

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 24 January 2024**

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

☎ 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 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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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 Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice, to speak on the flooding response in Oxford.	
7 Scrutiny Reports The Scrutiny Committee met on 16 January 2024 and the Finance & Performance Panel met on 22 January 2024. The following reports are expected, together with any other recommendations from those meetings: <ul style="list-style-type: none">• Leisure Services Contract Award• Draft Corporate Strategy 2024-28 for Consultation• Private Rented Sector Regulation Policies – Result of Consultation	
8 Leisure Services Contract Award Lead Member: Cabinet Member for Leisure and Parks (Councillor Chewe Munkonge) The Head of Community Services has submitted a report to recommend the award of a contract to Serco Leisure Ltd to manage and develop	15 - 52

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Oxford's three leisure centres, Hinksey Outdoor Pool, and the Oxford Ice Rink.

Cabinet is recommended to:

1. **Award** a ten-year contract (with a five-year extension option) for managing and developing the Council's three leisure centres, Hinksey Outdoor Pool and the Oxford Ice Rink to Serco Leisure Ltd, subject to officers completing necessary due diligence and pre-contract negotiations;
2. **Delegate authority** to the Interim Executive Director (Communities and People), in consultation with the Head of Financial Services (Section 151 Officer), Head of Law and Governance (Monitoring Officer) and the Cabinet Member for Leisure and Parks to:
 - i) complete due diligence, contract negotiation and final contract terms prior to the award of the contract;
 - ii) agree, subject to the limits set by procurement law and the Council's Constitution and for a maximum period of 2 months from the contract start date, interim arrangements for the delivery of the contract services by Serco Leisure Ltd where necessary to allow them to complete contract mobilisation after 29 March 2024;
 - iii) vary the current contractual arrangements with Fusion to enable them to continue to provide essential members data systems and related back-office support functions for a period of up to 2 months to ensure the continuation of these specific functions and ensure a smooth transition, to the end May 2024, only should the need arise; and
 - iv) establish necessary service and corporate staff arrangements for the effective commissioning, delivery and management of the leisure services contract; and
3. **Agree** to receive annual reports on the performance of leisure services and the contractor and agree the business plan priorities for the following year.

9 Brownfield Land Release Fund: Development of Small Sites for Affordable Housing

53 - 66

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

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Ed Turner)

The Executive Director (Development) has submitted a report to seek project and contract approvals and delegations; budget; and delegations in relation to affordable housing schemes across five small / garage sites. All sites have been allocated initial funding through the Brownfield Land Release Fund following a successful bid. The report seeks approval for appropriation from General Fund to Housing Revenue Fund, and to a planning purpose, where necessary; approval for the disposal of land as required; approval for the demolition of garages held in the General Fund and approval for demolition of vacant units currently held within the Housing Revenue Account.

Cabinet is recommended to:

1. **Note** the Council's participation in the Brownfield Land Release Fund (BLRF2) in order to undertake demolitions and groundworks and prepare five Council-owned sites to deliver affordable housing. The sites are at:
 - a) Underhill Circus (referenced in paragraphs 26 - 35 of this report)
 - b) Leiden Road (referenced in paragraphs 36 – 44 of this report)
 - c) Balfour Road (referenced in paragraphs 49 - 54 of this report)
 - d) Harebell Road (referenced in paragraphs 55 - 64 of this report)
 - e) Pegasus Road (referenced in paragraphs 65 - 74 of this report);
2. **Grant project approval** to undertake the works on the basis of which BLRF 2 grant has been made available and for which budgetary provision is detailed;
3. **Recommend to Council** the allocation of a £340,213 capital budget (which will be funded entirely by the BLRF2 grant) to carry out the demolition/ enabling works on each site as detailed within the BLRF2 application (see table, paragraph 14);
4. **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 Head of Law and Governance/Monitoring Officer, to enter into agreements and contracts to facilitate the works specified within the BLRF2 application, within the allocated capital budget;
5. **Grant project approval** to the proposals to enter into 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 capital budget and business plan, for the purpose of delivering more affordable housing in Oxford for the sites of Underhill Circus and Leiden Road - conditional on the Council approving the budget for these sites;
6. **Delegate authority** to the Executive Director (Development) in

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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 build contracts and any other necessary agreements or contracts for the purpose of delivering more affordable housing in Oxford in relation to the sites at Underhill Circus and Leiden Road and within the allocated Housing Revenue Account capital budget and business plan and to apply to the Secretary of State for consent (insofar as required) to the appropriations and disposals under section 19 of Housing Act 1985;

7. **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 Head of Law and Governance/Monitoring Officer, to agree the final terms and enter into the agreement with Oxfordshire Community Land Trust (OCLT) to dispose of the land via a long lease; along with any licences, party wall agreements, grant agreement, or other necessary agreements to enable delivery of the affordable housing at the former garage/ garage sites at Balfour Road; Harebell Road and Pegasus Road for the purpose of enabling the delivery affordable housing subject to compliance with the legal requirements of S123 of the Local Government Act 1972;
8. **Approve** the appropriation of land at Underhill Circus from the General Fund (GF) to the Housing Revenue Account (HRA); and agree to commence appropriation to a planning purpose for the purpose of developing affordable housing noting the intent to take a full report to Council;
9. **Agree** to commence the appropriation to a planning purpose process on sites at Harebell Road and Pegasus Road noting the intent to take a full report to Council;
10. **Approve** the demolition of garages at sites on Harebell Road and Pegasus Road (held in the GF) for the purposes of delivering affordable housing; and
11. **Approve** the demolition of two homes at 71 and 73 Leiden Road (held in the HRA) for the purposes of delivering affordable housing.

10 **Private Rented Sector Regulation Policies - Results of Consultation**

67 - 156

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

The Head of Planning and Regulatory Services has submitted a report to provide the results of the consultation exercise carried out into three key policies and seek approval for the following policies attached to the

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report:

- Fit and Proper Person Policy
- Banning Orders and Rogue Landlord Database Entry Policy
- Civil Penalty Policy

Cabinet is recommended to:

1. **Note** the results of the public consultation shown in the report;
2. **Approve** the amended policies, as attached at Appendix 1-3 to the report, in relation to:
 - Fit and Proper Person
 - Banning Orders & Rogue Landlord Database Entry
 - Civil Penalties in relation to residential enforcement
3. **Delegate authority** to the Head of Planning and Regulatory Services to review and update the policies in consultation with the Head of Law and Governance where new legislative powers have been enacted to give the Authority powers to issue fines for private rented homes.

11 **Housing Revenue Account (HRA) Rent Setting Report 2024/25**

157 - 168

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

The Head of Financial Services has submitted a report to present the outcome of Oxford City Council's annual rent review and associated rent setting proposal for 2024/25 in respect of all council dwellings within the Housing Revenue Account, including the setting of associated services and facilities charges.

Cabinet is recommended to:

1. **Recommend to Council** to approve an increase of 7.7% for 2024/25 (subject to any subsequent cap on increases imposed by central government) in social dwelling rents from 1st April 2024 giving an average weekly increase of £9.27 per week, and a revised weekly average social rent of £129.72 as set out in the Financial Implications section of this report;
2. **Recommend to Council** to approve an increase to rents for shared ownership dwellings as outlined in paragraph 15 of the Financial

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Implications;

3. **Recommend to Council** to approve an increase to service charges by 7.7% (CPI + 1%) to enable the HRA to recover the associated cost of supply;
4. **Recommend to Council** to approve an increase to the charge for a garage of 7%, equating to an increase of £1.25 per week for a standard garage with a revised charge of £19.10 per week, and an increase of £1.44 per week for a premium garage with a revised charge of £21.60 per week; and
5. **Recommend to Council** to approve the option to exercise the Rent Flexibility option in respect of re-lets to new tenants as outlined in paragraph 6.

12 **Draft Corporate Strategy 2024-28 for Consultation**

169 - 190

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

The Chief Executive has submitted a report to seek Cabinet approval to publicly consult on the Council's Draft Corporate Strategy 2024 to 2028.

Cabinet is recommended to:

1. **Delegate authority** to the Head of Corporate Strategy, in consultation with the Leader of the Council, to make any changes to the draft Corporate Strategy 2024-28 as may be required following its consideration by the Scrutiny Committee and then publish the draft Corporate Strategy 2024 to 2028 for public consultation.

13 **Oxfordshire's Strategic Economic Plan**

191 - 276

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

The Head of Regeneration and Economy has submitted a report to seek endorsement for the Oxfordshire Strategic Economic Plan.

Cabinet is recommended to:

1. **Note and endorse** Oxfordshire's Strategic Economic Plan (SEP) 2023-2033; and

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2. **Delegate authority** to the Head of Regeneration and Economy, in consultation with the Cabinet Member for Inclusive Economy and Partnerships, to agree the SEP Action Plan including Oxford City Council's role in supporting the delivery of actions within existing committed budgets and legal and constitutional constraints.

14 Council Tax Reduction Scheme for 2024/25

277 - 306

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

The Head of Financial Services has submitted a report to seek approval for changes to the Council's Council Tax Reduction Scheme for 2024/25.

Cabinet is recommended to:

1. **Approve** the increase in the income bands used in the Council Reduction Scheme for 2024/25 as per table 2;
2. **Note** that no further changes are being recommended to the scheme for 2024/25; and
3. **Recommend to Council** to adopt the Local Council Tax Reduction Scheme for 2024/25.

15 Minutes

307 - 314

Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 13 December 2023 as a true and accurate record.

16 Dates of Future Meetings

Meetings are scheduled for the following dates:

7 February 2024

13 March 2024

17 April 2024

12 June 2024

10 July 2024

14 August 2024

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All meetings start at 6.00pm.

Matters Exempt from Publication

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

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

Part Two – matters exempt from publication

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| 17 | Leisure Services Contract Award - Appendices 2, 3, 4 & 7 | 315 - 360 |
| 18 | Brownfield Land Release Fund: Development of Small Sites for Affordable Housing - Appendices 1 and 2 | 361 - 366 |

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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.