

Agenda

Annual meeting of Council


Summons

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

Date: **Wednesday 19 May 2021**

Time: **5.00 pm**

Place: **Main Hall - Town Hall – in person**



Proper Officer

All elected City Councilors are requested to attend.

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 Evin Abrishami	Councillor Jemima Hunt
	Councillor Mohammed Altaf-Khan	Councillor Chris Jarvis
	Councillor Lubna Arshad	Councillor Tom Landell Mills
	Councillor Shaista Aziz	Councillor Amar Latif
	Councillor Nadine Bely-Summers	Councillor Sajjad Malik
	Councillor Diko Blackings	Councillor Katherine Miles
	Councillor Susan Brown	Councillor Edward Mundy
	Councillor Nigel Chapman	Councillor Chewe Munkonge
	Councillor Mary Clarkson	Councillor Jabu Nala-Hartley
	Councillor Colin Cook	Councillor Lucy Pegg
	Councillor Tiago Corais	Councillor Susanna Pressel
	Councillor Barbara Coyne	Councillor Ajaz Rehman
	Councillor Lizzy Diggins	Councillor Mike Rowley
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Linda Smith
	Councillor Paula Dunne	Councillor Roz Smith
	Councillor Laurence Fouweather	Councillor Christopher Smowton
	Councillor James Fry	Councillor Imogen Thomas
	Councillor Andrew Gant	Councillor Marie Tidball
	Councillor Mick Haines	Councillor Ed Turner
	Councillor Tom Hayes	Councillor Louise Upton
	Councillor Duncan Hall	Councillor Elizabeth Wade
	Councillor Alex Hollingsworth	Councillor Naomi Waite
	Councillor Rae Humberstone	

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

Pages

PART 1 - PUBLIC BUSINESS

1 Extension of the terms of office of the current civic office holders

Council agreed at the Annual Council meeting in May 2020, and confirmed at the Council meeting on 30 November the Councillors who should serve as civic office holders for an 18 month term from 30 November 2020, subject to their re-election as councillors, and a vote confirming their re-election at this meeting. All three councillors (Cllr Lygo, Cllr Goddard and Cllr Wolff) have been duly re-elected.

1a Election of Lord Mayor for the Council year 2021/22

Council is recommended to resolve to elect as Lord Mayor to the start of the Annual Council meeting in May 2022

- Councillor Mark Lygo.

1b Election of Deputy Lord Mayor for the Council year 2021/22

Council is recommended to elect as Deputy Lord Mayor to the start of the Annual Council meeting in May 2022

- Councillor Steve Goddard.

1c Election of Sheriff for the Council year 2021/22

Council is recommended to appoint as Sheriff to the start of the Annual Council meeting in May 2022

- Councillor Dick Wolf.

2 Apologies

3 Declarations of interest

To make any declarations of disclosable pecuniary interest relating to items on this agenda.

4 Announcements

Announcements by:

1. The Lord Mayor
2. The Chief Executive

5 Election of Council Leader

Council is asked to elect a Leader of Council in accordance with the Council's executive arrangements as set out in the Constitution for a term of office beginning immediately and ending at the annual Council meeting immediately following the end of their current term of office (i.e. either May 2022 or May 2024).

6 Report of the Leader of Council

Council will receive and note a report from the Leader on:

1. the appointment of the deputy Leader of the Council;
2. the appointment of up to 8 additional members of the Cabinet;
3. the responsibilities of the Leader, Deputy Leader, and other Cabinet Members;
4. the Council's representative and their substitute on the Oxfordshire Growth Board (both members of this Council's Cabinet)
5. the Council's representatives (and their substitutes) on the Oxfordshire Growth Board's four advisory sub-groups (drawn from members of this Council's Cabinet):
 - Oxfordshire Plan 2050
 - Housing
 - Infrastructure
 - Environment
6. the appointment of Shareholders for:
 - Oxford City Housing Limited (comprising OCH Ltd; OCH (Development) Ltd, OCH (Investment) Ltd;
 - Oxford West End Development Ltd
 - Oxford Direct Services (comprising ODS Ltd; ODS (Trading) Ltd)
7. the Executive Scheme of Delegation as set out in the Section 4 of the Council's Constitution dated 10 May 2021 (and agreed by Council on 17 February 2021); and
8. any other matters.

The Constitution is available on the [Council's website](#)

OFFICER REPORTS

7 Appointment to Council Committees 2021/22

9 - 16

The Head of Law and Governance has submitted a report asking Council to appoint committees and the members serving on those committees for the Council year 2021-22 in accordance with the provisions of the Local Government and Housing Act 1989 (Section 15) and other relevant legislation.

Appendix 2 and Appendix 3 will be circulated in the Briefing Note published the day before the meeting, and any outstanding nominations to committee seats may be announced, or agreed, as appropriate at the meeting.

Recommendations: Council is recommended to:

1. **Approve** the structure of the Council committees, as defined within the Council's constitution and set out in *Appendix 1: Committee structure*;
2. **Approve** the methods, calculations and conventions used in determining political representation on committees as outlined in the report and set out in *Appendix 2: Political proportionalities on Council committees 2021-22*;
3. **Approve** the appointment of nominated members to committees in accordance with the requirements of political proportionality and the nominations made by political groups, as set out in *Appendix 3: Committee nominations 2021-22*;
4. **Agree** that all members of Council will form the pool of members able to observe on appeals and some grievances panels;
5. **Appoint** three non-executive members to the Oxfordshire Growth Board Scrutiny Panel (see *Appendix 3: Committee nominations 2021-22*);
6. **Appoint** one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee (see *Appendix 3: Committee nominations 2021-22*).

8 Council scheme of delegation for 2021/22

The Chief Executive recommends that Council agree the Council's scheme of delegation for its responsibilities set out in Section 5 of the Council's Constitution dated 10 May 2021 (and agreed by Council on 17 February 2021). The Constitution is available on the [Council's website](#)

Council is recommended to agree the Council's scheme of delegation for its responsibilities set out in Section 5 of the Council's Constitution dated 10 May 2021.

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|-----------|---|---------|
| 9 | Conferring of title of Honorary Aldermen and Honorary Alderwomen of Oxford City Council | 17 - 20 |
| | <p>The Head of Law and Governance has submitted a report on nominations for the position of Honorary Alderman and Honorary Alderwoman.</p> <p>Council is recommended to agree to convene a special meeting to be held at a later date to confer the title of Honorary Alderwoman on Christine Simm and Honorary Alderman on Craig Simmons and John Tanner.</p> | |
| 10 | Report of decisions taken under Parts 9.3(c) of the Constitution | 21 - 24 |
| | <p>Council is asked to note the report setting out the decisions made by the Chief Executive using the urgency powers delegated to the Chief Executive in Part 9.3 of the Constitution taken since the last report to Council.</p> | |

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.

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To: Annual Council
Date: 19 May 2021
Report of: Head of Law and Governance
Title of Report: Appointment of Committees for the Council Year 2021/22

Summary and recommendations	
Purpose of report:	For Council to appoint committees and the members serving on those committees for the Council year 2021-22
Legislation:	Local Government and Housing Act 1989 (Section 15)
Recommendation(s): Council is recommended to:	
<ol style="list-style-type: none"> 1. Approve the structure of the Council committees, as defined within the Council's Constitution and set out in <i>Appendix 1: Committee structure</i>; 2. Approve the methods, calculations and conventions used in determining political representation on committees as outlined in the report and shown in <i>Appendix 2: Political proportionalities on Council committees 2021-22</i>; 3. Appoint to committee seats in accordance with the requirements of political proportionality and the nominations made by political groups, as shown in <i>Appendix 3: Committee nominations 2021-22</i>; 4. Agree that all members of Council will form the pool of members able to observe on appeals and some grievances panels; 5. Appoint three non-executive members to the Oxfordshire Growth Board Scrutiny Panel (see <i>Appendix 3: Committee nominations 2021-22</i>); 6. Appoint one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee (see <i>Appendix 3: Committee nominations 2021-22</i>). 	

Appendices	
Appendix 1	Committee structure 2021/22
Appendix 2	Political proportionalities on committees 2021/22 (to be circulated separately in the Briefing Note)
Appendix 3	Committee nominations 2021/22 (to be circulated separately in the Briefing Note)

Introduction and background

1. This report invites Annual Council to appoint non-executive committees for the 2021/22 Council year in accordance with the Council procedures set out in the Constitution (Section 11.1 (i) and (j)).
2. The committee structure that Council is asked to approve is attached as Appendix 1. There is one change from last year to reflect the decision of Council on 17 February 2021 to move from having two area planning committees to a single area planning committee. The programme of committee meeting dates was agreed by Council on 30 November 2020.
3. The Local Government and Housing Act 1989 (Section 15) (“The Act”) provides a statutory basis for the allocation of committee seats to political groups based on principles of political proportionality. To enable this the Council has to provide for:
 - a. Political Groups to be formed and Group Leaders elected.
 - b. Seats on committees to be allocated to political groups in accordance with the requirements of the Act.
4. The political balance of the Council and its committees has been reviewed in accordance with the provisions of the Act. Appendix 2 (to be circulated in the Briefing Note) shows the political proportionalities on the committees the Council is asked to appoint to.
5. Appendix 3 (to be circulated in the Briefing Note) shows the nominations to the seats on committees.

Political Groups

6. Individual members are required to indicate a wish to be a member of a particular political group (or cease to be a member of a political group). Political groups comprise two or more members who have indicated that they wish to be a member of that group by signing a notice to the proper officer, the Head of Law and Governance. The Group Secretaries of established groups will normally hold and co-ordinate these notices (commonly known as political group forms). The notice must include the name of the Group Leader and can also include the name of the Deputy Group Leader.
7. Once political groups have been formed, changes to the membership and leadership of groups can be made by notice to the Head of Law and Governance. A change of group leader must be notified by a majority of group members.

Political balance calculations

8. Council has a duty to appoint to most committees using the principles of political proportionality set out in the Act. These principles should be read hierarchically:
 - Where there is more than one political group, all seats must not be allocated to the same group.
 - The majority of seats must be allocated to the group with the majority on the Council.
 - When considering all seats available for allocation the total of those given to each group should match their representation on the Council overall.

- The number of seats on each individual committee allocated to groups should match their representation on the Council overall.
9. Applying these principles may not result in a precise mathematical allocation of seats. In these cases the allocations will be rounded up at 0.5 and above.
 10. In the event that achieving political proportionality on all committees results in an overall over-allocation of seats to a particular group, the group with the over-allocation will be asked which seat(s) they wish to relinquish. Any such seats will then be reallocated to group(s) with an overall under-allocation of seats. This process may involve some discussion between political groups.
 11. Non-grouped independent members are not treated as political groups but do affect overall proportionality. As such they should be offered any seats that remain unallocated once all groups have received their full proportional allocation of seats. Independent members have confirmed that they do not wish to sit on committees. Therefore, in order to ensure that all seats can be allocated, the two independent members have been excluded from overall proportionality for the purposes of calculating the final proportional entitlement of the groups, as shown in Appendix 2.
 12. Appendix 2 shows the numbers of committee seats allocated to political groups for the 2021/22 council year on the basis of the methods, calculations and conventions described in paragraphs 8-11. A total of 70 committee seats are included in political balance calculations.
 13. The requirements of political proportionality do not apply to the Licensing and Gambling Acts Committee but the convention is that Council will apply the same principles when appointing to this committee.

Appointments to Council Committees

14. Appendix 3 shows the nominations to committee seats made by political groups, in accordance with the seat allocations shown in Appendix 2. Council is recommended to appoint the nominated members to committees as set out in Appendix 3.
15. There will be a standing item on Council agendas to enable political groups to propose any changes to their committee appointments, should they wish to do so.

Appeals and grievances

16. The Council's HR policies require that should an appeal be received against a decision to dismiss an employee, then a hearing should be observed by an elected member. The same applies to certain appeals within the Council's grievance procedure. A pool of members is required and Council is recommended to agree, as in previous years, that this pool consists of all members of Council.

Oxfordshire Growth Board appointments

17. Appointments to the Oxfordshire Growth Board and its four advisory sub-groups are matters for the executive and will be announced separately by the Leader.
18. Council is invited and recommended to appoint three non-executive members to the Oxfordshire Growth Board Scrutiny Panel, having regard to the political balance of Council. This is a non-statutory body that exists to scrutinise the work of the Oxfordshire Growth Board. It comprises three members from each of the six constituent councils and the quorum is one member from each council. Meetings of

the Oxfordshire Growth Board Scrutiny Panel have been scheduled on the following dates (all 6.30pm):

- 1 June 2021
- 12 July 2021
- 13 September 2021
- 15 November 2021
- 17 January 2022
- 15 March 2022

19. The convention established when the Panel was formed in 2018 is to appoint one member from each of the three political groups. To provide a clear link to the Council's own scrutiny function, it is suggested that these are also members of the Scrutiny Committee, including the Chair (or Chair-elect) of the Scrutiny Committee.

Appointment to the Joint Oxfordshire Health Overview and Scrutiny Committee

20. Oxfordshire County Council invites the Council to appoint one non-executive member to sit on the Joint Oxfordshire Health Overview and Scrutiny Committee, which delivers the health scrutiny function for Oxfordshire. The member nominated by the controlling political group will be named in Appendix 3. Meetings have been scheduled on the following dates (all 10.00am):

- 24 June 2021
- 23 September 2021
- 25 November 2021
- 3 February 2022
- 7 April 2022

Appointments to Scrutiny Panels and Review Groups

21. The Scrutiny Committee may establish informal standing panels or review groups (otherwise known as 'task and finish' groups) and appoint members to them in accordance with 'operating principals' agreed by the Committee. Membership of these bodies will be cross-party and can be drawn from all non-executive members but the principles of political proportionality do not strictly apply. Nominations to these bodies will be handled separately, once those bodies have been established by the Scrutiny Committee.

Financial issues

22. There are no financial issues to consider. The recommendations in this report do not have any financial impacts.

Legal issues

23. The legal issues including the Council's duty to appoint to committees in accordance with the provisions of S15 of the Local Government and Housing Act 1989 are contained within the report.

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Background Papers: None

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Committee structure 2021/22

Table 1: Committee structure

Body	Number of seats	In political balance calculation?	Notes
Council	48	No	Formed by election.
Cabinet	10	No	Appointed by the Leader of the Council. Must have 3-10 members including the Leader and Deputy Leader(s).
Licensing and Gambling Acts Committee	15	No	For appointment by Council Political groups are invited to appoint the same members to the Licensing and Gambling Acts Committee and the General Purposes Licensing Committee.
General Purposes Licensing Committee	15	Yes	For appointment by Council Political groups are invited to appoint the same members to the Licensing and Gambling Acts Committee and the General Purposes Licensing Committee.
Appointments Committee	5	Yes	For appointment by Council Must include a member of Cabinet.
Audit and Governance Committee	7	Yes	For appointment by Council Chair must not be a member of Cabinet.
Investigation and Disciplinary Committee	4	Yes	For appointment by Council Must include a member of Cabinet.
Planning Committee	11	Yes	For appointment by Council Council may not appoint a member to more than one planning Committee.
Planning Review Committee	9	Yes	For appointment by Council Council may not appoint a member to more than one planning Committee.
Scrutiny Committee	12	Yes	For appointment by Council Cabinet members cannot be members of the Scrutiny Committee.
Standards Committee	7	Yes	For appointment by Council

70 seats included in political balance calculation

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To: Annual Council
Date: 19 May 2021
Report of: Head of Law and Governance
Title of Report: Nominations for the position of Honorary Alderman or Honorary Alderwoman

Summary and recommendations	
Purpose of report:	Council is asked to agree to hold a special meeting to confer the title of Honorary Alderwoman on Christine Simm and Honorary Alderman on Craig Simmons and John Tanner
Cabinet Member:	Councillor Susan Brown, Leader of the Council
Legislation:	Local Government Act 1972 (Section 249)
Recommendation: That Council resolves to:	
1. Agree to convene a special meeting to be held at a later date to confer the title of Honorary Alderwoman on Christine Simm and Honorary Alderman on Craig Simmons and John Tanner.	

Appendices
None

Introduction and background

- Council has the power under Section 249 of the Local Government Act 1972 to confer the title of "Honorary Alderman" or "Honorary Alderwoman" on:

"Persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then members of the Council".
- Such titles can only be conferred at a meeting of Council specially convened for that purpose where not less than two thirds of voting members present vote in favour of the resolution.
- At its meeting on 23 April 2018 Council adopted a Scheme for the Enrolment of Honorary Aldermen and Honorary Alderwomen of Oxford City Council.
- At a special meeting held on 26 November 2018 Council resolved to confer the title of Honorary Alderman on Bob Price and Jean Fooks and Honorary Alderwoman on Gill Sanders.

Eminent service

5. The Council's Scheme states that "eminent service" shall mean serving as a member of Oxford City Council for a total of 12 years and meeting at least one of the following conditions:
 - Holding senior political office and/or serving as Lord Mayor with distinction;
 - Having an exceptional record of community service and leadership.
6. The Scheme also states that in exceptional circumstances less than 12 years' service may be considered upon the recommendation of the Leader of the Council.
7. No person who meets the above qualification criteria will automatically become an Honorary Alderman or Honorary Alderwoman, but they may be nominated and enrolled in accordance with the Council's Scheme.

Nominations process

8. Any serving Oxford City Councillor can submit a nomination in writing to the Monitoring Officer with the support of their Group Leader or the Leader of the Council.
9. Once a valid nomination has been received by the Monitoring Officer, informal discussions will take place involving Group Leaders to establish whether there is sufficient support for the nomination. If there is sufficient support for conferring the title of Honorary Alderman or Honorary Alderwoman on the nominated person, full Council will be asked at its next normal meeting to agree to convene a special meeting for this purpose.

Nomination of Christine Simm, Craig Simmons and John Tanner

10. On 04 May 2021 the Leader of the Council nominated outgoing councillors Christine Simm for the title of Honorary Alderwoman and Craig Simmons and John Tanner for the title of Honorary Alderman.
11. These nominations are valid under the Council's Scheme. The length of service and positions held by those nominated are detailed below:

Christine Simm: 15 years' service as a councillor. Has held the position of Cabinet Member and served as Deputy Lord Mayor (in 2017/18).

Craig Simmons: 17 years' service as a councillor. Has held the position of Leader of the Green Group and served as Lord Mayor (2019/20) and Deputy Lord Mayor (2014/15).

John Tanner: 31 years' service as a councillor. Has held the position of Leader of the Council (Oct 1998 to May 2000) and Cabinet Member and served as Lord Mayor (2007/8) and Deputy Lord Mayor (2002/03).

12. Following discussions with Group Leaders the Monitoring Officer is satisfied that there is sufficient support to recommend that Council agrees to convene a special meeting to confer the title of Honorary Alderman/woman on those nominated.
13. If agreed, the date of the special meeting will be set by the Chief Executive in consultation with Group Leaders. Special meetings can only deal with the business they have been called for but may hear public addresses if the Lord Mayor agrees.

Privileges

14. Under the Council's Scheme an Honorary Alderman or Honorary Alderwoman shall be entitled to the following privileges:
- To enjoy the courtesy title of "Alderman" or "Alderwoman" and to be so addressed.
 - To be named as an Alderman/woman on the Council website.
 - To attend, as an observer, meetings of the Council and to have a seat made available for them.
 - To receive invitations to all civic and social events to which members of the Council are invited.
 - To walk in civic procession in a position immediately behind the Lord Mayor, Deputy Lord Mayor and Sheriff of Oxford and immediately ahead of other serving members of the Council.
 - In the event of the Council deciding to give a badge, robe or emblem to Honorary Aldermen and Honorary Alderwomen, to wear such a badge, robe or emblem on civic occasions.
15. In the event that an Honorary Alderman or Honorary Alderwoman subsequently resumes membership of the Council, they may not be addressed as Alderman or Alderwoman or benefit from any privileges that Aldermen and Alderwomen may be entitled to until they once more cease to be a Councillor.

Financial implications

16. The costs of convening a special meeting of Council and providing any gifts to newly enrolled Honorary Aldermen and Alderwomen can be met from existing budgets.

Legal issues

17. The legal power to confer the title of Honorary Alderman or Honorary Alderwoman under S249 of the Local Government Act 1972 is described within the report.

Report author	Andrew Brown
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Service area or department	Law and Governance
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Background Papers: None

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To: Annual Council
Date: 19 May 2021
Report of: Head of Law and Governance on behalf of the Head of Paid Service (Chief Executive)
Title of Report: Decisions taken under Part 9.3(b) of the Constitution

Summary and recommendations	
Purpose of report:	Council is asked to note the decisions taken by the Head of Paid Service (Chief Executive) using the powers delegated in Part 9.3(b) of the Constitution.
Recommendation(s): Council is recommended to:	
1. Note the decisions taken as set out in the report.	

Appendices
None

Introduction and background

1. This report updates Council on decisions taken by the Head of Paid Service (Chief Executive) using the urgency powers delegated to the Chief Executive in Part 9.3(b) of the Council's Constitution.
2. Where urgency powers are used the Constitution requires the Head of Paid Service to report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.

9.3 Role of Head of Paid Service

...

(b) The Head of Paid Service is authorised to take any urgent action necessary to protect the Council's interests and assets where time is of the essence and it is impracticable to secure authority to act where such authority would otherwise be required.

The Head of Paid Service, in so acting, will be guided by budget and the policy framework, will consult the other Statutory Officers before acting and will report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.

Decisions taken using urgency and emergency powers

3. The following decisions have been taken using urgency powers for which Council would otherwise have been required to give the necessary authority to act. Council is responsible for agreeing or changing revenue and capital budgets and for setting housing rents. Council is asked to note these decisions.

ITEM 1	AGREEMENT OF THE OXFORD CITY COUNCIL CORONAVIRUS ADDITIONAL RESTRICTIONS GRANT (ARG) SCHEME
<p>Decision: The decision has been made to:</p> <p>a) Increase the budget to the full £5,394,374 allocation of ARG, subject to the Council receiving additional funding of £991,374 (current budget £4,403,000).</p> <p>b) Authorise spending over the £2.8m already committed up to a maximum of £5,394,374, subject to additional funding of £991,374 being received, or if not up to a maximum spend of £4,403,000.</p> <p>c) Note the projected allocation for schemes.</p> <p>d) Delegate decisions to increase and decrease specific scheme budgets, within the total ARG allocation, to the Director of Development, in consultation with the Leader and Cabinet Member for Economic Development and Partnerships.</p>	
Date decision made:	27 April 2021
Decision taker	<p>Caroline Green, Head of Paid Service (Chief Executive)</p> <p>Decision taken in consultation with Cllr Susan Brown, Leader and Cabinet Member for Economic Development and Partnerships, Nigel Kennedy, Head of Financial Services and Susan Sale, Head of Law and Governance.</p> <p>The Chair of Scrutiny agreed to the taking of an urgent key decision which had not been notified on the Council's Forward Plan.</p>
Was the decision taken under emergency or urgency rules?	Urgency – Constitution Part 9.3(b)
Is this a Key Decision?	Key (value >£500k)
Reasons for decision	<p>The grant scheme must be delivered to serve the interests of local business severely affected by COVID restrictions in line with Government guidance. A full range of proposals were considered, and implementation of the recommended proposals was decided upon, based on the scheme guidance and local economic needs.</p> <p>Recent announcements have altered the picture in terms of timing of spend. On March 3rd, an additional £991,374 of ARG funding (on top of the £4,403,000)</p>

	<p>was announced with a significant shift in guidance (published 22nd March). This is aimed at ensuring ARG will be used to mirror the new 'Restart Grants' announced for eligible rate paying businesses in the budget.</p> <p>The additional funding will only be awarded to Local Authorities that have spent their existing funding (£4,403,000) by 30 June 2021 (as opposed to the 31st March 2022 as previously indicated).</p> <p>Therefore, in order to obtain the additional funds to support local businesses further, the grant and support schemes below will be delivered and funded flexibly according to business demand and the assessed impact on individual business applicants;</p> <p>Approved Scheme 1: ARG Short-term Fund - £2,810,000</p> <p>Approved Scheme 2: City Centre Restart Fund – £250,000</p> <p>Approved Scheme 3: Home-based / Mobile Businesses support - £300,000</p> <p>Approved Scheme 4: Restart ARG Grant (now mirroring national rate payer scheme) - £1,043,000</p> <p>Approved Scheme 5: Business Pivot Fund - £841,374</p> <p>Approved Scheme 6: Business support (where eligible) - £150,000.</p>
Alternative options considered:	To not seek to obtain additional funds would represent a missed opportunity for the Council to support businesses struggling with the impacts of the pandemic.
Wards significantly affected	None
Declared conflict of interest:	None

ITEM 2	TO SET THE AMOUNT OF RENT FOR THE SHARED OWNERSHIP PROPERTIES BEING DELIVERED AT ROSE HILL
Decision:	To set the rent levels for the 25 shared ownership properties at the Rose Hill site at 2% of the value of the unsold equity share.
Date decision made:	22 April 2021
Decision taker	<p>Caroline Green, Head of Paid Service (Chief Executive)</p> <p>Decision taken in consultation with Cllr Mike Rowley, Cabinet Member for Affordable Housing,</p>

	Nigel Kennedy, Head of Financial Services and Susan Sale, Head of Law and Governance.
Was the decision taken under emergency or urgency rules?	Urgency – Constitution Part 9.3(b)
Is this a Key Decision?	No
Reasons for decision	The council does not currently have a rent setting policy for shared ownership properties, with properties currently being marketed and due to be handed over in June. Paragraph 18.8 of the Council’s Constitution allows for Council to agree the setting of charges for rents. Ahead of the next Cabinet and Council meetings a urgent decision is required to protect the Council’s interests
Alternative options considered:	Additional meetings of Cabinet and Council – impractical, in particular during an election. To have moved ahead with advertising and sales without legal power to set rent level – carrying financial and reputational risk.
Wards significantly affected	None
Declared conflict of interest:	None

Financial issues

- There are no financial issues arising beyond those set out in the documents attached to the published decisions.

Legal issues

- The urgency powers of the Head of Paid Service (Chief Executive) are set out in the Constitution.

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Background Papers: None