

# Agenda

## Cabinet

This meeting will be held on:

Date: **Wednesday 14 September 2022**

Time: **6.00 pm**

Place: **Long Room - 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, Inclusive Economy and Partnerships
Councillor Ed Turner	Deputy Leader (Statutory) - Finance and Asset Management
Councillor Shaista Aziz	Cabinet Member for Inclusive Communities and Culture
Councillor Nigel Chapman	Cabinet Member for Citizen Focused Services
Councillor Alex Hollingsworth	Cabinet Member for Planning and Housing Delivery
Councillor Chewe Munkonge	Deputy Leader, Cabinet Member for Leisure and Parks
Councillor Linda Smith	Cabinet Member for Housing
Councillor Imogen Thomas	Cabinet Member for Zero Carbon Oxford and Climate Justice
Councillor Louise Upton	Cabinet Member for Health and Transport
Councillor Diko Walcott	Cabinet Member for Safer Communities

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

# 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>	
<b>2 Declarations of Interest</b>	
<b>3 Addresses and Questions by Members of the Public</b>	
<b>4 Councillor Addresses on any item for decision on the Cabinet agenda</b>	
<b>5 Councillor Addresses on Neighbourhood Issues</b>	
<b>6 Items raised by Cabinet Members</b>	
<b>7 Scrutiny reports</b>	
<p>Scrutiny Committee will meet on 6 September 2022. The following reports are expected and will be published as a supplement, together with any other recommendations from that meeting:</p> <ul style="list-style-type: none"><li>• Oxford Local Plan 2040 Preferred Options Regulation 18 Consultation</li><li>• Future Workplace: Relocation from St Aldate's Chambers to Oxford Town Hall</li></ul>	
<b>8 The Regulation of Short Let Accommodation</b>	<b>11 - 24</b>
<p><b>Lead Member:</b> Cabinet Member for Housing (Councillor Linda Smith), Cabinet Member for Citizen Focused Services (Councillor Nigel Chapman)</p> <p>The Executive Director (Communities and People) has submitted a report to seek approval for the cessation of domestic waste collections at premises which are registered as self-catering and holiday let accommodation for business rates.</p> <p>Cabinet is recommended to resolve to:</p>	

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1. **Cease** providing a domestic waste collection service at premises which are registered as self-catering and holiday let accommodation for business rates; and
2. **Continue** to use business rate data to prioritise investigations by the Planning Enforcement service into the unauthorised change of use from residential accommodation to self-catering and holiday let accommodation.

## 9 **Future Workplace: Relocation from St Aldate's Chambers to Oxford Town Hall**

25 - 32

**Lead Member:** Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner), Cabinet Member for Citizen Focused Services (Councillor Nigel Chapman)

The Executive Director (Corporate Resources) has submitted a report to seek authority to let the whole of St Aldate's Chambers and enter in contracts and carry out associated works to vacate the building and consolidate staff office accommodation in the Town Hall.

Cabinet is recommended to:

1. **Approve** a reallocation from the capital programme to the Future Workplace programme of a budgeted £1million to support the works required to vacate St Aldate's Chambers and relocate staff office accommodation to the Town Hall;
2. **Delegate authority** to the Executive Director of Development, in consultation with the Head of Law and Governance, the Head of Financial Services / S151 Officer and the Deputy Leader (Statutory) - Finance & Asset Management to enter into appropriate contracts to implement required changes to St Aldate's Chambers or the Town Hall;
3. **Recommend to Council** the approval of a contingency budget of £300,000;
4. **Delegate authority** to the Executive Director of Development, in consultation with the Head of Financial Services / S151 Officer, the Head of Law and Governance and the Deputy Leader (Statutory) - Finance & Asset Management to enter into lease(s) to let the whole of St Aldate's Chambers in line with the strategy set out in the confidential Appendix 1 or on other terms which fulfil the requirements of S123 Local Government Act 1972;
5. **Approve** the decision to relocate staff from St Aldate's Chambers (subject to any changes to terms and conditions of employment required).

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10 **Oxford Local Plan 2040 Preferred Options Regulation 18 Consultation** 33 - 54

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

The Executive Director (Development) has submitted a report to seek approval of an Oxford Local Plan 2040 Preferred Options Document for Regulation 18 consultation.

Cabinet is recommended to:

1. **Approve** the Oxford Local Plan 2040 Preferred Options document at Appendix 1 for Regulation 18 public consultation; and
2. **Authorise** the Planning Policy and Place Manager, in consultation with the Cabinet Member for Planning and Housing Delivery, to make any necessary editorial corrections and minor amendments to the documents and the supporting evidence base prior to going out to consultation.

**Please note that Appendix 1 – the Oxford Local Plan Preferred Options Consultation Document, is published as a separate supplement.**

11 **Council Tax Reduction Scheme for 2023/24** 55 - 78

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

The Head of Financial Services has submitted a report to seek approval for consultation on changes to the Council's Council Tax Reduction Scheme for 2023/24.

Cabinet is recommended to:

1. **Agree** that the proposals for the 2023/24 Council Tax Reduction Scheme outlined in the report be subject to consultation for an 8 week period from 19th September 2022; and
2. **Note** the intention of the Head of Financial Services to bring a further report to Cabinet in January 2023 to outline the outcome of the consultation process and make proposals for the 2023/24 Council Tax Reduction Scheme.

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12 **Financial Outturn Report 2021/22 (Integrated Performance Report for Q4)**

79 - 100

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

The Head of Financial Services has submitted a report to update Members on the financial outturn for the year ending 31<sup>st</sup> March 2022.

Cabinet is recommended to:

- 1) **Note** the financial outturn and performance of the Council for the year 2021/22 and also the position on risks outstanding as at 31<sup>st</sup> March 2022;
- 2) **Agree** the carry forward requests in respect of the General Fund of £0.453 million and HRA of £0.986 million as shown in appendix D;
- 3) **Agree** the transfer of the HRA Contributions to HRA Reserves to fund future years' capital works of £3.065 million detailed in paragraphs 15-20;
- 4) **Recommend to Council** the approval of the fees and charges for Law and Governance which were omitted from the final Council Budget report in February 2022, as per Appendix E and detailed in paragraph 5;
- 5) **Approve** the virement of £0.483 million of capital budget from the Regeneration Property Purchase budget to the "Exploring future options for Council owned land in the City Centre" within the capital programme that has previously been funded from the capital feasibility budget. As detailed in paragraphs 2 and 3;
- 6) **Recommend to Council** an additional budget of £153k to be added to Bullingdon Community Centre capital scheme as detailed in paragraph 4.

13 **Integrated Performance Report for Q1 2022/23**

101 - 120

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

The Head of Financial Services and the Head of Business Improvement have submitted a report to update Cabinet on finance, risk and

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corporate performance matters as at 30 June 2022.

Cabinet is recommended to:

1. **Note** the projected financial outturn as well as the position on risk and performance as at 30 June 2022.

## 14 Treasury Management Annual Report 2021/22

121 - 130

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

The Head of Financial Services has submitted a report setting out the Council's Treasury Management activity and performance for the financial year 2021/22.

Cabinet is recommended to:

1. **Note** the report.

## 15 Minutes

131 - 134

**Recommendation:** That Cabinet resolves to **approve** the minutes of the meeting held on 10 August 2022 as a true and accurate record.

## 16 Dates of Future Meetings

Meetings are scheduled for the following dates:

19 October 2022

16 November 2022

14 December 2022

25 January 2023

8 February 2023

15 March 2023

All meetings start at 6.00

### 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

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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**

- 17 Future Workplace: Relocation from St Aldate's Chambers to Oxford Town Hall - Appendix 1**

135 - 138

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## **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.