

# Agenda

## Cabinet

This meeting will be held on:

Date: **Wednesday 15 March 2023**

Time: **6.00 pm**

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

**For further information** please contact:

Emma Lund, Committee and Member 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 Anna Railton	Cabinet Member for Zero Carbon Oxford and Climate Justice
Councillor Linda Smith	Cabinet Member for Housing
Councillor Louise Upton	Cabinet Member for Health and Transport
Councillor Diko Walcott	Cabinet Member for Safer Communities

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

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

# Agenda

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

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

	<b>Pages</b>
<b>1 Apologies for Absence</b>	
<b>2 Declarations of Interest</b>	
<b>3 Addresses and Questions by Members of the Public</b>	
<b>4 Councillor Addresses on any item for decision on the Cabinet agenda</b>	
<b>5 Councillor Addresses on Neighbourhood Issues</b>	
<b>6 Items raised by Cabinet Members</b>	
<b>7 Scrutiny reports</b>	
<p>Scrutiny Committee met on 6 March 2023; Climate &amp; Environment Panel will meet on 9 March 2023; and Housing &amp; Homelessness Panel will meet on 13 March 2023. 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"><li>• Annual Update of the Council's Business Plan</li><li>• Integrated Care Strategy Update</li><li>• Integrated Performance Report for Q3 2022/23</li><li>• Development of a Biodiversity Strategy for Oxford</li><li>• Housing, Homelessness and Rough Sleeping Strategy</li></ul>	
<b>8 Delivery of Affordable Housing</b>	13 - 26
<p><b>Lead Members:</b> Cabinet Member for Housing (Councillor Linda Smith), Cabinet Member for Planning and Housing Delivery (Councillor Alex Hollingsworth), Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p>	

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The Executive Director (Development) 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. **Give project approval** for the acquisition of affordable dwellings developed by Oxford City Homes Ltd (OCHL) for which budgetary provision has been made in the Council's Housing Revenue Account in respect of:
  - a) Oxford North (referenced in paragraphs 9 to 18 of the report), and
  - b) Goose Green, Wolvercote (referenced in paragraphs 19 to 34 of the report), and
  - c) Meadow Lane, Iffley (referenced in paragraphs 35 to 49 of the report);
2. **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/Monitoring Officer, to finalise the scheme design and financial appraisals and enter into agreements and contracts to facilitate the agreed purchase by the Council of the affordable housing (to be held in the HRA) and any associated land, within the identified budget, for the provision of the affordable housing (111 affordable homes) on the Oxford North development, within the project approval;
3. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Cabinet Member for Planning and Housing Delivery; the Cabinet Member for Housing; the Head of Financial Services/Section 151 Officer and the Head of Law and Governance/Monitoring Officer to finalise the scheme design and financial appraisals and enter into agreements and contracts to facilitate the purchase by the Council of the social rent and shared ownership homes (to be held in the HRA) and any associated land, within the identified budget and within this project approval for Goose Green, Wolvercote (16 affordable homes);
4. **Delegate authority** to the Executive Director (Development), in consultation with the Cabinet Member for Finance and Asset Management; the Head of Financial Services/Section 151 Officer; and the Head of Law and Governance/Monitoring Officer, to approve the final terms and enter into the transfer in relation to Goose Green from the General Fund to OCHL;
5. **Delegate authority** to the Executive Director (Development), in consultation with the Executive Director (Communities and People);

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the Cabinet Member for Housing; the Head of Financial Services/Section 151 Officer; and the Head of Law and Governance/Monitoring Officer, to finalise the scheme design and financial appraisals and enter into agreements and contracts to facilitate the agreed purchase by the Council of the affordable housing (to be held in the HRA) and any associated land, from OCHL, for the provision of the affordable housing on the Meadow Lane, Iffley development (32 affordable homes), and within the identified budget and this project approval; and

6. **Recommend to Council** that it approves a revision to the HRA capital budget of an additional £825,000, with the realignment of budgets and schemes within the HRA new build programme, in order for the schemes listed below to be delivered within the capital programme funded predominantly from borrowing. This additional spend to be profiled into 2024/25.
  - a) Increase Northfield Hostel budget by £3.25m (see paragraph 52)
  - b) Increase Lanham Way budget by £361k (see paragraph 53)
  - c) Reduce East Oxford Community Centre budget by £700k (see paragraph 54)
  - d) Close Juniper Close scheme (see paragraph 55).

## 9 **Housing, Homelessness & Rough Sleeping Strategy 2023-28**

27 - 240

**Lead Member:** Cabinet Member for Housing (Councillor Linda Smith)

The Executive Director (Communities and People) has submitted a report to seek approval of the Housing, Homelessness and Rough Sleeping Strategy 2023-28 and associated appendices.

Cabinet is recommended to:

1. **Note** the progress made to develop the Housing, Homelessness and Rough Sleeping Strategy and Action Plan for Oxford following feedback from the statutory public consultation;
2. **Recommend to Council** the adoption of the Housing, Homelessness and Rough Sleeping Strategy 2023-28 and its associated appendices;
3. **Recommend to Council** the adoption of the Strategy's Action Plan for 23-24; and
4. **Recommend to Council** that authority be delegated to the Executive Director (Communities and People), in consultation with

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the Cabinet Member for Housing, to update the Action Plan when required.

10	<b>Commercial Tenant Rent Arrears Write-Offs</b>	241 - 246
	<b>Lead Member:</b> Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)	
	The Head of Corporate Property has submitted a report to seek approval for the write-off of commercial rent arrears above the limit which officers can approve under the Scheme of Delegation.	
	Cabinet is recommended to:	
	<ol style="list-style-type: none"><li>1. <b>Approve</b> the write-off of arrears relating to Edinburgh Woollen Mill (141 High Street) as detailed in this report;</li><li>2. <b>Approve</b> the write-off of arrears relating to Nosebag Restaurants Limited (6 St Michaels Street &amp; 6-8 St Michaels Street) as detailed in this report; and</li><li>3. <b>Approve</b> the write-off of arrears relating to the properties identified in the exempt Appendix 1.</li></ol>	
11	<b>Integrated Care System Draft Strategy Update</b>	247 - 304
	<b>Lead Member:</b> Cabinet Member for Health and Transport (Councillor Louise Upton)	
	The Head of Corporate Strategy has submitted a report to present information on the production of a new Integrated Care Strategy by the Integrated Care Board for Buckinghamshire, Oxfordshire and Berkshire West.	
	Cabinet is recommended to:	
	<ol style="list-style-type: none"><li>1. <b>Note</b> the contents of the report for information.</li></ol>	
12	<b>Development of a Biodiversity Strategy for Oxford</b>	305 - 310
	<b>Lead Member:</b> Cabinet Member for Zero Carbon Oxford and Climate Justice (Councillor Anna Railton)	
	The Head of Corporate Strategy has submitted a report to present Cabinet with a proposed approach to the development of a Biodiversity Strategy for the City of Oxford.	

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	<p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> <li>1. <b>Note</b> the report and the proposed establishment of steering group in connection with the preparation of the Biodiversity Strategy.</li> </ol>	
13	<p><b>Annual Update of the Council's Business Plan</b></p> <p><b>Lead Member:</b> Leader - Inclusive Economy and Partnerships (Councillor Susan Brown)</p> <p>The Head of Corporate Strategy has submitted a report to approve Oxford City Council's Corporate Business Plan priorities for 2023/24.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> <li>1. <b>Agree</b> the draft Oxford City Council Corporate Business Plan priorities 2023/24, which set out the Council's priority work for the next financial year;</li> <li>2. <b>Delegate authority</b> to the Head of Corporate Strategy in consultation with the Council Leader to make further minor amendments to the draft Business Plan priorities before implementation; and</li> <li>3. <b>Note</b> the progress made in delivery against the actions set out in the current year's Corporate Business Plan 2022/23.</li> </ol>	311 - 388
14	<p><b>Integrated Performance Report for Q3 2022/23</b></p> <p><b>Lead Member:</b> Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p> <p>The Head of Financial Services has submitted a report to update Cabinet on Finance, Risk and Corporate Performance matters as at 31<sup>st</sup> December 2022.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> <li>1. <b>Note</b> the projected financial outturn for 2022-23 as well as the current position on risk and performance as at 31 December 2022; and</li> <li>2. <b>Note</b> the change in timing of the insurance contract procurement exercise for the new contract to commence from 1<sup>st</sup> January 2024 as outlined in paragraph 18.</li> </ol>	389 - 408
15	<p><b>Flag Flying and Bell Ringing Arrangements</b></p>	409 - 420

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**Lead Member:** Leader - Inclusive Economy and Partnerships  
(Councillor Susan Brown)

The Head of Law and Governance has submitted a report to seek agreement of the lists of annual flag flying and bell ringing commitments and approval for a minor amendment to the Oxford City Council Protocol for Flag Flying and Bell Ringing.

Cabinet is recommended to:

1. **Agree** the List of Annual Flag Flying Commitments attached at Appendix A;
2. **Agree** the List of Annual Bell Ringing Commitments attached at Appendix B; and
3. **Approve** the minor amendment to the Oxford City Council Protocol for Flag Flying and Bell Ringing set out in Appendix C to the report.

## 16 Minutes

421 - 430

**Recommendation:** That Cabinet resolves to **approve** the minutes of the meeting held on 8 February 2023 as a true and accurate record.

## 17 Dates of Future Meetings

Meetings are scheduled for the following dates:

19 April 2023

14 June 2023

12 July 2023

9 August 2023

13 September 2023

18 October 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

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Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

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

## **Part Two – matters exempt from publication**

- |           |  |           |
|-----------|--|-----------|
| <b>18</b> | <b>Delivery of Affordable Housing</b>            | 431 - 442 |
| <b>19</b> | <b>Commercial Tenant Rent Arrears Write-Offs</b> | 443 - 448 |

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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](mailto:cabinet@oxford.gov.uk) ).

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

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

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

### **Councillors speaking at meetings**

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

### **Councillors speaking on Neighbourhood issues (10 minutes in total)**

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

### **Items raised by Cabinet members**

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