

Agenda



Cabinet

This meeting is held in person and is NOT streamed live

This meeting will be held on:

Date: **Wednesday 10 November 2021**

Time: **6.00 pm**

Place: **The Old Library - Oxford Town Hall**

For further information please contact:

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

☎ 01865 252217

✉ DemocraticServices@oxford.gov.uk

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

- may submit a question about any item for decision at the meeting in accordance with the [Cabinet's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Details of how City Councillors and members of the public may engage with this meeting are set out later in the agenda. Information about recording is set out later in the agenda and on the [website](#)

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

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

Cabinet Membership

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

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

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Agenda

Items to be considered at this meeting in open session (part 1) and in confidential session (part 2).

Future items to be discussed by the Cabinet can be found on the Forward Plan which is available on the Council's [website](#)

	Pages
1 Apologies for Absence	
2 Declarations of Interest	
3 Addresses and Questions by Members of the Public	
4 Councillor Addresses on any item for decision on the Cabinet agenda	
5 Councillor Addresses on Neighbourhood Issues	
6 Items raised by Cabinet Members	
7 Scrutiny reports	
Scrutiny Committee meets on 02 November. Any reports to Cabinet from that meeting will be published as a supplement.	
8 East Oxford Community Centre and Housing Development	15 - 38
Lead Member: Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless (Councillor Diko Blackings); Cabinet Member for Inclusive Communities (Councillor Shaista Aziz).	
The Executive Director Communities and People has submitted a report which seeks project approval and delegation to award the construction contract for the refurbishment of the East Oxford Community Centre building and extension of it with a new and highly efficient building. The project will include the provision of 26 housing units situated across two sites.	

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Cabinet is recommended to:

1. **Grant Project Approval in line with the planning approvals of December 2020**, to refurbish the existing East Oxford Community Centre building and extend it with a new and highly efficient building and 26 housing units that will be situated across Princes Street and Collins Street and to demolish the four existing buildings that are no longer fit for purpose to enable this;
2. **Grant approval** to dispose of the land at Catherine Street for the purpose of an external housing development which will contribute to the business case for the community centre;
3. **Delegate** agreement to the sale of the Catherine Street site to the Executive Director for Development in consultation with the Cabinet Member for Finance and Asset Management as long as the sale price (reflecting any conditions) fulfils the requirements of s123 of the Local Government Act 1972;
4. **Recommend to Council** the appropriation of the land being developed for housing at Princes Street and at Collins Street from the General Fund into the Housing Revenue Account at the equivalent loan debt value of £1.491m;
5. **Delegate** to the Executive Director Development in consultation with Executive Director Communities and People, the S151 officer, Head of Law and Governance, Cabinet Members for Finance and Asset Management and Inclusive Communities the authority to award and enter into the construction contract for the Community Centre refurbishment and new build to Oxford Direct Services Ltd subject to the full tender submission being within the agreed budget and an independent quantity surveyor demonstrating that this is value for money and ensuring unlawful subsidy is avoided;
6. **Delegate** to the Executive Director Development in consultation with the Executive Director Communities and People, the S151 officer, Head of Law and Governance, Cabinet Members for Finance and Asset Management, Affordable Housing, Housing Security and Homelessness the authority to award and enter into the construction contract for the new build Housing scheme subject to the full tender submission being within the agreed budget and a legally compliant procurement process being followed;
7. **Delegate** to the Executive Director Development in consultation with the S151 officer, Head of Law and Governance, Head of Corporate Property, Cabinet Members for Finance and Asset Management and Inclusive Communities, the authority to agree new terms for the community group leases which may include a letting at below market value in exchange for social value; and
8. **Note** the intention to work with community groups within the locality to explore the feasibility and viability of future management

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arrangements for the Community centre. With the intention that any potential change of operation be implemented a minimum of a full year after the completion and re-opening of the centre.

9 **Redevelopment of Standingford House Enterprise Centre and site at Cave Street to provide managed workspace**

39 - 132

Lead Member: Leader - Inclusive Growth, Economic Recovery, and Partnerships (Councillor Susan Brown); Finance & Asset Management (Councillor Ed Turner).

The Executive Director (Development) has submitted a report to seek approval to fund and enter into a construction contract for the redevelopment of Standingford House and site at Cave Street, to provide affordable managed workspace.

Cabinet is recommended to:

1. **Approve** the demolition and redevelopment of Standingford House Cave Street with a commercial development providing the best option for the Council in terms of financial viability, policy objectives, increased workspace and rental area and improved sustainability;
2. **Delegate authority** to the Executive Director Development, in consultation with the Head of Financial Services; the Head of Law and Governance; the Leader and Cabinet Member for Inclusive Growth, Economic Recovery and Partnerships; and the Cabinet Member for Finance and Asset Management, to agree and enter into a building contract and associated professional services for the redevelopment following the conclusion of a procurement exercise;
3. **Delegate authority** to the Executive Director Development, in consultation with the Head of Financial Services; the Head of Law and Governance; the Leader and Cabinet Member for Inclusive Growth, Economic Recovery and Partnerships; and the Cabinet Member for Finance and Asset Management, to enter into agreement with an operator to manage the building and provide business support services, following a lawfully compliant procurement process;
4. **Instruct the Executive Director Development**, in consultation with the Council's Section 151 Officer and the Head of Law and Governance to serve notice on extant tenancies; and
5. **Recommend to Council** to approve a capital budget of £9.70m to deliver the project and including the use of £1.13m of funds awarded to the Council from OxLEP's Local Growth Fund. This is an increase to the proposed capital allocation in 21/22 consultation budget and the rationale for this increased investment is set out in the confidential Appendix 1.

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10 **Anti-social Behaviour Policy**

133 -
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Lead Member: Cabinet Member for a Safer, Healthier Oxford
(Councillor Louise Upton)

The Head of Regulatory Services and Community Safety has submitted a report to seek approval of the reviewed Anti-social Behaviour Policy 2022-25.

Cabinet is recommended to:

1. **Approve** the Anti-social Behaviour Policy

11 **Use of Retained Right to Buy Receipts to increase the provision of more affordable housing**

163 -
176

Lead Member: Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless (Councillor Diko Blackings).

The Head of Housing Services has submitted a report which seeks project approval and delegations to enable the spending of Retained Right to Buy Receipts for the purpose of delivering more affordable housing, through new build or acquisition activity.

Cabinet is recommended to:

1. **Give project approval** to the proposals to purchase and develop accommodation, as set out in this report, and within the allocated capital budgets, for the purpose of delivering more affordable housing in Oxford;
2. **Note** that the proposals set out in this report, in relation to Retained Right to Buy Receipts have informed the budget setting process and that the implications for budgets are to be included within the 2022/23 consultation budget;
3. **Recommend** to Council that a capital budget in the General Fund for £1,650,000 of expenditure, subsidised using £660,000 of Retained Right to Buy Receipts, is approved in 2021/22, to enable the acquisition and refurbishment of Roken House;
4. **Recommend** to Council that a capital budget in the Housing Revenue Account for £2m expenditure, subsidised using £800,000 of Retained Right to Buy Receipts, is approved in 2021/22, to enable further property acquisition activity in the last two quarters of 2021/22;

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5. **Delegate authority** to the Executive Director for Communities and People, in consultation with the Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless; the Head of Financial Services; and the Head of Law and Governance, to enter into agreement for the award of grant, contractual arrangement and/or spend, for the provision of additional affordable housing, using Retained Right to Buy Receipts, within this project approval; and
6. **Delegate authority** to the Chief Executive, in consultation with the Cabinet Member for Finance and Asset Management; the Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless; the Head of Financial Services; and the Head of Law and Governance, to approve any property purchase or development delivery over £500,000 for affordable housing, within this project approval.

12 **Discretionary Housing Payment Policy**

177 -
214

Lead Member: Cabinet Member for Inclusive Communities (Councillor Shaista Aziz).

The Head of Housing Services has submitted a report to seek approval to amend the current Discretionary Housing Payment Policy and to note the trends in expenditure detailed in the report.

Cabinet is recommended to:

1. **Approve** the revised Discretionary Housing Payment Policy;
2. **Note** the trends in expenditure detailed in the report; and
3. **Approve** the use of the £223,729 described in paragraph 28 of the report as the first call against any forecast DHP overspend

13 **Council Telephony Contracts Replacement**

215 -
286

Lead Member: Cabinet Member for Citizen Focused Services (Councillor Mike Rowley).

The Head of Business Improvement has submitted a report seeking approval to proceed with the procurement and subsequent contract award(s) for a five year replacement to the existing BT OnePhone telephony contracts (fixed line and mobile) at a cost of less than and no more than the existing contract value.

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Cabinet is recommended to:

1. **Delegate** authority to the Executive Director for Communities, in consultation with the Cabinet Member for Citizen Focused Services, the Head of Financial Services and Head of Law & Governance, to conduct the procurement and award of new Telephony contracts for five years (3+2) using the [Crown Commercial Services Network Services 2 framework (RM3808 Lot 10)] (fixed line and mobile), and all other necessary or ancillary agreements with the successful bidder(s) in accordance with the strategy set out in the report; and
2. **Recommend** to Council the addition of £50k into the capital programme as per paragraph 2.

14 Restructure of OXWed JV

287 -
290

Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner); Planning & Housing Delivery.

The Head of Financial Services has submitted a report which seeks agreement to restructure OxWED Ltd (currently a Joint Venture between the Council and Nuffield College) as a more efficient Limited Liability Partnership.

Cabinet is recommended to:

1. **Agree** the structure of the transaction in relation to the restructure of the Joint Venture between Oxford City Council and Nuffield College in the University of Oxford;
2. **Delegate authority** to the Head of Financial Services, in consultation with the Head of Law and Governance and the Cabinet Member for Finance and Asset Management, to agree the final documentation, including whether the tax charge payment is made by way of capital payment or loan, and enter into the transaction to create the Limited Liability Partnership;
3. **Delegate authority** to the Head of Financial Services, in consultation with the Head of Law and Governance and the Cabinet Member for Finance and Asset Management, to agree the Members agreement with the same core principals as the current OxWED shareholders agreement;
4. **Recommend to Council**, for the sale of shares in OxWED for up to £360,000 along with the purchase of shares in the Limited Liability Partnership and allocate a budget of up to £360,000;
5. **Recommend to Council** the novation of the existing loan agreements in the sum of £15.850 million from OxWED to the Limited Liability Partnership on the same terms; and

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6. **Recommend to Council** that capital budget of up to £700,000 is established for the tax charge resulting from this transaction.

15 **Loan to Low Carbon Hub in relation to Ray Valley Solar Farm**

291 -
298

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

The Head of Financial Services has submitted a report 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.

Cabinet is recommended to:

1. **Recommend** to Council the approval of a loan facility agreement with Low Carbon Hub of £2,000,000 together with the associated capital budget for a loan in respect of the Ray Valley Solar (RVS) local renewable energy project, whilst noting the reduction in the separate and already approved Salix grant-backed loan awarded under the Public Sector Decarbonisation Scheme. The investment will be funded from Council capital resources;
2. **Delegate authority** to the Head of Financial Services/Section 151 Officer in consultation with the Head of Law & Governance and the Cabinet Member for Finance and Asset Management to enter into a loan agreement with Low Carbon Hub to undertake the necessary due diligence and approve the terms of the loan facility agreement and, thereafter, enter into any associated legal agreements that are necessary to give effect to the recommendations within this report; and
3. **Delegate authority** to the Head of Financial Services/Section 151 Officer in consultation with the Head of Law & Governance and the Cabinet Member for Finance and Asset Management, to manage the loan facility. The authority under this recommendation shall include the power to negotiate and agree subsequent variations to the terms of the loan facility.

16 **Minutes**

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Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 13 October as a true and accurate record.

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17 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

- 15 December
- 26 January 2022
- 9 February 2022
- 16 March 2022
- 13 April 2022
- 26 May 2022

All meetings start at 6.00

Matters Exempt from Publication

If Cabinet wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for Cabinet to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

Cabinet may maintain the exemption 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.

Part Two – matters exempt from publication

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|----|---|--------------|
| 18 | Redevelopment of Standingford House Enterprise Centre and site at Cave Street to provide managed workspace - Appendix 1 and Background paper (Outline Business Case) | 303 -
364 |
| 19 | Restructure of OXWed JV - Appendices 1 & 2 | 365 -
376 |

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Information for those attending

Recording and reporting on meetings held in public

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

The Council asks those recording the meeting:

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

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

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

Councillors declaring interests

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

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

Members' Code of Conduct and public perception

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

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

How Oxford City Councillors and members of the public can engage at Cabinet

Addresses and questions by members of the public (15 minutes in total)

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Tuesday meeting, the deadline would be 9.30am on the Friday before). Questions can be submitted either by letter or by email (to cabinet@oxford.gov.uk).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Cabinet member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

Councillors speaking at meetings

Oxford City councillors may, when the chair agrees, address the Cabinet on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, the Cabinet member who has political responsibility for the item for decision may respond or the Cabinet will have regard to the points raised in reaching its decision.

Councillors speaking on Neighbourhood issues (10 minutes in total)

Any City Councillor can raise local issues on behalf of communities directly with the Cabinet. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Cabinet within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Cabinet. The Cabinet's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

Items raised by Cabinet members

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Cabinet decision. Any item which requires a decision of the Cabinet will be the subject of a report to a future meeting of the Cabinet.