

# Agenda

## Cabinet

**This meeting is held in person and is NOT streamed live**

This meeting will be held on:

Date: **Wednesday 15 December 2021**

Time: **6.00 pm**

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

**For further information** please contact:

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

☎ 01865 252217

✉ [DemocraticServices@oxford.gov.uk](mailto:DemocraticServices@oxford.gov.uk)

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

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

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

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

*View or subscribe to updates for agendas, reports and minutes at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk).*

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

## **Cabinet Membership**

### **Cabinet Members**

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

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

*Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.*

# Agenda

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

	Pages
1	
<b>Apologies for Absence</b>	
2	
<b>Declarations of Interest</b>	
3	
<b>Addresses and Questions by Members of the Public</b>	
4	
<b>Councillor Addresses on any item for decision on the Cabinet agenda</b>	
5	
<b>Councillor Addresses on Neighbourhood Issues</b>	
6	
<b>Items raised by Cabinet Members</b>	
7	
<b>Scrutiny reports</b>	
<p>Scrutiny Committee meets on 08 December. Any recommendations to Cabinet from that meeting will be published as a supplement.</p>	
8	13 - 68
<b>Budget 2022/23</b>	
<p><b>Lead Member:</b> Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p>	
<p>The Head of Financial Services has submitted a report to propose a Medium Term Financial Strategy and the 2022/23 Budget for consultation.</p>	
<p>Cabinet is recommended to:</p>	
<p>1. <b>Approve</b> the 2022-23 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Strategy as set out in Appendices 1-9, noting :</p>	
<p>a) the Council's General Fund Budget Requirement of £22.333 million for 2022/23 and an increase in the Band D Council Tax of 1.99% or £6.37 per annum representing a Band D Council Tax of £326.54 per annum subject to confirmation of the referendum levels contained in paragraph 10 (d) of the report</p>	

*Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.*

b) the Housing Revenue Account budget for 2022/23 of £47.882 million and an increase of 4.10% (£4.51 per week) in social dwelling rents from 1 April 2022 giving a revised weekly average social rent of £112.00 as set out in Appendix 5

c) the increase in shared ownership rental in accordance with the lease as shown in paragraphs 77 -79 and the discretion used by the Head of Housing in setting the initial rent for the unsold share of 2% and giving delegated approval to the Head of Housing to set this for future shared ownership rents up to 2.75%

d) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.

2. **Agree** the fees and charges shown in Appendix 7;

3. **Delegate** to the Section 151 Officer in consultation with the Board Member for Finance and Assets the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 25 of the report;

4. **Approve** the payment into the County Council Pension Fund of £5 million in 2023-24 as referred to in paragraph 32 of the report;

5. **Recommend** to Council the appropriation of Alice Smith House from the HRA to the General Fund in accordance with paragraph 87 subject to any consents which are required;

6. **Note** the disposal of 4 HRA properties in accordance with paragraph 88 subject to any necessary consents that are required; and

7. **Approve** the increase in the 'multiplier' for the use in Furnished Tenancy charges in accordance with para 84.

## 9 Workplace Equalities and Action Plan

69 - 130

**Lead Member:** Cabinet Member for Customer Focused Services

The Head of Business Improvement has submitted a report to present and seek approval for the publication of the annual Workforce Equality Report 2021, which includes the Gender Pay Gap Report, Ethnicity Pay Gap Report and Disability Pay Gap Report; and to share current progress on the Workforce Equalities Report and Action Plan.

Cabinet is recommended to:

1. **Approve** the contents of the Workforce Equality Report 2021;

*Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.*

2. **Delegate** authority to the Head of Business Improvement to publish the Workforce Equality Report and to make any changes as may be required before publication following Cabinet discussion;

3. **Approve** the contents of the Gender Pay Gap, Ethnicity Pay Gap and Disability Pay Gap reports for this year; and

4. **Delegate** authority to the Head of Business Improvement to publish the Gender Pay Gap table at paragraph 19 before 30 March 2022, the Ethnicity Pay Gap table at paragraph 34 and the Disability Pay Gap table at paragraph 41 on the Council website.

10 **Annual Monitoring Report and Infrastructure Funding Statement**

131 -  
236

**Lead Member:** Cabinet Member for Planning and Housing Delivery (Councillor Alex Hollingsworth)

The Head of Planning Services has submitted a report to approve the Authority Monitoring Report and Infrastructure Funding Statement for publication.

Cabinet is recommended to:

1. **Approve** the Authority Monitoring Report and Infrastructure Funding Statement 2020/21 for publication; and
2. **Authorise** the Head of Planning Services to make any necessary minor corrections not materially affecting the document prior to publication.

11 **Oxford City Council's net zero targets and green gas purchasing**

237 -  
252

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

The Head of Corporate Strategy has submitted a report to seek approval to amend the Council's emissions reduction target for its estate and operations and to establish a Net Zero Transition Fund, reflecting advice from the Council's Scientific Advisor.

Cabinet is recommended to:

1. **Approve** the amendment to Oxford City Council's greenhouse gas emissions reduction target for its estate and operations to focus solely on achieving net zero carbon by 2030, thereby changing the Council's use of terminology to reflect advice from the Council's Scientific Advisor and to align with the emerging definition of net zero;

*Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.*

2. **Approve** the Council's continued commitment to net zero, with the same planned absolute reduction in carbon emissions by 2030;
3. **Approve** the diversion of funds already allocated in the 2021/22 and 2022/23 budgets for green gas purchase and offsetting to be used instead to create a 'Net Zero Transition Fund', which will direct resources towards additional emissions reduction actions;
4. **Note** that these amendments will be incorporated into the Council's 4th Carbon Management Plan to reflect new best practice and advice from the Council's Scientific Advisor and help to settle the evolving consensus on the emerging definition of net zero; and
5. **Note** the Council's commitment in the Carbon Management Plan to develop a greater understanding of ways to reduce Scope 3 emissions and develop a Scope 3 emissions reduction plan. This work will commence in 2022/23.

## 12 Strategic Grants Review

253 -  
314

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

The Head of Community Services has submitted a report which lays out the findings, recommendations and implementation plan following the Grants Strategic Review. The report reflects what has been learnt during the Review and proposes changes to ensure the grants remain fit for purpose, with particular reference to processes, equalities and equity, partnerships, transparency and leveraging in external funding for Oxford.

Cabinet is recommended to:

1. **Endorse** the recommendations and approach to implementation contained in the Communities Grants Strategic Review;
2. **Recommend** the Council to approve the establishment of a Community Impact Fund totalling £572,000;
3. **Recommend** the Council establishes a commissioning fund totalling £501,000 for domestic abuse, and advice services;
4. **Recommend** that the Council continues to use the £442,000 homelessness monies alongside the Government grant (section 22);
5. **Recommend** the Council agrees the savings shown in table one;
6. **Agree** the criteria and weightings (shown in table three) for assessment of Applications;

*Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.*

7. **Agree** that there should be an annual report to the Cabinet to confirm the criteria and weighting for assessing the following year's grants to ensure the programme remains fully transparent, inclusive and aligned with the Council's strategic priorities. This report will also update on the impact of the previous year's grants and commissioning programme; and
8. **Agree** that officers should engage directly with the groups impacted and people who responded to the consultation to explain the changes before they are implemented.

### 13 **Asset Management Plan**

315 -  
394

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

The Head of Corporate Property has submitted report to Approve the Draft Asset Management Strategy 2021 - 2031 which will provide an ongoing framework for the management of the Council's property assets prior to public consultation.

Cabinet is recommended to:

1. **Approve** the Draft Asset Management Strategy 2021- 2031 for public consultation.

### 14 **Integrated Performance Report for Q2**

395 -  
410

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

The Head of Financial Services and Head of Business Improvement have submitted a report to update the Cabinet on Finance, Risk and Corporate Performance matters as at 30<sup>th</sup> June 2021.

Cabinet is recommended to:

1. **Note** the projected financial outturn as well as the current position on risk and performance as at 30 Sept 2021; and
2. **Recommend** to Council the addition of £2 million into the Homelessness budget, which will be fully funded by grant, as per paras 9 and 10.

*Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.*

15 **Treasury Management Mid-Year Report**

411 -  
428

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

The Head of Financial Services has submitted a report on the performance of the Treasury Management function for the 6 months to 30 September 2021.

Cabinet is recommended to:

1. **Note** the performance of the Treasury Management function for the six months to 30<sup>th</sup> September 2021.

16 **County-Wide Homelessness Budget and Contract**

429 -  
434

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

The Executive Director of Communities and People has submitted a report to seek approval from Cabinet to amend the financial and contractual commitment by Oxford City Council to the county-wide pooled budget arrangement, relating to the provision of homelessness services.

Cabinet is recommended to:

1. **Amend and approve** Oxford City Council's commitment to the pooled budget arrangement and linked contract from 5 years plus 2 years to five years plus three years.

*Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.*

17 **Minutes**

435 -  
444

**Recommendation:** That Cabinet resolves to **approve** the minutes of the meeting held on 10 November as a true and accurate record.

18 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

26 January 2022

9 February 2022

16 March 2022

13 April 2022

26 May 2022

All meetings start at 6.00

*Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.*

*Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX*

## **Information for those attending**

### **Recording and reporting on meetings held in public**

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

The Council asks those recording the meeting:

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

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

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

### **Councillors declaring interests**

#### **General duty**

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

#### **What is a disclosable pecuniary interest?**

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

#### **Declaring an interest**

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

#### **Members' Code of Conduct and public perception**

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

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

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

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

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

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

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

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

### **Councillors speaking at meetings**

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

### **Councillors speaking on Neighbourhood issues (10 minutes in total)**

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

### **Items raised by Cabinet members**

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