

# Agenda

## Cabinet

This meeting will be held on:

Date: **Wednesday 14 June 2023**

Time: **6.00 pm**

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

**For further information** please contact:

Emma Lund, Committee and Member Services Officer

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✉ DemocraticServices@oxford.gov.uk

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

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

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

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

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

## **Cabinet Members**

Councillor Susan Brown	Leader, Inclusive Economy and Partnerships
Councillor Ed Turner	Deputy Leader (Statutory) - Finance and Asset Management
Councillor Shaista Aziz	Cabinet Member for Safer Communities
Councillor Nigel Chapman	Cabinet Member for Citizen Focused Services and Council Companies
Councillor Jemima Hunt	Cabinet Member for Culture and Events
Councillor Chewe Munkonge	Cabinet Member for Leisure and Parks
Councillor Anna Railton	Cabinet Member for Zero Carbon Oxford and Climate Justice
Councillor Ajaz Rehman	Cabinet Member for Inclusive Communities
Councillor Linda Smith	Cabinet Member for Housing
Councillor Louise Upton	Cabinet Member for Planning and Healthier 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>	
An apology for absence has been received from Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice.	
<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>	
Scrutiny Committee will meet on 7 June 2023 and the Housing and Homelessness Panel met on 24 April 2023. The following reports are expected and will be published as a supplement, together with any other recommendations from those meetings:	
<ul style="list-style-type: none"><li>• Housing Management System Implementation</li><li>• Tenancy Agreement</li><li>• Recommendations of the Child Poverty Review Group</li></ul>	
<b>8 Review of the Corporate Enforcement Policy</b>	13 - 28
<b>Lead Member:</b> Cabinet Member for Housing (Councillor Linda Smith), Cabinet Member for Safer Communities (Councillor Shaista Aziz)	
The Head of Regulatory Services and Community Safety has submitted a report to review the Corporate Enforcement Policy and seek approval	

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for an amended policy for a further three years.

Cabinet is recommended to:

1. **Approve** the amended Corporate Enforcement Policy (at Appendix 2) for a further three years.

## 9 Ice Rink Future Car Parking Provision

29 - 44

**Lead Member:** Cabinet Member for Planning and Healthier Communities (Councillor Louise Upton), Cabinet Member for Leisure and Parks (Councillor Chewe Munkonge)

The Head of Community Services has submitted a report to seek approval for the favoured on-site option for future car parking provision for users of the Oxford Ice Rink when the Oxpens car park is closed permanently for redevelopment.

Cabinet is recommended to:

1. **Grant project approval** for option 1 (car parking at the front of the ice rink) being progressed on the basis of seeking to achieve around 25 spaces in total;
2. **Recommend to Council** to establish a budget of £580,000 within the Council's capital programme, profiled across 2024/25 and 2025/26, to fund the provision of new car parking at the front of the ice rink, subject to OXWED's programme for closing the Oxpens car park, and approve the payback of previously spent feasibility funding of £46,000 into the feasibility budget; and
3. **Delegate authority** to the Head of Community Services, in consultation with the Council's Section 151 Officer, the Head of Law and Governance, the Cabinet Member for Leisure and Parks and the Cabinet Member for Planning and Healthier Communities to finalise the scope of works, undertake the necessary procurements, and negotiate and enter into all contracts for the detailed design, construction works, and all associated professional services, for the new ice rink car park within the agreed budget.

## 10 Fire Door Replacement Programme

45 - 52

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

The Executive Director (Communities and People) has submitted a report to seek approval and delegated authority to award works contract(s) to replace all applicable resident front doors in Evenlode, Windrush and Hockmore Towers, Oxford with certificated compliant fire

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doors.

Cabinet is recommended to:

1. **Grant project approval** to allocate the approved budget of £2.6m agreed by full Council in 2021/22 to enable progression of the replacement of all resident front doors at Plowman, Evenlode, Windrush and Hockmore Towers, Oxford, with certificated compliant FD30 fire doors; and
2. **Delegate authority** to the Executive Director (Communities and People) or the Head of Housing Services to award the fire door replacement programme contract(s) to ODS, or others as required, following the procurement process outlined in the Constitution.

11 **Agency Agreement to Undertake Land Drainage and Flood Investigation Services on behalf of Oxfordshire County Council**

53 - 56

**Lead Member:** Cabinet Member for Citizen Focused Services and Council Companies (Councillor Nigel Chapman)

The Head of Corporate Strategy has submitted a report to seek approval to enter into an agency agreement with Oxfordshire County Council under Section 101 of the Local Government Act 1972 and Section 19 of the Local Government Act 2000 to undertake duties relating to the Land Drainage Act 1991/Flood and Water Management Act 2010, on behalf of and as an agent of Oxfordshire County Council as Lead Local Flood Authority.

Cabinet is recommended to:

1. **Grant approval** to enter into an agency agreement with Oxfordshire County Council pursuant to Section 101 of the Local Government Act 1972 and Section 19 of the Local Government Act 2000 to undertake ordinary watercourse consenting and other duties relating to the Land Drainage Act 1991/Flood and Water Management Act 2010 on behalf of Oxfordshire County Council, as described in the report.

12 **Blackbird Leys Development Project - Land Appropriation**

57 - 76

**Lead Member:** Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner), Cabinet Member for Inclusive Communities (Councillor Ajaz Rehman)

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The Executive Director (Development) has submitted a report to seek approval to advertise the Council's intention to appropriate land (change the statutory basis on which it is held by the Council) at the Blackbird Leys District Centre and Knights Road to facilitate the Blackbird Leys Development Project. The intent to appropriate relates to land owned by Oxford City Council only.

Cabinet is recommended to:

1. **Approve** the public notification process to consider the proposal to exercise the Council's powers to appropriate land in its ownership at Blackbird Leys District Centre and Knights Road (see plan at Appendices 1 & 2) ("the Land") to planning purposes;
2. **Approve** the publishing of a notice in a local newspaper for two weeks consecutively expressing the Council's intention to appropriate the Land in accordance with section 122 Local Government Act 1972 to planning purposes so as to rely on section 203-205 Housing and Planning Act 2016. This is necessary to facilitate Phase 1 of the Blackbird Leys Development Project.

### 13 **East Oxford Community Centre**

77 - 96

**Lead Member:** Cabinet Member for Inclusive Communities (Councillor Ajaz Rehman), Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)

The Executive Director (Communities and People) has submitted a report to provide an update on progress of the project to deliver the development of The East Oxford Community Centre at Princes Street in upgrading the main building and providing a modern new build extension in a single place. The report also sets out, for approval, options to address the unprecedented construction inflation.

Cabinet is recommended to:

1. **Approve** option 1;
2. **Recommend to Council** to increase the project budget by £1.298m (from £5.496m to £6.794m);
3. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Head of Financial Services/S151 Officer; the Head of Law and Governance; the Cabinet Member for Finance and Asset Management; and the Cabinet Member for Inclusive Communities to award the construction contract to Oxford Direct Services Ltd (ODSL) for the sum of £5.9m and enter into the contract;

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4. **Approve** (subject to Council's agreement to recommendation 2 above) that the 2023 construction contingency budget is applied to the East Oxford Community Centre project, to make up the budget increase required as set out in the report.

## 14 **Housing Management System Implementation**

97 - 110

**Lead Member:** Cabinet Member for Citizen Focused Services and Council Companies (Councillor Nigel Chapman)

The Executive Director (Communities and People) and the Head of Financial Services have submitted a report to update Members on the lessons learned from the implementation of the Housing Management System and the outcome of discussions with the supplier as to potential settlement; and to seek additional budget approval for further development of the product after the move to 'business as usual' which has now been secured.

Cabinet is recommended to:

1. **Note** the lessons learned from the system implementation;
2. **Approve** the proposed settlement terms offered by the supplier as referenced in Appendix 4 (exempt) and **delegate authority** to the Executive Director (Communities and People) in consultation with the Head of Financial Services and the Head of Law and Governance to finalise the terms;
3. **Recommend to Council** the approval of additional budget of £263k in 2022-23 as detailed in paragraph 8 of the report; and
4. **Recommend to Council** the inclusion of an additional budgetary amount of £497k of capital and £97k of revenue over the next 4 year period for the further development of the system (paragraphs 9-11).

## 15 **Minutes**

111 - 114

**Recommendation:** That Cabinet resolves to **approve** the minutes of the meeting held on 19 April 2023 as a true and accurate record.

## 16 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

12 July 2023

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9 August 2023  
13 September 2023  
18 October 2023  
15 November 2023  
13 December 2023

All meetings start at 6.00pm.

## **Matters Exempt from Publication**

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

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

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

17	<b>East Oxford Community Centre - Confidential Appendices</b>	115 - 134
18	<b>Housing Management System Implementation - Confidential Appendices</b>	135 - 164

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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.