

Agenda

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Scrutiny Committee

This meeting will be held on:

Date: **Tuesday 12 January 2021**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

For further information please contact:

John Mitchell, Committee Services Officer, Committee Services Officer

☎ 01865 252217

✉ democraticservices@oxford.gov.uk

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

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Committee Membership

Councillor Andrew Gant (Chair)

Councillor Dr Joe McManners (Vice-Chair)

Councillor Mohammed Altaf-Khan

Councillor Lubna Arshad

Councillor Shaista Aziz

Councillor Tiago Corais

Councillor Dr Hosnieh Djafari-Marbini

Councillor James Fry

Councillor Richard Howlett

Councillor Pat Kennedy

Councillor Ben Lloyd-Shogbesan

Councillor Craig Simmons

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

Agenda

	Pages
1 Apologies for absence	
2 Declarations of interest	
3 Chair's Announcements	
4 Minutes	9 - 16
Recommendation: That the minutes of the meeting held on 01 December 2020 be APPROVED as a true and accurate record.	
5 Work Plan and Forward Plan	17 - 30
<p>The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year the latest version of which is attached. The work plan is driven to a very large extent by the Cabinet Forward Plan. A summary of the latest version of the Forward Plan is attached.</p> <p>The Committee is asked to agree the work plan having taken account of any updates and after discussion.</p>	
6 Citizen Engagement	
<p>This report will provide an update for the Scrutiny Committee on the Council's approach to citizen engagement and consultation and the variety of methods used. The Committee is asked to note the report and make such recommendations to Cabinet as it wishes.</p> <p>Councillor Susan Brown, Leader of the Council and Mish Tullar, Corporate Policy, Partnership and Communications Manager, have been invited to attend for this item.</p> <p>Please note that this report will be published as a supplement.</p>	
7 Report back on recommendations and Scrutiny Panel meetings	31 - 36
<p>Councillor James Fry will report back on the activity of the Finance and Performance Panel meeting on 03 December and the Companies Scrutiny Panel on 14 December.</p>	

At its meeting on 09 December Cabinet considered the recommendations from the Committee and its Panels in relation to the following:

- Hidden Homelessness
- Draft Strategic Vision for Oxfordshire
- Workplace Equalities & Action Plan
- Waterways Report

The Committee is asked to note the Cabinet responses to those recommendations which are attached.

The Shareholder and Joint Venture Group considered the recommendations from the Companies Scrutiny Panel for the following reports:

- OxWED Update
- OCHL Update – the recommendation was almost identical to one made in the Climate Emergency Review Group, to which Cabinet would be responding imminently. It was agreed to make the response then.

The Committee is asked to note the Shareholder and Joint Venture Group's responses to those recommendations **which are attached as a confidential paper** at the end of this agenda.

8 Dates of future meetings

Meetings are scheduled as followed:

Scrutiny Committee

- 02 February, 02 March, 08 April

Standing Panels

- Finance & Performance: 27 January
- Companies Scrutiny: 15 March
- Housing & Homelessness Panel: 01 February, 04 March

All meetings start at 6.00 pm.

9 Matters Exempt From Publication

If the Committee 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 Committee 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 Committee 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

10 Shareholder and Joint Venture Group responses to recommendations from the Companies Scrutiny Panel

37 - 38

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.

Remote meeting

Minutes of a meeting of the Scrutiny Committee on Tuesday 1 December 2020

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Committee members present:

Councillor McManners (Vice-Chair)

Councillor Aziz

Councillor Djafari-Marbini

Councillor Gotch (for Councillor Gant)

Councillor Kennedy

Councillor Lloyd-Shogbesan

Councillor Altaf-Khan

Councillor Corais

Councillor Fry

Councillor Howlett

Councillor Lygo (for Councillor Arshad)

Councillor Simmons

Also present:

Councillor Susan Brown, Leader of the Council

Councillor Nigel Chapman, Cabinet Member for Customer Focused Services

Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery

Officers present for all or part of the meeting:

Caroline Green, Assistant Chief Executive

Nadeem Murtuja, Interim Executive Director for Communities

Helen Bishop, Head of Business Improvement

Rachel Nixon, Senior Planner

Lan Nguyen, Data Analyst

Tom Hudson, Scrutiny Officer

John Mitchell, Committee and Member Services Officer

Apologies:

Councillors Gant and Arshad sent apologies.

Substitutes are shown above.

53. Declarations of interest

None.

54. Chair's Announcements

None.

55. Minutes

The Committee resolved to APPROVE the minutes of the meeting held on 03 November 2020 as a true and accurate record.

56. Work Plan and Forward Plan

The Scrutiny Officer updated the Committee with the present position in relation to the Work Plan. While there were no changes to the plan before the Committee he noted that that it had been intended to bring the Cabinet response to the recommendations of the Climate Emergency Review Group to this meeting. This had not been possible but it would be brought to the Committee as soon as possible and probably for the next meeting.

57. Draft Strategic Vision for Oxfordshire

Councillor Susan Brown, Leader of the Council, introduced the report. As the Oxfordshire Growth Board had developed, so its members had sought to identify common themes and the ways in which they could work together. From the City Council's perspective, the importance of inclusivity and the need for sustainable growth were key. The document before the Committee already included elements which reflected the Council's input but this was not to say that further improvements could not be made. It was important to emphasise that as a vision document, it was not a strategy, an action plan or, indeed, a formal planning document.

Caroline Green, Assistant Chief Executive, said that the document didn't seek to set out a specific vision for Oxford or places within the City and that the final version would have no statutory basis. It was, rather, a statement of collective ambition and common interests. A great deal of effort had been made to ensure that the document, as far as possible, reflected the diversity of places and, therefore, the different strategies and actions that might be needed to respond to those variations. In discussion to date there had been a range of views about the desirability of producing a more detailed document as opposed to one which remained at a more general level. All members of the Growth Board had been invited to contribute further to the next iteration of the document and the views of the Committee would contribute to that further response.

Cllr Simmons, as member, also, of the Growth Board's Scrutiny Panel, drew the meeting's attention to the views of the Panel to the document. These related to timescales within the document not necessarily aligning with existing policies and plans of Councils and partner organisations; asking Council Leaders to ensure clear visibility of the strategic vision with elected members; encouraging wider networks and the public to engage (and for young people in particular to be targeted as part of this); the need for terminology within it to be clearly defined. The Committee agreed to support these views and the Leader said she would be pleased to take these views, among others, back to the Board, so as to reinforce those of the Panel.

The Committee thought that, despite the improvements which had been made, still greater emphasis was needed on the issues of inequality and diversity, notwithstanding recognition that the experience of other Districts in the County was very different from that in the City.

While there was support for the document's aspirations there were some concerns that that it needed to be more "anchored in reality", so while, for example, it hinted at

significant housing growth it also spoke about seeking to “enhance the natural environment” which was seen as a contradiction. The aspiration that Oxfordshire should be carbon neutral by 2040 or earlier was seen as unrealistic, taking account, among other things, of the Council’s new Local Plan. However the point that this was not a planning document was noted.

The Committee was keen that the document should reference the national living wage and the Oxford Living Wage as appropriate. The Leader agreed that this point would be taken forward.

The current emphasis on inequalities in health was welcome but a specific reference to the importance of mental health and wellbeing in particular might be helpful, as would a greater emphasis on economic inequality. The addition of a reference to the desirability of “active transport” would be helpful too.

“Efficient use of natural resources and land” was a phrase capable of interpretation, some of which might not be entirely positive and would benefit from clarification.

It was suggested that the importance of inclusion and diversity were such that they should be woven into the substance of the document and not dealt with as stand alone elements as a reflection of the City’s commitment to these matters. Notwithstanding the evident importance of this view it would have to be recognised that the final version would have to reflect the wider view of the Board.

The Leader said she would be pleased to take forward the Committee’s recommendations to the Growth Board and, in particular, that the document should take proper account of the diversity within the City. That the City was significantly different from the County’s other districts would continue to present a challenge when trying to agree a text acceptable to all members of the Board.

The Committee agreed that the following recommendations should be made to Cabinet.

That the Council seeks in its discussions at the Oxfordshire Growth Board to have the following suggestions included within future drafts of the draft Strategic Vision for Oxfordshire:

- The recommendations of the Growth Board Scrutiny Panel made on 21st October 2020
- Reference within the Inclusive Economy section to the promotion of the Living Wage, either the national standard or the local standard
- To create a section dedicated to the improvement of mental wellbeing
- To increase the emphasis throughout the document on economic inequality
- To recognise the priority of increasing active transport across Oxfordshire
- For issues of inequality, particularly with regards to race, to be embedded throughout the document rather than being treated in isolation under equality, diversity and inclusion.

58. Annual Monitoring Report and Infrastructure Funding Statement 2019/20

Councillor Alex Hollingsworth, Cabinet Member for Planning & Housing Delivery, introduced the report. This was an annual report showing progress against a number of targets relating to the planning function. It was worthy of note that for the first time in

several years it had been possible to report that the Council was ahead of its target for house building. This was a retrospective report and with a new Local Plan now in place, this would be the last report in relation to targets flowing from the previous Local Plan.

Where the report referred to the “..Council involved in bringing forward 26% of all major housing schemes anticipated over the next 5 years” it was clarified that a “scheme” meant the development of a number of house (rather than individual houses). The percentage as a proportion of houses was likely to be well in excess of 26%.

With a new Local Plan (and the need to measure performance against it) future reports would be in a revised format. There would be a focus on those indicators within the Council’s control and or considered to be particularly important of which housing delivery was a critical one.

At the time of the inspection of the new plan the inspector had made it clear that while the current pandemic might have an impact on deliverability of policies in the short term, it shouldn’t change those policies in the long term. The Plan was a legally binding document and couldn’t be deviated from without going through a local plan making process.

It was nonetheless suggested that some means should be found of being able justify deviation from the Local Plan as a result of the consequences of the pandemic.

The challenge of meeting housing targets was fuelled to some extent by a skills shortage and a short term supply shortage. A bigger issue was the challenge of bringing sites forward but this was now being addressed with owners/promoters of sites identified in the Local Plan as suitable for development being contacted more proactively than before.

The report made brief mention of “2 bedrooms at the Former Gent’s Public Conveniences St Giles (19/00084/FUL)”. Rachel Nixon, Senior Planner, advised that this change of use for short term accommodation had been approved in April 2019, further details were available on the Council’s planning portal.

Oxford University was below its target for the number of students accommodated outside its own premises whereas Oxford Brookes University had exceeded its target, albeit by less than the previous year. As part of the negotiation for new Local Plan the targets for both had been re-calibrated, the former target decreased and the latter increased. Oxford Brookes revised plans for new accommodation on the Headington Hill site would be coming forward and, if agreed, would take it close to or within the compliance threshold for its target.

The Committee made no recommendations in relation to this report.

59. Workplace Equalities and Action Plan

Councillor Nigel Chapman, Cabinet Member for Customer Focussed Services, introduced the report. The report fulfilled a statutory requirement and the data within it were up until March 2020. The data only related to Council activity and did not include those for Oxford Direct Services (ODS). It was important as an employer that the Council should set an example of good practice in the matters covered by the report. It was important to note that the Council was now developing an improved Equality, Diversion & Inclusion Strategy, which extended well beyond just workplace equality matters. As a result of the pandemic, communication with the many and varied communities within the City had improved and this was, in turn, informing the

development of that strategy. The three year workforce plan of 2018-21 had two main areas of focus, to increase the level of BAME representation in the workforce overall and to ensure that there were more women in positions of senior management.

Alongside the requirement to publish details about the gender pay gap, the Council had decided to publish details of the ethnicity pay gap, on a voluntary basis. In 2021 the Council would also publish details of the disability pay gap, also on a voluntary basis.

In relation to BAME representation, the growth of the previous year had been consolidated at about 13% at March 2020. A significant issue in relation to BAME employees was retention, with more or less equal numbers of arrivals and departures. Enquiries of the 15 most recent leavers indicated that two thirds of them had left for reasons of promotion or geography, all of which demonstrated the importance of nurturing and developing BAME employees. The number of BAME applicants was increasing year on year and it seemed likely that the Council's activity with communities during the pandemic would increase that number still further. About 7% (c. 60 -70 employees) of staff choose not to declare their ethnicity when asked and a good number of those may be from BAME communities.

In relation to women in senior positions within the organisation the position remained more or less static with no obvious likelihood of reaching the 50% level in the foreseeable future.

The gender pay gap data is necessarily driven by the predominance of women in lower grades. The gap is unlikely to be narrowed until there are more women in more senior positions. On more positive note however, the pay gap is about 5% better than the national equivalent.

The ethnicity pay gap is, once again, driven by the distribution of employees across different roles in the Council and unlikely to be narrowed unless there is an increase in the number of BAME employees in senior positions.

More work would be done on the interrelationship of the different data sets in the following year.

The Committee noted the importance of taking account of those with a disability caused by emotional and mental illness. It was therefore important that employees were made to feel comfortable about declaring what might be a sensitive matter and that appropriate support was available to them if necessary.

Exit interviews were central to the understanding of why people leave the organisation and for them to be effective, employees must have confidence in them. The proportion of leavers taking part in exit interviews was increasing and the role of HR as an "honest broker" was central to the process.

Many people don't relate to the term BAME and a detailed breakdown of which groups employees self-identify is available in the data held but not published. These data could be shared with the Committee if it was felt to be helpful.

It was suggested that it would be helpful if examples could be given of the improved knowledge and insights into local community groups referred to in the report. The importance of consultation and engagement with the community should not be underestimated and there would be great merit in exploring new ways of engaging the community. Co-production was cited as a particularly important mechanism for doing so.

In relation to the development of the Equality Diversity and Inclusion (EDI) Strategy referred to in the report, Nadeem Murtuja, Executive Director, Communities, reminded the Committee that the improved engagement with local community groups in recent months had helped to develop focus groups that involved more than 140 people to participate and identify diversity and EDI issues impacting on their lives in the City. Knowledge had been gained about issues to do with, among other things, race, age, gender, mental health, and disability and, importantly, the intersections of these issues too. The report made clear that a 12 week consultation and engagement process would then follow with the wider public to sense check the proposed issues and proposed actions. This would enable the Council to understand properly the issues in the context of diversity and the needs of the people that live in the City. He also noted that it was important to co-produce the actions with the local community, once that stage had been reached, so that lived experience was properly reflected.

Reasonable efforts would continue to be made to encourage employees to feel safe about making declarations about those matters asked of them. This required a high level of mutual trust, and an understanding of the reasons why people might not wish to declare. At the same time it was recognised that declarations could not be insisted on if an employee chose not to participate.

It was agreed that it would be helpful to refer to the Stonewall guidance on how best to record individuals' declarations about their sexuality and gender.

A number of specific, additional, workstreams were suggested.

- To understand why some employees are reluctant to share their personal information.
- The majority of the Council's Officers live outside the City; it would be helpful if it was made clear that posts in the City Council are for people who live in the City too.
- Clarity about the recruitment practices for women from minoritised backgrounds.
- Clarity about the risks posed by Covid to these and other workforce related activities and targets
- Guidance to HR re the matter of race and retention

The Committee noted that some of the baseline data relied upon (eg the number of BAME residents in the City) were based on the 2011 census and therefore likely to be out of date. Census data in 2021 would however remedy that. It was noted that detailed data about pay/positions in relation to ethnicity were given in the report.

It was suggested that much could be learnt from the experience of other towns and cities with rich and diverse communities.

The data provided in this report about Council employees could not, also, be provided, in the same way, to this Committee, about Oxford Direct Services (ODS) employees. However both the Companies Scrutiny Panel and the Joint Venture Shareholder could ask for information about the ODS employee profile if they wished to do so.

It was recognised that Covid had slowed progress with some of the planned work in this area. The Committee were very appreciative of the progress being made to date while sharing the wider frustration at the delay in some areas.

The Committee agreed that the following recommendations should be made to Cabinet.

1. That the Council fosters an environment in which staff members feel confident to participate in exit interviews
2. That the Council adopts practices for recording sexual identity in line with Stonewall's guidance
3. That the Council investigates the barriers to individuals disclosing their sexuality and faith-based identities
4. That the Council increases the promotion of itself as an employer to those within the City
5. That the Council develops communications and recruitment approaches to target women from minoritised backgrounds
6. That the Council seeks a similar equalities and pay gap report be made from Oxford Direct Services to the Shareholder and Joint Venture Group

60. Matters for the Committee's Agreement

Budget Review Group Scope

The Committee agreed the scope of the Review Group subject to the addition of a reference to the need to take account of the consequences of a deal with the EC if one is reached.

Report to Cabinet on Oxford's Waterways

The Committee agreed that the report before it should be put to the Cabinet subject to a minor amendment.

61. Report back from Panel representatives

Cllr Aziz gave feedback from the latest meeting of the Housing & Homelessness Panel.

62. Report back on recommendations

The Committee noted the Cabinet's responses to its recommendations on those matters listed on the agenda.

63. Dates of future meetings

Meetings are scheduled as followed:

Scrutiny Committee

- 12 January, 02 February, 02 March, 08 April

Standing Panels

- Finance & Performance: 27 January
- Companies Scrutiny: 14 December
- Housing & Homelessness Panel: 01 February

All meetings start at 6.00 pm.

The meeting started at 6.00 pm and ended at 8.00 pm

ChairDate: Tuesday 12 January 2021

Scrutiny work plan

January 2021 to April 2021

Published on 04/01/21

www.oxford.gov.uk



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	Councillors: James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith.

	management	
Housing and Homelessness Panel	Strategic housing, homelessness and landlord issues and decisions	Councillors: Nadine Bely-Summers (Chair), Shaista Aziz (vice-Chair), 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

Domestic Abuse – Councillors Shaista Aziz (Chair), Mohammad Altaf-Khan, Mark Lygo, Craig Simmons, Sian Taylor, Liz Wade

Budget Review Group – membership to be the same as Finance Panel membership, with Housing Panel members attending during Housing related Scrutiny.

Timings of review groups

Domestic Abuse – Meetings held over November 2020 – January 2021, final sign off in February 2021

Budget Review Group – Meetings held on 04, 06, 11 January 2021 and sign-off at Finance and Performance and Performance Panel on 27 January.

Scrutiny Committee

12 January 2021 - reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Citizen Engagement	No	To provide an update for the Scrutiny Committee on the Council's approach to citizen engagement and consultation and the variety of methods used.	Councillor Susan Brown	Mish Tullar, Corporate Policy, Partnership and Communications Manager

02 February 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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.	Cabinet Member for Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits
Zero Carbon Council by 2030: 4th carbon management plan 2021/22 to 2029/30	Yes	This report outlines how the City Council will meet its targets to become a zero carbon council by 2030 or sooner.	Deputy Leader - Green Transport and Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability

02 March 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Grant allocations to community and vol orgs 2021/22	Yes	A report to make decisions on the allocation of grants to the community and voluntary organisations for 2021/2022.	Cabinet Member for Supporting Local Communities	Ian Brooke, Head of Community Services
Oxpens Redevelopment Update	Yes	The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward; and the Heads of Terms discussions. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	Leader - Economic Development and Partnerships	Tom Bridgman, Executive Director (Development)
Covered Market Leasing Strategy	Yes	There is a 10 year leasing strategy for the Covered Market which was agreed in 2015. The strategy is due to be refreshed at Year 5 (2020) to ensure it continues to reflect the ambitions and strategies for the Market.	Councillor Mary Clarkson, Deputy Leader (Statutory) - Finance and Asset Management	Emma Gubbins
Council Business Plan 2021-22 and Business Plan 2020-21 update	Yes	The annual business plan sets out the key actions and objectives for the next financial year, to support delivery against each of the four corporate priorities set out in the Council Strategy 2020-24. The document also includes an update on delivery against the previous year's business plan.	Leader - Economic Development and Partnerships	Shelley Ghazi, Policy and Partnerships Officer
Safeguarding Report 2020/21	Yes	To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2019/20	Cabinet Member for Customer Focused Services	Daniella Granito

08 April 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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Finance and Performance Panel

27 January 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Treasury Management Strategy 2021/22	Yes	A report to present the Council's Treasury Management Strategy for 2021/22.	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Capital Strategy 2021-22	Yes	A report to present the Capital Strategy for 2021/22 approval.	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager

Housing and Homelessness Pane

01 February 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Allocation of Homelessness Prevention Funds 2021/22	Yes	A report to approve the allocation of homelessness prevention funds for 2021/22.	Cabinet Member for Affordable Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies
Update of Housing Assistance and Disabled Adaptation Policy 2021	Yes	Minor changes to allow clarification around discretionary grant and joint custody arrangements	Cabinet Member for Affordable Housing	Becky Walker, Home Improvement Agency Team Manager

04 March 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Additional HMO licensing scheme renewal	Yes	To report on the findings of the consultation and to seek approval for the next steps in relation to additional HMO licensing in the city	Affordable Housing	Gail Siddall, Team Leader , HMO Enforcement Team
Housing First programme	No	To seek project authorisation for a Housing First programme with the aim of supporting the council's objective to end rough sleeping.	Cabinet Member for Affordable Housing	Paul Wilding, System Change Manager - Homelessness Prevention
Housing and Carbon Reduction	No	A report to inform the Committee of the Council's current plans with regards to carbon reduction in housing, looking specifically at retrofitting plans and possible funding models for paying for improvements to energy efficiency, as well as	Cabinet Member for Affordable Housing	Rachel Nixon

		new housing supply.		
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Companies Panel

15 March 2021 - reports will be the same as those at the Shareholder and Joint Venture Group meeting

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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Criteria

The following TOPIC 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?

Forward Plan Summary

January 2021 to April 2021

Published on 04/01/21

www.oxford.gov.uk



CABINET 20 January

ITEM 13: ID: I025648	1-3 George Street refurbishment
To seek project approval and capital expenditure for the refurbishment of 1-3 George Street. This follows previous decisions to allocate feasibility funding and to enter into grant funding arrangements and contractual terms with OxLEP for Local Growth Funds for the delivery of city-centre based workspaces at 1-3 George Street.	
ITEM 14: ID: I025694	Housing Infrastructure Funding for Osney Mead Innovation Quarter
Amendment of the HIF Agreement for Osney Mead and measures to enable its implementation	
ITEM 15: ID: I025205	Statement of Community Involvement (SCI)
The SCI has to be prepared by the City Council as a legal requirement. The current one adopted in July 2015 needs to be updated to inform future plan-making and decisions made on planning applications. This updated SCI will explain how the City Council will engage with communities, stakeholders and the public in the planning system.	
ITEM 16: ID: I025887	Air Quality Action Plan
Cabinet approval sought for Air Quality Action Plan following public consultation	
ITEM 17: ID: I026017	Regear of the second floor lease at 20-24 Queen Street (Ramsay House)
Regear of the lease on the second floor of this property	

ITEM 18: ID: I026275	Meanwhile in Oxfordshire (Additional recommendation)
An additional recommendation to the report agreed at the 9 December 2020 Cabinet meeting. 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.	

CABINET 10 February

ITEM 20: ID: I024520	Council tax reduction scheme 2021/2022 Report status: Confirmed for this meeting
A report to seek approval for the Council's Council Tax Reduction Scheme for 2021/22 following consultation	

ITEM 21: ID: I026291	Project proposal and delegated authority to award a hybrid print and post contract. Report status: Confirmed for this meeting
Request for approval and delegated authority to award a contract for postal services. The Council will transfer electronic files to a third-party provider who will print and post the communications.	

ITEM 22: ID: I026180	Zero Carbon Council by 2030: 4th carbon management plan 2021/22 to 2029/30 Report status: Provisional: Decision reliant on another action or process
This report outlines how the City Council will meet its targets to become a zero carbon council by 2030 or sooner.	

ITEM 24: ID: I024522	Treasury Management Strategy 2021/22 Report status: Confirmed for this meeting
A report to present the Council's Treasury Management Strategy for 2021/22.	

ITEM 25: ID: I024523	Budget 2021/22 Report status: Confirmed for this meeting
A report to present the outcome of the budget consultation and agree the Council's Medium Term Financial Strategy for 2022-23 to 2024-25 and 2022-22 Budget for recommendation to Council.	

ITEM 26: ID: I024526	Capital Strategy 2021-22 Report status: Confirmed for this meeting
A report to present the Capital Strategy for 2021/22 approval.	

ITEM 27: ID: I024186	Update of Housing Assistance and Disabled Adaptation Policy 2021 Report status: Confirmed for this meeting
Minor changes to allow clarification around discretionary grant and joint custody arrangements	

ITEM 28: ID: I024527	Allocation of Homelessness Prevention Funds 2021/22 Report status: Confirmed for this meeting
A report to approve the allocation of homelessness prevention funds for 2021/22.	

ITEM 29: ID: I026300	Housing and Asset Management System Project Update and Funding Position Report status: Confirmed for this meeting
The purpose of this report is to outline the latest status of the Housing and Asset Management System project, including the revised plan for go-live, the funding needed to achieve go-live, and plans to reduce OCC's cost exposure.	

CABINET 10 March

ITEM 32: ID: I024525	Grant allocations to community and vol orgs 2021/22
A report to make decisions on the allocation of grants to the community and voluntary organisations for 2021/2022.	

ITEM 33: ID: I024506	Additional HMO licensing scheme renewal Report status: Provisional: Decision reliant on another action or process
To report on the findings of the consultation and to seek approval for the next steps in relation to additional HMO licensing in the city	

ITEM 34: ID: I025616	To report on the findings of the consultation and to seek approval for the next steps in relation to selective licensing in the city Report status: Provisional: Decision reliant on another action or process
The report provides findings from a statutory consultation exercise carried out into the proposal to introduce licensing in the city for all non HMO privately rented homes and seeks approval from members to take the next steps in relation to selective licensing	

ITEM 35: ID: I025999	Covered Market Leasing Strategy Report status: Provisional: Decision reliant on another action or process
There is a 10 year leasing strategy for the Covered Market which was agreed in 2015. The strategy is due to be refreshed at Year 5 (2020) to ensure it continues to reflect the ambitions and strategies for the Market.	

ITEM 36: ID: I024511	Zero Emission Zone Report status: Confirmed for this meeting
Decision on whether to support Oxfordshire County Council's introduction of the Red Zone Zero Emission Zone	

ITEM 37: ID: I024529	Integrated Performance Report for Q3 Report status: Confirmed for this meeting
A report to update Members on Finance, Risk and Performance as at 31 December 2020	

ITEM 38: ID: I025318	Council Business Plan 2021-22 and Business Plan 2020-21 update Report status: Confirmed for this meeting
The annual business plan sets out the key actions and objectives for the next financial year, to support delivery against each of the four corporate priorities set out in the Council Strategy 2020-24. The document also includes an update on delivery against the previous year's business plan.	

ITEM 39: ID: I026260	Housing First programme Report status: Confirmed for this meeting
To seek project authorisation for a Housing First programme with the aim of supporting the council's objective to end rough sleeping.	

ITEM 40: ID: I026330	Oxford City Council Safeguarding Report 2019/20 Report status: Provisional: Decision reliant on another action or process
To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2019/20	

	Oxpens Redevelopment Update Report status: Provisional
The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward; and the Heads of Terms discussions. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	

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Cabinet response to recommendations of the Housing and Homelessness Panel made on 05/11/2020 concerning the Scrutiny-commissioned Hidden Homelessness Update

Provided by the Cabinet Member for Affordable Housing, Councillor Mike Rowley

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<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
<p>1) That the Council invests sufficient resources to gain an understanding of hidden-homelessness and sub-optimal housing, possibly through the use of external consultants undertaking research, and begins to monitor it.</p>	Partially	<p>The Council already monitors the number and types of bandings on the Housing Register and will continue to do so. However, the work required to meet this recommendation is extensive. Because this group do not meet the thresholds of any statutory services, there is no data collected about their situation by either the council, or anyone else. As such the only way to gain insight into this situation would be by undertaking extensive fieldwork. This would need to be undertaken by a professional research company in order to minimise the required field work through the use of statistical sampling techniques. Under the present financial circumstances faced by the Council, this suggestion has not been put forward as a proposal for consideration within the Council's draft budget.</p>
<p>2) That the Council, when it has sufficient understanding, undertakes a communications exercise to increase the engagement by sub-optimally housed individuals with the Council.</p>	Partially	<p>As explained above, the specific work suggested would be very extensive and cannot be committed to. However, the Council endeavours to continue promoting the support it provides to those who need it in an effective way, we and will continue to examine how awareness of its services can be improved among those who are vulnerably housed, particularly those in marginalised communities.</p>

Agenda Item 7

Cabinet response to recommendations of the Scrutiny Committee made on 01/12/2020 concerning the Draft Strategic Vision for Oxfordshire report

Response provided by Leader of the Council and Cabinet Member for Economic Development and Partnerships, Susan Brown

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Recommendation	Agree?	Comment
<p>1) That the Council seeks in its discussions at the Oxfordshire Growth Board to have the following suggestions included within future drafts of the draft Strategic Vision for Oxfordshire:</p> <ul style="list-style-type: none"> - The recommendations of the Growth Board Scrutiny Panel made on 21st October 2020 - To increase the emphasis throughout the document on economic inequality - Reference within the Inclusive Economy section to the promotion of the Living Wage, either the national standard or the local standard - To create a section dedicated to the improvement of mental wellbeing - For issues of inequality, particularly with regards to race, to be embedded throughout the document rather than being treated in isolation under equality, diversity and inclusion. - To recognise the priority of increasing active transport across Oxfordshire 	<p>Agreed</p>	<p>Scrutiny’s recommendations are in alignment with what the Council has already been seeking to do with its partners around the Draft Strategic Vision for Oxfordshire. Specific issues arising are as follows</p> <ul style="list-style-type: none"> - It is assumed that Scrutiny is referencing the tackling of economic inequality. The Council is extremely keen that this becomes part of the overall vision of the County, not just the City. - The creation of a whole section on mental wellbeing may be a big ask, but the Council is in full support of Scrutiny’s concern over this area, particularly given the significant underfunding of these services, and will seek to expand consideration of it as part of the wider section on health.

Cabinet response to recommendations of the Scrutiny Committee made on 01/12/2020 concerning the Workplace Equalities and Action Plan report

Response provided by Cabinet Member for Customer Focused Services, Nigel Chapman

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
2) That the Council continues its work to foster an environment in which staff members feel confident to participate in exit interviews as a matter of course	Agreed	Progress to date has already increased the percentage of leavers taking up exit interviews from less than 30% to circa 55% by the end of March 2020. We wish to see this percentage increase. The more accurate information we can gather from departing employees as to their reasons the better we can tailor our policies and working practices to encourage talented individuals to stay with us.
3) That the Council adopts practices for recording sexual and gender insight in line with Stonewall's guidance	Agreed	Stonewall uses anonymous surveys and recommends taking a snapshot of employees at different parts of the employee life cycle. Hence this approach is not all about getting staff to declare, it is also about using other insight channels to understand issues.
4) That the Council investigates the barriers to individuals disclosing their ethnicity, sexuality and faith-based identities	Agreed	
5) That the Council continues to increase the promotion of itself as an employer to those within the City	Agreed	This will build on existing good practice that was in operation pre Covid where the Council was using a variety of approaches to promote job opportunities within the local community, including: holding recruitment roadshows in local community venues; attendance at local job fairs and careers events in local schools. The next cohort of apprentices will be introduced into the organisation in the coming year and will naturally provide an opportunity to promote the Council as a relevant and viable employer.

<p>6) That the Council further develops communications and recruitment approaches to target women from minoritised backgrounds</p>	<p>Agreed</p>	<p>Each recruitment campaign is currently reviewed to ensure that the vacancy attracts as diverse a group of applicants as possible. Further improvements are planned to improve the skills of under-represented staff; to use local community pathways to advertise and promote opportunities and to ensure diversity at each stage in the recruitment process.</p>
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Cabinet response to recommendations of the Scrutiny Committee made on 03/11/2020 concerning the Waterways report
Response provided by Cabinet Member for a Safer, Healthy Oxford, Councillor Louise Upton

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Recommendation	Agree?	Comment
1) That the Council investigates the appetite amongst neighbouring authorities for establishing a shared Waterways Coordinator post	Agree	The work programme with the Waterways Officer will be agreed to include contacting neighbouring authorities with a proposal outline to gauge the level of support.
2) That the Council establishes and administers a forum of key waterways stakeholders to coordinate strategic policy and activity.	Partially Agree	There are a range of forums in existence, working with key partners we will review the need for any new or additional meeting with stakeholders. This will align with the work in recommendation 1.
3) That the Council ensures the provision of facilities for boats to dispose of waste, empty sewer tanks and take on fresh water at Redbridge Paddocks or an alternative venue locally.	Agree	The Council has noted the lack of facilities within the City. Where feasible, the Council will encourage the provision of new facilities through instructing our planning officers, who have the key relationship with developers, to actively explore providing these amenities.
4) That the Council explores the option of community ownership for moorings when ownership and management arrangements are decided.	Agree	This will be explored where feasible, through research into models adopted elsewhere in the UK.
5) That the Council incorporates the provision of electric charging points for boats into its strategic development plans for the waterways, particularly in those areas where moorings are in close proximity to housing and schools.	Agree	Where feasible this will be explored, an opportunity may exist if there is scope to develop the community ownership model of mooring. It may require capital expenditure and needs detailed feasibility to understand if the desired outcome is possible at appropriate locations.
6) That the Council includes within its refreshed Housing and Homelessness Strategy a section to consider the implications and responsibilities arising from endorsing the use of boats as homes in Oxford.	Agree	Council recognises that boats provide one of the few affordable housing options in the city. We will explore the implications in the next housing strategy refresh.

<p>7) That the Council proactively seeks to increase the number of projects in waterways to the east and south of the city.</p>	<p>Disagree</p>	<p>At present the focus is on key waterways, the Thames/Isis and Oxford Canal. Other waterways within the city can be examined to understand the needs in those areas. However, with the limited resource currently available, priority is centred on the key waterways links. In due course this will be revisited.</p>
<p>8) That the Council refreshes the Waterways Vision document to reference the Council's motion on bathing water quality.</p>	<p>Agree</p>	<p>Reference can be made to this in the Waterways Vision document, while it must also be recognised that the key players on water quality are Thames Water and the Environment Agency.</p>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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