

Agenda

Cabinet

This meeting will be held by Zoom and streamed to the Council's YouTube channel when the meeting starts, <https://www.youtube.com/oxfordcitycouncil>

This meeting will be held on:

Date: **Wednesday 15 July 2020**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

For further information please contact:

John Mitchell, Committee and Member Services Officer, Committee Services Officer

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Members of the public can attend to observe this meeting and.

- may submit a question about any item for decision at the meeting in accordance with the [Cabinet's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Details of how City Councillors and members of the public may engage with this meeting are set out later in the agenda. Information about recording is set out later in the agenda and on the [website](#)

Please contact the Committee Services Officer to submit a question; to discuss recording the meeting; or with any other queries.

[View or subscribe to updates for agendas, reports and minutes at mycouncil.oxford.gov.uk.](#)

[All public papers are available from the calendar link to this meeting once published](#)

Cabinet Members

Leader/ Chair

Councillor Susan Brown (Chair)

Leader of the Council, Cabinet Member for Economic Development and Partnerships

Cabinet Members

Councillor Ed Turner (Deputy Leader)

Deputy Leader (Statutory), Cabinet Member for Finance and Asset Management

Councillor Tom Hayes (Deputy Leader)

Deputy Leader, Cabinet Member for Green Transport and Zero Carbon Oxford

Councillor Nigel Chapman

Cabinet Member for Customer Focused Services

Councillor Mary Clarkson

Cabinet Member for City Centre, Covered Market and Culture

Councillor Alex Hollingsworth

Cabinet Member for Planning and Housing Delivery

Councillor Mike Rowley

Cabinet Member for Affordable Housing

Councillor Linda Smith

Cabinet Member for Leisure and Parks

Councillor Marie Tidball

Cabinet Member for Supporting Local Communities

Councillor Louise Upton

Cabinet Member for a Safer, Healthy Oxford

Apologies received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting.

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX

Agenda

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

	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	
<p>Scrutiny Committee met on 06 July to consider items 8 and 9 of this agenda. A recommendation to Cabinet in relation to item 8 will be published as a supplement to this agenda. The Finance & Performance Panel meet on 07 July to consider item 11 of this agenda. Any recommendations from that meeting will be published in the same supplement.</p>	
8 Local Growth Funded Workspace Projects	11 - 24
<p>Lead Member: Leader - Economic Development and Partnerships (Councillor Susan Brown)</p> <p>The Executive Director (Development) has submitted a report to seek approval to enter into a £1.93m Funding Agreement with Oxfordshire Local Enterprise Partnership for Local Growth Funding to support the refurbishment of 1-3 George Street and redevelopment of Standingford House on Cave Street to provide affordable and innovative workspace to facilitate the inclusive economy.</p>	

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Recommendation: That Cabinet resolves to:

1. **Delegate** authority to the Executive Director Development, in consultation with the Council's Section 151 Officer and the Head of Law and Governance to agree and enter into grant funding arrangements and contractual terms with OxLEP for £1.93m in Local Growth Funds for the delivery of city-centre based workspaces at 1-3 George Street and Standingford House, Cave Street.

9 Local Development Scheme (LDS) 2020-2023

25 - 52

Lead Member: Cabinet Member for Planning and Housing Delivery (Councillor Alex Hollingsworth)

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

Recommendation: That Cabinet resolves to:

1. **Approve** the Oxford Local Development Scheme 2020-25

10 Oxfordshire Growth Board Terms of Reference and Memorandum of Understanding

53 - 76

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

The Assistant Chief Executive has submitted a report to propose revised Terms of Reference and Memorandum of Understanding for the Oxfordshire Growth Board, which requires approval by each of the Oxfordshire Council Cabinets / Executives. These are presented for consideration following a recent public review of the Growth Board's role and functions, which has helped to inform the revisions made.

Recommendations: That Cabinet resolves to:

1. **Approve** the Terms of Reference and Memorandum of Understanding at Appendices 1 and 2 respectively; and
2. **Delegate** authority to the Chief Executive, in consultation with the Leader and the Growth Board, to make minor amendments to these documents as required to support the operational efficiency of the Growth Board's work.

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11 **Integrated Performance Report for Quarter 4 2019/20**

77 - 108

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

Recommendation: That Cabinet resolves to:

1. **Note** the financial outturn and performance of the Council for the year 2019/20 and also the position on risks outstanding as at 31st March 2020;
2. **Agree** the carry forward requests in respect of the General Fund of £77,182 as shown in paragraph 7 and on Appendix D;
3. **Agree** the transfer to the Capital Financing and NNDR Retention reserve of £2.693 million detailed in paragraph 2 a;
4. **Agree** the carry forward requests in respect of the HRA of £722,000 as shown in paragraph 18; and
5. **Agree** the transfer to the HRA Contributions to HRA Projects Reserve of £4.809 million detailed in paragraph 2 (c).

12 **Decisions taken under Parts 9.3(b) and (c) of the Constitution**

109 -
114

The Head of Law and Governance has submitted a report on behalf of the Head of Paid Service (Chief Executive) asking Cabinet to note the decisions taken by the Head of Paid Service using the urgency and emergency powers delegated in Parts 9.3(b) and (c) of the Constitution.

Recommendation: That Cabinet resolves to:

1. **Note** the decisions taken as set out in the report.

Please note, an appendix may follow as a supplement, if required (paragraph 4 of the report refers).

13 **Minutes**

115 -
120

Recommendation: That Cabinet resolves to APPROVE the minutes of the meeting held on 24 June 2020 as a true and accurate record.

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

14 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

- 12 August
- 09 September
- 14 October
- 11 November
- 09 December

All meetings start at 6pm unless otherwise stated..

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

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Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

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". 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.

How Oxford City Councillors and members of the public can engage at 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).

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.