

Agenda

Cabinet

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This meeting will be held on:

Date: **Wednesday 10 March 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

✉ DemocraticServices@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](#)

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Cabinet Membership

Leader/ Chair

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

Councillor Ed Turner (Deputy Leader)	Deputy Leader (Statutory), Cabinet Member for Finance and Asset Management
Councillor Tom Hayes (Deputy Leader)	Deputy Leader, Cabinet Member for Green Transport and Zero Carbon Oxford
Councillor Nigel Chapman	Cabinet Member for Customer Focused Services
Councillor Mary Clarkson	Cabinet Member for City Centre, Covered Market and Culture
Councillor Alex Hollingsworth	Cabinet Member for Planning and Housing Delivery
Councillor Mike Rowley	Cabinet Member for Affordable Housing
Councillor Linda Smith	Cabinet Member for Leisure and Parks
Councillor Marie Tidball	Cabinet Member for Supporting Local Communities
Councillor Louise Upton	Cabinet Member for a Safer, Healthy Oxford

Apologies received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting.

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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	
Councillor Hayes declared non-pecuniary interests in relation to the Domestic Abuse Review Group report (which named Elmore Community Services as a provider and of which he was Chief Executive); and the Allocation of Homeless Prevention Funds report (which also named Elmore Community Services).	
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	
<u>Council Business Plan 2021-22</u>	
Councillor Gant said he was grateful for the positive response to most of the Scrutiny Committee's recommendations. In relation to the one recommendation which had not been agreed (concerning the Committee's view that there was a misalignment of priority 4 with the 2036 Local Plan Policies), the Committee would be grateful for a more detailed explanation for the reasons for the response.	
<u>Citizen Engagement</u>	
Councillor Gant noted that the recommendation of a pilot project to establish and assess the practicalities of engaging citizens in participatory budgeting had received a response referring to a micro-grant programme for local community groups to access and deliver against local priorities which was not, he argued, quite the same thing as that being sought by the recommendation.	

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Zero Carbon Council

Councillor Gant said several members of the Committee had asked him to express disappointment that all of its recommendations had been rejected.

Oxpens Lane Redevelopment Update

Councillor Gant was grateful to those who had attended the last meeting of the Committee and had contributed to an interesting discussion of the report but which had not resulted in a formal recommendation to Cabinet. He did however note the Committee's observation that the anticipated balance of housing and employment was skewed disproportionately towards the latter.

Councillor Hollingsworth, Cabinet Member for Planning & Housing Delivery, said that one member of the Committee had raised the last point and he was not sure that its expression could be held as the view of the Committee as a whole.

In relation to the point made by Scrutiny Committee in relation to the Business Plan referred to above, Cllr Hollingsworth said the assertion of misalignment was illfounded and, as written in the Scrutiny report, was factually incorrect. The Local Plan 2036 did include the higher environmental standards referred to.

Domestic Abuse Review Group (DARG)

Cllr Aziz, as Chair of the DARG, introduced the report by noting that its work had benefitted from input from a wide range of national and local experts, people working in domestic abuse services, as well as those with lived experience and those providing Council services. She paid tribute to the contribution of all those involved, including a number of Cabinet Members, the number of whom illustrated the cross cutting nature of this subject. The report had particular resonance at the moment given the increase in incidents of domestic violence during the pandemic. The report had opened up an important dialogue between service providers and the City Council.

The report raised a number of important issues, of which housing, in its many manifestations, was one of the most important. At its heart, victims of domestic violence should not be inhibited from escaping a

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perpetrator for want of somewhere to live and, similarly, there was a recommendation which would require perpetrators to leave a Council property.

There were important recommendations too in relation to those with no recourse to public funds and those for whom English was not their first language.

The group recognised that in the present climate there would be little prospect of additional funding for this area of work and the recommendations were focused on building on the good work already being done in the City by changing the culture in relation to responses to domestic abuse.

The Chair thanked Cllr Aziz and all those who had contributed to the work of the group, for this valuable and significant report. She noted that not all Members would have yet had the opportunity to digest this lengthy report fully. It was important that proper consideration should be given to its recommendations before providing a Cabinet response. It was intended to bring those responses back to Cabinet in June.

The Cabinet was unequivocal in its praise for the value of the report and made a number of detailed observations, including, among others: the importance of establishing a housing pathway for those affected by domestic abuse; noting that there were practices in relation to safeguarding which might helpfully be adopted in relation to domestic abuse; the desirability of reviewing practices in relation to those with complex needs which might, in turn, contribute to reducing domestic abuse; and noting that there may be merit in seeking joint responses to recommendations which touch upon responsibilities of the County Council and or police.

Climate Emergency Review Group (CERG)

Cllr Gant said that the Scrutiny Committee would consider the Cabinet response once it had been agreed by Cabinet.

Councillor Tom Hayes, Cabinet Member for Green Transport and Zero Carbon Oxford, said some care and time had been taken to assemble well considered Cabinet responses to the Review Group's recommendations. The Review Group had done a thorough and useful

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piece of work for which he was grateful.

Councillor Linda Smith, Cabinet Member for Leisure & Parks, raised two points of detail in relation to the report. Cllr Hayes agreed to modify the responses accordingly.

Cabinet resolved to:

1. **Agree** the Cabinet response to the CERG, subject to the modifications noted.

8 **Council Business Plan 2021-22 and Business Plan 2020-21 update**

15 - 82

Lead Member: Leader - Economic Development and Partnerships

Mish Tullar, Head of Corporate Policy, Partnerships and Communications has submitted a report to seek approval of the Oxford City Council Business Plan & Corporate KPIs.

Recommendations: That Cabinet resolves to:

1. **Agree** the draft Oxford City Council Business Plan 2021-21, setting out the Council's priority work programmes for the next financial year;
2. **Agree** the draft Oxford City Council corporate key performance indicators (KPIs) for 2021-24 - the remainder of the covered by the Council Strategy 2020-24; and
3. **Delegate** authority to the Head of Corporate Policy, Partnerships and Communications in consultation with the Council Leader to make further minor amendments to the draft Oxford City Council Business Plan 2021-22 and Corporate KPIs 2021-24, before implementation.

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9 **Allocation of Homeless Prevention Funds for 2021/22**

83 - 104

Lead Member: Cabinet Member for Affordable Housing

The Executive Director of Housing has submitted a report to approve the Homeless Prevention grant allocations for 21/22.

Recommendations: That Cabinet resolves to:

1. **Approve** the allocation of Homelessness Prevention funds to commission homelessness services in 2021/22 as outlined in paragraphs 23 to 30 and in Appendix 2 of the report;
2. **Delegate** to the Interim Director of Housing, in consultation with the Cabinet Member for Affordable Housing, the discretion to revise the intended programme within the overall budget if required; and
3. **Approve** the request for £15,000 of new expenditure from the 2020/21 allocation, outlined in paragraph 24.

10 **Proposal for a Selective Licensing Scheme for privately rented homes**

105 -
260

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

The Head of Regulatory Services and Community Safety has submitted a report to inform Cabinet of the results of the consultation exercise carried out into the proposal to introduce a selective licensing scheme in the city.

Following the consultation it is proposed that a selective licensing scheme is introduced, however there have been some proposed changes to the scheme based on the feedback received. If the recommendations are approved, a submission to the Secretary of State for Housing, Communities and Local Government will be required for confirmation before the scheme can be implemented.

Recommendations: That Cabinet resolves to:

1. **Consider** the outcome of the consultation process detailed in the report (Appendix 1), in particular the representations received and the Council's consideration and response to these (Appendix 3);
2. **Approve** the designations as outlined in Appendix 5A and 5B as being subject to selective licencing and confirm that Cabinet is satisfied :

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- a. That the statutory grounds and requirements outlined in this report to introduce a selective licensing scheme have been met
 - b. That it has considered other courses of action available to it that might provide an effective method of achieving the objectives that the designation intends to achieve , and
 - c. That it considers that making the designations will significantly assist it to achieve those objectives
3. **Agree** that a submission be made to the Secretary of State for Housing, Communities and Local Government requesting confirmation of the designations;
 4. **Delegate**, subject to recommendation 3, to the Head of Regulatory Services and Community Safety and the Head of Law and Governance in consultation with the Cabinet member for Planning and Housing Delivery, responsibility for agreeing the final documentation requesting confirmation of the scheme to the Ministry of Housing, Communities and Local Government (MHCLG);
 5. **Agree** to the proposed fee structure for licence applications at Appendix 7;
 6. **Agree** the proposed licence conditions that would accompany any granted selective licence at Appendix 4; and
 7. **Agree** the proposed eligibility criteria as detailed in Appendix 6.

11 **Additional HMO licensing scheme renewal**

261 -
404

Lead Member: Cabinet Member for Affordable Housing

The Head of Regulatory Services and Community Safety has submitted a report which provides the results from the consultation exercise carried out for the proposal to renew the HMO Licensing Scheme and seeks approval from members to designate the whole of the City as subject to additional licensing under section 56(1)(a) of the Housing Act 2004 in relation to the size and type of HMO specified in the recommendations of this report for 5 years commencing on the 10th June 2021.

Recommendations: That Cabinet resolves to:

1. **Note** the Executive summary report of the Consultation of Licensing of Houses in Multiple Occupation (HMO) 2020 and note its findings attached at Appendix 1;

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2. **Confirm** that, having considered the report of the consultation along with the Review report: Additional HMO licensing scheme 2020 presented to the 9th September 2020 Cabinet meeting, an Additional HMO licensing scheme is required for a further 5 years commencing the 10th June 2021;
3. **Designate** the whole of the City as subject to additional licensing under section 56(1) (a) of the Housing Act 2004 for all Houses in Multiple Occupation that contain three or four occupiers and all self-contained flats that are Houses in Multiple Occupation, irrespective of the number of storeys, but, so far as concerns section 257 Houses in Multiple Occupation, limit the designation to those that are mainly or wholly tenanted, including those with resident landlords;
4. **Delegate** to the Head of Regulatory Services and Community Safety the authority to sign and finalise the designation at Appendix 10;
5. **Recommend** to Council to adopt the proposed fees and charges structure for both mandatory and additional HMO licences attached at Appendix 6; and
6. **Adopt** the eligibility criteria for the new scheme as attached at Appendix 4 and Appendix 5 and delegate to the Head of Regulatory Services and Community Safety the authority to add or remove accreditation schemes, in consultation with the Head of Law and Governance.

12 **Local Development Scheme 2021-2026**

405 -
428

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

The Head of Planning Services has submitted a report to present for approval the updated programme for the preparation of documents that will form the Council's Local Plan.

Recommendation: That Cabinet resolves to:

1. **Approve** the Oxford Local Development Scheme 2021-26.

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13 **Zero Emission Zone**

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

Report to follow.

14 **Report back on Zero Carbon Summit and launch of partnership**

429 -
450

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

The Transition Director has submitted a report to report back on the outcomes of the Zero Carbon Oxford Summit, recommend formal adoption of the Zero Carbon Oxford Charter signed by major Oxford partners and employers, and to set out the next steps on Oxford's sprint to become a Zero Carbon City by 2040 or sooner.

Recommendations: That Cabinet resolves to:

1. **Note** the outcomes of the Zero Carbon Summit held in February 2021;
2. **Formally** adopt the Zero Carbon Oxford Charter, including the target date for Oxford to become a Zero Carbon city by 2040; and
3. **Note** the next steps to be taken to set out Oxford's sprint to become a Zero Carbon City by 2040 or sooner.

15 **Integrated Performance Report for Q3**

451 -
470

Lead Member: Deputy Leader - Finance and Asset Management

The Head of Financial Services and Head of Business Improvement have submitted a report to update the Cabinet on Finance, Risk and Corporate Performance matters as at 31 December 2020.

Recommendations: That Cabinet resolves to:

1. **Note** the projected financial outturn as well as the current position on risk and performance as at 31 December 2020.

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16	Business Rates Write Offs	471 - 478
	<p>Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p> <p>The Head of Financial Services has submitted a report to approve the write-off of a debt of £213,810.60.</p> <p>Recommendation: That Cabinet resolves to:</p> <ol style="list-style-type: none"> 1. Approve the write-off of the debt 	
17	Oxpens Lane Redevelopment Update	479 - 484
	<p>Lead Member: Leader - Economic Development and Partnerships</p> <p>The Executive Director – Development has submitted a report to seek approval of additional loan finance, of up to £1m, to Oxford West End Development (OxWED) to support the preparation and submission of an Outline Planning Application and associated site preparation & promotion works.</p> <p>Recommendations: That Cabinet resolves to:</p> <ol style="list-style-type: none"> 1. Agree, in line with the 21/22 Budget, approved by Council, to provide Oxford West End Development (OxWED) with a loan facility of up to £1m, subject to the OxWED Shareholders approval and Nuffield College providing the same level of facility; 2. Delegate the agreement of terms and draw down of the loan to the Head of Finance, in consultation with the Cabinet Member for Finance and Asset Management; and 3. Agree, in line with the 21/22 Budget, approved by Council, to provide up to £150k (revenue) from the reserve, for costs associated with a review of the OxWED company structure, and the implementation of any associated changes subsequently approved by the Shareholder. 	
18	Minutes	485 - 494
	<p>Recommendation: That Cabinet resolves to APPROVE the minutes of the meeting held on 10 February 2021 as a true and accurate record.</p>	

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19 Dates of Future Meetings

Meetings are scheduled for the following dates:

14 April - at the time of writing no items are scheduled for this meeting.

16 June

14 July

09 August

15 September

13 October

11 November

15 December

All meetings start at 6pm.

PART TWO

MATTERS EXEMPT FROM PUBLICATION

20 Matters Exempt from Publication

No matters were considered in confidential session.

21 Oxpens Lane Redevelopment Update - Confidential Appendices

495 -
712

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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.