

# Agenda

## Cabinet

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

This meeting will be held on:

Date: **Wednesday 9 September 2020**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

**For further information** please contact:

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

📞 01865 252217

✉ [jmitchell@oxford.gov.uk](mailto:jmitchell@oxford.gov.uk)

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

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

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

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

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*All public papers are available from the calendar link to this meeting once published*

## **Cabinet Membership**

### **Leader/ Chair**

Councillor Susan Brown (Chair)	Leader of the Council, Cabinet Member for Economic Development and Partnerships
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### **Cabinet Members**

Councillor Ed Turner (Deputy Leader)	Deputy Leader (Statutory), Cabinet Member for Finance and Asset Management
Councillor Tom Hayes (Deputy Leader)	Deputy Leader, Cabinet Member for Green Transport and Zero Carbon Oxford
Councillor Nigel Chapman	Cabinet Member for Customer Focused Services
Councillor Mary Clarkson	Cabinet Member for City Centre, Covered Market and Culture
Councillor Alex Hollingsworth	Cabinet Member for Planning and Housing Delivery
Councillor Mike Rowley	Cabinet Member for Affordable Housing
Councillor Linda Smith	Cabinet Member for Leisure and Parks
Councillor Marie Tidball	Cabinet Member for Supporting Local Communities
Councillor Louise Upton	Cabinet Member for a Safer, Healthy Oxford

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

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# Agenda

Items to be considered at this meeting in open session (part 1) and in confidential session (part 2).

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

	<b>Pages</b>
<b>1 Apologies for Absence</b>	
<b>2 Declarations of Interest</b>	
<b>3 Addresses and Questions by Members of the Public</b>	
<b>4 Councillor Addresses on any item for decision on the Board's agenda</b>	
<b>5 Councillor Addresses on Neighbourhood Issues</b>	
<b>6 Items raised by Board Members</b>	
<b>7 Scrutiny Committee Reports</b>	
<p>Scrutiny Committee, at its meeting on 01 September, will consider the reports on Discretionary Housing Payments Policy and the Air Quality Action Plan. The Finance &amp; Performance Panel, at its meeting on 02 September, will consider the reports on the Revised Oxford City Council Business Plan; Treasury Management Performance; and Procurement Strategy 2020- 2022. Any recommendations to Cabinet from those meetings will be published as a supplement.</p>	
<b>8 Revised Oxford City Council Business Plan 2020-21</b>	13 - 48
<p><b>Lead Member:</b> Leader - Economic Development and Partnerships (Councillor Susan Brown)</p> <p>The Assistant Chief Executive has submitted a report to seek approval of the Oxford City Council Business Plan 2020-21.</p> <p><b>Recommendation:</b> That Cabinet resolves to:</p> <ol style="list-style-type: none"><li><b>Agree</b> a revised draft Oxford City Council Business Plan 2020-21, updated due to the impact of the on-going COVID 19 crisis, setting out the Council's priority work programmes for the remainder of the financial year; and</li><li><b>Delegate</b> authority to the Assistant Chief Executive in consultation with the Council Leader to make minor amendments to the draft</li></ol>	

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9 **Land acquisition and Project Approvals for the development of homes in the HRA**

49 - 64

**Lead Member:** Cabinet Member for Affordable Housing (Councillor Mike Rowley)

The Head of Housing Services has submitted a report to seek project approval, delegations, and budget, to enable spending from the Housing Revenue Account (HRA), on land purchases, build contracts and other necessary agreements and associated development costs for the purpose of delivering affordable housing.

**Recommendation:** That Cabinet resolves to:

1. **Give project approval** to the proposals, to purchase land; enter into build contracts and any other necessary agreements or contracts and incur associated development cost spends, as set out in this report, and within the allocated HRA capital budgets and business plan, for the purpose of delivering more affordable housing in Oxford;
2. **Recommend to Council** that it approves a revision to the HRA capital budget in 2020/21 of £31.647m, in order for the schemes listed in this report (paras 11 to 40) to be added into the capital programme funded predominantly from additional borrowing;
3. **Recommend to Council** that it approves a revision to the HRA base (revenue) budget from 2021/22 on, for £235k to be added, for the creation of the Affordable Supply Programme and Enabling Team to manage and co-ordinate the various work streams to deliver the programmes;
4. **Delegate** authority to the Director of Housing, in consultation with the Cabinet Member for Affordable Housing; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into agreements for the purchase of land, and any other necessary agreements or contracts and/or spend within the identified budget, for the provision of additional affordable housing; and
5. **Delegate** authority to the Chief Executive, in consultation with the Cabinet Members for Finance and Asset Management, and Affordable Housing, to approve any property or development purchases over £500,000 for affordable housing, within this project approval and budget envelope.

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10 **Implementation of the Housing Infrastructure Funding for Oxford North (Northern Gateway)**

65 - 68

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

The Executive Director for Development has submitted a report to seek approval to enter into an agreement with Thomas White Oxford (“TWO”) to deliver infrastructure to facilitate the delivery of housing at Oxford North.

**Recommendation:** That Cabinet resolves to:

**Delegate** authority to the Executive Director for Development, in consultation with the Cabinet Member for Planning and Housing Delivery, and the Head of Law and Governance, to:

- a) **finalise** the legal agreement with the developer Thomas White Oxford (“TWO”);
- b) **enter** into the legal agreement to secure the delivery of the Housing Infrastructure Funding (“HIF”) funded infrastructure at Oxford North;
- c) **secure** the HIF funding and implementation of the HIF agreements, including the provision of funding to TWO; and
- d) **agree** any changes necessary to the HIF agreement with Homes England to facilitate the securing of the HIF funding, the delivery of the infrastructure and the recouping of funding.

11 **Discretionary Housing Payment Policy**

69 - 90

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

The Head of Financial Services has submitted a report to seek approval to amend the current Discretionary Housing Payment Policy and to note the trends in expenditure detailed in the report.

**Recommendation:** That Cabinet resolves to:

1. **Approve** the revised Discretionary Housing Payment Policy.

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12 **Council Tax Reduction Scheme for 2021/22**

91 - 114

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

The Head of Financial Services has submitted a report to seek approval for proposals for consultation on changes to the Council's Council Tax Reduction Scheme for 2021/22.

**Recommendation:** That Cabinet resolves to:

1. **Agree** that the proposals for the 2021/22 Council Tax Reduction Scheme outlined in the report be subject to consultation for an 8 week period from 14th September 2020; and
2. **Instruct** the Head of Financial Services to bring a further report to Cabinet in January 2021 to outline the outcome of the consultation process and make proposals for the 2021/22 Council Tax Reduction Scheme.

13 **Proposal to improve the Private Rented Sector through selective licensing.**

115 -  
198

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

The Head of Regulatory Services and Community Safety has submitted a report to inform Cabinet of the review of the housing conditions undertaken to inform a decision for the implementation of a selective licensing scheme.

**Recommendation:** That Cabinet resolves to:

1. **Consider** the Review of Housing Conditions and other factors affecting the private rented sector and note its findings;
2. **Resolve** that the Review indicates that a significant proportion of the private rented sector should be inspected to determine whether any category 1 and 2 hazards exist;
3. **Instruct** Officers of the Council to proceed with a statutory 10 week public consultation; and
4. **Request** a future report in setting out the results of the statutory consultation and to consider and determine if the proposed scheme should be made and submitted to the Secretary of State for Housing, Communities and Local Government for conformation

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14	<b>Review of the Additional HMO licensing scheme</b>	199 - 252
	<p><b>Lead Member:</b> Cabinet Member for Planning and Housing Delivery (Councillor Alex Hollingsworth)</p> <p>The Head of Regulatory Services and Community Safety has submitted a report to provide findings from a review carried out for the HMO Licensing Scheme and seek Cabinet approval to conduct a statutory consultation to renew the scheme in 2021.</p> <p><b>Recommendation:</b> That Cabinet resolves to:</p> <ol style="list-style-type: none"> <li>1. <b>Consider</b> the Review of Licensing of Houses in Multiple Occupation 2020 and note its findings;</li> <li>2. <b>Resolve</b> that the Review indicates that a significant proportion of HMOs in the Council's area are being managed ineffectively;</li> <li>3. <b>Instruct</b> Officers of the Council to proceed with a statutory 10 week consultation on the basis that it is necessary to renew the licensing scheme in its entirety for a further 5 years; and</li> <li>4. <b>Request</b> a future report setting out the results of the statutory consultation and the proposed future of the licensing scheme.</li> </ol>	
15	<b>Air Quality Action Plan</b>	253 - 304
	<p><b>Lead Member:</b> Deputy Leader - Green Transport and Zero Carbon Oxford (Councillor Tom Hayes)</p> <p>The Transition Director has submitted a report to seek approval of the Draft Air Quality Action Plan for public consultation.</p> <p><b>Recommendation:</b> That Cabinet resolves to:</p> <ol style="list-style-type: none"> <li>1. <b>Approve</b> the Air Quality Action Plan for Public Consultation</li> </ol>	
16	<b>Treasury Management Performance: Annual Report and Performance 2019/20</b>	305 - 314
	<p><b>Lead Member:</b> Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p> <p>The Head of Financial Services has submitted a report to set out the Council's Treasury Management activity and performance for the financial year 2019/20.</p> <p><b>Recommendation:</b> That Cabinet resolves to:</p> <ol style="list-style-type: none"> <li>1. <b>Note</b> the report.</li> </ol>	

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17	<b>Procurement Strategy 2020 - 2022</b>	315 - 356
	<p><b>Lead Member:</b> Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p> <p>The Head of Financial Services has submitted a report to seek approval to a two year Procurement Strategy for the Council.</p> <p><b>Recommendation:</b> That Cabinet resolves to:</p> <ol style="list-style-type: none"> <li>1. <b>Approve</b> the procurement strategy 2020-2022</li> </ol>	
18	<b>Approval of a contract award for a revenues and Benefits system</b>	357 - 364
	<p><b>Lead Member:</b> Cabinet Member for Customer Focused Services (Councillor Nigel Chapman)</p> <p>The Head of Financial Services has submitted a report to seek project approval and delegated authority for the Head of Financial Services to award a contract for the Supply of a Revenues and Benefits system.</p> <p><b>Recommendation:</b> That Cabinet resolves to:</p> <ol style="list-style-type: none"> <li>1. <b>Consider</b> the results of the tender exercise and give project approval to implement a new revenues and benefits ICT software package , which will enable the Council to deliver effective, efficient and modern revenues and benefits services for the benefit of the Council and its customers;</li> <li>2. <b>Delegate</b> to the Head of Financial Services, authority to award a contract for the supply of a revenues and benefits system subject to agreement of appropriate terms to Civica UK Ltd; and</li> <li>3. <b>Recommend</b> to Council to make a budget allocation of £735k within the Council's capital programme for 2020-21 and note the savings accruing to the Council's Medium Term Financial Plan.</li> </ol>	
19	<b>Minutes</b>	365 - 370
	<p><b>Recommendation:</b> That Cabinet resolves to APPROVE the minutes of the meeting held on 12 August 2020 as a true and accurate record.</p>	

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## 20 **Decisions taken under Parts 9.3(b) of the Constitution**

371 -  
374

The Head of Paid Service (Chief Executive) has submitted a report asking Cabinet to note a decision taken by him using the urgency powers delegated in Part 9.3(b) of the Constitution.

**Recommendation:** That Cabinet resolves to:

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

## 21 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

- 14 October
- 11 November
- 09 December

All meetings start at 6pm unless otherwise stated

## 22 **Matters Exempt from Publication**

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

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

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

23	<b>Land acquisition and Project Approvals for the development of homes in the HRA - Appendix 4</b>	375 - 376
24	<b>Implementation of the Housing Infrastructure Funding for Oxford North (Northern Gateway) - Appendices 1&amp;2</b>	377 - 380
25	<b>Approval of a contract award for a revenues and Benefits system - Appendix 1</b>	381 - 384
26	<b>Decisions taken under Parts 9.3(b) of the Constitution - Appendix 1</b>	385 - 386

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## **Information for those attending**

### **Recording and reporting on meetings held in public**

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

The Council asks those recording the meeting:

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

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

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

### **Councillors declaring interests**

#### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

#### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

#### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## **How Oxford City Councillors and members of the public can engage at Cabinet**

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

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

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

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

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

### **Councillors speaking at meetings**

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

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

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

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

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