

Agenda

Cabinet

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<https://www.youtube.com/oxfordcitycouncil>

This meeting will be held on:

Date: **Wednesday 20 January 2021**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

For further information please contact:

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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.

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

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

Agenda

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

	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	
	Scrutiny Committee meets on 12 January. Any recommendations to Cabinet from that meeting will be published as a supplement.	
8	Re-gear of the second floor lease at 20-24 Queen Street (Ramsay House)	11 - 18
	Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)	
	The Executive Director Development has submitted a report to approve a change in the current lease arrangements to provide an improved income stream to the Council and to facilitate investment in the asset to improve and diversify the city centre offer.	
	Recommendations: That Cabinet resolves to:	
	1. Approve the outline terms in relation to the changes to the lease arrangements, as set out in Exempt Appendix 3 - not for publication; and	
	2. Delegate authority to the Executive Director – Development, in consultation with the Cabinet Member for Finance & Property, the Head of Finance and the Head of Law & Governance, to approve the changes to the lease.	

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9 1-3 George Street refurbishment

19 - 40

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

The Executive Director (Development) has submitted a report to seek approval to fund and enter into a contract for the building refurbishment of 1-3 George Street, to provide affordable managed workspace in the heart of the city centre.

Recommendations: That Cabinet resolves to:

1. **Delegate authority** to the Executive Director Development, in consultation with the Council's Section 151 Officer and the Head of Law and Governance to agree and enter into a building contract for the refurbishment works and associated professional services, following the conclusion of a current procurement exercise;
2. **Delegate authority** to the Executive Director Development, in consultation with the Council's Section 151 Officer and the Head of Law and Governance to and to enter into agreement with an operator to manage the building and provide business support services, following the conclusion of a current procurement exercise; and
3. **Recommend to Council** to approve a capital budget of £1.921m to deliver the project with the enhanced sustainability option and including the use of up to £800K of funds awarded to the Council from OxLEP's Local Growth Fund. This will be split £454K in 20/21, £1.361m in 21/22 and £106K in 22/23. This is an increase to the proposed capital allocation in 21/22 consultation budget and the rationale for this increased investment is set out in the confidential Appendix 1.

10 Air Quality Action Plan

41 - 116

Lead Member: Deputy Leader - Green Transport and Zero Carbon Oxford (Councillor Tom Hayes)

The Transition Director has submitted a report to approve adoption of Oxford's Air Quality Action Plan (2021-2025, as amended) following public consultation.

Recommendation: That Cabinet resolves to:

1. **Approve** adoption of Oxford's Air Quality Action Plan (2021-2025, as amended) following public consultation.

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11 **Housing Infrastructure Funding for Osney Mead Innovation Quarter**

117 -
124

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

The Executive Director Development has submitted a report to provide an update on the use of the Housing Infrastructure Funding (HIF) that has been secured for Osney Mead (OMHIF). The report seeks approval to agree changes to the milestones for the delivery of the infrastructure in the funding agreement with Homes England and agreements needed to facilitate the drawdown and implementation of the funding.

Recommendations: That Cabinet resolves to:

1. **Agree** the proposed changes 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;
2. **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 agree the final amendments to the contract, in line with the proposed changes, and any other changes that are considered necessary to facilitate effective delivery of the funding agreement with Homes England;
3. **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 enter into a legal agreement with the Environment Agency to enable HIF funding for the Oxford Flood Alleviation Scheme to be transferred to the Environment Agency, in accordance with the terms of the Homes England Agreement;
4. **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 enter into a legal agreement with the University of Oxford, if necessary, regarding the delivery of the residential development identified in the HIF agreement;
5. **Undertake** the works necessary to implement the HIF funding agreement including the drawdown of funding, monitoring and reporting, minor variations agreed with Homes England; and

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6. **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 enter into contracts, following agreement of the Development Board and an appropriate procurement process, for the walking and cycling infrastructure works covered by the HIF Agreement with Homes England.

12 **Statement of Community Involvement (SCI)**

125 -
176

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

The Head of Planning Services has submitted a report seeking Cabinet's agreement to publication of the draft updated Statement of Community Involvement (SCI) for public consultation.

Recommendation: That Cabinet resolves to:

1. **Agree** to publish the draft updated Statement of Community Involvement (SCI) for public consultation.

13 **Meanwhile in Oxfordshire (Additional recommendation)**

177 -
196

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

The Executive Director (Development) has submitted a report to add an additional recommendation to the report agreed at Cabinet on 9 December 2020. A further recommendation is required to seek approval to include the £1.875m funding across the 2020/21 and 2021/22 Council budget. All other aspects of the project remain unchanged, please refer to the Cabinet Report of 9 December 2020 for full details.

Recommendation: That Cabinet resolves (in addition to the three recommendations agreed in December Cabinet) to :

1. **Recommend to Council** the establishing of a budget £1.875m (capital) within the Council's capital programme, profiled across 2020-21 and 2021-22, subject to contracting with OxLEP.

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14	Minutes	197 - 212
	Recommendation: That Cabinet resolves to approve the minutes of the meeting held on 09 December 2020 as a true and accurate record.	
15	Decisions taken under Part 9.3 (b) of the Constitution	213 - 216
	The Head of Paid Service (Chief Executive) has submitted a report asking Cabinet to note the decisions taken by the Head of Paid Service (Chief Executive) using the urgency powers delegated in Part 9.3(b) of the Constitution.	
	Recommendation: That Cabinet resolves to:	
	1. Note the decisions taken as set out in the report.	
16	Dates of Future Meetings	
	Meetings are scheduled for the following dates:	
	<ul style="list-style-type: none"> • 10 February • 10 March • 14 April 	
	All meetings start at 6pm unless otherwise stated	
17	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.	

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Part Two – matters exempt from publication

18	Re-gear of the second floor lease at 20-24 Queen Street (Ramsay House) - Appendix 3 & 4	217 - 234
19	1-3 George Street refurbishment - Appendix 1	235 - 240
20	Decisions taken under Part 9.3 (b) of the Constitution Appendix 1	241 - 242
21	Confidential minutes of previous meeting	243 - 244

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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.