

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 16 November 2022**

Time: **6.00 pm**

Place: **Long Room - Oxford Town Hall**

For further information please contact:

Emma Lund, Committee and Member Services Officer

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✉ DemocraticServices@oxford.gov.uk

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

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

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

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

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

Cabinet Members

Councillor Susan Brown	Leader, 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	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](#)

	Pages
1 Apologies for Absence	
2 Declarations of Interest	
3 Addresses and Questions by Members of the Public	
4 Councillor Addresses on any item for decision on the Cabinet agenda	
5 Councillor Addresses on Neighbourhood Issues	
6 Items raised by Cabinet Members	
7 Scrutiny reports	
<p>Scrutiny Committee met on 7 November 2022. The following reports are expected and will be published as a supplement, together with any recommendations from that meeting:</p> <ul style="list-style-type: none">• Procurement Strategy 2022-2025• Social Housing Decarbonisation Fund• West End and Osney Mead Supplementary Planning Document	
8 Award of a Works Contract for the Refurbishment of the Gas Works Pipe Bridge	13 - 22
<p>Lead Member: Councillor Ed Turner</p> <p>The Executive Director (Development) has submitted a report to seek approval for a works contract to refurbish/repair the Gasworks Pipe Bridge situated between Friars Wharf and Baltic Wharf; delegated authority to award a contract; and approval of the spend of identified funds for the contract.</p> <p>Cabinet is recommended to:</p>	

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1. **Grant project approval** to award a contract for the refurbishment/repair of the Gasworks Pipe Bridge;
2. **Recommend to Council** the approval of a virement of £1.82 million from the existing stock condition budget to fund the works to the Gasworks Pipe bridge, including reimbursement of c£185k feasibility cost incurred to date; and
3. **Delegate authority** to the Executive Director (Development), in consultation with the Deputy Leader (Statutory) - Finance and Asset Management and the Head of Financial Services/Section 151 Officer, to award the contract for refurbishment/repair of the Gasworks Pipe Bridge to a successful tenderer following the completion of the competitive and compliant tender process described in this report.

9 **Appointment of a Contractor for the Oxpens River Bridge**

23 - 40

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

The Executive Director (Development) has submitted a report to seek approval to (i) enter into a legal agreement with the Oxfordshire County Council to enable the completion of the Oxpens River Bridge, as set out within the Oxfordshire Housing and Growth Deal; (ii) fund and enter into a construction contract to build the Oxpens River bridge, subject to agreement with Oxfordshire County Council; and (iii) enter into an agreement with OxWED (which owns some of the land on which the bridge will be situated) to facilitate the construction of the bridge.

Cabinet is recommended to:

1. **Delegate authority** to the Executive Director (Development), in consultation with the Head of Financial Services/Section 151 Officer, the Head of Law and Governance and the Cabinet Member for Planning and Housing Delivery, to agree and enter into contractual terms with Oxfordshire County Council for £2.8 million of additional funding from the Oxfordshire Housing and Growth Deal Funds (OHGDF) and an amended collaboration agreement to cover revised project delivery arrangements, including fees and programme;
2. **Recommend to Council** the establishment of an additional capital budget of £2.8 million in 2022/23 & 2023/24 funded from additional growth bid monies;
3. **Delegate authority** to the Executive Director (Development), in consultation with the Head of Financial Services/Section 151 Officer, the Head of Law and Governance and the Cabinet Member for Planning and Housing Delivery, to enter into contractual terms

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with a contractor for the pre-contract stages of the Oxpens River Bridge by signing a project order for providing detailed design, programme, and 100% market tested estimate for the bridge subject to the Council's normal procurement procedures;

4. **Delegate authority** to the Executive Director (Development), in consultation with the Head of Financial Services/Section 151 Officer, the Head of Law and Governance and the Cabinet Member for Planning and Housing Delivery, to agree and enter into contractual terms with a contractor by signing a delivery agreement to build the bridge and carry out associated works subject to the project being deliverable within the funding available and compliant with the Council's normal procurement procedures; and
5. **Delegate authority** to the Executive Director (Communities and People), in consultation with the Cabinet Member for Planning and Housing Delivery, the Head of Law and Governance, the Head of Financial Services/S151 Officer and the Head of Corporate Property to enter into a legally binding agreement(s) with OxWED to enable the bridge to be constructed from their land and over land to the rear of the ice rink and to undertake enabling works if appropriate to facilitate the delivery of the bridge.

10 **Housing Infrastructure Funding for Osney Mead Revised Implementation Arrangements**

41 - 48

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

The Executive Director (Development) has submitted a report to provide an update on revised implementation arrangements for the use of Housing Infrastructure Funding (HIF) to support delivery of development at Osney Mead, and to seek delegated authority to enter into legal agreements to support the arrangements.

Cabinet is recommended to:

1. **Note** the proposed revisions to the Housing Infrastructure Fund agreement with Homes England, noting that Cabinet, on 20 January 2021, delegated authority to the Executive Director (Development) in consultation with the Cabinet Member for Planning and Housing Delivery and the Head of Law and Governance, to make any changes necessary to facilitate effective delivery of the funding agreement with Homes England; and
2. **Delegate authority** to the Executive Director (Development), in consultation with the Cabinet Member for Planning and Housing Delivery and the Head of Law and Governance, to enter into legal agreements with:

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- (i) Oxfordshire County Council, to provide them with a proportion of the HIF funding secured by the City Council to enable County to deliver the Oxford Flood Alleviation Scheme enabling works as part of the Kennington Bridge works; and
- (ii) a tripartite agreement with the County Council and the Environment Agency (EA) regarding the delivery of the HIF milestones, monitoring, and clawback arrangements as necessary.

11 West End and Osney Mead Supplementary Planning Document

49 - 156

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

The Acting Head of Planning Services (Planning Policy) has submitted a report asking Cabinet to consider the public comments made on the Draft West End Supplementary Planning Document (SPD), the proposed changes in response, and to consider adoption of the revised SPD and supporting documents.

Cabinet is recommended to:

1. **Adopt** the revised West End and Osney Mead Supplementary Planning Document (SPD), having considered the public comments received on the Draft West End SPD; the Spatial Framework and Design Guide and the proposed changes in response;
2. **Approve** the West End and Osney Mead SPD as a 'material consideration' in determining planning applications on sites in the West End;
3. **Authorise** the Acting Head of Planning Services (Planning Policy), in consultation with the Cabinet Member for Planning and Housing Delivery, to make any necessary editorial corrections to the West End and Osney Mead SPD prior to publication; and
4. **Approve** the revocation of the Oxpens Masterplan SPD and the Oxford Station SPD.

Please note that Appendix 3 – Spatial Framework and Appendix 4 – Design Guide are published as a separate supplement.

12 Gloucester Green Market Re-tender

157 - 166

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

The Executive Director (Development) has submitted a report to seek approval to re-tender a contract for operational management of the outdoor market at Gloucester Green.

Cabinet is recommended to:

1. **Approve** the re-tender of a contract for the operational management of Gloucester Green Outdoor Market;
2. **Authorise** the Executive Director (Development) to finalise the tender documents; and
3. **Delegate authority** to the Executive Director (Development) in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Head of Financial Services / S151 Officer and the Head of Law and Governance to finalise terms and enter into a new contract for the operational management of Gloucester Green Outdoor Market.

13 **Corporate Procurement Strategy 2022-2025**

167 - 200

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

The Head of Financial Services has submitted a report to seek approval for a three year Corporate Procurement Strategy for the Council.

Cabinet is recommended to:

1. **Approve** the Corporate Procurement Strategy 2022-2025.

14 **Social Housing Decarbonisation Fund Bid Approval**

201 - 206

Lead Member: Cabinet Member for Housing (Councillor Linda Smith), Cabinet Member for Zero Carbon Oxford and Climate Justice (Councillor Imogen Thomas)

The Head of Corporate Strategy has submitted a report to approve Oxford City Council's submission of a bid to Government under the Social Housing Decarbonisation Fund 2.1 bidding round to seeking funding towards a retrofit programme for around 300 council houses.

Cabinet is recommended to:

1. **Grant approval** for Oxford City Council to submit a funding bid in the Social Housing Decarbonisation Fund (SHDF) 2.1 bidding round

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in November 2022, seeking a Government funding contribution towards a retrofit programme for around 300 council houses;

2. **Delegate authority** to the Head of Corporate Strategy, in consultation with the Cabinet Member for Housing, the Cabinet Member for Zero Carbon Oxford and Climate Justice, and the Head of Housing Services, to finalise the bid document for submission to Government by 18 November 2022;
3. **Recommend to Council** that if the bid is successful it grants approval for the release of up to £6.050 million of HRA capital funding required for match funding under the terms of the SHDF 2.1 scheme in accordance with the estimated spend profile in paragraph 24;
4. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Head of Financial Services/Section 151 Officer to spend the HRA funds together with SHDF 2.1 grant funding for the purposes of the proposed retrofit scheme, including entering into contracts with contractors to deliver the works;
5. **Note** that officers are developing plans for tenants' involvement to help shape the funding bid, to build understanding and support for the application of energy saving measures in tenants' homes, and – if the bid is successful – to work with the appointed contractor to ensure appropriate arrangements are made to support the tenants of those properties involved during the period of works; and
6. **Note** that officers have entered into contracts with consultants with a total value of c£25,000 to develop the bid proposals and complete the associated documentation for submission.

15 Minutes

207 - 212

Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 19 October 2022 as a true and accurate record.

16 Dates of Future Meetings

Meetings are scheduled for the following dates:

14 December 2022

25 January 2023

8 February 2023

15 March 2023

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19 April 2023

All meetings start at 6.00pm.

Matters Exempt from Publication

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

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

Part Two – matters exempt from publication

17	Gloucester Green Market Re-tender - Appendix 1	213 - 214
18	Appointment of a Contractor for the Oxpens River Bridge - Appendix 3	215 - 217

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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.

Members Code – Other Registrable Interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing** of one of your Other Registrable Interests*** then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Members Code – Non Registrable Interests

Where a matter arises at a meeting which ***directly relates*** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

*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.

** Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person’s quality of life, either positively or negatively, is likely to affect their wellbeing.

*** Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

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).

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.