

Agenda

Council

www.oxford.gov.uk



Summons

A meeting of the City Council will be held to transact the business set out below on

Date: **Monday 20 July 2020**

Time: **5.00 pm**

Place: **Zoom - Remote meeting**

Proper Officer

Members of the public can view the meeting live or afterwards on the council's [YouTube channel](#) and:

- may register in advance to speak to the meeting in accordance with the [public speaking rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

For further information please contact:

Jennifer Thompson, Committee and Members Services Officer, Committee and Member Services Officer

01865 252275

democraticservices@oxford.gov.uk

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

Membership of Council

Councillors: Membership 48: Quorum 12.

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	

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

	Pages
PART 1 - PUBLIC BUSINESS	
1 Apologies for absence	
2 Declarations of interest	
3 Minutes of previous meetings	
Minutes of the meetings of Council held on	
<ul style="list-style-type: none">• 27 January 2020• 13 February 2020 (Budget meeting)• 24 February 2020 (adjourned Budget meeting)• 20 May 2020 (Annual meeting)• 8 June 2020 (Special meeting)	
Council is asked to approve the minutes of these 5 meetings as a correct record, noting that minutes are taken at ordinary meetings of Council and not budget, annual or special meetings.	
3a Minutes , 27/01/2020 Council	17 - 32
Link to full minutes pack including members' questions on notice and public addresses with responses.	
3b Minutes , 13/02/2020 Council	33 - 40
3c Minutes , 24/02/2020 Council	41 - 44
3d Minutes , 20/05/2020 Council	45 - 52
3e Minutes , 08/06/2020 Council	53 - 56
Link to full minutes pack including public addresses with responses.	
4 Appointment to Committees	
The Head of Law and Governance has been notified of changes of membership on committees requested by group leaders.	
Council is asked to approve the following change to committee memberships notified by the Liberal Democrat group leader:	
<ul style="list-style-type: none">• West Area Planning Committee - Cllr Wade to replace Cllr Harris	
Any further changes will be circulated with the briefing note.	

5 Announcements

Announcements by:

1. The Lord Mayor
2. The Sheriff
3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)
4. The Chief Executive, Chief Finance Officer, Monitoring Officer

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

Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules 11.12, 11.13, and 11.14 relating to matters for decision in Part 1 of this agenda.

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

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 14 July 2020

Up to five minutes speaking time is permitted for each address.

Questions must be under 200 words and up to three minutes speaking time is permitted.

A total of 45 minutes to hear all speeches and replies is allowed for both public speaking items.

OFFICER REPORTS

7 Polling Places Review - Effects of Covid-19 and the postponement of the ward boundaries

57 - 66

The Head of Law and Governance has submitted a report asking Council to approve the a draft schedule of polling districts and polling places (shown at Appendix 1) for the administrative area of the City Council in order to allow by-elections to take place before May 2021 on the old ward boundaries.

The Leader of the Council, Cllr Brown, will introduce the report.

Recommendations: Council is recommended to:

1. **approve the draft schedule of polling places and polling districts as detailed in Appendix 1 to this report;**
2. **agree that the changes should not be formally published unless required;**
3. **agree that the scheme approved by Council on 13 February 2020 will apply again from 1 December 2020.**

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

67 - 72

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

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

Recommendation: Council is recommended to note the decisions taken as set out in the report.

QUESTIONS

9 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:

9a	Minutes of meeting Wednesday 12 February 2020 of Cabinet	73 - 82
9b	Minutes of meeting Wednesday 11 March 2020 of Cabinet	81 - 88
9c	Minutes of meeting Monday 8 June 2020 of Cabinet	89 - 92
9d	Minutes of meeting Wednesday 24 June 2020 of Cabinet	93 - 98
9e	Minutes of the meeting on Wednesday 15 July of Cabinet (to follow)	To follow

10 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 8 July 2020.

The briefing note will contain the questions and written responses where available.

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

11 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 briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

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 14 July 2020

Up to five minutes speaking time is permitted for each address.

Questions must be under 200 words and up to three minutes speaking time is permitted.

A total of 45 minutes to hear all speeches and replies is allowed for both public speaking items.

12 Outside organisation/Committee Chair reports and questions

1. Report on behalf of the Leader of Council on the Oxfordshire Local Enterprise Partnership (to follow)
2. Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place may give notice to the Head of Law and Governance by 1.00 pm on Thursday 16 July 2020 that they will present a written or oral report on this and how it may influence future events. Written reports will be circulated with the briefing note.

To follow

13 Scrutiny Committee update report

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

Council is invited to comment on and note the report.

99 - 138

PART 3 - MOTIONS REPRESENTING THE CITY

14 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 8 July 2020 are listed below.

Motions will be taken in turn from the Liberal Democrat, Green, Labour 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 17 July** 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:

1. Twinning with a locality on the island of Taiwan (proposed by Cllr Goddard, seconded by Cllr Wade)
2. Adopting the C40 Mayors COVID-19 Recovery Task Force principles (proposed by Cllr Wolff, seconded by Cllr Simmons)
3. Disproportionate deaths from Covid-19 of Health and care workers from Black, Asian and ethnic minorities (proposed by Cllr Bely-Summers)
4. Celebrating Oxford's Diversity (proposed by Cllr Gant, seconded by Cllr Altaf Khan)
5. Against postponing County Council elections (proposed by Cllr Simmons, seconded by Cllr Wolff)
6. Fossil fuel divestment (proposed by Cllr Hayes, seconded by Cllr Turner)
7. Against postponing County Council elections (proposed by Cllr Roz Smith)
8. Liveable Streets initiative (proposed by Cllr Wolff, seconded by Cllr Simmons)

14a Twinning with a locality on the island of Taiwan

Proposed by Cllr Goddard, seconded by Cllr Wade

Liberal Democrat motion

Council notes:

1. That Oxford currently has twin towns and cities in Europe, the Middle East and the Americas. However, at present it has no such links with anywhere in East Asia.

2. That [no town or city in the UK is currently twinned with any town or city on the island of Taiwan](#).
3. That amongst the achievements of the inhabitants of Taiwan are:
 - A. Building what [Freedom House](#) describes as a “*vibrant and competitive democratic system has allowed three peaceful transfers of power between rival parties since 2000*” with “*generally robust protections*” for civil liberties. The organisation gives Taiwan a higher on their Global Freedom Index than the USA, France or Spain.
 - B. Creating an “[economic miracle](#)” by which real GDP per capita on the island has increased more than 30 times since 1950. This make it one of the five fastest growing economies in the whole world during that period.
 - C. Becoming the first jurisdiction in Asia to legalise same-sex marriage.
 - D. A World beating response to Coronavirus. At the time of writing, there have been just seven confirmed fatalities from COVID-19 on the island, despite it having a population of 24 million and being in close proximity to the initial outbreak in Wuhan.
 - E. In April 2020, donating [7 million face masks](#) to European countries, including the UK, dealing with a shortage due to COVID-19.
4. That [Taiwan is the UK’s second fastest growing export market](#) and that the UK government is undertaking [free trade talks](#) with the Taiwan authorities.
5. Cities in numerous countries which take the same diplomatic stance towards Taiwan have ‘sister cities’ on the island.

Council believes that:

1. It should reaffirm [the view](#) that: “*Twin city links give citizens the chance to engage with other cultures and ways of life, and make these experiences more accessible through established contacts and networks in the linked cities. They also bring benefit to cities through knowledge-sharing activities, where people can learn from how problems are tackled in other countries, exchange ideas and understand different viewpoints.*”
2. That Oxford would have much to gain from twinning with a locality in Taiwan and expanding its international links to encompass East Asia.
3. That a municipality-to-municipality relationship is separate from the UK’s official diplomatic position of recognising the People’s Republic of China and avoiding dealing with the Taiwan authorities on a government to government basis. Oxford is

grateful for the friendship of people from throughout the People's Republic of China and the contribution its citizens make to the city as visitors, students and residents.

Council resolves:

1. that Oxford City Council shall ask Cabinet to explore the possibility of] negotiating a twinning agreement with an appropriate municipality on the island of Taiwan.
2. to ask the Leader to write to [the Taiwan Representative Office in the United Kingdom](#) to formally request their assistance in arranging this.

14b Adopting the C40 Mayors COVID-19 Recovery Task Force principles

Proposed by Cllr Wolff, seconded by Cllr Simmons

Green member motion

This Council welcomes the findings of the C40 Mayors COVID-19 Recovery Task Force that has published a set of principles aimed at rebuilding cities & economies in a way that '*improves public health, reduces inequality and addresses the climate crisis*'.

This Council notes the principles:

1. The recovery should not be a return to 'business as usual' - because that is a world on track for 3°C or more of over-heating;
2. The recovery, above all, must be guided by an adherence to public health and scientific expertise, in order to assure the safety of those who live in our cities;
3. Excellent public services, public investment and increased community resilience will form the most effective basis for the recovery;
4. The recovery must address issues of equity that have been laid bare by the impact of the crisis – for example, workers who are now recognised as essential should be celebrated and compensated accordingly and policies must support people living in informal settlements;
5. The recovery must improve the resilience of our city and communities. Therefore, investments should be made to protect against future threats – including the climate crisis – and to support those people impacted by climate and health risks;
6. Climate action can help accelerate economic recovery and enhance social equity, through the use of new technologies and the creation of new industries and new jobs. These will drive wider benefits for our residents, workers, students,

businesses and visitors;

7. We commit to doing everything in our power to ensure that the recovery from COVID-19 is healthy, equitable and sustainable;
8. We commit to using our collective voices and individual actions to ensure that our national government supports both cities and the investments needed in cities, to deliver an economic recovery that is healthy, equitable and sustainable;
9. We commit to using our collective voices and individual actions to ensure that international and regional institutions invest directly in cities to support a healthy, equitable and sustainable recovery

This Council agrees to monitor the on-going work of the Task Force and adopt the C40 Mayors principles in planning its own 'build back better' efforts.

14c Disproportionate deaths from Covid-19 of Health and care workers from Black, Asian and ethnic minorities

Proposed by Cllr Bely-Summers

Labour member motion

People from Black, Asian and ethnic minority backgrounds are twice as likely to die of Covid-19 in the UK as white British people. This is the conclusion of the Public Health Report (PHE) Beyond the data: understanding the impact of Covid-19 on BAME groups.

44% of NHS doctors are from ethnic minority backgrounds but they accounted for 90% of the deaths of doctors. Black, Asians and ethnic minority nurses are 20% of the workforce but accounted for 75% of deaths.

Ethnic minority healthcare workers and care workers believe systemic racism and discrimination in the NHS and in the Social Care sector is one of the reasons many of their colleagues died.

The report highlights

- Lack of representation in senior roles
- Being less likely to seek care due to poorer experience with the NHS.
- Being less likely to speak up when they had concerns about PPE and risks
- A higher proportion of healthcare workers from ethnic minority working on Covid wards and care homes.

The Covid-19 pandemic has simply shone a light on a widespread entrenched problem. From the ongoing hostile environment and the Windrush scandal to the health surcharges for migrants. Local health unions have testimonies of ethnic minority healthcare

workers and care workers not protected at work.

Some have left the profession, others have had to make life or death decisions. In modern Britain this is unacceptable.

The first PHE report commissioned by ministers explained why some populations groups are more affected than others but did not publish the recommendations which would have helped to reduce the disparities.

The chapter on community engagement was missing silencing again the voices of those who have been the most affected in spite of a very extensive consultation.

We have clapped for our NHS staff who have risked their lives to save us as well as our care workers. Far too many have made the ultimate sacrifice. Now it is time to address systemic racism, injustice and discriminations in our institutions and communities.

Oxford City Council therefore

1. **supports calls** for extensive research to be funded on the disproportionate number of deaths of ethnic minority workers and care workers with clear recommendations; **and**
2. **asks the Leader** to write to Matt Hancock, the Secretary of State for Health and Social Care, to request as a priority that PHE and the government implement in full and within a clear timeline all the seven recommendations set out in '*Beyond the data : understanding the impact of Covid-19 on BAME groups*':
 - a) comprehensive and quality ethnicity data collection and recording
 - b) support community participatory research
 - c) improve access, experiences and outcomes of NHS
 - d) accelerate the development of culturally competent occupational risk assessment tools
 - e) culturally competent Covid-19 education and prevention campaign
 - f) target culturally competent health promotion and disease prevention programmes
 - g) reduce inequalities caused by the wider determinants of health.

14d Celebrating Oxford's Diversity

Proposed by Cllr Gant, seconded by Cllr Altaf Khan

Liberal Democrat member motion

Council notes that varied communities make a huge contribution to the vitality and integrity of civic life here in Oxford. Council believes

that contribution should be acknowledged as much as possible, and that this council should use its own resources of visibility and public leadership to do so.

Council therefore agrees to ask Cabinet to work towards establishing a list of the national days of the principal communities represented here in Oxford, to invite them to supply a flag, in consultation with officers over logistical matters such as size, which they would like to be flown from the Town Hall on their national day, and to instruct officers to undertake the necessary work.

14e Against Postponing County Council Elections

Proposed by Cllr Simmons, seconded by Cllr Wolff

Green member motion

This Council opposes the proposal by the Conservative Leader of the County Council to delay the County elections planned for 2021 until 2022.

14f Fossil fuel divestment

Proposed by Cllr Hayes, seconded by Cllr Turner

Labour member motion

Oxford City Council welcomes Oxfordshire Local Government Pension Fund's climate-focused ambitions for its pension investments.

This Council welcomes the following changes by the Pension Fund as additions to an earlier decision to switch five per cent of its assets into a low carbon fund:

- To switch another six per cent of assets into a new Sustainable Equities Fund being developed by Brunel Pension Partnership, the company owned by Local Government Pension Funds to manage investments on their behalf.
 - To introduce the target to reduce greenhouse gas emissions from investments by 7.6% p.a. in line with the Paris Agreement and a maximum 1.5°C increase in global temperatures. The world needs more business plans to be in line with or improve on the 2015 Paris Accord agreement over emission paths.
1. This Council congratulates the following for their contributions:
 - Oxfordshire Pension Fund has travelled far in its plans to respond to the risks of climate breakdown, and this Council congratulates the Committee.

- the campaign group Fossil Free Oxfordshire and UNISON for co-operation with the Pension Fund and looks forward to seeing further collaboration.

Taking money out of fossil fuels is the right thing to do. It is also the financially prudent thing to do. Keeping fossil fuel companies in a portfolio reduces its total value, fossil fuel investments risk becoming 'stranded assets', and the climate crisis threatens the global economy and the ability of the Oxfordshire Local Government Pension Scheme to meet its liabilities.

In passing fossil fuel divestment motions, this Council has made clear that it makes no sense to invest in companies that undermine our future.

2. Oxfordshire Pension Fund's journey must be completed.

This Council asks the Leader to write to Oxfordshire Pension Fund to:

- ensure the pledges to decarbonise the fund are underpinned by metrics that ensure the target emissions reductions will be met, including those that measure exposure to fossil fuel producers, not just fossil fuel users.
- request confirmation that it will exclude from the portfolio any companies that continue to explore for or develop new fossil fuel reserves.
- review the entire Climate Change Policy and Implementation Plan by 2022 at the latest, including 1) the effectiveness of engagement as stated in the implementation plan and; 2) progress on reducing greenhouse gas emissions (rather than waiting until 2025 as suggested in the implementation plan).

However ambitious a pension fund pool member may be, the pace toward emissions reductions of 7.6% p.a. will be limited by the fund offerings provided by Brunel.

Brunel has shown recent climate leadership, but this Council asks the Leader to write to Oxfordshire Pension Fund to urge Brunel to go further by:

- making a formal request to provide a range of funds that enable it to meet its 7.6% p.a. target while spreading risk, including zero carbon passive and managed funds.
- writing an open letter asking Brunel to reduce greenhouse gas emissions of all portfolios by 7.6% p.a. and to reduce the fossil fuel reserves exposure of their existing portfolios.

14g Against Postponing County Council Elections (2)

Proposed By Cllr Roz Smith

Liberal Democrat member motion

At the recent meeting of the County Council on July 14 the Leader of the Council, Cllr Ian Hudspeth, tabled a motion [[agenda item 15](#)] which, among other things, called on the Leader to “write to the Secretary of State requesting that its 2021 elections are held over until 2022 to allow sufficient time to undertake an open and wide-ranging conversation with our local authority partners, residents and stakeholders to explore all options for a new future for Oxfordshire”.

Council

- **wholeheartedly opposes** any attempt to delay scheduled elections, further reducing democratic accountability, bearing in mind that other elections are also due to be held in May 2021, many of them already delayed by a year, and
- **instructs the Leader** to write to the Leader of the County Council and the Ministry of Housing, Communities and Local Government communicating its view.

14h Liveable Streets initiative

Proposed by Cllr Wolff, Seconded by Cllr Simmons

Green member motion

Council notes and supports the County Council’s renewed interest in ‘liveable streets’ as evidenced by the inclusion of some low traffic neighbourhood (LTN) measures in the *Tranche 1 Active Travel* funding application and the inclusion of LTNs in the recently published Local Cycling and Walking Infrastructure Plan (LCWIP).

Council also notes that creating a liveable street requires coordinated action by both City and County Councils as many responsibilities span both authorities (e.g. noise, air quality, planting, community safety and so on). The City is also a potential contributor of funding and a key stakeholder for any infrastructure works within the City.

Council notes that the Greater London Authority has developed specific indicators (along with checklists, guidance and tools) for measuring the degree to which a street is ‘healthy’ and agrees to use these as part of its approach to designing and delivering liveable streets within the City.

The 10 key Healthy Streets Indicators, backed up by a measurement method, extensive case studies and guidance, are:

- Everyone feels welcome
- Easy to cross
- Shade and shelter
- Clean air
- People feel relaxed
- People choose to walk and cycle
- Not too noisy
- Places to stop and rest
- People feel safe
- Things to see and do

Source: <https://healthystreets.com/home/about/>

15 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.

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 and Member 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 Councillors and members of the press and public 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 recordings 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.

Minutes of a meeting of **COUNCIL** on Monday 27 January 2020

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 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 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 Roz Smith	Councillor Tanner
Councillor Tarver	Councillor Taylor
Councillor Tidball	Councillor Turner
Councillor Upton	Councillor Wade
Councillor Wolff	

Apologies:

Councillors Bely-Summers, Harris and Humberstone sent apologies.

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

Watch the film of the Council meeting

Watch the [film of the Council meeting](#)

65. Declarations of interest

The Monitoring Officer gave the following advice about whether members of Council who are landlords or tenants in the private rented sector can participate in the debate and vote on Motion 2: Licensing Private Rented Sector Homes:.

Members' property interests will be included in their Register of Interests, which is a matter of public record (with the exception of any sensitive interests).

The Members' Code of Conduct states that where any matter disclosed in a councillor's Register of Interest is being considered at a meeting, "the councillor must declare that he or she has an interest...If the councillor has a disclosable pecuniary interest, after having declared it at the meeting he or she must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed". (Constitution 22.5(d))

The matter to be considered is whether the Council should in principle continue to seek government agreement to bring forward plans for a city-wide licensing scheme covering the whole private rented sector. This motion is not considering any individual properties and therefore I take the view that it is premature for members to be required to declare an interest and leave the meeting.

If and when members are asked to consider and decide upon the details of a specific scheme, this would bring into play members' property interests in the private rented sector and each affected property owned by a member would at that stage be a disclosable pecuniary interest.

The Lord Mayor noted the advice provided but said that as he was a landlord in the city and in the interests of transparency he had requested and received a dispensation from the Monitoring Officer to allow him to chair the debate but abstain from the vote.

Agenda item 8: During the debate on this item reference was made to the Jericho boatyard and Jericho Community Centre capital project. At that point Councillors Brown and Hollingsworth each declared a financial interest which they considered to be prejudicial and left the chamber until the conclusion of the discussion on that particular topic.

Councillor Turner arrived during this item.

66. Minutes

Council agreed to approve the minutes of the ordinary meeting held on 27 November 2019 as a true and correct record.

67. Appointment to Committees

There were no changes to committee memberships.

68. Announcements

The Lord Mayor welcomed members to the first Council meeting of the new year. He began by thanking those members who had attended the Lord Mayor's Carol Service and Christmas Reception. He then announced his main civic events since the last meeting, including:

- Carol services and other festive events
- Menorah lighting on Broad Street
- the visit of the Countess of Wessex to the Jubilee Centre
- the Agri-Social Charity Road Run in Thame
- visits to the Iraqi and Chinese communities

The Lord Mayor then gave instructions to Council, which he had composed in the form of a Haiku in honour of Chinese New Year:

*Council has started
Set your mobiles to silent
And voices to loud*

The Sheriff announced that since the last Council meeting he had:

- attended a number of festive events
- attended the Freemens' Annual Dinner
- participated in the visit of the Princess Royal, as Patron, to the Annual Farming Conference in Oxford

The Lord Mayor gave permission for the Leader of the Council to invite the Cabinet Member for Planning and Sustainable Transport to update Council on progress on the Oxford Local Plan.

Councillor Hollingsworth went on record to thank the Planning Policy Team members for their hard work and to point out that the Planning Inspector had also paid tribute to that team for their professionalism and the quality of their work. Councillor Gant echoed these sentiments and thanked all participants for their contribution. Councillor Gant said that he was pleased to note that the Inspectors had made reference to the proposals to deliver housing on brownfield sites. In response to a question Councillor Hollingsworth referred members to the timetable for the finalisation of the Local Plan in the report and confirmed that a Special Council would be convened in early June to adopt the Local Plan.

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

There were no addresses or questions.

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

Council considered a report from Executive Director Customer and Communities which had been submitted to Cabinet on 19 December 2019 for project approval to replace the existing end of life community building at Bullingdon and to 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.

Councillor Tidball, the Cabinet Member for Supporting Local Communities, presented the report. She moved the recommendation, which was agreed on being seconded and put to the vote.

Council resolved 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.

71. Integrated Performance Report for Quarter 2 2019/20

Council considered a report from the Head of Financial Services and the Head of Business Improvement which updated Members on finance, risk and corporate performance matters as at 30 September 2019.

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

During the debate on this item reference was made to the Jericho boatyard and Jericho Community Centre capital project. At that point Councillors Brown and Hollingsworth each declared a financial interest which they considered to be prejudicial and left the chamber until the conclusion of the discussion on that particular topic.

Councillors Brown and Hollingsworth left the chamber.

Councillor Turner undertook to provide a written response in relation to the development of a business case for the potential purchase of the Jericho boatyard rather than investment in the Jericho Community Centre.

Councillors Brown and Hollingsworth returned to the chamber.

On his return to the chamber Councillor Hollingsworth responded to the question relating to cost increases for the Seacourt Park and Ride extension and made the point that “decking” had been ruled out on planning rather than financial grounds. He said that there was no proposal to remove coach parking spaces at Redbridge Park and Ride site but that members would be updated when the scheme details were available.

Councillor Turner provided clarification on what constituted a project change, project slippage and project re-profiling which was inevitable in such a large capital programme. He acknowledged that previously there had been an element of “optimism bias” in the capital programme but he now believed that there was greater rigour and challenge.

Councillor Turner moved the recommendations, which were agreed on being seconded and put to the vote.

Council resolved to:

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.

72. Treasury Mid-Year Report 2019/20

Council considered a report from the Head of Financial Services which detailed the performance of the Treasury Management function for the six months to 30 September 2019.

Councillor Turner, the Cabinet Member for Finance and Asset Management, presented the report. He confirmed that the Council did not invest in fossil fuels.

During the debate Councillor Upton undertook to provide a written response to a question from Councillor Gotch regarding the possibility of saving money if the City Council was to share the use of Cherwell District Council's new cemetery in Kidlington. Cllr Turner clarified that any such proposal would not be a treasury matter.

Councillor Turner moved the recommendations, which were agreed on being seconded and put to the vote.

Council resolved to:

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.

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

Council considered a report from the Head of Housing Services which had been submitted to Cabinet on 22 January 2020 seeking project approval and delegations to enable the spending of Retained Right to Buy Receipts (RRTBRs) and s.106 funding for the purpose of delivering, or enabling the delivery of, more affordable housing, through new build or acquisition activity.

Councillor Mike Rowley, Cabinet Member for Affordable Housing presented the report. He informed Council that the recommendations set out in the report had been agreed by Cabinet and announced that the funds would be used to buy properties at the Sandford Road site in Littlemore, 45 of which would be for social rent and 25 would be key worker homes. He moved the recommendation, which was agreed on being seconded and put to the vote.

Council resolved to:

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.

74. Council Tax Reduction Scheme 2020-21

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

Cabinet Member for Supporting Local Communities, presented the report. She informed Council that the recommendations set out in the report had been agreed by Cabinet.

During the debate Councillor Tidball undertook to provide a written response to Councillor Landell Mills on the details of the income review process for individuals and also to confirm whether neighbouring local authorities retain the 100% level of entitlement.

Councillor Tidball moved the recommendation, which was agreed on being seconded and put to the vote.

Council resolved to adopt the new Local Council Tax Reduction Scheme for 2020/21.

Councillor Howlett arrived during this item.

75. Constitution Annual Review 2019

Council considered a report from the Monitoring Officer 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, presented the report.

Council had before it a proposed amendment which had been submitted by Councillor Henwood:

11.18 Motions on notice

(d) Listing motions on the agenda

Motions will appear on the agenda in the order that will rotate between different political groups at each meeting...

Change to

Motions will appear on the agenda in the order that will rotate between different political groups and an independent at each meeting...

4.6 Ward member decisions

a) Each member of the Council will (subject to the budget being approved annually by Council) be allocated an amount of money to spend in their ward (ward Member Budgets). Members representing wards not covered by a parish council may also be allocated a neighbourhood portion of Community Infrastructure Levy (CIL) monies. If the ward member changes during the year without their full allocations being designated (including any allocations carried forwards from the previous year), the replacement ward member will be able to allocate the remaining balance.

Change to

a) Each member of the Council will (subject to the budget being approved annually by Council) be allocated an amount of money to spend in their ward (ward Member Budgets). Members representing wards not covered by a parish council may also be allocated a neighbourhood portion of Community Infrastructure Levy (CIL) monies. In wards where a parish council is located the equivalent (CIL) budget will be remitted to the parish council. If the ward member changes during the year without their full allocations being designated (including any allocations carried forwards from the previous year), the replacement ward member will be able to allocate the remaining balance.

Community Infrastructure Levy (CIL) monies awarded to parish councils via housing developments, should be spent in respective parishes to mitigate the problems associated the said housing developments, or for the benefit of parishioners living in the vicinity of the said housing development(s).

The Monitoring Officer gave the following advice on the proposed amendment:

- i. The amendment to 11.18 d) could be debated by Council
- ii. The amendment to insert text in paragraph 4.6 a) confirmed something that already happens
- iii. The amendment to insert a second paragraph of text at 4.6 a) was not a matter for the Council's Constitution. Parish councils are not bound by the City Council's Constitution and the rules governing CIL allocations are set out in the Community Infrastructure Levy Regulations and parish councils allocating CIL monies would be responsible for abiding by those regulations.

Following this advice amendment i) above was seconded and debated by Council. On being put to the vote the amendment fell.

Councillor Chapman then moved the recommendations as set out in the agenda and the briefing note, which were agreed on being seconded and put to the vote.

Council resolved 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.

Councillor Malik left the meeting at the end of this item and Councillor Iley-Williamson arrived during this item.

76. Questions on Cabinet minutes

a) Minutes of meeting Thursday 19 December 2019 of Cabinet

There were no questions on these minutes.

b) Minutes of meeting on 22 January 2020 of Cabinet

Minute 126 Connecting Oxford: Councillor Gant sought clarification on the detail of the Cabinet discussions on possible exemptions (6th bullet point) and also the locations of the bus gates and the extent to which they might vary from the map. Councillor Hollingsworth explained that there would always be compelling cases for exemption from individual areas or groups but that these had to be taken in the context of their impact on the overall scheme. He confirmed that the timing and exact positioning of bus gates was open for discussion but could not be varied to any great extent before impacting their effectiveness as a tool for traffic reduction.

Councillor Gant suggested that consideration should be given to extending the Work Place Parking Levy to include other sites across the whole city. Councillor Hollingsworth endorsed that suggestion and went on to confirm that the Cabinet minutes reflected the difference of opinion between the cabinets of the City and County councils.

Councillor Hollingsworth, in response to a question from Councillor Roz Smith, confirmed that the Urban Design and Conservation officers were kept fully aware of the Connecting Oxford proposals but undertook to discuss the matter specifically with the Heritage Officer. Finally he made it clear that the success of Connecting Oxford depended on the simultaneous implementation of bus gates and revised bus services.

Councillors Lygo and Pressel left the meeting at the end of this item.

77. Questions on Notice from Members of Council

31 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.

Councillor Hayes left the meeting at the end of this item.

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

There were 5 addresses and 1 question to Council:

1. Address by Magdalene Sacranie, City of Compassion
2. Address by Oxford Community Forum, Licensing of Private Sector Homes
3. Address by Nigel Day - UN Treaty on the Prohibition of Nuclear Weapons
4. Address by Alistair Morris – Climate Emergency and allotments
5. Address by Artwell - Barton British Legion Site
6. Question by Artwell – Citizens' Assembly

The Lord Mayor thanked those speaking.

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.

79. Outside organisation/Committee Chair reports and questions

a) Oxford Strategic Partnership

Council had before it the report of the Chief Executive outlining the work of the Oxford Strategic Partnership.

Councillor Brown, Leader of the Council introduced the report and answered questions. She confirmed that the reference to the Low Carbon Oxford sub-group was not a new organisation but had been in existence for some time.

Council noted the report.

Councillor Tidball left the meeting during this item.

b) Oxford to Cambridge Arc update

Council had before it the report of the Assistant Chief Executive outlining the partnership working between Local Authorities and Local Enterprise Partnerships on the Oxford to Cambridge Arc.

Councillor Brown, Leader of the Council moved the report.

Council noted the report.

80. Scrutiny Committee update report

Council had before it the report of the Scrutiny Committee Chair.

The Chair of the Scrutiny Committee, Councillor Gant, moved the report which updated Council on the work of the committee and its standing panels; and of the work of the two review groups on the Budget and the Climate Emergency. He thanked the scrutiny officer and all those who had attended committees and panels for their work. In response the Lord Mayor thanked Councillor Gant for his contribution as the Chair of the Scrutiny Committee.

Council noted the report and the appendices.

81. Motions on notice

Council had before it eight motions on notice submitted in accordance with Council procedure rules and reached decisions as set out below.

Council resolved to adopt the following motions as set out in these minutes:

- a) Supporting refugee children
- b) Licensing Private Rented Sector Homes
- c) Car parking and vehicle management city
- f) International Treaty to Prohibit Nuclear Weapons

The following motion fell:

- d) Bicycle Mayors

Council agreed to the withdrawal of the following motion:

- e) Climate Partners

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

- g) Local Electricity Bill
- h) Homelessness Charter

a) Supporting refugee children

Councillor Simmons, seconded by Councillor Arshad (speaking on behalf of Councillor Djafari-Marbini) and supported by Councillor Garden, proposed the submitted motion as set out in the agenda and briefing note.

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

Council resolved to adopt the following motion:

Council notes that, 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.**

b) Licensing Private Rented Sector Homes

Council had before it the original text of the motion proposed by Councillor L Smith (set out in the agenda and briefing note) and amendments proposed by Councillor Wade (set out in the briefing note).

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

Councillor L Smith, seconded by Councillor Taylor, proposed the submitted motion without amendment.

After debate and on being put to the vote the motion as set out below was agreed.

Council resolved to adopt the following motion:

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.

c) Car parking and vehicle management city

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

Councillor Hollingsworth, seconded by Councillor Turner, proposed his amendment to the text of the motion. After debate and on being put to the vote the amendment was declared carried.

Councillor Hollingsworth, seconded by Councillor Turner, proposed the amended motion.

After debate and on being put to the vote the motion as set out below was agreed.

Council resolved to adopt the following motion:

Council notes that a key thread in policy thinking around traffic management since the early 1970s in our city has been limiting the availability of parking.

Reducing commuter car parking through the implementation of Residents Parking Zones, setting planning policies to minimise and now reduce the levels of car parking in new developments, the creation of the country's first formal park and ride system and the capping of public car parking spaces in the city centre have been and continue to be critical parts of Oxford's planning and transport policies.

Charges for all City Council car parks have been set with the primary objective of encouraging the use of park and rides, of public transport and of active modes such as walking and cycling wherever possible.

As planning and transport policies continue to move away from the provision of parking for private cars in Oxford, the number of parking spaces will fall, and the Council's medium and long-term financial planning reflects this reality.

Council therefore asks the Cabinet Member to:

Work with officers to continue to refine and develop transport, planning and car parking policies that

- Continue to reduce private car use and enhance the environment of ~~in~~ our city
- Continue to prepare and make provision for the financial implications of following such a policy

d) Bicycle Mayors

Councillor Wolff, seconded by Councillor Simmons, 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 not agreed.

e) Climate Partners

Council agreed that this motion should be withdrawn.

Councillors Donnelly, L Smith and Turner left the meeting.

f) International Treaty to Prohibit Nuclear Weapons

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

On being put to the vote the motion was agreed.

Council resolved to adopt the following motion:

Oxford City Council has been a long-standing member of the Nuclear Free Local Authorities (NFLA) which has been working for over three decades to promote multilateral nuclear disarmament.

Oxford City Council is particularly concerned about the huge cost to the taxpayer of nuclear weapons, the risk posed by the regular transport of nuclear weapons on Oxfordshire's roads and the continuing threat of nuclear war.

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

Council regrets that the Governments of the existing nuclear weapon states, including the UK, refuse to support the Treaty. Council fully supports the TPNW as one of the most effective ways to bring about long-term and verifiable multilateral nuclear disarmament.

Oxford City Council calls on the United Kingdom Government to lead a global effort to prevent nuclear war by:

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

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

g) Local Electricity Bill

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

h) Homelessness Charter

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

The meeting started at 5.00 pm and ended at 9.40 pm

Lord Mayor

Date:

This page is intentionally left blank

Minutes of a meeting of **COUNCIL** on Thursday 13 February 2020

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 Haines	Councillor Harris
Councillor Hayes	Councillor Henwood
Councillor Hollingsworth	Councillor Howlett
Councillor Humberstone	Councillor Kennedy
Councillor Landell Mills	Councillor Lloyd-Shogbesan
Councillor Lygo	Councillor Malik
Councillor McManners	Councillor Munkonge
Councillor Pressel	Councillor Rowley
Councillor Rush	Councillor Linda Smith
Councillor Roz Smith	Councillor Tanner
Councillor Tarver	Councillor Taylor
Councillor Tidball	Councillor Turner
Councillor Upton	Councillor Wade
Councillor Wolff	

Apologies:

Councillors Gotch, Iley-Williamson and Simm sent apologies.

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

82. Declarations of interest

Councillor Malik declared that the decisions at Minute 88 affected his declared disclosable pecuniary interest (DPI) and he would leave the meeting and take no part in the debate on these items.

Relevant Dispensations: The Standards Committee on 1 September 2018 agreed a set of general dispensations for all councillors, including but not restricted to:

- determining an allowance (including special responsibility allowances), travelling expense, payment or indemnity given to Members;
- where the Member (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not relate to the particular tenancy or lease of the Member (their spouse or partner);
- setting the Council Tax or a precept under the Local Government and Finance Act 1992 (or any subsequent legislation).

83. Announcements relating to items on the agenda

The Lord Mayor reminded Council of:

- arrangements for his charity fundraiser evening on 15 March;
- that he would ask Council to defer consideration of item 10 (Council Tax) on the agenda, then to adjourn the meeting and reconvene on 24 February at 6.00pm to set the Council Tax.

84. Agreement of procedure for debate on the medium term financial strategy and budget

Council noted the procedure and times permitted for each stage in the budget debate (Item 9 on the agenda) as detailed in the Council's Constitution.

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

There were no addresses or questions.

86. Report of the Council's Chief Finance Officer on the robustness of the 2020/2021 budget

Council considered a report from the Head of Financial Services on the soundness of the financial proposals before Council. The Head of Financial Services drew attention to the key points including risks and to the levels of the Council's reserves and balances and contingencies. He reported that on 6 February the Government announced the final financial settlement for 2020-21 which confirmed the figures in the provisional financial settlement. This however would not be ratified by the House of Commons until their debate re-scheduled from 12 February to 24 February. He did not expect that the final financial settlement would change.

Council resolved to note the report and its implications in setting its budget for 2020/21 and the indicative budgets for 2021 to 2024.

87. Scrutiny Response: 2020/2021 Budget

Council considered the report and recommendations of the Budget Review Group of the Scrutiny Committee to the Cabinet meeting on 12 February and the Cabinet's response. Councillor Fry, Chair of the Budget Review Group, drew attention to the key findings in the report including the very small percentage of business rates retained by the council (8%); that the council had to fund 100% of any discretionary rate relief; and the very large amount spent on homelessness prevention despite the lack of stable central funding.

In response to a question from Councillor Gant, Councillor Turner confirmed that in his introduction to the budget report, the sum of £18m referred to covered both committed and uncommitted capital spending.

Council resolved to note the report and Cabinet's responses to the recommendations.

88. Licensing and Gambling Acts and General Purposes Licensing Committees - recommendations on fees and charges

Councillor Malik having declared this item related to his disclosable pecuniary interest, withdrew from the council chamber for the duration of this item.

Councillors Cook and Clarkson, Chairs of the Licensing Acts Committee and the General Purposes Licensing Committee, moved the recommendations from their respective committees.

On being seconded and put to the vote these were agreed.

Council resolved to agree the licence fees and charges for 2020/21 as set out in in the appendices to the reports to the committees and repeated in the budget book at Appendix 7 (relevant Community Services Fees and Charges and relevant Planning and Regulatory Fees and Charges).

89. Budget 2020/21 and Medium Term Financial Strategy 2021/22 to 2023/24

*Councillor Malik re-joined the meeting at the start of this item.
Councillors Corais and Munkonge arrived at this point.*

Council had before it and considered:

- The report of the Head of Finance to Cabinet on 12 February 2020 setting out the outcome of the budget consultation and seeking agreement of the Council's Budget for 2020/21 and the Medium Term Financial Strategy for the following 3 years;
- The additional recommendation agreed at that meeting: *Agree the additional unbudgeted amount of RSI grant of £840k for 2020-21 is added to the Council's Homelessness earmarked reserve.*

- The Liberal Democrat group's submitted amendments published with the briefing note;
- The Green group's submitted amendments published with the briefing note;
- The Head of Finance's comments on the amendments published with the briefing note;
- One individual amendment submitted and circulated at the meeting

Councillor Turner, seconded by Councillor Brown, moved agreement of the Budget for 2020/21 and the Medium Term Financial Strategy and the seven recommendations from Cabinet.

a) Liberal Democrat group amendments to the budget

Councillor Arshad arrived during this section of the debate.

Councillor Roz Smith, seconded by Councillor Wade, moved the Liberal Democrat group amendments. After debate these were put to the vote.

With more councillors voting against than for, the Liberal Democrat amendments were not carried.

b) Green group amendments to the budget

Councillor Wolff, seconded by Councillor Simmons, moved the Green group amendments. After debate these were put to the vote.

With more councillors voting against than for, the Green group amendments were not carried.

c) Individual amendment to the Cabinet budget as proposed

Councillors Garden and Roz Smith left the meeting during this section of the debate. Councillor Hayes left the chamber for the duration of this part of the debate as this affected his DPI as the charity he worked for was involved with the group referred to in the amendment.

Councillor Turner left the chamber for the duration of this part of the debate as the amendment specifically referred to his Special Responsibility Allowance.

Councillor Wade, seconded by Councillor Gant, moved an amendment: *award £5,000 in-year revenue spending to support the Art Bus, a project of the Art Room funded by stopping the additional Special Responsibility Allowance to the non-statutory deputy leader for one year from 1 April of as soon as possible thereafter.* This was to support the new venture and bring the benefit of art therapy to children across the city.

The S151 officer confirmed the proposals were arithmetically correct.

The Leader in responding to the amendment reminded councillors that this worthwhile project could be funded through their ward budgets or the by applying for a council grant.

After debate the amendment was put to the vote.

With more councillors voting against than for, the amendment was not carried.

d) Decision on the City Executive Board budget

Councillors Hayes and Turner returned to the chamber. Councillor Djafari-Marbini arrived during the debate on this item.

After a debate, the recommendations of the Cabinet agreed at their meeting on 12 February including the details of the medium term financial strategy, budget for 2020/21, capital programme, HRA, fees and charges and other matters as set out in the published agenda and briefing note for this meeting, and the additional recommendation as set out above, were put to the vote.

In accordance with legislative requirements, a recorded vote was then taken:

For the Cabinet recommendations to Council:

Councillors Arshad, Azad, Aziz, Bely-Summers, Brown, Chapman, Clarkson, Cook, Corais, Curran, Djafari-Marbini, Donnelly, Fry, Haines, Hayes, Henwood, Hollingsworth, Howlett, Humberstone, Kennedy, Lloyd-Shogbesan, Lygo, McManners, Malik, Munkonge, Pressel, Rowley, Rush, Simmons, Linda Smith, Tanner, Tarver, Taylor, Tidball, Turner, Upton, Wolff (37).

Against the Cabinet recommendations to Council; Councillors Gant, Harris, Wade (3).

Abstentions: Councillors Altaf-Khan, Goddard, Landell Mills (3).

Council resolved in accordance with the named vote to:

1. **approve** the 2020-21 General Fund and Housing Revenue Account budgets and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-10 of the report, noting:
 - a) the Council's General Fund Budget Requirement of £24.183 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 5 and 6 of the report;
 - b) the Housing Revenue Account budget for 2020/21 of £44.455 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 of the report;
 - c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6 of the report;
2. **agree** the fees and charges shown in Appendix 7 of the report;
3. **delegate** to the Section 151 Officer in consultation with the Cabinet 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 13-15 of the report;

4. **approve** a loan facility of up to £500k for working capital to the Council's Joint Venture, Oxford West End Development Ltd (OxWed) at terms to be agreed by the Council's Section 151 Officer as referred to in paragraph 37 of the report; and
5. **approve** the payment into the County Council Pension Fund of £5 million as referred to in the Consultation Budget and paragraph 21 of the report;
6. **note** the changes to Business Rates reliefs and discounts for 2020-21 as referred to in paragraph 12; and
7. **agree** the additional unbudgeted amount of RSI grant of £840k for 2020-21 is added to the Council's Homelessness earmarked reserve.

90. Council Tax 2020/21

Council noted that the relevant legislation required the decision to set the Council Tax must be taken after the Police and Crime Commissioner for Thames Valley had set his precept following debate of his budget at the 14 February meeting of the Police and Crime Panel.

Accordingly the Lord Mayor proposed and Council agreed to

- adjourn the debate on this item to a meeting of Council at 6.00pm on 24 February (the reserve meeting date) (11.19 j of the Constitution refers)
- move to the next business on the agenda (11.19 h of the Constitution refers).

91. Treasury Management Strategy 2020/21

Councillor Tidball left the meeting during the debate on this item.

Council considered the report of the Head of Financial Services, submitted to Cabinet on 12 February 2020, presenting the proposed Treasury Management Strategy for 2020/21 together with the Prudential Indicators for 2020/21 to 2024/25.

Councillor Turner, Cabinet Member for Finance and Asset Management, presented the report and moved the recommendations, which were agreed on being seconded and put to the vote.

Council resolved to approve:

1. the Treasury Management Strategy 2020/21 as set out in paragraphs 18 to 64 and the Prudential Indicators for 2020/21 – 2024/25 as set out in Appendix 2 of the report;
2. the Borrowing Strategy at paragraphs 26 to 38 of the report;
3. the Minimum Revenue Provision (MRP) Statement at paragraphs 39 to 41 of the report which sets out the Council's policy on charging borrowing to the revenue account; and
4. the Investment Strategy for 2020/21 and investment criteria as set out in paragraphs 42 to 63 and Appendix 1 of the report.

92. Capital Strategy 2020/21 – 2024/25

Council considered the report of the Head of Financial Services, submitted to Cabinet on 12 February 2020, presenting the proposed Capital Strategy for approval. Councillor Turner, Cabinet Member for Finance and Asset Management, presented the report and moved the recommendations. These were agreed on being seconded and put to the vote.

Council resolved to approve the Capital Strategy set out at Appendix A of the report.

93. Corporate Strategy 20-24 - final draft for approval

Council considered the report of the Assistant Chief Executive, submitted to Cabinet on 12 February 2020, on the post consultation draft of the Council’s Corporate Strategy for 2020 to 2024 (“Council Strategy 2020–2024”). Councillor Brown, Leader of the Council, presented the report and moved Cabinet’s recommendations to Council. These were agreed on being seconded and put to the vote.

Council resolved to:

- 1. **adopt** the Council Strategy 2020-2024 attached as Appendix 1 to the report;
- 2. **delegate** authority to the Head of Corporate Policy, Partnerships and Communications in consultation with the Council Leader to make further minor amendments as required prior to its publication in March 2020;
- 3. **note** that Key Performance Indicators agreed by Cabinet will be inserted as a schedule in the Council Strategy.

94. Review of polling places

Council considered the report of the Head of Law and Governance asking for approval of the schedule of polling districts and polling places (shown at Appendix A to the report) for the administrative area of the City Council as required by the Electoral Administration Act 2006. Councillor Brown, Leader of the Council, presented the report and moved the recommendations. These were agreed on being seconded and put to the vote.

Council resolved to:

- 1. **approve** the schedule of polling districts and polling places (shown at Appendix 1 of the report) for the administrative area of the City Council;
- 2. **delegate** to the Returning Officer the power to make changes to polling places and polling stations in emergency situations; and
- 3. **request** the Returning Officer to investigate the suggested alternative polling places and report back to Council as necessary following the May 2020 elections.

The meeting started at 5.00 pm and ended at 8.45 pm

Lord Mayor

Date:

Minutes of a meeting of **COUNCIL** on Monday 24 February 2020

www.oxford.gov.uk



reconvened from the meeting of 13 February 2020

Council members:

Councillor Simmons (Lord Mayor)	Councillor Arshad
Councillor Azad	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 Humberstone
Councillor Iley-Williamson	Councillor Kennedy
Councillor Landell Mills	Councillor Lygo
Councillor Munkonge	Councillor Pressel
Councillor Rowley	Councillor Rush
Councillor Simm	Councillor Linda Smith
Councillor Roz Smith	Councillor Tanner
Councillor Tarver	Councillor Taylor
Councillor Tidball	Councillor Upton
Councillor Wade	Councillor Wolff

Apologies:

Councillors Altaf-Khan, Goddard, Aziz, Bely-Summers, Lloyd-Shogbesan, McManners and Turner sent apologies.
Councillor Malik was absent.

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

95. Declarations of interest

There were no declarations of interest.

Relevant Dispensations: The Standards Committee on 1 September 2018 agreed a set of general dispensations for all councillors, including but not restricted to:

- setting the Council Tax or a precept under the Local Government and Finance Act 1992 (or any subsequent legislation).

96. Announcements

The Lord Mayor reminded Council about his charity function on 15 March 2020 and that he would shortly be visiting the city's twin towns of Leiden, Bonn and Wroclaw.

The Leader of the Council announced the civic office holders for 2020-21 (subject to the results of the elections on 7 May 2020) had been agreed:

- Lord Mayor Councillor Lygo
- Deputy Lord Mayor Councillor Goddard
- Sheriff Councillor Wolff

97. Council Tax 2020/21

Councillor Haines left the meeting at the start of this item.

Council considered the report from the Head of Financial Services submitted the meeting of 13 February 2020 which set out the necessary calculations to enable the setting of the 2020/21 Council Tax for Oxford City.

Subsequent to the original publication of the report it was confirmed that:

- Oxfordshire County Council had set a precept figure for 2020/21 of £70,102,622.52 giving a Band D Council Tax of £1,527.44;
- The Police and Crime Commissioner for Thames Valley had set a precept figure for 2020/21 of £9,926,278.74 giving a Band D Council Tax of £216.28;
- At its meeting on 13 February Oxford City Council set its budget as set out in the reports and minutes of that meeting, resulting in a precept and Council Tax requirement of £14,407,726 excluding Parish precepts, giving a Band D Council Tax as set out in the report.

Councillor Brown, the Leader of the Council, proposed and Councillor Hollingsworth seconded the recommendations set out in the agenda.

In accordance with legislative requirements, a recorded vote was then taken:

For the resolution set out below:

Councillors Arshad, Azad, Brown, Chapman, Clarkson, Cook, Corais, Curran, Djafari-Marbini, Donnelly, Fry, Gant, Garden, Gotch, Harris, Hayes, Henwood, Hollingsworth, Howlett, Humberstone, Iley-Williamson, Kennedy, Landell Mills, Lygo, Munkonge, Pressel, Rowley, Rush, Simm, Simmons, Linda Smith, Roz Smith, Tanner, Tarver, Taylor, Tidball, Upton, Wade, Wolff (39).

Against the resolution: None (0)

Abstentions: None (0)

Council resolved in accordance with the named vote to approve for 2020/21:

- 1. The City Council's precept and Council Tax requirement of £14,679,191 including Parish precepts and £14,407,726 excluding Parish precepts.**
- 2. The average Band D Council Tax figure (excluding Parish Precepts) of £313.92 a 1.99% increase on the 2019/2020 figure of £307.80. Including Parish Precepts the figure is £319.84, a 2.01% increase (as set out in paragraphs 2 to 6 of the report).**
- 3. A contribution of £10,000 to Old Marston Parish Council in recognition of the additional expenditure that the Parish incurs as a consequence of maintaining the cemetery (as set out in paragraphs 9 and 10 of the report).**
- 4. The amount of £623,305 to be treated as Special Expenses (as set out in paragraph 13 of the report).**
- 5. The Band D Council Taxes for the various areas of the City (excluding the Police and County Council's precepts) as follows:**

Littlemore	£358.22
Old Marston	£347.97
Risinghurst and Sandhills	£336.47
Blackbird Leys	£319.31
Unparished Area	£316.50

These figures include Parish Precepts and special expensing amounts as appropriate; in addition to the City-wide Council Tax of £300.34.

and noted:

- 6. Oxfordshire County Council's precept and Band D Council Tax as set out in paragraph 17 of the report;**
- 7. The Police and Crime Commissioner for the Thames Valley's precept and Band D Council Tax as set out in paragraph 18 of the report;**
- 8. The overall average Band D equivalent Council Tax of £2,063.56 including Parish Precepts.**

The meeting started at 6.04 pm and ended at 6.14 pm

Lord Mayor

Date: Monday 30 March 2020

This page is intentionally left blank

Remote meeting

Minutes of a meeting of Council on Wednesday 20 May 2020

www.oxford.gov.uk



Council members present:

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 Harris
Councillor Hayes	Councillor Henwood
Councillor Hollingsworth	Councillor Howlett
Councillor Humberstone	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 Roz Smith	Councillor Tanner
Councillor Tarver	Councillor Taylor
Councillor Tidball	Councillor Turner
Councillor Upton	Councillor Wade
Councillor Wolff	

Apologies:

Councillor Haines sent apologies.

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

1. Extension of the terms of office of the current civic office holders

Council resolved to

1. extend the terms of office of the
 - Lord Mayor Councillor Craig Simmons;
 - Deputy Lord Mayor Councillor Mohammed Altaf-Khan; and
 - Sheriff Councillor Steve Goddard

to the start of the Council meeting on 30 November 2020; and

2. appoint, with the decision taking effect from the start of the Council meeting on 30 November 2020 (or at the end of that day should the scheduled Council meeting not take place on that date),
 - Councillor Mark Lygo as Lord Mayor;
 - Councillor Steve Goddard as Deputy Lord Mayor; and
 - Councillor Dick Wolff as Sheriff

with the intention that they similarly serve an 18 month term, subject to their re-election as councillors and a vote confirming their election at the Annual Meeting of Council in May 2021.

2. Declarations of interest

There were no declarations.

3. Announcements

The Lord Mayor, Cllr Simmons, made a number of announcements.

He led Council in thanking the City Council staff for continuing to deliver front line services through the lockdown as a result of the COVID19 pandemic.

He reported briefly on his fundraising dinner (£2600 raised); an 8 day rail trip to Oxford's European twin cities (Wroclaw, Leiden, Bonn) in late February; the many kind messages from the twin towns in support of the city during the COVID19 outbreak; cancelled events but a growing number of online events.

At the Lord Mayor's invitation, the City Rector, Rev Anthony Buckley, addressed councillors.

The Lord Mayor, Cllrs Turner, Malik, Azad, Altaf Khan and Aziz paid tribute to retired councillor Sabir-Hussain Mirza who had died on 23 April, and spoke about his life and his contribution to the city.

The Chief Executive updated councillors on the Council's response to the COVID19 pandemic and 8 week lockdown, and the major changes to the council's processes and planning that had been made in these weeks, including support in the community, emergency planning, communications, and the move to online meetings. He thanked staff for their work and response to challenges in these difficult circumstances. He reported that the council's procedures and Constitution had now reverted from the emergency arrangements back to the normal arrangements.

4. Council Leader to May 2021

Cllr Djafari-Marbini joined the meeting during this item.

Council noted that Councillor Brown remained as Leader of the Council for a term of office ending on the day of the annual council meeting in 2021.

5. Report of the Leader of Council

The Leader of the Council gave her report. She noted the truly exceptional circumstances and changes over the last three months as the COVID19 pandemic took hold, and its impact on council and on the city. She paid tribute to council staff who had led the changes to service delivery and the community work; and to the astonishing and heart-warming response to the crisis from communities across the city. She thanked all the key workers across all sectors keeping healthcare and services running. Looking forward there were challenges in the ongoing health crisis; supporting an economic recovery; supporting communities and businesses; maintaining increased cycling and walking.

She would retain her responsibility for economic development and regeneration and for partnerships.

She reported her appointment of the Deputy Leader and her Cabinet, and also on a number of appointments as set out below.

She would arrange for circulation of portfolio responsibilities separately.

Cabinet membership	
Deputy Leader (statutory)	Councillor Turner (Finance and Asset Management)
Members	Councillor Clarkson (City Centre, Covered Market and Culture) Councillor Chapman (Customer Focused Services) Councillor Hayes (as non-statutory deputy leader) (Green Transport and Zero Carbon Oxford) Councillor Hollingsworth (Planning and Housing Delivery) Councillor Rowley (Affordable Housing) Councillor Tidball (Supporting Local Communities) Councillor Linda Smith (Leisure and Parks) Councillor Upton (Safer, Healthy Oxford)

The Council’s representatives (and substitutes if any) on the Growth Board and its three advisory sub-groups:	
Oxfordshire Growth Board;	Councillor Brown, Leader
Oxfordshire Plan 2050 Advisory Sub Group	Councillor Hollingsworth
Affordable Housing Advisory Sub Group	Councillor Rowley
Infrastructure Advisory Sub Group	Councillor Hayes

Shareholders for:	
Oxford City Housing Limited (comprising OCH Ltd; OCH (Development) Ltd, OCH (Investment) Ltd	The whole of the Cabinet, acting as shareholders.
Oxford West End Development Ltd	The whole of the Cabinet, acting as shareholders.
Oxford Direct Services (comprising ODS Ltd; ODS (Trading) Ltd)	The whole of the Cabinet, acting as shareholders.

The Leader of the Council confirmed there were no changes to the Executive Scheme of Delegation as set out in the Section 4 of the Council’s Constitution.

6. Appointment to Council Committees 2020/21

Council had before it the report of the Head of Law and Governance setting out the appointments to committees, and separately published appendices setting out the political balance calculations, and the nominations by each group to committee places.

Council resolved to:

1. Approve the structure of the Council committees, as defined within the Council’s constitution and set out in *Appendix 1: Committee structure*;
2. Approve the methods, calculations and conventions used in determining political representation on committees as outlined in the report and set out in *Revised Appendix 2: Political proportionalities on Council committees 2020-21*; and
3. Approve the appointment of nominated members to committees in accordance with the requirements of political proportionality and the nominations made by political groups, as set out in *Appendix 3: Committee nominations 2020-21* reproduced below;
4. Agree that all members of Council will form the pool of members able to observe on appeals and some grievances panels;
5. Appoint three non-executive members to the Oxfordshire Growth Board Scrutiny Panel as shown below;
6. Appoint one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee as shown below.

Committee	Labour	Liberal Democrat	Green
Oxfordshire Joint Health Overview and Scrutiny Committee	1. Nadine Bely-Summers		
Oxfordshire Growth Board Scrutiny Panel	1. John Tanner	1. Andrew Gant	1. Craig Simmons
Licensing and Gambling Acts Committee	1. Nigel Chapman 2. Mary Clarkson 3. Colin Cook 4. Tiago Corais 5. Rae Humberstone 6. Dan Iley-Williamson 7. Mark Lygo 8. Christine Simm 9. John Tanner 10. Sian Taylor 11. Louise Upton	1. Mike Gotch 2. Tom Landell Mills 3. Liz Wade	1. Dick Wolff
General Purposes Licensing Committee	1. Nigel Chapman 2. Mary Clarkson 3. Colin Cook 4. Tiago Corais 5. Rae Humberstone 6. Dan Iley-Williamson 7. Mark Lygo 8. Christine Simm 9. John Tanner 10. Sian Taylor 11. Louise Upton	1. Mike Gotch 2. Tom Landell Mills 3. Liz Wade	1. Dick Wolff
Appointments Committee	1. Susan Brown 2. Tom Hayes 3. Alex Hollingsworth 4. Ed Turner	1. Andrew Gant	
Audit and Governance Committee	1. Tiago Corais 2. James Fry 3. Chewe Munkonge 4. Martyn Rush 5. John Tanner	1. Mike Gotch	1. Craig Simmons
Investigation and Disciplinary Committee	1. Susan Brown 2. Suzanna Pressel 3. Martyn Rush	1. Liz Wade	

East Area Planning Committee	<ol style="list-style-type: none"> 1. Shaista Aziz 2. Nigel Chapman 3. Mary Clarkson 4. Ben Lloyd-Shogbesan 5. Christine Simm 6. John Tanner 7. Sian Taylor 	<ol style="list-style-type: none"> 1. Mohammed Altaf-Khan 2. Roz Smith 	
West Area Planning Committee	<ol style="list-style-type: none"> 1. Colin Cook 2. Tiago Corais 3. Richard Howlett 4. Alex Hollingsworth 5. Dan Iley-Williamson 6. Marie Tidball 7. Louise Upton 	<ol style="list-style-type: none"> 1. Mike Gotch 2. Paul Harris 	
Planning Review Committee	<ol style="list-style-type: none"> 1. Jamila Azad 2. Steve Curran 3. James Fry 4. Mark Lygo 5. Joe McManners 6. Chewe Munkonge 7. Linda Smith 	<ol style="list-style-type: none"> 1. Stef Garden 2. Steve Goddard 	
Scrutiny Committee	<ol style="list-style-type: none"> 1. Lubna Arshad 2. Shaista Aziz 3. Tiago Corais 4. Hosnieh Djafari-Marbini 5. James Fry 6. Richard Howlett 7. Pat Kennedy 8. Ben Lloyd-Shogbesan 9. Joe McManners 	<ol style="list-style-type: none"> 1. Mohammed Altaf-Khan 2. Andrew Gant 	<ol style="list-style-type: none"> 1. Craig Simmons
Standards Committee	<ol style="list-style-type: none"> 1. Jamila Azad 2. Pat Kennedy 3. Mark Lygo 4. Suzanna Pressel 5. Christine Simm 	<ol style="list-style-type: none"> 1. Mike Gotch 	<ol style="list-style-type: none"> 1. Craig Simmons

7. Council scheme of delegation for 2020/21

Council noted the decision of the Chief Executive published that afternoon to revert back to the Council's normal constitutional arrangements so that the business continuity version of the Constitution is no longer in force and the Council is again operating under the Constitution as agreed by Council on 27 January 2020.

Council resolved to agree the Council's Scheme of Delegation for its responsibilities set out in Section 5 of the Council's Constitution as agreed on 27 January 2020.

8. Confirmation of protocol for all remote meetings

Cllr Malik left the meeting during this item.

Council considered the report of the Head of Law and Governance setting out a protocol for the smooth running of remote meetings.

Council resolved to confirm the protocol for the operation of remote meetings as set out in the decision taken by the Chief Executive and in the Appendix to the report.

9. Report of decisions taken under Parts 9.3(c) of the Constitution

Council considered the report setting out the decisions made by the Chief Executive using his emergency powers since 23 March 2020 and two further decisions made on 14 May and 20 May 2020.

The Chief Executive explained that it would have been possible to delay the decision on the Headington Community Governance Review (CGR) to a future Council meeting. At the time it was deemed prudent to make the decision as there was uncertainty around holding any meetings, and because this brought forward the end of the required time period before a new request for a CGR could be considered.

Council noted the decisions taken.

10. Allocation of Growth Deal funds to Oxford City Council

Council considered a report to Cabinet on 11 March recommending acceptance of capital infrastructure funds and to delegate authority to officers to enter in contractual Funding Agreements with Oxfordshire County Council, in order to deliver two city infrastructure schemes set out within the Oxfordshire Housing and Growth Deal.

Councillor Brown, Leader of the Council, presented the report, answered questions, and moved the recommendations. These were agreed on being seconded and put to the vote.

Council resolved to:

1. Accept £7m in the Oxfordshire Housing and Growth Deal Funds from Oxfordshire County Council for the delivery of city-based infrastructure schemes;

2. Approve an initial £300,000 feasibility study allocation from the capital programme for 2020-21, for Osney Mead to Oxpens Bridge, financed by available external funds; and
3. Approve the £1m capital budget for city cycling schemes at Cuckoo Lane, Marsh Lane, Marston Road & Boundary Brook, Oxford, financed by Oxfordshire Housing and Growth Deal Funding.

The meeting started at 4.00 pm and ended at 5.55 pm

Lord Mayor

Date: Monday 8 June 2020

*Decisions on items of business take effect immediately:
Motions may be implemented immediately or may require further budget provision
and/or reports to Cabinet before implementation.
Details are in the Council's Constitution.*

Remote meeting

Minutes of a meeting of Council on Monday 8 June 2020

www.oxford.gov.uk



Council members present:

Councillor Simmons (Lord Mayor)

Councillor Goddard (Sheriff)

Councillor Azad

Councillor Bely-Summers

Councillor Chapman

Councillor Cook

Councillor Curran

Councillor Donnelly

Councillor Gant

Councillor Gotch

Councillor Harris

Councillor Henwood

Councillor Howlett

Councillor Iley-Williamson

Councillor Landell Mills

Councillor Lygo

Councillor Munkonge

Councillor Rowley

Councillor Simm

Councillor Roz Smith

Councillor Tarver

Councillor Tidball

Councillor Upton

Councillor Wolff

Councillor Altaf-Khan (Deputy Lord Mayor)

Councillor Arshad

Councillor Aziz

Councillor Brown

Councillor Clarkson

Councillor Corais

Councillor Djafari-Marbini

Councillor Fry

Councillor Garden

Councillor Haines

Councillor Hayes

Councillor Hollingsworth

Councillor Humberstone

Councillor Kennedy

Councillor Lloyd-Shogbesan

Councillor Malik

Councillor Pressel

Councillor Rush

Councillor Linda Smith

Councillor Tanner

Councillor Taylor

Councillor Turner

Councillor Wade

Apologies:

Councillor McManners sent apologies.

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

11. Declarations of interest

There were no declarations.

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

Roy Darke, representing New Marston Residents Association, spoke about the Local Plan 2036 and in summary stated that while the Association accepted the main thrust of the plan, they challenged the designation of a field at Park Farm as suitable for housing development (Policy SP28) on grounds of local and wider flood risk; likely reduction in affordable housing due to the cost of development; and the impact on the biodiversity on the site and adjacent SSSI site.

Councillor Hollingsworth, Cabinet Member for Planning and Housing Delivery, responded and in summary said that the site allocation policy, alongside generic policies of the Plan, ensures that at planning applications stage the applicant will need to demonstrate that the proposed development would not cause harm to the SSSI, that the development would be safe in terms of flood risk and that flood risk would not be worsened elsewhere.

The submitted text of the speech, summary of additional points, and written response from the Cabinet Member are appended to these minutes.

13. Adoption of Oxford Local Plan 2036

Council considered the report of the Head of Planning Services submitted to Cabinet on 8 June 2020 recommending the adoption of the Oxford Local Plan 2036; the Local Plan documents appended to that report; and the recommendations from the Cabinet meeting.

Councillor Alex Hollingsworth, Cabinet Member for Planning & Housing Delivery, spoke to the report by first thanking officers, with particular reference to those in the Planning Team, for their work over the last 4 years in getting the plan to its current stage. He noted that the Planning Inspector had also taken time at the end of the hearings to thank officers for the excellent and detailed presentation of evidence and knowledge they had brought to the process which was a tribute to all those involved.

He proposed that Council adopt the Local Plan and supporting documents and agree the 4 recommendations proposed by Cabinet and circulated before the Council meeting. This was seconded by Councillor Tanner.

Councillor Wolff proposed and Councillor Gant seconded an amendment to add a further recommendation 5 to read:

(Council resolves to) REQUEST that this revised timeline for the Local Plan review be taken as an opportunity to accelerate the adoption of new thinking on how to respond to the Climate Emergency, in particular the recommendations generated by the Citizens Assembly, the Climate Emergency Review Group (to be considered by Cabinet in October 2020 at the earliest) and the expressed intent, by local and national Government, to 'build back better' post-COVID-19.

The Head of Law and Governance drew Council’s attention to the previously circulated advice from the Head of Planning that Council does not include this amendment as it could undermine the Local Plan.

After being debated, and put to the vote by means of a roll call, the amendment was declared **lost**.

Council considered the 4 recommendations from Cabinet. After being debated and put to the vote by means of a roll call the Cabinet recommendations, including the adoption of the Oxford Local Plan 2036 and associated updates to the policies map, were declared **carried**.

Council resolved to

1. **Adopt** the Oxford Local Plan 2036 (set out at Appendix 1 to the officer’s report), which incorporates the Inspectors’ Main Modifications (set out at Appendix 3 to this report) and the City Council’s Additional Modifications (set out at Appendix 4 to the report) as part of the statutory development plan for the area as listed in Appendix 6;
2. **Adopt** the updates to the Oxford City Adopted Policies Map in line with the Oxford Local Plan 2036 set out at Appendix 5 to the report;
3. **Authorise** the Head of Planning Services, in consultation with the Cabinet Member for Planning and Housing Delivery, to finalise the necessary documents to support adoption including the Adoption Statement (draft as Appendix 7) and Sustainability Statement (draft as Appendix 8) and to make such minor editorial corrections to the adopted Local Plan (Appendix 1) and Policies Map (Appendix 5) as deemed necessary ahead of publication. This will include a final desktop published version of the Oxford Local Plan 2036 and adopted policies map; and
4. **Note** that, as previously outlined in earlier discussions of the Oxford Local Plan 2036 in Scrutiny, Cabinet and Full Council, a timetable for the next Local Plan which is aligned to the latest Oxfordshire Plan 2050 timetable and co-ordinated with the Local Plan timetables of other District Councils in Oxfordshire will be brought to Cabinet in July 2020 – and Scrutiny as required – as part of the updated Local Development Scheme.

The meeting started at 6.00 pm and ended at 7.15 pm

Lord Mayor

Date: Monday 20 July 2020

*Decisions on items of business take effect immediately:
Motions may be implemented immediately or may require further budget provision and/or reports to Cabinet before implementation.
Details are in the Council’s Constitution.*

This page is intentionally left blank

To: Council

Date: 20 July 2020

Report of: Electoral Registration Officer

Title of Report: Review of Polling Districts and Polling Places – postponement of ward boundary changes due to Covid-19

Summary and recommendations	
Purpose of report:	To ask Council to approve the draft schedule of polling districts and polling places (shown at Appendix A) for the administrative area of the City Council in order to allow by-elections to take place before May 2021 on the old ward boundaries in the event that legislation is introduced that permits this.
Key decision:	No
Cabinet Member:	Councillor Susan Brown, Leader of the Council
Corporate Priority:	Support flourishing communities
Policy Framework:	None
Recommendations: That Council:	
1.	approve the draft schedule of polling places and polling districts as detailed in Appendix 1 to this report;
2.	agree that the changes should not be formally published unless required;
3.	agree that the scheme approved by Council on 13 February 2020 will apply again from 1 December 2020.

Appendices
Appendix 1 – schedule of polling districts and polling places;
Appendix 2 – map of the suggested scheme;
Appendix 3 – risk register;

Introduction

1. The Council is required under the Electoral Administration Act 2006 to carry out a review of the polling places in Oxford used at parliamentary elections every five years and keep them under scrutiny in the interim.
2. Following its five-year review Council agreed a new scheme of polling districts and polling places at its meeting on 13 February 2020 (minute no. 94). This was also necessary to implement the new ward scheme drawn up by the Local Government Boundary Commission for England and approved by Parliament on 24 July 2019.
3. The electoral roll based on the new polling district structure was published on 1 March 2020, in advance of the first set of elections on the new boundaries then due on 7 May 2020.
4. This report is necessary to ensure that in the event that legislation is brought forward to permit by-elections before May 2021 the Council is in a position to respond. In the event that legislation is introduced there would be a limited time period when this may apply between 1 September (when the Register would next be updated) and 7 November 2020 as after that date the “six-month rule” would apply as referred to in paragraph 8 of this report.

The Coronavirus Act and the postponement of elections to 2021

5. As Council will be aware the elections due on 7 May 2020 were postponed to 6 May 2021 by the Coronavirus Act 2020 (section 60).

The Act also laid out that not only were the programmed polls postponed for a year but all other elections (for example, local government polls to fill casual vacancies and neighbourhood planning referendums that may occur) could not take place until May 2021 (section 61).

6. However, the government has said that it would keep under review the public health situation and might legislate to allow by-elections to take place at some point in the autumn. As the Coronavirus Act also moved the implementation of the Council’s ward boundary changes to May 2021 this means that the “old” wards are still in place.
7. As the electoral roll has been republished on the new boundaries it would not be possible to hold any by-elections on the old boundaries, should that be required.
8. By-elections are not permitted in the six-month period before the end of a councillor’s four-year term of office (Section 89(3), Local Government Act 1972). As the City Council is holding all-out elections in May 2021, no by-elections will be permitted arising from a casual vacancy that occurs on or after 7 November 2020. Those will remain vacant and be filled at the elections in May 2021.

As all the County councillors are due to retire on 11 May 2021 the same rule as detailed above applies.

Therefore the Council needs to approve a scheme for the small period of time between 1 September and 6 November, and only if by-elections are allowed again. Should elections be allowed before May 2021 Polls for Neighbourhood Planning Referendums and Parish Council by-elections could still be held after 7 November 2020.

9. At the time of writing this report there are no vacancies at County or City level. There is one parish vacancy, for which a poll has been triggered by ten electors, at Old Marston Parish Council. As noted above that vacancy currently is due to be filled on 6 May 2021.

What the Council needs to do

10. In the event that the Returning Officer is required to run a by election(s) before 6 May 2021 Council is required to amend the scheme of polling districts and places agreed on 13 February 2020 to allow the re-creation of the old wards upon which any by election before 6 May 2021 would be based. This is considered simpler than reverting entirely to the old polling district scheme. There will be quite a few very small polling districts but this is a temporary measure and will have no effect on how electors are treated in that they will still go the same polling station.
11. Rather than re-publish these changes (with the subsequent time, cost and resource required to distribute the registers) Council is being asked to agree the changes in draft only. This will avoid significant additional work required by political parties and others to merge the new scheme in their datasets and then revert back afterwards. This interim scheme would only be implemented if the government allows by-elections before November 2020.

Legal Implications

12. There are no further legal implications than those noted in the report.

Financial implications

13. There are no financial implications.

Risk Register

14. The risk register is attached as Appendix 3.

Report author	Martin John
Job title	Electoral Services Manager
Service area or department	Law and Governance
Telephone	01865 252518
e-mail	mjohn@oxford.gov.uk

Background Papers: None

This page is intentionally left blank

Oxford City Council Polling Station List

Ref	Address	Polling districts
1	Baptist Church Room, Godstow Road	AA
2	Wolvercote Young People's Club, St Peter`s Road	AB
3	Five Mile Drive Recreation Ground Pavilion	AC
4	Cotteslowe Park Pavilion	AD
2	Wolvercote Young People's Club, St Peter`s Road	BA
5	Summertown URC, Banbury Road	BC, BE, BF
6	Cotteslowe Community Centre, Wren Road	BB, BD
7	St Margaret`s Institute, 30 Polstead Road	CC, CF
5	Summertown URC, Banbury Road	CA, CB, CE, CF
8	St Andrew`s Church Centre, Linton Road	CD
9	The Oxford Centre for Mission Studies, Woodstock Road (will use a location in St. Hugh`s College from 2021)	DA, DC, DE, DF
10	St Luke`s Chapel, Woodstock Road (new location)	DB
11	Jericho St Barnabas Centre, Canal Street	EA, ED, DD
12	West Oxford Community Centre, Botley Road, Oxford	FA
13	St. Aldate`s Parish Centre, Pembroke Street (new location as Deaf Centre has closed)	FB
14	Wesley Memorial Hall, New Inn Hall Street	EB, EC
15	Aspire, Former St Thomas` School, Osney Lane	FC, FD
16	Magdalen College Auditorium, Longwall Street	GA, GC
17	St Columba's United Reformed Church	GB
18	St Matthew's Parish Centre, Marlborough Road	HA
19	United Asian Baptist Church, Wytham Street (formerly known as South Oxford Baptist Church)	HB
13	St. Aldate`s Parish Centre, Pembroke Street (new location as Deaf Centre has closed)	HC
20	St Clement`s Centre, Cross Street	JA
21	East Oxford Games Hall, Collins Street	JB
22	James Street Church, 55 James Street	KB
23	Greyfriars, Jackdaw Lane	KA, KC
24	Donnington Community Centre, Townsend Square	LA, LB, LE
25	The Gladiator Club, 263 Iffley Road	KA
39	Regal Area Community Centre, Ridgefield Road	LD
26	St Alban's Hall, Charles Street	LC
27	Iffley Church Hall, Church Way, Iffley	MA
28	Rose Hill Methodist Church, Rose Hill	MC, MD
29	Rose Hill Community Centre, Carole's Way	MB
30	Cardinal House, Cardinal Close	NC, ND
31	Littlemore Village Hall, Railway Lane, Littlemore	NA
32	Littlemore Community Centre, Giles Road	NB, NE
33	Blackbird Leys Community Centre, Blackbird Leys Road	OA, PE
34	The Barn, Nightingale Avenue	OB
35	Sacred Heart Church Hall, Sawpit Road	PA, PC, PD
36	Pegasus Primary School, Field Avenue	PB
37	Florence Park Community Centre, Cornwallis Road	QA
38	The Venue@Cowley, 242B Barns Road	QB
30	Cardinal House, Cardinal Close	QC
40	City of Oxford Silver Band Hall, Temple Road	RA, RD

Ref	Address	Polling districts
38	The Venue@Cowley, 242B Barns Road	RB
41	St Francis' Primary School, Horspath Road	RC
41	St Francis' Primary School, Horspath Road	SA
42	St Francis' Church Centre, Hollow Way	SB, SC
43	Wood Farm Primary School, Titup Hall Drive, OX3 8QQ	TA,TD
44	The Ace Launderette, Girdlestone Road Shops, OX3 7LZ	TB
45	Cheney Community Hall, Cheney School, Cheney Lane, OX3 7QH	TC
46	The Coach House, Quarry Road, OX3 8NU	UA,UD
47	Headington Community Centre, Gladstone Road, OX3 8LL	UB
48	Risinghurst Community Centre, Kiln Lane, OX3 8ER	UC
49	Viking Sports Club, Table Tennis Room, 65 Old High Street, OX3 9HT	UE, WE
50	Barton Neighbourhood Centre, Underhill Circus	VA, VB
51	Barton Leisure Centre Waynflete Road	VC
52	Sandhills Primary School - Pre School, Terret Avenue	VD
53	All Saints' Church House, New High Street	WA
54	Headington Baptist Church, Old High Street	WB, WD
55	St Anthony of Padua RC Church Hall, 115 Headley Way	WC
56	Northway Community Centre, Dora Carr Close	XA
55	St Anthony of Padua RC Church Hall, 115 Headley Way	XB, XD
57	New Marston Pastoral Centre, Jack Straws Lane	XC, XD
58	Mortimer Hall, Oxford Road, Old Marston	YA
59	Marston United Reformed Church, Marston Road	YB
60	The Scout Hall, Marston Road, OX3 0EJ	YC

THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND
 ELECTORAL REVIEW OF OXFORD
 Final recommendations for ward boundaries in the city of Oxford February 2019
 Sheet 1 of 1

Boundary alignment and names shown on the mapping background may not be up to date. They may differ from the latest boundary information applied as part of the review.

This map is based upon Ordnance Survey aerial imagery with the permission of Ordnance Survey on behalf of the Crown. Copyright © Crown copyright and database right. Ordnance Survey 100019000. The Local Government Boundary Commission for England (LGBCE) 2019.

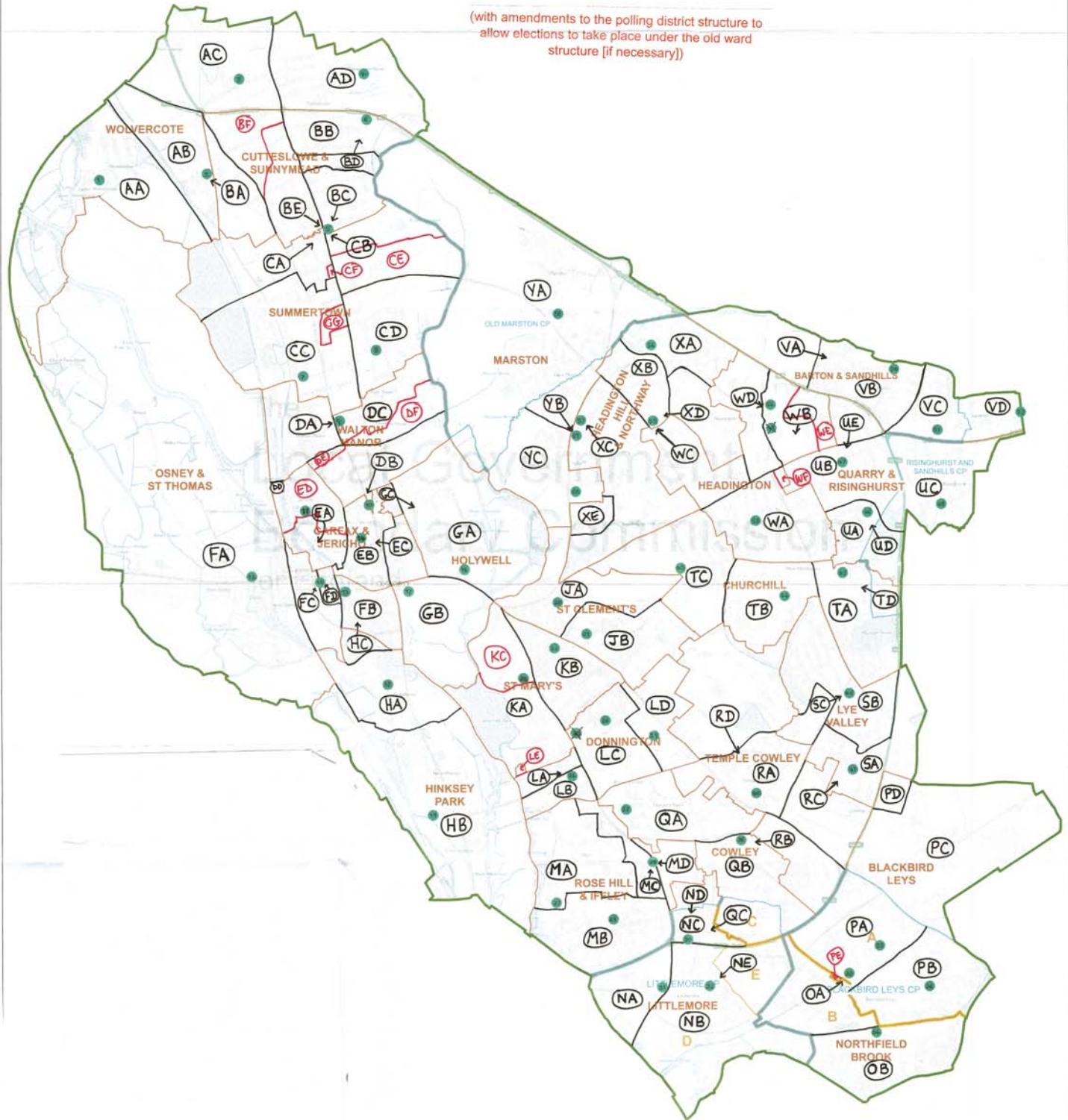
OXFORD CITY COUNCIL

POLLING PLACE REVIEW 2019/20

(with amendments to the polling district structure to allow elections to take place under the old ward structure [if necessary])

KEY TO PARISH WARDS

- BLACKBIRD LEYS CP
- A. BLACKBIRD LEYS
- B. GREATER LEYS
- LITTLEMORE CP
- C. BOOLEY ROAD
- D. LITTLEMORE
- E. SANDY LAKE BRIST



KEY

- CITY COUNCIL BOUNDARY
- PROPOSED WARD BOUNDARY
- PARISH BOUNDARY
- PROPOSED WARD BOUNDARY COINCIDENT WITH PARISH BOUNDARY
- PROPOSED WARD BOUNDARY COINCIDENT WITH PROPOSED PARISH WARD BOUNDARY
- PROPOSED WARD NAME
- HEADINGTON
- LITTLEMORE CP

This page is intentionally left blank

Appendix 3: Risk Register

					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
Polling District Review - postponed elections	If the agreed scheme is inaccurately implemented by the Council	Threat	Implementation of the agreed scheme	Reputational damage, possible court action	01/07/2020	Martin John	3	1	0	0	3	1		Ensure, when the changes are made in the elections management system, that they are checked by at least two different people	Sept 2020	Ongoing	30%	Anita Bradley

This page is intentionally left blank

To: Cabinet - 15 July 2020
Council - 20 July 2020

Report of: Head of Law and Governance on behalf of the Head of Paid Service (Chief Executive)

Title of Report: Decisions taken under Parts 9.3(b) and (c) of the Constitution

Summary and recommendations	
Purpose of report:	Cabinet and Council are asked to note the decisions taken by the Head of Paid Service (Chief Executive) using the urgency and emergency powers delegated in Parts 9.3(b) and (c) of the Constitution.
Recommendation(s): Cabinet and Council are recommended to:	
1. Note the decisions taken as set out in the report.	

Appendices	
Appendix 1	Additional decisions taken using urgency or emergency powers (if required).

Introduction and background

1. This report updates Cabinet and Council on decisions taken by the Head of Paid Service (Chief Executive) using the urgency and emergency powers delegated in the Council's Constitution.
2. Where urgency and emergency powers are used the Constitution requires the Head of Paid Service to report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.

9.3 Role of Head of Paid Service

...

(b) The Head of Paid Service is authorised to take any urgent 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 authority would otherwise be required.

The Head of Paid Service, in so acting, will be guided by budget and the 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.

(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.

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.

Decisions taken using urgency and emergency powers

3. The following decisions have been taken using urgency and emergency powers for which Cabinet and Council would otherwise have been required to give the necessary authority to act. Cabinet is responsible for recommending the budget to Council (including extra spending outside the budget) and for granting approval for projects of £500k or over and Council is responsible for setting the budget. Cabinet and Council are asked to note these decisions.
4. Should any further decisions be taken using urgency or emergency rules after this report is published these will be set out in Appendix 1 (to be circulated separately if required).
5. This report does not list all decisions taken by officers in response to the Covid-19 outbreak only those taken by the Head of Paid Service (Chief Executive) using his urgency and emergency powers under the provisions of Parts 9.3(b) and 9.3(c) of the Constitution. This report does not include the decisions taken using emergency powers that were reported to the annual meeting of Council on 20 May 2020 since those decisions have already been reported to the body which would otherwise have been required to give the authority to act.

ITEM 1	ADDITIONAL REVENUE EXPENDITURE COMMITTED IN RESPONSE TO THE COVID-19 PANDEMIC
<p>Decision: To authorise the following spend which is outside the budget agreed by Council on 13 February 2020:</p> <ul style="list-style-type: none"> • Providing accommodation for rough sleepers and provision of meals at an estimated additional cost of £532k (this is based on initial 3 month lockdown period and does not reflect potential future requirements for rough sleepers) • Additional one-off ICT software and equipment and mobile handsets to accommodate remote working £455k • Provision of food parcels and other costs in supporting vulnerable people through the locality hubs - £115k • One off additional costs in the Benefits Team to process increased numbers of Housing benefits claims and changes in circumstances. - £50k <p>Note: the date of decision relates to the principle of releasing additional funding. A number of financial orders were issued over a period of time spanning April and</p>	

May 2020.	
Date decision made:	1 April 2020
Decision taker	Head of Paid Service (Chief Executive)
Was the decision taken under emergency or urgency rules?	Emergency – Constitution Part 9.3(c)
Is this a Key Decision?	Yes
Reasons for decision	To fund the Council's response to the Covid 19 pandemic.
Alternative options considered:	To delay committing expenditure until the normal authority could be secured from Cabinet and Council would have been detrimental to the Council's response to the Covid 19 pandemic.
Wards significantly affected	None
Declared conflict of interest:	None

ITEM 2	PAYMENT OF OXFORD DIRECT SERVICES LIMITED (ODSL) FOR SERVICES CONTRACT DURING CORONAVIRUS RESTRICTIONS
<p>Decision: To pay Oxford Direct Services Limited (ODSL) on an at cost basis for the period of the disruption.</p> <p>ODSL to mitigate costs through furloughing staff, reducing agency and vacancy control.</p> <p>ODSL to rebate to Oxford City Council furlough income and savings from fuel and materials</p>	
Date decision made:	12 May 2020
Decision taker	Head of Paid Service (Chief Executive)
Was the decision taken under emergency or urgency rules?	Emergency – Constitution Part 9.3(c)
Is this a Key Decision?	Yes
Reasons for decision	During the disruption due to the coronavirus some works have had to be stopped and others commissioned. An efficient and effective means of paying ODSL was sought during this period.
Alternative options considered:	<p>The option of utilising the Council Change and charging provision of the services contract was considered.</p> <p>This option was rejected as it would require a significant amount of bureaucracy and transaction costs to achieve broadly the same outcome.</p>
Wards significantly affected	None
Declared conflict of interest:	None

ITEM 3	AGREEMENT OF THE OXFORD CITY COUNCIL CORONAVIRUS DISCRETIONARY GRANT SCHEME
---------------	--

Decision:	To agree the £1.265m Discretionary Grant scheme, for urgent launch on June 1st, in line with the other Oxon LA timescales for launch.
Date decision made:	27 May 2020
Decision taker	Head of Paid Service (Chief Executive)
Was the decision taken under emergency or urgency rules?	Urgency – Constitution Part 9.3(b)
Is this a Key Decision?	Yes
Reason for decision	To support small businesses with fixed property-related costs struggling to survive due to the coronavirus shutdown, and unable to access other grant funding.
Alternative options considered:	<p>The grant scheme must be delivered to serve the interests of local business and workers. However, different options for delivery were considered including;</p> <ul style="list-style-type: none"> • First come first serve until monies are spent. Issues include fairness, possible poor VFM, and funding going to less serious cases of loss/costs. • Widest possible interpretation with a detailed evaluation process. Issues include capacity to handle over-subscription and disappointment/wasted effort for local businesses. • Focus round 1 on the four priority groups in the BEIS guidance with a light touch evaluation where demand outstrips supply. Evaluation to focus on financial need, employment levels, supply chain, and evidence of positive environmental and social impacts. The scheme might be widened to other business cohorts in a second round, if funding remains. This approach is intended to balance demand, with a desire to support businesses where it will be likely to lead to the most positive set of triple bottom line outcomes
Wards significantly affected	None
Declared conflict of interest:	None

Financial issues

6. There are no financial issues arising beyond those set out in the documents attached to the published decisions.

Legal issues

7. The urgency and emergency powers of the Head of Paid Service (Chief Executive) are set out in the Constitution.

Report author	Andrew Brown
----------------------	--------------

Job title	Committee and Member Services Manager
Service area or department	Law and Governance
Telephone	01865 252230
e-mail	abrown2@oxford.gov.uk

Background Papers: None

This page is intentionally left blank

Minutes of a meeting of the **CABINET** on Wednesday 12 February 2020

www.oxford.gov.uk



Committee members:

Councillor Brown (Chair)

Councillor Turner

Councillor Clarkson

Councillor Hollingsworth

Councillor Tidball

Councillor Linda Smith (Deputy Leader)

Councillor Chapman

Councillor Hayes

Councillor Rowley

Councillor Upton

Also present:

Councillor James Fry

Officers:

Gordon Mitchell, Chief Executive

Tom Bridgman, Executive Director (Development)

Paul Leo, Interim Director of Housing

Nadeem Murtuja, Interim Executive Director for Communities

Anita Bradley, Monitoring Officer

Nigel Kennedy, Head of Financial Services

Mish Tullar, Corporate Policy, Partnership and Communications Manager

Rocco Labellarte, Chief Technology and Information Officer

Rachel Lawrence, Rough Sleeping and Single Homelessness Manager

Richard Wyatt, Senior Planner

Tom Hudson, Scrutiny Officer

John Mitchell, Committee and Member Services Officer

Also present:

Councillor James Fry

Apologies:

None.

132. Declarations of Interest

None.

133. Addresses and Questions by Members of the Public

A question had been posed by a member of the public. The question and the response to it are attached to these minutes.

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

None.

135. Councillor Addresses on Neighbourhood Issues

None.

136. Items raised by Board Members

None.

137. Scrutiny Committee Reports

Tom Hudson, Scrutiny Officer, addressed Cabinet, noting apologies from Cllrs Gant and McManners in their capacities as Chair and Vice Chair of the Scrutiny Committee.

Council Strategy (item 11 on the Agenda). The Committee had seen the pre-consultation iteration of the strategy. Timetabling constraints had, regrettably, meant that the Committee was unable to see the version of the strategy which was now before Cabinet. The Committee's response was therefore limited to some general observations with no specific recommendations. The Committee had been particularly pleased to note the increase in the number of people who had engaged with the consultation compared with previous consultation exercises and the general support shown by the consultation for the individual proposals.

The Chair repeated the apology she had given to the Scrutiny Committee for the timetabling difficulties associated with the production of this report occasioned by the recent General Election. She noted that it had been a very effective consultation exercise and had included the opportunity for an early sight of the pre-consultation draft by a number of groups.

Plans for Zero Emissions Zone (ZEZ) The Committee had considered the Council's plans for the introduction of the ZEZ at some length and concluded with 5 recommendations. The Committee was generally supportive of the proposals and, indeed, was advocating that the zone should be expanded and that the move to it should be swifter. The Committee had some concerns however about the nomenclature of the ZEZ and about the efficacy of the proposals for enforcement using handheld ANPR devices.

Tom Hayes, Cabinet Member for Zero Carbon, said that while there had been a very full discussion at the Committee he had to register his concern that aspects of the Committee's report did not accurately reflect the views or position of the Council. He drew particular attention to paragraph 9 (nomenclature of the ZEZ – there is no evidence of ambiguity about the use of ZEZ); paragraph 11 (potential use of geofencing – the technology is not yet available); and paragraph 16 (use of ANPR – there is no evidence to support the concern that the current proposal for its use will be ineffective).

Customer Experience (item 12 on the Agenda). The Committee had been very supportive of the principles behind the proposals and its recommendations came from an enthusiasm for the topic. The Committee had been particularly keen to advocate a

greater understanding of the Council's customers so as inform the development of services for them. It was also keen that similar strategies should be adopted by Oxford Direct Services. The Committee's discussion had strayed into a wider consideration of the desirability of a citizen's engagement strategy, while recognising that this was outside the scope of the Customer Experience Strategy.

Performance Monitoring The Committee's approach to Performance Monitoring was much improved. Councillor Fry was now undertaking preparatory work with relevant officers, on a regular basis, before Committee meetings so as to facilitate more effective discussion at them.

Commentary on the recommendations from Scrutiny was not available at the time of publication. They are, however, attached to these minutes.

Councillor Fry spoke in his capacity as Chair of the Budget Review Group, to the Scrutiny reports on the budget and Capital Strategy in a confidential session at the end of the meeting.

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

The Head of Financial Services had submitted a report to present the outcome of the budget consultation and agree the Council's Medium Term Financial Strategy for 2021-22 to 2023-24 and 2020-21 Budget for recommendation to Council.

Councillor Ed Turner, Cabinet Member for Finance and Asset Management, gave a brief introduction to the report which would be subject to wider discussion and debate at the following day's Council meeting. The proposals now before Cabinet included very few changes from the pre-consultation version. He drew attention however to the Government's recent decision to combine two major rough sleeping programmes: the Rough Sleeping Initiative and the Rapid Rehousing Initiative and the consequential addition of a further recommendation to those given in the report. The background to this recommendation is attached to these minutes and the new recommendation is included in those given below.

Nigel Kennedy, Head of Financial Services, noted that the Government had now published its final Local Government Finance Settlement with no significant changes from the provisional settlement.

Cabinet resolved to:

Recommend that Council resolves to:

1. **Approve** the 2020-21 General Fund and Housing Revenue Account budgets and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-10 of the report, noting:

- (a) the Council's General Fund Budget Requirement of £24.183 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 paragraph 5 of the report
 - (b) the Housing Revenue Account budget for 2020/21 of £44.455 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 of the report
 - (c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6 of the report
2. **Agree** the fees and charges shown in Appendix 7 of the report;
 3. **Delegate** to the Section 151 Officer in consultation with the Cabinet 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 13- 15 of the report;
 4. **Approve** a loan facility of up to £500k for working capital to the Council's Joint Venture, Oxford West End Development (Oxwed) at terms to be agreed by the Council's Section 151 Officer as referred to in paragraph 38 of the report;
 5. **Approve** the payment into the County Council Pension Fund of £5 million as referred to in the Consultation Budget and paragraph 23 of the report; and
 6. **Note** the changes to Business Rates reliefs and discounts for 2020-21 as referred to in paragraph 12 of the report.
 7. **Agree** the additional unbudgeted amount of RSI grant of £840k for 2020-21 is added to the Council's Homelessness earmarked reserve.

139. Treasury Management Strategy 2020/21

The Head of Financial Services had submitted a report to present the Council's Treasury Management Strategy for 2020/21 together with the Prudential Indicators for 2020/21 to 2024/25.

Councillor Ed Turner, Cabinet Member for Finance and Asset Management introduced the report. The strategy was not materially different from that for the current year.

In response to a question he said there was no evidence of a major impact from the Corona virus, noting that the Council held a good level of reserves/balances to mitigate any unexpected demands.

Cabinet resolved to:

Recommend that Council approves:

1. The Treasury Management Strategy 2020/21 as set out in paragraphs 18 to 64 of the report and the Prudential Indicators for 2020/21 – 2024/25 as set out in Appendix 2 of the report;
2. The Borrowing Strategy at paragraphs 26 to 38 of the report;
3. The Minimum Revenue Provision (MRP) Statement at paragraphs 39 to 41 of the report which sets out the Council's policy on charging borrowing to the revenue account; and
4. The Investment Strategy for 2020/21 and investment criteria as set out in paragraphs 42 to 63 and Appendix 1 of the report.

140. Corporate Strategy 20-24 - final draft for approval

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

The Chair introduced the report by noting that the strategy had been referred to by a number of titles and that it would be helpful to be clear that it was the Council's Corporate Strategy and that it should simply be referred to as the Council Strategy. The strategy had been written in a way to be as meaningful and accessible to as many people as possible. Early engagement had ensured something which was properly representative of the Council's visions and values.

Mish Tullar, Corporate Policy, Partnership and Communications Manager, said the input from Scrutiny Committee had been helpful. The strategy would be underpinned by the Annual Business Plan and associated KPIs, which would come to the next meeting of the Cabinet.

The Chief Executive confirmed that the objectives of the strategy would, in turn, inform Council employees' personal work objectives.

The Chair thanked all those who had contributed to this important piece of work.

Cabinet resolved to:

1. **Note** the report on the public and stakeholder consultation on the draft Council Strategy 2020-24;
2. **Agree** revisions made to the draft Council Strategy in response to the consultation;
3. **Delegate** authority to the Head of Corporate Policy, Partnerships and Communications in consultation with the Council Leader to make further minor amendments before adoption by Council;
4. **Recommend Council to**
 - A) **adopt** the Council Strategy attached as Appendix 1 to the report;
 - B) **delegate** authority to the Head of Corporate Policy, Partnerships and Communications in consultation with the Council Leader to make further minor amendments as required prior to its publication in March 2020;
 - C) **note** that Key Performance Indicators agreed by Cabinet will be inserted as a schedule in the Council Strategy.

141. Customer Experience Strategy

The Head of Business Improvement had submitted a report to seek approval of the Customer Experience Strategy which provides the Council with a clear vision for the future state of customer and digital engagement and the technology required to support achieving the vision.

Nigel Chapman, Cabinet Member for Safer Communities and Customer Facing Services, introduced the report. Customers have increasingly high expectations of their engagement with the Council. The strategy represented an important step to becoming more “slick and professional” and included important elements to build staff skills and capabilities. It was important to recognise that digital technology was an enabler and not an end in itself as was the importance of ensuring that those without access to digital technology were not disenfranchised.

Rocco Labellarte, Chief Technology and Information Officer, said the strategy would replace three, separate, previous strategies. As the effectiveness and efficiency of day to day engagement with the Council improves through application of the strategy, so it would release the capacity of staff to deal with more complex and challenging cases. The last two years had seen a great improvement in the basic IT infrastructure of the Council and it was well placed to proceed with this strategy.

In response to a question about the quality of the digitisation of some planning material, he said that where large quantities of material had to be digitised a balance had to be struck between the pace and quality. Poor quality would be addressed as part of an iterative improvement process over time.

Cabinet resolved to:

1. **Approve** the Customer Experience Strategy and Action Plan 2019/22 at appendix 1 of the report; and
2. **Note** and approve the Public Customer Experience Strategy 2019/22 Summary at appendix 2 of the report.

142. Allocation of Homelessness Prevention Funds for 2020/21

The Interim Director of Housing had submitted a report to approve the allocation of homelessness prevention funds for 2020/21 with the purpose of helping to meet the objectives of the Housing and Homelessness Strategy 2018/21.

Linda Smith, Cabinet Member for Leisure and Housing, introduced the report, which set out the proposed allocation of Homelessness Prevention Funding for the coming year. The report detailed the many and various purpose to which this funding was put such as initial engagement and assessment; preventing homelessness; and supported accommodation. In relation to the latter she was pleased to be able to report an increase in the number of beds compared with previous year (from 234 to 256). She was also pleased to report that the latest snapshot of the number of people sleeping on the street (25, measured on one night in January) was encouraging. While the objective remained of ensuring that no one should have to sleep on the City’s streets,

this latest figure represented a considerable improvement on the November 2019 figure of 43 and was the lowest since 2015.

The Chair thanked Rachel Lawrence and members of her team for their work in this important area.

Cabinet resolved to:

1. **Approve** the allocation of Homelessness Prevention funds to commission homelessness services in 2020/21 as outlined in paragraph 36 to 48 and in Appendix D of the report; and
2. **Delegate** to the Interim Director of Housing in consultation with the portfolio holder for Housing the discretion to revise the intended programme within the overall budget if required.

143. Headington Neighbourhood Forum (re) Designation

The Head of Planning Services had submitted a report to approve the re-designation of Headington Neighbourhood Form in respect of the original designated neighbourhood area.

Councillor Hollingsworth, Cabinet Member for Planning and Sustainable Transport said the report fulfilled the necessary function of re-designating the Headington Neighbourhood Forum given that the original designation expired after a period of 5 years.

Cabinet resolved to:

Approve the re-designation of Headington Neighbourhood Form in respect of the original designated neighbourhood area.

144. Minutes

Cabinet resolved to APPROVE the minutes of the meeting held on 22 January as a true and accurate record.

145. Dates of Future Meetings

Meetings are scheduled for the following dates:

- 11 March
- 15 April
- 10 June
- 15 July
- 12 August

All meetings start at 6pm.

146. Matters Exempt from Publication

Cabinet passed 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 the presence of the press or public could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

147. Appendix to Scrutiny Budget Review Group Report

148. Capital Strategy 2020/21 – 2024/25

The meeting started at 6.00 pm and ended at 7.25 pm

Chair

Date: Wednesday 11 March 2020

Minutes of a meeting of the CABINET on Wednesday 11 March 2020

www.oxford.gov.uk



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

Also present:

Councillor Andrew Gant
Councillor Richard Howlett

Officers:

Gordon Mitchell, Chief Executive
Tom Bridgman, Executive Director (Development)
Caroline Green, Assistant Chief Executive
Tim Sadler, Transition Director
Anita Bradley, Monitoring Officer
Nigel Kennedy, Head of Financial Services
Helen Bishop, Head of Business Improvement
Ian Wright, Head of Regulatory Services and Community Safety
Matthew Peachey, Economic Development Manager
Andrew Humpherson, Regeneration Manager
Becky Walker, Home Improvement Agency Team Manager
Tom Hudson, Scrutiny Officer
John Mitchell, Committee and Member Services Officer

Apologies:

No apologies were received

149. Declarations of Interest

None.

150. Addresses and Questions by Members of the Public

None.

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

None.

152. Councillor Addresses on Neighbourhood Issues

None.

153. Items raised by Board Members

None.

154. Scrutiny Committee Reports

Cabinet had before it the Report of the Climate Emergency Group and the Committee's recommendations in relation to Blackbird Leys Development Project Detailed Design (Agenda item 8) and Agenda Pay Gap (Agenda item 9).

Blackbird Leys Development Project Detailed Design

Councillor Andrew Gant, speaking in his capacity as Chair of Scrutiny Committee, said he was grateful for the positive responses to the majority of the Committee's recommendations. The recommendation in relation to the desirability of securing adequate temporary provision for activities currently taking place at the Community Centre during the 'decant' phase was particularly important.

Councillor Mike Rowley, Cabinet Member for Housing, had been pleased to agree the majority of the Committee's recommendations but unable to support the recommendation in relation to a 'comfort payment system', not least because Catalyst, as the provider, did not have the financial systems to support such a system. In relation to the recommendation to require Passivhaus standards of insulation and air tightness, he noted that compliance with standards in the emerging Local Plan would be the starting point. Further work would however be done to look at how those standards could improved still further within the overall budget envelope.

Councillor Linda Smith, Cabinet Member for Leisure and Housing, said that Blackbird Leys was fortunate in having several other venues which could be used during the decant from the Community Centre.

Agenda Pay Gap

Councillor Andrew Gant noted that the Committee's discussion of this item had been wide ranging and extended beyond the strict remit of the report. He was pleased with the positive response to the one recommendation which had emerged.

Climate Emergency Report

Councillor Richard Howlett, speaking in his capacity as Chair of the Scrutiny Committee's Climate Emergency Review Group, said the review had benefited from input from a wide range of well informed experts. The decision to focus on buildings had been driven by the fact that they account for the majority of the City's emissions. It was noteworthy that the report's 56 recommendations were of relevance to all but one of the Cabinet's 10 portfolios. The Review Group's visit to a development in Southmoor had been revelatory, showing how it was possible to build properties to Passivhaus standards at a cost marginally lower than houses built simply to Building Regulation standards. He also drew attention to the Nottingham City Homes financing scheme which seeks to ensure that the money used by tenants on energy can be used to fund

improved and zero carbon homes. That such expertise was available locally provided a great opportunity for the Council to benefit from it.

The Chair thanked Cllr Howlett and members of the review group for an excellent report, the recommendations of which deserved a substantial and considered response in due course. The Oxfordshire Growth Board was also very engaged with these matters, having considered an item on Zero Carbon Housing earlier in the day. The Board was committed to becoming a leader in this area. The need to skill up the local workforce was emerging as a priority if the Council's and Board's ambitions were to be realised.

Councillor Tom Hayes, Cabinet Member for Zero Carbon Oxford, thanked Cllr Howlett and those who had contributed to it for an excellent report which would enrich the work of the Council. The report's recommendations would need to be integrated with the many other strands of related Council activity. It would be important, also, to engage the whole City with these important developments.

155. Update of Housing Assistance and Disabled Adaptation Policy

The Head of Regulatory Services and Community Safety had submitted a report to recommend changes to allow clarification around discretionary grant and joint custody arrangements.

Councillor Mike Rowley, Cabinet Member for Housing, said the proposed amendments simply sought to clarify and incorporate in the policy two matters of common sense and good practice.

Ian Wright, Head of Regulatory Services and Community Safety, said the amendments were driven by customer experience and the wish to provide the best possible service. Becky Walker, Home Improvement Agency Team Manager, noted that the Council was seen to provide an example of best practice in this area of work.

Councillor Rowley paid tribute to the work of the team which he knew to be exemplary.

Cabinet resolved to:

Approve the proposed changes to the current Housing Assistance and Disabled Adaptation Policy attached at Appendix 2 of the report.

156. Blackbird Leys Development Project Detailed design

The Executive Director (Development) had submitted a report to seek approval to proceed to the detailed design phase of the Blackbird Leys Estate Regeneration project and allocate funds associated with the detailed design and planning, as well as delivery.

Councillor Mike Rowley, Cabinet Member for Housing, said the report represented a key stage in this important development and sought, among other things, to secure the

necessary funding for the next phase. The scheme would provide an additional 275 new homes (50% of which will be available for social rent), a Community Centre and new retail units. The project had taken some time to get to this point because of its scale and complexity. There had been recent initial consultation events with the local community and more would follow.

Councillor Linda Smith, Cabinet Member for Leisure and Housing, emphasised the indicative nature of the plans at this stage. A formal planning application would not be made until the end of the year. She encouraged local residents to get involved via the consultation events.

Andrew Humpherson, Regeneration Manager, said the two recent consultation events had been well attended. Feedback from them had been broadly positive with few negative comments. The next round of consultation events would be local 'pop up' events to encourage more people to attend.

The Chair thanked all those involved in this significant piece of work. She further emphasised the importance of this consultative phase; the views of local people were central to achieving the best possible outcome for local residents.

Cabinet resolved to:

1. **Delegate** authority to the Executive Director Development to sign off the Pre-Planning Viability Condition and all other Stage One requirements of the Development Agreement detailed in this report, and confirm the project can move past Gateway One and into Stage Two (detailed design & planning submission) of the Development Agreement;
2. **Delegate** authority to the Executive Director of Development, in consultation with the Cabinet Member for Leisure & Housing and the Cabinet Member for Affordable Housing, to approve moving through the remaining Gateways of the Development Agreement and subsequently entering into a lease for the land with Catalyst Housing Limited, subject to the approved budget;
3. **Note** that the Development Agreement sets out that if the scheme does not move forward to delivery, that the Council will incur 50% of the Stage 2 costs, an estimate of which is set out in the report. (paragraph 73);
4. **Approve** the use the CIL receipts generated to facilitate the delivery of the community and infrastructure works set out in the concept plan and to recommend to Full Council that this commitment is recognised in the Capital Programme in 2022/23 and beyond as a potential future earmarked CIL receipt (for investment in strategic infrastructure and community facilities at Blackbird Leys) and subject to planning;
5. **Recommend** to Council to allocate a budget of up to £21.528 million to deliver the scheme for new affordable and market housing, community and retail facilities and new and enhanced public space (paragraphs 11-19) and in line with the funding sources and viability assessment set out in this report. (paragraphs 57 – 62);
6. **Recommend** to Council to allocate the HRA and General Fund spend in accordance with the profile set out in the report.(paragraphs 63-64) and which will supersede any current budget held for this project; and
7. **Commit** to the fullest ongoing engagement with the local community as part of the detailed design and planning stage and prior to submission of the planning application.

157. Annual Report on Gender Pay Gap

The Head of Business Improvement had submitted a report to alert Cabinet to the Council's Gender Pay Gap reporting data for 2018/19.

Councillor Nigel Chapman, Cabinet Member for Safer Communities and Customer Focused Services, reminded Cabinet that this report fulfilled a statutory obligation and set out the position as it was one year ago. This report differed from the previous year's in one important respect; data about Oxford Direct Services employees was no longer included. The consequence of this was a significant gap which was previously absent. The pay gap was accounted for by the fact that higher paid jobs were more likely to be held by men and women were more likely to work part time. The gap for bonuses was based on the "Partnership Payment" which was paid on a pro rata basis during the period of the report but was not a feature of the current pay deal. The pay gap, while better than some comparable organisations, was still not good enough and needed to be addressed. The Scrutiny Committee's recommendation in relation to shared parental leave was very welcome in this regard. Helen Bishop, Head of Business Improvement, said a number of activities flowing from the Equalities Action Plan (to do with recruitment and opportunities for flexible working etc.) would contribute to narrowing the gap.

No analysis had yet been done of the intersectionality of gender and other protected characteristics. It was agreed that this could be valuable.

It was right to seek to reduce the gap to zero but to achieve this, it would be necessary for approximately 60% of the staff employed in the top quartile of pay grades to be female, reflecting the proportion of women in the workforce as a whole. It was noted however that changing the proportion of women in the top quartile would take time because the number of those staff was relatively small and the turnover low.

Cabinet resolved to:

1. **Note** the contents of the report and Gender Pay Gap table at Appendix 1; and
2. **Delegate** authority to the Head of Business Improvement to publish the table at Appendix 1 to this report before the deadline of 30 March 2020.

158. Allocation of Growth Deal funds to Oxford City Council

The Executive Director Development had submitted a report to accept capital infrastructure funds and delegate authority to officers to enter in contractual Funding Agreements with Oxfordshire County Council, in order to deliver two city infrastructure schemes set out within the Oxfordshire Housing and Growth Deal.

Councillor Hollingsworth, Cabinet Member for Planning & Sustainable Transport, said the two projects for which funding would be allocated were both high priorities for the Council.

Matt Peachey, Economic Development Manager said Heads of Terms had been agreed for the Osney Mead to Oxpens Bridge and the Cycling Improvement Schemes. Project Officers were in place to deliver both in a timely way.

Tom Bridgman, Executive Director, Development, said that while the capacity of the project team had been increased, these additional responsibilities might require the appointment of additional staff and or the re-phasing of other work . The bridge project was still at a feasibility stage. There were further stages to go through with opportunities to review viability and costs before finalising.

It was noted that recent cycling improvements over which the Council had little control had not always been successful. Given that the Council would be responsible for these new schemes, it was hoped that they would be of better quality. It was important to take account of local cycle/lobby groups in the design of the improvement schemes. It was also important to remember that the funding for the schemes was finite and should not be spent disproportionately on consultation.

Cabinet resolved to:

Recommend to Council to:

- i. **Accept** £7m in the Oxfordshire Housing and Growth Deal Funds from Oxfordshire County Council for the delivery of city-based infrastructure schemes;
- ii. **Approve** an initial £300,000 feasibility study allocation from the capital programme for 2020-21, for Osney Mead to Oxpens Bridge, financed by available external funds; and
- iii. **Approve** the £1m capital budget for city cycling schemes at Cuckoo Lane, Marsh Lane, Marston Road & Boundary Brook, Oxford, financed by Oxfordshire Housing and Growth Deal Funding.

2.Delegate authority to the Executive Director Development, in consultation with the Council's Section 151 Officer, the Head of Law and Governance and Cabinet Member for Planning & Sustainable Transport, to agree and enter into grant funding arrangements and contractual terms with Oxfordshire County Council before the funds are transferred from Oxfordshire County Council to Oxford City Council to enable the City Council to deliver a £7m programme of infrastructure projects, financed through the Oxfordshire Housing and Growth Deal. This funding will include £6m towards the Osney Mead to Oxpens Bridge and £1M for defined city cycling schemes.

159. CIL Charging Schedule

The Head of Planning Services has submitted a report to consider withdrawal of the Community Infrastructure Levy (CIL) Draft Charging Schedule Review from examination.

Councillor Alex Hollingsworth, Cabinet Member for Planning & Sustainable Transport, reminded Cabinet that it had previously agreed to submit a new CIL charging schedule as part of the submission of the new Local Plan. In the meantime however new Regulations concerning CIL had been introduced and it was considered prudent to withdraw the proposed schedule from examination while the consequences of the new

Regulations were evaluated. In the meantime the current schedule would remain in place.

Cabinet resolved to:

1. **Withdraw** the CIL Charging Schedule review from examination; and
2. **Continue** to apply the existing CIL Charging Schedule whilst the process to review it is re-started in the context of the CIL Regulations as updated in September 2019.

160. Integrated Performance Report for Quarter 3 2019/20

The Head of Financial Services and Head of Business Improvement had submitted a report to update Cabinet on Finance, Risk and Corporate Performance matters as at 31 December 2019.

Councillor Ed Turner, Cabinet Member for Finance & Asset Management, said the overall position was positive and robust with a favourable variance in the General Fund and a budgeted surplus in the Housing Revenue Account. There were still issues about the late delivery of parts of the capital programme. Some elements of the programme provided useful learning for the future; the unanticipated length of lead in times for the delivery of electric vehicles for example. Delays in progress with some of the Council's Housing Company's schemes was regrettable. This was, perhaps, not surprising given its ambition to be a significant housing provider but one which was starting from scratch. The recent appointment of Non-Executive Directors to the company and appointment of a permanent Managing Director would all be helpful. The Chair noted that the Shareholder would wish to explore the relationship between the company and Oxford Direct Services at its meeting the following week.

Cabinet resolved to:

Note the projected financial outturn as well as the current position on risk and performance as at 31 December 2019.

161. Minutes

Cabinet resolved to APPROVE the minutes of the meeting held on 12 February as a true and accurate record.

162. Dates of Future Meetings

Meetings are scheduled for the following dates:

- 15 April
- 10 June
- 15 July
- 12 August

All meetings start at 6pm.

163. Matters Exempt from Publication

Cabinet passed a resolution in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 to exclude the press and the public from the meeting during consideration of the following items which would involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

164. Blackbird Leys Development Project - Confidential Appendices

There was brief discussion of this item in confidential session.

165. Annual Report on Gender Pay Gap - Confidential Appendices

There was no discussion of these appendices in confidential session.

The meeting started at 6.00 pm and ended at 7.30 pm

Chair

Date: Wednesday 15 April 2020

Minutes of a meeting of the Cabinet on Monday 8 June 2020

www.oxford.gov.uk



Committee members present:

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

Officers present for all or part of the meeting:

Gordon Mitchell, Chief Executive
Tom Bridgman, Executive Director (Development)
Caroline Green, Assistant Chief Executive
Anita Bradley, Monitoring Officer
Adrian Arnold, Head of Planning Services
Carolyn Ploszynski, Planning Policy and Place Manager
Sarah Harrison, Team Leader (Planning Policy)
Amanda Ford, Planning Policy Team Leader
John Mitchell, Committee and Member Services Officer

Apologies:

None

1. Declarations of Interest

None.

2. Addresses and Questions by Members of the Public

Mr Roy Darke addressed Cabinet in his capacity as Chair of the of New Marston Residents' Association, in respect of the Local Plan item on the agenda with particular reference to SP 28. Councillor Alex Hollingsworth, Cabinet Member for Planning & Housing Delivery gave a detailed response to the points made, a copy of which is attached to these minutes.

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

None.

4. Councillor Addresses on Neighbourhood Issues

None.

5. Items raised by Board Members

None.

6. Scrutiny Committee Reports

Scrutiny Committee met on 02 June to discuss the Adoption of Local Plan 2036 but had made no recommendations to Cabinet in relation to it.

7. Adoption of Oxford Local Plan 2036

The Head of Planning Services had submitted a report to request that Cabinet recommends the adoption of the Oxford Local Plan 2036 to Council.

Councillor Alex Hollingsworth, Cabinet Member for Planning & Housing Delivery, spoke to the report by first thanking officers, with particular reference to those in the Planning Team, for their work over the last 4 years in getting the plan to its current stage. He noted that the Planning Inspector had also taken time at the end of the hearings to thank officers for the excellent and detailed presentation of evidence and knowledge they had brought to the process which was a tribute to all those involved.

He went on to table an additional recommendation to those before Cabinet, as follows:

Recommend that Council NOTES that, as previously outlined in earlier discussions of the Oxford Local Plan 2036 in Scrutiny, Cabinet and Full Council, a timetable for the next Local Plan which is aligned to the latest Oxfordshire Plan 2050 timetable and co-ordinated with the Local Plan timetables of other District Councils in Oxfordshire will be brought to Cabinet in July 2020 – and Scrutiny as required – as part of the updated Local Development Scheme.

As the wording indicated, this would serve to reinforce what had been said on previous occasions and would facilitate more effective joint working on Local Plan issues than hitherto.

The Chair added her thanks to all those involved for this very significant piece of work.

Cabinet resolved to:

1. **Recommend** that Council agrees to adopt the Oxford Local Plan 2036 and associated updates to the policies map; and **recommend**

That Council resolves to:

1. **Adopt** the Oxford Local Plan 2036 (set out at Appendix 1 to this report), which incorporates the Inspectors' Main Modifications (set out at Appendix 3 to this report) and the City Council's Additional Modifications (set out at Appendix 4 to this report) as part of the statutory development plan for the area as listed in Appendix 6;

2. **Adopt** the updates to the Oxford City Adopted Policies Map in line with the Oxford Local Plan 2036 set out at Appendix 5 to this report;
3. **Authorise** the Head of Planning Services, in consultation with the Cabinet Member for Planning and Housing Delivery, to finalise the necessary documents to support adoption including the Adoption Statement (draft as Appendix 7) and Sustainability Statement (draft as Appendix 8) and to make such minor editorial corrections to the adopted Local Plan (Appendix 1) and Policies Map (Appendix 5) as deemed necessary ahead of publication. This will include a final desktop published version of the Oxford Local Plan 2036 and adopted policies map; and
4. **Note** that, as previously outlined in earlier discussions of the Oxford Local Plan 2036 in Scrutiny, Cabinet and Full Council, a timetable for the next Local Plan which is aligned to the latest Oxfordshire Plan 2050 timetable and co-ordinated with the Local Plan timetables of other District Councils in Oxfordshire will be brought to Cabinet in July 2020 – and Scrutiny as required – as part of the updated Local Development Scheme.

8. Addendum to the Statement of Community Involvement in Planning

The Head of Planning Services had submitted a report to seek Cabinet approval of an addendum to the Oxford City Council Statement of Community Involvement in Planning 2015 in relation to the Coronavirus disease pandemic.

The Cabinet Member for Planning & Housing Delivery introduced the report by explaining that it simply sought to make changes to the Statement of Community Involvement in Planning necessitated by Covid-19.

Cabinet resolved to:

Approve the Addendum to the Statement of Community Involvement in Planning 2015 (set out at Appendix 1 to the report).

9. Minutes

Cabinet resolved to APPROVE the minutes of the meeting held on 11 March 2020 as a true and accurate record.

10. Dates of Future Meetings

Meetings are scheduled for the following dates:

- 24 June 4.00pm
- 15 July
- 12 August
- 09 September
- 14 October
- 11 November
- 09 December

All meetings start at 6pm unless otherwise stated..

The meeting started at 12.00 pm and ended at 12.20 pm

Chair

Date: Wednesday 24 June 2020

Minutes of a meeting of the Cabinet on Wednesday 24 June 2020

www.oxford.gov.uk



Committee members present:

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

Also present:

Councillor James Fry
Councillor Pat Kennedy

Officers present for all or part of the meeting:

Gordon Mitchell, Chief Executive
Tom Bridgman, Executive Director (Development)
Caroline Green, Assistant Chief Executive
Tim Sadler, Transition Director / Chairman Direct Services Companies
Nadeem Murtuja, Interim Executive Director for Communities
Nigel Kennedy, Head of Financial Services
Stephen Clarke, Head of Housing Services / Director Housing Companies
Anita Bradley, Monitoring Officer
Mish Tullar, Corporate Policy, Partnership and Communications Manager
John Mitchell, Committee and Member Services Officer

Apologies:

None.

11. Declarations of Interest

None.

12. Addresses and Questions by Members of the Public

None.

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

Councillor Pat Kennedy addressed Cabinet in relation to item 7 of the agenda (April Budget Monitoring Report). The report included reference to the Bullingdon Community Centre and the proposal to include it in the list of capital projects to be paused because of the financial pressure faced by the Council as a result of Covid-19. The report made clear the profound effect Covid-19 was having on the Council finances and the need for radical steps to mitigate its consequences. Recent events had demonstrated the devastating effects of social isolation, loneliness and wellbeing. Local neighbourhoods and communities had come together to support one another at this difficult time. Community centres provided a vital resource to all members of society by offering company, activities and a safe meeting space for the City's diverse communities. The City Council had long recognised the value of community centres and was working with Community Associations to open them as soon as possible after the current lockdown. Talks were underway in relation to the Bullingdon Community Centre, the reconstruction of which was due to have started in May but had been paused as part of the package of mitigation measures mentioned. She was pleased that the Council remained committed to this important project but recognised that it had had to be paused because of the current exceedingly challenging financial circumstances. She looked forward to the opening of the centre in due course.

The Chair thanked Cllr Kennedy for her contribution, confirming that her views about the important role of community centres were shared by the Cabinet. The pause of this and other important projects was regrettable but, as recognised by Cllr Kennedy, there had been little alternative in this financially challenging time for the Council.

14. Councillor Addresses on Neighbourhood Issues

None.

15. Items raised by Board Members

None.

16. Scrutiny Committee Reports

Finance & Performance Panel

The Finance & Performance Panel of Scrutiny Committee had met on 16 June to consider item 7 of the agenda. Councillor James Fry, speaking as Chair of the Finance & Performance Panel, was pleased that the Cabinet had felt able to accept both of its recommendations in relation to the report on the April Budget Monitoring Report. He expressed concern that estimates of the extent of the deficit were perhaps too cautious. He noted that financial support from the Government to date represented just 6-7% of the anticipated deficit over the next 4 years.

Councillor Ed Turner, Cabinet Member for Finance & Asset Management, responding to the recommendations of the Finance & Performance Panel, was pleased to accept both of its recommendations.

The first recommended lobbying in favour of capitalisation. This was something which made good sense in the current climate and was something which would be happening and which had, indeed, already been raised directly with government and elsewhere. The second recommended that the £60k proposed for cycling infrastructure shouldn't be included in the pause of capital projects. There was a one-off opportunity to influence people's decisions about whether or not to cycle. Furthermore, this would be combined with additional funding for such work from the County Council, giving a strong message about the shared commitment to an important area of development. He did however sound a note of caution given that this sum was in the Medium Term Financial Strategy for several years and no guarantees could be given about its future inclusion.

17. April Budget Monitoring Report

The Head of Financial Services had submitted a report to update members on the estimated financial impact of the Coronavirus together with agreement upon mitigating actions.

Councillor Ed Turner, Cabinet Member for Finance & Asset Management introduced the report. The effects of Covid-19 on the Council's finances were profound. He drew attention to the anticipated deficits over the next 4 financial years. The Council had sought to protect frontline services by safeguarding income streams and it was precisely those income streams which were adversely affected by Covid-19. Income projections were therefore having to be revised in a wide range of areas.

It was necessary to take careful stock of the present position. The extent of support from central government was minimal as a proportion of the additional costs incurred to date and there was uncertainty about the extent of future support. It would be necessary, also, to take stock once the immediate crisis was over of the position of, for example, the property and leisure sectors. The Council was adopting a two pronged approach, first pausing non-essential expenditure which will generate in year savings to mitigate the deficit which will accrue. Secondly, the Medium Term Financial Strategy will be reshaped, with work on it starting much earlier in the financial year than hitherto. This will inevitably involve some difficult choices and would, as always, be the subject of public consultation. The focus however will remain on delivering against the Council's values, including among others, safeguarding frontline services; narrowing the gap between rich and poor; and avoiding compulsory redundancies. He concluded by paying tribute to the significant contribution of officers in the Finance Team at this challenging time.

Cabinet resolved to:

1. **Agree** the mitigating actions proposed against the financial impact of the coronavirus;
2. **Note** the additional spend commitments taken under Executive Emergency powers to commit further expenditure in 2020-21 in the order of £1.5 million as detailed in paragraph 11-12; and
3. **Agree** the strategy of a transfer from reserves by the Head of Financial Services to cover the estimated increased net expenditure in 2020-21 followed by a budget re-set for 2021-22 and beyond.

18. COVID19 update and work areas moving forward

Councillors Tidball and Turner, having previously, given their apologies, left during this item.

The Assistant Chief Executive had submitted a report to provide an update to Cabinet on the issues, challenges and opportunities arising from COVID and the work underway during a phase of transition from the emergency response, through to restart, recovery and renewal.

Councillor Susan Brown, Leader of the Council, introduced the report which set out the work of the Council over the next few months in respect of its response to Covid-19. The report was framed in terms of the language being widely used elsewhere of the three phases of restart, recover and renew. A significant unknown in relation to each phase was how long each might last in parallel with recognition that there was likely to be an overlap of them for different areas of activity. The tourist industry, for example, was likely to lag behind some others. She reminded Cabinet of some of the key principles set out in the report which will underpin the work including the importance of building on new ways of working; “building back better” with particular reference to environmental benefits; ensuring the protection of the most vulnerable in society who have been greatly affected by Covid-19; and equality, diversity and inclusion. Some of the key areas of work as set out in the report but not already touched upon included the economy; working with local business; and work on the public realm in the City Centre and local centres to ensure that people have the confidence to use local business and feel safe to go out into the community. Recent events had brought into sharp focus the importance of Health, Social Care and Wellbeing which will inform the work of building back better.

Caroline Green, Assistant Chief Executive, reminded Cabinet of the recommendations which had been made by Scrutiny in respect of the report and the responses given in the paper before Cabinet.

It was noted that the response to the recommendation in relation to the suggestion of setting up a mutual bank was informed by experience elsewhere and the significant amount of work which it would require notwithstanding clear support for the principle.

In relation to the recommendation that the Health Overview Scrutiny Committee should be asked to undertake a review of the equalities impact of Covid-19, the Health and Wellbeing Board had since noted that, while potentially valuable, it would be important not to duplicate work being done elsewhere.

Cabinet resolved to:

1. **Note** the report and comment on the areas of work outlined and the proposed next steps outlined at paragraphs 59 and 60 of the report.

19. Annual Update Report on the Corporate Plan 2016-20

The Assistant Chief Executive had submitted a report to seek approval for the 2019-2020 Annual Update on the Corporate Plan 2016-20.

The Chair introduced the report which set out what the Council had achieved against the targets set out in the Corporate Plan 2016-20. Notwithstanding that these objectives had been set some 4 years previously some important milestones had been

reached, in relation to, among others: the economy; the Covered Market; and housing in relation to which 75 units at Barton Park had now been handed over to the Council.

The Chair said that Cabinet had agreed to Scrutiny Committee's recommendations on this report.

Cabinet resolved to:

1. **Approve** the Annual Update on the Corporate Plan 2016-20, as set out in Appendix 1; and
2. **Delegate** authority to the Assistant Chief Executive to make minor textual/formatting changes to the Annual Update Report in advance of publication.

20. Appointments to Outside Bodies

The Head of Law and Governance had submitted a report to agree appointments to charities, trusts, community associations and other organisations for the 2020/21 Council Year.

Cabinet resolved to:

1. **Approve** appointments to charities, trusts, community associations and other organisations as shown in Appendices 1A – 1D; and note the appointments to partnerships as detailed in Appendix 1E;
2. **Note** the guidance for appointees as detailed in Appendix 2;
3. **Agree** to remove Council of Ruskin College from the list of charities, trusts, community associations and other organisations as detailed in the report; and
4. **Delegate** authority to the Head of Law and Governance, in consultation with the Leader of the Council, and where appropriate with other group leaders, to make any changes to appointments to Outside Bodies as may be required during the course of the Council year 2020/21.

21. Minutes

Cabinet resolved to APPROVE the minutes of the meeting held on 08 June 2020 as a true and accurate record.

22. Dates of Future Meetings

Meetings are scheduled for the following dates:

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

All meetings start at 6pm unless otherwise stated..

The meeting started at 4.30 pm and ended at 5.18 pm

Chair Date: Wednesday 15 July 2020

To: Council

Date: 20 July 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
Corporate Priority:	All
Policy Framework:	Council Strategy 2020-24
Recommendation:	That Council resolves to note the update report.

Appendices	
Appendix 1	Scrutiny work plan: July 2020 – September 2020
Appendix 2	List of agreed Scrutiny topics for inclusion within work plan
Appendix 3a	Table of Cabinet responses to Scrutiny recommendations from Cabinet meetings of 22 January, 12 February, 11 March 2020, 08 June, 24 June 2020.
Appendix 3b	(Restricted): Table of restricted Cabinet responses to Scrutiny recommendations from the Cabinet meeting of 12 February 2020
Appendix 4	Table of Shareholder and Joint Venture Responses to Scrutiny Recommendations from meeting of 24 June 2020

Introduction

1. Due to the disruption caused by Covid-19 Scrutiny has not provided an update to Council since 27 January 2020. Consequently, this update is fairly lengthy as it covers the activity of Scrutiny from mid-January to 07 July 2020.
2. As with all Committee meetings held by the Council, Scrutiny and its Panels were suspended from mid-March 2020 in light of the spread of Covid-19 and, following the change in the law to permit virtual meetings, resumed remotely on 02 June 2020.

3. The pre-lockdown period was particularly busy for Scrutiny with the completion of its two Review Groups on the Budget and the Climate Emergency and the publication of their reports and recommendations.
4. Post resumption, the number of reports considered at each meeting has been reduced, with a specific focus on Cabinet reports. This has reflected a number of things – the reduced capacity of the Council to produce Scrutiny-commissioned reports whilst responding to the pandemic, the challenges of becoming acquainted with the new format of meetings, and most importantly the weight of the issues considered. Since resumption Scrutiny has considered and made recommendations relating to the financial impacts of Covid-19 and the Council's Covid recovery programme as well as, amongst others, the Corporate Strategy and the Local Plan.
5. Owing to the disruption caused by Covid-19 Scrutiny's development of its work plan has been delayed. A work plan covering the period to early September has been developed and is attached as Appendix 1. Beyond that, Scrutiny has agreed the list of topics to consider over the course of the year, but the dates have not been agreed with relevant officers. The list of topics is included as Appendix 2.
6. With the new civic year having commenced, Scrutiny has agreed its Operating Principles. Largely, the work of Scrutiny remains the same, but the Housing Panel has been renamed the Housing and Homelessness Panel to reflect the focus and concerns of the Panel, and the Finance Panel has taken on overall responsibility for performance monitoring and has become the Finance and Performance Panel.
7. One further change Scrutiny hopes to see next year is the greater involvement of external experts and relevant stakeholders in Scrutiny discussions. Making use of the ample external expertise in our city is an approach taken by Scrutiny within its Review Groups and has proven extremely valuable. Furthermore, Scrutiny has the potential to be a gateway for residents to communicate with high levels of the Council making important decisions, and Scrutiny wishes to enable that increased engagement in the coming year.

Scrutiny Committee

8. Since the last Scrutiny update to Council the Scrutiny Committee has held meetings on 04 February and 03 March, 02 June, 17 June and 06 July 2020. Furthermore, due to its proximity to the previous Council meeting, the outcomes of recommendations made by Scrutiny to Cabinet at the meeting held on 14 January 2020 were not reported in the previous update and are instead included here.
9. The following items were considered at the meetings during this period:
 - 06 July
 - Local Growth Funded Workspaces (1 recommendation). The response of Cabinet will be reported in the following update.
 - Local Development Scheme (no recommendations).
10. Discussion over the proposals for Local Growth Funded Workspaces mainly concerned timescales for spending, the size of the market for such workspaces and whether Covid would be likely to increase entrepreneurship or decrease it, and means of safeguarding current tenants at Cave St. A recommendation was made to

clarify the area included within the Cave St development site, and that the options available could include residential use as well as commercial.

11. No recommendations were made in relation to the Local Development Scheme, but the Committee's questions covered issues such as the harmonisation between Local Plan dates for neighbouring authorities, the potential impact for significant government changes to the planning system, CIL levels, and the role of Supplementary Planning Documents and Technical Advice Notes within the wider Planning framework.

17 June

- Covid Recovery Programme (5 recommendations, four agreed, one partially agreed)

12. The entire meeting of Scrutiny was dedicated to consideration of the Council's proposals for its Covid Recovery Programme. The financial impacts were discussed separately at the Finance and Performance Panel, which is detailed below.
13. In a wide-ranging discussion, which took in the eligibility of language schools for rates relief, predicted levels of unemployment, lessons learnt from the 'Everyone In' policy towards rough sleepers, the suitability of home working for staff, and safe management of protest, five recommendations were made to Cabinet. These related to the need for a digital strategy, specific economic responses relating to community wealth building principles, and measures to safeguard the health and wellbeing of local residents.

02 June

- Scrutiny Operating Principles
- Corporate Strategy 2016-20 Update (1 recommendation, agreed)
- Adoption of Local Plan (no recommendations)

14. The main changes outlined by Scrutiny to its Operating Principles have been detailed above.
15. Discussion of the Corporate Strategy focused on the possibility and desirability of setting targets for the future Council Strategy on the number of employers paying the Oxford Living Wage. However, it was agreed that this was not a preferable way to proceed. Instead, a number of amendments were suggested to the text of the update concerning the Council's response to the Climate Emergency, highlighting the contribution of the Climate Emergency Review Group and clarifying a measure which could easily be misinterpreted.
16. Whilst no recommendations were made in regards to the Local Plan, the Committee discussed ideas around the viability of increased environmental protections within future Local Plans.

03 March

- Blackbird Leys Development Detailed Design (7 recommendations, 5 agreed, one partially agreed, one rejected)
- Annual Gender Pay Gap report (1 recommendation, agreed)
- Performance Monitoring Q3 (2 recommendations, not yet taken to Cabinet).

17. Much of the discussion around the Blackbird Leys Development Detailed Design proposals were made in confidential session due to their commercial sensitivity. The recommendations made were to support greater social value arising from the contract, greater carbon reductions and ensuring the continuity of services running from the Leisure Centre during the project.
18. The Annual Gender Pay Gap report highlighted the two main causes of the Council's pay gap. Firstly, the greater proportion of men in higher-paying roles, and secondly, the significantly higher proportion of women working part time. The main area of discussion was over parenting responsibilities and their impact predominately falling upon women. Scrutiny's recommendation was made in relation to increasing the number of men taking shared parental leave.
19. Two issues in particular were the focus of Scrutiny's discussions over performance monitoring – staff absence levels, and staffing levels. It was recommended that for the next year, a breakdown between long-term and short-term absences be provided given that these have very different causes and remedies, and that each service area should report on the number of posts available, and the percentage of those filled. With Covid-related disruption this has not been taken to Cabinet yet.

04 February

- Customer Experience Strategy (5 recommendations, 4 agreed and one partially agreed)
- Corporate Strategy 2020 – 24 (no recommendations)

20. In its consideration of the Customer Engagement Strategy report the Committee considered the relationships and challenges of wanting to provide an increasingly digital offer to residents and customers, whilst also recognising that the needs of vulnerable people must be safeguarded. The Committee also explored the relationship between customer engagement and wider citizen engagement. The Committee made recommendations requesting that the considerations of the Strategy be extended to the Council's companies, that specific measures be taken to protect the vulnerable, greater targeting be made of the types of the Council's customers, and steps taken to extend the engagement by citizens in Council decisions.
21. Little discussion was held over the Corporate Strategy, largely because it had previously come before the Committee. No additional recommendations to those previously made were agreed.

14 January

- Planning for the 2020 Zero Emissions Zone (5 recommendations, 4 rejected and 1 agreed)
- Go Ultra Low Pilot: Outcomes and Next Steps (1 recommendation, agreed)
- Performance Monitoring: Quarter 2 (6 recommendations, all agreed)

22. The ambition of the Zero Emissions Zone was lauded by the Committee in its consideration of the report. However, a number of technical issues were raised as to its practical application. The Committee raised questions over whether the initial 'red' zone might be extended more quickly, the relevance of the name, the impact of the charging schedule on blue badge holders, and the efficacy of not using fixed cameras for enforcement. Recommendations were made in relation to these, but were not accepted by Cabinet. A recommendation concerning the use of

technology to improve the reductions in emissions by hybrid vehicles was accepted.

23. The Committee was particularly complimentary about the work undertaken by the Go Ultra Low Pilot and commended the excellence of the research and the clarity of the recommendations. Much of the discussion concerned changing attitudes and busting myths in regards to electric vehicles. One recommendation was successfully made, seeking the Council to broaden its definition of electric vehicles so that chargers for electric bikes would also be considered within future plans for electric vehicle infrastructure.
24. Scrutiny made a large number of suggestions in relation to Performance Monitoring, varying from reducing an unrealistic target for the Welfare Reform team, to adding indicators on the amount of spend with local businesses, time taken for leisure centre repairs to be made, and total carbon savings achieved, and clarification around the wording of unclear indicators.
25. Cabinet also made responses to the following reports considered by Scrutiny in November during this reporting period:
 - Waterways (9 recommendations, all agreed)
26. Scrutiny's Budget Review Group report and Climate Emergency Review Group report will be reported on separately at the end of this update.

Housing Panel

27. No meetings of the Housing Panel have taken place since the previous Scrutiny update report to Council. The March and April 2020 meetings were cancelled due to lockdown.
28. One report considered previously by the Housing Panel has, since the last update, been taken to Cabinet. Scrutiny made three recommendations around the mid-point update for the Housing and Homelessness Strategy having heard input from the Lived Experience Advisory Forum on their members' experience of homelessness locally. Scrutiny's recommendations, accepted by Cabinet, will increase the Council's understanding of the impacts of the supported housing commissioned by the Council, ensure greater involvement of service users and those with lived experience in service design, and embed homelessness prevention responsibility across the Council.

Finance and Performance Panel

29. The Finance and Performance Panel convened twice before lockdown, on 29 January 2020, and 25 February, and twice after, on 16 June and 07 July 2020 considered the following reports:

07 July

- Integrated Performance Report Q4 (one recommendation, the response to which will be reported on in the next update)
- Performance Monitoring Q4 (no recommendations)

30. The areas of discussion by the Panel regarding the Integrated Performance Report Q4 were over the level of capital spending over the last year, levels of reserves and specific areas of significant variance between outturns and budgeted figures, the majority of which were bringing forward spend in multi-year projects. One recommendation was made to review service charge levels to ensure the Council was not overcharging tenants.
31. With the effects of Covid-19, it was reported that Performance Monitoring would be challenging; it was necessary to revisit both the Council Business Plan for 2020/21 and the budget and medium term financial strategy to factor in the disruption of Covid, decisions during which necessarily would have impacts on performance targets. As such, no new KPIs would be set until the new financial year. However, the Finance and Performance Panel will continue to receive updates on its previously-selected KPIs so long as they were not now irrelevant in the context of Covid, and will also receive update reports against the progress of the Council's 2020/21 business plan.

16 June

- April Financial Monitoring Report

32. The April Financial Monitoring Report considered the financial impacts on the Council of Covid-19. Discussion was wide-ranging, taking in issues including the impact of the proposed pausing of some capital projects on the Council's companies, the process for unpausing such schemes, rate relief eligibility for language schools, anticipated levels of unemployment, the potential benefits of being able to capitalise losses and the impacts and opportunities of having housed all rough sleepers in the city during the pandemic.
33. Two recommendations were made. The first, underlining the Panel's support for the Council's existing work to lobby government to allow capitalisation of deficits in order to enable spreading them over a longer period, and the second a request that, due to a specific window of opportunity existing, that the Council not pause its investment in cycling infrastructure.

5 February

- Monitoring Social Value (two recommendations made, responses to be reported on in next briefing)
- Integrated Performance Report Q3 (no recommendations made).

34. The report on Monitoring Social Value was approved at the meeting on 7 July 2020 and has therefore not yet been to Cabinet. It will be reported on in the next briefing to Council. However, the Panel did request that congratulations to the officers involved in implementing the Council's Social Value considerations in procurement be given. It is felt that this is clearly a complex and challenging area, but sufficiently important to persevere with. The officers are to be praised for the progress made to date.
35. Particular discussion was devoted in the Integrated Performance Report Q3 scrutiny to the capital programme and current spend versus the budgeted spend at the start of the financial year. However, no recommendations were made.

29 January

- Treasury Management Strategy (no recommendations)
- Capital Strategy (two recommendations, both agreed)

36. No recommendations were made in regards to the Treasury Management Strategy, though discussion was devoted to the planned growth in the Council's borrowing position and the impacts, risks and opportunities related to this. On the back of this discussion a report has been agreed for a future Finance and Performance Panel meeting to consider the strengths and weaknesses of different sources of external borrowing, including the Public Works Loan Board, Municipal Bonds, Social Impact Bonds and the option of setting up the Council's own bond.
37. Concerning the Council's Capital Strategy, the Panel discussed one particular capital project in particular - the rationalisation of the ODS depot - and made one recommendation, which was accepted by Cabinet, that proposals for the project should be subject to consultation beyond simply those embedded within the Planning system. Staff, elected members and nearby residents will now be given the opportunity to share their views on any future proposals. A second recommendation was made, also subsequently accepted by Cabinet, to address a situation where the Council might be overlooking suitable properties on the basis of their current energy efficiency standards, rather than their potential future standards subject to possible retrofits.

Companies Panel

38. The Companies Panel met on 06 March and 22 June 2020 and heard the following reports:

22 June:

- ODS 2019/20 End of Year report (1 recommendation, agreed)
- OxWED update (no recommendations)
- Barton Park Q3 report (no recommendations)
- OCHL Appointments and Governance Update, Performance Update

39. Though all papers considered were update reports, and backwards looking, discussion invariably focused on the impacts of Covid-19 and the mitigations required. The recommendation made to the Shareholder and Joint Venture group related to this issue, noting that the Council's decisions to pause certain capital projects which may have been undertaken by ODS would have impacts on its ability to make returns to the Council. It was sought that this and other social value impacts would be considered as criteria when deciding whether or when to unpause capital projects.

06 March:

- ODS Q3 and YTD report, including Street Cleansing customer service overview (3 recommendations made, all agreed)
- OxWED Update report (no recommendations)

- Barton Park Q3 report (no recommendations)
 - OCHL Governance Update, and Q3 performance report (2 recommendations made, one agreed and one partially)
40. Recommendations regarding ODS concerned working with the Council to maximise the benefit of any new or reinvigorated City Centre Toilet Scheme, and two suggestions on how it might target recording of the key information it requires to track its success in growing the business. All three were agreed, but it was noted that in regards to any City Centre Toilet Scheme the primary driver of any such scheme would be the Council, rather than ODS, and that their primary focus was on ensuring high standards and safety in the toilets already provided.
41. As with the recommendations made to Cabinet in the Blackbird Leys, the Panel's recommendations regarding OCHL reflected the recommendations of the Climate Emergency Review Group in endorsing the use of a scheme to divert tenant money spent on energy efficiency towards investing in greater energy efficiency measures instead, and seeking clarity on any potential trade-offs between Council priorities if energy efficiency of the Housing Company's builds were to be increased beyond its current business plan. The latter of these was agreed, and the former was agreed to be within the Council's gamut of options for delivering energy efficiency measures in its housing.

Scrutiny Review Groups

Budget Review Group

42. The Budget Review Group provides an independent layer of challenge and oversight to the Council's proposed Budget and Medium Term Financial Plan. Following meetings with Executive Directors and Heads of Service the Review Group's report, containing 25 recommendations, was agreed by the Scrutiny Committee on 04 February and referred to Cabinet for its 12 February meeting.
43. Of the 25 recommendations made, 19 were agreed in full, 3 in part, and 3 were rejected.
44. Recommendations accepted from the Scrutiny report include: prudent steps to ensure any excess external grant homelessness-related funding is used to support the homelessness reserve, ensuring that the Council considers the social value impacts of its new ways of working programme suggestions, obtaining clarity around the Council's spending on decarbonisation programmes, and suggestions about how to develop offsetting schemes which will maximise efficiency with tangible local benefits.

Climate Emergency Review Group

45. The Climate Emergency Review Group was convened to consider how, particularly in relation to the built environment, the Council might respond to the learning from the Citizens' Assembly on Climate Change, which indicated public support for local measures to reduce carbon emissions at a faster rate than those required by central government. It did, however, also consider issues relating to biodiversity and transport as well. In support of the Review Group's work the Council was 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. As part of its work, senior officers, Cabinet Members and Review Group Members also attended a visit organised by the Scrutiny Officer to the Springfield Meadows development in Southmoor on 24 January 2020, a zero-carbon housing development.

46. The Review Group held seven meetings over December 2019 and January 2020, and the draft report and 56 recommendations were agreed by Scrutiny on 03 March 2020. Whilst the recommendations of the Climate Emergency Review Group were presented to Cabinet in March 2020, owing to the number, breadth and importance of the recommendations it was agreed that a response would be made by Cabinet at its June meeting. However, this date has been further delayed by the impacts of Covid-19 and a formal response is now anticipated in October.

Future Review Groups

47. The Scrutiny Committee will select its chosen topics for Review Groups at its meeting on 04 August. Of the following, one will be selected for review in addition to the annual Budget Review:
- Citizen Engagement and how the Council can include the public more in the Council's decision-making and activities
 - Domestic Abuse and the sufficiency and suitability of existing services, particularly for BAME women
 - Climate Emergency, considering alternative areas that had to be omitted by the previous scope due to capacity restraints, and feeding into the desire to 'build back better'.

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

Tom Hudson – Scrutiny Officer
Email: thudson@oxford.gov.uk; Tel: 01865 252191

This page is intentionally left blank

Scrutiny work plan

June 2020 to September 2020

Published on 10/07/2020

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.

The plan sets out the work of scrutiny for this council year and will be reviewed at each meeting of the Scrutiny Committee.

The 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.

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 Cabinet 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), Joe McManners (Vice Chair), Mohammed Altaf-Khan, Lubna Arshad, Shaista Aziz, Tiago Corais Hosnieh Djafari-Marbini, James Fry, Richard Howlett, Pat Kennedy, Ben Lloyd-Shogbesan, Craig Simmons
Finance and Performance Panel	Finance and budgetary issues and decisions, performance management	Councillors: James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith.

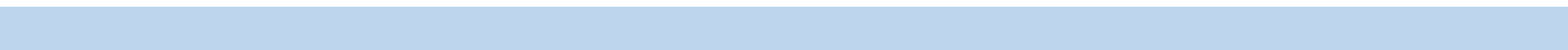
Housing and Homelessness Panel	Strategic housing, homelessness and landlord issues and decisions	Councillors: Shaista Aziz (vice-Chair), Nadine Bely-Summers, Mike Gotch, Sian Taylor, Elizabeth Wade, Dick Wolff Tenant co-optee: Tony Buchanan
Companies Panel	Shareholder function for companies and joint ventures	Councillors: James Fry (Chair), Tom Landell Mills, Chewe Munkonge, Craig Simmons.

Current and planned review groups

TBC

Timings of review groups

TBC



110

Scrutiny Committee

04 August 2020 – provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Scrutiny Review Groups	No	To agree scopes and memberships of the Scrutiny Review Groups for the forthcoming year	NA	Tom Hudson, Scrutiny Officer
Procurement Strategy 2020 - 2021	Yes	To present the Councils Strategy for the Procurement of Goods and Services for the period 2020- 2021.	Deputy Leader - Finance and Asset Management	Annette Osborne, Procurement Manager

Street Naming and Numbering Policy	Yes	Revised Street Naming and Numbering Policy for adoption	Safer Communities and Customer Focused Services	Emma Griffiths, Lawyer
------------------------------------	-----	---	---	------------------------

01 September 2020 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Proposal to improve the Private Rented Sector through Selective Licensing	Yes	The report provides findings from a review carried out into the housing conditions within the private rented sector and seeks approval from members to conduct a statutory consultation into the introduction of selective licensing of the private rented sector across the city	Cabinet Member for Planning and Housing Delivery	Gail Siddall, Team Leader , HMO Enforcement Team
Review of the Additional HMO licensing scheme	Yes	The report provides findings from a review carried out for the HMO Licensing Scheme and seeks approval from members to conduct a statutory consultation to renew the scheme in January 2021	Cabinet Member for Planning and Housing Delivery	Gail Siddall, Team Leader , HMO Enforcement Team
Council Tax Reduction Scheme for 2021/22	Yes	A report to seek approval for proposals for consultation on changes to the Council's Council Tax Reduction Scheme for 2021/22.	Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits
Fusion Lifestyle's Annual Service Plan for Oxford leisure facilities (2020/21)	Yes	To recommend that Cabinet endorses Fusion Lifestyle's Annual Service Plan (2020/21) for the continuous development, management and operation of leisure services in Oxford.	Cabinet Member for Leisure and Parks	Lucy Cherry, Leisure and Performance Manager
Discretionary Housing Payment Policy	Yes	To review the operation of the Discretionary Housing Payment policy, and to amend the policy, if required.	Cabinet Member for Supporting Local Communities	Paul Wilding, System Change Manager - Homelessness Prevention

111

Finance Panel

No meeting scheduled prior to September

Housing Panel

03 August - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Housing Delivery Plan	Yes	On 13 February 2020, Government published the results of the Housing Delivery Test for 2019. The Housing Delivery Test compares how many homes were built in Oxford over the last three years against how many homes were needed during the same period. The Council's result fell below 95% (scoring 70%) meaning that a Housing Delivery Test Action Plan (Housing Delivery Plan) must be published. This report introduces the Housing Delivery Plan for Cabinet to approve.	Cabinet Member for Planning and Housing Delivery	Tom Rice, Principal Planner
Impact of Covid-19 on private rented sector tenants	No	The Housing Panel will be addressed by Oxford Tenant's Union to hear of the impact the Covid-19 pandemic has had on private sector tenants		

Companies Panel

No meeting scheduled prior to September

Criteria

The following TOPICC criteria may be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- **Timely** – is it timely to consider the issue?
- **Oxford priority** – is it a council priority or relates to an essential service?
- **Public interest** – is it of significant public interest?
- **Influence** – can Scrutiny have a meaningful influence and add value?
- **Cost** – is there a significant financial impact or an area of high expenditure?
- **Cabinet** – is the item being considered a Cabinet paper, and are the additional resources requirements of commissioning a non-Cabinet paper justified by the need for the topic to be scrutinised?

Appendix 2: Summary of Items to be included in the Scrutiny workplan

Scrutiny Committee

1. Zero Emission Zone
2. Apprentices and NEETs.
5. Grant Allocations to Community and Voluntary Orgs 2021/22
6. Tourism Review Update
7. Air Quality Annual Status Report
8. Workplace equalities
9. East Oxford Community Centre Scheme
10. Acceptable Behaviours Consultation
11. Sustainability Strategy
12. Annual Update on the Council Business Plan
14. Oxpens Redevelopment Update
16. Climate Emergency Review Group Update
27. Council Tax Support Scheme
31. Annual Monitoring Statement
34. Safeguarding Report 2020/21
38. Zero Carbon Building Pilot report
43. Oxford's waterways

Finance and Performance Panel

13. Fusion Lifestyle performance report
20. Budget Review 2019/20 recommendations
21. Budget 2020/21
22. Treasury Mid Year performance
23. Capital Strategy 2021/22

24. Treasury Management Strategy 2021/22
25. Monitoring social value
28. Council performance (4 items)
26. Integrated Performance Reports
30. Infrastructure Funding Statement
39. Council Borrowing Options

Housing and Homelessness Panel

18. Tenant Satisfaction
32. Additional HMO Licensing
33. Update of Housing Assistance and Disabled Adaptions Policy
35. Allocation of Homelessness Prevention Funds 2021/22
36. Capitalisation of energy efficiency measures
37. Retrofitting Plans
41. Floyds Row update
42. Housing Performance (4 items)

Appendix 3A Cabinet Responses to Scrutiny recommendations

22 January 2020 CABINET

Waterways

Recommendation	Agree?	Comment
<p>1) That the post of Oxford Waterways Coordinator be extended for a sufficient duration to enable the benefits of the Oxford Waterways partnership to be realised.</p>	Agree	The post has established a strong partnership approach to improving the waterways, developed and published a clear vision and a framework for improvements. Already, much as been achieved and extending the post to continue this work is supported.
<p>2) Where appropriate and in line with our standard review processes and timescales, council strategies and policies will be updated to reflect the contribution of the waterways to the city. For example, the Local Plan, Infrastructure Delivery Plan, Housing and Homelessness Strategy, Green Spaces Strategy and Leisure Strategy.</p>	Agree	As the review cycle allows, and in line with the Council's priorities, there will be opportunities to update our strategies and policies to reflect the contribution made to the city by the waterways.
<p>3) That the city's waterways are recognised as an infrastructure asset and consideration is given to where and when the Council should invest to support them, alongside that of wider partners.</p>	Agree	As the project has developed, we have gained a better understanding as to the range of benefits and opportunities which the waterways present to the city. We will continue to work across the organisation and with our partners to support and maximise those, in line with our priorities.
<p>4) Given the limited understanding of the diverse communities living on boats in the city, the Council considers how, together with the other key partners and communities involved, it can develop a better understanding of the number of people living permanently on boats in the City, the varying reasons for living on boats, the provision of mooring sites and services and the suitability of existing infrastructure to support these communities and whether there are any unmet needs which partners can work together to</p>	Agree	<p>We will discuss with colleagues across the council as to whether there are gaps in our knowledge, where any further research/evidence base can assist in our policy making and the way we respond to specific needs.</p> <p>This will also require further joint work with key partners such as the Environment Agency and the Canal & River Trust.</p>

Recommendation	Agree?	Comment
<p>resolve.</p>		
<p>118</p> <p>5) That consideration is given as to how the Council should establish a position on the issue of boats as housing and what roles and responsibilities the Council has, alongside those of its partners. Consideration of the following questions may help inform this position:</p> <p>a) Does Cabinet agree with the Scrutiny Committee that boats should be recognised and welcomed for the contribution they currently make to housing provision in the city?</p> <p>b) Council should consider its own roles and responsibilities, alongside those of its partners, with regard boats being used as homes. This should include seeking to understand the Council's statutory roles, such as those associated with being a housing and planning authority, also the wider legal obligations under, for example, equalities legislation.</p> <p>c) Are there sufficient mooring sites and service infrastructure, and what is the Council's role and those of other partners in addressing any shortfalls?</p> <p>d) Is the infrastructure at current Council-owned sites sufficient?</p> <p>e) Are there opportunities for the Council to develop approaches to prioritise the allocation of moorings to those most in need?</p>	<p>Agree</p>	<p>It is acknowledged that boats make a valuable contribution to housing supply in the city, providing homes to vibrant communities.</p> <p>However, the growth in the use of boats as homes and the associated issues is a complex area for the council and our partners.</p> <p>We recognise that further work with colleagues across the council, with key partners and of course with those communities living afloat, is now needed.</p> <p>Through this, we will seek to develop clearer policies, identify and address any shortfalls or unmet need, based on evidence and through engaging and involving our communities.</p> <p>We will first discuss with Cabinet colleagues how best to progress this, in line with our wider priorities.</p>
<p>6. As the Council works together with its partners and communities to regenerate and improve the waterways within the City, it should increase the</p>	<p>Agree</p>	<p>Scrutiny Committee's support for this area of focus is welcomed. Celebrating, protecting and enhancing the heritage of the waterways remains a key objective of the</p>

Recommendation	Agree?	Comment
<p>emphasis on the contribution made to local history and culture, ensuring that this heritage is protected and enhanced wherever possible.</p>		<p>Oxford Waterways Project work and there is a range of activity planned across 2020.</p>
<p>7. That the Council will support the use of the waterways as a health and wellbeing resource, supporting healthy communities. In particular, it will support efforts to explore how the waterways can contribute to social prescribing activity and other health initiatives such as health walks.</p>	<p>Agree</p>	<p>Scrutiny Committee's support for this area of focus is welcomed. Promotion of the waterways as an infrastructure asset which supports active, healthy people is a key aim for the Oxford Waterways Project and there is a range of activity planned across 2020.</p>
<p>8. That Council will work with its partners and communities to deliver and support improvement initiatives on the waterways which contribute to wider efforts to combat the climate and ecological crisis</p>	<p>Agree</p>	<p>Scrutiny Committee's support for this area of focus is welcomed. Good progress has already been made with delivering initiatives that protect and enhance the biodiversity of the waterways, combat pollution and damage. There is a range of activity planned across 2020.</p>
<p>119 9. That the Council identifies how it intends to increase access and use of the waterways by all in the city, particularly as routes for sustainable alternative transport modes such as cycling and walking, with particular consideration given to the issues at Wolvercote Lock and Hythe Bridge.</p>	<p>Agree</p>	<p>Scrutiny Committee's support for this area of focus is welcomed. We continue to work closely with colleagues in the County Council, with the Canal & River Trust and other partners such as SusTrans, to improve the infrastructure, and to promote and increase use of the waterways as places to walk, run and cycle. This work looks across the whole city and there is a range of activity planned across 2020.</p>

Housing and Homelessness Strategy

Recommendation	Agree?	Comment
<p>1. That the Council will develop an informed qualitative understanding of the support provided by supported housing providers commissioned by OCC, particularly through additional consultation with recent and current service users.</p>	<p>Agree</p>	<p>The Lived Experience Advisory Forum, established through the Oxford Homeless Movement, has been established partly for this purpose. The Council would very much like to engage with LEAF to better understand the client experience of our commissioned services.</p>

Recommendation	Agree?	Comment
<p>2. That the Council will discuss with the Lived Experience Advisory Forum to agree the most appropriate means of ensuring those with lived experience of homelessness are involved in the transformation programme of homelessness services at strategic and service design levels, as well as the development the new Housing and Homelessness Strategy.</p>	Agree	<p>We intend and have already started to work closely with the Lived Experience Advisory Forum to help inform the design and implementation of our homelessness services in this crucial period of transformation. The voice of those with lived experience is a key element of Crisis’s workplan during the feasibility/needs assessment phase of the transformation programme. We also fully intend to involve the forum to help us shape the new Housing and Homelessness Strategy.</p>
<p>3. That the Council makes further progress on embedding homelessness prevention within all the services it delivers. This work to include</p> <ul style="list-style-type: none"> - Continuing and reinvigorating the work of the cross council Homelessness Reduction Act Project Group/Homelessness Prevention Officer Group, and ensuring this group continues to identify and deliver actions to embed prevention work across the authority. - The continuation of “Tenants at Risk meetings to continue to ensure officers from teams across the authority work together on cases to prevent homelessness. - Enablement of the Council’s key partner organisations in homelessness prevention through continued support of the Oxfordshire Homelessness Prevention Champions Network to build understanding and relationships with staff from a range of organisations in order to prevent homelessness 	Agree	<ul style="list-style-type: none"> i) This is already in train and the Council-wide Homelessness Prevention Officer Group, with a new scope agreed for their work, has its first meeting scheduled in January. ii) We are fully committed to continuing the Tenants at Risk meetings. These are chaired by a senior officer, reviewed on a regular basis and is a critical tool in the prevention of homelessness. iii) As a legacy of Trailblazer, Oxford City continues to support the Champions Network with officer support confirmed.

120

12 February 2020 CABINET

Budget Review Group Report

Recommendation	Agree?	Comment
<p>1. That the Council, in the event that it receives external homelessness-related grant receipts above predicted levels, tops up the homelessness reserve with unspent monies.</p>	Yes	The Council received £755k Flexible Homelessness Grant (£255k above predicted levels) and £171k of New Burdens grant (which was predicted to be zero). The additional amount of £426k has been added to the homelessness reserve. It should be noted that these grants are linked to the delivery of the Homelessness Reduction Act obligations and expenditure is monitored by MHCLG.
<p>2. That the Council, in its final budget report, includes specific reference to the cost of Council-funded homelessness services (street homelessness and temporary accommodation) as a percentage of its net budget. Further, that it adds commentary to explain the long-term financial paybacks of investing in prevention and early-intervention homelessness services.</p>	Yes	The £7.4m is 7.5% of the gross General Fund expenditure and 30.6% of the net budget requirement Upfront investment in prevention and early intervention services reduces the expenditure on expensive, crisis services such as B&B, temporary accommodation and services related to rough sleeping. There is also a wider impact on broader public services such as children and adult social care, criminal justice and health.
<p>3. That the Council identifies and uses national benchmarks for homelessness-related spending to monitor the value for money of its approach.</p>	Partially	This is not possible at this time. Whilst we agree with the principle in terms of giving an indication of value for money, there is no approved available benchmarking to reference and although there is financial information available from CIPFA, financial information alone without detailed non financial information on service levels is unreliable. However, as and when such information becomes available, we stand ready use it.
<p>4. That the Council monitors and reports on the outcomes of commissioned outreach services at Floyds Row to determine efficacy and value for money before such services are recommissioned.</p>	Yes	Yes, robust contract monitoring is in place and service specifications are set up with a view to enabling a flexible approach within the current contract period and lessons learnt to be taken into consideration as part of future specifications.

Recommendation	Agree?	Comment
5. That in its final budget, the Council reports separately on how much of the £18 million of capital investment the Council has made to help support decarbonisation measures in Oxford has been spent to date.	Yes	Details confirmed in the table at the end of this document
6. That the Council in its final budget itemises the percentage of spending on decarbonisation measures within each service area.	Yes	The £18million identified above is over a number of years and with the exception of £1.5 million on HRA initiatives and Home Improvement Agency initiatives of £1.7m is largely spent on areas within the Environmental Sustainability service area. In addition to the above, there is the cost of the staff working on these areas plus other future work which has yet to be fully understood and costed on the councils operational buildings and council houses.
122 7. That future budget proposals feature independent officer comment on the impact that the Council's plans may have on the environment, and how closely aligned the proposals are to the Council's broader environmental ambitions	Yes	The impact of the Council's capital projects on the environment is now being picked up in the capital monitoring process which is overseen by the Project Management Office. Managers are required to input comments relating to this on their monthly updates
8. That the Council devises a policy on offsetting to balance the delivery of efficient and accredited offsetting with tangible local benefits. Specific consideration to be given to investing in 'pure' carbon offsets and donating the spread figure between the price of those and 'co-benefit' carbon offsets to the Lord Mayor's Climate Fund.	Yes	Detailed consideration will be given to how offsets are implemented. The council will devise a policy around offsetting, however this is a complex and specialist technical area which will take some time to develop.
9. That the Council reconsiders the costs and benefits of the proposal to cancel the funding for the Blue Bin recycling league, and to consider this as a priority item for funding in the event that funding becomes available between the creation of the draft budget and the agreement of the final budget.	Partially	There may have been a misunderstanding on this point. Only £19k of the £139k cost of providing the Blue Bin recycling initiative has been put forward as a saving: members declined to take a larger saving in this area. This saving principally relates to the Blue Bin League itself in terms of financial incentives and prizes to organisations. The team undertaking the education of customers to

Recommendation	Agree?	Comment
		recycle will remain in place.
10. That the Council undertakes a review of its approach to those who repeatedly contaminate recycling bins, and to include greater consideration of whether the use of fines is an appropriate response.	Yes	Yes, a review will be undertaken. Options analysis is a regular part of officer recommendations and best practice is sought continually.
11. That the Council will encourage as a member of the Oxfordshire Waste Partnership the use of the WRAP Toolkit for Local Authorities to identify and support partnership priorities.	Yes	This can be considered, however, as is recognised in the question the Oxfordshire Waste and Resources Partnership is made up of all Oxfordshire local authorities and consequently all authorities will need to agree to this suggestion before it is implemented.
12. That prudent assumptions for income expectations arising from the Zero Emissions Zone be included with the Medium Term Financial Plan.	No	Given that this is a new initiative it is difficult to assess a realistic level of income that would accrue to the authority as this would depend on the amount collected, the associated cost of provision and how proceeds were distributed by the County Council who are primarily responsible for implementation. Any revenue due to the authority will be introduced into the Council's budget once the zero emission zone is operational and more information is available. We therefore believe that a nil figure is appropriate at this stage.
13. That the Council takes actions to promote the successes of the Planning apprenticeship team and the positive impact well-delivered apprenticeships can deliver.	Yes	It is proposed to have an article in the external 'Your Oxford' newsletter which highlights the successful apprenticeship programme delivered by the Council, of which the Planning apprenticeship will feature. This is due Spring 2020. It is also proposed to run some internal 'stories' of successful apprenticeships taken up by current employees in line with the Your Oxford article and promote the opportunities available through the levy funding.
14. That the Council, in its final budget report, lists the perceived risk to deliverability of savings within the General Fund Budget Proposals	Yes	This has been covered within the risk implications section of the report.

Recommendation	Agree?	Comment
Summary.		
<p>15. That the Council continues to pursue prudent invest to save schemes, and that it gives particular attention to savings enabled through technology, especially artificial intelligence and automation.</p>	Yes	<p>Yes the Council will continue to invest in schemes which seek to improve efficiency and save money. Members will note the considerable investment in ODS of approximately £18million which will drive increased dividends to the council of circa £3 million per annum. The Council will continue to pursue all efficiencies and invest to save schemes that arise from ICT, accommodation and service transformation.</p>
<p>16. That in considering the viability of proposed projects within the New Ways of Working programme consideration of social value impacts be embedded as part of the decision-making process.</p>	Yes	<p>The Council has taken steps in the procurement of supplies and services to embed social value offered by tenderers in the evaluation of all quotations and tenders received. The council has also recently hosted a number of seminars on the inclusive economy and working with social enterprises. Whilst there is still much to be done we have made some progress and there is a report tracking to Finance Panel in February on this progress. We will seek to embed the consideration of social value in all that we do although how this is still the subject of discussion.</p>
<p>17. That the Council takes steps to become more ‘digital by default’ rather than ‘digital by choice’ in its service provision, and as part of this presents to members a report on the costs of current non-digital provision, the possible savings made by digitalisation in key service areas and the cost of possible mitigation measures. The Council will also consider potential internal savings by additional digitisation.</p>	Partly	<p>The Customer Experience Strategy responds to rising demands and expectations caused by a more digital society. The strategy is predicated on helping and encouraging those that can to help themselves, whilst recognising that there is still a need for other customers to be supported either because of vulnerability or the complexity of a case. The strategy is clear that the service should not diminish for these customers. It is also clear that the online offering should be at least as good as other channels to encourage their use, and to ensure customers are not pushed to more expensive channels.</p> <p>The enabling tools, skills and services described in the strategy have already helped to identify the delivery of</p>

Recommendation	Agree?	Comment
		savings in the medium term financial plan, and the potential for further efficiencies may also arise and as they do will be captured as part of the budget process.
<p>18. That the Council reconsiders the costs and benefits of the proposal to reduce the Community Safety out-of-hours service to weekends only, and to consider this as a priority item for funding in the event that funding becomes available between the creation of the draft budget and the agreement of the final budget.^[1]</p>	No	Analysis of the demand for out of hours noise services during the week show that the cost of each call represents poor value for money, in contrast to demand levels at weekends. Staffing the project also impacts on the well-being of staff who are delivering the project as they also perform their day time roles. This is a good example of where new technology (in this case, the ability of citizens to collate evidence with officer attendance) means a service can be delivered more efficiently.
<p>19. That the Council in its final budget provides an explanatory note which references the unmentioned staffing and other cost-neutral impacts the scheme will have, and significant benefits of the selective licensing scheme: protection of private sector tenants, and the creation of additional employment at no cost to the Council.</p>	Yes	The work to develop a case for selective licensing will be undertaken in 20/21, this work will include the operation of the proposed scheme and the costs of implementation and operation.
<p>20. That the Council reviews its pavement café licensing scheme outside the City Centre giving particular consideration to the cost-benefit of existing fee income and the cost of monitoring and enforcement.</p>	Yes	A review will be carried out during the financial year 2020/21 taking account of these and related matters.
<p>21. That the Council writes an explanatory note concerning the extra legal roles in Law and Governance, drawing attention to their necessity for the delivery of corporate priorities, the additional benefits they expect to bring and the challenge of quantifying those benefits.</p>	Yes	<p>Additional Planning Lawyer and Commercial Property Lawyer - £132k</p> <p>Following a review of the capacity within the Legal Services team to support the Council's plans to invest £67m in commercial property within the period of the Medium Term Financial Strategy and to deal with the resultant planning advice two new posts have been</p>

^[1] No priority is given between this recommendation and recommendation 9

Recommendation	Agree?	Comment
		recommended. Whilst beneficial financial impacts are anticipated from both posts, particularly through the preparation of S106 Agreements, too many uncertainties exist to allow a quantification of their income generation.
<p data-bbox="100 790 145 861">126</p> <p data-bbox="145 470 918 646">22. That the Council reviews the merits and anticipated negative impacts of increasing fees and charges for land transactions within the Planning and Law and Governance services by the rate of inflation.</p>	Yes	<p data-bbox="1120 470 1971 1340">Following the meeting of the Budget Review Group on 20 January 2020 the Head of Law and Governance has again reviewed the proposed fees and charges for Law and Governance and recommends that they remain as stated without any increase for 2020/2021. These will be kept under review during 2020/2021. The property transaction charges largely apply to small/one person businesses or community groups. With the fees at the current level, the Council does not generally have a problem recouping the costs. The main concern with increasing the fees would be that a) small business/individuals would be put off following the proper course of entering into legal agreements (for example a Licence to Occupy where the fee is currently £400.00), b) the Council would have more difficulty finding tenants for empty units and c) any increase in fees would lead to non-payment and result in a lower income through fees overall. In commercial transactions if higher legal fees are charged then the tenant usually counters this by negotiating a longer rent-free period or a lower rent. It should also be noted that if the tenant has security under the Landlord & Tenant Act 1954, the Council is not able to charge for the work in relation to the renewal lease.</p>

NB A further 3 recommendations restricted due to commercial sensitivity, two agreed, one rejected. For full details see the confidential pack from the Council meeting of 13 February

Planning for the Zero Emissions Zone

Recommendation	Agree?	Comment
1. That the Council considers the suitability of the 'Zero Emissions Zone' name based on comparisons with the names and vehicle-charging criteria of other Clean Air Zones.	No	The Council has already undertaken considerable assessment of the name Zero Emission Zone and find it suitable to describe the zone and the Council's intentions.
2. That the Council explores the potential future use of geofencing for hybrid vehicles entering the zero emissions zone.	Yes	When geofencing is widely available it will be appropriate to consider how the technology can be used to enforce the ZEZ.
3. That the Council revisits the business case for use of fixed cameras as opposed to mobile ANPR, with particular focus on the capital and revenue costs, anticipated fee generation and levels of behaviour change between the two methods of enforcement.	No	The business case will form part of any final signoff for the scheme by both the City and County Council and it will be under review up to that point.
127 4. That the Council seeks to extend the Red Zone to include Broad Street and Turl Street.	No	These areas will form part of the Green Zone in 2021/22. No stakeholders have been engaged in these areas to date and it would therefore not be appropriate to include them in the Zone from Dec 2020.
5. That the Council amends the proposed daily charges to remove blue badge holders from the charge until December 2030, but for reconsideration as part of a full review of charges in 2024.	No	The Councils are already committed to a review in 2024.

Performance Monitoring Q2

Recommendation	Agree?	Comment
1. That the Council adds an additional indicator: percentage of total spend on non Council-owned local businesses	Yes	This figure could be easily calculated. Caterina Abrusci
2. That the Council amends the wording of indicator ED002 (Implementation of measures to reduce the City Council's carbon footprint by 5% each year)	Yes	Our target is based on emissions reductions through installed measures and seeks to clearly show a reduction

Recommendation	Agree?	Comment
<p>by adding 'below what it would otherwise have been' afterwards</p> <p>128</p>		<p>target that the Council has control over. This approach was audited by PWC, endorsed and held up as best practice as to an approach that many organisations are taking. Emissions capture is so complex and interwoven, there are challenges to where it starts and stops being our responsibility. We are content with the wording being added, we don't believe it changes the methodology of reporting either in year or in the future. We understand that this has been changed with immediate effect anyway because we have previously accepted this wording from Scrutiny. Absolute emissions are reported through our Greenhouse Gas Report to BEIS done on an annual and retrospective basis. The calculations around reporting change each year with grid decarbonisation and are captured and reported through the ONS. We believe our KPI internally seeks to forward look to remove emissions from our Estate and Operations, where-as reporting on absolute emissions is a backward look.</p> <p>Jo Colwell</p>
<p>3. That the Council adds an additional annual indicator: total carbon footprint (excluding the impact of offsetting measures and including the Council's companies)</p>	Yes	<p>We are happy to publish this indicator using the best data available, however, we would not wish it to distract from our core KPI.</p> <p>Jo Colwell</p>
<p>4. That the Council devises an indicator to show the length of time taken between leisure centre repairs being reported and their completion</p>	Yes	<p>Ian Brooke will work through the measures to ensure the measure provides meaningful insight.</p>
<p>5. That the target WR001 (Number of people moved into work by the Welfare Reform Programme) be reduced by 25%</p>	Yes	<p>It has been agreed for the measure to be reduced by 25% for the remainder of the current financial year. The target set at the start of 19/20 will be maintained for 20/21 as staffing issues in the Welfare Reform Team have now been addressed: A new caseworker has been recruited and another member of staff has returned from maternity leave.</p>

Recommendation	Agree?	Comment
		Paul Wilding
<p>6. That the Council provides to Scrutiny an additional measure: capital expenditure in the year-to-date as a percentage of the start of year capital expenditure budget.</p>	Yes	<p>The capital outturn report which went to CMT today for the second quarter ended 31-12-2020 showed forecast outturn of £54.621 million against a revised budget approved by Council in December of £59.961 million i.e. 91% forecast spend.</p> <p>The budget approved in February 2019 for 2020-21 was £101.5 million. Taking this budget the outturn forecast is 53.8%.</p> <p>It will be possible to itemise spend against Service Area.</p> <p>I will attend the next Scrutiny Committee to explain further.</p> <p>Nigel Kennedy</p>

129

Customer Experience Strategy

Recommendation	Agree?	Comment
<p>1. That the Council gives consideration to the variety of customer-groups the Council engages with, their specific needs and desired outcomes from their engagement, and the Council's current performance in delivering those outcomes in the delivery and prioritisation of work within this strategy.</p>	Yes	
<p>2. That the Council as shareholder ensures that a similar customer experience and service improvement exercise is undertaken in its wholly-owned companies, particularly Oxford Direct Services.</p>	Yes	<p>ODS is undertaking a review of the commercial customer experience, focusing on how we measure and improve customer satisfaction, how we identify and manage new customer expectation, and how we capture customer value beyond the obvious financial transactions. This will be reported back to the ODS Board and Shareholder in the coming months</p>

Recommendation	Agree?	Comment
<p>3. That in future iterations of the strategy, the Council looks at future opportunities to increase democratic engagement.</p>	Yes	
<p>4. That the Council develops a citizen engagement strategy to raise the level of engagement across all elements of its interface with the public.</p>	Partial	<p>The Council did previously have a Community Engagement Policy which expired in 2017.</p> <p>Scrutiny has requested a paper on “Public participation in decision making and citizen involvement” for their April 2020 meeting: ‘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’. The Council is in agreement with the broad recommendation, but considers that more targeted recommendations and responses may be made following Scrutiny’s report on Citizen Engagement in April and suggests a delay until after this report has been presented may be a more effective way of sequencing this work..</p>
<p>5. That the Council engages with GP surgeries through their social prescriber link coordinator and any other social prescriber fora to promote the availability of the HIA and other relevant services.</p>	Yes	<p>The Council is already undertaking this, specifically through participating in</p> <ol style="list-style-type: none"> 1. Health work streams such as the Health Improvement Board Sub groups, and working with Locality Officers, Prevention Champions, and all of the Physical activity work programm and are currently giving consideration to how we use these links to support the development and prioritisation of services within our priority areas. 2. The primary care network working group, which includes the newly appointed social prescribers and will involve attending the social prescribing Workshop with all the new social prescriber staff lead by Public Health

Capital Strategy

Recommendation	Agree?	Comment
1) That the Council consults with the ODS workforce, elected members and the public on any future proposal for depot rationalisation.	Yes	<p>This will be carried out by Oxford Direct Services as part of the business plan, as a deliverable criteria in the evaluation and consultation with staff.</p> <p>The development of the ODS New Depot delivery plan is being carried out by ODS and it will be incumbent upon ODS to carry out consultation with workforce, residents, public, and elected members.</p>
2) That clarity is provided in the Capital Strategy that when properties are assessed for potential purchase consideration will be given to any opportunities to redevelop or retrofit properties that are not compliant with the relevant energy efficiency standard.	Yes	<p>Properties for purchase will be assessed against investment criteria, which includes compliance with the relevant energy efficiency standard. Where there is non compliance, the cost of bringing up to the required standard will be factored into the bid price.</p>

11 March CABINET

Blackbird Leys Development

Recommendation	Agree?	Comment
1. That the Council asks Catalyst Housing Limited to complete the Council's social value procurement paperwork and to agree for its undertakings to be included within the Stage Two Gateway proposals.	Yes	<p>The Council has asked Catalyst who have agreed in principle and we will work with Catalyst to generate a Social Value strategy moving forward.</p>
2. That the Council: a) consults extensively on the adequacy of its alternative provision for current activities at the Community Centre during the decant period, to ensure that the new centre will continue to	Yes	<p>The Cabinet report identifies this work will be included as detailed in the section on Stakeholder Engagement</p>

Recommendation	Agree?	Comment
<p>support the community as part of a wider healthy place making agenda</p> <p>b) invests the time and resources to develop the social capital required to enable community-management of the Community Centre to be a viable operating model.</p>	Yes	Boosting social capital of residents and local organisations is definitely planned for as we move forward however, no decision has been taken on future management options and the final choice of business model will need to be agreed at a later stage
<p>132</p> <p>3. That in the detailed design phase of the project the Council requires that Catalyst Housing Limited includes the following within the Stage Two Gateway proposals</p> <p>a) Passivhaus standards of insulation and airtightness</p> <p>b) Appointing a suitably experience sustainable construction consultant to advise on best practice for delivering homes at Passivhaus standards at construction prices at or below those for Building Regulations</p> <p>c) A 'comfort payment' system similar to that from Nottingham City Homes as a means of closing any viability gaps related to the cost of delivering Passivhaus standards</p> <p>d) The appointment of a biodiversity partner to advise on and monitor actions to support ecological mitigations to the development.</p>	<p>Partial</p> <p>Yes</p> <p>No</p> <p>Yes</p>	<p>Provision has been made for compliance with the emerging Local Plan requirements however we will continue to look at further options to improve standards in line with the overall budget envelope</p> <p>The Catalyst team already includes a sustainability consultant with Passivhaus experience</p> <p>Catalyst is unable to agree as they do not have the financial systems to support this and it is not part of the current Development Agreement</p> <p>Catalyst team already includes an environmental consultant who will advise on biodiversity as part of their environmental impact assessment</p>

Gender Pay Gap

Recommendation	Agree?	Comment
<p>1. That the Council gives greater prominence to promoting male take-up of shared parental leave within its current and prospective workforce. A particular suggestion is the inclusion of articles within Council Matters by male staff who have taken shared parental leave on their experiences and the benefits they have encountered.</p>	Yes	The Council is happy to accommodate this recommendation

08 June CABINET

No Scrutiny recommendations considered.

33

24 June CABINET

Covid Recovery Programme

Recommendation	Agree?	Comment
<p>1. That the Council coordinates and / or develops an overarching digital strategy for the City and considers in joined-up fashion the multiple areas in which digital will play an increasingly important role in the Covid recovery response. Areas to include but not limited to: working from home, service user modal-shift, infrastructure requirements, the impacts of increasing digital shopping and working on the city centre, and enabling shop-local within an increasingly digital retail environment.</p>	Y	<p>The response to COVID has meant a significant shift towards digitalisation across our services as people accessing and staff delivering our services have been doing so from home. The “delivering services differently” workstrand of our recovery programme will be looking to sustain and maximise opportunities to digitise many of our services. In terms of the impact of changes in the way that people are using and travelling within the city, the City Economic Strategy will provide the framework for understanding these trends and informing Countywide work to secure investment in digital infrastructure.</p>

Recommendation	Agree?	Comment
2. That the Council investigates the potential of setting up a regional mutual bank	Part	We will explore the practice and experience from elsewhere, particularly to see what impact (positive or negative) the COVID-19 pandemic has had on other regional mutuals. We will then need to assess whether to progress this further.
3. That the Council encourages OxLEP to provide advice on how to set up or convert to social enterprise or cooperative business models to those for whom it would be appropriate	Y	We will discuss with OxLEP how this might be done, building on their eScalate programme which supports social entrepreneurs, enterprising charities and other purposeful businesses committed to enabling positive social and environmental impact
4. That the Council develops options on how it mobilises its leisure services, officers, and assets, and how it can work in partnerships with communities , health and other partners to target higher-need groups to get people active and improve their health. The Council is especially encouraged to consider how it might increase the use of outdoor facilities and spaces more	Y	This will be taken forward as part of the work on future options for community services and development of the hubs and as part of the discussions with health partners in tackling Health Inequalities highlighted as part of the Health and Social Care workstrand we are aiming to take forward with partners. We are also launching a new programme called Go Active Outdoors that includes a range of activities in our parks and on the waterways.
5. That the Council endorses the request of Scrutiny to the Council's Health Overview Scrutiny Committee representatives that the HOSC undertake a review concerning the equalities impacts of the Covid epidemic.	Y	Agreed

134

April Budget Monitoring Report

Recommendation	Agree?	Comment
1) That the Council continues to take all possible steps in lobbying government to allow the capitalisation of its deficits	Y	The Council is like a number of authorities lobbying for the Government to issue a Directive to allow capitalisation of its losses, in the absence of further cash support. This would ease the pressure of the balancing of the MTFP

Recommendation	Agree?	Comment
		since losses could be charged over a longer period of time. We have raised this with representative organisations of which we are a member and with neighbouring districts, as well as directly to the government.
2) That the Council does not pause but proceeds with its £60,000 planned capital spend on cycling infrastructure	Y	We agree that the crisis presents a unique opportunity to promote cycling and other sustainable forms of transport. Moreover, it is important to show Oxfordshire County Council that we are supportive of cycle infrastructure and would wish it, as the Highways Authority (and in receipt of substantial government funding for this purpose) to pursue the same approach. For this reason, we agree not to include the £60k expenditure this year in the pause, although future years' funding will depend on the review of the MTFs.

35

Corporate Plan Update 2016-20 Y4 Report

Recommendation	Agree?	Comment
<p>Recommendation 1: That the Council agrees to make the following amendments to the Annual Update on the Corporate Plan 2016-20 for inclusion in the published version:</p> <ol style="list-style-type: none"> 1. After 'Implementation of measures calculated to reduce the City Council's carbon footprint by 5% each year' add the words 'below what it would otherwise have been' or to add a similar explanatory footnote to the measure. 2. Add to the existing text relating to the Council's achievements regarding 'Convene a Citizens' Assembly in Oxford to help consider additional carbon reduction measures to address the climate emergency' the following text: 'The 	<p>Yes</p> <p>Yes</p>	<p>Happy to agree the proposed amendments</p>

Recommendation	Agree?	Comment
<p>Council's Scrutiny function also established the Climate Emergency Review Group which, over seven meetings, developed 56 recommendations of its own and signposted to 31 more developed externally on how to realise the expressed ambition of Citizens' Assembly members regarding the Climate Emergency, particularly in relation to the built environment.'</p>		

Appendix 4: Shareholder and Joint Venture Group responses to Scrutiny Recommendations

24 June SHAREHOLDER AND JOINT VENTURE GROUP MEETING

ODS Q3

Recommendation	Agree?	Comment
<p>1) That the Council tasks the City Centre Manager to reinvigorate and republicise its previous scheme for allowing members of the public to use shop toilets in the City Centre and the Shareholder and Joint Venture Group requires ODS to coordinate with these efforts and capitalise on any benefits accordingly.</p>	Yes	<p>Whilst the recommendation does make requirements of ODS it should be noted that this recommendation is primarily aimed at the Council as ODS client, not ODS itself. ODS is happy to work with the City Centre Manager on any reinvigorated scheme.</p> <p>It is also important to stress that the focus of ODS continues to be on improving user experience through providing more attendants to ensure cleaner toilets and reduced anti-social behaviour, and that any City Centre toilet scheme should be in addition to, rather than a substitute for, current facilities.</p>
<p>2) That the Shareholder and Joint Venture Group continues with its dashboard reporting, but with the following changes: i i) to report on the outcome of bids by value rather than number, ii) to disaggregate the figures by ODS service area, and iii) to add another metric to the dashboard reports by presenting the results when Council contracts are excluded.</p>	Yes	Happy to accept this recommendation
<p>3) That the Shareholder and Joint Venture Group seeks ODS to report each quarter on the value of work undertaken by the TECKAL company, and the Trading Company.</p>	Yes	This is a worthwhile suggestion and can be accommodated

Appendix 4: Shareholder and Joint Venture Group responses to Scrutiny Recommendations

Housing Company Q3

Recommendation	Agree?	Comment
1) That the Shareholder and Joint Venture Group seeks the Housing Company to outline a model through which tenant spending on heating can instead be invested in energy-efficiency measures, and which balances the cost of delivering any such measures with the need to provide tangible reductions in heating bills to tenants.	Partially	We are actively looking into options and it may be that a scheme such as the Nottingham City Homes scheme could contribute, either on its own or as part of a mix of measures. This is an area where the Housing Company may learn from the work being undertaken by the Council in its improvements of its stock within the HRA.
2) That the Shareholder and Joint Venture Group considers a report, when suitable data is available, detailing the impacts of the Housing Company building to differing levels of energy-efficiency, particularly with reference to the potential impact on returns to the Council and the proportion of social housing delivered.	Yes	Support this in principle and the work is ongoing. It is hoped that the regeneration work in Blackbird Leys will help move this forward considerably.

ODS Quarter 4

1) That the Council, when determining whether to recommence paused capital projects, gives weighting to the social value effects of capital projects as criteria. In particular, the impact of reflationary spending, the benefits to the community of the capital project, and the impact on returns to the Council.	Partially	This is primarily a matter for Cabinet, but schemes that generate income for the Council have not been paused. Returns to ODS should form one consideration in deciding on whether to unpause projects, but not in isolation from others. The Council does already work hard to maximise the social value from its capital schemes, but they must be understood within the efficacy of delivering the Council's overall strategy rather than a standalone issue.
---	-----------	--