

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 21 July 2021**

Time: **6.00 pm**

Place: **Oxford Town Hall**

For further information please contact:

John Mitchell, Committee and Member Services Officer, Committee Services Officer

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✉ 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](#)

Please contact the Committee Services Officer to submit a question; to discuss recording the meeting; or with any other queries.

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Cabinet Membership

Cabinet Members

Councillor Susan Brown	Leader of the Council
Councillor Ed Turner	Deputy Leader - Finance and Asset Management
Councillor Tom Hayes	Deputy Leader - Green Transport and Zero Carbon Oxford
Councillor Lubna Arshad	Cabinet Member for Parks and Waste Reduction
Councillor Shaista Aziz	Cabinet Member for Inclusive Communities
Councillor Diko Blackings	Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless
Councillor Mary Clarkson	Cabinet Member for Culture, Leisure and Tourism
Councillor Alex Hollingsworth	Cabinet Member for Planning and Housing Delivery
Councillor Mike Rowley	Cabinet Member for Citizen Focused Services
Councillor Louise Upton	Cabinet Member for a Safer, Healthier 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.

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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 Scrutiny Committee meets on 14 July 2021. Any recommendations to Cabinet from that meeting will be published as a supplement.
8	Oxfordshire Plan 2050 Regulation 18 (Part 2) consultation document Lead Member: Cabinet Member for Planning and Housing Delivery (Councillor Alex Hollingsworth) The Head of Planning Services has submitted a report to consider the approval of the Oxfordshire Plan consultation document which sets out a range of planning policy options and a series of spatial strategy options for Oxfordshire. When complete the Oxfordshire Plan will provide a high-level spatial planning framework for Oxfordshire up to 2050 and will be a statutory planning document supplementing Local Plans. The Plan aims to be transformational and occupies new policy areas, such as on climate change, environmental betterment, health impacts and zero carbon transport. It has now reached the Regulation 18 part 2 stage.

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Cabinet is recommended to:

1. **Approve** the Regulation 18 (Part 2) consultation document for public consultation as attached to the report;
2. **Authorise** the Head of Planning Services to make any necessary editorial corrections and minor amendments to the documents, and to agree the final publication style, in liaison with the Cabinet Member for Planning & Housing Delivery subject to agreement with their counterparts in the other four partner Local Planning Authorities; and
3. **Adopt** the updated Statement of Community Involvement (SCI) which will become the formal basis for the forthcoming Regulation Part 2 consultation.

Please note that this report and its associated documentation are being published as two separate supplements. The first will comprise the report and its principal appendices, the second will include supporting documentation.

9 Integrated Performance Report for Q4

11 - 34

Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)

The Head of Financial Services has submitted a report to update Members on the financial outturn for the year ending 31st March 2021.

Cabinet is recommended to:

1. **Note** the financial outturn and performance of the Council for the year 2020/21 and also the position on risks outstanding as at 31st March 2021;
2. **Agree** the transfer from the COVID emergency reserve of £2.043 million detailed in paragraph 2a;
3. **Agree** the carry forward requests in respect of the HRA of £1.881 million as shown in appendix D;
4. **Agree** the transfer to the HRA Contributions to HRA Reserves to fund future years capital works of £6.476 million detailed in paragraph 2c; and

Recommend to Council

5. That it approves a revision to the general fund capital budget in 2021/22 of £4,984,000, for the grant payment in relation to Oxfordshire Housing and Growth Deal (OGD) schemes. In addition to give a further

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approval for a capital budget for 2025/26 of £33,000 to fund the remaining grant balance payable for the schemes all of which will be funded by capital grant income from Oxfordshire Housing and Growth Deal (OGD) detailed in paragraph 26 and in doing so:

- a. **Give project approval** to accept and distribute grant; enter into funding agreements; and any other necessary agreements or contracts, for the purpose of delivering more affordable housing in Oxford, through the Oxfordshire Housing and Growth Deal programme;
- b. **Delegate authority** to the Director of Housing, in consultation with the Cabinet Member for Planning and Housing Delivery; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into funding and other necessary agreements for the purpose of delivery affordable housing through the Oxfordshire Housing and Growth Deal programme, within the identified budget; and
- c. **Delegate authority** to the Chief Executive, in consultation with the Cabinet Members for Finance and Asset Management, and Planning and Housing Delivery, to approve any agreements over £500,000 for affordable housing, within this project approval and budget envelope.

10 Oxfordshire Electric Vehicle Strategy

35 - 50

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

The Head of Corporate Strategy has submitted a report to seek approval to commission an EV Strategy.

Cabinet is recommended to:

1. **Approve** the commissioning of Oxford City Council's EV Strategy, which will set out the strategic framework for the delivery of EV infrastructure in line with the city's 2040 net zero carbon target; and
2. **Note** the update provided on Oxford City Council's EV Programme.

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11	Appointments to outside bodies Lead Member: Leader - Economic Development and Partnerships The Head of Law and Governance has submitted a report to agree appointments to charities, trusts, community associations and other organisations for the 2021/22 Council Year. Cabinet is recommended to: 1. Approve appointments to charities, trusts, community associations and other organisations as shown in Appendices 1A – 1D; and note the appointments to partnerships as detailed in Appendix 1E; 2. Note the guidance for appointees as detailed in Appendix 2; and 3. Delegate authority to the Head of Law and Governance, in consultation with the Leader of the Council, and where appropriate with other group leaders, to make any changes to appointments to Outside Bodies as may be required during the course of the Council year 2021/22.	51 - 68
12	Minutes Recommendation: That Cabinet resolves to approve the minutes of the meeting held on 16 June 2021 as a true and accurate record.	69 - 78
13	Decisions taken under Part 9.3 (b) of the Constitution The Head of Paid Service (Chief Executive) has submitted a report asking Cabinet and Council to note the decision taken by the Head of Paid Service using the urgency powers delegated in Part 9.3(b) of the Constitution. Cabinet is recommended to: 1. Note the decision taken as set out in the report and recommend to Council to note the decision.	79 - 82

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14 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

- *11 August (please note that this meeting is now cancelled).*
- 15 September
- 13 October
- 10 November
- 15 December

All meetings start at 6pm.

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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.

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To: Cabinet
Council

Date: 21 July 2021
26 July 2021

Report of: Head of Financial Services

Title of Report: Financial Outturn report 2020/21

Summary and recommendations	
Purpose of report:	To update Members on the financial outturn for the year ending 31 st March 2021.
Key decision:	Yes
Cabinet Member:	Councillor Ed Turner
Corporate Priority:	All
Policy Framework:	Council Strategy 2020-24
Recommendations: That Cabinet resolves to:	
1. Note the financial outturn and performance of the Council for the year 2020/21 and also the position on risks outstanding as at 31st March 2021; 2. Agree the transfer from the COVID emergency reserve of £2.043 million detailed in paragraph 2a; 3. Agree the carry forward requests in respect of the HRA of £1.881 million as shown in appendix D; 4. Agree the transfer to the HRA Contributions to HRA Reserves to fund future years capital works of £6.476 million detailed in paragraph 2c; and	
Recommend to Council	
5. That it approves a revision to the general fund capital budget in 2021/22 of £4,984,000, for the grant payment in relation to Oxfordshire Housing and Growth Deal (OGD) schemes. In addition to give a further approval for a capital budget for 2025/26 of £33,000 to fund the remaining grant balance payable for the schemes all of which will be funded by capital grant income from Oxfordshire Housing and Growth Deal (OGD) detailed in paragraph 26 and in doing so:	

- a. Give project approval to accept and distribute grant; enter into funding agreements; and any other necessary agreements or contracts, for the purpose of delivering more affordable housing in Oxford, through the Oxfordshire Housing and Growth Deal programme;
- b. Delegate authority to the Director of Housing, in consultation with the Cabinet Member for Planning and Housing Delivery; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into funding and other necessary agreements for the purpose of delivery affordable housing through the Oxfordshire Housing and Growth Deal programme, within the identified budget; and
- c. Delegate authority to the Chief Executive, in consultation with the Cabinet Members for Finance and Asset Management, and Planning and Housing Delivery, to approve any agreements over £500,000 for affordable housing, within this project approval and budget envelope.

Appendices	
Appendix A	General Fund Outturn
Appendix B	Capital Programme Outturn
Appendix C	HRA Outturn
Appendix D	Carry Forward Requests (Housing Revenue Account)

Introduction and background

1. This report updates the Cabinet on the financial performance of the Council for 2020/21.
2. **Financial Overview**
 - a. **General Fund** – We should note that this outturn is the product of an exceptionally challenging year. The Council has benefited from government grant, but nonetheless faces a major deficit, which is projected to worsen in future years as consequences of the pandemic continue. This is regrettable given the undertakings the government gave at the start of the pandemic. The deficit on the General Fund is £2.043 million (8.67% of the Net Budget Requirement of £23.573 million and 6.06% of the gross service expenditure budget of £33.688 million). It is recommended, as previously reported, that the deficit is covered by the use of reserves, therefore transferring £2.043 million from the COVID emergency response reserve.
 - b. **Efficiencies, savings and additional income targets** – at year end the council achieved the actual sum of £2.020 million in accordance with the budgeted amount.
 - c. **Housing Revenue Account** – The year end surplus on the HRA is a total favourable variance of £8.357 million, of this balance £1.881 million has been requested as carry forwards, and the remaining £6.476 million is recommended to be transferred to HRA Reserves to fund the future capital programme, this is against the original budgeted surplus of £0.993 million.
 - d. **Capital Programme** – the outturn spend at year end is £68.780 million, a favourable variance of £9.973 million against the latest budget forecast in February 2021 of £78.754 million. Of this £10.068 million will slip into 2021/22 capital programme and £0.095 million is to provide additional funding for some projects for which budget has proven insufficient. Main areas of slippage relate to Museum of Oxford; Housing Company Loans; Go Ultra Low Oxford schemes and Clean bus technology. The small net overspends on a number of schemes have been funded by use of revenue funding and capital reserves.

General Fund Revenue

3. At Cabinet on 24th June 2021 members were advised of the forecast financial implications arising from the pandemic COVID 19. Losses of income and increased costs indicated deficits in the councils four year Medium Term Financial Plan of around £23 million with deficit in 2020-21 estimated at around £9 million. More importantly at the time Government financial support had only amounted to £110k with limited confidence that more would be forthcoming.
4. Members took a number of decisions to mitigate the forecast deficit and effectively pause a number of capital and revenue items that had previously been approved in the February budget setting cycle. In addition Cabinet agreed to set aside an amount from earmarked reserves to cover the deficit in 2020-21 together with forecast deficits in future years of the MTFP remaining after including additional efficiencies or increased income arising from the budget setting cycle. This amount transferred into the COVID Emergency Reserve is around £11 million.

5. This report gives a financial update as to the outturn position for 2020-21. Whilst the forecast losses and increased expenditure have largely still materialised, government grant has increased from the initial £110k to an amount of £7 million million although this falls short of the estimated losses over the four year medium term which in December 2020 were revised to £26 million.
6. General Fund outturn deficit was £2.043 million as set out in Appendix A compared to previous quarter end forecasts of around £2.5 million. This deficit will be covered by a transfer from the COVID emergency reserve, created specifically for this purpose. The working balance remains unchanged at £3.622 million.

General Fund Earmarked Reserves and Working Balance

7. No carry forward of unspent General Fund budgets have been allowed this year due to the financial pressures that the Council has faced, and will continue to face into 2021/22 and the medium term. Any underspends have been subsumed into the overall net deficit.
8. The General Fund Earmarked Reserves as at the 31 March 2021 stand at £68.374 million, 42% of which relates to Business Rates Retention and 17% relates to the COVID emergency reserve and a further 9% is held for funding of the Capital Programme. Ward Member budget underspends were transferred into a reserve for use in future years.
9. The most notable net movements on Earmarked Reserves in year are:
 - a. NDR Retention reserve – The NDR retention reserve is used to smooth out fluctuations in business rates income over the years. Accounting convention also requires that only income precepted by the Council at the beginning of the year is credited to the Revenue account and any balance arising from variation in income collected is transferred to reserves and adjusted for the following year. In addition the reserve is credited with one off income arising from the Business Rates Distribution Group. During 2020/21 the Government mandated business rate reliefs to be applied to business rate accounts which are supported by section 31 payments. This resulted in a large deficit on the collection fund to be charged to revenue in future years. The section 31 payments supporting these deficits have been received in 2020/21 this balance of £23.895 million has been transferred into earmarked reserves to allow it to be transferred back to match the future years deficits.
 - b. COVID emergency reserve - £11.327 million balance in this new reserve, which has been set up to assist the Council with the financial pressure that it is facing due to the COVID pandemic. This is a reallocation from other reserves.

General Fund Variations

10. At the year end the General Fund service areas spend showed an adverse variance of £5.959 million. COVID19 had a significant impact on the key income streams of the Council especially car parking, commercial tenant income, lettings of space at the town hall and dividends and returns from our wholly owned companies Oxford Direct Services Ltd and Oxford City Housing Ltd. The

Government introduced a scheme to cover 75% of losses of income arising from Sales, Fees and Charges (SFC) in 2020-21 above a 5% threshold although this grant did not cover losses of commercial income. This was subsequently extended to cover the first three months of 2021-22. Grant received in 2020-21 totalled approx. £7 million, the service area variance prior to receipt of this grant was £13.218 million. The Grant received has been allocated against the services where the income losses arose. Notable variations to budget included

- Regulatory Services & Community Safety – the final outturn showed a favourable variance of £0.215 million after £0.480 million of SFC funding received. The adverse variance of £0.265 million is due to shortfall in income in Building Control (£0.040 million); HMO Licencing (£0.106 million); Business Regulation (£0.180 million); and General Licencing (£0.035 million) while some is offset by savings on staffing in HMO Licencing and Business Regulation.
- Community Services – the final outturn showed a favourable variance of £0.533 million after £1.288 million of SFC funding received. The adverse variance of £0.755 million is due to a shortfall in the management fee from our leisure provider Fusion (£0.400 million); income short fall in letting of Community Centres (£0.337 million); Town Hall income (£0.800 million) and Events (£0.047 million). This has been off set with some underspends in salaries and supplies and services budgets in these areas, together with other staff savings in the Localities team offset by additional expenditure relating to the Community Response hubs. Some of this expenditure has also been funded by additional government grants.
- Corporate Property – the final outturn showed an adverse variance of £3.373 million after receiving £0.217million of SFC funding relating to lost income from market rents. The adverse variance of £3.590 million arises from the requirement to establish a bad debt provision on commercial property rental income which represents around 95% of the arrears outstanding as at 31-3-2021. There has also been some health and safety and compliance work undertaken costing approx. £400k that was unbudgeted.
- Planning – the final outturn showed a favourable variance of £0.377 million following receipt of £0.235million of SFC funding. The net favourable variance in this area arises from reduced planning income, net of salaries and training budget savings.
- Oxford Direct Services Client – final outturn showed £3.228 million adverse variance after receipt of £5.039 million of SFC funding. Car parking gross loss of income was approximately £4million. In addition ODSL, the council's wholly owned company were unable to make a dividend payment that had been revised to £600k. ODSL are considering the potential payment of some dividend to the Council at their Board meeting in July. These losses of income along with additional unbudgeted costs associated with utilities, insurance and bad debt provision were offset by the receipt of SFC funding.
- Business Improvement – a final adverse outturn position of £0.294 million due to additional staffing costs; additional telephony costs due to increased working from home; increased data storage costs over and above the contract due to increased use of Teams and email storage; and additional

servers to increased speed of processing in a remote environment. Some of these additional costs were offset by savings in training and staff offers budgets and some savings in the people strategy budget.

- Financial Services – a final adverse variance of £0.091 million which is due to reduced court income during the year as court proceedings were not undertaken during COVID 19.

Corporate Accounts, Contingencies and Funding

11 An overall net favourable variance of £0.376 million shown on Corporate Accounts and contingencies are explained below:

- **Local Cost of Benefits** – adverse variance of £0.849 million, arising from loss of subsidy due to local authority error of around £350k (0.5% of total spend) and a reduction in overpayment income raised compared to last year, due to increases in benefit entitlement and reduced ability to collect arrears, all in relation to COVID 19.
- **Interest Payable** - £0.959 million favourable due to a reduction in borrowing taken out to fund the capital programme mainly arising from slippage of schemes;
- **Investment Income** - £0.555 million adverse variance, due to less income and therefore less cash flow to invest and low base rates at 0.1%;
- **Direct Revenue Funding** - £0.995 million favourable variance arising from the changes to the financing of capital expenditure to maximise the council's revenue position;
- **Contingencies** - £0.181 million favourable variance where contingencies set aside for unachieved savings have not been applied;
- **Funding** - £2.464 million favourable variance relating to external funding is mainly due to additional income received in year from Government relating to LA COVID emergency grants. These grants are non-specific and can be used to fund pressures across all areas and therefore have been allocated to this section of the accounts.

Company Financial positions

12. The Council has five wholly owned companies, Oxford Direct Services Ltd (ODSL), Oxford Direct Services Trading Ltd (ODSTL), Oxford City Housing Development Ltd (OCH(D)L), Oxford City Housing Investment Ltd (OCH(I)L) and Holding Company Oxford City Housing Ltd (OCHL) a 50/50 joint venture, Oxford West End Development Ltd (OxWed) and a 50% share in Barton LLP
13. ODSL made a small loss of £156k in 2020/21 due mainly to a decline in income which was heavily affected by COVID 19 as they were unable to enter tenant's homes and carry out planned maintenance and repairs.
14. ODSTL made a small surplus in 2020/21 of £128k
15. Due to the overall loss of ODS companies no dividend was paid to the Council although this position will be considered in 2021-22

16. OCHL group made an operating loss of £0.439 million for the year 2020/21 due to delays in development, meaning costs incurred in year but developments not concluded therefore no sales proceeds received.
17. OxWed made an operating loss before tax of £2.337 million due to financing costs in servicing the loans from the shareholders mainly in respect of land assembly and additional administrative expenses. The company is currently working on the approach to bring the site forward for development.

Housing Revenue Account

18. The HRA is showing a favourable variance of £5.483 million above the original budgeted surplus of £0.993 million (Appendix C). This is after allowing for carry forward requests, totalling £1.881 million.
19. The carry forward requests for the HRA detailed in Appendix D include £0.270 million for Day to Day repairs; £0.444 million for fencing; £0.182 million for painting and joinery and £0.493 million for Consultants fees. ODS will undertake a catch up exercise on these repairs in 2021-22
20. The HRA working balance remains unchanged at £4.0 million.
21. The total year-end variance is shown as the £6.476 million - a total of the budgeted surplus of £0.993 million and the in-year variance of £5.483 million - and the major variations include:
 - **Net Income** – favourable variance of £0.635 million, this variance is made up of increased income due to less Right to buy disposals and higher service charge income due to more flats purchased than forecast;
 - **Management and Services (Stock related)** – favourable variance of £0.974 million due to reduced spend on utilities; court fee costs due to COVID 19; and a lower charge on building insurance;
 - **Other Revenue spend (stock related)** – favourable variance of £1.061 million as the result of reduced spend on consultancy fees and reduced spend on ancillary costs linked to slippages in capital schemes and two vacant posts within the Energy and Environment team;
 - **Misc Expenditure (not stock related)** – adverse variance of £0.335 million which is due to additional spend on feasibility projects, carry forwards included top up received from OCHL for feasibility work;
 - **Bad Debt Provision** – Favourable variance of £0.637 million; due to exceeding the collection rate. In preparation for the implementation of the new housing system, a data cleanse exercise was carried out clearing out and writing off old balances.
 - **Interest Paid** – favourable variance of £0.801 million; less loans needed to fund the capital programme as the majority of development schemes slipped an average of 6 months.
 - **Depreciation** – favourable variance of £1.461 million due to the value of properties, on which depreciation is calculated, being lower than expected. The budget was created from the HRA business plan, due to slippages on developments this didn't materialise.

- **Appropriations** – overall favourable variance of £0.183 million. Mostly Investment Income, due to using less reserves to fund the capital programme, due to slippages arising from Covid 19.

Capital

22. The budget as approved by the Council at its meeting in February 2020 was set at £142.569 million. Since that date the budget has been increased by £20.745 million to take account of unspent balances rolled forward from 2019-20, giving a budget of £163.314 million as reported to the Cabinet in June 2020 as part of the April update.
23. The latest budget reported in February is £78.754 million showing a reduction from the original budget including carry forwards of £63.815 million, and the final spend for the year was £68.780 million, which is further slippage of £9.974 million. Total slippage for the year equates to £73.789 million. Details of these schemes are shown on the table below:

General Fund Capital Projects	Slippage from Original Budget to Latest budget	Additional slippage to year end	Total Slippage for 2020/21
	£'000	£'000	£'000
ICT Project	577	-460	117
Upgrade Tennis Courts	-35		-35
Horspath Sports Park	-32	48	16
Barton Fit Trail	-7		-7
Stage 2 Museum of Oxford Development	1,489	-1,016	473
East Oxford Community Centre	-1,137	-218	-1,355
Bullingdon Community Centre	-1,254	-33	-1,287
Parks Paths	-78	-34	-112
City Wide Cycling Infrastructure Contribution	-3	-3	-6
Car Parking Oxpens	-43		-43
Seacourt Park & Ride Extension	2,102	-262	1,840
Barton Community Centre	0	-15	-15
1-3 George Street	454	-292	162
Gloucester Green Car Park (H&S)	149	-187	-38
Capital Works at Covered Market	-468	-36	-504
Replace or refurbish Lifts	76	-76	0
Old Gas Works Bridges	60	-35	25
Covered Market Roof Works (Capitalised Planned Main	126	-122	4
Covered Market Vacant Unit Works	-8	-23	-31
Town Hall Dry Risers	135	-86	49
Osney Mead Infrastructure	-1,026	-60	-1,086
Commercial Property	-42,000		-42,000
City Cycle Schemes (Growth Deal)	550	-452	98
City Centre Restart	100	-100	0
Meanwhile in Oxfordshire	0	30	30
R & D Feasibility Fund	284	-1,031	-747
Woodfarm / Headington Community Centre	-8	-8	-16
Headington Environmental Improvements	28		28
St Clements Environmental Improvements	-20	-30	-50
Floyds Row Refurbishment	240	47	287
Housing System Replacement	450	-128	322
Barton Park - Purchase by Council	-3,892		-3,892
Housing Company Loans (excl Barton Park)	1,306	-2,496	-1,190
Barton Park - loan to OCHL	-3,892	5,666	1,774
William Morris Close OGD Payment	3,123	-2,463	660
CCTV Suite Upgrade	-79		-79
Renovation Grants	1	7	8
Disabled Facilities Grant and Additional DFG Funding	168	-233	-65
Go Ultra Low Oxford - On Street	48	-557	-509
Go Ultra Low Oxford - Taxis	210	-203	7
OxPops (Electric Vehicle Charging)	13	-6	7
Clean Bus Technology Grants	1,082	-564	518
Decarbonisation Fund - OCC element	0	11	11
MT Vehicles/Plant Replacement Programme.	995	-984	11
Electric Vehicles	-508		-508
Grey Fleet	-1,800		-1,800
Recycling Transfer Station	18	-18	0
Controlled Parking Zones	50	-50	0
Depot Rationalisation	498	-329	169
Mobile Working and Handhelds	126	-140	-14
Transformation Funding	-183	157	-26
Additional Technology Requirements	-732	-412	-1,144
TOTAL	-42,747	-7,196	-49,943

HRA Capital Projects	Slippage from Original Budget to Latest budget	Additional slippage to year end	Total Slippage for 2020/21
Tower Blocks	822	-341	481
Adaptations for disabled	9		9
Structural	-386	-5	-391
Controlled Entry	-232	-59	-291
Major Voids	-123	-193	-316
Damp-proof works (K&B)	-10	-25	-35
Kitchens & Bathrooms	-2,538	0	-2,538
Kitchens	1,271	-461	810
Bathrooms	877	-375	502
Heating	-2,487		-2,487
Roofing	596	-349	247
Electrics	-71	-44	-115
Doors and Windows	-162	107	-55
Extensions & Major Adaptions	293	152	445
Communal Areas	-101	-29	-130
Great Estates Programme	-264	709	445
Energy Efficiency Initiatives	-167	-301	-468
Barton Regeneration	-1,020	-32	-1,052
Lift Replacement Programme	47		47
Social Rented Housing Acquisitions	-351	1,003	652
Fire doors	-345		-345
East Oxford development	-3,533	292	-3,241
Acquisition of Additional Units	-2,243	-92	-2,335
HRA Stock condition survey	0		0
Properties Purchased From OCHL	-10,302	-1,298	-11,600
Use Of Recycled Capital Grants		-368	-368
Affordable Housing Supply	-3,000		-3,000
Boilers Only	1,161	-171	990
Heating Systems	516	-233	283
Next Steps Accommodation Programme	1,196	-601	595
Blackbird Leys Regeneration	-521	-64	-585
TOTAL	-21,068	-2,778	-23,846
GRAND TOTAL	-63,815	-9,974	-73,789

24. Slippage from original budget has been previously reported to members but new areas of significant slippage since the revised latest budget of £78.754 million are detailed below:

General Fund

- **ICT Projects - £0.460 million** – this slippage is across a number of schemes the most notable are slippage of £0.120 million on the Customer Relationship Management (CRM) replacement; £0.048 million slippage on Windows 2008 server replacement due to continued running of old servers whilst new systems are put in place; Revs and Bens System Replacement slippage of £0.219 million which is planned to go live in September 2021.
- **Stage 2 Museum of Oxford - £1.016 million** – there have been delays due to COVID 19 and additional requirements for fire doors, but the project is due to complete in August 2021.

- **East Oxford Community Centre - £0.218 million** slipped into future years due to a pause of the project due to COVID 19, the project has now recommenced and community engagement is underway.
- **Seacourt Park & Ride - £0.262 million** slipped into 2021/22, the project suffered delays due to COVID 19 issues, supply chain issues and inclement weather. The site is now open and the final retention fee will be payable in 2021/22.
- **1-3 George Street - £0.292 million** an extension to the programme has been agreed, the operator has been selected and the main contractor has been appointed, project due to complete December 2021.
- **City Cycle Schemes - £0.452 million** delays in the project have been due to additional steps being required at pre-planning stage, the project is due to complete in December 2021.
- **R&D Feasibility Funding – £1.031 million** feasibility funding has been allocated to schemes during the year and these are ongoing, but spend has slipped for many of them due to delays in progressing the feasibility.
- **Housing Company loans including purchase of Barton properties –** during the year there has been a significant amount of movement on the budget due to delays in development, arising from COVID 19. Overall, including the purchase of the Barton properties, loans drawn down by the company were in line with latest estimates
- **Disabled facilities grant - £0.233 million** slippage into future years as unable to allocate full budget in year.
- **Go Ultra Low On Street and Taxi - £0.760 million** slippage, delays to both schemes due to shortage of resources, the On Street project will be re-scoped and incorporate learning from other EV projects, the Taxi project has restarted and is making good progress.
- **Clean Bus Technology - £0.564 million** slippage due to COVID 19 and engineering issues.
- **MT Vehicles - £0.984 million** slippage due to delays in the decision making on some of the vehicle replacements, these will carry forward into 2021/22.
- **Depot Rationalisation - £0.329 million –** work continues on the outline business case and RIBA Stage 1. A report and full business case will be taken back to members before any major spend is committed.
- **Additional Technology Requirements - ODS - £0.412 million –** resources have been impacted by COVID 19 and the delayed QL project meaning reduced resource capacity to undertake the new project activity

HRA

- **Tower Blocks - £0.341 million –** slippage due to changes in building regulations relating to cladding leading to changes in design for Hockmore Tower.
- **Kitchens and Bathrooms - £0.836 million –** COVID 19 impact because operatives were unable to access tenant's homes to make replacements, the programme has now been smoothed over a 21 month period.

- **Roofing - £0.349 million** – delayed due material supplies affected by COVID 19, the programme will roll into April 2021.
- **Energy Efficiency Initiatives - £0.301 million** – slippage into future years.
- **Social Rented Housing Acquisitions - £1.003 million** brought forward from future years, budget is flexed in line with spend, as spend relates to purchase of properties and it is difficult to know when this will be.
- **Properties purchased from OCHL - £1.298 million** – no properties were purchased in 2020/21 due to delays in developments by OCHL.
- **Heating Systems - £0.233 million** - COVID 19 impact because operatives were unable to access tenant's homes.
- **Next Steps Accommodation Programme - £0.601 million** – slippage due to difficulty buying one bed flats accompanied with conveyancing issues.

Oxford Housing and Growth Deal (OGD)

26. Additional Oxford Growth Deal Grant has been awarded to fund three further schemes detailed in the table below and previously reported to Cabinet in October 2020. Additional capital budget of £4.984 million together with associated project approval is required to allow the spend of this grant in 2021-22, the bulk of which will be in quarter 2 of 2021-22.

Scheme	Units	Total OGD grant	Paid 20/21	Payment Due 21/22				Payt Due 25/26
				Q1	Q2	Q3	Q4	
William Morris Close	86	£3,470,000	£3,123,000	0	0	0	£347,000	0
Littlemore Park	106	£4,340,000	0	0	£3,906,000	£434,000	0	0
Gibbs Crescent	12	£330,000	0	0	0	£297,000	0	£33,000
Total		8,140,000	3,123,000	0	3,906,000	731,000	347,000	33,000

Financial implications

27. All financial implications are covered in the body of this report and the Appendices.

Legal issues

28. There are no legal implications directly relevant to this report.

Level of risk

29. All risk implications are covered in the body of this report and the Appendices.

Equalities impact

30. There are no equalities impacts arising directly from this report.

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Background Papers: None

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Appendix A

General Fund Outturn Report 20/21 @ 31 March 2021	Approved Budget (per Budget book)	Latest Budget	Actual prior to allocation of SFC compensation	SFC Compensation	Actual after allocation of SFC compensation	Budget YTD	Variance YTD
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
S13 - Housing Services	3,104	1,639	1,760		1,760	1,639	121
S15 - Regulatory Services & Community Safety	1,286	1,393	1,658	(480)	1,178	1,393	(215)
S22 - Community Services	5,005	3,940	4,695	(1,288)	3,407	3,940	(533)
Communities & People	9,395	6,972	8,113	(1,768)	6,345	6,972	(627)
S09 - Corporate Property	(7,904)	(8,196)	(4,606)	(217)	(4,823)	(8,196)	3,373
S10 - Regeneration & Economy	821	1,130	1,161		1,161	1,130	31
S16 - Planning Services	450	1,023	881	(235)	646	1,023	(377)
Development	(6,633)	(6,043)	(2,563)	(453)	(3,016)	(6,043)	3,027
S01 - Corporate Strategy	876	936	930		930	936	(6)
S20 - Environmental Sustainability	1,299	1,443	1,436		1,436	1,443	(7)
Chief Executive	2,175	2,379	2,366		2,366	2,379	(13)
S26 - Oxford Direct Services Client	10,117	9,951	18,218	(5,039)	13,179	9,951	3,228
ODS Development Director	10,117	9,951	18,218	(5,039)	13,179	9,951	3,228
S03 - Business Improvement	8,566	8,722	9,016		9,016	8,722	294
S32 - Financial Services	3,245	2,626	2,717		2,717	2,626	91
S34 - Law and Governance	3,426	3,122	3,081		3,081	3,122	(41)
Corporate Resources	15,237	14,470	14,814		14,814	14,470	344
Directorate Total Excl SLA's & Capital Charges	30,291	27,729	40,947	(7,259)	33,688	27,729	5,959
SLA's & Capital Charges	(8,616)	(9,736)	(10,065)		(10,065)	(9,736)	(329)
Corporate Accounts	1,291	976	355		355	976	(621)
Contingencies	221	614	859		859	614	245
Total Corporate Accounts & Contingencies	1,512	1,590	1,214		1,214	1,590	(376)
Net Expenditure Budget	23,187	19,583	32,096	(7,259)	24,837	19,583	5,254
S48D - Transfers To/From Earmarked Reserves	386	30,420	30,032		30,032	30,420	(388)
Net Budget Required	23,573	50,003	62,128	(7,259)	54,869	50,003	4,866
Funding							
S47A - External Funding		1,110	3,574		3,574	1,110	2,464
S47B - Council Tax Funding	14,679	14,679	15,048		15,048	14,679	369
S47C - Parish Precept	(271)	(271)	(281)		(281)	(271)	(10)
S47D - NDR Funding	9,165	34,485	34,485		34,485	34,485	
Total Funding Available	23,573	50,003	52,826		52,826	50,003	2,823
(Surplus) / Deficit for the year			9,302	(7,259)	2,043		2,043

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Appendix B

Capital Budget and Spend as at 31st March 2021							
						2020/21 Outturn Variance	
Cost Centre	Capital Scheme	2020/21 Original Budget	Latest Budget	Spend to 31/03/2021	Variance	Variance due to Slippage	Over / Under Spend
		£	£	£	£	£	£
Communities and Customers Directorate							
C3044	ICT Software and Licences	220,000	220,000	233,018	13,018	-	13,018
C3039	ICT Infrastructure - minor costs	-	-	(2,609)	(2,609)	-	(2,609)
C3058	CRM Replacement	200,000	185,808	65,533	(120,275)	(120,275)	-
C3060	End-Point Devices (Desktops/Laptops)	-	90,000	84,225	(5,775)	(5,775)	-
C3066	Telephony Device Refresh	-	60,000	50,729	(9,271)	(9,271)	-
C3067	Paris Payment System, Replacement / PCI DSS	36,970	48,560	33,800	(14,760)	(14,760)	-
C3068	Windows 2008 Server Replacement	209,200	115,000	67,324	(47,676)	(47,676)	-
C3070	Business Process Automation Full Rollout	-	25,489	5,975	(19,515)	(19,515)	-
C3071	Idox / Uniform Improvement Project	-	12,070	11,950	(120)	-	(120)
C3072	Website Replacement	-	44,537	8,367	(36,170)	(36,170)	-
C3075	Netcall	60,450	7,092	7,092	0	-	-
C3076	Computer Systems Backup	-	-	1,528	1,528	-	1,528
C3077	Info@Work Enterprise Upgrade Rollout	-	4,800	4,800	-	-	-
C3078	Revs and Bens System Replacement	-	490,000	271,264	(218,737)	(218,737)	-
A4820	Upgrade Existing Tennis Courts	35,000	-	-	-	-	-
A4833	Horspath Sports Park	46,600	14,051	61,608	47,558	-	47,558
A4841	Manzil Way Gardens	-	-	2,286	2,286	-	2,286
A4847	Rose Hill Community Centre - Parking Management	-	-	-	-	-	-
A4848	Barton Fit Trail	7,085	-	-	-	-	-
B0075	Stage 2 Museum of Oxford Development	665,000	2,154,328	1,137,933	(1,016,395)	(1,016,395)	-
B0083	East Oxford Community Centre	1,500,000	363,000	144,952	(218,048)	(218,048)	-
B0084	Jericho Community Centre	-	-	-	-	-	-
B0096	Bullingdon Community Centre	1,273,777	20,000	(13,427)	(33,427)	(33,427)	-
T2305	Parks Paths	77,670	-	(33,840)	(33,840)	(33,840)	-
Communities and Customers Directorate Total		4,331,752	3,854,736	2,142,508	(1,712,227)	(1,773,889)	61,661
Development Directorate							
A4853	City Wide Cycling Infrastructure Contribution	30,000	27,000	24,544	(2,456)	(2,456)	-
B0031	Planned Building Improvements	-	-	192,045	192,045	192,045	-
B0081	Car Parking Oxpens	243,000	200,000	7,645	(192,355)	(192,355)	-
B0086	Seacourt Park & Ride Extension	1,426,933	3,529,418	3,266,919	(262,499)	(262,499)	-
B0095	Barton Community Centre	-	-	(14,528)	(14,528)	-	(14,528)
B0098	1-3 George Street	-	454,000	162,431	(291,569)	(291,569)	-
B0100	Gloucester Green Car Park (H&S)	76,350	224,908	37,764	(187,144)	(187,144)	-
B0101	Capital Works at Covered Market	918,000	450,000	413,692	(36,308)	(36,308)	-
B0102	Replace or refurbish Lifts	-	76,190	-	(76,190)	(76,190)	-
B0103	6 Queen Street works	-	-	-	-	-	-
B0104	Old Gas Works Bridges	-	60,157	25,246	(34,911)	(34,911)	-
B0106	Covered Market Roof Works (Capitalised Planned	325,000	451,498	329,475	(122,023)	(122,023)	-
B0110	Covered Market Vacant Unit Works	116,000	107,959	84,021	(23,938)	(23,938)	-
B0111	Town Hall Dry Risers	-	135,000	48,527	(86,473)	(86,473)	-
B0116	Osney Mead Infrastructure	1,086,250	60,000	-	(60,000)	(60,000)	-
B0117	Commercial Property	42,000,000	-	-	-	-	-
B0122	City Cycle Schemes (Growth Deal)	-	550,000	98,338	(451,662)	(451,662)	-
B0125	City Centre Restart	-	100,000	-	(100,000)	(100,000)	-
B0131	Meanwhile In Oxfordshire	-	-	30,150	30,150	30,150	-
B0130	CIL Feasibility	-	-	-	-	-	-
B0074	R & D Feasibility Fund	1,115,914	-	-	-	-	-
	Allocated Feasibility Funding (various schemes)	-	1,400,384	369,085	(1,031,299)	(1,031,299)	-
F7007	Woodfarm / Headington Community Centre	20,000	12,000	3,603	(8,397)	(8,397)	-
F7011	Headington Environmental Improvements	-	28,425	27,273	(1,152)	(1,152)	-
F7024	St Clements Environmental Improvements	50,000	30,000	-	(30,000)	(30,000)	-
Development Directorate Total		47,407,447	7,896,940	5,106,231	(2,790,708)	(2,776,181)	(14,528)
Housing Directorate							
B0108	Floyds Row Refurbishment	47,300	287,474	334,937	47,462	-	47,462
C3057	Housing System Replacement	-	450,000	321,405	(128,595)	(128,595)	-
M5019	Purchase of Homeless Properties	-	-	-	-	-	-
M5021	Equity Loan Scheme for Teachers	-	-	-	-	-	-
M5025	Barton Park - Purchase by Council	9,869,000	5,976,854	3,481,035	(2,495,819)	(2,495,819)	-

Cost Centre	Capital Scheme	2020/21 Original Budget	Latest Budget	Spend to 31/03/2021	Variance	Variance due to Slippage	Over / Under Spend
		£	£	£	£	£	£
M5026	Housing Company Loans (excl Barton Park)	16,595,316	17,901,237	23,567,067	5,665,831	5,665,831	-
M5032	Barton Park - loan to OCHL	9,869,000	5,976,854	3,514,035	(2,462,819)	(2,462,819)	-
M5033	Blackbird Leys Regeneration (GF Element)	-	824	-	(824)	(824)	-
M5034	Affordable Housing Supply	-	-	-	-	-	-
M5035	William Morris Close OGD Payment	-	3,123,000	3,123,000	-	-	-
					-	-	
A4845	CCTV Suite Upgrade	80,000	1,322	1,322	(0)	(0)	-
E3511	Renovation Grants	15,000	16,319	23,457	7,138	7,138	-
E3521	Disabled Facilities Grants	1,200,000	1,200,000	1,065,000	(135,000)	(135,000)	-
E3561	Additional DFG Funding	-	168,000	69,318	(98,682)	(98,682)	-
Director of Housing (General Fund Projects)		37,675,616	35,101,884	35,500,575	398,691	351,229	47,462
Transition Director							
E3557	Oxford and Abingdon Flood Alleviation Scheme	-	-	(2,306)	(2,306)	(2,306)	-
E3558	Go Ultra Low Oxford - On Street	530,021	577,886	21,281	(556,605)	(556,605)	-
E3560	Go Ultra Low Oxford - Taxis	106,968	317,060	113,839	(203,220)	(203,220)	-
E3562	OxPops (Electric Vehicle Charging)	-	12,698	6,349	(6,349)	(6,349)	-
E3563	Clean Bus Technology Grants	-	1,081,795	517,445	(564,350)	(564,350)	-
E3564	Energy Superhub Oxford	-	-	-	-	-	-
E3565	Decarbonisation Fund - OCC element	-	-	11,250	11,250	11,250	-
						-	
R0005	MT Vehicles/Plant Replacement Programme.	3,265,350	4,257,968	3,276,524	(981,444)	(981,444)	-
R0010	Electric Vehicles	507,650	-	-	-	-	-
R0011	Grey Fleet	1,800,000	-	-	-	-	-
T2273	Car Parks Resurfacing	324,287	324,287	288,423	(35,864)	(35,864)	-
T2277	Food Waste Collection from Flats	-	-	-	-	-	-
T2287	Recycling Transfer Station	-	18,000	(752)	(18,752)	(18,752)	-
T2294	Pest Control Equipment	-	-	-	-	-	-
T2299	Controlled Parking Zones	-	50,000	-	(50,000)	(50,000)	-
T2301	Depot Rationalisation	2,153	500,000	171,006	(328,994)	(328,994)	-
T2302	Redbridge Parking	-	-	-	-	-	-
T2306	Mobile Working and Handhelds	15,000	140,778	-	(140,778)	(140,778)	-
T2307	Transformation Funding	400,000	216,867	374,569	157,702	157,702	-
T2308	Additional Technology Requirements	1,200,000	468,000	55,674	(412,326)	(412,326)	-
Transition Director Total		8,151,429	7,965,339	4,833,304	(3,132,036)	(3,132,036)	-
General Fund Total		97,566,244	54,818,898	47,582,618	(7,236,280)	(7,330,876)	94,596
Housing Revenue Account Capital Programme							
N6384	Tower Blocks	-	822,400	481,751	(340,649)	(340,649)	-
N6385	Adaptations for disabled	687,000	695,941	695,941	0	0	-
N6386	Structural	636,000	249,920	245,199	(4,721)	(4,721)	-
N6387	Controlled Entry	345,000	112,500	53,917	(58,584)	(58,584)	-
N6388	Major Voids	453,000	331,426	138,752	(192,674)	(192,674)	-
N6389	Damp-proof works (K&B)	117,000	107,000	81,994	(25,006)	(25,006)	-
N6390	Kitchens & Bathrooms	2,538,000	-	-	-	-	-
N7057	Kitchens	-	1,270,920	809,909	(461,011)	(461,011)	-
N7058	Bathrooms	-	876,683	501,841	(374,842)	(374,842)	-
N6391	Heating	2,487,000	-	-	-	-	-
N6392	Roofing	194,000	790,000	441,073	(348,927)	(348,927)	-
N6395	Electrics	629,000	557,983	513,837	(44,146)	(44,146)	-
N6434	Doors and Windows	312,000	150,000	256,877	106,877	106,877	-
N7020	Extensions & Major Adaptions	265,000	557,789	709,938	152,149	152,149	-
N7026	Communal Areas	194,000	92,963	63,512	(29,451)	(29,451)	-
N7029	HCA New Build	-	-	-	-	-	-
N7031	Homes at Barton	-	-	-	-	-	-
N7032	Great Estates Programme	1,764,000	1,500,000	2,208,586	708,586	708,586	-
N7033	Energy Efficiency Initiatives	568,000	400,800	100,214	(300,586)	(300,586)	-
N7041	Electric Heating Conversion to Gas	-	-	-	-	-	-
N7042	Barton Regeneration	1,286,000	265,660	233,980	(31,681)	(31,681)	-
N7044	Lift Replacement Programme	-	47,388	53,814	6,426	6,426	-
N7046	Development at Mortimer Drive	-	-	-	-	-	-
N7047	Social Rented Housing Acquisitions	10,298,000	9,947,000	10,950,048	1,003,048	1,003,048	-
N7048	Fire doors	424,000	79,255	85,021	5,766	5,766	-
N7049	Compulsory purchase of property	-	28 0	-	(0)	(0)	-
N7050	East Oxford development	3,533,000	-	292,647	292,647	292,647	-

Cost Centre	Capital Scheme	2020/21 Original Budget	Latest Budget	Spend to 31/03/2021	Variance	Variance due to Slippage	Over / Under Spend
		£	£	£	£	£	£
N7051	Acquisition of Additional Units	2,700,000	457,100	364,625	(92,475)	(92,475)	-
N7052	HRA Stock Condition Survey	-	(0)	26,471	26,471	26,471	-
N7053	Development Schemes	-	-	-	-	-	-
N7054	Properties Purchased From OCHL	11,600,000	1,297,854	-	(1,297,854)	(1,297,854)	-
N7055	Use Of Recycled Capital Grants	368,000	368,000	-	(368,000)	(368,000)	-
N7056	Affordable Housing Supply	3,000,000	-	-	-	-	-
N7059	Boilers Only	-	1,160,440	989,083	(171,357)	(171,357)	-
N7060	Heating Systems	-	516,624	283,653	(232,971)	(232,971)	-
N7061	Northfield Hostel	-	-	-	-	-	-
N7062	Lanham Way	-	-	-	-	-	-
N7064	Unallocated Site 1	-	-	-	-	-	-
N7065	Unallocated Site 2	-	-	-	-	-	-
N7066	Next Steps Accommodation Programme	-	1,195,750	595,166	(600,584)	(600,584)	-
N7040	Blackbird Leys Regeneration	605,000	84,000	19,833	(64,167)	(64,167)	-
	Housing Revenue Account Total	45,003,000	23,935,396	21,197,682	(2,737,715)	(2,737,715)	-
	Grand Total	142,569,244	78,754,295	68,780,300	(9,973,994)	(10,068,590)	94,596

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Appendix C

HRA Report 20/21 @ Mar 2021	Approved Budget (per Budget book)	Actual YTD	Budget YTD	Carry Forward Requests	Revised Actual after Carry Forwards	Final Variance
	£000's	£000's	£000's	£000's	£'000's	£000's
Dwelling Rent	(41,631)	(41,985)	(41,631)		(41,985)	(354)
Service Charges	(1,814)	(2,037)	(1,814)		(2,037)	(222)
Garage Income	(218)	(250)	(218)		(250)	(32)
Miscellaneous Income	(793)	(862)	(809)		(862)	(53)
Right to Buy (RAF)		(26)	(52)		(26)	26
Net Income	(44,456)	(45,159)	(44,524)		(45,159)	(635)
Management & Services (Stock Related)	9,618	9,208	10,204	22	10,182	(974)
Other Revenue Spend (Stock Related)	1,807	667	1,839	110	1,728	(1,061)
Misc Expenditure (Not Stock Related)	721	367	525	493	32	335
Bad Debt Provision	741	105	741		105	(637)
Responsive & Cyclical Repairs	13,270	12,066	13,388	1,255	12,133	(66)
Interest Paid	8,503	7,702	8,503		7,702	(801)
Depreciation	8,892	7,431	8,892		7,431	(1,461)
Total Expenditure	43,553	37,547	44,093	1,881	39,313	(4,665)
Net Operating Expenditure/(Income)	(903)	(7,612)	(431)	1,881	(5,846)	(5,300)
Investment Income	(90)	(206)	(92)		(206)	(114)
Other HRA Reserve Adjustment		641	(812)		756	1,453
MIRS		(6,559)			(6,559)	(6,559)
MRA Adjustment						
Impairment		6,814			6,814	6,814
Gain/Loss on sale of Fixed Asset		(1,522)			(1,522)	(1,522)
Grants Used to fund capital		(255)			(255)	(255)
Transfer (to)/from MR/OR	()	342	342		342	()
Total Appropriations	(90)	(745)	(563)		(630)	(183)
Total HRA (Surplus)/Deficit	(993)	(8,357)	(993)	1,881	(6,476)	(5,483)

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Appendix D

Carry Forward	Total Value
D2D repairs	£270,922
Gas Responsive Repairs	£11,282
General Minor Works	£82,960
Revenue Electrical Upgrades	£17,652
External works	£72,137
Fencing	£444,193
Disabled Adaptions	£93,343
PPJ	£182,956
Concierge & CCTV	£80,000
Special events Disrepair Compensation Claims	£18,000
Training	£4,000
Tenant Liasion Officer to work at ODS	£42,234
Contribution to Transformation 21-22	£50,000
Contract Printing	£18,200
Consultant Fees Feasibility Pot	£493,108
	£1,880,987

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To: Cabinet
Date: 21 July 2021
Report of: Head of Corporate Strategy
Title of Report: Oxford City Council EV Strategy

Summary and recommendations	
Purpose of report:	To seek approval to commission an EV Strategy
Key decision:	Yes
Cabinet Member:	Councillor Tom Hayes, Deputy Leader and Cabinet Member for Green Transport and Zero Carbon Oxford
Corporate Priority:	Zero Carbon Oxford
Policy Framework:	Council Strategy 2020-24
Recommendations: That Cabinet resolves to: 1. Approve the commissioning of Oxford City Council's EV Strategy, which will set out the strategic framework for the delivery of EV infrastructure in line with the city's 2040 net zero carbon target; and 2. Note the update provided on Oxford City Council's EV Programme	

Appendices	
Appendix 1	Risk Register
Appendix 2	Equalities Impact Assessment

Introduction and background

1. In response to rising concern about the urgent need for action, on 28 January 2019 Oxford City Council unanimously declared a climate emergency and provided for a Citizens' Assembly on Climate Change. Oxford became the first UK city to hold a Citizens' Assembly on Climate Change in September and October 2019.
2. 90% of the randomly selected representative sample of 50 Oxford residents that made up the Citizens' Assembly responded to the key question asked of them and felt that Oxford should aim to achieve 'net zero' sooner than 2050. There

was also widespread belief that Oxford should be a leader in tackling the climate crisis.

3. Transport was a climate change-related theme that the Assembly considered on the basis that the Council has some control and influence. Assembly members were presented with visions of possible futures for Oxford, each listing a series of co-benefits and trade-offs. The Assembly opted for the most ambitious transport vision which represented the greatest change to the way people live now.
4. This vision was of a citywide Zero Emission Zone; discouragement of petrol/diesel vehicles in the city; 100% of buses and cars being electric; car club vehicles for every ten households; universally accessible electric vehicle charging; and the completion of 60% of journeys of less than 2 miles by bike or foot.
5. Alongside the qualitative evidence base for developing a zero-carbon transport system rests the assessment of greenhouse gas emissions generated across key sectors of the city completed by Oxford-based environmental consultancy Anthesis and commissioned by the City Council in 2019. 16% of total citywide emissions are caused by surface transport, with the largest contribution from road transport—including cars, vans, motorcycles, buses, and taxis. Transport is the second largest source of greenhouse gas emissions. The number of journeys made by car increased from 27,700 to 30,600 since 2001¹.
6. In February 2021, the Council launched the Zero Carbon Oxford Partnership of the city's largest institutions and employers, which agreed to a target of net zero carbon emissions as a whole for Oxford by 2040 or earlier. On behalf of the partnership, the Council commissioned the Carbon Trust and worked with its own Scientific Advisor on five-yearly emissions reductions targets and the changes needed to achieve these in each sector. This route map identifies that 25% of cars need to be electric by 2025, 80% by 2030, and 100% by 2035 to achieve agreed targets².
7. Fossil fuel transportation also contributes to air pollution and the reduction in public health that it produces. Since 2013 Oxford has reduced levels of NO₂ (the main pollutant of concern) by 26% but, since 2017, air pollution levels have plateaued, until falling in 2020 as a result of the dramatic fall in vehicle movements during the COVID pandemic. Pre-pandemic data on air pollution shows that there tend to be exceedances of the NO₂ annual mean limit value at six locations.
8. The latest Source Apportionment Study by Ricardo Energy & Environment (data gathered in December 2019, report published in July 2020), commissioned by the Council, shows that the transport sector continues to be the largest contributor (68%) to total NO_x emissions in the city. The report identifies that diesel cars are the largest contributor to NO_x emissions (33%) in the city.

¹ Anthesis report for Oxford City Council 2019

https://www.oxford.gov.uk/news/article/1184/new_data_on_carbon_emissions_in_oxford

² Department for Transport statistics show 837 ultra-low emission vehicles (ULEVs) were licensed in Oxford at the end of last year – 211 more than at the end of 2019, when there were 626. The figures include battery electric, plug-in hybrid electric, and fuel cell electric vehicles. Of the additions, the vast majority were registered to private keepers, while nine were to the addresses of local firms.

9. Earlier this year, Oxford City Council agreed a new local annual mean NO₂ target of 30 µg/m³ by 2025 as part of its Air Quality Action Plan, 2021-25. Oxford is the first UK local authority to set out a city-wide air pollution reduction target, and this “30 by 25” target goes beyond the legal targets set out by the UK Government of 40 µg/m³.
10. Oxford City Council and Oxfordshire County Council will introduce a Pilot Zero Emissions Zone (ZEZ) in the city centre in August 2021 to address air pollution and help to reach this target. Plans have also been set out for a city centre wide ZEZ in 2022/23. These measures, combined with the Council’s Local Plan, will further stimulate demand for EVs, which will help to reduce transportation emissions and improve air quality and support the 2040 zero carbon target.
11. In response to the recommendations of the Citizens’ Assembly, the Council also set out a commitment to become net zero and agreed its 4th Carbon Management Plan. Published in February 2021, the Plan commits the City Council to becoming zero carbon by 2030 or earlier, including for its fleet vehicles. Oxford Direct Services have a current target of the electrification of 25% of its fleet by 2023.
12. Electric vehicles will play a key part in improving air quality in the city in future, as well as significantly reducing carbon emissions associated with motorised transport. Oxfordshire already has the highest proportion of electric plug in hybrid or fully electric car sales in the UK, comprising around a quarter of car sales over the past year. Following significant lobbying, Government has now acted to bring forward the final date for sale of new petrol and diesel cars and vans to 2030.
13. Oxford City Council is already investing in EV charging infrastructure through its Go Ultra Low Oxford on-street and taxi-charging installations. It is also supporting the creation of The Energy Superhub Oxford (ESO) rapid charging facility at Redbridge Park & Ride which will see the UK’s largest public EV charging hub of 38 fast and ultra-rapid chargers. Given the rapidly rising demand for additional charging capacity, the rapidly changing technology and the increasing number of delivery models for implementing charging infrastructure, Oxford needs a comprehensive EV Strategy to guide decision-making on charging infrastructure installation.
14. Inclusivity is one important factor. Electric vehicles are more expensive than fossil-fuel powered vehicles, and so initially densities of EV take up are likely lower in more deprived areas. However, as the transition to EVs will cover all citizens, everyone will need access to electric charging.
15. The introduction of new infrastructure must also work for disabled EV drivers. As the city recovers from the pandemic, the Council has been working with partners to ensure equal access to the city for disabled people through the Inclusive Transport and Movement Group. This will be an important stakeholder to engage over the introduction of new EV infrastructure.
16. While playing an important role in emissions reduction, the Council recognises that Electric Vehicles are not a panacea. Everyone has the right to move anywhere, anytime, yet traffic is an issue in the city and the Council is already committed to schemes to cut congestion, including Connecting Oxford and policies for car free developments in its Local Plan 2036. The private car has historically enjoyed a near-monopoly of the transportation network. The Council is committed to bringing about a balanced road network which is open, safe, and

accessible to all road users, so that all citizens can move around their own city in their own preferred modality as easily as possible. This will require the redistribution of Oxford's road space to users of other vehicle types than the private car, which can slow the growth in predicted car use and enable infrastructure to increase the numbers of citizens getting around by cycling, walking, and bus.

17. As such, the Council seeks a reduction of private car ownership and use wherever feasible, and this extends to electric vehicles as well as fossil fuel vehicles.
18. This EV strategy seeks to identify an optimal way for ensuring those who need to drive cars – where cycling, walking or the use of buses is not practicable - are supported to do so in zero emitting vehicles.
19. The full transition to electric vehicles (EVs), significant reduction in car ownership and private car use, and a greater shift to active and bus travel, will be among some of the actions to achieve Oxford's zero carbon transportation and air quality targets.

Supporting the transition to EVs in Oxford

20. In addition to the imperative to clean up dirty air and reduce carbon emissions which contribute to climate change, and the need to create an inclusive transport network, the Council has reasons to develop an EV strategy:
21. To support the drive to reach net zero carbon emissions by 2050, the UK government has set out its ambitions for all new cars to be electric by 2030. Oxford is recognised as a city of early EV adopters and charging capacity will need to meet rising demand.
22. Oxford is a leading EV centre as home to the University of Oxford, which houses research centres with world-leading expertise in EV and battery production, energy and future mobilities systems at the School of Geography and the Environment and the Department of Engineering Science. The Energy and Power Group are experts in the impact of EVs on the grid. The Transport Studies Unit (TSU) has expertise in understanding EV driving and charging patterns. Oxford Brookes University has a Sustainable Vehicle Engineering Centre which is training the next generation of EV engineers, with strong links to the county's motorsports and vehicle industries.
23. Williams Advanced Engineering, based in Oxfordshire, creates high-performance batteries in the Formula E programme at the cutting edge of battery performance and management. Oxford is home to the BMW MINI plant, where the all-electric MINI is being built for UK and European markets.
24. Oxfordshire's Faraday Institution on Harwell Campus is the independent institute for electrochemical energy storage science, research, and technology. The Institute and Oxford University are leading projects which could revolutionise the way EV batteries are manufactured.
25. Oxford has been home to the global EV Summit for several years and the City Council is a hosting partner.
26. Oxfordshire is likely to have faster growth in EV sales than the national average, with University of Oxford research predicting EV sales as likely to reach approximately 90% of new vehicle sales by 2025 and 100% before 2030 (these

figures have yet to be updated to factor in the new end of ICE sales in 2030).³ In absolute numbers, by 2025 we could see up to 40,000 EVs on Oxfordshire's roads and 100,000 by 2035. At the end of August 2020, there were 4,381 ultra-low emissions vehicles (ULEVs) in Oxfordshire⁴, 2,200 of which were pure Battery Electric Vehicles.⁵

27. The availability of the most suitable charging infrastructure is essential to support the migration to EV use. Public EV charging infrastructure in Oxford cannot be allowed to fall behind and limit the forecast speed of change. Necessarily the public EV charging market is changing, entering a growth phase after completing the seeding and consolidation stages, and the City Council has to facilitate this growth locally.
28. Everyone has the right to move anywhere, anytime. Thousands of citizens and drivers will soon depend on electric car infrastructure to exercise that right. The City Council has been receiving regular requests for the installation of local EV chargers from householders and businesses, directly and via elected members.
29. To meet this rising demand, the city's public EV charging infrastructure has to be:
 - a. prolific and fairly distributed across Oxford
 - b. fully accessible
 - c. simple and easy to both pay for and use
 - d. competitively priced
 - e. reliable and fully maintained
 - f. capable of quickly charging a vehicle to the desired level, and
 - g. a vehicle for inclusivity and unobstructive to those making use of pavements.
 - h. systematically and inclusively introduced
30. Oxford City Council has been responding to this challenge:
 - a. The Energy Superhub Oxford (ESO) rapid charging facility at Redbridge Park & Ride (constructed by Pivot Power, FastNed, Tesla, and other operators in partnership with Oxford City Council) will result in the UK's largest public EV charging hub of 38 fast and ultra-rapid chargers. ESO will see the installation of 10 x FastNed chargers with up to 300kW of power, capable of adding 300 miles of range in 20 minutes for up to hundreds of EVs per day, 16 x Gamma Energy chargers with 7-22kW of power, and 12 x 250kW Tesla Superchargers available for Tesla owners. It will deliver 100% renewable energy to EV users when it comes online in 2021.
 - b. Gamma Energy will install 10 chargers, 9 (7-22kW) and 1 (50kW) at Seacourt Park & Ride in 2021.
 - c. Oxford is a centre for EV charging innovation and the City Council is an active partner in a number of EV projects, including Go Ultra Low Onstreet

³ <https://epg.eng.ox.ac.uk/our-research/park-and-charge/>

⁴ [DfT, 2020](#)

⁵ ULEVs emit less than 75g of carbon dioxide (CO₂) from the tailpipe per km travelled; typically refers to battery electric, plug-in hybrid electric and fuel cell EVs.

(GULO-O), Go Ultra Low Taxi (GULO-T), as well as Energy Superhub Oxford (ESO).

- d. The GULO-O project aims to trial electric vehicle charging solutions to provide a solution to 'at home' charging for residents who do not have access to private off-street parking. Phase 1 of GULO-O saw the delivery of 42 chargers. The expected completion date for the project is March 2022.
- e. The GULO-T project is enabling the EV transition of the taxi trade. Phase 1 saw two rapid chargers installed in Manzil Way Gardens. Phase 2 is underway and must deliver six additional chargers to meet OLEV's grant conditions. The project is currently due to complete by November 2021.
- f. ODS is a lead partner to the GUL-E project alongside Oxfordshire County Council with OCC providing client and SME support. GUL-E builds on phase 1 of GULO-O where five "cable gullies" were installed as part of a pilot project. The idea of the gully is to install a channel (similar to Oxford's drainage channels) to allow residents to feed cables from a home charger, with both the charger and the gully self-funded by residents. If successful, a wider roll out is expected in 2022/23.
- g. With input by Oxford City Council officers and the portfolio holder, the County Council has agreed an EV Infrastructure Strategy (OEVIS), which provides a baseline on which the City Council can develop a comprehensive, location-specific Oxford EV Strategy and Implementation Plan. This strategy will build upon the work of the Oxfordshire strategy and officers will continue their successful joint working in this area. In addition the County Council's evidence base will provide essential information required to produce a strategy for Oxford.

Oxford City Council's EV Strategy

- 31. To accelerate the City Council's reduction of citywide air pollution and elimination of Oxford's contribution to climate change, and to support the right of citizens and businesses to move anywhere, anytime, Oxford's charging infrastructure must be excellent. Zero emissions mobility must be open to everyone, regardless of income and post code. To enable this Oxford City Council will commission an EV strategy.
- 32. The strategy will seek to answer the following questions:
 - a. What will be Oxford's charging needs in the future, so that the City Council can facilitate the provision of the right number and types of chargers, and what changes will the Council need to make to provide sufficient charging capacity?
 - b. What does "fair access to charging" mean for Oxford, and how can the City Council maximise fairness and equity in public charging provision? How could the design and location of charging points provide equal access for physically impaired residents and not disable drivers when charging their EV?

- c. How can the council ensure that its interventions meet the needs of all current and potential EV users, in particular where the market cannot deliver all of the Council's social and economic goals alone?
 - d. How will the financial cost of any interventions by the Council be covered and what levels of risk will we afford to meet the needs of citizens at an early stage?
 - e. How do we keep pace with or de-risk rapid changes in EV charging to ensure the city will not be left stranded with the wrong or redundant technologies? What are the funding/income stream challenges of delivering EV chargers at a time when there are risks around delivery?
 - f. What is within the Council's control and influence in relation to EV charging, and what types of role should the Council adopt?
 - g. How can the Council help to determine this fledgling and rapidly developing market, so that it behaves with our preferred market and consume standards and innovates new business solutions based on our values?
 - h. What are the funding/income stream opportunities and possible gains for the Council working in partnership with others, including ODS, and could there be a direct application of the Oxford Model and Owned by Oxford community wealth building approaches to the development of Oxford's EV strategy?
33. The strategy will seek input from industry and subject matter experts, including on the accessibility of EV charging, and provide clear next steps for the next five years in the form of an implementation plan. Once completed the Council will seek wider public and business consultation. Given the rapid changes in technology and Government policy in this area, the strategy will be iterative and subject to annual review and, if necessary, update.
34. The strategy will assess the Council's vision and approach in relation to:
- a. On-street residential charging: An estimated 40% of Oxford's households park on-street, with limited or no access to home charging. The strategy will substantiate this figure and seek the optimum charging solutions for Oxford's residents.
 - b. Destination charging: This includes public car parks, shopping centres and leisure centres. It will include consideration of demand from visitors and overnight charging for residents without a driveway.
 - c. Charging on City Council land: This includes car parks, depots, offices, and other locations in the city.

- d. Workplace changing/ other landowners: This will consider demand from fleet, employees, and the public.
 - e. New developments: This will consider the best approach to delivery of the Council's Local Plan policy M4 requirement that car parking spaces should be EV ready in residential and non-residential developments.
 - f. En-route charging: Including rapid and ultra-rapid charging along the strategic road network, via projects such as Energy Superhub Oxford.
 - g. Charging for car clubs: Oxford is a prime location for car clubs, which can reduce private car ownership and usage, and further Oxford's values in relation to the development of social enterprises and co-operatives.
 - h. Taxi charging: Oxford is host to Go Ultra Low Taxi, providing EV charging for the taxi trade. Under the Zero Emission Zone plans, Hackney Carriage Taxis will have to phase to zero emissions vehicles between 2020 and 2025.
 - i. Vulnerable drivers: Residents with specific needs in regard to safety (women using overnight hubs, drivers with mobility needs) and residents who use a vehicle parked at home for work care workers, small traders, delivery drivers, private hire taxi operators etc.
35. The strategy will provide an assessment of the following in order to inform Oxford City Council's approach:
- a. The national and regional policy context, and likely developments
 - b. National and local research and evaluations about accessible EV charging
 - c. Local policy commitments and constraints
 - d. Financial opportunities, risks, and procurement options
 - e. Technology development
 - f. Market development
 - g. Demand and supply projections, charging requirements and potential locations
 - h. Fair access to charging infrastructure and potential solutions
 - i. Distribution network availability
36. The strategy will be completed by March 2022.

Carbon and environmental considerations

37. This proposed strategy complies with Oxford City Council's policies and commitments relating to carbon reduction and safeguarding the environment. The strategy brings us closer to our commitment to becoming a Zero Carbon Council by 2030 or earlier and Zero Carbon Oxford by 2040 or earlier by supporting a strategy for EV charging. A coherent roll out of EV charging for citizens and businesses means that more people will be able to migrate to using EVs away from petrol and diesel vehicles. Air quality will be improved with an increased use of EVs within the city. However, it should be noted that particulate matter (PM) emanating from braking systems, tyres road surface wear and road dust suspension are also produced by EVs. Ambient PM exposure is associated with health harms and premature mortality.

38. Negative impacts will be mitigated by having a coherent strategy to ensure that we do not roll out EV infrastructure that is not fit for purpose or quickly becomes obsolete. A comprehensive strategy will build confidence for all residents and stakeholders across the city and help with the behaviour changes that are needed if the city is to achieve its carbon reduction targets.

39. The EV Strategy will support the delivery of the following plans and strategies:

- a. The 4th Carbon Management Plan 2021 – 2030: The Strategy will support the development of a plan to decarbonise the City Council's fleet vehicles.
- b. The Net Zero Oxford Action Plan: Net Zero by 2040 requires decarbonisation of road transport.
- c. The Council Strategy 2020 – 2024: Includes the priority to pursue a zero carbon Oxford
- d. Oxford Local Plan 2036: Includes commitments to provide EV infrastructure with new developments.
- e. Air Quality Action Plan 2021 – 2025: Requires the reduction in usage of fossil fuel cars in the city.

Financial implications

40. The City Council has submitted a funding bid for £50,000 from Project ESO. This has been approved by the Monitoring Officer's at Innovate (waiting for final confirmation in writing from finance). This can cover the following costs: project management resource, officer input and external consultancy where needed. An oral update will be given at the meeting.

Legal issues

41. There are no legal implications.

Level of risk

42. Please refer to Appendix 1

Equalities impact

43. Refer to Appendix 2

Report author	Mish Tullar
Job title	Head of Corporate Strategy Sustainability
Service area or department	Corporate Strategy
Telephone	07483010499
e-mail	mtullar@oxford.gov.uk

Background Papers: None

Appendix 1

Appendix 1: Risk Register for EV Charging Strategy

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Appendix 2

Initial Equalities Impact Assessment screening form

Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:

*The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the 9 protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership***

The decision maker(s) must specifically consider those protected by the above characteristics:

- (a) To seek to ensure equality of treatment towards service users and employees;*
- (b) To identify the potential impact of the proposal or decision upon them.*

The Council will also ask that officers specifically consider whether:

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults*
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)*

If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:

- 1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.*
- 2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.*
- 3. The decision maker must be **aware of the needs of the duty.***
- 4. The **impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.*
- 5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).*
- 6. What does 'due regard' entail?*
 - a. **Collection and consideration of data and information;***
 - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;***
 - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.***

Appendix 2

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
 8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The intention of the EV strategy is to define what 'fair and equitable access to charging' means. Outlining the requirements for the large areas of Oxford that do not have access to 'off-street' parking. Often this is in areas of lower social economic status.

The strategy will seek to address issues of inequality around adequate access and affordability (price charged to public of charging) of EV charging infrastructure.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

This is a new strategy as EV's are still currently a very small % of the transport sector. In the next 10 years this will grow from 2% to circa 80%. This strategy is to ensure that the Council identifies where and what type of EV charging infrastructure is required across the city to match it's residents and visitor's requirements. The cheapest EV charging will be carried out by residents at home. However a large % of Oxford residents do not have access to off-street parking. There is a considerable challenge to ensure that those residents (who will need to own a vehicle for their work and/or family) can access affordable charging close to their homes. On-street charging is not often an attractive proposition to commercial businesses. The strategy will consider this challenge and recommend how Oxford can address this challenge.

Appendix 2

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

We will use the Active Travel focus group
Our local Distribution Network Operator – SSEN
Oxford County Council
Other Landowners (University etc)

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

N/A

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

The strategy once written will be taken to Cabinet for formal adoption, prior to that any issues of inequality will have been highlighted and an action plan put in place this would be part of the strategy.

Appendix 2

Lead officer responsible for signing off the EqIA: Mish Tullar

Role: Head of Corporate Strategy

Date: 3 June 2021

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)

To: Cabinet
Date: 21 July 2021
Report of: Head of Law and Governance
Title of Report: Appointments to charities, trusts, community associations and other organisations 2021/22

Summary and recommendations	
Purpose of report:	To agree appointments to charities, trusts, community associations and other organisations for the 2021/22 Council Year.
Key decision:	No
Executive Board Member:	Councillor Susan Brown, Leader and Cabinet Member for Inclusive Growth, Economic Recovery and Partnerships
Corporate Priority:	Support Thriving Communities
Policy Framework:	N/A
Recommendation(s): That the Cabinet resolves to:	
Approve appointments to charities, trusts, community associations and other organisations as shown in Appendices 1A – 1D; and note the appointments to partnerships as detailed in Appendix 1E; Note the guidance for appointees as detailed in Appendix 2; and Delegate authority to the Head of Law and Governance, in consultation with the Leader of the Council, and where appropriate with other group leaders, to make any changes to appointments to Outside Bodies as may be required during the course of the Council year 2021/22.	

Appendices	
Appendix 1A - E	List of nominations to charities, trusts, community associations and other organisations for 2021/22 (with 2020/21 appointments listed for reference).
Appendix 2	Guidance Note for Members appointed to charities, trusts, community associations and other organisations.

Introduction

- The Council currently has representatives on a total of 57 outside bodies (17 community associations, 21 other organisations, 8 trusts and 11 charities). These

are detailed in Appendices 1A – 1D. Many Council representatives sit on the committee of the organisation to which they have been appointed, with many acting in a non-voting advisory role or simply being invited to attend meetings as an observer. Councillors who have been appointed to charities and trusts serve as Trustees on those bodies.

2. The Council also has representatives on several strategic partnerships (see Appendix 1E for details) these appointments are either made by the individual partnership or determined by virtue of a councillor's position as a portfolio holder on the City Council's Cabinet.
3. Guidance to assist Council representatives on these organisations is provided upon appointment. This ensures that all appointees understand their role and responsibilities in representing the Council on the organisation. A copy of the guidance is attached at Appendix 2.
4. The list of outside bodies and the appointment of representatives to those organisations is a decision for the Leader of the Council, who chooses to seek Cabinet agreement to the nominations. This is done annually in June or July.
5. Proposed changes to individual nominations or to the list of outside bodies will be reported to the Cabinet as required during the year. Since 2017 the authority to approve any change to the representation on an individual organisation has been delegated to the Head of Law and Governance in consultation with the Leader of the Council, and where appropriate with other group leaders. This delegation is restated annually to provide for good governance and clear decision making.
6. In 2019 Cabinet endorsed the Leader's preferred approach, based on custom and practice, that nominations for Council representatives to Outside Bodies should be drawn from the cohort of serving councillors; and that existing representatives who were no longer serving councillors should be permitted to serve out their terms of office should they wish to do so.

Categories for appointments to outside bodies

7. The list of organisations to which the Council makes appointments has evolved over time. The justification for the inclusion of many of the organisations on the list is self-evident but in some cases the reasons for the Council to continue to appoint to an organisation is less obvious.
8. To address this the following categories are used to provide some rigour to the decision making underpinning the Council appointments to outside bodies:

A.	Appointments to organisations that have a significant impact on the achievement of any of the Council's corporate policy objectives and service priorities and/or organisations who receive funding from the Council
B.	Appointments to organisations with established historical links to the local community, the city of Oxford or the City Council on which representation is desirable and should be maintained as a matter of local goodwill and for as long as nominations are forthcoming from members
C.	Appointments which will allow the Council to influence policy at a national or regional level
D.	Appointments which are a statutory requirement and/or to a partnership

Proposed appointments and changes to representation in 2021/22

9. Appendices 1A – 1D set out the proposed nominations to charities, trusts, community associations and other organisations for 2021/22.
10. The Leader of the Council has proposed the following specific changes to the list of organisations for 2021/22:

Outside Body	Decision
Appendix 1B South East England Councils	Included for transparency. The position is reserved to the Leader (or Deputy Leader) of the Council. OCC has been represented on this organisation for some years but due to an administrative error it has not been included in previous versions of this report.
Appendix 1D Elder Stubbs Charity	Reduced representation The Charity's terms provide for five Council representatives to serve a four year term and must be a resident of or represent: Hockmore St, Cowley, Church Cowley, Temple Cowley or the Parish of Cowley St John. In recent years the Council has found it difficult to find representatives and in 2019 reduced its representation from six to five and gave notice to the charity that it intended to further reduce the level of representation as the current appointments came to an end. Three of the five Council representatives were not re-elected in 2021 and it is proposed that those appointments are not replaced. The remaining two Council representatives will serve out their terms to 2022.
Appendix 1E - Fast Growth Cities - Ox-Cam Arc Leaders Group - Oxfordshire Sport Partnership - Oxfordshire Waste Reduction Board - Youth Partnership Board	Included for transparency. Appointments are linked to Cabinet portfolios.

Legal and Financial issues

11. Representation on outside organisations presents legal implications for the Council if the roles and responsibilities of those involved are not fully defined.

Council representatives are provided with detailed written guidance on their roles and responsibilities (Appendix 2).

12. The appointments proposed in this report have no direct financial implications for the Council.

Level of risk

13. Representation on outside organisations should result in benefit to both the Council and the organisation concerned. There is a risk that such benefit may be lost to either or both parties if representation is withdrawn or inadequately resourced or briefed.

Equalities impact

14. An Equalities Impact Assessment is not required. The Council seeks to appoint nominees that represent as far as possible the diverse nature of the Outside Bodies and the communities that they serve.

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Appendix 1A: Community Association nominations 2021-22
These appointments are annual. The local ward councillors are usually appointed to Community Associations.

		2020-21 appointment(s)	2021/22 Ward Councillor appointment(s)
1.	Barton Community Association	1 x Vacancy	Cllr Rowley
2.	Bullington Community Association	Cllr Kennedy Cllr Lygo	Cllr Rehman Cllr Lygo
3.	Cotteslowe Community Association	Cllr Gant Cllr Gotch	Cllr Fouweather Cllr Wade
4.	Donnington Community Association	Cllr Curran Cllr Tarver	Cllr Abrishami Cllr Pegg
5.	Donnington Doorstep Family Centre	Cllr Tarver Cllr Kennedy	Cllr Abrishami Cllr Pegg
6.	East Oxford Community Association	Cllr Azad Cllr Rowley	Cllr Hunt Cllr Jarvis
7.	Florence Park Community Association	Cllr Simm Cllr Lloyd-Shogbesan	Cllr Dunne Cllr Latif
8.	Headington Community Association	Cllr Munkonge Cllr Garden	Cllr Munkonge Cllr Altaf-Khan
9.	Jericho St Barnabas Community Association	Cllr Cook Cllr Pressel	Cllr Diggins Cllr Hollingsworth
10.	Littlemore Community Association	Cllr Corais	Cllr Corais
11.	North Oxford Association	Cllr Gant Cllr Fry	Cllr Landell Mills Cllr Fry
12.	Northway Community Association	Cllr Chapman Cllr McManners	Cllr Chapman Cllr Coyne
13.	Regal Area Community Centre Association	Cllr Azad Cllr Arshad	Cllr Abrishami Cllr Pegg
14.	Risinghurst Community Centre	Cllr Munkonge Vacancy	Cllr Munkonge Cllr Snowton
15.	Rose Hill Community Association	Cllr Aziz	Cllr Aziz
16.	South Oxford Community Association	Vacancy Cllr Tidball	Cllr Waite Cllr Tidball
17.	West Oxford Community Association	Cllr Cook Cllr Pressel	Cllr Cook Cllr Pressel

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Appendix 1B: Nominations to Other Organisations 2021-2022

Names struck through are no longer councillors		2020/21 appointments	2021/22 Nominations
1.	Citizen's Advice Bureau	Cllr Djafari-Marbini Cllr Tarver	Cllr Thomas Cllr Diggins
2.	Climate Alliance	Cllr Tanner	John Tanner will continue to end of term in 2022
3.	Fusion – Oxford's Community Arts Agency	Cllr Clarkson Cllr Humberstone	Cllr Clarkson Cllr Waite
4.	Historic England South East - Heritage Champion	Cllr Cook	Cllr Cook
5.	Homeless Oxfordshire	Cllr Hollingsworth Cllr Rowley	Cllr Hollingsworth Cllr Blackings
6.	Modern Art Oxford	Cllr Cook Cllr Hollingsworth	Cllr Hollingsworth Cllr Hunt
7.	Mortimer Hall Management Committee	Cllr Upton	Cllr Upton
8.	NABAEMC (National Association of Black Asian and Ethnic Minority Councillors (UK)	Cllr Azad	Cllr Rehman
9.	Oxford and District Sports and Recreation Association for the Disabled (OXSRAD)	Cllr Upton	Cllr Coyne
10.	Oxford Asian Cultural Association	Cllr Azad Cllr Aziz	Cllr Aziz Cllr Latif
11.	Oxford Sports Council	Cllr Upton Cllr Lygo	Cllr Clarkson Cllr Lygo
12.	Oxfordshire Community and Voluntary Action	Cllr Tanner	Cllr Mundy
13.	Oxfordshire Association of Local Councils	Cllr Tanner	Cllr Mundy
14.	Oxfordshire Museums Council	Cllr Clarkson	Cllr Clarkson
15.	Oxfordshire County Council School Organisation Stakeholder Group	Cllr Tidball	Cllr Aziz
16.	South East England Councils	Cllr Brown	Cllr Brown
17.	South Oxford Adventure Playground Executive Committee	Cllr Tidball	Cllr Waite
18.	The Porch Steppin Stones Centre	Cllr Aziz	Cllr Aziz
19.	Association Public Service Excellence (APSE)	Cllr Corais	Cllr Corais
20.	LGA General Assembly (appointment normally reserved for Leader of the Council)	Cllr Brown	Cllr Brown
21.	Local Government Information Unit	Cllr Hollingsworth	Cllr Hollingsworth

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Appendix 1C – Nominations to Trusts 2021-2022

OCC preference is to appoint serving councillors to vacancies on Trusts

		Current Appointment	Expiry	Status and length of appointment	Nominations 2021-22
1.	Katherine Rawson Trust	Cllr Gotch	2024	Trustee x 3 (with voting rights) 4 year term	Mike Gotch wishes to continue to the end of his term.
		Cllr Wade	2024		
		Cllr Goddard	2022		
2.	Old Marston Charities Trust	Cllr Haines	2024	Trustee x 2 (no voting rights) 4 year term 2 meetings per year	
		Cllr Clarkson	2024		
3.	Oxford Leon Trust	Cllr Rowley	2022	Trustee x 2 4 year term	
		Cllr Tanner	2023		John Tanner wishes to continue to the end of his term
4.	Oxford Playhouse Trust	Cllr Clarkson	2021	Observer Annual	Cllr Clarkson
5.	Oxford Poverty Action Trust	Cllr Tanner	2021	Trustee x 1	Cllr Aziz
6.	Oxford Preservation Trust	Cllr Cook	2021	Trustee x 2 (with voting rights) 3 year term	Cllr Cook
		Cllr Upton	2022		
7.	Oxfordshire Building Trust	Cllr Cook	2022	Trustee x 1 3 year term	
8.	Pegasus Theatre Trust	Cllr Aziz	2021	Non-voting observer Annual x 1	Cllr Hunt

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Appendix 1D – Nominations to Charities 2021-2022					
		2019/20 Appointment	Expiry	Status and length of appointment	2021-22 Nominations
1.	Agnes Smith Advice Centre	Cllr Taylor	2021	Attends Management Committee Annual x 1	Cllr Djafari-Marbini
2.	Alice Smith Trust and Sarah Nowell Educational Organisation	Cllr Taylor	2022	Trustee x 1 4 year term	Cllr Humberstone
3.	City of Oxford Charity	Cllr Lygo	2024	Trustee x 6 4 year term	
		Cllr Azad	2021		Cllr Pressel
		Cllr Kennedy	2021		Cllr Diggins
		Cllr Hollingsworth	2022		
		Cllr Simm	2022		Christine Simm wishes to continue to the end of her term
		Cllr Altaf Khan	2022		
4.	Elder Stubbs Charity	Cllr Taylor	2023	Trustee x 6 (reduced to 5 2019) 4 year term Must be a resident of or represent: Hockmore St, Cowley, Church Cowley, Temple Cowley, Parish of Cowley St John	No replacement
		Cllr Arshad	2022		
		Cllr Simm	2022		No replacement
		Cllr Curran	2020		No replacement
		Cllr Tarver	2022		Richard Tarver wishes to continue to end the of his term
5.	Headington Parish Charity	Cllr Clarkson	2023	Trustee x 2 4 year term	
		Cllr Garden	2022		Cllr Chris Smowton

6.	Non Ecclesiastical Charities of St Mary's Magdalen	Cllr Brown	2024	Trustee 4 year term	
7.	Parochial Charities of St Clement, Oxford	Cllr Azad	2021	Trustee x 2 Cllr term of office. Should be Cllrs for St Clements or St Mary's wards.	Cllr Hunt
		Cllr Hayes	2021		Cllr Jarvis
8.	Rose Hill & Donnington Advice Centre	Cllr Corais	Annual x 2	Attend meetings of Board of Trustees	Cllr Corais
		Cllr Aziz			Cllr Turner
9.	St Aldate's Parochial Charity	Cllr Kennedy	2024	Trustee x 1 4 year term	Cllr Waite
10.	Susan Kidd Charity	Cllr Upton	2022	Trustee x 1 4 year term	
11.	The Gatehouse	Cllr Hollingsworth			Cllr Dunne

Appendix 1E – Strategic partnership appointments 2021-2022		
Partnership		Cabinet Portfolio
Oxford Strategic Partnership (OSP) and sub groups		
1.	Oxford Strategic Partnership (OSP)	Councillor Susan Brown - Leader and Cabinet Member for Inclusive Growth, Economic Recovery and Partnerships
2.	Economic Growth Steering Group	
3.	Low Carbon Oxford	Cllr Hayes - Deputy Leader and Cabinet Member for Green Transport and Zero Carbon Oxford
4.	Oxford Safer Communities Partnership	Councillor Louise Upton - Cabinet Member for a Safer, Healthier Oxford
5.	Stronger Communities Steering Group	Councillor Shaista Aziz – Cabinet Member for Inclusive Communities
Growth Board and Growth Board Advisory Sub-Groups and Scrutiny Panel		
6.	Oxfordshire Growth Board	Councillor Susan Brown - Leader and Cabinet Member for Inclusive Growth, Economic Recovery, and Partnerships
7.	Infrastructure advisory sub-group	Cllr Hollingsworth – Cabinet Member for Planning and Housing Delivery
8.	(Affordable) Housing advisory sub-group	Councillor Diko Blackings - Affordable Housing, Housing Security, and Housing the Homeless
9.	Oxfordshire Plan 2050 advisory sub-group	Councillor Hollingsworth - Cabinet Member for Planning and Housing Delivery
10.	Environment advisory sub-group	Cllr Hayes - Deputy Leader and Cabinet Member for Green Transport and Zero Carbon Oxford
11.	Growth Board Scrutiny Panel	Cllr Jabu-Hartley Cllr Miles Cllr Pegg
Other		
12.	The Oxfordshire Local Enterprise Partnership (OxLEP)	Councillor Susan Brown - Leader and Cabinet Member for Inclusive Growth, Economic Recovery, and Partnerships
13.	Fast Growth Cities	
14.	Ox-Cam Arc Leaders Group	
15.	Health & Well Being Board	Councillor Louise Upton - Cabinet Member for a Safer, Healthier Oxford
16.	Health Improvement Board	
17.	Safer Oxfordshire Partnership	
18.	Thames Valley Police and Crime Panel	
19.	Oxfordshire Sport Partnership	Councillor Mary Clarkson - Cabinet Member for Culture, Leisure and Tourism
20.	Oxfordshire Environment Partnership	Councillor Lubna Arshad – Cabinet Member for Parks and Waste Reduction
21.	Oxfordshire Waste Reduction Board	
22.	Youth Partnership Board	Councillor Shaista Aziz – Cabinet Member for Inclusive Communities

Guidance for Members who are appointed by the Council to serve on Outside Bodies

Introduction

This guidance has been produced to support Councillors who are appointed to serve on outside bodies by outlining their responsibilities and obligations in that role. The guidance does not attempt to provide definitive answers to every particular set of circumstances but rather to provide a framework against which members can exercise judgement when faced with potential conflicts.

Councillors may be appointed to a wide range of outside bodies. Most appointments are made by the Cabinet. Councillors may also be appointed directly by the outside body itself to serve in a private capacity (for instance as a member of the community) rather than as an elected member of the Council, or they may be serving as a member of that body before being elected as a Councillor.

The roles of Councillors on outside bodies will depend upon the legal nature of that organisation and the capacity in which they are appointed to act. Councillors must act according to the framework set by the outside body and take an informed role in the management of the outside body's affairs. This involves attending meetings on a regular basis and carrying out their duties to the best of their abilities. Whilst it is permissible for a Councillor to take account of the Council's interests, Councillors should apply their own judgement in any given situation.

The application of the council's code of conduct

Members must adhere to the council's code of conduct as set out in the council's constitution when taking part in council business.

Interests

If you have a Disclosable Pecuniary Interest (DPI) in a matter to be considered at the meeting, and that interest is on your register of interests, you must not speak or vote on the matter. You should also leave the room during any discussion of, or vote on any matter in which you have a DPI.

When councillors discuss matters relating to an outside body on which they serve at council meetings, they may take account of that outside body's interest. However, they should not vote simply in accordance with the mandate of that outside body. The primary consideration is the public interest.

Where a Councillor has been appointed to an outside body as a representative of the council he/she may regard themselves as not having an interest. It is important to remember that simply by appointing a Councillor to an outside body the council does not grant the person an automatic exemption from conflicts of interest in every circumstance

relating to that body.

Bias and Predetermination

If a member is found to have been biased when making a council decision, the decision is likely to be set aside in the event of legal challenge. (Where actual bias has not been established the personal impartiality of the Councillor is to be presumed.)

In summary, the duties of a Councillor as a Director, or a trustee or a member of a management committee may well give rise to a legitimate fear of lack of impartiality.

The fundamental principles of this guidance are as follows:-

- Councillors will act according to the rules, constitutions and frameworks set by the relevant outside body and, where possible, with those of the Council
- Councillors will make independent and personal judgements based on their responsibilities to the outside body
- Councillors will report back on their involvement with the outside body – you will be asked to complete a feedback form each year about the organisation to which you are appointed for consideration by the Cabinet

The guidance addresses three specific circumstances which arise from time to time and as a result of which potential conflict can arise. These are:-

- Where the Councillor is appointed Director of a Company
- Where the Councillor is appointed as a Trustee
- Where the Councillor is appointed to an Unincorporated Association

Insurance

You should establish as soon as you are appointed what, if any, insurance is in place that covers you in your role.

You should establish what insurance the organization itself holds for other purposes, for example third party liability insurance and employers liability insurance (the second of which is a legal obligation for all organisations which employ staff). Clearly adequate and comprehensive insurance cover for the organisation is likely to limit any residual exposure for you as a Trustee, Director, Committee member, etc.

The ability of local authorities to indemnify councillors and officers for any personal liability arising from actions or decisions taken by them in the course of their official duties is covered under the Local Authorities (Indemnities for Members and Officers) Order 2004.

Where the Councillor is appointed Director of a Company

Companies can be:

- Limited by shares, usually operating a trade or business. They have shareholders and distribute profits to shareholders as dividends.
- Limited by guarantee, “not for profit” organisations. This type of company may also be a charity and has members rather than shareholders.

Companies offer limited liability which means that the members or shareholders are usually not personally liable for the company’s debt and liabilities, subject to some limited

exemptions.

The powers of the directors are usually set out in the Articles of Association. These are the rules that govern the internal management of the company.

The Director cannot vote simply in accordance with the Council mandate, to do so would be a breach of duty.

When acting as a Director a Councillor owes a fiduciary duty to the company, not to the individual shareholders, to act honestly and in good faith and in the best interests of the company as a whole. Directors must take proper care of the interests of the company.

A general duty of care and skill to the company is imposed, but a Director requires no greater skill than might reasonably be expected of someone of that individual's particular knowledge and experience. A Director is not deemed to be an expert, but is expected to use due diligence and to obtain expert advice if necessary.

There may be actual or potential conflicts between the interests of the Council and the interests of the company. In such circumstances it would be inappropriate for the Councillor to take part in discussions upon such topics both as a Councillor and as a Director. If the conflict is a serious one or repeatedly presents itself then it may be appropriate for the Councillor to resign as a Director of the company. If in doubt, Councillors should seek advice from the Monitoring Officer about any potential conflicts of interest.

Directors are not allowed to make a private profit from their position. They must therefore disclose any interests they or their family have in relation to the company's contracts. Whether they are then allowed to vote will depend upon the Articles of Association of the company.

Directors must ensure compliance with relevant companies legislation in relation to the keeping of accounts and the making of relevant returns to the Registrar of Companies. Failure to do so incurs fines and persistent default may lead to disqualification as a Director.

Directors should also ensure that the company complies with other legislation such as Health and Safety legislation if the company employs staff or employs contractors to undertake work.

Where the Councillor is appointed as a Trustee

A number of useful publications are available on the Charity Commission's website: www.charitycommission.gov.uk.

Those who are responsible for the control and administration of a charity are referred to as trustees, even where the organisation is a company limited by guarantee where they are not strictly trustees.

Trustees must take care to act in accordance with the Trust deed and to protect the charity's assets. They are also responsible for compliance with the Charities Acts and the

Trustee Act 2000.

Trustees must not make a private profit from their position. They must also perform their duty with the standard of care which an ordinary, prudent business person would show. Higher standards are required of professionals and in relation to investment matters.

Charitable Trustees must ensure that the information relating to the Trust and Trustees is registered with the Charity Commissioners and annual accounts and returns are completed and sent.

If charitable income exceeds £5,000 the letters, advertisements, cheques etc., must bear a statement that the organisation is a registered charity.

Trustees are under a duty to ensure compliance with all relevant legislation for example in relation to tax and health and safety.

Where the Councillor is appointed to an Unincorporated Association

Groups which are neither limited companies nor charitable trusts may be “unincorporated associations” which have no separate legal identity from their members.

The rules governing the members’ duties and liabilities will (or should) be set out in the organisation’s constitution, which is simply an agreement between members as to how the organisation will operate. Usually the organisation’s constitution will provide for a management committee to be responsible for the everyday running of the organisation. Management Committee members must act within the organisation’s constitution and must take reasonable care when exercising their powers.

The Code of Conduct for Councillors

These guidelines should be read in conjunction with the Members’ Code of Conduct which has been adopted by Council. When Councillors are representing the Council on another body, they must follow the code unless it conflicts with a legal duty owed to the other body.

Some outside bodies may require the Councillor to treat their business as confidential. This may sometimes create a dilemma for the Councillor and may seem contrary to the idea of assisting public accountability. However, a Councillor will be bound by any confidentiality undertaking given.

General

As mentioned earlier these guidelines are intended solely for the purpose of providing a general basis upon which members appointed to outside bodies can exercise their judgement when balancing their respective responsibilities as a Councillor and a nominated representative. The guidelines cannot provide a detailed answer for all circumstances and consequently, if in doubt, a Councillor should seek further advice and guidance from the Council’s Monitoring Officer.

Susan Sale
Head of Law & Governance
June 2021

Minutes of a meeting of the Cabinet on Wednesday 16 June 2021

www.oxford.gov.uk



Committee members present:

Councillor Brown

Councillor Hayes

Councillor Aziz

Councillor Clarkson

Councillor Rowley

Councillor Turner

Councillor Arshad

Councillor Blackings

Councillor Hollingsworth

Councillor Upton

Also present:

Councillor Andrew Gant

Councillor Linda Smith

Officers present for all or part of the meeting:

Mish Tullar, Head of Corporate Strategy

Tom Bridgman, Executive Director (Development)

Paul Leo, Interim Director of Housing

Nigel Kennedy, Head of Financial Services

Susan Sale, Monitoring Officer and Head of Law & Governance

Tom Hudson, Scrutiny Officer

Richard Wood, Strategy & Service Development Manager

Emma Gubbins, Senior Estates Surveyor

Elaine Philip, Markets Manager

Deborah Wyatt, Affordable Housing Supply Senior Programme Officer

John Mitchell, Committee and Member Services Officer

Also present:

Councillor Andrew Gant,

Councillor Linda Smith

Apologies:

None

1. Declarations of Interest

Cllr Hayes declared an interest as the Chief Executive of a charity in the City supporting homeless people and therefore proposed to withdraw from the meeting from the relevant housing related agenda items.

2. Addresses and Questions by Members of the Public

None.

3. Councillor Addresses on any item for decision on the Board's agenda

Cllr Gant addressed Cabinet about item 13 on the agenda, Wolvercote Neighbourhood Plan. He wished to acknowledge this important moment in the development of the Wolvercote Neighbourhood Plan and to thank all those who had been involved in its preparation, Members, officers and the Neighbourhood Forum. He paid particular tribute to the Chair of the Forum, Christopher Hardman. He drew attention to the importance of Neighbourhood CIL in Wolvercote given the significant amount of development anticipated in the area.

Cllr Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery, said he would also wish to extend thanks to all those involved in the plan's development. He said that Cllr Gant's concerns about Neighbourhood CIL should be allayed by conversations with Council officers and the contents of the associated CIL guidance.

4. Councillor Addresses on Neighbourhood Issues

Cllr Linda Smith addressed Cabinet about the impact of the Cowley Low Traffic Neighbourhood Scheme which had increased vehicle traffic on Hollow Way and Oxford Rd and led to more frequent congestion and poorer air quality. This was a matter of great concern to residents of Lye Valley Ward who, because of the congestion, now faced great difficulty in going about their daily business, examples of which had been shared with Cabinet Members. These included the case of an elderly resident able to taste car fumes in their home and a 4 year old feeling "sick and dirty" as a result of poor air quality on the walk to school. Residents of Lye Valley were angry not to have been consulted about the Cowley LTN, particularly as it had always been evident that traffic would be displaced into their neighbourhood and were now suffering from the negative consequences of the scheme with none of its benefits. She hoped the Leader and relevant Cabinet Members would press the County Council to ensure that Lye Valley residents were properly consulted about future LTNs and that the consequences of the Cowley LTN (particularly congestion and air quality) were properly monitored and understood by the highways authority.

Cllr Andrew Gant addressed Cabinet about Low Traffic Neighbourhood schemes more generally. He believed that LTNs should, properly, be part of a vision for the City as a whole, seen as part of the solution to that vision and as part of an overarching plan which takes full account of all the consequences, benefits and disbenefits for all sectors, demographics and communities. This would require deep, wide ranging and meaningful consultation with all those affected, whether positively or negatively. Decisions must be based on evidence. He noted the absence of reliable evidence that traffic increases on major and arterial roads were attributable to LTNs at a time when the City is emerging from lockdown. Strong cross-party political support for reducing car use in the City was evident at the last election. He urged the Cabinet to support the principle of LTNs and to work with other relevant stakeholders to achieve that end.

Councillor Tom Hayes, Cabinet Member for Green Transport and Zero Carbon Oxford gave a detailed verbal response to Cllrs Smith and Gant in which the following points were made among others.

The County Council had, as recently as that week, committed to more targeted consultation using a digital platform, better member engagement, an integrated transport strategy, and the introduction of any LTNs (if decided upon) in Autumn.

He and the Leader would continue to press the County Council as the transport authority to provide all residents with opportunities to contribute to all consultations and enable consultations to be inclusive and accessible to residents who do not use the Internet.

It was understood from the County Council that traffic monitoring was now underway, and they would be sharing information once they have fully analysed the data. They will provide the following metrics for all active travel schemes.

- % change in pedestrians, cyclists, cars
- Vehicle Speed Change
- Perceived Safety
- Air Quality (AQ)
- Changes in Accident Statistics

The City Council was monitoring air quality in the surrounding areas of the Lye Valley, which does not sit within an LTN area, in order to have a better understanding of any traffic impacts arising from the introduction of LTNs.

5. Items raised by Board Members

None.

6. Scrutiny Committee Reports

Scrutiny Committee had met on 08 June and submitted recommendations to Cabinet in relation to the Safeguarding Report and the County-wide Transformation of Homelessness and Rough Sleeping items.

Tom Hudson, Scrutiny Officer, introduced these reports in the unavoidable absence of Cllr Liz Wade, Chair of the Scrutiny Committee.

Safeguarding

The Committee had made two recommendations. The first related to the requirement to share information with the Secretary of State in relation to slavery and human trafficking and the need for an assurance that this was consistent with the City's status as a City of Sanctuary and would not be used for the purposes of immigration enforcement. The second related to the publication of outcomes in the Annual Safeguarding Report and a request that it provides sufficient context to be able to judge the effectiveness of those outcomes.

Cllr Louise Upton, Cabinet Member for a Safer Healthier Oxford, was happy to confirm that the data provided to the Secretary of State were not used for the purposes of immigration enforcement. The reporting was, rather, a means of helping to secure the support those people needed. She was happy to support the request for the provision of additional information to give a more rounded picture of the Council's safeguarding practice.

County-wide Transformation of Homelessness and Rough Sleeping

The Committee was very supportive of the strategy and the vision behind it. The first recommendation was in recognition of the importance of homeless prevention and the desirability of taking account of good practice elsewhere, with particular reference to a scheme run by Derby City Council. The other three recommendations related to the new commissioning arrangements which were central to the report, namely: the need for governance of the new arrangements to include a political element; the need to secure the best professional advice when procuring services; and the desirability of promoting the added value the Council's services can bring to some of the services being commissioned.

Cllr Diko Blackings, Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless, thought the Scrutiny recommendations were helpful. The Chair added that, in relation to the second recommendation, there were already procedures in place to secure a political dimension to decision making.

7. Covered Market Leasing Strategy

Executive Director of Development had submitted a report to seek approval to implement the recommendations set out in the refresh of the Covered Market Leasing Strategy.

Cllr Ed Turner, Cabinet Member for Finance and Asset Management, introduced the report. The Covered Market was a jewel in the crown of the City Centre with a wonderful history and atmosphere. It was emerging from a difficult period as a result of some pandemic enforced closure as well as a decline in tourist and student numbers. The strategy before Cabinet was ambitious and sought to develop the Covered Market and what it had to offer in several ways. There would be greater focus on leases to those offering food and drink. It was proposed to open the Market for longer hours and that it should contribute to the evening economy. There would be particular support for local independent traders. Significant investment was planned to ensure its physical sustainability. The Market would be promoted more widely than hitherto to ensure a better understanding of what it can offer. He thanked officers for bringing the project to this point as a result of which the Council would be well placed to make the best of this important resource for the City Centre.

In relation to the promotion of the Market via social media, it was noted that the previous year had caused many Market traders to offer an on line ordering service, something which would continue. The use of social media would also bring the Market to the attention of a younger audience which was important.

The Chair shared Cllr Turner's view about the importance of the Market for the City Centre, as a place to visit and to shop, especially for local people. She was pleased that the Council had been able to support the Market's traders during an exceptionally difficult year and thanked officers for all their work in relation to it.

Cabinet resolved to:

1. **Approve** the Covered Market Leasing Strategy

8. Oxford City Council Safeguarding Report 2019/20

The Head of Corporate Strategy had submitted a report on the progress made on the Oxford City Council's Safeguarding Action Plan 2019/20.

Cllr Louise Upton, Cabinet Member for a Safer Healthier Oxford, introduced the report. The Council, through its day to day work, came into contact with a significant number of vulnerable people and had a statutory duty to keep them as safe as possible. As part of that duty its safeguarding processes were subject to an annual review and audit, the outcome of which was made public. All Members and staff had access to training about safeguarding and were made aware of the reporting mechanism "My Concern." The latest audit before Cabinet took account of some of the particular safeguarding issues flowing from the pandemic. She emphasised the importance of seeing this duty as one which should not just ensure that people survive but that they also thrive. She was pleased to note that as the result of an intensive peer review process the Council's safeguarding arrangements were judged to be examples of best practice in relation to the five areas under consideration.

The Chair passed on thanks to all those in the Council who had been involved with safeguarding over the previous year which had been exceptionally challenging.

Cabinet resolved to:

1. **Note** the key achievements of the Safeguarding work delivered through Oxford City Council during 2019/20;
2. **Agree** the Safeguarding Action Plan 2021/22 set out in Appendix 1; and
3. **Approve** Oxford City Council's safeguarding policy updated May 2021

9. Approval to proceed and undertake the executive function of Cherwell District Council for housing allocation identified in the Duty to Cooperate.

The Head of Housing Services had submitted a report to seek approval for a scheme which involves exercising the Duty to Cooperate under the Localism Act 2011 with Cherwell District Council to meet Oxfordshire's unmet housing need and to provide an update on the wider Oxfordshire agreements with West Oxfordshire District Council, South Oxfordshire District Council and Vale of White Horse District Council.

Cllr Blackings, Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless, introduced the report which, at its heart, sought to secure a more co-ordinated and joined up approach to meeting Oxfordshire's unmet housing need. There was a need to work as closely with surrounding Councils as possible. She was grateful to the work of officers in bringing this proposal forward.

It was important that it should be made as easy as possible for residents of Oxford to register on housing lists notwithstanding the absence, at the moment, of one common County-wide scheme. Deb Wyatt, Affordable Housing Supply Senior Programme Officer, said that a joint communications plan was being prepared with West Oxfordshire District Council and South & Vale District Council the outcome of which would be shared with those on the City's housing register. A mechanism for monitoring the effectiveness of the new arrangements for residents was being developed which would inform the need for subsequent modifications.

Cabinet resolved to:

- 1.**Approve** exercising the duty to cooperate under the Localism Act 2011 with Cherwell District Council and other neighbouring district councils to meet Oxfordshire's housing need;
- 2.**Agree** in principle to accept a delegation from Cherwell District Council using section 101 of the Local Government Act 1972 to perform its statutory housing functions in respect of properties identified in order to meet Oxford's unmet demand;
- 3.**Note** the agreed approach with West Oxfordshire District Council;
- 4.**Note** the agreed approach with South Oxfordshire District Council; and
- 5.**Note** the agreed approach with Vale of White Horse District Council

10. Salix decarbonisation grant funding

The Head of Corporate Strategy had submitted a report to seek a Cabinet recommendation to full Council for the approval of the loan to Low Carbon Hub to support investment in the Ray Valley Solar Project.

Cllr Tom Hayes, Cabinet Member for Green Transport and Zero Carbon Oxford, introduced the report which sought agreement to invest c. £3.4m of government funding in the Low Carbon Hub's Ray Valley Solar Farm which would, in turn, result in an annual payment back to the Council of c. £177,000. This represented a good example of the Council pursuing a policy of community owned energy support. The Council had supported the Low Carbon Hub for over a decade to promote community owned energy. This development would lead to the country's largest community owned solar park, capable of generating enough energy to power the equivalent of over 6,000 homes a year.

The Chair echoed Cllr Hayes's thanks to Mish Tullar, Head of Corporate Strategy, for his work on this complex project which was having to be done at a great pace in order to meet the conditions of the government funding.

Cabinet resolved to:

- 1.**Recommend** to Council the approval of a loan to Low Carbon Hub of up to £3,385,200 together with the associated capital budget for investment in the in the Ray Valley Solar (RVS) local renewable energy project. The investment to be fully funded by the Public Sector Decarbonisation Scheme grant awarded to the council by Salix Finance Ltd a wholly owned Government department funded by the Business Energy and Industrial Strategy Department (BEIS);

2.**Delegate** authority to the Head of Corporate Strategy in consultation with the Cabinet Member for Zero Carbon Oxford to enter into a loan agreement with Low Carbon Hub on terms to be agreed by the Head of Financial Services/Section 151 Officer; and the Councils Monitoring Officer;

3.**Note** the reduction in the City Council's carbon emissions of up to an estimated 1,000 tCO₂ per year from the solar farm investment, evidenced by the transfer of high quality, traceable Renewable Energy Guarantees of Origin (REGOs) from RVS in support of the Council's 2030 zero carbon target for its estate and operations; and

4.**Note** the update provided on the Public Sector Decarbonisation Scheme programme.

11. Statement of Community Involvement

The Head of Planning Services had submitted a report to ask Cabinet to formally adopt the updated version of the Statement of Community Involvement (SCI) in Planning following public consultation.

Cllr Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery, introduced the report . The Statement of Community Involvement was a statutory document which set out how the Council should consult the public about planning policy documents and planning applications. This latest iteration placed increased emphasis on digital technology and included a greater emphasis on the importance of early consultation. He noted that the Statement reflected current planning practice not future planning practice. If the proposals in the current White Paper on planning are implemented as they stand, there will be very few matters in relation to which consultation will be required.

Cabinet resolved to:

1.**Adopt** this updated version of the Statement of Community Involvement (SCI) as the formal document that sets out how the City Council will engage people in the planning process; and

2. **Authorise** the Head of Planning Services, after consultation with the Cabinet Lead Member, to make any necessary editorial corrections to the Statement of Community Involvement (SCI) prior to final publication.

12. Wolvercote Neighbourhood Plan

The Head of Planning Services had submitted a report to request Cabinet to recommend to Council that the Wolvercote Neighbourhood Plan be "made".

Cllr Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery, introduced the report which proposed the making of the third neighbourhood plan in the City. This plan had been within weeks of final approval when the pandemic caused the necessary referendum to endorse the plan to be postponed. The referendum had however now been held and resulted in overwhelming support for it.

Cabinet resolved to:

1. **Recommend** to Council that the Wolvercote Neighbourhood Plan be "made"; and
2. **Recommend** to Council that the Head of Planning Services after consultation with the Cabinet Member for Planning and Housing Delivery, be authorised to make any necessary editorial corrections to the Wolvercote Neighbourhood Plan prior to final

publication. This will include a final desktop published version of the Wolvercote Neighbourhood Plan.

13. The Housing, Homelessness and Rough Sleeping Strategy – Homelessness Review and Evidence base

Cllr Hayes left the meeting at this point.

The Executive Director of Housing had submitted a report to present the findings of the homelessness review and strategy evidence base that will inform the drafting of the new Housing, Homelessness and Rough Sleeping Strategy, and to seek approval for the launch of a visioning consultation.

Cllr Diko Blackings, Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless, introduced the report which set out, among other things, the considerable achievements under the current strategy notwithstanding the challenges of the previous year. The proposals for the new strategy were bold and innovative.

Richard Wood, Strategy and Service Development Manager, emphasised that this was just the first stage in what would be a long process which would take place over the next year or so.

The Chair thanked officers for this important strand of work and in particular for the additional work occasioned by the pandemic.

Cabinet resolved to:

1. **Approve** the Homelessness Review and Housing, Homelessness and Rough Sleeping Strategy Evidence base;
2. **Approve** the launch of a visioning consultation to collect views on the review and evidence base and approve the draft vision and emerging priorities; and
3. **Note** the strategy development process and timeline described in the report.

14. Housing First programme

The Executive Director of Housing had submitted a report to seek project authorisation for a Housing First programme with the aim of supporting the Council's objective to end rough sleeping.

Cllr Diko Blackings, Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless, introduced the report. The importance of the Housing First intervention could not be underestimated, coming on the back of the Council's commendable record in the provision of emergency self-contained accommodation for rough sleepers and persons living in shared-space homelessness accommodation.

It was clear that addressing some of the fundamental problems often associated with homelessness such as mental health and drug addiction were much more effectively addressed given the security of a permanent home. The scheme would be a challenge but with the goodwill and support of Council partners across the County it had the potential to be transformative.

The Chair noted that this was something which the Council had been working towards for some time. The evidence base from elsewhere made it clear that this was the proper course to pursue. Partnership working would be essential for its success.

Cabinet resolved to:

1. **Approve** the procurement of a support service for the Council's Housing First programme.

15. County-Wide Transformation of Rough Sleeping

The Executive Director of Housing had submitted a report to update Cabinet on the county-wide transformation work and seek the necessary approvals to proceed. To also seek approval to retender and award the current outreach, engagement and assessment contract.

Cllr Blackings, Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless, introduced the report. The proposals sought to ensure that all relevant authorities and agencies across the county have a co-ordinated approach to rough sleeping and single homelessness, so avoiding a silo approach to dealing with those affected.

Cabinet welcomed the report which was a welcome development and as significant improvement on the position of a few years ago when, for example, significant County Council funding for this area of work was withdrawn.

This report, taken together with previous three housing related reports represented a transformation in the way the Council deals with people who are homeless and with homelessness prevention. The increasing levels of co-operation between all those involved in matters to do with homelessness was welcome and would be critical the success of this area of work as was the importance of putting lived experience at the centre of it, together with measures of success which take account of the outcomes for individuals. In this way the Council would, properly, be both a servant and champion of its people.

The Chair noted that the pandemic had increased and improved the level and quality of wider partnership working for the good of the City's residents and it was to be hoped that this improvement would not be lost.

Cabinet resolved to:

1. **Note** the progress developing the County-Wide Single Homelessness and Rough Sleeping Strategy, attached in Appendix 1 of the report;
2. **Note** that work will be done to review the current decision making arrangements as described in the report. Any revised arrangements would be subject to a further report to Cabinet for Member consideration;
3. **Note** the ongoing development of an alliance approach to commissioning and the approved timetable for delivery;
4. **Approve** Oxford City Council's 5-year financial commitment from its base budget to the pooled budget arrangement of £4,842,900 in total;
5. **Approve** the re-procurement of the Outreach, Engagement and Assessment hub contract at a value of £1,420,507 and delegate the responsibility for the award of contract to the Executive Director for Housing;
6. **Approve** the procurement of a Navigator service, as a separate lot, at a value of £150k and delegate the responsibility for the award of contract to the Executive Director for Housing; and
7. **Note** the potential wider operational changes required to support the county-led transformation.

16. Minutes

Councillor Hayes re-joined the meeting at this point.

Cabinet resolved to approve the minutes of the meeting held on 14 April 2021 as a true and accurate record.

17. Dates of Future Meetings

Meetings are scheduled for the following dates:

- 21 July
- 11 August
- 15 September
- 13 October
- 10 November
- 15 December

All meetings start at 6pm.

18. Matters Exempt from Publication

No matters were considered in Confidential session.

The meeting started at 6.00 pm and ended at 7.30 pm

Chair

Date: Wednesday 21 July 2021

To: Cabinet – 21 July 2021
Council – 26 July 2021

Report of: Head of Paid Service (Chief Executive)

Title of Report: Decisions taken under Parts 9.3(b) of the Constitution

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

Appendices
None

Introduction and background

1. This report updates Cabinet and Council on a decision taken by the Head of Paid Service (Chief Executive) using the urgency powers delegated 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 powers

3. The following decision has been taken using urgency powers for which Cabinet and Council would otherwise have been required to give the necessary authority to act. Council is responsible for allocating budgets and Cabinet is responsible for recommending budget allocations to Council and for authorising any expenditure above delegation thresholds. Cabinet is asked to note the decision and to recommend to Council to note the decision.
4. This report does not include decisions taken using urgency or emergency powers that have previously been reported to Cabinet or Council.

ITEM 1	ENABLING WORKS TO FACILITATE THE DECARBONISATION PROJECT
	To facilitate the decarbonisation project, a package of enabling works are to be instructed. These works consist of both repair of the existing mechanical and electrical plant where compatible, and upgrade of plant where compatibility would not be facilitated by repair. The decision was taken to: 1. Agree to instruct Faithful and Gould and Wilmott Dixon to undertake the enabling works required to facilitate the decarbonisation project. 2. Agree to allocate a capital budget in the Councils capital programme of £3.066million financed by budgeted capital resources set aside to finance works arising from the stock condition surveys, in the February 2021 refresh of the Medium Term Financial Plan project.
Date of decision:	01/07/21
Decision taker	Head of Paid Service (Chief Executive) Decision taken in consultation with: • Councillor Susan Brown, Leader • Councillor Ed Turner, Cabinet Member for Finance and Asset Management • Councillor Tom Hayes, Cabinet Member for Green Transport and Zero Carbon Oxford • Councillor Mary Clarkson, Cabinet Member for Culture, Leisure and Tourism • Councillor Shaista Aziz, Cabinet Member for Inclusive Communities • Nigel Kennedy the Head of Financial Services • Susan Sale, Head of Law and Governance
Was the decision taken under emergency or urgency rules?	Constitution 9.3(b): <i>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.</i> <i>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.</i>

Is this a Key Decision?	Yes (value >£500k) The Chair of the Scrutiny Committee has been informed and the decision has been notified on the Forward Plan for 5 clear days under the “general exemption”. The decision was subject to call in by members.
Reasons for decision	The programme for the decarbonisation works is challenging and it is recommended that both Faithful and Gould and Wilmott Dixon are instructed on the enabling works in order to successfully manage the programme for both the decarbonisation project and enabling works to completion to meet the Salix deadline of March 2022. The decarbonisation project cannot progress without the instruction of the enabling works package. In order to meet the Salix timelines for completion by 31st March 2022 the works must be instructed by 5th July 2021.
Alternative options considered:	The Council was allocated £10.9m from the public sector decarbonisation fund to finance the provision of heat pumps, thermal storage and battery storage at Oxford City Council sites and the development of renewable energy to reduce Council carbon emissions. To not proceed with the enabling works would put the delivery of that project at risk.
Wards significantly affected	None

Financial issues

- The financial issues arising from the decision are set out in the published decisions notice and any supporting documents. There are no other financial issues.

Legal issues

- The urgency and emergency powers of the Head of Paid Service are set out in Part 9.3 of the Constitution. The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 govern the taking of key decisions. For this Council key decisions involve spending or saving £500k+ or have a significant impact on two or more wards. Under the “general exemption” key decisions can be taken 5 clear days after they are notified on the Forward Plan and the Chair of the Scrutiny Committee is informed.

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Background Papers: None

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