a forum for feedback and input in to the working groups via the officer representatives.

Arc Priority Work Update

11. The Arc Chief Executives and Leaders Groups agreed in November 2019 to prepare and promote priority areas of work to inform future Government policy, fiscal events and announcements with respect to the Arc.
12. These are:

- A collaborative proposition to Government on what Local Government, LEPs and the universities through their joint working would like to see moved forward in an Arc context;
- A brief which outlines how a spatial framework could be developed for the Arc; and
- Development of a narrative as to why we would work together in the new geography and what we would be seeking to achieve that adds value over what would happen without such collaboration.

Arc Proposition

13. The developing Arc proposition includes several components:

- Productivity – this will build on the common Arc element of the Local Industrial Strategies and includes the business cases being developed arising from the original grand challenges set in the National Industrial Strategy. This work is quite well advanced and detailed business cases are being developed
- Connectivity – this will be informed by the emerging Outline Transport Strategy which England's Economic Heartland consulted on in autumn 2019. The City Council submitted a response to the Outline Transport Strategy consultation and also input to an Oxfordshire wide response. The Connectivity group will promote strategic transport investments needed to support existing infrastructure needs within the Arc.
- Place – work has been focused on developing an agreed brief for an Arc Spatial Framework. Good progress is being made on a brief which is expected to be discussed by the Arc Leaders Group by the end of January 2020.
- Environment – this will seek to establish the Arc as a leader in environmentally sustainable economic growth and place-making, encouraging strategic planning and decision making that takes into account the full value the environment can bring to the Arc's ambitions. The intention is to develop a 25 Year Environment Plan across the Arc, including delivering biodiversity net gain, environmental net gain and tackling climate change. There are also discussions about developing a Natural Capital Strategy for the Arc. This reflects an opportunity to take forward the request from the Council endorsed in a motion on 22 July 2019¹ that the chief executive undertakes discussions with neighbouring authorities about how best to coordinate action on natural capital at a regional level and build on discussions between the Oxfordshire authorities about establishing a Local Nature Partnership.
- Sub-regional Investment – there has been an ongoing dialogue with government officials on further devolved funding to sub-regional Growth Boards. Progress on this was slow before the UK Parliamentary General

¹ Motion: Natural Capital Census (22 July 2019)

election but this is likely to be an area of focus in the proposals, and in discussion with government about the expected Devolution White Paper.

- Universities Investment Programme – the 10 universities across the Arc are developing a series of investable propositions for Government to consider – some working closely with the LEPs linked to industrial strategies and others linked to the priority workstreams.

Arc Spatial Framework

14. Work has been underway to develop a brief for a co-produced spatial framework which sets a strategic growth ambition against the necessity of achieving sustainable development. A number of workshops have been held firstly with Leaders and subsequently with officers across the sub-regions and the thematic workstreams to look at scope, structure, outcomes and process necessary to develop a non-statutory spatial framework for the Arc. A draft brief is in production following the workshops and is very much focusing on delivering sustainable development, moving the emphasis away from being either a housing or jobs led output focused strategy to one which ensures that whilst recognising the global significance of this region, it can only succeed if we ensure our economy, communities and environment is supported, enhanced and delivers net gain for existing and future residents.
15. To ensure this work is technically sound, properly engages with the public and also can helpfully co-exist with existing, emerging and future Local Plans, the brief is exploring establishing a co-production model with Government. The proposal is looking for the framework to be co-developed with funding from government for additional capacity and capability.

Arc Narrative

16. The proposition is aiming to bring together a clear narrative that sets out what local partners are aiming to achieve for the Arc and that collaboration and joined up thinking will deliver an added value through partnership working, by ensuring the environment, economy and social benefits are delivered from investment in the Arc.
17. The emerging narrative is seeking to emphasise the relationship between strategic ambition and local community quality of life. There is a very strong sense emerging from the discussions that the aim should be to achieve high levels of sustainable development and improve the environment and well-being. The unique opportunity of the Arc is that it has the capability, the capacity and the will to develop, test and deliver solutions to our most significant challenges (climate change, health and well-being, inclusive economy).

Next Steps

18. It is expected that the draft proposals emerging from the Arc priority areas of work will be shared with the Arc Leaders Group for discussion at their meeting at the end of January. Following that they will be submitted to government as a basis for discussion in advance of the budget and any further government

announcements on the Arc and will also be available for councils to debate and discuss. The Growth Board receives regular updates on progress with the Arc and an update on the discussions with Government would be expected at the March Growth Board meeting.

Financial implications

19. Oxford City Council, along with all other Local Authorities across the Arc contributes £5,000 per year to support the work of the Local Authorities. The proposition on the development of the Arc wide framework would include that it should be funded by government.

Legal issues

20. There are no legal implications arising from this report.

Level of risk

21. The risk of not being engaged in discussions about the Arc is that the Council would not have the ability to influence proposals or Government policy affecting Oxford and Oxfordshire as part of the Arc and that these will be imposed.

Equalities impact

22. An Equalities Impact Assessment is not applicable to this report, though any projects emerging from the work, such as a Spatial Framework would need to include an appropriate assessment.

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APPENDIX 1

List of Local Authorities participating in Arc Leaders Group
Authority/Organisation
1. Aylesbury Vale District Council
2. Bedford Borough Council
3. Buckinghamshire County Council
4. Cambridge City Council
5. Cambridgeshire County Council
6. Cambridgeshire/Peterborough Combined Authority
7. Central Bedfordshire Council
8. Cherwell District Council
9. Chiltern District Council
10. Corby Borough Council
11. Daventry District Council
12. East Northamptonshire District Council
13. East Cambridgeshire District Council
14. Fenland District Council
15. Huntingdonshire District Council
16. Kettering Borough Council
17. Luton Borough Council
18. Milton Keynes Council
19. Northampton Borough Council
20. Northamptonshire County Council
21. Oxford City Council
22. Oxfordshire County Council
23. Peterborough City Council
24. South Bucks District Council
25. South Cambridgeshire District Council
26. South Northamptonshire District Council
27. South Oxfordshire District Council
28. Vale of White Horse District Council
29. Wellingborough Borough Council
30. West Oxfordshire District Council
31. Wycombe District Council

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To: Council

Date: 27 January 2020

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:	Corporate Plan 2016-2020
Recommendation: That Council resolves to note the update report.	

Appendices:

Appendix 1: Scrutiny work plan – January 2020

Appendix 2a: Table of Cabinet responses to Scrutiny recommendations from Cabinet meetings of 13 November and 19 December 2019

Appendix 2b (Restricted): Table of restricted Cabinet responses to Scrutiny recommendations from the Cabinet meeting of 19 December 2019

Introduction

1. This update focuses on the activity of Scrutiny from late November 2019 to early January 2020.
2. Since the last update the Scrutiny function has been working hard, having launched two review groups to provide in-depth independent scrutiny on the Budget and the Climate Emergency. By the time of this report each will be significantly advanced having met on three occasions, more details about which can be found at the foot of this report.
3. As with much of the Council, the work of Scrutiny has needed to be flexible to manage the issues arising from the General Election in December. In line with enforced changes to the Cabinet timetable, a number of items of the Scrutiny workplan have been moved back to later in the year, including reports on Oxpens Lane, the Gender Pay Gap and the City Council Business Plan.

Scrutiny Committee

4. Since the last meeting the Scrutiny Committee has held two meetings, on 17 December 2019 and 14 January 2020. The following items were considered at these meetings. For information, the outcomes of the meeting of 14 January 2020 will be discussed in the next update due to the meeting's proximity to the publication date for this update report.
 - Draft Corporate Strategy 2020-24 (six amendments as one recommendation made to 19 December Cabinet, all agreed)
 - Annual Monitoring Report 2018/19 (no recommendations)
 - Citizens' Assembly on Climate Change: Outcomes (no recommendations)
 - Planning for the 2020 Zero Emissions Zone (next report)
 - Go Ultra Low Pilot: Outcomes and Next Steps (next report)
 - Performance Monitoring: Quarter 2 (next report)
5. Recommendations regarding the Corporate Strategy tended to focus on making explicit positive aspects of the Council's activity that through familiarity may have become normalised or taken for granted: its work engaging residents, the 'Oxford Model', and the drive to reduce inequalities underpinning the Council's work, as well as comments to improve clarity for readers. All the amendments were adopted and changes have been incorporated into what is now the 'live' consultation document.
6. Whilst no recommendations arose from the reports on the Annual Monitoring Report and the Outcomes of the Citizens' Assembly both generated significant discussion and interest. Topics that generated particular discussion in regards to the former included the need to balance the access of local residents to housing with allowing the local universities to grow, and the amount of social housing delivered. With regards to the latter, the actions identified in response to the Citizens' Assembly were welcomed though there was a degree of challenge over the inclusion of existing programmes. Other key areas of discussion focused on how the Council might bring on board those more sceptical of the need for significant action, and the opportunities and challenges afforded by the particularly energising effect on Assembly Participants of the topic of biodiversity and 'greening' the City.

Housing Panel

7. No meetings of the Housing Panel have taken place since the previous Scrutiny update report to Council. However, since the report Council has agreed to develop a report to follow up on the motion of 25 November to consider options for the introduction of an Oxford Living Rent which, should schedules allow, will be heard by the Housing Panel. In addition, the Housing Panel has requested a briefing on the challenges nationally of understanding hidden homelessness and the issue of overcrowding in Oxford's homes.
8. Housing Panel representatives also attended the Budget Review Group meeting on 08 January 2020 and contributed to discussion on the housing budget.
9. 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

10. The Finance Panel met on 02 December 2019 and considered the following reports
 - Integrated Performance Report for Quarter 2 (no recommendations)
 - Treasury Mid-Year Report 2019/20 (no recommendations)
 - Property Investment Portfolio Analysis and Strategy Report (three recommendations made to 19 December Cabinet, all agreed)
11. No recommendations were made in regards to either the Integrated Performance Report or the Treasury Mid-Year Report 2019/20. However, both were subjected to significant scrutiny with particular discussion on the first focusing on the progress of the capital programme, the re-profiling of projects and the anticipated impact of the Project Management Office. Discussion on the latter focused on the balance of risk, return and asset diversification with support being given for enabling the Council to invest in multi-asset funds.
12. Whilst the detail of the discussion regarding the Council's Property Investment Portfolio Analysis and Strategy is commercially sensitive, the Finance Panel provided robust challenge to the underlying business case of the Council's future strategy. Recommendations made related to management of assets, criteria for future decision-making and governance structures. All three recommendations were agreed by Cabinet on 19 December 2019.
13. The Finance Panel's next meeting is scheduled for 29 January 2020, where it will consider the Treasury Management Strategy 2020/21, the Capital Strategy, a report on the Council's social value weighting of 5% in procurement, as well as the draft of the Scrutiny Budget Review Group report.

Companies Panel

14. The Companies Panel met on 14 November 2019. Whilst it made no recommendations significant time was devoted discussion of the confidential detail of the OCHL Business Plan, OxWED update (on which there is a paper due to come to Cabinet and Scrutiny) and ODS activities.
15. The Companies Panel's next meeting is on 06 March 2020.

Scrutiny Review Groups

Budget Review Group

16. The Budget Review Group held two of its three scheduled substantive meetings on 06 and 08 January 2020. Senior Officers presented to members the budgetary proposals for their service areas, which were subjected to detailed questioning. Topics which have attracted particular scrutiny include the management of extraneous risks such the uncertainties of Brexit, a new government and reductions in business rate retention levels, as well as the Council's areas of increased

investment – the Climate Emergency and Homelessness Prevention – and its plans for generating income.

17. The final substantive meeting will have taken place by the time this report is presented to Council, being scheduled for 20 January 2020.
18. The draft final report for the Budget Review Group is scheduled to be considered for sign off by Scrutiny Committee on 04 February 2020 for consideration by Cabinet on 12 February 2020.

Climate Emergency Review Group

19. The Climate Emergency Review Group held three of its scheduled substantive meetings on 28 November, 16 December 2019 and 13 January 2020. The meetings to date have focused on the challenges of retrofitting (both for the Council with its own stock and more broadly), the Council's financial responses to the Citizens' Assembly, plans for the Council's non-HRA development capital spending, and issues around transport, energy generation and biodiversity. In support of the Review Group's work the Council has been fortunate to draw on the significant levels of expertise locally, with input from Councillors at neighbouring Vale of the White Horse District Council, Transition by Design, the Low Carbon Hub, Greencore Construction, Dr David Hancock Construction Director at the Infrastructure and Projects Authority of the Cabinet Office, Oxford Friends of the Earth, Oxford University Sustainability Team and Oxfordshire County Council.
20. Two further meetings, scheduled for 21 and 30 January 2020, will consider the Council's position in regards to new-builds, considering options for further reducing carbon in the Council's development plans, primarily in regards to housing, and also ways through its functions as a Planning and Building Inspection authority it can encourage wider uptake and implementation of reduced carbon building methods.
21. The Review Group has also organised a visit to the Springfield Meadows development in Southmoor on 24 January 2020, to which all Councillors and relevant Council officers have been invited. This local development is of particular relevance to the Council not simply because the houses are zero carbon, but because the cost of their development has been lower than that of traditional building methods, potentially giving the Council a means to ease the trade-offs it faces when in the design and build of new Council stock.
22. The draft final report for the Climate Emergency Review Group is scheduled to be considered for sign off by Scrutiny Committee on 03 March 2020 for consideration by Cabinet on 11 March 2020.

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 January 2020 - May 2020

Published on: 17/01/20

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
Climate Emergency		Scoping	Evidence Gathering			Reporting		
Budget review			Scoping	Evidence gathering		Reporting		

SCRUTINY COMMITTEE

NO MEETING ALLOCATED

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Oxford Living Rent	No	A report following up on the Council motion of 25th November 2019 to consider options for introducing an Oxford Living Rent	Councillor Linda Smith, Affordable Housing	Ian Wright, Head of Regulatory Services and Community Safety, Stephen Clarke, Head of Housing Services / Director Housing Companies

14 JANUARY 2020 - REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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
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

4 FEBRUARY 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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
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3 MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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
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)
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
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
Climate Emergency Review Group report	No	To consider the proposed report of the Climate Emergency Review Group	Councillor Richard Howlett	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
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
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	No	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
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

FINANCE PANEL

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

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
Annual Budget Review	No	To consider the draft Annual Budget Review report	Deputy Leader - Finance and Asset Management	Tom Hudson, Scrutiny Officer

25 FEBRUARY - 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
Monitoring social value	No	To review the Council's current social value weighing in procurement of 5%.	Deputy Leader - Finance and Asset Management	Nigel Kennedy, Head of Financial Services

HOUSING PANEL

NO MEETING ALLOCATED

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Tenant Satisfaction	No	To consider the outcome of the Tenant Satisfaction Survey for council tenants.	Affordable Housing	Bill Graves, Landlord Services Manager
Building Control - outcomes of the Hackitt Review of Building Regulations and Fire Safety	No	To consider the outcomes of the Hackitt Review of Building Regulations and Fire Safety.	Planning and Sustainable Transport	Ian Wright, Head of Regulatory Services and Community Safety, Paul Smith, Building Control Team Leader

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

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

12 MARCH 2020 - REPORTS WILL BE THE SAME AS THOSE AT THE SHAREHOLDER AND JOINT VENTURE GROUP MEETING

Appendix 2 a): Cabinet Responses to Scrutiny recommendations

13 November CABINET

Community Land Trusts

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
1) That the Council will, when publicising and raising awareness of Community Led Housing, take steps to ensure that the barriers to demographic groups with less exposure to the concepts of communal living, particularly social housing tenants, are identified and addressed, and to ensure that these groups are equally equipped to understand the benefits of and to participate in the opportunities afforded by Community Led Housing.	Agreed	In the nature of the projects being “community led”, we must let the hub and CLH groups take the lead on this, i.e. we will promote interest in their model(s) by highlighting and distributing their publicity.
191 2) That the Council will, in identifying tenants with the values, skills and motivations suited to community living, give the Oxfordshire Community Land Trust a formal role in the selection process.	Partial	As a Council we have a duty to ensure housing needs are met, and we will not give any provider a role in selection that could risk the “cherry-picking” of prospective tenants. I expect, however, that agreement can be reached on the CLH groups having an important advisory role.

Workforce Equality Report

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
1) That consideration is given to the suitability of the Council’s current policy in regards to BAME and female representation on officer-led recruitment panels, particularly with reference to the recruitment of heads of service.	Agree	
2) That when making appointments to Director and Head of Service level that the Council expressly shares its expectation to relevant recruitment agencies that shortlists will include women and BAME candidates.	Agree	

3) That all managers, particularly senior managers, be given structural discrimination training	Agree	Care will be required to avoid duplication with existing training
4) That briefings on current outreach and employment opportunities be provided to civic office holders, with details to include i) the support available to BAME groups to make applications to work at the Council, ii) upcoming job fairs and other events, and iii) upcoming apprenticeship and graduate placements	Agree	
5) That the Council extends the number of targeted BAME-focused careers fairs to reach different BAME communities	Agree	
6) That Oxford Direct Services is held to the same equality standards as the Council, and that it should make regular reports on actions taken towards and progress against equality goals to the shareholder	Agree	
7) To investigate the reasons for the high rate of non-disclosure over sexual orientation, and consider whether as part of that work to engage with the Stonewall Workforce Equality Index.	Agree	
192 8) Before new census data are released learning on which approaches are and are not successful in attracting BAME staff is captured to inform recruitment strategies.	Agree	

19 December CABINET

Universal Credit

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
<p>1) To review the Council's Discretionary Housing Payments Policy from a needs-based perspective and is prepared to fund from general reserves any necessary top-ups beyond the Government grant figure, up to the permitted total.</p> <p style="text-align: right; vertical-align: middle;">193</p>	Partially	We are happy to review the DHP policy to ensure that it continues to follow the current approach, which is based on the customer need for support. In order to mitigate any potential overspend, the Council will apply for approval from the MHCLG for funding of DHP expenditure in relation to Council tenants by the HRA. Any other overspend would need to be met initially from general reserves in this financial year, however this position is not sustainable going forward and therefore the DHP policy may require wider review or alternatively provision would need to be made for the increased expenditure within the Council's budget.
<p>2) That should a needs-based analysis demonstrate a need for Discretionary Housing Payments above the grant funding total, for Cabinet to write to central government to lobby for a higher grant.</p>	Yes	Current policy is based on a needs analysis. Due to changes to Welfare Reform, customers are now having to meet their rental liability from reduced benefit payments, hence the need for the DHP spend. Consequently given this position, and reduction in DHP funding over recent years then Officers can lobby Central Government for a higher grant for 2020/21 onwards.

Draft Corporate Strategy

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
<p>Recommendation 1: That Council makes the following amendments to its draft Corporate Strategy:</p> <p>i) Clarify to readers the difference between and reasons for changing from the existing reporting system to the use of bespoke business plans</p>	Yes	A number of changes to the document have been made to reflect the recommended changes, which are now 'live' as part of the public consultation document.

<ul style="list-style-type: none"> ii) Increase the emphasis on the drive to reduce inequalities which underpins the actions within the strategy iii) Review the suitability of references to residents, customers and citizens within their specific contexts iv) Add the following outcome to the Partner section of the Inclusive Economy Outcomes table: 'Local organisations adopt practices which support an inclusive economy and recognise the social value implications of their business decisions.' v) Reference the Council's success in engaging its residents in policy-making and its commitment to continuing to do so vi) Include reference to the 'Oxford model' 		
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