

Agenda

Council

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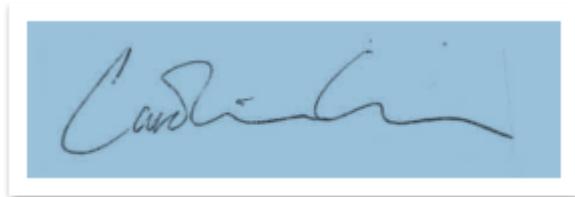
Summons

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

Date: **Monday 29 November 2021**

Time: **5.15 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:

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

Membership of Council

Councillors: Membership 48: Quorum 12.

Lord Mayor Councillor Mark Lygo

Deputy Lord Mayor Councillor Stephen Goddard

Sheriff Councillor Dick Wolff

Members	Councillor Evin Abrishami	Councillor Jemima Hunt
	Councillor Mohammed Altaf-Khan	Councillor Chris Jarvis
	Councillor Lubna Arshad	Councillor Tom Landell Mills
	Councillor Shaista Aziz	Councillor 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	27 - 36
Minutes of the ordinary meeting of Council held on 4 October 2021. The full minutes pack is here . Council is asked to approve the minutes as a correct record.	
4 Appointment to Committees	
Any proposed changes to committee membership will be circulated with the briefing note or notified at the meeting.	
5 Announcements	
Announcements by: <ol style="list-style-type: none">1. The Lord Mayor2. The Sheriff3. 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 23 November 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 East Oxford Community Centre and Housing Development

37 - 60

The Executive Director Communities and People submitted a report to Cabinet on 10 November 2021 seeking project approval and delegations 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.

The Cabinet decisions are set out in the minutes of that meeting (included in this agenda).

Cabinet Members Cllr Blackings and Cllr Aziz will present the report and propose Cabinet's recommendations.

Recommendation:

Cabinet recommends that Council resolves to

- 1. agree 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.**

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

61 - 80

The Executive Director (Development) submitted a report to Cabinet on 10 November 2021 seeking 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. 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 to the report.

The Cabinet decisions are set out in the minutes of that meeting (included in this agenda).

Cabinet Members Cllr Brown and Cllr Turner will present the report and propose Cabinet's recommendations.

Recommendation:

Cabinet recommends that Council resolves to

- 1. 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 exempt Appendix 1 – Not for Publication (item 24a).**

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

81 - 94

The Head of Housing Services submitted a report to Cabinet on 10 November 2021 seeking authorisation to purchase and develop accommodation for the purpose of delivering more affordable housing in Oxford.

The Cabinet decisions are set out in the minutes of that meeting (included in this agenda).

Cabinet Member Cllr Blackings will present the report and propose Cabinet's recommendations.

Recommendation:

Cabinet recommends that Council resolves to

- 1. approve a capital budget in the General Fund for £1,650,000 of expenditure in 2021/22, subsidised using £660,000 of Retained Right to Buy Receipts, to enable the acquisition and refurbishment of Roken House;**
- 2. approve a capital budget in the Housing Revenue Account for £2m expenditure in 2021/22, subsidised using £800,000 of Retained Right to Buy Receipts, to enable further property acquisition activity in the last two quarters of 2021/22.**

10 Council Telephony Contracts Replacement

95 - 166

The Head of Business Improvement submitted a report to Cabinet on 10 November 2021 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.

The Cabinet decisions are set out in the minutes of that meeting (included in this agenda).

Cabinet Member Cllr Rowley will present the report and propose Cabinet's recommendations.

Recommendation:

Cabinet recommends that Council resolves to

- 1. approve the addition of £50k into the capital programme as set out in paragraph 2 of the report.**

11 Restructure of OXWed JV

167 -
170

The Head of Financial Services submitted a report to Cabinet on 10 November 2021 seeking authorisation for the restructure of the OxWED Joint Venture.

OxWED Ltd is a Joint Venture between the Council and Nuffield College, the intention is to facilitate the redevelopment of the land adjacent to the Ice Rink. The creation of a new Limited Liability Partnership is recommended.

The Cabinet decisions are set out in the minutes of that meeting (included in this agenda).

Cabinet Members Cllr Turner and Cllr Hollingsworth will present the report and propose Cabinet's recommendations.

Recommendations:

Cabinet recommends that Council resolves to

- 1. agree 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;**
- 2. agree 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**
- 3. agree that a capital budget of up to £700,000 is established for the tax charge resulting from this transaction.**

12 Loan to Low Carbon Hub in relation to Ray Valley Solar Farm

171 -
178

The Head of Financial Services submitted a report to Cabinet on 10 November 2021 seeking a Cabinet recommendation to 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).

Cabinet Member Cllr Turner will present the report and propose Cabinet's recommendations.

Recommendation:

Cabinet recommends that Council resolves to

- 1. approve 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.**

COMMITTEE RECOMMENDATIONS

13 Appointment of External Auditors 2023/24 to 2027/28

179 -
194

The Head of Financial Services has submitted a report setting out proposals for appointing the external auditor to the Council for the five-year period from 2023/24 and seeking authority for the Head of Financial Services to opt in to the national scheme for auditor appointments on behalf of the Council in accordance with the recommendation from Audit and Governance Committee.

This report and a covering report was submitted to the Audit & Governance Committee on 20 October 2021. The Committee decisions are set out in the minutes of that meeting.

The Chair of the Audit & Governance Committee Cllr Fry will present the report and propose the recommendations.

Recommendation:

The Audit & Governance Committee recommends that Council resolves to

- 1. accept Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023;**
- 2. authorise the Head of Financial Services to opt in to the national scheme for auditor appointments for the provision of external audit services starting with the audit of the 2023/24 accounts.**

14 Statement of Gambling Licensing Policy 2022

195 -
248

The Head of Regulatory Services and Community Safety submitted a report to the Licensing & Gambling Acts Committee on 3 November

seeking agreement of the Statement of Gambling Licensing Policy following consultation.

The Committee decisions are set out in the minutes of that meeting.

The Chair of the Licensing & Gambling Acts Committee Cllr Cook will present the report and propose the recommendations.

Recommendation:

The Licensing and Gambling Acts Committee recommends that Council resolves to

- 1. approve the final draft of Gambling Licensing Policy 2022**

15 Appointment of a Parish Council representative as a non-voting member of the Standards Committee

249 -
250

The Head of Law and Governance submitted a report to the Standards Committee on 16 November detailing the proposal for Parish Council representation on the Standards Committee following the retirement of the previous representative.

The Chair of the Standards Committee Cllr Pressel will present the report and propose the recommendations.

Recommendations:

The Standards Committee recommends that Council resolves to:

- 1. appoint Councillor Peter Nowland of Blackbird Leys Parish Council as the co-opted, non-voting member of the Standards Committee representing the four Parish Councils in Oxford until the end of his current term of office in May 2022.**

OFFICER REPORTS

16 Council and Committee meetings programme for May 2022 to May 2024

251 -
260

The Head of Law and Governance has submitted a report setting out a programme of Council, committee and other meetings for the whole of the 2022/2023 and 2023/24 council years.

The Leader of the Council Cllr Brown will propose the recommendations.

Recommendations: that Council resolves to:

- 1. Approve the programme of Council, committee and other meetings from 1 May 2022 to 31 May 2024 attached at Appendix**

- 1;
2. Delegate authority to the Head of Law and Governance, in consultation with Group Leaders, to make changes to this programme in the event that there is any decision by Council to change the committee structure or committee remits which impacts on the programme of meetings; and
3. Delegate authority to the Head of Law and Governance to set dates for additional training and briefing sessions for Members.

QUESTIONS

17 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:

- | | | |
|------------|--|--------------|
| 17a | Minutes of meeting Wednesday 13 October 2021 of Cabinet | 261 -
264 |
| 17b | Draft minutes of meeting on Wednesday 10 November 2021 of Cabinet | 265 -
274 |

18 Questions on Notice from Members of Council

275 -
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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 17 November 2021.

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

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

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

This item will be taken at or shortly after 7.00pm

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 23 November 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 limit.

20 Outside organisation/Committee Chair reports and questions

Council is asked to consider a report on the work of a key partnership in which the Council is involved.

As set out in the Constitution at procedure rule 11.16, 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 25 November 2021 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.

20a OxLEP and Skills Board

Report submitted on behalf of the Leader of the Council, Cllr Brown, on the work of the Oxfordshire Local Enterprise Partnership (OxLEP) and the skills board.

Council is invited to comment on and note the report.

21 Scrutiny Committee update report

The Chair of the Scrutiny Committee 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.

285 -
292

PART 3 - MOTIONS REPRESENTING THE CITY

22 Motions on notice 29 November 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 17 November 2021 are listed below.

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

*No motions have been submitted by the Independent Group for this meeting.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 25 November 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) Becoming a trans inclusive council (proposer Cllr Pegg, seconder Cllr Jarvis)
- b) Violence Against Women and Girls (proposer Cllr Aziz, seconder Councillor Abrishami)
- c) Noise Nuisance from Licensed Premises (proposer Cllr Miles, seconder Cllr Landell Mills)
- d) Oxford Stadium (proposer Cllr Pegg, seconder Cllr Dunne)
- e) End Fire and Rehire (proposer Cllr Mundy, seconder Councillor Dunne)
- f) Speeding Enforcement (proposer Cllr Smowton)
- g) Endorsing The Green Norrington Table and calls for Fossil Fuel Non-Proliferation (proposer Cllr Hayes, seconder Cllr Hollingsworth)
- h) EU Nationals deserves to be treated with Respect (proposer Cllr Bely-Summers)
- i) Plant based eating and sustainable farming (proposer Cllr Dunne)

23a **Becoming a trans inclusive Council (proposer Cllr Pegg, seconder Cllr Jarvis)**

Green Group Member Motion

This Council states that:

Trans women are women. Trans men are men. Non-binary people are non-binary. We believe in the dignity of all people, and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution diversity brings to our community. Our aspiration is for Oxford to be a safe, welcoming and inclusive city for everyone, no matter their gender identity.

The Council notes:

1. The concerning rise in transphobia in the UK, from individuals, politicians and the media, as well as the increasing severity of the threats faced by the trans community.
2. That transgender and non-binary people may require specific support to access services without facing discrimination. All council services must be equipped to provide appropriate service and good customer care to suit transgender and non-binary people.
3. That there are transgender and non-binary people in Oxford of all ages, and that the need for better understanding and acceptance of what it means to be transgender or non-binary is an intergenerational issue.
4. The vital work done by groups in Oxford to support local trans and non-binary people, as well as the wider LGBTQIA+ community. These groups include ArkT, Oxford Pride, TransOxford and Topaz.
5. That despite many positive initiatives there is always more to do to ensure we are a genuinely supportive, inclusive and welcoming city. The council will seek to better support transgender and non-binary people to live happy, healthy and fulfilling lives.
6. That transgender and non-binary people may face intersecting struggles due to factors like their race, religion, socio-economic background, gender or sexuality.

This Council therefore resolves to:

1. **State publicly that trans rights are human rights and affirm the legal rights of all protected groups under the 2010 equality act.**
2. **Work with LGBTQIA+ groups and people to strongly encourage training for councillors and council staff to raise awareness of the difficulties transgender and non-binary people face and the support they can offer to this community.**
3. **Request that the Cabinet agrees to fly the transgender flag on International Trans Day of Visibility (March 31st), in addition to Trans Day of Remembrance (November 20th)**

4. **Request a review of all forms and documents created by the Council with a view to ensuring they are trans and non-binary inclusive where possible.**
5. **To encourage council staff and councillors to make small gestures that make it clear transgender and non-binary people are welcome. This could include adding pronouns to email signatures and providing gender neutral toilets in Council buildings.**
6. **To work with partner organisations to ensure transgender and non-binary people are not discriminated against whilst accessing homelessness services.**
7. **To work with healthcare providers and Oxfordshire County Council to remove barriers transgender and non-binary people face when accessing medical care.**
8. **To review with a view to improving signposting to support services for transgender and non-binary people within Council communications, including a dedicated page on the Council's website.**

23b Motions on notice 29 November 2021: Violence Against Women and Girls (proposed by Cllr Aziz, seconded by Councillor Abrishami)

Labour Group Member Motion

Misogyny, harassment and violence towards women and girls (VAWG) is endemic in the UK.

A 2021 YouGov/ UN Women UK survey found that of women aged 18-24, 97% said they had been sexually harassed.

80% of women of all ages said they had experienced sexual harassment in public spaces. It is inevitable that many women and girls across our city are suffering harassment and abuse.

In 2020, the ONS reported that 618,000 women were victims of a sexual assault or an attempted sexual assault by a man.

In the year to March 2020, 1.4% of rape cases recorded by police resulted in a suspect being charged (or receiving a summons).

Studies show the intersectional nature of discrimination means women with protected characteristics, such as those from Black, Asian or Ethnic Minority, disabled or LGBT+ Communities, and specially trans women, are even more likely to experience harassment, discrimination and abuse. Women with insecure immigration status and refugee women are also additionally vulnerable.

The Council resolves:

- **To ensure Oxford City Council continues to do everything in its power to build a city free from**

misogyny and VAWG.

- **To create a VAWG Taskforce. It is vital that women's and girl's voices are heard. The Council will create a process that proactively listens to women's voices across the city. This task force will be open to include and involve all women and self identifying women Councillors.**
- **To become a White Ribbon Accredited Organisation.**

23c Noise Nuisance from Licensed Premises (proposed by Cllr Miles, seconded by Cllr Landell Mills)

Liberal Democrat Group Member Motion

This Council values the significant contribution of the hospitality sector to our residents, our community and our local economy in Oxford. However, this council regrets that many residents face a level of noise disturbance from licensed premises that interferes significantly with their right to enjoy their home. This council recognises that the disturbance is not limited to the weekends but also occurs mid-week. The issue has been exacerbated by the increased levels of outside drinking and entertainment due to the pandemic, as well as complacency by some license holders.

This council takes its responsibilities towards statutory noise nuisance from licensed premises seriously. Therefore, it seeks to strengthen noise reporting mechanisms for residents, improve awareness among residents of how to report noise issues and of the council's procedure for handling complaints, and build the capacity of license holders to control noise from licensed premises.

Specifically, this council commits to:

- **Review the start time of the out of hours noise service telephone line provision from 10pm to earlier to allow sufficient time for the reported noise to be investigated;**
- **Appraise increasing the number of days a week that the out of hours noise service is available;**
- **Strengthen the service level agreements of the out of hours noise service to ensure that callers to the service do not have to wait more than 5 minutes for their call to be answered;**
- **Increase the information on the City Council website about how it responds to noise complaints about a licensed premise, the powers the council have to stop a statutory nuisance and the powers residents have to take their own legal action against a licensed premise on the basis of noise;**
- **Produce a leaflet for residents to download from the council website with information about how to make a**

noise complaint and collect evidence to support a complaint; and

- **Produce a leaflet to disseminate to licensed premises on controlling noise from their premises.**

Council requests that the Head of Regulatory Services and Community Safety brings a report to Cabinet with proposals to implement this motion.

23d Oxford Stadium (proposer Cllr Pegg, seconder Cllr Dunne)

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.**
- **Asks Cabinet to request a report from the Executive Director (Development) which explores alternative uses for the site in collaboration with the site owner and operator.**
- **Should the greyhound racing go ahead and the operator is not licensed by the Greyhound Board of Great Britain, the Council agrees to consider using its powers to ensure the welfare and safety of racing dogs and agrees to consider developing a licensing policy on greyhound racing.**

[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)

23e End Fire and Rehire (proposer Cllr Mundy, seconder Cllr Dunne)

Labour Group Member Motion

This Council notes that:

The practice of Fire and Rehire, or dismissal and reengagement, has come to public attention in recent years. This involves an employer dismissing staff and reoffering their roles under inferior conditions, usually to effectively change the contract of employment. The currently legal practice has been increasingly threatened by employers. The prevalence and impact of Fire and Rehire has been researched by the Advisory, Conciliation and Arbitration Service (Acas).¹ Though not new, there is suggestion that the impact of the COVID-19 pandemic has spurred an increase in its use. Others have told Acas that the pandemic is being used “opportunistically as a smokescreen to diminish workers’ terms and conditions”. This has impacted a range of employees, many of whom have been key workers such as factory, utilities, and retail workers. These people have kept working and kept our country going during the pandemic and lockdowns.

¹ <https://www.acas.org.uk/fire-and-rehire-report/html>

According to TUC research² nearly 1 in 10 workers have been told to re-apply for their jobs on worse terms and conditions or face the sack. Working-class people (12%) are nearly twice as likely than those from higher socio-economic groups (7%) to face Fire and Rehire. For black and ethnic minority workers (15%) the rate is nearly twice the rate of white workers (8%).

Here, and across the country, Fire and Rehire is increasing the precariousness of work and financially and mentally compromising people who work hard to put food on the table and pay their bills. It is shackling our trade unions and making it impossible for them to fight for a fair deal for their members.

According to the National Union of Journalists (NUJ), our city's own newspapers The Oxford Mail and The Oxford Times threatened to Fire and Rehire NUJ members over bank holiday pay. In August the NUJ agreed a deal to end the dispute, but they could not get Fire and Rehire taken off the table in negotiations with the newspapers' owners Newsquest Media Group.³

In Oxfordshire, workers at the Jacob Douwe Egberts coffee factory in Banbury were threatened with Fire and Rehire earlier this year. The profitable factory succeeded in settling an agreement with Unite the Union in August.⁴

Council resolves:

- **To publicly oppose any future use or threat of Fire and Rehire by employers in our City.**
- **For the review of future contracts, contract renewals and procurement to seek to include a commitment for employers to not use or threaten Fire and Rehire, as part of their social clause.**
- **For our City Council Leader to add the voice of the Council to that of our MPs Anneliese Dodds and Layla Moran in supporting national legislation to ban Fire and Rehire.**
- **For our City Council Leader to write to the Business Secretary on behalf of Council, urging him to reverse the current government position, support a ban of fire and rehire, and back the workers of our country.**

² "Fire and rehire" tactics have become widespread during pandemic – warns TUC January 2021
<https://www.tuc.org.uk/news/fire-and-rehire-tactics-have-become-widespread-during-pandemic-warns-tuc>

³ <https://www.nuj.org.uk/resource/oxford-mail-and-times-use-fire-and-rehire-tactic-to-end-bank-holiday-working-payments.html>

<https://www.holdthefrontpage.co.uk/2021/news/daily-journalists-facing-fire-and-rehire-after-rejecting-pay-change-union-says/>

⁴ <https://www.bbc.co.uk/news/uk-england-oxfordshire-58078221>

23f Speeding Enforcement (proposer Cllr Snowton)

Liberal Democrat Group Member Motion

This council notes that while prevention of speeding in and around Oxford is both a frequently-raised complaint and a serious danger to vulnerable road users, Thames Valley Police action has been scant, with budget shortages often cited. Therefore this council calls on the Police and Crime Commissioner for Thames Valley to work with local councils to address these problems, including by accepting targeted funding from those councils.

It is well documented that speed kills, both increasing the likelihood of an accident and resulting in more severe consequences when they happen. Further, the majority of people injured in road accidents are not drivers themselves, but vulnerable road users such as pedestrians and cyclists. Even when accidents do not result, it is likely a perception of a dangerous road environment will discourage active travel, contrary to the council's air-quality and public health goals.

Oxfordshire County Council has and continues to work to improve safety in and around Oxford, for example by introducing urban 20mph zones. Similarly, many trunk roads around Oxford carry limits below the national speed limit for the safety of vulnerable road users and for air quality improvement. However, while both of these are welcome, they can only yield safety benefits if drivers stick to the limit, and speeding on both contexts remains common and unpunished.

23g Endorsing The Green Norrington Table and calls for Fossil Fuel Non-Proliferation (proposer Cllr Hayes, seconder Cllr Hollingsworth)

Labour Group Member Motion

This Council notes that:

- The progress of the Glasgow Climate Pact is real without being enough to meet the climate emergency.
- The Pact puts fossil fuel producers on notice and, despite watered-down language, mentions coal power (regrettably, in terms of “phase down” and “inefficient” fossil fuel subsidies).
- It has declared a climate and ecological emergency and is taking steps to become a Zero Carbon Council by 2030 or sooner.
- It has established and chairs the Zero Carbon Oxford Partnership, including both Universities, to build a Zero Carbon Oxford by 2040 or sooner.

This Council further notes that:

- The University of Oxford and its constituent colleges are anchored institutions (to use the language of community wealth building) and crucial to the journey to Zero Carbon and the creation of a fairer economy and stronger society.
- The large endowments of the Colleges give them a unique opportunity to repurpose funds to help achieve a sustainable planet.
- People employed and educated by the University Colleges sustain the work and life of those institutions, so that the climate and ecological concerns of such individuals should be reflected outwards at an organisational level.

This Council welcomes an initiative of the Oxford Climate Justice Campaign, Fossil Free Oxfordshire, the Oxford Student Union, and the Cambridge Student Union—the creation of the Climate League of Oxford and Cambridge (CLOC) or, as it is known, the Green Norrington Table.

This Council calls on the Leader to write to the Heads of House and Bursars of each of the University’s constituent colleges to:

- Highlight the Green Norrington Table as a tool for prospective, current, and future students at Colleges, University faculty, College employees, and citizens, to scrutinise the climate-mitigating ambition of each College and understand their relative performance based on their ranking in the table.
- Encourage Colleges to engage with the Green Norrington Table, including responding to and, in future give consideration to shaping, the questionnaires used to evaluate climate-mitigating performance.
Respond to climate concerns by urgently publishing plans to reach net zero.

This Council calls on the Leader to write to the Vice-Chancellors of both Universities and the Heads of House and Bursars of each of the University of Oxford’s constituent colleges encouraging them to:

- Sever financial ties to the fossil fuel industry to stimulate an end to fossil fuel development, manage the decline of existing production, and encourage the shift to renewable energy sources through investments.

This Council endorses:

- The call for a Fossil Fuel Non-Proliferation Treaty backed by Sydney, Los Angeles, Barcelona, Vancouver, Toronto, and

Cambridge.

This Council calls on the Leader of the Council to ask the Prime Minister to:

- Revisit and strengthen net zero goals and decarbonisation plans ahead of the return to global climate talks in 2022.
- Increase climate finance and adaptation funding to developing countries and galvanise fellow rich countries to do the same.
- Work in partnership to end global fossil fuel use and invest in clean energy generation and storage.

23h EU Nationals deserves to be treated with respect (proposer 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" policy [1] 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.**

[1] [www.gov.uk government speech by home secretary on second-reading-of-immigration-bill](https://www.gov.uk/government/speeches/home-secretary-on-second-reading-of-immigration-bill)

23i Plant based eating and sustainable farming (proposed by Cllr Dunne)

Labour Group Member Motion

This Council notes that:

- The global scientific consensus is that humans have heated the climate at a rate that is unprecedented, and we are heading towards mass extinction not just for ourselves but of entire eco systems if we do not change our actions today.⁵
- The climate crisis is not just an environmental issue but is a social justice issue as the people who are least responsible for the crisis in the global south are the same people who will be hit the hardest by its impacts.
- The UKs agricultural land use and associated agricultural practices are a central driver for habitat and biodiversity loss and the UK is one of the world's most nature-depleted countries.⁶
- In the UK we eat twice as much meat and dairy as the global average which is not sustainable as there is not enough land in the world to meet this demand without destroying our natural world.⁷ Farm animals across Europe are producing more emissions than cars and vans combined.⁸
- There was no mention of meat at the COP26 event other than what was on the menu and very little time given to agriculture and factory farming to have any meaningful changes.
- Our relationship to food is still an overlooked factor to the climate crisis yet it is the quickest and cheapest step to help tackle the climate crisis if we reduce our meat intake.
- The necessary change to confront the climate crisis needs to tackle existing inequalities in society while acting urgently. One of the few ways of reducing emissions that potentially saves people money is by consuming less meat which can be done immediately.
- In January 2019, Oxford City Council declared a climate emergency, has been acting to prevent climate catastrophe, and seeks to do more locally in terms of agriculture and our

⁵ https://www.ipcc.ch/report/ar6/wg1/downloads/outreach/IPCC_AR6_WGI_Press_Conference_Slides.pdf

⁶ <https://www.rspb.org.uk/globalassets/downloads/documents/conservation-projects/state-of-nature/state-of-nature-uk-report-2016.pdf>

⁷ <https://www.greenpeace.org.uk/news/how-much-meat-should-i-be-eating/>

⁸ <https://www.theguardian.com/environment/2020/sep/22/eu-farm-animals-produce-more-emissions-than-cars-and-vans-combined-greenpeace>

relationship with meat.

- This year, the Council launched a zero carbon communities' approach at the start of COP26 which explicitly includes, among its action, dietary change and eating less meat.

This Council agrees to:

- **Call on the Government to provide funding to local governments for the nine concrete, radical changes of the Green New Deal to our current economic, social, and political model.⁹**

Council requests that the Head of Community Services brings a report to Cabinet with proposals to:

- **Work closely with local farmers to support, promote, and encourage their move to create more sustainable plant-based produce in the lead up to the Oxford Farming Conference and beyond.¹⁰**
- **Form a plant-based localised free food service by funding community groups who are already doing this work to transform Oxford into a more environmentally sustainable economy which will also tackle food poverty and provide a framework for other councils to follow.**

24 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 or the exempt appendices to these items listed below 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)

24a	Exempt Appendix for item 8: Redevelopment of Standingford House Enterprise Centre and site at Cave Street	293 - 300
24b	Exempt appendix for item 12: Restructure of OxWED JV	301 -

⁹ <https://www.labourgnd.uk/gnd-explained>

¹⁰ <https://www.ofc.org.uk/conference/2022/programme>

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.

Minutes of a meeting of Council on Monday 4 October 2021

Council members present:

Councillor Lygo (Lord Mayor)

Councillor Wolff (Sheriff)

Councillor Altaf-Khan

Councillor Aziz

Councillor Blackings

Councillor Chapman

Councillor Cook

Councillor Coyne

Councillor Djafari-Marbini

Councillor Fouweather

Councillor Gant

Councillor Hollingsworth

Councillor Jarvis

Councillor Latif

Councillor Miles

Councillor Munkonge

Councillor Pegg

Councillor Rowley

Councillor Roz Smith

Councillor Thomas

Councillor Upton

Councillor Waite

Councillor Goddard (Deputy Lord Mayor)

Councillor Abrishami

Councillor Arshad

Councillor Bely-Summers

Councillor Brown

Councillor Clarkson

Councillor Corais

Councillor Diggins

Councillor Dunne

Councillor Fry

Councillor Hall

Councillor Hunt

Councillor Landell Mills

Councillor Malik

Councillor Mundy

Councillor Nala-Hartley

Councillor Pressel

Councillor Linda Smith

Councillor Smowton

Councillor Turner

Councillor Wade

Apologies:

Councillors Haines, Hayes, Humberstone, Rehman and Tidball sent apologies.

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

35. Declarations of interest

There no declarations.

36. Minutes

Council agreed to approve the minutes of the ordinary meeting held on 26 July 2021 as a true and correct record.

37. Appointment to Committees

No changes notified.

38. Announcements

The Lord Mayor spoke about some of the events he had attended including the blessing of St Giles' Fair; events in the community, at University colleges, and further afield; and the 'riding of the franchise' walk along a section of the city boundary to mark the re-opening of the Museum of Oxford on 11 October.

The Deputy Lord Mayor outlined some of the events he had attended.

The Sheriff reported a successful round up and inspection of the Port Meadow cattle.

At the invitation of the Lord Mayor, the City Rector Rev Buckley spoke to the meeting.

The Leader of the Council reflected on women's and girls' loss of confidence in police forces following the conviction of Sarah Everard's murderer, and on the grievous loss of women's lives to violence, in particular remembering Sarah's family.

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

There were no addresses or questions.

40. Integrated Performance Report for Q1

Council considered the report of the Head of Financial Services and Head of Business Improvement submitted to Cabinet on 15 September on Finance, Risk and Corporate Performance matters as at 30 June 2021.

Cllr Turner, the Cabinet Member, introduced the report and answered questions on details of the financial forecasts. He proposed the recommendations for Council,

The recommendation was agreed on being seconded and put to the vote.

Council resolved to:

agree the addition of £10 million into the Capital programme as set out in paragraph 12 of the report (to establish a capital budget to enable payment of the monies set out in the agreement with Thomas White Oxford (TWO) to deliver infrastructure works to Northern Gateway funded by Housing Infrastructure Funds (HIF) from Homes England in accordance with the Constitution, under a resolution by Council).

41. A bid for government RSAP funding to support the Council's Homelessness Strategy

Council considered the report of the Executive Director of Housing submitted to Cabinet on 15 September seeking approval to proceed with the bid to Ministry of Housing, Communities and Local Government for funding from the Rough Sleeping Accommodation Programme (RSAP) and to agree to include the required capital match funding in the Council's budget.

Cllr Blackings, the Cabinet Member, introduced the report, proposed the recommendations. The recommendation was agreed on being seconded and put to the vote.

Council resolved to agree to make budget provision for the required match funding of £2 million.

42. Decisions taken under Part 9.3 (b) 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.

Cllr Brown, the Leader of the Council, introduced the report and proposed that Council formally acknowledge notification of this decision.

Council resolved to note the decision taken.

43. Question on Cabinet Minutes: Minutes of meeting Wednesday 15 September 2021

Minute 38: Cllr Smowton asked whether the options in the consultation to reduce the maximum Council Tax support from 100% were discussed by Cabinet prior to the consultation launch.

Cllr Aziz replied that a wide range of options were included for consultation, but these would be debated by the Cabinet only after the consultation closed and public responses were considered.

Minute 46: Cllr Wolff asked why the Ice Rink and Rose Hill Community Centre were removed from the Decarbonisation Programme.

Cllr Turner replied that the costs of delivering all proposed schemes exceeded the available funding, and their removal would have the least impact on progress toward meeting the Council's 2030 zero carbon target while maximising the use of available grant to pay for decarbonisation measures and enabling works across the other four sites, and delivering the largest future carbon saving.

44. Questions on Notice from Members of Council

74 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 31 supplementary questions and responses asked and given at the meeting are set out in the minutes pack.

Councillors Corais and Djafari-Marbini arrived near the start of this item.

The Lord Mayor left the meeting during this item to attend a civic event. The Deputy Lord Mayor took the chair for the remainder of this item until the Lord Mayor returned at the conclusion of the debate on Motion (b).

45. Scrutiny Committee update report

With the assent of Council, this item was taken before the break.

The Scrutiny Committee Chair Cllr Wade gave way to Cllr Gant, who as the Committee Chair for 2020/21 presented the 2020/21 Annual Scrutiny Report.

Cllr Gant introduced the report and summarised the work of the main committee; standing panels and review groups; and the involvement with the Future Oxfordshire Partnership (formerly Oxfordshire Growth Board) scrutiny panel. He thanked the officers responsible for managing the scrutiny function, the councillors who served on committees and panels, and the many officers who were involved.

Cllr Hollingsworth commented that scrutiny functioned well and added value, thanks to the hard work of both councillors and officers, and was a positive example for other authorities.

Cllr Wade noted that remote meetings on Zoom attracted a higher public attendance and viewing of meetings, and asked how to maintain that increased visibility of Scrutiny's work.

Council resolved to note this report.

The meeting broke for 30 minutes at the conclusion of this item, and Cllr Bely-Summers left at that point.

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

Council heard three addresses and four questions as below. Cabinet Members read their written responses and expanded on these.

Both addresses and responses are set out in full in the document in the minutes pack.

1. Address by Dr Gian Guptal of the Oxford Hindu Temple & Community Centre Project (OHTCCP). Dr Guptal had previously handed a petition to the Chief Executive and Cllr Aziz outside the meeting.
2. Question from Mrs Kanta Gopal (OHTCCP)
3. Question from Mr Mukesh Shori, OHTCCP
4. Question from Ms Ingrid Widdows, OHTCCP
5. Question from John Marjot, representing the Friends of Lye Valley: Warren Crescent Development: 13/01555/CT3
6. Address by Craig Holmes, on behalf of residents of Warren Crescent.
7. Address from Ferishta Bakhtari-Boodoo, in support of Motion 15d (Afghanistan and refugees)

The Deputy Lord Mayor thanked all the speakers for their contributions.

47. Outside organisation/Committee Chair reports and questions

There were no reports for this meeting.

48. Motions on notice 4 October 2021

Council had before it 11 motions on notice submitted in accordance with Council procedure rules and reached decisions as set out below.

Motions agreed as set out below:

- a) A social enterprise lettings agency for Oxford, as amended (proposer Cllr Wade, seconder Cllr Landell Mills, amendment proposer Cllr Turner)
- b) A Partnership between Local Government and National Government to tackle Climate Change, as amended (proposer Cllr Wolff, seconder Cllr Jarvis; amendment, proposer Cllr Rowley, seconder Cllr Brown)
- d) Afghanistan and refugees (proposer Cllr Djafari-Marbini)

Motion not taken by agreement of the meeting:

- c) John Radcliffe Hospital parking (proposer Cllr Haines, seconder Cllr Malik)

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

- e) E-Scooters and active travel (proposer Cllr Gant, seconder Cllr Smowton)
- f) Oxford Stadium (proposer Cllr Pegg, seconder Cllr Dunne)

- g) EU Nationals deserves to be treated with respect (proposer Cllr Bely-Summers, seconder Cllr Corais)
- h) Opposition to the Government's Planning White Paper (proposer Cllr Gant)
- i) Opposition to the Health and Care Bill (proposer Cllr Jarvis)
- j) End Fire and Rehire (proposer Cllr Mundy, seconder Cllr Dunne)
- k) COP26 (proposer Cllr Dunne, seconder Cllr Mundy)

a) A social enterprise lettings agency for Oxford (proposer Cllr Wade, seconder Cllr Landell Mills)

Cllr Wade, seconded by Cllr Landell Mills, accepted the amendment put forward by Cllr Turner and proposed her revised motion with the amendment as set out in briefing note.

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

Council resolved to adopt the following motion:

This Council is concerned that the Government's RSAP funding for housing the homeless may not continue. ^[1]

At best, Government funding for house purchase in Oxford is inadequate given the high cost of housing here, which can entail residents being offered places to live in areas where housing is cheaper but they know nobody. So it is more urgent than ever to find homes for the homeless in the private rented sector, within or as close to Oxford as possible.

The Council already does its best to place vulnerable residents in the private rented sector, but this has proved to be a difficult and time-consuming task for officers because landlords will often reject benefit claimants and are even less likely to accept those with behavioural or addiction or mental health problems and in particular because Local Housing Allowance rates are inadequate in Oxford.

This Council notes the research work done by Aspire, in particular with Home Turf Lettings and Homes for Good, into the possibility of setting up a social enterprise lettings agency in Oxford.

Home Turf Lettings (HTL), ^[2] a social enterprise lettings agency in Bristol. This is a not-for-profit lettings agency under the wing of a parent charity, DHI. Ongoing social support both to Landlords and to Tenants is provided by City Council care providers, by DHI and by other charities. 41% of lettings are to homeless families, 40% to Rough Sleepers and people in hostels, 16% to people who have had addiction treatment and are considered 'ready' to move on with their lives. HTL aims to have their tenants living near the city centre so that they can still be in contact with their street community.

Another model can be seen in Homes For Good, ^[3] a different but very successful company in Glasgow, which has recently received £2.4m lottery funding to roll out its model across the UK. This is a company limited by guarantee, it is a social lettings agency, not a social enterprise lettings agency. It is an ethical business, not a charity. It has in-house tenancy officers dedicated to Tenants' care and so to the

sustainability of placements. The lease model they seek is for years rather than months.

Homes For Good reports that, as a result of Covid, a number of PRS Landlords have been more willing to consider supported housing Tenants because (a) they — Landlords and Tenants — will be supported throughout, and (b) LHA rates are consistent so there are no failed payments/voids.

As a result of its research, Aspire has begun a social enterprise pilot, under which four Oxford residents have already secured accommodation.

Council requests the Leader and Chief Executive to

- call on the Secretary of State for MHCLG to ensure continued funding under the RSA Programme through 22/23 and onwards.
 - provide an update to Cabinet indicating the success of the Aspire pilot study at the end of its first year in July 2022.
1. [Rough Sleeping Accommodation Programme](#): most of the remaining capital funding (£140.9m) is available for 21/22 “with a small amount available to deliver homes in the first half of 22/23.”
 2. <https://www.hometurflettings.co.uk/>
 3. <https://homesforgood.org.uk/>

b) A Partnership between Local Government and National Government to tackle Climate Change

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

Cllr Rowley, seconded by Cllr Brown, proposed the amendment as published in the briefing note.

Council debated the motion and amendment. On being put to the vote, the amendment was agreed.

On being put to the vote the amended motion was then agreed.

Council resolved to adopt the following motion:

In 2018, at COP24, the UK Government signed up to having ‘domestic institutional arrangements, public participation and engagement with local communities’ so that localities can play their part in delivering the UKs ‘Nationally Determined Contributions’ in the Paris Climate Agreement.

In May 2021 the COP26 President said that collaboration would be a key objective of the climate summit.

“Governments, business and civil society (sometimes called ‘non-state actors’ and including local government) need to work together to transform the ways we power our homes and businesses, grow our food, develop infrastructure and move ourselves and goods around”

Despite these agreements and statements there is still no formal relationship allowing joint partnership working between Local and National Government on climate action.

Local government is nearest to our communities and, as Oxford City Council's record shows, perhaps most clearly with our Citizens' Assembly on Climate Change, councils play a critical role in our communities.

Oxford is set to become a net zero city by 2040 or earlier—ten years ahead of the national legal target. We set this ambition because we care about our city and all who live within it, both now and in the future. We have the toughest air quality standard in the country. We set this ambition because we care about the health of everyone in our city. Our actions to realise these targets are widely recognised as best practice and we proactively share examples of our work with Government to influence policy, powers, and funding.

This Council

1. Reaffirms and expands its 2019 climate emergency declaration to declare a climate and ecological emergency to guide all future decision-making.
2. Calls on Oxfordshire County Council to demonstrate the power of local government at the time of COP26 by fleshing out their public commitment to full and permanent pedestrianisation of Broad Street with a timetable for action that includes further consultation (building on the large amount of convening and consulting by the City Council) and implementation of a scheme in time for the summer of 2022.
3. asks the Leader to continue to add her voice to calls by the Local Government Association, the Association of Directors of Environment, Economy, Planning and Transport and others for a joint local & national government Task Force to plan action to reach 'net zero' emissions. Such a partnership can set appropriate regulations, benchmarks and targets and create the much needed long-term funding mechanisms to enable local communities and economies to decarbonise whilst remaining resilient and sustainable.
4. continues to work in partnership with local councils and through networks such as UK100.
5. asks the Leader to write to Alok Sharma MP, President for COP26 , the Prime Minister and the Leadership Board of the LGA informing them of our support for a joint Local/National Government Climate Change Partnership Taskforce and asking for one to be established before the opening of the COP26 Summit in order to honour the commitment it made there.

c) John Radcliffe Hospital parking (proposed by Cllr Haines, seconded by Cllr Malik)

The Lord Mayor resumed the Chair from the Deputy Lord Mayor on the conclusion of the previous debate.

With the agreement of Council, this motion was not taken as Cllr Haines was absent and unable to propose his motion.

d) Afghanistan and refugees

Cllr Djafari-Marbini, seconded by Cllr Arshad, 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:

The Council notes with deep sadness the unfolding humanitarian crisis in Afghanistan. Our thoughts are with the people of Afghanistan who have been subject to decades of violence over multiple generations and with our neighbours who are fearing for their loved ones.

The end of the 20-year war on terror has brought into sharp focus the ongoing humanitarian disaster in a country ravaged by decades of conflict. There have been ever-rising rates of poverty and childhood malnourishment, millions internally displaced (in no small part due to the US drones programme) and minorities fleeing persecution from the Taliban. In Oxfordshire this has included spouses of British citizens and family members of UK nationals including those of the persecuted Hazara community.

This has needed an urgent humanitarian response from the UK, in particular as a partner in the occupation. The recent breach of Afghan interpreters' data many of whom are left behind is indicative of what we know from our local Afghan community – that the government is falling woefully short of its responsibility to provide sanctuary to those in need, not least our British nationals and sub-contracted Afghan partners.

We are proud to be a City of Sanctuary; we have resettled 30 refugee families since 2015 through the [Vulnerable Persons Resettlement Scheme](#). Since the Taliban have taken over in Afghanistan, our diverse communities across Oxford/shire have come together to respond with kindness in the knowledge that no one chooses to migrate from a beloved home.

Oxford City and Oxfordshire County Councils work tirelessly with refugee organisations including Asylum Welcome to prepare to support Afghan refugees to build new lives here and to assist those living in temporary accommodation. Cherwell District Council has sourced 10 houses and here in the city we are actively seeking and working with private landlords to allow us to use government funding. This will offer much needed homes so that some families can start rebuilding their lives.

Millions in the global south are forced to flee due to conflict, persecution, and extreme poverty. The present crisis has further exposed the lack of safe routes to sanctuary and the cruel nature of this government's Nationality and Borders Bill. Compassionate leadership is needed now more than ever to ensure that *all* people seeking safety have access to a dignified life.

We therefore call on our Council leader to:

1. Ask the Home Secretary to withdraw the Borders Bill, grant permanent Refugee Status to *all* Afghan nationals who are in the UK and release those detained, create safe pathways for undocumented Afghans to obtain refugee status and facilitate family reunions including from third countries.
2. Ask the Local Government Association to establish a Sanctuary Taskforce. A fully resourced, just, and locally led emergency and long-term resettlement

programme based on the principles of welcome, dignity and justice is the only solution to the ongoing crisis.

3. Re-establish the Refugee, Asylum Seeker and Vulnerable Migrant Coordination Group in joint leadership with the County and District Councils along the previously agreed principles of sanctuary.

e) E-Scooters and active travel (proposer Cllr Gant, seconder Cllr Smowton)

This motion was not taken as the remaining time allocated for debate was insufficient.

With less than 10 minutes of the allotted time remaining, Council agreed not to consider this motion but to close the meeting.

f) Oxford Stadium (proposer Cllr Pegg, seconder Cllr Dunne)

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

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

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

h) Opposition to the Government's Planning White Paper (proposed by Cllr Gant)

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

i) Opposition to the Health and Care Bill (proposer Cllr Jarvis)

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

j) End Fire and Rehire (proposer Cllr Mundy, seconder Cllr Dunne)

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

k) COP26 (proposer Cllr Dunne, seconder Cllr Mundy)

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

The meeting started at 5.00 pm and ended at 8.40 pm

Lord Mayor

Date: Monday 29 November 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.

To: Cabinet – 10 November 2021
Council – 29 November 2021

Report of: Executive Director Communities and People

Title of Report: East Oxford Community Centre and Housing Development

Summary and recommendations	
Purpose of report:	<p>The Council has been working closely with the community in the East Oxford area. As a result of this the intention is to refurbish the existing East Oxford Community Centre building and extend it with a new and highly efficient building. There will also be the provision of 26 housing units that will be situated across two sites. A small amount of additional units can be accommodated on the Catherine Street site if the Council is minded to dispose of the land to another developer.</p> <p>To enable these developments there will be demolition of four of the existing buildings that are no longer fit for purpose. As such this report seeks project approval and seeks delegation to award the construction contract.</p>
Key decision:	Yes
Cabinet Member:	Councillor Diko Blackings Cabinet Member for Affordable Housing, Housing Security and Homelessness and Councillor Shaista Aziz Cabinet Member for Inclusive Communities
Corporate Priority:	Strong and Active Communities, Meeting Housing Need and Efficient and Effective Council
Policy Framework:	Community Centre Strategy 2016-2020, Housing & Homelessness Strategy 2018-2021:
Recommendations: That Cabinet resolves to:	
<p>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;</p> <p>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</p>	

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 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.

Appendices

Appendix 1	Equalities Impact Assessment
Appendix 2	Risk Register
Appendix 3	Chronology of Community Engagement

Introduction and background

1. The City Council's Community Centres Strategy (2016-2020) had an objective of considering the feasibility study on the development of East Oxford Community Centre and work with the Reference Group and stakeholders to extend and improve the range of activities offered at the centre.
2. A budget of £4 million for this project was initially approved within the 2017/18 Capital programme and Medium Term Financial Plan. That budget had been based on a desktop feasibility exercise and outline concept plan from 2016. After detailed feasibility, surveys, community engagement and an external cost estimate by Arcadis a budget for East Oxford Community Centre of £5.430 million was included in the capital programme for 2021-22 onwards. This will be funded from sales of land to the HRA for new house build at Collins Street and Princes Street and a separate receipt for Catherine Street collectively estimated from external valuations at £1,765,984, with £3,809,455 coming from the General Fund.
3. In May 2019 OCC engaged the services of consultant Project Managers and Architects Arcadis to support the project with professional services and to build on previous feasibility work that had been undertaken since 2017.
4. In conjunction with the East Oxford Community Centre Reference Group (a group of key community stakeholders) a list of top ten priorities were devised, and it was agreed that these principles would help guide the project in tandem with the Council's priorities;
 - to create a sustainable, cultural hub that is used by a broader range of the community,
 - thereby helping celebrate local diversity, heritage and cultural identity
 - improve skills, reduce inequalities and improve health
 - increased occupancy and customer satisfaction.
 - removal of the Council's backlog maintenance liabilities across Princes Street, Collins street and Catherine Street sites
 - for any improvement to be funded by cross-subsidisation (residential housing) as far as possible
 - positively impact the Council's Climate Change and Housing agendas
5. We have been regularly engaging with the tenants at the community centre site, these are;
 - Fusion Arts
 - AKCHI
 - BKLUWO
 - East Oxford Community Association
 - Oxfordshire Chinese Community and Advice Centre
 - Phoenix Lounge
 - OARC
 - Green print
 - Oxpots
 - Film Oxford
 - The parasol project
 - Open doors

- Catweazle

6. After year on year increases in visits to EOCC since the Council took on the management in 2015, the 2018/19 year has shown a dip in visits to 56,899 which we believe is a direct impact from the deteriorating condition of the building.
7. Similarly the usage at East Oxford Games Hall had dropped. At the time the site closed due to the impact of the COVID pandemic there were only 11 groups regularly using the site. These groups have all been found alternative homes, signposted to potential options or have chosen to pursue their own routes.
8. The present condition of the East Oxford Community Centre (EOCC) and other associated buildings on the site at Princes street and the East Oxford Games Hall (EOGH) facility on Collins Street, means that they are unwelcoming, do not meet modern standards and that there is a poor overall user experience.
9. To date officers have worked with Arcadis to undertake a detailed and robust level of feasibility work pre-demolition, pre-tender cost work, coupled with significant community engagement and design development.
10. Planning approval was then given in December 2020 for the recommended option of refurbishing the existing East Oxford Community Centre building and extending it with a new and highly efficient building and 26 housing units that will be situated across Princes Street and Collins Street. To also demolish the four existing buildings that are no longer fit for purpose to enable this.

Feasibility work

11. The feasibility work has included all of the necessary surveys prior to demolition, title and legal reports, design development, community engagement, housing valuations and pre-tender cost exercises.

Design development and community engagement

12. A thorough community engagement exercise has been undertaken over several years which has included;
 - Regular stakeholder workshops and meetings
 - Several 1-1 engagement sessions with community groups
 - 3 community engagement events in 2019/20
13. A full chronology of this is found in appendix 3.
14. Although most of the comments have been generally positive it should be noted that there has been feedback around whether we are able to deliver this without housing on Princes street, or if the housing could be moved to Cave street and whether areas within the proposed new community centre building can be increased in size. Unfortunately this would not be achievable within the current budget and timescales.
15. The community engagement has helped lead the design development and whilst there were some additional requests around detailed design elements to work through, the plans were endorsed in principle by the stakeholder group prior to planning approvals being gained on 8 December 2020.

Housing summary

16. Delivery of affordable housing in mixed and balanced communities to meet a range of housing needs is a key objective for the Council (Policy H4) and development of the sites at Princes and Collins Street will provide 26 much needed housing units in a sustainable location within Oxford City.
17. The homes are split between the Princes Street and Collins Street sites with 12 Social rented units and 14 Shared ownership units respectively. The Affordable units will attract funding in the region of £1,400,000 to assist with the scheme viability.
18. The Catherine Street site is quite small and a viability exercise has indicated that there would be a low level of units that could be deliverable at the site which wouldn't be as viable for Oxford City Homes Ltd. The recommendation is that the site is sold and the capital receipt used within the Community Centre business case.
19. Delivery of the housing is essential to fund the business case for the development of the community centre as shown in paragraph 33.

Procurement and the Award of Construction Contract

20. We have had ongoing conversations with Oxford Direct Services Ltd (ODSL) and they have confirmed interest in the Community Centre refurbishment and new build elements. They have submitted a tender cost estimate against a full specification that is currently being scrutinised by an external Quantity Surveyor. With the results of this in November. Subject to this being within budget would be looking to appoint ODSL by December 2021.
21. The housing element will be procured via a framework or a mini competition based on the framework that the council officers are in the process of finalising. The housing element must be in contract by March 2022 to meet external funding conditions.

Other options for delivery

22. Other options to deliver the project at the feasibility stage prior to planning submission have included;
 - Building to a smaller footprint
 - Replacing housing on Princes street with business units from Cave street and then placing the housing on Cave Street
 - Exploring the potential of bringing in external funding.
 - An additional option is to 'do nothing' however given the current state of the buildings it is likely that this would lead to building failures within the next 10 years.
23. The stakeholders are clear that any option that reduced the building size any further would compromise their business plan and the ability to deliver activities and programmes for the community effectively.
24. Officers have been exploring external funding options with the stakeholders for several years, which culminated in a 6 month pause. However this has unfortunately not led to any major funding successes.

25. The comments on housing and business units have been carefully considered over the period of the project, but due to the potential delays to the project and the associated increases in cost these options have not been taken forward.

Key Milestones

26. These are shown below and are indicative until we have agreed programmes from the construction contractors at appointment;

- Appoint ODSL as the construction contractor for the Community Centre elements by December 2021
- Decant of community groups and users Feb-March 2022
- Develop design through Design and Build route ready for March 2022
- Commence on site March 2022
- Demolition complete mid July 2022
- Complete all works by Autumn 2023

Benefits

27. There are a significant number of benefits to the community and to the Council of progressing with the recommended option

- Replaces several poor facilities with a modern facility with flexible space for the future.
- Contributes towards the Council's climate change agenda, with the new extension to the community centre including solar panels, high levels of insulation, efficient mechanical and electrical equipment and excellent energy efficiency.
- Meets the needs of current and future users.
- Reduces running and maintenance costs
- The building will enable more inclusive use in line with the relevant legislation in this area, increasing accessibility.
- Enables the ability to generate more revenue with modern flexible spaces to help the sustainability of the site.
- Provision of 26 much needed affordable housing units that have a 70% reduction in carbon, a mixture of social rent and shared ownership, in a central location.

Sustainability and Carbon Reduction

28. We have pressed hard within the available budget to ensure that the scheme drives forward the Council's key priorities in this area. Energy modelling for the Community Centre refurbishment and new build scheme indicates that fabric and systems energy efficiency measures, low carbon heating, as well as PV systems have the potential to make an improvement on Building Regulations L2A 2013 of 26.0% when assessed jointly for both –EOCC extension and new build.

29. The new build extension to the community centre will be a minimum of nearly carbon zero and when it is looked at in isolation, has the potential to make an improvement on Building Regulations L2A 2013 of 45.0%.
30. The carbon improvements to the existing community centre building are constrained by the age, condition and fabric of the building and to make any significant further viable improvements on the existing centre would likely mean demolition of this building and replacement with new build which isn't viable within the existing budget. Funding pots such as SALIX and Decarbonisation grants have been explored.
31. Energy modelling for the Housing elements has indicated that fabric and systems energy efficiency measures, low carbon heating, as well as PV systems have the potential to make an improvement on Building Regulations Part L1A 2013 in excess of 70% for Princes Street and Collins Street

Financial Implications

32. The housing development will generate a land value of £1.491m which will support the community centre refurbishment. The Housing Revenue Account has a total budget of £8.985m for the housing activity on Princes Street and Collins Street. The scheme satisfies the Housing Revenue Account financial parameters of

- Internal Rate of Return – 5.19% vs target of 4.00%
- Pay back – 31 years vs target of 70 years
- Net Present Value - £2.6 million vs target of £0

33. The budget for East Oxford Community Centre in the General Fund Capital Programme is £5.430 million. The breakdown of forecast spend as below:

Item	£
Construction	4,325,000
Fees	240,998
Risk, Contingency & Inflation	864,489
	5,430,487

34. The estimated spend profile for the project before contract is

	2021-22	2022-23	2023-24	Total
	£	£	£	
East Oxford	1,400,000	3,530,487	500,000	5,430,487

35. Various modelling options have been worked through for operating the Community Centre. It is recommended that for at least the first year that the centre will be run in house, the aspiration is that this will be in line with the existing budget. Any change to this will be picked up as part of next year's budget process

Legal issues

36. Under section 111 Local Government Act 1972, the Council has the power to enter contracts to discharge local authority functions.
37. The Council has a duty to consider best value under section 3 of the Local Government Act 1999, securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness
38. The Council has power to provide such recreational facilities as it thinks fit including to provide buildings pursuant to section 19 local Government (Miscellaneous Provisions) Act 1976. Under section 19.12(c) of the Council's Constitution, where the Council wishes to let a contract to a company which it owns under S12(1) Public Contract Regulations 2015 (in this case ODSL) there is no legal requirement for Council to seek alternative quotes or tenders.
39. An application was made by East Oxford Community Association for the Community Centre site at Princes Street to be listed as an 'Asset of Community Value'. This was granted by Oxford City Council on 5 February 2020 in exercise of the powers conferred by the Localism Act. The land will remain on the list of assets of community value for a period of 5 years from the date of this notice unless removed with effect from some earlier time in accordance with the provision of the Regulations.
40. Under section 95 of the Act, an owner must notify the Council if they wish to enter into a relevant disposal of the land by notifying the Head of City Development. Relevant disposal is defined in section 96 and means a freehold disposal or the grant of assignment of a qualifying leasehold interest, with vacant possession (subject to exemptions in section 95 (5) and Schedule 3 of the regulations). This notification triggers a moratorium period, initially of 6 weeks, during which time a community interest group as defined in regulation 12 of the Regulations (referring to the bodies in paragraph (1) (d) to (g) of regulation 5) may submit a written expression of interest to be treated as a potential bidder for the land. If this is received, a 6 month moratorium period will apply during which time the owner may sell only to a community interest group as defined by the regulations.
41. Should the Council wish to appoint ODSL a quantity surveyor will be appointed to demonstrate value for money and ensure unlawful state aid is avoided.
42. The tenancies at EOCC expired on 1st September 2021. We have offered tenants a new short lease to enable the use of the Community Centre until it is required for refurbishment and this is expected to be at the end of February 2022. There is a wider project to look at the possibility of temporarily re-accommodating tenants during the period of works.
43. It is anticipated that new leases will be offered to the current users of the community centres at no less than the terms currently in place with them.

44. The Council has the power to acquire and hold property for various statutory purposes to perform its functions, In order to use land for a purpose other than the one for which it was acquired the land must be “appropriated” for a different purpose. Appropriation is a statutory process which allows the Council to reallocate property within its ownership from one purpose to another.
45. It is entirely within the Council’s discretion to decide that a certain parcel of land or a certain property that has been acquired or held for one purpose should now be used or appropriated for another purpose. The Council is the sole judge of whether or not the land is still required for the purpose for which it is held and its decision cannot be challenged, other than by way of a judicial review if the decision is made outside the Council’s powers or the relevant procedural requirements have not been complied with.
46. Under section 122 of the LGA 1972, appropriation may be made where the land is no longer needed in the public interest of the locality for the purpose for which it is held immediately before appropriation. In this regard, a broad view of local need (taking account of the interests of all residents in the locality), has to be taken and officers consider that this test has been met. Officers are also satisfied that the use of appropriation would be in the public interest and proportionate to the objectives of the redevelopment scheme for the purpose of the Human Rights Act 1998.
47. Section 19 (1) of the Housing Act 1985 gives the Council the power to appropriate for housing purposes any land for the time being vested in them or at their disposal. Consent of the Secretary of State is not required to appropriate land to the HRA, however once land is appropriated to the HRA any later appropriation or disposal for another purpose would require the consent of Secretary of State.
48. The Council minutes should show that the land is not currently held for housing purposes and that the Council intends to formally appropriate the land in accordance with s19 (1) HA 1985.

Equalities impact

49. An equalities impact assessment has been completed. In summary the modern replacement facility will provide much improved accessibility including a Changing Spaces facility and also provide spaces that can be used flexibly for a variety of different activities that are suitable for the local community and wider.

Risk

50. The costs will only be fixed when the Council has had the full tender return from ODSL and independent review by Quantity Surveyor. Similarly the housing elements will only be fixed after the framework process. To try to mitigate this risk we have supplied a full detailed specification and have had regular independent cost reviews.
51. The effect of Brexit and the Pandemic on the construction industry and the supply chain is not fully known at the moment. This could manifest in significant increases in time and costs. In response to this we have been making sure that we are horizon scanning within the industry, regularly benchmarking/cost checking and have ensured that we have a deliverable and suitable contingency.

52. There is always a risk that the land value is negatively impacted by external factors such as Brexit and the pandemic. To try to mitigate this we have had independent surveys undertaken, regular cost analysis and have a deliverable and suitable contingency.
53. There are differing views from the community and stakeholders regarding the scope of the project and also in relation to the potential governance arrangements going forward. To mitigate this we have been having regular dialogue with the community and stakeholders. External funding has also been explored as an option. Resource has been focused on the project delivery stage and will then move to exploring governance arrangements once the centre has re-opened.
54. If cabinet decide at this stage not to give the necessary approvals then there will be abortive costs from professional fees and surveys. Due diligence has been undertaken with feasibility, surveys, cost analysis and management and community engagement. As well as ODS tender return.
55. There are a number of projects being delivered across the Council that are looking to decant their community groups, tenants and stakeholders at the same time. In relation to this there is a risk that there is not enough available or suitable space. To try and mitigate this there is a governance board in place, suitable options are being drawn up, resource for a project co-ordinator and property agent is being identified from existing budgets.

Governance of the Community Centre

56. The Council currently manage and operate the Community Centre. Various groups have indicated to the Council over the duration of the project that they would like to manage the centre.
57. To ensure that we are able to effectively engage around the various potential options around this, that it is adequately resourced and that it gives the 1st years operational costs and best chances of succeeding it is recommended that the Council continues to operate the site for the first year.
58. The governance work would start after the community centre re-opens with a view to recommending a way forward after the first operational year as a minimum.

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Background Papers: None

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Form to be used for the Full Equalities Impact Assessment

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Service Area: Community Services	Section:	Date of Initial assessment: 15.05.19	Key Person responsible for assessment: H. Lewisman/F Afieri and L Sackey	Date assessment commenced: 15.05.19 – 14.10.21	
Name of Policy to be assessed:		East Oxford Community Centre Development			
1. In what area are there concerns that the policy could have a differential impact	<u>Race</u>		<u>Disability</u>		<u>Age</u>
	<u>Gender reassignment</u>		<u>Religion or Belief</u>		<u>Sexual Orientation</u>
	<u>Sex</u>		<u>Pregnancy and Maternity</u>		<u>Marriage & Civil Partnership</u>
Other strategic/ equalities considerations	<u>Safeguarding/ Welfare of Children and vulnerable adults</u>		<u>Mental Wellbeing/ Community Resilience</u>		
2. Background: Give the background information to the policy and the perceived problems with the policy which are the reason for the Impact	<p>The City Council's Community Centres Strategy (2016-2020) has a clear objective of 'considering the feasibility study on the development of East Oxford Community Centre and work with the Reference Group and stakeholders to extend and improve the range of activities offered at the centre.'</p> <p>The key intended aims of the project are:</p> <ol style="list-style-type: none"> 1. to create a sustainable cultural hub that is used by a broader range of the community, 				

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Assessment.

2. thereby helping celebrate local diversity and cultural identity
3. improve skills, reduce inequalities and improve health
4. increased occupancy and customer satisfaction.
5. removal of the Council's backlog maintenance liabilities across the 3 sites
6. for any improvement to be funded by cross-subsidisation (residential) as far as possible

In terms of Corporate priorities these aims clearly contribute as follows:

- 'Strong and active communities' theme – as illustrated by the aims above.
- 'Meeting housing need' - the potential consolidation of community facilities at OCC including 2 nearby facilities - also enables the delivery of much needed housing.

Two other nearby community facilities were included within the feasibility study as some of the activities within them could potentially be re-housed in a new improved EOCC facility, thereby creating longer terms savings through a single site operation, with associated economies of scale and efficiency of investment, resources, and management. This consolidation also offered the potential to release land for housing development to cross subsidise the new community build, subject to the floorspace requirements defined by Communities for their new facility.

These 2 other properties are :

1. East Oxford Games Hall (EOGH), Collins St, and
2. Film Oxford's premises, Catherine St

EOGH is also in poor condition, and Film Oxford are keen to co-locate with Fusion Art (at EOCC) and their current property has poor access and limitations.

The present condition of the EOCC (and EOGH) facility means that there is a poor user experience, its unwelcoming to new users, and the facilities have a significant maintenance backlog (underlined by the estimated costs of repair and maintenance/refurbishment below). After year on year increases in visits to EOCC since we took on the management and operation from the East Oxford Community Association, the 2018/19 year has shown a dip in visits to 56,899 which we believe is a direct impact from the deteriorating condition of the building.

After the break in activities due to the lockdown, EOGH users cease their activities or relocated to venues suggested by the Community Centre team. Not all of the groups in EOCC decided to get back to their normal bookings, as the pandemic has provided them with new ways of working or they still don't consider safe to

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	<p>meet in person.</p> <p>Feasibility work has been undertaken to scope the potential 'property options' available to improve the EOCC facility (and potential consolidation as above). This has included conceptual scheme drawings, QS costing advice, valuation of potential residential development land, and public consultation. The aim being to deliver a scheme which is largely self-funding, but which meets the project objectives.</p> <p>The conceptual scheme work has indicated the broad scale of facility which might be achievable, based on the concept of cross subsidisation through residential use on part of the sites, plus necessary capital budget allocation to enable a facility which is close to the existing level of net floorspace provided at EOCC. Albeit this will reflect an overall reduction in community floorspace across the 3 sites.</p> <p>The City Council currently operate and manage the site but we are currently in discussions with the community regarding the operation and management of the site going forward.</p> <p>The tenants at the site are;</p> <ul style="list-style-type: none"> • Fusion Arts • AKCHI • BKLUWO • East Oxford Community Association • Oxfordshire Chinese Community and Advice Centre (44b Princes Street) • Phoenix Lounge • Oxpots • Cowley Works <p>As all leases expired on the 31st August 2021, tenants were offered a further one year lease from the expiry date. The lease has a mutual rolling break clause which will enable either party to terminate the lease at the end of February 2022 or any time after, on one months' notice.</p> <p>The key considerations for the Council will to be to continue to evolve and development of this Equalities Impact Assessment as we move along the process.</p>
<p>3. Methodology and Sources of Data:</p> <p>The methods used to collect data and</p>	<p>We have been engaging the community through various methodologies. We have been meeting with the community through the reference group (made up of tenants, Film Oxford and local councillors) regularly and most recently monthly. Minutes are taken for each meeting and shared.</p>

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<p>what sources of data</p>	<p>We have undertaken a thorough needs analysis.</p> <p>There have been various site visit to understand best practice in this area including with members of the East Oxford Community Association.</p> <p>There has been significant and widespread consultation regarding the development in 2017.</p>
<p>4. Consultation</p> <p>This section should outline all the consultation that has taken place on the EIA. It should include the following.</p> <ul style="list-style-type: none"> • Why you carried out the consultation. • Details about how you went about it. • A summary of the replies you received from people you consulted. • An assessment of your proposed policy (or policy options) in the light of the responses you received. • A statement of what you plan to do next 	<p>There has been significant consultation:</p> <p>In September 2016 we carried out a public consultation on three design principles. This gave the public the opportunity to vote on their preferred option with option 3.1, a mix of refurb and new build being the most voted for option. This was widely promoted through a mix of social media, through the reference group, press releases and websites.</p> <p>In 2017 we gave local community groups the opportunity to fund raise to deliver the communities self titled “option 3+”. To support this we gave a time frame of 6 months and funded a part time fund raiser to help achieve this. Unfortunately there was insufficient money raised or interest generated to progress this scheme any further. Additional information is in the below document which was created by the community.</p>  <p>In 2017 we offered the reference group the chance to visit two facilities in London to look at how other organisations have gone about this. The main feedback and feeling of the trip was the importance of flexible, multi-use space. Further details about what we learnt in the document below;</p>

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Community Centre Visits

March 2017



We have also visited other facilities, including the below;

- Doncaster Arts <https://www.thepoint.org.uk/>
- Ipswich Arts Centre <http://ipswichartscentre.org/>
- Fitzrovia Community Centre <http://www.fitzroviacommunitycentre.org/>
- Hub 67 <http://hubsixtyseven.com/>

The clear feedback from the Community is the following;

- That option 3.1 was the development option favoured by the community
- That the entrance to the facility is difficult to find and not very accessible.
- That the outside space is important.
- That it is important that we maintain the vibe from the existing centre.
- Modern flexible and accessible spaces are important
- That less housing on the site would be preferable if feasible

What works well and not so well at the existing Community Centre

Works well	Works not so well (an opportunity to address)
<ul style="list-style-type: none"> • Good mix of users, tenants and staff 	<ul style="list-style-type: none"> • Poor sense of arrival (users struggle to find the entrance on princes street) • The entrance also provides a sheltered and unsupervised

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		alcove that has been noted by neighbours as a night time hot spot for ASB, drug use and rough sleeping
	<ul style="list-style-type: none"> Heritage at the site e.g gable that borders cowley road 	<ul style="list-style-type: none"> On entering the centre it is poorly signed and no real sense of where spaces are or where you would need to go
	<ul style="list-style-type: none"> The 'vibe' at the site (a diverse mix of cultures and inclusive activities which fits with the wider cowley road area) 	<ul style="list-style-type: none"> Toilets on ground floor are out at the back – with some anti-social behaviour/drug use
	<ul style="list-style-type: none"> Some secure and safe outdoor space (although this can be improved on) 	<ul style="list-style-type: none"> Poor natural light (except for the lounge)
	<ul style="list-style-type: none"> Cycling, walking and public transport over cars (no parking spaces) 	<ul style="list-style-type: none"> Poor condition of the buildings and maintenance backlog
	<ul style="list-style-type: none"> There are three general bookable spaces and a commercial kitchen. This allows variety and some flexibility (although the relationship between all of the spaces is poor and might be able to be improved) 	<ul style="list-style-type: none"> Security and access– tenants have access outside of staff times and there are push button access pads to entrance. These are often left on the latch by tenants/users., which can lead to security concerns. The site doesn't seem to be very welcoming or conversely have secure access.
	<ul style="list-style-type: none"> The general bookable spaces are busy during evening and weekends 	<ul style="list-style-type: none"> The general bookable spaces are quiet during the daytimes Mon-Fri
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> There is a bar area that the

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		<p>community feel is essential for the centre, however more and more community spaces are moving away from this – could this be more flexible space</p>										
		<ul style="list-style-type: none"> • Poor / little ICT 										
		<ul style="list-style-type: none"> • Staff office is poor and a concealed box. It is not open or welcoming or well placed. 										
<p>5. Assessment of Impact: Provide details of the assessment of the policy on the six primary equality strands. There may have been other groups or individuals that you considered. Please also consider whether the policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults</p>	<table border="1"> <tr> <td data-bbox="748 592 1120 794"> <p>Race Neutral</p> </td> <td data-bbox="1120 592 1361 794"> <p>Disability Positive Impact</p> </td> <td data-bbox="1361 592 2190 794"> <p>Age Positive Impact</p> </td> </tr> <tr> <td data-bbox="748 794 1120 900"> <p>Gender reassignment Neutral</p> </td> <td data-bbox="1120 794 1361 900"> <p>Religion or Belief Neutral</p> </td> <td data-bbox="1361 794 2190 900"> <p>Sexual Orientation Neutral</p> </td> </tr> <tr> <td data-bbox="748 900 1120 1007"> <p>Sex Neutral</p> </td> <td data-bbox="1120 900 1361 1007"> <p>Pregnancy and Maternity Neutral</p> </td> <td data-bbox="1361 900 2190 1007"> <p>Marriage & Civil Partnership Neutral</p> </td> </tr> </table>	<p>Race Neutral</p>	<p>Disability Positive Impact</p>	<p>Age Positive Impact</p>	<p>Gender reassignment Neutral</p>	<p>Religion or Belief Neutral</p>	<p>Sexual Orientation Neutral</p>	<p>Sex Neutral</p>	<p>Pregnancy and Maternity Neutral</p>	<p>Marriage & Civil Partnership Neutral</p>	<p>•</p> <p>This is an initial assessment and it will develop over time as the project moves forward. The current view is that this will have an overarching positive impact with the facility to help enable the site to become more sustainable in the longer term and turnaround the current decline in the condition of the buildings. The conditions of the buildings are poor which resulted in the recent closure of B Block and as such doing nothing would mean a real risk of eventual closure.</p> <p>The aim of the project is to improve the existing East Oxford Community by a mix of refurbishment and new build. The project will ensure that it meets the latest building control guidance to help improve access to the facility, with the current site not meeting modern guidance and access poor for</p>	
<p>Race Neutral</p>	<p>Disability Positive Impact</p>	<p>Age Positive Impact</p>										
<p>Gender reassignment Neutral</p>	<p>Religion or Belief Neutral</p>	<p>Sexual Orientation Neutral</p>										
<p>Sex Neutral</p>	<p>Pregnancy and Maternity Neutral</p>	<p>Marriage & Civil Partnership Neutral</p>										

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Appendix 1

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	<p>those with some physical impairment.</p> <p>The user brief that the professional team will take forward includes all of the consultation to take into consideration. The community and reference group will be involved in the ongoing design development.</p> <p>We are also looking at developing a decant plan for existing users over the next few months to look at how we best accommodate user needs during the works program.</p>
<p>6. Consideration of Measures:</p> <p>This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	<p>We have involved the community at each stage of the project and will continue to do so going forward.</p> <p>Various different options for the development of the project have previously been presented to the project and option 3.1 was the most favoured affordable. Mitigations are also highlighted above.</p>
<p>6a. Monitoring Arrangements:</p> <p>Outline systems which will be put in place to monitor for adverse impact in the future and this should include all relevant timetables. In addition it could include a summary and assessment of your monitoring, making clear whether you found any evidence of discrimination.</p>	<p>We have set up an EOCC officer project group that will monitor this as well as through the EOCC reference group.</p> <p>This will also be developed as we move through the project stages.</p>
<p>7. Date reported and signed off by City Executive Board:</p>	<p>It is proposed to go to Executive Board in November 2021.</p>

Appendix 1

<p>8. Conclusions:</p> <p>What are your conclusions drawn from the results in terms of the policy impact</p>	<p>That this is a positive development that should make the building sustainable going forward and remove/reduce the risk of any unplanned closures. It will help improve the accessibility of the building and also enable the building to become more flexible and modern to accommodate existing groups and the wider community not only for now but for in the future as well.</p> <p>This will continue to evolve during the next stages of the project with key input and involvement from the community.</p>				
<p>9. Are there implications for the Service Plans?</p>	<p>NO</p>	<p>10. Date the Service Plans will be updated</p>		<p>11. Date copy sent to Equalities Lead Officer</p>	
<p>13. Date reported to Scrutiny and Executive Board:</p>		<p>14. Date reported to City Executive Board:</p>		<p>12. The date the report on EqlA will be published</p>	

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Signed (completing officer)

Signed (Lead Officer)

H Lewisman / F Alfieri / L Sackey

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Appendix 2

Appendix 2: Risk Register

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Affect of the pandemic and Brexit	There is a risk that prices and timescales for delivery could increase due to these factors some of which are unknown.	T	Brexit and Pandemic effects on supplies and services	Increase in cost and timescales	01/07/2021	Arcadis/DK	4	4	4	3	4	3		Regular benchmarking Horizon scanning: Industry and subcontractor updates: Suitable project contingency: Regular review	31/12/2021	Open	70	MH/DK
81 Management and delivery of construction contracts	Ensuring that contractors are suitably skilled and resourced	T	Contractors have become more stretched due to the current industry conditions	Increase in costs and timescales	01/07/21	Arcadis/DK	3	4	3	3	3	3		Detailed specification; Thorough tender process and regular review meetings	31/12/21	Open	85	MH/DK
Community and stakeholder engagement	There is a risk that some community and stakeholder groups will not be satisfied with the project	T	There are some different and sometimes competing views amongst the community and stakeholders	Reduction in community cohesion. Reputational risks. Increase in time and costs.	01/07/21	Arcadis/HL	4	3	3	3	3	3		Communication and Engagement Plan: Regular communication and engagement with stakeholders including 1-1's	31/03/22	Open	60	DM/FA

Decant	There is a risk that we are unable to find suitable temporary spaces that meet the requirements of tenants.	T	There are a number of decant projects happening at the Council at the same time and the City is quite tight for spaces.	Impact to community groups. Additional costs and timescales	01/07/21	Arcadis/HL	4	4	4	4	3	3		Corporate decant meetings. Action plan. Regular engagement with stakeholders. Sufficient decant budget.	28/02/22	Open	40	DM/FA
Housing Funding	The deadline for a contract to be placed with a contractor is the end of March 2022	T	Funding terms and conditions	Funding will be at risk if we do not make this deadline	01/07/21	Arcadis/RJ	4	3	4	2	2	3		Clear specification and feasibility work. Achievable program. Regular review meetings.	31/03/22	Open	80	MH/DW
Abortive costs	If cabinet does not approve the recommendations then there will be abortive costs.	T	Costs have been incurred through the necessary surveys, feasibility work and professional fees such as architecture	Abortive costs	01/07/21	Arcadis/DK	3	3	3	3	2	3		Detailed feasibility, thorough project diligence, pre-approvals through planning and budget	Oct 21	Open	95	MH/DK

Appendix 3

Appendix 3 – Community Engagement

A: Timeline on past consultation on DESIGN of CC

There has been significant amount of community engagement over the duration of the project.

In September 2016 we carried out a public consultation on three design principles. This allowed the public to vote on their preferred option with option 3.1, a mix of refurb and new build being the most voted for option. This was widely promoted through a mix of social media, through the reference group, press releases and websites.

In 2017 we encouraged local community groups to fundraise to deliver the community favoured option. To support this we gave a time frame of 6 months and funded a part-time fundraiser to help achieve this. Unfortunately the attempts to generate external funding were unsuccessful.

Enhanced proposals for the East Oxford Community Centre redevelopment were presented to the centre's Reference Group in October 2017 This £3.7m scheme would have delivered more community space than previous proposals, and an improved and better located outdoor amenity space.

In the meantime, there were some exploratory discussions with Oxfordshire County Council about their possible involvement in the redevelopment plans as it seemed they could co-locate some additional uses at a new EOCC facility and feasibility work was carried out to establish whether and how this might work, without compromising space provision already planned in the new facility.

By July 2018 Oxford City Council and Oxfordshire County Council were entering the second phase of discussions about developing a joint community hub at East Oxford Community Centre.

The intention of the hub would have included some of the County Council's children's centre and adult learning activities at East Oxford Community Centre, alongside the City Council's community and arts provision. This approach would have offered the potential to enhance the range of services, the amenity provision (e.g. kitchen, café, etc), and the quality of a new community facility, increasing usage and creating opportunities to link activities and communities, and helping meet the needs of residents both now and well into the future.

Unfortunately the County Council were unable to contribute funding to the project at the time and this option was therefore discontinued.

From April 2019 Arcadis were appointed to manage the project from design and feasibility through to occupation. They have met with tenants and main hirers several times and again the optimal option to fulfil all requirements has been to refurbish the existing main building that is listed and a new purpose-built part to accommodate existing tenants and users.

In June 2019 a Consultation Framework meeting was held to make sure all the right parties were consulted. In addition to that, a task force was set up to involve hard reaching communities and charities operating in East Oxford.

Between June and July Arcadis met with key users and tenants to identify their design priorities, so they were able to draft a design proposal. That was first presented to the Reference Group (September 2019) and then to a wider audience in a community engagement meeting on the 20th of September. Around 150 people attended the event and gave feedback on the new plans. Tenants and hirers displayed their activities to the general public, showing the centre's good vibe, heritage and sense of community as well as a creative spirit. People not able to participate in the event could submit their feedback online. The feedback received was in-line with the previous consultation, but the new designs also spark comments on other important functional aspects.

The feedback collected in the engagement event was discussed with the stakeholders at the October Reference group and absorbed in the new designs. A new community engagement event was held on the 12th November to give visibility of new designs to the wider public.

At the same time, from October 2019, a special communication plan has been put in place for the EOGH customers: a letter has been sent out to inform them about the expected timeline of works and closure of the building they use and meetings have been held with 5 out of the 11 current hirers. The Scout group will be rehoused at the Centre.

B: Consultation on residential element of the scheme

Resident feedback and input on the draft plans for the housing element of the project are critical as these sites are surrounded by existing communities and active neighbours, but also because each site is very different to each other. This approach will be implemented on the three housing sites, Princess Street, Collin Street and Catherine Street, whether they come forward together or separately.

Since the outset of the project the community have been made aware that the funding of the development can only be achieved with the housing being part of the business plan. An opportunity was given for the community to raise external funding for over 6 months to try and give another alternative to this but unfortunately it was unsuccessful.

C: Engage on the vision for the centre to inform the governance

Without community activities, groups and services a Community Centre, is just another building. So the next stage of engagement journey will be around the vision of the centre, the needs of the wider community and how the centre and its activities will support addressing these.

We are aware that throughout the project process there have been a number of different community groups wanting to manage the centre going forward. To ensure that we are able to effectively engage around this, that it is adequately resourced and that it gives the 1st years operational costs and best chances of succeeding it is recommended that the Council continues to operate the site for the first year. That governance work starts after the community centre opens with a view to recommending a way forward after the first operational year as a minimum.

To: Cabinet - 11 November 2021
Council – 29 November 2021

Report of: Executive Director (Development)

Title of Report: Redevelopment of Standingford House Enterprise Centre and site at Cave Street to provide managed workspace

Summary and Recommendations	
Purpose of 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.
Key decision:	Yes
Cabinet Member:	Councillor Susan Brown, Leader and Cabinet Member for Inclusive Growth, Economic Recovery and Partnerships Councillor Ed Turner, Cabinet Member for Finance and Asset Management
Corporate Priority:	Foster an Inclusive Economy A Clean and Green Oxford
Policy Framework:	Corporate Strategy 2020-24
Recommendations: That Cabinet resolves to:	
<ol style="list-style-type: none"> 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 – Not for Publication**

Appendices

Appendix 1	EXEMPT - Commercial Case
Appendix 2	Risk Register
Appendix 3	Equalities Impact Assessment

Introduction and background

1. Standingford House Enterprise Centre and the associated site at Cave Street sit within the Council's freehold ownership. It currently provides 9,569sq.ft gross internal floor area (GIFA) (net lettable area 6,778sqft) of commercial office space including 18 office/ studio spaces. The building does not comply with the required national legislation for Minimum Energy Efficiency Standards (MEES) for commercial properties. In addition the building is in poor condition generally and in need of repair and urgent maintenance. Two units are currently vacant. The site is therefore faced with an imminent and ongoing diminishing rental income and rising vacant property and maintenance costs over the medium term financial plan period. As such, the Council has to act to address these issues.
2. The delivery of workspace in and around the city-centre is one of the main areas of intervention identified in the City Council's Corporate Strategy and Business Plan, and emerging Oxford City Council's Economic Strategy. The evidence base from Oxford's Economic Strategy – Consultation Draft' has further demonstrated a need to provide workspace that local people and businesses can access. It recognises the need to support higher quality workspace across the city and highlights the role that new spaces can play in supporting the evolution of local neighbourhoods and town centres, through office and co-working space. The county-wide Local Industrial Strategy positions Oxfordshire as one of the top-three global innovation ecosystems, providing an ambitious, long-term vision for economic growth between now and 2040, backed by business. Key to that is support for creative, social enterprise and technology sectors and provides an environment for people and businesses to thrive.
3. For these reasons, the 15th July 2020 Cabinet gave approval for the Council to enter into grant funding arrangements and contractual terms with OxLEP for £1.93m of Local Growth Funding (LGF) to part-fund the delivery of new and/or refurbished workspaces at 1-3 George Street and Standingford House, Cave Street, subject to detailed feasibility and design work which would be subject to a future Cabinet Report. The George Street refurbishment was subsequently approved by Cabinet on the 20th January 2021 to deliver 5,079sq.ft of lettable office space and utilising £800K of the LGF. £1.13m of the LGF is therefore available to support the provision of new workspace at Standingford House, Cave Street.
4. In providing a funding contribution to the scheme, OxLEP were keen for the City Council to explore proposals for a creative workspace hub and a range of different

workspace typologies, including co-working, studio, workshops etc. The grant funding from OxLEP is to be used to support the inclusive economy agenda, by allowing the scheme to come forward in a way that provides flexible, affordable and accessible space that supports new entrepreneurs and growing businesses.

5. The OxLEP funding agreement, aligns with the project objectives, identifying key requirements including; promoting economic growth in Oxford, providing much needed premises for new and small businesses to operate from within the City centre, working with partners to support start-ups and to provide space for small businesses in key sectors important to Oxford's economy including: the creative sectors, social enterprises and wider knowledge based businesses. The funding was to be spent in this financial year due to the Government's funding rules.
6. The LEP's funding agreement obligates the Council to enter into contract to deliver the development spend by the end of the financial year 2021/22. The OxLEP Programme Board has confirmed an extension to the contract to the end of the Q1 financial year 2022/23.
7. The COVID-19 crisis has understandably created significant uncertainty in the wider commercial property market however, despite the changes in working practices there is evidence of a real shortage of modern flexible workspace in Oxford and particularly within the central area. The feasibility and options appraisal work has therefore explored how best to position the project within that context for example, by optimising flexibility of use, and positioning the options to meet the needs of the evolving workspace market.
8. A tender process has been undertaken to select an experienced workspace operator to let and operate both the George Street and Cave Street, Standingford House sites. A preferred operator has been selected for both sites, subject to contract. The lease agreement for the George St refurbishment office space is currently being finalised. The preferred operator is currently engaged in the design process for Standingford House, Cave Street and is informing proposals for the redevelopment of the site.
9. The proposal recognises the need to engage with existing tenants during the redevelopment. All development options, including a minimum level of refurbishment to achieve compliance with current MEES regulatory standards, would require the existing Enterprise House to be vacated. An engagement strategy has been developed and initial discussion with tenants have taken place including details of how the Council may be able to assist with their relocation.

The Project

10. The Council appointed a consultancy team to carry out feasibility and design work. The consultant team includes project management, cost consultancy and an architect led design team. The options appraisal including feasibility and design work to RIBA Stage 2 has now been completed. The consultant team is also instructed to develop proposals to RIBA Stage 3 including preparation of the planning application. This report details the proposals including the options appraisal, development appraisal and business case. The Stage 2 Report is included in the background papers.
11. The consultant brief was to review options to refurbish and/or redevelop the site including:

- a. Minimum refurbishment to achieve compliance with essential Building Regulation standards and improvements to energy performance in order to meet Minimum Energy Efficiency Standards (MEES).
 - b. Commercial development,
 - c. Mixed use commercial and residential development.
12. The brief required all options to ensure a minimum commercial development of the site compliant with the OxLEP funding agreement area requirements of 9,700sq.ft GIFA and to ensure proposals were in accordance with the LPA planning classification of the site as a Protected Key Employment Site.
 13. The options were assessed against the Council's core requirements of; providing inclusive, accessible and attractive workspace, technical considerations including safety and sustainability, and financial considerations to ensure the workspace is affordable whereby a third of the space will be available at 80% of market rate
 14. The brief includes the need to engage with the stakeholder tenants to support existing employment and community uses where possible and within the constraints of the business plan.

Carbon and Environmental Considerations

15. The brief required the consultants to achieve BREEAM Excellent as a minimum standard and to be supported by a costed zero-carbon option. The base case assumes retention of the existing building with the requirement to meet Building Regulations and MEES standards and would not meet the Council's sustainability targets. Redevelopment instead of retention and extension offers greater opportunity to achieve significantly higher sustainability standards.
16. The sustainability review included costed improvements above the minimum brief requirement of BREEAM Excellent including: BREEAM Outstanding, BREEAM Outstanding with Passivhaus, and Zero-Carbon.
17. BREEAM Outstanding is recommended as deliverable and viable and meets the Council Strategy to place improving energy efficiency as a priority. The additional cost of achieving this standard over and above the minimum BREEAM excellent standard is estimated at c.£211K and is included within the Capital Budget requirements.
18. Options to further improve sustainability have been costed and assessed as jeopardising viability and as set out in the Commercial Case in the confidential exempt Appendix 1 – not for publication
19. The redevelopment will be eligible for Salix funding however this contribution cannot be calculated at this stage pending further detail design work and is not included within the Commercial Case.

Stakeholder Engagement

25. There are 18 workspace units and 1 meeting space within the existing building with two units currently vacant. A copy of the existing tenancy schedule is included within the confidential exempt background papers - not for publication. Two of the units will be vacated by the end of October 2021. Current leases bar one will have expired prior to the proposed commencement of re-development. The majority of existing leases require 2 months' notice as a break with one lease requiring a 3 month notice period.

26. Tenants have already been consulted on the intention to redevelop and the requirement of the Council to achieve vacant possession. Further engagement is underway including one to one discussion with tenants.
27. While the re-development will provide more than double the existing workspace once completed, the proposal recognises the difficulties some existing tenants may face as a result of re-development. The Council will continue to work with tenants to help them source alternative accommodation during redevelopment including sourcing specialist accommodation where required. This includes both accommodation within Council premises and/ or other commercial space. It should be noted however that there are a number of similar projects being undertaken and office space within the city is limited.
28. There is potential to accommodate some tenants within the refurbished office space at 1-3 George Street subject to the final completion date of the current works by ODSL. Other options under consideration include using space identified within the Meanwhile programme in partnership with Makespace.
29. Tenants will be given the opportunity to return once the new units are completed however, it will not be viable at their current rent levels.

Accessibility & Inclusivity

30. The existing building does not meet adequate accessibility standards with no wheelchair provision, no lift access and poor legibility and accessibility generally. Redevelopment offers the opportunity to maximise accessibility and the design will ensure the site and buildings are fully accessible, legible and including lift access throughout.
31. The redevelopment will provide a flexible mix of affordable, and market rate workspace to enable a range of business to access the space.
32. The preferred operator is committed to developing a Community Engagement Plan to ensure businesses and entrepreneurs have an opportunity to access affordable workspace. This includes creating links with local training and employability programmes to provide opportunities for local people and people experiencing disadvantage entering the labour market and/or engaging in economic activity.

Planning

33. A pre-application submission to review the shortlisted Stage Two options was undertaken to inform the options appraisal and confirmed that the principle of re-developing the site is acceptable.
34. A further pre-app for the preferred option will be submitted to support the detail design process.

Operator

35. The space is proposed to be run by an external operator as “managed workspace”. The operator will be able to deliver both affordable and commercial workspace as part of a blended offer, with a third of space being affordable defined as delivered at 80% of market rate.
36. Early input from an operator was identified as necessary to determine interest in the proposals and address the uncertainties in the commercial property market created by COVID-19.
37. Partnership with an operator allows the Council to benefit not only from the existing connections and network the partner has created but also market

knowledge, business models and knowledge of early stage business needs together.

38. Runway East (RWE) was selected as the preferred operator following an Invitation to Tender. The tender was initially for 1-3 George Street and lease negotiations are currently underway and lease terms are being finalised. RWE were also selected as the preferred bidder for Cave Street subject to parties agreeing terms. They are actively engaged in the design process for Standingford House, Cave Street and are helping inform the attractiveness of the proposals to the market and helping maximise site value to support the business case. The operator appointment is to be delivered through a Public Works Concession Contract based on a set of KPI's including income. If the operator fails to deliver on the key targets then there will be a mechanism for the Council to take back the space.

Outline Business Case

39. An Outline Business Case (OBC) has been produced in line with HM Treasury's Five Case Model to demonstrate that the proposed public sector investment is supported by a robust strategic case for action, offers impact and value for money, is feasible across procurement strategy, delivery, risk allocation, and state aid, and is financially affordable in terms of costs, income and available grant funds. The management case is used to test that the project can be delivered successfully by the Council.
40. The Outline Business Case followed the completion of an RIBA Stage One and Strategic Outline Business Case followed by included a detailed RIBA Stage Two options appraisal. The OBC is included in the confidential background papers.

Options Appraisal

41. An initial feasibility to RIBA Stage One set out a long list options for the site. Commercial agents Carter Jonas were appointed by the Council to undertake an occupational market review and utilising the layouts and areas set out in the Stage 1 options appraisal. The report carried out an assessment of the scheme options including: Entrepreneurial workspace, Life-sciences and R&D, Commercial and Residential use and Alternative Residential e.g. retirement living. Entrepreneurial space was preferred as lowest risk. An alternative mixed use commercial and residential development was also recommended for further consideration.
42. A Strategic Outline Business Case (SOBC) considered the options including development area and cost reports including a financial contingency. Four options were shortlisted for further review:
 - a. Option 2 - Do minimum – essential refurbishment works to meet MEES only and on-going essential building maintenance works
 - b. Option D1 - Commercial site development with two separate buildings to encourage flexible working opportunities
 - c. Option D2 – A mixed use commercial and residential development
 - d. Option G – commercial development of the site to maximise the built area through a deep plan commercial layout.
43. These options were shown to offer the greatest income and shortest payback. The SOBC recommendation was to proceed with developing these options to an Outline Business Case (OBC) for further review.
44. The shortlisted options were then developed to RIBA Stage Two. A further two sub-options were developed:

- a. Option D1a –variation of Option D1 with linked buildings to encourage flexible working opportunities and following advice from the preferred operator
 - b. Option D2a – As option D2 but with affordable housing instead of market sale properties for the residential element
45. Option D1a is identified by the OBC as the preferred option based upon a multi-criteria analysis including; Financial criteria, Non-financial criteria and Risk. Option D1a is ranked 3rd best option based on financial criteria and net present value but generates the most revenue over a 30 year period. Option D1a is the joint best performing option based on the Council Corporate priorities specifically by increasing the amount of new workspace to encourage investment. The mixed use housing options have additional risk in achieving the amount of proposed development and add risk to realising the development on site through added complexity.
46. The proposal option D1a will provide 23,412sq.ft GIFA of development (17,320sq.ft nett lettable), an increase of 13,843sq.ft on the existing GIFA of 9,569sq.ft and more than double the minimum requirements of the OxLEP funding agreement to deliver not less than 9,700sq.ft GIFA workspace.

The Strategic Case.

47. Oxford City Council's Corporate Plan and four year Business Plan has identified the need for a greater quantity and quality of flexible and affordable entrepreneurial workspace. This is supported by Oxford's Economic Strategy (Consultation Draft) as a priority action to support a more productive, sustainable and inclusive economy. More workspace needs to be made available if the city wants to be both competitive and meet its inclusive economy corporate objectives.
48. The Council is looking strategically at ways to effectively manage its assets by maximising their long-term return, by generating operating efficiencies through its property management services, securing enhanced revenue receipts or raising capital receipts through future redevelopment opportunities. The Council has identified Standingford House, Cave Street as a key development opportunity within this portfolio.

The Economic Case

49. The options identified above have been subject to three types of appraisal including:
- a. Non-Financial Benefits Appraisal measured against the Council Corporate priorities
 - b. Financial Appraisal utilising a discounted cashflow model over 30 years including Revenue and Capital costs and income.
 - c. Cost Benefit Analysis to bring the financial and non-financial criteria together
50. Option D1 and D1a are jointly scored as the preferred option based on non-financial benefits criteria. These options provide a significant increase in innovative/flexible workspace which will encourage investment in new skills and apprenticeships across the local economy with the creation of an estimated 270 jobs.
51. The Financial Appraisal shows that Option D2 (mixed-use) produces the highest NPV over the 30-year cashflow period due to initial capital receipts received from the sale of the residential dwellings. However, Options D1 and D1a produce considerably higher revenue and Option D1a produces the most revenue of all options over the 30-year period (after discounting)

The Financial Case

52. The Financial case utilises the preferred Option D1a, the commercial options and is based upon whole life costs. Details of the potential increase in commercial rent are included within the confidential Appendix 1.
53. The income follows consultation with the preferred operator with indicative financials based on a scheme with an occupancy ratio of 1:4.5m².
54. The full rental assumptions can be viewed within the cashflow included in the Outline Business Case in confidential background papers.
55. The OxLEP grant would reduce the funding required to facilitate the development. The remainder is assumed to be financed by way of a PWLB Loan. The Payback is reached in year 22 of the cashflow.
56. The Council has appointed cost consultants to prepare a detailed cost plan as part of the RIBA Stage 2 proposals. This includes construction costs, development costs and OCC management costs and project contingency.
57. There are a number of currently estimated figures, both in terms of cost, as well as income, and it will be crucial as the business case progresses to develop these with more robust and up-to-date costings, based on RIBA Stage 3/4 technical drawings. Based on current RIBA Stage Two information however, modelling suggests that capital expenditure on the re-development of the site will be able to be met from the Grant, Capital Borrowing and Revenue from the preferred option.
58. Overall OCC will need to borrow £8.57m to fund the projected net cost of the proposal, this represents £9.70m of development costs including c.£400K of CIL offset by £1.13m of external grant funding.

The Commercial Case

59. The agents have considered commercial options for delivery of the new workspace including:
 - a. Land sale to a third party with the market delivering the new development
 - b. Development Management Agreement (DMA) with the Council appointing an external Development manager to manage the property development process and deliver the project
 - c. Corporate Joint Venture as an alternative to the DMA whereby the Council forms a joint venture partnership with a development partner. Options modelled include both 50/50% and 25/75% split of profits
 - d. Direct delivery whereby the Council acts as developer and funder.
60. A development management agreement route could reduce some of the risks of self-delivery, in terms of cost and timescale risk however, this is offset by a significant reduction in financial outturn, due to the increased costs involved.
61. The JV route reduces the cost risk, but decreases revenue and introduces additional risk in terms of partner selection and timescale for legal agreements which will jeopardise the grant funding availability, as there are time restrictions on the expenditure of grant funding. There is also a high level of risk that the scheme would be unlikely to meet the minimum scale requirements for the type of institutional investor that this scheme requires.
62. The self-delivery route provides the most favourable delivery option for the Council. With no delivery partner, this source of risk is removed and while this route does entail cost risk on the Council's part, this is counterbalanced by the highest financial return. This route also provides the Council with a level of control

over the timescale that should allow for the delivery of the scheme within the timescale conditions of the grant funding offer.

63. The OBC also includes a sensitivity analysis to determine whether the Council could achieve a better financial return by letting the completed development to commercial tenants on the open market, rather than proceeding with the operator model.
64. While a wholly commercial scheme might produce a higher return over the 30-year period it would not be eligible for grant funding. The operator model meets the criteria of the OxLEP funding, increasing the total revenue by a further £1.13m which can be used to offset construction costs and reducing the cost of borrowing. On this basis, the operator model produces the highest revenue over the 30-year period.

The Management Case

65. The Council's project team and internal procedures are supported by external project managers and cost consultants appointed to ensure the project can be delivered together.
66. The project will need internal resourcing and the capital budget includes for costs associated with project management, legal and property advice to ensure adequate resources are available.
67. The Management Case is further supported by oversight from OxLEP with regular reporting by the Council's project team to OxLEP Programme Managers.

Programme

68. The OxLEP grant funding agreement required expenditure by the end of the current financial year however, the OxLEP Programme Board has agreed an extension to end of June 2022. In order to meet the revised date the programme proposes a planning application to be submitted December 2021 with the contract to be tendered by the start of February 2022 and to allow works to commence on site in March 2022. Completion is estimated late 2024. This will be subject to further review as the work progresses.
69. Vacant possession of the site will be required by early March 2022. Tenants have already been engaged as above but formal notice will need to be served by end November 2021 following a Cabinet decision.
70. A two stage tender is proposed based upon the planning application design proposals. This will enable early contracting with a specialist contractor which meets one of the OxLEP grant funding pre-conditions.

Financial implications

71. The total projected capital cost for the works is £9.70m including contingency and CIL payments
72. The Council will need to invest capital funds in the Cave Street re-development alongside funding from OxLEP grant to be spread across both sites.
73. £5.50m has been identified in the current Council Consultation budget's capital programme inclusive of £1.13m grant allowance and £145K of feasibility funding already allocated. The original capital budget reflected an estimated development of approximately 9,700sq.ft GIFA as set out in the OxLEP grant funding bid. Following completion of the RIBA 2 design work the scale of the development has increased to 23,142sq.ft and nett revenue increased by £9.22m over the base case of a refurbishment option.

74. The increased development will require a further £4.20m of capital programme budget to deliver the current proposed £9.30m development costs plus £400K of CIL with the projected return to the Council via rent set out in Confidential Appendix 1.
75. The feasibility costs and capital spend in the current financial year will both be recouped from the OxLEP grant. The Council will spend the remaining £1.13m of the OxLEP grant on the Standingford House, Cave Street redevelopment. The drawdown of the OxLEP LGF funding will be met from the financial year 2021/22 and 2022/23

Legal issues

76. The Council commissioned Browne Jacobson LLP to provide an independent state aid assessment which is required as a pre-condition of the funding agreement with OxLEP.
77. Browne Jacobson LLP has advised:
 - a. The Council is acting as an undertaking for these purposes and the State Aid tests are passed.
 - b. The Council will be able to benefit from Article 56 of General Block Exemption Regulation (GBER) to enable the funding gap to be filled. The Council financial calculation confirms that the grant funding from OxLEP will not be greater than the difference between the eligible costs incurred by the Council in developing the hubs and the operating profit made by the Council from it over the relevant lifetime of the hubs and calculated in accordance with the appropriate accountancy led depreciation period.
 - c. The aid provided under GBER must have an incentive effect (i.e. there has been a written application before the project has started and the Council must be able to show a material increase in scope, amount spent or speed of completion of the project as a result of the funding). A development appraisal has been carried out using the current value of the building plus spend, less completed value, to demonstrate this.
 - d. An OJEU compliant tender process (whether directly procured by the Council or let under a compliant framework) will be required for delivery of the project. This is being undertaken with independent oversight by an externally appointed QS.

Level of risk

78. Refer to the attached Risk Register Appendix 2
79. RIBA Stage Two proposals including detailed cost plans are completed and Stage Three works have commenced however, the design is still at an early stage. In addition to the construction cost contingency included within the cost plans a further 15% project contingency is included within the overall budget.
80. The Council has appointed a consultant team to manage the project including a project manager/employers agent and QS to oversee costs and delivery. A two stage tender process utilising the JCT Design and Build Contract is proposed for procurement of the construction contract. The form of contract allows for early engagement of the contractor and offers a greater certainty on cost and programme together with the transfer of the design risk. Works would be tendered on RIBA Stage 3 design information with management and preliminaries used to establish a pre-construction agreement (Stage 1). The contractor would then join the delivery team to develop construction packages through the supply chain for

final costs, and working with the Council's consultant team to validate and agree work packages.

81. The procurement of ODSL to deliver the construction contract has been considered however, due to the scale and specialist nature of the construction work and the resulting level of risk it has been agreed that they will not tender for the work. Opportunities for their future involvement through delivery of sub-contracted work packages to the main contractor will be considered during the procurement process.
82. If the business case is rejected, we will not be able to utilise the grant. The Council would be liable for the £145K feasibility budget already committed ahead of this point. A further advance of £155K to support the planning application consultant works has also been committed to the project and will similarly be at risk.

Equalities impact

83. Refer to the Equalities Impact Assessment Appendix 3

Conclusion

84. Standingford House, Cave Street needs significant expenditure to meet minimum regulatory energy efficiency standards and an urgent need to carry out essential maintenance without which it faces an immediate and continuing reduction in income following the departure of at least two of the existing occupiers.
85. The OxLEP Local Growth Funding will support the redevelopment of the site with the opportunity to more than double the amount of accessible innovative work space to enable the creation of jobs and bring in new investment to the City. A comprehensive options appraisal and Outline Business Case has demonstrated that the demolition of the existing building and redevelopment of the whole site to provide new and additional workspace will deliver the maximum benefits to the Council over the long term compared to other options.

Report author	Andrew Humpherson – Regeneration Manager
Service area or department	Regeneration and Economy
Telephone	01865 335702,
e-mail	ahumpherson@oxford.gov.uk

Background Papers:	
1	Stage 2 Design Report (Summary) – ADP Architects and AAP Cost Consultants

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Appendix 2

Local Growth Funded Workspace Projects, Standingford House Cave Street														
Last Updated		04/10/21												
Updated By		AH												
Revision		B												
Risk Register														
NO.	Date Raised	Risk Type	Risk Category	Risk Description	Current Risk - Probability	Current Risk Impact	Current Risk Score	Risk Response	Mitigating Actions	Action Due Date	Risk Owner	Risk Status	Progress	Comments
1	Dec-20	Threat	Economic, financial & Market	OxLEP funding dependent on funding pre-conditions; spend no later than March 22	5	2	10	Reduce	OxLEP Programme Board report approved in principle by OxLEP. Continuous reporting with Oxlep.	May-21	AH/MP	Closed	90%	OxLEP Programme Board approved May 2021.
2	Dec-20	Threat	Economic, financial & Market	Capital Funding not approved - project would terminate and Council at risk of consultant fees	2	5	10	Reduce	Options appraisal complete. Business Case complete by Carter Jonas and reviewed by DRB.	Jul-21	AH/MP	Closed	90%	Business Case complete pending Cabinet approval
3	Dec-20	Opportunity	Economic, financial & Market	Market conditions limit viability	2	4	8	Reduce	Preferred Operator selected and informing Business Case	Jul-21	AH/MP	Response agreed	90%	Operator engaged and advising on Business Case
4	Dec-20	Opportunity	Economic, financial & Market	Business Case not viable	2	2	4	Accept	Options appraisals to include detailed cost appraisals. - Complete	Jul-21	AH/MP	Response agreed	90%	Business case agreed subject to Cabinet approval
5	Mar-21	Opportunity	Legal & regulatory	Planning consent	2	2	4	Accept	Planning pre-app submitted as part of the feasibility works - Complete	Dec-21	AH	Response agreed	50%	First Pre-Planning application complete. Second Pre-App to be submitted.
6	Mar-21	Threat	Economic, financial & Market	Project viability not realised due to market changes	3	4	12	Reduce	Operator input to advice on market requirements	Oct-21	AH	Response agreed	80%	Risk share under review as part of Business Case
7	Mar-21	Threat	Economic, financial & Market	Project viability not realised due to poor project management	3	3	9	Reduce	Adequate project resourcing and project monitoring by OCC	Sep-21	CP	Response agreed	75%	Resourcing costs increased and included in overall project cost - subject to Cabinet approval
8	Mar-21	Threat	Legal & regulatory	Title issues delaying development	2	3	6	Reduce	Title report commissioned	Sep-21	AB	Response agreed	25%	Title still to be reviewed
9	Mar-21	Opportunity	Strategic & Commercial	Sustainability standards to be agreed - impact on viability to be checked	2	3	6	Accept	Sustainability report complete. Sustainability costs included within Business Case.	Sep-21	AH	Response agreed	75%	BREEM Outstanding proposed subject to Cabinet approval
10	Mar-21	Threat	Political	Existing tenants object to loss of workspace and public pressure to change proposals.	3	3	9	Reduce	Tenant engagement strategy and alternative accommodation proposals required. Member briefed	Oct-21	AH/LG	Escalation agreed	10%	Tenant engagement commenced. Alternative accommodation under review.
11	Mar-21	Threat	Technical, operational & infrastructure	Delays to construction and project delivery	3	4	12	Reduce	Experienced contractor required. Procurement programme under review.	Oct-21	AH	Response agreed	75%	Specialist contractor proposed. 2 stage tender. ODSL fit out opportunity.
12	Mar-21	Threat	Technical, operational & infrastructure	Sub-station and utilities issues delay project	3	4	12	Reduce	Early engagement of utilities companies and enabling works contract to ensure early start	Oct-21	AH	Response agreed	75%	Utilities survey undertaken and initial discussions regarding sub-station have commenced.
13	Mar-21	Threat	Technical, operational & infrastructure	Project not completed within budget / project creep / value engineering	3	4	12	Reduce	Independent PM, QS to provide EA role and oversight. Tender Scope and Return to be interrogated.	Oct-21	AH	Response agreed	10%	Procurement route reviewed, two stage tender to enable close cost monitoring. OCC resourcing costs included.
14	Dec-20	Threat	Strategic & Commercial	Operator Agreement not reached	2	3	6	Reduce	Preferred Operator selected and informing Business Case - Lease at George Street still under review and may impact on Operator selection	Oct-21	MP/CW	Response agreed	75%	Operator engaged and advising on Business Case. HoT's close to completion at George Street
Risk Matrix														
					Probability									
					Almost certain	5	10	15	20	25				
					Likely	4	8	12	16	20				
					Possible	3	6	9	12	15				
					Unlikely	2	4	6	8	10				
					Rare	1	2	3	4	5				
					Impact	Insignificant	Minor	Moderate	Major	Severe				
					Probability	Impact								
					.1 Rare	.1 Negligible								
					.2 Unlikely	.2 Minor								
					.3 Possible	.3 Moderate								
					.4 Likely	.4 Major								
					.5 Almost certain	.5 Catastrophic								

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Form to be used for the Full Equalities Impact Assessment

Service Area: Regeneration and Economy	Section: Economic Development	Date of Initial assessment: 7 th Oct 2021	Key Person responsible for assessment: Matt Peachey	Date assessment commenced: 7 th October 2021
Name of Policy to be assessed:		Local Growth Funded Workspace project – Standingford House Redevelopment, Cave Street,		
1. In what area are there concerns that the policy could have a differential impact	Race	Disability	Age	
	Gender reassignment	Religion or Belief	Sexual Orientation	
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership	
Other strategic/ equalities considerations	Safeguarding/ Welfare of Children and vulnerable adults	Mental Wellbeing/ Community Resilience		
2. Background: Give the background information to the policy and the perceived problems with the policy which are the reason for the Impact Assessment.	The delivery of workspace in the city-centre is one of the main areas of intervention identified in the Oxford's Economic Strategy – Consultation Draft. Oxford City Council is already committed to increasing the supply of good quality, accessible and affordable commercial workspace in its Corporate Strategy 2020-24. The evidence base from the City Council's Draft Economic Development Strategy has further demonstrated a need to provide workspace that local people and businesses can access and that provides enterprise and employment opportunities for all. It recognises that more, improved and innovative space needs to be made available if the city wants to be both competitive and meet its inclusive economy corporate objectives.			

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<p>3. Methodology and Sources of Data:</p> <p>The methods used to collect data and what sources of data</p>	<p>The Oxford Economic Strategy Evidence Base 2020</p> <p>The REDO Workspace Assessment – February 2020</p> <p>Consultants delivering the City Council Draft Economic Strategy have utilised a range of publically available data on the commercial property market, business start-up rates, and socio-economic data and surveyed existing workspace providers in the city. Supply and affordability are two key issues as well as lower than expected levels of entrepreneurship across the community.</p>
<p>4. Consultation</p> <p>This section should outline all the consultation that has taken place on the EIA. It should include the following.</p> <ul style="list-style-type: none"> • Why you carried out the consultation. • Details about how you went about it. • A summary of the replies you received from people you consulted. • An assessment of your proposed policy (or policy options) in the light of the responses you received. • A statement of what you plan to do next 	<p>Consultation with businesses and the Oxford Economic Growth Board. We also consulted a broad range of organisational stakeholders on the Inclusive Economy objectives for the county.</p> <p>Across these forums, it was agreed that use of some publically owned assets, where appropriate, should be deployed to supply affordable workspace to meet the needs of a diverse range of groups operating in a diverse range of sectors.</p> <p>Consultation with stakeholders also flagged the need to ensure training and employability options were embedded as part of the operation of the proposed workspaces.</p> <p>As a result, the workspace and method of operation will be designed with accessibility, openness to a broad range of groups and people experiencing disadvantage as part of the aims of the project. A community of social enterprises and creative enterprises will be developed with commitment to equality being a key entry requirement.</p> <p>Building design also takes account of DDA requirements. The needs of existing tenants required to relocate away from the building to demolished are also important. Tenants have been engaged as a group on the plans for the site and given (informal) notice of the likely date for vacant possession. Officers have committed to seeking each tenants future relocation needs in detail, with a view to seeking a range of potential relocation options to be shared with individual tenants. Whilst we cannot be certain of finding space to meet every need, we are committed to exploring all available options in the city council portfolio, or through</p>

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	<p>partners with space, or available on the market. Tenants will then be aware of all options available to them. Those tenants from the VCS sectors may also need specific and prioritised support, where they are less well funded than trading enterprises for example.</p>																				
<p>5. Assessment of Impact: Provide details of the assessment of the policy on the six primary equality strands. There may have been other groups or individuals that you considered. Please also consider whether the policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults</p>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td data-bbox="701 300 1171 360">Race</td> <td data-bbox="1171 300 1619 360">Disability</td> <td data-bbox="1619 300 2083 360">Age</td> </tr> <tr> <td data-bbox="701 360 1171 499">Neutral</td> <td data-bbox="1171 360 1619 499">Neutral</td> <td data-bbox="1619 360 2083 499">Neutral</td> </tr> <tr> <td data-bbox="701 499 1171 555">Gender reassignment</td> <td data-bbox="1171 499 1619 555">Religion or Belief</td> <td data-bbox="1619 499 2083 555">Sexual Orientation</td> </tr> <tr> <td data-bbox="701 555 1171 611">Neutral</td> <td data-bbox="1171 555 1619 611">Neutral</td> <td data-bbox="1619 555 2083 611">Neutral</td> </tr> <tr> <td data-bbox="701 611 1171 667">Sex</td> <td data-bbox="1171 611 1619 667">Pregnancy and Maternity</td> <td data-bbox="1619 611 2083 667">Marriage & Civil Partnership</td> </tr> <tr> <td data-bbox="701 667 1171 751">Neutral</td> <td data-bbox="1171 667 1619 751">Neutral</td> <td data-bbox="1619 667 2083 751">Neutral</td> </tr> </table>			Race	Disability	Age	Neutral	Neutral	Neutral	Gender reassignment	Religion or Belief	Sexual Orientation	Neutral	Neutral	Neutral	Sex	Pregnancy and Maternity	Marriage & Civil Partnership	Neutral	Neutral	Neutral
Race	Disability	Age																			
Neutral	Neutral	Neutral																			
Gender reassignment	Religion or Belief	Sexual Orientation																			
Neutral	Neutral	Neutral																			
Sex	Pregnancy and Maternity	Marriage & Civil Partnership																			
Neutral	Neutral	Neutral																			
<p>6. Consideration of Measures: This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	<p>N/A</p>																				
<p>6a. Monitoring Arrangements: Outline systems which will be put in place to monitor for adverse impact in the future and this should include all relevant timetables. In addition it could include a summary and assessment of your monitoring, making clear whether you found any evidence of discrimination.</p>	<p>Quarterly Equalities monitoring arrangements embedded in Workspace operator policy (once operator appointed and new building up and running)</p> <p>Quarterly Monitoring report for LGF funding (ongoing)</p> <p>Quarterly monitoring of project outputs as part of Economic Strategy Monitoring (commencing in early 2022)</p> <p>Corporate Plan Annual reporting (ongoing)</p>																				

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7. Date reported and signed off by City Executive Board:	15 July				
8. Conclusions: What are your conclusions drawn from the results in terms of the policy impact	The impact will be to bring about more opportunities to reduce inequality for people experiencing social and economic disadvantage. This will be felt in terms of improved access to enterprise support, work and training opportunities, and workspace typologies that meet a range of needs flexibly, including a third of the space in the new site, being available at 80% of market rate, on a per desk rate.				
9. Are there implications for the Service Plans?	YES	10. Date the Service Plans will be updated	February 2022	11. Date copy sent to Equalities Lead Officer	11 th October 2021
10. Date reported to Scrutiny and Executive Board:	6 th December 2021	14. Date reported to Cabinet:	10 th November 2021	12. The date the report on EqIA will be published	28 th March 2025

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Signed (completing officer)

Signed (Lead Officer)

Please list the team members and service areas that were involved in this process:

Regeneration and Major Projects

Economic Development

Project Management Office

Planning Policy

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To: Cabinet – 10 November 2021
Council – 29 November 2021

Report of: Head of Housing Services

Title of Report: Use of Retained Right to Buy Receipts to increase the provision of more affordable housing

Summary and recommendations	
Purpose of report:	The report 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.
Key decision:	Yes
Cabinet Member:	Councillor Diko Blackings, Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless
Corporate Priority:	Meeting Housing Needs
Policy Framework:	Housing and Homelessness Strategy 2018 to 2021
Recommendation(s): That the Cabinet resolves 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.
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..

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.

Appendices	
Appendix 1	Summary of use of RRTBRs to date
Appendix 2	Risk Register
Appendix 3	Equality Impact Assessment

Introduction and background

1. The Council continues to develop a programme of affordable housing supply through multiple work streams, including the delivery of units through Oxford City Homes Ltd (OCHL); delivery directly by the Council; joint ventures, such as Barton Park; regeneration schemes; an acquisition programme; and enabling work with Registered Providers, Community-Led Housing organisations, and other partners.
2. Officers continue to review opportunities to bring forward the development of further affordable homes to increase the supply available to help meet Oxford’s housing needs. This might take the form of developing more new homes; acquiring property to use as affordable housing; or switching tenures to improve affordability and access to these homes.
3. This report identifies further opportunities for the delivery of more additional affordable homes for rent, supporting these initiatives with the use Retained Right to Buy Receipts (RRTBRs) funding.

Retained Right to Buy Receipts

4. Retained Right to Buy Receipts are the receipts that the Council is able to retain, to be recycled into new replacement affordable homes in accordance with the agreement signed in 2012 between the Council and the Secretary of State for Housing, following agreement for the self-financing of the Housing Revenue Account (HRA). Receipts that were unspent after three years from the time of the sale had to be returned to the Government, with interest (4% over base rate). This receipt/ spend profile was monitored quarterly.
5. Spend had to be on new rented social housing supply at up to 30% of the qualifying spend (i.e. £1m spend could be financed by using up to £300,000 of RRTBRs). Activity within OCHL is prohibited as suitable expenditure, as is combining this with any other grant funding.

6. The Council originally planned to use these funds as part of the financing for Barton Park, but when Government introduced a raft of financially negative proposals planned for the HRA in 2015, a review of HRA spending concluded that without the removal of the debt cap, it was unviable in the HRA. Consequently, the Council took the decision that the social housing on this site would be owned by OCHL, so using RRTBRs to part fund these acquisitions was no longer an option.
7. To date, the Council has used RRTBRs to support considerable investment across the General Fund and the HRA. This activity is summarised at Appendix 1.
8. Following consultation in 2018, the Government has recently made a number of changes concerning the use of RRTB funds, most taking effect from April 2021. This includes:
 - Increasing the period before payback is required to 5 years (from 3) and requiring only annual monitoring of this (not quarterly)
 - Increasing the rate at which these funds can be used to 40% (from 30%)
 - Placing a cap on acquisition activity (in favour of using this for new build) from April 2022 – *This is above the rate that Oxford expects to operate at, and excludes acquisitions from OCHL*
9. A report was agreed at Cabinet in January 2020 setting out further proposals for RRTBR spends in 2020/21 and 2021/22 (committing receipts retained from RTB sales up to the end of 2018/19).
10. To the end of March 2022, the Council presently forecasts that it will have spent all RRTBRs received up to the end of March 2019. This report therefore relates to receipts received from April 2019 on.
11. The deadline for receipts from the first quarter of 2019/20 (April to June 2019), under the previous rules, would have been the first quarter of 2022/23, but this is now extended from three years to five (i.e. to 2024/25). It is however prudent to plan suitable qualifying spend considerably ahead of this deadline to minimise the risk of having to repay any funds.
12. Recent RTB activity is shown in the table below. This has reduced substantially in recent years. In terms of RRTBRs, from 2019/20 and 2020/21, the Council currently has approximately £4.1 of receipts, currently unallocated to a project. This requires 'qualifying expenditure' of over £10.3m to use the receipts and ensure they do not have to be returned to Government.
13. At the half year of 2021/22, eight RTB sales had taken place, which would indicate a similar level of activity to 2020/21. In 2022/23, a similar position is also expected.

Financial Year	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Actual RTBs	8	45	46	32	25	36	21	29	20

For 21/22: There were 8 RTB sales to end Sept 2021 (at half year)

14. An in-year budget of £2m in 2021/22 is proposed to cover additional spend this year on acquisitions, plus the £1.65m Roken House purchase and refurbishment. This combined project spend is £3.65m, using £1,460,000 of RRTBRs.
15. In the Consultation Budget report to Cabinet (December 2021), a 'qualifying spend' allocation of approximately £6.65m is proposed across the 2022/23 and 2023/24 years (with up to £3.2m available to be used within the 2024/25 year instead, and within the 5 year deadline) which could enable the budget to be more evenly distributed over these three years, if desired.

Proposals for Spend

16. The following proposals show where this funding could be spent to provide significant benefit through the delivery of more affordable housing.

Roken House

17. Roken House (Lake Street, Oxford) has been used as supported accommodation for many years. The building was converted from an HMO into eight self-contained flats in 2012. It comprises of five 1-bed flats and a staff office on the ground floor, and two 2-bed flats on the first floor. The building is set back from the street, and in a well-connected location close to the centre of Oxford. It was decommissioned as a (County Council commissioned) service in 2020. The Home Group (Registered Provider) that own the freehold have confirmed that they would sell the property to the Council to assist with keeping these homes within the affordable housing sector.
18. Valuations of the property have been undertaken and a draft Heads of Terms agreement developed, with the proposal that the Council acquires the property, subject to further due diligence.
19. The Council would intend to refurbish the property and then use it as supported temporary accommodation for complex/ high need single clients requiring accommodation under homelessness legislation. This need, is a current pressure within the homelessness/ temporary accommodation service, and is part of a wider programme of work.
20. The current condition of the property is considered reasonable having been refurbished in 2012, but would benefit from some redecoration and updating. To make best use of the building, further improvements are being explored. The first floor currently comprises of two 2-bed flats, whereas three 1-bed flats would be preferable for the use proposed (i.e. single vulnerable clients). Initial work indicates that this is possible and an indicative cost has been provided. Further work is underway to provide further certainty in this regard. The works would present an opportunity for Oxford Direct Services (ODS) to undertake this project.
21. The building could still be used as temporary accommodation on the current layout (7 dwellings), but the addition of more units and improved design for single households is preferred (8 dwellings).
22. It is proposed that additional intensive support is commissioned in relation to this scheme. This would be akin to that provided for the new Housing First model. A further report with respect to this revenue funding will be brought forward, but the cost of the service is estimated at £40k per annum based on current market intelligence for similar services commissioned, with the proposal that this is funded from Homeless Prevention Grant. The operational requirement for this support will

be kept under annual review, and the support element will be recommissioned or decommissioned as required, and to fit with strategic delivery plans.

23. It is proposed that this project is funded with the General Fund. This best meets new regulatory requirements with regard to the HRA. However, should the property no longer be needed as temporary homeless accommodation, it could be transferred into the HRA for permanent lettings at Social Rent. Any debt balance would transfer from the GF to the HRA at that point.
24. The indicative cost for the acquisition and refurbishment of Roken House is shown in the table below. Funding would be 40% from using RRTBRs and 60% from borrowing. The proposal is that the total financial envelope for this project is £1,650,000.

Element	Description – Roken House	Cost
Acquisition	Purchase Price	1,400,000
	Stamp Duty (RP exemption)	0
	Legals/ Searches/ Surveys	20,000
Sub-Total		1,420,000
Refurbishment	Decent Homes/ Void Works (5 flats, office, common parts)	85,000
Re-modelling	Reconfiguration of first floor	100,000
	Fees at 15% of work value	15,000
	Project contingency at 15% of works value	15,000
	Project Management resourcing (inc design feasibility work)	15,000
Sub-Total		230,000
Total		1,650,000
Subsidy	Modelled assuming RRTBR use @40%	660,000
Net Cost		990,000

Acquisition Programme – Focused on ‘Buy-Backs’

25. The Council has an active programme buying properties in Oxford, from the private sale market. Many of the properties that best meet the Council’s financial parameters for this activity, and that provide best value for money, are previous Council properties sold under the Right to Buy, especially flats where the Council is still the freeholder.
26. A more modest programme is proposed going forward (to reflect the lower level of RTB receipts), the focus will be on purchasing those properties that provide the best value for money in the HRA in terms of acquisition value and rental income. The properties will be rented at Social Rent as permanent homes.
27. The Council may also seek to use funding on the buy-back of units from OCHL (including the ten homes that were transferred previously) to ensure that financial parameters for OCHL and the HRA are met, in being able to let these homes

permanently at Social Rent. Further approvals and delegations with regard to new development schemes, will be recommended to Cabinet in further reports.

28. The draft consultation budget for 2022/23 on, proposes a level of spend for this use based on the forecasts on RTB sales, as shown above. In order to continue the acquisition programme in 2021/22 a further in-year budget allocation is proposed.

Development Funding Flexibility

29. The increased spend period from the time of a RTB receipt and the time of required spend, from 3 years to 5 years, now also allows for some consideration of this funding source for development activity. RRTBR funding cannot be combined with another grant or other development subsidy, but opportunities may arise where this is beneficial. It is proposed that some flexibility could be applied in such an event, using the funding detailed above for acquisition/ direct development activity, for this purpose, but within the same overall budget envelope.

Financial implications

30. This report seeks the required delegations to further develop the programme of affordable housing supply. The decision to proceed with any purchase or development will be supported by a development scheme appraisal/ financial modelling to ensure that financial parameters and requirements are met.
31. In the event that the Council secures an opportunity for the purchase of a site/ multiple unit development, then the purchase price is likely to exceed general delegations (up to £500k). For this reason, this report recommends a further delegation to the Chief Executive, to provide for this circumstance and to allow the Council to move rapidly to enter into agreement should it wish to.
32. Roken House has been assessed as a General Fund scheme using a 50 year revenue model, including Minimum Revenue Provision and borrowing costs. This shows a viable scheme, producing 8 one-bed flats, and yielding a surplus over the 50 year period.

Legal issues

33. The Council entered into an agreement with the Secretary of State in September 2012 pursuant to Section 11(6) of Local Government Act 2003, which allows the Council to use capital receipts generated from Right to Buy sales for the provision of social housing. Right to Buy receipts must be applied in accordance with the agreement and relevant legislation. The proposals set out in this report are in accordance with the agreement referred to above.
34. It is proposed that any conveyancing for the acquisition programme continues to be undertaken using existing resource provision available to the Council.
35. The purchase of Roken House is exempt from Stamp Duty (SDLT) under s71 of the Finance Act 2003, as per the HMRC SDLT manual, as the vendor and the Council both have Registered Provider status.

Level of risk

36. A Risk Register is provided at Appendix 2. The main risk identified is not spending RRTBRs within the deadline from the time of receipt (now five years, extended from

three), and thereby being required to return the funds to Government with interest applied from the time of receipt.

37. In order to ensure that the on-going use of Roken House is future-proofed, a viable exit strategy has been identified and appraised (including a financial appraisal) to be assured that the units can be used for permanent lets in the HRA, should the temporary accommodation use no longer be required.

Equalities impact

38. An Equalities Impact Assessment is provided at Appendix 3. There are no adverse impacts in undertaking this activity, with the potential to improve provision for persons in housing need, through the provision of more affordable and accessible housing, and supported accommodation to better meet client needs.

Report author	Dave Scholes
Job title	Affordable Housing Supply Corporate Lead
Service area or department	Housing Services
Telephone	01865 252636
e-mail	dscholes@oxford.gov.uk

Background Papers:	None
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Appendix 1

Appendix 1: RRTBR Funds – Summary of Spend to end Sept 21 - Cabinet 10 Nov 2021

To date, the Council has funded projects in excess of **£45m**, using over **£14m** of RRTBRs, to support considerable investment across the General Fund and the HRA, securing over **200** more affordable homes to help meet Oxford's housing needs. This has included:

	Description	Units
1	Investment in the National Homeless Property Fund (NHPF1) using £5m of Council funding and £5m private match funding (General Fund)	
2	Further investment in the NHPF1 (round 2), with c. £0.5m investment from other parties in Oxford programme also. Has acquired property locally to prevent homelessness, as well as providing an investment return for the Council	69
3	Acquisition of properties for temporary accommodation use, supporting the switch from leasing to owning such units in the General Fund, saving money for the Council; improving quality; and ensuring suitable accommodation is available as required for statutory homelessness activity	46
4	Spend in the HRA to purchase additional permanent units to let at Social Rent, off-plan, from a development in Didcot	10
5	Spend on acquiring larger homes, to meet the needs of larger families, at Social Rent in the HRA	4
6	Acquisition of properties in Oxford from the private sale market, to let at Social Rent in the HRA	30 <i>to date</i>
7	Acquisition of units (off-plan) from the developer at Glanville Road, Cowley, Oxford	9
8	Acquisition of units (off-plan) from the developer at Sandford Road, Littlemore, Oxford	45
9	An outstanding delegation to substitute RRTBR funding in place of Oxfordshire Growth Deal funding (for HRA direct delivery schemes approved at Cabinet Sept 2020)	-

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Appendix 2 - Risk Register - RRTBR Funding - Cabinet Report - 10 November 2021

Ref	Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls					
								I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner	
1	Insufficient opportunities to spend these funds as intended	Insufficient housing market or development activity to enable suitable investments to be made that achieve value for money	Threat	Market slow-down (development and sales) and difficulties of developing in Oxford (inc high land and build costs)	Council does not pursue these initiatives further and may need to return the RRTBR funding, in full or in part, to Government, plus compound interest above base rates	01/10/21	Stephen Clarke	3	4	3	3	2	2		Ensuring that all work streams continue to be progressed at pace, and that any negotiations are conducted promptly, with due diligence, and within an agreed framework. There is an active programme in place for acquisitions, so the continuance of funding enables continued engagement with stakeholders to continue this activity.	Ongoing	Ongoing	50	Dave Scholes	
2	Unable to agree acceptable agreement terms for the Roken House acquisitions.	Not entering into agreements with RP providers	Threat	Unable to secure agreement on acceptable terms	Council does not pursue this schemes further	01/10/21	Stephen Clarke	3	3	3	3	1	1		Ensuring that negotiations are conducted promptly, with due diligence, and within an agreed framework. Risks here are mitigated by advance negotiations with the vendor and due diligence in relation to the property and expected works.	Ongoing	Ongoing	50	Dave Scholes	
3	Developments stall or do not proceed in accordance with agreements	Delivery risk that the scheme does not progress as expected	Threat	That the outcome expected from the contractual arrangement is not delivered within acceptable tolerances on quality; time or budget, including that the scheme is unable to secure planning consent	The the Council may need to enforce contracts terms or exit the agreement by consent. If the development stalls during construction, then the Council may elect to intervene.	01/10/21	Stephen Clarke	3	2	3	2	1	1		That the Council undertakes due diligence and ensures that the contractual agreement offers the Council the necessary controls and exit arrangements required. That the viability assessment is rigourously tested. That delivery methods reduce site risks.	Ongoing	Ongoing	0	Dave Scholes	
4																				

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Appendix 3

Appendix 3: Equality Impact Assessment – RRTBR Funds - Cabinet Report 10 Nov 2021

1. Which group (s) of people has been identified as being disadvantaged by your proposals?
What are the equality impacts?

No groups have been identified as being disadvantaged by this proposal. The initiatives recommended focus on better meeting the needs of persons in housing need through seeking to improve the supply of more affordable housing.

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

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

N/A – No adverse impacts expected.

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

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

No groups have been identified as being disadvantaged by this proposal and it is expected to have a positive impact on many vulnerable people as outlined, through the provision of more affordable housing and improved support.

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

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

No adverse impacts, relating to protected characteristics, have been identified.

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

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

All plans and spends will be monitored throughout the development period, and through contractual arrangements.

Lead officer responsible for signing off the EqIA: Dave Scholes, Housing Strategy & Needs Manager. Date: October 2021

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To: Cabinet – 10 November 2021
Council – 29 November 2021

Report of: Head of Business Improvement

Title of Report: Council Telephony Contracts Replacement

Summary and recommendations	
Purpose of report:	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.
Key decision:	Yes
Cabinet Member:	Councillor Mike Rowley, Cabinet Member for Citizen Focused Services
Corporate Priority:	None
Policy Framework:	Council Strategy 2020-24

Recommendations: That Cabinet resolves 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.

Appendices	
Appendix 1	Council Telephony Contracts Replacement (Business Case)
Appendix 2	OCC Telephony Report November 2020 (release)
Appendix 3	Telephony Contract Replacement - Risk Register

Introduction and background

1. The various contracts for the provision of the BT One Phone system, with consolidated landline and mobile telephony (phone numbers, softphone users, SIMS, voice and data), signed on 1st April 2015, expired on 31st March 2020, with the option to extend the contracts year-on-year.
2. The likely total cost of a 3+2 year contract should be in the region of £1.25m for a full five-year term. The capital budget provision for implementation and setup costs is estimated to be £50,000.
3. The preferred procurement route is via the Crown Commercial Services framework
4. The proposed tendering strategy is as follows:
 - a. Single tender, separate lots for a single or dual supplier solution
 - b. Tender will test both cost and functionality
 - c. Soft market testing for this report indicates that it would be most advantageous for cost
 - d. Simplified account management (in the case of a single supplier)
 - e. Tech fund established could be applied to both fixed line and mobile device purchases
 - f. Single tender reduces procurement costs
 - g. Some suppliers can offer choice of mobile networks to cover “not spots”
 - h. Bidders from main telecommunications companies will be most attracted to the tender restricting options for innovative fixed line solutions
 - i. However Lot 10 has most suppliers which could extend evaluation process
 - j. Could be “compromise” fixed/mobile solution rather than best of breed for each
 - k. Fixed Line will need evaluation focus on Quality whereas mobile will focus on Price
 - l. Migration away from Legacy and unsupported systems
5. The project team includes:

a. Project Sponsor (Head of Service)	Helen Bishop
b. Programme Manager	Simon Park
c. Project Manager(s)	PTS Consulting
d. Stakeholder Manager	Rocco Labellarte
e. Business Analyst	PTS Consulting
f. Business Change Manager	Simon Park
6. As the proposed change of provider and services does not directly or indirectly affect the number of staff or roles within the Council, there are no TUPE issues to consider
7. The proposed procurement and implementation timetable is as follows:
 - a. Cabinet approval – November 2021

- b. Procurement via framework completion – January 2022
 - c. Implementation begins – 1st April 2022
 - d. Implementation completed – 30th September 2022
8. The contract commencement date would therefore be from 1st October 2022 and the end of the 3+2 term would be 30th September 2027

Rationale for the recommendation

9. Given the dated nature of the solution, going out to procure a replacement is recommended to leverage advances in technology and the reduction in cost of telecommunication services over the past five years.
10. Since the existing five-year contract was signed, with potential reductions in the cost of equivalent services, we estimate a saving potential of up to £100,000 per annum on the current annual cost.
11. Procurement for wider public sector bodies, such as local government, health and education, is subject to the Public Contracts Regulations.

Options considered

12. From a procurement perspective, the three options considered were:
- a. Procure via a framework – the CCS RM3808 Framework specifically Lot 10 has 44 suppliers. The benefits of running a mini competition under the framework can be identified as:
 - i. flexible contract lengths – up to 10 years for some services
 - ii. supports the Councils technology upgrade programme
 - iii. savings from lower cost and or more efficient technologies
 - iv. option for both direct award or further competition to meet needs
 - v. option to choose specialist suppliers who can deliver services under one specific lot, as well as suppliers who can provide multiple services across several lots
 - vi. uses the agreed Public Sector Contract (PSC) terms and conditions

The preferred option is a mini competition under the Framework.

- b. Independent procurement exercise
 - i. There are 94 suppliers in totality on the RM3808 framework, who have been awarded a place on the framework following a robust tender process. Going to the market independently would not represent value for money to the Council.
 - c. Do Nothing
 - i. To do nothing would result in the Council being non-compliant in terms of the Procurement Regulations and open to a possible challenge.
13. The Council engaged with a specialist independent consultant and carried out a full technical and market options analysis. The findings from their report (included in appendix) are summarised in the following options:

14. Do nothing. The market place could be tested against OCC's functional requirements and to ensure value for money. (This exercise was carried out and the existing contracts found not to be value for money).
15. Retender separately for the Unified Communications and Mobile Telephony services – This approach offers the opportunity to review both marketplaces for “best of breed” for both technologies, but replicates the recommended option (see below) with the additional overhead of duplicating the procurement effort.
16. Recommended option: Retender the contract (single procurement) in two lots (fixed and mobile telephony) with the option that it be a single or dual supplier solution. This option offers the best value for money out of the four options and reduces both implementation and operational risks.
17. Use Microsoft Teams as a phone system - Not Recommended – Unless the Council had other reasons to consider the more expensive Microsoft E5 licensing this would be more expensive and the necessary integration with the Netcall contact centre call management system is high risk.

Financial implications

18. There are no financial implications, insofar as the procurement exercise will award the contract(s) at a value of less than and no more than the current annual budget of £460k for the same services.

Legal issues

19. If a decision is made to approve the recommendations outlined above, then the Council has a general power under Section 1 of the Localism Act 2011 to do anything that an individual may generally do provided it is not prohibited by other legislation and the power is exercised in accordance with the limitations specified in the Act which enables the Council to procure and enter into the proposed new contracts.
 - a. The procurement route proposed in this report of using the Crown Commercial Services framework ensures that the Council are compliant with the Public Contracts Regulations 2015.
 - b. The Legal Services team will be available to properly advise on any procurement or legal issue arising from the procurement of the telephony contract.

Level of risk

20. The overall level of risk to the project is low.

Equalities impact

21. The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:
 - a. the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - b. the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
 - c. foster good relations between those who have protected characteristics and those who do not.

22. Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.
23. The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce.
24. In the case of this report, there are no new or changed policies or practices. The service provision being procured is a third-party, externally provided solution (telephony). The organisation(s) awarded the contracts will be required to demonstrate their adherence to the relevant section of the Equality Act 2010

Report author	Rocco Labellarte
Job title	Chief Technology and Information Officer
Service area or department	ICT – Business Improvement
Telephone	01865 252349
e-mail	rlabellarte@oxford.gov.uk

Background Papers: None

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Appendix 1

Business Case for Efficiency Projects

Please review the 'Process' pages of the Projects Toolkit (<http://occweb/intranet/projects-toolkit/process>) to ensure you are prepared for the requirements of Feasibility and Design stages including surveys, resource and CDM.

This template contains the criteria used for assessment, so each aspect should be covered in the information you provide.

Project name	Council Telephony Contracts Replacement				
Author Name	Rocco Labellarte				
Release	FULL	Version	1.1	Date	14/10/2020

1. Summary

The contracts for the provision of the BT One Phone system, with consolidated fixed line (unified communications) and mobile telephony (phone numbers, softphone users, SIMS, voice and data), signed on 1st April 2015, expire on 31st March 2020, with the option to extend for a year (subject to exemption approval). Given the age of the solution, going out to procure a replacement is recommended to leverage advances in technology and the reduction in cost of telecommunication services over the past five years.

We estimate savings of up to £100,000 per annum when compared to the current contracts, on the premise of the new contract(s) being less than the existing contract value of £460,000.

We require approval from CMT to proceed with the procurement exercise. This will require additional capital funding to coordinate the delivery. We anticipate this one off cost to be in the region of £50,000.

We have engaged with a specialist independent consultant and carried out a full technical and market options analysis. The findings from their report are summarised in the following options and recommended approach:

1. Do nothing - Not Recommended – The market place should be tested against OCC's functional requirements and to ensure value for money.
2. Retender separately for Unified Communications and Mobile - Not Recommended – Unless To consider as offers the opportunity to review both marketplaces for "best of breed" for both technologies, but replicates the recommended option, with the additional overhead of duplicating the procurement effort.
3. Use Microsoft Teams as a phone system - Not Recommended – Unless OCC have other reasons to consider E5 licensing this is likely to expensive and the integration with Netcall is high risk.

4. Retender the contract (single procurement) in two lots (fixed line and mobile telephony) – recommended - with the option that it be a single or dual supplier solution.

2. Recommendations

Describe which option is recommended and the reasons why. Describe, in summary, the capital and revenue costs of this work

The recommended option is that the Council retenders the contract (full procurement) in two lots for a single or dual supplier solution. This option offers the best value for money out of the four options and reduces both implementation and operational risks.

Soft market testing indicates the five-year running cost to be in the region of £1.25 million and £1.35 million, delivering a full-term saving of up to £100,000 per annum on the current contract, with up-to-date technology. In no situation with the cost of the full term license exceed the current annual expenditure of £1.8m.

We require approval from CMT to proceed with the procurement exercise. This will require additional capital funding to coordinate the delivery. We anticipate this one off cost to be in the region of £50,000.

3. Outcomes

- a) With the existing five-year contract value being in the region of £1.8m, we estimate savings of up to £100,000 per annum with a new contract.
- b) Improved quality of service and more reliable 4G smartphone connections
- c) replacement for the Staff Telephone Directory and the Softphone service
- d) Better solutions and support for remote working, including potential integrations with Microsoft Teams.

4. Approvals

The project will be managed by ICT. The client manager and CDM responsible will be Simon Park.

Board/Group	Name of Approver	Date
Development Board		
Operational Delivery Group		
CMT		

5. Corporate Priorities

Indicate which Corporate Priority this project aligns to and how
A vibrant and sustainable economy
Meeting Housing Needs
Strong and active communities
A clean and green Oxford
<p><u>An efficient and effective Council</u></p> <ul style="list-style-type: none"> ○ Improved quality of service for staff – replacement for the Staff Telephone Directory and the Softphone service ○ Lower running costs than the existing service ○ Improved Resilience ○ Better solutions and support for remote working, such as telephony integration with Microsoft Teams

6. Options

<p>Option 1 Summary</p> <p>Do Nothing</p> <ul style="list-style-type: none"> • No disruption – nothing changes • Several shortcomings have been identified in current system which mean the organisation is using outdated technologies which hinder agile and smart working practices • Market trend is lower costs for technology, lower mobile costs (particularly data) and lower costs of digital telephone services. A tender process could drive down overall costs • Lack of Software integration e.g. Microsoft Active Directory, Teams and CRM is increasing costs and causing operational challenges • ISDN30 and Mitel support costs will increase
<p>Costs</p> <p>Will increase for integration elements</p>
<p>Risks and mitigations</p> <p>Not Recommended –The market place should be tested against OCC’s functional requirements and to ensure value for money</p>

Option 2 Summary

Retender through a single procurement (two lots) for a single or dual supplier solution

- Tender will test both cost and functionality
- Soft market testing for this report indicates that it would be most advantageous for cost
- Simplified account management (in the case of a single supplier)
- Tech fund established could be applied to both fixed line and mobile device purchases
- Single tender reduces procurement costs
- Some suppliers can offer choice of mobile networks to cover “not spots”
- Bidders from main telecommunications companies will be most attracted to the tender restricting options for innovative fixed line solutions
- However Lot 10 has most suppliers which could extend evaluation process
- Could be “compromise” fixed/mobile solution rather than best of breed for each
- Fixed Line will need evaluation focus on Quality whereas mobile will focus on Price
- Migration away from Legacy and unsupported systems

Costs

One-off capital cost £10,000 for project management, procurement.

One-off capital cost £40,000 for support and admin services during migration

Reduction in annual running costs of up to £100,000

Risks and mitigations

Recommended for Value for Money and Reducing Implementation Risks

Option 3 Summary

Retender separately for Fixed Line and Mobile

- Tender will test both cost and functionality
- Optimised, best of breed solution for each technology
- Will attract best technical fixed line solutions
- Will allow mobile to be evaluated with a high weighting on price (unsuitable for fixed line)
- Attract most appropriate bidders for each technology
- Implementation risks, particularly for number ports
- Tech fund restricted to purchase of mobile devices
- Increased procurement costs (compared with single tender, dual lots)
- Soft market testing for this report indicates that this option could be expensive as it would not optimally drive supplier discounts

Costs
One-off capital cost £4,000 for project management, procurement.
One-off capital cost £3,000 for support and admin services during migration
Likely increase in annual running costs of circa £10,000
Risks and mitigations
Introduces implementation risks with multiple suppliers and may be expensive

Option 4 Summary
Use Microsoft Teams as Phone System
<ul style="list-style-type: none"> • Embedded Microsoft product consistent with Office 365 technology stack • Emerging product with a lot of Microsoft and third-party add-ons coming to market • Provides a seamless fixed line solution with other Microsoft products for Presence, Audio and Video Conferencing, Online Meetings, Unified Messaging, etc. • Opportunities to integrate with other partner organisations, e.g. call federation, shared calling services, etc. • OCC will need to upgrade licenses to E5 at a significant monthly cost (typically uplift of £11-£12 per user per month) • Unlikely to be straightforward to integrate with some applications e.g. CRM, Netcall • Emerging product still has functionality gaps • Would require mobile to be considered as a separate technology and tender
Costs
One-off capital cost £1,000 for project management, procurement.
One-off capital cost £4,000 for support and admin services during migration
Increase in annual running costs of circa £144k
Risks and mitigations
Not Recommended – Unless OCC have other reasons to consider E5 licensing this is likely to expensive and the integration with Netcall is high risk

Qualifying comments

For each of the statements below, please describe when the discussion took place and with whom and how it took place. There will need to be evidence of approvals

How have you ensured the recommended option is politically acceptable? - The proposal has been reviewed and approved by the Portfolio Member
What were the outcomes from discussions with Human resources? N/A
What were the outcomes from discussions with Financial Services? – Their recommendations have been incorporated into the paper.
What were the outcomes from discussions with Procurement? - Their recommendations have been incorporated into the paper.
What were the outcomes from discussions with ICT? - Their recommendations have been incorporated into the paper.
What were the outcomes from discussions with Diversity and Inclusion – As the procurement is for the provision of telephony services, there is no impact on staff or citizens.
What were the outcomes from discussions with Community Services regarding Community engagement? N/A
What were the outcomes from discussions with Environmental Sustainability? N/A
What were the outcomes of discussions with Property? N/A
What were the outcomes from discussions with Property Services? N/A
What were the outcomes from discussions with Planning? N/A
What were the outcomes of discussions with Building Control? N/A
What were the outcomes from discussions regarding CDM? N/A
What were the outcomes from discussions with Legal Services? Their recommendations have been incorporated into the paper.
What were the outcomes from discussions with Committee and Member Services on the decisions process? Their recommendations have been incorporated into the paper.
What were the outcomes from discussions with Corporate Governance regarding GDPR and a Privacy Impact Assessment (PIA)? As the procurement is for the provision of telephony services, there is no impact on staff or citizens.

7. Resources

Describe the resource involved in the development and completion of this work. This section should also be used to describe the procurement approach to the resource required to deliver the project

Lead member ¹	Cllr. Mike Rowley
Director	Stephen Gabriel
Project Sponsor (Head of Service) ²	Helen Bishop
Programme Manager ³	Simon Park
Project Manager(s)	PTS Consulting

Stakeholder Manager⁴	Rocco Labellarte
Business Analyst⁵	PTS Consulting
Business Change Manager⁶	Simon Park
Project Team (proposed)	PTS Consulting

1. For projects wishing to seek capital funding, the Lead Member for the relevant business function MUST approve the business case
2. The Head of Service MUST approve the business case before it will be considered by Review Panel
3. Leads a defined set of interdependent projects and associated business change activities
4. Identifies and analyses stakeholders and the planning of interactions and communications with them
5. Understands the user and business requirements to ensure appropriate solutions are designed
6. Prepares the user and business for the impact of the changes being delivered by the project

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8. Funding

Detailed funding for this work should be developed with your Financial Services Business Partner.

Financial information submitted by:

Finance Business Partner	<i>Hannah Makins</i>
---------------------------------	----------------------

9. High Level Milestones

List the high level milestones and critical dates for the project.

Milestone	Target Date for completion
Approval of the recommendation, contract extension and funding	11/12/2020
Procurement completed and new contract signed	31/01/2022
Technical project initiated	01/02/2022
New solution in place	31/03/2022

10. Next Steps

Please indicate the next steps in taking this work forward

- | |
|--|
| <ol style="list-style-type: none"> 1. Presentation to the appropriate bodies for approval of the recommendation and approach, and funding to deliver the project. |
|--|

11. **IMPORTANT Appendices**

Additional documentation should be attached as appendices. These documents include (but not limited to):

- Full, detailed project plan for the next stage of work
- Full, detailed communications plan for the next stage of work
- Privacy Impact Assessment

Project Assessment Criteria

[For Review Panel use only]

This page forms the basis for the assessment of projects at the Business Case stage. The document will become the audit record for the recommendations of the 'Review Panel'.

Business Case

Project name	Council Telephony Contracts Replacement				
Author Name	Rocco Labellarte				
Owner Name	Rocco Labellarte				
Release	FULL	Version	1.1	Date	14/10/2020

Recommendation

Do not progress	
Add to pipeline as a future project	
Progress to delivery	
Summary of costs and funding source (for projects going ahead – extract from finance information)	

1	Is this project part of the Council's core business?	NO
	If it is not Core business, why is this proposal being put forward and which of the Council's Corporate priorities is it linked to?	
2	Is the project required to maintain existing infrastructure in terms of security and functionality	YES
3	Are there interdependencies with other, approved projects/initiatives?	NO
	Which Projects:	
4	What are the benefits of this project (describe the benefits for each option below):	
	Income generation	NO
	Efficiencies in provision of service	YES
	Environmental impacts	N/A
	Are any Capital receipts being achieved	NO
	What is the Community benefit	Better quality service generally
5	What is the estimated cost of the Project	Check one box
	Less than £10,000	
	£10,001 – £499,999	X
	More than £500,000	
6	How will the project be funded? Capital funding is required, to be approved by Finance.	

7	Is there a Health & Safety or ICT security issue that this project is resolving? NO
---	---

1.1 Financial Assessment section

1.2 Deliverability Analysis

Project rating: 1-3 based on the criteria in the first column.

Criteria	Easy (1)	Medium (2)	Hard (3)
Attitudes and Behaviours	The behaviours of staff (at all levels) will support project delivery.	The behaviours of staff (at all levels) are inconsistent and present a risk to this project	To deliver the project, new attitudes and behaviours are required
Timeframes and resources	The project can be delivered as part of business as usual and can be done relatively quickly.	The project will occur in the medium term and will require an internal project team to be set up	The change will require additional skills to be brought into the business. The project will occur in the medium to long term.
Roles and responsibilities	The project can be implemented with no impact on current roles.	To implement the project, roles will need to be modified.	To implement the project, new roles will need to be created.
System	Current system functionality support the project or are not relevant	Current systems can be configured to support the change.	Current systems need to be modified to support the change.
Processes	The project will have little or no impact on existing processes and will be localised to the process area.	The project will require processes to be redesigned and may cross over to a number of functions	The project will require new processes to be designed.
Political interface	There is no member engagement required at this stage Members are engaged with this project and know about the different steps we need to take to progress it	Members are aware of this project and generally supportive of it	Members are actively promoting this project and engaging with residents despite a lack of clarity around its viability or feasibility

DECISIONS DELEGATED TO OFFICERS

Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to forwardplan@oxford.gov.uk

Decision title:	<p><i>[Add the name of the project and delete the options that do not apply]</i></p> <p><i>Name of project /</i></p> <ul style="list-style-type: none"> • <i>Approval of grant application >£10k</i> • <i>Award of feasibility funding and to proceed to Feasibility stage >£10k</i> • <i>Approval to proceed to Design stage</i> • <i>Approval to award a contract</i> • <i>Approval to proceed to Delivery</i> <p>Please refer to the Officer Decisions page on the intranet for further information regarding which officer/s is able to take a decision</p>
Decision date:	<p><i>[Day Month Year]</i></p>
Source of delegation: State how the decision was delegated. Was it an express delegation made at a meeting of Council / Cabinet or a general delegation under the Council's Constitution? Please provide details.	
What decision was made? Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential.	
Reasons for making the decision	
Other options considered: List any alternatives that were available to the decision taker and why they were rejected	
Documents considered: Please attach any new documents relevant to the decision	<p><i>[List the documents accompanying this decision]</i></p>
Key or Not Key: (see notes overleaf):	
Wards affected:	<p><i>[See ward map]</i></p>

<p>Declared conflict of interest: By any Cabinet member consulted over decision.</p>	
<p>This form was completed by: Name & title: Signature: Date:</p>	<p><i>[Name / title]</i> <i>[Must be a formal signature]</i> <i>[Day Month Year]</i></p>
<p>Law & Governance approval: Name & title: Signature: Date:</p>	<p><i>[Name / title]</i> <i>[Must be a formal signature]</i> <i>[Day Month Year]</i></p>
<p>Financial Services approval: Name & title: Signature: Date:</p>	<p><i>[Name / title]</i> <i>[Must be a formal signature]</i> <i>[Day Month Year]</i></p>
<p>Decision taken by: Name & title: Signature: Date:</p>	<p><i>[Name / title]</i> <i>[Must be a formal signature]</i> <i>[Day Month Year]</i></p>

Officer Decisions - Notes

The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements **apply** to decisions that would have been taken by Council or Cabinet if delegated powers had not been given to an officer:

- under a specific delegation granted at a meeting of Council or Cabinet
- under a general delegation (where responsibility is delegated in the Constitution) and the effect of the decision is to:
 - grant a permission or licence;
 - affect the rights of an individual;
 - award a contract or incur expenditure with a value in excess of £10,000;
 - award a contract with a value in excess of £10,000 but less than £500,000;
 - acquire or dispose of freeholds or leaseholds with a consideration or premium in excess of £10,000 but less than £500,000;
 - grant to new tenants or dispose of leases with a rental value in excess of £10,000 but less than £125,000 (this excludes assignments, holding over and rent reviews);
 - grant 'project approval' for projects in excess of £10,000 but less than £500,000;
 - make a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order;

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

Officers making such decisions must complete a written statement containing details of the decision taken. A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

Exempt or Confidential information

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

Please highlight any text which is exempt or confidential and you do not wish for it to be published to the Council's website

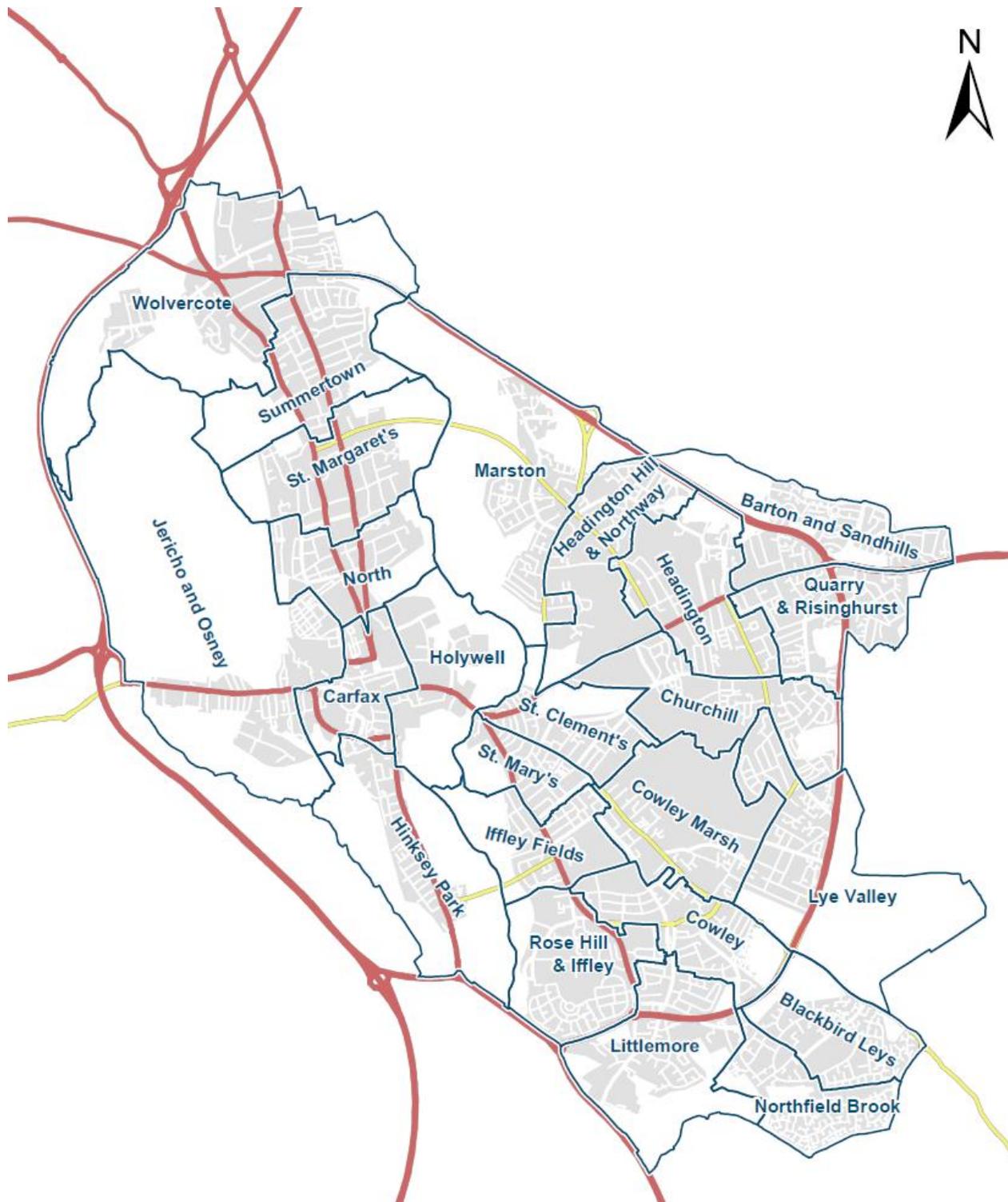
Key or Non Key Decision

A key decision is an executive decision likely to have a significant effect on people living or working in at least two wards; or to involve spending or saving £500,000 or more.

A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days.

¹ the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

Ward Map



Oxford City Council



Telephony Review and Replacement Options Appraisal

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Final Report

Prepared by:
Phil Riley
Ant Harrison

17th September 2020



Current Solution

Current Main Telephone Systems

- Main end-user system – BT One Phone (BTOP) - Consolidated Landline and Mobile
 - DDI range - 01865 252xxx, 3354xx, 3357xx, 3358xx, 529xxx
 - 1,434 mobile numbers in range +44 7483 0xxxx with various others
 - 1,681 BTOP users + 41 Data Only SIMS – Unlimited calls/text + 1GB data per SIM
 - ISDN-30 / DASS
 - 29 Channels - Published Contact Centre number – 01865 249811
 - 30 Channels – 01865 253880
 - DDI Range
- Mitel – Dual 3300s supporting:
 - Netcall Liberty Contact Centre – Resilient SIP links with Mitel providing call switching
 - 157 Extensions
 - 17 Fax connections

Current Issues

- Desktop (SIP) Phones – Limited Choice
- Little choice of mobile handsets
- Mobile handsets deliver 01865 number over GSM with poor voice quality
- Soft phone has weak functionality and no Address Book (incl Outlook) integration
- Poor voice quality – Most connections made over mobile (GSM) network with little opportunity to exploit calling over WiFi and other higher bandwidth service
- Poor enterprise management functionality
- No native integration with Netcall contact centre (cannot provide SIP integration)
- Mitel retained to address need for analogue phones and Netcall integration
- ISDN30 to be replaced before becoming unsupported (in 2025)
- Mobile data bundle monthly overrun of 536GB per month (£3,476)

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Replacement Solution

Scope of Replacement Solution

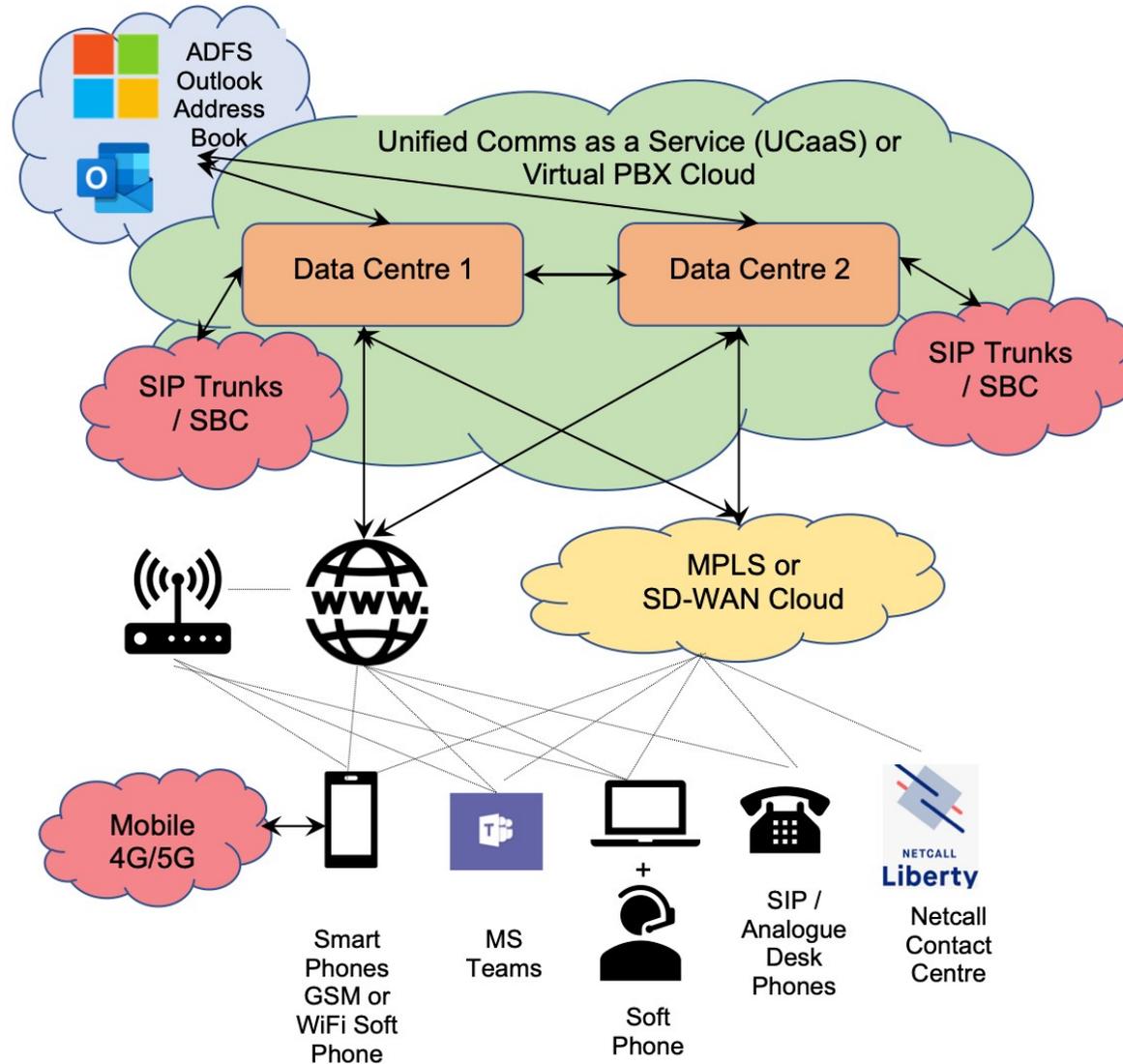
■ Mandatory Requirements:

- ❑ 1,681 Current BTOP user connections with 1GB data overrun
- ❑ 41 Data Only SIMs
- ❑ Connectivity for Netcall Liberty Contact Centre
 - Replacement of Mitel and associated 2 x ISDN-30 (59 channels) to Town Hall/Mitel

■ Other Items included in BT One Bill:

- ❑ 1 x ISDN-30 (30 channels) to City Works at Horspath Road
- ❑ 170 PSTN “stand alone” lines
- ❑ 35 Broadband (xDSL) lines
- ❑ 30 Internet Teleworkers

Solution Target Architecture



Standard End-User Configuration

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Dial Out on mobile SIM using 07xxx number



Dial Out from Soft Phone (WiFi/4G) using 01865 number

Functional Requirements Infrastructure

- Scalable solution
- Resilient hardware and software configurations
- Resilient connectivity
 - MPLS/SD-WAN
 - Internet - Public and Private WiFi
 - Connectivity to SIP Trunks (Exchange Lines) – Unlimited channels on demand
- Ability to make calls over mobile (GSM), WiFi and cabled IP networks
- Security
 - Integration with AD/ADFS
 - PCI/DSS and other legislative compliance
 - Compliant data centres, e.g. Cyber Essentials Plus
- No tromboning of calls, e.g. if calls are transferred from contact centre to back office

Functional Requirements

End User Devices

- Contact Centre - Netcall Liberty Integration
- Soft Phone Client – PC, Laptop, Tablet, Smartphone via WiFi
 - Soft Phone should allow calls from/to both 01865 or 07xxx number
- SIP Hard Phone Options
 - Support for Standard/SIP handsets or Convertors, including Equal Access devices
- Manager/Secretary configurations
- Workgroup configurations, e.g. to easily determine who is available in a team to take a call
- Support for hot-desking and remote working
 - User takes extension to which ever hard or soft phone they log on to
- Interoperability with MS Office 365 and Teams
- Single voice mailbox (preferably consolidated with emails [e.g. based on Outlook])

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Functional Requirements

UCaaS

- UC functionality - Presence, IM, Audio/Video conferencing, meetings and appointments
- Consolidated Presence – UC, Mobile and Applications/Calendars (Office 365)
- PBX functionality:
 - Call transfer, hunt groups, call pickup, call forward (all, on busy, on no answer), call waiting, 3-way calling, enquiry calls, ring back when free
 - Intuitive functionality for end-user self-service for commonly used facilities
- Pickup groups and Hunt groups (allocation on longest time since last call or rotary)
- Mobile/Remote access to voicemails, other messages, etc
- Directory Integration – MS Outlook address books, Corporate directories
 - CLI display, dial from address book, “click and dial”, inbound number blacklist
- Integration across several devices owned by a user
 - Ring on any combination of desk phone, mobile, soft phone
- IVR functionality to act as a simple “call gate”

Functional Requirements

Mobile

- SIMs for all users – Possible options include:
 - Unlimited Inclusive UK calls/texts
 - Data bundle
 - Options for shared corporate data bundles
- Tech Fund
 - Available for purchase of any mobile handset
 - If UC and Mobile contracts are consolidated the tech fund could be used for any in-scope device
 - OCC will need to quantify the scope of the tech fund as it will be applied on a “what you pay in, you can take out” basis
- Support for BYOD

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Functional Requirements Management

- Centralised management console available from anywhere with appropriate security
 - Configuration management
 - User management
 - Dialling restrictions, call barring and mobile roaming services
 - Group allocations, extension configurations
 - Black list of inbound/outbound numbers
 - Service management with regularly user facilities available as end-user “self service”
 - Billing, call management, call logging and itemised billing via portal and export to Excel
 - Mobile SIM management
 - SIM cost management, call profiles and call/data caps
 - Barring lost SIMs
- “Plug and play” options for adding new device

Options

- Mobile Device Management
 - Allow management of usage of UC and mobile solution
 - Could form part of UC or Mobile Tender (UC may be most flexible)
 - Provide manageable call caps for users
- Call recording – PCI/DSS compliant
- APIs, AI, Bots, Application integrations
- eFax to replace analogue line

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Implementation Services - Scope

- Roll out of the following
 - Desk phones
 - Mobile phones (SIM replacement in existing devices)
 - Soft phone client (provisioning to desktops, laptops, tablets, smartphones)
 - For repetitive tasks (such as SIM provisioning) to what extent can OCC resources be used to minimise implementation costs from the supplier?
 - Implement Netcall integration
- Porting 01865 DDIs and 07xxx mobile numbers from BTOP
- Training

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Number Porting

- Unpicking the current BTOP's consolidated mobile and landline numbers will be a significant risk for the project's success
 - Implementation planning will therefore be vital to the project's success
 - Will require a simultaneous port of 01865 and 07xxx numbers from BTOP
 - High risk as port times are notoriously unreliable
 - Possible mitigations
 - Purchase temporary 01865 DDI range for new UC solution, call-forward BTOP calls until numbers are ported and then decommission temporary range
 - Similarly have temporary 07xxx numbers with call-forward – this works for voice calls but not SMS
 - Consolidate tender cross-Lots to ensure single point of responsibility
 - Appoint a single Project Management function to handle ports. Could also include coordination of UC/Mobile training. This would need to be outside of tender if separate Lots are used

Scope of Ongoing Services

- Determine SLA required
 - Availability targets for cloud based services (UCaaS/vPBX) [9x.xxx%]
- Support targets
 - Assume that any virtual PBX solution will be monitored 24x7 as part of the service to provide above availability target
 - Response to support calls
 - Demarcation with Netcall support contract
 - Provisioning of new devices, SIMs, etc

Other BT Services

- The following have been considered out of scope for this report.
 - ❑ 1 x ISDN-30 (30 channels) to City Works at Horspath Road
 - ❑ 133 PSTN “stand alone” lines
 - ❑ 47 PSTN lines with a Broadband (xDSL) service
 - Some or all of these may be replaced by the City Fibre project and so only a short term contract will be required
 - ❑ Lines not on BT One Bill, e.g. lift phones, security alarms, etc
- Options:
 - ❑ Remain with BT
 - ❑ Simple Framework tender (e.g. Crown Commercial Services Network Services 2)
 - ❑ Include in this tender for convenience of single supplier and single tender process

Project Risks

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Netcall Integration	Ensure that bidder has a demonstrable methodology to deliver this requirement
Use of standard handsets	<p>Bidders to confirm one or more of</p> <ul style="list-style-type: none"> • The range of SIP handsets which they support • Support for industry SIP handsets • Support for analogue <> SIP convertors
Use of fax machines	<ul style="list-style-type: none"> • Support for analogue <> SIP convertors • Consider eFax solution
Simultaneous ports of 01865 and 07xxx BTOP numbers	<ul style="list-style-type: none"> • Include project management of roll-out of both UC (01865) and mobile services in the scope of the UC contract • Consider use of temporary DDIs / mobile numbers

The Market Place and Tender Process

Cloud Solution Technologies

Pure UCaaS

- Lock-in to supplier
- Closed solutions
- Likely to rely on manufacturer/supplier to develop integrations
- Suppliers looking for wider business opportunity, e.g. contact centre

vPBX Manufacturer's Cloud

- Strong Telephony Functionality
- Based around proprietary end-user devices
 - Easy to Integrate
- Separate Contact Centre arrangement – consider at later date

Third-Party vPBX

- Functionality as Manufacturer's Cloud – plus:
- Provide Integration with Tools such as MS Teams
- But relies on hosting company relationship with system manufacturer

Add-on to Collaboration Platforms

- Collaboration Tools with PSTN Add-on
- Teams is an “emerging” product with functionality gaps
 - Can be useful as an “add-on”

Cloud Solution Marketplace

Pure UCaaS

- 8x8
- Gamma Horizon
- Cirrus

vPBX Manufacturer's Cloud

- Avaya OneCloud™
- Mitel MiCloud, MiCollab
- Alcatel Rainbow
- Cisco – BroadSoft Jabber (Typically supplier hosted)

Third-Party vPBX

- Antenna – Secure Avaya Cloud + MS Teams integration
 - Vodafone VONE-C (Cisco based)
- BroadSoft available via a number of third parties, e.g. Exponential-e

Add-on to Collaboration Platforms

- Microsoft Teams
- Slack

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UCaaS Solutions - Key Considerations

- Pure UCaaS solution may be difficult to integrate directly with Netcall and may cause issues similar to those experience with BTOP. If Pure UCaaS is considered, then the tender would need to provide examples of existing integration or low-risk method statement for the successful delivery of the Netcall integration. Some vendors may look for a hybrid as with the current OCC's current use of Mitel.
- Pure UCaaS suppliers such as 8x8 may not be attracted to project without contact centre.
- More traditional solutions, whether cloud-hosted by the manufacture or a third-party, provide reassurance of “tried and tested” telephony functionality together with APIs for integration.
- Most cloud solutions will have the potential to extend to other related functionality, e.g. omnichannel, artificial intelligence, etc as and when required. Options for future extensions could be tested in the tender competition.
- Some solutions will offer very large call bundles, typically to 01xxx, 02xx, 03xx and mobile numbers. This may mean call costs can be near to zero. Needs to be considered in Total Cost of Operation model when evaluation tenders.

Microsoft Teams – Up and Coming?

- Microsoft has invested heavily in Teams improvements particularly during the pandemic
- Teams telephony focused towards Office 365 E5 subscriptions
 - An add on to E3 is available is available
- Teams E5 licenses will include 120 minutes of UK calls per user from August 2020
- Value for money only if wider benefits of premium Office 365 subscriptions are exploited
- Provides basic telephone function but functionality set is continually improving
- A number of third-parties are developing add-ons, e.g. contact centre, voice recording, management and reporting, call routing, artificial intelligence
- Requires users to be active Teams users to make and receive telephone calls
 - Microsoft provide a limited team of specialised handsets (typically Yealink) and dedicated Teams devices
- Many enterprises see the ability to make calls via Teams as a useful “add-on” but not as the general end-user phone system

UC Solution Recommendations

- Solutions should be open
 - Including supported devices, integrations (APIs or similar)
- Ensure that the solution can be demonstrably integrated with the Netcall platform
 - Is likely to influence the choice of vPBX rather than a UCaaS solution
- Ensure softphone capabilities are compatible with all OCC's end-user device catalogue
- Consider requirements against OCC's technology roadmap to ensure functionality can be provided to groups of users who specifically want to operate in a particular way
 - For example allow an option to make and receive telephone calls in MS Teams
- Consider strategic products in OCC's technology stack and understand the supplier's roadmap to integrate with these and to maintain compatibility
 - For example Office 365, Outlook directories
- Consider the wider portfolio of products and the supplier's strategic roadmap, e.g. Artificial Intelligence, Bots, Omnichannel contact

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Mobile Solution

- “Commodity” service
- Possible tariffs based around:
 - Fully-inclusive UK minutes/texts (excluding premium rated numbers)
 - Shared or corporate-wide data bundles
- Consider future data requirements:
 - There are some considerable data overruns on current arrangements which could be mitigated by enterprise-wide data bundles
 - Will data requirements grow as new ways of working (non-office based) are established?
- There are many offerings for a “tech fund” for the purchase of mobile (SIM-based) devices.
 - OCC will need to scope – “What you pay in, you can take out”
 - Cross-Lot tender will allow wider use of the tech fund, e.g. purchase UC and mobile devices

Crown Commercial Services Network Services 2

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- Lot 5 – IP Telephony
 - 37 suppliers
- Lot 6 – Mobile Voice & Data
 - 16 suppliers
- Lot 10 – Unified Communications
 - 44 suppliers
 - Spans Lots 5, 6, 8, 9
- Maximum Permitted Contract Lengths
 - Lot 6 – 3 years (+ 2 x 1 year extensions)
 - Lot 5 – 7 years

Cross-Lot (Lot 10) Tender

■ Pros

- One supplier to manage
- Use tech fund to buy any UC and/or mobile end-user devices and related equipment
- Reduces risk of misalignment of service provision during take-on period
- Billing consolidation

■ Cons

- Contract term restricted by 3 + 1 +1 year on Lot 6 and Mobile Special T&Cs
- OCC would choose compromise solution rather than “best of breed” for each
- Lot 10 has significantly more suppliers so could increase evaluation time
 - Or it may restrict bidders as only major telecommunications companies will be interested
 - Number of responses is therefore unpredictable

Lot 5 and Lot 6 Separate Tenders

- Best of Breed for UC and for Mobile
- Will encourage companies focused on technology rather than on sale of “minutes” to bid for Lot 5 and so is therefore likely to deliver the best technical solution
- Focused evaluation
 - Mobile is “commodity” purchase – Lot 6 Tender will essentially be looking for optimum value for money and therefore evaluation will be biased towards price
 - UC Tender will need to have significant focus on evaluation of the functionality of the technical solution (quality) in addition to price. This will need to cover all aspects of “Functional Requirements”
- Exposes a risk during implementation and in particular with number porting from the consolidated BTOP 01865/07xx service to separate landline and mobile services. This will need careful planning to ensure that users maintain continuity of both sets of numbers.

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Other Tender Procedures

- Other Frameworks
 - Limited numbers of suppliers which would restrict OCC's view of the marketplace and tender competition
- Restricted Procedure
 - A Restricted Procedure could be used for the UC elements of the tender and CCS-NS2 Framework for the “commodity” mobile SIM requirement. CCS-NS2 provides vetting of bidders and their solutions for both UC and mobile Lots; using a Restricted Procedure is unlikely to engage any additional bidders who are of value to the tender process and could lengthen the process by the potential increased number of bidders
- Competitive Procedure with Negotiation or Competitive Dialogue Procedure
 - Again this could be used for UC alongside a CCS-NS2 Framework for mobile
 - Allows OCC to enter into discussions with suppliers around specialist requirements
 - But could significantly increase tender timescales and costs and unlikely to change outcome

Summary of Options

Do Nothing

PROS

- No disruption – nothing changes
- Moving from BTOP will be a significant project with risks, particularly with number porting

CONS

- Several shortcomings have been identified in current system which mean the organisation is using outdated technologies which hinder agile and smart working practices
- Market trend is lower costs for technology, lower mobile costs (particularly data) and lower costs of digital telephone services. A tender process could drive down overall costs
- Lack of Netcall integration is increasing costs – ISDN30 and Mitel support costs

Not Recommended – The market place should be tested against OCC's functional requirements and to ensure value for money

Retender for Single Contract Provision

PROS

- Tender will test both cost and functionality
- Soft market testing for this report indicates that it would be most advantageous for cost
- One Supplier to manage both number ports
- Simplified account management
- Tech fund established could be applied to both UC and mobile device purchases
- Single tender reduces procurement costs
- Some suppliers can offer choice of mobile networks to cover “not spots”

CONS

- Bidders from main telecommunications companies will be most attracted to the tender restricting options for innovative UC solutions
- However Lot 10 has most suppliers which could extend evaluation process
- Could be “compromise” UC/mobile solution rather than best of breed for each
- UC will need evaluation focus on Quality whereas mobile will focus on Price

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Recommended for Value for Money and Reducing Implementation Risks

Retender separately for UC and Mobile

PROS

- Tender will test both cost and functionality
- Optimised, best of breed solution for each technology
- Will attract best technical UC solutions
- Will allow mobile to be evaluated with a high weighting on price (unsuitable for UC)
- Attract most appropriate bidders for each technology

CONS

- Implementation risks, particularly for number ports
- Two suppliers to manage
- Tech fund restricted to purchase of mobile devices
- Increased procurement costs (compared with single tender)
- Soft market testing for this report indicates that this option could be expensive as it would not optimally drive supplier discounts

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To consider

- Opportunity to review both marketplaces for “best of breed” for both technologies
- But introduces implementation risks with multiple suppliers and may be expensive

Use Microsoft Teams as Phone System

PROS

- Embedded Microsoft product consistent with Office 365 technology stack
- Emerging product with a lot of Microsoft and third-party add-ons coming to market
- Provides a seamless UC solution with other Microsoft products for Presence, Audio and Video Conferencing, Online Meetings, Unified Messaging, etc
- Opportunities to integrate with other partner organisations, e.g. call federation, shared calling services, etc

CONS

- OCC will need to upgrade licenses to E5 at a significant monthly cost (typically uplift of £11-£12 per user per month)
- Unlikely to be straightforward to integrate with Netcall
- Emerging product still has functionality gaps
- Would require mobile to be considered as a separate technology and tender

Not Recommended – Unless OCC have other reasons to consider E5 licensing this is likely to expensive and the integration with Netcall is high risk

Soft Market Test

Exclusions

- VAT
- End-user devices – desk phones, conference phones, mobile handsets, USB headsets, etc, which will depend on:
 - The number of users who will access the system via a softphone and therefore will simply require a low-cost USB headset
 - The quantity of office phones required, including public and conference phones
 - The quantity of mobile handsets which require replacement
- Voice recording
- Operator / Reception Consoles
- Handsets, USB headsets, etc
- Training
- Network costs into cloud, except where specifically stated
- Netcall integration costs into cloud, except where specifically stated

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Assumptions

- Costs have been calculated for 5-years based on a mobile contract length of 3 + 1 + 1 years
- Costs are for budgetary purposes only and do not imply that a supplier will tender at the prices indicated
- Mobile bundles are averaged at 1GB per user per month with option to apply the bundle across the organisation to balance users' usage and avoid out-of-bundle costs

Soft Market Test - Conclusions

- The soft market test indicates that a hosted PBX solution with an included mobile contract will offer the best value for OCC and will meet the stated functional requirements
 - Maintel – Hosted Mitel and O2 – Five year cost £1,251,550
 - Vodafone – Hosted VONE-C (Cisco/Jabber) and Vodafone – 5-year cost £1,326,660
 - Remaining with BTOP at current tariff – 5-year cost £1,773,033
- Maintel
 - OCC will benefit from “trade in” of existing Mitel licenses
 - Maintel will manage separate Mitel and O2 platforms as a single contract
 - Maintel can host Netcall if it is necessary to have single DC hosting, e.g. for latency
- Vodafone
 - VONE-C is single number reach solution (as BTOP)
 - Managed as a single contract / service offering
 - Jabber is seen by some organisations as “old technology”

Retain Current BT Solution

PROS

- No disruption to existing arrangements
- Moving from BTOP will be a significant project with risks, particularly with number porting

CONS

- Does not resolve any of the current issues including:
 - ❑ Netcall integration
 - ❑ Softphone application has weak functionality
 - ❑ No directory integration
 - ❑ Poor call quality
 - ❑ Management tools have weak functionality

Hosted UC on Mitel Platform

- Levers current investment in Mitel licenses
- Mitel is an approved switching solution with Netcall and there are proven implementations
- Mitel to Netcall integration proven
- Mitel has open APIs and other integration standards allowing simple application integration with a large number of public sector applications already integrated with Mitel
- Mitel supports a range of proprietary handset and softphone clients with full range of Mitel functionality
 - Can also support analogue and standard SIP handsets with a reduced functionality set
- Mitel provides its own proprietary UC solution (MiCollab)
 - Integration with equivalent Microsoft products
- Mitel has sister products for contact centre which OCC could consider at such time that the Netcall platform may be retendered
 - Mitel is working on a number of Artificial Intelligence products

Hosted UC on Avaya Platform

- Avaya is an approved switching solution with Netcall and there are proven implementations
- Avaya supports a range of proprietary handset and softphone clients with full range of Mitel functionality
 - Can also support analogue and standard SIP handsets with a reduced functionality set
- Possibility to “piggy back” off current UK-Government (Number 10)
 - Contract to maximise value for money and ensure solution’s security
 - Additional end-user functionality, e.g. make and receive calls via Microsoft Teams
- Natively, Avaya provides its own UC solution which may compromise OCC’s use of equivalent Microsoft products
- Lack of clarity regarding how Avaya’s acquisition of RingCentral may influence its technology product roadmap

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Hosted UC on Cisco Platform

- Meets basic UC and mobility functional requirements including softphone, management console, etc
- Cisco is not the dominant telephone system that it once was, particularly in the public sector. Many see it as falling behind the technology curve and outdated
- Cisco rely on Jabber technology for key elements of its UC platform and again there is a view in the marketplace that this is becoming outdated
- Perusing the Jabber technology strategy, Cisco's integration with UC functionality in Microsoft's products is weak
- Cisco focus on proprietary handsets and softphone client
- Need to ensure that platform hosting meets UK public sector requirements particularly with geographic location of data centres. VONE-C is UK based but other Cisco hosting services may offer hosting based in the EU, US or other countries
- Cisco is an approved switching solution with Netcall and SSG understands that there are proven implementations

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Solution Overview – 8x8

- Pure UCaaS/CCaaS solution - Proprietary Solution
- Fully encompassing Desktop, Contact Centre and Switching solution
- Integration capabilities:
 - Out of the box integrations with market leading solutions such as Salesforce and Dynamics
 - No proven integration with Netcall and it is possible that such integration will not be seamless (e.g. similar to current BTOP position)
 - Integrations can take time, depend on 8x8 resource availability and can be expensive
- Common softphone application available across PCs, laptops, tablets and smartphones
- 8x8 offers value for money when rolled out as the holistic telephone solution for the organisation – including the contact centre
- 8x8 is an upcoming solution with new functionality being continually introduced
- Poor alignment with Microsoft Teams if OCC want to add Teams PSTN functionality

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Recommendations

Recommendations

- The BTOP contract offers poor functionality, increasing support overheads particularly as a result of the retention of the Mitel platforms, weak system management and administration functionality and a softphone application which has poor functionality. The Mitel platforms could form the foundation of the replacement UC solution, but being deployed just to service Netcall and analogue phones is cumbersome operationally and expensive.
- The BTOP contract costs are offer value for money when compared with other options. However, given that current pricing is 3-4 years old, this should be market tested as costs in general have lowered in this time period – particularly mobile services.
- The BTOP solution is not meeting OCC's need. It is important to consider business benefits which could be achieved from a more functional UC solution. BT's latest options should be tested for functionality-match and value for money through a tender process.
- As the Netcall is not currently under consideration for replacement, the tender may be less attractive to companies, such as 8x8, who offer a pure UCaaS solution – the solution is designed to encompass all of an organisation's requirements and integration to Netcall may prove to be an issue. A hosted "vPBX" solution such as Mitel, Avaya or Cisco is more likely to meet OCC's integration needs.

Recommendations

- CCS Network Services 2 offers the most efficient vehicle for the tender procedures.
- A Cross-Lot (Lot 10) procedure appears most advantageous
 - Allows OCC to run a single tender exercise to replace the current BTOP platform
 - Allows OCC to include ISDN30, PSTN and broadband services currently on BT contract
 - Provides a contract term of 3 + 1 + 1 years
 - May either see a large number of bids as the Lot has most suppliers or may only interest major telecommunications providers; therefore the tender response outcome is uncertain
 - From soft market testing offers best value for money
 - Possibility to create a tech fund which applies to all in scope devices
 - Could restrict the overall tender T&Cs as some Special Terms applicable to mobile may apply holistically across the contract (T&Cs may require legal review)
 - Implementation risks reduced and single supplier to manage

Recommendations

- Alternatively OCC could consider separating the Tenders:
 - Mobile Tender:
 - Use CCS-NS2 Lot 6 against evaluation criteria weighted towards price
 - Consider ongoing data bundle requirements and mitigate data overruns through the use of a corporate data bundle
 - Establish a tech fund to all OCC to purchase mobile devices of a specification and at a time of the Council's own choice
 - UC Tender:
 - Use CCS-NS2 Lot 5 with criteria which are weighted to ensure a solution must meet all functional requirements

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Project Risk Report

Generated for Rocco Labellarte at 06:20 11/09/2021

CB74 - BT OnePhone Replacement - Oxford City Council

Risk Source	Probability			Impact			Result	Impact Areas			Response Plan	Status
	Low	Medium	High	Low	Medium	High		Cost	Schedule	Performance		
1 Long term contracts need to be able to leverage future technologies Rocco L		6			6		36	×			The Council will have to live with the selection of supplier and solution for several years. It's important to select the right partner for the journey, and it's really a two-part decision. Part 1 is the selection of the actual system/solution. Part 2 is the selection of the VAR/Integrator to install and support the system. The company we choose to support the system must be a capable partner who is experienced with the selected solution.	Open
2 Ensuring the underlying infrastructure is suitable Rocco L	3					7	21	×	×		Almost every new telephony solution has a significant VoIP component, and this means that the data switches supporting the IP or SIP phones must support VLANs and QoS. Furthermore, these capabilities must be configured and working on the Council network. If we want phones to work during a power outage, the switches must also support Power Over Ethernet (POE) AND we must have sufficient UPS resources in the data closets to support the phones. Cabling must be at least Cat5e and phones must be located within 328 cable feet of the supporting switch.	Open
3 Over-simplifying the solution with a single supplier Rocco L		4			5		20	×		×	Most telephony solutions support a wide array of endpoints (big phones, small phones, softphones, wireless phones) and capabilities (Presence, Mobility, Collaboration). The variety can be overwhelming, so the	Open

											options often get narrowed for manageability. However, most organizations have some percentage of power users who will benefit from higher-level "tools". The most successful implementations recognize these users and provide the tools to make them more effective.	
4	Analog requirements are missed Rocco L	3			6		18	×		×	While their numbers are dwindling, analog devices are not yet extinct. For example, faxes still have issues on an IP network. Most enterprises significantly underestimate the number of analog devices they are supporting. In some cases (such as alarms, equipment monitoring, etc.) the devices require a TDM analog signal and simply will not work if converted to IP. While such devices can be supported by analog lines outside of the enterprise phone system, this solution is not practical when there are many devices. Identifying these requirements up front may lead to selection of a hybrid TDM/IP system instead of a pure IP solution.	Open
5	User training is insufficient Rocco L		4		4		16			×	New telephony solutions bring many new capabilities that users may have never been exposed to previously, such as the ability to manage calls and features using a computer instead of the hard phone; mobility applications; collaboration tools; presence; and more. In order to get full use of the new capabilities, users must be trained on them.	Open
6	Newer capabilities aren't identified. Rocco L	3			5		15			×	With newer capabilities (especially Presence and Mobility) there are significant variations among products in terms of how much information is available and how it is presented to a user. Ensure there are demonstrations of key features, and even better to involve business users who can provide	Open

												feedback on which options work best for them.	
163	7	A needs assessment isn't carried out Rocco L	3			4		12	×		×	<p>Telephony has changed considerably in the last 5 years, and new systems offer opportunities to improve communications and productivity in the organization. A thorough needs assessment, which covers both business and technical requirements, has multiple benefits:</p> <p>a. Discovering productivity enhancements offered by mobility and collaboration capabilities not available in the current system.</p> <p>b. Revealing communications issues. Often we find that many of the user complaints can be resolved through changes in business processes.</p> <p>c. Improved system acceptance. When business users have had input into the process, they are less likely to resist adoption of the new system.</p>	Open
	8	Business users aren't involved in the selection Rocco L	3			4		12	×		×	<p>When a system is selected only by the IT team, the solution is often more technical and may not be as user-friendly. We have seen decisions that were based on what would be best for enhancing the IT team's resumes. Involving business users in the decision process results in a better decision in the end, although a larger group can slow the process. Business users often help to clarify what is truly needed and what is nice to have.</p>	Open
	9	Funding for the contract is insufficient Rocco L	1				9	9	×	×		<p>Ensure the request for funding covers the existing value of the contract. Savings have been identified as potential and should be considered as such until tender bids from suppliers are presented.</p>	Open

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To: Cabinet – 10 November 2021
Council – 29 November 2021

Report of: Head of Financial Services

Title of Report: Restructure of the OxWED Joint Venture

Summary and recommendations	
Purpose of report:	OxWED Ltd is a Joint Venture between the Council and Nuffield College, the intention is to facilitate the redevelopment of the land adjacent to the Ice Rink. The current structure of Joint Venture is tax inefficient and therefore a restructure and creation of a new Limited Liability Partnership is recommended.
Key decision:	Yes
Cabinet Member:	Councillor Ed Turner Cabinet Member for Finance and Asset Management; Councillor Alex Hollingsworth Cabinet Member for Planning and Housing Delivery
Corporate Priority:	Enable an inclusive economy
Policy Framework:	Council Strategy 2020-24
Recommendations: That Cabinet resolves to:	
<ol style="list-style-type: none"> 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
6. **Recommend to Council** that capital budget of up to £700,000 is established for the tax charge resulting from this transaction.

Appendices

Appendix 1	Exempt Appendix 1 – Not for publication
Appendix 2	Exempt Appendix 2 – Risk Register

Introduction and background

1. OxWED is a 50/50 joint venture (JV) between Oxford City Council and Nuffield College. The objective of the partnership is to facilitate the redevelopment of the land off Oxpens Road, adjacent to the Ice Rink.
2. The current JV structure would lead to disproportionate tax liabilities: as a Local Authority the Council benefits from a complete exemption on Corporation Tax, and as a Charity, Nuffield College benefits from an exemption in relation to Stamp Duty Land Tax (SDLT). As OxWED is currently structured, it does not benefit from these exemptions and would liable to pay both Corporation and SDLT on any future transaction relating to disposal of the land, and any profit generated. A new structure would be better able to reflect the particular status of the City Council and Nuffield College.
3. Please refer to Exempt Appendix 1 – Not for publication for the detail on the recommendation of the structure of the transaction and the financial and legal implications.

Financial implications

4. Please refer to Exempt Appendix 1 – Not for publication

Legal issues

5. Please refer to Exempt Appendix 1 – Not for publication

Level of risk

6. Risk register is attached as Exempt Appendix 2 – Not for publication.

Equalities impact

7. An equalities impact assessment is not required for this restructure.

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Background Papers: None

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To: Cabinet – 10 November 2021
Council – 29 November 2021

Report of: Head of Financial Services

Title of Report: Loan to Low Carbon Hub

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 with responsibility:	Councillor Ed Turner, Deputy Leader (Statutory), and Cabinet Member for Finance and Asset Management
Corporate Priority:	Zero Carbon Oxford
Policy Framework:	Council Strategy 2020-24
Recommendation: That Cabinet resolves to:	
<ol style="list-style-type: none"> 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. 	

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. A report went to Cabinet on 16th June 2021 whereby a loan of up to £3,385,200 to Low Carbon Hub to support the Ray Valley Solar Project was approved subject to satisfactory terms being agreed.
3. In June 2014, the City Executive Board approved a £2.3m loan facility to the Low Carbon Hub (the Hub) to fund the development stages of renewable energy projects with repayment being facilitated by the Hub raising equity shares in the project. Extensions to this facility were approved following this. All loans to the Low Carbon Hub under these facilities have been repaid apart from a £100k loan in respect of the Sandford Hydro Fish Pass which is not yet due for repayment.
4. A further short term loan facility of £2.3m was agreed at the 22nd July Council meeting. This loan was advanced to the Low Carbon Hub in August 2021 as an interim measure pending agreement of the Salix funded loan.

Low Carbon Hub

5. 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.
6. The Low Carbon Hub IPS has now reached a position of long-term stability and sustainability. In its latest filed accounts for 2019/20, the Hub held £7 million fixed assets with net assets of £4.8 million and achieved a net revenue surplus prior to depreciation charges. The Hub has an established income stream that is generated by its current projects. Many of the assets currently held by the Hub have been financed by drawdowns accessed through the loan facility provided by the Council.
7. The Low Carbon Hub now has 44 solar PV array installations and a hydro installation at Sandford with a combined capacity of 3.8 megawatts with an annual predicted generation of 4.8 Gigawatt hours. During 2019/20, the Low Carbon Hub delivered a range of environmental social benefits including:
 - Generating 3,799,558 kWh – enough electricity to meet the typical electricity needs of 1,231 households
 - Saving 1,054 tonnes of CO₂ (based on a carbon intensity of 0.2773 kg CO₂e per kWh)
 - Saving host organisations £67k on their electricity bills through the supply of discounted green electricity

Ray Valley Solar

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). RVS is a 19 MW ground mounted solar farm with an anticipated operational life of 40 years near the village of Arncott with potential for battery storage to be installed in the future. The site itself neighbours a Ministry of Defence logistics site, HMP Bullington, and two existing solar parks, and is expected to comprise around 45,000 solar panels across an 80 acre site.

9. The Cabinet Report of 16th June 2021 anticipated a loan of £3,385,200. This was based on an overall grant from Salix which incorporates funds for various green energy and energy efficiency installations. The original proposed solar farm investment in the bid for all 6 sites was for £3,385,200 equivalent to 4,444,112kWh offset via the solar farm (around £0.7617269 per kWh). Updates to the costs of various works identified that the overall scheme had to reduce in scope in order to keep the costs within the overall grant funding envelope. The change in scope included removing schemes relating to the Oxford Ice Rink and Rosehill Community Centre. The loan for Ray Valley Solar was directly linked to the carbon reductions and so therefore the reduced scope has led to a reduced loan being available for the Solar Farm from the Salix funding. Reduced carbon emission savings of 2,697,361kWh offset results in the loan availability from the Salix funding **reducing** from **£3,385,200** to **£2,054,652**. The interest rate on this loan is to be 1.45% and the loan is to be repaid over 22.5 years on an annuity basis. Discussions are currently being undertaken with Low Carbon Hub to finalise the terms of the loan, pay monies over and secure the grant funding from Salix in a back to back transaction.

Additional Loan to Low Carbon Hub

10. The Council is still committed to supporting the Low Carbon Hub as part of the Council's low carbon agenda and therefore it is proposed to make an additional long term loan to the Low Carbon Hub of £2.055 million in respect of Ray Valley Solar. This would directly replace the reduced element of the Salix funded loan and the Low Carbon Hub would repay the £2.3 million short term loan made to them in August 2021. This additional loan would be funded from Council capital resources and would be an annuity loan attracting an interest rate of 2.85% for an anticipated 22.5 years.

Asset and Revenue Stream Cover for the Loan

11. The Low Carbon Hub are in receipt of a loan facility from Triodos Bank UK Limited of £2.4 million, decreasing over the 15-year term of the loan, and an additional £1 million overdraft facility which are both secured on the Ray Valley Solar Farm as a first charge. The value of the Solar Farm construction contract is £8.5 million.
12. There are three potential charges in relation to Ray Valley Solar Farm:
 - Triodos Bank Construction Facility £2.4m
 - Triodos Bank Overdraft Facility £1m
 - Oxford City Council Salix-based loan £2.055m
 - Oxford City Council Supplementary loan £2m
13. There are potential principal charges of £7.4 million assuming that the full £1m overdraft is taken at the start of the period. This against the construction value of £8.5 million. Analysis of the loan principal outstanding over the full 22.5 years of the proposed term of the Oxford City Council loans show that there is capital cover over

the whole period even with the assumption that the capital value depreciates over the term of the loan rather than over the expected 40 year life of the development.

14. The total future net revenue stream of the Solar Farm is estimated at £47.5 million at the start of its operation, reducing to a remaining revenue stream of £23.4 million in the final year of the loan period.
15. The loans from Oxford City Council would be a second charge on the Ray Valley Solar Farm, behind the Triodos Bank charge, and would rely on both the capital value and the revenue stream of the development. After year 15, when the Triodos Bank loan is set to repay in full, the Council would have the first charge.

Financial implications

16. The additional loan to Low Carbon Hub of the Council financed £2 million would require additional capital budget to be approved. This loan would be repaid over 22.5 years on an annuity basis along with interest charged at a rate of 2.85%.
17. The Council would receive an annuity payment over the 22.5 year term of the loan of around £121.6k, 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).
18. The interest rate being charged on the additional loan is a commercial interest rate and therefore the loan does not constitute subsidy to the Low Carbon Hub.
19. Other financial implications are covered in the body of the report.

Legal issues

20. A loan agreement will need to be entered into between the Council and Low Carbon Hub, laying out the terms of the loan and the security against which the loan is made. Due diligence checks on Low Carbon Hub and the development will be undertaken 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. A charge would need to be made in respect of the security and the terms of this will need to be included in the agreement.
21. Financial regulations 18.23 (Loans or Guarantees to external organisations) loans and financial guarantees of over £250,000 to a company which is not wholly owned by the Council or other external organisation must have approval by the Cabinet and Council.
22. Under Section 1 of the Localism Act 2011, the Council has the power to enter into the arrangements set out in this report, which are within the remit and limits of the general power of competence and Sections 2 and 4 of the Localism Act 2011.
23. On 24th December 2020 the UK and EU reached an agreement in principle with the 'UK-EU Trade and Cooperation Agreement' (UK-EU TCA). On 31st December 2020, the UK government published guidance to assist funding bodies in understanding what international subsidy control commitments and related obligations the UK has as of 1st January 2021. All funding bodies must comply with these obligations when awarding subsidies. Funding bodies must undertake their own analysis on a case by case basis to determine whether their proposed measures breach any of the international obligations. The Council has commissioned external legal advisors who are working alongside our in-house legal

service to access the loans to Low Carbon Hub to ensure that they aligns with the subsidy control principles. Provided that it can be shown that there is no subsidy, there should be no legal concerns, but this will be verified as part of the external legal advice.

Equalities Impact

24. The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

Note: ‘Protected characteristics’ are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

25. The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce.

26. This loan facilitates the production of environmentally friendly energy that is of benefit to all of the community and is not specific to any section of society. This proposal therefore has no equalities implications.

Environmental Implications

27. The Council’s additional loan to Low Carbon Hub in respect of RVS – along with the Salix backed loan - will mean the Council will be making the greatest financial contribution to the solar farm installation – over 50% of the principal charges associated with its supply and installation. It will support bringing additional renewable energy capacity to the UK electricity grid beyond that mandated at present and further reduce the requirement for damaging carbon emissions from fossil fuels in the overall national electricity mix.

Level of risk

28. The key risks associated with the RVS investment are set out in the risk register in Appendix 1.

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Background Papers: None

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Appendix 1

Ray Valley Solar Farm Additional Loan - Risk Register

Live Document

Risk ID	Risk Type	Risk Title	Risk Description	Cause	Consequence	Date Identified	Current			Target			Control Description	Due Date	Status	Progress	Owner
							I	P	Risk	I	P	R					
RVL01	Legal/Compliance	Loan agreement	Failure or delay to agree a loan agreement	The terms of the agreement not being acceptable to both parties and the inability to reach a mutually agreed solution	Not being able to advance the additional loan in respect of the solar farm and receive the annuity payment over 22.5 years	11/10/2021	5	3	15	5	2	10	The Council and Low Carbon Hub are in close communications over the loan with both sides keeping each other apprised of their relative positions	#####	Open	75%	Nigel Kennedy
RVL02	Third Party	Solar farm construction	Solar farm construction has significant delays or does not proceed	Unforeseen development issues	The additional solar farm loan is not possible	14/05/2021	3	2	6	3	1	3	Solar farm construction commenced w/c 24 May 2021 - and is on track for completion by Autumn 2021. Regular communications with LCH on progress	#####	Open	75%	Nigel Kennedy
RVL03	Financial	Security of loan	Low carbon hub fails before full repayment of the loan	Additional unexpected costs impact the Low Carbon Hub	The loan cannot be repaid by the Low Carbon Hub	28/05/2021	5	2	10	3	2	6	The Loan to be legally secured against the capital value and the future revenue stream of the Solar Farm	#####	Open	75%	Susan Sale

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To: Council
Date: 29 November 2021
Report of: Head of Financial Services
Title of Report: External Audit Contract from 2023/24

Summary and recommendations	
Purpose of report:	This report sets out proposals for appointing the external auditor to the Council for the accounts for the five-year period from 2023/24 and seeks authority for the Head of Financial Services to opt in to the national scheme for auditor appointments on behalf of the Council in accordance with the recommendation from Audit and Governance Committee.
Key decision:	No
Cabinet Member with responsibility:	Councillor Ed Turner, Deputy Leader (Statutory), and Cabinet Member for Finance and Asset Management
Corporate Priority:	None
Policy Framework:	None
Recommendation(s): That the Council resolves to:	
<ol style="list-style-type: none"> Accept Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023; Authorise the Head of Financial Services to opt in to the national scheme for auditor appointments for the provision of external audit services starting with the audit of the 2023/24 accounts. 	

Appendices
None

Introduction and background

1. 1. The current auditor appointment arrangements cover the period up to and including the audit of the 2022/23 accounts. The Council opted into the 'appointing person' national auditor appointment arrangements established by Public Sector Audit Appointments (PSAA) for the period covering the accounts for 2018/19 to 2022/23.
2. PSAA is now undertaking a procurement for the next appointing period, covering audits for 2023/24 to 2027/28. During autumn 2021 all local government bodies need to make important decisions about their external audit arrangements from 2023/24. They have options to arrange their own procurement and make the appointment themselves or in conjunction with other bodies, or they can join and take advantage of the national collective scheme administered by PSAA.
3. If the Council wishes to take advantage of the national auditor appointment arrangements, it is required under the local audit regulations to make the decision at full Council. The opt-in period starts on 22 September 2021 and closes on 11 March 2022. To opt into the national scheme from 2023/24, the Council needs to return completed opt-in documents to PSAA by 11 March 2022.

Procurement of External Audit for the period 2023/24 to 2027/28

4. Under the Local Government Audit & Accountability Act 2014 ("the Act"), the Council is required to appoint an auditor to audit its accounts for each financial year. The Council has three options:
 - To appoint its own auditor, which requires it to follow the procedure set out in the Act.
 - To act jointly with other authorities to procure an auditor following the procedures in the Act.
 - To opt in to the national auditor appointment scheme administered by a body designated by the Secretary of State as the 'appointing person'. The body currently designated for this role is Public Sector Audit Appointments Limited (PSAA).
5. In order to opt in to the national scheme, a council must make a decision at a meeting of the Full Council.

The Appointed Auditor

6. The auditor appointed at the end of the procurement process will undertake the statutory audit of accounts and Best Value assessment of the council in each financial year, in accordance with all relevant codes of practice and guidance. The appointed auditor is also responsible for investigating questions raised by electors and has powers and responsibilities in relation to Public Interest Reports and statutory recommendations.
7. The auditor must act independently of the Council and the main purpose of the procurement legislation is to ensure that the appointed auditor is sufficiently qualified and independent.

8. The auditor must be registered to undertake local audits by the Financial Reporting Council (FRC) employ authorised Key Audit Partners to oversee the work. As the report below sets out there is a currently a shortage of registered firms and Key Audit Partners.
9. Auditors are regulated by the FRC, which will be replaced by a new body with wider powers, the Audit, Reporting and Governance Authority (ARGA) during the course of the next audit contract.
10. Councils therefore have very limited influence over the nature of the audit services they are procuring, the nature and quality of which are determined or overseen by third parties.

Appointment by the Council itself or jointly

11. The Council may elect to appoint its own external auditor under the Act, which would require the Council to:
 - Establish an independent auditor panel to make a stand-alone appointment. The auditor panel would need to be set up by the Council itself, and the members of the panel must be wholly or a majority of independent members as defined by the Act. Independent members for this purpose are independent appointees, excluding current and former elected members (or officers) and their close families and friends. This means that elected members will not have a majority input to assessing bids and choosing to which audit firm to award a contract for the Council's external audit.
 - Manage the contract for its duration, overseen by the Auditor Panel.
12. Alternatively, the Act enables the Council to join with other authorities to establish a joint auditor panel. Again, this will need to be constituted of wholly or a majority of independent appointees. Further legal advice would be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act and the Council would need to liaise with other local authorities to assess the appetite for such an arrangement.

The national auditor appointment scheme

13. PSAA is specified as the 'appointing person' for principal local government under the provisions of the Act and the Local Audit (Appointing Person) Regulations 2015. PSAA let five-year audit services contracts in 2017 for the first appointing period, covering audits of the accounts from 2018/19 to 2022/23. It is now undertaking the work needed to invite eligible bodies to opt in for the next appointing period, from the 2023/24 audit onwards, and to complete a procurement for audit services. PSAA is a not-for-profit organisation whose costs are around 4% of the scheme with any surplus distributed back to scheme members.
14. In summary the national opt-in scheme provides the following:
 - the appointment of a suitably qualified audit firm to conduct audits for each of the five financial years commencing 1 April 2023;
 - appointing the same auditor to other opted-in bodies that are involved in formal collaboration or joint working initiatives to the extent this is possible with other constraints;

- managing the procurement process to ensure both quality and price criteria are satisfied. PSAA has sought views from the sector to help inform its detailed procurement strategy;
- ensuring suitable independence of the auditors from the bodies they audit and managing any potential conflicts as they arise during the appointment period;
- minimising the scheme management costs and returning any surpluses to scheme members;
- consulting with authorities on auditor appointments, giving the Council the opportunity to influence which auditor is appointed;
- consulting with authorities on the scale of audit fees and ensuring these reflect scale, complexity, and audit risk; and
- ongoing contract and performance management of the contracts once these have been let.

Pressures in the current local audit market and delays in issuing opinions

15. Much has changed in the local audit market since audit contracts were last awarded in 2017. At that time the audit market was relatively stable, there had been few changes in audit requirements, and local audit fees had been reducing over a long period. 98% of those bodies eligible opted into the national scheme and attracted very competitive bids from audit firms. The resulting audit contracts took effect from 1 April 2018.
16. During 2018 a series of financial crises and failures in the private sector year led to questioning about the role of auditors and the focus and value of their work. Four independent reviews were commissioned by Government: Sir John Kingman's review of the Financial Reporting Council (FRC), the audit regulator; the Competition and Markets Authority review of the audit market; Sir Donald Brydon's review of the quality and effectiveness of audit; and Sir Tony Redmond's review of local authority financial reporting and external audit. The recommendations are now under consideration by Government, with the clear implication that significant reforms will follow. A new audit regulator (ARGA) is to be established, and arrangements for system leadership in local audit are to be introduced. Further change will follow as other recommendations are implemented.
17. The Kingman review has led to an urgent drive for the FRC to deliver rapid, measurable improvements in audit quality. This has created a major pressure for audit firms to ensure full compliance with regulatory requirements and expectations in every audit they undertake. By the time firms were conducting 2018/19 local audits during 2019, the measures they were putting in place to respond to a more focused regulator were clearly visible. To deliver the necessary improvements in audit quality, firms were requiring their audit teams to undertake additional work to gain deeper levels of assurance. However, additional work requires more time, posing a threat to the firms' ability to complete all their audits by the target date for publication of audited accounts. Delayed opinions are not the only consequence of the FRC's drive to improve audit quality. Additional audit work must also be paid for. As a result, many more fee variation claims have been needed than in prior years.
18. This situation has been accentuated by growing auditor recruitment and retention challenges, the complexity of local government financial statements and increasing

levels of technical challenges as bodies explore innovative ways of developing new or enhanced income streams to help fund services for local people. These challenges have increased in subsequent audit years, with Covid-19 creating further significant pressure for finance and audit teams.

19. None of these problems is unique to local government audit. Similar challenges have played out in other sectors, where increased fees and disappointing responses to tender invitations have been experienced during the past two years.

The National Scheme Invitation and Procurement Process

20. PSAA is now inviting the Council to opt in for the second appointing period, for 2023/24 to 2027/28, along with all other eligible authorities. Based on the level of opt-ins it will enter into contracts with appropriately qualified audit firms and appoint a suitable firm to be the Council's auditor.

21. The prices submitted by bidders through the procurement will be the key determinant of the value of audit fees paid by opted-in bodies. PSAA has pledged to:

- seek to encourage realistic fee levels and to benefit from the economies of scale associated with procuring on behalf of a significant number of bodies;
- continue to pool scheme costs and charge fees to opted-in bodies in accordance with the published fee scale as amended following consultations with scheme members and other interested parties (pooling means that everyone within the scheme will benefit from the prices secured via a competitive procurement process – a key tenet of the national collective scheme);
- continue to minimise its own costs, around 4% of scheme costs, and as a not-for-profit company will return any surplus funds to scheme members. In 2019 it returned a total £3.5million to relevant bodies and in 2021 a further £5.6million was returned.
- seek to encourage market sustainability in its procurement. Firms will be able to bid for a variety of differently sized contracts so that they can match their available resources and risk appetite to the contract for which they bid. They will be required to meet appropriate quality standards and to reflect realistic market prices in their tenders, informed by the scale fees and the supporting information provided about each audit. Where regulatory changes are in train which affect the amount of audit work suppliers must undertake, firms will be informed as to which developments should be priced into their bids.

22. The scope of a local audit is fixed. It is determined by the Code of Audit Practice (currently published by the National Audit Office), the format of the financial statements (specified by CIPFA/LASAAC) and the application of auditing standards regulated by the FRC. These factors apply to all local audits irrespective of whether an eligible body decides to opt into PSAA's national scheme or chooses to make its

own separate arrangements. The requirements are mandatory; they shape the work auditors undertake and have a bearing on the actual fees required.

23. There are currently nine audit providers eligible to audit local authorities and other relevant bodies under local audit legislation. This means that a local procurement exercise would seek tenders from the same firms as the national procurement exercise, subject to the need to manage any local independence issues. Local firms cannot be invited to bid. Local procurements must deliver the same audit scope and requirements as a national procurement, reflecting the auditor's statutory responsibilities.

Not Opting in to the National Scheme

24. If the Council did not opt in there would be a need to establish an independent auditor panel to make a stand-alone appointment. The auditor panel would need to be set up by the Council itself, and the members of the panel must be wholly or a majority of independent members as defined by the Act. Independent members for this purpose are independent appointees, excluding current and former elected members (or officers) and their close families and friends. This means that elected members will not have a majority input to assessing bids and choosing to which audit firm to award a contract for the Council's external audit.
25. Alternatively, the Council could join with other authorities to establish a joint auditor panel. Again, this will need to be constituted of wholly or a majority of independent appointees. Further legal advice would be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act and the Council would need to liaise with other local authorities to assess the appetite for such an arrangement.
26. These would be more resource-intensive processes to implement for the Council, and without the bulk buying power of the sector-led procurement would be likely to result in a more costly service. It would also be more difficult to manage quality and independence requirements through a local appointment process. The Council would still be unable to influence the scope of the audit and the regulatory regime inhibits the Council's ability to affect quality. The Council and its auditor panel would need to maintain ongoing oversight of the contract.
27. The national procurement provides the appointment of an independent auditor with limited administrative cost to the Council. By joining the scheme, the Council would be acting with other councils to optimise the opportunity to influence the market that a national procurement provides.
28. The recommended approach is therefore to opt in to the national auditor appointment scheme.

The Process to Opt in to the National Scheme

29. Regulation 19 of the Local Audit (Appointing Person) Regulations 2015 requires that a decision to opt in must be made by a meeting of the Council meeting as a whole.
30. The Council then needs to respond formally to PSAA's invitation in the form specified by PSAA by the close of the opt-in period (11 March 2022).
31. PSAA will commence the formal procurement process in early February 2022. It expects to award contracts in August 2022 and will then consult with authorities on

the appointment of auditors so that it can make appointments by the statutory deadline of 31 December 2022.

Financial implications

32. There is a risk that current external audit fee levels could increase when the current contracts end. It is clear that the scope of audit has increased, requiring more audit work. There are also concerns about capacity and sustainability in the local audit market.
33. Opting into a national scheme provides maximum opportunity to ensure fees are as realistic as possible, while ensuring the quality of audit is maintained, by entering into a large scale collective procurement arrangement.
34. If the national scheme is not used some additional resource may be needed to establish an auditor panel and conduct a local procurement. Until a procurement exercise is completed it is not possible to state what, if any, additional resource may be required for audit fees from 2023/24.

Legal issues

35. Section 7 of the Local Audit and Accountability Act 2014 requires a relevant Council to appoint a local auditor to audit its accounts for a financial year not later than 31 December in the preceding year.
36. Section 8 governs the procedure for appointment including that the Council must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor. Section 8 provides that where a relevant Council is a local Council operating executive arrangements, the function of appointing a local auditor to audit its accounts is not the responsibility of an executive of the Council under those arrangements.
37. Section 12 makes provision for the failure to appoint a local auditor. The Council must immediately inform the Secretary of State, who may direct the Council to appoint the auditor named in the direction or appoint a local auditor on behalf of the Council.
38. Section 17 gives the Secretary of State the power to make regulations in relation to an 'appointing person' specified by the Secretary of State. This power has been exercised in the Local Audit (Appointing Person) Regulations 2015 (SI 192) and this gives the Secretary of State the ability to enable a sector-led body to become the appointing person. In July 2016 the Secretary of State specified PSAA as the appointing person.

Level of risk

39. The principal risks are that the Council:
 - fails to appoint an auditor in accordance with the requirements and timing specified in local audit legislation; or
 - does not achieve value for money in the appointment process.
40. These risks are considered best mitigated by opting into the sector-led approach through PSAA.

Conclusion

41. The report concludes that the sector-wide procurement conducted by PSAA will produce better outcomes and will be less burdensome for the Council than a procurement undertaken locally because:

- collective procurement reduces costs for the sector and for individual authorities compared to a multiplicity of smaller local procurements;
- if it does not use the national appointment arrangements, the Council will need to establish its own auditor panel with an independent chair and independent members to oversee a local auditor procurement and ongoing management of an audit contract;
- it is the best opportunity to secure the appointment of a qualified, registered auditor - there are only nine accredited local audit firms, and a local procurement would be drawing from the same limited supply of auditor resources as PSAA's national procurement; and
- supporting the sector-led body offers the best way of ensuring there is a continuing and sustainable public audit market into the medium and long term.

42. If the Council wishes to take advantage of the national auditor appointment arrangements, it is required under the local audit regulations to make the decision at full Council. The opt-in period starts on 22 September 2021 and closes on 11 March 2022. To opt into the national scheme from 2023/24, the Council needs to return completed opt-in documents to PSAA by 11 March 2022.

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Background Papers: None

To: Licensing and Gambling Acts Committee
Date: 3rd November 2021
Report of: Head of Service Regulatory Services and Community Safety
Title of Report: Statement of Gambling Licensing Policy

Summary and recommendations	
Purpose of report:	To agree the draft Statement of Gambling Licensing Policy following consultation
Corporate Priority	Vibrant Sustainable Economy
Policy Framework	Statement of Gambling Licensing Policy
Recommendation(s): That the Licensing and Gambling Acts Committee:	
<ol style="list-style-type: none"> 1. Consider any relevant responses to the consultation submitted to the Licensing Authority 2. Consider whether to recommend retention of a 'No Casino' Resolution 3. Agree the final draft Statement of Gambling Licensing Policy 4. Recommend the final draft of Gambling Licensing Policy to Council 	

Appendices	
Appendix 1	Draft Statement of Gambling Licensing Policy
Appendix 2	Appendix B of Gambling Commission Guidance Gaming Machines: Maximum Stakes and Prizes
Appendix 3	Consultation Responses from Responsible Authorities and Interested Parties
Appendix 4	Oxford City Council Local Area Profile

Introduction and background

1. The Committee is reminded that all Licensing Authorities have adopted a Statement of Gambling Licensing Policy. This Statement must promote the three licensing objectives of the Gambling Act 2005 (the 2005 Act), which are:
 - Preventing gambling from being a source of crime and disorder
 - Ensuring that gambling is conducted in a fair and open way
 - Protecting children and vulnerable persons from being harmed or exploited by gambling

2. The Council is obliged to determine and publish the "Statement of Gambling Licensing Policy" and to keep it under review, and to renew the Policy at least every three years. In preparing the Statement, Licensing Authorities must follow the procedure set out in the 2005 Act, including who should be consulted. The Policy sets out how the Licensing Authority intends to exercise its functions under the 2005 Act.
3. The first Policy was implemented on 31st January 2007, and with it being renewed every 3 years, the current policy is due to expire in 2022, and the 2005 Act requires the Council to implement a new Policy by 31st January 2022.
4. The Gambling Commission issued revised Guidance in May 2021 to Licensing Authorities that includes revisions to statutory guidance that clarify the extent of discretion available to Licensing Authorities in exercising their powers and the benefits of partnership working.
5. The new Guidance also provides clarity on the importance of the Statement of Gambling Licensing Policy as a regulatory tool.
6. A renewed policy has been drafted taking into account the new Guidance. A copy of the recommended final draft Statement of Gambling Licensing Policy is attached at **Appendix One**.

Gambling Commission: Guidance issued to Licensing Authorities

7. In carrying out its functions the Licensing Authority must also have regard to the "Guidance issued to Licensing Authorities" by the Gambling Commission (being the unified regulator for gambling in Great Britain). Guidance was last published in April 2021 and last revised on 13th May 2021 (as per para 4. above) which is fully covered within our current Policy.
8. The Guidance prescribes what must be included in an Authority's Policy content in the interest of national consistency. The Council therefore has limited scope to make significant changes to the Statement of Gambling Licensing Policy. However where there are good reasons, the Policy can depart from the Guidance in order to reflect local circumstances.
9. The Guidance was updated in December 2020 to reflect the amendments to Gaming Machines: Maximum Stakes and Prizes. A copy of the guidance Appendix B showing these changes can be found at **Appendix Two**.

Functions of the Licensing Authority

10. The 2005 Act gives Licensing Authorities a number of important regulatory functions in relation to gambling. Their main functions are to:
 - licence premises for gambling activities
 - consider notices given for the temporary use of premises for gambling
 - grant permits for gaming and gaming machines in clubs and miners' welfare institutes
 - regulate gaming and gaming machines in alcohol-licensed premises
 - grant permits to family entertainment centres (FECs) for the use of certain lower stake gaming machines
 - grant permits for prize gaming
 - consider occasional use notices for betting at tracks
 - register small societies' lotteries

11. Licensing Authorities also have an obligation to provide information to the Gambling Commission, including details of licences, permits and registrations issued by way of the submission to the Gambling Commission of an “annual return”.
12. Licensing Authorities also carry out inspections of licensed premises in order to ensure they are run in accordance with the three licensing objectives and the conditions applied to the licences. During the period since the last Statement of Gambling Licensing Policy 5 licensed premises were visited and no issues of non-compliance were found, and no complaints about these premises were received.
13. The COVID 19 pandemic restricted the amount of visits the Licensing Authority could make due to these premises being closed for significant period of time between March 2020 and August 2020.

Consultation on the Revised Draft Statement of Gambling Licensing Policy

14. Before determining the Statement of Gambling Licensing Policy, legislation requires the Licensing Authority to consult with persons as listed below:
 - the chief officer of police for the authority's area,
 - one or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area, and
 - one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act

Previous versions of the Policy have satisfied this requirement by consultation with:

- Thames Valley Police
 - The Oxfordshire Safeguarding Children Board
 - The management of all premises in Oxford with Gambling Premises Licences
 - Gaming & Betting Organisations
15. The draft Statement of Gambling Licensing Policy consultation took place between 24th September 2021 and 15th October 2021. The relevant responses to the consultation submitted to the Licensing Authority are attached at **Appendix Three**.
The revised recommended final draft Policy contains changes on Page 27 showing the new map of Oxford due to the recent changes in Ward names and boundaries; Page 29 following an update on Gaming Machines: Maximum Stakes and Prizes. Page 33 was also amended to reflect the change of contact details for HMRC as a Responsible Authority.
 16. A review of the Local Area Profile resulted in amendments to some of the web links found on page 4, this was an update to websites rather than additional information or websites. A copy of the Local Area Profile can be found at **Appendix Four**.

No Casino Resolution

17. On 20th November 2006 following a recommendation by the Licensing and Gambling Acts Committee, Full Council passed a ‘No Casino’ resolution (in accordance with S.166 of the 2005 Act). The resolution was renewed in 2018 on last review of the Statement of Gambling Licensing Policy. This has the effect that the Licensing Authority will not consider any application for a casino premises

licence. Any application received will be returned with a notification that a 'no-casino' resolution is in place.

18. As Oxford was not one of the 17 locations chosen by Government for a casino to be sited (17 being the maximum number of locations permitted), unless the 2005 Act changes Oxford is not able to consider applications for casinos.
19. A 'No Casino' resolution expires three years after it is made, unless Council resolves to renew it. Members of this Committee are asked as a matter of good process (even though Oxford is not able to receive applications for casinos) to consider whether such a Resolution should be retained, and if so, to recommend such to Council.
20. To assist this Committee, when the Policy was last reviewed in 2018, the Committee resolved to maintain the "No Casino" Resolution in order to 'future-proof' any potential changes to the 2005 Act.

Financial implications

21. Any financial implications regarding this matter are covered within existing budgets.

Legal issues

22. Section 349 of the Gambling Act 2005 requires the Licensing Authority to prepare and publish a Statement of Gambling Licensing Policy every 3 years. The next Statement must be published by 31st January 2022.
23. Section 25 of the Gambling Act 2005 requires the Authority to have regard to the Gambling Commission's Guidance when preparing its Policy.
24. The form and procedure for formulating the policy are provided by the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006/636

Recommendations

25. The Committee is recommended to:
 - Consider any relevant responses to the consultation reported to the Committee
 - Consider whether to recommend retention of a 'No Casino' Resolution
 - Agree the final draft Statement of Gambling Licensing Policy
 - Recommend the final draft of Gambling Licensing Policy to the Council

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BUILDING PRIDE IN OUR CITY

Licensing Authority

www.oxford.gov.uk



Statement of Gambling Licensing Policy

Gambling Act 2005



This statement will apply from 31st January 2022
until 30th January 2025

Contact details for licensing under the Gambling Act 2005
(in the Oxford City Council area)

Write to: The Licensing Authority
Oxford City Council
St. Aldates Chambers
109 St. Aldates
OXFORD
OX1 1DS

Email: licensing@oxford.gov.uk

Telephone: 01865 252565

You can also find much information and links to other sources of information on Oxford City Council's website: <http://www.oxford.gov.uk>

This document remains valid for three years, during which the Council is likely to amend its website. So, rather than providing a direct link to "gambling", we suggest either looking for links for "licensing" then "gambling", or using the website's "A-Z" search function.

	Date	Areas of revision
First published:	02 Jan 2007	-----
Corrections:	26 Mar 2007	p.14 Textual amendments p. 27 Update to Gaming machine table p. 30 Update HMCE contact details
Revised:	17 Nov 2009	Update on legislation
Revised:	01 Feb 2013	Update on legislation Amendment of Licensing Authority and Responsible Authority addresses
Republished:	31 Jan 2016	p.29 Update on Gaming Machines: Maximum Stakes and Prizes
Revised:	31 Jan 2019	p.8 The Licensing Process - Local risk assessments p.11 Location - Local Area profile
Revised:	29 June 2021	p.27 Amended Map of Oxford for new ward names and boundaries p.29 Update on Gaming Machines: Maximum Stakes and Prizes p.33 Amendment to Responsible Authority Address

IMPORTANT NOTE

In producing this statement, the Licensing Authority is aware that the Government may amend the Gambling Act 2005, subordinate legislation and statutory guidance. Any such amendments made in the future will only be incorporated into subsequent policy statements and not this document. Readers are advised to check on the Gambling Commission website to ensure they have the latest information.

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PART A: GENERAL MATTERS

1. The licensing objectives

The licensing objectives of the Gambling Act 2005 are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

The Licensing Authority must have regard to these licensing objectives in exercising most of its functions under the 2005 Act.

2. The Licensing Authority

The Gambling Act 2005 has made Oxford City Council the Licensing Authority for its district. From 31 January 2007 the Council has been responsible for granting premises licences for:

- Betting premises, including tracks;
- Adult Gaming Centres;
- Family Entertainment Centres;
- Bingo premises; and
- Casino premises.

3. The Oxford City Council area

Oxford City Council is one of the five district councils of Oxfordshire. The City of Oxford has a population of 151,584 (ONS 2020 mid-year estimate) in an area of 4,566 ha (17.6 square miles). A significant proportion of the land area within the city boundary is rural, with the population concentrated in the urban parts. The district is shown on the map in Appendix 1.

Oxford is one of the principal entertainment centres for Oxfordshire, however local road, bus and rail links foster a wider catchment area than this and also enable Oxford residents to use centres outside the county boundary, such as Aylesbury, Reading, Swindon and Newbury. Oxford residents also have reasonable access to the facilities offered by Bristol, London, Birmingham or Southampton.

Although Oxford is generally affluent, some of its wards are ranked amongst those of highest multiple-deprivation in the country. 10 out of its 83 neighbourhoods are amongst the 20% most deprived in England.

4. Glossary of terms

Within this Statement of Gambling Licensing Policy, the following words and terms are defined as stated:

Council	Oxford City Council
GC Guidance	The Gambling Commission's "Guidance to Licensing Authorities" under section 252(2)

Licensing Authority	Oxford City Council
The 2005 Act	The Gambling Act 2005
The 2003 Act	The Licensing Act 2003
LACORS	Local Authorities Co-ordinators of Regulatory Services

5. This Statement of Gambling Licensing Policy

The 2005 Act requires the Council to prepare and publish a statement of the principles that the Licensing Authority proposes to apply in exercising their functions under the 2005 Act before each successive period of three years.

In preparing this Statement of Gambling Licensing Policy, the Council has had regard to the licensing objectives and the Guidance issued by the Gambling Commission.

In determining the Statement of Gambling Licensing Policy, the Council had regard to the licensing objectives and the Guidance issued by the Gambling Commission, and had due regard to comments received as a result of the consultation process.

This statement must be reviewed from “time to time” and any revisions must be published before they take effect. The 2005 Act requires each Licensing Authority to consult the following parties when preparing a new statement or revision...

- The Chief Officer of Police.
- One or more persons who appear to the Licensing Authority to represent the interests of persons carrying on gambling businesses in the Licensing Authority’s area.
- One or more persons who appear to the Licensing Authority to represent the interests of persons who are likely to be affected by the exercise of the Licensing Authority’s functions under the 2005 Act.

Before finalising and publishing this policy statement, the Council consulted the following ...

- Thames Valley Police
- The Oxfordshire Safeguarding Children Board
- The management of all premises in Oxford with Gambling Premises Licences
- Gaming & Betting Organisations

The list of comments made and the consideration by the Council of those comments is available from the Licensing Authority or from the Council’s website (see inside front cover for contact details).

Consultation took place from 24th September 2021 for 3 weeks.

The Licensing Authority followed the best practice for consultation set out by the Department for Business Innovation and Skills. Revised Code of Practice(which came into effect in April 2015) and the Cabinet Office Guidance on consultations by the public sector.

If you have any comments about this Statement of Gambling Licensing Policy, please write to the Licensing Authority (details inside front cover).

6. Effective period

This Statement of Gambling Licensing Policy becomes effective on 31st January 2022.

It will remain effective for three years (or any longer period in accordance with the 2005 Act) although the Council may adopt revisions within that period.

At the date of publication, this licensing policy is expected to last until 30th January 2025.

7. Functions of the Licensing Authority

7.1 Functions

The 2005 Act gives Licensing Authorities the following functions...

- Licensing premises where gambling activities are to take place by issuing Premises Licences
- Issuing Provisional Statements
- Regulating members' clubs and miners' welfare institutes who wish to undertake certain gaming activities, by issuing Club Gaming Permits and/or Club Machine Permits
- Issuing Club Machine Permits to Commercial Clubs
- Granting permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- Receiving notifications of the use of two or fewer gaming machines, from premises licensed (under the 2003 Act) to sell/supply of alcohol (for consumption on the premises other than with a meal).
- Issuing Licensed Premises Gaming Machine Permits where more than two machines are required for premises licensed (under the 2003 Act) to sell/supply alcohol (for consumption on the premises other than with a meal).
- Issuing Prize Gaming Permits
- Receiving and endorsing Temporary Use Notices
- Receiving Occasional Use Notices
- Providing information to the Gambling Commission on details of licences issued (see section above on 'information exchange')
- Maintaining registers of permits and licences issued under these functions.

7.2 Delegation of functions

The 2005 Act (s154) delegates most licensing functions to the licensing committee, which can then further delegate to its sub-committees or to officers. Appendix 2 lists the lowest level to which decisions can be delegated.

From time-to-time the Licensing Authority may change the levels to which its decisions are actually delegated.

8. Functions of others

Under the 2005 Act, the role of the Gambling Commission includes the following matters, which are therefore not the responsibility of the Licensing Authority...

- Issuing and enforcing Operating Licences.
Operating Licences are required by organisations providing casinos, remote gambling, bingo, lotteries, facilities for betting and providing gaming machines etc. (There are exceptions within some of these categories.)
- Issuing and enforcing Personal Licences.
For each Operating Licence there must be at least one person who both occupies a specified management office in connection with that licence and holds a Personal Licence. Conditions may require more than one such person to hold a Personal Licence.

Conditions may also require persons performing specified operational functions to each hold a Personal Licence.
- Ensuring compliance by manufacturers, suppliers and repairers of gaming machines.

The Financial Services Authority regulates spread betting and the National Lottery Commission regulates the National Lottery under separate legislation.

9. General principles

This Statement of Gambling Licensing Policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each matter will be considered on its own merits and according to the statutory requirements of the 2005 Act.

10. Responsible Authorities

Appendix 5 provides details for all the Responsible Authorities under the 2005 Act that have a role in the Licensing Authority's area.

The latest version of those details can be found on the Council's website, and the Licensing Authority will also provide this information in printed form on request (see details inside front cover).

The Licensing Authority designates the Oxfordshire Safeguarding Children Board as the body that is competent to advise the authority about the protection of children from harm.

The principles on which it based this decision are the need for the body to:

- have broad experience of children's issues;
- be responsible for an area covering the whole of the Licensing Authority's area; and
- be answerable to democratically elected persons, rather than to any particular vested interest group. (The Licensing Authority notes that that body reserves the right to hold those persons to account on children's issues.)

11. Interested parties

Interested parties can make representations about licence applications, or apply for a review of an existing licence. However, the Licensing Authority has powers under the 2005 Act to determine whether a person is an interested party.

In doing so, the Licensing Authority will decide each case on its merits, based upon the following principles:

“a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

(a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,

(b) has business interests that might be affected by the authorised activities, or

(c) represents persons who satisfy paragraph (a) or (b)” (2005 Act s.158)

11.1 Proximity to premises

In accordance with GC Guidance, when determining what “sufficiently close to the premises” means the Licensing Authority may include consideration of:

- *“the size of the premises;*
- *the nature of the premises;*
- *the distance of the premises from the location of the person making the representation;*
- *the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment); and*
- *the circumstances of the complainant. This is not the personal characteristics of the complainant, but the interests of the complainant which may be relevant to the distance from the premises. For example, it could be reasonable for an authority to conclude that “sufficiently close to be likely to be affected” could have a different meaning for (a) a private resident (b) a residential school for children with truanting problems and (c) a residential hostel for vulnerable adults.” {GCG 8.14}*

The Licensing Authority will not generally view trade associations and trade unions, and residents’ and tenants’ associations as interested parties unless they have a member who lives sufficiently close to the premises to be classed as one.

11.2 ‘Business interests’

The Licensing Authority will also consider the GC Guidance that “has business interests” should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

However, the Licensing Authority considers that “has business interests” should not entitle an operator to make representations on an application for premises anywhere. The *“factors that are likely to be relevant include:*

- *the size of the premises;*
- *the ‘catchment’ area of the premises (i.e. how far people travel to visit); and whether the person making the representation has business interests in that catchment area, that might be affected.”*

11.3 Representatives of interested parties

Interested parties can be persons who are democratically elected such as councillors and MPs. No specific evidence of being asked to represent an interested person will be required as long as the councillor / MP represent the ward likely to be affected. Likewise, any parish councils that are likely to be affected will also be considered to be interested parties. Other than these however, the Licensing Authority will generally require written evidence that the representative has been appointed by the person likely to be affected. A letter from one of these persons, requesting the representation is sufficient.

The Licensing Authority does not permit councillors who either are, or represent, an interested party in a case to participate as a member of the Licensing Committee (or sub-committee) that considers that case.

If individuals wish to approach councillors to ask them to represent their views then care should be taken that the Councillors are not part of the licensing sub-committee dealing with that application. Licensing authority staff will help with this (contact details inside front cover).

12. Exchange of Information

The principle that the licensing authority will apply in respect of the exchange of information between it and the Gambling Commission and those bodies listed in Schedule 6 of the Act is that it will act in accordance with the provisions of the Gambling Act 2005 which includes the provision that the General Data Protection Regulations will not be contravened.

The licensing authority will also have regard to any guidance issued by the Gambling commission to Local Authorities on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005

13. Enforcement

The Licensing Authority will apply the following principles in accordance with GC Guidance in exercising its functions about the inspection of premises (2005 Act, Part 15) and powers to institute criminal proceedings in respect of the offences specified (2005 Act, s.346).

The Licensing Authority will endeavour to be...

- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects.

The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

The main enforcement and compliance role for the Licensing Authority under the 2005 Act will be to ensure compliance with the premises licences and other permissions that it authorises. The Gambling Commission is the enforcement body for other matters under the 2005 Act, as noted above.

The Licensing Authority will also keep aware of advice from the Better Regulation Executive on the regulatory functions of local authorities.

13.1 Risk methodology

The Licensing Authority will adopt a risk-based inspection programme and in order to comply with the principle of transparency, the Licensing Authority will make available, on request, details of its risk methodology, and its protocols or written agreements for enforcement and compliance. (For contact details, see inside front cover).

The general approach of risk-based inspection is to avoid routine inspections of all premises. Instead, high-risk premises are inspected more frequently than low risk ones.

Amongst other things, this approach considers risks related to the size of the premises, the range of activities that take place there, and the time that those activities take place. Larger, more active premises are likely to be classed as higher risk and are therefore likely to be inspected more frequently.

PART B: PREMISES LICENCES

14. General Principles

Premises Licences will be subject to the requirements set-out in the 2005 Act and regulations, and specific mandatory and default conditions detailed in regulations.

Where the Licensing Authority considers it appropriate, it may exclude default conditions; attach other conditions, or both.

In making decisions about premises licences, the 2005 Act (s.153) requires the Licensing Authority to aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the authority's Statement of Gambling Licensing Policy.

The Licensing Authority is also aware that that unmet demand (for gambling facilities) is not a criterion for a Licensing Authority and that GC Guidance states "moral objections to gambling are not a valid reason to reject applications for premises licences". However, such reasons may be taken into account in considering any 'no casino resolution' (see the section on casinos below).

15. The Licensing Process

The powers of the Council as a Licensing Authority under the Act may be carried out by the Licensing and Gambling Act Committee and then put before Full Council. Applications under the Act will be dealt with in accordance with the Council's scheme of delegation. The attached table sets out how the Council will determine applications and other matters under the Act. (the table can be found as Appendix 2).

Application forms will be in the format prescribed by regulations. The form will need to contain information that describes the gambling activities to be provided, the operational procedures, hours, nature of the location, needs of the local community, etc. Most importantly, the applicant will have to detail the steps that will be taken to promote the three licensing objectives. Applicants must also carry out a local risk assessment before they apply for a licence in accordance with the Social Responsibility provisions of the Gambling Commission's Licence Conditions and Codes of Practice (code 10.1.1)

The Council will expect the local risk assessment to consider as a minimum:

- any Local Area Profile published by the licensing authority.
- the location of services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather;
- the demographics of the area in relation to vulnerable groups. Information in this regard is available on the Council's website <https://www.oxford.gov.uk/info/20131/populations>;

- whether the premises is in an area subject to high levels of crime and/or disorder.

Local risk assessments should be shared with the Licensing Authority and demonstrate how any vulnerable people, including people with gambling dependencies, at risk from the proposed premises, will be protected.

Applicants are encouraged to fully consult the Police and other responsible authorities well in advance of submitting their applications. Application forms will be available on our website www.oxford.gov.uk this includes contact names for each of the responsible authorities that will be receiving applications. Most applications will require additional documentation and a fee to be included with the form. Incomplete applications will not be considered and will be returned to the applicant.

16. Definition of “premises”

Definition of “premises” – In the Act, "premises" is defined as including "any place". Section 152 therefore prevents more than one premises licence applying to any place. A single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place.

The Gambling Commission states in its Guidance to Licensing Authorities that: “In most cases the expectation is that a single building / plot will be the subject of an application for a licence, for example, 32 High Street. But, that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. The Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises.”

The licensing authority will take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not “drift” into a gambling area. In

this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.

- Customers should be able to participate in the activity named on the premises licence.

The Gambling Commission’s relevant access provisions for each premises type are reproduced below:

Adult Gaming Centre

- Customers must not be able to access the premises directly from any other licensed gambling premises

Betting Shops

- Access must be from a street or from another premises with a betting premises licence
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

- Customers must not be able to access the premises directly from:
 - a casino
 - an adult gaming centre

Bingo Premises

- Customers must not be able to access the premise directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Family Entertainment Centre

- Customers must not be able to access the premises directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Part 7 of the Gambling Commission’s Guidance contains further guidance on this issue, which this authority will also take into account in its decision-making.

(iii) Premises “ready for gambling”

The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the Licensing Authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

17. Location

The Licensing Authority cannot consider the issue of demand for gambling facilities in any location, but will address considerations in terms of the licensing objectives that relate to the location of premises. The Licensing Authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as to issues of crime and disorder that may relate to location.

Any existing Local Area Profile published by the Licensing Authority will be available from the authority directly or on its website. A Local Area Profile will assist applicants and operators by providing information on the local area and risks, including any sensitive locations within close proximity of proposed gambling premises.

Applicants will have to show that they have considered any potential impact of their proposed operation on the licensing objectives and provide information on how they plan to reduce or remove any likely adverse impact on them

The Licensing Authority will pay particular attention, having regard to the gambling licensing objectives, to any proposals for new gambling premises that are in close proximity to accommodation or centres catering for vulnerable people, including those with mental health or learning difficulties, and those with gambling problems or with alcohol or drug abuse problems

Such policies do not prevent submission of any application and each application will be decided on its merits. However, the Licensing Authority expects applicants to show how potential concerns would be overcome where location is an issue.

18. Duplication with other regulatory regimes

The Licensing Authority will seek to avoid any duplication with other statutory / regulatory systems where possible.

In considering a premises licence application the Licensing Authority will take no account of whether the premises is likely to be awarded planning consent or building regulations approval. However, the Licensing Authority will consider carefully any concerns about conditions that licensees would be unable to meet due to planning restrictions.

19. Licensing objectives

Premises licences granted must be reasonably consistent with the licensing objectives. The Licensing Authority has considered the GC Guidance on these objectives, and comments as follows...

Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime:

The Licensing Authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime. The GC Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, if an area has known high levels of organised crime this authority will consider carefully whether gambling premises should be located there and whether conditions, such as the provision of door supervisors, may be necessary.

The Licensing Authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required at incidents and how threatening the behaviour was to those who could see it, so as to make that distinction.

Ensuring that gambling is conducted in a fair and open way:

The Licensing Authority notes that the Gambling Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.

However, tracks are different from other premises, as track operators will not necessarily have an operating licence, and the Premises Licence may then need to contain conditions to ensure that the environment in which betting takes place is suitable.”

Protecting children and other vulnerable persons from being harmed or exploited by gambling

The Licensing Authority notes the GC Guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to them.

The Licensing Authority will consider, as suggested in the GC Guidance and in any Gambling Commission Code of Practice, whether specific measures are required at particular premises to further to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

The Licensing Authority notes that the Gambling Commission is not seeking to offer a definition for the term “vulnerable persons” but states that ...

“it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.”

The Licensing Authority will consider this licensing objective as it applies to each case on its merits. If a “vulnerable person” is adequately defined in future then the Licensing Authority will revise this Statement of Gambling Licensing Policy accordingly.

20. Representations

The Licensing Authority may determine an application for a Premises Licence without a hearing, if the parties agree or if it considers that the representations made are:

- vexatious
- frivolous, or
- will certainly not influence the authority's determination of the application.

If the Licensing Authority proposes to determine an application in this way, it will notify anyone who made a representation. (2005 Act s.162)

The Licensing Authority notes that the GC Guidance states that...

“Local authorities should be aware that moral objections to gambling are not a valid reason to reject applications for premises licences. This is because such objections do not relate to the licensing objectives. An authority's decision cannot be based on dislike of gambling, or a general notion that it is undesirable to allow gambling premises in an area (with the exception of the casino resolution powers). In deciding to reject an application, a licensing authority should rely on reasons that demonstrate that the licensing objectives are not being, or are unlikely to be, met.”

The Licensing Authority also notes that the GC Guidance states that...

“unlike the Licensing Act, the Gambling Act does not include as a specific licensing objective the prevention of public nuisance. There is however other relevant legislation which deals with public nuisance. It would be helpful if licensing authorities could explain that objections to new premises or requests for a review should be based on the licensing objectives of the Gambling Act.”

21. Conditions

There are three classes of conditions that attach to premises licences:

- **Mandatory conditions under s167 of the Act**, which must be attached to premises licences.
- **Default conditions under s168 of the Act**, which will apply unless the Licensing Authority decides to exclude them or substitute conditions with others that are more or less restrictive.

The Licensing Authority is aware that the Gambling Commission considers that these mandatory and default conditions will normally be sufficient to regulate gambling premises.

- **Individual conditions under s169 of the Act**: In exceptional cases, the Licensing Authority may consider attaching individual conditions related to the licensing objectives in order to deal with specific risks or problems associated with a particular locality, specific premises or class of premises.

Any conditions attached to licences will be proportionate and will be...

- Relevant to the need to make the proposed building suitable as a gambling facility;
- Directly related to the premises and the type of licence applied for;
- Fairly and reasonably related to the scale and type of premises; and
- Reasonable in all other respects.

The Licensing Authority will decide each application on its merits. Where appropriate it will consider using a number of control measures, such as the use of door supervisors or appropriate signage for 'adult only' areas etc.

The Licensing Authority expects the premises licence applicant to offer his/her own proposals to effectively meet the licensing objectives.

This policy includes specific comments on such issues under some of the licence types covered further below.

The Licensing Authority will also consider specific measures that may be required for buildings that are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with GC Guidance.

This authority will also ensure that where machines of category C or above offer in any premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

This Licensing Authority is aware that tracks may be subject to more than one premises licence, provided each licence relates to a specified area of the track. In such cases, the Licensing Authority will consider the impact upon the third licensing objective in accordance with GC Guidance and the need to ensure that entrances to each type of premises are distinct and that children are excluded from those gambling areas that they are not permitted to enter.

The Licensing Authority cannot attach certain conditions to premises licences. Those conditions are...

- Any condition on the premises licence that makes it impossible to comply with a condition on an operating licence;
- Conditions relating to gaming machine categories, numbers, or method of operation;

- Conditions that require membership of a particular club or body (the 2005 Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- Conditions about stakes, fees, winning or prizes.

22. Door Supervisors

The GC Guidance advises that licensing authorities may consider whether door supervisors are needed in order to further the licensing objectives of *“protection of children and vulnerable persons from being harmed or exploited by gambling”* and *“preventing premises becoming a source of crime”*.

Where supervision of entrances / machines is required for premises, the Licensing Authority will decide with operators whether door supervisors need to be licensed by the Security Industry Authority.

At premises such as betting offices, the Licensing Authority will make a door supervision requirement only if there is clear evidence from the history of trading at the premises that the premises cannot be adequately supervised from the counter, and that door supervision is both necessary and proportionate.

23. Specific types of premises

23.1 Adult Gaming Centres

For these premises, the Licensing Authority will have specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and expects the applicant to satisfy the Licensing Authority of the adequacy of measures to ensure, for example, that no-one under 18 years old has access to the premises.

The Licensing Authority may consider measures to meet the licensing objectives, such as ...

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

23.2 Licensed Family Entertainment Centres

For these premises, the Licensing Authority will have specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and expects the applicant to satisfy the Licensing Authority of the adequacy of measures to ensure, for example, that no-one under 18 years old has access to adult-only gaming machine areas.

The Licensing Authority may consider measures to meet the licensing objectives, such as ...

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

In accordance with GC Guidance, the Licensing Authority will check the Gambling Commission's website for any potential conditions on operating licences that cover delineation of areas containing category C machines.

23.3 Casinos

a) **Casino proposals**

The Licensing Authority did not submit any proposal for a casino to the Independent Casinos Advisory Panel in early 2006, so Oxford will not be chosen as a location for one of the first 17 new casinos permitted under the 2005 Act.

b) **'No casino' resolution**

The Council passed a 'no casino' resolution (2005 Act, s.166) at its meeting on 20 November 2006 on the basis of a recommendation of the Licensing and Gambling Acts Committee, and this resolution has been maintained each time that this Policy has been renewed.

Potential licence applicants should note that, because the Council has passed a 'no-casino' resolution, the Licensing Authority will not consider any application for a casino premises licence. Any application received will be returned with a notification that a 'no-casino' resolution is in place.

The following paragraphs c), d) and e) appear in this Statement of Gambling Licensing Policy for consistency with other Licensing authorities. They have no role while a 'no casino' resolution remains in effect.

c) **Casinos and competitive bidding**

If circumstances arise where a number of operators want to run a casino in the area, the Council will run a 'competition' as required under the 2005 Act, Schedule 9 in line with any regulations issued under the 2005 Act.

d) **Betting machines in casinos**

The Licensing Authority notes that the section 181 of the 2005 Act contains an express power for licensing authorities to restrict the number of betting machines in casinos. {GCG 16.33} If the Licensing Authority receives an application for a casino premises licence it will take account of GC Guidance on this matter.

e) Credit

The Licensing Authority notes that section 177 of the 2005 Act does not prevent a casino licensee from permitting the installation of cash dispensers (ATMs) on the premises. If the Licensing Authority receives an application for a casino premises licence it will take account of GC Guidance on this matter.

23.4 Bingo premises

The Licensing Authority notes that the GC Guidance states that...

It is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted licensing authorities should ensure that:

- *all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;*
- *only adults are admitted to the area where the machines are located;*
- *access to the area where the machines are located is supervised;*
- *the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and*
- *at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.*

The Licensing Authority will similarly note any further GC Guidance on the issues of suitability and layout of bingo premises.

23.5 Betting premises

a) Betting machines

When considering the number/nature/circumstances of betting machines an operator wants to offer, the Licensing Authority will follow the GC Guidance and take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by vulnerable people or by children or young persons.

This authority will consider limiting the number of machines only where there is evidence that such machines have been or are likely to be used in breach of the licensing objectives.

23.6 Tracks

The Licensing Authority notes that tracks are different from other premises in that:

- there may be more than one premises licence in effect provided each licence relates to a specified area of the track, and
- track operator may not be required to hold an operating licence as there may be several premises licence holders at the track which will need to hold their own operating licences.

The Licensing Authority will especially consider measures to ensure that children do not have access to 'adult only' gaming facilities.

The Licensing Authority notes that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, although not permitted to enter areas where gaming machines (other than category D machines) are provided. It will especially consider the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter, in furtherance of the licensing objective to ensure the protection of children and vulnerable persons from being harmed or exploited by gambling.

The Licensing Authority will consider measures to meet the licensing objectives, such as ...

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

a) Gaming machines at tracks

The Licensing Authority notes the GC Guidance that licensing authorities need to consider the location of gaming machines at tracks. An applicant for a track premises licence who plans to use any entitlement to four gaming machines (due to holding a pool betting operating licence) will need to demonstrate that machines (other than category D gaming machines) are located in areas from which children are excluded.

The Licensing Authority will similarly note any further GC Guidance on the location and supervision of gaming machines at tracks.

b) Betting machines at tracks

Licensing authorities have a power under the 2005 Act, to restrict the number of betting machines, their nature and the circumstances in which they are made available, by attaching a licence condition to a betting premises licence. The Licensing Authority notes that the GC Guidance states that...

“In relation to betting premises away from tracks, the Commission is proposing that licensing authorities should take into account the size of the premises and the ability of staff to monitor the use of the machines by vulnerable people when determining the number of machines permitted. Similar considerations apply in relation to tracks, where the potential space for such machines may be considerable, bringing with it significant problems in relation to the proliferation of such machines, the ability of track staff to supervise them if they are scattered around the track and the ability of the track operator to comply with the law and prevent children betting on the machine. Licensing authorities will want to

consider restricting the number and location of betting machines, in the light of the circumstances of each application for a track betting premises licence.”

c) Condition on rules being displayed

The Licensing Authority notes GC Guidance, which states that...

“...licensing authorities should attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.”

d) Applications and plans –

The Licensing Authority notes the Gambling Commission's suggestion "... that licensing authorities gain a proper understanding of what they are being asked to license..."

Subject to regulations, which will set-out any specific requirements for applications for premises licences the Licensing Authority requires an application for a track betting premises licence to include detailed plans of:

- the racetrack itself;
- the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”);
- any area that will be used for fixed and mobile pool betting facilities operated by the Tote or track operator in the case of dog tracks and horse racecourses);
- areas proposed for any other gambling facilities.

Those plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

The Licensing Authority notes that,

“In the Commission’s view, it would be preferable for all self-contained premises operated by off-course betting operators on track to be the subject of separate premises licences. This would ensure that there was clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises”

23.7 Travelling Fairs

The 2005 Act allows travelling fairs to make available category D gaming machines and / or equal chance prize gaming without a permit, provided that they comply with the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair. The Licensing Authority has the power to decide whether travelling fairs comply.

The Licensing Authority may also consider whether the applicant falls within the statutory definition of a travelling fair.

Regardless of which travelling fairs occupy a site, if a site is used by fairs for more than the 27-day statutory maximum in a calendar year a permit is required for use of gaming machines and / or equal chance prize gaming. The Licensing Authority will liaise with adjoining authorities to ensure that statutory limits are not exceeded for land that straddles its area boundaries.

24. Provisional Statements

Developers may wish to apply to the authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

S204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:

- expects to be constructed;
- expects to be altered; or
- expects to acquire a right to occupy.

The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or

- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

25. Reviews

Interested parties or responsible authorities can request a review of a Premises Licence. However, it is for the Licensing Authority to decide whether to review the licence. The Licensing Authority will consider whether the request is...

- Frivolous;
- Vexatious;
- Certain not to cause the Licensing Authority to wish to alter, revoke or suspend the licence; or
- Substantially the same as previous representations or requests for review.

The Licensing Authority will also consider whether the request is relevant to the following matters...

- In accordance with any relevant Code of Practice issued by the Gambling Commission;
- In accordance with any relevant guidance issued by the Gambling Commission;
- Reasonably consistent with the licensing objectives; and
- In accordance with this Statement of Gambling Licensing Policy.

The Licensing Authority can also initiate a review of a licence on the basis of any reason that it considers appropriate that is relevant to the same four matters.

PART C: PERMITS, TEMPORARY & OCCASIONAL USE NOTICES

26. Unlicensed Family Entertainment Centre gaming machine permits

(Statement of Principles on Permits (2005 Act, Schedule 10, para.7))

Where a premises has no Premises Licence but the user wishes to provide gaming machines, it may apply to the Licensing Authority for this permit. The applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (2005 Act, s238).

The 2005 Act states that a licensing authority may prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit; and that it shall have regard to the GC Guidance and may (but need not) have regard to the licensing objectives in preparing this statement or considering applications, or both.

The Licensing Authority notes that the GC Guidance states that...
“In their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits ... licensing authorities will want to give weight to child protection issues.”

The GC Guidance also states:

“An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application. Licensing authorities might wish to consider asking applicants to demonstrate:

- *a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;*
- *that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; and*
- *that staff are trained to have a full understanding of the maximum stakes and prizes.”*

The Licensing Authority cannot attach conditions to this type of permit.

Statement of Principles

The Licensing Authority expects each applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

The Licensing Authority will consider on their individual merits the efficiency of such policies and procedures, which may include appropriate measures / training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with any unsupervised very young children on the premises, or children causing perceived problems on or around the premises.

In accordance with GC Guidance, the Licensing Authority will also expect applicants to demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed Family Entertainment Centres; that the applicant has no relevant convictions (as set out in Schedule 7

of the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

27. Alcohol-licensed premises gaming machine permits

(2005 Act, Schedule 13 para 4(1))

27.1 Notification for up to two gaming machines

The 2005 Act provides for premises licensed to sell alcohol for consumption on the premises (other than as part of a meal), to have up to 2 gaming machines of either category C or D or one of each. Authorisation is automatic if the person responsible for the premises notifies the Licensing Authority.

The Licensing Authority can remove the automatic authorisation for any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of s. 282 of the 2005 Act. (This requires a fee and written notice to be provided to the Licensing Authority, and compliance with any relevant code of practice issued by the Gambling Commission about the location and operation of the machine);
- the premises are mainly used for gaming; or
- an offence under the 2005 Act has been committed on the premises.

27.2 Permit for more than two gaming machines

A premises manager wanting more than 2 machines on the premises must apply for a permit and the Licensing Authority must base its consideration of that application based upon the licensing objectives, any GC Guidance, and “such matters as they think relevant.”

The Licensing Authority considers that “such matters” will be decided on the merits of each case. However, it will have general regard to the need to protect children and vulnerable persons from harm or being exploited by gambling. It will expect the applicant to demonstrate use of adequate measures to ensure that persons under 18 years old do not have access to ‘adult only’ gaming machines.

For this purpose, the Licensing Authority may be satisfied of the adequacy of measures that may include...

- Siting all ‘adult’ machines in sight of bar staff, or of other staff who will prevent use of those machines by those under 18.
- Appropriate notices and signage

The Licensing Authority expects applicants to consider providing information leaflets or helpline numbers for organisations such as GamCare for the benefit of vulnerable persons.

A Licensing Authority can decide to grant a permit with fewer machines or a different category of machines than stated in the application. It can attach no conditions other than these.

The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machines.

The Licensing Authority will distinguish between those parts of premises that are licensed for the consumption of alcohol on the premises (other than as part of a meal) and other parts. Gaming machines may not be provided in those other parts of the premises without a premises licence for an Adult Gaming Centre.

28. Prize Gaming Permits

(Statement of Principles on Permits - Schedule 14 para 8 (3))

The 2005 Act states that a Licensing Authority may:

“prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority propose to consider in determining the suitability of the applicant for a permit”. {2005 Act Schedule 14 8 (1)}

The Licensing Authority has prepared a Statement of Principles, which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- and that the gaming offered is within the law.

In making its decision on an application for this permit the Licensing Authority does not need to have regard to the licensing objectives but must have regard to any GC Guidance.

It should be noted that there are conditions in the 2005 Act by which the permit holder must comply, but that the Licensing Authority cannot attach further conditions.

The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

29. Club Gaming and Club Machines Permits

Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for either...

- a Club Gaming Permit, which will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in regulations; or
- a Club Gaming Machine Permit, which will enable the premises to provide gaming machines (3 machines of categories B, C or D) without other gaming.

The Licensing Authority notes GC Guidance that ...

“Members clubs must have at least 25 members and be established and conducted “wholly or mainly” for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members’ club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men’s clubs, branches of Royal British Legion and clubs with political affiliations.”

And that ...

“Before granting the permit the authority will need to satisfy itself that the premises meet the requirements of a members’ club and may grant the permit if the majority of members are over 18.”

The Licensing Authority notes that:

“Licensing authorities may only refuse an application on the grounds that:

- *the applicant does not fulfil the requirements for a members’ or commercial club or miners’ welfare institute and therefore is not entitled to receive the type of permit for which it has applied;*
- *the applicant’s premises are used wholly or mainly by children and/or young persons;*
- *an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;*
- *a permit held by the applicant has been cancelled in the previous ten years; or*
- *an objection has been lodged by the Commission or the police*

There is a ‘fast-track’ procedure available, under the 2005 Act, for premises that hold a Club Premises Certificate under the 2003 Act. The GC Guidance states...

“Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced”

And

“The grounds on which an application under the process may be refused are:

- *that the club is established primarily for gaming, other than gaming prescribed under schedule 12;*
- *that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or*
- *that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.”*

There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

30. Temporary Use Notices

Temporary Use Notices are subject to a number of statutory limits.

The Licensing Authority is responsible for deciding what constitutes the extent of a 'set of premises' to which a Temporary Use Notice applies, where separate notices are received for different parts of the same building or site.

The Licensing Authority notes GC Guidance that...

"... the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of "a set of premises", licensing authorities will need to look at, amongst other things, the ownership/occupation and control of the premises. A large exhibition centre, for example, would be likely to come within the definition as it is properly one premises, and should not be granted a temporary use notice for 21 days in respect of each of its exhibition halls. But in relation to other covered areas, such as shopping centres, the licensing authority will need to consider whether different units are in fact different "sets of premises", given that they may be occupied and controlled by different people. This is a new permission and licensing authorities should be ready to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises."

31. Occasional Use Notices:

The Licensing Authority has very little discretion in determining Occasional Use Notices, other than ensuring that the statutory limit of 8 days in a calendar year is not exceeded.

However, the Licensing Authority will need to consider the definition of a 'track' and whether the applicant is permitted to use such a notice.

Appendix 2 – Licensing Authority delegations

The 2005 Act (s154) delegates most licensing functions to the licensing committee, which can then further delegate to its sub-committees or to officers. The table lists the lowest level to which decisions can be delegated.

The Licensing Authority will determine the levels to which its decisions are delegated and may change that delegation from time to time.

Matter to be dealt with	Full Council	Sub-committee of licensing committee	Officers
Final approval of three year licensing policy	X		
Policy not to permit casinos	X		
Fee setting (when appropriate)			X
Application for premises licence		Where representations have been received and not withdrawn	Where no representations received or all have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received or all have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received or all have been withdrawn
Review of a premises licence		X	
Application for club gaming/ club machine permits		Where objections have been made (and not withdrawn)	Where no representations received or all have been withdrawn
Cancellation of club gaming/ club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

Appendix 3 – Gaming machines

3.1 Gaming machine categories

This table is included for general guidance. However, the details may become outdated as a result of Government Regulations; the stakes are subject to change.

Category of Machine	Maximum Stake	Maximum Prize
A	Unlimited – no Category A gaming machines are currently permitted	
B1	£5	£10,000
B2	£2	£500
B3A	£2	£500
B3	£2	£500
B4	£2	£400
C	£1	£100
D- non money prize (other than a crane grab machine)	30p	£8
D- non money prize (crane grab machine)	£1	£50
D (money prize)	10p	£5
D – combined money and non-money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non-money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 may be a money prize)

The next page lists the numbers of machines in each category permitted in particular types of premises

3.2 Gaming machines – permitted numbers

The information in this table is subject to confirmation, and may become outdated as a result of Government Regulations.

Premises type	Machine category						
	A	B1	B2	B3	B4	C	D
Betting premises and tracks occupied by pool betting			Maximum of 4 machines categories B2 to D (except B3A machines)				
Bingo premises				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4**		No limit on category C or D machines	
Adult gaming centre				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4**		No limit on category C or D machines	
Family entertainment centre (with premises licence)						No limit on category C or D machines	
Family entertainment centre (with permit)							No limit on category D machines
Clubs or miners' welfare institute (with permits)				Maximum of 3 machines in categories B3A or B4 to D*			
Qualifying alcohol-licensed premises						1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol-licensed premises (with gaming machine permit)						Number of category C-D machines as specified on permit	
Travelling fair							No limit on category D machines

* On a day when no other facilities for gaming are provided

Appendix 4 – Summary of Gaming Entitlements for Clubs and Alcohol-Licensed Premises

This table is included for general guidance. However, the details may become outdated as a result of Government Regulations.

	Members' club or MW institute with club gaming permit	Bridge or whist club	Members' club or commercial club with club machine permit	Members' club, commercial club or MW institute without a club gaming permit or club machine permit	Pubs and other alcohol-licensed premises
Equal chance gaming	Yes	Bridge and/or Whist only	Yes	Yes	Yes
Limits on stakes	No limit	No limit	Poker £1000 per week £250 per day £10 per person per game	Poker £1000 per week £250 per day £10 per person per game	Poker £100 per premises per day Other gaming £5 per person
			Other gaming No limit	Other gaming No limit	per game Cribbage & dominoes No limit
Limits on prizes	No limit	No limit	Poker £250 per game Other gaming No limit	Poker £250 per game Other gaming No limit	Poker £100 per game Other gaming No limit
Maximum participation fees – per person per day	Bridge and/or whist* £20 Other gaming £3	£18 (without club gaming permit) £20 (with club gaming permit)	Bridge and/or whist* £18 Other gaming £3 (commercial club) £1 (members' club)	Bridge and/or whist* £18 Other gaming £1	None permitted
Bankers or unequal chance gaming	Pontoon <i>Chemin de Fer</i>	None permitted	None permitted	None permitted	None permitted
Limits on bingo	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	No bingo permitted	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.

* On a day when no other facilities for gaming are provided

Appendix 5 – Responsible Authorities

The Responsible Authorities for the Oxford City Council area under the 2005 Act, and their contact details are as follows.

Contact details may change, and other responsible authorities may be designated by regulations by the Secretary of State. For latest information, please check with the Licensing Authority (contact details below).

Responsible Authority	Address	Contact details for preliminary discussions or follow-up enquiries Phone, email and website
The Licensing Authority	The Licensing Authority Oxford City Council 109 St Aldate's Chambers St Aldate's OXFORD OX1 1DS	Tel: 01865 252565 licensing@oxford.gov.uk http://www.oxford.gov.uk/licensing
The Planning Authority	The Planning Authority Oxford City Council 109 St Aldate's Chambers St Aldate's OXFORD OX1 1DS	Tel: 01865 249811 planning@oxford.gov.uk www.oxford.gov.uk
Environmental Health	Environmental Protection Oxford City Council 109 St Aldate's Chambers St Aldate's OXFORD OX1 1DS	Tel: 01865 252296 foodsafety@oxford.gov.uk www.oxford.gov.uk
Gambling Commission	Gambling Commission Victoria Square House Victoria Square BIRMINGHAM B2 4BP	Tel: 0121 230 6666 info@gamblingcommission.gov.uk www.gamblingcommission.gov.uk
Thames Valley Police	Thames Valley Police Licensing Office Headquarters (South), Kidlington, OX5 2NX	Tel: 01865 266109 licensing@thamesvalley.pnn.police.uk
Fire and Rescue Service	Fire and Rescue Service Oxfordshire County Council Rewley Road Fire Station OXFORD OX1 2EH	Tel: 01865 242223 fire.service@oxfordshire.gov.uk

		Contact details for preliminary discussions or follow-up enquiries
Responsible Authority	Address	Phone, email and website
Oxfordshire Safeguarding Children Board	Oxfordshire Safeguarding Children Board (OSCB) 3rd Floor, County Hall New Road OXFORD OX1 1ND	Tel: 01865 815843 oscb@oxfordshire.gov.uk https://www.oscb.org.uk/
Her Majesty's Commissioners of Customs and Excise	HM Revenue and Customs Excise Processing Teams BX9 1GL United Kingdom	Tel: 0300 322 7072 Option 7 nru.betting&gaming@hmrc.gsi.gov.uk www.hmrc.gov.uk
Navigation Authority (Only applicable to vessels on the canal or a river)	Check with the Licensing Authority	
Any other person prescribed for the purpose by regulations made by the Secretary of State.	Check with the Licensing Authority	

Adjacent licensing authorities

Where premises straddle an area boundary, a licensing authority for the area in which the premises are partly situated is also a Responsible Authority.		
		Contact details for preliminary discussions or follow-up enquiries
Responsible Authority	Address	Phone, email and website
(The Licensing Authority)	The Licensing Authority Cherwell District Council Bodicote House Bodicote BANBURY OX15 4AA	Tel: 01295 753744 www.cherwell-dc.gov.uk licensing@cherwell-dc.gov.uk
(The Licensing Authority)	The Licensing Authority South Oxfordshire DC Benson Lane Crowmarsh Gifford WALLINGFORD OX10 8HQ	Tel: 01235 422556 www.southoxon.gov.uk licensing@southoxon.gov.uk

(The Licensing Authority)	The Licensing Authority Vale of White Horse DC Abbey House ABINGDON OX14 3JE	Tel: 01235 422556 www.whitehorsedc.gov.uk licensing.unit@whitehorsedc.gov.uk
(The Licensing Authority)	The Licensing Authority West Oxfordshire DC Wood Green WITNEY OX28 1NB	Tel: 01993 861000 https://www.westoxon.gov.uk/ers@westoxon.gov.uk

BUILDING PRIDE IN OUR CITY

Licensing Authority

www.oxford.gov.uk



Statement of Gambling Licensing Policy

Gambling Act 2005

The Licensing Authority,
Oxford City Council,
109 St Aldate's Chambers,
St Aldate's,
Oxford,
OX1 1DS
Email: licensing@oxford.gov.uk
Telephone: 01865 252565
Fax: 01865 252344



APPENDIX TWO

Appendix B: Summary of gaming machine categories and entitlements

Category of machine	Maximum stake (from April 2019)	Maximum prize (from Jan 2014)
A	Unlimited – No category A gaming machines are currently permitted	Unlimited – No category A gaming machines are currently permitted
B1	£5	£10,000 †
B2	£2	£500
B3A	£2	£500
B3	£2	£500
B4	£2	£400
C	£1	£100
D – non-money prize	30p	£8
D – non-money prize (crane grab machines only)	£1	£50
D – money prize	10p	£5
D – combined money and non-money prize	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non-money prize (coin pusher or penny falls machines only)	20p	£20 (of which no more than £10 may be a money prize)

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APPENDIX THREE

From: [MASTERS Richard](#)
To: [THOMPSON Emma](#); [HIBBERD Allan](#)
Subject: FW: GAMBLING ACT 2005 - DRAFT GAMBLING POLICY
Date: 04 October 2021 15:24:19

Hi both

Please see the comment below from HM Revenue and Customs regarding an amendment to their postal address for the Gambling Policy.

Kind regards

Richard

Richard Masters | Senior Licensing Compliance Officer | Regulatory Services and Community Safety | Oxford City Council | St Aldates Chambers | 109 St Aldates | Oxford | OX1 1DS |

Tel: (01865) 252565 Post Point 3.6

Website: www.oxford.gov.uk | Follow us on Twitter: www.twitter.com/OxfordCity | Like us on Facebook: www.facebook.com/OxfordCityCouncil

Non-working day – Wednesdays

Stop the virus from spreading. Keep Oxford safe.

Follow the guidance: Clean hands. Wear a face mask. Keep your distance. Get tested if you have symptoms.

-----Original Message-----

From: NRUBettingGaming@hmrc.gov.uk [<mailto:NRUBettingGaming@hmrc.gov.uk>]

Sent: 04 October 2021 14:22

To: licensing <licensing@oxford.gov.uk>

Subject: GAMBLING ACT 2005 - DRAFT GAMBLING POLICY

Good Afternoon

As one of the responsible authorities quoted in your appendices can I ask you to amend our postal contact address to:-

HM Revenue and Customs
Excise Processing Teams
BX9 1GL
United Kingdom

Our contact telephone number is now 0300 322 7072 Option 7.

Our email address remain the same, NRUBetting&Gaming@hmrc.gsi.gov.uk

Kind Regards

Janet (Marron)
Excise Processing Team
HM Revenue & Customs
BX9 1GL
United Kingdom
0300 322 7072 Option 7

What is your name? - Name

BLOOMFIELD

What is your email address? - Email

alex.bloomfield@thamesvalley.pnn.p
olice.uk

What is your organisation? -

Organisation

Thames Valley Police

Have you read the draft Statement of
Gambling Policy? - Have they read
the policy?

Yes

What are your views on our
Statement of Gambling Policy? -
Please provide your comments in the
box below
It is as comprehensive as the
previous policy.

Is there anything missing from the
Gambling Policy? - Please provide
your comments in the box below
No

Is there anything else you would like
to add? - Please provide your
comments in the box below
No

What is your postcode? - postcode
OX1 1SZ

 **Oxford City Council** 27 Sep

As the Licensing Authority for Oxford, we are required under the Gambling Act 2005 to review and publish a Statement of Gambling Policy every 3 years. The new policy is due to come into force on 31st January 2022

The Statement of Gambling Policy 2022-2025 is currently out for public consultation and we need your views on this draft policy before it is approved by the Licensing and Gambling Act Committee.

Have your say  
https://consultation.oxford.gov.uk/regulatory-services-and-community-services/statement-of-gambling-policy-2022-2025/consult_view/



 Like  Comment  Share

6

Most relevant

 **Mary Leader**
 Please do not allow greyhound racing to return to Oxford Stadium, this so called sport is cruel and unethical.

2w Like Reply

Write a comment...   

The Licensing Authority
Oxford City Council
St. Aldates Chambers
109 St. Aldates
OXFORD
OX1 1DS

Email: licensing@oxford.gov.uk
Telephone: 01865 252565

www.oxford.gov.uk

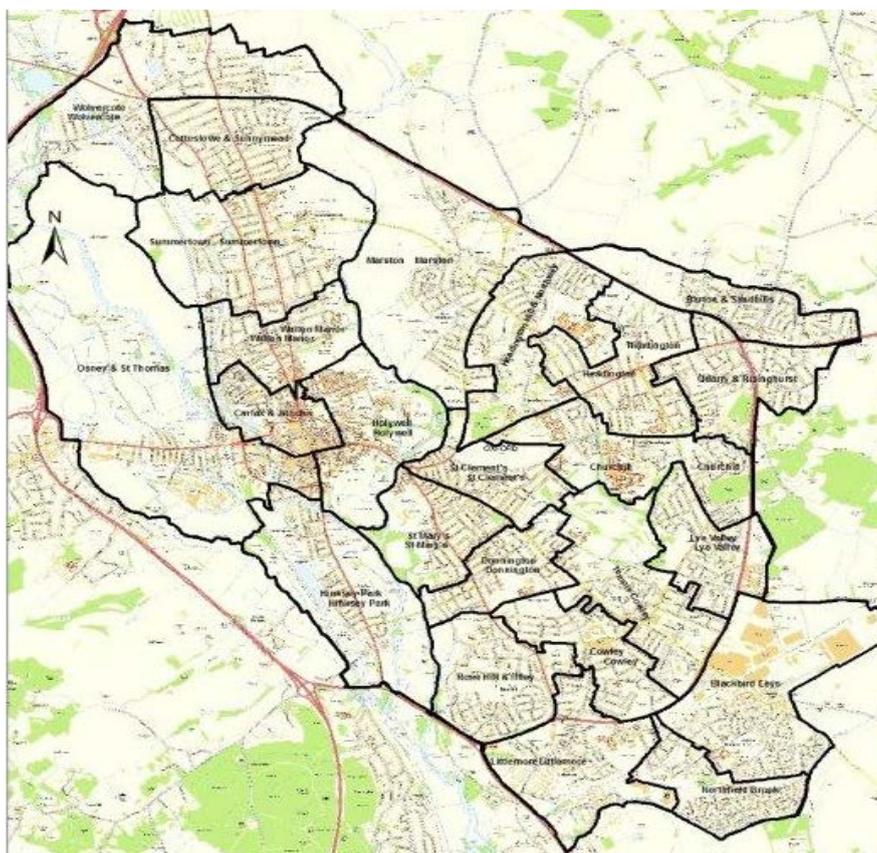


LOCAL AREA PROFILE

Statement of Gambling Licensing Policy

The Gambling Commission has introduced new provisions in its social responsibility code within the Licence Conditions and Codes of Practice. These require Gambling Operators to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises and to have policies, procedures and control measures in place to mitigate the risks. This provision came into force on 6th April 2016. Oxford City Council has produced this Local Area Profile to assist Gambling Operators in undertaking and preparing their Local (premises) Risk Assessment.

The document provides wide sources of data, statistics and information available through various bodies to allow Gambling Operators to identify relevant, sensitive and vulnerable matters and areas when preparing their Local Risk Assessment and to actively manage risks to each premises. Particular attention should be paid by operators to locations that contain premises of the type that the Licensing Authority has identified as sensitive. This should be considered by operators along with relevant matters identified in the Licensing Authority's Statement of Gambling Policy when assessing and making their Local Risk Assessment.



Operators will need to consider the type of existing premises and how they operate in the local area surrounding any proposed licensed premises, especially in relation to the local profile and premises types that the Licensing Authority considers are sensitive. These include:

- Educational facilities in the local area
- Community Centres
- Any vulnerable group or venues relating to those vulnerable groups i.e.
 - Homeless shelters and care/support facilities.
 - Hospitals, mental health or gambling care providers.
 - Alcohol or drug support facilities
- Religious establishments

If an Operator intends to apply for a new Premises Licence or a variation to a Premises Licence then a Local Risk Assessment must be carried out. The assessment should be based on how the premises are proposed to operate and will need to identify the risk factors associated with the local area in which the premises are located. These factors are risks that relate to the potential impact the gambling premises and its operation may have on the licensing objectives. Considerations for operators are also identified in the Licensing Authority Statement of Gambling Policy.

Operators are required to review their Local Risk Assessment if significant changes in local circumstances occur. The following lists sets out some examples of what the Licensing Authority considers to be significant changes in local circumstances:

- Any substantial building development or conversion of existing premises in the local area which may increase the number of vulnerable persons in the area.
- Educational facilities, including student living accommodation, increase in the local area. This may occur as a result of the construction of a new school/college or where a significant change is made to an existing establishment.
- Any vulnerable group is identified by the Licensing Authority or venues relating to those vulnerable groups are opened in proximity to gambling premises (e.g. additional homeless hostels or gambling or mental health care/support facilities are opened in the local area).

When preparing an application to vary the Premises Licence the Operator must undertake a review of the Local Risk Assessment and update it if necessary. Operators submitting a variation application to the Licensing Authority should provide a copy of the reviewed Local Risk Assessment when submitting the application.

An operator will need to consider risks in relation to how the Premises will be, or is, managed. Identification of risks associated with these elements will be dependent on the type of premises and the local area. Elements to be considered include:

- How the gambling operation will relate to how the operator conducts its business
- What gambling products it provides in the premises
- The facilities to enable gambling within the premises
- The staffing levels within the premises
- The level and requirement for staff training
- Whether loyalty or account cards are used or not
- The policies and procedures it has in place in relation to regulatory requirements of the Act or to comply with the LCCP
- The security and crime prevention arrangements it has in place
- How it advertises locally and on the premises
- The marketing material within the premises
- The display and provision of information, etc.

The design and layout of the premises is a key consideration as this could have a significant impact on the risk to the licensing objectives. Premises which are located within an area which has a high number of children and young people present throughout the day may identify that standard external design is not appropriate. Control measures to mitigate the risk of attracting children to gambling or gaining access to restricted premises will need to be considered.

Mitigations to be considered may include:

- Whether the premises allows a direct line of sight of gaming machines from the cashier counter
- Whether the premises sufficiently covered by CCTV to enable the identification of offenders
- Whether the premises windows are screened or covered to obscure the interior of the premises
- What age verification policies are in place
- Provision of magnetic door locks

Operators will be expected to identify the local risk factors surrounding the premises, which will differ from location to location. The Licensing Authority will consider the assessment and assess the risks identified and the measures implemented to mitigate those risks when a completed assessment is provided with a new application or with a variation application.

Some control measures identified in the assessment may be put forward as conditions to be attached to the Licence to address any significant local concerns.

Data – Statistics – Information for Oxford Area and its neighborhoods

Provides source of relevant various agencies (Police, Health Service, Child Protection, Oxfordshire County Council, Oxford City Council etc.) data on Health, Population, Education, Economy, Environment, Housing, Deprivation Areas, Crime etc. (this list is not exhaustive)

Oxford City Council (and other agencies)

<https://www.oxford.gov.uk/info/20122/statistics>

DataShine Census

<http://datashine.org.uk/#table=QS411EW&col=QS411EW0007&ramp=YIOrRd&layers=BTTT&zoom=13&lon=-1.2576&lat=51.7469>

Oxfordshire County Council - Oxfordshire Insight (and other agencies)

<https://insight.oxfordshire.gov.uk/cms/>

General

Oxfordshire County Council list of Schools

https://www2.oxfordshire.gov.uk/cms/schools/list/all?utm_source=FURL-1&utm_medium=schoolslist&utm_term=nil&utm_content=&utm_campaign=schoolslist

Community Centers

https://www.oxford.gov.uk/directory/21/community_centres

List of churches and religious groups in Oxford

https://en.wikipedia.org/wiki/List_of_churches_in_Oxford

<https://www.dailyinfo.co.uk/oxford/guide/religion>

Homeless or rough sleeper shelters and care/support facilities in Oxford

https://www.oxford.gov.uk/info/20019/homelessness/1242/what_we_do_to_tackle_homelessness/3

Hospitals, mental health or gambling care providers

<http://www.oxfordshirehealtharchives.nhs.uk/hospitals/>

<https://www.oxfordhealth.nhs.uk/omhp/>

Alcohol or drug support facilities

<https://www.oxfordshiredaat.org/2012/OxDandAServices.htm>

<https://www2.oxfordshire.gov.uk/cms/content/alcohol-and-drug-addiction>

To: Standards Committee – 16 November 2021
Council – 29 November 2021

Report of: Head of Law and Governance

Title of Report: Parish Council representation on the Standards Committee

Summary and recommendations	
Purpose of report:	This report details the proposal for Parish Council representation on the Standards Committee following the retirement of the previous representative.
Key decision:	No
Recommendation:	That the Standards Committee recommends that Full Council appoints Councillor Peter Nowland of Blackbird Leys Parish Council as the co-opted, non-voting member of the Standards Committee representing the four Parish Councils in Oxford until May 2022.

Introduction and background

1. The Council may appoint members of committees who are not members of the local authority. Such persons may be appointed because they can offer specialist knowledge, expertise or enthusiasm in the work of the committee or because they represent sections of the local community that are relevant to the work of the committee.
2. The Members' Code of Conduct is shared by all local authorities within Oxfordshire and applies equally to parish councillors as to city (and county) councillors.

Parish Council representation on the Standards Committee

3. The Oxford City Council Standards Committee membership provides for one co-opted (non-voting member) to represent the four parish councils in Oxford.
4. That position is now vacant following the retirement of ex-Littlemore Parish Councillor, Dorian Hancock.
5. The Parish Councils may agree jointly on a single nominee or they may submit individual nominations from each Parish Council.

6. There are no rules concerning the qualifications but common sense suggests that:
 - the appointment would be for the duration of the representative’s term of office on the Parish Council; this is to provide a degree of consistency and continuity
 - the appointment should not be for a dual-hatted City and Parish Councillor
7. Only one Parish Council submitted a nomination, which was endorsed by all councils at the Parish Council Forum on 27 July 2021:
 - Cllr Peter Nowland from Blackbird Leys
8. Councillor Nowland’s current term of office at Blackbird Leys Parish Council ends in May 2022. Councillor Nowland has been a member of the Parish Council since 2016.

Legal implications

9. The Council has the power under Section 102 of the Local Government Act 1972 to appoint persons other than members of the authority to committees. The composition of the Standards Committee is set out in Part 14.3 of the Constitution and provides for a non-voting co-opted member to represent the parish councils in Oxford.

Financial implications

10. There are no financial implications arising from this report. Co-opted members of committees are not entitled to be paid allowances under the Councillors’ Allowances Scheme (Part 26 of the Constitution).

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To: Council
Date: 29 November 2021
Report of: Head of Law and Governance
Title of Report: Meetings programme for May 2022 to May 2024

Summary and recommendations	
Purpose of report:	This report sets out a programme of Council, committee and other meetings for the whole of the 2022/2023 and 2023/24 council years
Recommendations: That Council resolves to:	
<ol style="list-style-type: none"> 1. Approve the programme of Council, committee and other meetings from 1 May 2022 to 31 May 2024 attached at Appendix 1; 2. Delegate authority to the Head of Law and Governance, in consultation with Group Leaders, to make changes to this programme in the event that there is any decision by Council to change the committee structure or committee remits which impacts on the programme of meetings; and 3. Delegate authority to the Head of Law and Governance to set dates for additional training and briefing sessions for Members. 	

Appendices	
Appendix 1	Programme of Council and committee meetings in calendar format May 2022 to May 2024

Introduction and background

1. This report sets out the proposed schedule of Council and committee meetings for whole of the next two municipal years, from 1 May 2022 to 31 May 2024, for approval by Council.
2. Council agreed a programme of meetings on 30 November 2020 which included meetings in May 2022. The only change is the removal from the programme of a Cabinet meeting originally scheduled for 26 May 2022 due to its proximity to the local elections and their impact on the clearance process for Cabinet reports.
3. Appendix 1 provides the recommended programme of meetings of Council, committees, sub-committees, Scrutiny standing panel meetings and Member training and briefing sessions. Meeting dates for Cabinet and the Shareholder and Joint Venture Group are a matter for the Leader of the Council and are included in the programme for completeness.

4. Setting the programme for all main Council and committee meetings in advance allows for good governance, open and efficient decision making and helps Members and officers to plan their workloads and availability.

Programme of meetings

5. This report assumes that the Council's decision making arrangements and committee structure will be unchanged from 2020/21. Should Council decide to make changes to its committee structure at any point, a revised programme may need to be prepared and circulated. It is recommended that authority is delegated to the Head of Law and Governance, in consultation with Group Leaders, to make changes to the programme as required following any such decision.
6. The principle used in timetabling is that Council business must happen in a timely manner but the broader needs of Members will be taken into account. Council has previously asked officers to as far as possible avoid scheduling meetings during school holidays, during certain religious festivals and on Fridays. The main Christian festivals coincide with public holidays. There are no significant clashes with major Sikh or Buddhist festivals. Major festivals for those of Muslim, Jewish and Hindu faiths taken into account are shown in Table 1.

Table 1: Dates of major Muslim, Jewish and Hindu festivals

Festival	Dates in 2022/23	Dates in 2023/24
Eid-al-Fitr	Fri 21 April – Sat 22 April 2023	Tue 9 April – Wed 10 April 2024
Ramadan	Wed 22 March – Thur 20 April 2023	Sun 10 March – Mon 8 April 2024
Eid-al-Adha	Sat 9 July – Wed 13 July 2022	Wed 28 June – Sun 2 July 2023
Rosh Hashanah	Sun 25 Sept – Tue 27 Sept 2022	Fri 15 Sept – Sun 17 Sept 2023
Yom Kippur	Tue 4 Oct – Wed 5 Oct 2022	Sun 24 Sept – Mon 25 Sept 2023
Diwali	Mon 24 Oct 2022	Sun 12 Nov 2023

7. As far as practicable meetings have been scheduled to avoid school holidays and major religious festivals, where this does not adversely affect the overall programme. In some cases this has been unavoidable. Members of most committees are able to appoint a substitute if they cannot attend themselves.
8. The programme is very busy so there is limited scope for meetings to be moved or added without creating diary clashes for Members and officers. The Council's Constitution contains provisions for cancelling meetings where there is no business and scheduling further meetings if required.
9. Political groups have been consulted on the proposed meetings programme which Council is recommended to approve. Since that consultation three Scrutiny Committee meetings have been moved to avoid clashes with meetings of the Future Oxfordshire Partnership Scrutiny Panel:
 - Scrutiny Committee – Wednesday 8 June 2022 (moved from Tuesday 7 June)

- Scrutiny Committee – Monday 16 January 2023 (from Tuesday 17 January)
- Scrutiny Committee – Wednesday 7 June 2023 (from Tuesday 6 June)

Meetings of Council

10. Following City Council elections in May 2022, the annual meeting of Council must be held between the 8th and 21st day after the retirement of councillors¹. Following the elections on 5 May 2022, the date of retirement and assumption of office is Monday 9 May, so Council must hold an annual meeting between 17 and 30 May 2021.
11. The date of 18 May 2022 is early in this window but allows sufficient time for political groups to meet, decide if they wish to propose any immediate changes to the committee structure and nominate Members to seats on committees in time for the Annual Council meeting.
12. Holding the annual meeting of Council on an early date allows the election of the Lord Mayor and the Leader, the appointment of committees and the start of the decision making cycle. A later meeting date would create a longer gap in the decision-making cycle which would have implications for dealing with the Council's business in a timely manner.
13. The Council's budget meeting is scheduled for 16 February 2023, which falls during the week of half-term (13-17 February). This has been difficult to avoid. Council must set the Council Tax at a meeting once the other precepting authorities have set their budgets and in time for some 60,000 Council Tax bills to be produced before the start of the new financial year.
14. A second Council budget meeting has been reserved for 27 February 2023 in case Council or another precepting authority is unable to agree a budget meaning Council is unable to set the Council Tax at its meeting on 16 February 2022.
15. The same principles have been applied to the scheduling of Council meetings in 2023/24.

Cabinet and Scrutiny Committee

16. The regular cycle of Scrutiny Committee and Cabinet meetings is intended to provide for efficient executive decision making and to allow sufficient time for effective pre-decision scrutiny. Scrutiny Committee is generally scheduled to meet on a Tuesday and Cabinet on the following Wednesday.
17. The Cabinet and Scrutiny Committee meetings scheduled for August 2022 and August 2023 are reserved only for any decisions which must be taken then, and pre-scrutiny of those decisions. If there are no such decisions these meetings may be cancelled.
18. Dates for meetings of the Scrutiny Committee's Finance & Performance Panel and Housing & Homelessness Panel have been included in the programme.
19. The Scrutiny Committee may also establish other standing panels and review groups which will set their own meeting dates.

Planning Committees

¹ Local Government Act 1972 Schedule 12 S1 (2) (a).

20. The Oxford City Planning Committee will generally meet on the third Tuesday of each month.
21. The Planning Review Committee is also scheduled to meet monthly to allow for the call in of decisions taken by the Oxford City Planning Committee. Recent experience is that Planning Review Committee meetings typically take place c. 3 times per year. In some cases, the same date may be used as an adjournment date if the business of the Oxford City Planning Committee cannot be completed at a scheduled meeting. If not required for this or their original purpose, Planning Review Committee dates may be used for other Member meetings, or cancelled altogether.

Licensing Committees and sub-committees

22. The General Purposes Licensing Committee and the Licensing & Gambling Acts Committee are scheduled to meet three times in the year with meetings of the two committees held back to back (Council will be recommended to appoint the same Members to both licensing committees at its annual meetings).
23. Meetings of the General Purposes Licensing Casework Sub-Committee have been scheduled regularly throughout the year.
24. The Licensing & Gambling Acts Casework Sub-Committee has to meet within set timescales and provisional dates for this sub-committee have been scheduled regularly through the year.
25. The Head of Law and Governance can cancel or convene sub-committee meetings after consulting with the chairs as required by the caseload (as set out in section 14.6 of the Constitution).

Audit and Governance Committee

26. The Audit and Governance Committee is scheduled to meet quarterly to receive audit and risk reports and undertake its other responsibilities. A fifth meeting is scheduled (in September) for the Committee to consider and approve the annual statement of accounts.

Standards Committee

27. The Standards Committee is scheduled to meet three times per year to receive reports from the Monitoring Officer on the numbers of Code of Conduct complaints received, updates on developments in ethical governance, requests for individual dispensations and proposals for Member training. Where there is little to report meetings may be cancelled by the Head of Law and Governance after consulting the Chair of the Standards Committee.

Appointments Committee

28. Two meetings of the Appointments Committee are scheduled in the year for the Chief Executive to report on the Council's senior management arrangements, as required by the Council's Constitution (Part 9.3(a) (iii)).
29. The Appointments Committee is also responsible for recommending to Council any appointment to the position of Head of Paid Service (Chief Executive) and the designation of Monitoring Officer and Chief Finance Officer, and for appointing to the positions of executive director or posts of similar seniority. Additional meetings can be scheduled by the Chief Executive or the Head of Law and Governance after consulting the Chair of the Appointments Committee, should the need arise.

Investigations and Disciplinary Committee

30. This committee would only meet to decide on disciplinary hearings involving a Statutory Officer, Executive Director or Assistant Chief Executive. The Committee and Member Services Manager has delegated authority within the Council's Constitution to convene meetings of this committee should the need arise.

Shareholder and Joint Venture Group (SJVG) meetings

31. The Shareholder and Joint Venture Group (SJVG) is responsible for acting as owner of the Council's companies and for safeguarding and furthering the Council's interests and investments in its companies and joint ventures. The SJVG is scheduled to meet six times per year in total, with two meetings being held every four months, one for Oxford Direct Services and one for the Council's other companies and joint ventures.

Training and briefings

32. Training and briefing sessions are offered to assist with Members' learning and development. Dates for training and for briefing sessions are included to allow Members to plan ahead. Members are advised to note these dates in their diaries.
33. Compulsory training will always be offered on a choice of dates and times. Non-compulsory training and Member briefing sessions will typically start at 6.00pm and will generally be recorded for those who cannot attend. A later start time would have an impact on the employment arrangements of officers.
34. Members have been asked to provide feedback on the topics, timings and delivery of member briefings. The responses suggest that there is a clear preference for briefings to be held in the evening (the alternative being at lunch time) and delivered remotely over Zoom, with the sessions being recorded for the benefit of members who are unable to attend where possible.
35. A programme of training sessions and briefings on topical issues will be circulated to Members separately by the Committee and Member Services Team.
36. It is recommended that the Head of Law and Governance is authorised to arrange additional training and briefing as requested by officers or Members.

Meeting start times

37. The default start time for all meetings is 6.00pm with the exception of Council meetings which start at 5.00pm. Committees and sub-committees are able to vary this start time and some sub-committees have previously agreed to do so. The two licensing committees may set the start times for their sub-committees or these sub-committees may set their own start times on a case-by-case basis.
38. Any committees wishing to vary the start time to later than 6.00pm must first consult the Committee and Member Services Manager to ensure that these meetings can be suitably resourced and supported by officers.

Meeting locations

39. Most Member meetings are subject to the Local Government Act 1972 which requires Members to be physically present together in a set location. The exceptions to this are meetings of standing panels and review groups established by the Scrutiny Committee and member training and briefing sessions, which may

be held remotely. Oxford Town Hall is the venue for all meetings held in a physical location and Zoom is the default platform for meetings held remotely.

Publicising meeting dates

40. Meeting dates will be available online via the Council's website and intranet once agreed by Council. The on-line calendar is the most effective way to view accurate and up to date meeting dates. In addition the meeting details can be downloaded into individual Members' calendars. Where meetings are cancelled or rescheduled during the year, the meeting details in Members' calendars will not update automatically and Members will need to update their calendars manually. The Committee and Member Services Team will circulate instructions to Members on the downloading of calendars.

Legal issues

41. Meetings which the Council is required by legislation to hold have been included in the programme. There are no other legal issues arising from the recommendations in this report.

42. The Head of Law and Governance can cancel scheduled meetings where there is no business, or arrange additional or re-scheduled meetings after consulting with the relevant committee chair (as set out in section 14.6 of the Constitution).

Financial Issues

43. The programme of meetings can be delivered within existing resources. There are no financial issues arising from this report.

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Background Papers: None	

2022-23 Municipal year - 2022

May 2022				
Mo	Tu	We	Th	Fr
2	3	4	5	6
Hol	Eid 2-3rd		Election	
9	10	11	12	13
Labour Group	Induction Training	Induction Training	Train	
16	17	18	19	20
Train	Train	Annual Council	LA/GPL	
23	24	25	26	27
GPL Sub	OxC PC		Labour Group	
30	31			
	LA Sub			

June 2022				
Mo	Tu	We	Th	Fr
		1	2	3
			Hol (moved)	Hol (Jubilee)
6	7	8	9	10
GPL Sub	Train	Scrutiny	Train	
13	14	15	16	17
LA Sub	Train	Cabinet		
20	21	22	23	24
Train	OxC PC	SJVG	Labour Group	
27	28	29	30	
Appt	Train		PRC	

July 2022				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
LA Sub	Scrutiny	Briefing	Panel (F)	
11	12	13	14	15
Standards		Cabinet	Labour Group (C)	
18	19	20	21	22
Council	OxCPC	PCF	Labour Group	
25	26	27	28	29
GPL Sub	PRC	AGC	SJVG (ODS)	

Eid-al-Adha

August 2022				
Mo	Tu	We	Th	Fr
1	2	3	4	5
LA Sub	Scrutiny	Panel (H)		
8	9	10	11	12
		Cabinet		
15	16	17	18	19
	OxC PC		PRC	
22	23	24	25	26
	LA Sub		Labour Group	
29	30	31		
Hol				

September 2022				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
GPL Sub	Scrutiny	Panel (F)		
12	13	14	15	16
		Cabinet	Briefing	
19	20	21	22	23
LA Sub	OxC PC		PRC	
26	27	28	29	30
LA/GPL		AGC (accounts)	Labour Group	

October 2022				
Mo	Tu	We	Th	Fr
3	4	5	6	7
Council			Panel (H)	
10	11	12	13	14
LA Sub	Scrutiny	Briefing		
17	18	19	20	21
GPL Sub	OxC PC	Cabinet	PRC	
24	25	26	27	28
			Labour Group	
31				
LA Sub				

November 2022				
Mo	Tu	We	Th	Fr
	1	2	3	4
	AGC	SJVG	Panel (H)	
7	8	9	10	11
Scrutiny				
14	15	16	17	18
Briefing	OxC PC	Cabinet	PRC	
21	22	23	24	25
PCF	LA Sub	Standards	Labour Group	
28	29	30		
Council	GPL Sub			

December 2022				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
Scrutiny	Appt	Panel (F)	SJVG (ODS)	
12	13	14	15	16
LA Sub	OxC PC	Cabinet	PRC	
19	20	21	22	23
26	27	28	29	30
Hol	Hol			

2022-23 Municipal year - 2023

January 2023				
Mo	Tu	We	Th	Fr
2	3	4	5	6
Hol			Lab (Jan)	
9	10	11	12	13
	LA Sub	Briefing		
16	17	18	19	20
Scrutiny		AGC	Lab (Feb)	
23	24	25	26	27
Panel (F)	OxC PC	Cabinet	Lab (C)	
30	31			
Council				

February 2023				
Mo	Tu	We	Th	Fr
		1	2	3
		Scrutiny	PRC	
6	7	8	9	10
LA/GPL	LA Sub	Cabinet		
13	14	15	16	17
			Council	
20	21	22	23	24
	OxC PC	Brief	Labour Group	
27	28			
*Council	GPL Sub			

note: County's budget meeting xxx/2; PCC budget meeting xxx/1

March 2023				
Mo	Tu	We	Th	Fr
		1	2	3
		SJVG	Panel (H)	
6	7	8	9	10
Scrutiny	LGA Sub			
13	14	15	16	17
PCF	Briefing	Cabinet	PRC	
20	21	22	23	24
Council	OxC PC	Standards	SJVG (ODS)	
27	28	29	30	31
	Panel (F)		Labour Group	Ramadan 23 March- 22 April

April 2023				
Mo	Tu	We	Th	Fr
3	4	5	6	7
LA Sub	Scrutiny			Hol
10	11	12	13	14
Hol				
17	18	19	20	21
GPL Sub	OxC PC	Cabinet	PRC	
24	25	26	27	28
Panel (H)	LA Sub	AGC		

May 2023				
Mo	Tu	We	Th	Fr
1	2	3	4	5
Hol			no election	
8	9	10	11	12
Labour Group	Train	Train	Train	
15	16	17	18	19
Train	Train	Annual Council	LA/GPL	
22	23	24	25	26
GPL Sub	OxC PC	LA Sub		
29	30	31		
Hol				

Key to Committees

Licensing Acts	GPL Sub	Shareholder and Joint Venture Group	SJVG (ODS)/ (3)
casework General Purposes casework	LA Sub	Member Training	Train
LAC/ GPL main cttee	LA/GPL	Member Briefing	Brief
Parish Council	PCF	Bank Holiday	Hol
Audit	AGC	Scrutiny Panels	Panel
Planning	OxC PC	Housing, Finance, Review	PRC
Appointments	Appt		

the Annual Council meeting must be held between the 8th day and the 21st day after the day of retirement of councillors

Labour Group LAB

2023-24 Municipal year - 2023

May 2023				
Mo	Tu	We	Th	Fr
1	2	3	4	5
Hol				
8	9	10	11	12
Labour Group	Train	Train	Train	
15	16	17	18	19
Train	Train	Annual Council	LA/GPL	
22	23	24	25	26
GPL Sub	OxC PC		Labour Group	
29	30	31		
Hol	LA Sub			

June 2023				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
GPL Sub		Scrutiny	Panel (F)	
12	13	14	15	16
LA Sub	Train	Cabinet	Panel (H)	
19	20	21	22	23
	OxC PC		Labour Group	
26	27	28	29	
Train	Appt	SJVG	PRC	

July 2023				
Mo	Tu	We	Th	Fr
3	4	5	6	7
LA Sub	Scrutiny			
10	11	12	13	14
Standards	Briefing	Cabinet	Labour (C)	
17	18	19	20	21
Council	OxC PC	PCF	Labour Group	
24	25	26	27	28
GPL Sub	PRC	AGC	SJVG (ODS)	
31				
LA Sub				

August 2023				
Mo	Tu	We	Th	Fr
	1	2	3	4
	Scrutiny	Panel (H)		
7	8	9	10	11
		Cabinet		
14	15	16	17	18
	OxC PC		PRC	
21	22	23	24	25
	LA Sub		Labour Group	
28	29	30	31	
Hol				

September 2023				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
GPL Sub	Scrutiny	Panel (F)		
11	12	13	14	15
		Cabinet	Briefing	
18	19	20	21	22
LA Sub	OxC PC		PRC	
25	26	27	28	29
LA/GPL		AGC (accounts)	Labour Group	

October 2023				
Mo	Tu	We	Th	Fr
2	3	4	5	6
Council			Panel (H)	
9	10	11	12	13
LA Sub	Scrutiny	Briefing		
16	17	18	19	20
GPL Sub	OxC PC	Cabinet	PRC	
23	24	25	26	27
			Labour Group	
30	31			
LA Sub	AGC			

November 2023				
Mo	Tu	We	Th	Fr
		1	2	3
		SJVG	Panel (H)	
6	7	8	9	10
Scrutiny				
13	14	15	16	17
PCF	Briefing	Cabinet	Standards	
22	23	24	25	26
LA Sub	OxC PC		Labour Group	
27	28	29	30	
Council	GPL Sub		PRC	

December 2023				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
Scrutiny	Appt	Panel (F)	SJVG (ODS)	
11	12	13	14	15
LA Sub	OxC PC	Cabinet	PRC	
18	19	20	21	22
25	26	27	28	29
Hol	Hol			

2023-24 Municipal year - 2024

January 2024				
Mo	Tu	We	Th	Fr
1	2	3	4	5
Hol			Labour Group (Jan)	
8	9	10	11	12
	LA Sub			
15	16	17	18	19
Briefing	Scrutiny	AGC	Labour Group (Feb)	
22	23	24	25	26
Panel (F)	OxC PC	Cabinet	Lab (C)	
29	30	31		
Council		Scrutiny		

February 2024				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
LA/GPL	LA Sub	Cabinet		
12	13	14	15	16
			Council	
19	20	21	22	23
	OxC PC	Brief	Labour Group	
26	27	28	29	
*Council	GPL Sub		PRC	

note: County's budget meeting xxx/2; PCC budget meeting xxx/1

March 2024				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
Scrutiny	LGA Sub	Briefing	Panel (H)	
11	12	13	14	15
PCF	Standards	Cabinet	Labour Group (C)	
18	19	20	21	22
Council	OxC PC	SJVG	PRC	
25	26	27	28	29
	Panel (F)	SJVG (ODS)	Labour Group	Hol

April 2024				
Mo	Tu	We	Th	Fr
1	2	3	4	5
Hol				
8	9	10	11	12
LA Sub	Scrutiny	AGC		
15	16	17	18	19
GPL Sub	OxC PC	Cabinet	PRC	
22	23	24	25	26
	LA Sub			
29				

May 2024				
Mo	Tu	We	Th	Fr
		1	2	3
			election	
6	7	8	9	10
Hol	Train	Train	Train	
13	14	15	16	17
Train	Train		Annual Council	
20	21	22	23	24
LA/GPL	OxC PC	LA Sub		
27	28	29	30	31
Hol	GPL Sub			

Key to Committees	
Licensing Acts	GPL Sub Shareholder and Joint Venture Group SJVG
casework General Purposes casework	LA Sub Member Training Train
LAC/ GPL main cttee	LA/GPL Member Briefing Brief
Parish Council	PCF Bank Holiday Hol
Audit	AGC Scrutiny Panels Panel
Planning	OxC PC Housing, Finance, Review Planning Review PRC

the Annual Council meeting must be held between the 8th day and the 21st day after the day of retirement of councillors

Labour Group LAB

Minutes of a meeting of the Cabinet on Wednesday 13 October 2021



Committee members present:

Councillor Brown (Chair)	Councillor Turner
Councillor Hayes	Councillor Arshad
Councillor Aziz	Councillor Blackings
Councillor Clarkson	Councillor Hollingsworth
Councillor Rowley	Councillor Upton

Also present:

Councillor Elizabeth Wade

Officers present for all or part of the meeting:

Caroline Green, Chief Executive
Tom Bridgman, Executive Director (Development)
Susan Sale, Monitoring Officer and Head of Law & Governance
Nigel Kennedy, Head of Financial Services
Jenny Barker, Regeneration Manager
Tom Hudson, Scrutiny Officer
John Mitchell, Committee and Member Services Officer

Apologies:

None

47. Declarations of Interest

None.

48. Addresses and Questions by Members of the Public

None.

49. Councillor Addresses on any item for decision on the Cabinet agenda

None.

50. Councillor Addresses on Neighbourhood Issues

None.

51. Items raised by Cabinet Members

None.

52. Cabinet: Scrutiny reports

Development of Land at South Oxford Science Park

Cllr Wade thanked Cllr Hollingsworth, Cabinet Member for Planning & Housing Delivery and Jenny Barker, Regeneration Manager, for their contribution to the Committee's extensive and helpful discussion and was grateful for the Cabinet's positive response to its recommendations.

EV Strategy

Cllr Wade reminded those present that the Committee's recommendations had originally been submitted to Cabinet on 25 July but had since been reconsidered by the Committee, revised to some extent, and were now being submitted once more.

Cllr Tom Hayes, Cabinet Member for Green Transport and Zero Carbon Oxford, apologised for not having been able to respond to the revised recommendations but assured Cllr Wade that he would do so in the next day or two.

Housing Performance in Q1

Tom Hudson, Scrutiny Officer, gave apologies on behalf of Cllr Linda Smith, Chair of the Housing & Homelessness Panel, who had been unable to attend to speak to the Housing & Homelessness Panel's report on Housing Performance in Q1. He noted that Tenant Ambassadors were to be involved in all meetings of the Housing & Homelessness Panel in the present Council year to look at the issue of tenant involvement and empowerment.

The recommendation in the report arose from a challenge from a Tenant Ambassador. The Panel had accepted the challenge that the exceptional circumstances of Covid were beginning to recede and the subsequent recommendation that there should be a return to previous levels of engagement with the Lived Experience Advisory Forum.

Cllr Diko Blackings, Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless said she had been very happy to agree to the recommendation.

The Chair recorded her thanks for the work of the Panel and was pleased to hear about the service's increasing level of community engagement.

53. Development of land at South Oxford Science Village (Land South of Grenoble Road)

The Executive Director Development had submitted a report to set out the progress to date on the South Oxfordshire Science Village (SOSV) proposals and seek agreement to the next stages of work to progress towards delivery of the proposed development.

Cllr Alex Hollingsworth, Cabinet Member for Planning & Housing Delivery, introduced the report which represented a significant milestone in a scheme which sought to address a 20 year old aspiration to develop the land in question for housing in partnership with the two other land owners, Thames Water and Magdalen College. It was important to note that the land was subject to the South Oxfordshire District Council's (SODC) Local Plan and final planning decisions would therefore be made by

it and not the City Council. It was also important to recognise that the partners would not, necessarily, support City Council proposals for conditions which went further than those in the SODC Local Plan.

The report outlined a number of disposal/delivery options, setting out a range from those with lower risk and reward to those with higher risk and reward. The outliers had been rejected and the recommended option (Promotion & Master Developer Agreement) was seen to provide the best balance of risk and reward, leaving the Council with a degree of control and influence.

Cllr Ed Turner, Cabinet Member for Finance & Asset Management, said the project had the potential to offer life changing opportunities for many families through the establishment of a new community of affordable housing. He was clear that the recommended option represented the best way to proceed. He applauded officers for their technical skills, wisdom and diplomacy in getting the proposal to this point, Cabinet members were unequivocal in their support and enthusiasm for the scheme noting, among other things, its ideal location.

The contribution that good quality affordable and appropriate housing made to the quality of individual/family lives and wellbeing could not be underestimated. The absence of sufficient affordable housing in the city remained one of its greatest challenges; the provision of housing through the scheme would make a significant difference and would be one of the greatest gifts to those who, in time, would make their homes in this new community.

Cllr Hollingsworth noted the need to add to the recommendations as published with the agenda a reference to delegations to be in consultation, also, with the Cabinet Members for Planning & Housing Delivery and Finance & Asset Management.

Cabinet resolved to:

1. **Delegate** to the Director for Development in consultation with the Head of Law and Governance; Head of Finance; and Cabinet Members for Planning & Housing Delivery and Finance & Asset Management, the final wording of the key principles of collaboration and the entering into a formal collaboration agreement if the partners so wish;
2. **Delegate** to the Director for Development in consultation with the Head of Law and Governance; Head of Finance; and Cabinet Members for Planning & Housing Delivery and Finance & Asset Management, working in collaboration with the other land owners, the procuring of a development partner to bring forward the site for development (although the entering into an agreement with the proposed development partner would be subject to a further decision);
3. **Delegate** to the Director for Development in consultation with the Head of Law and Governance; Head of Finance; and Cabinet Members for Planning & Housing Delivery and Finance & Asset Management, the appointment of consultants on behalf of the partnership, with sharing of costs secured through an agreement, to provide legal advice for the procurement of a development partner;
4. **Note** the spend to date and approve the continued use of the allocated budget to enable the project to move forward, including for procuring specialist advice, progressing issues impacting the site, the setting up of a delivery vehicle and procurement of a development partner. Delegate to the Director for Development, in consultation with the Head of Law and Governance and Head of Finance, the agreement of works and spend within the allocated budget.

54. Minutes

Cabinet resolved to approve the minutes of the meeting held on 15 September as a true and accurate record.

55. Dates of Future Meetings

Meetings are scheduled for the following dates:

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

All meetings start at 6.00

The meeting started at 6.00 pm and ended at 6.35 pm

ChairDate: Wednesday 10 November 2021

Minutes of a meeting of the Cabinet on Wednesday 10 November 2021

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Committee members present:

Councillor Brown (Chair)	Councillor Turner
Councillor Arshad	Councillor Aziz
Councillor Hollingsworth	Councillor Rowley
Councillor Upton	

Officers present for all or part of the meeting:

Caroline Green, Chief Executive
Tom Bridgman, Executive Director (Development)
Stephen Gabriel, Executive Director for Communities and People
James Pickering, Welfare Reform Manager
Douglas Kerrigan, Interim Development Manager
Richard Adams, Community Safety Service Manager
Matthew Peachey, Economic Development Manager
Andrew Humpherson, Regeneration Manager
Emma Gubbins, Senior Estates Surveyor
Susan Sale, Monitoring Officer and Head of Law & Governance
Nigel Kennedy, Head of Financial Services
Tom Hudson, Scrutiny Officer
John Mitchell, Committee and Member Services Officer

Apologies:

Councillors Hayes, Blackings and Clarkson sent apologies.

56. Declarations of Interest

None.

57. Addresses and Questions by Members of the Public

None.

58. Councillor Addresses on any item for decision on the Cabinet agenda

None.

59. Councillor Addresses on Neighbourhood Issues

None.

60. Items raised by Cabinet Members

None.

61. Scrutiny reports

The Scrutiny Officer gave apologies on behalf of Cllr Wade (as Chair of Scrutiny Committee) and Cllr Linda Smith (as Chair of the Housing & Homelessness Panel). Speaking on their behalf he made the following observations.

The Scrutiny Committee was getting into its stride and growing accustomed to its role. The most recent meetings had provided rigorous but supportive scrutiny of the matters before it.

Anti-Social Behaviour

The Committee recognised that the proposed policy and procedure played a significant, positive and humane role for all residents who had involvement with ASB whether as victims or perpetrators. Its recommendations sought to make a number of detailed amendments to the policy and procedure including suggestions to address possible areas of difficulty or challenge such as invasive evidence gathering; the negative consequences of eviction; and the particular challenges faced by those with complex mental health issues.

Councillor Louise Upton, Cabinet Member for a Safer, Healthier Oxford, said the Scrutiny Committee's involvement had been very helpful as had its recognition of the balance which the Policy and Procedure sought to achieve between dealing with the issue and the needs of all those involved. She had been pleased to support all of the Committee's recommendations.

East Oxford Community Centre

Sustainability was a central theme of the scheme and the Committee was keen that the effectiveness of the methods and initiatives used to secure it should be measured and so inform future projects. The Committee was also keen that all reasonable efforts should be made to recycle materials resulting from demolition on the site, with particular reference to wood and steel. The Committee recognised that a little time would be needed before governance arrangements for the new centre could be confirmed but it was also important that this should not drift and had recommended that the new arrangements should be in place no later than three years after the opening.

Cllr Shaista Aziz, Cabinet Member for Inclusive Communities was pleased to accept the majority of recommendations in full while maintaining some reservations in relation to the one on recycling which might be financially disadvantageous.

Discretionary Housing Payment Policy

The Housing & Homelessness Panel was unequivocal in its support for the DHPP, even if it requires additional funding from the Council and of the mitigations to minimise the consequences for the Council's budget. The one recommendation related to the desirability of a line within the HRA section of the budget for DHP expenditure beyond the level of the government grant and it had since been confirmed that there was such a line.

EV Strategy

The Committee's recommendations in relation to the EV Strategy and the Cabinet response to it was now before Cabinet for the final time.

In relation to the final recommendation, it was noted that on questions of ethics in procurement, the moment to consider those questions will be when the Council reviews its procurement strategy, which was due to happen before too long, and upon which work will commence soon.

62. East Oxford Community Centre and Housing Development

The Executive Director Communities and People had submitted a report seeking 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.

Cllr Shaista Aziz, Cabinet Member for Inclusive Communities, was pleased to introduce the report which brought forward proposals for this exciting development at the centre of multicultural Oxford and which aligned with the Council's environmental strategy. It was hoped that the new centre would become home, not just to those community groups which have used it before but to new ones too. Central to the scheme was the welcome provision of 12 social rented homes and 14 shared ownership homes.

Douglas Kerrigan, Development Team Leader PMO, said an important element of the scheme had been the work invested in seeking to secure a sustainable building.

The hoped for engagement of Oxford Direct Services Limited (ODSL) in elements of the scheme would have the added benefits of a return to the Council as well as giving ODSL a useful opportunity to develop its expertise in this area.

While the scheme had taken several years to reach this point the Chair said this had not been for want of trying and was in no small part due to the welcome and extensive engagement local communities and groups.

Cabinet resolved 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 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.

63. Redevelopment of Standingford House Enterprise Centre and site at Cave Street to provide managed workspace

The Executive Director (Development) had 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.

The Chair was pleased to introduce the report which set out proposals for an exciting development at an important site. The building was in poor condition generally, in urgent need of repair and maintenance and, in its present state, did not comply with certain minimum standards for commercial premises. The proposals before Cabinet, which benefited from OxLEP funding, would see the provision of flexible and affordable workspaces, well suited to small start up enterprises for which there was a recognised need in the City. There had been (and would continue to be) close engagement with existing tenants with regard to future and interim arrangements.

Andrew Humpherson, Regeneration Manager, said 4 shortlisted options had been subject to close examination of which the proposal before Cabinet (demolition and commercial site development with two separate buildings to encourage flexible working opportunities) was clearly preferred.

Cabinet members emphasised the importance of workspace for small and medium sized start up businesses generally, and within in the City in particular (to facilitate easy and sustainable access). It was noted that other Councils might simply have chosen to sell such a building and benefit from a short term capital receipt. This proposal however demonstrated the Council's wish to invest in the future and opportunities for small businesses to flourish in the City.

It was agreed that the name of Standingford House should be retained or acknowledged in some way in the new building in recognition of its association with Betty Standingford, a previous Lord Mayor and her husband Bert, also a Councillor, who had championed the cause of small businesses.

Cabinet resolved 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 – Not for Publication.

64. Anti-social Behaviour Policy

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

Councillor Louise Upton, Cabinet Member for a Safer, Healthier Oxford, introduced the report, observing that anti-social behaviour (ASB) could blight people's lives and the City Council had a responsibility to deal with it. While this responsibility was shared with partners, the policy and procedure before Cabinet were the Council's own. The policy and procedure set out what the Council could do in response to concerns about ASB and, as importantly, what it could not. Central to the Council's approach was recognition of the need to look at the source of ASB as well as addressing its consequences. This often meant identifying and if possible addressing the needs of those demonstrating ASB.

Richard Adams, Community Safety Service Manager, said the key changes to this most recent review were to emphasise the primacy of safeguarding and to incorporate lessons learnt in relation to vexatious complaints.

The Chair noted how much this policy and procedure were valued by Councillors in their day to day constituency work and paid tribute to the work of the Community Safety Service Manager and his team.

Cabinet resolved to:

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

65. Use of Retained Right to Buy Receipts to increase the provision of more affordable housing

The Head of Housing Services had submitted a report which sought 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.

In the absence of Cllr Blackings, Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless, the report was introduced by Cllr Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery. The report sought to ensure that Retained Right to Buy Receipts are spent for the purposes of delivering more affordable housing and before the deadline for doing so imposed by central Government. The proposals included the prospective purchase of Roken House in Lake Street to provide supported temporary accommodation for complex/high need single clients.

Dave Scholes, Affordable Housing Supply Corporate Lead, was pleased to report that good progress was being made with ensuring that all Retained Right to Buy Receipts were being spent within the time limits for them.

Cabinet resolved 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;
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.

66. Discretionary Housing Payment Policy

The Head of Housing Services had submitted a report seeking approval to amend the current Discretionary Housing Payment Policy and noting the trends in expenditure detailed in the report.

Cllr Shaista Aziz, Cabinet Member for Inclusive Communities, introduced the report which made relatively minor changes to the policy. She noted that the Council's approach of working closely with those in receipt of Discretionary Housing Payments to help them find sustainable means of improving their situation was both unique and welcome. Expenditure on the scheme exceeded the Government grant in 2020/21 for the second year in succession and mitigations were in place to address current and anticipated overspends.

James Pickering, Welfare Reform Manager, noted the importance of not relying on the Government grant given its great volatility in recent years.

The Council had written to the Secretary of State in April 2021 to express its concern about the consequences of the last reduction in grant. No reply had been received and it was agreed that this should be followed up.

Cabinet resolved 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

67. Council Telephony Contracts Replacement

The Head of Business Improvement had 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.

Cllr Mike Rowley, Cabinet Member for Customer Focused Services, introduced the report which sought to procure a new telephony contract via the Crown Commercial Services framework at value of no more than the current annual value of the same services. While there was no guarantee, the new contract might save up to £100k per annum.

Cabinet resolved 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.

68. Restructure of OXWed JV

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

Cllr Ed Turner, Cabinet Member for Finance & Asset Management, introduced the report. There were good commercial reasons for the proposed establishment of Limited Liability Company by the Council and Nuffield College as well as being a more tax efficient vehicle than the current Joint Venture between the two. It was noted that the proposed option had not been available when OxWED was first established.

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

69. Loan to Low Carbon Hub in relation to Ray Valley Solar Farm

The Head of Financial Services had submitted a report seeking 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 Ed Turner, Cabinet Member for Finance & Asset Management, introduced the report. The proposed loan to the Low Carbon Hub to support investment in the Ray Valley Solar Project reflected the Council's continuing support for the work of the Low Carbon Hub and would, ultimately, contribute decarbonisation in the City as well as the Council's financial goals.

Cabinet resolved 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.

70. Minutes

Cabinet resolved to approve the minutes of the meeting held on 13 October as a true and accurate record.

71. 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

The meeting started at 6.00 pm and ended at 7.15 pm

ChairDate: Wednesday 15 December 2021

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To: Council
Date: 29 November 2021
Report of: Head of Law and Governance
Title of Report: Questions on Notice from members of Council and responses from the Cabinet Members and Leader

Introduction

1. Questions submitted by members of Council to the Cabinet members and Leader of the Council, by the deadline in the Constitution are listed below in the order they will be taken at the meeting.
2. Responses are included where available.
3. Questioners can ask one supplementary question of the Cllr answering the original question.
4. This report will be republished after the Council meeting to include supplementary questions and responses as part of the minutes pack.
5. Unfamiliar terms may be briefly explained in footnotes.

Questions and responses

Cabinet Member for a Safer, Healthier Oxford

LU1 From Cllr Jarvis to Cllr Upton – Covid-19

Question	Written Response
With Covid-19 cases still high across the country and in Oxford and Covid patients putting increasing strain on our hospitals, what specific steps is the City Council taking to limit the spread of the virus within the city?	

LU2 From Cllr Jarvis to Cllr Upton – Covid-19 Workplace support**Question**

What advice and support is the City Council giving to workplaces in Oxford to enable them to take measures such as improving air quality in order to limit the spread of COVID-19?

Written Response**Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless****DB1 From Cllr Wolff to Cllr Blackings – Council housing waiting list numbers****Question**

According to the City Council website, we had 2355 families on the waiting list for desperately-needed new council housing a year ago (2nd Oct 2020). More recently I have heard a figure of "nearly 3000" mentioned, which would represent an annual increase of 27%. What is the current figure, and if the "nearly 3000" figure is correct, what might be the reason for the dramatic increase?

Written Response**Cabinet Member for Citizen Focused Services****MR1 From Cllr Pegg to Cllr Rowley – HGV damage to street furniture and residential properties?****Question**

In the past year, on how many occasions has street furniture been damaged by heavy vehicles (e.g. HGVs and coaches) using residential streets in Oxford? Where have these incidents taken place?

Written Response**MR2 From Cllr Miles to Cllr Rowley – City Council app**

MR2 From Cllr Miles to Cllr Rowley – City Council app

Question	Written Response
What is the annual number of downloads of the oxford city council app for the last 12 months? Does the city council track the number of active users of the app, if so what is the number of active users? Within the report it function of the app, what is the breakdown of number of reports submitted by each category (e.g. graffiti, litter etc.) for the last 12 months?	

MR3 From Cllr Gant to Cllr Rowley – QL payments and accounting system

Question	Written Response
Could the Cabinet Member provide an update on the rollout of the QL payments and accounting system? What is the current state of service delivery? What is the cumulative effect of delays and changes to process? Do we have an estimate of the cost of the issues experienced, not just in cash terms but in terms of officer time?	

Cabinet Member for Culture, Leisure and Tourism**MC1 From Cllr Jarvis to Cllr Clarkson – Menorah lighting on Broad Street**

Question	Written Response
Why, after almost 20 years, is the Council now refusing to support the Jewish community's menorah lighting on Broad Street which is held annually in memory of former Oxford City Councillor Dr Mike Woodin who tragically died aged 38 whilst still a serving Councillor?	

Cabinet Member for Finance and Asset Management; Deputy Leader of the Council

ET1 From Cllr Jarvis to Cllr Turner – Commercial property purchase expenditure

Question

Against the advice of Scrutiny Committee, Council set aside £20 million at the last budget for the purchase of commercial property to rent out. Can the portfolio holder update Council on how much has been spent on commercial property since the budget, whether this expenditure is on-track, and the revenue generated?

Written Response

ET2 From Cllr Wade to Cllr Turner – Cost of Broad Meadow

Question

A grant of £150,000 was made by the Outbreak Management Fund towards the cost of Broad Meadow. This has covered the fees of external consultants LDA Designs (£24,800), the artist's fees, and ODS. I understand that there may be further costs for infrastructure, operational and project management costs. Could the Cabinet Member please confirm the total expenditure?

Written Response

Cabinet Member for Green Transport and Zero Carbon Oxford; Deputy Leader of the Council

TH1 From Cllr Wolff to Cllr Hayes – ZEZ: expected air quality improvements

Question

Given that the so-called zero emission zone being piloted in 2022 will not prevent any vehicle from entering the area covered by the ZEZ, is only in place 7am to 7pm, and that of the streets covered all are either already restricted or dead ends, what air quality improvements are expected?

Written Response

TH2 From Cllr Wolff to Cllr Hayes – ZEZ: classic cars**Question**

Why are classic cars - which have some of the most polluting engines - exempt from the ZEZ charge?

Written Response**TH3 From Cllr Wolff to Cllr Hayes – Implications of London’s ULEZ for Oxford’s air quality plans****Question**

Does the recent evidence on the limited impact on air quality of the London ultra low emission zone affect the plans for Oxford's air quality plans?

Written Response**TH4 From Cllr Pegg to Cllr Hayes – Safety of cyclists in relation to motorcycle and moped food delivery drivers****Question**

Has the Council had any dialogue with food delivery companies in relation to danger to cyclists caused by the irresponsible driving of some of their delivery drivers using motorcycles or mopeds?

Written Response**TH5 From Cllr Wade to Cllr Hayes – Seacourt Park & Ride Extension****Question**

At last Full Council you responded that usage levels remained low in the main Seacourt car park and that was why the extension had been fenced off. Can you now advise when the extension is scheduled to open? When will the final accounts for the capital scheme be available, and are any costs currently being incurred in the operational budget for the extension?

Written Response**TH6 From Cllr Miles to Cllr Hayes – OCC representation at COP26**

TH6 From Cllr Miles to Cllr Hayes – OCC representation at COP26**Question**

How many representatives of, and who, attended the COP26 conference in Glasgow on behalf of Oxford City Council and for what purposes? What were the top three practical insights and learning gained from this participation that will be applied to inform action on climate change by Oxford City Council?

Written Response**Cabinet Member for Inclusive Communities****SA1 From Cllr Jarvis to Cllr Aziz – East Oxford Community Centre****Question**

Since the Council took back control of East Oxford Community Centre from the Community Association, how have the number of bookings changed? Does the Council have an assessment of whether there are groups which have ceased using the space since the takeover?

Written Response**Cabinet Member for Parks and Waste Reduction****LA1 From Cllr Pegg to Cllr Arshad – Tree felling in Donnington Ward****Question**

How many trees have been felled or otherwise removed in Donnington Ward per year for 2019, 2020 and 2021 to date?

Written Response**LA2 From Cllr Pegg to Cllr Arshad – Use of glyphosate****Question**

Can the public access information about where the Council, ODS and its

Written Response

LA2 From Cllr Pegg to Cllr Arshad – Use of glyphosate

contractors are using glyphosate? If so, where can they access this information?

LA3 From Cllr Gant to Cllr Arshad – Cutteslowe Park**Question**

Many users and local residents to Cutteslowe Park are concerned that the presence of the ODS depot in the middle of the park, and in particular the regular traffic of large vehicles along routes inside the park and out through the well-used entrance to Harbord Rd, a road shared by pedestrians and vehicles, is unsatisfactory. Does the cabinet member agree?

Written Response**LA4 From Cllr Gant to Cllr Arshad – Biodiversity Net Gain (BNG)****Question**

As Cabinet member for Parks, what is your view of the arrangements for BNG from Oxford North?

Written Response**Cabinet Member for Planning and Housing Delivery****AH1 From Cllr Bely-Summers to Cllr Hollingsworth – Littlemore Ward infrastructure****Question**

Littlemore ward has 6.400 residents, no GPs practice, no dentist, only two bus services not running on Sundays nor Bank Holidays. Littlemore is among the 20% most deprived areas in England and experiences multiple levels of deprivation: low skills, low income and relatively high levels of crime. The life expectancy there is 15 years less than in Summertown ward.

Written Response

AH1 From Cllr Bely-Summers to Cllr Hollingsworth – Littlemore Ward infrastructure

In the next few years Oxford City council will build 1000 new accommodations in Littlemore with no plans to deliver comprehensive infrastructure. This will put pressure on local schools, already stretched GPs and dentist practice in surrounding wards. We want to attract NHS workers in these new developments but no provision for direct route to hospitals.

Is there not a duty on this council to provide adequate infrastructure and amenities in areas of deprivation such as Littlemore firstly to redress social/economic/health inequalities between have and have not wards but also more importantly because the Council intent to exert even more pressure on what is already lacking.

AH2 From Cllr Landell Mills to Cllr Hollingsworth – Diamond Place

Question

Is the Council supportive of the proposal from the local community in North Oxford that there should be a joint working party of the City, Oxford University Developments, and the community, to co-design a master plan for Diamond Place?

Written Response

AH3 From Cllr Landell Mills to Cllr Hollingsworth – Master Planning for Diamond Place

Question

Given the expressed willingness of Oxford University Developments to join in a master planning exercise for Diamond Place, and the urgency of providing a new health centre for the expanding residential areas in North Oxford and the need for new social housing, is the Council supportive of starting a master

Written Response

AH3 From Cllr Landell Mills to Cllr Hollingsworth – Master Planning for Diamond Place

planning exercise for Diamond Place now?

AH4 From Cllr Landell Mills to Cllr Hollingsworth – Health Centre at Diamond Place

Question

In view of the severely inadequate accommodation for GPs and patients at the two GP surgeries in Summertown, what is the council doing to progress the development of a new health centre for the north of Oxford at Diamond Place?

Written Response

AH5 From Cllr Gant to Cllr Hollingsworth – Active travel route from North Oxford to Parkway

Question

The CDC LPPR site PR6a, being brought forward by the site owners, has the opportunity to provide a key active travel route from North Oxford to Parkway station and beyond, something which clearly should have been delivered when the station opened. NCR51 crosses the A40 by the footbridge from Wren Rd to the entrance to Cutteslowe Park. There is clearly therefore a challenge in joining this route legibly and safely to routes through and/or adjacent to PR6a and the Croudace site at Frideswide Farm. Would the Cabinet Member join me in calling for this to be done in a way which provides a safe and convenient route for cyclists and at the same time respects the needs of local residents and all other stakeholders?

Written Response

SB1 From Cllr Jarvis to Cllr Brown – Vacancy rate for City Centre retail units

Question

How does the vacancy rate for retail units in the City Centre including the Covered Market compare with the situation prior to the tripling in size of the Westgate Shopping Centre?

Written Response

SB2 From Cllr Wolff to Cllr Brown – Support for Cave Street small businesses

Question

What support is the Council giving small businesses forced to relocate during the development works at Cave Street?

Written Response

SB3 From Cllr Wolff to Cllr Brown – Cave Street

Question

How many of the businesses are planning to return to Cave Street after the works are complete? How does that affect the business plan used to justify the redevelopment?

Written Response

To: Council
Date: 29 November 2021
Report of: Director of Development
Title of Report: Partnership Update – Oxfordshire Local Enterprise Partnership

Summary and recommendations	
Purpose of report:	To provide members with an update on the progress and impact of the Oxfordshire Local Enterprise Partnership (OXLEP).
Key decision:	No
Cabinet Member with responsibility:	Cllr Susan Brown, Leader of Oxford City Council and Economic Development Portfolio holder
Corporate Priority:	Fostering an Inclusive Economy
Policy Framework:	Council Strategy 2020-24
Recommendation(s):	
1. Council is invited to comment and note the report.	

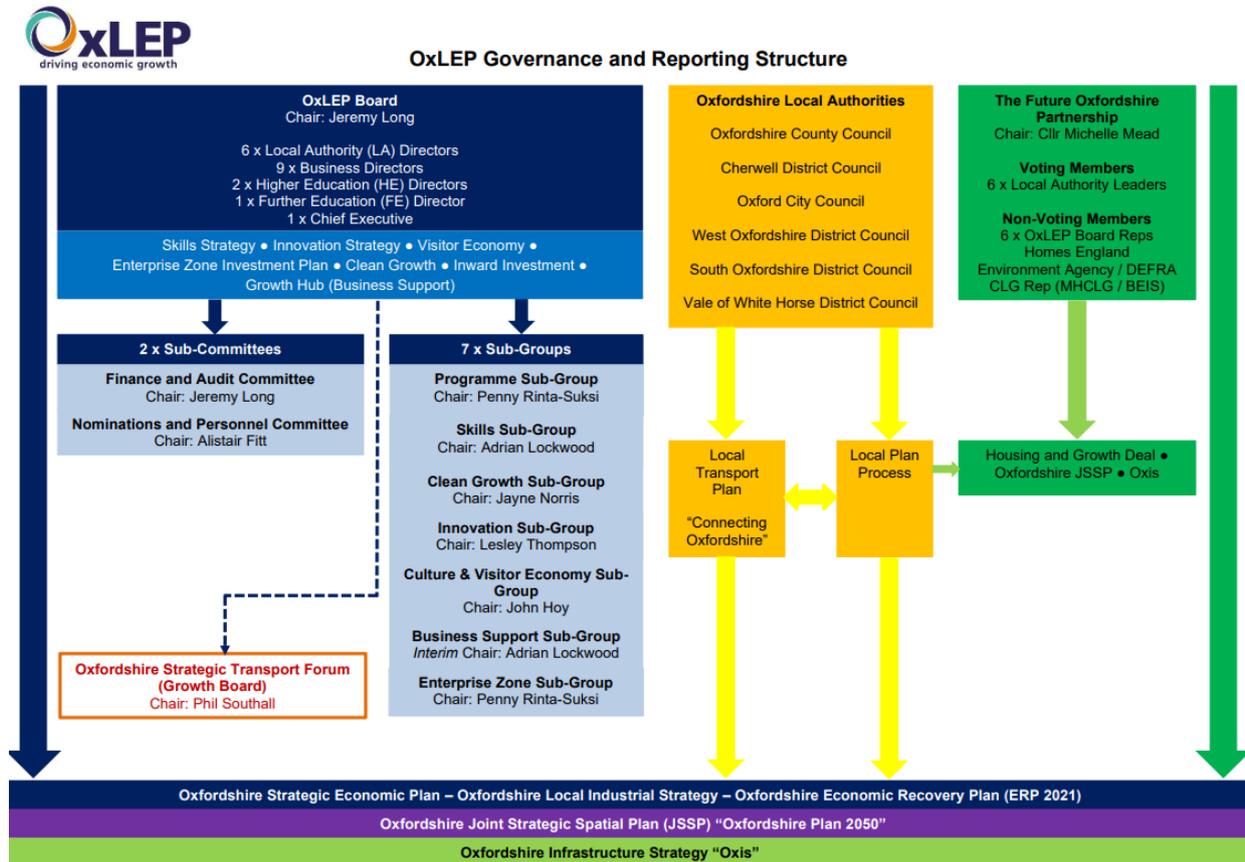
Appendices
None

Introduction and background

1. Now operating for ten years, Oxfordshire Local Enterprise Partnership Ltd (OxLEP) is the over-arching local partnership promoting economic growth, and shaping the strategic direction of the Oxfordshire economy. Chief Executive, Nigel Tipple leads a team of staff who work closely with a network of business representatives, further and higher education representatives, and Economic Development officers.
2. Jeremy Long was appointed as Board Chair in March 2016. Former Chief Executive for Europe of international railway and property group MTR Corporation, helping position the importance of Oxford Station and the Inclusive Economy agenda alongside the OSP and City Council. Cllr Susan Brown is the City Council's OXLEP Board member, alongside the other council leaders across the county. Peter Nolan, formerly of Oxford BioMedica sits on the OXLEP Board and chairs the Oxford Economic Growth Board (sub group of Oxford Strategic Partnership, on both of which Cllr Susan Brown also sits), providing a direct link between the city's interests and the wider OXLEP area. Phil Southall, Managing Director of the Oxford

Bus Company, and Penny Rinta-Suksi, Partner at Blake Morgan are also Oxford based members of the Board (transport and capital programmes).

3. City Council Officers are involved in a range of OXLEP partnerships, and OxLEP colleagues are involved in many city and district partnerships. There is ongoing officer involvement through Directors, Regeneration and Economy, Planning, Sustainability, and Welfare Reform. The overall OxLEP Structure is below:



OxLEP Partnership Impact Highlights 2020-21

4. The OxLEP Annual Report 20-21 highlights some of the notable impacts of its activity;
 - a. £8.4m Getting Building Funds attracted to the county
 - b. 800 businesses supported with Brexit related advice
 - c. 1,275 business action plans through the new LEP business support tool
 - d. 2,000 businesses provided with Covid19 related business support
 - e. 100+ business support webinars delivered
 - f. £5m of funds directed to businesses.
 - g. Foreign Investment Targets met (see below)

Strategy and Funding

5. The Oxfordshire Economic Recovery Plan (ERP – see background documents) was developed by the LEP, councils, universities and its various groupings in response to the pandemic, as requested by Government. It provides a ‘route map’ for economic recovery, focusing on Oxfordshire’s People, Places and Businesses

running from spring 2021 through to spring 2023. It provides a flexible framework for partners to co-ordinate and target interventions and measures to support recovery at the appropriate geographical level.

6. The ERP was also positioned as a basis for future proposals to Government under the UK Shared Prosperity Fund, the Levelling-Up Fund, innovation investment through the UK R&D Roadmap and funding in support of connectivity projects via DfT and DCMS. The ‘investment ask’ of Oxfordshire partners for this Action Plan is £437m, although the real investment achieved from government is significantly less. It is also notable that the route for Levelling up Funds and the Community renewal Fund in 2021 (pre SPF) was initially through local authorities, which led to some differing proposals coming forward from those in the plan in some cases. Despite this, the ERP has been a catalyst for a range of locally led actions and a number of its projects are underway, regardless of national funds. The ERP is overseen by the Economic Recovery Task Group, with senior city council officer representation.
7. The Oxfordshire Industrial Strategy (LIS – see background documents) was published in July 2019. Whilst the current government has withdrawn direct support for the National Industrial Strategy, OxLEP is actively pursuing the LIS and its Investment Plan. The City Council’s draft economic strategy also builds on the ambitions and projects in the LIS. The ambition for the LIS is to position the county as one of the top-three global innovation ecosystems, highlighting the world-leading science and technology cluster and to be a pioneer for the UK and our emerging transformative technologies and sectors. It also contains a commitment to Inclusive, low carbon growth. Key council projects highlighted in the Investment Plan include
 - a. The West End Innovation Quarter
 - b. The Inclusive Economy Commission (now Partnership)
 - c. Development of an Oxford Creative Industries Hub
 - d. Oxford Station and Cowley Branch Line (Oxfordshire Connect Rail)
8. The LEP have been active in supporting partnership efforts to bring forward Oxford Station and other vital infrastructure to enable developments in Oxford’s West End, contributing to the development of the West End Investment Prospectus. The City Council is now utilising £1.93m LGF funds, awarded via the LEP, for the creation of entrepreneurship and enterprise workspaces at George Street and Cave St, set to open in 2022 and 2024, supporting around 300 jobs.
9. Most recently, the City Council-led *Meanwhile in Oxfordshire* project was supported with £1.875m through the Getting Building Fund, providing capital funds to bring 1,935 sq. m of space back into use in High streets (by June 2022), to support 112 organisations (by early 2025). This project has already secured around 1,700 sq. m of space and supported 15 organisations into meanwhile spaces county-wide.
10. OxLEP has been supportive of the Oxfordshire Inclusive Economy Partnership, with Jeremy Long joint chair for this group with Baroness Jan Royall, also chairing its Educational Attainment sub-group, now in its early phases of scoping potential interventions to address inequalities. There are sub-groups leading on social value and local procurement, Inclusive employers, and area based activities and needs. The LEP has also funded this partnership with £10K, alongside the City Council. Funds are also sought from the Future Oxfordshire Partnership and other bodies.

11. European Structural and Investment Funds (ESIF): OxLEP is also administering this €19.3m programme from 2014-2020, (with final activity ceasing in 2022). The UK Shared Prosperity Fund (SPF) is the key fund intended to replace Structural Funds. This SPF is intended to reduce inequality between communities across the four nations and to deliver sustainable, inclusive growth. It will be worth c£2.6bn over the next three years. The initial prioritisation of c100 areas suggests Oxfordshire may have a challenge to access these funds at any scale due to its relative affluence.

Transition to Zero Carbon: OxLEP signposts business to advice and funding on sustainability. They have helped secure investment for low carbon projects. Some of the projects and initiatives supported include £2.5m for Abingdon and Witney College's Green Construction Skills Centre and the University of Oxford's pilot Energy Systems Accelerator, a £600k investment in a co-working and ideas exchange on energy use., OxLEP supported production of 'Pathways to a Zero Carbon Oxfordshire report', led by Bioregional and Environmental Change Institute.

Skills and Employment

12. OxLEP was commissioned by the Department of Education (DfE) to create a Local Skills Report and Plan based on a government defined template and data sets. The completed plan was submitted to the DfE in March 2021 (see background documents). To understand the Skills, Employment and Enterprise needs of Oxfordshire's ethnic minorities groups, OxLEP commissioned Oxfordshire County Council's data team to produce a report. The findings will be incorporated in the revised Local Skills Report and Plan for Oxfordshire 2022-2024.
13. The Skills Board's long term strategic priorities has been to investigate how more graduates can be retained to meet local demand for higher level skills. Working with University of Oxford and Oxford Brookes OxLEP created 'The Keys to Your Future' video to promote Oxfordshire as a place to study and work for the 17+ age group. The film has been used by both universities during their student's induction week and will be shown to Oxfordshire's 6th form students through the Careers and Enterprise Company's Enterprise Advisor Network. See background documents.
14. One of the ERP proposals is to support people impacted by Digital Poverty and/or Digital Literacy. Although, no formal funding has been made available, OxLEP have brought together SOFEA, Oxfordshire Learning Network, Activate Learning and Oxfordshire Community Foundation's 'Getting Oxfordshire Online' to work together on trying to tackle to provide equipment and training to those with barriers to digital literacy. Working with the four organisations, pilot projects will be run in two of SOFEA's larger locations (Rosehill and Didcot) to support food larder clients in informal digital lessons. When over a period of a few weeks, confidence has been built, then refurbished computer equipment can be offered. Accredited Level 3 digital courses can also be signposted at a local community centre/library. The programme will be evaluated by Oxford Brookes and has been supported by City Officers.
15. The Skills for Business programme, which advises businesses on their skills and learning needs, did not receive the necessary assurances of ongoing DWP funding. So a decision was made to close the programme. Since launch in late 2019, OxLEP supported over 360 businesses to evaluate their skills and learning needs, creating practical solutions as well as upskilling hundreds of employees.

16. One of the Local Skills Report and Plan priorities is to provide clear career pathways through the Careers and Enterprise Company (CEC). OxLEP and the CEC fund the Enterprise Advisor Network (EAN). There are 49 Oxfordshire schools/colleges in the network. The EAN network focuses on achieving 2 of the *Gatsby Benchmarks* – see background documents; the national framework of good practice for careers delivery in schools. Within the 49 EAN schools, 23 are in the Careers Hub. The Hub enables all 23 schools to focus on all 8 benchmarks. These schools are now meeting an average of 5.1 of the 8 Gatsby Benchmarks, in comparison to 2.9 in July 2020.
17. To help young people understand local career ‘Your Fabulous Future in Oxfordshire’ was created for secondary school students. Following the second lockdown schools engaged more on careers, but needed alternative provision. Available 24/7 this platform allows young people to virtually explore local career options and pathways. The platform has 100 virtual pods showcasing businesses, FE and HE providers in an ‘exhibition hall’ setting. To date there has been over 1700 visits.
18. Earlier in the year, all LEPs were invited by the CEC to bid for their new Hub Incubation Project Funding. OxLEP Skills submitted a funding proposal around the research question: ‘will teacher’s increased knowledge of the Oxfordshire local labour market and engagement with employers, lead to improved outcomes for young people?’ The project is fully funded for 1 year and they are in the process of recruiting 20 STEAM teachers (Maths, Engineering, Physics, Chemistry, Biology, Computing, Design Technology and Geography) from 20 schools to take part.
19. The National Apprenticeship ‘Build the Future’ Week was 8th-14th February. OxLEP’s Apprentice Ambassadors recorded films on a key messages they felt young people should know about Apprenticeships. Over 6200 views were achieved. The Oxfordshire Apprenticeship Awards 2021 final was delivered on 16th May. Plans are underway for the 2022 awards which were launched the #OAHour on Thursday 18th November, with the final on 19th May 2022.
20. In order to maximise the benefits of major developments for local communities, OxLEP and partners (including the city council) aim to ensure that local people can better access job opportunities. This is achieved through Community Employment Plans (CEPs). CEPs are employer-led initiatives which can form part of Section 106 planning agreements for significant developments. The outcomes are likely to include: Apprenticeships, Employment/training initiatives for all ages. Officers, OxLEP and Thomas White Oxford had been involved in the creation of the ‘Skills and Employment Plan’ for the Oxford North development and will now collaborate on delivery. This one of the many developments that are in the planning across the county. OxLEP are also supporting officers at Barton Park on their CEP.

Business Support (OXLEP Business)

21. Officers have worked closely with the LEP on business support issues related to COVID-19, through partnerships at senior and operational levels. This covers communication to business on all available support, grants, intelligence gathering on impact, identifying support needs and engagement with business to define the offer.
22. OxLEP Business is the key service to help businesses find the support they need. OxLEP Business delivers Signposting to local and national business support services, schemes and events, providing specialist advice and guidance through

programmes such as eScalate and Peer Mentoring. They run events and workshops on a variety of topics. As the growth hub for Oxfordshire, OxLEP's services are free for small businesses (SMEs). Currently, OxLEP Business receives funding through the Department of Business, Energy and Industrial Strategy (BEIS) and we have also secured European Regional Development Fund backing to 2022.

23. Invest in Oxfordshire: As the UK adjusts to a new trading environment the Inward Investment Team has developed an Internationalisation Plan adopted by the OxLEP Board in early 2021 alongside a range of new collateral including 'Invest in Oxfordshire: 'the UK's High Growth Innovation Ecosystem' an international prospectus promoting Oxfordshire's global investment successes and opportunities for investment and Oxfordshire's Response to Covid-19, an updated publication on the science and technology impact from local firms. Other information, including the Living in Oxfordshire, professional advisers, is available on the OxLEP website. Foreign Direct Investment (FDI) targets have been set in the *Oxfordshire Internationalisation Plan to 2025* as follows;

FDI Success targets	2020/21	2021/22	2022/23	2023/24	2024/25
Number of FDI projects	25	30	33	36	41
Value of FDI projects (Investment into Oxfordshire in £'s)	£230m	£270m	£300m	£330m	£370m
Jobs supported (safeguarded or created)	500	550	600	650	700

These targets will be reviewed annually.

24. All targets were exceeded and FDI results continue to be strong and illustrate the strength of offer despite the pandemic and EU Exit. Alongside FDI, we have also seen significant investments into spins outs from the University of Oxford through Oxford Science Enterprises (formerly Oxford Sciences Innovation - OSI) who have international investors as shareholders including Google Ventures, Tencent and Fosun. OSE has built a portfolio of more than 100 companies, worth over \$2 billion creating 1500 new jobs since 2015. Oxford and Oxfordshire has also seen capital and real estate investment from Brookfield Asset Management investing into Oxford Business Park, and Kadans and Singapore's GIC investing into Oxford Science Park.

LEP Review and Governance

25. LEP Review - The terms of reference for the review of the role of LEPs were broad, considering the form, functions and geographies of all LEPs, with the objective of enabling these to be amended to better support Central Government policy objectives. The Government plans has sought the views of businesses, local authorities, LEPs and other stakeholders in deciding what changes to make. The review also considers "funding models" (e.g. Shared Prosperity, Levelling up Funds etc.). The stated aim of the review is to ensure local areas are positioned to 'support productivity and growth' most effectively and to complement Central Government policy in the coming years. Nothing clear was announced in the Autumn Statement so we await further information in the 'Levelling up White Paper' to be published in the autumn. Evolution, rather than a demise is the likely outcome.
26. Governance: All LEPs must adhere to a National Assurance Framework, ensuring robust systems and processes are in place. This ensures they are equipped to

develop their Local Assurance Framework. Oversight and scrutiny of this assurance framework is undertaken by the County Council's Section 151 Officer, whose role it is to sign-off and certify each year. This is assessed by annual performance review with central government.

27. During the pandemic, OxLEP vacated its Oxford base at City of Oxford College, moving to work on a hybrid model, with the aim of providing a level of support that exceeds expectations of the business community. They have established an 'operational support hub' at Harwell Science and Innovation Campus.

Financial implications

28. There are no direct financial implications arising from this report.

Legal issues

29. The Council works in partnership with the Oxfordshire Local Enterprise Partnership (OxLEP). The OxLEP Board is responsible for approving the overall strategy for the LEP and for agreeing overall priorities for investment. OxLEP is entirely independent of the Council and whilst the Leader of the Council is member of its Board any decisions made by its Board do not bind the Council.

Conclusion

30. Oxford City Council has an effective partnership with OxLEP's key staff, teams and Boards. In the last 18 months government has made some notable funds available via Local authorities where in the past they might well have been led by LEPs, such as Coronavirus grants, Levelling Up and Community Renewal Funds. It remains to be seen how the future LEP role will evolve alongside that of local authorities, and managing any change well will be important to our success in strategic economic development in future. The current arrangement is directly supporting local business, shaping policy, and earmarking funds for key initiatives in Oxford, albeit at lower levels due to the Levelling Up agenda. Some of the main highlights and wider statistics on county-wide impact can be found in OxLEP's most recent annual report (linked below), attached as a background paper.

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Links to further information:	
1.	OxLEP Annual Report
2.	Oxfordshire Economic Recovery Plan
3.	OxLEP Local Skills Report and Plan
4.	Oxfordshire Industrial Strategy

5.	Find your Future Video
6.	Your Fabulous Future Video
7.	Find Your Future Expo
8.	Oxfordshire Internationalisation Plan to 2025
9.	Gatsby Benchmarks

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