

# Agenda

## Cabinet

This meeting will be held on:

Date: **Wednesday 13 April 2022**

Time: **6.00 pm**

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

**For further information** please contact:

Emma Lund, Committee and Member Services Officer, Committee Services Officer

☎ 01865 252367

✉ 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

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

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

	<b>Pages</b>
<b>1 Apologies for Absence</b>	
An apology for absence has been received from Councillor Ed Turner, Deputy Leader (Statutory) – Finance and Asset Management.	
<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>	
Scrutiny Committee met on 5 April 2022. The following reports are expected and will be published as a supplement, together with any other recommendations to Cabinet from that meeting:	
<ul style="list-style-type: none"><li>• Procurement Update</li><li>• Oxfordshire 2050 Plan</li><li>• Tenant Involvement and Empowerment</li></ul>	
<b>8 Affordable Housing Delivery Programme</b>	11 - 18
<b>Lead Member:</b> Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless (Councillor Diko Walcott), Cabinet Member for Planning and Housing Delivery (Councillor Alex Hollingsworth)	

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The Head of Housing Services has submitted a report to seek further project approvals and delegations to enable the continued delivery of more affordable housing.

Cabinet is recommended to:

1. **Note** the 64 affordable homes that have already been acquired from OCHL as per Table 1, and the 111 affordable dwellings that are currently in delivery as listed in Table 2, in accordance with the previous Cabinet approvals in February 2017 and May 2019.
2. **Give project approval** for the continued acquisition of affordable dwellings developed by OCHL for which budgetary provision has been made in the Council's Housing Revenue Account in respect of:
  - a) The 6 affordable dwellings listed in rows 6 to 10 in Table 3, and
  - b) The development of 80 affordable homes at Almonds Farm, Mill Lane, Marston as laid out in paragraphs 6 to 10.
3. **Delegate authority** to the Executive Director for Development, in consultation with the Executive Director for Communities and People; the Cabinet Member for Planning and Housing Delivery; the Head of Financial Services/ Section 151 Officer; and the Head of Law and Governance, to approve and facilitate the sale of the council owned site, to facilitate the OCHL development and the subsequent acquisition of affordable dwellings by the HRA, within this project approval for Mill Lane, Marston.
4. **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/ Section 151 Officer; and the Head of Law and Governance, to enter into agreements and facilitate the agreed purchase by the HRA of all the affordable housing units from OCHL within this project approval, for Mill Lane, Marston (as recommended at 2b above) and the extensions (as recommended at 2a above).
5. **Give project approval** to the proposals, to accept and distribute grant; enter into funding agreements; and any other necessary agreements or contracts, as set out in paragraphs 11 to 13 of this report for Gibbs Crescent, for the purpose of delivering more affordable housing in Oxford, through the Oxfordshire Housing and Growth Deal programme.
6. **Delegate authority** to the Executive Director for Development, in consultation with the Cabinet Member for Planning and Housing Delivery; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into funding and other

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necessary agreements for the purpose of delivery affordable housing through the Oxfordshire Housing and Growth Deal programme, within identified budgets, for the Gibbs Crescent scheme listed in this report.

7. **Recommend to Council** that it approves a revision to the general fund capital budget of £2,150,000 to fund the grant payable for the additional 43 affordable homes on the Gibbs Crescent scheme, all of which will be funded by capital grant income from Oxfordshire Housing and Growth Deal (OGD). This to be profiled as £1,935,000 (90%) in 2022/23 for the initial grant payment, and the balance of £215,000 in 2024/25.
8. **Give project approval** to the proposals to enter into funding agreements, and any other necessary agreements or contracts, with Homes England to receive grant under the Affordable Housing Programme (AHP) for the purpose of delivering more affordable housing in Oxford, as set out in paragraphs 14 and 15 of the report.
9. **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/Section 151 Officer; and the Council's Monitoring Officer, to enter into funding and other necessary agreements for the purpose of delivery of affordable housing with Homes England, in accordance with recommendation 8 above.
10. **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/ Section 151 Officer; and the Head of Law and Governance, to enter into agreement and facilitate the agreed purchase by the HRA of the affordable housing units, from OCHL, referenced at paragraphs 16 to 20 of this report, at a cost that exceeds the usual financial parameters for the HRA in respect of the 5 properties listed in Table 3, within further information provided in the confidential Appendix 2, to ensure units remain at Social Rent, within overall budget envelopes for affordable housing buy-backs.

9 **Award of a Works Contract for Concrete and Guard Rail Repairs to Balcony Walkways and Access Stairs to Five Apartment Blocks at Blackbird Leys**

19 - 24

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

The Executive Director (Communities and People) has submitted a

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report to seek Cabinet approval for concrete and guard rail repairs to balcony walkways and access stairs at five apartment blocks at Blackbird Leys; and delegation to authorise, sign and award a works contract.

Cabinet is recommended to:

1. **Approve** the award of a contract for concrete and guard rail repairs to balcony walkways and access stairs to 5 apartment blocks at Blackbird Leys; and
2. **Delegate authority** to the Executive Director of Communities and People to award the concrete repairs contract to suppliers following completion of the procurement competitive closed compliant tender process described in the report.

## 10 **Authority to Tender Contract for Insurance Services**

25 - 32

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

The Head of Financial Services has submitted a report to seek approval to invite tenders in respect of the proposed Insurance Services contracts to start on 1 January 2023, as required by the Council's Contract Rules, and delegated authority for the Head of Financial Services in consultation with the Head of Law and Governance to award a contract(s) following a compliant procurement exercise.

Cabinet is recommended to:

1. **Approve** commencement of a procurement project to renew the insurance contract for the Council and its companies; and
2. **Delegate** authority to the Head of Financial Services in consultation with the Head of Law and Governance to award a contract for the provision of insurance services to Oxford City Council and group companies from 1st January 2023 for a period of 3 years with an option to extend for up to 2 years (1+1), following a compliant procurement exercise.

## 11 **Minutes**

33 - 46

**Recommendation:** That Cabinet resolves to **approve** the minutes of the meeting held on 16 March 2022 as a true and accurate record.

## 12 **Dates of Future Meetings**

*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.*

Meetings are scheduled for the following dates:

15 June 2022  
13 July 2022  
10 August 2022  
14 September 2022  
19 October 2022  
16 November 2022  
14 December 2022

All meetings start at 6.00pm.

### **Matters Exempt from Publication**

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

Cabinet may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **Part Two – matters exempt from publication**

- |    |   |         |
|----|---|---------|
| 13 | <b>Affordable Housing Delivery Programme - Confidential Appendices 1 and 2</b>  | 47 - 52 |
| 14 | <b>Award of a Works Contract for Concrete and Guard Rail Repairs to Balcony Walkways and Access Stairs to Five Apartment Blocks at Blackbird Leys - Confidential Appendix 2</b> | 53 - 54 |

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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.