

# Agenda

## Cabinet

This meeting will be held on:

Date: **Wednesday 16 March 2022**

Time: **6.00 pm**

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

**For further information** please contact:

Emma Lund, Committee and Member Services Officer

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✉ DemocraticServices@oxford.gov.uk

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

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

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

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

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

## **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 Walcott	Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless
Councillor Mary Clarkson	Cabinet Member for Culture, Leisure and Tourism
Councillor Alex Hollingsworth	Cabinet Member for Planning and Housing Delivery
Councillor Mike Rowley	Cabinet Member for Citizen Focused Services
Councillor Louise Upton	Cabinet Member for a Safer, Healthier Oxford

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

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# Agenda

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

	Pages
<b>1 Apologies for Absence</b>	
<b>2 Declarations of Interest</b>	
<b>3 Addresses and Questions by Members of the Public</b>	
<b>4 Councillor Addresses on any item for decision on the Cabinet agenda</b>	
<b>5 Councillor Addresses on Neighbourhood Issues</b>	
<b>6 Items raised by Cabinet Members</b>	
<b>7 Scrutiny reports</b>	
<p>Scrutiny Committee met on 2 and 7 March 2022. Any recommendations to Cabinet from that meeting will be published as a supplement.</p> <p>The following items are expected to be included:</p> <ul style="list-style-type: none"><li>• Procurement Update</li><li>• Oxfordshire 2050</li><li>• Housing Assistance and Disabled Adaptations Policy</li><li>• Allocation of Preventing Homelessness Grant 2022/23</li><li>• Equality, Diversity &amp; Inclusion Strategy</li><li>• Oxford City Council Corporate Business Plan 2022</li><li>• Oxfordshire Recovery and Renewal Framework</li><li>• Climate Emergency Review Group</li></ul>	
<b>8 Allocation of Preventing Homelessness Funds 2022/23</b>	11 - 32
<p><b>Lead Member:</b> Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless (Councillor Diko Walcott)</p> <p>The Executive Director (Communities and People) has submitted a report to approve the Homelessness Prevention grant allocations for 2022/23.</p>	

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Cabinet is recommended to:

1. **Approve** the allocation of Homelessness Prevention funds to commission homelessness services in 2022/23 as outlined in paragraphs 27 to 28 and in Appendix 2 of the report;
2. **Delegate** to the Executive Director for Communities and People in consultation with the Portfolio Holder for Affordable Housing, Housing Security and Housing the Homeless the discretion to revise the intended programme within the overall budget if required; and
3. **Delegate** authority to the Executive Director for Communities and People to grant of a 10 year lease on Floyds Row to St Mungo's with a 5 year rent review, and to note that the Council will provide grant funding to St Mungo's if there are any costs arising having taken into account income collected.

## 9 **Oxford City Council Corporate Business Plan 2022/23**

33 - 114

**Lead Member:** Leader - Economic Development and Partnerships

The Head of Corporate Strategy has submitted a report to approve Oxford City Council's Corporate Business Plan priorities for 2022/23.

Cabinet is recommended to:

1. **Agree** the draft Oxford City Council Corporate Business Plan priorities 2022/23, which set out the Council's priority work for the next financial year;
2. **Delegate** authority to the Head of Corporate Strategy in consultation with the Council Leader to make further minor amendments to the draft Business Plan priorities before implementation;
3. **Note** the progress made in delivery against the actions set out in the current year's Corporate Business Plan 2021/22.

## 10 **Equality, Diversity and Inclusion Strategy**

115 -  
148

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

The Head of Community Services has submitted a report to demonstrate how Oxford City Council will continue to meet the public sector Equality Duty to eliminate discrimination, advance equality of opportunity and foster good relations between Oxford's citizens.

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Cabinet is recommended to:

1. **Endorse** the Equality, Diversity and Inclusion Strategy; and
2. **Review** the activities in the strategy when new insights or data (such as the census) become available, to ensure work remains evidence led.

11 **Update of Housing Assistance and Disabled Adaptations Policy**

149 -  
212

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

The Head of Regulatory Services and Community Safety has submitted a report to present an updated Housing Assistance and Disabled Adaptations Policy.

Cabinet is recommended to:

1. **Approve** the proposed Housing Assistance and Disabled Adaptations Policy attached at Appendix 2.

12 **Covid-19: Oxfordshire System Recovery and Renewal Framework**

213 -  
238

**Lead Member:** Leader - Inclusive Growth, Economic Recovery, and Partnerships (Councillor Susan Brown)

The Head of Corporate Strategy has submitted a report to consider adoption of a countywide and system wide strategy for recovery and renewal in Oxfordshire following the COVID pandemic.

Cabinet is recommended to:

1. **Adopt** the Oxfordshire System Recovery and Renewal Framework, as set out in Appendix 1, as the key partnership document guiding joint programme planning beyond the COVID-19 Pandemic period; and
2. **Delegate** final revisions to the Chief Executive, in consultation with the Leader of the Council, as partnership organisations complete their engagement and decision-making processes.

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13	<b>Oxfordshire Plan 2050: Statement of Community Involvement</b>	239 - 256
	<b>Lead Member:</b> Leader - Inclusive Growth, Economic Recovery, and Partnerships (Councillor Susan Brown)	
	The Executive Director (Development) has submitted a report to provide an update on Oxfordshire Plan Statement of Community Involvement in response to the recent lifting of coronavirus restrictions.	
	Cabinet is recommended to:	
	1. <b>Adopt</b> the revised Statement of Community Involvement.	
14	<b>Integrated Performance Report for Q3</b>	257 - 284
	<b>Lead Member:</b> Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)	
	The Head of Financial Services and the Head of Business Improvement have submitted a report to update the Cabinet on Finance, Risk and Corporate Performance matters as at 31 December 2021.	
	Cabinet is recommended to:	
	1. <b>Note</b> the projected financial outturn as well as the position on risk and performance as at 31 December 2021;	
	2. <b>Recommend</b> to Council the addition of £0.110 million into the Capital Programme for the purchase of Hybrid AV meeting equipment, as set out at paragraph 13 of the report.	
15	<b>Oxpens River Bridge Design</b>	285 - 294
	<b>Lead Member:</b> Cabinet Member for Planning and Housing Delivery (Councillor Alex Hollingsworth)	
	The Executive Director (Development) has submitted a report to seek agreement to draw down an additional £150,000 from the existing £5.9m Growth Deal funding allocation held by the City Council to design and deliver the Oxpens River Bridge. This is subject to further agreement with the County Council and would be in addition to the £300,000 previously approved by Cabinet for design work for the bridge. This will allow the completion of design work to RIBA stage 4 by the end of June 2022.	

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Cabinet is recommended to:

1. **Approve**, subject to agreement with Oxfordshire County Council and Future Oxfordshire Partnership [formerly Oxfordshire Growth Board], an amended funding agreement to allow additional design fees to be drawn down from the funding allocation and delegate to the Executive Director Development in consultation with the Cabinet Member for Planning and Housing Delivery, the Head of Law and Governance, and the Head of Financial Services, the detailed wording of an amended agreement to address the funding and programme issues;
2. **Approve** the spend of an additional £150,000 from the bridge Growth Deal funds to complete design work to RIBA stage 4, subject to agreeing the amended funding agreement with Oxfordshire County Council; and
3. **Delegate** to the Executive Director Development, in consultation with the Cabinet Member for Planning and Housing Delivery, the decision on the preferred option for the bridge for consultation, and then the submission of a planning application if deemed appropriate.

## 16 Transgender Flag Flying

295 -  
300

**Lead Member:** Leader - Inclusive Growth, Economic Recovery, and Partnerships (Councillor Susan Brown)

The Head of Law and Governance has submitted a report to seek Cabinet approval to fly the Transgender flag annually on 31 March for International Trans Day of Visibility, following the motion passed by Council on 29 November 2021 titled 'Becoming a trans inclusive Council'.

Cabinet is recommended to:

1. **Authorise** the flying of the Transgender flag annually on 31 March for International Trans Day of Visibility.

## 17 Minutes

301 -  
308

**Recommendation:** That Cabinet resolves to **approve** the minutes of the meeting held on 9 February 2022 as a true and accurate record.

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**18 Decision taken under Part 9.3(b) of the Constitution**

309 -  
312

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

**19 Dates of Future Meetings**

Meetings are scheduled for the following dates:

13 April 2022

15 June 2022

13 July 2022

10 August 2022

14 September 2022

All meetings start at 6.00

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*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.