

# Agenda

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## Cabinet

Date: **Thursday 19 December 2019**

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Time: **6.00 pm**

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

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For any further information please contact:

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Details of how City Councillors and members of the public may engage with this meeting may be found on page 10 of this agenda.

As a matter of courtesy, if you intend to record the meeting please let the Committee Services Officer know how you wish to do this before the start of the meeting.

# Cabinet

## Membership

<b>Chair/ Leader</b>	Councillor Susan Brown	Leader of the Council, Cabinet Member for Economic Development and Partnerships
<b>Vice Chair/ Deputy Leader and Members</b>	Councillor Linda Smith	Deputy Leader (Statutory), Cabinet Member for Leisure and Housing
	Councillor Ed Turner	Deputy Leader, Cabinet Member for Finance and Asset Management
	Councillor Nigel Chapman	Cabinet Member for Safer Communities and Customer Focused Services
	Councillor Mary Clarkson	Cabinet Member for Culture and City Centre
	Councillor Tom Hayes	Cabinet Member for Zero Carbon Oxford
	Councillor Alex Hollingsworth	Cabinet Member for Planning and Sustainable Transport
	Councillor Mike Rowley	Cabinet Member for Affordable Housing
	Councillor Marie Tidball	Cabinet Member for Supporting Local Communities
Councillor Louise Upton	Cabinet Member for Healthy Oxford	

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the Cabinet can be found on the Forward Plan which is available on the Council's [website](#)

### **Copies of this agenda**

Reference copies are available to consult in the Town Hall Reception. Agendas are published 6 working days before the meeting and the draft minutes a few days after.

All agendas, reports and minutes are available online and can be:

- viewed on our website – [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
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- subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)

# AGENDA

## PART ONE PUBLIC BUSINESS

Pages

- 1 APOLOGIES FOR ABSENCE
- 2 DECLARATIONS OF INTEREST
- 3 ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC
- 4 COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA
- 5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES
- 6 ITEMS RAISED BY BOARD MEMBERS
- 7 SCRUTINY COMMITTEE REPORTS

Scrutiny Committee meets on 17 December 2019. Any recommendations to Cabinet from that meeting will be published as a supplement to this agenda.

- 8 **CONSULTATION BUDGET 2020-21 AND MEDIUM TERM FINANCIAL PLAN 2021-22 TO 2023-24**

**Lead Member:** Deputy Leader - Finance and Asset Management  
(Councillor Ed Turner)

**This report will be published as a supplement to the agenda.**

- 9 **DRAFT CORPORATE STRATEGY 20-24 - FOR CONSULTATION**

**Lead Member:** Leader, Economic Development and Partnerships  
(Councillor Susan Brown)

**This report will be published as a supplement to the agenda.**

- 10 **INITIAL RESPONSE TO REPORT OF CITIZENS' ASSEMBLY INTO CLIMATE CHANGE**

**Lead Member:** Leader, Economic Development and Partnerships  
(Councillor Susan Brown), Zero Carbon Oxford (Councillor Tom Hayes)

**This report will be published as a supplement to the agenda.**

**11 INTEGRATED PERFORMANCE REPORT FOR QUARTER 2 2019/20**

13 - 32

**Lead Member:** Deputy Leader - Finance and Asset Management  
(Councillor Ed Turner)

The Head of Financial Services and Head of Business Improvement have submitted a report to update Members on Finance, Risk and Performance as at 30 September 2019.

**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.

**12 ANNUAL MONITORING REPORT 2018/19**

33 - 132

**Lead Member:** Planning and Sustainable Transport (Councillor Alex Hollingsworth)

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

**Recommendations:** That Cabinet resolves to:

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

**13 TREASURY MID-YEAR REPORT 2019/20**

133 - 150

**Lead Member:** Deputy Leader - Finance and Asset Management  
(Councillor Ed Turner)

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

**Recommendations:** That Cabinet resolves 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.

**14 PROPERTY INVESTMENT PORTFOLIO ANALYSIS AND STRATEGY REPORT**

151 - 154

**Lead Member:** Deputy Leader - Finance and Asset Management (Councillor Ed Turner)

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

**Recommendations:** That Cabinet resolves 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.

**15 BULLINGDON COMMUNITY CENTRE - PROJECT APPROVAL AND AWARD OF CONTRACT**

155 - 168

**Lead Member:** Supporting Local Communities (Councillor Marie Tidball)

The Executive Director Customer and Communities has submitted a report to seek project approval to replace the existing end of life community building at Bullingdon and to recommend Council to increase the total project budget and delegate the award of the construction contract to Oxford Direct Services

**Recommendations:** That Cabinet resolves to:

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;
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
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.

**16 ENFORCEMENT OF THE REGULATIONS IN RELATION TO ENERGY EFFICIENCY IN DOMESTIC AND NON-DOMESTIC PROPERTIES FOLLOWING DELEGATION OF POWERS BY OXFORDSHIRE COUNTY COUNCIL**

169 - 178

**Lead Member:** Deputy Leader (Statutory) - Leisure and Housing (Councillor Linda Smith)

The Head of Regulatory Service and Community Safety has 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.

**Recommendations:** That Cabinet resolves 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.

**17 TRANSFORMATION FUNDING FOR OXFORD DIRECT SERVICES LIMITED**

179 - 188

**Lead Member:** Deputy Leader - Finance and Asset Management (Councillor Ed Turner)

The Head of Financial Services has submitted a report to present the funding and budget requirements of the Oxford Direct Services

Transformation Project for approval and for recommendation to Council.

**Recommendations:** That Cabinet resolves 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.

## 18 MINUTES

189 - 194

**Recommendation:** The City Executive Board resolves to APPROVE the minutes of the meeting held on 13 November 2019 as a true and accurate record

## 19 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

- 22 January
- 12 February
- 11 March

All meetings start at 6pm.

## **20 MATTERS EXEMPT FROM PUBLICATION**

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

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

### **PART TWO** **MATTERS EXEMPT FROM PUBLICATION**

- |           |   |                  |
|-----------|---|------------------|
| <b>21</b> | <b>EXEMPT APPENDICES TO PROPERTY INVESTMENT PORTFOLIO ANALYSIS AND STRATEGY REPORT (ITEM 14)</b>                | <b>195 - 290</b> |
| <b>22</b> | <b>EXEMPT APPENDIX TO BULLINGDON COMMUNITY CENTRE - PROJECT APPROVAL AND AWARD OF CONTRACT REPORT (ITEM 15)</b> | <b>291 - 292</b> |

## **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; licences 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.

### **Member's 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 of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## **HOW OXFORD CITY COUNCILLORS AND MEMBERS OF THE PUBLIC CAN ENGAGE AT THE CABINET**

### **Addresses and questions by members of the public, (15 minutes in total)**

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Tuesday meeting, the deadline would be 9.30am on the Friday before). Questions can be submitted either by letter or by email (to [cabinet@oxford.gov.uk](mailto:cabinet@oxford.gov.uk) ).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Cabinet member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

### **Councillors speaking at meetings**

Oxford City councillors may, when the chair agrees, address the Cabinet on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, the Cabinet member who has political responsibility for the item for decision may respond or the Cabinet will have regard to the points raised in reaching its decision.

### **Councillors speaking on Neighbourhood issues (10 minutes in total)**

Any City Councillor can raise local issues on behalf of communities directly with the Cabinet. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Cabinet within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Cabinet. The Cabinet's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

### **Items raised by Cabinet members**

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Cabinet decision. Any item which requires a decision of the Cabinet will be the subject of a report to a future meeting of the Cabinet

