

Agenda

Council

Budget meeting

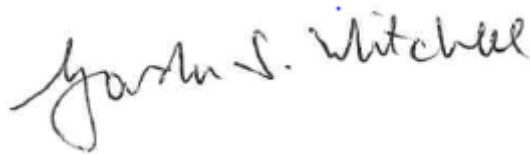
Summons

A meeting of the City Council will be held to transact the business set out below on

Date: **Wednesday 17 February 2021**

Time: **5.00 pm**

Place: **Zoom - Remote meeting**



Proper Officer

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

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

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

This meeting can be viewed live or afterwards on the council's [YouTube channel](#).

For further information please contact:

Jennifer Thompson, Committee and Members Services Officer, Committee and Member Services Officer

 01865 252275

 democraticservices@oxford.gov.uk

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

Membership of Council

Councillors: Membership 48: Quorum 12.

Lord Mayor Councillor Mark Lygo

Deputy Lord Mayor Councillor Stephen Goddard

Sheriff Councillor Dick Wolff

Members	Councillor Mohammed Altaf-Khan	Councillor Pat Kennedy
	Councillor Lubna Arshad	Councillor Tom Landell Mills
	Councillor Jamila Begum Azad	Councillor Ben Lloyd-Shogbesan
	Councillor Shaista Aziz	Councillor Sajjad Malik
	Councillor Nadine Bely-Summers	Councillor Dr Joe McManners
	Councillor Susan Brown	Councillor Chewe Munkonge
	Councillor Nigel Chapman	Councillor Susanna Pressel
	Councillor Mary Clarkson	Councillor Mike Rowley
	Councillor Colin Cook	Councillor Christine Simm
	Councillor Tiago Corais	Councillor Craig Simmons
	Councillor Steven Curran	Councillor Linda Smith
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Roz Smith
	Councillor James Fry	Councillor John Tanner
	Councillor Andrew Gant	Councillor Richard Tarver
	Councillor Stef Garden	Councillor Sian Taylor
	Councillor Michael Gotch	Councillor Marie Tidball
	Councillor Mick Haines	Councillor Ed Turner
	Councillor Tom Hayes	Councillor Louise Upton
	Councillor David Henwood	Councillor Elizabeth Wade
	Councillor Alex Hollingsworth	Vacancy (Councillor)
	Councillor Richard Howlett	Vacancy (Councillor)
	Councillor Rae Humberstone	Vacancy (Councillor)
	Councillor Dan Iley-Williamson	

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

Pages

PART 1 - PUBLIC BUSINESS

1 Apologies for absence

2 Declarations of interest

Relevant Dispensations: The Standards Committee on 11 September 2018 recommended and Council on 1 October 2018 agreed a set of general dispensations for a 4 year period for all councillors including:

- Determining an allowance (including special responsibility allowances), travelling expense, payment or indemnity given to Members
- Housing: where the Member (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not relate to the particular tenancy or lease of the Member (their spouse or partner);
- Housing Benefit: where the Councillor (or spouse or partner) receives housing benefit;
- Any Ceremonial Honours given to Members;
- Setting the Council Tax or a precept under the Local Government and Finance Act 1992 (or any subsequent legislation); and
- Setting a Local Council Tax Reduction Scheme or Local scheme for the payment of business rates (including eligibility for rebates and reductions) for the purposes of the Local Government Finance Act 2012 (or any subsequent legislation)
- including a dispensation for recipients of Universal Credit

3 Announcements

Announcements by:

1. The Lord Mayor
2. The Sheriff
3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)
4. The Chief Executive, Chief Finance Officer, Monitoring Officer

4 Procedure for debate on the medium term financial strategy and budget

The procedure for this meeting including timings for the debate on the Council's budget, capital programme and medium term financial strategy as recommended by the Cabinet is set out in the Council's Constitution at 11.4.

Any amendments to the procedure must be agreed by majority vote and will only apply to this meeting.

Recommendation: Council is recommended to agree that the times permitted for each stage in the budget debate (Item 10 on the agenda) are as detailed in the Council's Constitution.

5 Public addresses and questions that relate to matters for decision at this meeting

Public addresses, and questions of under 200 words, to the Leader or other Cabinet member received in accordance with Council Procedure Rules 11.4, 11.12, 11.13, and 11.14 relating to matters for decision on this agenda.

The request to speak accompanied by the full text of the address or question must be received by the [Head of Law and Governance](#) on Thursday 11 February 2021.

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

A total of 30 minutes is available for this item. Responses are included in this time. Up to five minutes is available for each public address and up to three minutes for each question.

Reports to be considered before the budget debate

Decisions on these reports have a direct impact on the proposed budget for 2021/22.

6 Proposed changes to the Constitution 2020/21

The Head of Law and Governance has submitted a report recommending changes to the Council's Constitution following an annual review of the Constitution overseen by a Cross-Party Constitution Group.

Cllr Chapman, Cabinet Member for Customer Focused Services, will present the report and move the recommendations.

17 - 50

Appendix 2 in separate supplement

Recommendations: That Council resolves to:

1. Approve the list of proposed amendments to the Constitution detailed in Appendix 1 and highlighted in the draft Constitution at Appendix 2 of the report;
2. Adopt the revised Oxford City Council Constitution attached at Appendix 2;
3. Delegate authority to the Head of Law & Governance to amend the Constitution with effect from May 2021 to reflect the changes to the planning committees.
4. Delegate authority to the Head of Law and Governance to amend any further wording and/or numbering that is identified as being inconsistent with the changes approved by Council.

7 Licensing and Gambling Acts and General Purposes Licensing Committees - recommendations on fees and charges 2021/22

The Licensing and Gambling Acts and General Purposes Licensing Committees considered at their meetings on 4 February 2021 reports on fees and charges for the licensing functions falling within their remits.

The draft minutes of the Committee are available [here](#) and [here](#). Cllrs Cook and Clarkson, the Committee Chairs, will propose the recommendations.

The fees and charges are also included in the budget papers at Item 10 Appendix 7. One late change to the fees agreed by the General Purposes Licensing Committee is included in the addendum to that item.

Recommendations: the Licensing and Gambling Acts Committee and the General Purposes Committee recommend that Council agree the relevant licence fees and charges for 2021/22 as set out in Items 7a, 7b and 7c (and repeated in the relevant sections of Item 10 Appendix 7) and in the addendum to Item 10.

7a	Licensing Act 2003 and Gambling Act 2005 Licence Fees and Charges for the 2021/22 financial year	51 - 56
7b	Commercial Events, Hackney Carriage and Private Hire, Road Closure Orders, Scrap Metal Dealers, Sex Establishments and Street Parties: Licence Fees and Charges for the 2021/22 financial year	57 - 64
7c	Miscellaneous Licensing: Licence Fees & Charges for the 2021/22 financial year	65 - 68

Budget and Council Tax

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|----|---|-----------|
| 8 | Report of the Council's Chief Finance Officer on the robustness of the 2021/2022 budget | 69 - 84 |
| | <p>Under Section 25 of the Local Government Act 2003 there is a requirement for the Council's Chief Financial Officer to report to Council on:</p> <ul style="list-style-type: none">a) the robustness of the estimates made for the purposes of the calculations of the budget; andb) the adequacy of the proposed financial reserves. <p>The Head of Financial Services may present the report and recommendations.</p> <p>Council in considering its Budget should have regard to this advice.</p> <p>Recommendation: That Council notes this report in setting its budget for 2020/21 and the indicative budgets for 2022/23 – 2024/25.</p> | |
| 9 | Report of the Scrutiny Budget Review Group | 85 - 138 |
| | <p>Report of the Scrutiny Budget Review Group on the proposed budget. Cabinet's responses are attached at Appendix 1. The Chairs of the Budget Review Group and Scrutiny Committee will present the report and recommendations.</p> <p>Recommendation: Council is asked to note the findings and recommendations of the Budget Review Group and note Cabinet's responses.</p> | |
| 10 | Budget 2021/22 and Medium Term Financial Strategy 2022/23 to 2024/25 | 139 - 294 |
| | <p>The Head of Financial Services submitted a report to Cabinet on 10 February 2021 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>The Cabinet decisions and any further proposed amendments to the budget will be reported in the briefing note.</p> <p>Cllr Turner, the Cabinet Member for Finance and Asset Management, will present the report and propose Cabinet's recommendations.</p> <p><i>Amendments to the budget proposed by opposition groups or individual councillors must be received by Committee Services before 1.00pm on Tuesday 16 February 2021 and will be circulated with the briefing note published that day.</i></p> <p><i>The procedure for this item is set out in Part 11.4 of the Council's Constitution.</i></p> | |

A recorded vote must be taken when voting to agree the final budget and medium term financial strategy.

Council is recommended to:

- a. consider Cabinet's recommendations to Council, including the budget published as part of the agenda for this meeting along with any amendments resulting from the Cabinet meeting of 10 February;
- b. consider the substantive amendments proposed by the opposition groups; and published with the briefing note;
- c. consider any individual amendments; and
- d. agree the recommendations from the Cabinet as presented to Council, or with further amendments as decided by Council.

Recommendations: Cabinet recommends subject to decisions at their meeting on 10 February that Council resolves to:

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:

- 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 of the report;
- 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

Group (SJVG) and Cabinet of a report to Cabinet in March 2021 as referred to in paragraph 55.

10a Additional recommendations from Cabinet and corrections to published budget

If Cabinet agrees changes to the recommendations, or changes or corrections to the published report or appendices, these will be reported to the meeting.

10b Alternative budget proposals - Liberal Democrat amendments

Liberal Democrat Group's amendments to the revenue and capital budgets, including explanation, for debate.

These will be published in the Briefing Note.

10c Alternative budget proposals - Green amendments

Green Group's amendments to the revenue and capital budgets, including explanation, for debate.

These will be published in the Briefing Note.

10d Individual amendments to the budget

Individual amendments to the revenue and capital budgets, including explanation, for debate.

These will be published in the Briefing Note or individual items from (b) or (c) above may be tabled at the appropriate point in the debate.

11 Council Tax 2021/22

295 -
308

A recorded vote must be taken when voting to agree the Council Tax and associated resolutions.

The Head of Financial Services has submitted a report setting out the necessary calculations to enable Council to set the 2021/22 Council Tax for Oxford City

Cllr Turner, the Cabinet Member for Finance and Asset Management, will propose the recommendations and the Head of Financial Services will be available to answer questions.

Recommendations: subject to the decisions at Item 10 above, that Council resolves to approve for the financial year 2021/22 recommendations 1 to 5 and to note points 6 to 8 below:

1. The City Council's precept and Council Tax requirement of £14,911,465 including Parish precepts and £14,633,631

excluding Parish precepts.

2. The average Band D Council Tax figure (excluding Parish Precepts) of £320.17 a 1.99% increase on the 2020/2021 figure of £313.92. Including Parish Precepts the figure is £326.25, a 2.0% increase (see paragraphs 2 to 6 of the report).
3. A contribution of £10,000 to Old Marston Parish Council in recognition of the additional expenditure that the Parish incurs as a consequence of maintaining the cemetery (see paragraphs 9 and 10 of the report).
4. The amount of £632,859 to be treated as Special Expenses (see paragraph 13 of the report).
5. The Band D Council Taxes for the various areas of the City (excluding the Police and County Council's precepts) as follows:

Littlemore	£364.84
Old Marston	£354.03
Risinghurst and Sandhills	£343.15
Blackbird Leys	£325.38
Unparished Area	£322.86

These figures include Parish Precepts and special expensing amounts as appropriate; in addition to the City-wide Council Tax of £306.33.

The Council is also asked to note:

6. Oxfordshire County Council's precept and Band D Council Tax as set out in paragraph 17 of the report
7. The Police and Crime Commissioner for the Thames Valley's precept and Band D Council Tax as set out in paragraph 18 of the report, and
8. The overall average Band D equivalent Council Tax of £2,130.64 including Parish Precepts (subject to confirmation of the Band D figures for the County Council and Police and Crime Commissioner).

Cabinet recommendations relating to the Council's budget

12 Council tax reduction scheme 2021/2022

309 -
352

The Head of Financial Services submitted a report to Cabinet on 10 February 2021 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.

The current scheme documents are [here](#).

The Cabinet decisions will be reported in the briefing note. Cllr Tidball, the Cabinet Member for Supporting Communities, will present the report and propose Cabinet's recommendations.

Recommendations: Cabinet recommends subject to decisions at their meeting on 10 February that Council resolves 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 of the report, and moving to an Income banded scheme for all Council Tax Reduction claimants.

13 Treasury Management Strategy 2021/22

353 -
382

The Head of Financial Services submitted a report to Cabinet on 10 February 2021 to present the Council's Treasury Management Strategy for 2021/22 together with the Prudential Indicators for 2021/22 to 2024/25.

The Cabinet decisions will be reported in the briefing note. Cllr Turner, the Cabinet Member for Finance and Asset Management, will present the report and propose Cabinet's recommendations.

Recommendations: Cabinet recommends subject to decisions at their meeting on 10 February that Council resolves to approve:

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 of the report;
2. The Borrowing Strategy at paragraphs 27 to 38 of the report;
3. The Minimum Revenue Provision (MRP) Statement at paragraphs 39 to 41 of the report 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 of the report.

14 Capital Strategy 2021/22 to 2024/25

383 -
420

The Head of Financial Services submitted a report to Cabinet on 10 February 2021 to present the Capital Strategy for approval.

The Cabinet decisions will be reported in the briefing note. Cllr Turner, the Cabinet Member for Finance and Asset Management, will present the report and propose Cabinet's recommendations.

Recommendations: Cabinet recommends subject to decisions at their meeting on 10 February that Council resolves to approve the Capital Strategy attached at Appendix A of the report.

Cabinet and Committee recommendations which must be considered before the date of the next meeting

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|-----------|--|-----------------------------------|
| 15 | Review of the Statement of Licensing Policy | 421 -
440 |
| | <p>The Head of Regulatory Services & Community Safety submitted the updated Statement of Licensing Policy to the Licensing and Gambling Acts Committee on 4 February 2021.</p> <p>The draft minutes of the Committee are available here. Cllr Cook, the Committee Chair, will propose the recommendations</p> <p>Recommendation: the Licensing and Gambling Acts Committee recommends that Council resolves to adopt the updated Statement of Licensing Policy to take effect in February 2021.</p> | Appendix 2 in separate supplement |
| 16 | Programme approval and allocation for Public Sector Decarbonisation Funding | 441 -
452 |
| | <p>The Transition Director submitted a report to Cabinet on 10 February 2021 to seek programme approval and delegations to enable capital grant spend of Public Sector 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.</p> <p>The Cabinet decisions will be reported in the briefing note. Cllr Hayes, the Cabinet Member for Green Transport and Zero Carbon Oxford, will present the report and propose Cabinet's recommendations.</p> <p>Recommendations: subject to the decision of Cabinet, Council is recommended to resolve to allocate a capital budget of £10.923 million to enable capital grant spend of Public Sector Decarbonisation Funding.</p> | |
| 17 | Housing and Asset Management System Project Update and Funding Position | 453 -
460 |
| | <p>The Head of Housing Services and Head of Financial Services submitted a report to Cabinet on 10 February 2021 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.</p> <p>The Cabinet decisions will be reported in the briefing note. Cllrs Chapman and Rowley, the Cabinet Members, will present the report and propose the recommendations.</p> <p>Recommendations: subject to the decision of Cabinet, Council is recommended to approve a capital budget for the additional expenditure of £264,296 required to complete the Housing and Asset Management System project.</p> | |

18 Matters exempt from publication and exclusion of the public

If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act 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.

(The Access to Information Procedure Rules – Section 15 of the Council’s Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

PART 2 - Matters exempt from publication

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

Exempt supplement

Updates and additional information to supplement this agenda are published in the Council Briefing Note.

Additional information, councillors’ questions, public addresses and amendments to motions are published in a supplementary briefing note. The agenda and briefing note should be read together.

The Briefing Note is published as a supplement to the agenda. It is available on the Friday before the meeting and can be accessed along with the agenda on the council’s website.

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 and Member 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 Councillors and members of the press and public 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 recordings 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.

