

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 13 December 2023**

Time: **6.00 pm**

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

For further information please contact:

Emma Lund, Committee and Member Services Officer, Committee 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 Nigel Chapman	Cabinet Member for Citizen Focused Services and Council Companies
Councillor Jemima Hunt	Cabinet Member for Culture and Events
Councillor Mark Lygo	Cabinet Member for Safer and Inclusive Communities
Councillor Chewe Munkonge	Cabinet Member for Leisure and Parks
Councillor Anna Railton	Cabinet Member for Zero Carbon Oxford and Climate Justice
Councillor Linda Smith	Cabinet Member for Housing
Councillor Louise Upton	Cabinet Member for 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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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 Scrutiny Committee met on 4 December 2023, the Climate & Environment Panel met on 29 November 2023, the Housing & Homelessness Panel met on 5 December 2023 and the Finance & Performance Panel met on 6 December 2023. The following reports are expected, together with any other recommendations from those meetings:</p> <ul style="list-style-type: none">• Authority Monitoring Report and Infrastructure Funding Statement 2022/23• Equalities Update• LGA Corporate Peer Review – Council Action Plan• Review of Glyphosate use by Oxford Direct Services to manage weeds on behalf of Oxford City Council	
8 Alcohol Control and Dog Control Public Spaces Protection Orders	13 - 78
<p>Lead Member: Cabinet Member for Safer and Inclusive Communities (Councillor Mark Lygo)</p>	

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The Executive Director (Communities and People) has submitted a report to seek approval for the implementation of the draft Dog Control Public Spaces Protection Order 2023 and the Alcohol Disorder Public Spaces Protection Order 2023.

Cabinet is recommended to:

1. **Approve** the implementation of a Dog Control Public Spaces Protection Order as set out in Appendix 1; and
2. **Approve** the implementation of an Alcohol Control Public Spaces Protection Order as set out in Appendix 6.

9 **Authority Monitoring Report and Infrastructure Funding Statement 2022/23**

79 - 152

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

The Head of Planning and Regulatory Services has submitted a report to seek approval of the Authority Monitoring Report and Infrastructure Funding Statement for publication.

Cabinet is recommended to:

1. **Approve** the Authority Monitoring Report and Infrastructure Funding Statement 2022/23 for publication; and
2. **Authorise** the Planning Policy and Place Manager to make any necessary minor corrections not materially affecting the document prior to publication.

10 **Equalities Update**

153 - 210

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

The Head of Business Improvement has submitted a report to (i) present and seek approval for the publication of the annual Workforce Equality Report 2023, the Gender Pay Gap Report, Ethnicity Pay Gap Report and Disability Pay Gap Report; and (ii) share current progress on the Workforce Equalities Report and Action Plan.

Cabinet is recommended to:

1. **Approve** the contents of the Workforce Equality Report 2023;
2. **Delegate authority** to the Head of Business Improvement to publish the Workforce Equality Report and to make any changes as

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may be required before publication following Cabinet discussion;

3. **Approve** the contents of the Gender Pay Gap, Ethnicity Pay Gap and Disability Pay Gap reports for this year; and
4. **Delegate authority** to the Head of Business Improvement to publish the Gender Pay Gap table at paragraph 14 before 30 March 2024, the Ethnicity Pay Gap table at paragraph 24 and the Disability Pay Gap table at paragraph 30 on the Council's website.

11 **Review of Glyphosate Use by Oxford Direct Services to manage weeds on behalf of Oxford City Council**

211 - 224

Lead Member: Cabinet Member for Citizen Focused Services and Council Companies (Councillor Nigel Chapman), Cabinet Member for Zero Carbon Oxford and Climate Justice (Councillor Anna Railton)

The Head of Corporate Strategy has submitted a report to make recommendations to Cabinet over the use of Glyphosate by Oxford Direct Services to control weeds on behalf of Oxford City Council.

Cabinet is recommended to:

1. **Approve** that the Council continues to use Glyphosate for its current limited purposes with this position kept under periodic review until such point as Government changes its advice on use of this herbicide, or another viable, economic and effective treatment emerges; and
2. **Approve** that the usage of Glyphosate to manage weed intrusion in paved surfaces is delivered uniformly across the city to meet needs.

12 **Local Government Association Corporate Peer Review: Council Action Plan**

225 - 264

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

The Chief Executive has submitted a report to update Cabinet on the Council's Action Plan in response to the Corporate Peer review feedback and recommendations of July 2023.

Cabinet is recommended to:

1. **Approve** the Council's Action Plan in response to the July 2023 Corporate Peer review feedback and recommendations; and

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<p>2. Note the progress that has already been made towards the July 2023 Peer Review recommendations, which are set out in the Action Plan.</p>	
<p>13 Amendment to the Authority to Tender Contract for Insurance Services</p>	<p>265 - 266</p>
<p>Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p>	
<p>The Head of Financial Services has submitted a report concerning the future provision of the Council’s Insurance Services contracts which seeks a change to a previously granted delegation.</p>	
<p>Cabinet is recommended to:</p>	
<p>1. Approve amended delegated authority to the Head of Financial Services in consultation with the Head of Law and Governance to award a contract for the provision of insurance services to Oxford City Council and group companies from 1st February 2024 for a period of 3 years with options to extend for up to 2 periods of 2 years each, following a compliant procurement exercise.</p>	
<p>14 Integrated Performance Report for Q2 2023/24</p>	<p>267 - 288</p>
<p>Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p>	
<p>The Head of Financial Services and Head of Business Improvement have submitted a report to update the Cabinet on finance, risk and corporate performance matters as at 30 September 2023.</p>	
<p>Cabinet is recommended to:</p>	
<p>1. Note the projected financial outturn as well as the current position on risk and performance as at 30 September 2023.</p>	
<p>15 Medium Term Financial Strategy 2025/26 - 2027/28 and 2024/25 Budget for Consultation</p>	<p>289 - 440</p>
<p>Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p>	
<p>The Head of Financial Services has submitted a report to propose a Medium-Term Financial Strategy and the 2024/25 Budget for consultation.</p>	

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Cabinet is recommended to:

1. **Approve** the 2024-25 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Strategy as set out in Appendices 1-10, noting:
 - a) the Council's General Fund Budget Requirement of £28.536 million for 2024/25 and an increase in the Band D Council Tax of 2.99% or £10.06 per annum representing a Band D Council Tax of £346.36 per annum;
 - b) the Housing Revenue Account budget for 2024/25 of £51.671 million and an increase of 7.7% (£9.27 per week) in social dwelling rents from 1 April 2024 (see paragraphs 78-79) giving a revised weekly average social rent of £129.72 as set out in Appendix 5;
 - c) the increase in shared ownership rental in accordance with the lease as shown in paragraph 86; and
 - d) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6;
2. **Agree** the fees and charges shown in Appendix 7;
3. **Delegate authority** to the Section 151 Officer in consultation with the Deputy Leader (Statutory) - Finance and Asset Management to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 18-19 of the report;
4. **Agree** to the proposal to remove the 1 month 100% unfurnished empty homes discount in accordance with paragraph 25 and note the changes to other discounts approved last year by members in accordance with paragraph 20-22 from 1 April 2024; and
5. **Recommend to Council** to approve the appropriation of Roken House from the General Fund to the Housing Revenue Account at a value of £1,850,000 (paragraphs 48 - 50).

16 **Treasury Management Mid Year Review - April to September 2023**

441 - 456

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

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The Head of Financial Services has submitted a report to report on the performance of the Treasury Management function for the 6 months to 30 September 2023.

Cabinet is recommended to:

1. **Note** the performance of the Treasury Management function for the six months to 30 September 2023.

17 **Minutes**

457 - 462

Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 15 November 2023 as a true and accurate record.

18 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

24 January 2024

7 February 2024

13 March 2024

17 April 2024

12 June 2024

10 July 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

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exemption outweighs the public interest in disclosing the information.

Part Two – matters exempt from publication

19	Medium Term Financial Strategy 2025/26 to 2027/28 and 2024/25 Budget for Consultation - Appendix 10	463 - 464
20	Treasury Management Mid Year Review April to September 2023 - Appendix 3/3A	465 - 470

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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.