

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 12 July 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 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](#)

	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>The Climate & Environment Panel met on 27 June, Scrutiny Committee will meet on 4 July, and the Housing & Homelessness Panel will meet on 5 July 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">• Draft Carbon Reduction and Sustainable Retrofit Guidance for Historic Buildings Technical Advice Note• Biodiversity Update• Safeguarding Report 2022/23 and Safeguarding Policy 2023-26• Oxfordshire Inclusive Economy Partnership Charter / Pledge• Citizen Experience Strategy• Future Resettlement Commitments for New Refugee Families	
8 City Centre Land Regeneration Scheme	15 - 22
<p>Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p>	

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The Executive Director (Development) has submitted a report to update Cabinet on progress of the procurement of a development partner to regenerate a council asset in the city centre; to recommend to Council to include additional budget for the scheme; and to seek approval to enter contracts with a preferred development partner and operator consortium to regenerate 38-40 George Street, Oxford.

Cabinet is recommended to:

1. **Approve** the appointment of the preferred developer and operator as set out in the report for the reasons provided;
2. **Recommend to Council** the approval of an additional capital budget of £12.1 million for delivery of this regeneration scheme (see Confidential Appendix 1 for more details);
3. **Delegate authority** to the Executive Director (Development) in consultation with the Council's Head of Financial Services / Section 151 Officer; the Head of Law and Governance; and the Deputy Leader (Statutory) - Finance and Asset Management to: (i) agree the final terms of, and enter into, the relevant contracts; (ii) agree the final scheme and submission of any planning application; and (iii) authorise any spending within the allocated budget (see Confidential Appendix 1 for more details).

9 **City Centre Land Transaction: St Aldate's Chambers**

23 - 28

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

The Executive Director (Development) has submitted a report to seek authority to let the whole or parts of St Aldate's Chambers.

Cabinet is recommended to:

1. **Delegate authority** to the Executive Director (Development), in consultation with the Head of Financial Services / S151 Officer, the Head of Law and Governance and the Deputy Leader (Statutory) - Finance and Asset Management to enter into lease(s) to let the whole or parts of St Aldate's Chambers to any tenant on terms which fulfil the requirements of S123 Local Government Act 1972.

10 **Oxpens Road Car Park Lease Renewal**

29 - 32

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

The Head of Corporate Property has submitted a report to seek

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approval to renew the lease of the car park at Oxpens Road.

Cabinet is recommended to:

1. **Approve** entering into a new lease with OxWED for the Car Park at Oxpens Road; and
2. **Delegate authority** to the Head of Corporate Property in consultation with the Deputy Leader (Statutory) - Finance and Asset Management, the Head of Financial Services, and the Head of Law and Governance to agree the final terms and enter into the lease.

11 **Future Resettlement Commitments for New Refugee Families**

33 - 46

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

The Head of Housing has submitted a report to seek approval for future commitments for resettling new refugee families into Oxford, and to seek approval to go to tender to commission the provision of person centred support.

Cabinet is recommended to:

1. **Approve** the resettlement of a minimum of 8 refugee families per year from any of the resettlement schemes highlighted in the report for a period of 5 years from 2023 to 2028, on the condition that the requirements in paragraph 21 of the report are consistently met to ensure scheme viability;
2. **Delegate authority** to the Executive Director (Communities and People), in consultation with the Cabinet Member for Housing, to agree the resettlement of additional refugees above this allocation (which will incur additional expenditure from Home Office grant funding for support provision) subject to sufficient grant funding;
3. **Approve** the use of Home Office grant funding of up to £1,313,840 (see Appendix 2) to procure the provision of 2 years of person centred support for each refugee family arriving in Oxford during the 5 year period between 2023 -2028;
4. **Delegate authority** to the Head of Housing in consultation with the Cabinet Member for Housing to approve the use of the Home Office grant funding to procure additional person centred support as required; and
5. **Delegate authority** to the Head of Housing in consultation with the Head of Financial Services/S151 Officer, the Head of Law and Governance and the Cabinet Member for Housing to allocate the

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approved budget and enter into contract(s) with a provider(s) for the provision of person centred support.

12 **Oxfordshire Inclusive Economy Partnership (OIEP) Charter/Pledge**

47 - 68

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

The Executive Director (Development) has submitted a report to seek Cabinet approval to participate in the Oxfordshire Inclusive Economy Partnership (OIEP) Charter and endorsement of a series of Oxford City Council pledges.

Cabinet is recommended to:

1. **Approve** Oxford City Council's participation in the Oxfordshire Inclusive Economy Partnership (OIEP) Charter; and
2. **Endorse** a series of Oxford City Council pledges that officers in respective service areas will deliver against, within existing committed budgets and for the duration of the current medium term financial strategy. Oxford City Council progress/performance against the pledges will be reported against annually and the results shared on Oxford City Council's website.

13 **Oxford City Council Safeguarding Report 2022/23 and Safeguarding Policy 2023-26**

69 - 116

Lead Member: Cabinet Member for Safer Communities (Councillor Shaista Aziz)

The Executive Director (Communities and People) has submitted a report on progress made on Oxford City Council's Safeguarding Action Plan for 2022/23 and to present an updated Safeguarding Policy for 2023-26.

Cabinet is recommended to:

1. **Note** the key achievements of the Safeguarding work delivered through Oxford City Council during 2022/23;
2. **Approve** the Safeguarding Policy 2023-2026;
3. **Note** the Safeguarding Action Plan 2023/24; and
4. **Delegate authority** to the Executive Director (Communities and People), in consultation with the Cabinet Member for Safer Communities, to make minor changes to the approved policy in order to continue its alignment with the Oxfordshire Multi-Agency

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Safeguarding Arrangements.

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| 14 | Review of the Street Naming and Numbering Policy

Lead Member: Cabinet Member for Planning and Healthier Communities (Councillor Louise Upton)

The Head of Planning Services has submitted a report to seek approval for a revised Street Naming and Numbering Policy.

Cabinet is recommended to:
<ol style="list-style-type: none">1. Approve the draft Street Naming and Numbering Policy (at Appendix 1); and2. Delegate authority to the Head of Planning Services to make any amendments to the draft Policy as a result of Cabinet's consideration of it. | 117 - 146 |
| 15 | Bus Shelter Infrastructure and Advertising Concession Contract

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

The Executive Director (Development) has submitted a report to (i) seek approval for the tender of a contract to manage the bus shelter infrastructure; and (ii) to seek delegated authority for the Head of Corporate Property to enter into a long-term contract with a selected supplier to maintain city bus shelters and manage advertising on the shelters.

Cabinet is recommended to:
<ol style="list-style-type: none">1. Grant project approval to tender a contract to manage bus shelter infrastructure maintenance and advertising via a concession contract;2. Delegate authority the Executive Director (Development) to finalise the tender documents; and3. Delegate authority to the Head of Corporate Property in consultation with the Head of Law and Governance, the Head of Financial Services and the Deputy Leader (Statutory) - Finance and Asset Management to agree the final terms and enter into a contract with the preferred supplier. | 147 - 156 |

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16	<p>Citizen Experience Strategy</p> <p>Lead Member: Cabinet Member for Citizen Focused Services and Council Companies (Councillor Nigel Chapman)</p> <p>The Head of Business Improvement has submitted a report to seek approval for a new Citizen Experience Strategy 2023-25.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Approve the Citizen Experience Strategy 2023-25 (at Appendix 1). 	157 - 216
17	<p>Future Oxfordshire Partnership Terms of Reference & Memorandum of Understanding</p> <p>Lead Member: Leader - Inclusive Economy and Partnerships (Councillor Susan Brown)</p> <p>The Head of Law and Governance has submitted a report to propose amendments to the Terms of Reference and Memorandum of Understanding of the Future Oxfordshire Partnership.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Approve the Future Oxfordshire Partnership's revised Terms of Reference and Memorandum of Understanding. These will take effect following approval by each of the six Oxfordshire councils. 	217 - 240
18	<p>Appointments to Outside Bodies for the 2023/24 Council Year</p> <p>Lead Member: Leader - Inclusive Economy and Partnerships (Councillor Susan Brown)</p> <p>The Head of Law and Governance has submitted a report to agree appointments to Outside Bodies for the 2023/24 Council Year.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Approve appointments to charities, trusts, community associations and other organisations as shown in Appendices 1A – 1D and note the appointments to partnerships as detailed in Appendix 1E; 2. Note the guidance for appointees as detailed in Appendix 2; and 3. Delegate authority to the Head of Law and Governance, in consultation with the Leader of the Council, and where appropriate with other group leaders, to make any changes to appointments to Outside Bodies as may be required during the course of the Council 	241 - 258

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year 2023/24.

19 Minutes

259 - 266

Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 14 June 2023 as a true and accurate record.

20 Dates of Future Meetings

Meetings are scheduled for the following dates:

9 August 2023

13 September 2023

18 October 2023

15 November 2023

13 December 2023

24 January 2024

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.

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Part Two – matters exempt from publication

21	City Centre Land Regeneration Scheme - Appendices 1, 2, 3 and 4	267 - 296
22	City Centre Land Transaction: St Aldate's Chambers Appendix 1	297 - 300
23	Oxpens Car Park Lease Renewal - Appendix 1	301 - 302

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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.