

# Agenda

## Cabinet

This meeting will be held on:

Date: **Wednesday 13 March 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](mailto: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.

*View or subscribe to updates for agendas, reports and minutes at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk).*

*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.

*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](#)

	<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>The Scrutiny Committee met on 4 March 2024 and the Housing and Homelessness Panel will meet on 7 March 2024.</p> <p>The following reports are expected, together with any other recommendations from those meetings:</p> <ul style="list-style-type: none"><li>• Oxfordshire Food Strategy Action Plan</li><li>• Request for Exceptional Circumstances Relief from the Community Infrastructure Levy</li><li>• Allocation of Preventing Homelessness Budget 2024/25</li><li>• Corporate Key Performance Indicator Review</li><li>• Biodiversity Net Gain</li><li>• Citywide Retrofit Strategy</li></ul>	

*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.*

8 **Request for Exceptional Circumstances Relief from the Community Infrastructure Levy**

13 - 190

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

The Head of Planning & Regulatory Services has submitted a report to seek approval for a recommendation to award Discretionary Exceptional Circumstances Relief (DECR) for the Community Infrastructure Levy (CIL) charge on the BMW Mini Plant for a total sum of £832,421.

Cabinet is recommended to:

1. **Approve** the recommendations to award Discretionary Exceptional Circumstances Relief (DECR) for the Community Infrastructure Levy (CIL) charge on the BMW Mini Plant for a total sum of £832,421; and
2. **Authorise** the Head of Planning & Regulatory Services to make any necessary minor corrections not materially affecting the report and to send the recommended outcome in writing to the claimant, as required by regulation 57(7) of the CIL regulations (as amended).

9 **Allocation of Preventing Homelessness Budget 2024-25**

191 - 206

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

The Executive Director (Communities and People) has submitted a report to seek approval for the Preventing Homelessness budget allocations for 2024/25 and the grant of a lease of the Floyds Row premises.

Cabinet is recommended to:

1. **Approve** the allocation of the Preventing Homelessness budget and identified Housing Revenue Account funds to commission homelessness services in 2024/25 as detailed in Table 1 of the report;
2. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Cabinet Member for Housing to revise the intended programme at Table 1 within the overall budget if required;
3. **Approve** a commitment of £798,532 from the Preventing Homelessness budget to fund supported accommodation provision from Matilda House for the period 1 September 2024 until 31 March

*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.*

2027;

4. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Cabinet Member for Housing; the Head of Financial Services; and the Head of Law and Governance to procure and enter into an agreement for supported accommodation provision to be delivered from Matilda House for the period 1 September 2024 to 31 March 2027;
5. **Approve** the Council entering into the lease of the Floyds Row premises to St Mungo's on the basis set out in this report; and
6. **Delegate authority** to the Head of Corporate Property in consultation with the Deputy Leader (Statutory) - Finance and Asset Management; the Head of Financial Services; and the Head of Law and Governance to approve amendments to the final terms and enter into the lease of the Floyds Row premises on terms compliant with Section 123 Local Government Act 1972.

## 10 **Appropriation of Land at Railway Lane**

207 - 212

**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 (i) seek approval to appropriate a parcel of land (change the statutory basis on which it is held by the Council from one function to another) at Railway Lane from the General Fund to the Housing Revenue Account in order that the land can be used for the development of new council housing; and (ii) update Cabinet on certain aspects of the development.

Cabinet is recommended to:

1. **Recommend to Council** the appropriation of the land owned by Oxford City Council that forms part of the development site for housing at Railway Lane from the General Fund (GF) into the Housing Revenue Account (HRA) at the established red book valuation figure.

## 11 **Regeneration of 38-40 George Street**

213 - 216

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

The Executive Director (Development) has submitted a report to seek

*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*

delegated authority for a designated officer to spend additional budget for the regeneration of 38-40 George Street, if the parameters included in the report are met.

Cabinet is recommended to:

1. **Delegate authority** to the Head of Corporate Property, in consultation with the Council's Section 151 Officer; the Head of Law and Governance; and the Cabinet Member for Finance and Asset Management, to agree the final scheme submitted in any planning application and authorise spend up to the maximum budget if parameters set out are met, and enter into any property agreements required in connection with 38-40 George Street (see Confidential Appendix 1 for more details).

## 12 **Oxfordshire Food Strategy - City Food Action Plan**

217 - 248

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

The Executive Director (Communities and People) has submitted a report to set out the City Food Action Plan which accompanies the Oxfordshire Food Strategy and to seek Cabinet's endorsement of it.

Cabinet is recommended to:

1. **Agree** the City Food Action Plan which is part of the Oxfordshire Food Strategy;
2. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Cabinet Member for Planning and Healthier Communities to make any amendments to the action plan which are necessary following approval of the plan by the other local authority partners; and
3. **Delegate authority** to the Executive Director (Communities and People) to negotiate and enter into the necessary grant agreements to deliver the City Food Action Plan.

## 13 **Voluntary Adoption of the Socio-Economic Duty**

249 - 278

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

The Head of Corporate Strategy has submitted a report to propose the Council's voluntary adoption of the socio-economic duty set out under the Equalities Act 2010, but not applied in England, with implementation in a way that minimises legal and resourcing impacts.

*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.*

Cabinet is recommended to:

1. **Voluntarily adopt** the Socio-Economic Duty (SED), involving the development of a holistic approach, as part of the Council's policy making and decision-making processes. The SED considers and seeks to address the inequalities of outcome that stem from socio-economic disadvantage.

#### 14 **Integrated Performance Report for Q3 2023/24**

279 - 302

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

The Head of Financial Services has submitted a report to update Cabinet on finance, risk and corporate performance matters as at 31 December 2023.

Cabinet is recommended to:

1. **Note** the projected financial outturn as well as the current position on risk and performance as at 31 December 2023.

#### 15 **Minutes**

303 - 308

**Recommendation:** That Cabinet resolves to **approve** the minutes of the meeting held on 7 February 2024 as a true and accurate record.

#### 16 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

17 April 2024  
12 June 2024  
10 July 2024  
14 August 2024  
11 September 2024  
16 October 2024

All meetings start at 6.00pm.

*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*

## **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>17</b>	<b>Appropriation of Land at Railway Lane - Appendix 1</b>	<b>309 - 310</b>
<b>18</b>	<b>Regeneration of 38-40 George Street - Appendices 1, 2 and 3</b>	<b>311 - 334</b>

*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.*



## **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.