

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 December 2020**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

For further information please contact:

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

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

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

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

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

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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](#)

	Pages
1 Apologies for Absence	
2 Declarations of Interest	
3 Addresses and Questions by Members of the Public	
4 Councillor Addresses on any item for decision on the Board's agenda	
5 Councillor Addresses on Neighbourhood Issues	
6 Items raised by Board Members	
7 Scrutiny Committee Reports	
<p>Scrutiny Committee meets on 01 December. Any recommendations to Cabinet from that meeting will be published as a supplement.</p>	
8 Draft Strategic Vision for Oxfordshire	13 - 34
<p>Lead Member: Leader - Economic Development and Partnerships (Councillor Susan Brown)</p> <p>The Assistant Chief Executive has submitted a report which introduces a first draft of a Strategic Vision for Oxfordshire. The report explains the purpose of this unique approach, the scope and content of the Vision, and the timeline for the current engagement and finalising the Vision. The Draft Vision is presented for discussion and comments to help inform revisions prior to seeking future Growth Board endorsement.</p> <p>Recommendations: That Cabinet resolves to:</p> <ol style="list-style-type: none">1. Provide its views on the Draft Strategic Vision for Oxfordshire; and2. Delegate responsibility to the Assistant Chief Executive to develop a response to the Strategic Vision engagement exercise, in consultation with the Leader, reflecting the views expressed at this meeting.	

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9	<p>Budget 2021/2022</p> <p>Lead Member: Deputy Leader - Finance and Asset Management</p> <p>This report is being published as a separate supplement in parallel with this agenda.</p>	
10	<p>Quarterly Integrated Performance 2020/21– Q2</p> <p>Lead Member: Deputy Leader - Finance and Asset Management</p> <p>The Head of Financial Services and Head of Business Improvement have submitted a report to update the Cabinet on Finance, Risk and Corporate Performance matters as at 30th September 2020.</p> <p>Recommendation: That Cabinet resolves to:</p> <ol style="list-style-type: none"> 1. Note the projected financial outturn as well as the current position on risk and performance as at 30 September 2020; and 2. Note the un-pausing of the Commercial Property capital project of £42million to allow for the purchase of properties for regeneration. 	35 - 54
11	<p>Treasury Management Mid –Year Report</p> <p>Lead Member: Deputy Leader - Finance and Asset Management</p> <p>The Head of Financial Services has submitted a report on the performance of the Treasury Management function for the 6 months to 30 September 2020.</p> <p>Recommendation: That Cabinet resolves to:</p> <ol style="list-style-type: none"> 1. Note the performance of the Treasury Management function for the six months to 30th September 2020 	55 - 70
12	<p>Lift Maintenance and Repair</p> <p>Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p> <p>The Head of Housing has submitted a report to seek project approval and delegation to award a contract to deliver Lift Maintenance and Repair Services to the Council.</p>	71 - 76

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

Recommendation: That Cabinet resolves to:

1. **Grant project approval** for the provision of Lift Maintenance and Repair Services to the Council; and
2. **Delegate authority** to the Executive Director of Housing, after consultation with the Monitoring Officer and the s151 Officer, to award the Lift Maintenance and Repair Services contract to the successful supplier(s) following completion of a tender process undertaken in accordance with the Public Contracts Regulations 2015.

13 **Legionella Control Services**

77 - 82

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

The Head of Housing has submitted a report to seek project approval and delegation to award a contract to deliver Legionella Control Services to the Council.

Recommendations: That Council resolves to:

1. **Grant project approval** for the provision of Legionella Prevention and Control Services to the Council; and
2. **Delegate authority** to the Executive Director of Housing, after consultation with the Monitoring Officer and s151 Officer, to award the Legionella control contract to the successful supplier(s) following a tender process undertaken in accordance with the Public Contracts Regulations 2015.

14 **Meanwhile in Oxfordshire**

83 - 98

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

The Executive Director (Development) has submitted a report to seek approval to enter into a £1.875m Funding Agreement with Oxfordshire Local Enterprise Partnership to support the 'Meanwhile in Oxfordshire...' project and to procure an operator to identify fit out and let vacant commercial units across the county.

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Recommendation: That Cabinet resolves to:

1. **Delegate authority** to the Executive Director-Development, in consultation with the Council's Section 151 Officer, the Head of Law and Governance and the Leader of the Council, to agree and enter into grant funding arrangements and contractual terms with OxLEP for £1.875m in Getting Building Fund funds for the delivery of 'Meanwhile in Oxfordshire...';
2. **Draw down the £1.875m and delegate authority** to the Executive Director – Development, in consultation with the Council's Section 151 Officer, the Head of Law and Governance and the Leader of the Council to enter into contract with an operator, subject to an appropriate procurement process; and to allocate appropriate internal project management resource to deliver the project from the allocated funding; and
3. **Delegate authority** to the Executive Director-Development to take any further steps necessary to comply with the grant funding conditions and to deliver the project within the identified budget in order to meet the challenging timescales of the project including explicit permission to enter into an OJEU compliant procurement process and taking account of any prevailing UK legislation at time of procurement to contract a Meanwhile Operator.

15 **Annual Monitoring Report 2019/20**

99 - 196

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

The Head of Planning Services has submitted a report seeking Cabinet approval for the Annual Monitoring Report and Infrastructure Funding Statement for publication.

Recommendation: That Cabinet resolves to:

1. **Approve** the Annual Monitoring Report and Infrastructure Funding Statement 2019/20 for publication; and
2. **Authorise** the Head of Planning Services to make any necessary minor corrections not materially affecting the document prior to publication.

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16 **Boswells Department Store**

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

The Executive Director – Development has submitted a report to seek approval to enter into an agreement to enable the redevelopment of the Boswells department store to create a new 4* hotel.

Recommendations: That Cabinet resolves to:

1. **Approve** the terms negotiated in relation to the redevelopment of the Boswells Department Store as set out in Exempt Appendix 2 - not for publication; and
2. **Delegate** authority to the Executive Director – Development, in consultation with the Section 151 officer, Head of Law and Governance and the Cabinet Member for Finance and Property, to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable.

17 **Community Infrastructure Levy (CIL) – In Kind Policy**

203 -
210

Lead Member: Councillor Alex Hollingsworth

The Head of Planning Services has submitted a report to approve the policy for Community Infrastructure Levy (CIL) Payment in Kind.

Recommendation: That Cabinet resolves to:

1. **Approve** the Community Infrastructure Levy (CIL) In Kind Policy (pursuant to regulations 73, 73A, 73B and 74 of the Community Infrastructure Levy Regulations 2010 (as amended) (“the CIL Regulations”) which will come into force on 21 December 2020 if approved.

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18 Workplace Equalities and Action Plan

211 -
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Lead Member: Cabinet Member for Customer Focused Services
(Councillor Nigel Chapman)

The Head of Business Improvement has submitted a report to:

Present and seek approval for the publication of the annual Workforce Equality Report 2020, which includes the Gender Pay Gap Report and the Ethnicity Pay Gap Report;

Share current progress on the development of the draft Equalities, Diversity and Inclusion (EDI) Strategy where it relates to Workforce Equality; and

For the Cabinet to note that the actions that will fall out of the draft EDI strategy will support the Council to develop the relationships with local communities, which will assist the Council to realise its employee representation aspirations.

Recommendations: That Cabinet resolves to:

1. **Approve** the contents of the Workforce Equality Report 2020;
2. **Delegate authority** to the Head of Business Improvement to publish the Workforce Equality Report and to make any changes as may be required before publication following Cabinet discussion;
3. **Approve** the contents of the Gender Pay Gap and Ethnicity Pay Gap reports for this year recognising that in the next year a methodology will be developed to undertake a “deep dive” into both datasets to understand the intersectional position, and in addition conduct a Disability Pay Gap analysis; and
4. **Delegate authority** to the Head of Business Improvement to publish the Gender Pay Gap table at paragraph 26 before 30 March 2021 and the Ethnicity Pay Gap table at paragraph 44 on the Council website.

19 Land Quality Strategy Review

259 -
286

Lead Member: Cabinet Member for a Safer, Healthy Oxford (Councillor Louise Upton)

The Head of Environmental Sustainability has submitted a report to agree the adoption of the updated Land Quality Strategy 2020.

Recommendation: That Cabinet resolves to:

1. **Approve** the revised Land Quality Strategy for adoption;
- Continue to endorse the approved procedure for dealing with contaminated land by:

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- Using the development control regime wherever possible in order to assess and remediate land affected by contamination.

- Where this is not possible we will utilise powers under Part 2a of the Environmental Protection Act (1990) in order to ensure contaminated land is remediated; and

2. **Note** that if works are required under Part 2a Of the Environmental Protection Act (1990), then this will be funded from contingencies and reserves.

20 Minutes

287 -
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Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 11 November 2020 as a true and accurate record.

21 Dates of Future Meetings

Meetings are scheduled for the following dates:

- 20 January
- 10 February
- 10 March
- 14 April

All meetings start at 6pm unless otherwise stated

22 Matters Exempt from Publication

If Cabinet 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 Cabinet 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.

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

Part Two – matters exempt from publication

23 Boswells Department Store - Confidential Appendices 2, 3 and 4

295 -
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Information for those attending

Recording and reporting on meetings held in public

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

The Council asks those recording the meeting:

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

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

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

Councillors declaring interests

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

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

Members' Code of Conduct and public perception

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

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

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

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

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

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

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

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

Councillors speaking at meetings

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

Councillors speaking on Neighbourhood issues (10 minutes in total)

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

Items raised by Cabinet members

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