

Agenda

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Scrutiny Committee

New Meeting

This meeting will be held on:

Date: **Wednesday 14 July 2021**

Time: **6.00 pm**

Place: **Main Hall - Town Hall**

For further information please contact:

John Mitchell, Committee Services Officer, Committee Services Officer

☎ 01865 252217

✉ DemocraticServices@oxford.gov.uk

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

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

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Please contact the Committee Services Officer to register to speak; 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

Committee Membership

Councillor Elizabeth Wade (Chair)

Councillor Nigel Chapman (Vice-Chair)

Councillor Tiago Corais

Councillor Dr Hosnieh Djafari-Marbini

Councillor Paula Dunne

Councillor James Fry

Councillor Linda Smith

Councillor Dr Christopher Snowton

Councillor Imogen Thomas

Councillor Marie Tidball

Councillor Naomi Waite

Councillor Dick Wolff

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

Agenda

	Pages
1 Apologies for absence	
2 Declarations of interest	
3 Chair's Announcements	
4 Minutes	9 - 14
<p>Recommendation: That the minutes of the meeting held on 08 June 2021 be APPROVED as a true and accurate record.</p>	
5 Work Plan, Forward Plan	15 - 26
<p>The work plan is driven to a very large extent by the Cabinet Forward Plan a summary of which is attached. The Scrutiny Committee agrees its priorities for items coming onto the Forward Plan, which then form part of its work plan.</p> <p>The Committee is recommended to:</p> <ol style="list-style-type: none">Confirm its agreement to the current priorities.	
6 Oxfordshire Plan 2050 Regulation 18 (Part 2) consultation document	
<p>Cabinet, at its meeting on 21 July, will consider a report on the Oxfordshire Plan 2050 Regulation 18 (Part 2) consultation document. The Committee is asked to consider the report and agree any recommendations thereon.</p> <p>Councillor Alex Hollingsworth, Cabinet Member for Planning & Housing Delivery; Adrian Arnold, Head of Planning Services; and Rachel Williams, Planning Policy & Place Manager, have been invited to attend for this item.</p> <p>Please note that this report and its associated documentation are being published as two separate supplements. The first will comprise the report and its principal appendices, the second will include supporting documentation.</p>	

7	Oxfordshire Electric Vehicle Strategy	27 - 42
	<p>Cabinet, at its meeting on 21 July, will consider a report on the Oxfordshire Electric Vehicle Strategy. The Committee is asked to consider the report and agree any recommendations thereon.</p> <p>Councillor Tom Hayes, Cabinet Member for Green Transport and Zero Carbon Oxford; and Mish Tullar, Head of Corporate Strategy have been invited to attend for this item.</p>	
8	Scrutiny of Council Companies	43 - 48
	<p>The Committee is recommended to:</p> <ol style="list-style-type: none"> Note the revised executive arrangements for the governance of the Council's companies and joint ventures; Note that proposed changes to the Constitution will be presented to the 26 July Council meeting following consultation with political groups; Agree how Scrutiny will engage with the shareholder function under these revised arrangements, with reference to paragraphs 16-19; and Agree to amend the Scrutiny Operating Principles to remove the rule that Standing Panel and Review Group Chairs must be members of the Scrutiny Committee and instead state that Standing Panel and Review Group Chairs will be accountable to the Scrutiny Committee. 	
9	Operating Principles	49 - 52
	<p>The Committee is recommended to:</p> <ol style="list-style-type: none"> Agree the Committee Operating Principles, which have been amended to take account of comments made at the previous meeting (amendments in green). 	
10	Topics for Scrutiny Commissioned Reports	
	<p>The Committee is recommended to:</p> <ol style="list-style-type: none"> Comment on and agree topics for Scrutiny commissioned reports on the basis of the suggestions previously provided by the Committee; and Note the feedback from the monitoring officer regarding the request to make pre-report suggestions on the EV Strategy report and others 	
	<p>Please note, this report will be published as a supplement</p>	

11 Report back on recommendations

53 - 54

Cabinet on 16 June considered Scrutiny recommendations in relation to Safeguarding and the Countywide Transformation of Homelessness & Rough Sleeping. The Cabinet responses to those recommendations are attached.

12 Dates of future meetings

Meetings are scheduled as followed:

Scrutiny Committee

03 August 2021

08 September 2021

05 October 2021

02 November 2021

06 December 2021

All meetings start at 6.00 pm.

Standing Panels

Housing & Homelessness: 04 August, 06 October; 04 November

Finance & Performance: 08 July; 02 August; 06 September; 08 December

Companies: 20 July; 24 November; 13 December (NB, these dates are subject to the Committee's decisions in agenda item 8)

13 Matters Exempt from Publication

If the Committee 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 the Committee 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.

The Committee 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

14 Confidential Minutes

55 - 58

Recommendation: That the confidential minutes of the meeting held on 08 June 2021 be APPROVED as a true and accurate record.

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.

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Minutes of a meeting of the Scrutiny Committee on Tuesday 8 June 2021

Committee members present:

Councillor Bely-Summers (for Councillor Dunne)

Councillor Corais

Councillor Fry

Councillor Snowton

Councillor Tidball

Councillor Waite

Councillor Chapman

Councillor Djafari-Marbini

Councillor Linda Smith

Councillor Thomas

Councillor Wade

Councillor Wolff

Officers present for all or part of the meeting:

Emma Griffiths, Lawyer

Daniella Granito, Policy and Partnerships Manager; Safeguarding co-ordinator

Laura Jones, Safeguarding Coordinator

Nerys Parry, Housing Strategy & Needs Manager

Emma Gubbins

Elaine Philip, Markets Manager

Tom Hudson, Scrutiny Officer

John Mitchell, Committee and Member Services Officer

Also present:

Councillor Louise Upton, Cabinet Member for a Safer, Healthier Oxford, Cabinet Member for a Safer, Healthier Oxford

Apologies:

Councillors Dunne sent apologies.

1. Election of Chair for the Council Year 2021-22

The Committee resolved to elect Cllr Wade as Chair for the Council year 2021/22.

2. Election of Vice Chair for the Council Year 2021-22

The Committee resolved to elect Cllr Chapman as Vice-Chair for the Council Year 2021/22.

3. Declarations of interest

None.

4. Chair's Announcements

The Chair welcomed Members to the first meeting of the Committee in the new Council year. With its mix of experienced and new Members it would be a powerful Committee which would be well placed to make strong representations.

5. Minutes

The Committee resolved to APPROVE the minutes of the meeting held on 02 March 2021 as a true and accurate record.

6. Work Plan & Forward Plan

The Committee agreed to note the Forward Plan, leaving discussion of the Work Plan to the following item.

7. Scrutiny Operating Principles & Standing Panel Arrangements

The Chair noted that it was proposed to adopt the operating principles which had been used previously and as set out in Appendix One of the report.

The Scrutiny Officer explained that the number of review groups and standing panels was necessarily constrained. The proposal before the Committee for the three standing panels and two review groups could be amended but only if an increase in one was compensated for by a reduction in the other.

In relation to the proposed co-option of a tenant to the Housing & Homelessness Panel, it was suggested that there would be merit in a more flexible arrangement for the engagement of the homeless community. It was emphasised that this was not a reflection on the individual proposed but simply a wish to ensure that the Panel benefitted from a wider range of views from that community. The Committee agreed to defer this decision to the Housing and Homelessness Panel.

The wording of recommendation 3e was in need of clarification. The Scrutiny Officer noted that this wording was drawn from the Constitution and this would be addressed by an amendment to it in due course.

It was noted that the Budget Review Group's work was particularly intense and demanding and that the previous practice of having a membership of 4 rather than the 6 (as proposed for the Panels) was likely to be preferable. The Scrutiny Officer said a decision about the arrangements for that group, which was separate from the Finance and Performance Panel, would not have to be made until the Autumn.

In relation to scrutiny of the Council's companies, new overall governance arrangements for the companies were being developed. In the absence of those details it was agreed that the Committee should proceed with the establishment of its Companies Scrutiny Panel in the usual way. The Scrutiny Officer agreed to bring the matter of the new governance arrangements to the July meeting to give the Committee an opportunity to comment on them if it wished to do so.

The Scrutiny Officer alerted the Committee to two proposed/likely changes to the schedule of meetings: Companies Panel on 21 June was unlikely to go ahead on that day. The Housing & Homelessness Panel on 05 July conflicted with an all Member event and he would liaise with the Chair of that Panel to find an alternative date.

The Committee agreed to appoint the following as Chairs to the three Panels

- Housing & Homelessness: Cllr Smith
- Finance & Performance: Cllr Fry
- Companies Scrutiny: Cllr Chapman

The Scrutiny Officer set out the proposal for a more flexible approach to the Committee's Work Plan which would enable a more responsive approach to variations in the Cabinet Forward Plan. At the heart of the proposal was the prioritisation of anticipated Cabinet reports for Scrutiny consideration.

It was agreed that that the opportunity to contribute the Committee's views prior to completion of Cabinet reports (as well as after) would sometimes be valuable. The report going to Cabinet in July on the Electric Vehicle (EV) Strategy was given as an example and the desirability of ensuring that full account was taken of the need of that strategy to embrace the needs of disabled users and lower income families who would have less easy access to charging points outside their homes. The Scrutiny Officer agreed that the Committee could, with reference to the Forward Plan, make such *informal* contributions to future Cabinet reports if it wished. The Committee agreed that the Scrutiny Officer should pass on the comments raised in relation to the EV strategy.

The Committee noted the importance of taking proper account of equality and diversity in the Council's work and that this should be reflected in the Committee's work programme in a suitable way. The Scrutiny Officer agreed to follow up the suggestion with Cllr Tidball with a view to bringing a proposal to the following meeting.

In response to the recommendations given in the covering report, the Committee resolved to:

1. **Agree** the proposed Committee Operating Principles as set out in Appendix 1 but for an amended version to be brought back before the Committee for agreement to elucidate the Committee's commitment to scrutinising diversity issues at the next meeting
2. **Agree** to establish the following standing panels for the 2021/22 municipal year with the following remits and timeframes:
 - i) Finance and Performance Panel – finance and budgetary issues and decisions, annual review of the Council's budget, quarterly monitoring of finance and performance);
 - ii) Housing and Homelessness Panel – strategic housing and landlord issues and decisions, homelessness, housing services performance;
 - iii) Companies Scrutiny Panel - executive decisions made in relation to any companies wholly or partly owned by the Council but subject the Committee considering a report on any future governance changes of the Companies and possible impacts on Scrutiny.
3. **Agree** the schedule of meetings as presented within the report noting the cancellation of the Housing and Homelessness Panel on 05 July and the likely rescheduling of the June Companies Scrutiny Panel.

Agree the allocation of seats on standing panels to political groups for 2021/22 (Finance and Performance Panel: 6, Companies Scrutiny Panel: 6, Housing and Homelessness Panel: 6,

4. **Agree** the appointment of Chairs of the Finance and Performance, Housing and Homelessness, and Companies Scrutiny Panels as indicated above.
5. **Agree** i) the new means of managing the Scrutiny function's work plan as in Appendices 2a and 2b, ii) the preliminary work plan covering the period to August 2021 as detailed in Appendix 3 and iii) that Committee members will send ideas for topics for Scrutiny-commissioned reports to the Scrutiny Officer by e mail for consideration at the Committee's 14 July meeting.

8. Oxford City Council Safeguarding Report 2019/20

Councillor Louise Upton, Cabinet Member for a Safer Healthy Oxford, introduced the report. As a Council which, through its many and various ways of working, comes into contact with a significant number of vulnerable people, it has a statutory duty to keep them as safe as possible. In order to do that, its safeguarding processes are reviewed annually and that audit is made public. All Councillors will have the opportunity to undertake safeguarding training which makes clear the responsibility of everyone to be an active participant in safeguarding our community and which draws attention to the "My Concern" reporting mechanism. The latest audit draws attention to the particular safeguarding issues and challenges resulting from the pandemic. Safeguarding was a matter in which the Council worked in close partnership with other agencies, notably the County Council, the Police and Health Service, all of which are represented on the Oxfordshire Safeguarding Children Board (OSCB) and the Oxfordshire Safeguarding Adults Board (OSAB). The safeguarding duty should extend beyond just ensuring the basic welfare of our citizens and from beyond their surviving to their thriving.

Dani Granito, Policy & Partnerships Team Manager, noted that overall responsibility for safeguarding in OCC now lay with the Head of Corporate Strategy. The report drew attention to the safeguarding work delivered via the locality hubs during the pandemic. This included, for example, the provision of 210 laptops to pupils who could not otherwise access remote learning. A continuing national and local concern was that of neglect; the majority of local children on a child protection plan were experiencing neglect in some form. A considerable effort (via external peer review among other things) was being made to see how best to support those young people and prevent them experiencing neglect. All members of the partnership were now required to produce a Neglect Action Plan and a three monthly account of progress with it.

The OSCB and OSAB required the Council to conduct an annual safeguarding assessment. It was pleasing to note that the most recent assessment had, for the 4th consecutive year, concluded that the Council demonstrated best practice in all 5 subject areas.

The requirement to report "any suspected victims of exploitation (slavery or human trafficking) to the Secretary of State" was of concern to the Committee which sought reassurance that it would not be subverted and used as a means of enforcing immigration controls. Officers emphasised that this reporting requirement fulfilled a statutory obligation and was seen a positive measure, providing a pathway to support. Nonetheless the Committee repeated its wish for the assurance mentioned above.

Officers confirmed that the many voluntary organisations providing support via the locality hubs were subject to the same safeguarding controls, awareness and training as Council employees.

Background was given to the Serious Case Review mentioned in the report and the key findings which had emerged from it.

The report celebrated some examples of positive safeguarding outcomes in numerical form. The Committee suggested that those data would be more meaningful if presented in context and alongside data giving the number of occasions when those outcomes were not positive.

The following recommendations were **AGREED**:

- 1) That the Council ensures that the information it shares with the Secretary of State in relation to slavery and human trafficking is consistent with the City's status as a City of Sanctuary and is not used for immigration enforcement.
- 2) That the Council amends for its publicly available version of the Annual Safeguarding Report the section on outcomes for those who use statutory services to provide the contextual data needed to judge the effectiveness of these service interventions rather than the quantity of positive outcomes.

9. Report back on recommendations

The Scrutiny Officer drew attention to most recent Cabinet responses to previous Scrutiny recommendations.

10. Dates of future meetings

Meetings are scheduled as followed:

Scrutiny Committee

14 July 2021

03 August 2021

08 September 2021

05 October 2021

02 November 2021

06 December 2021

All meetings start at 6.00 pm.

Standing Panels

Housing & Homelessness: 05 July*; 06 October; 04 November

Finance & Performance: 08 July; 02 August; 06 September; 08 December

Companies: 21 June*; 20 September; 14 December

*Please note these dates will change.

11. Matters Exempt From Publication

The Committee passed a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 to exclude the press and the public from the meeting for the following two items on the grounds that their presence could involve the disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

12. County-Wide Transformation of Rough Sleeping

This item was discussed in confidential session.

13. Covered Market Leasing Strategy

This item was discussed in confidential session.

The meeting started at 6.00 pm and ended at 9.20 pm

Chair Date: Wednesday 14 July 2021

Forward Plan

July 2021 to May 2022

Published on 06/07/21

Summary

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Cabinet 21 July 2021

ITEM 20: ID: I027011	Integrated Performance Report for Q4
A report to Members on Finance, Risk & Performance as at the end of the financial year.	

ITEM 21: ID: I027010	Appointments to outside bodies
To agree appointments to charities, trusts, community associations and other organisations for the 2021/22 Council Year.	

ID: I027017 ITEM 1:	Oxfordshire Electric Vehicle Strategy

ITEM 23: ID: I027278	Oxfordshire Plan 2050 Regulation 18 (Part 2) consultation document
To approve the Oxfordshire Plan 2050 Regulation 18 (Part 2) consultation document for public consultation.	

Cabinet 11 August 2021

No reports are scheduled for August Cabinet as at 06 July 2021.

Cabinet 15 September 2021

ITEM 28: ID: I026910	Urban Forest Strategy
The trees and vegetation that make up the urban forest provide a range of benefits such as habitat for biodiversity, carbon storage and flood protection. This strategy is for the whole city, not just City Council land and seeks to protect what we have, increase what we have, and engage communities and stakeholders in the process. The strategy has a target to increase the overall canopy cover for Oxford using the “right tree, right place” principle. The strategy highlights specific areas where there is particularly low canopy cover or where benefits can be maximised.	
ITEM 29: ID: I026292	Asset Management Strategy
The Asset Management Plan - strategy for the property portfolio for OCC	
ITEM 30: ID: I027110	Determination of Shared Ownership Rent Levels
To determine future Shared Ownership rent levels.	
ITEM 31: ID: I027012	Integrated Performance Report for Q1
A report to Members on Finance, Risk & Performance as at 30 June 2021.	
ITEM 32: ID: I027031	Council Tax Reduction Scheme for 2022/23
A report to seek approval for proposals to consult on the Council’s Tax Reduction Scheme for 2022/23.	
ITEM 33: ID: I027034	Discretionary Housing Payment Policy
To review the operation of the Discretionary Housing Payment policy, and to amend the policy, if required.	

ITEM 34: ID: I027033	A report to set out the Council's Treasury Management activity and performance for the financial year 2020/2021
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ITEM 35: ID: I027568	Development of land at South Oxford Science Village (Land South of Grenoble Road)
Report on the progress towards the delivery of land that is part of the South Oxford Science Village (land South of Grenoble Road) and options for the delivery of development at the site.	

Cabinet 13 October 2021

ITEM 37: ID: I027100	Food Strategy
<p>Development of a Countywide Food strategy, working with key partners such as Good Food Oxford, Oxfordshire County Council, Oxfordshire District Council and the Community Food system within the City.</p> <p>That addresses the causes of food poverty as part of our wider anti-poverty work. This should include the following:</p> <p>Taking into account:</p> <ul style="list-style-type: none"> o The National Food Strategy; o The considerable work undertaken by this Council to address inequality and to tackle food poverty during the pandemic; o Being a signatory to the Oxford Good Food Charter; o The excellent work of Oxford's voluntary sector to tackle food poverty; o Recommendations on achieving a self-sustaining community food system and Council's role in supporting this. <ul style="list-style-type: none"> • Bringing together the views and knowledge of our food network partners to better understand the current root causes of food poverty, and a shared action plan to implement meaningful solutions. • Tackling child food poverty by campaigning to address holiday hunger, increasing take up of free school meals and access to food larders for families with children. • Continuing to use relationships with supermarkets to divert surplus food to those in need and minimise waste to help eliminate Oxford's contribution to climate change by 2040 or sooner, in line with the Zero Carbon Oxford Charter and recommendations of the Citizens' Assembly on Climate Change. 	

Cabinet 10 November 2021

ITEM 38: ID: I027035	Workplace Equalities and Action Plan
A report to seek approval for the publication of the annual Workforce Equality Report and report on progress on the Equalities Action Plan 2018 to 2021.	

Cabinet 15 December 2021

ITEM 40: ID: I027113	Budget 2022/23
To propose a Medium Term Financial Strategy and the 2022/23 Budget for consultation.	

ITEM 41: ID: I027013	Integrated Performance Report for Q2
A report to Members on Finance, Risk & Performance as at 30 September 2021.	

ITEM 42: ID: I027038	Treasury Management Mid-Year Report
A report to report on the performance of the Treasury Management function for the 6 months to 30 September 2021	

Cabinet 26 January 2022

ITEM 43: ID: I027032	Council Tax Reduction Scheme for 2022/23
A report to seek approval for the Council's Council Tax Reduction Scheme 2022/23 following consultation.	

Cabinet 09 February 2022

ITEM 44: ID: I027114	Budget 2022/23
To propose a Medium Term Financial Strategy and the 2022/23 Budget following consultation.	
ITEM 45: ID: I027039	Treasury Management Strategy 2022/23
A report to present the Council's Treasury Management Strategy for 2022/23.	
ITEM 46: ID: I027040	Capital Strategy 2022/23
A report to present the Capital Strategy for 2022/23 approval.	
ITEM 47: ID: I027041	Grant Allocations to Community & Voluntary Organisations 2022/23
A report to make decisions on the allocation of grants to the community and voluntary organisations for 2022/2023.	
ITEM 48: ID: I027042	Allocation of Homelessness Prevention Funds 2022/23
A report to approve the allocation of homelessness prevention funds for 2022/23.	
ITEM 49: ID: I027055	Annual Update of the Council Business Plan
A report to present the annual update of the Council's Business Plan.	

ITEM 50: ID: I027056	Oxford City Council Safeguarding Report 2020/21 Report status:
To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2020/21.	

ITEM 51: ID: I027014	Integrated Performance Report for Q3 Report status:
A report to Members on Finance, Risk & Performance as at 31 December 2021.	

Cabinet 13 April 2022

Scrutiny Priorities

May 2021 to September 2021

Published on 06/07/21

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Key:

Reports in **black** text are Cabinet reports

Reports in **green** text are Scrutiny-commissioned reports

Reports which are **greyed out** do not meet the threshold for Scrutiny consideration

July 2021

Oxfordshire Plan 2050 Regulation 18 (Part 2) consultation document

Priority level: Very High

Preferred Forum: Scrutiny

To approve the Oxfordshire Plan 2050 Regulation 18 (Part 2) consultation document for public consultation.

Scrutiny Commissioned Reports

Priority level: Very High

Preferred Forum: Scrutiny

To agree Scrutiny's preferred topics on which to commission reports for the civic year 2021/22.

Scrutiny Performance Monitoring Priorities

Priority level: Very High

Preferred Forum: Finance and Performance Panel

To agree which KPIs Scrutiny will monitor for the forthcoming year

Electric Vehicle Strategy

Priority level: Very High

Preferred Forum: Scrutiny

August 2021

Social Value in Procurement Update	Priority level: High Preferred Forum: Finance and Performance Panel
To receive an update report on the Council's integration of social value considerations as part of its procurement process	

Tourism Review Group Update	Priority level: High Preferred Forum: Scrutiny
To receive an update as previously requested by the Scrutiny Committee on the progress against agreed recommendations from the Tourism Review Group, and a more general update on the Council's activity for opening up tourism in the City as restrictions ease.	

September 2021

A report to set out the Council's Treasury Management activity and performance for the financial year 2020/2021	Priority level: Very High Preferred Forum: Finance and Performance Panel
A report to set out the Council's Treasury Management activity and performance for the financial year 2020/2021.	

Asset Management Strategy	Priority level: Very High Preferred Forum: Finance and Performance Panel
The Asset Management Plan - strategy for the property portfolio for OCC	

Integrated Performance Report for Q1	Priority level: High
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	Preferred Forum: Finance and Performance Panel
A report to Members on Finance, Risk & Performance as at 30 June 2021.	

Discretionary Housing Payment Policy	Priority level: High Preferred Forum: Scrutiny
To review the operation of the Discretionary Housing Payment policy, and to amend the policy, if required.	

Urban Forest Strategy	Priority level: High Preferred Forum: Scrutiny
The trees and vegetation that make up the urban forest provide a range of benefits such as habitat for biodiversity, carbon storage and flood protection. This strategy is for the whole city, not just City Council land and seeks to protect what we have, increase what we have, and engage communities and stakeholders in the process. The strategy has a target to increase the overall canopy cover for Oxford using the “right tree, right place” principle. The strategy highlights specific areas where there is particularly low canopy cover or where benefits can be maximised.	

Development of Land at South Oxford Science Village	Priority level: High Preferred Forum: Scrutiny
Report on the progress towards the delivery of land that is part of the South Oxford Science Village (land South of Grenoble Road) and options for the delivery of development at the site.	

Council Tax Reduction Scheme for 2022/23	Priority level: Medium Preferred Forum: Scrutiny
A report to seek approval for proposals to consult on the Council’s Tax Reduction Scheme for 2022/23.	

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Proposed Scrutiny Work Schedule

July 2021 to September 2021

July 2021

Committee/Panel	Meeting date	Reports
Scrutiny Committee	14 July	Scrutiny Commissioned Reports Oxfordshire Plan Oxfordshire Electric Vehicle Strategy
Finance and Performance Panel	08 July	Annual Outturn and Performance Report 2020/21 Performance Monitoring Priorities
Companies Scrutiny Panel	20 July	Companies Scrutiny Panel reports follow those going to the Shareholder and Joint Venture Group

August 2021

Committee/Panel	Meeting date	Reports
Scrutiny Committee	03 August	Tourism Review Update Selection of Review Group topic
Finance and Performance	02 August	Social Value in Procurement Update
Housing and Homelessness	04 August	Housing Performance Update Sources of Tenant Involvement and Empowerment

September 2021

Committee/Panel	Meeting date	Reports
Scrutiny Committee	08 September	Urban Forest Strategy Discretionary Housing Payment Policy

		Determination of Shared Ownership Rent Levels (Development of Land at South Oxford Science Village)
Finance and Performance	06 September	Asset Management Plan Treasury Management and Performance Integrated Performance Report Q1
Housing and Homelessness	None	

To: Cabinet
Date: 21 July 2021
Report of: Head of Corporate Strategy
Title of Report: Oxford City Council EV Strategy

Summary and recommendations	
Purpose of report:	To seek approval to commission an EV Strategy
Key decision:	Yes
Cabinet Member:	Councillor Tom Hayes, Deputy Leader and Cabinet Member for Green Transport and Zero Carbon Oxford
Corporate Priority:	Zero Carbon Oxford
Policy Framework:	Council Strategy 2020-24
Recommendations: That Cabinet resolves to:	
<ol style="list-style-type: none"> Approve the commissioning of Oxford City Council’s EV Strategy, which will set out the strategic framework for the delivery of EV infrastructure in line with the city’s 2040 net zero carbon target; and Note the update provided on Oxford City Council’s EV Programme 	

Appendices	
Appendix 1	Risk Register
Appendix 2	Equalities Impact Assessment

Introduction and background

- In response to rising concern about the urgent need for action, on 28 January 2019 Oxford City Council unanimously declared a climate emergency and provided for a Citizens’ Assembly on Climate Change. Oxford became the first UK city to hold a Citizens’ Assembly on Climate Change in September and October 2019.
- 90% of the randomly selected representative sample of 50 Oxford residents that made up the Citizens’ Assembly responded to the key question asked of them and felt that Oxford should aim to achieve ‘net zero’ sooner than 2050. There

was also widespread belief that Oxford should be a leader in tackling the climate crisis.

3. Transport was a climate change-related theme that the Assembly considered on the basis that the Council has some control and influence. Assembly members were presented with visions of possible futures for Oxford, each listing a series of co-benefits and trade-offs. The Assembly opted for the most ambitious transport vision which represented the greatest change to the way people live now.
4. This vision was of a citywide Zero Emission Zone; discouragement of petrol/diesel vehicles in the city; 100% of buses and cars being electric; car club vehicles for every ten households; universally accessible electric vehicle charging; and the completion of 60% of journeys of less than 2 miles by bike or foot.
5. Alongside the qualitative evidence base for developing a zero-carbon transport system rests the assessment of greenhouse gas emissions generated across key sectors of the city completed by Oxford-based environmental consultancy Anthesis and commissioned by the City Council in 2019. 16% of total citywide emissions are caused by surface transport, with the largest contribution from road transport—including cars, vans, motorcycles, buses, and taxis. Transport is the second largest source of greenhouse gas emissions. The number of journeys made by car increased from 27,700 to 30,600 since 2001¹.
6. In February 2021, the Council launched the Zero Carbon Oxford Partnership of the city's largest institutions and employers, which agreed to a target of net zero carbon emissions as a whole for Oxford by 2040 or earlier. On behalf of the partnership, the Council commissioned the Carbon Trust and worked with its own Scientific Advisor on five-yearly emissions reductions targets and the changes needed to achieve these in each sector. This route map identifies that 25% of cars need to be electric by 2025, 80% by 2030, and 100% by 2035 to achieve agreed targets².
7. Fossil fuel transportation also contributes to air pollution and the reduction in public health that it produces. Since 2013 Oxford has reduced levels of NO₂ (the main pollutant of concern) by 26% but, since 2017, air pollution levels have plateaued, until falling in 2020 as a result of the dramatic fall in vehicle movements during the COVID pandemic. Pre-pandemic data on air pollution shows that there tend to be exceedances of the NO₂ annual mean limit value at six locations.
8. The latest Source Apportionment Study by Ricardo Energy & Environment (data gathered in December 2019, report published in July 2020), commissioned by the Council, shows that the transport sector continues to be the largest contributor (68%) to total NO_x emissions in the city. The report identifies that diesel cars are the largest contributor to NO_x emissions (33%) in the city.

¹ Anthesis report for Oxford City Council 2019

https://www.oxford.gov.uk/news/article/1184/new_data_on_carbon_emissions_in_oxford

² Department for Transport statistics show 837 ultra-low emission vehicles (ULEVs) were licensed in Oxford at the end of last year – 211 more than at the end of 2019, when there were 626. The figures include battery electric, plug-in hybrid electric, and fuel cell electric vehicles. Of the additions, the vast majority were registered to private keepers, while nine were to the addresses of local firms.

9. Earlier this year, Oxford City Council agreed a new local annual mean NO₂ target of 30 µg/m³ by 2025 as part of its Air Quality Action Plan, 2021-25. Oxford is the first UK local authority to set out a city-wide air pollution reduction target, and this “30 by 25” target goes beyond the legal targets set out by the UK Government of 40 µg/m³.
10. Oxford City Council and Oxfordshire County Council will introduce a Pilot Zero Emissions Zone (ZEZ) in the city centre in August 2021 to address air pollution and help to reach this target. Plans have also been set out for a city centre wide ZEZ in 2022/23. These measures, combined with the Council’s Local Plan, will further stimulate demand for EVs, which will help to reduce transportation emissions and improve air quality and support the 2040 zero carbon target.
11. In response to the recommendations of the Citizens’ Assembly, the Council also set out a commitment to become net zero and agreed its 4th Carbon Management Plan. Published in February 2021, the Plan commits the City Council to becoming zero carbon by 2030 or earlier, including for its fleet vehicles. Oxford Direct Services have a current target of the electrification of 25% of its fleet by 2023.
12. Electric vehicles will play a key part in improving air quality in the city in future, as well as significantly reducing carbon emissions associated with motorised transport. Oxfordshire already has the highest proportion of electric plug in hybrid or fully electric car sales in the UK, comprising around a quarter of car sales over the past year. Following significant lobbying, Government has now acted to bring forward the final date for sale of new petrol and diesel cars and vans to 2030.
13. Oxford City Council is already investing in EV charging infrastructure through its Go Ultra Low Oxford on-street and taxi-charging installations. It is also supporting the creation of The Energy Superhub Oxford (ESO) rapid charging facility at Redbridge Park & Ride which will see the UK’s largest public EV charging hub of 38 fast and ultra-rapid chargers. Given the rapidly rising demand for additional charging capacity, the rapidly changing technology and the increasing number of delivery models for implementing charging infrastructure, Oxford needs a comprehensive EV Strategy to guide decision-making on charging infrastructure installation.
14. Inclusivity is one important factor. Electric vehicles are more expensive than fossil-fuel powered vehicles, and so initially densities of EV take up are likely lower in more deprived areas. However, as the transition to EVs will cover all citizens, everyone will need access to electric charging.
15. The introduction of new infrastructure must also work for disabled EV drivers. As the city recovers from the pandemic, the Council has been working with partners to ensure equal access to the city for disabled people through the Inclusive Transport and Movement Group. This will be an important stakeholder to engage over the introduction of new EV infrastructure.
16. While playing an important role in emissions reduction, the Council recognises that Electric Vehicles are not a panacea. Everyone has the right to move anywhere, anytime, yet traffic is an issue in the city and the Council is already committed to schemes to cut congestion, including Connecting Oxford and policies for car free developments in its Local Plan 2036. The private car has historically enjoyed a near-monopoly of the transportation network. The Council is committed to bringing about a balanced road network which is open, safe, and

accessible to all road users, so that all citizens can move around their own city in their own preferred modality as easily as possible. This will require the redistribution of Oxford's road space to users of other vehicle types than the private car, which can slow the growth in predicted car use and enable infrastructure to increase the numbers of citizens getting around by cycling, walking, and bus.

17. As such, the Council seeks a reduction of private car ownership and use wherever feasible, and this extends to electric vehicles as well as fossil fuel vehicles.
18. This EV strategy seeks to identify an optimal way for ensuring those who need to drive cars – where cycling, walking or the use of buses is not practicable - are supported to do so in zero emitting vehicles.
19. The full transition to electric vehicles (EVs), significant reduction in car ownership and private car use, and a greater shift to active and bus travel, will be among some of the actions to achieve Oxford's zero carbon transportation and air quality targets.

Supporting the transition to EVs in Oxford

20. In addition to the imperative to clean up dirty air and reduce carbon emissions which contribute to climate change, and the need to create an inclusive transport network, the Council has reasons to develop an EV strategy:
21. To support the drive to reach net zero carbon emissions by 2050, the UK government has set out its ambitions for all new cars to be electric by 2030. Oxford is recognised as a city of early EV adopters and charging capacity will need to meet rising demand.
22. Oxford is a leading EV centre as home to the University of Oxford, which houses research centres with world-leading expertise in EV and battery production, energy and future mobilities systems at the School of Geography and the Environment and the Department of Engineering Science. The Energy and Power Group are experts in the impact of EVs on the grid. The Transport Studies Unit (TSU) has expertise in understanding EV driving and charging patterns. Oxford Brookes University has a Sustainable Vehicle Engineering Centre which is training the next generation of EV engineers, with strong links to the county's motorsports and vehicle industries.
23. Williams Advanced Engineering, based in Oxfordshire, creates high-performance batteries in the Formula E programme at the cutting edge of battery performance and management. Oxford is home to the BMW MINI plant, where the all-electric MINI is being built for UK and European markets.
24. Oxfordshire's Faraday Institution on Harwell Campus is the independent institute for electrochemical energy storage science, research, and technology. The Institute and Oxford University are leading projects which could revolutionise the way EV batteries are manufactured.
25. Oxford has been home to the global EV Summit for several years and the City Council is a hosting partner.
26. Oxfordshire is likely to have faster growth in EV sales than the national average, with University of Oxford research predicting EV sales as likely to reach approximately 90% of new vehicle sales by 2025 and 100% before 2030 (these

figures have yet to be updated to factor in the new end of ICE sales in 2030).³ In absolute numbers, by 2025 we could see up to 40,000 EVs on Oxfordshire's roads and 100,000 by 2035. At the end of August 2020, there were 4,381 ultra-low emissions vehicles (ULEVs) in Oxfordshire⁴, 2,200 of which were pure Battery Electric Vehicles.⁵

27. The availability of the most suitable charging infrastructure is essential to support the migration to EV use. Public EV charging infrastructure in Oxford cannot be allowed to fall behind and limit the forecast speed of change. Necessarily the public EV charging market is changing, entering a growth phase after completing the seeding and consolidation stages, and the City Council has to facilitate this growth locally.
28. Everyone has the right to move anywhere, anytime. Thousands of citizens and drivers will soon depend on electric car infrastructure to exercise that right. The City Council has been receiving regular requests for the installation of local EV chargers from householders and businesses, directly and via elected members.
29. To meet this rising demand, the city's public EV charging infrastructure has to be:
 - a. prolific and fairly distributed across Oxford
 - b. fully accessible
 - c. simple and easy to both pay for and use
 - d. competitively priced
 - e. reliable and fully maintained
 - f. capable of quickly charging a vehicle to the desired level, and
 - g. a vehicle for inclusivity and unobstructive to those making use of pavements.
 - h. systematically and inclusively introduced
30. Oxford City Council has been responding to this challenge:
 - a. The Energy Superhub Oxford (ESO) rapid charging facility at Redbridge Park & Ride (constructed by Pivot Power, FastNed, Tesla, and other operators in partnership with Oxford City Council) will result in the UK's largest public EV charging hub of 38 fast and ultra-rapid chargers. ESO will see the installation of 10 x FastNed chargers with up to 300kW of power, capable of adding 300 miles of range in 20 minutes for up to hundreds of EVs per day, 16 x Gamma Energy chargers with 7-22kW of power, and 12 x 250kW Tesla Superchargers available for Tesla owners. It will deliver 100% renewable energy to EV users when it comes online in 2021.
 - b. Gamma Energy will install 10 chargers, 9 (7-22kW) and 1 (50kW) at Seacourt Park & Ride in 2021.
 - c. Oxford is a centre for EV charging innovation and the City Council is an active partner in a number of EV projects, including Go Ultra Low Onstreet

³ <https://epg.eng.ox.ac.uk/our-research/park-and-charge/>

⁴ [DfT, 2020](#)

⁵ ULEVs emit less than 75g of carbon dioxide (CO₂) from the tailpipe per km travelled; typically refers to battery electric, plug-in hybrid electric and fuel cell EVs.

(GULO-O), Go Ultra Low Taxi (GULO-T), as well as Energy Superhub Oxford (ESO).

- d. The GULO-O project aims to trial electric vehicle charging solutions to provide a solution to 'at home' charging for residents who do not have access to private off-street parking. Phase 1 of GULO-O saw the delivery of 42 chargers. The expected completion date for the project is March 2022.
- e. The GULO-T project is enabling the EV transition of the taxi trade. Phase 1 saw two rapid chargers installed in Manzil Way Gardens. Phase 2 is underway and must deliver six additional chargers to meet OLEV's grant conditions. The project is currently due to complete by November 2021.
- f. ODS is a lead partner to the GUL-E project alongside Oxfordshire County Council with OCC providing client and SME support. GUL-E builds on phase 1 of GULO-O where five "cable gullies" were installed as part of a pilot project. The idea of the gully is to install a channel (similar to Oxford's drainage channels) to allow residents to feed cables from a home charger, with both the charger and the gully self-funded by residents. If successful, a wider roll out is expected in 2022/23.
- g. With input by Oxford City Council officers and the portfolio holder, the County Council has agreed an EV Infrastructure Strategy (OEVIS), which provides a baseline on which the City Council can develop a comprehensive, location-specific Oxford EV Strategy and Implementation Plan. This strategy will build upon the work of the Oxfordshire strategy and officers will continue their successful joint working in this area. In addition the County Council's evidence base will provide essential information required to produce a strategy for Oxford.

Oxford City Council's EV Strategy

- 31. To accelerate the City Council's reduction of citywide air pollution and elimination of Oxford's contribution to climate change, and to support the right of citizens and businesses to move anywhere, anytime, Oxford's charging infrastructure must be excellent. Zero emissions mobility must be open to everyone, regardless of income and post code. To enable this Oxford City Council will commission an EV strategy.
- 32. The strategy will seek to answer the following questions:
 - a. What will be Oxford's charging needs in the future, so that the City Council can facilitate the provision of the right number and types of chargers, and what changes will the Council need to make to provide sufficient charging capacity?
 - b. What does "fair access to charging" mean for Oxford, and how can the City Council maximise fairness and equity in public charging provision? How could the design and location of charging points provide equal access for physically impaired residents and not disable drivers when charging their EV?

- c. How can the council ensure that its interventions meet the needs of all current and potential EV users, in particular where the market cannot deliver all of the Council's social and economic goals alone?
 - d. How will the financial cost of any interventions by the Council be covered and what levels of risk will we afford to meet the needs of citizens at an early stage?
 - e. How do we keep pace with or de-risk rapid changes in EV charging to ensure the city will not be left stranded with the wrong or redundant technologies? What are the funding/income stream challenges of delivering EV chargers at a time when there are risks around delivery?
 - f. What is within the Council's control and influence in relation to EV charging, and what types of role should the Council adopt?
 - g. How can the Council help to determine this fledgling and rapidly developing market, so that it behaves with our preferred market and consume standards and innovates new business solutions based on our values?
 - h. What are the funding/income stream opportunities and possible gains for the Council working in partnership with others, including ODS, and could there be a direct application of the Oxford Model and Owned by Oxford community wealth building approaches to the development of Oxford's EV strategy?
33. The strategy will seek input from industry and subject matter experts, including on the accessibility of EV charging, and provide clear next steps for the next five years in the form of an implementation plan. Once completed the Council will seek wider public and business consultation. Given the rapid changes in technology and Government policy in this area, the strategy will be iterative and subject to annual review and, if necessary, update.
34. The strategy will assess the Council's vision and approach in relation to:
- a. On-street residential charging: An estimated 40% of Oxford's households park on-street, with limited or no access to home charging. The strategy will substantiate this figure and seek the optimum charging solutions for Oxford's residents.
 - b. Destination charging: This includes public car parks, shopping centres and leisure centres. It will include consideration of demand from visitors and overnight charging for residents without a driveway.
 - c. Charging on City Council land: This includes car parks, depots, offices, and other locations in the city.

- d. Workplace charging/ other landowners: This will consider demand from fleet, employees, and the public.
- e. New developments: This will consider the best approach to delivery of the Council's Local Plan policy M4 requirement that car parking spaces should be EV ready in residential and non-residential developments.
- f. En-route charging: Including rapid and ultra-rapid charging along the strategic road network, via projects such as Energy Superhub Oxford.
- g. Charging for car clubs: Oxford is a prime location for car clubs, which can reduce private car ownership and usage, and further Oxford's values in relation to the development of social enterprises and co-operatives.
- h. Taxi charging: Oxford is host to Go Ultra Low Taxi, providing EV charging for the taxi trade. Under the Zero Emission Zone plans, Hackney Carriage Taxis will have to phase to zero emissions vehicles between 2020 and 2025.
- i. Vulnerable drivers: Residents with specific needs in regard to safety (women using overnight hubs, drivers with mobility needs) and residents who use a vehicle parked at home for work care workers, small traders, delivery drivers, private hire taxi operators etc.

35. The strategy will provide an assessment of the following in order to inform Oxford City Council's approach:

- a. The national and regional policy context, and likely developments
- b. National and local research and evaluations about accessible EV charging
- c. Local policy commitments and constraints
- d. Financial opportunities, risks, and procurement options
- e. Technology development
- f. Market development
- g. Demand and supply projections, charging requirements and potential locations
- h. Fair access to charging infrastructure and potential solutions
- i. Distribution network availability

36. The strategy will be completed by March 2022.

Carbon and environmental considerations

37. This proposed strategy complies with Oxford City Council's policies and commitments relating to carbon reduction and safeguarding the environment. The strategy brings us closer to our commitment to becoming a Zero Carbon Council by 2030 or earlier and Zero Carbon Oxford by 2040 or earlier by supporting a strategy for EV charging. A coherent roll out of EV charging for citizens and businesses means that more people will be able to migrate to using EVs away from petrol and diesel vehicles. Air quality will be improved with an increased use of EVs within the city. However, it should be noted that particulate matter (PM) emanating from braking systems, tyres road surface wear and road dust suspension are also produced by EVs. Ambient PM exposure is associated with health harms and premature mortality.

38. Negative impacts will be mitigated by having a coherent strategy to ensure that we do not roll out EV infrastructure that is not fit for purpose or quickly becomes obsolete. A comprehensive strategy will build confidence for all residence and stakeholders across the city and help with the behaviour changes that are needed if the city is to achieve its carbon reduction targets.

39. The EV Strategy will support the delivery of the following plans and strategies:

- a. The 4th Carbon Management Plan 2021 – 2030: The Strategy will support the development of a plan to decarbonise the City Council’s fleet vehicles.
- b. The Net Zero Oxford Action Plan: Net Zero by 2040 requires decarbonisation of road transport.
- c. The Council Strategy 2020 – 2024: Includes the priority to pursue a zero carbon Oxford
- d. Oxford Local Plan 2036: Includes commitments to provide EV infrastructure with new developments.
- e. Air Quality Action Plan 2021 – 2025: Requires the reduction in usage of fossil fuel cars in the city.

Financial implications

40. The City Council has submitted a funding bid for £50,000 from Project ESO. This has been approved by the Monitoring Officer’s at Innovate (waiting for final confirmation in writing from finance). This can cover the following costs: project management resource, officer input and external consultancy where needed. An oral update will be given at the meeting.

Legal issues

41. There are no legal implications.

Level of risk

42. Please refer to Appendix 1

Equalities impact

43. Refer to Appendix 2

Report author	Mish Tullar
Job title	Head of Corporate Strategy Sustainability
Service area or department	Corporate Strategy
Telephone	07483010499
e-mail	mtullar@oxford.gov.uk

Background Papers: None

Appendix 1: Risk Register for EV Charging Strategy

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Risk Rating						Comments	Controls						
							Gross	Current	Residual	I				P			Control description	Due date	Status	Progress %
1. Social risk resulting in increased inequalities	Without any vision or strategy from OCC only commercially viable locations would have EV infrastructure installed by CPO looking to make a financial return. We would only be able to provide some control (% dependent on location and business case) in locations that we own.	threat	The Council does not have a position or strategy for EV provision - leaves the development of EV Infrastructure to the market.	1. Insufficient infrastructure. 2. Infrastructure will only be located in positions that are commercially viable. 3. OCC will not be able to influence cost to public, standards or serve all sectors of its community. 4. OCC will not be able to influence shift towards reducing carbon. 5. OCC will miss any opportunity to provide a holistic solution across its community - by balancing installations in more commercial sites, with less viable sites. 6. OCC may miss opportunities to work with a commercial partner and/or ODS to provide a cost-neutral holistic solution.	3 June 2021	Head of Corporate Strategy									The intention of writing an EV strategy is to consider of all this so that the City Council can make an informed decision on how to address all these issues.	March 2022				Head of Corporate Strategy
2. Pricing	There is an aspiration to ensure fair and equitable charging rates across the city to prevent excess travel to charge cheaper	Threat	The Council does not have a position or strategy for ensuring adequate affordable provision across the City.	The Council will need to closely check what it can influence from a competition law perspective, but there is a risk that in residential developments or locations where there is little natural competition pricing could be set at levels that kerb usage or cause additional travel to charge cheaper elsewhere.											The intention of writing an EV strategy is to consider of all this so that the City Council can make an informed decision on how to address all these issues.					
37 3. Ensure schemes for new development are policy compliant	2. Risks about complying with OLP policies on new development sites. Currently the local plan requires EV infrastructure to be installed into new developments (% dependent on car parking space type). There is no requirement to meet a certain standard (other than electrical installation). There is no requirement for ongoing maintenance or replacement.	opportunity and threat	New developments must be future proofed and clarity is needed as to what policy M4 of the OLP requires. Currently there is no mechanism to ensure correct standards of hardware are installed. No mechanism for dealing with faulty appliances or requirements for ongoing maintenance. There is a legacy risk of faulty & out of date equipment. Or equipment that is so costly to use (as in pricing is so high), that it will not be used.	OCC is left with a legacy of failed, potentially dangerous equipment (either on its land - if OCC Housing) or in non OCC led residential developments where no-one will take ownership of the legacy. Political pressure may result in OCC cleaning up.	3 June 2021	Head of Corporate strategy									The EV strategy will cover these issues and recommend a solution	as above				as above
4. On-street parking is a very difficult business model to make a financial return.	Without a holistic solution (as described above) there is a significant risk that residents without access to off-street parking (large % in Oxford), often in lower social-economic areas, may not have access to local EV infrastructure as the on-street business model is often not viable	Threat	The Council does not have a position or strategy for EV provision - it is leaving the development of EV Infrastructure to the market.	Residents in lower socio-economic areas do not have equitable access to affordable local EV charging. They would need to travel for hub type charging, which by nature is more expensive (due to costs of infrastructure). Therefore this group that is already economically disadvantaged - will be so again due to higher charging costs.	4 June 2021	Head of Corporate strategy									The intention of writing an EV strategy is to consider of all this so that the City Council can make an informed decision on how to address all these issues.	as above				as above

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Appendix 2

Initial Equalities Impact Assessment screening form

Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:

*The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the 9 protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership***

The decision maker(s) must specifically consider those protected by the above characteristics:

- (a) To seek to ensure equality of treatment towards service users and employees;*
- (b) To identify the potential impact of the proposal or decision upon them.*

The Council will also ask that officers specifically consider whether:

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults*
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)*

If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:

- 1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.*
- 2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.*
- 3. The decision maker must be **aware of the needs of the duty.***
- 4. The **impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.*
- 5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).*
- 6. What does 'due regard' entail?
 - a. **Collection and consideration of data and information;***
 - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;***
 - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.****

Appendix 2

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
 8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The intention of the EV strategy is to define what 'fair and equitable access to charging' means. Outlining the requirements for the large areas of Oxford that do not have access to 'off-street' parking. Often this is in areas of lower social economic status.

The strategy will seek to address issues of inequality around adequate access and affordability (price charged to public of charging) of EV charging infrastructure.

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

This is a new strategy as EV's are still currently a very small % of the transport sector. In the next 10 years this will grow from 2% to circa 80%. This strategy is to ensure that the Council identifies where and what type of EV charging infrastructure is required across the city to match it's residents and visitor's requirements. The cheapest EV charging will be carried out by residents at home. However a large % of Oxford residents do not have access to off-street parking. There is a considerable challenge to ensure that those residents (who will need to own a vehicle for their work and/or family) can access affordable charging close to their homes. On-street charging is not often an attractive proposition to commercial businesses. The strategy will consider this challenge and recommend how Oxford can address this challenge.

Appendix 2

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

We will use the Active Travel focus group
Our local Distribution Network Operator – SSEN
Oxford County Council
Other Landowners (University etc)

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

N/A

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

The strategy once written will be taken to Cabinet for formal adoption, prior to that any issues of inequality will have been highlighted and an action plan put in place this would be part of the strategy.

Appendix 2

Lead officer responsible for signing off the EqIA: Mish Tullar

Role: Head of Corporate Strategy

Date: 3 June 2021

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)

To: Scrutiny Committee
Date: 14 July 2021
Report of: Head of Law and Governance
Title of Report: Review of company governance

Summary and recommendations	
Purpose of report:	To update the Scrutiny Committee on proposed changes to the democratic governance arrangements for the Council owned companies.
Key decision:	No
Cabinet Member:	Councillor Susan Brown, Leader and Cabinet Member for Inclusive Growth, Economic Recovery and Partnerships
Corporate Priority:	All
Policy Framework:	Council Strategy 2020-24
Recommendation(s): That the Scrutiny Committee resolves to:	
<ol style="list-style-type: none"> 1. Note the revised executive arrangements for the governance of the Council's companies and joint ventures. 2. Note that proposed changes to the Constitution will be presented to the 26 July Council meeting following consultation with political groups. 3. Agree how Scrutiny will engage with the shareholder function under these revised arrangements, with reference to paragraphs 16-19. 4. Agree to amend the Scrutiny Operating Principles to remove the rule that Standing Panel and Review Group Chairs must be members of the Scrutiny Committee and instead state that Standing Panel and Review Group Chairs will be accountable to the Scrutiny Committee. 	

Appendices
None

Introduction and background

1. The Council has established the following companies and joint ventures to undertake specific functions:
 - Oxford Direct Services: Oxford Direct Services Limited (ODSL) and Oxford Direct Services Trading Limited (ODSTL)

- Oxford City Housing Limited (OCHL) and its subsidiary investment and development companies OCH(I)L and OCH(D)L
 - Oxford West End Development Limited (OxWED) (owned jointly with Nuffield College)
 - Barton Oxford LLP (BOLLP) (a partnership vehicle in which the Council has joint responsibility but no shareholding)
2. The responsibility to represent the Council as shareholder of its wholly and partly owned companies is an executive function under the Council's Constitution (Part 3.7). As such the Leader may determine how this function is discharged.
 3. To date this function has been undertaken by the Shareholder and Joint Venture Group (SJVG) (previously "Shareholder Group"), with membership comprising all members of Cabinet.
 4. The Scrutiny Committee established the Companies Scrutiny Panel to scrutinise the work and decisions of the SJVG. The Companies Scrutiny Panel has met prior to SJVG meetings to review SJVG agendas, take advice from officers and company representatives and make comments and recommendations to the SJVG.
 5. The Scrutiny Committee on 8 June 2021 agreed to re-establish the Companies Scrutiny Panel with an increased membership of 6 members (previously 4) and requested a report from officers on the proposed changes to company governance arrangements.

Review of company governance

6. The Council's arrangements for the governance of its companies have recently been subject to an audit by the internal auditors, BDO. The audit report recommended, among other things, a review of the role of the Companies Scrutiny Panel and the timing of its meetings. The auditor's recommendations and the management response to those recommendations will be reported to the Audit and Governance Committee on 29 July 2021.

Changes to shareholding arrangements

7. Having considered the audit report and consulted with officers and members, including the Chair of the Companies Scrutiny Panel for 2020/21, the Leader has confirmed the following changes to the functioning of the SJVG for 2021/22:
 - Membership of the SJVG to be a sub-set of Cabinet membership (previously all members of Cabinet).
 - All members of the Companies Scrutiny Panel to be invited to attend and contribute at SJVG meetings as attendees with speaking rights (Scrutiny members would attend in an advisory capacity with no voting rights).
 - Frequency of meeting cycles to reduce from 4 to 3 cycles per year (e.g. July, November & March).
 - Separate SJVG meetings to be held for ODS and the other three companies and joint ventures in each meetings cycle.
 - Increase in the number of scheduled meetings from 4 to 6 per year (i.e. 3 cycles with 2 meetings per cycle).

8. The terms of reference for the SJVG will be amended to reflect the changes notified by the Leader.
9. The SJVG meeting originally scheduled for 23 June has been cancelled and two replacement meetings have been scheduled for 27 July (ODS) and 28 July (OCHL, OxWED and BOLLP). Meeting dates for subsequent cycles (November 2021 and March 2022) are to be confirmed.

Proposed amendments to the Constitution

10. It will be necessary for Council to consider amending the Constitution to reflect the changes described in paragraph 7 where these are in conflict with the Constitution as currently worded. It is proposed that, following consultation with political groups, a report will be presented to Council on 26 July ahead of the SJVG meetings on 27 July (ODS) and 28 July (OCHL, OxWED and BOLLP). Members will be asked to consider the changes described in the following paragraphs.
11. Part 3.7(c) of the Council's Constitution sets out the shareholding arrangements for the Council's companies. It currently states that the SJVG will meet on a quarterly basis with membership comprising all members of Cabinet. This section will need to be amended in view of the changes described paragraph 7.
12. To future-proof Part 3.7 of the Constitution and to provide for visibility of the shareholding arrangements it is proposed to include the revised terms of reference for the SJVG as an annex to Part 3 of the Constitution. Part 3.7(c) would be amended to state that the SJVG will meet at least twice per year. This would be a minimum frequency to provide for good governance and oversight of the companies without being too prescriptive given that the frequency of meetings is a matter for the Leader.
13. Under the previous shareholding model the individual companies were accountable to the SJVG and the SJVG was accountable to Scrutiny. Parts 3.7(c) and 8.3(b) of the Constitution state that the individual companies will not be directly accountable to the Scrutiny Committee. Under the revised model it is envisaged that members of the Companies Scrutiny Panel would be in attendance at SJVG meetings to hold the companies to account directly. It is also considered that the role of Companies Scrutiny Panel should not be limited to scrutinising the decisions of the SJVG, rather that Scrutiny should be able to scrutinise the companies themselves. It is proposed to amend the Constitution accordingly.
14. The Scrutiny Committee has a rule that chairs of standing panels (such as the Companies Scrutiny Panel) and review groups must be members of the Scrutiny Committee. This rule originated from the Committee's operating principles and was included within Part 8.2 of the Constitution by Council on 17 February 2021. Members have subsequently made representations to the Head of Law and Governance that this rule is overly restrictive and would rule out members with particular expertise from chairing these bodies if they were not on the Scrutiny Committee. Removing this rule would also increase the number of members able to participate in the Scrutiny function. The Committee is asked to agree to remove this rule from its Operating Principles 2021/22 and, if agreed, it is proposed to remove the rule from the Constitution and instead state that the chairs of standing panels and review groups will be accountable to the Scrutiny Committee.

15. It is also proposed to include the Scrutiny Committee’s Operating Principles within the Constitution as an annex to Part 8: Role of the Scrutiny Committee. This would improve the standing and visibility of the operating principles, which are presented for agreement at the first meeting of the Scrutiny Committee in each Council year.

Scrutiny function

16. The Scrutiny Committee has re-established the Companies Scrutiny Panel and it is for Scrutiny to determine how the Panel will engage with the revised shareholding arrangements.
17. Previously the Companies Scrutiny Panel received SJVG papers when these were published for SJVG meetings and would meet a few days before the SJVG to discuss those papers and agree any recommendations. Under the revised arrangements papers will be made available to Scrutiny earlier and there would be a longer gap between Companies Scrutiny Panel and SJVG meetings for any Scrutiny report to be produced and for the SJVG to consider and respond to any recommendations.
18. 20 July has been earmarked as a date for a Companies Scrutiny Panel meeting in advance of the SJVG meetings on 27 (ODS) and 28 July (OCHL, OxWED and BOLLP). It is for Scrutiny to determine whether the Panel will scrutinise all papers for both SJVG meetings or to be more selective about the focus of these meetings. The Committee may wish to agree a focus or leave this to the Chair of the Companies Scrutiny Panel.
19. Scrutiny may wish to hold back to back Companies Scrutiny Panel meetings on 20 July to consider the business for the two SJVG meetings separately. However, it is not recommended that the Panel meets twice on different dates in July because the Council calendar is very busy and doing so would place additional demands on the members of the Companies Scrutiny Panel, who will also be invited to attend the two SJVG meetings.

Legal issues

20. Shareholding is an executive function under the Council’s Constitution and must be discharged in accordance with the requirements Section 9E of the Local Government Act 2000. Executive functions are open to scrutiny and it is for Scrutiny to determine how it wishes to engage in the shareholder function. Effective scrutiny is an important component of good governance and Scrutiny has an important role to ensure, on behalf of the Council and the public, that Council Companies are able to be successful and deliver their intended commercial and social objectives.

Financial issues

21. An overall increase in the number of meetings does have resource implications, particularly in the form of officer time which has an opportunity cost. The direct financial costs of holding additional meetings can be met from existing budgets for 2021/22 and would need to be reviewed for future years.

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Background Papers: None

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Scrutiny Committee Operating Principles 2021/22

Meeting Arrangements

1. At least 10 Committee meetings will be scheduled each year to match the Cabinet meeting cycle. This is to enable pre-decision scrutiny of decisions to be taken at the next Cabinet meeting.
2. All public addresses and councillor contributions will be directed through the Chair.
3. The Scrutiny Committee will hold the Cabinet and Senior Officers to account publicly at committee meetings.
4. The Chair will report regularly to Council on the work of the Scrutiny Committee. The Committee may also produce an annual report.

Standing Panels and Review Groups

5. The Scrutiny Committee will set Standing Panels and Review Groups each year to consider selected issues in more detail.
6. Standing Panels will hold meetings throughout the year, and consider quarterly performance reports, executive decisions and other issues within their remit.
7. Review Groups will be formed to undertake issue led and time bound 'task and finish' reviews of specific issues, before concluding their work with a report and recommendations, usually to the Cabinet.
8. Review Group and Standing Panel meetings will be held in public or private as the meeting business dictates.
9. Standing Panel and Review Group Chairs ~~must be members of the Scrutiny Committee and~~ can be from any political group. Panel Chairs will be elected at the first meeting of the Committee in the municipal year. Review Group Chairs will be elected by the Committee when the groups are established.
10. Standing Panels will meet approximately 5 times each year. Review Groups will meet as often as is required for them to conclude their work. The Scrutiny Committee will oversee the work of Review Groups to ensure they do not overrun unduly.
11. The Scrutiny Committee will commission and scope the work of Standing Panels and Review Groups and therefore has final agreement on their recommendations. There may be occasions where this is not possible and standing panel reports will go directly to the Cabinet.
12. In any given year, the organisation ordinarily has capacity to support either:
 - a) 2 Standing Panels and 3 Review Groups; or
 - b) 3 Standing Panels and 2 Review Groups
13. No substitutions will be allowed on Standing Panels or Review Groups. This is to provide continuity of membership given the focused nature of their work.

14. Chairs of Standing Panels and Review Groups will report back to the Committee on progress and outcomes. They will also be invited to present their reports and recommendations to the Cabinet.
15. The quorum for standing panels and review groups shall be two councillors for panels of four, and three councillors for panels of six.

Political Balance

16. The Chair of the Scrutiny Committee must be a member of the opposition, and the Vice-Chair can be from any political group.
17. The membership of Standing Panels and Review Groups will be set by the Scrutiny Committee and drawn from all non-executive members. Group secretaries will be asked to nominate members to any such groups for agreement by the Committee.
18. Standing Panels and Review Groups are not required to reflect the Council's make up, but the Committee will use the following cross-party principle guide for appointment:

4 members: 2 Labour, 1 Lib Dem, 1 Green
6 members: 3 Labour, 2 Lib Dem, 1 Green

The Scrutiny Work Plan

19. The [Work Plan](#) will consist of a number of issues for consideration informed by consultation with all councillors and senior officers. Guidance criteria for prioritising work will be provided by the Scrutiny Officer, but the Committee is responsible for agreeing its Work Plan. *As part of its work, the Committee and its members will strive to support and celebrate the diverse communities within our city, and seek to enable all of them to participate fully in all its aspects. As such, it will endeavour to consider the Council's public sector equality duty under the Equality Act 2010 and pay due regard to increasing inclusion across the city's policies, services and facilities. Members of the Committee are encouraged to attend any equality and diversity training made available to Committee members.*
20. The Work Plan will be reviewed at every meeting and adjusted to reflect the wishes of the Committee and take account of changes to the [Forward Plan](#) of executive decisions.
21. Items will be taken forward as resources allow, and the Committee must provide officers with sufficient notice and guidance on what they are requesting to consider, mindful of the impact on resources and the constraints of the organisation. The Scrutiny Committee and its Panels will provide as much notice as is possible when commissioning reports from council officers (minimum 8 weeks).
22. The management of the Work Plan will be with the whole Committee, with the Chair and Vice-Chair taking an organisational role between meetings.
23. Individual members of the Scrutiny Committee, or any 4 other members of the Council (who are not members of the Council's executive), will be able to put an

item on the agenda of a Scrutiny Committee. All Councillor Calls for Action and Call-Ins will be considered at a public meeting of the Committee.

24. Members of the public can also suggest a topic for the Work Plan. Suggestions can be submitted in person or via the Council's [Work Plan Suggestion Form](#).

Co-option

25. At the discretion of the Committee, residents and other specialists may be co-opted as non-voting members of the Committee, Standing Panels and Review Groups, as the subject matter dictates for a period ending no later than the day of the first meeting of the next council year. The Committee may discontinue an appointment at any time.

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County-wide Transformation of Rough Sleeping and Single Homeless

Recommendation	Agree?	Comment
1) That the Council reviews Derby City Council's 'Call B4 You Serve' scheme to identify elements that might be enacted locally to maintain tenancies within the private rented sector	Agreed	The Council will examine all good practice including this one in reshaping our prevention services
2) That the Council ensures that the governance of the joint commissioning structure includes political and not just officer representation.	Partially agreed	The City Council unilaterally cannot agree the governance structure. However, the commissioning of the revised services from the pooled budget will require the agreement of Cabinet and the overall existing governance arrangements which includes political representation may need review.
3) That the Council is assured that it and the other partner Councils are being provided the best professional advice regarding the most suitable approach to procurement of its services.	Agreed	
4) That the Council works with joint commissioning partners to promote the added value the Council's companies can bring, to maximise opportunities for them to demonstrate that value, and to be alive to the benefits of directly delivered services by Council staff.	Agreed	

Annual Safeguarding Report

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Recommendation	Agree?	Comment
<p>1) That the Council ensures that the information it shares with the Secretary of State in relation to slavery and human trafficking is consistent with the City's status as a City of Sanctuary and is not used for immigration enforcement.</p>	<p>Partially agreed</p>	<p>Oxford City Council have said we are a <u>city of sanctuary</u> and will not link with the Government's hostile environment programme – and have identified a number of services – eg. <u>homelessness</u>, where we do not report details through to the Immigration service.</p> <p>This issue has been looked into in depth and there are few instances where this could happen possibly; only where the NRM process has been concluded and it was suggested that there was no evidence of modern slavery it could possibly lead on to other processes. However, no evidence has been found to support this occurring.</p> <p>It should be stressed that as part of its aims around being a City of Sanctuary Oxford City Council should of course be sharing information in cases of modern day slavery and where we are working to safeguard and prevent crime.</p>
<p>2) That the Council amends for its publicly available version of the Annual Safeguarding Report the section on outcomes for those who use statutory services to provide the contextual data needed to judge the effectiveness of these service interventions rather than the quantity of positive outcomes.</p>	<p>Agreed</p>	<p>We can provide further information to balance a view with regard to the overall data and outcomes. This must however be in context around the group of people the project aims to support.</p>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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