

Agenda

Council

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Summons

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

Date: **Monday 26 July 2021**

Time: **5.00 pm**

Place: **Council Chamber - Oxford Town Hall**

Proper Officer

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

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

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

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

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

For further information please contact:

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

📞 01865 252275

✉️ democraticservices@oxford.gov.uk

View or subscribe to updates for agendas, reports and minutes at mycouncil.oxford.gov.uk.

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

Membership of Council

Councillors: Membership 48: Quorum 12.

Lord Mayor Councillor Mark Lygo

Deputy Lord Mayor Councillor Stephen Goddard

Sheriff Councillor Dick Wolff

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

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

	Pages
PART 1 - PUBLIC BUSINESS	
1 Apologies for absence	
2 Declarations of interest	
3 Minutes	19 - 40
Minutes of the meetings of Council held on:	
• 22 March 2021	
The full minutes pack with questions on notice and public addresses is here .	
• 19 May 2021	
• 23 June 2021.	
Council is asked to approve these minutes as a correct record.	
4 Appointment to Committees	
Any proposed changes to committee memberships separate from the proposals at Item 10 may be circulated with the briefing note or may be reported at the meeting.	
5 Announcements	
Announcements by:	
1. The Lord Mayor	
2. The Sheriff	
3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)	
4. The Chief Executive, Chief Finance Officer, Monitoring Officer	
6 Public addresses and questions that relate to matters for decision at this meeting	
Public addresses and questions to the Leader or other Cabinet member	

received in accordance with Council Procedure Rules in the Constitution relating to matters for decision in Part 1 of this agenda.

Up to five minutes is available for each public address and up to three minutes for each question. Questions must be less than 200 words.

The request to speak accompanied by the full text of the address or question must be received by the [Head of Law and Governance](#) by 5.00 pm on Tuesday 20 July 2021

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

A total of 45 minutes is available for both public speaking items. Responses are included in this time.

CABINET RECOMMENDATIONS

7 **Salix decarbonisation grant funding**

41 - 50

The Head of Corporate Strategy submitted a report to Cabinet on 16 June 2021 seeking a recommendation to full Council for the approval of the loan to Low Carbon Hub to support investment in the Ray Valley Solar Project.

The Cabinet decisions are set out in the minutes of that meeting (included in this agenda). Cllr Hayes, the Cabinet Member, will present the report and propose Cabinet's recommendations.

Recommendations: Cabinet recommends that Council resolves to Approve 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 will 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).

8 **Financial Outturn report 2020/21 (Integrated Performance Report for Q4)**

51 - 74

The Head of Financial Services submitted a report to Cabinet on 21 July 2021 setting out the financial outturn for the year ending 31st March 2021 (titled Integrated Performance Report for Q4 on that agenda)

The decision of the Cabinet meeting will be reported in the Briefing Note. Cllr Turner, the Cabinet Member, will present the report and propose Cabinet's recommendations.

Recommendation: Subject to the decision of Cabinet on 21 July, that Council resolves to:

Approve 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 of the report.

9 Decisions taken under Part 9.3 (b) of the Constitution

75 – 78

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.

Recommendation: that Council notes the decision taken as set out in the report.

OFFICER REPORTS

10 Urgent Key Decisions taken since March 2020

79 - 88

The Head of Law and Governance has submitted a report to update Council on key decisions taken in cases of special urgency since March 2020.

Recommendation: that Council notes the urgent key decisions taken in cases of special urgency as set out in the report.

11 Review of allocation of seats to political groups

89 - 94

The Head of Law and Governance has submitted a report setting out a review the allocation of seats to political groups following notification of the formation of a new political group, the Independent Group.

Recommendations: that Council resolves to:

1. **Approve** the revised allocations of seats to political groups as shown in Appendix 1 of the report;
2. **Approve** the following changes to the membership of committees appointed at the Annual Council meeting in accordance with the wishes of political groups in view of the revised allocations: Cllr Latif to come off the Audit and Governance Committee, Cllr Lygo to come off the General Purposes Licensing Committee, and Cllr Smowton to come off the Standards Committee;
3. **Delegate authority** to the Head of Law and Governance to appoint members to the seats allocated to the Independent Group based on the wishes of that group, or if no nominations are received within 21

days, to appoint members to those seats based on the allocations agreed at the Annual Council meeting on 19 May 2021 and the wishes of political groups.

12 Proposed amendments to the Constitution

95 - 104

The Head of Law and Governance has submitted a report setting out recommended amendments to the Council's Constitution to reflect changes to the Council's arrangements for the governance of its companies and joint ventures and a proposed new whistleblowing policy.

Recommendations: that Council resolves to:

1. **Approve** the proposed changes to part 3 and 8 of the Constitution as set out in Appendix 1, and the inclusion of the terms of reference for the Shareholder and Joint Venture Group as an annex to Part 3 and the Scrutiny Committee's Operating Principles as an annex to Part 8.
2. **Note** the revised programme of meetings for the Shareholder and Joint Venture Group shown in Table 1 of the report;
3. **Delegate authority** to the Head of Law and Governance to replace the current Whistle Blowing Policy with the new Whistle Blowing Policy in Part 25 of the Constitution, subject to the Audit and Governance Committee approving the new policy;
4. **Note** that political groups will be invited to nominate members to form a "Constitution Review Group" to oversee the next annual review of the Council's Constitution.

QUESTIONS

13 Questions on Cabinet minutes

This item has a time limit of 15 minutes.

Councillors may ask the Cabinet Members questions about matters in these minutes:

13a	Minutes of meeting Wednesday 14 April 2021 of Cabinet	105
13b	Minutes of meeting Wednesday 16 June 2021 of Cabinet	109
13c	Minutes of the meeting Wednesday 21 July 2021 of Cabinet (to follow if available)	

14 Questions on Notice from Members of Council

Questions on notice from councillors received in accordance with Council Procedure Rule 11.11(b).

Questions on notice may be asked of the Lord Mayor, a Member of the Cabinet or a Chair of a Committee. One supplementary question may be asked at the meeting.

The full text of questions must have been received by the Head of Law and Governance by no later than 1.00pm on 14 July 2021.

These, and written responses where available, will be published in the briefing note.

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

15 Public addresses and questions that do not relate to matters for decision at this Council meeting

Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules in the Constitution and not relating to matters for decision in Part 1 of this agenda.

Up to five minutes is available for each public address and up to three minutes for each question. Questions must be less than 200 words.

The request to speak accompanied by the full text of the address or question must be received by the [Head of Law and Governance](#) by 5.00 pm on Tuesday 20 July 2021

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

A total of 45 minutes is available for both public speaking items. Responses are included in this time.

16 Health & Wellbeing Board /Health Improvement Board

Report to follow

Report submitted on behalf of the Cabinet Member for a Safer Healthier Oxford, Cllr Upton, on the work of the Health & Wellbeing Board and the Health Improvement Board and their subsidiary groups.

Council is invited to comment on and note the report

As set out in the Constitution at procedure rule 11.15, Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, may give notice to the Head of Law and Governance by 1.00 pm on Thursday 22 July that they will present a written or oral report on the event or the significant decision and how it may influence future events. Written reports will be circulated with the briefing note.

17 Scrutiny Committee update report

119 -
124

The Chair of the Scrutiny Committee, Cllr Wade, has submitted a report which updates Council on the activities of scrutiny and the implementation of recommendations since the last meeting of Council. Council is invited to comment on and note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

18 Motions on notice 26 July 2021

This item has a time limit of 60 minutes.

Motions received by the Head of Law and Governance in accordance with the rules in Section 11 of the Constitution by the deadline of 1.00pm on 14 July 2021 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the Labour, Liberal Democrat, Green, and Independent groups in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on 23 July 2021 so that they may be circulated with the briefing note.

Minor technical or limited wording amendments may be submitted during the meeting but must be written down and circulated.

Council is asked to consider the following motions:

- a) DSS Discrimination (Cross –party motion: proposer Cllr Thomas)
- b) Short term lets (proposer Cllr Diggins, seconder Cllr Hunt)
- c) Trees for Life (proposer: Cllr Landell-Mills, seconder: Cllr Goddard)
- d) East Oxford Low Traffic Neighbourhood (proposer Cllr Wolff)
- e) EU Nationals deserves to be treated with respect (proposer Cllr Corais, seconder Cllr Bely-Summers)
- f) Opposition to the Health and Care Bill (proposer Cllr Jarvis, seconder Cllr Pegg)
- g) Oxford Stadium (proposer Cllr Pegg, seconder Cllr Jarvis)

18a DSS Discrimination (Cross party motion: proposer Cllr Thomas)

Cross-Party Motion agreed to be taken as such by the four group leaders

This Council notes that:

- The private rented sector (PRS) in Oxford has grown to 49.3% (2020) of homes in the city, one of the largest PRS populations of any housing authority in England;
- Private renters face a host of challenges, including disrepair and lack of affordable rent;
- Tenants in receipt of housing benefit or universal credit also face the prospect of 'DSS discrimination'¹;
- 'No DSS' policies have been found to be unlawful and discriminatory under the Equality Act but are still widespread.

This Council observes that:

- Some landlords and letting agents overtly practice DSS discrimination, e.g. by listing properties as 'no DSS' on websites;
- More often, landlords and letting agents covertly discriminate against benefits claimants, e.g. by using affordability or referencing checks that automatically fail benefit recipients, by systematically favouring non-benefit claimants when assessing tenancy applications, by demanding guarantors when a prospective tenant's income (be it from benefits or employment) is sufficient, etc.;
- Despite alleviating measures such as the council tax reduction scheme, people are struggling financially. More people rely on benefits due to the pandemic, so the effects of DSS discrimination are now particularly widespread.

This Council defends the right to decent housing, and will work to eliminate DSS discrimination from Oxford by asking Cabinet to take the following steps where possible:

- Revise the OCLAS code², adding the following wording: 'you must not discriminate on the basis of age, gender, race, language, sexuality or any other factor that might place an individual at a disadvantage. *This includes indirect discrimination*

¹ this is discrimination against those in receipt of Department of Works and Pensions (DWP) benefits, referencing the previous initials (DSS) of the department

² the [Oxford City Council Landlord accreditation scheme](#)

such as 'no DSS' or related practices, namely refusing to let prospective tenants on housing benefit or universal credit view affordable properties and requiring guarantors in cases where a prospective tenant's income is sufficient;

- Advertise and ensure that the Welfare Reform Team will look out for and follow up on reported cases of discrimination;
- Ensure that duty housing officers are informed about the issue and refer cases to the Welfare Reform Team and independent advice centres;
- Establish a permanent “tenants’ forum”, which should:
 - Be composed of community groups and stakeholders representing tenants, both in private and council housing;
 - Be invited to consult directly with the Housing and Homelessness Panel bi-annually at least and whenever decisions significantly impacting the rental sector come before Council;
- Use official communication and media activities to improve awareness, as well as denouncing discrimination against benefits claimants clearly on the Council website, with a dedicated page detailing ways to recognise DSS discrimination and what actions to take in response

This Council asks that the Housing and Homelessness Panel consider this issue, monitor actions taken to address it, and make recommendations accordingly.

Council recognises that DSS discrimination is one obstacle among many for those on benefits accessing housing.

Council asks that the Leader write to the Secretary of State for Work and Pensions, calling for benefit levels to be raised and uprated in line with rents so they are realistic for places like Oxford, and for the household benefit cap to be removed.

18b Short term lets (proposer Cllr Diggins, seconder Cllr Hunt)

Labour Group Member Motion

This Council notes that an ever increasing number of homes in Oxford are being lost to local families as owners rent the out as short term lets. While numbers are difficult to quantify, we estimate that there are nearly 900 homes in Oxford entirely rented out on short lets for all or most of the year and that these numbers are increasing. This is very worrying in a city that is so reliant on the private rented sector to house its population. About 50% of our local residents live in private rented homes – the highest number in the

country.

This Council notes that tourism makes a vital contribution to our local economy and there is no doubt that short lets will have an important part to play as this sector recovers from the effects of the pandemic. However, this loss of valuable family homes puts upward pressure on rents that are already among the most unaffordable in England. This council has deliberately encouraged the development of hotels and guest houses through our planning policies to support tourism and resist the loss of family housing.

This Council welcomes the recent [letter from the Leader of the Council](#) to the Housing Minister on this subject and joins her call to ask the government to legislate to

- designate homes used predominantly as short term lets as a separate planning class, allowing local authorities to introduce policies to restrict their numbers and location if appropriate for their local circumstances, and allow enforceable conditions to be applied if necessary;
- allow local authorities to introduce local licensing schemes for short term let properties and landlords, as appropriate, matching local and national HMO and/or PRS schemes;
- ensure that short term lets are subject to the same environmental health, food and fire safety regimes as hotels and guest houses, for consumer protection and to create a level playing field for those businesses;
- allow local authorities to charge short term let properties as commercial businesses for waste collection and so forth (rather than having those services provided for free via domestic waste collection services, when these properties pay no or reduced council tax or business rates).

This Council calls on the Leader to work with other councils and the Local Government Association to campaign to get these aims as part of the government's next Housing Bill and to write to the two local MPs asking for their support.

18c Trees for Life (Proposer: Cllr Landell-Mills, Seconder: Cllr Goddard)

Liberal Democrat Member motion

To celebrate the birth of Oxford children and as part of the development of Oxford Urban Forest Strategy it is proposed that the City Council offers, free of charge, to supply and plant a tree as a celebration of the child's arrival in location that is visible to the public in the parents' garden, and for parents without a garden to plant a tree in a public park or public space — as long as public space is

available. This policy would potentially increase the area of planting beyond the City Council's own lands and would also create more connectivity and meaning with the new trees being planted.

Though the birth rate varies each year, and uptake would be less than a 100%, an initial estimate of around 1000 new trees per year could be planted under this scheme, which would over time could add significantly to the Oxford's urban forest and all our well-being.

18d East Oxford Low Traffic Neighbourhood (proposer Cllr Wolff)

Green Group Member Motion

Oxford City Council notes the reports of research in recent years which conclude:

- 28% of journeys in Oxford in 2015 were short car journeys by car within the city boundary, predicted to increase by 18% by 2031. A further 37% were cars driving into the city from the County, also predicted to increase by 18% by 2031
- In 2015, holding traffic volumes steady would have required a reduction in car driving of 10% by 2031. However, if additional capacity were to be found for more pedestrians, cyclists and more reliable public transport an even more significant reduction would have been required.
- However, by 2023 the number of licensed vehicles on UK roads will have increased by 50% since 2007.
- In London, driving on minor urban residential streets doubled between 2009 and 2019. Since this pattern is repeated across the country it is likely that Oxford will have shared this expansion

Council notes that:

- In order to maintain timetables a third more buses are being deployed in Oxford than would be necessary if traffic flowed freely.
- Owing to virus anxiety total bus ridership is down 41% from pre-pandemic levels. If half of these former bus users are using a car instead, a further rise in car traffic within the city of 8% - 15% may have resulted.
- The Council's adopted Local Plan 2036 contains policies to promote the development of localised district centres.

Council accepts that there are people for whom the use of powered vehicles is necessary in the course of their employment, and some who for reasons of disability are unable to use public transport or

cycle, but believes that owing to longer term trends in traffic congestion it would make their lives easier if those for whom driving cars was not essential adopted different modes of transport.

Council believes that this modal shift is unlikely to occur unless measures are taken to discourage car use for journeys of less than four miles and to make cycling and walking a safe and attractive option for all.

Council therefore welcomes the current and proposed trials of new Low Traffic Neighbourhoods (LTNs) in the city as one strategy for achieving this aim, to complement the many existing LTNs in the city.

Council believes that the trial of Low Traffic Neighbourhoods cannot produce the learning outcomes necessary if the schemes in East Oxford, which are an integral part of it, are not implemented as soon as possible.

Council believes that the learning outcomes will also not be achieved unless thorough monitoring is carried out in order to determine not just traffic volumes on arterial roads but

- where vehicle journeys on those roads started and what their destination is.
- what proportion of vehicle occupants have chosen not to use public transport because of anxiety about the coronavirus

Council asks the Leader to write to the Leader of the County Council sharing these concerns and asking for the East Oxford LTN trial to proceed as swiftly as possible.

18e EU Nationals deserves to be treated with respect (proposer Cllr Corais, seconder Cllr Bely-Summers)

Labour Group Member Motion

Council notes:

- That following the UK's departure from the EU there are significant new entry restrictions for EU nationals seeking to come to the UK;
- That at the 2011 census, over 12,000 Oxford residents were born in an EU member state apart from Ireland and the UK;

Council believes:

- That nationals from EU member states are, along with many other migrant communities, an important part of Oxford's diverse and vibrant society;
- That EU nationals, their families, friends and visitors deserve to

be treated with respect;

- That in law, EU nationals have the right to receive visitors, yet there is disturbing evidence of hostile treatment of such visitors at the UK border, and that this is causing great distress to those affected, and uncertainty amongst people in Oxford more widely;
- That this is further evidence of the government's discredited "hostile environment" policy³ being continued.

Council resolves:

- **To ask the Council Leader to write to the Home Secretary urging a much more sensitive approach to those visiting the UK from EU countries at the UK border, and protesting at the poor treatment visitors have received since the start of 2021;**
- **To request this letter is shared with representative organisations in Oxford, relevant embassies, and through the Council's social media channels.**

18f Opposition to the Health and Care Bill (proposer Cllr Jarvis, seconder Cllr Pegg)

Green Group Member Motion

This Council notes the government has presented its Health and Care Bill to parliament to reform the delivery of NHS and public health services. This legislation would:

- Reorganise the NHS around "Integrated Care Systems" (ICS), new bodies within the health service with boards comprising organisations involved in service delivery – including for-profit private companies.
- Abolish the requirement for compulsory competitive tendering for NHS services, as set out in Section 75 of the 2012 Health and Social Care Act.

This Council believes that the move towards ICS is an unnecessary and unwanted reorganisation of the health service.

This Council believes that allowing private companies to sit on ICS boards – bodies with decision making powers over how NHS money is spent and the care patients receive – is an anathema to the principles of the NHS as a publicly provided, publicly funded and publicly run health service, representing a clear conflict of interest.

This Council believes that revoking Section 75 of the 2012 Health

³ <https://www.gov.uk/government/speeches/speech-by-home-secretary-on-second-reading-of-immigration-bill>
<https://www.telegraph.co.uk/news/0/theresa-may-interview-going-give-illegal-migrants-really-hostile/>

and Social Care Act without also ending private sector involvement in the health service will remove one of the few checks and balances on outsourcing and privatisation presently in operation, leading to contracts being given without competition or tender to private companies and without the ability for in-house bids.

This Council calls for the Leader of the Council to:

- **Write to the Secretary of State for Health and Social Care to demand the withdrawal of the proposed legislation and express opposition to the inclusion of private companies on ICS boards, as well as to the revocation of Section 75 of the 2012 Health and Social Care Act unless all private delivery of NHS services is also revoked.**
- **Write to Oxfordshire County Council's Cabinet Member for Public Health and Equalities requesting a commitment from the County Council Cabinet to oppose the imposition of ICS and to advocate for the exclusion of any representatives of private companies on local ICS boards.**

18g Oxford Stadium (proposer Cllr Pegg, seconder Cllr Jarvis)

Green Group Member Motion

Council notes plans by Kevin Boothby (reported in the Oxford Mail: 17th June 2021) to bring greyhound racing back to Oxford Stadium following the acquisition of a 10-year lease from owners Galliard Homes.

Council notes that the last greyhound racing took place in the Stadium in December 2012.

Council notes that Galliard Homes have previously (2013 - application number 13/00302/FUL) submitted a planning application to re-develop the site for housing but that this was never approved by the Council.

Council notes that there has been an informal assessment of the site by British Cycling who have stated it would be suitable as velodrome combined with a BMX and learn-to-ride facility with ample space for other community uses.

Council also notes that greyhound racing has been heavily criticised by animal welfare organisations such as the League Against Cruel Sports, Alliance Against Greyhound Racing, People for the Ethical Treatment of Animals (PETA) who believe that dogs should not suffer or die for entertainment or for the profit of the dog racing industry.

The Greyhound Board of Great Britain's (GBGB) own data confirms that in 2019 there were 4970 greyhound injuries & 710 deaths (14

per week).

Despite Legislation aimed at improving the welfare of greyhounds, including the Animal Welfare Act (2006), The Welfare of Racing Greyhounds Regulations 2010, there is still ample evidence of the dangers to greyhounds bred for racing (see [1, 2]). The latter Government report into the effectiveness of the 2010 Regulations cast doubt on many aspects of the sport, making several important recommendations which have NOT been made law.

The Council considers itself to be a caring Council which seeks the highest standards of welfare for all animals. It therefore:

- Agrees to publicly oppose the reintroduction of greyhound racing in Oxford.
- Ask the Executive Director (Development) to bring a report to Cabinet which explores alternative uses for the site (for example, housing, a velodrome or other community uses).
- Should the greyhound racing go ahead, the Council agrees to use its licensing powers to the full to ensure the welfare and safety of racing dogs and agrees to review its licensing policies on greyhound racing to see which of the EFRA Committee recommendations can be included.

[1] The State of greyhound racing in Great Britain: a mandate for change', League of Cruel Sports (2014)

[2] 'Greyhound Welfare'. Environment, Food and Rural Affairs (EFFRA) Committee (2016)

19 Matters exempt from publication and exclusion of the public

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

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

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

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

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

Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee and Member Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks Councillors and members of the press and public recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recordings may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Remote meeting

Minutes of a meeting of Council on Monday 22 March 2021

www.oxford.gov.uk



Council members present:

Councillor Lygo (Lord Mayor)	Councillor Goddard (Deputy Lord Mayor)
Councillor Wolff (Sheriff)	Councillor Altaf-Khan
Councillor Arshad	Councillor Azad
Councillor Aziz	Councillor Bely-Summers
Councillor Brown	Councillor Chapman
Councillor Clarkson	Councillor Cook
Councillor Corais	Councillor Curran
Councillor Fry	Councillor Gant
Councillor Garden	Councillor Gotch
Councillor Haines	Councillor Hayes
Councillor Henwood	Councillor Hollingsworth
Councillor Howlett	Councillor Humberstone
Councillor Kennedy	Councillor Landell Mills
Councillor Malik	Councillor Munkonge
Councillor Pressel	Councillor Rowley
Councillor Simmons	Councillor Linda Smith
Councillor Roz Smith	Councillor Tanner
Councillor Tarver	Councillor Taylor
Councillor Tidball	Councillor Turner
Councillor Upton	Councillor Wade

Apologies:

Councillors Djafari-Marbini, Lloyd-Shogbesan, McManners and Simm sent apologies. The minutes show when Councillors who were absent for part of the meeting arrived and left.

89. Declarations of interest

Minute 94 – Cllr Altaf Khan declared that this affected a property listed as his declared disclosable pecuniary interest and he would leave the meeting and take no part in the debate on this item.

Minute 95 – Variation of Hackney Carriage Tariffs - Cllr Malik declared that this affected his declared disclosable pecuniary interest and he would leave the remote meeting and take no part in the debate on this item.

90. Minutes

Council agreed to approve the minutes of the ordinary meeting held on 25 January 2021 and of the budget meeting held on 17 February 2021 as true and correct records.

91. Appointment to Committees

The Leader of the Council, Cllr Brown, announced and Council noted changes with immediate effect:

- Planning Review Committee - Cllr Pressel to take the seat allocated to the Labour Group;
- Standards Committee – Cllr Tanner to take the seat allocated to the Labour Group;

both replacing Cllr Azad following her becoming an independent non-group councillor.

92. Announcements

The Lord Mayor welcomed Caroline Green to her first meeting as Chief Executive.

He thanked councillors who would not be standing in the May 6th elections for their commitment to the Council and wished all those standing for re-election good luck.

He noted that 23 March, the anniversary of the UK's first Covid lockdown, was a national day of reflection to remember those who had died of Covid in the past year. As well as remembering those lost, he paid tribute to all those who had volunteered to help their communities during the pandemic.

He had taken part in online events and meetings including for Holocaust Memorial Day; meetings with the High Sheriff and Lord Lieutenant; online annual European Reception to welcome Oxford residents from other European countries; and with and in support of the Lord Mayor's charities.

He reminded councillors to join in his *Move with Mayor Mark* campaign

At the Lord Mayor's invite, the City Rector, Rev Anthony Buckley said the national day of reflection was an opportunity to remember those who had lost loved ones and were suffering ill health, and thanked council staff for their work and commitment that this year brought to the fore.

The Sheriff and Deputy Lord Mayor had nothing further to report.

The Leader of the Council Cllr Brown, said that the city flag would fly at half mast on 23 March for national day of reflection, and thanked staff and councillors for their work during the pandemic in the past year.

The Chief Executive outlined for Council the constraints on service and resourcing pressures on the council and its workforce including the extra demands on council services and additional requirements as a result of the pandemic, and the long term economic and health impacts increasing pressure on services and finances.

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

There were no addresses or questions.

94. Additional HMO licensing scheme renewal

Cllr Altaf Khan, having declared this item related to his disclosable pecuniary interest, left the online meeting for the duration of this item and returned to the meeting at the start of the next item.

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

The Cabinet Member for Planning and Housing Delivery, Cllr Hollingsworth, introduced the report, proposed the recommendations and answered questions.

The recommendations were agreed on being seconded and put to the vote.

Council resolved to adopt the proposed fees and charges structure for both mandatory and additional HMO licences attached at Appendix 6 of the report.

95. Variation (increase) of the current Hackney Carriage Tariffs (table of fares)

Cllr Malik, having declared this item related to his disclosable pecuniary interest, left the virtual meeting for the duration of this item and returned to the meeting at the start of the next item.

Council considered the report of the Head of Regulatory Services and Community Safety to the General Purposes Licensing Committee on 22 September 2020 asking for approval of a variation of the current Hackney Carriage Table of Fares from the City of Oxford Licensed Taxicab Association (COLTA), set out at Appendix 5 of that report.

The Chair of the General Purposes Licensing Committee, Cllr Clarkson, introduced the report, proposed the recommendations and answered questions. The recommendations were agreed on being seconded and put to the vote.

Council resolved to

- **approve** the application from COLTA to vary the Hackney Carriage Table of Fares and
- **approve** the changes to the table of fees as proposed by COLTA and as set out in Appendix 5 of the committee report.

96. Pay Policy Statement 2021

Council considered the report of the Head of Business Improvement setting out the Annual Pay Policy Statement.

The Cabinet Member for Customer Focused Services, Cllr Chapman, introduced the report, proposed the recommendations and answered questions.

Council resolved to approve the Annual Pay Policy Statement 2020/21 as attached at Appendix 1 of the report.

97. Questions on Cabinet minutes

a) Minutes of meeting Wednesday 10 February 2021 of Cabinet

Minute 144 - Zero Carbon Council by 2030

Cllr Wolff asked for clarification of the carbon emissions goals and targets: were these a reduction of 10% per year or to zero carbon by 2030

Cllr Hayes clarified that the reduction was 10% of the current baseline each year to achieve zero carbon by 2030, also supplemented by external funding, and more detailed calculations were set out in the report.

Minute 145 - Programme approval and allocation for Public Sector Decarbonisation Funding

Cllr Simmons welcomed the successful bid and asked if investment in a solar farm qualified for this funding or if it failed to meet the eligibility criteria due to the payback period.

Cllr Hayes replied that there was an exception to the normal 10-year payback period for solar farms.

Minute 146 – Housing management system

Cllr Wade asked about cost recovery from the contractor and in 'lessons learned' what these were and would they

Cllr Rowley replied that more details on these were in the confidential appendix to the report.

b) Minutes of meeting Wednesday 10 March 2021 of Cabinet (to follow)

Minute 158 – Scrutiny Committee reports

Cllr Gant said that in his view the responsibility for representing the views of the Scrutiny Committee rested with the Chair of the Committee and not with Cabinet members observing the Scrutiny meeting. He asked if the Cabinet Member agreed.

Cllr Hollingsworth confirmed that the Cabinet minutes were a correct record, and he had intended no criticism of the Chair, committee or the report: he had reporting his own views and corrected an inadvertent factual error in the committee's report.

Cllr Simmons said he considered there was a misalignment between the aspirations for zero carbon in the Council's business plan the priority 4 in the Local Plan targets and this merited further discussion.

Minute 164 – Zero Emission Zone

Cllr Gant asked about the enforcement for the ZEZ area and regime and what cameras would be used.

Cllr Roz Smith asked how blue badge holders applied for exemptions from charges for driving within the ZEZ to allow them to park in disabled bays close to shops.

Cllr Hayes said he could provide written answers to both questions.

98. Questions on Notice from Members of Council

31 written questions were asked of the Cabinet Members and the Leader, and these and written responses were published before the meeting.

These along with summaries of the 13 supplementary questions and responses asked and given at the meeting are set out in the minutes pack.

The meeting broke for 20min during this item, and Cllrs Haines and Malik left at that point.

99. Public addresses and questions that do not relate to matters for decision at this Council meeting

Council heard 4 addresses and Cabinet Members read or summarised their written responses (set out in full in the minutes pack)

1. An address by Kaddy Beck – The 'Save Bertie' Campaign
2. An address by Oliver de Soissons – Oxford National Park (supporting Motion d on the agenda)
3. An address by Micaela Tuckwell – Representing 'Save The Sheaf' campaign organisers
4. An address by Fiona Steel – Representing: Good Food Oxford on developing a Food Strategy (supporting Motions a and h on the agenda)

100. Partnership report - Oxfordshire Resources and Waste Partnership

Council considered the report on behalf of the Cabinet Member for Customer Focused Services, Cllr Chapman, on the Oxfordshire Resources and Waste Partnership.

Cllr Chapman introduced the report, noting that the partnership would meet on 12 April 2021. In answer to questions he noted:

The impact of the proposed Environment Bill and regulatory framework would be clearer once the Bill and timetable were published. There was currently a complex credit system for waste and recycling and the County Council were keen to make savings, so this council to be vigilant to ensure it was not penalised for excellent recycling rates.

He accepted the importance of the circular economy (noted in the report, but lacking action points) and would raise this with the partnership.

Recycling rates were at a record level for the city and the increased rates were excellent. Comparing a city with a large student and transient population to other Oxfordshire districts, largely rural with small towns, was not comparing like with like.

Council noted the report.

101. Scrutiny Committee update report

Council had before it the report of the Scrutiny Committee Chair, Cllr Gant, who introduced this.

Council noted the report.

102. Motions on notice 22 March 2021

Council had before it 8 motions on notice submitted in accordance with Council procedure rules and reached decisions as set out below.

Motions agreed as set out below:

- a) Developing a Food Strategy (proposed by Cllr Simmons, seconded by Cllr Wolff; Cllr Simmons accepted the amendment proposed by Cllr Tidball and Cllr Hayes)
- b) Housing and Homelessness (proposed by Cllr Hollingsworth, seconded by Cllr Djafari-Marbini)
- c) Call on the Government to repeal the Vagrancy Act (proposed by Cllr Gant, seconded by Cllr Wade)
- d) Support for a new Oxford National Park (proposed by Cllr Wolff, seconded by Cllr Simmons; Cllr Wolff accepted the amendment proposed by Cllr Hayes and Cllr Tarver)

Motions not taken as the time allocated for debate had finished:

- e) Financial security (proposed by Cllr Hayes, seconded by Cllr Humberstone)
- f) Proportional Representation to ensure every vote counts (proposed by Cllr Garden)
- g) Adopting an advertising and sponsorship policy which supports responsible consumption (proposed by Cllr Simmons, seconded by Cllr Wolff)
- h) Against Food Poverty (proposed by Cllr Tidball)

a) Developing a Food Strategy

Cllr Simmons, proposed the submitted motion as set out in the agenda and briefing note. He confirmed that he and the original seconder (Cllr Wolff) accepted the amendment proposed by Cllr Tidball and Cllr Hayes as set out in the briefing note.

Cllr Tidball then seconded the amended motion.

After debate and on being put to the vote the amended motion was agreed.

Council resolved to adopt the following motion:

Council recognises the commitment made to ensuring nobody in Oxford went hungry. Knowing that the pandemic would exacerbate inequalities, this Council established five Locality Response Hubs, a food depot at Rose Hill Community Centre, and, with partners the Oxford Hub, Oxford Together.

Council further recognises that this Council:

- Gave over 11,000 emergency food parcels to communities between March and August 2020; working with communities and Oxford Brookes University, these food parcels were nutritious and culturally appropriate.
- Worked to strengthen relationships with SOFEA and a network of charities and community partners, such as Oxford Mutual Aid, Oxford Community Action, Good Food Oxford, the Oxford Mosques and Syrcox, to support Oxford's food system.
- Secured food pipelines, along with access to Community Larders and low-cost food for those who needed it, and £145k of grant funding to support organisations to sustain this system when the Council transitioned from food parcel delivery. Took care to call all those in receipt of a food parcel and worked with them to access food vouchers and the network of food banks and larders.
- Committed to providing Free School Meal vouchers when the Government refused to provide Free School Meals during October half-term, and continued to work with partners to help people access food through the Winter Support Grants.

More can be done. Supermarkets have significant food waste. Tackling food poverty and reducing waste to deliver a net Zero Carbon City go hand in hand.

This Council backs concerted and coordinated action to address food poverty and resolves to continue to work with partners, as we have throughout the pandemic, to develop a county-wide strategy that addresses the causes of food poverty as part of our wider anti-poverty work. This should include the following:

- The Head of Community Services bringing a report to Cabinet with proposals for commissioning a Food Strategy to address the causes of food inequality in Oxford, exacerbated by the pandemic taking into account:
 - The National Food Strategy;
 - The considerable work undertaken by this Council to address inequality and to tackle food poverty during the pandemic;
 - Being a signatory to the Oxford Good Food Charter;
 - The excellent work of Oxford's voluntary sector to tackle food poverty;
 - Recommendations on achieving a self-sustaining community food system and Council's role in supporting this.

- Bringing together the views and knowledge of our food network partners to better understand the current root causes of food poverty, and a shared action plan to implement meaningful solutions.
- Tackling child food poverty by campaigning to address holiday hunger, increasing take up of free school meals and access to food larders for families with children.
- Continuing to use relationships with supermarkets to divert surplus food to those in need and minimise waste to help eliminate Oxford's contribution to climate change by 2040 or sooner, in line with the Zero Carbon Oxford Charter and recommendations of the Citizens' Assembly on Climate Change.

b) Housing and Homelessness

Cllr Hollingsworth, seconded by Cllr Aziz proposed the submitted motion as set out in the agenda and briefing note.

After debate and on being put to the vote the motion was agreed.

Council resolved to adopt the following motion:

This Council notes with horror the decision by the Government to make sleeping rough sufficient grounds for deportation from the UK; nothing could expose the callous brutality of the current Conservative administration more clearly than this.

The Council also notes that in addition to long-standing and indisputable evidence linking both homelessness and poor quality housing with poor mental and physical health, poorer educational outcomes and worse life chances, it is becoming clearer that overcrowded homes are likely to be a significant factor in both the spread of Covid and deaths from the virus.

This Council notes that overcrowding is just one factor that has been identified as leading to the higher rates of people from BAME backgrounds becoming critically ill and dying from Covid-19 and the work Shelter and The Big Issue have done to highlight the government's own figures that black people are 'three times as likely to experience homelessness'. The pandemic is intensifying the housing crisis and widening inequalities for these groups.

The pandemic has demonstrated that we are only as safe as our most vulnerable member; those with no recourse to public funds must have access to public services including housing services with no fear of deportation.

The Council further notes that the 'everyone in' campaign at the onset of lockdown showed that it is possible to end rough sleeping with sufficient political will and funding, and also notes that over the last 70 years it is only when council housing was being built in sufficient volumes alongside market housing that enough homes for everyone were provided.

This Council believes that nobody should have to sleep rough on our streets, and that having a secure, safe and affordable home is a basic human right for all.

This Council believes that the Government should have used the publication of the long-delayed Social Housing White Paper to address properly both the moral imperative to end rough sleeping, and the equally important need to provide genuinely affordable and secure homes for all, and condemns the failure to do so.

This Council therefore asks that:

- the Leader of the Council writes to the Home Secretary to demand that Government abandons their proposals to make sleeping rough a ground for deportation, and instead to properly fund local authorities, health services and support providers to ensure that no one in Oxford, or anywhere else in the UK, has to sleep rough on the streets;
- all members of Council support Shelter's campaign for a mass programme of social housing building, with 200,000 new homes a year being required to address a backlog that has built up over decades;
- all members of Council endorse efforts by Oxford City Council and the other local authorities in Oxfordshire to provide enough affordable housing to meet the needs of our current and future citizens.

c) Call on the Government to repeal the Vagrancy Act

Cllr Gant, seconded by Cllr Garden, proposed the submitted motion as set out in the agenda and briefing note.

After debate and on being put to the vote the motion was agreed.

Council resolved to adopt the following motion:

On 21 June 1824 Parliament introduced "An Act for the punishment of idle and disorderly persons, rogues and vagabonds", commonly known as the Vagrancy Act. It was a response to the increasing number of homeless urban poor following the end of the Napoleonic Wars some nine years earlier, and made it an offence to sleep rough or beg. Campaigners including William Wilberforce condemned the Act from the start because it did not take individual circumstances into account.

But, astonishingly, almost two centuries later, it remains in force. Nor is it just a forgotten relic: in 1989 there were 1,396 convictions under the Act; in 2014 three men were prosecuted under the Act for taking cheese, tomatoes and cake from a bin outside a supermarket in Kentish Town (later dropped by the CPS).

In 2017 the Government announced a review of the law, but made no progress.

In March 2020 Layla Moran MP tabled the Vagrancy (Repeal) Bill. The campaign was joined by many leading organisations in the field, including Shelter, St Mungo's, Crisis, and very many others. However, the Government took no steps to progress the bill.

On 25 February this year the Secretary of State for Housing, Communities and Local Government Robert Jenrick MP told the House of Commons that the Vagrancy Act should be "consigned to history" and described it as "antiquated" (though did add, worryingly, "We should consider carefully whether better, more modern legislation could be introduced to preserve some aspects of it").

Layla Moran MP welcomed the direction of his comments and pointed out cross-party support for the repeal Bill: "Liberal Democrats and politicians on all sides have been urging him to repeal this law for years and years. So now he has to keep his word and scrap the Act as soon as possible. Our cross-party bill can be adopted at a moment's notice and would receive widespread support."

This Council

- Welcomes the apparent commitment of Robert Jenrick MP to consign the Vagrancy Act to history, and joins the cross-party group of MPs in urging him to expedite the Repeal Bill as soon as possible;
- Re-states its belief that criminalising homelessness is never part of the solution to a complex problem;
- Commits to improving the supply of social-rented homes through house purchase or renovation of underused/unused properties, and to pursue additional funding from MHCLG;
- Explores by way of a report to Cabinet from the Interim Director of Housing the setting up or supporting a Social Enterprise Lettings Agency to link landlords with homeless people, and provide ongoing support to both landlords and tenants;
- Asks the Leader to write to Layla Moran MP as sponsor of the Vagrancy (Repeal) Bill communicating its wholehearted support for the Bill and its speedy passage through Parliament.

d) Support for a new Oxford National Park

Cllr Wolff, seconded by Cllr Simmons proposed the submitted motion as set out in the agenda and briefing note.

Cllr Wolff accepted the amendment proposed by Cllr Hayes as set out in the briefing note.

After debate and on being put to the vote the amended motion was agreed.

Council resolved to adopt the following motion:

Oxford City Council has committed to increasing biodiversity and is supporting calls to double tree cover across the county, including developing Oxfordshire's first Local Nature Partnership in partnerships with others.

Oxford City Council takes an ambitious Natural Resource Management approach which will outline what we need to do to sustainably enhance biodiversity. It is important that we examine the needs of our varied ecosystems and maintain vitally important habitats and species in our city.

In the recommendations from the [Oxford Citizens Assembly on Climate Change](#), the first by a UK city, enhanced biodiversity was addressed as one of five themes and seen as central to the overall net zero vision of Oxford. It was recognised that tackling climate change and ecological breakdown together was important. Assembly Members were positive about creating more biodiversity and green space. The strong sentiment emerging from citizens was to make our communities among the greenest in the country, which is exciting ambitious and achievable.

The City Council owns and manages over 600 hectares of accessible green space in the city and surrounding area, including a country park, 33 nature areas and over 60 urban parks. The City has 12 Sites of Special Scientific Interest, covering 278 hectares

and including Port Meadow (which has been meadowland for at least 4000 years), Wolvercote Common, Shotover Country Park, and Lye Valley Nature Reserve.

Council notes that Bioabundance, a local community interest company, has put together a plan for a 36sqmile National Park to the northeast of Oxford in response to a call from the Government, in its Environmental Bill and in its 10-point plan; the Green Industrial Revolution, for the creation of new National Parks.

Bioabundance's asking local authorities, the Oxfordshire Local Enterprise Partnership, businesses, charities and environment groups to work together to make this happen for Oxfordshire.

Bioabundance say that the nature recovery zone would halt the catastrophic loss of wildlife and reduce the detrimental effect of large new developments around Oxford. The right kind of trees would be planted to promote carbon capture and natural flood defences.

Bioabundance say that the proposed Park encompasses Otmoor and the ancient royal forests of Bernwood and Stowood. This is a beautiful area with few major roads, between Oxford, Bicester, Kidlington and Wheatley. Over a quarter of a million people live within 10 miles of this area. Easy access would be offered through a new network of sustainable transport links, including foot and cycle paths from train stations and from Park and Ride.

Council asks the Leader to consider a statement of support for the new Oxford National Park after more information can be gathered, and to ask the Interim Executive Director (Communities) to bring a paper to Cabinet to reflect on this information and consider how the Council might get involved further and explore the value of extending the proposed Park to include adjoining land (for example, Shotover).

e) Financial Security

This motion was not taken as the time allocated for debate had finished.

f) Proportional Representation to ensure every vote counts

This motion was not taken as the time allocated for debate had finished.

g) Adopting an advertising and sponsorship policy which supports responsible consumption

This motion was not taken as the time allocated for debate had finished.

h) Against Food Poverty

This motion was not taken as the time allocated for debate had finished.

The meeting started at 6.00 pm and ended at 9.30 pm

Lord Mayor

Date: Monday 26 July 2021

Decisions on items of business take effect immediately: Motions may be implemented immediately or may require further budget provision and/or reports to Cabinet before implementation. Details are in the Council's Constitution.

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Minutes of a meeting of Council on Wednesday 19 May 2021

Council members present:

Councillor Lygo (Lord Mayor)	Councillor Goddard (Deputy Lord Mayor)
Councillor Wolff (Sheriff)	Councillor Abrishami
Councillor Altaf-Khan	Councillor Arshad
Councillor Aziz	Councillor Bely-Summers
Councillor Blackings	Councillor Brown
Councillor Chapman	Councillor Clarkson
Councillor Cook	Councillor Corais
Councillor Coyne	Councillor Diggins
Councillor Dunne	Councillor Fouweather
Councillor Fry	Councillor Gant
Councillor Haines	Councillor Hayes
Councillor Hall	Councillor Hollingsworth
Councillor Hunt	Councillor Jarvis
Councillor Landell Mills	Councillor Latif
Councillor Malik	Councillor Miles
Councillor Mundy	Councillor Munkonge
Councillor Nala-Hartley	Councillor Pegg
Councillor Pressel	Councillor Rehman
Councillor Rowley	Councillor Linda Smith
Councillor Roz Smith	Councillor Snowton
Councillor Thomas	Councillor Tidball
Councillor Turner	Councillor Upton
Councillor Wade	Councillor Waite

Apologies:

Councillors Djafari-Marbini and Humberstone sent apologies.

The minutes show when Councillors who were absent for part of the meeting arrived and left.

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

Council noted the decision at the Annual Council meeting in May 2020, and confirmed at the Council meeting on 30 November, that Councillors appointed as civic office holders from 30 November 2020 would hold office for an 18 month term, subject to their re-election as councillors, and a vote confirming their re-election at this meeting.

2. Election of Lord Mayor for the Council year 2021/22

Cllr Lygo left the room and Cllr Goddard (Deputy Lord Mayor) took the Chair.

Cllr Brown proposed, seconded by Cllr Turner, that Cllr Lygo be elected Lord Mayor. There were no other nominations.

Council resolved to elect Cllr Lygo as Lord Mayor of Oxford for the Council year 2021/22.

Cllr Lygo returned to the room, signed the Declaration of Acceptance of Office, and took the Chair from Cllr Goddard.

3. Election of Deputy Lord Mayor for the Council year 2021/22

Cllr Goddard left the room.

Cllr Gant proposed, seconded by Cllr Wade, that Cllr Goddard be elected Deputy Lord Mayor. There were no other nominations.

Council resolved to elect Cllr Goddard as Deputy Lord Mayor for the Council year 2021/22.

Cllr Goddard returned to the room and signed the Declaration of Acceptance of Office.

4. Election of Sheriff for the Council year 2021/22

Cllr Wolff left the room.

Cllr Hollingsworth proposed, seconded by Cllr Jarvis, that Cllr Wolff be elected as Sheriff. There were no other nominations.

Council resolved to elect Cllr Wolff as Sheriff for the Council year 2021/22.

Cllr Wolff returned to the room and signed the Declaration of Acceptance of Office.

5. Declarations of interest

There were no declarations.

6. Announcements

The Lord Mayor welcomed all new and returning councillors to the Council.

He gave the highlights from his full programme of community and charity visits, meetings and events online and in person. He had been involved with a Festival of Rugby which had raised £1k for his nominated charities; taken part in events for the National Day of Reflection on 23 March, twinning events, and the appointment ceremony of the High Sheriff for Oxfordshire,

He thanked the Council’s elections and committee services staff and the Chief Executive and everyone involved in delivering the May elections and the count. He offered a particular thanks to the Town Hall staff who had worked hard to enable the 4-day election count and the Annual Council meeting to take place safely.

The Chief Executive reiterated her thanks to the elections team (in particular the Returning and Deputy Returning officers) and the many volunteers who worked very hard over the pre-election period, on election day and at the counts. She reiterated the Lord Mayor’s thanks to the Town Hall staff.

7. Election of Council Leader

Cllr Turner proposed, seconded by Cllr Clarkson, that Cllr Brown be elected as the Leader of the Council. There were no other nominations.

Council resolved to elect Cllr Brown as Leader of the Council for a term of office ending on the day of the Annual Council Meeting in 2022.

8. Report of the Leader of Council

The Leader of the Council gave her report. She congratulated the civic office holders and welcomed everyone including the new councillors to the first meeting after their election.

She announced her appointment of the Deputy Leader and her Cabinet, and also on a number of appointments as set out below. Detailed portfolio responsibilities were available separately on the Council’s website.

Cabinet membership	
Leader	Cllr Brown (Inclusive Growth, Economic Recovery, and Partnerships)
Deputy Leaders	Cllr Turner (statutory deputy leader) (Finance and Asset Management) Cllr Hayes (non-statutory deputy leader) (Green Transport and Zero Carbon Oxford)
Members (7)	Cllr Arshad (Parks and Waste Reduction) Cllr Aziz (Inclusive Communities) Cllr Blackings (Affordable Housing, Housing Security, and Housing the Homeless) Cllr Clarkson (Culture, Leisure and Tourism) Cllr Hollingsworth (Planning and Housing Delivery) Cllr Rowley (Citizen Focused Services) Cllr Upton (Safer, Healthier Oxford)

The Council’s representatives (and substitutes if any) on the Growth Board and its four advisory sub-groups:

Oxfordshire Growth Board;	Cllr Brown, Leader (any member of Cabinet may substitute)
Oxfordshire Plan 2050 Advisory Sub Group	Cllr Hollingsworth
Affordable Housing Advisory Sub Group	Cllr Blackings
Infrastructure Advisory Sub Group	Cllr Turner
Environment Advisory Sub Group	Cllr Hayes

The Leader of the Council confirmed that

- shareholder arrangements for Oxford City Housing Limited, Oxford West End Development Ltd, and Oxford Direct Services would be announced at a later date.
- there were no changes to the Executive Scheme of Delegation as set out in the Section 4 of the Council’s Constitution.

Cllr Brown also notified Council that the 2021 G7 Health Ministers’ Meeting will be held in-person in Oxford on 3-4 June, convening at Oxford University.

9. Appointment to Council Committees 2021/22

Council had before it the report of the Head of Law and Governance asking Council to appoint committees and the members serving on those committees for the Council year 2021-22 in accordance with the provisions of the Local Government and Housing Act 1989 (Section 15) and other relevant legislation, including details of the committee places and nominations to these.

On being proposed by Cllr Brown and seconded by Cllr Gant and put to the vote, Council approved the recommendations and nominations to committee places.

Council resolved to:

1. **Approve** the structure of the Council committees, as defined within the Council’s constitution and set out in *Appendix 1: Committee structure*;
2. **Approve** the methods, calculations and conventions used in determining political representation on committees as outlined in the report and set out in *Appendix 2: Political proportionalities on Council committees 2021-22*;
3. **Approve** the appointment of nominated members to committees in accordance with the requirements of political proportionality and the nominations made by the three political groups, as set out in *Appendix 3: Committee nominations 2021-22* and in the table below;
4. **Agree** that all members of Council will form the pool of members able to observe on appeals and some grievances panels;

5. **Appoint** three non-executive members to the Oxfordshire Growth Board Scrutiny Panel as in the table below;
6. **Appoint** one non-executive member to the Joint Oxfordshire Health Overview and Scrutiny Committee as in the table below.

Committee (total seats)	Labour Group nominations	Liberal Democrat Group nominations	Green Group nominations
Oxfordshire Joint Health Overview and Scrutiny Committee (1 seat)	Amar Latif		
Oxfordshire Growth Board Scrutiny Panel (3)	Jabu Nala-Hartley	Katherine Miles	Lucy Pegg
Licensing and Gambling Acts Committee (15)	Mary Clarkson Colin Cook Tiago Corais Barbara Coyne Paula Dunne Rae Humberstone Mark Lygo Edward Mundy Ajaz Rehman Imogen Thomas Louise Upton	Katherine Miles Andrew Gant Liz Wade	Chris Jarvis
General Purposes Licensing Committee (15)	Mary Clarkson Colin Cook Tiago Corais Barbara Coyne Paula Dunne Rae Humberstone Mark Lygo Edward Mundy Ajaz Rehman Imogen Thomas Louise Upton	Katherine Miles Andrew Gant Liz Wade	Chris Jarvis

Committee (total seats)	Labour Group nominations	Liberal Democrat Group nominations	Green Group nominations
Appointments Committee (5)	Susan Brown Alex Hollingsworth Ajaz Rehman Ed Turner	Andrew Gant	
Audit and Governance Committee (7)	Nigel Chapman Tiago Corais James Fry Duncan Hall Amar Latif Chewe Munkonge	Roz Smith	
Investigation and Disciplinary Committee (4)	Susan Brown Mark Lygo Susanna Pressel	Mohammed Altaf-Khan	
Planning Committee (11)	Evin Abrishami Nigel Chapman Colin Cook Lizzy Diggins Alex Hollingsworth Jemima Hunt Ajaz Rehman Louise Upton	Mohammed Altaf-Khan Laurence Fouweather	Lucy Pegg
Planning Review Committee (9)	Barbara Coyne Chewe Munkonge Linda Smith Imogen Thomas Ed Turner Naomi Waite	Roz Smith Steve Goddard	Dick Wolff

Committee (total seats)	Labour Group nominations	Liberal Democrat Group nominations	Green Group nominations
Scrutiny Committee (12)	Nigel Chapman Tiago Corais Hosnieh Djafari-Marbini Paula Dunne James Fry Linda Smith Imogen Thomas Marie Tidball Naomi Waite	Liz Wade Chris Smowton	Dick Wolff
Standards Committee (7)	Rae Humberstone Mark Lygo Edward Mundy Susanna Pressel Marie Tidball	Mohammed Altaf-Khan Chris Smowton	

10. Council scheme of delegation for 2021/22

On being proposed by Cllr Brown and seconded by Cllr Gant and put to the vote, Council agreed the Scheme of Delegations in Section 5 of the Council's Constitution with the publication date of 10 May 2021 (with the changes from the start of the council year as agreed by Council on 17 February 2021)

Council resolved to agree the Council's Scheme of Delegation for its responsibilities set out in Section 5 of the Council's Constitution with the publication date of 10 May 2021.

11. Conferring of titles of Honorary Alderman and Honorary Alderwoman of Oxford City Council

Council considered the report of the Head of Law and Governance recommending the nomination of former councillor Christine Simm as Honorary Alderwoman and former councillors Craig Simmons and John Tanner as Honorary Aldermen.

On being proposed by Cllr Brown and seconded by Cllr Gant and put to the vote, Council agreed the recommendation.

Council resolved to convene a special meeting to be held at a later date to confer the title of Honorary Alderwoman on former councillor Christine Simm and Honorary Alderman on former councillors Craig Simmons and John Tanner.

12. Report of decisions taken under Parts 9.3(c) of the Constitution

Council considered the report setting out the decisions made by the Chief Executive using the urgency powers delegated to the Chief Executive in Part 9.3 of the Constitution taken since the last report to Council.

Council noted the decisions taken.

The meeting started at 5.00 pm and ended at 5.25 pm

Lord Mayor

Date: Monday 26 July 2021

Decisions on items of business take effect immediately.

Details are in the Council's Constitution.

Minutes of a meeting of Council on Wednesday 23 June 2021

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Council members present:

Councillor Lygo (Lord Mayor)	Councillor Goddard (Deputy Lord Mayor)
Councillor Wolff (Sheriff)	Councillor Aziz
Councillor Blackings	Councillor Brown
Councillor Cook	Councillor Diggins
Councillor Fouweather	Councillor Fry
Councillor Gant	Councillor Hayes
Councillor Hollingsworth	Councillor Mundy
Councillor Rowley	Councillor Thomas
Councillor Upton	Councillor Wade

Apologies:

Councillors Arshad; Clarkson; Humberstone; Jarvis; Nala-Hartley; Latif; Pegg; Pressel; Rehman; Tidball; Turner sent apologies.

Councillors not present; Cllrs Abrishami; Altaf-Khan; Bely-Summers; Chapman; Corais; Coyne; Djafari-Marbini; Dunne; Haines; Hall; Hunt; Landell Mills; Malik; Miles; Munkonge; Linda Smith; Roz Smith; Smowton; Waite

13. Declarations of interest

None.

14. Appointment to Committees

Cllr Brown, Leader of the Council, informed Council that:

the Council's representative on the Oxfordshire Joint Health Overview and Scrutiny Committee was now Cllr Nala Hartley.

15. Announcements

The Lord Mayor invited the City Rector, Revd Anthony Buckley, to address Council. Revd Buckley congratulated new and returning councillors on their election.

Cllr Brown, Leader of the Council, reminded Council on behalf of the Group Leaders that in order to minimise the numbers attending, members of Council were encouraged to be absent once the required number for a quorum was met. This was solely because members were mindful of the continuing COVID pandemic and subsequent restrictions.

The Chief Executive reported receipt of notice of the formation of a new political group comprising Cllrs Malik and Haines and named the Independent Group. A report on group allocations to committees, taking account of the new group, would be brought to the July Council meeting.

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

There were no addresses or questions.

17. Wolvercote Neighbourhood Plan

Council had before it the report of the Head of Planning Services to Cabinet on 16 June 2021 and the Wolvercote Neighbourhood Plan 2019-2034.

Cllr Hollingsworth, Cabinet Member for Planning and Housing Delivery, introduced the report which proposed the making of the third neighbourhood plan in the City.

He said this had been prepared by the Wolvercote Neighbourhood Forum, subject to independent examination and subsequently modified in line with recommendations made to ensure it was both sound and congruent with the policies in the Oxford Local Plan and the National Planning Policy Framework.

The Plan was put to a referendum on 6 May 2021 (postponed from May 2020 due to the pandemic) and the result confirmed the majority of those voting wanted: *Oxford City Council to use the neighbourhood plan for Wolvercote to help it decide planning applications in the neighbourhood area.*

Cllr Hollingsworth and the two ward councillors (Cllrs Goddard and Wade) thanked the Neighbourhood Forum steering group and those involved in the Plan's preparation for their hard work and resolve in seeing this through the long process to adoption. They paid tribute to the group's exemplary work, and engagement with the community, and to council officers who assisted.

Cllr Hollingsworth, seconded by Cllr Goddard, proposed the recommendations as agreed by Cabinet, which were agreed on being put to the vote.

Council resolved:

- 1. that the Wolvercote Neighbourhood Plan be “made”;** and
2. 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.

The meeting started at 5.00 pm and ended at 5.15 pm

Lord Mayor

Date: Monday 26 July 2021

Decisions on items of business take effect immediately: Details are in the Council's Constitution.

To: Cabinet
Date: 16 June 2021
Report of: Head of Corporate Strategy
Title of Report: Approval of investment in the Ray Valley Solar Project under the Public Sector Decarbonisation Scheme.

Summary and recommendations	
Purpose of 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.
Key decision:	Yes
Cabinet Member:	Councillor 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.	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 will 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.

Appendices	
Appendix 1	Risk Register

Introduction and background

1. Oxford City Council declared a climate emergency in January 2019. Following Oxford’s Citizens’ Assembly on Climate Change, the Council set out its commitment to become net zero while developing detailed plans “for further projects to accelerate the reduction in the Council’s underlying emissions to achieve a Zero Carbon Council by 2030 or sooner”.
2. The City Council’s 4th Carbon Management Plan (CMP) sets the ambition to be a Zero Carbon Council by 2030 or earlier and highlights the important role of increased renewable energy generation, including via investments in local large scale solar farms, in order to achieve the target. The CMP also identifies an estimated £2.2m investment gap per year to 2029/30.
3. The City Council’s successful two bids to the Public Sector Decarbonisation Scheme (PSDS) grant fund make available a total of £10.9m grant funding for the decarbonisation of some of the Council’s highest emitting sites – potentially filling a quarter of the funding gap needed to achieve Zero Carbon by 2030. This consists of up to £1,636,736.00 for a Hinksey Outdoor Pool decarbonisation project, applying heat pumps and other measures; and up to £9,286,813.17 for installation of heat pumps at five of the council’s largest carbon emitting buildings. The latter grant award is linked to investment in the Ray Valley Solar Farm project being developed by the Low Carbon Hub.
4. To comply with the grant funding conditions, all projects must not breach a ceiling of £500 per tonne of carbon saved over the project lifetime and must complete or have claimed all funding evidenced by invoiced spend or similar by 30 September 2021. A request for an extension to this delivery deadline to 31 March 2021 has been submitted to Salix Finance Ltd (the administrative body managing the grant money on behalf of government¹).
5. The February 2021 Cabinet paper (“Programme Approval and Allocation for Public Sector Decarbonisation Funding”) granted programme approval regarding the development of the decarbonisation proposals to accept and ratify funding agreements to further reduce the Council’s carbon emissions; and any other necessary agreements or contract across the prospective sites.
6. Delegated authority was granted to the Transition Director – whose responsibilities for the Council’s environmental sustainability work have now been passed to the Head of Corporate Strategy - in consultation with the Cabinet Member for Zero Carbon Oxford and Green Transport; the Cabinet Member for Leisure and Parks; the Head of Financial Services/Section 151 Officer; and the Councils Monitoring Officer, to commence expenditure of £10.9 million to carry out the work to develop proposals for funding and subject to their satisfactory conclusion, enter into funding

¹ Salix Finance Ltd is a non-departmental public body, owned wholly by Government. Salix is funded by the Department for Business, Energy and Industrial Strategy (BEIS), the Department for Education, the Welsh Government and the Scottish Government.

and other necessary agreements, including construction contracts, for the purpose of development and delivery of decarbonisation projects across Oxford City Council estate.

7. The February 2021 Cabinet Paper noted that a further report on the arrangements for securing the local renewable energy source and the developed proposals would follow, which is the purpose of this Cabinet Paper.

The Ray Valley Solar (RVS) Project

8. Ray Valley Solar (RVS) is a project being led and delivered by the Low Carbon Hub, and is a key renewable energy development for Project LEO (with which the City Council is a partner organisation).
9. Low Carbon Hub is a social enterprise originally set up by Oxford City Council in 2011 to develop community-owned renewable energy installations across Oxfordshire that produce clean energy and accelerate the transition to a zero carbon county. Unlike other local authorities, Oxford City Council has sought to move community energy forward rather than develop a publicly-owned energy services company to transform the local energy system.
10. RVS is a 19MW ground mounted solar farm near the village of Arccott with potential for battery storage to be installed in the future. The site itself neighbours an MOD logistics site, HMP Bullingdon, and two existing solar parks, and is expected to comprise c.45,000 solar panels across an 80 acre site.
11. It will be the largest community-owned solar park in the UK, generating enough energy to power the equivalent of over 6,000 homes per year.
12. It is expected that RVS will keep £2.6m of additional clean energy spend in the local economy every year, and provide £13m of community benefit funding over the lifetime of the project (22.5 years).
13. The Low Carbon Hub has secured the relevant permissions for the project to proceed, with work expected to commence in late May.

Decarbonisation Programme updates

14. To date there has been a total capital commitment currently at c£2.6m to allow the programme to move to the final decision point for construction.
15. Positive dialogue with Salix about the realities of delivery of the programme and the challenges and constraints of delivery within the current tight programme timeframe continues. Salix has confirmed no clawback of funds spent up to 30 September if the project is not completed by that date. At the time of writing, a response is awaited from the request to Salix to extend the delivery deadline for the full programme to 31 March 2022.
16. Faithfull & Gould (F&G) Consultancy and a Tier 1 contractor Wilmot Dixon have been appointed to lead on delivery of this Public Sector Decarbonisation Scheme programme, to supply and install heat pumps at all of our leisure facilities and a community centre.

17. In the February 2021 report to Cabinet it was noted that the scope of the projects would need to be developed to ensure that the ambitious timetable associated with the grant funding can be met. The programme has been updated as follows:
- a. Hinksey Outdoor Pool: appraisals are still being made to support a decision around installation of a water source heat pump in Hinksey Lake, or an air source heat pump sited adjacent to the pool.
 - b. Leys Pool & Leisure Centre: two air source heat pumps to heat the “wet side” of the leisure facility only, housed in a compound adjacent to the existing biomass store. Adaption of existing hot water tanks for creation of a compatible thermal store.
 - c. Barton Leisure Centre: two air source heat pumps, to be mounted on the boiler room roof (subject to structural survey) in order to avoid infrastructure constraints associated with a ground level compound. Adaption of existing hot water tanks for creation of a compatible thermal store.
 - d. Rose Hill Community Centre: One air source heat pump, ideally installed in the existing boiler room (to be confirmed) or sited on the roof. Adaption of existing hot water tanks for creation of a compatible thermal store.
 - e. Oxford Ice Rink: one water source heat pump, linked to the existing ice rink chilled water circuit. New heat pump, external store and controls to be housed in a new external plant room.
 - f. Ferry Leisure Centre: two air source heat pumps to heat the “wet side” of the leisure facility only, mounted on the roof (subject to structural survey), ideally in the existing screened plant enclosure. Adaption of existing hot water tanks for creation of a compatible thermal store.
18. The Town Hall site has been removed from the proposal and replaced with Ferry Leisure Centre due to complexities associated with its historic nature and it being a listed building, requiring more time for the project than can be allowed under the timeline for the grant. The Council is actively exploring funding with sufficient timeline for delivery to ensure that the Town Hall site will be decarbonised.
19. An Officer Decision Notice, following consultation on 10th May, gave the go ahead to Wilmot Dixon to place a strategic order for materials of up to £1.75 million as part of a two stage procurement process, to mitigate for delays on long lead-in items against the very short grant funding deadline. The total commitment currently stands at approximately £2.6m out of a grant budget of £10.9m.
20. Site surveys have been undertaken and the most appropriate locations for the equipment have been identified. At present only works at Hinksey Pool are expected to require planning permission. Works at the other locations are expected to be covered under the General Permitted Development Order (GPDO) exemptions.
21. Work remains ongoing on the business case for installing supplementary solar panels and batteries at a number of the sites, to optimise the efficiency of the heat pumps.

Financial implications

22. The figures provided in this section of the report are provisional and based on the upper limit of the Council's proposed investment in RVS. A change in the total sum able to be invested, based on the overall programme meeting the £500/tCO₂ criteria, will result in a proportionate reduction in subsequent figures outlined in this report.
23. It is proposed that the City Council invest a total sum of up to £3,385,200 via a loan to the Low Carbon Hub.
24. The loan will be for a duration of 22.5 years, based on the Salix model basis for the lifetime of the investment in solar PV.
25. The total investment is determined by the units of electricity required from RVS to meet the total electricity demand across the City Council sites within scope including the additional electricity demand resulting from a shift from gas boilers to electric heat pumps.
26. The interest rate is benchmarked against the Public Works Loan Board (PWLB) 22.5 year annuity rate of 1.45% for projects delivered at this value with funding on an annuity basis.
27. The Council will receive an annuity payment of around £177,406.82, which includes the principal and interest paid back to the Council each year by the Low Carbon Hub to honour the loan. This will be paid in a pattern agreed between the Low Carbon Hub and the Head of Financial Services (Section 151 Officer). There are no restrictions around how the annuity income is used.
28. A side agreement is being developed between Low Carbon Hub and Oxford City Council to address any 'overage' as a result of future electricity prices being much higher than expected, generating 'windfall profits' for LCH from the solar farm. The side agreement will ensure the Council is involved in decision-making around how any such windfall - proportionate to the Council's financial interest in the project - is reinvested in carbon-saving measures by LCH for the wider direct benefit of Oxford's communities.
29. In addition to the carbon savings delivered and the annuity from the solar farm, the decarbonisation measures installed across our six sites will also lead to a reduction in gas consumed while increasing electricity consumption. It is difficult to forecast the longer term financial impact, given this will be linked to the differential in gas and electricity prices. Gas prices have reduced through the COVID pandemic, however our total cost of gas has typically been equivalent to around 3p per unit and at this level, the measures would deliver an annual energy bill saving of a minimum of £20,000. If gas prices were to increase to 4p a unit – and to meet longer term decarbonisation objectives Government may seek to increase the level of taxation on gas – this would mean savings of around £65,000 per annum.
30. The City Council will receive a total repayment of up to £3,991,653 over the 22.5 loan period, including the total principal and interest repaid over the loan period. The total interest repaid to the Council over the grant sum will be ca £606,453

(£26,953 per annum), demonstrating the financial and social value of Council investments in community-owned local renewable energy.

Legal implications

31. Often there is little ability for the Council to negotiate the terms of a grant funding agreement and there has been lengthy discussion with Salix Finance to ensure that the proposed loan of the funding by the Council to Low Carbon Hub in respect of the Ray Valley Solar project is compliant with the existing terms of the funding agreement between Salix and the Council. Salix has now confirmed that the proposed loan will be compliant with the terms and conditions of the grant funding agreement providing certain side agreements are reached, including an agreement with Low Carbon Hub on the use of the financial benefits being tied into a community benefits scheme.
32. As the Council will be the accountable body in respect of the grant funding received, a loan agreement will need to be entered into between the Council and Low Carbon Hub, obliging Low Carbon Hub to comply with the terms of the grant funding agreement or indemnify the Council if they fail to do so.

Environmental and community benefits

33. The Council's investment in RVS will support the Council's goal to achieve zero carbon across its estate and operations by 2030 by transferring high quality, traceable renewable energy guarantee of origin (REGO) certificates for the energy generated by the project to OCC which will offset up to 1000² tonnes of CO₂ emissions annually.
34. Current expectations are that the completion of the programme of PSDS projects in 2021 would deliver average annual reductions in CO_{2e}/y equivalent to around 30% of the Council's existing emission levels, representing a very significant contribution towards becoming a zero carbon Council by 2030 nine years out from the target.
35. Investment in Ray Valley Solar will also help to secure benefit to local communities by ensuring that these are tied into schemes in Oxford.

Level of risk

36. The key risks associated with the Ray Valley Solar investment are set out in the risk register in Appendix 1.
37. As the Council will be the accountable body in respect of the grant funding, due diligence checks previously undertaken on Low Carbon Hub will be reviewed such that officers are satisfied before the loan is entered into. Officers will also ensure they are satisfied they have sufficient loan security before entering into the loan agreement.
38. Other risks relating to the programme are being actively managed and monitored via the project management process, and regularly reported to the Council's Project Board.

² Based on the current carbon intensity of the electricity grid including transmission and distribution emissions.

Equalities impact

39. The clear mandate from Oxford's citizens from the Citizens' Assembly on Climate Change has included representatives from a broad cross-section of groups and ages across the city. There are no adverse impacts on any part of the community; however Oxford City Council is mindful of the important leadership role it plays across its communities. The Council will be mindful of communicating clear messages on the purpose of this programme of carbon emissions reduction.

Conclusion

40. Subject to the risks and issues outlined, the PSDS programme currently remains on track for delivery by September 2021 and within the projected budget of £10.9m. A key part of the programme is the investment in Ray Valley Solar, which will unlock the required carbon savings to meet the grant funding criteria, whilst providing community benefit and a financial return to the Council.

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Background Papers: None

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Public Sector Decarbonisation Programme - Solar Farm Investment - Risk Register Risk Register

Live Document

Update

Risk ID	Risk Type	Risk Title	Risk Description	Date Identified	Pre-Mitigation				Mitigation/Action Plans	Owner	Target Completion Date/Review Frequency	Status (Open/Closed)	Trend	Post Mitigation			Financial Impact (£)	Last Review Date	Last Update
					P	I	R	Proximity Months or Ongoing Risk?						P	I	R			
SF01	Legal/Compliance	Solar Farm heads of terms agreement	Failure or delay from Salix to agree proposed heads of terms resulting in not being able to invest in the solar farm (and receive annuity payment over 22.5 years)	04/05/21	3	5	15		Salix have now accepted OCC/LCH proposed Heads of Terms subject to confirmation of OCCarrangements with Low Carbon Hub around any over-performance of the solar farm and how any overage profit is invested in community energy schemes that the council has a say in. Statement being agreed between OCC and LCH to present to Salix on how these arrangements will work.	Sponsor	30-Jun-21	Open		1	4	4		28/05/21	28/05/21
SF02	Third Party	Solar farm construction	Solar farm construction has significant delays or does not proceed meaning solar farm investment not possible	14/05/21	1	10	10		Solar farm construction commenced w/c 24 May 2021 - and is on track for completion by Autumn 2021. Regular communications with LCH on progress.	Project Manager	30-Sep-21	Open		1	3	3		14/05/21	14/05/21
SF03	PSDS programme	Heat pump projects impacts	Heat pump projects don't proceed to completion/aborted meaning full PSDS project not completed, reducing the amount of solar farm investment and/or solar farm investment potentially clawed back by Salix.	04/05/21	1	10	10		Extensive assessment carried out by Hoare Lea design consultants to assess programme carbon savings are compliant with salix funding criteria and programme deadlines. With exception of Ferry Leisure and Barton leisure that require significant programme extensions. Extension requests submitted to Salix 26/05/21. Worse case scenario would mean remove Barton and Ferry from programme scope and removing carbon saving from these sites will impact on Solar farm investment amount. Solar farm investment will return the council a fixed annuity over 22.5 years of approx £180k - option could be for Council to lend money for solar farm investment with own funds.	Prog Manage/Sponsor /Consultants	30-Sep-21	Open		2	5	10		14/05/21	14/05/21
SF04	Financial	Security of loan	Low carbon hub fails before completion of Solar farm putting the solar farm investment at risk	28/05/21	3	10	30		Propose staged payments as solar farm construction proceeds to be development in the formal loan agreement	Sponsor	30-Sep-21			2	5	10			
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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:	
<ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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	-	68 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 – 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
	<p>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:</p> <ol style="list-style-type: none"> 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	<p>Head of Paid Service (Chief Executive)</p> <p>Decision taken in consultation with:</p> <ul style="list-style-type: none"> • 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?	<p>Constitution 9.3(b):</p> <p><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></p> <p><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></p>

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.

Report author	Andrew Brown
Job title	Committee and Member Services Manager
Service area or department	Law and Governance
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Background Papers: None

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To: Council
Date: 26 July 2021
Report of: Head of Law and Governance
Title of Report: Urgent Key Decisions

Summary and recommendations	
Purpose of report:	To update Council on key decisions taken in cases of special urgency since March 2020.
Lead Member:	Councillor Susan Brown, Leader of the Council
Recommendation(s): Council is recommended to:	
1. Note the urgent key decisions taken in cases of special urgency as set out in the report.	

Appendices
None

Introduction and background

1. The Leader of the Council is required by regulations to report to Council at least annually on executive decisions taken under special urgency procedures. Special urgency rules apply to key decisions that have not been notified on the Forward Plan for at least 5 clear days. Such decisions can only be taken where the Chair of the Scrutiny Committee (or if there is no chair the Lord Mayor) agrees that the making of the decision is urgent and cannot reasonably be deferred. This report updates Council on executive decisions taken in cases of special urgency since March 2020.
2. No executive decisions were taken in cases of special urgency under the current leadership prior to March 2020 and the start of the pandemic.

Decisions taken in cases of special urgency

3. The particulars of the decisions taken in cases of special urgency since March 2020 are detailed below.
4. Part 9 of the Council's Constitution authorises the Head of Paid Service (Chief Executive) to take urgent or emergency action where time is of the essence and it is impracticable to secure authority to act where such authority would otherwise be

required, including taking urgent key decisions. 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. Some of the following decisions have previously been reported to Council where Council would ordinarily have been required to give the authority to act.

ITEM 1	Additional revenue expenditure committed in response to the Covid-19 pandemic
<p>To authorise the following spend which is outside the budget agreed by Council on 13 February 2020:</p> <ul style="list-style-type: none"> • Providing accommodation for rough sleepers and provision of meals at an estimated additional cost of £532k (this is based on initial 3 month lockdown period and does not reflect potential future requirements for rough sleepers) • Additional one-off ICT software and equipment and mobile handsets to accommodate remote working £455k • Provision of food parcels and other costs in supporting vulnerable people through the locality hubs - £115k • One off additional costs in the Benefits Team to process increased numbers of Housing benefits claims and changes in circumstances. - £50k 	
Date of decision:	1 April 2020
Decision taker	Gordon Mitchell, Chief Executive Decision taken in consultation with the Cabinet and opposition group leaders (including the Chair of the Scrutiny Committee) who were meeting regularly to oversee and steer the Council's response to the pandemic.
Was the decision taken under emergency or urgency rules?	Emergency decision in accordance with paragraph 9.3 (c) of the Council's Constitution. Decision was reported to Cabinet on 15 July 2020 and Council on 20 July 2020.
Reasons for decision	To fund the Council's response to the Covid 19 pandemic.
Alternative options considered:	To delay committing expenditure until the normal authority could be secured from Cabinet and Council would have been detrimental to the Council's response to the Covid 19 pandemic.
Wards significantly affected	None

ITEM 2	Payment of Oxford Direct Services Limited (ODSL) for Services
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	Contract During Corona Virus restrictions
<p>To pay Oxford Direct Services Limited (ODSL) on an at cost basis for the period of the disruption.</p> <p>ODSL to mitigate costs through furloughing staff, reducing agency and vacancy control.</p> <p>ODSL to rebate to Oxford City Council furlough income and savings from fuel and materials</p>	
Date of decision:	12/05/2020
Decision taker	<p>Gordon Mitchell, Chief Executive</p> <p>Decision taken in consultation with the Cabinet and opposition group leaders, including the Chair of the Scrutiny Committee, who were meeting regularly to oversee and steer the Council's response to the pandemic</p>
Was the decision taken under emergency or urgency rules?	<p>Emergency decision in accordance with paragraph 9.3 (c) of the Council's Constitution.</p> <p>The decision was subject to call in by members.</p> <p>Decision was reported to Cabinet on 15 July 2020 and Council on 20 July 2020.</p>
Reasons for decision	<p>The Council has a services contract with its wholly owned Local Authority Trading Company.</p> <p>During the disruption due to the Corona Virus some works have had to be stopped and others commissioned.</p> <p>An efficient and effective means of paying ODSL was sought during this period.</p>
Alternative options considered:	<p>The option of utilising the Council Change and charging provision of the services contract was considered.</p> <p>This option was rejected as it would require a significant amount of bureaucracy and transaction costs to achieve broadly the same outcome.</p>
Wards significantly affected	None

ITEM 3	Agreement of the Oxford City Council Coronavirus Discretionary Grant Scheme
<p>To agree the £1.265m Discretionary Grant scheme, for urgent launch on June 1st, in line with the other Oxon LA timescales for launch</p>	
Date of decision:	27 May 2020
Decision taker	<p>Gordon Mitchell, Chief Executive</p> <p>Decision taken in consultation with the Leader and Cabinet</p>

	Member for Economic Development and Partnerships, and the Cabinet Member for Finance and Asset Management.
Was the decision taken under emergency or urgency rules?	<p>Urgent decision in accordance with paragraph 9.3 (b) of the Council's Constitution.</p> <p>As this was a key decision which had not been notified on the Forward Plan the Lord Mayor (because the Chair of the Scrutiny Committee had not been elected) was consulted under Part 15.17 of the Constitution and agreed that the decision was urgent and to waive call in.</p> <p>Decision was reported to Cabinet on 15 July 2020 and Council on 20 July 2020.</p>
Reasons for decision	The grant scheme must be delivered to serve the interests of local business and workers.
Alternative options considered:	<p>Different options for delivery were considered including;</p> <ul style="list-style-type: none"> • First come first serve until monies are spent. Issues include fairness, possible poor VFM, and funding going to less serious cases of loss/costs. • Widest possible interpretation with a detailed evaluation process. Issues include capacity to handle over-subscription and disappointment/wasted effort for local businesses. • Focus round 1 on the four priority groups in the BEIS guidance with a light touch evaluation where demand outstrips supply. Evaluation to focus on financial need, employment levels, supply chain, and evidence of positive environmental and social impacts. The scheme might be widened to other business cohorts in a second round, if funding remains. This approach is intended to balance demand, with a desire to support businesses where it will be likely to lead to the most positive set of triple bottom line outcomes
Wards significantly affected	None

ITEM 4	Accommodation of rough sleepers at Canterbury House
<p>The decision was taken to:</p> <ol style="list-style-type: none"> 1. Approve that a letter of intent be sent to A2Dominion for the use of Canterbury House for 50 weeks from 3 August 2020 by way of a management agreement between St Mungo's and A2D, with the Council undertaking to enter into an agreement with St Mungo's for this work and complete a full agreement by 17 July 2020. 2. Approve the allocation of a budget £660,486 for this use to be funded from housing benefit income, government grant (if approved) with the remainder from 	

reserves if necessary.	
Date of decision:	10 July 2020
Decision taker	Gordon Mitchell, Chief Executive Decision taken in consultation with Cllr Mike Rowley, Cabinet Member for Affordable Housing; Nigel Kennedy, Head of Financial Services; and Anita Bradley, Head of Law and Governance
Was the decision taken under emergency or urgency rules?	Urgent decision in accordance with paragraph 9.3 (b) of the Council's Constitution. The Chair of the Scrutiny Committee agreed to the taking of an urgent key decision and to waive the right of Members to call in this decision (Constitution 15.17 & 17.9). Decision was reported to Council on 5 October 2020.
Reasons for decision	The Council has been seeking interim accommodation for homeless people who have been housed as part of the response to the COVID-19 pandemic. The current arrangements are short term at significant nightly cost. Student accommodation has been identified which could be made available, but an urgent decision is required to secure its use.
Alternative options considered:	An extensive search for properties to accommodate rough sleepers was undertaken in the city to secure up to 120 rooms. Ideally it would be on no more than two sites to allow for effective management. The YHA Oxford is available for 9 months up to the end of March providing 41 rooms. Two individual houses were offered by Colleges and some rooms in Commonwealth House were tentatively offered, but the accommodation did not have en-suite facilities, would not offer enough rooms to avoid the use of hotels, and would be difficult to manage with staff having to work between a number of small sites.
Wards significantly affected	Cowley Marsh

ITEM 5	Commercial rent protocol (previously "Exempt decision")
<ol style="list-style-type: none"> 1. To approve the Rent Protocol 2020 (exempt) and the potential cumulative financial implications of it as set out in accompanying report (exempt). 2. To note the delegated authority under which officers will make decisions on a case by case basis in accordance with the Rent Protocol 2020. 	
Date of decision:	07 August 2020

Decision taker	Gordon Mitchell, Chief Executive Decision taken in consultation with Cllr Ed Turner, Cabinet Member for Finance and Asset Management; Nigel Kennedy, Head of Financial Services; and Anita Bradley, Head of Law and Governance.
Was the decision taken under emergency or urgency rules?	Urgent decision in accordance with paragraph 9.3 (b) of the Council's Constitution. As this was an urgent key decision that had not been notified on the Forward Plan the Chair of the Scrutiny Committee agreed to the taking of an urgent key decision and to waive the right of Members to call in this decision (Constitution Parts 15.17 & 17.9). Decision was reported to Cabinet on 09 September 2020.
Reasons for decision	The objectives of the protocol are to: <ul style="list-style-type: none"> • support independent traders through a period of crisis and help protect jobs • support the vitality and economic sustainability of the city, including our city centre and our local centres and parades • ensure the offer for local residents, as well as returning students and visitors, is as wide as possible
Alternative options considered:	The alternatives to approving the commercial rent protocol would not have supported the objectives described above.
Wards significantly affected	None

ITEM 6	Decarbonisation funding – Hinksey Pool
To agree to the grant terms outlined in the offer of funding from Salix Finance.	
Date of decision:	23 December 2020
Decision taker	Gordon Mitchell, 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; Nigel Kennedy the Head of Financial Services; and Anita Bradley, Head of Law and Governance
Was the decision taken under emergency or urgency rules?	Urgent decision in accordance with paragraph 9.3 (b) of the Councils Constitution. Decision was reported to the Budget Council meeting on 10 February 2021.

Reasons for decision	To enable the Council to benefit from £1.6m of Salix funding for decarbonisation work at Hinksey Pool. A ten day window was given to Oxford City Council to either accept or decline the funding.
Alternative options considered:	Option 1 - Accept funding – preferred option Option 2 - Decline funding - not the preferred option as this would represent a missed opportunity to support the Council’s strategic priority of Pursuing a Zero Carbon Oxford.
Wards significantly affected	None

ITEM 7	Decarbonisation Funding – Heat Pumps and Solar Investment
To agree to the grant terms outlined in the offer of funding from Salix Finance.	
Date of decision:	23 December 2020
Decision taker	Gordon Mitchell, 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; Nigel Kennedy the Head of Financial Services; and Anita Bradley, Head of Law and Governance
Was the decision taken under emergency or urgency rules?	Urgent decision in accordance with paragraph 9.3 (b) of the Councils Constitution. Decision was reported to the Budget Council meeting on 10 February 2021.
Reasons for decision	To enable the Council to benefit from £9.3m of Public Sector Decarbonisation funding offered by Salix Finance for decarbonisation work across the City Council estate: a. Heat Pumps - The project will install heat pumps (replacing gas boilers) across five of the Council’s big carbon emitting sites: Leys Pools & Leisure Centre; Oxford Ice Rink; Barton Leisure Centre; Rose Hill Community Centre; and subject to feasibility Oxford Town Hall b. Energy Storage – The programme will also deliver the installation of thermal and battery energy storage at each site to maximise the effectiveness of the heat pump and solar PV approach. c. Electrical Upgrade - Deliver electrical system infrastructure upgrade for the sites to cope with higher electrical demands associated with heat pumps. Metering will also be installed at all sites. d. Off-site solar – Allow investment in a large portion of a

	<p>local solar farm which will meet a significant part of the increased electrical demand arising from the shift away from burning gas for heating. Through this contracting arrangement green electricity will be provided to our sites from remote PV.</p> <p>A ten day window was given to Oxford City Council to either accept or decline the funding.</p>
Alternative options considered:	<p>Option 1 - Accept funding – preferred option</p> <p>Option 2 - Decline funding – not the preferred option as this would represent a missed opportunity to support the Council’s strategic priority of Pursuing a Zero Carbon Oxford.</p>
Wards significantly affected	None

ITEM 8	Agreement of the Oxford City Council Coronavirus Additional Restrictions Grant (ARG) Scheme (1)
<p>To agree expenditure of up to 2.65m from the total £4.403M (including recently allocated £1.354M) discretionary Additional Restrictions Grant (ARG) allocated to Oxford City by central Government, in line with the published scheme guidance for local authorities (Additional Restrictions Grant - Guidance for Local Authorities December 2020).</p>	
Date of decision:	20 January 2021
Decision taker	<p>Gordon Mitchell, Chief Executive</p> <p>Decision taken in consultation with the Cllr Susan Brown, Leader and Cabinet Member for Economic Development and Partnerships; Cllr Ed Turner, Cabinet Member for Finance & Asset Management; Nigel Kennedy, Head of Financial Services; and Susan Sale, Head of Law and Governance</p>
Was the decision taken under emergency or urgency rules?	<p>Urgent decision in accordance with paragraph 9.3 (b) of the Councils Constitution.</p> <p>As this was a key decision which had not been notified on the Forward Plan the Chair of the Scrutiny Committee agreed to the taking of an urgent decision under Part 15.17 of the Constitution and to waive call in rights.</p> <p>Decision was reported to Cabinet on 14 April 2021.</p>
Reasons for decision	The grant scheme must be delivered to serve the interests of local business and workers in line with Government guidance.
Alternative options considered:	Further options that were considered and may be implemented later if funding is available include:

	<ul style="list-style-type: none"> o Hardship / Survival Fund – support for businesses and organisations key for Oxford City’s recovery phase, focused sectors to be agreed with Oxford City Council Members. o Resilient Business Model Fund – support for projects and businesses in the recovery phase that are resilient and in line with Oxford City’s core values of environmental sustainability and inclusive employment. o Business support – mentoring and coaching support for early stage businesses. <p>These have not been ruled out but are targeted at restrictions easing and the scope will depend on the money available after the ARG Short term fund.</p>
Wards significantly affected	None

ITEM 9	Agreement of the Oxford City Council Coronavirus Additional Restrictions Grant (ARG) Scheme (2)
<p>The decision has been made to:</p> <ul style="list-style-type: none"> a) Increase the budget to the full £5,394,374 allocation of ARG, subject to the Council receiving additional funding of £991,374 (current budget £4,403,000). b) Authorise spending over the £2.8m already committed up to a maximum of £5,394,374, subject to additional funding of £991,374 being received, or if not up to a maximum spend of £4,403,000. c) Note the projected allocation for schemes. d) Delegate decisions to increase and decrease specific scheme budgets, within the total ARG allocation, to the Director of Development, in consultation with the Leader and Cabinet Member for Economic Development and Partnerships. 	
Date of decision:	27 April 2021
Decision taker	<p>Caroline Green, Chief Executive</p> <p>Decision taken in consultation with the Cllr Susan Brown, Leader and Cabinet Member for Economic Development and Partnerships; Cllr Ed Turner, Cabinet Member for Finance & Asset Management; Nigel Kennedy, Head of Financial Services; and Susan Sale, Head of Law and Governance</p>
Was the decision taken under emergency or urgency rules?	<p>Urgent decision in accordance with paragraph 9.3 (b) of the Councils Constitution.</p> <p>As this was a key decision which had not been notified on the Forward Plan the Chair of the Scrutiny Committee agreed to the taking of an urgent decision under Part 15.17 of the Constitution. The decision was subject to call in by</p>

	members. Decision reported to the Annual Council meeting on 19 May 2021.
Reasons for decision	The grant scheme must be delivered to serve the interests of local business severely affected by COVID restrictions in line with Government guidance.
Alternative options considered:	A full range of proposals were considered, and implementation of the recommended proposals was decided upon, based on the scheme guidance and local economic needs.
Wards significantly affected	None

The Financial issues

5. The financial issues arising from the decisions are set out in the published decision notices and any supporting documents. There are no other financial issues arising directly from this report.

Legal issues

6. Regulation 19 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the executive leader submits a report to the authority at least annually on executive decisions taken in cases of special urgency (Regulation 11), including the particulars of each decision.

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Background Papers: None

To: Council
Date: 26 July 2021
Report of: Head of Law and Governance
Title of Report: Review of allocation of seats to political groups

Summary and recommendations	
Purpose of report:	To review the allocation of seats to political groups following notification of the formation of a new political group, the Independent Group.
Cabinet Member with responsibility:	Councillor Susan Brown, Leader and Cabinet Member for Inclusive Growth, Economic Recovery and Partnerships
Recommendation(s): That Council resolves to:	
<ol style="list-style-type: none"> 1. Approve the revised allocations of seats to political groups as shown in Appendix 1; 2. Approve the following changes to the membership of committees appointed at the Annual Council meeting in accordance with the wishes of political groups in view of the revised allocations: Cllr Latif to come off the Audit and Governance Committee, Cllr Lygo to come off the General Purposes Licensing Committee, and Cllr Snowton to come off the Standards Committee; 3. Delegate authority to the Head of Law and Governance to appoint members to the seats allocated to the Independent Group based on the wishes of that group, or if no nominations are received within 21 days, to appoint members to those seats based on the allocations agreed at the Annual Council meeting on 19 May 2021 and the wishes of political groups. 	

Appendices	
Appendix 1	Revised allocation of seats to political groups 2021/22 (updated July 2021)

Introduction and background

1. Council at its annual meeting on 19 May 2021 agreed the structure of non-executive committees for the 2021/22 Council year, allocated seats to political groups based political proportionality and appointed members to committees.
2. On 21 June 2021 the Head of Law and Governance received notification of the formation of a new political group called the Independent Group comprising Cllr

Malik and Cllr Haines, with Cllr Malik as the Group Leader and Cllr Haines as the Deputy Group Leader.

3. The notification of a new political group, coming over one month after the previous review of seat allocations, triggers a review of the representation of different political groups on politically balanced committees under Section 17 of The Local Government (Committees and Political Groups) Regulations 1990.

Review of the allocation of seats to political groups

4. The political balance of the Council and its committees has been reviewed in accordance with the principles of political proportionality set out in the Local Government and Housing Act 1989:
 - Where there is more than one political group, all seats must not be allocated to the same group.
 - The majority of seats must be allocated to the group with the majority on the Council.
 - When considering all seats available for allocation the total of those given to each group should match their representation on the Council overall.
 - The number of seats on each individual committee allocated to groups should match their representation on the Council overall.
5. Applying these principles may not result in a precise mathematical allocation of seats. In these cases the allocations are rounded up at 0.5 and above.
6. As set out in the report to the Annual Council meeting on 19 May 2021 titled Appointment of Committees for the Council Year 2021/22, in the event that achieving political proportionality on all committees results in an overall over-allocation of seats to a particular group, the group with the over-allocation will be asked which seat(s) they wish to relinquish. Any such seats will then be reallocated to group(s) with an overall under-allocation of seats. This process may involve some discussion between political groups.
7. The principles of political proportionality and the process of allocating seats to groups has been applied. Council is asked to approve the revised allocation of seats to political groups shown in Appendix 1.
8. Three seats are allocated to the Independent Group, one on each of the Audit and Governance Committee, General Purposes Licensing Committee and Standards Committee. At the Annual Council meeting two of these seats were allocated to the Labour Group (Audit and Governance and General Purposes Licensing) and one to the Lib Dem Group (Standards).

Changes to committee membership

9. The Labour Group has confirmed that Cllr Latif will no longer sit on the Audit and Governance Committee and Cllr Lygo will no longer sit on the General Purposes Licensing Committee.
10. The Lib Dem Group has confirmed that Cllr Snowton will no longer sit on the Standards Committee.
11. Council is asked to approve these changes to committee membership.

Appointments where political group fails to express wishes

12. The Independent Group has indicated to the Proper Officer that it does not intend to nominate members to the seats that the Council is required to allocate to that Group, and as of 16 July 2021, no nominations had been notified by that Group. Regulation 15 of The Local Government (Committees and Political Groups) Regulations 1990 provides that where a political group fails to express its wishes in relation to a seat that has been allocated to it within three weeks of the allocation being made and notified to that group, the authority may make such appointment to that seat as they think fit.
13. This report seeks delegated authority for the Head of Law and Governance to appoint to the three seats allocated to the Independent Group based on the wishes of the Independent Group in the first instance, or if no nominations are received from that group within 21 days, to appoint to those seats based on the allocations approved by Council at its annual meeting on 19 May 2021 prior to the formation of the Independent Group. In the latter scenario, the seats on Audit and Governance and General Purposes Licencing would be re-allocated to the Labour Group and the seat on the Standards would be re-allocated to the Lib Dem Group at the expiration of the 21 day period. Those groups could then choose to re-nominate the members that are now coming off those committees or other members as they see fit.

Financial implications

14. There are no financial implications arising from this report.

Legal issues

15. The allocation of seats on politically balanced committees is governed by the Local Government and Housing Act 1989 and The Local Government (Committees and Political Groups) Regulations 1990. The legal issues including the Council's duty to appoint to committees in accordance with the principles of political proportionality and the wishes of political groups are contained within the report.

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Background Papers: None

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Appendix 1: Revised allocation of seats to political groups 2021/22 (updated July 2021)

The allocation of seats to political groups has been reviewed based on the political composition of the Council following the formation of the Independent Group. The allocations are shown in Table A below:

Lab: 34
 Lib Dem: 9
 Green: 3
 Independent Group: 2

Table A: Committees subject to proportionality rules

Committee	Seats	Lab	LD	Green	Ind.	Total	Balance
General Purposes Licensing Committee	15	10	3	1	1	15	0
Appointments Committee	5	4	1	0	0	5	0
Audit and Governance Committee	7	5	1	0	1	7	0
Investigation and Disciplinary Committee	4	3	1	0	0	4	0
Planning Committee	11	8	2	1	0	11	0
Planning Review Committee	9	6	2	1	0	9	0
Scrutiny Committee	12	9	2	1	0	12	0
Standards Committee	7	5	1	0	1	7	0
Total seats allocated	70	50	13	4	3	70	0
Rounded entitlement		50	13	4	3	70	0
Real entitlement		49.58	13.13	4.38	2.92	70	0
Percentage of seats allocated %		71.42	18.57	5.71	4.29	100	0

Notes on the allocation of seats to groups:

- Initially 70 seats are allocated to groups but there are two committees (Scrutiny and General Purposes Licensing) with an over-allocation of one member and two committees (Audit and Standards) with an under-allocation of one member. Labour Group has an overall over-allocation of one seat and the Independent Group has an overall under-allocation of one seat.
- Labour Group is asked to offer up one seat on a committee with an over-allocation of members (Scrutiny or General Purposes Licensing). Labour Group chooses to relinquish a seat on General Purposes Licensing.
- Independent Group loses a seat on the other committee with an over-allocation of members (Scrutiny), having the lowest proportional entitlement to a seat on that committee.
- Independent Group gains the two remaining unallocated seats, on Standards and Audit and Governance.

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To: Council
Date: 26 July 2021
Report of: Head of Law and Governance
Title of Report: Proposed amendments to the Constitution

Summary and recommendations	
Purpose of report:	To recommend amendments to the Council's Constitution to reflect changes to the Council's arrangements for the governance of its companies and joint ventures and a proposed new whistleblowing policy.
Cabinet Member with responsibility:	Cllr Susan Brown, Leader and Cabinet Member for Inclusive Growth, Economic Recovery and Partnerships
Recommendation(s): That Council resolves to:	
<ol style="list-style-type: none"> 1. Approve the proposed changes to part 3 and 8 of the Constitution as set out in Appendix 1, and the inclusion of the terms of reference for the Shareholder and Joint Venture Group as an annex to Part 3 and the Scrutiny Committee's Operating Principles as an annex to Part 8. 2. Note the revised programme of meetings for the Shareholder and Joint Venture Group shown in Table 1; 3. Delegate authority to the Head of Law and Governance to replace the current Whistle Blowing Policy with the new Whistle Blowing Policy in Part 25 of the Constitution, subject to the Audit and Governance Committee approving the new policy; 4. Note that political groups will be invited to nominate members to form a "Constitution Review Group" to oversee the next annual review of the Council's Constitution. 	

Appendices	
Appendix 1	Proposed amendments to parts 3 and 8 of the Constitution

Introduction and background

1. The Council's Constitution forms a key part of the Council's governance framework, setting rules, principles and procedures to enable the Council to take decisions and do its work effectively. The Constitution is reviewed annually to ensure that it continues to properly reflect the law and meet the needs of the Council. The current

version of the Constitution was approved at the Budget Council meeting on 17 February 2021.

2. This report recommends amendments to parts 3 and 8 of the Constitution to reflect revised arrangements for the governance of the Council's companies and joint ventures and a replacement Whistle Blowing Policy (Part 25). Due to their timing in response to audit reports, these proposals are recommended to Council outside of the annual review process but a briefing has been shared with group leaders.

Review of company governance arrangements

3. The Council has in recent years established the following companies and joint ventures to undertake specific functions:
 - Oxford Direct Services: Oxford Direct Services Limited (ODSL) and Oxford Direct Services Trading Limited (ODSTL)
 - Oxford City Housing Limited (OCHL) and its subsidiary investment and development companies OCH(I)L and OCH(D)L
 - Oxford West End Development Limited (OxWED) (owned jointly with Nuffield College)
 - Barton Oxford LLP (BOLLP) (a partnership vehicle in which the Council has joint responsibility but no shareholding)
4. The responsibility to represent the Council as shareholder of its wholly and partly owned companies is an executive function under the Council's Constitution (Part 3.7). As such the Leader may determine how this function is discharged. To date this function has been undertaken by the Shareholder and Joint Venture Group (SJVG) (previously "Shareholder Group"), with membership comprising all members of Cabinet.
5. The Scrutiny Committee established the Companies Scrutiny Panel to scrutinise the work and decisions of the SJVG.
6. The Council's arrangements for the governance of its companies have recently been subject to an internal audit undertaken by BDO. The auditor's recommendations and the management response to those recommendations will be reported to the Audit and Governance Committee on 29 July 2021.
7. Having considered the audit report and consulted with officers and members, including the Chair of the Companies Scrutiny Panel for 2020/21, the Leader has confirmed the following changes to the functioning of the SJVG for 2021/22:
 - Membership of the SJVG to be a sub-set of Cabinet membership (previously all members of Cabinet).
 - All members of the Companies Scrutiny Panel to be invited to attend and contribute at SJVG meetings as attendees with speaking rights (Scrutiny members would attend in an advisory capacity with no voting rights).
 - Frequency of meeting cycles to reduce from 4 to 3 cycles per year (e.g. July, November & March).
 - Separate SJVG meetings to be held for ODS and the other three companies and joint ventures in each meetings cycle.
 - Increase in the number of scheduled meetings from 4 to 6 per year (i.e. 3 cycles with 2 meetings per cycle).

8. Some of the changes described in paragraph 7 are in conflict with the Constitution as currently worded. Part 3.7(c) currently states that the SJVG will meet on a quarterly basis with membership comprising all members of Cabinet. Amendments to the Constitution are proposed which are set out in Appendix 1 as track changes. Part 3.7(c) would be amended to state that the SJVG will meet at least twice per year. This would be a minimum frequency to provide for good governance and oversight of the companies without being too prescriptive given that the frequency of SJVG meetings is a matter for the Leader.
9. Council is asked to note revised programme of SJVG meetings shown in Table 1. The programme includes a meeting of the Companies Scrutiny Panel prior to each SJVG meeting although it is anticipated that not all of these panel meetings would be required given that members of the Companies Scrutiny Panel will be invited to attend and participate at meetings of the SJVG:

Table 1: revised programme of SJVG meetings

Companies Scrutiny Panel meeting dates	SJVG meeting dates	Companies
20 July 2021	27 July 2021	ODS
	28 July 2021	OCHL, OxWED, BOLPP
24 November 2021	1 December 2021	OCHL, OxWED, BOLPP
13 December 2021	20 December 2021*	ODS
24 March 2022	30 March 2022*	OCHL, OxWED, BOLPP
7 April 2022	14 April 2022	ODS

**existing meeting dates*

10. The terms of reference for the SJVG have been updated to reflect the changes described in paragraph 7 and a revised document will be presented to the SJVG meeting on 27 July 2021. To future-proof Part 3.7 of the Constitution and to provide for visibility of the shareholding arrangements it is proposed to include the terms of reference for the SJVG as an annex to Part 3 of the Constitution. These could then be accessed from the Constitution while being amendable in future without requiring a report back to Council.
11. Under the previous shareholding model the individual companies were accountable to the SJVG and the SJVG was accountable to Scrutiny. Parts 3.7(c) and 8.3(b) of the Constitution state that the individual companies will not be directly accountable to Scrutiny. Under the revised arrangements it is envisaged that members of the Companies Scrutiny Panel would be in attendance at SJVG meetings to hold the companies to account directly. It is also considered that the role of Scrutiny should not be limited to scrutinising the decisions of the SJVG, rather that Scrutiny should be able to scrutinise the companies themselves. It is proposed to amend the Constitution accordingly, as shown in Appendix 1.
12. The Scrutiny Committee has had a rule that chairs of standing panels (such as the Companies Scrutiny Panel) and review groups must be members of the Scrutiny Committee. This rule originated from the Committee's operating principles, which are agreed annually, and was later included within Part 8.2 of the Constitution. Members have subsequently made representations to the Head of Law and Governance that this rule is overly restrictive and would rule out members with particular expertise from chairing these bodies if they were not members of the

Scrutiny Committee. Removing this rule would also increase the number of members able to participate in the Scrutiny function. The Scrutiny Committee on 14 July 2021 agreed to remove this rule from its Operating Principles for 2021/22. It is proposed to remove the rule from the Constitution and instead state that the chairs of standing panels and review groups will be accountable to the Scrutiny Committee, as shown in Appendix 1.

13. It is further proposed to include the Scrutiny Committee's Operating Principles within the Constitution as an annex to Part 8 to improve their standing and visibility. The operating principles could then be accessed in the Constitution while being amendable in future by the Scrutiny Committee without the need for a report back to Council.

Whistle Blowing Policy

14. The governance review carried out by the Council's internal auditors, BDO, highlighted the need to ensure that the relationship between the Council and its companies is transparent and accountable. At its meeting on 22 April 2021 the Audit and Governance Committee also considered a report on the lessons learned from Public Interest Reports on Robin Hood Energy Ltd and Croydon Council and conclusions from the MHCLG report on Local Authority Interventions. The lessons learned included an acknowledgement that within councils with a culture of transparency, where staff are actively encouraged to flag concerns or risks, those authorities are better equipped to prevent further failure and welcome reflection when failure does occur. The Council's Whistle Blowing Policy has been reviewed with this in mind and applies equally to the Council's companies.
15. The aim of this Policy is to encourage employees and others who have serious concerns about any aspect of the Council's work to come forward and voice those concerns. A clear whistleblowing policy encourages a culture where wrongdoing can be addressed quickly and potentially before any regulatory action or damage to reputation. The Policy encourages staff to raise any concerns about anything they consider may be illegal, improper, unethical or wrong, done by officers, councillors, co-opted members, partner organisations or contractors and consultants.
16. A refreshed Whistle Blowing Policy has now been produced and circulated to the Council's Head of Financial Services, Head of Business Improvement and to trade union representatives for the Council and Oxford Direct Services Limited, by way of consultation. The new policy will be presented to the Audit and Governance Committee on 29 July 2021. Council is recommended to delegate authority to the Head of Law and Governance to replace the current Whistle Blowing Policy with the new Whistle Blowing Policy in Part 25 of the Constitution, subject to the Audit and Governance Committee approving the new policy.

Annual review of the Constitution

17. It is good governance practice for the Constitution to be reviewed annually. The intention is to begin the review process in autumn 2021. As in previous years, this review process will be overseen by a cross-party group of members. Council is asked to note that political groups will be asked to nominate members to serve on an informal Constitution Review Group.

Financial implications

18. The numbers of meetings held has an impact on officer capacity but there are no financial implications arising directly from this report.

Legal issues

19. The Council is required under the Local Government Act 2000 (Section 9P) to keep an up to date Constitution containing certain required provisions and other information the Council considers appropriate.

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Background Papers: None

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3.7 The Council's companies

(a) Company objects

Where the Council uses the enabling legislation to create its own companies, either as the sole or as a joint owner, the broad terms of the objects of each Council company will be recorded in its Articles of Association, while its Shareholder Agreement will set out more detailed operational arrangements and the matters which are reserved for determination by the Council as the shareholder. In general, these reserved matters will be key structural and high-level strategic matters rather than the “day-to-day” business and operations of the company, which will be the responsibility of the company directors.

(b) Governance framework

Each Council-owned company is an independent legal entity which is entirely separate from the Council. The company will have its own identity and responsibilities, so cannot be treated as an internal department of the Council. A Council-owned company is required to comply with Company law, its Articles of Association and its Shareholder's Agreement. It is not governed by the Council's Constitution.

(c) Shareholding

The responsibility to represent the Council as shareholder of each company is an executive function. The Leader of the Council may therefore determine the nature of such representation, currently operated through a Shareholder and Joint Venture Group (see Part 3 Annex 1).

The Shareholder and Joint Venture Group will meet the company's directors and representatives at least twice annually to monitor the company's progress, decide any matters falling within its reserved matters, protect the Council's interests and investments in the company and determine the future direction of the company. The Council's Chief Finance Officer and Monitoring Officer will act as advisors to the Shareholder and Joint Venture Group. The Chief Executive or an Executive Director nominated by the Chief Executive will advise the Shareholder and Joint Venture Group on matters of policy.

The activities of the Shareholder and Joint Venture Group will be subject to consideration by the Council's Scrutiny Committee.

(d) Company Board of Directors

The appointment of directors to the Board of a Company is the responsibility of the shareholder(s). The directors hold a fiduciary duty to their company, but at the same time are also accountable to the shareholder(s), and as such owe duties to both the Council and the company.

(e) Contracting

The Council and its companies may choose to contract with each other as separate entities - for example, the Council may appoint a company as its supplier of certain services, while a company may appoint the Council to supply its administrative services. Where the company meets the requirements of the “Teckal exemption” such contracts may be awarded without the need to comply with the full requirements of the Public Contract Regulations 2015 but the Council will need to

ensure it meets its duties as a best value authority (Part 19.11). Where contracting takes place, the Council will have formal agreements in place with the company setting out the terms of the agreed service levels and a procedure for dispute resolution.

(f) Conflicts

As the Council and its companies are separate legal entities, care must be taken to ensure that conflicts of interest are avoided. When Council officers are asked to provide advice in a situation where the interests of the Council and the company are not entirely aligned, individual officers should be assigned to advise or represent one side or the other, but should not act for both. Officers in the senior management structure can authorise officers to undertake delegated functions (Part 4.4). Where an authorising officer has a conflict of interest another officer in the senior management structure, in consultation with the Head of Law and Governance and the Head of Financial Services, can authorise officers to undertake delegated functions as necessary.

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8. Role of the Scrutiny Committee

8.1 Areas of work of the Scrutiny Committee

Council has appointed one Scrutiny Committee

8.2 What powers does the Scrutiny Committee have?

The Scrutiny Committee can:

- Send reports and recommendations to the Cabinet or Council on anything the Council is responsible for or anything that affects the city or its people
- Consider decisions that have been called in and ask for them to be looked at again (Part 17.1)
- Monitor the Forward Plan and call for reports on items that are coming up
- Require senior officers (Part 9.1), and Cabinet members to attend meetings and answer questions (Part 13)
- Hold public inquiries
- Invite people to meetings and gather evidence from them
- Establish standing and ad hoc panels and review groups to do work and make recommendations.

The membership of panels and review groups will be set by the Scrutiny Committee and can be drawn from all non-executive members but the chair will be accountable to the Scrutiny Committee.

8.3 Roles of the Scrutiny Committee

(a) Developing and reviewing policy

The Scrutiny Committee can:

- Help Council and the Cabinet to develop policy by studying issues in detail
- Carry out research and consultation on policy
- Consider and introduce schemes to involve the public in developing policy

- Work with national, regional and local organisations to promote the interest of local people.

(b) Holding the executive to account

The Scrutiny Committee can:

- Review the performance and decisions of the Cabinet, and Council officers (but not decisions on individual planning or licensing applications)
- Review the Council's progress in achieving its policy aims and performance targets
- Review the performance of individual services
- Review executive decisions in respect of any companies wholly or partly owned by the Council and hold the shareholder to account for the performance of those companies.
- Ask Cabinet members, and senior officers (Part 9.1) questions about their decisions and performance – these may be questions about general performance or about particular decisions and projects.

(c) Managing the budgets for scrutiny

The Scrutiny Committee is responsible for any budgets it is given.

(d) Holding others to account

The Scrutiny Committee can hold other public service providers to account.

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Remote meeting

Minutes of a meeting of the Cabinet on Wednesday 14 April 2021

www.oxford.gov.uk



Committee members present:

Councillor Brown (Chair)	Councillor Turner (Deputy Leader)
Councillor Hayes (Deputy Leader)	Councillor Chapman
Councillor Clarkson	Councillor Hollingsworth
Councillor Rowley	Councillor Linda Smith
Councillor Tidball	Councillor Upton

Officers present for all or part of the meeting:

Caroline Green, Chief Executive
Tom Bridgman, Executive Director (Development)
Paul Leo, Interim Director of Housing
Nadeem Murtuja, Interim Executive Director for Communities
Tim Sadler, Transition Director / Chairman Direct Services Companies
Nigel Kennedy, Head of Financial Services
Susan Sale, Monitoring Officer and Head of Law & Governance
Tom Porter, Allocations Manager
Carolyn Devenney, Senior Furnished Tenancy Officer
John Mitchell, Committee and Member Services Officer

Apologies:

No apologies were received

Death of His Royal Highness the Duke of Edinburgh

The Chair welcomed those present and noted that this was the first meeting of the Cabinet since the Council and the country had learnt of the sad news of the death of His Royal Highness the Duke of Edinburgh. On behalf of the Council, the Cabinet extended its condolences to Her Majesty the Queen and to members of her family. The union flags on the Town Hall had been lowered to half-mast and would remain so until the morning after the funeral.

171. Declarations of Interest

None.

172. Addresses and Questions by Members of the Public

None.

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

None.

174. Councillor Addresses on Neighbourhood Issues

None.

175. Items raised by Board Members

None.

176. Oxfordshire Strategic Vision

The Executive Director, Development, had submitted a report which introduced a final version of the Strategic Vision for Oxfordshire (the Vision). Cabinet had previously considered and supported a version endorsed by the Growth Board for consultation. The report updated Cabinet on the consultation process, results and briefly summarised the main changes to the Vision.

The Chair introduced the report, noting that it was being considered by all of Oxfordshire's District Councils and the County Council. It represented the start of a process which sought to build up a vision for the County as whole and which would be owned by the Growth Board. The City Council had been able to contribute to and improve the present text. The Council would continue to make the case for an inclusive and sustainable County, something which was now beginning to emerge from the text in a way in which it had not originally.

Cabinet resolved to:

1. **Agree** the Strategic Vision for Oxfordshire; and
2. **Ask** that officers consider how to embed the Vision's ambitions for Oxfordshire in future plans and strategies of the council.

177. Environment Workstrand of the Growth Board

The Executive Director, Development, had submitted a report for noting which set out a proposal which had been agreed by the Growth Board on 22 March 2021 to establish an Environment Advisory Group, together with a set of Terms of Reference. Wider information was also provided concerning the establishment of a Local Nature Partnership for Oxfordshire, and the Oxford to Cambridge Arc Environment Principles.

The Chair introduced the report by paying tribute to the contribution of Councillor Tom Hayes, Cabinet Member for Green Transport and Zero Carbon Oxford, which had laid much of the groundwork for this area of Growth Board activity.

Councillor Hayes said that this workstrand followed naturally from the previous item, illustrating the Council's influence in contributing to the wider Oxfordshire picture, through the promotion of Council priorities, while working with partners, not all of whom necessarily shared the same values. He also noted the importance, reflected in the report, of 'good growth' which took proper account of the need to address the challenges of climate change. The Chair concluded by noting the continued need for

housing, particularly affordable housing, another important area of activity in relation to which environmental considerations needed to be taken into account.

Cabinet resolved to:

1. **Support** the establishment of a Growth Board Environment Advisory group;
2. **Endorse** the Oxford to Cambridge Arc Environment Principles as set out at Appendix 3, recognising that this statement of ambition applies to a diverse range of urban and rural communities, and that further evidentiary work will be required at a local level to understand their longer-term implications; and
3. **Support** the development of an Arc Environment Strategy which will provide for how the principles can be delivered

178. Furnished Tenancy Scheme

The Head of Housing Services had submitted a report to seek authority to procure and delegation to award a contract to deliver the Council's Furnished Tenancy Scheme.

Councillor Mike Rowley, Cabinet Member for Affordable Housing, introduced the report. The Council, as landlord, operated a furnished tenancy scheme which was taken up by 25-30% of tenants. The current contract was due to expire at the end of the month and the report sought to provide the authority to secure a new contract in accordance with best value principles. He confirmed that, to all intents and purposes, the scheme would be available to Oxford City Housing Limited as to the Council.

The Chair concluded by noting that she was proud that the City continued to operate such a scheme which was of such importance to so many tenants.

Cabinet resolved to:

1. **Give authority** to procure a supplier or suppliers who will provide household furniture, white good and carpets as part of a Furnished Tenancy Scheme; and
2. **Delegate** to the Director of Housing in consultation with the Section 151 Officer, authority to award a Furnished Tenancy Scheme contract to a supplier, selected by an evaluation panel, following a fully compliant procurement process.

179. Minutes

Cabinet resolved to **approve** the minutes of the meeting held on 10 March 2021 as a true and accurate record.

180. Decisions taken under Part 9.3 (b) of the Constitution

The Head of Paid Service (Chief Executive) had submitted a report asking Cabinet to note the decisions taken by the Head of Paid Service (Chief Executive) using the urgency powers delegated in Part 9.3(b) of the Constitution.

Cabinet resolved to:

1. **Note** the decisions taken as set out in the report

181. Dates of Future Meetings

Meetings are scheduled for the following dates:

16 June

14 July

11 August

15 September

13 October

10 November

15 December

All meetings start at 6pm.

182. Matters Exempt from Publication

No matters were considered in confidential session.

The meeting started at 6.00 pm and ended at 6.20 pm

Chair Date: Wednesday 16 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 to 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: Council

Date: 26 July 2021

Report of: Chair of the Scrutiny Committee

Title of Report: Scrutiny briefing

Summary and recommendations	
Purpose of report:	To update Council on the activities of the Scrutiny function
Corporate Priority:	All
Policy Framework:	Council Strategy 2020-24
Recommendation:	That Council resolves to note the update report.

Appendices	
Appendix 1	Table of Cabinet responses to Scrutiny recommendations from Cabinet meeting of 16 June 2021.

Introduction

1. Although Scrutiny's last update report to Council was made a relatively long time ago, on 22 March 2021 the timing of the Council elections in May means there have been few meetings. This is largely a consequence of purdah preventing discussion of many topics prior to the election, leading to cancelled meetings, and the time required to allow the Council's decision-making to run its course in appointing new Committee members. As such, this report is relatively short.

Scrutiny Committee

2. Since the last Scrutiny update to Council the Scrutiny Committee has met twice, on 08 June and 14 July 2021. As timetabling prevents the Cabinet response to the recommendations made from the 14 July 2021 meeting being included in this update only the earlier meeting will be included here.

08 June

3. As it was its first meeting of the civic year the Scrutiny Committee undertook some necessary administration. A new Chair, Councillor Liz Wade, was appointed to take on the role from Councillor Andrew Gant. Councillor Nigel Chapman was appointed vice-Chair. The Committee also agreed to establish the same three Scrutiny Panels as in previous years: Housing and Homelessness, Finance and Performance, and Companies Scrutiny, with the latter two having their membership increased from four members to six.

The memberships of the Panels are as follows:

Housing and Homelessness

- Councillor Linda Smith (Chair)
- Councillor Lizzy Diggins
- Councillor Nadine Bely-Summers
- Councillor Laurence Fouweather
- Councillor Liz Wade
- Councillor Chris Jarvis

Finance and Performance

- Councillor James Fry (Chair)
- Councillor Duncan Hall
- Councillor Amar Latif
- Councillor Andrew Gant
- Councillor Tom Landell Mills
- Councillor Chris Jarvis

Companies Scrutiny

- Councillor Nigel Chapman (Chair)
- Councillor James Fry
- Councillor Edward Mundy
- Councillor Katherine Miles
- Councillor Tom Landell Mills
- Councillor Lucy Pegg

4. In addition to the administrative element, two substantive reports were considered at this meeting:
 - County-wide Transformation of Rough Sleeping and Single Homeless (four recommendations, three agreed, one partially agreed)
 - Annual Safeguarding Report (two recommendations, one agreed, one partially agreed)
5. The background to the report on the County-wide Transformation of Rough Sleeping and Single Homeless is the work the Council has been doing with its neighbours to work together in a more formal and deeper way to tackle the issues of homelessness, particularly through pooled budgeting. The Committee particularly explored issues around homelessness prevention in light of the challenge of the recent end to the eviction ban. The other key area of discussion was over issues pertaining to new commissioning arrangements. These issues were the sources of the Committee's recommendations. Cabinet accepted a

recommendation to learn from homelessness prevention work in Derby, as well as suggestions that the Council and its partners should seek out the best advisors when embarking on what is a high-profile and challenging venture. With new services being commissioned, the Committee was also keen that opportunities for the skills within the Council and its companies to deliver these services be kept open, a sentiment with which the Cabinet agreed. The only area of partial disagreement was over the recommendation for an increase in the political accountability within the governance structure, which the Cabinet supported in principle but – as part of a wider structure – did not have the power unilaterally to implement.

6. The Council, through its many and various ways of working, comes into contact with a significant number of vulnerable people, and has a statutory duty to keep them as safe as possible. In order to do that, its safeguarding processes are reviewed annually and that audit is made public. This report was considered by the Committee. Issues such as safeguarding work in the pandemic, the death of street homeless people and the prevalence of neglect in Oxford were discussed at length. Two recommendations were made by the Committee in response to the report and in light of the discussion held. One, that given the successes of the Council in achieving green ratings in all categories in its recent audit, that greater contextual data be provided in the public report to allow readers to understand not just the outputs of the Council's work but also its effectiveness. This was agreed by Cabinet. The other recommendation, that the Council's City of Sanctuary pledge be extended to ensure that information shared about those suspected of being victims of human trafficking not be used for immigration enforcement was partially agreed on the basis that the overriding priority of the Council and its City of Sanctuary pledge was the safety of its residents; whilst in very limited circumstances it was theoretically possible information could be shared with immigration enforcement, there was no evidence of such sharing taking place. As such, it did not wish to commit to full agreement on the grounds that doing so could impair support provided to the victims of human trafficking.

Housing and Homelessness Panel

7. The Housing and Homelessness Panel has not met during the reporting period.

Finance and Performance Panel

8. The Finance and Performance Panel convened on one occasion during this period, on 08 June 2021, and considered the following reports:
 - Integrated Performance and Outturn Report 2020/21 (no recommendations)
 - Performance Monitoring (no recommendations)
9. The Cabinet considers a quarterly report detailing the Council's delivery concerning finances, risk and performance each quarter. This report looked at the year-end performance. Although no recommendations were made in response to the report it was discussed in detail, with time devoted to a number of issues, particularly income losses arising from Covid, the trajectory of their anticipated recovery, the level and duration of government support, the level of reserves and the Aeron QL implementation.

10. In addition to those performance monitoring reports Cabinet requests, Scrutiny also commissions reports on its own selection of corporate and service level performance indicators. These were agreed as part of the Performance Monitoring report. One issue worth mentioning is that the Finance and Performance Panel has agreed to consider this as a standing item for every meeting. However, rather than being presented by one officer trying to represent all the different owners of the KPIs, should the Panel wish to raise questions they will either seek a written response to their question or invite the relevant officer to present at the next Finance and Performance Panel meeting.

Companies Panel

11. The Companies Panel met shortly before purdah prior to the election, on 15 March 2021 to consider reports regarding Oxford Direct Services, Oxford City Housing Limited and the Barton (Oxford) LLP development. As is almost always the case, commercial confidentiality prevents a summary being provided. No recommendations were made to the Shareholder and Joint Venture Group, but thanks were given to Mike Day, Managing Director of the Housing Company, for his work and sorrow expressed at the news of his departure.
12. A meeting of the Companies Panel is scheduled for 20 July 2021 which, although prior to the meeting of Council, falls too closely to it to be reported on here.

Changes to Scrutiny

13. The Council's 'Oxford Model', whereby the Council trades in the market to earn money which supplements services and supporting its corporate objectives is uncommon within local authorities. As a consequence, it has a more complicated structure than most, particularly relative to its size. The Council's auditors identified improvements to the governance of this complex structure, in response to which the Council has developed a set of proposals. A consequence of this is that Scrutiny has had to decide how it would continue its Scrutiny of the Council's companies.
14. The changes mean that Scrutiny now gets 'a seat at the table' at Shareholder and Joint Venture Group meetings, with all members of the Companies Scrutiny Panel being invited to attend in a non-voting capacity. Scrutiny will therefore be provided at the meeting directly, rather than the longer and rather convoluted process of agreeing reports of the Companies Scrutiny Panel to be presented at the Shareholder meeting. Real-time scrutiny taking place at the point of decision-making is expected to improve the effectiveness and standard of scrutiny of the companies.

Councillor Liz Wade– Chair of the Scrutiny Committee
Email: clrlwade@oxford.gov.uk;

Tom Hudson – Scrutiny Officer
Email: thudson@oxford.gov.uk; Tel: 01865 252191

County-wide Transformation of Rough Sleeping and Single Homeless

Recommendation	Agree?	Comment
1) That the Council reviews Derby City Council's 'Call B4 You Serve' scheme to identify elements that might be enacted locally to maintain tenancies within the private rented sector	Agreed	The Council will examine all good practice including this one in reshaping our prevention services
2) That the Council ensures that the governance of the joint commissioning structure includes political and not just officer representation.	Partially agreed	The City Council unilaterally cannot agree the governance structure. However, the commissioning of the revised services from the pooled budget will require the agreement of Cabinet and the overall existing governance arrangements which includes political representation may need review.
3) That the Council is assured that it and the other partner Councils are being provided the best professional advice regarding the most suitable approach to procurement of its services.	Agreed	
4) That the Council works with joint commissioning partners to promote the added value the Council's companies can bring, to maximise opportunities for them to demonstrate that value, and to be alive to the benefits of directly delivered services by Council staff.	Agreed	

Annual Safeguarding Report

124

Recommendation	Agree?	Comment
<p>1) That the Council ensures that the information it shares with the Secretary of State in relation to slavery and human trafficking is consistent with the City's status as a City of Sanctuary and is not used for immigration enforcement.</p>	<p>Partially agreed</p>	<p>Oxford City Council have said we are a <u>city of sanctuary</u> and will not link with the Government's hostile environment programme – and have identified a number of services – eg. <u>homelessness</u>, where we do not report details through to the Immigration service.</p> <p>This issue has been looked into in depth and there are few instances where this could happen possibly; only where the NRM process has been concluded and it was suggested that there was no evidence of modern slavery it could possibly lead on to other processes. However, no evidence has been found to support this occurring.</p> <p>It should be stressed that as part of its aims around being a City of Sanctuary Oxford City Council should of course be sharing information in cases of modern day slavery and where we are working to safeguard and prevent crime.</p>
<p>2) That the Council amends for its publicly available version of the Annual Safeguarding Report the section on outcomes for those who use statutory services to provide the contextual data needed to judge the effectiveness of these service interventions rather than the quantity of positive outcomes.</p>	<p>Agreed</p>	<p>We can provide further information to balance a view with regard to the overall data and outcomes. This must however be in context around the group of people the project aims to support.</p>