

# Agenda

# Council

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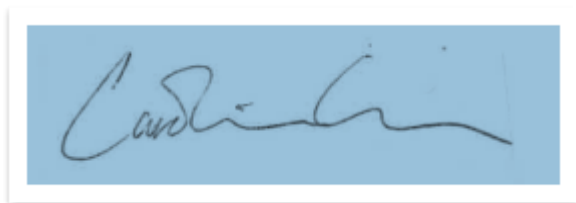
## Summons

A meeting of the City Council will be held to transact the business set out below on

Date: **Monday 28 November 2022**

Time: **5.00 pm**

Place: **Council Chamber - Oxford Town Hall**



**Proper Officer**

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

- may register in advance to speak to the meeting in accordance with the [public speaking 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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## Membership of Council

Councillors: Membership 48: Quorum 12.

**Lord Mayor** Councillor James Fry

**Deputy Lord Mayor** Councillor Mark Lygo

**Sheriff** Councillor Mike Rowley

<b>Members</b>	Councillor Mohammed Altaf-Khan	Councillor Dr Amar Latif
	Councillor Lubna Arshad	Councillor Sajjad Malik
	Councillor Shaista Aziz	Councillor Katherine Miles
	Councillor Nadine Bely-Summers	Councillor Alistair Morris
	Councillor Susan Brown	Councillor Lois Muddiman
	Councillor Nigel Chapman	Councillor Edward Mundy
	Councillor Mary Clarkson	Councillor Chewe Munkonge
	Councillor Tiago Corais	Councillor Jabu Nala-Hartley
	Councillor Barbara Coyne	Councillor Lucy Pegg
	Councillor Lizzy Diggins	Councillor Susanna Pressel
	Councillor Dr Hosnieh Djafari-Marbini	Councillor Anna Railton
	Councillor Paula Dunne	Councillor Rosie Rawle
	Councillor Laurence Fouweather	Councillor Ajaz Rehman
	Councillor Andrew Gant	Councillor Jo Sandelson
	Councillor Stephen Goddard	Councillor Linda Smith
	Councillor Duncan Hall	Councillor Roz Smith
	Councillor Tom Hayes	Councillor Dr Christopher Smowton
	Councillor Alex Hollingsworth	Councillor Imogen Thomas
	Councillor Rae Humberstone	Councillor Ed Turner
	Councillor Jemima Hunt	Councillor Louise Upton
	Councillor Chris Jarvis	Councillor Naomi Waite
	Councillor Emily Kerr	Councillor Diko Walcott
	Councillor Tom Landell Mills	

Apologies will be reported at the meeting.

# Agenda

The business to be transacted is set out below

	Pages
<b>PART 1 - PUBLIC BUSINESS</b>	
<b>1 Apologies for absence</b>	
<b>2 Declarations of interest</b>	
<b>3 Minutes</b>	19 - 27
Minutes of the ordinary meeting of Council held on 3 October 2022. <b>Council is asked to approve the minutes as a correct record.</b>	
<b>4 Appointment to Committees</b>	
The Head of Law and Governance has been notified of resignations from committees and changes of membership requested by group leaders. Council is asked to make the following appointments to committees. <ul style="list-style-type: none"><li>• Scrutiny Committee - Councillor Railton to stand down and Councillor Hunt to replace her.</li><li>• Standards Committee - Councillor Diggins to stand down and Councillor Rehman to replace her.</li></ul> Any further proposed changes will be circulated with the briefing note or notified at the meeting.	
<b>5 Announcements</b>	
Announcements by: <ol style="list-style-type: none"><li>1. The Lord Mayor</li><li>2. The Sheriff</li><li>3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements)</li><li>4. The Chief Executive, Chief Finance Officer, Monitoring Officer</li></ol>	
<b>6 Public addresses and questions that relate to matters for decision at this meeting</b>	
Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules in the Constitution relating to matters for decision in Part 1 of this agenda.	

Up to five minutes is available for each public address and up to three minutes for each question. Questions must be less than 200 words.

**The request to speak accompanied by the full text of the address or question must be received by the [Head of Law and Governance](#) by 5.00 pm on Tuesday 22 November 2022.**

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

*A total of 45 minutes is available for both public speaking items. Responses are included in this time.*

## CABINET RECOMMENDATIONS

### 7 UK Shared Prosperity Fund Investment Plan

29 - 76

The Head of Regeneration and Economy submitted a report to Cabinet on 19 October 2022 seeking endorsement of the UK Shared Prosperity Fund (UKSPF) Investment Plan, allocation of budget and delegated authority to enter contract with Government for delivery of the plan on behalf of Oxford City Council.

The Cabinet minutes dated 19 October 2022 are available at item 10a.

Councillor Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships will present the report and present the Cabinet's recommendation.

**Recommendation: Cabinet recommends that Council resolves to:**

1. **Establish** Capital and Revenue budgets in accordance with paragraph 21 of the report.

### 8 Award of a Works Contract for the Refurbishment of the Gas Works Pipe Bridge

77 - 86

The Executive Director (Development) submitted a report to Cabinet on 16 November 2022 seeking approval for a works contract to refurbish/repair the Gasworks Pipe Bridge situated between Friars Wharf and Baltic Wharf; authority for the Executive Director (Development) to award a contract; and approval of the spend of identified funds for the funding of the contract.

The Cabinet decision will be reported in the Briefing Note. The draft minutes of the meeting will be available on the [Cabinet meetings webpage](#).

Councillor Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management will present the report and present the Cabinet's recommendation.

**Recommendation: Cabinet recommends that Council resolves to:**

1. **Approve** 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.

**9 Social Housing Decarbonisation Fund Bid Approval**

87 - 92

The Head of Corporate Strategy submitted a report to Cabinet on 16 November 2022 seeking approval of Oxford City Council's submission of a bid to Government under the Social Housing Decarbonisation Fund 2.1 bidding round seeking funding towards a retrofit programme for around 300 council homes.

The Cabinet decision will be reported in the Briefing Note. The draft minutes of the meeting will be available on the [Cabinet meetings webpage](#).

Councillor Linda Smith, Cabinet Member for Housing will present the report and present the Cabinet's recommendation.

**Recommendation: Cabinet recommends that Council resolves to:**

1. **If the bid is successful, grant 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 of the report.

## OFFICER REPORTS

**10 Decisions taken under Part 9.3(b) of the Constitution**

93 - 96

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

**Recommendation: That Council resolves to:**

1. **Note** the decision taken as set out in the report.

## QUESTIONS

**11 Questions on Cabinet minutes**

*This item has a time limit of 15 minutes.*

Councillors may ask the Cabinet Members questions about matters in these minutes.

**11a Minutes of the Cabinet meeting held on 19 October 2022**

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**11b Draft Minutes of the Cabinet Meeting held on 16 November 2022**

To follow in the briefing note.

**12 Questions on Notice from Members of Council**

Questions on notice from councillors received in accordance with Council Procedure Rule 11.11(b).

Questions on notice may be asked of the Lord Mayor, a Member of the Cabinet or a Chair of a Committee. One supplementary question may be asked at the meeting.

The full text of questions must have been received by the Head of Law and Governance by no later than 1.00pm on Wednesday 16 November 2022.

These, and written responses where available, will be published in the briefing note.

**PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY**

**13 Public addresses and questions that do not relate to matters for decision at this Council meeting**

*This item will be taken at or shortly after 7.00pm*

Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules in the Constitution and not relating to matters for decision in Part 1 of this agenda.

Up to five minutes is available for each public address and up to three minutes for each question. Questions must be less than 200 words.

**The request to speak accompanied by the full text of the address or question must be received by the [Head of Law and Governance](#) by 5.00 pm on Tuesday 22 November 2022.**

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

*A total of 45 minutes is available for both public speaking items. Responses are included in this limit.*

**14 Outside Organisation/Committee Chair Reports and Questions**

**14a Scrutiny Update Report**

The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny and the implementation

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of recommendations since the last meeting of Council.

**Council is invited to comment on and note the report.**

## **PART 3 - MOTIONS REPRESENTING THE CITY**

### **15 Motions on notice 30 November 2022**

**This item has a time limit of 60 minutes.**

Motions received by the Head of Law and Governance in accordance with the rules in Section 11 of the Constitution by the deadline of 1.00pm on Wednesday 16 November 2022 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the *Labour Group, Liberal Democrat Group, Green Group* in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 25 November 2022 so that they may be circulated with the briefing note.

Minor technical or limited wording amendments may be submitted during the meeting but must be written down and circulated.

**Council is asked to consider the following motions:**

#### **Introduction**

- a) Bus Fares (proposed by Cllr Hollingsworth)
- b) Campsfield House (proposed by Cllr Gant, seconded by Cllr Goddard)
- c) Fixing Oxford's Water (proposed by Cllr Jarvis, seconded by Cllr Bely-Summers)
- d) End Tory Cost of Living Crisis (proposed by Cllr Aziz, seconded by Cllr Upton)
- e) Support Small Business Saturday on December 3rd (proposed by Cllr Fouweather, seconded by Cllr R Smith)
- f) Plant-based Food and Sustainable Farming (proposed by Cllr Dunne, seconded by Cllr Hollingsworth)

#### **15a Bus Fares (proposed by Cllr Hollingsworth)**

##### Labour member motion

This Council recognises the vital importance of affordable, reliable and high quality public transport to the functioning of our city. We therefore strongly welcome the recent IPPR research on public transport, published on 6<sup>th</sup> October 2022 under the title ***“To support low-income households, it's time to reduce the cost of daily bus travel”***.

This Council agrees with the IPPR report when it makes clear that

reducing fares is not the ONLY thing needed to increase bus patronage – interventions to improve speed, reliability and the experience of passengers are all required as well.

However this Council agrees strongly that reductions in the costs of public transport for passengers are essential for a fair transport system.

Low income households are the most likely to use buses, while research by the RAC Foundation shows that since 2013 the cost of bus travel has risen by a greater extent than all other forms of transport. It is the poorest households, without access to other forms of travel, that have borne the brunt of these increases driven by de-regulation and lack of long-term funding.

Any reduction in bus fares would therefore be of the greatest benefit to those least well off. Capping bus fares at no more than £1 per day would save the poorest 20% of households in England £0.8bn a year. Making all bus fares in England free would save the poorest 40% of households £1.5bn a year.

This Council notes that a policy of making bus fares in England entirely free would cost £2.3bn a year, with the greatest benefits going to the least well off. For comparison, the recent 'fiscal event' proposed £40bn worth of tax cuts, mostly to the most well off. The current proposed Government funding for new roads is £27bn, for schemes that are likely to increase pollution and make the climate and biodiversity crises worse. For the same money, bus travel could be made free for at least ten years, helping to reduce car journeys and making progress towards a net zero transport system.

This Council therefore asks that:

- The Leader of the Council writes to the Secretary of State for Transport, the Shadow Secretary State for Transport, Oxford's two MPs and to the Leader of the County Council expressing this Council's support for making public transport in Oxford free of charge
- The Council's Cabinet Members and officers, through their existing partnerships and relationships with the County Council and bus operators, work to promote and deliver this objective.

References/links

<https://www.ippr.org/blog/time-to-reduce-the-cost-of-daily-bus-travel>

<https://www.racfoundation.org/data/cost-of-transport-index>

**15b Campsfield House (proposed by Cllr Gant, seconded by Cllr Goddard)**

Liberal Democrat member motion



The Home Office announcement of its intention to reopen Campsfield House Immigration Detention Centre in Kidlington ignores local and national feeling on the treatment of refugees. It's also a cruel, ineffective, and costly backwards step for this government, for our country and for the people of Kidlington, Yarnton and Begbroke.

In the years before its closure in 2018, Campsfield House was used to detain nearly 30,000 migrants. During that time there were weekly demonstrations, protests, hunger strikes, two suicides, escapes and scores of legal challenges. It was finally closed following a damning inquiry into conditions.

The UK is ranked 20th in terms of asylum applications processed, and 19th for applications accepted. Two thirds of UK asylum seekers' claims are turned down, the highest refusal rate in Europe, with 41% of those decisions overturned on appeal.

Instead of criminalising people fleeing war, oppression and persecution, who have already suffered at the hands of people traffickers, the government should focus on achieving its own targets to deal with asylum claims promptly and fairly.

This Council therefore condemns the re-opening of Campsfield House and asks the Leader to write to the Home Secretary calling for:

- The cancellation of the reopening of Campsfield House as a detention centre.
- The creation of safe havens and more legal routes to apply for asylum in the UK.

The prioritisation of prompt and fair processing of asylum claims whilst introducing appropriate safeguards to allow asylum seekers to live and work in our communities in the meantime.

### **15c Fixing Oxford's Water (proposed by Cllr Jarvis, seconded by Cllr Bely-Summers)**

#### Green member motion

#### **Council notes**

1. On August 24, Thames Water introduced a hosepipe ban following the driest July on record.
2. Across England and Wales, 3 billion litres of water are lost to leaks in the water system every single day
3. According to analysis by the GMB union, Thames Water's infrastructure allows 635 million litres of water to leak out of the system every single day - equivalent to leaving a hosepipe on for 73 years.<sup>1</sup>
4. Failure to fix leaks has had a major impact on public

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<sup>1</sup> <https://www.gmb.org.uk/news/thames-waters-daily-waste-same-hosepipe-being-73-years>

infrastructure in Oxford - including the flooding of the Littlemore underpass for several weeks.

5. There has been a long delay in replacing the water pipe occupying the east bound cycle lane on Osney Bridge, which has endangered cyclists using Botley Road.
6. Between 2017 and 2021, Thames Water has accrued £32.4 million of fines over 11 separate incidents of water pollution - including a £4 million fine for sewage pumped into Oxford's waterways.<sup>2</sup>
7. Since privatisation in 1989, shareholders of water companies have pocketed over £72bn in dividends.<sup>3</sup> Thames Water paid out £392 million in profit to shareholders between 2013 and 2017.<sup>4</sup>

### **Council believes**

1. Thames Water is currently failing to deliver an adequate public service, is failing to invest in infrastructure, and has caused extensive environmental damage - all while putting the burden of water saving onto residents.
2. Serious questions have been raised as to Thames Water's performance - questions to which the public need answers. More accountability for the company is therefore necessary.
3. Going forward, the country's illogical privatisation of water must be reversed. Water is a basic need, a natural monopoly and a vital public service. Privatisation provides all the wrong incentives for running a water supply, and it should be returned to public hands, with democratic oversight.

### **Council resolves**

1. To request that the Cabinet Member for Leisure and Parks requests that Thames Water's CEO Sarah Bentley attend a meeting open to all Councillors to ask questions on the company's performance.
2. To request that the Cabinet Member for Leisure and Parks writes to the water regulator - Ofwat - expressing the concerns laid out in this motion and requesting action be taken to redress it.
3. To request that the Cabinet Member for Leisure and Parks writes to the Secretary of State for Environment, Food and Rural Affairs Thérèse Coffey, and the Secretary of State for Business, Energy and Industrial Strategy Grant Shapps informing them of the Council's view that the country's water

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<sup>2</sup> <https://www.gov.uk/government/news/thames-water-fined-4-million-after-30-hour-waterfall-of-sewage-discharge>

<sup>3</sup> <https://www.theguardian.com/environment/2022/aug/15/uk-water-boss-bonuses-reservoirs-built-leaks-fixed>

<sup>4</sup> <https://weownit.org.uk/company/thames-water>

- system should be taken into public ownership.
4. To lobby government ministers on an ongoing basis to tackle the issues raised in this motion, and for a publicly owned water system.

**15d End Tory Cost of Living Crisis (proposed by Cllr Aziz, seconded by Cllr Upton)**

Labour member motion

The cost-of-living crisis is deepening poverty, inequalities and insecurity, amongst thousands of people, families, and communities across our city.

Twelve years of Tory austerity and brutal central government funding cuts to councils such as ours continues to have a catastrophic impact on services and community support for working people.

The Covid pandemic has also pushed many people into further hardship along with independent and small businesses finding it impossible to survive.

Under a Tory government of millionaires, food bank use across the country and in our own city has rocketed, with more and more people in full time employment also dependent on food banks and food projects across Oxford.

And now this government is wielding more cuts to services. The Tories have shown over the past twelve years they have no desire to improve the lives of working people across our city and country. They need to go. Now.

As winter starts, many are left to wonder how they will feed their families, heat their homes, pay spiralling energy bills and pay their rent and mortgages. People are terrified of becoming destitute and homeless.

Oxford City Council is working with people and communities, organisations and partners across the city including advice centres, food banks and food networks, the NHS, and others to provide information and support across Oxford's diverse communities.

We are proud of the many ways community groups are working together to support people and thank everyone for their tireless work.

This council condemns this out of touch government for the harm and devastation it's causing people and communities daily.

We condemn the increases in inequalities and specifically racialised inequalities the cost of living crisis is exacerbating as outlined in the recent Runnymede Trust report.

We reject this governments failed economic and social policies that have seen an increase in child poverty in our city that is creating a deepening mental health crisis, as the recent Marmot report

highlights

We demand an end to further cuts to local government budgets and services across our city and reject the Tories desire to wield austerity 2.0 against our city.

We call on the government to ensure benefit payments rise in line with record breaking inflation, so that people have a chance to survive the economic chaos created by a government of billionaires and can make it through the winter.

We call on Universal Credit payments and Disability Cost of Living Payments to rise for everyone and for these payments not to be one off.

We call on the government to respect public sector workers human rights to strike action and call on all workers to be paid wages enabling them to live lives of dignity and hope.

We call on the government to urgently implement the energy windfall tax and tax energy companies making huge profits while thousands of people across our city struggle to pay for gas and electricity.

**15e Support Small Business Saturday on December 3rd (proposed by Cllr Fouweather, seconded by Cllr R Smith)**

Liberal Democrat member motion

Council notes that Small Business Saturday 2022 is coming up on December 3rd. Small Business Saturday has grown into a significant event – with £1.1 billion spent at small businesses during the 2020 event alone.

Council recognises that this is an excellent opportunity to promote small businesses in Oxford and to celebrate the contribution smaller businesses make to our city.

Council believes that Small Businesses are the heart and soul of our city and district shopping centres. They help give the City of Oxford its unique character and employ thousands of local people. It is only by supporting our local independent businesses that we can also help our local high streets thrive.

Council resolves to:

- (a) participate as fully as possible in Small Business Saturday on 3rd December 2022.
- (b) request that the Chief Executive explores how officers can work closely with local business organisations and smaller enterprises across Oxford to make them aware of the day and encourage them to sign up.
- (c) promote Small Business Saturday thoroughly and prominently on the Council's website, social media channels and other external communications.

- (d) welcome the excellent cooperation between the County Council and local bus companies which resulted in reduced bus ticket prices for teenagers and the introduction of a reduced ticket for family groups using the Park and Ride sites around Oxford which will encourage shoppers to travel both into Oxford city and other district centres.

Council requests that the Executive Director (Development) submits a report to Cabinet with options to develop a year round communications plan to continue promoting local small businesses and encouraging residents across Oxford to shop small and shop local.

**15f Plant Based Food and Sustainable Farming (proposed by Cllr Dunne, seconded by Cllr Hollingsworth)**

Labour member motion

Council notes that:

- The global scientific consensus is that humans have heated the climate at a rate that is unprecedented, and we are heading towards mass extinction not just for ourselves but of entire eco systems if we do not change our actions today.<sup>1</sup>
- Oxford City Council is committed to reducing its impact on the environment and to becoming carbon neutral by 2030.<sup>2</sup>
- We have a duty as leaders in the city to empower the local community to make changes that can mitigate climate catastrophe and help preserve the vitality of our planet for future generations.
- The UK's agriculture produces 10% of the country's greenhouse gas emissions and makes up 70% of land use. Modern agricultural practices are a central driver for habitat and biodiversity loss and the UK is one of the world's most nature-depleted countries.<sup>3</sup>
- In the UK we eat twice as much meat and dairy as the global average which is not sustainable as there is not enough land in the world to meet this demand without destroying our natural world.<sup>4</sup>
- Plant-based sources of protein have much smaller carbon footprints than animal-based ones, even when comparing locally raised meat to imported plant foods.
- Farm animals across Europe are producing more emissions than cars and vans combined.<sup>5</sup>
- Our relationship to food is still an overlooked factor to the climate crisis yet it is the quickest and cheapest step to help

tackle the climate crisis if we reduce our meat intake.

- The necessary change to confront the climate crisis needs to tackle existing inequalities in society while acting urgently.
- To protect and enrich jobs in Oxford, we should work closely with local farmers and plant-based food organisations to move to more sustainable farming methods and local produce that promotes plant-based food.

Council agrees to:

- Request that the Cabinet Member for Health and Transport:
  - Works with local farmers to support, promote, and encourage their move to create more sustainable plant-based produce.
  - Recognises the benefit of sourcing food locally from producers who follow sustainable principles.
- Request that the Executive Director (Communities and People) submits a report to Cabinet with options to form a plant-based localised free food service by funding community groups who are already doing this work to transform Oxford into a more environmentally sustainable economy which will also tackle food poverty.
- Follow Oxfordshire County Council's lead by ensuring that food provided for internal councillor events are entirely plant-based and food provided at all council catered events and meetings include plant-based options, preferably using ingredients sourced from local food surplus organisations.<sup>6</sup>
- Call on Cabinet to request that the Council's Climate Action Plan be updated to state that all catering provided at Council events and functions from January 2023 will have plant-based options.
- Call on the Shareholder group to work with all Council run companies to encourage moving to having plant-based catering options by January 2023.

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1

[https://www.ipcc.ch/report/ar6/wg1/downloads/outreach/IPCC\\_AR6\\_WGI\\_Press\\_Conference\\_Slides.pdf](https://www.ipcc.ch/report/ar6/wg1/downloads/outreach/IPCC_AR6_WGI_Press_Conference_Slides.pdf)

2

[https://www.oxford.gov.uk/news/article/1705/council\\_outlines\\_how\\_it\\_aims\\_to\\_become\\_a\\_zero\\_carbon\\_council\\_by\\_2030\\_at\\_the\\_latest](https://www.oxford.gov.uk/news/article/1705/council_outlines_how_it_aims_to_become_a_zero_carbon_council_by_2030_at_the_latest)

3

<https://www.rspb.org.uk/globalassets/downloads/documents/conser>

[vation-projects/state-of-nature/state-of-nature-uk-report-2016.pdf](#)

4 <https://www.greenpeace.org.uk/news/how-much-meat-should-i-be-eating/>

5 <https://www.theguardian.com/environment/2020/sep/22/eu-farm-animals-produce-more-emissions-than-cars-and-vans-combined-greenpeace>

6 Oxford City Council stopped catering for council meetings a year ago so plant-based catering would be for the few remaining internal council events.

## **16 Matters exempt or part exempt from publication and exclusion of the public**

If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act 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.

(The Access to Information Procedure Rules – Section 15 of the Council’s Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

### **16a Appointment of a Contractor for the Oxpens River Bridge**

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*Appendix 3 to this item includes exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If Council wishes to discuss matters relating to the information set out in Appendix 3 to the report, it will be necessary for the Council to pass a resolution to exclude the press and public from the meeting (as set out at agenda item 17).*

The Executive Director (Development) submitted a report to Cabinet on 16 November 2022 seeking approval to enter into a legal agreement with Oxfordshire County Council to enable the completion of the Oxpens River Bridge, as set out within the Oxfordshire Housing and Growth Deal; to fund and enter into a construction contract to build the Oxpens River bridge, subject to agreement with Oxfordshire County Council; and to 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.

The Cabinet decision will be reported in the Briefing Note. The draft minutes of the meeting will be available on the [Cabinet meetings webpage](#).

Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery will present the report and present the Cabinet's recommendation.

**Recommendation: Cabinet recommends that Council resolves to:**

1. **Approve** the establishment of an additional capital budget of £2.8 million in 2022/23 and 2023/24 funded from additional growth bid monies.

### **Updates and additional information to supplement this agenda are published in the Council Briefing Note.**

Additional information, councillors' questions, public addresses and amendments to motions are published in a supplementary briefing note. The agenda and briefing note should be read together.

The Briefing Note is published as a supplement to the agenda. It is available on the Friday before the meeting and can be accessed along with the agenda on the council's website.



## **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 and Member 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 Councillors and members of the press and public 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 recordings 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.

## **Minutes of a meeting of Council on Monday 3 October 2022**

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### **Council members present:**

Councillor Fry (Lord Mayor)	Councillor Lygo (Deputy Lord Mayor)
Councillor Rowley (Sheriff)	Councillor Altaf-Khan
Councillor Arshad	Councillor Bely-Summers
Councillor Brown	Councillor Chapman
Councillor Clarkson	Councillor Corais
Councillor Coyne	Councillor Diggins
Councillor Djafari-Marbini	Councillor Fouweather
Councillor Goddard	Councillor Hayes
Councillor Hollingsworth	Councillor Humberstone
Councillor Hunt	Councillor Jarvis
Councillor Kerr	Councillor Landell Mills
Councillor Malik	Councillor Miles
Councillor Morris	Councillor Muddiman
Councillor Munkonge	Councillor Nala-Hartley
Councillor Pressel	Councillor Rawle
Councillor Rehman	Councillor Linda Smith
Councillor Smowton	Councillor Thomas
Councillor Turner	Councillor Upton
Councillor Waite	Councillor Railton

### **Also present for all or part of the meeting:**

Caroline Green, Chief Executive  
Nigel Kennedy, Head of Financial Services  
Susan Sale, Monitoring Officer and Head of Law and Governance  
Mish Tullar, Head of Corporate Strategy  
Tom Hook, Executive Director (Corporate Resources)  
Tom Bridgman, Executive Director (Development)  
Stephen Gabriel, Executive Director (Communities and People)  
Alice Courtney, Committee and Member Services Manager (Interim Acting)  
Lucy Tyrrell, Committee and Member Services Officer

## **Apologies:**

Councillors Aziz, Dunne, Gant, Hall, Latif, Mundy, Pegg, Sandelson, Roz Smith and Walcott sent apologies.

The minutes show when Councillors who were absent for part of the meeting arrived and left.

## **30. Declarations of interest**

There were no declarations of interest.

## **31. Minutes**

Council agreed to approve the minutes of the ordinary meeting held on 18 July 2022 as a true and correct record.

## **32. Appointment to Committees**

Council agreed to appoint with immediate effect:

- Standards Committee - Councillor Diggins to replace Councillor Rehman.
- Scrutiny Committee – Councillor Railton to the vacant seat.

## **33. Announcements**

Council held a minute's silence in respect of the recent death of Her Majesty Queen Elizabeth II.

The Lord Mayor advised Council of the Proclamation of King Charles III in Oxford and the events leading up to the event.

*Cllr Pressel joined the meeting.*

The City Rector addressed Council on a busy week in September, which included St Giles Fair, and the Proclamation of King Charles III, and highlighted the pleasure of working alongside all those involved from both the City and County Council in that week.

The Sheriff gave thanks to the Civic Team led by David Hawkins for their hard work with the above events and asked Council to give the team a round of applause. He gave a further thank you to Julian Cooper, Port Meadow Ranger, for his support with the recent cattle round-up at Port Meadow.

The Lord Mayor, on agreement of the Group Leaders, invited Cllr Malik to address the Council on the recent catastrophic floods in Pakistan. Cllr Malik advised that, with the help of people in Pakistan, the local Mosque and the community, he had raised over £18,000 and would be travelling to Pakistan on 07 October 2022 at his own expense to support the humanitarian efforts.

## **34. Public addresses and questions that relate to matters for decision at this meeting**

There were no addresses or questions.

### **35. Oxford City Council Safeguarding Report 2021/22**

Council received the report from the Head of Corporate Strategy, presented for information following submission to Cabinet on 13 July 2022, reporting on the progress made on Oxford City Council's Safeguarding Action Plan for 2021/22.

Cllr Upton, Cabinet Member for Health and Transport, introduced the report.

**Council noted the report, which incorporated changes to reflect the recommendation of the Scrutiny Committee which was accepted by the Cabinet.**

### **36. Asset Management Strategy**

Council considered a report from the Head of Corporate Property seeking adoption of the Asset Management Strategy 2021-2031 which would provide an ongoing framework for the management of the Council's assets.

Cllr Brown, Leader of the Council, introduced the report, noting that some minor formatting errors had been corrected since its publication, then proposed the recommendations and answered questions.

The recommendation was agreed on being seconded by Cllr Munkonge, Cabinet Member for Leisure and Parks and put to the vote.

**Council resolved to:**

1. **Adopt** the Asset Management Strategy 2021-2031.
2. **Delegate** to the Executive Director (Development) in consultation with the Deputy Leader (Statutory) – Finance and Asset Management authority to make minor amendments to the Strategy; and
3. **Delegate** to the Executive Director (Development) in consultation with the Deputy Leader (Statutory) – Finance and Asset Management authority to make ongoing changes to the Asset Management Action Plan.

### **37. Financial Outturn Report 2021/22**

Council considered a report from the Head of Financial Services updating Members on the financial outturn for the year ending 31 March 2022.

Cllr Brown, Leader of the Council, introduced the report, proposed the recommendations and answered questions.

*Cllrs L Smith and Goddard joined the meeting.*

The recommendations were agreed on being seconded by Cllr Munkonge, Cabinet Member for Leisure and Parks and put to the vote.

**Council resolved to:**

1. **Approve** 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;
2. **Approve** an additional budget of £153k to be added to Bullingdon Community Centre capital scheme as detailed in paragraph 4.

### **38. Constitution amendment - delegation to the Head of Planning Services in respect of s14(2) of the Hazardous Substances Act 1990**

Council considered a report from the Head of Law and Governance recommending that the power to modify or revoke hazardous substances consents under section 14(2) of the Hazardous Substances Act 1990 be delegated to the Head of Planning Services and the Constitution amended accordingly.

Cllr Hollingsworth, Cabinet Member for Planning and Housing Delivery, introduced the report, proposed the recommendation and answered questions.

The recommendation was agreed on being seconded by Cllr Munkonge, Cabinet Member for Leisure and Parks, and put to the vote.

#### **Council resolved to:**

**Amend** paragraph 5.3 of the Constitution to delegate the power to revoke or modify hazardous substances consents under section 14(2) of the Hazardous Substances Act 1990 and to take all associated actions thereafter to secure the revocation or modification of those consents to the Head of Planning Services.

### **39. Urgent key decisions taken since July 2021**

Council had before it a report from the Head of Law and Governance updating Council on key decisions taken in cases of special urgency since July 2021, of which there were none.

Cllr Brown, Leader of the Council introduced the report.

**Council noted the urgent key decisions taken in cases of special urgency as set out in the report.**

### **40. Appointment of Independent Remuneration Panel**

Council considered a report from the Head of Law and Governance seeking delegated authority for the appointment of an Independent Remuneration Panel to consider a new Members' Allowance Scheme, which would be presented to Council in early 2023 for adoption.

Cllr Brown, Leader of the Council, presented the report and proposed the recommendation.

The recommendation was agreed on being seconded by Cllr Munkonge, Cabinet Member for Leisure and Parks and put to the vote.

#### **Council resolved to:**

**Delegate authority** to the Head of Law and Governance to make appointments to the Council's Independent Remuneration Panel as needed, in consultation with the Leader of the Council, up to the end of the four year period when the replacement Members' Allowance Scheme will expire (March 2027).

### **41. Questions on Cabinet minutes**

a) **Minutes of the Cabinet meeting held on 10 August 2022**

There were no questions on the minutes of the 10 August 2022 Cabinet meeting.

**b) Draft Minutes of the Cabinet meeting held on 14 September 2022**

**Minute 55 – The Regulation of Short Let Accommodation**

In response to a question from Cllr Snowton, Cllr L Smith, Cabinet Member for Housing advised that unfortunately the Council's powers on short let accommodation were limited and the Council had recently responded to a Government consultation stating it would welcome powers to licence and regulate short let accommodation, but currently it had no licensing powers. She added that the Council had planning enforcement powers, but taking action in relation to short let accommodation was not straightforward and was carried out on a case by case basis. She said that being registered for business rates was one of many sources of information that the Council could draw on when considering planning enforcement action against short let accommodation.

**Minute 58 – Council Tax Reduction Scheme for 2023/24**

In response to a question from Cllr Snowton, Cllr Brown, Leader of the Council advised that current budgetary pressures meant that the Council needed to keep all options open and consult on everything that it might need to do in order to balance the budget. She confirmed that all potential options would be consulted on during the consultation process.

*Cllr Turner joined the meeting.*

**42. Questions on Notice from Members of Council**

*Cllrs Arshad and Rehman joined the meeting.*

36 written questions were asked of the Cabinet Members and the Leader, and these and written responses were published before the meeting.

These along with summaries of the 12 supplementary questions and responses asked and given at the meeting are set out in the minutes pack.

*Council agreed to consider items 16, 17 and 19 next on the agenda before the 30min break and then return to the agenda as listed.*

**43. Outside organisation/Committee Chair reports and questions**

**a) Partnership report: Future Oxfordshire Partnership**

*Cllr Diggins joined the meeting.*

Council considered the report by the Head of Corporate Strategy updating the Council on the work of the Future Oxfordshire Partnership (formerly the Oxfordshire Growth Board).

Cllr Brown, Leader of the Council, introduced the report and answered questions. Cllr Hollingsworth, Cabinet Member for Planning and Housing Delivery clarified comments regarding the requirement of a bridge for the development of the Osney Mead site, as set out in adoption of the 2008 West End Area Action Plan.

**Council noted the report.**

**44. Scrutiny Committee update report**

Council had before it the report of the Scrutiny Committee Chair.

Cllr Smowton, Chair of the Scrutiny Committee, introduced the report and formally welcomed Richard Doney as the new Scrutiny Officer in post.

Cllr Hollingsworth thanked the Chair and Vice-Chair of the Scrutiny Committee for the Committee's effective challenge to the Oxford Local Plan 2040 at their last meeting of 06 September 2022, which was welcomed and constructive.

**Council noted the report.**

#### **45. Future Workplace - Relocation from St Aldate's Chambers to Oxford Town Hall**

Council had before it a report from the Executive Director (Corporate Resources) seeking approval of a contingency budget of £300,000.

The report included an exempt appendix and Council **agreed** to consider this item in public session, without making reference to the exempt information contained within the appendix.

Cllr Chapman, Cabinet Member for Citizen Focused Services introduced the report, proposed the recommendation and answered questions.

*Cllrs Nala-Hartley and Djafari-Marbini joined the meeting.*

In response to comments raised by Cllr Malik, Cllr Chapman advised that the Council benefited from a more holistic Customer Service experience by working with other agencies in other Council venues, and that face to face contact satisfaction had been reported at 95%.

In response to comments raised by both Cllrs Corais and Landell-Mills, collaborative work had taken place with staff and the Unions to ensure staff safety and wellbeing were paramount in considering and carrying out the relocation.

The recommendation was agreed on being seconded by Cllr Turner, Deputy Leader (Statutory) – Finance and Asset Management and put to the vote.

**Council resolved to:**

**Approve** a contingency budget of £300,000.

*The meeting broke for 30min at the conclusion of this item.*

#### **46. Public addresses and questions that do not relate to matters for decision at this Council meeting**

Council had received one address, set out in full in the briefing and supplementary papers to the agenda.

The Lord Mayor advised that with his permission, following a request from the addressee, the address had been withdrawn from the meeting. Council therefore heard no public addresses or questions.

#### **47. Motions on notice 3 October 2022**

Council had before it seven motions on notice submitted in accordance with Council procedure rules and reached decisions as set out below.



Motions agreed as set out below:

- a) Declaring an ecological emergency (proposed by Cllr Jarvis, seconded by Cllr Kerr) [amendment 1 proposed by Cllr Hunt, seconded by Cllr Thomas] [amendment 2 proposed by Cllr Thomas, seconded by Cllr Hayes]
- b) Tackling and preventing child poverty (proposed by Cllr Djafari-Marbini, seconded by Cllr Nala-Hartley) [amendment proposed by Cllr Smowton, seconded by Cllr Landell-Mills]

Motions not taken as the time allocated for debate had finished:

- c) Providing funding for 'Warm Spaces' in the winter (proposed by Cllr Sandelson, seconded by Cllr Goddard) [amendment proposed by Cllr Brown]
  - d) Fixing Oxford's water (proposed by Cllr Jarvis, seconded by Cllr Muddiman)
  - e) To bring back water into public ownership (proposed by Cllr Hunt, seconded by Cllr Bely-Summers)
  - f) Campsfield House (proposed by Cllr Gant)
  - g) Plant-based food and sustainable farming (proposed by Cllr Dunne, seconded by Cllr Hollingsworth)
- a) Declaring an ecological emergency (proposed by Cllr Pegg, seconded by Cllr Kerr)**

Cllr Jarvis, seconded by Cllr Kerr, proposed the submitted motion as set out in the agenda and briefing note.

Cllr Hunt, seconded by Cllr Thomas, proposed the amendment as set out in the briefing note.

Cllr Thomas proposed a second amendment submitted in accordance with the provisions set out in Oxford City Council's Constitution Part 11.18(f) which states that; 'Minor technical or limited wording amendments may be submitted during the meeting but must be written down and circulated'. Copies of the second amendment were circulated at the meeting and a copy is set out in the minute pack.

Council debated the motion and amendment. Following debate, and on being put to the vote, the amended motion was agreed.

Council debated the amended motion, as amended. Following debate, and on being put to the vote, the amended motion, as amended was agreed.

On being put to the vote the amended motion, as amended was then agreed.

**Council resolved to adopt the following motion:**

Addressing ecological emergency

Globally and in the UK we are in the midst of an ecological emergency. Nature is declining faster than at any time in our history - 41% of UK species have seen populations decrease since 1970, with 15% of British species currently at risk of extinction<sup>1</sup>. These changes are being exacerbated by climate change, which is hindering nature's ability to mitigate due to warming temperatures and increasingly volatile weather. We must take action, right now, if we are to save our wildlife and protect the planet.

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<sup>1</sup>UK State of Nature report, 2019

**This Council notes that** the establishment of an Oxfordshire Nature Recovery Network was a key policy objective of the Oxfordshire 2050 Plan.

**This council resolves to:**

1. Reaffirm our commitment to addressing ecological emergency, recognising that:
  - a. Nature is declining faster than at any previous time and urgent action must be taken to reverse this trend
  - b. A thriving natural environment underpins a healthy, prosperous society
  - c. The nature and climate crises are intrinsically linked, and we cannot tackle one without taking action on the other
2. Call on Cabinet to ensure nature's recovery is embedded at the heart of all strategic plans, policy areas and decision-making processes
3. Request that the Head of Corporate Strategy submits a report to Cabinet setting out options to develop and agree on an evidence-based strategy and action plan to tackle the ecological emergency and report on the progress made, to sit alongside and connect to the Zero Carbon Oxford Action Plan, the previous Biodiversity Action Plan, and the Urban Forest Strategy, as well as linking to Oxfordshire-level plans like the Local Nature Recovery Strategy.
  - a. The action plan must include ambitious targets and strategic goals to restore nature in Oxford, such as:
    - i. Committing to protecting and enhancing the biodiversity of land owned or managed by the City Council through conserving habitats for nature across our parks and nature reserves, ensuring that community green spaces are safeguarded for future generations and adopting a tree-first policy.
    - ii. Promoting, expanding and maintaining a Nature Recovery Network in Oxford as part of a broader Nature Recovery Network for Oxfordshire.
    - iii. Ensuring everyone living in Oxford has doorstep access to nature
    - iv. Commit to tackling the climate and ecological emergencies together by investing in local nature-based solutions to climate change.
    - v. A commitment to annually report on progress on the action plan to Scrutiny Committee
4. Work with local communities and organisations to achieve nature's recovery, particularly engaging with disadvantaged and underrepresented groups in Oxford.

**b) Tackling and Preventing Child Poverty (proposed by Cllr Djafari-Marbini)**

Cllr Djafari-Marbini, seconded by Cllr Nala-Hartley, proposed the submitted motion as set out in the agenda and briefing note.

Cllr Smowton, seconded by Cllr Landell-Mills, proposed the amendment as set out in the briefing note.

Cllr Turner stated that he was a Council-appointed representative on the Rose Hill and Donington Advice Centre. This was not a pecuniary interest and he was not required to preclude himself from the debate; he made the declaration for reasons of transparency.

Council debated the motion and amendment. Following debate, and on being put to the vote, the amendment was not agreed.

Council debated the original motion. Following debate, and on being put to the vote, the original motion was agreed.

**Council resolved to adopt the following motion:**

Child poverty in Oxford is sadly persistent and has been through the decades. In 2019, 29% of children in Oxford lived below the poverty line, approximately 9 children in every class of 30, a horrendously high figure given the city and country's prosperity. The majority (70% nationally) of these children live in working families where unaffordable housing and low wage poor quality jobs have now combined with the cost of living crisis to make life miserable. The data is even more stark amongst racialised minorities and families living with disabilities.

It is almost impossible to list exhaustively the negative consequences on children of growing up in poverty. Poorer health outcomes, lower educational attainment and earnings, and higher entrapment in the criminal justice system are pervasive themes which resonate into adulthood and cause life-long scarring and stigmatisation. The stigma of poverty is one of many compelling reasons for universal and "cash first" approaches favoured by most local and national experts in the field.

The struggles which accompany not having sufficient resources to engage in society on the same basis as everybody else though are of concern right now, and require an immediate response. In the words of Baroness Lister of Burtersett, Honorary President of Child Poverty Action Group children should be valued and cared for as "beings" rather than "becomings".

It is striking that in the discourse around poverty the voice of children and families living in poverty is often missing. There are some notable exceptions to this which reveal devastating testimony such as "*Poverty feels like a tangled web that you can never escape*" (ATD Fourth World - Oxford University) and: "*makes me feel sad when mum says we haven't got much money but I'm OK with it and have to support my mum*" (Milton Keynes Child Poverty Commission).

Despite the national constraints, our Council has taken a number of positive steps over many years to tackle inequalities in the city without which the situation would have been much worse. These include an ambitious housing strategy, a comprehensive Council Tax Reduction scheme and Discretionary Housing Payments, sustained support for the city's advice centres and work on the Oxford Living Wage.

Council resolves to:

1. Request that the Head of Corporate Strategy submit a report to Cabinet with options to:
  - a. Implement the Socio-economic Duty within all Council policies over the next eighteen months; and
  - b. Encourage partnership institutions, including Oxford University, to adopt the Socio-economic Duty.
2. Request that the Head of Communities submit a report to Cabinet with options to:

- a. Develop a Child Poverty Strategy (noting the work done at the Scrutiny Committee) over the next eighteen months informed by the voices of young people affected.
- b. Implement more immediate actions such as:
  - i. Donation of devices to Getting Oxfordshire Online
  - ii. Considering how parents and carers in or at risk of destitution (including those with no recourse to public funds) can access support via "food first" and "cash first" approaches.
- c) Providing funding for 'Warm Spaces' in the winter (proposed by Cllr Sandelson, seconded by Cllr Goddard)**

This motion was not taken as the time allocated for debate had finished.

- d) Fixing Oxford's water (proposed by Cllr Jarvis, seconded by Cllr Muddiman)**

This motion was not taken as the time allocated for debate had finished.

- e) To Bring Back Water into Public Ownership (proposed by Cllr Hunt, seconded by Cllr Bely-Summers)**

This motion was not taken as the time allocated for debate had finished.

- f) Campsfield House (proposed by Cllr Gant)**

This motion was not taken as the time allocated for debate had finished.

- g) Plant-based Food and Sustainable Farming (proposed by Cllr Dunne, seconded by Cllr Hollingsworth)**

This motion was not taken as the time allocated for debate had finished.

**The meeting started at 5.00 pm and ended at 8.15 pm**

**Lord Mayor .....**  
**2022**

**Date: Monday 28 November**

*Decisions on items of business take effect immediately:  
Motions may be implemented immediately or may require further budget provision and/or reports to Cabinet before implementation.  
Details are in the Council's Constitution.*

**To:** Cabinet  
**Date:** 19 October 2022  
**Report of:** Head of Regeneration and Economy  
**Title of Report:** UK Shared Prosperity Fund Investment Plan

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To seek Cabinet endorsement of the UK Shared Prosperity Fund (UKSPF) Investment Plan, allocation of budget, and delegated authority to enter contract with Government for delivery of the plan on behalf of Oxford City Council
<b>Key decision:</b>	Yes
<b>Cabinet Member:</b>	Councillor Susan Brown, Leader and Cabinet Member for Inclusive Economy and Partnerships  Councillor Imogen Thomas, Cabinet Member for Zero Carbon Oxford and Climate Justice
<b>Corporate Priority:</b>	Inclusive Economy; Thriving Communities
<b>Policy Framework:</b>	Council Strategy 2020 - 24

<b>Recommendations:</b> That Cabinet resolves to:	
1.	<b>Endorse</b> the Oxford City Council UK Shared Prosperity Fund Investment Plan, as submitted to government on 1 August under a delegated officer decision, in order to secure up to £1m of funding for the city;
2.	<b>Delegate authority</b> to the Executive Director (Development) to take the necessary decisions and actions to oversee the UKSPF investment plan, including implementing and administering the scheme and the resulting projects in accordance with the requirements and priorities of the prospectus and fund;
3.	<b>Delegate authority</b> to the Executive Director (Development) to enter into a contract with central government to deliver the UKSPF and to make non-material changes to the investment plan in consultation with the Head of Financial Services / Section 151 Officer; the Leader and Cabinet Member for Inclusive Economy and Partnerships; and the Cabinet Member for Zero Carbon Oxford and Climate Justice; and
4.	<b>Recommend to Council</b> the establishing of Capital and Revenue budgets in accordance with paragraph 21 of the report.

<b>Appendices</b>	
Appendix 1	UKSPF Investment Plan Submission
Appendix 2	Oxford UKSPF Expenditure Profile
Appendix 3	UKSPF Indicative Deliverables
Appendix 4	Risk Register UKSPF Investment Plan

## **Introduction and background**

1. In April 2022 government launched the UK Shared Prosperity Fund (UKSPF), to replace the European Union funded structural funds. The guidance for UKSPF can be found [here](#).
2. In accordance with the Levelling Up White Paper, government launched the UKSPF to help address geographical disparities in economic performance and circumstances. The funds objectives are to;
  - a. Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
  - b. Spread opportunities and improve public services, especially in those places where they are weakest
  - c. Restore a sense of community, local pride and belonging, especially in those places where they have been lost
  - d. Empower local leaders and communities, especially in those places lacking local agency
3. Each 'Lead Local Authority' has been allocated a three year funding commitment, subject to the development, submission and approval of a suitable Investment Plan. The council has been identified as the lead local authority for Oxford and the city has been pre-allocated £1,000,000 to invest over the period of 2022/23 to 2024/25.
4. To unlock this investment lead local authorities were given responsibility to develop an investment plan for approval by the UK government, and for delivery of the Fund thereafter. Following approval of the investment plan, lead authorities will receive an area's allocation to manage, including assessing and approving applications, processing payments and day-to-day monitoring.
5. Lead authorities have been given flexibility to invest across a range of activities that represent the right solutions to improve local pride in place, increase life chances, to help spread and create opportunity, and a sense of community and belonging. The balance of priorities should reflect local need and opportunity.
6. The fund identifies a number of 'off-the-shelf' interventions against the UKSPF themes of Communities and Place, Supporting Local Business, and People and Skills. Lead authorities can also define bespoke interventions but must provide a robust theory of change if they wish to do so.
7. The fund prospectus was published on 13 April 2022, and an indicative investment plan had to be submitted by 1 August 2022 for approval by government.
8. The local Investment Plan development process was led by officers in the Economy and Regeneration team and an indicative Investment Plan was submitted on 1

August under a delegated officer decision. This decision was delegated to officers under Part 4.4 of the Council's Constitution.

9. The investment plan identifies a detailed set of costed interventions and expected outcomes. There is ongoing flexibility to reprioritise investment over the course of the programme subject to change control processes. Material changes to the plan will require approval by government. Non-material changes can be made by the lead authority subject to an internal approvals process.

<https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3>

### **Development of Investment Plan**

10. Given the very short timescales to develop the proposals and the relatively small amount of funding available, we have sought to focus on a small number of priorities which would have a strong impact and would help catalyse match funding and further investment from partners.
11. The recently adopted Oxford Economic Strategy and City Centre Action Plan drew heavily on the themes and evidence of the Oxford Local Plan, Corporate Strategy, the Local Industrial Strategy and the Oxfordshire Economic Recovery Plan, and identify a number of key strategic economic and social challenges for the city. These include the development of a more inclusive and equitable local economy, the transition to a net zero economy, the ambition to maintain and enhance the city's economic influence at a global scale, and the need to enhance the quality, diversity and vibrancy of the city centre, through improvements to its public realm and retail, social and cultural offer.
12. We were therefore in a strong position to articulate our local priorities against the UKSPF themes, as well as those of the wider community, having recently consulted extensively on the Oxford Economic Strategy and City Centre Action Plan. These consultation processes identified the following themes as priorities for action:
  - a. Support local people to access skills, training and education opportunities and adapt to the expected rapid structural changes to the economy
  - b. Explore options to deliver more affordable travel to employment and education using public transport, cycling and walking.
  - c. Focus recovery efforts on the needs of the most disadvantaged places, through community wealth building and community economic development.
  - d. Further develop and build on the Oxford Living Wage initiative (OLW) to embed the principles of a minimum standard of prosperity
  - e. Mitigate the environmental impacts of new development and housing growth
  - f. Measure and reduce the environmental impacts of existing economic activity
  - g. Empower Oxford businesses to decarbonise their operations and supply chains
  - h. Deliver the Zero Emission Zone and the next phase of the strategy to reduce emissions/improve air quality in the city
  - i. Expedite transport, digital and energy developments.

- j. Increase the commercial space focusing on Life Sciences, Low Carbon, Digital and knowledge sectors.
  - k. (Local skills) enable the city’s resident population to be a bigger part of its success.
  - l. Continue to support business to adapt to changing circumstances
  - m. Improve the quality of the public realm and built environment in the City Centre
13. As required by the guidance, a series of workshops took place with local partners to test and refine these priorities and develop a set of interventions which were well aligned with local needs and proportionate to the level of funding available. This consultation included representatives from all key stakeholder groups. Further detail is provided in the accompanying investment plan appendix.
14. Following the analysis of the evidence base, and discussion with partners and key stakeholders, three priority programme areas were identified:
- a. Animating the city centre
  - b. Community Wealth Building
  - c. Greening the Economy
15. The projects and programmes under these themes were selected for their alignment with UKSPF themes and existing council and partner priorities.
16. Full detail on the proposed interventions is available in the investment plan appendix. Headline descriptions can be found in the table below:

<b>Project Name (UKSPF Intervention number)</b>	<b>Description</b>
St Michael’s Public Realm Scheme Delivery (E1)	Delivery of the pedestrianisation of St Michael’s Street, (following investments in design and feasibility - E14) creating a significantly improved public realm and benefitting local businesses and the visitor economy.
Community Wealth Building Ownership Workstream (E11)	Working alongside local grassroots groups and partnerships such as Owned by Oxford, the Oxfordshire Inclusive Economy Partnership and Oxfordshire Social Enterprise Partnership, to support the emergence of community owned organisations and enterprises, and the development of new community spaces and assets in the most deprived areas of Oxford.
St Michael’s and Covered Market Design and Feasibility (E14)	Investments will be made in professional services to build on the masterplan and develop the feasibility and design for improvements to the Covered Market and St Michael’s Street.
Covered Market Delivery (E16)	Delivery of stage one of the identified improvements to the Covered Market, increasing footfall in the area creating a more diverse range of sites, including low rent, short-term, and popup and meanwhile uses.



Wayfinding upgrade (E17)	Improvements to Wayfinding infrastructure across the city centre, resulting in greater visitor satisfaction and improved footfall at key sights and attractions.
Community Wealth Building Enterprise Workstream (E26)	Investment in capacity to support the development of grassroots organisations and community networks, providing relationship-based advice and fundraising support to help develop local SMEs, and social and community enterprises. Support will be targeted at the areas of Oxford falling in the 20% most deprived areas of the county (IMD 2019)
Community Wealth Building Employment Workstream (E33)	Investment in this intervention will seek to leverage the grassroots networks and partnerships in place through the council's community wealth building programme to link economically inactive people with opportunities to gain valuable skills and experience arising through social value commitments and developer community employment plans.
Retrofit skills (E39)	The green skills programme will focus on upskilling the city's capacity to deliver energy efficiency improvements on its housing stock. This is likely to fund direct training as well as engagement and marketing activities to improve access to courses.

### Financial implications

17. Once approved, the council will enter into a funding agreement with Government to receive grant funding of £1,020,000.
18. Funding will be allocated annually, with the council paid in advance of delivery. In 2022-23, funding will be paid once the local investment plan has been signed off by government. In 2023-24 and 2024-25, it will be paid at the start of the financial year.

Funding	2022-23	2023-24	2024-25	Total
UKSPF Allocation	£92,331	£184,662	£723,007	£1,000,000

19. In year one, following approval of the investment plan, the council will receive a further one-off payment of £20,000 to cover the cost of consulting on and developing the investment plan. Additionally, the council is able to use up to 4% of the £1,000,000 allocation over the course of the programme to undertake necessary fund administration, such as project assessment, contracting, monitoring and evaluation and ongoing stakeholder engagement.
20. Oxford's UKSPF allocation comprises both revenue and capital. The council must allocate a minimum capital of 10% in year one, rising to 13% and 20% in subsequent years. The proposed interventions are within these thresholds. Full details are provided in the appendix – see expenditure profile.
21. Once approved by government, the Council will need to amend the capital and revenue budgets to include the addition of this funding, as follows:

<b>Budget</b>	<b>2022/23</b>	<b>2023 /24</b>	<b>2024/25</b>	<b>Total</b>
Capital	£70,000	£120,000	£350,000	£540,000
Revenue	£42,331	£64,662	£373,007	£480,000
Total	£112,331	£184,662	£723,007	£1,020,000

22. The UKSPF takes a proportionate approach to changing local priorities and plans in line with the responsibilities delegated to lead local authorities. This means that DLUHC approval will only need to be sought when “material changes” are made to UKSPF investment plans.
23. In financial terms a material change would be moving funding between investment priorities, where the change involves moving 30% of the total funding allocation over the three years. (further information on changes and reporting requirements can be found here: <https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3>)
24. It is recommended that the ability to make non-material changes to the plan is delegated to the Director for Development, in consultation with the Head of Finance and the Cabinet Member for Economic Development, and advised by the programme board.

### **Legal issues**

25. Whilst the Council is not required to act as an Accountable Body in connection with the UK Shared Prosperity Fund the prospectus issued by the UKSPF indicates the expectation that it will. The “general power of competence” contained in the Localism Act 2011 allows the Council to perform the role.
26. Any funding award made from the UKSPF in response to the Council’s Investment Plan will be provided by way of a ring-fenced grant under Section 31 of the Local Government Act 2003. This means that provision will be made within the terms of the grant for the conditions as to the amount, the manner in which it can be used and the circumstances in which the whole or part of the grant must be repaid. The grant determination letter from the UKSPF will be accompanied by a Memorandum of Understanding which will set out the detail of the fund requirements and any obligations on the Council. These requirements and obligations will be included in any onward grant agreements that the Council enters into with those bodies that deliver the interventions in order that any risk to the Council is mitigated.

### **Level of risk**

27. The delivery of the UKSPF will be managed within Oxford City Council by an Oxford SPF programme board. The board will take a proportionate approach to risk management in line with the council’s project management framework. Much of the delivery is expected to be through in-house teams and the funding will be allocated only to partners that evidence and demonstrate risk management and mitigation measures that meet our requirements as a local authority.

28. There are considered to be no severe risks at this stage. The risk register identifies three risks which have strong mitigations in place and are therefore deemed to be low risk - see appendix.

Risk	Mitigation
The Oxford UKSPF Investment Plan is not approved by government.	The plan has been developed in accordance with guidance and aligns with pre-approved intervention types
Partners do not agree with the priorities identified in the Investment Plan, given the reduced availability of public funding compared to previous EU programmes	The plan was developed in line with national guidance and through consultation with a wide range of partners, is based on an evidence base and aligned to recently adopted local strategies such as City Centre Action Plan and Oxford Economic Strategy
New government administration changes policy priorities and removes/reduces funding for UKSPF	Continue to monitor likelihood of risk occurring with civil servants and lobby central government on the importance of this funding

### Equalities impact

29. This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010: <http://www.legislation.gov.uk/ukpga/2010/15/section/149>
30. The Public Sector Equality Duty has been considered at all stages of the engagement for and development of the investment plan.
31. PSED was considered in regard to the selection and review of the membership of the groups forming 'The Local Partnership' when identifying the stakeholder for engagement on the UKSPF.
32. The Oxford Economic Strategy and City Centre Action Plan both carried out EQIAs and have incorporated the needs of protected groups in their development and priorities. The CCAP and OES heavily informed the selection of interventions in this proposal.
33. PSED has also been considered in regard to the UKSPF design for delivery with partnerships such as Oxfordshire Inclusive Economy Partnership (OIEP) and Owned by Oxford (ObO) with approaches that are inclusive and participatory inform this design.
34. In order to ensure implementation is not detrimental or discriminatory advice has been taken from the Oxford City Council Equalities Steering Group regarding working proactively with diversity champions and the use of impact assessments to prevent these issues in the implementation of the Programme and its projects.

- 35. For public realm and wayfinding projects, the programme will consult directly with the Oxford Inclusive Transport and Movement Group to ensure these schemes are developed with protected characteristics in mind.
- 36. A number of interventions have been selected to address long term inequalities across protected groups, in particular those of black and minority ethnicity.
- 37. In line with council policy, each project will undertake an EQIA at its design stage to ensure to identify and mitigate any possible adverse impacts on protected characteristics.

**Carbon and Environmental Considerations**

- 38. In line with the Oxford Economic Strategy, Net-Zero principles are being, and will be, pursued throughout the development and delivery of the programme. The plan contains a strong emphasis on improving the skills base within the city for the delivery of housing retrofit works, which forms a central pillar of the City’s strategy to tackle carbon emissions.
- 39. The design and delivery of other schemes and interventions will be developed with decarbonisation at the forefront, including an emphasis on the use of local labour and supply chains in council procurement, and shifts towards more environmentally sustainable business practices, increasing the pedestrianisation of public space, and relocalising economic activity through support for grassroots enterprise.

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**Background Papers:** None



# UK Shared Prosperity Fund

Investment Plan Drafting Template

Version 2  
May 2022

### Your location

To be eligible for funding, you will need to be applying on behalf of a lead authority in one of the [delivery geographies](#).

Select the lead authority

**For Scotland and Wales only:** Who else is this investment plan being submitted on behalf of? Select all that apply

### Your details

Name

Email address

Phone number

Organisation name

### Local challenges and opportunities

In this section, we will ask you:

- If you've identified any challenges or opportunities, you intend to support
- Which of the UKSPF investment priorities these fall under

#### **ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?**

**(If yes) Describe these challenges, give evidence where possible**

Strategic context (all themes)

The Oxfordshire Local Industrial Strategy was published in 2019 and identifies the foundational elements required to maintain and enhance Oxfordshire's position as a globally competitive and productive local economy, focussing on the places, ideas, business environment, infrastructure and people, needed to bring about continued prosperity.

In 2021, the LEP and local partners commissioned a post-covid Economic Recovery Plan which further articulates the support needed to recover and develop a more resilient local economy, including: Improving Labour Supply within and across Sectors; Tackling Social Mobility and Economic Hardship; enhancing business support in reach, quality, and specificity; supporting businesses to better manage their supply chains; reviving and repurposing our town centres; and preparing our Visitor Economy to bounce back.

The recently published Oxford Economic Strategy and City Centre Action Plan were produced in parallel, and drew heavily on the themes and evidence of the Local Industrial Strategy and Economic Recovery Plan. They identify a number of key strategic economic and social challenges for the city. These include the development of a more inclusive and equitable local economy, the transition to a net zero economy, the ambition to maintain and enhance the city's economic influence at a global scale, and the need to enhance the quality, diversity and vibrancy of the city centre, through improvements to its public realm and retail, social and cultural offer. These priorities cut across all of the SPF themes, and the proposals in this plan seek to respond proportionately to these known challenges through targeted investments in key areas.

Communities and Place Challenges

Consultations and public engagement on the priorities for the city centre has consistently highlighted the lack of shared public realm and the challenges to new businesses setting up in the area of high rents and rates. Further research, including resident surveys, highlights that much of Oxford's population doesn't feel that the city centre has the offer they wish to see. This is particularly pronounced among people from Oxford's minority communities and most deprived areas.

The majority of Oxford city centre is extremely sensitive in heritage terms, with a significant number of listed buildings and a high proportion covered by conservation areas.

Despite its global renown, and vast human, intellectual, and financial capital, the city centre itself contains some of the most deprived areas of the city, with Carfax ward containing an LSOA which ranks within the bottom 20% nationally. Outside the city centre, there are numerous pockets of high need and low employment as shown in the indices of multiple deprivation, with the city containing 10 LSOAs which are in the 20% most deprived nationally.

Outcomes across, education, skills and employability are well below the rest of the city in these areas, and this is also true for Black and Minority Ethnic communities as evidenced in early 2021 (following publication of the OxLEP Skills Local Skills Report and Plan, March 2021), when OxLEP Skills commissioned a data review and report on the skills, employment and enterprise of Oxfordshire's ethnic minority communities.

**ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT?**

**(If yes) Describe these opportunities, give evidence where possible**

There is a well-developed consensus around the potential to extend and embed public realm improvements made during the pandemic on St Michaels Street, where a number of local businesses, began offering outdoor seating. This shift in usage is supported by the recent introduction of the zero emissions zone, which will reduce vehicle usage in this area of the city. The next step would be to undertake feasibility, design and engagement work to build on the success of the current scheme and explore opportunities to create an exemplary permanent pedestrianised zone which enhances the city centre public realm.

There are significant city centre developments already underway at the Clarendon Centre, and on Cornmarket and Market Street, through Jesus College. These projects, and their associated S106 contributions, present an opportunity for match funding of public realm improvements but there is a need for further investment to catalyse these ambitions.

The countywide Oxfordshire Inclusive Economy Partnership was formed as part of a recommendation from the Oxfordshire Local Industrial Strategy and seeks to address economic marginalisation and inequality. The partnership has set a wide range of strategic priorities, including ambitions to maximise social value through procurement and community employment planning; improving educational attainment among disadvantaged groups, improving inclusivity in employment, and developing place based interventions and targeted support in areas that need it most. There is an emerging consensus across partners that supporting the growth of the social economy through the growth of social and community enterprise can have profound impacts on the outcomes of the city's most marginalised communities.

Within the city, these ambitions interface with local organisations and partnerships seeking to address these issues from the ground up through community wealth building. The Owned by Oxford project, addresses gaps in access and opportunity through building strong local networks of grassroots actors who build capacity and funding to support new models of community asset ownership and the growth of the local social economy. The project is a partnership of local organisations and there is an opportunity to leverage SPF investments against the future funding and investments from these partners around this agenda.

**ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?**

**(If yes) Describe these challenges, give evidence where possible**

Consultations and public engagement around the city centre action plan consistently highlighted the challenges to new businesses setting up in the area of high rents and rates. Our constrained urban form and land use pattern puts pressure on public space; and creates competing interests between uses. There is a constrained SME and independent market in the city centre. Commercial rents rarely vary to allow for growth of the independent sector and SME sector.

Whilst our vacancy rate has been relatively stable at around at 5%, there are a number of businesses expected to go into forfeiture in the coming months. Many of these are heavily reliant on the visitor economy, and there is a need to ensure that footfall and visitor numbers recover to pre-pandemic levels to arrest this trend.

Further evidence including resident surveys, and the City Centre Action Plan Consultation, highlights that much of Oxford's population doesn't feel that the city centre has the offer they wish to see. This is particularly pronounced among people from Oxford's minority communities and most deprived areas.

Consultation on the city centre action plan, identified an historic lack of investment in wayfinding infrastructure and the piecemeal and confusing picture presented through existing provision which may be contributing to low visitor satisfaction, which impacts on the visitor economy as a whole. This is backed up by the Visit Britain Satisfaction Survey (<https://www.visitbritain.org/sites/default/files/vb-corporate/Documents-Library/documents/England-documents/oxford.pdf>) which ranks Oxford above the national average on history and heritage, cultural activities, and offering a distinctive experience, but below the national and city-based averages for ease of getting around, being welcoming and friendly, the availability of individual/independent shops, value for money, and shopping opportunities.

As one of a handful of net-contributors to the treasury, Oxford is blessed with a strong business sector. The city aims to build on and enhance its reputation as a global city and has a mature business support landscape, with strong peer to peer networks like B4 Business, Oxfordshire Social Enterprise Partnership, B-Corp, Oxfordshire Business First, and the Robin Network. It also has a range of business support services in the form of OxLEP Business Said Business School, Skoll Business Centre, Oxford Brookes Business School, as well the British Library funded Business and Intellectual Property Centre at the Westgate library.

However there are known gaps in accessing these services and networks. Evidence from previous programmes has shown that entrepreneurs and social entrepreneurs in Oxford's more marginalised communities have not tended to come forward to access the mainstream enterprise support networks. This is due to a number of factors but includes lack of capacity and resources to apply for support, lack of confidence in dealing with and making demands of bureaucracy, and resultant low expectations of success meaning that advice and support is not sought.

**ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT?**

**(If yes) Describe these opportunities, give evidence where possible**

A masterplan is being consulted on for the redevelopment of Oxford's Covered Market, a building which dates back to the 1770's and has a long, varied and interesting heritage. The market has always been an attraction for visiting tourists, providing a unique showcase for the best local crafts, food and drink. The proposed changes to the market design and associated public realm aim to sensitively adapt and enhance the existing heritage asset making it a more open and welcoming space, creating public spaces where people can dwell for longer, and providing a higher proportion of smaller, lower cost units, allowing entry points in the city centre for new businesses.

An Oxford wayfinding strategy was produced following the covid-19 pandemic which identified the need to consolidate and invest in the city's wayfinding infrastructure which was found to be out of



date and confusing. Consultation responses for the City Centre Action Plan suggested that is contributing to low visitor satisfaction rates and there is an opportunity to improve these perceptions through targeted investment.

The council's Community Wealth Building programme involves a number of partner organisations, working together to provide hands on relationship-based advice in starting and managing small and locally-owned businesses, and accessing grants, investment and spaces. These practices can be further embedded by extending officer capacity in the programme, and building on the investment of key partners, including the Aspire Enterprise Hub in Temple Cowley, and the Business and Intellectual Property Centre at Blackbird Leys.

**ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY? (In Scotland, Wales, and Northern Ireland this should also include challenges relating to Multiply)**

**(If yes) Describe these challenges, give evidence where possible**

The 'Pathways to a Zero Carbon Oxfordshire' report was published in June 21 stating that 'If the phase-out of carbon emissions is managed effectively, a variety of economic, social and environmental benefits can be achieved. These include the creation of high skilled, well paid jobs in the zero-carbon sector'. Oxfordshire is a global centre for research and innovation, and the 2014 Low Carbon Economy report estimated that the low carbon economy generated £1.15 billion/year in sales, representing 7% of the county's economy. Leading the development of a zero-carbon future is an opportunity which Oxfordshire can grasp and ultimately become a global leader.

The Zero Carbon Oxford Partnership, a group of the city's largest employers from the public and private sectors, chaired by Oxford City Council, have quantified the scale of the issue in their Roadmap and Action Plan. To achieve the target of a net zero carbon city by 2040, domestic emissions must be reduced by 87%.

That target can only be attained by electrifying heating systems, installing more renewable energy capacity and by making energy efficiency improvements to building fabric. In real terms, this will mean that over 48,000 homes in Oxford (including the majority of the 7,800 Council homes) will require the installation of at least one retrofit measure by 2040 – with a significant portion needing much more work.

Other skills and capabilities will be in demand to enable the transition to net zero, including digital skills. As the economy decarbonises and many processes become electrified and automated (transport, heating, commercial and industrial processes, etc.) it will be necessary for all businesses and organisations in the city to develop a smarter and more flexible approach to energy use. Skills and knowledge in this field will become highly sought-after.

In general, as efforts to mitigate climate change accelerate and as we adapt to those effects that can already be felt; businesses will be required update their operations accordingly. Basic carbon literacy skills will become desirable for a wide variety of roles in every sector.

As referenced in the previous themes, there are areas of the city where economic inactivity is persistent and generational, as shown by the fact that the same areas consistently rank in the bottom 10% and 20% in the Index of Multiple Deprivation with each release. Investments in conventional skills programmes have not consistently impacted on these outcomes in any lasting way, and tend to focus on moving people into short-term, low-prospect roles as a priority. Affecting change in these areas, needs a new approach to develop the social relationships underpinning these indicators and a supportive infrastructure which can generate an increase in economic participation.

**ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT? (In Scotland, Wales, and Northern Ireland this should also include challenges relating to Multiply)**

**(If yes) Describe these opportunities, give evidence where possible**

Oxford was one of the first UK cities to carry out a citizens' assembly in 2019. Much of the groundwork is therefore in place for Oxford to be the first truly Net Zero city in the UK, with a strong foundation and economic opportunity through innovation projects such as LEO and ESO, the Zero Carbon Oxford Partnership and organisations such as the Low Carbon Hub. The council will invest significant local and central government funding over the next 5 years in retrofitting its housing stock and increasing the local skills base in this sector will be vital to ensuring that this investment creates wider economic benefits in the local area.

Local social enterprises and progressive social landlords are already exploring this opportunity and a recent report from Aspire Oxfordshire identifies the necessary pre-requisites to make rapid progress in this areas. There is a further opportunity to leverage existing local growth fund investments in the Green Construction Skills Centre at Abingdon and Witney College, which provides state of the art facilities and training courses in retrofit and green construction techniques.

In relation to the challenge of providing employment support to economically inactive people, there are opportunities to build on the networks and approaches being developed through local partnerships such as Owned By Oxford and the Oxfordshire Inclusive Economy Partnership (as well as long-standing local partners such as DWP, OXLEP Skills, Higher Education, and training providers) including leveraging the opportunities presented through community employment plans, and suppliers' social value commitments. There is an opportunity to extend and embed the impact and reach of these opportunities through resourcing the local authority to work at this grassroots level through its community wealth building programme.

**Interventions**

In this section, we will ask you about:

- Interventions you've chosen for each year of funding
- Outcomes you want to deliver
- Any interventions that are not listed here
- How these interventions fall under the UKSPF investment priorities, and your rationale for them
- Interventions not included in our list will be assessed before being approved, where you will need to show a clear rationale, how the intervention is value for money, what outcomes it will deliver and how you will monitor and evaluate the intervention. This may include a theory of change or logic chain.

**WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY? SELECT ALL THAT APPLY.**

<b>Outcome</b>	<b>Tick if applicable</b>
Jobs created	
Jobs safeguarded	Y
Increased footfall	Y
Increased visitor numbers	Y
Reduced vacancy rates	Y
Greenhouse gas reductions	
Improved perceived/experienced accessibility	Y
Improved perception of facilities/amenities	Y
Increased number of properties better protected from flooding and coastal erosion	
Increased users of facilities / amenities	
Improved perception of facility/infrastructure project	

Increased use of cycleways or paths	
Increase in Biodiversity	
Increased affordability of events/entry	
Improved perception of safety	
Reduction in neighbourhood crime	
Improved engagement numbers	Y
Improved perception of events	
Increased number of web searches for a place	
Volunteering numbers as a result of support	
Number of new or improved community facilities as a result of support	Y
Increased take up of energy efficiency measures	
Increased number of projects arising from funded feasibility studies	Y
Number of premises with improved digital connectivity	
None of the above	

**SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE COMMUNITIES AND PLACE INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.**

**Intervention**

*A full list of nation-specific interventions is available in the relevant annex to the Prospectus.*

E1: Improvements to town centres & high streets

E11: Capacity building & infrastructure support local groups

E14: Relevant feasibility studies


**HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?**

**Describe these projects, including how they fall under the Communities and Place investment priority and the location of the proposed project.**

There are three key investments proposed under this theme:

E1 – Improvements to town centres

The council will use SPF funding to invest in the next stages of development of the pedestrianisation of St Michaels Street, creating a significantly improved public realm, and benefitting local businesses and the visitor economy.

E11 – Capacity building and infrastructure for local groups

The council will fund additional capacity to work alongside local grassroots groups and partnerships such as Owned by Oxford, the Oxfordshire Inclusive Economy Partnership and Oxfordshire Social Enterprise Partnership, to support the emergence of community owned organisations and enterprises, and the development of new community spaces and assets in the most deprived areas of Oxford.

E14: Relevant feasibility studies

Investments will be made in professional services to build on the existing masterplan and develop the feasibility and design for improvements to the Covered Market and St Michael’s Street.

**Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?**  
**All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).**

No

**Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.**

All of the investments made are being used to procure 'public goods' and as such do not represent a subsidy. These initiatives do not make a contribution to an enterprise or affect international trade. Capital schemes will be procured in line with national rules.

**WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY? SELECT ALL THAT APPLY.**

<b>Outcome</b>	<b>Tick if applicable</b>
Jobs created	Y
Jobs safeguarded	Y
Increased footfall	Y
Increased visitor numbers	Y
Reduced vacancy rates	Y
Greenhouse gas reductions	Y
Number of new businesses created	
Improved perception of markets	Y
Increased business sustainability	
Increased number of businesses supported	Y
Increased amount of investment	Y
Improved perception of attractions	Y
Number of businesses introducing new products to the firm	
Number of organisations engaged in new knowledge transfer activity	
Number of premises with improved digital connectivity	
Number of businesses adopting new to the firm technologies or processes	
Number of new to market products	
Number of R&D active businesses	
Increased number of innovation active SMEs	
Number of businesses adopting new or improved products or services	
Increased number of innovation plans developed	
Number of early stage firms which increase their revenue following support	
Number of businesses engaged in new markets	
Number of businesses engaged in new markets	
Number of businesses increasing their export capability	
Increased amount of low or zero carbon energy infrastructure installed	Y
Number of businesses with improved productivity	
Increased number of projects arising from funded feasibility studies	
Increased number of properties better protected from flooding and coastal erosion	
None of the above	

**SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.**

**Intervention**

*A full list of nation-specific interventions is available in the relevant annex to the Prospectus.*

E16: Open Markets and Town Centres

E17: Development and Promotion of the Visitor Economy

E26: Growing the Local Social Economy


**HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?**

**Describe these projects, including how they fall under the Supporting Local Business investment priority and the location of the proposed project.**

E16: Open Markets and Town Centres  
 Through investments in the city centre’s Covered Market, the council will create greatly increase footfall in the area and will create a more diverse range of sites, including low rent, short-term, and popup and meanwhile uses. This will improve sales for existing retailers, extend the potential for hospitality and events, and create new opportunities for local SMEs to trade in the city centre. The market will seek to set a new standard in sustainability by substantially reducing the number of carbon emitting delivery vehicles accessing the market.

E17: Development and Promotion of the Visitor Economy  
 This intervention will focus on investments in the Wayfinding infrastructure across the city centre, resulting in greater visitor satisfaction and improved footfall at key sights and attractions.

E26: Growing the local social economy  
 This intervention will fund capacity to support the development of grassroots organisations and community networks, providing relationship based advice and fundraising support to help develop local SMEs, and social and community enterprises. Support will be targeted at the areas of Oxford falling in the 20% most deprived areas of the county (IMD 2019)

**Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?**

**All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).**

No

**Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.**

These initiatives do not make any direct cash contribution to an enterprise. The in-kind contributions to enterprise in the form of support will be small and will not breach ‘Special drawing rights’ of £332,000. They will not affect international trade. Moreover, the support will pursue a specific public policy objective to remedy address equity rationales, social difficulties and distributional concerns.

**WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY? SELECT ALL THAT APPLY.**

Outcome	Tick if applicable
Number of economically inactive individuals in receipt of benefits they are entitled to following support	
Increased active or sustained participants of UKSPF beneficiaries in community groups [and/or] increased employability through development of interpersonal skills	Y
Number of people reporting increased employability through development of interpersonal skills funded by UKSPF (numerical value)	Y
Number of people in supported employment [and] number of people engaging with mainstream healthcare services	
Number of people sustaining engagement with keyworker support and additional services	
Number of people engaged in job-searching following support	
Number of people in employment, including self-employment, following support	Y
Number of people sustaining employment for 6 months	
Increased employment, skills and/or UKSPF objectives incorporated into local area corporate governance	
Number of people in education/training	
Increased number of people with basic skills (English, maths, digital and ESOL)	
Fewer people facing structural barriers into employment and into skills provision	
Increased number of people familiarised with employers' expectations, including, standards of behaviour in the workplace	
Fewer people facing structural barriers into employment and into skills provision	
Number of people gaining a qualification or completing a course following support	Y
Number of people gaining qualifications, licences, and skills	
Number of economically active individuals engaged in mainstream skills education, and training.	
Number of people engaged in life skills support following interventions	
Number of people with proficiency in pre-employment and interpersonal skills (relationship, organisational and anger-management, interviewing, CV and job application writing)	
<b>Multiply only</b> - Increased number of adults achieving maths qualifications up to, and including, Level 2.	
<b>Multiply only</b> - Increased number of adults participating in maths qualifications and courses up to, and including, Level 2.	
None of the above	

**SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE PEOPLE AND SKILLS INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.**

**Intervention**

*A full list of nation-specific interventions is available in the relevant annex to the Prospectus.*

E33: Employment Support for Economically Inactive People

E39: Green Skills Courses



**ENGLAND ONLY:** People and Skills interventions can only be used in 2022-2023 and 2023-2024 if you have identified a local voluntary and community provision, previously supported by the European Social Fund, at risk of closure. If you have not identified a suitable provision, you will not be able to select interventions for 2022-2023 and 2023-2024 and your investment plan will not be approved.

**HAVE YOU ALREADY IDENTIFIED ANY PROJECTS for 2024-2025 WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY?**

Yes

**Describe the projects for 2024-25, including how they fall under the People and Skills investment priority and the location of the proposed project.**

**E33: Employment Support for Economically Inactive People**

Investment in this intervention will seek to leverage the grassroots networks and partnerships in place through the council's community wealth building programme to link economically inactive people with opportunities to gain valuable skills and experience arising through social value commitments and developer community employment plans. The community wealth building programme will seek to broker long term relationship between developers and providers with skills gaps and social value ambitions, and economically inactive people in areas of deprivation, providing routes into meaningful long term employment.

**E39: Green Skills Courses**

The green skills programme will be further defined in the next 12 months but is expected to focus on upskilling the city's capacity to deliver energy efficiency improvements on its housing stock. This is likely to fund direct training as well as engagement and marketing activities to improve access to courses.

**Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?**

**All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).**

No

**Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.**

The detail on this proposal is still being developed, as described above and funding for this priority will not begin until 2024/25.

As a major potential provider of retrofit services, the council is keen to explore how Oxford Direct Services, and others companies in the supply chain, could be appropriately incentivised to accelerate investment in retrofit skills.

The mechanism for doing this will be explored in more detail following the submission of the plan, and further advice will be needed to understand whether, and under what circumstances this would constitute subsidy. We are aware that where a subsidy is identified;

- These will need to fulfil a specific public policy objective to meet Net Zero and address social needs and distributional concerns
- subsidies must be proportionate and limited to what is necessary to achieve the objective.
- subsidies should be designed to bring about a change of economic behaviour of the beneficiaries that is conducive to achieving the objective and that would not be achieved in the absence of subsidies being provided.

- subsidies will not normally compensate for the costs the beneficiary would have funded in the absence of any subsidy, will not be achievable by other means and not have negative effects on wider trade and investment.

### Approach to delivery and governance

In this section, we will ask you about:

- Structures you have in place to support delivery
- Support you have from stakeholders and the local community
- How you've engaged with MPs as part of your investment plan
- Opportunities you have identified to work with other places

Places need to show how MPs that cover the lead local authority have been engaged on the investment plan and whether they support it. More detail on the role of MPs can be found here.

### **STAKEHOLDER ENGAGEMENT AND SUPPORT**

**Have you engaged with any of the following as part of your investment plan? Select all that apply.**

Public sector organisations	Private sector organisations	Civil society organisations
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**Describe how you have engaged with any of these organisations. Give examples where possible.**

Yes, in accordance with the guidelines OCC as lead authority convened a range of existing groups to act as a Local Partnership, ensuring that they took on the role designated for this Fund's purposes and, taking care to ensure that the panel is fully representative with terms of reference that meet the Fund's needs.

Oxford City Council therefore convened 'The Local Partnership' for purposes of the Shared Prosperity Fund as a consortium of the following representative groups:

Oxford City Council (lead role) and Oxfordshire Councils (Advisory, collaborative role)
MPs and representative members
OxLEP
Oxfordshire Inclusive Economy Partnership (OIEP)
Oxford Strategic Partnership (OSP)
Economic Growth Steering Board (EGSB)

Through 'The Local Partnership Forum' we engaged an extensive range of partners in both Oxford City and Oxfordshire wide working in collaboration with partners from across public, private and voluntary and community sectors.

This included engagement through the following meetings:

- Oxfordshire Inclusive Economy Partnership, 16<sup>th</sup> June, 1.30-3pm



- Economic Growth Steering Board, 12<sup>th</sup> July, 10.30-12pm
- Oxford Strategic Partnership, 12<sup>th</sup> July, 2.30pm-4pm

And several designated workshops to engage broader stakeholders:

- UKSPF Stakeholder Engagement Workshop 1, 12<sup>th</sup> July, 1pm-2.30pm
- UKSPF Stakeholder Engagement Workshop 2, 18<sup>th</sup> July, 12pm-1.30pm

This engaged all of the key stakeholders as identified by the funds engagement guidelines including representatives from:

- Local partnership boards and strategic bodies
- Local businesses and investors
- Business support providers
- Prominent local community & faith organisations
- Voluntary, sector social enterprise and civil society organisations
- Education and skills providers
- Employment experts and providers
- Nature, environmental or associated representatives
- Public health representatives
- Members of Parliament

**Summarise the governance structures you have in place, including how any advisory panels or associated partnership groups are made up**

Oxford City Council as lead partner and local authority has clear governance structures and accountability to ensure transparency and due diligence in line with local authority best practice as well as the required approvals through our Chief Executive Officer, Section 151 Officer and Leader of Oxford City Council as lead authority.

‘The Local Partnership’ consortium is formed of a range of advisory panels and partnerships which are accountable and report to both Oxford City Council (i.e. Oxford Strategic Partnership, Economic Growth Steering Board) and Oxfordshire bodies such as Future Oxfordshire Partnership -Formerly the Oxfordshire Growth Board (I.e. Oxfordshire Inclusive Economy Partnership) which is comprised of and accountable to all Councils in Oxfordshire, City, County and Districts.

For the ‘Greening the Economy’ strand of the Shared Prosperity Fund we will also work closely and be accountable to specialist bodies such as the Zero Carbon Oxford Partnership (ZCOP), contractors and training providers to ensure strategic alignment towards zero carbon targets.

For the Shared Prosperity Fund governance in general we have also ensured to engage our MPs regarding the design and delivery of the programme and as part of wider ‘The Local Partnership’ engagement we have invited their collaboration in order to enable the representation of their constituent’s views.

The MPs will continue to be engaged to provide an advisory role to Oxford City Council as lead local authority and invited to review the investment plan prior to submission to UK government for sign-off.

Having actively reached out to MPs and other partners Oxford City Council as lead local authorities has sought local consensus for the plan and Oxford City Council as lead local authority will ensure to continue to engage proactively and constructively with MPs on a periodic basis, post investment plan sign-off – including through a regular reviews and meetings of the partnership group in its delivery phase.

**Confirm all MPs covering your lead local authority have been invited to join the local partnership group.**

Yes

**Are there MPs who are not supportive of your investment plan?**

No

**(If Yes) Who are the MPs that are not supportive and outline their reasons why.**

**PROJECT SELECTION**

**Are you intending to select projects in any way other than by competition for funding?**

Yes

**(If Yes) Describe your approach to selecting projects, and why you intend to do it this way.**

The selection of projects to be funded by SPF has been determined based on their need and alignment to the fund's indicators and priorities, as areas that were strongly supported as priorities in the recent Economic Strategy and City Centre Action Plan consultations, which enable Oxford City Council to continue to support vital services that meet local needs in line with SPF.

Oxford City Council as lead local authority will identify alignment to existing investments and opportunities to leverage new and additional funding from the private, public and third sectors where applicable for example under the People and Skills theme through adult education budgets, apprenticeship levy, ESF contracts etc. and for the options when selecting communities and place and supporting local business interventions to fund. This will maximise the value for money and impact of the Fund increase the value of the programme wherever match or leverage funding permits.

**DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?**

**Which interventions do you intend to collaborate on? Select all that apply.**

Intervention

Tick if applicable

<i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i>	
E1: Improvements to town centres & high streets	
E11: Capacity building & infrastructure support local groups	
E14: Relevant feasibility studies	
<b>Describe any interventions not included in this list?</b>	
<b>Who are the places you intend to collaborate with?</b>	

<b>DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?</b>	
<b>Which interventions do you intend to collaborate on? Select all that apply.</b>	
<b>Intervention</b>	<b>Tick if applicable</b>
<i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i>	
E16: Open markets & town centre retail & service sector	
E17: Development & promotion of visitor economy	Yes
E26: Growing the local social economy	
<b>Describe any interventions not included in this list?</b>	

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**Who are the places you intend to collaborate with?**

We are aware of a number of neighbouring authorities who are looking at intervention E17 and some have expressed interest in potentially collaborating on shared wayfinding infrastructure. We will continue to explore this to see if there is alignment of the aims and a potential economy of scale to be achieved.

**DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY?**

**Which interventions do you intend to collaborate on? Select all that apply.**

Intervention	Tick if applicable
<i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i>	
E33: Employment Support for Economically Inactive People	Y
E39: Green skills courses	Y

**Describe any interventions not included in this list?**

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**Who are the places you intend to collaborate with?**

Funding for this theme commences in 2024/25, and there is shared interest in this theme across neighbouring local authorities and the opportunities to collaborate will continue to be explored and developed as the programme is further defined in the next 12 months.

We are aware of a neighbouring authority who are looking at intervention E33 and how to link this to opportunities present in social value in procurement practices and community employment plans. We will continue to explore this to see if there is alignment of the aims and approaches.

All our local authority partners are looking at E39 and we will continue to explore the potential for joining up efforts following the submission of the plan as we further develop the detail.

**PUBLIC SECTOR EQUALITY DUTY**

**How have you considered your public sector equality duty in the design of your investment plan?**

The Public Sector Equality Duty has been considered at all stages of the engagement for and development of the investment plan.

PSED was considered in regard to the selection and review of the membership of the groups forming 'The Local Partnership' when identifying the stakeholder for engagement on the UKSPF. This has led to some immediate actions adopted to improve the diversity and representativeness of one of those groups in light of Public Sector Equality Duty to improve representation across sectors of the economy but also protected characteristics of the Equalities Act 2010.

A number of projects have been selected to address long term inequalities across protected groups, in particular those of black and minority ethnicity.

**How will you consider your public sector equality duty when implementing your investment plan, including in the selection of projects?**

The Oxford Economic Strategy and City Centre Action Plan both carried out EQIAs and have incorporated the needs of protected groups in their development and priorities. The CCAP and OES heavily informed the selection of interventions in this proposal.

PSED has also been considered in regard to the UKSPF design for delivery with partnerships such as Oxfordshire Inclusive Economy Partnership (OIEP) and Owned by Oxford (ObO) with approaches that are inclusive and participatory inform this design.

In order to ensure implementation is not detrimental or discriminatory we have taken advice from the Oxford City Council Equalities Steering Group regarding working proactively with diversity champions and also the use of impact assessments to prevent these issues in the implementation of the Programme and its projects.

For the public realm and wayfinding projects, we will consult directly with the Oxford Inclusive Transport and Movement Group to ensure these schemes are developed with protected characteristics in mind.

In line with council policy, each project will undertake an EQIA at its design stage to ensure to identify and mitigate any possible adverse impacts on protected characteristics.

**RISKS**

**Have you identified any key risks that could affect delivery, for example lack of staff or expertise?**

Yes	No
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**(If Yes) Describe these risks or issues, including the contingency measures you have in place to mitigate them.**

The delivery of the UKSPF will be managed within Oxford City Council by an SPF programme board. The board will take a proportionate approach to risk management in line with the council's project management framework. Much of the delivery will be through in house teams and the funding will be allocated only to partners that evidence and demonstrate risk management and mitigation measures that meet our requirements as a local authority.

**Have you identified any key fraud risks that could affect UKSPF delivery?**

	No
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**(If Yes) Describe these risks or issues, including the contingency measures you have in place to mitigate them.**

We will follow all internal guidelines and procedures with support from our financial team at Oxford City Council to prevent fraud risks as well as careful vetting and selection of only trusted partners which have been subject to rigorous due diligence.

### Capacity and capability

In this section, we will ask you about:

- The capacity and capability of your team to manage funding
- The resources you have in place for work related to UKSPF

Your answers here will help us know how to support you with delivery. They will not affect the amount of funding you will get.

Answer as honestly as possible.

#### **TEAM RESOURCE**

##### **How many people (FTE) will be put in place to work with UKSPF funding?**

The SPF Programme board will oversee the internal resource requirements to manage the oversight and delivery of UKSPF. This will draw on resources from within the Regeneration and Economy team, and will require oversight from the Economic Development Manager, Head of Service Oxford City Council's Regeneration and Economy directorate.

In addition, support from the financial services and other relevant services of Oxford City Council will be needed periodically to support these processes.

It is estimated that this resource will equate to 0.5FTE over the course of the project.

##### **Describe what role these people will have, including any seniority and experience.**

The resource allocated by the Programme board will include regular input from 2 members of staff employed as Principal Regeneration and Economic Development Officers, with appropriate experience and expertise in the administration and delivery of central government funding within a local authority context. In addition, legal and finance officers and other expertise required to support delivery the UKSPF Programme as required.

- Strong capability: Has extensive experience and/or a proven track record of delivery in this area.
- Strong capacity: High degree of confidence that there is enough staffing/resource to manage funding in this area.
- Some capability: Has previous experience of delivery in this area.
- Some capacity: Confident that there is enough staffing/resource to manage funding in this area.

- Limited capability: Does not have previous experience and/or no track record of delivery in this area.
- Limited capacity: Limited confidence that there is enough staffing/resource to manage funding in this area. Additional resource may be needed to support delivery.

<b>CAPACITY AND CAPABILITY</b>		
<b>How would you describe your team's current experience of delivering funding and managing growth funds?</b>		
Very experienced		
<b>How would you describe your team's current capability to manage funding for procurement?</b>		
Strong capability		
<b>How would you describe your team's current capability to manage funding for procurement?</b>		
Strong capability		
<b>How would you describe your team's current capacity to manage funding for procurement?</b>		
Strong capacity		
<b>How would you describe your team's current capability to manage funding for subsidies?</b>		
Strong capability		
<b>How would you describe your team's current capacity to manage funding for subsidies?</b>		
Strong capacity		

<b>COMMUNITIES AND PLACE CAPACITY AND CAPABILITY</b>		
<b>Does your local authority have any previous experience of delivering the Communities and Place interventions you have select?</b>		
Yes		
<b>How would you describe your team's current capability to manage funding for Communities and Place interventions?</b>		
Strong capability		
<b>Describe the key capability challenges (if you have any) for delivering Communities and Place interventions. This may include challenges within your local authority and/or your local/regional delivery system.</b>		
N/A		
<b>Describe what further support would help address these challenges.</b>		
<b>How would you describe your team's current capacity to manage funding for Communities and Place interventions?</b>		
Strong capability		
<b>Describe the key capacity challenges (if you have any) for delivering Communities and Place interventions. This may include challenges within your local authority and/or your local/regional delivery system.</b>		
N/A		

Describe what further support would help address these challenges.	

**SUPPORTING LOCAL BUSINESS CAPACITY AND CAPABILITY**

Does your local authority have any previous experience of delivering the Supporting Local Business interventions you have select?

Yes

How would you describe your team's current capability to manage funding for Supporting Local Business interventions?

Strong capability

Describe the key capability challenges (if you have any) for delivering Supporting Local Business interventions. This may include challenges within your local authority and/or your local/regional delivery system.

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Describe what further support would help address these challenges.

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How would you describe your team's current capacity to manage funding for Supporting Local Business interventions?

Strong capability

Describe the key capacity challenges (if you have any) for delivering Supporting Local Business interventions. This may include challenges within your local authority and/or your local/regional delivery system.

N/A	
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Describe what further support would help address these challenges.

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**PEOPLE AND SKILLS CAPACITY AND CAPABILITY**



<b>Does your local authority have any previous experience of delivering the People and Skills interventions you have select?</b>		
Yes		
<b>How would you describe your team's current capability to manage funding for People and Skills interventions?</b>		
Strong capability		
<b>Describe the key capability challenges (if you have any) for delivering People and Skills interventions. This may include challenges within your local authority and/or your local/regional delivery system.</b>		
N/A		
<b>Describe what further support would help address these challenges.</b>		
<b>How would you describe your team's current capacity to manage funding for People and Skills interventions?</b>		
Strong capability		
<b>Describe the key capacity challenges (if you have any) for delivering People and Skills interventions. This may include challenges within your local authority and/or your local/regional delivery system.</b>		
N/A		
<b>Describe what further support would help address these challenges.</b>		

#### **SUPPORT TO DELIVERY UKSPF**

All lead authorities can use up to 4% of their UKSPF allocation to support the delivery of their chosen interventions but by exception, lead authorities will be able to use more than 4%. Are you planning to use more than 4%?

	No
<b>(If Yes) Explain why you wish to use more than 4%.</b>	
N/A	

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Approvals

Before submitting your investment plan, you should have approval from your:

- Chief Executive Officer
- Section 151 Officer
- Leader of your lead authority

Do you have approval from your Chief Executive Officer for this investment plan?

- Yes
- No

Do you have approval from your Section 151 Officer for this investment plan?

- Yes
- No

Do you have approval from the leader of your lead authority for this investment plan?

- Yes
- No

**If you do not have approval from any of these people, please explain why this is:**

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Additional documents

You will have received an email giving you access to a folder where you will need to upload supporting evidence to your investment plan. All applicants must complete and upload the following spreadsheet to the folder prior to submitting their investment plan:

- UKSPF Expenditure Profile spreadsheet
- UKSPF Indicative Deliverables spreadsheet

Your investment plan submission will be considered incomplete without the required documents.

Have you completed and uploaded the two spreadsheets to the SharePoint folder as requested?

- Yes
- No

## Expenditure Profile Guidance

### Overarching Guidance:

Within Tables A & B, only populate cells that are not shaded grey. Boxes shaded grey will be locked and will autopopulate where necessary. Please cross reference these autopopulated numbers with other tables or cells as requested below to ensure accuracy of numbers presented.

Please read the explanation boxes shaded yellow for each table of this document.

An example of a completed Table B - Expenditure Profile, has been provided in the Tab titled "Example of Expenditure Profile" for your reference.

We acknowledge that you will be able to use up to 4% of your allocation to undertake necessary Fund administration, such as project assessment, contracting, monitoring and evaluation and ongoing stakeholder engagement. Please do not make any deduction for this in completing this spreadsheet.

### Table A:

Insert your annual UKSPF allocation in cells C6 to E6. The allocation per year must match the total allocation set out in Table E.

### Table B:

All investment priorities and interventions for UKSPF are listed within columns A & B. Please provide detail of any bespoke interventions in the relevant cells in column B under each investment priority. Please delete the 'Insert Bespoke Intervention' text in column B where you wish to insert a bespoke intervention and provide a short description in column B along with the information required in cells C to P per the guidance below. If your investment plan does not include any bespoke interventions, then please leave the cells as they are.

Column C should be populated with your planned UKSPF funding allotted to each intervention. We do not require this detail on a project by project basis. Where projects span more than one intervention please provide an approximate split across the relevant interventions. If you have not selected a particular intervention, then the columns should be left blank. The total in cell C72 should match the total in cell F6 in Table A, if there is an error, cell C72 will flag red.

We require you to submit the planned yearly breakdown of expenditure across Financial Years 2022/23, 2023/24 & 2024/25 for each intervention you have selected. Totals for each investment priority in cells H29 & O29 should match cell C29. Similarly, H54 & O54 should match C54 and H71 & O71 should match C71. Annual totals by investment priority will autopopulate Table C. H71 should match the total in cell F6 in Table A, if there is an error, cell H72 will flag red.

Enter the capital and revenue spend amounts (£) for each intervention by each financial year in columns I to O. Any required minimum capital expenditure stated within the Prospectus will need to be demonstrated within these columns. The total figures shown by intervention and each financial year will autopopulate in Table C. To help you plan and calculate your capital and revenue amounts, below is the annual, minimum % of capital delivery required:

2022/23 - 10% minimum Capital Delivery

2023/24 - 13% minimum Capital delivery

2024/25 - 20% minimum Capital delivery

The orange cells relating to the People & Skills investment priority are for completion where local authorities have decided to fund targeted people and skills provision in 2022-23 and 2023-24 where this is a continuing priority for 2024-25 and may be at significant risk of ending due to the tail off of EU funds. This flexibility may only be used where provision is currently delivered by voluntary and community organisations, having regard for the focus of the Fund and available funding.

Based on a review at the end of year 1 (FY 22-23), DLUHC will engage with lead local authorities on expenditure profiles for FY 23-24 & FY 24-25 as programmes will develop and the profiles set out in Table B may need to be adapted as delivery develops.

### Table C:

If the required minimum capital % is not met, cells V6 - V8 will flag red. If this happens, please amend the allocations in Table B to ensure the minimum annual capital spend is met.

Table C is for DLUHC internal use only and will prepopulate to give us an overview of the information you have provided. Please use this to cross reference the figures you have provided correctly match relevant cells in Tables A and B before submitting.

### Table D:

The detail you provide in this table is for information purposes only at this stage.

### Table E:

Table E contains a detailed breakdown of the allocations per year to Unitary Authorities, Lower/Upper tier authorities and MCAs and the GLA.

Example Only

Expenditure Profile		UKSPF Allocation Annual Expenditure						UKSPF Allocation Capital/Revenue Split (£)						Supporting comments relating to expenditure
Investment Priority	Intervention	UKSPF Allocation	% of Total UKSPF Allocation	2022-23	2023-24	2024-25	Annual Expenditure Totals	Capital 22/23	Revenue 22/23	Capital 23/24	Revenue 23/24	Capital 24/25	Revenue 24/25	Capital/Revenue Totals
Communities & Place	Improvements to town centres & high streets	£1,600,000	22%	£395,000	£600,000	£605,000	£1,600,000	£79,000	£316,000	£180,000	£420,000	£242,000	£363,000	£1,600,000
Communities & Place	Community & neighbourhood infrastructure projects	£1,000,000	14%	£280,000	£300,000	£420,000	£1,000,000	£84,000	£196,000	£120,000	£180,000	£210,000	£210,000	£1,000,000
Communities & Place	Creation of and improvements to local green spaces	£1,600,000	22%	£250,000	£480,000	£870,000	£1,600,000	£25,000	£225,000	£96,000	£384,000	£478,500	£391,500	£1,600,000
Communities & Place	Existing cultural, historic & heritage institutions offer		0%				£0							£0
Communities & Place	Built & landscaped environment to "design out crime"		0%				£0							£0
Communities & Place	Local arts, cultural, heritage & creative activities		0%				£0							£0
Communities & Place	Active travel enhancements		0%				£0							£0
Communities & Place	Campaigns to encourage visits and exploring of local area		0%				£0							£0
Communities & Place	Impactful volunteering and/or social action projects		0%				£0							£0
Communities & Place	Local sports facilities, tournaments, teams & leagues		0%				£0							£0
Communities & Place	Capacity building & infrastructure support local groups		0%				£0							£0
Communities & Place	Community engagement schemes, local regeneration		0%				£0							£0
Communities & Place	Community measures to reduce the cost of living		0%				£0							£0
Communities & Place	Relevant feasibility studies		0%				£0							£0
<b>Communities &amp; Place</b>	<b>Total for 'On-menu' Interventions</b>	<b>£4,200,000</b>	<b>58%</b>	<b>£925,000</b>	<b>£1,380,000</b>	<b>£1,895,000</b>	<b>£4,200,000</b>	<b>£188,000</b>	<b>£737,000</b>	<b>£396,000</b>	<b>£984,000</b>	<b>£930,500</b>	<b>£964,500</b>	<b>£4,200,000</b>
Communities & Place	Example project	£80,000	1%	£20,000	£20,000	£40,000	£80,000	£10,000	£10,000	£10,000	£10,000	£20,000	£20,000	£80,000
Communities & Place	Insert Bespoke Intervention		0%				£0							£0
Communities & Place	Insert Bespoke Intervention		0%				£0							£0
Communities & Place	Insert Bespoke Intervention		0%				£0							£0
Communities & Place	Insert Bespoke Intervention		0%				£0							£0
<b>Communities &amp; Place</b>	<b>C&amp;P Bespoke Interventions Total</b>	<b>£80,000</b>	<b>1%</b>	<b>£20,000</b>	<b>£20,000</b>	<b>£40,000</b>	<b>£80,000</b>	<b>£10,000</b>	<b>£10,000</b>	<b>£10,000</b>	<b>£10,000</b>	<b>£20,000</b>	<b>£20,000</b>	<b>£80,000</b>
<b>Communities &amp; Place</b>	<b>Communities &amp; Place Interventions Total</b>	<b>£4,280,000</b>	<b>59%</b>	<b>£945,000</b>	<b>£1,400,000</b>	<b>£1,935,000</b>	<b>£4,280,000</b>	<b>£198,000</b>	<b>£747,000</b>	<b>£406,000</b>	<b>£994,000</b>	<b>£950,500</b>	<b>£984,500</b>	<b>£4,280,000</b>
Local Businesses	Open markets & town centre retail & service sector	£500,000	7%	£200,000	£300,000	£0	£500,000	£20,000	£180,000	£60,000	£240,000	£0	£0	£500,000
Local Businesses	Development & promotion of visitor economy	£1,600,000	22%	£300,000	£550,000	£750,000	£1,600,000	£45,000	£255,000	£82,500	£467,500	£375,000	£375,000	£1,600,000
Local Businesses	Supporting Made Smarter Adoption		0%				£0							£0
Local Businesses	Investment in research & development at the local level		0%				£0							£0
Local Businesses	R&D grants supporting innovative product & service development		0%				£0							£0
Local Businesses	Development of innovation infrastructure at a local level		0%				£0							£0
Local Businesses	Enterprise infrastructure & employment / innovation sites		0%				£0							£0
Local Businesses	Strengthening local entrepreneurial ecosystems	£140,000	2%	£50,000	£90,000	£0	£140,000	£9,000	£41,000	£16,200	£73,800	£0	£0	£140,000
Local Businesses	Training hubs, business support offers, incubators		0%				£0							£0
Local Businesses	Bid for & host international business events & conferences		0%				£0							£0
Local Businesses	Growing the local social economy		0%				£0							£0
Local Businesses	Develop angel investor networks		0%				£0							£0
Local Businesses	Export grants to grow overseas trading etc		0%				£0							£0
Local Businesses	Supporting decarbonisation whilst growing local economy		0%				£0							£0
Local Businesses	Business support to drive employment growth		0%				£0							£0
Local Businesses	Support relevant feasibility studies		0%				£0							£0
<b>Local Businesses</b>	<b>Total for 'On-menu' Interventions</b>	<b>£2,240,000</b>	<b>31%</b>	<b>£550,000</b>	<b>£940,000</b>	<b>£750,000</b>	<b>£2,240,000</b>	<b>£74,000</b>	<b>£476,000</b>	<b>£158,700</b>	<b>£781,300</b>	<b>£375,000</b>	<b>£375,000</b>	<b>£2,240,000</b>
Local Businesses	Insert Bespoke Intervention		0%				£0							£0
Local Businesses	Insert Bespoke Intervention		0%				£0							£0
Local Businesses	Insert Bespoke Intervention		0%				£0							£0
Local Businesses	Insert Bespoke Intervention		0%				£0							£0
Local Businesses	Insert Bespoke Intervention		0%				£0							£0
<b>Local Businesses</b>	<b>LB Bespoke Interventions Total</b>	<b>£0</b>	<b>0%</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Local Businesses</b>	<b>Local Business Interventions Total</b>	<b>£2,240,000</b>	<b>31%</b>	<b>£550,000</b>	<b>£940,000</b>	<b>£750,000</b>	<b>£2,240,000</b>	<b>£74,000</b>	<b>£476,000</b>	<b>£158,700</b>	<b>£781,300</b>	<b>£375,000</b>	<b>£375,000</b>	<b>£2,240,000</b>
People & Skills	Employment support for economically inactive people	£400,000	6%			£400,000	£400,000					£0	£400,000	£400,000
People & Skills	Courses including basic, life & career skills	£300,000	4%			£300,000	£300,000					£0	£300,000	£300,000
People & Skills	Enrichment & volunteering activities		0%				£0							£0
People & Skills	Increase levels of digital inclusion, essential digital skills		0%				£0							£0
People & Skills	Tailored support for the employed to access courses		0%				£0							£0
People & Skills	Local areas to fund local skills needs		0%				£0							£0
People & Skills	Green skills courses		0%				£0							£0
People & Skills	Retraining support - high carbon sectors		0%				£0							£0
People & Skills	Local digital skills partnerships		0%				£0							£0
<b>People &amp; Skills</b>	<b>Total for 'On-menu' Interventions</b>	<b>£700,000</b>	<b>10%</b>	<b>£0</b>	<b>£0</b>	<b>£700,000</b>	<b>£700,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£700,000</b>	<b>£700,000</b>
People & Skills	Insert Bespoke Intervention		0%				£0							£0
People & Skills	Insert Bespoke Intervention		0%				£0							£0
People & Skills	Insert Bespoke Intervention		0%				£0							£0
People & Skills	Insert Bespoke Intervention		0%				£0							£0
People & Skills	Insert Bespoke Intervention		0%				£0							£0
<b>People &amp; Skills</b>	<b>P&amp;S Bespoke Interventions Total</b>	<b>£0</b>	<b>0%</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>People &amp; Skills</b>	<b>People &amp; Skills Intervention Total</b>	<b>£700,000</b>	<b>10%</b>	<b>£0</b>	<b>£0</b>	<b>£700,000</b>	<b>£700,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£700,000</b>	<b>£700,000</b>
<b>Allocation Totals</b>		<b>£7,220,000</b>	<b>100%</b>	<b>£1,495,000</b>	<b>£2,340,000</b>	<b>£3,385,000</b>	<b>£7,220,000</b>	<b>£272,000</b>	<b>£1,223,000</b>	<b>£564,700</b>	<b>£1,775,300</b>	<b>£1,325,500</b>	<b>£2,059,500</b>	<b>£7,220,000</b>

Please complete the funding profile for the three years. The funding profile total should correspond with your expenditure profile (Table B) totals.

<b>Funding Profile:</b>				
<b>Funding Sources</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Total</b>
UKSPF Allocation	£92,331	£184,662	£723,007	£1,000,000

The table below should be completed by intervention. Enter the amount of the UKSPF allocation you are assigning to each intervention in column C then provide an annual expenditure profile within columns E to G for each Financial Year. Capital and revenue amounts (£) should be entered for each intervention by financial year in columns I to N (please see minimum capital % for each financial year in the guidance to support your calculations). Interventions must be completed by March 2025 as detailed in Section 7 of the Prospectus. The orange cells relating to the People & Skills investment priority are for completion where local authorities have decided to fund targeted people and skills provision in 2022-23 and 2023-24 where this is a continuing priority for 2024-25 and may be at significant risk of ending due to the tail off of EU funds. This flexibility may only be used where provision is currently delivered by voluntary and community organisations, having regard for the focus of the Fund and available funding.

Expenditure Profile		UKSPF Allocation Annual Expenditure						UKSPF Allocation Capital/Revenue Split (£)						Capital/Revenue Totals	Supporting comments relating to expenditure
Investment Priority	Intervention	UKSPF Allocation	% of Total UKSPF Allocation	2022-23	2023-24	2024-25	Annual Expenditure Totals	Capital 22/23	Revenue 22/23	Capital 23/24	Revenue 23/24	Capital 24/25	Revenue 24/25		
Communities & Place	E1: Improvements to town centres & high streets	£175,000	18%		£50,000	£125,000	£175,000			£50,000		£125,000		£175,000	
Communities & Place	E2: Community & neighbourhood infrastructure projects		0%				£0							£0	
Communities & Place	E3: Creation of and improvements to local green spaces		0%				£0							£0	
Communities & Place	E4: Enhancing existing cultural, historic & heritage institutions offer		0%				£0							£0	
Communities & Place	E5: Built & landscaped environment to 'design out crime'		0%				£0							£0	
Communities & Place	E6: Local arts, cultural, heritage & creative activities		0%				£0							£0	
Communities & Place	E7: Support for active travel enhancements in local area		0%				£0							£0	
Communities & Place	E8: Campaigns to encourage visits and exploring of local area		0%				£0							£0	
Communities & Place	E9: Impactful volunteering and/or social action projects		0%				£0							£0	
Communities & Place	E10: Local sports facilities, tournaments, teams & leagues		0%				£0							£0	
Communities & Place	E11: Capacity building & infrastructure support local groups	£54,662	5%		£24,662	£30,000	£54,662				£24,662		£30,000	£54,662	
Communities & Place	E12: Community engagement schemes, local regeneration		0%				£0							£0	
Communities & Place	E13: Community measures to reduce the cost of living		0%				£0							£0	
Communities & Place	E14: Relevant feasibility studies	£105,000	11%	£35,000	£70,000		£105,000	£35,000		£70,000				£105,000	
Communities & Place	E15: Digital connectivity for local community facilities		0%				£0							£0	
Communities & Place	<b>Total for 'On-menu' Interventions</b>	<b>£334,662</b>	<b>33%</b>	<b>£35,000</b>	<b>£144,662</b>	<b>£155,000</b>	<b>£334,662</b>	<b>£35,000</b>	<b>£0</b>	<b>£120,000</b>	<b>£24,662</b>	<b>£125,000</b>	<b>£30,000</b>	<b>£334,662</b>	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	<b>C&amp;P Bespoke Interventions Total</b>	<b>£0</b>	<b>0%</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	
Communities & Place	<b>Communities &amp; Place Interventions Total</b>	<b>£334,662</b>	<b>33%</b>	<b>£35,000</b>	<b>£144,662</b>	<b>£155,000</b>	<b>£334,662</b>	<b>£35,000</b>	<b>£0</b>	<b>£120,000</b>	<b>£24,662</b>	<b>£125,000</b>	<b>£30,000</b>	<b>£334,662</b>	
Local Business	E16: Open markets & town centre retail & service sector	£225,000	23%				£225,000					£225,000		£225,000	
Local Business	E17: Development & promotion of visitor economy	£35,000	4%	£35,000			£35,000	£35,000						£35,000	
Local Business	E18: Supporting Made Smarter Adoption		0%				£0							£0	
Local Business	E19: Investment in research & development at the local level		0%				£0							£0	
Local Business	E20: R&D grants supporting innovative product & service development		0%				£0							£0	
Local Business	E21: Development of innovation infrastructure at a local level		0%				£0							£0	
Local Business	E22: Enterprise infrastructure & employment / innovation sites		0%				£0							£0	
Local Business	E23: Strengthening local entrepreneurial ecosystems		0%				£0							£0	
Local Business	E24: Training hubs, business support offers, incubators & accelerators		0%				£0							£0	
Local Business	E25: Bid for & host international business events & conferences		0%				£0							£0	
Local Business	E26: Growing the local social economy	£105,338	11%	£22,331	£40,000	£43,007	£105,338		£22,331		£40,000		£43,007	£105,338	
Local Business	E27: Develop angel investor networks		0%				£0							£0	
Local Business	E28: Export grants to grow overseas trading etc.		0%				£0							£0	
Local Business	E29: Supporting decarbonisation & improving natural environment		0%				£0							£0	
Local Business	E30: Business support measures to drive employment growth		0%				£0							£0	
Local Business	E31: Support relevant feasibility studies		0%				£0							£0	
Local Business	E32: Investment to protect from natural hazards, flooding and coastal erosion		0%				£0							£0	
Local Business	<b>Total for 'On-menu' Interventions</b>	<b>£365,338</b>	<b>37%</b>	<b>£57,331</b>	<b>£40,000</b>	<b>£268,007</b>	<b>£365,338</b>	<b>£35,000</b>	<b>£22,331</b>	<b>£0</b>	<b>£40,000</b>	<b>£225,000</b>	<b>£43,007</b>	<b>£365,338</b>	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	<b>LB Bespoke Interventions Total</b>	<b>£0</b>	<b>0%</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	
Local Business	<b>Local Business Interventions Total</b>	<b>£365,338</b>	<b>37%</b>	<b>£57,331</b>	<b>£40,000</b>	<b>£268,007</b>	<b>£365,338</b>	<b>£35,000</b>	<b>£22,331</b>	<b>£0</b>	<b>£40,000</b>	<b>£225,000</b>	<b>£43,007</b>	<b>£365,338</b>	
People & Skills	E33: Employment support for economically inactive people	£100,000	10%			£100,000	£100,000						£100,000	£100,000	
People & Skills	E34: Courses including basic, life & career skills		0%				£0							£0	
People & Skills	E35: Enrichment & volunteering activities		0%				£0							£0	
People & Skills	E36: Increase levels of digital inclusion, essential digital skills		0%				£0							£0	
People & Skills	E37: Tailored support for the employed to access courses		0%				£0							£0	
People & Skills	E38: Local areas to fund local skills needs		0%				£0							£0	
People & Skills	E39: Green skills courses	£200,000	20%			£200,000	£200,000					£200,000		£200,000	
People & Skills	E40: Retraining support for those in high carbon sectors		0%				£0							£0	
People & Skills	E41: Funding to support local digital skills		0%				£0							£0	
People & Skills	<b>Total for 'On-menu' Interventions</b>	<b>£300,000</b>	<b>30%</b>	<b>£0</b>	<b>£0</b>	<b>£300,000</b>	<b>£300,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£300,000</b>	<b>£300,000</b>	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	<b>P&amp;S Bespoke Interventions Total</b>	<b>£0</b>	<b>0%</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	
People & Skills	<b>People &amp; Skills Intervention Total</b>	<b>£300,000</b>	<b>30%</b>	<b>£0</b>	<b>£0</b>	<b>£300,000</b>	<b>£300,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£300,000</b>	<b>£300,000</b>	
<b>Allocation Totals</b>		<b>£1,000,000</b>	<b>100%</b>	<b>£92,331</b>	<b>£184,662</b>	<b>£723,007</b>	<b>£1,000,000</b>	<b>£70,000</b>	<b>£22,331</b>	<b>£120,000</b>	<b>£64,662</b>	<b>£350,000</b>	<b>£373,007</b>	<b>£1,000,000</b>	

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Allocation Summary		UKSPF Allocation Total Expenditure by Investment Priority										C&P Revenue/Capital		LB Revenue/Capital		P&S Revenue/Capital		Total Revenue/Capital		
		Funding Period:	Communities & Place	C&P Bespoke	C&P Totals	Local Businesses	LB Bespoke	LB Totals	People & Skills	P&S Bespoke	P&S Totals	£ Fund Total	% Fund Total	Cap%	Rev%	Cap%	Rev%	Cap%	Rev%	Cap%
1	2022/23	£35,000	£0	£35,000	£57,331	£0	£57,331	£0	£0	£0	£92,331	9%	100%	0%	61%	39%	0%	0%	76%	24%
2	2023/24	£144,662	£0	£144,662	£40,000	£0	£40,000	£0	£0	£0	£184,662	18%	83%	17%	0%	100%	0%	0%	65%	35%
3	2024/25	£155,000	£0	£155,000	£268,007	£0	£268,007	£300,000	£0	£300,000	£723,007	72%	81%	19%	84%	16%	0%	100%	48%	52%
		<b>£334,662</b>			<b>£365,338</b>			<b>£300,000</b>			<b>£1,000,000</b>	<b>100%</b>								

Match funding is not mandated and will not form part of the assessment of your investment plan, however, we will expect you to report on any match funding/leverage secured over the lifetime of the Fund. If you are in a position to report any now, please complete the table below. If known, please provide details of which investment priority and intervention(s) any match is to be allocated to.

Match/Leverage Sources	Source Name	Status	2022-23	2023-24	2024-25	Total	Additional information
Other UK Gov Funding						£0	
Local Authority Contribution						£0	
Third Party Funder						£0	
<b>Totals:</b>			<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	





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<b>Indicative Deliverables Guidance</b>
<b>Overarching Guidance:</b>
<i>Within Tables A - F, only populate cells that are not shaded grey. Boxes shaded grey will be locked.</i>
<i>Please read the explanation boxes shaded yellow for each table of this document.</i>
<i>Please only complete the tables for the investment priorities that you have included in your investment plan.</i>
<i>Within each table, please only complete the rows for the interventions you have selected as part of your investment plan.</i>
<i>For each intervention selected, please fill in the cells for the outputs and outcomes you would want to measure against.</i>
<i>Please insert a target for each selected outputs and outcomes in the relevant unit shown in column A.</i>
<i>You do not have to select all available outputs /outcomes for each intervention, but you must select at least one for each. The outputs and outcomes you enter in Tables A - F are indicative at this stage and will be refined throughout the course of the UKSPF programme.</i>
<i>Please leave the cells blank for the outputs / outcomes that you will not measure against.</i>
<i>If you have proposed bespoke interventions in your investment plan, please enter the title of your bespoke intervention in the relevant output and outcome tab for the investment priority it will sit under, then enter the indicative outputs and outcomes. You can choose from any relevant output or outcome listed under the investment priority. However, for monitoring purposes, bespoke outcomes and outputs will not be accepted at this stage.</i>
<i>Please use whole numbers. Decimals or text will not be accepted in any table.</i>
<i>We will issue further technical guidance on definitions of indicators in due course.</i>

**Communities & Place Outputs**  
Please enter your indicative outputs for Communities & Place interventions below.

Output	Intervention																				
	E1: Improvements to town centres & high streets	E2: Community & neighbourhood infrastructure projects	E3: Creation of and improvements to local green spaces	E4: Enhancing existing cultural, historic & heritage institutions offer	E5: Built & landscaped environment to 'design out crime'	E6: Local arts, cultural, heritage & creative activities	E7: Support for active travel enhancements	E8: Campaigns to encourage visits and exploring of local area	E9: Impactful volunteering and/or social action projects	E10: Local sports facilities, tournaments, teams & leagues	E11: Capacity building & infrastructure support local groups	E12: Community engagement schemes, local regeneration	E13: Community measures to reduce the cost of living	E14: Relevant feasibility studies	E15: Investment and support for digital connectivity for local community facilities	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	
Number of commercial buildings developed or improved (numerical value)																					
Amount of commercial buildings developed or improved (m2)																					
Number of rehabilitated premises (numerical value)																					
Amount of rehabilitated land (m2)																					
Amount of public realm created or improved (m2)	1200																				
Number of low or zero carbon energy infrastructure installed (numerical value)																					
Amount of low or zero carbon energy infrastructure installed (m2)																					
Number of decarbonisation plans developed (numerical value)																					
Sqm of land made wheelchair accessible/step free (m2)	1200																				
Number of organisations receiving financial support other than grants (numerical value)											15										
Number of organisations receiving grants (numerical value)											15										
Number of organisations receiving non-financial support (numerical value)											20										
Number of households receiving support (numerical value)																					
Number of households supported to take energy efficiency measures (numerical value)																					
Number of neighbourhood improvements undertaken (numerical value)																					
Number of facilities supported/created (numerical value)																					
Number of local events or activities supported (numerical value)											2										
Amount of green or blue space created or improved (m2)																					
Number of new or improved cycleways or paths (numerical value)																					
Amount of new or improved cycleways or paths (m2)																					
Number of trees planted (numerical value)																					
Number of Tourism, Culture or heritage assets created or improved (numerical value)																					
Number of events/participatory programmes (numerical value)																					
Number of potential entrepreneurs provided assistance to be business ready (numerical value)																					
Number of volunteering opportunities supported (numerical value)																					
Number of projects (numerical value)																					
Number of people reached (numerical value)																					
Number of tournaments/leagues/teams supported (numerical value)																					
Leaves or participation in sports and recreational activities at facilities that have benefitted from																					
Number of people attending training sessions (numerical value)											30										
Number of feasibility studies supported (numerical value)														2							
Number of properties better protected from flooding and coastal erosion																					









**People & Skills Outputs**  
Please enter your indicative outputs for People & Skills interventions below.

Output	Interventions													
	E33: Employment support for economically inactive people	E34: Courses including basic, life & career skills	E35: Enrichment & volunteering activities	E36: Increase levels of digital inclusion, essential digital skills	E37: Tailored support for the employed to access courses	E38: Local areas to fund local skills needs	E39: Green skills courses	E40: Retraining support - high carbon sectors	E41: Local digital skills	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention
Number of economically inactive people engaging with keyworker support services (numerical value)														
Number of economically inactive people supported to engage with the benefits system (numerical value)														
Number of socially excluded people accessing support (numerical value)	30													
Number of people supported to access basic skills (numerical value)														
Number of people accessing mental and physical health support leading to employment (numerical value)														
Number of people supported to engage in job-searching (numerical value)														
Number of people receiving support to gain employment (numerical value)							40							
Number of people receiving support to sustain employment (numerical value)	30													
Effective working between keyworkers and additional services (number of engagements)														
Number of people supported to engage in life skills (numerical value)														
Number of people supported onto a course through providing financial support (numerical value)														
Number of people supported to participate in education (numerical value)														
Number of volunteering opportunities supported (numerical value)														
Number of people taking part in work experience programmes (numerical value)														
Number of people retraining (numerical value)								40						
Number of people in employment engaging with the skills system (numerical value)														
Number of people receiving support to gain a vocational licence (numerical value)														
Number of people attending training sessions (numerical value)								40						
Number of people gaining a qualification or completing a course following support (numerical value)							40	40						



**People & Skills Outcomes**  
Please enter your indicative outcomes for People & Skills interventions below.

Outcome	Intervention													
	E33: Employment support for economically inactive people	E34: Courses including basic, life & career skills	E35: Enrichment & volunteering activities	E36: Increase levels of digital inclusion, essential digital skills	E37: Tailored support for the employed to access courses	E38: Local areas to fund local skills needs	E39: Green skills courses	E40: Retraining support - high carbon sectors	E41: Local digital skills	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention
Number of economically inactive individuals in receipt of benefits they are entitled to following support (numerical value)														
Number of active or sustained participants in community groups as a result of support (numerical value)	40													
Number of people reporting increased employability through development of interpersonal skills funded by UKSPF (numerical value)	20													
Number of people in supported employment (numerical value)														
Number of people engaging with mainstream healthcare services (numerical value)														
Number of people sustaining engagement with keyworker support and additional services (numerical value)														
Number of people engaged in job-searching following support (numerical value)														
Number of people in employment, including self-employment, following support (numerical value)	30						40							
Number of people sustaining employment for 6 months (numerical value)														
Number of people in education/training (numerical value)														
Number of people with basic skills (English, maths, digital and ESOL) (numerical value)														
Number of people experiencing reduced structural barriers into employment and into skills provision (numerical value)														
Number of people familiarised with employers' expectations, including standards of behaviour in the workplace (numerical value)														
Number of people gaining a qualification or completing a course following support (numerical value)							40							
Number of people gaining qualifications, licences and skills (numerical value)														
Number of economically active individuals engaged in mainstream skills education and training (numerical value)														
Number of people engaged in life skills support following interventions (numerical value)														

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# Appendix 4

## Risk Register

### UK Shared Prosperity Fund

As at: 12/09/2022

Ref	Title	Risk Description	Opp / Threat	Cause	Consequence	Risk Treatment	Date Raised	Owner	Gross		Current			Target		Comments	Control / Mitigation Description	Date Due	Action Status	% Progress	Action Owner
									P	I	P	I	Score	P	I						
SPF1	Bid not approved by government	The Oxford UKSPF Investment Plan is not approved by government.	Threat	The submission to government is rejected	Council does not receive funding to deliver programme	Accept	12/09/22	Programme	1	3	1	3	3	1	3	Fund is not competitive and has been pre-approved by government so any problems with the bid would result in delay to delivery rather than loss of funding	The plan has been developed by experienced officers in accordance with government guidance and aligns with pre-approved intervention types				
SPF2	Partners disagree with priorities	Partners and members of the public do not agree with the priorities identified in the Investment Plan, given the reduced availability of public funding compared to previous EU programmes	Threat	Partners disagree with the priorities set out in the investment plan	Reputational damage to council	Accept	12/09/22	Programme	2	2	2	2	4	1	2	The plan was developed in line with national guidance and through consultation with a wide range of partners, is based on an evidence base and aligned to recently adopted local strategies such as City Centre Action Plan and Oxford Economic Strategy	Continue to engage with local partners throughout the development of the programme				
SPF3	Policy change	New government administration changes policy priorities and removes/reduces funding for UKSPF	Threat	Policy change by central government	Reduction and/or removal of funding	Accept	12/09/22	Programme	1	5	1	5	5	1	5	Very low probability. Indication from government is that fund will continue as expected.	Continue to monitor likelihood of risk occurring with civil servants and lobby central government on the importance of this funding				

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**To:** Cabinet  
**Date:** 16 November 2022  
**Report of:** Executive Director (Development)  
**Title of Report:** Award of a Works Contract for the Refurbishment of the Gasworks Pipe Bridge

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To seek Cabinet approval for a works contract to refurbish/repair the Gasworks Pipe Bridge situated between Friars Wharf and Baltic Wharf; authority for the Executive Director (Development) to award a contract; and approval of the spend of identified funds for the funding of the contract.
<b>Key decision:</b>	Yes
<b>Cabinet Member:</b>	Councillor Ed Turner, Deputy Leader (Statutory) Finance and Asset Management
<b>Corporate Priority:</b>	Vibrant Sustainable Economy
<b>Policy Framework:</b>	Council Strategy 2020-24

<b>Recommendations:</b> That Cabinet resolves to:	
1.	<b>Grant project approval</b> to award a contract for the refurbishment/repair of the Gasworks Pipe Bridge;
2.	<b>Recommend to Council</b> 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.	<b>Delegate authority</b> 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.

<b>Appendices</b>	
Appendix 1	Risk Register

## **Introduction and background**

1. The Gasworks Pipe Bridge carries a public right of way, a national cycle route and forms a crucial link for communities north and south of the river. Unfortunately, it had to be closed suddenly, causing significant inconvenience, and Oxford City Council has worked hard to get the bridge reopened as soon as possible. The bridge is particularly important for families with young children that live north of the river and need to travel to attend school at St Ebbe's to the south of the river. To enable the reopening of this important crossing point, urgent repairs works will need to be undertaken.
2. A structural assessment on the Gasworks Pipe Bridge identified sections of the bridge as being unsafe through aging or non-compliance to current standards. The most critical aspect highlighted in the assessment related to the truss, including its connections, indicating it has inadequate capacity to carry crowd loading and is at risk of sudden collapse without warning. This resulted in the bridge being closed with immediate effect by both Oxford City Council (the "Council") and Oxfordshire County Council ("County"), with County making the application for the "stopping-up order" under the Highways Act 1980 in respect of the public footpath and cycle-way which runs across it, and the Council physically closing the bridge and said footpath/cycle-way pursuant to said "stopping-up" order when it was granted. County made this application because the public footpath/cycle-way falls within their jurisdiction as local highways authority.
3. To minimise disruption to travel, a diversion route was set up across the Gasworks Railway Bridge. The Council and Oxford Direct Services Limited ("ODS") worked together to ensure the alternative route was safe and clear. In order to enable this, signage was installed and a mirror was installed (in order to maximise visibility through the tunnel under the Gasworks Railway Bridge) and "way-finder" uprighters were installed throughout the route. ODS inspect the route weekly to ensure this signage, mirror and lights are in good condition, and they report any issues that arise.
4. Stantec Inc. ("Stantec") was appointed as the Council's consultant to undertake an options appraisal on the Gasworks Pipe Bridge. Based on the results of the options appraisal, it was decided that the appropriate option was to refurbish/repair the bridge rather than replace it.
5. An Approval in Principle ("AIP") was produced by Stantec on behalf of the Council detailing the design criteria for the permanent works associated with the repair and strengthening of the main span of the existing bridge. The AIP was approved by the Technical Approval Authority ("TAA") at County's offices in August 2022. Please note that County is the TAA in this matter owing to the fact that the Council does not have the technical expertise in-house to be so whereas County does,  
  
Stantec has provided the detailed designs for the repair / refurbishment works of the Gasworks Pipe Bridge (the "Works") and continues to work through the final detailed technical designs, which will require final approval from the TAA.

6. Following the Council’s procurement policy, the tender for contractors is being followed. Accordingly, the Council will, by the time this report is considered at Cabinet, have sent out to tender to procure a contractor to undertake the Works.

**Programme of works**

7. The table below shows programme milestones:

Gasworks Pipe Bridge Timeline	Start	Duration	Finish
Cabinet	16/11/22	1 day	16/11/2022
Contractor appointment	23/01/23	1 Day	23/01/23
Submission of Flood Risk Activity Permit (FRAP)	06/02/23	1 Day	06/02/23
Temporary Works Design	24/01/23	10 weeks	03/04/23
Mobilisation	21/03/23	4 weeks	19/04/23
Partial refurbishment of structure (main span and deck replacement)	20/04/23	12 weeks	14/07/23
Footbridge open to public	14/07/23	1 Day	14/07/23
Full refurbishment of structure (repairs to brick abutments, replacement of bearings, installation of drainage and movement joints, other minor works)	17/07/23	12 weeks	09/10/23

**Statutory Authorities**

8. The Council and Stantec have liaised with the following relevant statutory authorities:
- (a) The Environment Agency;
  - (b) Oxfordshire County Council; and
  - (c) Oxford City Council Planning Authority

To ensure approvals and licences have been considered, and the following authorities have confirmed the requisite approval to the Works:

- (d) Oxfordshire County Council (i.e. such approval has been effectively given by the procurement of the stopping-up order); and
  - (e) Oxford City Council Planning Authority (i.e. officers have approached Oxford City Council Planning Authority, and they have confirmed that planning approval is not required for the Works).
9. The Council and Stantec have maintained regular communication with the TAA in order to ensure a smooth delivery of the project.
  10. Stantec engaged with the Environment Agency (“EA”) early in the project and officers from the Council and Stantec continue to liaise with the EA regarding licences and technical issues. Note that the EA will be required to provide a Flood Risk Activity Permit (“FRAP”) during or before the commencement of the Works, but the FRAP has not yet been issued.

### **Stakeholder engagement and Comms**

11. Officers have provided updates to key stakeholders on the progress of the refurbishment of the Gasworks Pipe Bridge through regular bulletins and member briefings. Updates to the website and press releases have also been included to inform the general public on progress.

Now the project is moving forward quickly, communications will be provided on a more regular monthly basis.

### **12. Tender Process**

The tender process will follow the Council’s normal procurement process (the “Strategy”) and has benefitted so far from the support of the Council’s procurement team who are satisfied with the proposed tender. The evaluation criteria will be set at 40% price and 60% quality to evaluate the tender responses.

The quality of each of the potential contractors’ respective proposals will be assessed on the extent to which the tenderer will meet the industry standard and perform their obligations under the contract. The Council’s standard 0-5 scoring mechanism will be used when making such assessment.

The estimated costs of the Works is £1.2m. The Public Contract Regulations 2015 works threshold is £5.3 million.

The Works are specialised. To ensure we reach the appropriate contactors therefore, we will conduct an open tender process using the South East Business portal. This was a decision by officers based on advice from the Council’s procurement team and Stantec.

We will use the NEC Option A: Priced contract with activity schedule.

### **13. Financial implications**

The business plan includes a budgetary provision of £1.82 million, which includes contractor costs, internal officer costs and consultancy fees. The estimated contract value for the contractor is circa £1.44 million, and this figure:



(a) includes a 20% contingency for unforeseen costs arising from intrusive works during construction; and

(b) is based on an 18 month contract term.

The work is being funded from the stock condition survey budget of around £3.3 million included over the next 2 years of the capital programme.

The estimate is based on the work below:

Property	Repair Works Summary	Estimated Cost
Gasworks Pipe Bridge Refurbishment	<p>The following provides a list of works to be undertaken by a contractor as part of the repair and strengthening of the Isis Gasworks Footbridge:-</p> <ol style="list-style-type: none"> <li>1. Undertake material testing to confirm the strength of steel and presence of lead in the protective paint system and validate the assumptions made in the assessment.</li> <li>2. Remove and dispose of existing concrete deck planks and supporting steel angles (a safe system of work, which may require the use of a pontoon system, shall be used by the contractor to prevent debris falling into the river).</li> <li>3. Erect temporary access scaffold and encapsulate structure.</li> <li>4. Remove dilapidated paint system and corrosion through grit blasting or other means deemed appropriate.</li> <li>5. Undertake an inspection, together with the Permanent Works designer, of the steel structure to determine the extent of corrosion and identify all elements to be repaired and replaced;</li> <li>6. Repair and/or replace steelwork.</li> <li>7. Repair or replace the existing bridge parapet.</li> <li>8. Replace the existing bridge bearings.</li> <li>9. Repaint the structure.</li> <li>10. Install new FRP (fibre reinforced polymer) deck panels.</li> <li>11. Repair brick abutments (removal of vegetation, repair cracks in the brickwork, repointing).</li> <li>12. Install new lockable access doors at the ends of the structure for access to the room behind the abutments.</li> </ol>	£1,200,000.00
<b>Estimated Total</b>		<b>£1,200,000.00 + Contingency</b>

## 14. Legal Issues

This report seeks:

- (a) Cabinet approval to the Council's entry into a contract worth circa £1.44 million with a contractor selected from a pool of tenderers. By the time this report is considered at Cabinet the Strategy will have been implemented, but the assessment to decide to whom from the pool of tenderers the contract should be awarded will not be carried out in order until Cabinet grants the approvals sought by this report; and
- (b) Cabinet delegation of authority to the Executive Director for Development, in consultation with the Deputy Leader (Statutory) - Finance and Asset Management and the Head of Financial Services/Section 151 Officer, to award the Gasworks Pipe Bridge contract to a successful tenderer.

There are no legal issues to consider apart from to identify ownership of the Gasworks Pipe Bridge. The Council acquired legal title to the Gasworks Pipe Bridge by virtue of purchasing the site of the former Oxford Gasworks (of which the Gasworks Pipe Bridge forms part) from the old Southern Gas Board for £11,615 on 22<sup>nd</sup> January 1970. **NB** the land of which the bridge forms part was unregistered when it was acquired by the Council and has remained so for the past 50 plus years, although it is intended that the Council will apply to HM Land Registry for its registration in due course.

## 15. Level of Risk

Please refer to the risk register at Appendix 1.

## 16. Equalities impact

There is no known equalities impact regarding the Works or proposed delegation. However, due regard is given to equalities in procurement under the Strategy, which for instance covers issues like the Oxford Living Wage and apprenticeships. Reopening of the bridge will have a beneficial impact by improving accessibility of St Ebbe's school for residents on the other side of the river, including those on low incomes.

## 17. Carbon and Environmental Considerations

Please note that:

- refurbishing the bridge contributes to supporting active travel in the city, and that encouraging walking and cycling in the city will help the Council to achieve its target of reaching net zero by 2030;
- measures such as encapsulating the bridge to prevent debris or other contaminants entering the river will be put in place to minimise disruption to the environment whilst the Works are being undertaken; and
- refurbishing the existing bridge uses less carbon than building a new one.

## Conclusion

18. It is the opinion of the author of this report that there is enough information contained herein in order to enable the Cabinet to grant the approvals and delegation sought.

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**Background Papers:** None

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Appendix 1 - Risk Register

Gasworks Pipe Bridge Risk Register

As at: 28/09/2022

Ref	Title	Risk description	Risk		Consequence	Date Raised	Owner	Gross		Current		Target		Comments	Control description	Controls			
			Opp/ threat	Cause				I	P	I	P	I	P			Due date	Status	Progress	Action Owner
(NAME OF PROJECT)																			
1.1	Breaching Legislation	Contractor fails to adhere to Health & Safety regulations for example working from heights	Threat	Inadequate employee training or negligence and not providing full risk assessments and method statements	Serious Health and safety risk	Sep-22	JA	3	5	3	5	3	4	Contract Administrator to ensure regular monitoring is undertaken.	There are pass / fail compliance and accreditation questions contained in the tender documentation. Rigorous contract management and monitoring are essential. Contractors must meet competence requirements	Current	Open	50%	JA
1.2	Labour and Material	Possible Labour and material shortages	Opportunity	The construction industry is still recovering from the pandemic which has caused a shortage of construction materials and an increase in material costs. There is also a skills shortage within the industry	delays to the programme	Sep-22	JA	3	3	3	3	2	3	Discussions to be had with contractor asap	Early engagement with manufacturers and contractors to identify shortages so that appropriate lead times and resources can be established.	Current	Open	50%	JA
1.3	Programme	Programme of works falling behind schedule	Opportunity	Inclement weather conditions leading to delay of works, supply of materials to complete works.	delays to the programme	Sep-22	JA	3	3	3	3	2	3	Discussions to be had with contractor asap	Ensuring the contractor request extension of time and there is a correct procedure.	Current	Open	50%	JA
1.4	Licences/Permits	Delays in obtaining licences and work permits	Opportunity	Possible delays with the FRAP from the EA due to lack of resource.	delays to the programme	Sep-22	JA	3	3	3	3	2	3	OCC and Stantec to continue to liaise with the EA		Continue to liaise with the EA regularly so ensure FRAP stays on track	Current	Open	50%
1.5	Budget	Increased material prices	Opportunity	The pandemic has caused a hike in material costs	Increased project cost	Sep-22	JA	3	3	3	3	2	3	Discuss options with the contractor	Look into alternative materials and value engineering options	Current	Closed	50%	JA
1.6	Budget	Increased construction costs	Opportunity	Possible costs identified during construction	Increased project cost	Sep-22	JA	3	3	3	3	2	3	Contractor to keep Oxford City Council informed on any increased cost	There is a healthy contingency in the budget to accommodate construction cost increases	Current	Closed	50%	JA
Current Risk Score																			

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**To:** Cabinet  
**Date:** 16 November 2022  
**Report of:** Head of Corporate Strategy  
**Title of Report:** Social Housing Decarbonisation Fund Bid Approval

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	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.
<b>Key decision:</b>	Yes
<b>Cabinet Members:</b>	Councillor Linda Smith, Cabinet Member for Housing; Councillor Imogen Thomas, Cabinet Member for Zero Carbon Oxford and Climate Justice
<b>Corporate Priority:</b>	Pursue a zero carbon Oxford; Support thriving communities
<b>Policy Framework:</b>	Council Strategy 2020-24; Zero Carbon Council by 2030: 4th Carbon Management Plan 2021/22 to 2029/30; Zero Carbon Oxford Action Plan

<b>Recommendations:</b> That Cabinet resolves to:	
1.	<b>Grant approval</b> for Oxford City Council to submit a funding bid in the Social Housing Decarbonisation Fund (SHDF) 2.1 bidding round in November 2022, seeking a Government funding contribution towards a retrofit programme for around 300 council houses;
2.	<b>Delegate authority to</b> 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.	<b>Recommend to Council that if the bid is successful it grants approval</b> 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.	<b>Delegate authority</b> 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.

## Introduction and background

1. Oxford City Council has set a target of getting 95% of its housing stock (currently at 7,979) to an EPC C or above by 2030.
2. Currently 2,466 properties are rated at EPC D or below and require retrofit measures such as insulation within cavity walls, in lofts and roofs, and internal or external wall insulation to bring them up to the level of EPC C. This insulation-led approach to retrofit is known as 'fabric first' and should typically be considered ahead of the application of new technologies such as heat pumps. The current HRA Business Plan includes circa £8.7 million for retrofit over the next 4 years. The earmarked capital spend over the following 10 years is £37.0 million.
3. The Council recently commissioned consultants Baily Garner to undertake an assessment of specific measures that would be required to achieve EPC C rating or above across the wide range of property types in its housing stock; and to cost these works. Baily Garner found there was a significant variation in the degree of retrofit work required across different property types and estimated the total cost of works to achieve EPC C across the whole housing stock at between £64 million and £151 million.
4. The funding gap between earmarked capital for retrofit and likely costs of measures highlights the need to seek external funding to support works wherever possible.
5. In 2021, Oxford City Council bid unsuccessfully in the SHDF 1 round with a proposal to retrofit 125 council house voids (empty properties) with an EPC of D rating and lower. Feedback received from Government on why the bid had failed indicated any future submissions would need to involve tenanted properties.
6. Government is inviting bids by social housing providers to its Social Housing Decarbonisation Fund 2.1 (SHDF 2.1) bidding round, which offers a total pot of £800m to support fabric first retrofit measures. Under the terms of the scheme, Government finance must be at least 50% match funded by the housing provider, and funding is capped at between £5,000 and £16,000 per property – depending on housing type and existing EPC rating. Schemes must involve a minimum of 100 properties. All Government funding must be spent by 31 March 2025, with all works completed by 30 September 2025.
7. Given the significant amount of retrofit work needed across the Council's housing stock and the guidance that Government wants to get as much funds out of the door on this bidding round – it is proposed an ambitious bid is submitted, while ensuring the Council's match funding contribution remains within the envelope of available retrofit funding identified in the HRA Business Plan. As some of the earmarked £8.7 million will be required for ongoing programmes such as retrofit of voids and trials of



air source heat pump and ground source heat pump technologies, it is proposed that the Council releases a maximum of £6 million for match funding in its SHDF 2.1 bid.

8. Bids must be submitted by 18 November 2022, and Government has indicated that it will announce the award of funding in late February/early March 2023. If Oxford City Council is successful.
9. Cabinet is asked to:
  - a. grant approval to the submission of a bid for SHDF 2.1 funding involving a Council match-funding contribution under the terms of the scheme of up to £6.050 million.
  - b. delegate authority to the Head of Corporate Strategy, in consultation with the Cabinet Members 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.
  - c. recommend to Council that it approves the release of HRA funds of up to £6 million for use in matchfunding in the event the SHDF 2.1 bid is successful.
  - d. delegate authority to the Executive Director for Communities and People in consultation with the 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
  - e. delegate authority to the Executive Director for Communities and People in consultation with the 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.

### **Retrofit programme delivery**

10. To maximise the number of properties that can be retrofitted with the available funds, it is important we minimise the cost of works per property. This can best be achieved by concentrating the scheme on a small number of property archetypes (eg. post war, cavity wall houses, or pre-war solid wall houses), and minimising the geographic spread of sites across the city where works will take place. While analysis is still ongoing at the time of writing, it is expected that between 250 and 300 homes will be included in the SHDF 2.1 bid, with an average cost of works per property of £25,000 to £36,000, i.e between £6.2 million and £10.8 million total spend with the Council contributing approximately two thirds of the costs and Government funding comprising approximately one third.
11. Initial modelling suggests the retrofit works applied across these properties is likely to deliver typical savings of between £400 and £750 per annum in heating costs for these homes. That represents a 25-40% reduction on the typical annual heating bill, taking into account the recent sharp increase in energy prices.
12. Tenant involvement will be key to the successful delivery of a retrofit scheme and consideration of how tenants will be engaged must be referenced in the SHDF 2.1 bid documentation. A tenant ambassador has already been involved as member of the Programme Board that is overseeing development of the bid, and a draft Tenants Involvement Strategy has been produced by the Landlord Services team. Learnings have been gained from the experience in delivering the Council's LAD1b retrofit scheme, which has involved applying retrofit measures across 60 properties.

13. As the Council's first large scale retrofit programme, the SHDF 2.1 scheme would provide further important learnings on how such schemes can best be delivered in a way that minimises overall risk. Given the added complexity involved in delivering works across blocks of flats, which typically include both tenanted and leasehold dwellings, it is proposed the bid focuses solely on houses – all of which will be tenanted.
14. If the bid is successful the Council will tender for a lead contractor to undertake the works. A PAS2035 assessor and retrofit coordinator will also need to be appointed to help oversee programme delivery. ODS has the PAS2030 accreditation required to undertake retrofit works and we will explore opportunities for it to be involved in delivering packages of work.
15. Under the terms of the contract, the lead contractor would be responsible for operational tenant liaison through the construction phase. However this would interface closely with the Council's Landlord Services and Property Teams. The Council will need to take the lead initially to build awareness and support for the programme among tenants and stakeholders. This needs to be properly resourced and these costs are eligible under the terms of the SHDF 2.1 funding.
16. In general, as is currently the case with works to replace bathrooms and kitchens, it is anticipated the retrofit works would be undertaken with the tenant in situ. However, there may be individual cases where additional provision may be required.
17. Where possible and appropriate, other non-retrofit works that may be required for the selected properties will be programmed in at the same time – for example fire stopping in the roof space.

### **Selection of properties**

18. The Baily Garner analysis of Oxford City Council housing stock has grouped the multiple housing types into twelve distinct 'archetypes'. These include different forms of pre-war and post-war construction, and different forms of accommodation – terrace, semi-detached, and flats.
19. The bid will put forward a specific number of properties across three or four archetypes for retrofit, with the funding ask based on the modelled cost of works across these properties. However, it is not expected that this will include a list of individual addresses.
20. The SHDF 2.1 scheme provides flexibility for individual properties to be moved in or out of the scheme, as long as this is in line with the funding caps against the different types of property.
21. Given the sharply higher energy costs, it is assumed the majority of tenants will be keen to have retrofit works undertaken as this will significantly reduce their annual heating costs. However, in the event that a tenant of a property identified for the scheme is not willing to participate, an alternative dwelling will be sought to replace it.
22. The process of detailed engagement with individual tenants will start only when, and as soon as, the Council has confirmation its SHDF 2.1 bid has been successful. Up until then, the Council will undertake more general awareness raising among tenants of the benefits of retrofitting and that it is submitting a bid to the scheme.

## Financial Implications

23. The total cost to the Council of the retrofit works that will form the basis of the funding bid to Government is expected to be between £5 million and £6 million. This is within the total £8.7 million allocation for retrofit works in the current MTFP, leaving some headroom for other ongoing retrofit-related programmes.
24. However, this would nonetheless represent a significant commitment of the available funds into one scheme over a three year period. Expected expenditure on retrofit projects has been phased accordingly. Including government grant funding if the bid is successful, total expenditure associated with the SHDF 2.1 programme is expected to be between £6.2 million and £10.8 million.

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	Total
Resources	£100,000	£165,000	£200,000	£200,000	£665,000
LAD 1B	£400,000				£400,000
Retrofit Projects	£200,000	£250,000	£250,000	£200,000	£900,000
<b>Existing spend</b>	<b>£700,000</b>	<b>£415,000</b>	<b>£450,000</b>	<b>£400,000</b>	<b>£1,965,000</b>
<b>Council spend on SHDF 2.1</b>	£50,000	£3,000,000	£3,000,000	-	£6,050,000
<b>Grant funded SHDF 2.1 expenditure</b>	-	£1,500,000	£1,500,000	-	£3,000,000
<b>Total spend</b>	<b>£750,000</b>	<b>£4,915,000</b>	<b>£4,950,000</b>	<b>£400,000</b>	<b>£11,015,000</b>

25. Non-capital costs of up to 15% can be claimed under the terms of the SHDF 2.1 scheme – these can include PAS2035 assessor costs, preparatory building works, tenant recruitment and aftercare costs.
26. The indicative cost of bringing all Oxford City Council properties to EPC C rating or above is between £64 million and £151 million at today's prices. This is significantly greater than the total funds earmarked for retrofit works within the HRA - £8.7 million to 2025/26 and a further £37.0 million to 2035/36 and officer have initiated a review of the HRA budget priorities over the medium to longer term taking this new information into account.
27. However, it should be noted there are other competing priorities for HRA funding which will need to be balanced, including the delivery of new affordable housing and the general improvement of the quality of the Council's housing stock. Regardless of the outcome, it is evident that significant external funding will be required if the Council is to fully deliver its retrofit commitments.

## Equalities considerations

28. While the Council's commitments to retrofit its housing stock were led in particular to its objectives to tackle climate change and to improve the overall condition of its housing stock and comfort for tenants, the recent more than doubling of energy prices

provides another significant driver for action – which is to make heating their homes more affordable for tenants.

29. The proposed approach to the SHDF 2.1 bid seeks to maximise the number of households that would benefit from retrofitting with the available funds. It will target homes based on their existing thermal efficiency, and hence the degree of improvement that can be delivered and cost saving from the energy bill. It does not aim to target those individual households most in need of retrofit measures for financial reasons, linked to the affordability of energy. And it does not aim to target those that may be most in need of warmth linked to protected characteristics such as age or disability. However, where a decision needs to be made between selecting two equivalent properties, the circumstances of the individual tenant will be taken into account.
30. The SHDF 2.1 bid should be seen as a building block in a bigger programme that should in due course benefit all tenants.

### **Environmental considerations**

31. Oxford City Council has committed to bringing 95% of its housing portfolio to EPC C rating by 2030, with currently 2,466 or 31% of properties still below that level. If successful, the bid could deliver up to around a further 300 homes up to EPC C or above, which is equivalent to around 12% of the stock that is EPC D and below.
32. The fabric first approach to retrofit – applying comprehensive insulation measures to reduce heat loss, before considering the application of low carbon technologies such as heat pumps or solar PV – is recommended by the Committee on Climate Change, the Carbon Trust and most other experts on retrofit – including the Council’s Scientific Adviser, Professor Nick Eyre.
33. Retrofit measures proposed in the bid would deliver significant energy savings which translate into carbon savings. In aggregate the measures applied will in many cases save over a tonne of carbon for each household, and across 300 properties should deliver nearly 300 tonnes of carbon saving per annum.

### **Legal issues**

There are no significant legal implications arising from this report. Legal input will be required in due course with respect to the procurement of contractors to deliver the retrofit programme.

### **Levels of risk**

34. The primary risk at this stage of the process is around whether or not Oxford City Council’s proposed bid will be successful. External consultants have been recruited to help develop as strong a bid as possible.

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**Background Papers:** None.

**To:** Council  
**Date:** 28 November 2022  
**Report of:** Head of Paid Service (Chief Executive)  
**Title of Report:** Decisions taken under Part 9.3(b) of the Constitution

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	Council is asked to note the decision taken by the Head of Paid Service using the urgency powers delegated in Part 9.3(b) of the Constitution.
<b>Recommendation: That Council resolves to:</b>	
1. <b>Note</b> the decision taken as set out in the report.	

<b>Appendices</b>	
None	

## Introduction and background

1. This report updates Council on a decision taken by the Head of Paid Service (Chief Executive) using the urgency powers delegated in Part 9.3(b) of the Council's Constitution.
2. Where urgency powers are used the Constitution requires the Head of Paid Service to report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.

### **9.3 Role of Head of Paid Service**

...

*(b) The Head of Paid Service is authorised to take any urgent action necessary to protect the Council's interests and assets where time is of the essence and it is impracticable to secure authority to act where such authority would otherwise be required.*

*The Head of Paid Service, in so acting, will be guided by budget and the policy framework, will consult the other Statutory Officers before acting and will report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.*

*Key decision procedures and call in procedures (Parts 15 & 17) will apply to any key decisions taken under this authorisation.*

### Decisions taken using urgency powers

3. The following decision has been taken using urgency powers for which Council would otherwise have been required to give the necessary authority to act. Council is responsible for terms and conditions of employment for all staff and agreeing the budget. Council is asked to note the decision.
4. This report does not include decisions taken using urgency or emergency powers that have previously been reported to Council.

<b>ITEM 1</b>	<b>COST OF LIVING PAYMENT FOR OXFORD CITY COUNCIL STAFF</b>
Approval of expenditure of c £400,000 from the Council's financial reserves to make a one-off ex-gratia payment of £500 to Oxford City Council staff to reflect the cost of living crisis.	
<b>Date of decision:</b>	25 October 2022
<b>Decision taker</b>	Head of Paid Service (Chief Executive)  Decision taken in consultation with: <ul style="list-style-type: none"> <li>• Councillor Susan Brown, Leader of the Council</li> <li>• Councillor Dr Christopher Snowton, Leader of the Liberal Democrat Group</li> <li>• Councillor Chris Jarvis, Leader of the Green Group</li> <li>• Tom Hook, Executive Director (Corporate Resources)</li> <li>• Nigel Kennedy, Head of Financial Services</li> <li>• Susan Sale, Head of Law and Governance</li> </ul>
<b>Was the decision taken under emergency or urgency rules?</b>	Constitution 9.3(b): <i>The Head of Paid Service is authorised to take any urgent action necessary to protect the Council's interests and assets where time is of the essence and it is impracticable to secure authority to act where such authority would otherwise be required.</i>  <i>The Head of Paid Service, in so acting, will be guided by budget and the policy framework, will consult the other Statutory Officers before acting and will report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.</i>
<b>Is this a Key Decision?</b>	Yes - it is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Reasons for decision</b>	The Council's staff resource is an asset of the Council. The one-off payment will allow the Council to provide support for its staff in the difficult financial climate.  As the support is needed urgently, and to allow payment to be made in a timely way, the decision has been made by the Chief Executive (Head of Paid Service) using authority contained at Part 9.3(b) of the Constitution. The decision has been made in consultation with senior Council staff; the Leader of the Council; and other Group Leaders, and will be reported to Council in due course.

<b>Alternative options considered:</b>	Not to make a one-off ex-gratia payment. This option was rejected as it would not allow support to be provided to staff.
<b>Wards significantly affected</b>	None

### Financial issues

5. The decision was made in recognition of the severe impact of the financial pressures facing staff, aiming to provide support in the difficult financial climate.
6. The expenditure of c£400,000 was not anticipated in the budget agreed by Council on 16 February 2022 and will be met from reserves.

### Legal issues

7. Council responsibilities are set out in Part 3.2 of the Council's Constitution. The urgency and emergency powers of the Head of Paid Service are set out in Part 9.3 of the Council's Constitution. The responsibilities for budget decisions are set out in Part 18.8 of the Council's Constitution.

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**Background Papers:** None

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## **Minutes of a meeting of the Cabinet on Wednesday 19 October 2022**



### **Cabinet members present:**

Councillor Brown	Councillor Turner
Councillor Hollingsworth	Councillor Munkonge
Councillor Linda Smith	Councillor Thomas
Councillor Upton	Councillor Walcott

### **Officers present for all or part of the meeting:**

Arome Agamah, Senior Planner  
Tom Bridgman, Executive Director (Development)  
Richard Doney, Scrutiny Officer  
Stephen Gabriel, Executive Director (Communities and People)  
Caroline Green, Chief Executive  
Simon Grove-White, Principal Economic Development Officer  
Tom Hook, Executive Director (Corporate Resources)  
Nigel Kennedy, Head of Financial Services  
Emma Lund, Committee and Member Services Officer  
Nerys Parry, Head of Housing  
Susan Sale, Monitoring Officer and Head of Law & Governance  
Mish Tullar, Head of Corporate Strategy  
Rachel Williams, Principal Planner  
Richard Wood, Housing Strategy and Needs Manager

### **Also present:**

Councillor Dr Christopher Smowton, Chair of Scrutiny

### **Apologies:**

Councillors Aziz and Chapman sent apologies.

Substitutes are shown above.

### **64. Declarations of Interest**

None.

### **65. Addresses and Questions by Members of the Public**

None.

### **66. Councillor Addresses on any item for decision on the Cabinet agenda**

None.

## **67. Councillor Addresses on Neighbourhood Issues**

None.

## **68. Items raised by Cabinet Members**

None.

## **69. Scrutiny reports**

The Housing and Homelessness Panel had met on 6 October 2022 and considered the draft Housing, Homelessness and Rough Sleeping Strategy 2023-28.

The Scrutiny Committee had met on 11 October and considered the Botley Road Retail Park Development Brief; the UK Shared Prosperity Fund Investment Plan; and recommendations of the Housing and Homelessness Panel relating to the draft Housing, Homelessness and Rough Sleeping Strategy.

Five recommendations had been made in relation to the draft Housing, Homelessness and Rough Sleeping Strategy, which had mostly related to improving the clarity of the document. The Cabinet Member for Housing responded that they had all been accepted.

In relation to the recommendations relating to the UK Shared Prosperity Fund Investment Plan, the Cabinet Member for Zero Carbon Oxford and Climate Justice responded that whilst it had been helpful to have a steer from scrutiny as to the priorities of members, given the nature of the recommendations it had not been possible to give a binary 'yes' or 'no' answer as to whether the recommendations were accepted. Clarification was provided in the 'comments' section of the Cabinet Member's response. As an example, one of the scrutiny recommendations had been that a report outlining progress, outcomes, and any proposed changes to the programme should be submitted annually to the scrutiny committee, whereas reporting and a reporting format already formed part of central government's requirements for the scheme.

## **70. Botley Road Retail Park Development Brief**

The Acting Head of Planning Services had submitted a report to seek endorsement of a development brief for Botley Road Retail Park.

Two scrutiny recommendations had been made in relation to the item. The Cabinet Member for Planning and Housing Delivery advised that these had both been accepted and the recommended amendments to the document would be made.

The Cabinet Member for Planning and Housing Delivery reported that Botley Road Retail Park was in a sustainable location which was close to the station, cycleways, and local bus routes. It comprised a series of large retail units surrounded by car parking, and had been subject to a number of ad-hoc planning permissions in the 1980s and 1990s - prior to changes to national planning policies - which had resulted in a poor quality environment and associated traffic consequences.

In the past few years there had been increasing demand for office space across the city, particularly research and development space. Changes to the Use Classes Order

in 2021 now meant that differentiation between a retail use and most employment uses had been removed.

Given these considerations, the development brief sought to pull together all of the existing Local Plan policies and demonstrate how they could be applied to the Botley Road Retail Park in order to maximise its potential. The brief set out the aims and aspirations for the site, and would help to improve certainty for residents, landowners, developers or potential purchasers. Importantly, it could not, and did, not create any new policies: rather, it was a Technical Advice Note covering a specific geographic area.

The Cabinet Member for Planning and Housing Delivery clarified that the site was not being considered for housing development: the main reason for this was its location in relation to an active flood zone, and the Environment Agency's requirement for 'safe egress' from a residential development in the event of flooding.

Cabinet resolved to:

1. **Endorse** the Botley Road Retail Park Development Brief.

## **71. Draft Housing, Homelessness and Rough Sleeping Strategy 2023-28**

The Executive Director (Communities and People) had submitted a report to seek approval for a draft Housing, Homelessness and Rough Sleeping Strategy 2023-28 for public consultation. The strategy was designed to offer a clear plan for the next five years which captured the Council's priorities but remained flexible enough to respond to challenges and changes over the period, which were expected to be significant. The document would therefore remain adaptable, with updates brought to Cabinet as the plan progressed.

The Cabinet Member for Housing outlined the five priorities of the strategy as: providing more, affordable homes; great homes for all; housing for a net zero carbon future; preventing homelessness and adopting a rapid rehousing response; and ending rough sleeping. The Cabinet Member explained how the Council would aim to address each of these priorities within the period of the strategy.

It was noted that the document would be subject to a statutory six week public consultation, and it was hoped that there would be a good level of engagement in order to further strengthen and improve it.

In response to a Cabinet Member's comment, the Housing Strategy and Needs Manager undertook to include additional detail relating to the governance of the strategy within the final document.

Cabinet heard that a comprehensive consultation on the strategy was proposed which would include: online surveys; social media engagement; stakeholder and Member events involving community groups and charities; and engaging with those with lived experience. The Leader commented that it would also be helpful to seek to engage city centre businesses with the plan, in order to assist with understanding the actions which the Council was already taking, and intended to take, to address homelessness.

Cabinet resolved to:

1. **Note** the progress made to develop a new Housing, Homelessness and Rough Sleeping Strategy for Oxford;

2. **Approve** the draft Housing, Homelessness and Rough Sleeping Strategy at Appendix 1 for public consultation;
3. **Approve** the launch of a statutory 6-week public consultation to collect feedback on the draft strategy; and
4. **Delegate authority** to the Executive Director (Communities and People), in consultation with the Cabinet Member for Housing, to make any necessary editorial corrections, minor amendments, and updates to the draft strategy and strategy evidence base prior to the public consultation.

## 72. UK Shared Prosperity Fund Indicative Investment Plan

The Head of Regeneration and Economy had submitted a report to seek Cabinet endorsement of the UK Shared Prosperity Fund (UKSPF) Investment Plan, allocation of budget, and delegated authority to enter into a contract with government for delivery of the plan on behalf of the City Council.

The Cabinet Member for Zero Carbon Oxford and Climate Justice reported that in accordance with the Levelling Up White Paper, in April 2022 the government had launched the UK Shared Prosperity Fund to help address geographical disparities in economic performance and circumstances. The Council, as lead local authority for Oxford and the city, had been allocated a modest sum of grant funding (£1,000,000 plus £20,000 to cover costs incurred in developing the plan) to invest over the period 2022/23 to 2024/25. The Council could also use up to 4% of the £1,000,000 allocation to undertake necessary fund administration. The majority of the grant funding would be payable in the third year, with smaller amounts payable in the first two years.

The Cabinet Member for Zero Carbon Oxford and Climate Justice outlined the objectives of the fund, as well as priority programme areas, projects and workstreams as detailed in the report. It was highlighted that these did not represent discrete areas of work developed specifically in response to the grant funding, but built on work which the Council had already undertaken to identify and address gaps through the development of the City Centre Action Plan and the Oxford Economic Strategy.

Cabinet resolved to:

1. **Endorse** the Oxford City Council UK Shared Prosperity Investment Plan, as submitted to government on 1 August under a delegated officer decision, in order to secure up to £1m of funding for the city;
2. **Delegate authority** to the Executive Director (Development) to take the necessary decisions and actions to oversee the UKSPF investment plan, including implementing and administering the scheme and the resulting projects in accordance with the requirements and priorities of the prospectus and fund;
3. **Delegate authority** to the Executive Director (Development) to enter into a contract with central government to deliver the UKSPF and to make non-material changes to the investment plan in consultation with the Head of Financial Services / S151 Officer, the Cabinet Member for Inclusive Economy and Partnerships, and the Cabinet Member for Zero Carbon Oxford and Climate Justice; and

4. **Recommend to Council** the establishing of capital and revenue budgets in accordance with paragraph 21 of the report.

### **73. Minutes**

**Cabinet resolved to approve** the minutes of the meeting held on 14 September 2022 as a true and accurate record.

### **74. Dates of Future Meetings**

16 November 2022

14 December 2022

25 January 2023

8 February 2023

15 March 2023

19 April 2023

All meetings start at 6.00pm.

**The meeting started at 6.00 pm and ended at 6.57 pm**

**Chair .....**  
**2022**

**Date: Wednesday 16 November**

*When decisions take effect:*

*Cabinet: after the call-in and review period has expired*

*Planning Committees: after the call-in and review period has expired and the formal decision notice is issued*

*All other committees: immediately.*

*Details are in the Council's Constitution.*

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**To:** Council  
**Date:** 28 November 2022  
**Report of:** Chair of the Scrutiny Committee  
**Title of Report:** Scrutiny Committee Update Report

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To update Council on the activities of the Scrutiny function
<b>Scrutiny Lead Member:</b>	Councillor Dr Christopher Snowton, Chair of the Scrutiny Committee
<b>Corporate Priority:</b>	All
<b>Policy Framework:</b>	Council Strategy 2020-24
<b>Recommendation:</b> That Council resolves to note the update report.	

<b>Appendices</b>
None

## **Introduction**

1. This report provides an update on Scrutiny activity during the period from 17 September to 10 November 2022.

In October, Council appointed Cllr Anna Railton to membership of the Scrutiny Committee. At the time of writing, it was noted that the intention was to appoint Cllr Hunt to replace her at the November Council.

## **Scrutiny Committee 2022/23**

2. During this reporting period, the Committee met twice, on 11 October and on 07 November. A summary of each meeting is set out below.

### **Scrutiny Committee: 11 October 2022**

3. At its meeting on 11 October 2022, the Committee considered a report on the Budget Review Group which the Committee had agreed to establish on 05 July 2022. The report set out the proposed scope for the group which was approved by the Committee.
4. Two substantive reports were considered on 11 October 2022:
  - Development Brief for Botley Road Retail Park (*Cabinet report*)
  - UK Shared Prosperity Fund Investment Plan (*Cabinet report*)
5. The report on the Development Brief sought endorsement from Cabinet for the brief itself, the purpose of which was to provide guidance to those who sought to bring forward development of the site and other interested parties. The Committee explored the rationale for the briefing and discussed various details. Two recommendations were made each of which was intended to improve the clarity of the document.
6. The UK Shared Prosperity Fund Investment Plan report sought Cabinet approval for endorsement of the plan, allocation of budget, and delegation of authority to enter into contract with Government for delivery of the plan on behalf of the Council. The Committee established that the funding was intended to replace the EU Structural Investment Funds which were larger and so less funding was available than previously. The Committee explored how the funding was to be targeted and managed. Three recommendations were made. One encouraged greater collaboration with partners, one sought more focus on areas of deprivation, and the third related to periodic reporting to members.

### **Cabinet Responses to Recommendations: October 2022**

7. The following reports were submitted to Cabinet in October 2022:
  - Development Brief for Botley Road Retail Park
  - UK Shared Prosperity Fund Investment Plan
8. Both recommendations on the Development Brief were agreed. The three recommendations on the UKSPF Investment Plan received positive responses.

### **Scrutiny Committee: 07 November 2022**

9. Owing to technical difficulties, members of the Scrutiny Committee met informally via Zoom on 07 November.
10. Three substantive reports were considered:
  - Procurement Strategy 2022-2025 (*Cabinet report*)
  - Social Housing Decarbonisation Fund Wave 2.1 (*Cabinet report*)
  - West End and Osney Mead SPD (*Cabinet report*)
11. The Procurement Strategy report sought approval for the new Corporate Procurement Strategy. The Committee welcomed its detail on social value commitments and outcomes. The Committee heard that earlier drafts of the



strategy had included more detail and that it was intentionally broad. The Committee, though, made six recommendations all of which related to providing more explicit commitments in regard to social value.

12. The Social Housing Decarbonisation Fund recommended that Cabinet granted approval to submit a funding bid in the Social Housing Decarbonisation Fund 2.1 bidding round, which sought a government funding contribution towards a retrofit programme for around 300 council houses; delegated 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 documentation for submission; recommended to Council that it granted approval for the release of HRA capital funding; delegated authority to the Executive Director (Communities and People) in consultation with the Head of Financial Services to spend the HRA funds; noted that officers are developing plans for tenants' involvement; and noted that officers had entered into contracts with consultants to develop the proposals and complete the associated documentation for submission.
13. The Committee probed the rationale for having targeted groups of houses and established that this was to maximise the number of properties that could be retrofitted and explored why targeting was not based on need. The Committee made one recommendation which asked that the rationale be set out and sought comment on whether future targeting would follow the same approach.
14. The West End and Osney Mead SPD recommended that Cabinet: adopted the revised West End and Osney Mead SPD; approved the West End and Osney Mead SPD as a 'material consideration' in determining planning applications on sites in the area; authorised 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; and approved the revocation of the Oxpens Masterplan SPD and of the Oxford Station SPD.
15. After detailed discussion, the Committee made seven recommendations. These were principally intended to improve clarity with some seeking progress reports on particular aspects mentioned in the SPD.

### **Cabinet Responses to Recommendations: November 2022**

16. The following reports were submitted to Cabinet in October 2022:
  - Procurement Strategy 2022-2025
  - Social Housing Decarbonisation Fund Wave 2.1
  - West End and Osney Mead SPD
17. The recommendations on the Procurement Strategy were all agreed. The recommendation on the SHDF bid was agreed. The recommendations on the SPD were largely agreed.

### **Housing and Homelessness Panel**

18. The Housing and Homelessness Panel met once during this reporting period, on 06 October 2022, and considered a substantive report to Cabinet on the draft Housing, Homelessness, and Rough Sleeping Strategy

19. The report recommended that Cabinet noted progress made to develop a new Housing, Homelessness, and Rough Sleeping Strategy; approved the draft Housing, Homelessness, and Rough Sleeping Strategy for public consultation; approved the launch of the statutory six week public consultation; and delegated authority to make any necessary minor amendments prior to the launch of the consultation.
20. The Panel commended the wide-ranging nature of the strategy and made five recommendations. These recommendations largely focussed on making the documentation more accessible.
21. Cabinet agreed all five recommendations.

### **Finance and Performance Panel**

22. The Finance and Performance Panel did not meet during this reporting period.

### **Climate and Environment Panel**

23. At its meeting on 07 November, the Scrutiny Committee approved the scope for the Climate and Environment Panel and agreed that Cllr Jemima Hunt would be Chair. The Committee agreed that Cllr Paula Dunne, Cllr Emily Kerr, and Cllr Katherine Miles would also sit on the Panel.
24. The Panel has not met during this reporting period but meeting dates were in the process of being agreed in consultation with the Chair.

### **Companies Scrutiny Panel**

25. The Companies Scrutiny Panel joined the Shareholder and Joint Venture meeting as non-voting members on 05 October for a specially convened OxWED meeting, and on 02 November to consider reports relating to OxPlace and BOLLP. Commercial confidentiality prevents the provision of a summary report.

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**To:** Cabinet  
**Date:** 16 November 2022  
**Report of:** Executive Director (Development)  
**Title of Report:** Appointment of a Contractor for the Oxpens River Bridge

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	<p>To seek approval to 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.</p> <p>To fund and enter into a construction contract to build the Oxpens River bridge, subject to agreement with Oxfordshire County Council.</p> <p>To 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.</p>
<b>Key decision:</b>	Yes
<b>Cabinet Member:</b>	Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery
<b>Corporate Priority:</b>	Enable an inclusive economy; Deliver more, affordable housing; Support thriving communities; and Pursue a zero carbon Oxford.
<b>Policy Framework:</b>	Oxford Local Plan 2036

<b>Recommendations:</b> That Cabinet resolves to:	
1.	<b>Delegate authority</b> 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.	<b>Recommend to Council</b> the establishment of an additional capital budget of £2.8 million in 2022/23 & 2023/24 funded from additional growth bid monies;
3.	<b>Delegate authority</b> 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 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;
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.

### Appendices

Appendix 1	Risk Register
Appendix 2	Initial Equalities Impact Assessment
Appendix 3	Commercial Case (Confidential)

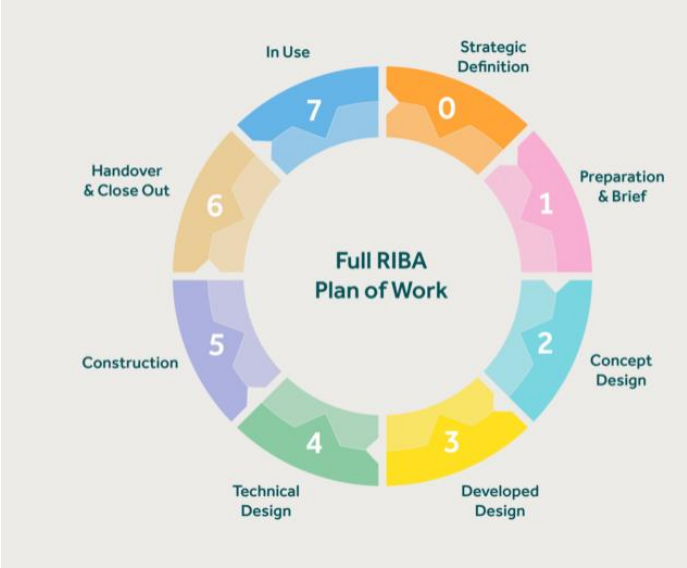
### Introduction and background

1. The Oxfordshire Growth Deal ("the Growth Deal") has been agreed between HM Government, Oxfordshire local authorities and the Oxfordshire Local Enterprise Partnership (OxLEP). Through the Growth Deal, Oxfordshire partners have committed to delivering a plan for the delivery of 100,000 new homes to 2031. In turn, HM Government has committed to provide Oxfordshire with up to £215m funding, of which £150m is for infrastructure over a five-year period to March 2023.
2. Oxfordshire County Council will need to take a cabinet decision on 18<sup>th</sup> October 2022, before our cabinet decision, which will be subject to the county receiving the final £30m from Homes England. Therefore, this report is written on the basis that this is getting the delegation in place to enable us to move forward, if funding is formally agreed.
3. Oxfordshire County Council is the lead body for infrastructure delivery in support of the Growth Deal, and entered into a collaboration (funding) agreement with the City Council in March 2020 to pass funds to the City Council to deliver the pedestrian and cycle bridge between Oxpens and Grandpont.

- 4. The Growth Deal allocation was made because the bridge is a key policy requirement to unlock the growth potential of the Osney Mead site allocation (SP2), which sits in the West End Area of Change within the Council’s adopted Local Plan. As such, based on the collaboration agreement with Oxfordshire County Council, and the rationale for the allocation of Growth Deal funds, the grant cannot be used to deliver other work to bridges or infrastructure elsewhere in the city.
- 5. In March 2020, Cabinet agreed to accept the funding (£5.9m). Drawdown of the funding is currently set out in the collaboration agreement as being in two parts: (1) Design Funding - £300k and (2) Post Design funding – the remaining £5.6m. Funding draw down at each stage is dependent on satisfying a set of pre-conditions set out in the collaboration agreement. To date, and in line with the collaboration agreement, we have spent nearly £300k, which has been used to develop design work progress. Under the terms of the updated collaboration agreement, the completion date for the bridge is 31 December 2023. Due to delays on Future Oxfordshire Partnership funding, we are seeking a variation to the agreement to enable an extension to this date to 30 June 2024, or as otherwise agreed with the Oxfordshire County Council, and for further design funding for the next stage of the works.

**Progress on scheme**

- 6. The RIBA Plan of Work organises the process of briefing, designing, constructing and operating building projects into eight stages and explains the stage outcomes, core tasks and information exchanges required at each stage. These are illustrated in the image below.



**RIBA stages for Large Projects**

- 7. Following a competitive procurement process Stantec, working with Knight Architects, have been appointed to undertake the design. A programme was initially produced to enable delivery by March 2023 at RIBA stage 2. This was extended, primarily due to funding issues, to December 2023. As we have progressed the design it transpires that this delivery timetable now needs to be extended to June 2024. The Cabinet agreed to additional spend from the Bridge budget to progress

design work to enable a planning application to be made (Cabinet of March 2022). This additional spend was agreed with Oxfordshire County Council.

8. The bridge design has now completed RIBA stage 3. At this stage options have been developed and an updated cost report produced. We have submitted a planning application and determination expected on in January or February 2023. This will include a statement of public involvement following the public consultation, completed on 13 September 2022. The further design work has highlighted an increased cost, mainly due to inflation issues related to the Ukraine conflict. This considered further below. Consideration is also being given to the options of completing RIBA 4 detailed design stage directly or procuring on a “Design & Build” basis to include the RIBA 4 detailed design stage.
9. Through ongoing discussions with Procurement and Legal, we have determined the optimum route in terms of programme, value for money and risk is to use the Design & Build route allowing valuable Early Contractor Involvement (ECI). This will provide much needed advice on cost and programme in a volatile market, in terms of inflation. This is particularly useful in a project like this where the steel for bridge forms a major part, over 30%, of the contract and ECI allows early discussion with the steel fabricators to detail steel connections etc., tweak the design to be more fabricator friendly, and hence make cost savings and gain valuable insights about optimum steel connections, temporary works, delivery etc..
10. We have determined that use of the SCAPE framework would be the most advantageous in terms of shortening the programme, while still obtaining best value. The SCAPE Framework service is a well-established national framework for local authorities which has successfully delivered over 4,000 completed projects totalling in excess of £14bn. As part of the SCAPE Framework service, Balfour Beatty are the single source contractor. This has been tested by our Head of Procurement to ensure we are still achieving value for money. Balfour Beatty have undertaken a, free of charge, feasibility process in advance, and without committing the Council to a contract with them. This has shown the scheme is deliverable and laid out early stage cost estimates and programme. It lays out a 2 stage process to appoint Balfour Beatty for Stage 1, the Pre-construction contract to undertake the remaining detailed design process, undertake strategic supply chain negotiations, engage social value partners, carry out site investigation and enabling works, undertake value engineering workshops and risk validation to come up with a tender report that will produce an implementation plan that will give certainty to cost and programme, if appointed to Stage 2, the construction stage.
11. Delegation is sought to enable a pre-construction services agreement and contract. Then, if this delivers an acceptable programme and a cost that is within the agreed budget, a Stage 2 construction contract to be entered into with Balfour Beatty through the SCAPE Framework.
12. It is noted that if we proceed along the Design & Build (D&B) contract route, through the SCAPE or any other contract procurement framework, all or some of the RIBA Stage 4 design would then be undertaken by the contractor; albeit it could still be through the same Stantec design team, novated across. The use of a D&B contract, as compared to a more traditional contract route where we fully design the scheme and then go to tender, is intended to have a shorter programme and more efficient design process; the intention being to utilise the skilled contractors knowledge in the design process.

## Bridge Design & Costs

13. The bridge alignment was fixed at RIBA stage 2 following extensive negotiation with Oxfordshire County Council, planning and key stakeholders. RIBA stage 3 has developed the design to a stage where we could consult the public and key stakeholders. We have undertaken many discussions with Oxford West End Developments (OxWED), the City Council's Joint Venture with Nuffield College. This is because the bridge is likely to require its land and approval, and it will also need to relate to their proposed redevelopment proposals.
14. OxWED have requested that we consider undertaking some of their enabling works as part of our works on the bridge contract. This would be beneficial as it would make the works less disruptive to road users and local residents as a large amount of spoil material needs to be moved from the Meadows to the OxWED site. If this material is moved before the bridge is built, it can be transported across land we both control without the need for vehicles to access Oxpens Road. This will have financial and environmental benefits for all. We are also discussing the use of OxWED land for our compound, crane site and for some material access. The Property and Legal teams are reviewing this on our behalf so we can agree the form of agreements between parties. In terms of planning strategy, in our joint discussions, we are relatively aligned in making our initial applications. OxWED have separated out their initial application into 2, (i) enabling works and (ii) outline for the whole site. This then allows the planning applications for the bridge and the enabling works to be considered in the same time frame for compatibility, whilst still standing alone as separate applications.
15. The City Council have been working on two related and adjacent schemes, the proposed Oxpens River Bridge & Osney Pathworks. Reaching RIBA stage 2 on both schemes showed that there were funding gaps for each scheme both individually and together. As the bridge links to the pathworks, it is proposed to complete a first phase of the pathworks project, from the new Oxpens bridge to the railway bridge, with the currently available HIF funding. This is within the scope of the funding agreement and will create a new path alignment between the new Oxpens bridge and the existing railway bridge, removing the very steep section with a better, wider path at a gradient compliant with national standards for cycle routes. It is likely that the remainder of the pathworks project will be completed at a later date when the funding associated with the proposed housing at Osney Mead becomes available.

## Programme

### 16. Milestones

- Enter into Pre-construction Services Delivery Agreement with Balfour Beatty - 29 November 2022
- Planning determination - January 2023
- Technical approvals - January - June 2023
- Finalise RIBA Stage 4 design, programme and costs - July 2023
- Enter contract to build bridge - July 2023

- Complete bridge

- May 2024

17. In April 2022 we made a written request to Oxfordshire County Council to extend the original completion date of March 2023 to December 2023; this was accepted and reported to EOG. The previous programme enabled the delivery of the bridge by the revised collaboration agreement deadline by December 2023, however, this programme now requires further amendment due to the uncertainty of the delivery funding being in place.
18. The City Council will not get planning permission for the Oxpens River Bridge until January/February 2023. This is 3 months behind our programme due to clarity over closing the previously identified funding gap. We will need to make a written request to Oxfordshire County Council for a programme extension. Balfour Beatty have updated the programme, as part of the feasibility study, it shows the Pre-Construction contract starting on 29<sup>th</sup> November and completing 24 July 2023. Key dates on the critical path have been provided and these revolve around the Environment Agency approvals, steel design, fabrication and delivery of the bridge.
19. If the Council proceed with the appointment of Balfour Beatty via the SCAPE framework, the Pre-construction Services Delivery Agreement with Balfour Beatty needs to be signed to allow a fixed price and accurate programme to present to the City Council. This process will take 6 -7 months.
20. If the price and programme are acceptable to all parties, a fixed price contract can be entered into to build the bridge. Completion would be scheduled for 1 year later.
21. We currently anticipate the completion date of the contract and construction to be end of July 2024.

### **Financial implications**

22. £6m was put in place through the Growth Deal Funds (subject to Growth Deal change control agreement) for the Oxpens River Bridge - £5.9m of which forms the amount agreed in the 2020 collaboration agreement between the City and County Councils – the remaining £100k being retained by Oxfordshire County Council to cover Oxfordshire County Council staffing costs associated with the project.
23. In agreeing to take on the funds, responsibility for delivering the design to RIBA Stage 4 sits with the City Council, but with ongoing input from Oxfordshire County Council as part of the project team and funding partner.
24. The latest combined construction costs of the bridge and phase 1 pathworks is anticipated to be £10.2m. This includes design and construction contingencies.
25. The Future Oxfordshire Partnership has now agreed in principle to supplement the original grant of £5.9m, subject to the funding being available and agreement of Oxfordshire County Council Cabinet, by an additional £2.8m to cover the funding gap. This takes account of using £1.5m of HIF funded grant for the pathworks element described in paragraph 15. This additional £2.8m was requested based on the mid RIBA 3 cost estimate that were undertaken by cost consultants Gardener & Theobald for the City Council. Since then the design has progressed and Balfour Beatty have undertaken a more detailed cost estimate of the scheme and have indicated an increased cost of delivery of £10.2m. A process of value engineering



and challenging the costs will now take place to enable the bridge to be delivered within the budget available.

26. The contractual terms entered into will protect the City Council from any financial exposure should the project not then move forward. This will be achieved by ensuring that any incurred or committed expenditure to that point cannot be clawed back by Oxfordshire County Council. The project will not proceed to construction if there is not sufficient certainty over the funding. The trigger point for this will be after the Pre-construction contract when Balfour Beatty provide us with a fixed fee to complete the works. In order to reduce this risk, the City and County Councils have instigated a project management team to oversee the project. A shared gateway process and joint sign off procedure on spending drawdown has been implemented.
27. In the light of the remaining funding gap a request for £2.8m further Growth Deal funding was made. The additional funding has been agreed through the Future Oxfordshire Partnership, and was formally considered by Oxfordshire County Council Cabinet on 18 October 2022, but is also subject to Oxfordshire County Council receiving the remaining tranche of Growth Deal funding from central Government. An update on the position of the Growth Deal funding will be reported verbally at the Cabinet meeting.
28. It is also worth noting that the Growth Deal funds are designed, where practicable, as revolving funds that can be, in full or in part, replaced at the stage when development partners are required to make Community Infrastructure Levy Payments or enter into S106 planning obligation agreements.

### **Legal issues**

29. Oxfordshire County Council is the accountable body for receipt of Growth Deal infrastructure funding from the Government. In order to meet the timescales of this original collaboration agreement, Oxfordshire County Council sought for the City Council to deliver the project. In accepting such funding from Oxfordshire County Council, the City Council has sought to ensure that the conditions upon which the funding was provided are met, in full, to ensure that there is no risk of claw back by Oxfordshire County Council. Where it is not possible to eliminate all risk of clawback, the collaboration agreement states the terms on which funds may need to be returned. These details are set out in the collaboration agreement between the County and City Councils.
30. City Council Officers will negotiate with Oxfordshire County Council to ensure that the principles underpinning the amended contractual arrangement between Oxford City Council and Oxfordshire County Council will be flexible enough to allow for any changes to programmed activity. This is in recognition that the project is at RIBA Stage 3, and that changes may arise from a greater understanding of project constraints and costings developed through design stages remaining. Therefore, the milestones, timings and outputs the City Council is obliged to meet will need to allow for change in timings and approach.
31. The proposal is to agree a variation to the current legal agreement, to enable the realisation of the additional funds.
32. Good liaison has taken place throughout the project with legal attending the project board meetings.

33. OXWED have requested that we consider undertaking some of their enabling works as part of our works on the bridge contract as shown in Paragraph 9 above. The Property and Legal teams are reviewing this, so we can agree the form of contract. It looks likely that we will add the works to the Bridge contract, through the SCAPE framework, and then need to claim the monies back from OXWED. The details of this payment arrangement and claim process will need to be clearly documented in an agreement between the Council and OXWED.
34. A legal agreement is required with OXWED to build part of the ramp structure on a small part of land owned by OXWED, just behind the ice rink. Further information is in confidential Appendix 3.

### **Level of risk**

35. Risk Register attached as Appendix 1.
36. There is a risk that more detailed design and feasibility work reveals new constraints or requirements that alter timescales or costings. The impact of this will be assessed as part of the gateway process set out within the collaboration agreement and also through the City Council's own staged gateway process for managing its capital programme through to delivery. This risk reduces as the design progresses due to the increased awareness and information accumulated.
37. Should it not be possible to meet, or agree, gateway conditions set out in the collaboration agreement, there are contractual terms to protect the City Council from any financial exposure, should the project not then move forward. As highlighted above, this will be achieved by ensuring that the City Council comply with any necessary pre-conditions and terms of the collaboration agreement so that any incurred or committed expenditure to that point cannot be clawed back by Oxfordshire County Council.

### **Equalities impact**

38. The Equality Act 2010 Section 149 places a duty on public authorities to have regard to the need to eliminate discrimination, harassment, victimisation, advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
39. Equalities Impact Assessment exists to ensure no discrimination, direct or indirect exists within the project planning and structure. It also exists to ensure that appropriate funding uplifts are included where additional works may be needed to ensure equity of service.
40. An "Initial Equalities Impact Assessment screening form" was undertaken in July 2022 and is attached as appendix 2. This is being used to shape the design of the infrastructure. The bridge design will be compliant with Local Transport Note 1/20 to ensure accessibility for all. Detailed design of the bridge will also be subject to separate technical approval processes to ensure compliance with current standards.

41. Detailed design of the infrastructure will also be subject to separate approval processes and has been, and will continue to, consider equalities impacts in the development of all the major works proposals.

### **Carbon and Environmental Considerations**

42. During the early design stages, the design team were committed to addressing the Climate and Biodiversity Emergency in all design. The greatest opportunity to reduce carbon happens at the early stages of design, when the “build less” principle was the focus. The selection of the alignment of the bridge has been selected to create as direct route as possible between Osney Mead via Grandpont and the City Centre. By minimising the length of the route it reduces the materials needed which helps reduce the carbon impact of the scheme.

43. Ensuring the design provides a positive user experience will also contribute to the sustainability of the project. The pedestrian/cycle only bridge itself will encourage modal shift, encouraging more journeys to be undertaken by cycling and walking thereby reducing car journeys. This promotes active travel and reduces vehicle use.

44. Alternative designs and construction materials were considered to minimise embodied carbon. After considering a number of options for construction materials, and how they addressed acceptance by the adopting authority (Oxfordshire County Council), maintenance, longevity, placemaking requirements and visual bulk & identity. Some of the other constraints were the need to provide vertical river clearance for watercraft and headroom for cyclists on both towpaths, whilst limiting span lengths and delivering shallow tie-in gradients to existing ground levels that provide access for maintenance.

45. When assessing timber bridge options, the navigation clearance was compromised by the depth of construction, the durability and design life, likely requiring two bridges in the life of the steel bridge proposed with the associated disruption and additional carbon and capital costs. The adopting authority, Oxfordshire County Council also stressed the requirements to meet the Adoption standards and approvals would not be achieved by a timber structure. The combination of these constraints leads us to the bridge material section of steel with steel/concrete abutments to provide durability of the structure, facilitate easy maintenance over the river and to meet the adoption requirements.

46. The scheme is being designed to ensure at least a 5% Biodiversity net gain.

47. This complies with our aims to meet net zero by 2030 by supporting active travel.

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**Background Papers:**

1. Report to Cabinet 11 March 2020 – [Allocation of Growth Deal Funding to Oxford City Council](#)
2. Report to Cabinet 16 March 2022 – [Oxpens River Bridge Design](#)

Appendix 1 : Risk Register

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
117 Delivery Timescales	The Growth Deal funding agreement originally required delivery by March 2023.	Threat	Contracted end date in agreement	Unspent funding could be retrieved by Growth Board	March 2020	SW	4	2	4	2	4	2	Written request made to County in April 2022 to vary the "Completion date" from 31 March 2023 to 31 December 2023. This now needs updating to May 2024, subject to final confirmation from BB.	Seek amendment of collaboration agreement once overall county GD funding confirmed as secure.	Mar 23	ongoing	90	SW
Funding	Latest costings for the bridge have indicated a funding gap that needs to be addressed.	Threat	Money allocated by Growth board appears not to be sufficient based on RIBA stage 2 report	If total funding is not enough to cover tender sum then not possible to award contract	March 2020	SW	2	4	2	4	2	4	Discussions are agreed in principle re funding gap with additional County GD funding & HIF funding of pathworks scheme within project.	Appointment of BB at Pre-contract stage will provide a fixed price for construction phase.	Nov 22	ongoing	85	SW

Funding	County Council GD funding may be removed by central government leading to individual schemes being removed.	Threat	Central government allocation of funds.	County might not be in a position to provide additional funding agreed. Therefore project could not proceed and remaining monies need to be returned.	August 2022	CP	5	3	5	3	5	3	Discussions are ongoing. Next County Cabinet report is 18 October 2022.	Ongoing liaison.	Nov 22	ongoing	90	CP
Cost inflation	There has been a significant increase in material prices since the project was last costed.	Threat	Pandemic, Ukraine invasion, leading to scarcity of materials, & inflation	Increase in funding gap. Possible delay until funding issues resolved.	March 2020	SW	3	3	3	3	3	3	It is hoped there will be more price stability, and availability, of materials as pandemic recedes.	Careful selection of materials	Mar 23	ongoing	20	SW
Landowner agreement	The North Landing includes land on the Oxpens site that is not in the Council's ownership.	Threat	Optimum route alignment	Agreement in principle reached with OxWED. Agreement to finalised.	March 2020	SW	2	2	1	1	1	1	Agreed in principle, need finalising.	Legal agreement	Nov 22	ongoing	95	SW
Technical constraints	The northern & southern landing points of the bridge have ecological constraints to be addressed.	Threat	Bridge in current rural location with many trees.	Environmental nett gain desired and required by planning	March 2020	SW	2	3	2	3	2	3	Consultant appointed and trees and ecology surveyed	Design taking account of high quality trees and ecological effects. May require some offset requirement in locality.	Mar 23	ongoing	85	SW

Technical constraints	The southern landing points of the bridge are within the floodplain. Agreeing scope of compensation works with Environment Agency (EA)	Threat	Level differences; Some of site in Flood plain. Any loss of flood plain as part of construction works needs to be compensated and agreed with EA.	EA could refuse to advise LPA that scheme is agreed and LPA withholds planning permission.	March 2020	SW	3	3	3	3	3	3	Stantec have been constantly trying to engage EA, however, under resourcing of EA has caused severe delays. This is complicated by needing to clarify the relationship with OXWED and associated interdependencies depending on timings of each project.	Design out problems. Continue to apply EA to respond, using other levers. Also, discuss scheme with LLFA so LPA can refer to independent body to confirm technical solutions.	Mar 23	ongoing	80	SW
Technical constraints	The southern landing points of the bridge may be onto contaminated land.	Threat	Former gas works	delay and potential increase costs	March 2020	SW	3	5	2	3	2	3	SI undertaken in Feb 2022. Contam zone defined and design amended accordingly to avoid.	Use SI for design solutions.	Mar 23	ongoing	95	SW
Stakeholder Engagement	There is a group of locals who object to principles of scheme.	Threat	Bridge is proposed in an undeveloped area of trees and natural habitat; so potential effects on the environment.	Objections to scheme at planning stage.	March 2021	SW	2	3	2	3	2	3	Landscaping proposals prepared to ensure Biodiversity net gain of greater than 5% along with tree canopy calculations and subsequent landscape design.	Landscape design and possible use of offsetting in local area.	Dec 22	ongoing	95	SW

Technical approvals	Risk in securing Technical approvals from Oxfordshire CC and EA	Threat	Communication with EA has been challenging throughout this project and also on other schemes. County approval has also been time consuming on other projects	delay and potential increase costs	March 2022	SW	2	4	2	4	2	4	This has been on radar from the start and liaison has been focused on achieving goals.	All parties to use their contacts to secure early EA engagement.. Ongoing liaison with County going well.	June 2023	ongoing	35	SW
Coordination with proposed development on adjacent site to the west.	Risk in ensuring the OxWED enabling works and bridge works can be delivered simultaneously	Threat	Request to combine to increase efficiency of OXWED enabling works and reduce risk to damage to bridge after erection if works undertaken around bridge structure.	Delay in planning approvals.	March 2023	SW	3	3	3	3	3	3	Good coordination between design teams for two projects.	Use of Prior & Partners for both schemes	Oct 22	ongoing	80	SW
120																		
Planning	Unable to achieve planning permission in a timely manner due to design issues or lack of clarity relating to relationship with Oxpens site.	Threat	Lack of detail required by planning dept. at submission and/or Lack of clarity relating to Oxpens site	Programme delay	June 2022	SW	3	2	3	2	3	2	Pre-app discussions went well and ongoing discussions with Oxpens design team ongoing	Strong liaison with planners and Oxpens team	Oct 22	ongoing	95	SW



## 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.****

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?

Disabled users with physical needs and visually impaired users.

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

All parts of the proposed route will be designed to be compliant with current design standards in terms of gradient and alignment.

The design stage is at RIBA 3 and public consultation is underway. It is intended to progress the design after consultation and proceed to make the planning submission in Autumn 2022.

The Project Manager will be Steve Weitzel overseeing the design team.

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

Feedback from key stakeholders, such as Cyclox and members of the public during public consultation, has been received and acted on. We intend to continue to liaise with them as the design progresses.

We will also interact with the Inclusive Transport and Movement group & Equalities Officer at the appropriate milestones.

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

No adverse impacts are intended as the design of the route will remove existing steep paths. It is also intended to provide lighting to the route and ensure the design incorporates clear contrasts to allow visually impaired users to identify the correct route and remain safe.

The route also provides improved options for accessing more locations by cycle, wheelchair and by foot. The route will also be accessible to mobility scooters.

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 impact of the changes will be monitored as part of our routine monitoring and governance arrangements.

Lead officer responsible for signing off the EqIA: Steve Weitzel

Role: Leisure and Regeneration Manager

Date: 20/07/2022

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

Document is Restricted

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