

# Agenda

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## Cabinet

Date: **Wednesday 29 May 2019**

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Time: **6.00 pm**

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Place: **The Old Library - 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 11 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, Board Member for Economic Development and Partnership
<b>Vice Chair/ Deputy Leader</b>	Councillor Linda Smith	Deputy Leader (Statutory), Board Member for Leisure and Housing
	Councillor Ed Turner	Deputy Leader, Board Member for Finance and Asset Management
	Councillor Nigel Chapman	Board Member for Customer Focused Services
	Councillor Mary Clarkson	Board Member for Culture and City Centre
	Councillor Tom Hayes	Board Member for Safer, Greener, Environment
	Councillor Alex Hollingsworth	Board Member for Planning and Transport
	Councillor Mike Rowley	Board Member for Housing
	Councillor Marie Tidball	Board Member for Supporting Local Communities
	Councillor Louise Upton	Board 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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- viewed using the computers in the Customer Services, St Aldate's, or
- 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

The following reports (and Cabinet Member responses to them) will be published as a supplement to this agenda:

- 1) The report of the Tourism Management Review Group, commissioned by Scrutiny Committee;
- 2) Scrutiny Committee recommendations in relation to the Cabinet report on the Future Strategic Direction of the Council's group of Housing Companies (item 8 of this agenda); and
- 3) Scrutiny Committee recommendations in relation to the Cabinet report on the Community Infrastructure Levy (CIL) Draft Charging Schedule (item 9 of this agenda).

- 8 THE FUTURE STRATEGIC DIRECTION FOR THE COUNCIL'S GROUP OF HOUSING COMPANIES

13 - 28

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

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

**Recommendations:** That Cabinet resolves to:

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

## 9 COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE REVIEW

29 - 90

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

The Head of Planning Services has submitted a report to seek approval for the Draft CIL Charging Schedule and revised CIL 123 list to be submitted to the Secretary of State for examination, approve the

statement of modification and approve the policy for Exceptional Circumstances.

**Recommendations:** That Cabinet resolves to:

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

## 10 **CLEAN BUS TECHNOLOGY FUND**

91 - 98

**Lead Member:** Safer, Greener, Environment (Councillor Tom Hayes)

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

**Recommendations:** That Cabinet resolves to:

1. **Grant project approval** for the bus retrofit programme outlined in this report; and
2. **Delegate to the Transition Director**, in consultation with the Monitoring Officer and Section 151 officer, the authority within the funding envelope of £671,550 provided within the Council's capital programme and funded from external grant to enter into:
  - a) appropriate agreements with the Council's bid partners; and
  - b) third parties required to deliver the project subject to their being selected under an appropriate procurement process.

## 11 **REVOLVING CONSTRUCTION LOAN TO LOW CARBON HUB IPS**

99 - 106

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

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

**Recommendations:** That Cabinet resolves to:

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

**12 EXTENSION TO CENTRAL (CITY & UNIVERSITY) CONSERVATION AREA**

107 - 124

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

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

**Recommendations:** That Cabinet resolves to:

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

**13 COMMUNITY LEASES**

125 - 130

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

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

**Recommendations:** That Cabinet resolves to:

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

## 14 GRAVE RECLAMATION IN OXFORD CITY COUNCIL CEMETERIES

131 - 140

**Lead Member:** Healthy Oxford (Councillor Louise Upton)

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

**Recommendations:** That Cabinet resolves to:

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

## 15 PARK & RIDE MANAGEMENT

141 - 146

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

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

**Recommendations:** That Cabinet resolves to:

1. **Authorise** the Council's entry into an Agency Agreement with Oxfordshire County Council under which the City Council would be appointed to provide management services for Oxfordshire County Council's two Oxford Park & Ride sites – Thornhill and Oxford Parkway (Water Eaton);
2. **Authorise** the Council's entry into an agreement with Oxford Direct Services Limited ("ODSL") under which the management responsibilities taken on by the Council under the Agency Agreement with the County Council referred to in Recommendation 1 above would be carried out by ODSL; and
3. **Delegate authority** to the Chief Executive in consultation with the Council's Monitoring Officer and s151 Officer to agree the terms of the Council's entry into the two agreements referred to in Recommendations 1 and 2 above.

**16 OVO ENERGY WOMEN'S CYCLE TOUR**

147 - 152

**Lead Member:** Healthy Oxford (Councillor Louise Upton)

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

**Recommendations:** That Cabinet resolves to:

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

**17 AWARD OF ASBESTOS SURVEYING CONTRACT**

153 - 158

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

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

**Recommendations:** That Cabinet resolves to:

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

**18 MINUTES**

159 - 164

**Recommendation:** That Cabinet resolves to APPROVE the minutes of the meeting of the City Executive Board held on 10 April 2019 as a true and accurate record.



## **19 DATES OF FUTURE MEETINGS**

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

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

All meetings start at 6pm.

## **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**

## **21 THE FUTURE STRATEGIC DIRECTION FOR THE COUNCIL'S GROUP OF HOUSING COMPANIES - APPENDIX 3**

165 - 166

## **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

