

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 9 August 2023**

Time: **6.00 pm**

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

For further information please contact:

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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.

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

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 | |
| Apologies for absence have been received from Councillor Nigel Chapman, Cabinet Member for Citizen Focused Services and Council Companies; and Councillor Ajaz Rehman, Cabinet Member for Inclusive Communities. | |
| 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 | |
| The Housing and Homelessness Panel will meet on 2 August 2023. The following report is expected and will be published as a supplement, together with any other recommendations from that meeting: | |
| <ul style="list-style-type: none">• Expansion of the Housing First Programme | |
| 8 Bertie Place Affordable Housing Scheme | 11 - 18 |
| Lead Member: Cabinet Member for Housing (Councillor Linda Smith), Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner) | |
| The Executive Director (Development) has submitted a report to seek project approval and delegations to progress the development of 31 affordable homes at Bertie Place. This includes delegated authority to | |

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enter into a Development Agreement with Oxford City Homes Limited (“OCHL”), operating under the name OX Place, to facilitate the development and purchase the completed homes, and approval to commence the process regarding the appropriation of land from the General Fund (“GF”) to the Housing Revenue Account (“HRA”) (changing the statutory basis on which it is held by the Council).

Cabinet is recommended to:

1. **Grant project approval** for the build and acquisition of affordable homes developed by OCHL for which budgetary provision has been made in the Council’s Housing Revenue Account in respect of Bertie Place;
2. **Delegate authority** to the Head of Housing in consultation with the Head of Law and Governance and the Head of Financial Services/Section 151 Officer to enter into a Development Agreement with OCHL to facilitate the development, secure the purchase of the completed affordable homes, to be held in the HRA, and to enter into any related agreements and contracts to facilitate the development within this project approval and budget for Bertie Place. Acquisition costs are specified in the confidential appendix; and
3. **Agree** to commence the appropriation process of Site A at Bertie Place, noting the intent to take a full report to October Cabinet and subsequently to Council.

9 Northfield Hostel Site Additional Affordable Housing

19 - 24

Lead Member: Cabinet Member for Housing (Councillor Linda Smith), Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)

The Executive Director (Development) has submitted a report to seek project approval and delegations to deliver a development of a further 10 affordable homes at the Northfield Hostel site.

Cabinet is recommended to:

1. **Grant project approval** to the proposals to purchase land; enter into build contracts and any other necessary agreements or contracts and incur associated development cost spends, as set out in this report, and within the allocated Housing Revenue Account (“HRA”) capital budget and business plan, for the purpose of delivering more affordable housing in Oxford at the Northfield Hostel site;
2. **Recommend to Council** that it approves a virement within the HRA capital budget for scheme costs. The virement will be from the

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Oxford City Housing Limited (“OCHL”) purchase line into a new scheme line to be profiled to match the build programme across the three years from 2023/24 to 2025/26;

3. **Delegate authority** to the Executive Director (Development) in consultation with the Cabinet Member for Housing; the Head of Financial Services/Section 151 Officer; and the Council’s Monitoring Officer to enter into agreements for the purchase of land; build contracts; and any other necessary agreements or contracts to facilitate the development (including a Development Services Agreement with OCHL) within the identified budget, for the provision of additional affordable housing.

10 Expansion of the Housing First Programme

25 - 34

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

The Executive Director (Communities and People) has submitted a report to seek approval for the expansion of the Housing First programme following a successful bid to the Single Homelessness Accommodation Programme.

Cabinet is recommended to:

1. **Approve** the Council’s participation in the Single Homelessness Accommodation Programme (SHAP) in order to purchase 12 new units for Housing First alongside commissioning support for a total of 17 units, including 5 units drawn from general needs stock;
2. **Recommend to Council** the allocation of a £2,888,000 capital budget (of which £1,688,000 will be borrowed by the Housing Revenue Account) for the Council’s investment to purchase the properties as part of the Single Homelessness Accommodation Programme as outlined in paragraph 19, the balance of which will be met by the SHAP grant;
3. **Recommend to Council** a budget allocation of £600,000 to cover revenue costs to commission support providers to deliver support for the 17 units of Housing First. The funding equates to 3 years’ worth of revenue but is spread over 4 financial years (paragraph 18); and
4. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Cabinet Member for Housing; the Head of Financial Services/Section 151 Officer; and the Head of Law and Governance/Monitoring Officer, to enter into agreements and contracts to facilitate the purchase by the Council of housing (to be held in the HRA) within the identified budget and within the project approval, as well as to enter into or amend agreements or contracts in relation to support provision (revenue spend) in line

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with procurement requirements.

11 Fire Servicing and Maintenance Contract

35 - 40

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

The Executive Director (Communities and People) as submitted a report to seek: (i) approval to tender a contract for the provision, servicing and maintenance of fire safety systems; (ii) delegated authority to award a contract following the tender process and (iii) approval for an annual budget expenditure as shown in Appendix 2.

Cabinet is recommended to:

1. **Approve** the commencement of a procurement exercise for the provision, servicing and maintenance of fire safety systems for a 5-year term with an optional 12-month extension and an annual budget expenditure as shown in Appendix 2 for a period of 5 years (+1) for a total contract value as shown in Appendix 2; and
2. **Delegate authority** to the Executive Director (Communities and People) to award the contract for the provision, servicing and maintenance of fire safety systems to the successful supplier following completion of a compliant tender process and issue works to the approved annual value.

12 Minutes

41 - 50

Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 12 July 2023 as a true and accurate record.

13 Dates of Future Meetings

Meetings are scheduled for the following dates:

13 September 2023
18 October 2023
15 November 2023
13 December 2023
24 January 2024
7 February 2024

All meetings start at 6.00pm.

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

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

| | | |
|-----------|--|----------------|
| 14 | Bertie Place Affordable Housing Scheme - Appendix 1 | 51 - 52 |
| 15 | Northfield Hostel Site Additional Affordable Housing - Appendix 1 | 53 - 54 |
| 16 | Fire Servicing and Maintenance Contract - Appendix 2 | 55 - 56 |

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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.