

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 14 December 2022**

Time: **6.00 pm**

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

For further information please contact:

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

☎ 01865 252367

✉ DemocraticServices@oxford.gov.uk

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

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

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

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

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

Cabinet Members

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

Apologies received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting.

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

Agenda

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

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

	Pages
1 Apologies for Absence	
2 Declarations of Interest	
3 Addresses and Questions by Members of the Public	
4 Councillor Addresses on any item for decision on the Cabinet agenda	
5 Councillor Addresses on Neighbourhood Issues	
6 Items raised by Cabinet Members	
7 Scrutiny reports	
<p>Scrutiny Committee met on 5 December 2022 and Finance & Performance Panel will meet on 7 December. The following reports are expected and will be published as a supplement, together with any other recommendations from those meetings:</p> <ul style="list-style-type: none">• Thriving Communities Strategy 2023-27• Grant Allocations to Community and Voluntary Organisations 2023/24• Authority Monitoring Report and Infrastructure Funding Statement 2021/22• Workplace Equalities and Action Plan	
8 Authority Monitoring Report and Infrastructure Funding Statement 2021/22	15 - 110
<p>Lead Member: Cabinet Member for Planning and Housing Delivery (Councillor Alex Hollingsworth)</p> <p>The Acting Head of Planning Services (Planning Policy) has submitted a report to seek approval of the Authority Monitoring Report and</p>	

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Infrastructure Funding Statement 2021/22 for publication.

Cabinet is recommended to:

1. **Approve** the Authority Monitoring Report and Infrastructure Funding Statement 2021/22 for publication; and
2. **Delegate authority** to the Acting Head of Planning Services (Planning Policy) to make any necessary minor, non-material corrections to the document prior to publication.

9 **Cowley Branch Line Local Funding for Full Business Case**

111 - 128

Lead Member: Cabinet Member for Health and Transport (Councillor Louise Upton)

The Executive Director (Development) has submitted a report to seek approval for the funding package and authority to enter into all necessary contracts to undertake the Approval in Principle design and Full Business Case and local connectivity studies for the reopening of the Cowley Branch Line to passengers. This includes the parameters for a financial contribution from Oxford City Council, including the ring-fencing of future Community Infrastructure Levy (CIL) contributions.

Cabinet is recommended to:

1. **Approve the funding strategy and recommend Full Council to** approve a capital budget of £4.56m to deliver the next phase of the project made up of:
 - Up to £289,000 up front contribution from Oxford City Council from already-secured Community Infrastructure Levy (CIL) funds;
 - Up to £3.5m of CIL to be forward funded from local landowners and then be repaid/offset from CIL liabilities for any future development that gains planning consent after the date that contracts are entered into;
 - At least £771,000 from local landowners and Oxfordshire County Council as a non-repayable grant contribution;
 - In the event that the submitted Levelling Up Fund 2 application seeking £4.0m is found to be successful in total or in part, the local funding arrangement described above would be reduced commensurately from one or more of the funding pots outlined above; and
2. **Delegate authority** to the Executive Director (Development), in consultation with the Council's Section 151 Officer, the Head of Law

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and Governance, and the Cabinet Members for Health & Transport and for Finance & Asset Management to agree financial contributions and terms, and then enter into all relevant funding agreements and contracts.

10 Delivery of Affordable Housing (Railway Lane and Marston Paddock)

129 - 134

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

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

Cabinet is recommended to:

1. **Grant project approval** for the continued acquisition of affordable dwellings developed by OCHL for which budgetary provision has been made in the Council's Housing Revenue Account in respect of:
 - (i) Railway Lane, Littlemore (referenced in paragraphs 3 to 10 of the report) and
 - (ii) Marston Paddock, Butts Lane, Old Marston (referenced in paragraphs 11 to 17 of the report);
2. **Delegate authority** to the Executive Director (Development), in consultation with the Head of Law and Governance, to approve and facilitate the license to occupy and develop the council owned site in order to facilitate the development within this project approval for Railway Lane, Littlemore; and
3. **Delegate authority** to the Executive Director (Development), in consultation with the Executive Director (Communities and People), the Cabinet Member for Housing, the Head of Financial Services/ Section 151 Officer and the Head of Law and Governance, to enter into agreements and facilitate the agreed purchase by the Council of these developments, with all the affordable housing units from OCHL to be held in the HRA, within this project approval for the Railway Lane and Marston Paddock sites.

11 Grant Allocations to Community & Voluntary Organisations 2023/24

135 - 160

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

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The Head of Community Services has submitted a report to confirm the criteria and weighting for assessing the 2023/24 grant allocations, and to give an interim update showing examples of the impact of the Community Impact Fund grants to date.

Cabinet is recommended to:

1. **Note** the implementation of the new Oxford Community Impact Fund agreed by Cabinet on 15 December 2021 as part of the strategic grants review; and
2. **Recommend** that applicants are requested to provide information regarding the demographics of their board/staff/volunteer teams and their response to the cost of living crisis in a voluntary capacity as part of project monitoring for grants awarded in 2022-23 and to make this obligatory for grants awarded in 2023-24.

12 **Thriving Communities Strategy 2023-27**

161 - 242

Lead Member: Cabinet Member for Inclusive Communities and Culture (Councillor Shaista Aziz), Cabinet Member for Leisure and Parks (Councillor Chewe Munkonge), Cabinet Member for Health and Transport (Councillor Louise Upton)

The Executive Director (Communities & People) has submitted a report to present the Thriving Communities Strategy 2023-27, and recommend its adoption by Council as part of Budget and Policy Framework.

Cabinet is recommended to:

1. **Recommend to Council** to adopt Oxford's Thriving Communities Strategy 2023-27 as part of the Council's policy framework, including the following recommendations:
 - (i) agree and adopt the Thriving Communities Principles across the Council's work and to encourage our partners to do the same;
 - (ii) explore opportunities to improve the inclusivity and sustainability of Oxford's community facilities, and review opportunities as they arise through a business case;
 - (iii) continue to integrate council services and seek out opportunities to better align our work with partner agencies, including co-location.
2. **Agree** that an annual progress update should be produced for Cabinet, and that the action plan should be regularly reviewed based on new data and insights such as the census.

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13 Workforce Equalities and Action Plan

243 - 298

Lead Member: Cabinet Member for Citizen Focused Services
(Councillor Nigel Chapman)

The Head of Business Improvement has submitted a report to (i) seek approval for the publication of the annual Workforce Equality Report 2022, the Gender Pay Gap Report, the Ethnicity Pay Gap Report and the Disability Pay Gap Report; and (ii) share current progress on the Workforce Equalities Report and Action Plan.

Cabinet is recommended to:

1. **Approve** the Workforce Equality Report 2022;
2. **Delegate authority** to the Head of Business Improvement to make any necessary corrections and minor amendments before publication and publish the Workforce Equality Report;
3. **Approve** the Gender Pay Gap, Ethnicity Pay Gap and Disability Pay Gap reports for this year; and
4. **Delegate authority** to the Head of Business Improvement to publish on the Council's website: (i) the Gender Pay Gap table at paragraph 19 of the report before the deadline of 30 March 2023; (ii) the Ethnicity Pay Gap table at paragraph 27 of the report; and (iii) the Disability Pay Gap table at paragraph 33 of the report.

14 Integrated Performance Report Q2 2022/23

299 - 318

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

The Head of Financial Services and the Head of Business Improvement have submitted a report to update the Cabinet on finance, risk and corporate performance matters as at 30 September 2022.

Cabinet is recommended to:

1. **Note** the projected financial outturn for 2022-23 as well as the position on risk and performance as at 30 September 2022.

15 Medium Term Financial Strategy 2024/25 - 2026/7 and 2023/24 Budget for Consultation

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

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The Head of Financial Services has submitted a report to propose a Medium Term Financial Strategy and the 2023/24 Budget for consultation.

Cabinet is recommended to:

1. **Approve** the 2023-24 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Strategy as set out in Appendices 1-9, noting:
 - a) the Council's General Fund Budget Requirement of £23.433 million for 2023/24 and an increase in the Band D Council Tax of 2.99% or £9.76 per annum representing a Band D Council Tax of £336.31 per annum;
 - b) the Housing Revenue Account budget for 2023/24 of £51.577 million and an increase of 7% (£7.51 per week) in social dwelling rents from 1 April 2023 giving a revised weekly average social rent of £114.73 as set out in Appendix 5;
 - c) the increase in shared ownership rental in accordance with the lease as shown in paragraph 88 and the discretion used by the Head of Housing in setting the initial rent for the unsold share of 2% and giving delegated approval to the Head of Housing to set this for future shared ownership rents up to 2.75%;
 - d) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.
2. **Agree** the fees and charges shown in Appendix 7;
3. **Delegate** to the Section 151 Officer in consultation with the Deputy Leader (Statutory) - Finance and Asset Management the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraph 22 of the report;
4. **Approve** the payment into the County Council Pension Fund of £5 million in 2023-24 as referred to in paragraph 32 of the report; and
5. **Agree** to implement the changes to Council Tax charges in respect of second homes and properties empty for more than one year as referred to in paragraphs 23-25 from 1st April 2024 when the Levelling Up and Regeneration Bill is enacted.

Please note that this report and appendices have been published

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as a separate supplement.

16 Treasury Management Mid-Year Report

319 - 334

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

The Head of Financial Services has submitted a report detailing the performance of the Treasury Management function for the 6 months to 30 September 2022.

Cabinet is recommended to:

1. **Note** the performance of the Treasury Management function for the six months to 30 September 2022.

17 Minutes

335 - 344

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

18 Dates of Future Meetings

Meetings are scheduled for the following dates:

25 January 2023

8 February 2023

15 March 2023

19 April 2023

All meetings start at 6.00pm.

Matters Exempt from Publication

If Cabinet wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for Cabinet to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the

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likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

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

Part Two – matters exempt from publication

19	Cowley Branch Line Local Funding for Full Business Case - Appendices 1 and 4	345 - 348
20	Delivery of Affordable Housing (Railway Lane and Marston Paddock) - Appendices 1 and 2	349 - 352

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Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

Members' Code – Other Registrable Interests

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

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

Members' Code – Non Registrable Interests

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

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

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

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

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

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

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

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

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

How Oxford City Councillors and members of the public can engage at Cabinet

Addresses and questions by members of the public (15 minutes in total)

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two working days before the meeting (eg for a Tuesday meeting, the deadline would be 9.30am on the Friday before). Questions can be submitted either by letter or by email (to cabinet@oxford.gov.uk).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Cabinet member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

Councillors speaking at meetings

Oxford City councillors may, when the chair agrees, address the Cabinet on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, the Cabinet member who has political responsibility for the item for decision may respond or the Cabinet will have regard to the points raised in reaching its decision.

Councillors speaking on Neighbourhood issues (10 minutes in total)

Any City Councillor can raise local issues on behalf of communities directly with the Cabinet. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Cabinet within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Cabinet. The Cabinet's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

Items raised by Cabinet members

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Cabinet decision. Any item which requires a decision of the Cabinet will be the subject of a report to a future meeting of the Cabinet.