

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 10 February 2021**

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

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.

[View or subscribe to updates for agendas, reports and minutes at mycouncil.oxford.gov.uk.](#)

[All public papers are available from the calendar link to this meeting once published](#)

Cabinet Membership

Councillors: Membership 10: Quorum 3: No substitutes are permitted.

Leader/ Chair

| | |
|--------------------------------|---|
| Councillor Susan Brown (Chair) | Leader of the Council, Cabinet Member for Economic Development and Partnerships |
|--------------------------------|---|

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).

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 02 February. Any recommendations from that meeting will be published as a supplement to this agenda.</p> | |
| 8 Budget 2021-22 | 13 - 168 |
| <p>Lead Member: Deputy Leader - Finance and Asset Management</p> | |
| <p>The Head of Financial Services has submitted 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 2021-22 Budget for recommendation to Council.</p> | |
| <p>Recommendations:</p> | |
| <p>Cabinet is asked to consider the outcome of the public consultation, agree the amendments to the Consultation Budget and recommend that Council resolves to:</p> | |
| <p>Approve the 2021-22 General Fund and Housing Revenue Account budgets and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-10, noting:</p> | |

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.

- (a) the Council's General Fund Budget Requirement of £23.648 million for 2021/22 and an increase in the Band D Council Tax of 1.99% or £6.25 per annum representing a Band D Council Tax of £320.17 per annum
- (b) the Housing Revenue Account budget for 2021/22 of £46.649 million and an increase of 1.50% (£1.57 per week) in social dwelling rents from 1 April 2021 giving a revised weekly average social rent of £105.32 as set out in Appendix 5
- (c) the intention to consult Council house tenants on the setting of the initial rent on all new social housing at 5% above the formula rent whilst applying formula rent to any new builds let prior to the end of the consultation period as indicated in paragraph (paragraphs 38- 45).
- (d) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.
- (e) the changes to fees and charges shown in Appendix 7
- (f) the delegation to the Section 151 Officer in consultation with the Cabinet Member for Finance and Assets the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 13-15 below.
- (g) the payment into the County Council Pension Fund of £5 million as referred to in the Consultation Budget and paragraph 20
- (h) the inclusion of an additional loan facility of up to £1million on terms to be agreed by the Head of Financial Services, subject to the consideration and agreement of the Shareholder and Joint Venture Panel (SHJVP) and Cabinet of report to Cabinet in March 2021 as referred to in paragraph 55.

9 Capital Strategy 2021-22

169 -
206

Lead Member: Deputy Leader - Finance and Asset Management

The Head of Financial Services has submitted a report to present the Capital Strategy for approval.

Recommendations: That Cabinet resolves to:

1. **Recommend** that Council approves:

The Capital Strategy attached at Appendix A

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.

10 **Treasury Management Strategy 2021/22**

207 -
236

Lead Member: Deputy Leader - Finance and Asset Management

The Head of Financial Services has submitted a report to present the Council's Treasury Management Strategy for 2021/22 together with the Prudential Indicators for 2021/22 to 2024/25.

Recommendations: That Cabinet resolves to:

Recommend that Council approves:

1. The Treasury Management Strategy 2021/22 as set out in paragraphs 19 to 62 and the Prudential Indicators for 2021/22 – 2024/25 as set out in Appendix 2;
2. The Borrowing Strategy at paragraphs 27 to 38;
3. The Minimum Revenue Provision (MRP) Statement at paragraphs 39 to 41 which sets out the Council's policy on charging borrowing to the revenue account; and
4. The Investment Strategy for 2021/22 and investment criteria as set out in paragraphs 42 to 62 and Appendix 1.

11 **Council tax reduction scheme 2021/2022**

237 -
280

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

The Head of Financial Services has submitted a report to consider the feedback from the recent consultation on the proposed changes to the 2021/22 Council Tax Reduction Scheme and to agree the principles of the new scheme to be drawn up for approval by Council.

Recommendations: That Cabinet resolves to:

1. **Note** the outcome of the consultation on the proposed Council Tax Reduction Scheme;
2. **Delegate** authority to the Head of Financial Services to draft the details of the new Council Tax Reduction Scheme for 2021/22 in accordance with paragraphs 10-14 of this report; and
3. **Recommend Council** to resolve to adopt the new Local Council Tax Reduction Scheme for 2021/22 taking into account the changes to the income bandings as highlighted in paragraphs 11-16, and moving to an Income banded scheme for all CTR claimants.

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.

12 **Zero Carbon Council by 2030: 4th carbon management plan 2021/22 to 2029/30**

281 -
320

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

The Transition Director has submitted a report to which outlines how the Council will meet its goal to become a Zero Carbon Council by 2030 or sooner. This route map supports the Council's Zero Carbon City goal by demonstrating bold action and leadership within the city on climate change.

Recommendations: That Cabinet resolves to:

1. **Adopt the Zero Carbon Council by 2030: 4th Carbon Management Plan, 2021/22 to 2029/30** at Appendix 1, which outlines how the Council will achieve its goal of zero carbon emissions across its estate and operations by 2030. This is in line with the commitment made by the Cabinet on 19 December 2019 in response to Oxford's Citizens' Assembly on Climate Change;
2. **Note** the anticipated shortfall in funding and resources to deliver the Carbon Council by 2030: 4th Carbon Management Plan, 2021/22 to 2029/30, in the context of the challenging financial situation the Council faces due to COVID-19. The Council will need to make bids for external capital funding, additional match funding and support/grants to fund carbon reduction measures across its estate and operation;
3. **Note** that many of the "easy to achieve" carbon reduction measures have now been delivered, with a focus now needed on addressing difficult areas of decarbonisation such as of heat, particularly in relation to leisure centres; and
4. **Note** that every Council service area, all council members, teams, and members of staff have an active role to play in delivering the Zero Carbon Council by 2030: 4th Carbon Management Plan, 2021/22 to 2029/30.

13 **Programme approval and allocation for Public Sector Decarbonisation Funding**

321 -
332

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

The Transition Director has submitted a report to seek programme approval and delegations to enable capital grant spend of Public Sector

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.

Decarbonisation Funding for provision of heat pumps, thermal storage and battery storage at Oxford City Council sites and development of renewable energy to power to reduce council carbon emissions. To delegate officers to enter into funding and other necessary agreement for the purpose of delivery of decarbonisation projects through this programme.

Recommendations: That Cabinet resolves to:

1. **Give programme approval** to the development of the decarbonisation proposals, to accept and ratify funding agreements to further reduce the Council's carbon emissions; and any other necessary agreements or contract, as set out in this report for prospective sites at Hinksey Pool, Town Hall, Ice Rink, Leys Leisure Centre, Barton Leisure Centre and Rose Hill Community Centre;
2. **Delegate authority** to the Transition Director, in consultation with the Cabinet Member for Zero Carbon Oxford; the Head of Financial Services/Section 151 Officer; and the Councils Monitoring Officer, to commence expenditure to carry out the work to develop proposals for funding and subject to their satisfactory conclusion, enter into funding and other necessary agreements, including construction contracts, for the purpose of development and delivery of decarbonisation projects across Oxford City Council estate;
3. **Recommend to Council** the allocation of a capital budget of £10.923 million;
4. **Note:** the programme management arrangements as set out in the report and the workload prioritisation implications for the Carbon Reduction Team; and
5. **Note** that a further report on the arrangements for securing the local renewable energy source and the developed proposals will follow in due course.

14 **Housing and Asset Management System Project Update and Funding Position**

333 -
340

Lead Member: Cabinet Member for Affordable Housing (Councillor Mike Rowley), Cabinet Member for Customer Focused Services (Councillor Nigel Chapman)

The Head of Housing Services and Head of Financial Services have submitted a report to present the current status of the Housing and Asset Management System, to describe the plan for completion, and to seek additional funds to achieve project go-live.

Recommendations: That Cabinet resolves to:

1. **Endorse** the revised go-live plan for the Housing Asset Management System project;

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.

- | | | |
|----|---|--------------|
| 2. | Recommend to Council the approval of a capital budget for the additional expenditure of £264,296 required to complete the project; and | |
| 3. | Note the appendices supplied with this report. | |
| 15 | Project proposal and delegated authority to award a hybrid print and post contract. | 341 - 348 |
| | Lead Member: Cabinet Member for Customer Focused Services (Councillor Nigel Chapman) | |
| | The Head of Business Improvement has submitted a report to seek project approval and delegated authority for the Executive Director for Communities and Customers to award a contract for the supply of a hybrid print and post solution. | |
| | Recommendations: That Cabinet resolves to: | |
| | 1. Give project approval for the procurement of a hybrid print and post solution to replace the existing contract, which is ending 25 th April 2021;and | |
| | 2. Delegate to the Executive Director of Communities and Customer Services, authority to award a contract for the Supply of a hybrid print and post solution for the Council. | |
| 16 | Minutes | 349 - 356 |
| | Recommendation: That Cabinet resolves to approve the minutes of the meeting held on 20 January as a true and accurate record. | |
| 17 | Decisions taken under Part 9.3 (b) of the Constitution | 357 - 360 |
| | 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. | |

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.

18 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

- 10 March
- 14 April

All meetings start at 6pm unless otherwise stated

19 **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

20 **Housing and Asset Management System Project Update and Funding Position - Appendix 2**

361 -
364

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

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.