

# Agenda

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# Cabinet

This meeting will be held on:

Date: **Wednesday 13 September 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](#)

	<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 will meet on 5 September 2023, the Finance &amp; Performance Panel will meet on 6 September 2023, and the Climate &amp; Environment Panel will meet on 12 September 2023. The following reports are expected, together with any other recommendations from those meetings:</p> <ul style="list-style-type: none"><li>• Out of Hospital Care Team Provision</li><li>• Delivery of a New Burial Space</li><li>• The Leys Pool and Leisure Centre – Youth Hub</li><li>• Integrated Performance Report for Q1 2023/24</li><li>• Treasury Management Annual Report 2022/23</li><li>• City Wide Smoke Control Area Declaration</li><li>• HRA Energy Efficiency Projects 2023/24</li></ul>	
<b>8 Delivery of New Burial Space</b>	17 - 44
<b>Lead Member:</b> Cabinet Member for Leisure and Parks (Councillor Chewe Munkonge)	

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The Executive Director (Development) has submitted a report to seek approval for delivery of a new publicly accessible green space and burial meadow on land owned by the Council off Oxford Road towards Horspath including approval of the scheme, submission of planning application to South Oxfordshire District Council, Phase 1 delivery budget, and required property and legal procedures to deliver the scheme.

Cabinet is recommended to:

1. **Grant project approval** for the delivery of a new publicly accessible greenspace and burial meadow on land owned by the Council off Oxford Road towards Horspath; including approval of the scheme, submission of a planning application to South Oxfordshire District Council, Phase 1 delivery budget, and required property and legal procedures to deliver the scheme and delegated authority to the Executive Director (Development) in consultation with the Cabinet Member for Leisure and Parks to approve changes to the scheme;
2. **Recommend to Council** approval of a capital budget of £2.4M for delivery of this scheme;
3. **Delegate authority** to the Executive Director (Development), in consultation with the Head of Financial Services / Section 151 Officer and the Head of Law and Governance to enter into any related agreements and contracts to facilitate the scheme in terms of construction and operation; works details; and budget changes for this Council owned land, including agreeing the fees and charges as detailed in Appendix 6; and
4. **Delegate authority** to the Executive Director (Development), in consultation with the Head of Finance / Section 151 Officer, Head of Law and Governance and the Cabinet Member for Finance and Asset Management to agree the final heads of terms and enter into the necessary transactions set out in Appendix 4 together with any other ancillary agreements, contracts and notices that may be required to facilitate the scheme.

## 9 **Blackbird Leys Development Project Land Appropriation**

45 - 78

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

The Executive Director (Development) has submitted a report to seek approval to appropriate land (change the statutory basis on which it is held by the Council from one function to another) currently held for public open space purposes at the Blackbird Leys District Centre and

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Knights Road to be held in future for planning purposes to facilitate the Blackbird Leys Development Project. The appropriation relates to land owned by Oxford City Council only.

Cabinet is recommended to:

1. **Note** that following the statutory public notification process of the Council's intention to appropriate the Land to planning purposes, no representations have been received; and
2. **Approve** the appropriation of land in the Council's ownership at Blackbird Leys District Centre and Knights Road (see plan at Appendices 1 & 2) ("the Land"), to planning purposes, so as to facilitate its future development for new housing (per planning application number 23/00405/OUTFUL) in accordance with section 122 Local Government Act 1972 and further, thereby, rely on section 203-205 Housing and Planning Act 2016 to permit the development of the Land to proceed. This is necessary to facilitate Phase 1 of the Blackbird Leys Development Project.

## 10 **Blackbird Leys Development Project: Variations to Development Agreement with Development Partner**

79 - 98

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

The Executive Director (Development) has submitted a report to (i) seek approval to variations to the Development Agreement between Oxford City Council (OCC) and its development partner, Peabody, for the Blackbird Leys Development Project; and (ii) to seek approval of a revised budget for the Blackbird Leys community centre and delegated powers to assign further Section 106 off-site affordable housing funds to the scheme for affordable housing delivery.

Cabinet is recommended to:

1. **Delegate authority** to the Executive Director (Development), in consultation with the Cabinet Member for Housing, Deputy Leader (Statutory) - Finance and Asset Management, and Cabinet Member for Inclusive Communities, to agree (within the parameters set out within this report and associated appendices) and sign the final terms of a Deed of Variation to the Development Agreement between OCC and its development partner, Peabody;
2. **Approve** the revised phased delivery approach for the scheme and the revisions to the allocation of spend and profile of funding

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for Phases 1 and 2;

3. **Approve the allocation** of the remaining £1.3 million from Section 106 off-site affordable housing funds, currently delegated to the Head of Planning, to Phase 2 of the Blackbird Leys Regeneration Project;
4. **Recommend to Council** to approve allocation of an additional £1.5 million of S106 affordable housing funds, not currently delegated to the Head of Planning, to Phase 2 of the Blackbird Leys Regeneration Project;
5. Subject to the agreement of recommendations 3 and 4, **delegate authority** for the spend of Affordable Housing S106 allocated to the Blackbird Leys Regeneration Project to the Executive Director (Development) in consultation with the Cabinet Member for Housing; Deputy Leader (Statutory) - Finance and Asset Management; Cabinet Member for Inclusive Communities; and the Head of Financial Services/Section 151 Officer;
6. **Delegate authority** to the Executive Director (Development) in consultation with the Cabinet Member for Housing; Deputy Leader (Statutory) - Finance and Asset Management; and the Cabinet Member for Inclusive Communities to agree an appropriate vacant possession strategy and subsequent implementation of the strategy for obtaining vacant possession of the land required for Phase 2;
7. **Delegate authority** to the Executive Director (Development) in consultation with the Cabinet Member for Housing; Deputy Leader (Statutory) - Finance and Asset Management; and the Cabinet Member for Inclusive Communities to agree the detailed design to be submitted to the Local Planning Authority, undertake any necessary procurements and enter into any necessary contracts related to the detailed design, construction and fit out for the new Blackbird Leys Community Centre within the agreed budget;
8. **Delegate authority** to the Executive Director (Development) to agree to Oxford City Council taking over responsibility for the delivery, costs and financial risk of the community centre if Peabody requests this change as a means to improve the

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scheme's viability;

9. **Note** that the delegations from the Cabinet decision in March 2020 remain in place, including the delegations to the Executive Director (Development) relating to passing through future gateways of the Development Agreement; and
10. **Note** that start on site is still subject to both Oxford City Council and Peabody being satisfied that the viability gateway tests have been met.

## 11 **Housing Infrastructure Funding Update**

99 – 106

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

The Executive Director (Development) has submitted a report which provides an update on progress on the Housing Infrastructure Funding identified for Osney Mead and Blackbird Leys and seeks approval to enter into two deeds of variation with Homes England and agreements with partners to facilitate the claiming of the funding.

Cabinet is recommended to:

1. **Delegate authority** to the Head of Regeneration and Economy, in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Head of Financial Services / S151 Officer and the Head of Law and Governance to finalise the drafting of, and subsequently enter into, a Deed of Variation with Homes England in respect of the HIF funding for Osney Mead;
2. **Delegate authority** to the Head of Regeneration and Economy, in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Head of Financial Services / S151 Officer and the Head of Law and Governance to finalise the drafting of agreements and enter into ancillary grant agreements with Oxfordshire County Council and the Environment Agency and take any other steps necessary to enable or facilitate the claiming of the HIF funding;
3. **Delegate authority** to the Head of Regeneration and Economy in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Head of Financial Services / S151 Officer and the Head of Law and Governance to finalise the drafting of, and subsequent enter into, a Deed of Variation with Homes England in respect of the HIF funding for Blackbird Leys; and

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4. **Delegate authority** to the Head of Regeneration and Economy in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Head of Financial Services / S151 Officer and the Head of Law and Governance to finalise the drafting of an agreement with Peabody, either as a separate agreement or as part of the Development Agreement (between Peabody and the Council) and to take any other necessary steps to enable or facilitate the claiming of HIF funding associated with the Blackbird Leys Regeneration scheme.

## 12 **The Leys Pool and Leisure Centre - Youth Hub**

107 – 138

**Lead Member:** Cabinet Member for Leisure and Parks (Councillor Chewe Munkonge)

The Head of Community Services has submitted a report to present a proposal which seeks to create a youth hub based in the currently under-utilised space at the Leys Pools & Leisure Centre. This would be made possible by utilising external funding for both capital (building works) and revenue (youth work). The project would be in partnership with Oxfordshire County Council.

Cabinet is recommended to:

1. **Grant project approval** to create a Youth Hub at Leys Pools and Leisure Centre;
2. **Recommend to Council** the addition of £1,120,199 into the capital programme together with £223,907 into the revenue budget for delivery of the project; and
3. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Head of Financial Services / Section 151 officer, the Head of Law and Governance / Monitoring Officer and the Cabinet Member for Leisure and Parks to award the construction contract to Oxford Direct Services Ltd subject to it being within budget and value for money.

## 13 **Park and Ride Combined Parking-and-Bus Ticket Charges**

139 – 168

**Lead Member:** Cabinet Member for Planning and Healthier Communities (Councillor Louise Upton), Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)

The Executive Director (Development) has submitted a report to seek approval for permanent changes to the combined parking-and-bus

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ticket charges at Oxford City Council Park and Ride sites after the completion of a twelve-month trial period.

Cabinet is recommended to:

1. **Recommend to Council** the continued use of combined parking and bus tickets at Oxford City Council Park and Ride sites at the current prices until April 2024, as per Option 1 in the report.

## 14 **Continuation of the Oxfordshire Out of Hospital Care Model**

169 – 184

**Lead Member:** Cabinet Member for Housing (Councillor Linda Smith), Cabinet Member for Planning and Healthier Communities (Councillor Louise Upton)

The Executive Director (Communities and People) has submitted a report to seek authorisation to continue the Oxfordshire Out of Hospital Care Group through financing secured from the Better Care Fund and to seek delegated authority to award ongoing contracts (with annual break clauses) for the provision of this service, subject to securing the necessary financing.

Cabinet is recommended to:

1. **Approve** continuation of the Oxfordshire Out of Hospital Care Model (OOHCM) using the financing secured through the Better Care Fund (BCF);
2. **Recommend to Council** the allocation of £1.2 million to continue to fund the Oxfordshire Out of Hospital Care Model until 31<sup>st</sup> March 2024, using funding from the Better Care Fund;
3. **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 continue the Oxfordshire Out of Hospital Care Model until 31<sup>st</sup> March 2024 within the level of the external funding award and within the project approval; 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 continue the Oxfordshire Out of Hospital Care Model beyond 31<sup>st</sup> March 2024, up to a maximum of five years with an early termination clause, subject to ongoing financing being secured and in place.

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## 15 Private Rented Sector Regulation Policies

185 – 234

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

The Head of Regulatory Services and Community Safety has submitted a report to seek approval to proceed to a public consultation on draft policies relating to: (i) the assessment of whether an applicant is a fit and proper person to hold an HMO or selective licence; (ii) banning orders and rogue landlord database entry; and (iii) financial Penalties in relation to residential enforcement.

Cabinet is recommended to:

1. **Approve** the following draft policies for public consultation for a period of four weeks:
  - (i) Fit and Proper Person Policy
  - (ii) Banning Orders & Rogue Landlord Database Policy
  - (iii) Civil Penalty Policy; and
2. **Note** that a further report will be brought to Cabinet to present the results of the public consultation and any proposed amendments to the draft policies and to seek approval for the final policies.

## 16 Local Authority Housing Fund Round 2

235 – 260

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

The Executive Director (Communities and People) has submitted a report to seek approval to make available the required budget provision and the necessary project approval and delegations to enable the Council to proceed with entering into the national Local Authority Housing Fund Round 2.

Cabinet is recommended to:

1. **Approve** the Council becoming part of the Local Authority Housing Fund Round 2 in order to deliver 4 new affordable homes;
2. **Recommend to Council** the allocation of £1,863,100 capital budget from the Housing Revenue Account for the Council's investment to purchase the properties as part of Local Authority Housing Fund Round 2, with £1,069,860 being funded from HRA borrowing and the rest covered by grant of £793,240; and
3. **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

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and contracts to facilitate the purchase by the Council of housing (to be held in the HRA) within the identified budget and within this project approval.

## 17 HRA Energy Efficiency Projects 2023/24

261 - 266

**Lead Member:** Cabinet Member for Housing (Councillor Linda Smith), Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice

The Executive Director (Communities and People) has submitted a report to seek Cabinet approval for HRA energy efficiency projects in 2023/24 and delegated authority to award the necessary contracts.

Cabinet is recommended to:

1. **Grant project approval** for Oxford City Council to proceed with Energy Efficiency projects on HRA properties; and
2. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Head of Financial Services/Section 151 Officer and the Head of Law and Governance, to spend the previously approved HRA 2023/24 budget of £1.585m, as agreed by full Council in 2021/22, for the purposes of HRA Energy Efficiency projects, including awarding contracts to contractors and consultants to manage and deliver the projects following the procurement process outlined in the Constitution.

## 18 City-wide Smoke Control Area Declaration

267 - 282

**Lead Member:** Cabinet Member for Zero Carbon Oxford and Climate Justice (Councillor Anna Railton)

The Head of Corporate Strategy has submitted a report to seek approval of plans to create a City-wide Smoke Control Area in Oxford.

Cabinet is recommended to:

1. **Approve** plans to revoke Oxford's existing 23 Smoke Control Orders and replace them with a single Smoke Control Order across the whole City, subject to the outcome of consultations and confirmation by the Secretary of State; and
2. Subject to the outcome of the public consultation and confirmation by the Secretary of State, **delegate authority** to the Head of Corporate Strategy in consultation with the Cabinet Member for Zero Carbon Oxford and Climate Justice and the Head of Law and Governance, to make the order.

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19	<p><b>Treasury Management Annual Report 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 which sets out the Council's Treasury Management activity and performance for the financial year 2022/23.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> <li>1. <b>Note</b> the report.</li> </ol>	283 - 294
20	<p><b>Integrated Performance Report for Q1 2023/24</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 30 June 2023.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> <li>1. <b>Note</b> the projected financial outturn as well as the current position on risk and performance as at 30 June 2023; and</li> <li>2. <b>Approve</b> the HRA budget virements as detailed in paragraph 12.</li> </ol>	295 - 316
21	<p><b>Minutes</b></p> <p><b>Recommendation:</b> That Cabinet resolves to <b>approve</b> the minutes of the meeting held on 9 August 2023 as a true and accurate record.</p>	317 – 322
22	<p><b>Dates of Future Meetings</b></p> <p>Meetings are scheduled for the following dates:</p> <p>18 October 2023</p> <p>15 November 2023</p> <p>13 December 2023</p> <p>24 January 2024</p> <p>7 February 2024</p> <p>13 March 2024</p> <p>All meetings start at 6.00pm.</p>	

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## **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**

<b>23</b>	<b>Delivery of New Burial Space - Appendices 2, 4 and 6</b>	<b>323 – 330</b>
<b>24</b>	<b>Blackbird Leys Development Project Land Appropriation - Appendix 4</b>	<b>331 – 332</b>
<b>25</b>	<b>Blackbird Leys Development Project: Variations to Development Agreement with Development Partner Appendices 4, 5, 6, 7 &amp; 8</b>	<b>333 – 350</b>
<b>26</b>	<b>Housing Infrastructure Funding Update - Appendix 1</b>	<b>351 – 352</b>
<b>27</b>	<b>Park and Ride Combined Parking-and-Bus Ticket Charges - Appendix B</b>	<b>353 – 358</b>
<b>28</b>	<b>Local Authority Housing Fund Round 2 - Appendix 3</b>	<b>359 – 372</b>
<b>29</b>	<b>Treasury Management Annual Report 2022/23 - Appendix 1</b>	<b>373 – 376</b>

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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.