

Agenda

Council

www.oxford.gov.uk



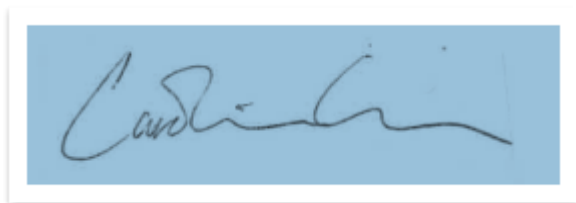
Summons

A meeting of the City Council will be held to transact the business set out below on

Date: **Monday 27 November 2023**

Time: **5.00 pm**

Place: **Council Chamber - Oxford Town Hall**



Proper Officer

Members of the public can attend to observe this meeting and:

- may register in advance to speak to the meeting in accordance with the [public speaking rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

This meeting can be viewed live or afterwards on the council's [YouTube channel](#).

For further information please contact:

Jonathan Malton, Committee and Member Services Manager

📞 01865 529117

✉️ democraticservices@oxford.gov.uk

View or subscribe to updates for agendas, reports and minutes at mycouncil.oxford.gov.uk.

All public papers are available from the calendar link to this meeting once published

Membership of Council

Councillors: Membership 48: Quorum 12.

Lord Mayor Councillor Lubna Arshad

Deputy Lord Mayor Councillor James Fry

Sheriff Councillor Mark Lygo

| | | |
|----------------|---------------------------------------|-----------------------------------|
| Members | Councillor Mohammed Altaf-Khan | Councillor Sajjad Malik |
| | Councillor Shaista Aziz | Councillor Katherine Miles |
| | Councillor Susan Brown | Councillor Alistair Morris |
| | Councillor Nigel Chapman | Councillor Lois Muddiman |
| | Councillor Mary Clarkson | Councillor Edward Mundy |
| | Councillor Tiago Corais | Councillor Chewe Munkonge |
| | Councillor Barbara Coyne | Councillor Jabu Nala-Hartley |
| | Councillor Lizzy Diggins | Councillor Lucy Pegg |
| | Councillor Dr Hosnieh Djafari-Marbini | Councillor Susanna Pressel |
| | Councillor Dr Sandy Douglas | Councillor Anna Railton |
| | Councillor Paula Dunne | Councillor Rosie Rawle |
| | Councillor Laurence Fouweather | Councillor Ajaz Rehman |
| | Councillor Andrew Gant | Councillor Mike Rowley |
| | Councillor Stephen Goddard | Councillor Jo Sandelson |
| | Councillor Duncan Hall | Councillor Linda Smith |
| | Councillor Tom Hayes | Councillor Roz Smith |
| | Councillor Alex Hollingsworth | Councillor Dr Christopher Smowton |
| | Councillor Rae Humberstone | Councillor Imogen Thomas |
| | Councillor Jemima Hunt | Councillor Ed Turner |
| | Councillor Chris Jarvis | Councillor Louise Upton |
| | Councillor Emily Kerr | Councillor Naomi Waite |
| | Councillor Tom Landell Mills | Councillor Diko Walcott |
| | Councillor Dr Amar Latif | |

Apologies will be reported at the meeting.

Agenda

The business to be transacted is set out below

| | Pages |
|---|---------|
| PART 1 - PUBLIC BUSINESS | |
| 1 Apologies for absence | |
| 2 Declarations of interest | |
| 3 Minutes | 23 - 42 |
| Minutes of the ordinary meeting of Council held on 2 October 2023 and the special meeting of Council on 7 November 2023. | |
| Council is asked to approve the minutes as a correct record. | |
| 4 Announcements | |
| Announcements by: | |
| 1. The Lord Mayor | |
| 2. The Sheriff | |
| 3. The Leader of the Council (who may with the permission of the Lord Mayor invite other councillors to make announcements) | |
| 4. The Chief Executive, Chief Finance Officer, Monitoring Officer | |
| 5 Public addresses and questions that relate to matters for decision at this meeting | |
| Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules in the Constitution relating to matters for decision in Part 1 of this agenda. | |
| Up to five minutes is available for each public address and up to three minutes for each question. Questions must be less than 200 words. | |
| The request to speak accompanied by the full text of the address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 21 November 2023. | |
| The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available. | |

*A total of 45 minutes is available for both public speaking items.
Responses are included in this time.*

CABINET RECOMMENDATIONS

6 FutureFit Oxford(shire) Project Grant Funding Bid

43 - 50

The Head of Corporate Strategy submitted a report to Cabinet on 15 November 2023 which sought approval for Oxford City Council's involvement in the FutureFit Oxford(shire) Project (FOx Project), and delegated authority for the facilitation and delivery of the project.

The Cabinet minutes are available at Item 13b.

Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice, will present the report and present Cabinet's recommendations.

Recommendation: Cabinet recommends that Council resolves to:

1. **Establish** a revenue budget for £1.56 million funded by a government grant to enable the necessary resources to be employed and the work undertaken.

OFFICER REPORTS

7 Council and Committee meetings programme for May 2024 to May 2026

51 - 60

The Head of Law and Governance has submitted a report which sets out a programme of Council, committee and other meetings for the whole of the 2024/25 and 2025/26 Council years.

Recommendations: that Council resolves to:

1. **Approve** the programme of Council, committee and other meetings from 1 May 2024 to 31 May 2026 attached at Appendix A;
2. **Delegate** authority to the Head of Law and Governance, in consultation with G Group Leaders, to make changes to this programme in the event that there is any decision by Council to change the committee structure or committee remits which impacts on the programme of meetings; and
3. **Delegate** authority to the Head of Law and Governance to set dates for additional training and briefing sessions for Members.

8 Appointments to Council Committees 2023/2024

Report to follow.

| | | |
|-----------|---|----------|
| 9 | Decisions taken under Part 9.3(b) of the Constitution | 61 - 64 |
| | <p>The Head of Law and Governance, on behalf of the Head of Paid Service (Chief Executive) has submitted a report which notes the decisions taken by the Head of Paid Service (Chief Executive) using the powers delegated in Part 9.3(b) of the Constitution.</p> <p>Recommendation(s): Council is recommended to:</p> <ol style="list-style-type: none"> 1. Note the decisions taken as set out in the report. | |
| 10 | Decisions taken under Part 17.9 of the Constitution | 65 - 68 |
| | <p>The Head of Law and Governance has submitted a report which notes the decision taken by the Executive Director (Development) under the provisions in Part 17.9 of the Constitution.</p> <p>Recommendation: That Council resolves to:</p> <ol style="list-style-type: none"> 1. Note the decision taken as set out in the report. | |
| 11 | Amendment to Proper Officer Delegations | 69 - 70 |
| | <p>The Head of Law and Governance (Monitoring Officer) has submitted a report which seeks Council's agreement to amend the Constitution to reflect the changes in responsibilities for functions.</p> <p>Recommendation(s): That the Council resolves to:</p> <ol style="list-style-type: none"> 1. Approve the following changes to the Constitution: <ol style="list-style-type: none"> a. Amend Part 10.1 to include delegation to the Monitoring Officer to make amendments to Proper Officer designations to reflect changes to the senior management structure. b. Amend the table at Part 10.2 (Table of Proper Officer Responsibilities) at Local Government Act 1972 Section 234 "Signing notices, orders and other documents which the Council is required or authorised to issue by or under any enactment" to include 'where no Head of Service, the relevant director will be the Proper Officer'. 2. Note that the changes will take effect as of the 12 December 2023. | |
| 12 | New Byelaws for parks and open spaces | 71 - 106 |
| | <p>The Head of Community Services has submitted a report which seeks approval that the existing byelaws for parks and open spaces be updated and for a full consultation on the proposed draft set of new</p> | |

byelaws be undertaken.

Cllr Chewe Munkonge, Deputy Leader and Cabinet Member for Leisure and Parks, will present the report and the recommendations.

Recommendations: that Council resolves to:

1. **Approve** that the existing byelaws for parks and open spaces are updated with new byelaws as set out in the draft set of new byelaws.
2. **Approve** that Officers undertake a consultation with such persons as the Council considers may be affected by the proposed byelaws when carrying out the regulatory assessment.
3. **Notes** that a further report will be presented to Members with results of the public consultation and whether the Council should submit its application to the Secretary of State for approval.
4. **Notes** that upon the Secretary of State granting leave for the Council to make the proposed byelaws there will be a further period of consultation of not less than 28 days.

QUESTIONS

13 Questions on Cabinet minutes

This item has a time limit of 15 minutes.

Councillors may ask the Cabinet Members questions about matters in these minutes:

13a Minutes of the Cabinet meeting held on 18 October 2023

107 -
114

13b Draft Minutes of the Cabinet meeting held on 15 November 2023

115 -
120

14 Questions on Notice from Members of Council

Questions on notice from councillors received in accordance with Council Procedure Rule 11.11(b).

Questions on notice may be asked of the Lord Mayor, a Member of the Cabinet or a Chair of a Committee. One supplementary question may be asked at the meeting.

The full text of questions must have been received by the Head of Law and Governance by no later than 1.00pm on Wednesday 15 November 2023.

These, and written responses where available, will be published in the briefing note.

PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY

15 Public addresses and questions that do not relate to matters for decision at this Council meeting

This item will be taken at or shortly after 7.00pm

Public addresses and questions to the Leader or other Cabinet member received in accordance with Council Procedure Rules in the Constitution and not relating to matters for decision in Part 1 of this agenda.

Up to five minutes is available for each public address and up to three minutes for each question. Questions must be less than 200 words.

The request to speak accompanied by the full text of the address or question must be received by the [Head of Law and Governance](#) by 5.00 pm on Tuesday 21 November 2023.

The briefing note will contain the text of addresses and questions submitted by the deadline, and written responses where available.

A total of 45 minutes is available for both public speaking items. Responses are included within this limit.

16 Outside organisation/Committee Chair reports and questions

As set out in the Constitution at procedure rule 11.16, Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, may give notice to the Head of Law and Governance by 1.00 pm Wednesday 22 November 2023 that they will present a written or oral report on the event or the significant decision and how it may influence future events. Written reports will be circulated with the briefing note.

16a Outside organisation report: Oxford Safer Communities Partnership

121 -
128

Councillor Mark Lygo, Cabinet Member for Safer Communities, has submitted a report which provides a summary of Oxford Safer Communities Partnership's (OSCP) achievements in 2022-23.

Recommendation: that Council resolves to note the report.

PART 3 - MOTIONS REPRESENTING THE CITY

17 Motions on notice 27 November 2023

This item has a time limit of 60 minutes.

Motions received by the Head of Law and Governance in accordance with the rules in Section 11 of the Constitution by the deadline of 1.00pm on Wednesday 15 September 2023 are listed below.

Cross party motions are taken first. Motions will then be taken in turn from the *Green Group, Oxford Social Independents, Independent Group, Labour Group, Liberal Democrat Group* in that order.

Substantive amendments to these motions must be sent by councillors to the Head of Law and Governance by no later than 10.00am on Friday 24 November 2023 so that they may be circulated with the briefing note.

Minor technical or limited wording amendments may be submitted during the meeting but must be written down and circulated.

Council is asked to consider the following motions:

- a) Rent Controls (proposed by Cllr Lucy Pegg, seconded by Cllr Chris Jarvis)
- b) Motion to call for a ceasefire in Gaza (proposed by Cllr Paula Dunne, seconded by Cllr Jabu Nala-Hartley)
- c) Back Oxford communities, Oxfam, and Oxford based medical workers, demanding immediate Gaza ceasefire (proposed by Cllr Shaista Aziz, seconded by Cllr Amar Latif).
- d) Peace in Israel and Palestine (proposed by Cllr Susan Brown, seconded by Cllr Ed Turner)
- e) Housing Management System problems and resultant accounts issues at Oxford City Council and ODS (proposed by Cllr Christopher Snowton, seconded by Cllr Laurence Fouweather)
- f) A Ban on Disposable Vapes (proposed by Cllr Lucy Pegg, seconded by Cllr Rosie Rawle)
- g) School Streets Initiative (proposed by Cllr Katherine Miles, seconded by Cllr Andrew Gant)

17a Rent Controls (proposed by Cllr Lucy Pegg, seconded by Cllr Chris Jarvis)

Green Member Motion

This council notes:

1. According to the 2021 census, almost a third of all households in Oxford are private renters (32.2 per cent).¹ This has increased from 28.3 per cent at the point of the 2011 census, and is substantially higher than the national average of 20.3 per cent.²
2. In the year to September 2023, tenants in the South East of England experienced rent increases of more than 5 per cent on average.³
3. Studies have shown that Oxford is one of the most expensive cities in the UK to live in⁴, with housing costs being the single biggest contributor to this.⁵
4. A growing number of local authorities and leaders are calling for powers to introduce rent controls in the private rented sector, including Mayor of London Sadiq Khan⁶ and Bristol City Council.⁷
5. The Scottish Government has introduced temporary rent controls, which will be in place until 2024.⁸ Following this, the Scottish Government has stated it intends to introduce a new housing bill that would implement long-term rent controls.⁹

This council believes:

1. Oxford's spiralling housing costs are central to the cost of living crisis in our city, with private renters being among the hardest hit. Without making renting more affordable, thousands of residents in the city will continue to face staggering costs, be plunged further into economic hardship and be priced out.
2. Rent controls are far from a panacea - they will not fix the housing crisis alone or overnight. However, they are a necessary tool to transition to a housing system which puts people before profit.

This council resolves:

1. To request the Cabinet Member for Housing and the Leader

1

<https://www.ons.gov.uk/peoplepopulationandcommunity/housing/bulletins/housingenglandandwales/census2021>

² <https://www.oxfordmail.co.uk/news/23235132.census-shows-people-renting-privately-oxford/>

³

<https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/indexofprivatehousingrentalprices/september2023#measuring-the-data>

⁴ <https://www.oxfordmail.co.uk/news/23476851.unaffordable-places-live-uk--oxford-ranked-8th/>

⁵ https://www.oxford.gov.uk/info/20126/housing/458/housing_in_oxford

⁶ <https://www.london.gov.uk/mayors-longstanding-call-rent-controls-more-urgent-ever-private-rents-london-forecast-surpass-ps2700>

⁷ <https://westenglandbylines.co.uk/features/brokenbritain/rent-control-motion-passes-the-bristol-city-council/>

⁸ <https://www.gov.scot/news/scottish-parliament-approves-final-extension-of-tenant-protections/>

⁹ <https://www.thenational.scot/news/23769220.scottish-government-confirms-plans-rent-controls/>

of the Council publicly campaign for local authorities - including Oxford City Council - to be given powers to introduce rent controls.

2. To request the Cabinet Member for Housing and the Leader of the Council to write to the Secretary of State for Levelling Up, Housing and Communities of the United Kingdom informing them of the council's position and request the government allow local authorities to introduce controls on private sector rents.

17b Motion to call for a ceasefire in Gaza (proposed by Cllr Paula Dunne, seconded by Cllr Jabu Nala-Hartley)

Oxford Socialist Independents Group Motion

This Council notes that:

- In response to the Hamas-led attacks on 7th October, the Israeli army has dropped 6,000 bombs on Gaza¹⁰ – one of the most densely populated places in the world and home to 2.2 million Palestinians¹¹ (of whom almost half are children).¹²
- The scale of this assault in Gaza has been compared to the Nakba ('Catastrophe') of 1948 in which more than 750,000 People were forcibly displaced, dispossessed and expelled from their homes.¹³
- As of 10 November 2023, over 1 million Palestinians have been displaced, 11,078 killed (4,506 of whom were children) and 27,490 injured.¹⁴
- Collective punishment¹⁵ is against international law under the Geneva Conventions.¹⁶
- The Israeli government have cut off water, food, and electricity to Gaza which is a war crime under International Humanitarian Law.¹⁷
- There has been a 16 year illegal siege of Gaza¹⁸, an occupation including in our twin city of Ramallah with the deadliest year for Palestinians even before October 7th, and a system of apartheid as documented by Human Rights

¹⁰ [Israel says 6,000 bombs dropped on Gaza... | Al Jazeera](#)

¹¹ [Appeal for the Occupied Palestinian Territory... | OCHA](#)

¹² [WHO pleads for immediate reversal of Gaza evacuation order... | WHO](#)

¹³ [Thousands of Palestinians forced to flee northern Gaza in what critics call 'new Nakba' | The Independent](#)

¹⁴ [Hostilities in the Gaza Strip and Israel... | OCHA](#)

¹⁵ [UN experts say Israel's strikes on Gaza amount to 'collective punishment' | REUTERS](#)

¹⁶ [The Practical Guide to Humanitarian Law | Doctors Without Borders](#)

¹⁷ [The Siege of Gaza and the Starvation War Crime | Just Security](#)

¹⁸ [Damning evidence of war crimes as Israeli attacks wipe out entire families in Gaza | Amnesty International](#)

Watch, Amnesty International, and B'tselem.¹⁹

This Council believes that:

- What is happening in Gaza is a humanitarian catastrophe with horrific escalations of violence.
- Loss of all civilian lives and atrocities committed against civilians in both the Hamas attacks and the ensuing bombardment of the Gaza strip by Israel are horrific and must be condemned.
- Polls show those surveyed overwhelmingly support a humanitarian ceasefire²⁰, which has been called for by the U.N. High Commissioner for Human Rights, UNICEF, Save the Children, the head of the WHO, as well as Oxford's own Oxfam.
- Hundreds of Oxford residents have joined protests, written to MPs, or contacted their councillors backing these calls.²¹

This Council agrees to:

- Request that the Council Leader write to
 - a) the foreign secretary and ask them to:
 - call for an immediate ceasefire,
 - open humanitarian corridors into Gaza (to allow aid, not displace people),
 - provide an opportunity to seek the immediate release of all hostages and all Palestinians held in arbitrary military detention,
 - call for an arms embargo to be enacted by all involved in the conflict.
 - b) local MPs to request that they too write to the foreign secretary as above.
- Confirm its position that all forms of racism and all hate crimes, including against Jewish or Muslim people, has no place in Oxford.

17c Back Oxford communities, Oxfam, and Oxford based medical workers, demanding immediate Gaza ceasefire (proposed by

¹⁹ [Israel's Apartheid against Palestinians... | Amnesty International](#)

²⁰ [Israel-Palestine war: UK poll finds 76 percent want an immediate ceasefire | Middle East Eye](#)

²¹ [Oxford city centre sees hundreds of Palestine protesters | Oxford Mail](#)

Cllr Shaista Aziz, seconded by Cllr Amar Latif)

Independent Group Motion

This council notes the UN describes Gaza as a “graveyard for children”²², with almost 5,000 Palestinian children killed amongst more than 11,000 Palestinians in Israel’s military onslaught on Gaza, including refugee camps, hospitals, medical centres, ambulances, Universities, and neighbourhoods bombed.

Save the Children say more children have been killed in Gaza than the entire number killed in global conflicts since 2019.²³

Journalists, doctors, surgeons, nurses, paramedics and aid workers have been killed The Committee to Protect Journalists say 39 Palestinian journalists have been killed since November 8th, the highest number of journalists killed in conflict since 1992.²⁴

The UN says Palestinians in Gaza are surviving on two pieces of bread a day, water is rationed and people including pregnant women are drinking contaminated sea water.²⁵

And yet Oxford City Council leader and Oxford East MP refuse to call for a ceasefire, in contrast to Liberal Democrat MP for Oxford and Abingdon West, Layla Moran and our Lord Mayor. Oxford’s four main mosques issued a statement calling for the leader of this council and Oxford East MP, to do so, and despite ten Labour councillors resigning over Labour leader Keir Starmer’s dehumanising rhetoric on LBC Radio seemingly endorsing collective punishment of Palestinians.²⁶

Polls show 70% of the British public surveyed want a ceasefire, like us they condemn Hamas for their atrocities in Israel and want hostages returned unharmed immediately.²⁷

Oxfam, based in Cowley, is calling for a ceasefire.²⁸

Oxford based surgeon Nick Maynard leads a teaching initiative in Gaza and says medics are “trying to treat patients despite knowing they may die as a result of hospitals being bombed and surrounded

²² [Gaza becoming ‘a graveyard for children’, says UN secretary general | Gaza | The Guardian](#)

²³ [Statement on children's deaths in Gaza | Save the Children](#)

²⁴ [Israel-Hamas war is 'deadliest conflict for journalists' since at least 1992, CPJ says - ABC News \(go.com\)](#)

²⁵ [The average Palestinian in Gaza is living on 2 pieces of bread a day, UN official says | AP News](#)

²⁶ [Sir Keir Starmer tries to clarify comments on Gaza-Israel siege after LBC interview... - LBC](#)

²⁷ [From what you've read and heard, do you think there should or should not be an immediate ceasefire in Israel and Palestine? | Daily Question \(yougov.co.uk\)](#)

²⁸ [Why a humanitarian pause or humanitarian corridors in Gaza are not the answer | Oxfam GB](#)

by Israeli soldiers.”²⁹

According to Gaza Medic Voices, more than 200 healthcare workers have been killed.³⁰

This Council agrees that

- 1. The government, the Labour Party and local MPs should be calling for an immediate ceasefire;*
- 2. It stands in solidarity with Layla Moran MP and her family in Gaza;*
- 3. That it has concerns about the Israeli army and settler violence and intimidation of Palestinians in Ramallah, twinned with Oxford*
- 4. That the Council stands in solidarity with Ramallah*
- 5. That the Council should seek to use its position and work with all faiths and relevant partners to seek to tackle antisemitism and Islamophobia.*

As such the Council request that the Leader:

- 1. Write to Rishi Sunak and Keir Starmer and Annelise Dodds, demanding they call for an immediate ceasefire.*
- 2. Write to Layla Moran, MP, to express the Council’s solidarity with and her family in Gaza*
- 3. Write to the Foreign Secretary to raise concerns about Israeli army and settler violence and intimidation of Palestinians in Ramallah, twinned with Oxford.*
- 4. Invite the mayor of Ramallah to provide an address to full council meeting (via video link) to discuss the crisis in the West Bank, so we can express in person that the Council is in solidarity with Ramallah*
- 5. Seek to convene an urgent meeting of religious leaders including Jewish and Muslim leaders and community safety stakeholders to discuss how to tackle antisemitism and Islamophobia.*

17d Peace in Israel and Palestine (proposed by Cllr Susan Brown, seconded by Cllr Ed Turner)

Labour Group Motion

The terrible loss of life in Israel and Gaza has shocked and appalled us all. We need peace.

The council condemns the terrorist attacks by Hamas on the people

²⁹ [UK hospital workers protest outside No 10 against deaths of medics in Gaza | Israel-Hamas war | The Guardian](#)

³⁰ [In Gaza, doctors are among the many dead. Here are some of their stories : NPR](#)

of Israel in the strongest possible terms. We call on Hamas to immediately release all hostages unharmed. We recognise Israel's right to take targeted action under international law to defend itself and rescue hostages.

We also recognise the terrible suffering of the people of Gaza - injured, displaced and killed. Women and children are being disproportionately harmed by the collapse of healthcare and other infrastructure in Gaza. This humanitarian crisis must be urgently addressed by the international community. The council echoes the calls of the UN Secretary General, the IRC and ICRC for an immediate humanitarian ceasefire by all parties in the conflict as well as the release of all hostages.

This council therefore calls on the Leader to write to the Prime Minister and the Foreign Secretary to work towards an immediate cessation of hostilities, a release of hostages and to work towards a long-term peaceful two-state solution for all communities.

This council recognises that all Oxford's diverse faith and ethnic communities are continuing to work together to challenge hatred, racism, Anti Semitism and Islamophobia whenever it occurs and thanks them for continuing to promote cohesion and peace.

This council believes that our city is overwhelmingly a compassionate, welcoming diverse place to live, and we want everyone to feel safe and at home here.

17e Housing Management System problems and resultant accounts issues at Oxford City Council and ODS (proposed by Cllr Christopher Smowton, seconded by Cllr Laurence Fouweather)

Liberal Democrat Group Motion

Council notes that the report by external consultants into the tendering process, procurement and implementation of a new Housing Management System revealed serious shortcomings in this council's working practices and decision-making.

Council notes that as a result of these failures the budget for the project has had to be doubled to over £3 million.

Council also notes that this project still has not delivered the benefits promised and that it does not yet provide all the facilities needed by Council departments.

Council notes with concern that, as a result of these failures, Oxford Direct Services (ODS) was unable to submit its accounts for the financial year 2021/22 to Companies House as they were not yet certified by the ODS auditors. The accounts were finally lodged on 14th August 2023 when they were due on 31st December 2022. Because of this ODS was fined every month for non-compliance. This non-compliance also harmed ODS's ability to tender for

additional business.

Council notes that this also prevented the Council's auditors from approving the Council's own accounts for submission to Central Government.

Council notes that the more information about failures of this nature that can be published, the more third parties including other local authorities and public bodies can benefit from the lessons learned. Therefore, there is a strong public interest in disclosure.

Council resolves to:-

Ask the Leader of the Council, as a matter of priority, to:

- 1) Request the publication of a minimally redacted version of the lessons learned report, in contrast to the brief summary published in June 2023.
- 2) Ensure that action is taken as soon as possible to ensure the new Housing Management System is properly implemented in the Council and that all the benefits promised when the system was acquired are realised.
- 3) Confirm that the deadline (October 2023) for reporting the certified Council accounts to Central Government has been met.
- 4) Confirm that action has been taken to ensure that the Cabinet has the necessary skills to make decisions on major IT system acquisition and implementation.

17f A Ban on Disposable Vapes (proposed by Cllr Lucy Pegg, seconded by Cllr Rosie Rawle)

Green Group Motion

Disposable vapes are creating an environmental and health crisis. Far from helping smokers to quit, with their attractive packaging and child-friendly flavours, disposable vapes are getting a new generation addicted to nicotine. Frequently littered and hard to recycle, disposable vapes are also causing damage to the natural environment and wasting critical materials.

This council notes that:

- There has been a fourfold increase in the number of disposable vapes being discarded over the past year, with 5 million vapes now being thrown away every week³¹
- Vapes contain critical raw materials, such as lithium and copper, which are vital for our transition to a greener society. The disposable vapes thrown away over the past year

³¹ <https://www.theguardian.com/society/2023/sep/08/call-for-uk-ban-on-single-use-vapes-as-more-than-5m-discarded-each-week>

contain enough lithium to create 5,000 batteries for electric cars³²

- 1 in 9 young people aged 11 to 18 have experimented with e-cigarettes, with 69% of these people choosing disposable vapes, according to research from Action on Smoking and Health (ASH). There has been a 7-fold increase between 2020 and 2022 in the choice of disposables amongst this age group, alongside a 50% year on year increase in the proportion of children experimenting with vaping of all kinds.³³
- Lithium ion batteries, like those used in vapes, caused 700 fires at waste sites in 2022 due to not being properly disposed of.³⁴
- Prominent environmental and health organisations have called for a ban, including The Royal College of Paediatrics and Child Health, Marine Conservation Society, Centre for Sustainable Healthcare and Surfers Against Sewage.³⁵
- Councils across the country have called for a UK ban on disposable vapes by 2024, and the Scottish Government has already agreed to carry out a consultation on banning disposable vapes³⁶
- Whilst vaping can help smokers to quit, reusable vapes serve this same purpose.

This council resolves:

- Request that the Leader of the Council will write jointly to the Secretary of State for Health and Social Care and the Secretary of State for Environment, Food and Rural Affairs, supporting a ban on disposable vapes by 2024 on environmental and child health grounds, as part of the package of measures to be introduced in the Tobacco and Vapes Bill
- That the Leader requests that Officers discuss with Oxford Direct Services the provision of additional facilities for recycling disposable vapes and publicise the existing e-waste recycling services, which accepts vapes.
- Request that the Cabinet Member for Zero Carbon Oxford and Climate Justice and the Cabinet Member for Planning and Healthier Communities investigate ways the council can encourage retailers selling disposable vapes in Oxford to provide recycling facilities for vapes in their stores.

³² Ibid

³³ <https://ash.org.uk/uploads/Use-of-vapes-among-young-people-GB-2023.pdf?v=1690455394>

³⁴ <https://www.materialfocus.org.uk/press-releases/over-700-fires-in-bin-lorries-and-recycling-centres-are-caused-by-batteries-many-of-which-are-hidden-inside-electricals/>

³⁵ <https://green-alliance.org.uk/wp-content/uploads/2022/11/Letter-to-ministers-on-disposable-vapes.pdf>

³⁶ <https://www.bbc.co.uk/news/uk-scotland-66718599>

17g School Streets Initiative (proposed by Cllr Katherine Miles, seconded by Cllr Andrew Gant)

Liberal Democrat Group Motion

1. Council notes that School Streets deliver a range of benefits, including:
 - Reducing car congestion around the school gate at the beginning and end of day, producing a safer and more welcoming environment for pupils, parents and staff.
 - Reduces overall traffic by encouraging parents not to drive and by preventing large numbers of cars trying to access restricted places at the same time.
 - Delivers opportunities for better physical and mental health, cognitive function, academic performance, resilience, independence, social and leisure activities and many other benefits to children as they grow through taking control of their own lives and accessing healthy and sustainable transport choices.
2. Council also notes that a key element of a School Street is the 'White List' of exempt vehicles maintained by the school(s) in partnership with the County Council, so that any journey which does need to be made to school by car is made easier.
3. Council also notes that:
 - Car traffic in Oxford has continued to increase and is now at crisis levels.
 - Many have observed that congestion increases during school term, and in particular during term for schools in urban Oxford whose pupils travel from both within the city and beyond.
 - Reducing congestion is an urgent priority and requirement for all, in particular buses, including school buses.
4. Council therefore requests that the Leader of the City Council write to the Leader of the County Council and Corporate Director for Environment and Place and urges the County Council, with the full and unequivocal support of this Council, to:
 - Develop proposals for a School Street in Cowley Place;
 - Continue to develop proposals for a School Street in Charlbury Road and the three access points via Belbroughton Road, Linton Road and Bardwell Road;
 - Bring forward proposals for any similar locations considered appropriate.

In all cases working with schools and with the explicit intention of implementation as soon as possible.

18 Matters exempt from publication and exclusion of the

public

If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act 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.

(The Access to Information Procedure Rules – Section 15 of the Council's Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

Updates and additional information to supplement this agenda are published in the Council Briefing Note.

Additional information, councillors' questions, public addresses and amendments to motions are published in a supplementary briefing note. The agenda and briefing note should be read together.

The Briefing Note is published as a supplement to the agenda. It is available on the Friday before the meeting and can be accessed along with the agenda on the council's website.

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 and Member 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 Councillors and members of the press and public 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 recordings 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.

Minutes of a meeting of Council on Tuesday 7 November 2023

www.oxford.gov.uk



Council members present:

| | |
|--------------------------------|------------------------------------|
| Councillor Arshad (Lord Mayor) | Councillor Altaf-Khan |
| Councillor Aziz | Councillor Brown |
| Councillor Chapman | Councillor Clarkson |
| Councillor Corais | Councillor Coyne |
| Councillor Diggins | Councillor Djafari-Marbini |
| Councillor Douglas | Councillor Dunne |
| Councillor Fouweather | Councillor Fry (Deputy Lord Mayor) |
| Councillor Gant | Councillor Hayes |
| Councillor Hollingsworth | Councillor Humberstone |
| Councillor Hunt | Councillor Jarvis |
| Councillor Kerr | Councillor Latif |
| Councillor Lygo (Sheriff) | Councillor Malik |
| Councillor Miles | Councillor Muddiman |
| Councillor Mundy | Councillor Munkonge |
| Councillor Nala-Hartley | Councillor Pegg |
| Councillor Pressel | Councillor Railton |
| Councillor Rawle | Councillor Rehman |
| Councillor Sandelson | Councillor Linda Smith |
| Councillor Roz Smith | Councillor Snowton |
| Councillor Thomas | Councillor Turner |
| Councillor Upton | Councillor Waite |
| Councillor Walcott | |

Also present for all or part of the meeting:

Caroline Green, Chief Executive
Tom Bridgman, Executive Director (Development)
Emma Jackman, Head of Law and Governance
David Butler, Head of Planning and Regulatory Services

Rachel Williams, Planning Policy and Place Manager
Sarah Harrison, Team Leader (Planning Policy)
Sally Fleming, Planning Lawyer
Jonathan Malton, Committee and Member Services Manager
Celeste Reyeslao, Committee and Member Services Officer

Apologies:

Councillor(s) Hall, Landell Mills and Morris sent apologies.

The minutes show when Councillors who were absent for part of the meeting arrived and left.

Minute's silence for the lives lost in Israel and Palestine

Council held a minute's silence to remember those who have lost their lives in Israel and Palestine, and other conflicts across the world.

52. Declarations of interest

There were no declarations of interest.

53. Announcements

There were no announcements.

54. Public addresses and questions that relate to matters for decision at this meeting

There were no addresses or questions.

55. Proposed Submission Draft Oxford Local Plan 2040

Council considered the report from the Head of Planning and Regulatory Services seeking approval for the Oxford Local Plan 2040 Proposed Submission Document for public consultation and approve it for consultation and, subject to the outcome of the consultation, if no matters are raised that materially impact upon the Plan strategy, submit the Submission Draft Oxford Local Plan 2040 to the Secretary of State for formal examination.

Councillor Upton, Cabinet Member for Planning and Healthier Communities introduced the report. She began by thanking the Planning Policy Team, especially David Butler, Rachel Williams, Sarah Harrison and Sally Fleming, for their dedicated efforts over the years in bringing the plan to its current stage. She also gave thanks to Councillor Alex Hollingsworth for his valuable expertise in planning policy, which significantly contributed to guiding the process. She put forward the proposal for Council to endorse the recommendation.

The recommendation was seconded by Councillor Brown, Leader of the Council and Cabinet Member for Inclusive Economy.

The Planning Officer informed the Council that a note which contained additional information on viability evidence for the Local Plan 2040 had been circulated prior to the meeting. The contents of this note were read out to the Council.

Council received 11 amendments to the draft Local Plan 2040 that were submitted in accordance with Council procedure rules. The following records the decision reached on each proposed amendment.

Councillor Snowton, on being seconded by Councillor Fouweather, proposed an amendment to Policy E1 as follows:

At the end of Policy E1, add paragraph "Intensification of employment sites is likely to draw in additional workers and the pressures and infrastructure needs these generate will be considered. Developer contributions such as CIL and S106 will be used to mitigate the impacts of new developments."

The Council was temporarily adjourned.

On being put to the vote, the amendment was **carried**.

Councillor Turner joined the meeting.

Councillor Mundy, on being seconded by Councillor Thomas, proposed an amendment to Policy E4 that would incorporate inequality assessments for all major applications to evaluate their impact on local inequality issues.

The Head of Planning and Regulatory Services advised that the insertion of the proposed amendment would not modify the existing policy, and therefore its incorporation within the draft Local Plan without proper due process would be viewed as a risk.

Following debate, and on being put to the vote, the amendment was **lost**.

Councillor Muddiman, on being seconded by Rawle, proposed an amendment to the 2040 Monitoring Framework to insert an additional line that would monitor the ratio between home spaces delivered and employments created.

The Head of Planning and Regulatory Services emphasised the role of the monitoring framework in assessing the efficacy of the policies within the local plan and suggested that Councillors considered whether there were policies addressing the correlation between job and housing delivery ratio.

The Council was temporarily adjourned.

Councillor Snowton proposed a further amendment to the motion, aiming to monitor the ratio of housing units delivered and employment space delivered. This was seconded by Councillor Muddiman.

Following debate, and on being put to the vote, the amended motion was **lost**.

Councillor Snowton, on being seconded by Councillor Miles, proposed various amendments as follows:

- *At Chapter 7, paragraph 7.11, remove “Coach parking facilities will continue to be at Redbridge Park and Ride site.” and “(St Giles and St Aldates, south of Speedwell Street)”.*
- *At Chapter 7, after paragraph 7.9, add paragraph 7.10: “Another ongoing challenge is the prevalence of death and serious injury on our roads. An integrated approach is required to reduce death and injury in alignment with Vision Zero, as set out in the Oxfordshire Local Transport and Connectivity Plan 2022-2050.”*
- *At Policy G2 list item b) Health and Wellbeing, replace “recreation and play” with “facilitating recreation and play for people of all age groups and abilities.” In section “New public open space”, after “equally or more accessible” insert “for people of all ages and abilities”.*

Following debate, and on being put to the vote, the amendments were **carried**.

Councillor Pegg, on being seconded by Councillor Muddiman, proposed an amendment meant to strengthen the wording of the Biodiversity Net Gain policy:

At Policy G4, add “where this is not feasible” before the words “deliver of off-site biodiversity enhancements”

Councillor Railton welcomed the amendment stating that the insertion was in line with the intentions of the plan and the Council's Biodiversity strategy. This was echoed by Councillor Upton.

On being put to the vote, the amendment was **carried**.

Councillor Jarvis, on being seconded by Councillor Kerr, proposed an amendment to Policy C1 by adding "Magdalen Road" and "Hollow Way" to the list of Local Centres in paragraph 3 to better reflect the Local Plan's definition of local centres and provide protection to crucial community hubs.

The Head of Planning and Regulatory Services explained that, along with a number of considerations outlined in the glossary for evaluating local centres, Hollow Way and Magdalen Road were not deemed sufficiently notable and providing of consistent frontages hence they were not included.

Following debate, and on being put to the vote, the amendment was **lost**.

Councillor Smowton, on being seconded by Councillor Gant, proposed an amendment to strengthen the definition of re-provision of greenspaces.

Cllr Hayes left the meeting.

Following debate, and on being put to the vote, the amendment was **lost**.

Cllr Hayes re-joined the meeting.

Councillor Miles, on being seconded by Councillor Smowton, proposed an amendment to Appendix 7.4 in regard to Policy C7 increasing cycle parking standards within the plan.

The Head of Planning and Regulatory Services highlighted that the County Council was the responsible authority for the use of Policy C7 and given the potential changes in the policy, it was not advisable to solidify this guidance within the plan.

Following debate, Councillor Miles proposed and Councillor Smowton seconded a further amendment to the motion as follows:

In Appendix 7.4, replace:

For Student Accommodation - "at least 3 spaces for every study bedrooms".

For HMOs - "1 space per study bedroom".

Add a new row "Nurseries and Creches: 1 space per 3 staff or visitors".

Amend the row for primary school parking space at a rate of 1 space per 5 pupils as and 2 spaces per 5 members of staff and visitors.

Cllrs Djafari-Marbini and Nala-Hartley left the meeting and did not return.

On being put to the vote, the amendment was **carried**.

The Council temporarily adjourned in order to allow officers to confirm the final recommendations following amendments.

The Head of Planning and Regulatory Services summarised the list of approved amendments to the Oxford Local Plan 2040 Proposed Submission Document.

On being put to the vote, the recommendations were agreed.

Council **resolved** to:

1. **Approve** the Oxford Local Plan 2040 Proposed Submission Document, as amended, for consultation;
 - a. At the end of Policy E1, add paragraph “Intensification of employment sites is likely to draw in additional workers and the pressures and infrastructure needs these generate will be considered. Developer contributions such as CIL and S106 will be used to mitigate the impacts of new developments.”
 - b. At Chapter 7, paragraph 7.11, remove “Coach parking facilities will continue to be at Redbridge Park and Ride site.” and “(St Giles and St Aldates, south of Speedwell Street)”.
 - c. At Chapter 7, after paragraph 7.9, add paragraph 7.10: "Another ongoing challenge is the prevalence of death and serious injury on our roads. An integrated approach is required to reduce death and injury in alignment with Vision Zero, as set out in the Oxfordshire Local Transport and Connectivity Plan 2022-2050."
 - d. In Appendix 7.4 in replace:
 - I. For Student Accommodation - “at least 3 spaces for every study bedrooms”
 - II. For HMOs - “1 space per study bedroom”.
 - III. Add a new row “Nurseries and Creches: 1 space per 3 staff or visitors”.
 - IV. Amend the row for primary school parking space at a rate of 1 space per 5 pupils as and 2 spaces per 5 members of staff and visitors.
 - e. At Policy G4, add “where this is not feasible” before the words “deliver of off-site biodiversity enhancements”
 - f. At Policy G2, list item b) Health and Wellbeing, replace “recreation and play” with “facilitating recreation and play for people of all age groups and abilities.” In section “New public open space”, after “equally or more accessible” insert “for people of all ages and abilities”.
2. **Approve** the following supporting statutory documentation: the Sustainability Appraisal, Habitats Regulation Assessment, Infrastructure Development Plan (IDP) and Equalities Impact Assessment;
3. **Authorise** the Head of Planning & Regulatory Services, after consultation with the Lead Cabinet Member, to make any necessary minor typographical changes and modifications to the document, IDP, Sustainability Appraisal and Habitat Regulations Assessment, and to agree the final publication style of the draft version before publication;
4. Following publication, **authorise** the Head of Planning & Regulatory Services, after consultation with the Lead Cabinet Member, to make any minor changes to the document deemed necessary as a result of the consultation, and then to formally submit the Oxford Local Plan 2040 to the Secretary of State for examination. In the event that significant issues are raised that suggest the Plan is not sound and major amendments are required, the Plan will need to be

redrafted and brought back to Council to approve another public consultation before submission.

The meeting started at 5.00 pm and ended at 7.37 pm

Lord Mayor

Date: Monday 27 November 2023

Decisions on items of business take effect immediately:

Motions may be implemented immediately or may require further budget provision and/or reports to Cabinet before implementation.

Details are in the Council's Constitution.

This page is intentionally left blank

Minutes of a meeting of Council on Monday 2 October 2023

Council members present:

| | |
|--------------------------------|------------------------------------|
| Councillor Arshad (Lord Mayor) | Councillor Fry (Deputy Lord Mayor) |
| Councillor Lygo (Sheriff) | Councillor Altaf-Khan |
| Councillor Aziz | Councillor Brown |
| Councillor Chapman | Councillor Clarkson |
| Councillor Corais | Councillor Coyne |
| Councillor Djafari-Marbini | Councillor Fouweather |
| Councillor Hayes | Councillor Hollingsworth |
| Councillor Humberstone | Councillor Hunt |
| Councillor Jarvis | Councillor Kerr |
| Councillor Landell Mills | Councillor Latif |
| Councillor Malik | Councillor Miles |
| Councillor Morris | Councillor Muddiman |
| Councillor Mundy | Councillor Munkonge |
| Councillor Nala-Hartley | Councillor Pegg |
| Councillor Pressel | Councillor Railton |
| Councillor Rawle | Councillor Rehman |
| Councillor Sandelson | Councillor Linda Smith |
| Councillor Roz Smith | Councillor Snowton |
| Councillor Turner | Councillor Upton |
| Councillor Waite | |

Also present for all or part of the meeting:

Caroline Green, Chief Executive
Tom Hook, Executive Director (Corporate Resources)
Tom Bridgman, Executive Director (Development)
Nigel Kennedy, Head of Financial Services
Alison Daly, Lawyer
Jonathan Malton, Committee and Member Services Manager
Celeste Reyeslao, Committee and Member Services Officer

Apologies:

Councillor(s) Diggins, Douglas, Dunne, Gant, Thomas and Walcott sent apologies.

The minutes show when Councillors who were absent for part of the meeting arrived and left.

31. Declarations of interest

Item 7: Out of Hospital Care Team Provision

Councillor Hayes: stated that he was the Chief Executive of a charity providing out of hospital care support which received funding as part of this provision. He would leave the room during the consideration of this item.

Councillor Rowley: stated he was a Trustee of a charity providing out of hospital care support; he made the declaration for reasons of transparency; it was not a pecuniary interest however he would leave the room during the consideration of this item.

Item 17: Questions on Notice from Members of Council (CM9: Allotment leases)

Councillor Hollingsworth: stated that he was the Chair of an allotment association engaged with the current lease negotiations; he made the declaration for reasons of transparency; it was not a pecuniary interest and he was not required to leave the room during consideration of that item.

32. Minutes

Council agreed to **approve** the minutes of the ordinary meeting held on 17 July 2023 as a true and correct record.

33. Appointment to Committees

Council agreed to appoint with immediate effect:

- Scrutiny Committee – Councillor James Fry to replace Councillor Paula Dunne.
- General Purposes Licensing Committee and Licensing & Gambling Acts Committee (and any subsequent Sub-Committees) – Councillor Dr Christopher Smowton to replace Councillor Andrew Gant

34. Announcements

The Lord Mayor announced that she had a meeting with Reducing the Risk of Domestic Abuse, an organisation committed to ensuring the safety of adults and children vulnerable to domestic abuse. She encouraged those who require support to contact Reducing the Risk's helpline at 0800 731 0055. The Lord Mayor also attended the launch of a new community hub, Oxford Hub, at the Windale Primary School.

The Deputy Lord Mayor advised that a display of the archives was available in the Assembly Room this evening and invited all Councillors to view the wonderful exhibition.

The City Rector addressed Council on Harvest Thanksgiving and reflected on the biblical teaching: not to reap to the very edge of the fields in order to leave some to the poor. He added that this principle was exemplified by the excellent schools and places of worship through their item collections during this period, which were shared with the food banks and community larders throughout the city.

35. Public addresses and questions that relate to matters for decision at this meeting

There were no addresses or questions.

Council agreed to consider items 10, 7, 8 and 12 of the agenda next and then return to the agenda as listed.

36. Park and Ride combined parking-and-bus ticket charges

Council considered the report from the Executive Director (Development) seeking approval for permanent changes to the combined parking-and-bus ticket charges at Oxford City Council Park and Ride sites after the completion of a twelve-month trial period.

Councillor Louise Upton, Cabinet Member for Planning and Healthier Communities, introduced the report, proposed the recommendation and answered questions.

The recommendation was agreed on being seconded by Councillor Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships, and put to the vote.

Council resolved to:

1. **Approve** 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.

Cllrs L Smith and Rehman joined the meeting.

37. Out of Hospital Care Team Provision

Cllrs Hayes and Rowley left the meeting, having declared an interest in this item.

Council considered the report from the Executive Director (Communities and People) seeking 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.

Cllr Humberstone joined the meeting.

Councillor Linda Smith, Cabinet Member for Housing, introduced the report and proposed the recommendation.

The recommendation was agreed on being seconded by Councillor Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships, and put to the vote.

Council resolved to:

1. **Approve** the allocation of £1.2 million to continue to fund the Oxfordshire Out of Hospital Care Model until 31st March 2024, using funding from the Better Care Fund.

Cllrs Hayes and Rowley re-joined the meeting.

38. Expansion of the Housing First Programme

Council considered the report from the Executive Director (Communities and People) seeking approval for the expansion of the Housing First programme following a successful bid to the Single Homelessness Accommodation Programme.

Cllrs Altaf-Khan, Latif and Coyne joined the meeting.

Councillor Linda Smith, Cabinet Member for Housing, introduced the report, proposed the recommendation and answered questions.

The recommendation was agreed on being seconded by Councillor Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management, and put to the vote.

Council resolved to:

1. **Approve** the allocation of a £2,888,000 capital budget (of which £1,688,000 will be borrowed by the Housing Revenue Account) for the Council's investment to purchase the properties as part of the Single Homelessness Accommodation Programme as outlined in paragraph 19, the balance of which will be met by the SHAP grant;
2. **Approve** a budget allocation of £600,000 to cover revenue costs to commission support providers to deliver support for the 17 units of Housing First. The funding equates to 3 years' worth of revenue but is spread over 4 financial years (paragraph 18).

39. Local Authority Housing Fund - Round 2

Council considered the report from the Executive Director (Communities and People) seeking 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.

Cllrs Corais and Munkonge joined the meeting.

Councillor Linda Smith, Cabinet Member for Housing, introduced the report, proposed the recommendation and answered questions.

The recommendation was agreed on by being seconded by Councillor Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management, and put to the vote.

Council resolved to:

1. **Approve** 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.

40. The Leys Pool and Leisure Centre

Council considered the report from the Head of Community Services seeking 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.

Councillor Chewe Munkonge, Deputy Leader and Cabinet Member for Leisure and Parks, introduced the report, proposed the recommendation and answered questions.

The recommendation was agreed on being seconded by Councillor Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships, and put to the vote.

Council resolved to:

1. **Approve** the addition of £1,120,199 into the capital programme together with £223,907 into the revenue budget for delivery of the project.

41. Delivery of New Burial Space

Council considered the report from the Executive Director (Development) seeking approval for 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 planning application to South Oxfordshire District Council, Phase 1 delivery budget, and required property and legal procedures to deliver the scheme.

Councillor Chewe Munkonge, Deputy Leader and Cabinet Member for Leisure and Parks, introduced the report, proposed the recommendation and answered questions.

The recommendation was agreed on by being seconded by Councillor Louise Upton, Cabinet Member for Planning and Healthier Communities, and put to the vote.

Council resolved to:

1. **Approve** a capital budget of £2.4M for delivery of this scheme.

42. Northfield Hostel site - Additional 10 affordable homes

Council considered the report from the Executive Director (Development) seeking project approval and delegations to deliver a development of a further 10 affordable homes at the Northfield Hostel site.

Councillor Linda Smith, Cabinet Member for Housing, introduced the report and proposed the recommendation.

The recommendation was agreed on by being seconded by Councillor Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management, and put to the vote.

Council resolved to:

1. **Approve** a virement within the HRA capital budget for scheme costs. The virement will be from the Oxford City Housing Limited (“OCHL”) purchase line into a new scheme line to be profiled to match the build programme across the three years from 2023/24 to 2025/26.

43. Blackbird Leys Development Project

Council considered the report from the Executive Director (Development) seeking project approval to variations to the Development Agreement between Oxford City Council (OCC) and its development partner, Peabody, 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.

Councillor Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management introduced the report and proposed the recommendation.

The recommendation was agreed on by being seconded by Councillor Linda Smith, Cabinet Member for Housing, and put to the vote.

Council resolved to:

1. **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.

44. Matters exempt or part exempt from publication and exclusion of the public

Council passed a resolution in accordance of Part 1 of Schedule 12A of the Local Government Act 1972 to exclude the press and public from the meeting for the consideration of Item 14 to enable Council to fully discuss and debate the reports including the confidential information contained within the relevant appendices. Whilst the debate was heard in confidential session, it was agreed that Council would vote on these items in public session at item 43 of the minutes, for the public record.

45. Public Session

Council resolved to return to public session for the remaining items of business.

46. Constitution Amendments - changes to responsibility for functions

Council considered a report from the Head of Law and Governance (Monitoring Officer) seeking Council agreement to amend the Constitution to reflect changes in responsibility for functions.

Councillor Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships, introduced the report and proposed the recommendation.

The recommendation was agreed on by being seconded by Councillor Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management, and put to the vote.

Council resolved to:

1. **Approve** the following changes to the Constitution:
 - a. Where the job title “Head of Regulatory Services and Community Services” appears in respect of a Regulatory Services function that this be changed to Head of Planning & Regulatory Services;
 - b. Where the job title “Head of Regulatory Services and Community Services” is referred to other than in relation to Regulatory Services, that it be changed to the Executive Director for Communities and People.
 - c. All other references to the Head of Planning Services be updated to be references to the Head of Planning & Regulatory Services within the remainder of the constitution.

2. **Note** that the changes will take effect as of the 17 October 2023.

47. Questions on Cabinet minutes

- a) **Minutes of the Cabinet meeting held on 9 August 2023**

None received.

b) Draft Minutes of the Cabinet meeting held on 13 September 2023

Minute 56 - Private Rented Sector Regulation Policies

In response to a question from Councillor Katherine Miles, Councillor Linda Smith, Cabinet Member for Housing advised that additional legal advice was required to ascertain the feasibility of extending the assessment of the fit and proper criteria for holding an HMO or selective licence to encompass legal property ownership. A written response would be provided outside of the meeting.

48. Questions on Notice from Members of Council

32 written questions were asked of the Cabinet Members and the Leader, and these and written responses were published before the meeting.

These along with summaries of the 19 supplementary questions and responses asked and given at the meeting are set out in the minutes pack.

Cllrs Hayes, Malik and Nala-Hartley left the meeting.

The meeting broke for 30 min at the conclusion of this item.

49. Public addresses and questions that do not relate to matters for decision at this Council meeting

Council heard one question and three addresses. Cabinet Members read their written responses.

The addresses and responses are set out in full in the minutes pack.

1. Question from Kate Robinson – City Wide Food Plan
2. Address by Jane Wilson – Court Place Farm Allotments in Marston
3. Address from Martin Hackett – Future of Bertie Park
4. Address by April Jones, Karl Wallendszus and Anne Machachlan – Oxford Climate Emergency Centre (support for Motion 20B from Green Group)

The Lord Mayor thanked the speakers for their contributions.

Cllrs Rehman and Latif re-joined the meeting.

50. Outside organisation/Committee Chair reports and questions

a) Outside Organisation Report: Children's Trust Board

Councillor Chewe Munkonge, Deputy Leader of the Council and Cabinet Member for Leisure and Parks, introduced the report which provided members with an update on the work of the Oxfordshire Children's Trust Board and Oxford City Council for Children and Young People in the city.

Since the report was written, Oxfordshire County Council Councillor Liz Brighthouse had stood down from her post as Chair of the Trust. An Oxfordshire Children's Trust Board Chair would be formally appointed in due course.

Council **noted** the report.

b) Scrutiny Committee update report

Councillor Lucy Pegg, Chair of the Scrutiny Committee, introduced the report updating the Council on the activities of the Scrutiny Committee from 01 July 2023 to 30 September 2023. She gave thanks to Councillor Mike Rowley for standing in as Chair and ably leading the Committee through various reports in the previous Scrutiny meeting. She also thanked Officers for their speedy work in producing a third Safeguarding Report that further explored issues of domestic abuse.

Council **noted** the report.

51. Motions on notice 2 October 2023

Council had before it six motions on notice submitted in accordance with Council procedure rules and reached decisions as set out below.

Motions agreed as set out below:

- b) Oxford Climate Emergency Centre (proposed by Cllr Lois Muddiman, seconded by Cllr Emily Kerr)
- c) Freedom from Fear for our Shop Workers (proposed by Cllr Edward Mundy, seconded by Cllr Shaista Aziz).

Motions not taken:

- a) Digital Inclusion (Proposed by Cllr Mohammed Altaf-Khan, seconded by Cllr Steven Goddard)

Motions not taken as the time allocated for debate had finished:

- d) Housing Management System problems and resultant accounts issues at Oxford City Council and ODS (proposed by Cllr Christopher Smowton, seconded by Cllr Laurence Fouweather)
- e) A Ban on Disposable Vapes (proposed by Cllr Lucy Pegg, seconded by Cllr Rosie Rawle)
- f) Clean Air as a Human Right (proposed by Cllr Alex Hollingsworth, seconded by Cllr Lizzy Diggins)

a) Digital Inclusion (Proposed by Cllr Mohammed Altaf-Khan, seconded by Cllr Steven Goddard)

This motion was withdrawn.

b) Oxford Climate Emergency Centre (proposed by Cllr Lois Muddiman, seconded by Cllr Emily Kerr)

Councillor Lois Muddiman, seconded by Councillor Emily Kerr, proposed the submitted motion as set out in the agenda and briefing note.

Councillor Anna Railton, seconded by Councillor Lois Muddiman, proposed the amendment as set out in the briefing note.

Council debated the amended motion. Following debate, and on being put to the vote, the amendment was agreed.

On being put to the vote, the amended motion was then agreed.

Council resolved to adopt the following motion:

In January 2019, Oxford City Council members unanimously declared a climate emergency and agreed to create a citizens' assembly in Oxford to help consider new carbon targets and additional measures to reduce emissions. The Oxford Citizens Assembly on Climate Change was duly held over two weekends in September and October 2019.

One of the headline findings of Oxford Citizens' Assembly on Climate Change in 2019 was: 'a demand for more education and information provided for the wider public...to help them understand what they can personally do to help'.

Across Oxford, excellent work has been done to meet this demand over the past 20 years. For example, the work of all the groups in the CAG* project founded in 2001 and the many projects being undertaken by members of the Zero Carbon Oxford Partnership formed in 2021, (replacing the Low Carbon Oxford network launched in 2011).

Despite all this work to educate, inform and engage the public, it is clear from the demands of the Citizens' Assembly that we are still not doing enough. On housing alone, we urgently need to support residents to retrofit their homes to tackle fuel poverty, rising energy costs, and the climate emergency because approximately 60% of homes in Oxford still have an energy efficiency rating of D or below.

The Low Carbon Hub, the various local Low Carbon groups, the county run <https://www.climateactionoxfordshire.org.uk/> and Cosy Homes Oxfordshire offer advice and services but they are not accessible enough to the public. Given the urgency of the climate crisis, Oxford needs a highly visible Climate Emergency Centre (CEC). A CEC is a central, inclusive and accessible space where residents and groups can meet to share and gain information on the climate and ecological emergencies, and develop local solutions for nature recovery, climate mitigation and adaptation. Through the CEC, residents could:

- Find information about our changing climate, its impact and solutions.
- Have an opportunity to discuss their concerns about the future.
- Access advice and support on how to take positive steps towards a safer future for themselves, their families, and their communities.

There are lots of examples of Climate Emergency Centres across the UK from Leeds to Lewes, Preston to Portsmouth, and in Guildford, Islington, Kingston and Northampton

as well as more locally in Abingdon and Swindon. The creation of a CEC in the middle of the city would increase public engagement of all the existing groups, organisations and projects in the city and enhance the public realm in the city centre.

This council therefore resolves to request the cabinet member for zero carbon and climate justice and the cabinet member for finance and asset management to:

- Support the objective of establishing and running a Climate Emergency Centre in Oxford.
- Work with partner organisations and local communities to achieve this objective.
- Consider grant funding towards the costs of establishing and running a CEC, as part of the usual grant process

c) Freedom from Fear for our Shop Workers (proposed by Cllr Edward Mundy, seconded by Cllr Shaista Aziz)

Councillor Edward Mundy, on being seconded by Councillor Shaista Aziz, amended and proposed the motion.

Councillor Chris Jarvis withdrew his amendment.

Council debated the amended motion. Following debate and on being put to the vote, the amended motion was agreed.

Council resolved to adopt the following motion:

Our shop workers are key workers who risked their health by working through the Covid pandemic, providing essential retail services while many stayed at home. Sadly, in recent years, shop workers and delivery drivers have increasingly been the victims of violence and abuse, as well as being on the front line during an uptick in shoplifting. Research from both the Association of Convenience Retailers (ACR)¹ and the British Retail Consortium² has found that shoplifting and violence against shop workers has increased from pre 2019 levels. ACR data found that 87% of convenience store workers had been victims of verbal abuse in the last year. There is considerable strain and hardship being placed upon people across the country from the impacts of the cost of living crisis (including on shop workers themselves), as well as a mental health crisis and difficulty in accessing essential care and support. It is vital that this is addressed both nationally and locally.

There is an enormous impact on shop workers from crime and abuse. The Union of Shop Distributive and Allied Workers (Usdaw) has a long running Freedom From Fear Campaign³, which has gathered survey data on the nature and frequency of violence and abuse perpetrated against shop staff. Shockingly, their annual survey for 2022-23 found that three quarters of retail workers had been victims of abuse from customers. Many workers don't even feel that reporting incidents of abuse will make a difference. The most significant trigger for abuse and violence against shop staff has been shoplifting, being cited as the cause of nearly a third of such incidents.

This Council pledges to:

¹ https://cdn.acs.org.uk/public/acs_crime_report_2023.pdf

² <https://www.usdaw.org.uk/About-Us/News/2023/Jul/BRC-finds-retail-theft-and-abuse-have-increased>

³ <https://www.usdaw.org.uk/CMSPages/GetFile.aspx?guid=768eb764-e8dd-4d48-a913-17d6d1d03c1c>

- Back the Usdaw Freedom From Fear Campaign with a letter of support and solidarity to the Usdaw General Secretary Paddy Lillis.
- Support and contribute to local messaging promoting respect for shop workers and our commitment to stamping out abuse and violence.
- Lobby the Police and Crime Commissioner for Thames Valley Matthew Barber to do more to combat shop lifting as well as the abuse and violence perpetrated against shop workers.
- Lobby police and relevant authorities to investigate the causes of increases in shoplifting. While many reports have involved organised gangs, it should also be noted that an holistic approach to some perpetrators will be more constructive than a purely punitive or carceral one.

d) Housing Management System problems and resultant accounts issues at Oxford City Council and ODS (proposed by Cllr Christopher Smowton, seconded by Cllr Laurence Fouweather)

This motion was not taken as the time allocated for debate had finished.

e) A Ban on Disposable Vapes (proposed by Cllr Lucy Pegg, seconded by Cllr Rosie Rawle)

This motion was not taken as the time allocated for debate had finished.

f) Clean Air as a Human Right (proposed by Cllr Alex Hollingsworth, seconded by Cllr Lizzy Diggins)

This motion was not taken as the time allocated for debate had finished.

The meeting started at 5.00 pm and ended at 8.45 pm

Lord Mayor

Date: Tuesday 7 November 2023

Decisions on items of business take effect immediately:

Motions may be implemented immediately or may require further budget provision and/or reports to Cabinet before implementation.

Details are in the Council's Constitution.

To: Cabinet
Date: 15 November 2023
Report of: Head of Corporate Strategy
Title of Report: FutureFit Oxford(shire) Project - Grant Funding Bid for Retrofit

| Summary and recommendations | |
|------------------------------------|--|
| Purpose of report: | To seek project approval for Oxford City Council's involvement in the FutureFit Oxford(shire) Project (FOx Project), and delegated authority for the facilitation and delivery of the project. |
| Key decision: | Yes |
| Cabinet Member: | Councillor Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice |
| Corporate Priority: | Pursue a zero carbon Oxford |
| Policy Framework: | Council Strategy 2020-2024 |

| Recommendations: That Cabinet resolves to: | |
|---|---|
| 1. | Grant project approval for the FOx project to proceed, including approval of Oxford City Council's role as overall project lead; |
| 2. | Recommend to Council to establish a revenue budget for £1.56 million funded by a government grant to enable the necessary resources to be employed and the work undertaken; |
| 3. | Delegate authority to the Head of Corporate Strategy, in consultation with the Head of Financial Services / Section 151 Officer and the Head of Law and Governance to enter into a grant agreement with Innovate UK for the sum of £1.56 million as well as any related agreements, contracts and transactions to facilitate the project and its delivery in terms of accepting grant offer letters, partnership agreements, retrofit seed funding payments, subcontracting and subscriptions; |
| 4. | Delegate authority to the Head of Corporate Strategy, in consultation with the Cabinet Member for Zero Carbon Oxford and Climate Justice, to deliver the grant funded consortium project, and to comply with Innovate UK's project monitoring and grant payment processes (and project change processes, if required); and |

5. **Note** that this is a multi-partner collaborative project with a total value of £5.28m. A decision from the funder to award the bid and at time of writing a decision from the funder on whether the bid has been successful has not been received (expected to be on 8th November).

Appendices

| | |
|------------|---------------|
| Appendix 1 | Risk Register |
|------------|---------------|

Introduction and background

1. In March 2023, Oxford City Council won a £75k bid to Innovate UK (IUK) leading a consortium that that undertook a feasibility study to look at options for developing a whole-system FutureFit One Stop Shop (FOSS) solution to address barriers and accelerate take up of decarbonisation measures by households and businesses. The consortium included Low Carbon Hub, both universities, Oxfordshire County Council, Lucy Group, ODS and others. The feasibility study was submitted to IUK and the Council was invited to bid for up to £5m grant plus commercial organisations' match funding to deliver a substantive project to test the FOSS solutions.
2. In September 2023 Oxford City Council submitted a £5.28m bid to IUK's Net Zero Living Pathfinder Places Phase 2 funding stream, to take forwards a project - now called FutureFit Oxford(shire) (FOx) - involving many of the same partners, although time also involving the other four Oxfordshire district councils. A decision from IUK on successful bids is expected 8th November 2023.
3. The project would be to lead a collaboration of 11 consortium members to accelerate retrofit and transition to smarter retrofit ("FutureFit") in Oxford and Oxfordshire. In the application Oxford City Council has requested c.£1.56m grant funding, with the remaining project funds split between other project partners.
4. The FutureFit Oxford(shire) (FOx) project intends to take a whole building approach using smart technology so that electricity generation, storage and usage can be integrated and balanced within the building (i.e "FutureFit"). This should ensure the impact on the electricity grid is a positive one. It will also establish a strategic local partnership that can help break down systemic non-technical barriers, such as standards, skills, appropriate finance and supply chain issues, faced by retrofit/FutureFit providers, households and businesses.
5. If successful in the bid, it should be noted that the Future Oxfordshire Partnership Environmental Advisory Group considers FOx central to work that will be undertaken across the six Oxfordshire councils over the next two years to boost retrofit take-up. This programme, if it goes forward, will equally be of importance to many of our key city stakeholders through the existing ZCOP partnership.

Project Summary

6. The FOx project is consortium based, building on existing good relationships with local partners. There are 11 project partners: Oxford City Council (Lead project partner), Low Carbon Hub, University of Oxford, Oxford Brookes University, Retrofitworks, Lucy Group, Oxfordshire County Council and all 4 district councils. Several subcontractors will join the project (subcontractor choice subject to

individual partners' procurement processes) to provide expertise in the areas of finance, installation/supply chain, standards, inseting, smart retrofit products and education/upskilling.

7. The Zero Carbon Oxford Partnership (ZCOP) roadmap indicates significant retrofit of both domestic and non-domestic buildings are needed to reach net zero Oxford by 2040, which is why projects such as FOx are important for the Council to engage with. To tackle carbon emissions it's clear that improvements are needed across the city in terms of building fabric measures (e.g. insulation), electrification of heat (heatpumps), local generation/storage of electricity (e.g. solar PV and on-site batteries) and electrification of travel (EVs). It's known from previous projects (e.g. Project LEO) that high levels of retrofit has the potential to cause significant challenges for the local electricity grid.
8. The FOx project has two key aims. Firstly, it intends to address the electricity network challenge by transitioning retrofit to "FutureFit" (a concept being developed by project partner Low Carbon Hub). This centres on retrofit taking a whole building approach and using smart technology so that electricity generation, storage and usage can be integrated and balanced locally within the building. This should ensure the impact on the grid is a positive one.
9. The second aim of the FOx project is to scale up delivery of retrofit/FutureFit to support delivery on ZCOP roadmap milestones. The previous feasibility work (April – June 2023) identified that existing one stop shops (OSSs) providing retrofit services, such as Cosy Homes Oxfordshire (domestic retrofit) and Energy Solutions Oxfordshire (non-domestic retrofit), as well as building owners and installers, face key non-technical barriers in terms of finance, skills & capability, policy & standards, supply chain, and perception around retrofit.
10. The project will establish how a long-term strategic partnership can break down these non-technical barriers in order to support the scale up of local retrofit services and their transition to FutureFit. This partnership is intended to signal support for both existing local FutureFit OSSs and new entrants to the market through e.g. developing a FutureFit standard and quality assurance processes, as well as supporting local skills and finance interventions. Oxford City Council will lead on this work, which will include developing a business model for a sustainably funded partnership beyond the grant funding.
11. Oxford City Council will also lead a work package on finance, supported by specialist subcontractors. This will involve the Council piloting a carbon inseting mechanism and undertaking desk-based modelling and assessment of the extent to which council tax/business rates interventions can/cannot support uptake of retrofit, and desk based investigation of other financial mechanisms to support local retrofit. "Inseting" defines a localised approach to offsetting whereby an organisation may finance decarbonisation and other climate protection projects that sit outside its own assets or service delivery. Instead of buying often-discredited carbon offset credits internationally, the organisation funds tangible projects that sequester emissions within its supply chain or local geography. In the case of the FOx Project, this local area would be Oxfordshire, and ideally Oxford subject to locations of suitable retrofit projects during the trial.
12. The grant funding budget will cover delivery of the project areas the Council will be responsible for (e.g. events, communications, inseting seed funding).

13. Project activities also include significant inputs from other project partners, including: a pilot on a salary-linked financial intervention, investigating the potential for blended finance to support retrofit uptake, understanding the requirements for local retrofit skills and making the case for investment in the local supply chain, apprenticeships, and supporting existing OSSs to meet increased demand for retrofit/FutureFit services. The grant funding budget allowed to other project partners covers their own resourcing to deliver these outputs.
14. The consortium is awaiting a decision from IUK if the bid for the project has been successful. A decision is expected on the 8th November, and if successful the project would start in February 2024 and run for 21 months.

Option of not providing project approval and delegations

15. If the Council chose not to deliver the FOx project this would mean losing an opportunity to utilise a significant level of funding to create a step-change in the delivery of retrofit locally within Oxford and Oxfordshire, which in turn would impact progress towards net zero targets. Without this grant funding, this project would not go ahead as planned.
16. The officer recommended option is for Cabinet to provide project approval and delegations. Should the bid be successful and grant funding awarded, this will ensure there is the opportunity to make significant and rapid progress on retrofit and net zero goals, in an integrated way with other key local partners and stakeholders.

Financial implications

17. The Council's involvement in the project would be fully funded by grant funding awarded by IUK and does not impact the Council's capital budget.
18. The overall project value is c.£5.28m, and the share of the grant that would be awarded to the Council for its project activities would be £1.56m, spent as set out in the following table:

Table 1: break down of grant funding anticipated spend

| Funding category | |
|---|------------------|
| | £ |
| Staff costs | 877,237 |
| Overhead (<i>set by IUK as 20% of staff costs</i>) | 175,447 |
| Subcontracting | 326,800 |
| Other project costs (<i>includes up to £120k to fund installation of retrofits as part of the inseting trial, plus funding for other project work such as communications campaigns, events and similar</i>) | 175,200 |
| Travel and subsistence | 4,800 |
| Materials | 920 |
| Total | 1,560,404 |

19. The project will need to adhere to the funder's financial monitoring and grant payment processes. Although Oxford City Council will be the lead project partner, all project partners are responsible for making their own claims to IUK for their own

grant funds and are paid directly by IUK. The Council is therefore not administering grant payments to project partners. Clawback therefore only applies to the Council's own grant funding, not whole project value.

20. The role of the Council set out in the bid is clear. As project lead the Council will ensure that relevant teams input such that the specific deliverables agreed with IUK on award of funds are achievable. The deliverables are not capital installations and primarily relate to project management activities, establishing partnerships, delivery of desk-based research through subcontracting, and feasibility investigation of piloting carbon insetting. Piloting carbon insetting will require the Council to administer up to total of £120k seed funding (retrofit grants) to local businesses (costs covered by the FOx grant funding).
21. The risk of clawback is considered low, and as an innovation project it is expected by IUK that some elements may not proceed as planned – in which case this is acceptable providing suitable evidence is provided.

Legal issues

22. Delivery of this project will require the Council to enter into a funding agreement with IUK, collaboration agreements with project partners and contracts such as with subcontractors. These will be overseen by the Council's legal team.

Level of risk

23. IUK required a risk register to be submitted as part of the bid. The content of this bid risk register has been provided in the Council's standard format and is attached as Appendix 1. Risk owners will be allocated on successful award of funding, via the first Project Board to be held. Ongoing use and monitoring of the risk register will be carried out as part of standard project management processes. Risk level is considered to be acceptable and in line with what would be accepted for a project of this type.

Equalities impact

24. Full Equalities Impact Assessment not applicable at this funding bid stage because the full detail of implementation of project activities has not yet been defined. At the point when details of the design and implementation of project activities are developed, full Equalities Impact Assessments will be carried out as appropriate to ensure that Equalities, Diversity and Inclusion (EDI) considerations are implemented.
25. IUK did require EDI to be considered at a very high level as part of the bid submission. This noted that incorporating EDI in to the eventual design of partnerships and services is key to ensuring that systemic barriers to retrofit/FutureFit are removed for all communities and not just certain demographics. As a result EDI is therefore included in the bid submission project risk register (replicated in Appendix 1) to ensure that this important element is reviewed at appropriate points within the project delivery (should the bid be successful).

Carbon and Environmental Considerations

26. This project will align with the Council's Net Zero corporate priority and supports progress towards achieving net zero goals. Zero Carbon Oxfordshire Partnership

(ZCOP) provided a strong basis for the FOx bid, and the project is recognised as critical to delivering on the retrofit element of the ZCOP roadmap to meet the 2040 net zero target. Its also recognised as a key workstream by the Future Oxfordshire Partnership to progress PAZCO goals for the wider county.

Conclusion

27. The Cabinet is requested to consider the benefits of this project and approve its delivery (subject to successfully being awarded grant funding by IUK), in line with the recommendations made above.

| | |
|----------------------------|--|
| Report author | Ruth Harris |
| Job title | Zero Carbon Project Manager |
| Service area or department | Environmental Sustainability |
| Telephone | 01865 252380 |
| e-mail | rharris@oxford.gov.uk |

Background Papers: None

Risk Register

Appendix 1

FutureFit Oxford(shire) Project (FOx Project)

As at: 06/09/2023

47

| Ref | Title | Risk Description | Opp / Threat | Cause | Consequence | Risk Treatment | Date Raised | Owner | Gross | | Current | | | Target | | Comments | Control / Mitigation Description | Date Due | Action Status | % Progress | Action Owner |
|-----|--|--|--------------|--|---|-------------------|-------------|---|-------|---|---------|---|-------|--------|---|----------|--|---|---|---|---|
| | | | | | | | | | P | I | P | I | Score | P | I | | | | | | |
| 1 | EDI poorly incorporated in to processes | EDI not considered in development of FOx partnership processes | Opportunity | Poor scoping of engagement with customers/clients | poorly designed processes that do not meet EDI requirements. | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 3 | 4 | 1 | 3 | 3 | 1 | 3 | None | WP2 (Governance) has a specific activity to understand customer/client segments for the FOx, to ensure that over the longer term services can grow that go beyond able-to-pay. There are extensive engagement activities throughout the project that will ensure that the diverse needs of local communities are incorporated. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 2 | Lack of diversity consideration | Lack of diversity or consideration of diversity in partnership ways of working. | Opportunity | Poor scoping of engagement with team members and stakeholders | Poor outcomes for team members and stakeholders. | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 3 | 4 | 1 | 3 | 3 | 1 | 3 | None | All partners committed to the LCH Ethical Framework for the detailed design of trials. Best practice applied in relation to EDI. Subcontracts to include EDI considerations in their scope of work. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 3 | Equitable retrofit / FutureFit | Retrofit / FutureFit outcomes are not equitable | Opportunity | Limited engagement with stakeholders | It is not possible to develop FOx partnership or the enabling environment in a way that fully incorporates EDI requirements, to ensure retrofit/FutureFit is equitable. | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 4 | 5 | 1 | 5 | 5 | 1 | 5 | None | Utilizing existing networks strong relationships with stakeholders will help ensure EDI is addressed within project outputs, and that EDI is considered at the design stage of retrofit solutions. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 4 | Inflation costs | project costs (i.e., materials and subcontractor costs) due to fast escalation of inflation rate | Threat | Inflation rates | Project cannot deliver as much work due to increased costs. | Contingency Plans | 06.09.23 | TBC by Project Board if grant funding awarded | 5 | 4 | 4 | 1 | 4 | 4 | 1 | None | Small numbers of installs directly delivered as part of the project therefore low risk from increasing product costs. Subcontractor quotes received in context of high UK inflation and based on project start in Jan 2024. Contingency plan would be to reduce the amount of installs to remain inside budget. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 5 | Viability of FutureFit One Stop Shop models | Poor viability of models scoped for different retrofit/FutureFit approaches | Threat | Limited engagement with customer/client segments | Low uptake and poor commercial viability of models scoped for different FOSS approaches | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 4 | 5 | 2 | 2 | 4 | 2 | 2 | None | The project will work with demonstrator FutureFit One Stop Shops and we also have touchpoints with businesses through all LA partner economic development teams. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 6 | FOx Partnership does not meet aim. | FOx partnership does not achieve required retrofit / FutureFit aims | Threat | Limited engagement with stakeholders | It is not possible to develop an holistic, innovative and locally informed FOx or enabling environment | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 4 | 5 | 1 | 5 | 5 | 1 | 5 | None | Utilizing existing networks including ZCOP and strong relationships with stakeholders will help with extensive national reach into leading bodies in the retrofit space. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 7 | Low retrofit growth | Low levels of retrofit growth | Threat | Low uptake and challenges demonstrating commercial viability of FOx models. | Limited market acceptance and demand for building owners to implement retro/FutureFit. | Accept | 06.09.23 | TBC by Project Board if grant funding awarded | 3 | 5 | 1 | 3 | 3 | 1 | 3 | None | WP2 will involve development of a comprehensive marketing, communications and engagement approach. Inclusion of seed funding in WP2 will secure engagement. Project partner, Lucy Group, are an engaged and influential, local building owner. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 8 | Stakeholders do not accept novel finance solutions | Implementing and gaining acceptance for novel financial solutions might face resistance from stakeholders/regulatory bodies and financiers | Opportunity | Limited engagement with stakeholders | Pushback may result in financial solutions trials terminating early, necessitating project plan changes additional efforts which could lead to increased project costs. | Accept | 06.09.23 | TBC by Project Board if grant funding awarded | 4 | 4 | 2 | 2 | 4 | 2 | 2 | None | Expert input from consultants (e.g., Arup and Anthesis) will engage with financiers to understand their requirements around risks and novel finance. An output of the project will be to ensure that the financial solutions we trial are financially viable. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 9 | Supply chain confidence | market conditions impact supply chain | Threat | Low customer confidence in the supply chain due to market conditions (e.g. high costs) | Low uptake of Retrofit/FutureFit measures through WP3 financial trials | Accept | 06.09.23 | TBC by Project Board if grant funding awarded | 4 | 4 | 1 | 3 | 3 | 1 | 3 | None | Working with established demonstrator FOSSs who have experience generating engagement with clients and customers locally within the context of a variable RF market. This means that the project has a better chance of getting the required levels of engagement to test the financial mechanisms. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |

| | | | | | | | | | | | | | | | | | | | | | |
|----|---|---|-------------|--|---|-------------------|----------|---|---|---|---|---|---|---|---|------|--|---|---|---|---|
| 10 | Project deadlines | Project deadlines not met | Threat | Delivery delays due to dependency on key personnel and/or inexperience in delivering on short term deadlines | Key project outputs are not delivered on time/at all, leading to cascading impacts on WPs with interdependencies. | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 4 | 5 | 2 | 2 | 4 | 2 | 2 | None | Project partners to recruit project resource ahead of time to ensure that adequate persons are available for delivery of project. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 11 | Project dependant on key team members expertise | Project's dependency on key team members | Threat | Key members of the project team being absent and failing project management deadlines | Project cannot be completed or is delayed | Contingency Plans | 06.09.23 | TBC by Project Board if grant funding awarded | 2 | 4 | 1 | 4 | 4 | 1 | 4 | None | Knowledge is already embedded across organisations and a shared file storage/workspace across all partner organisations has already been established. Therefore, loss of key members of the project team would not mean loss of access to the knowledge base or products required to deliver this project successfully | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 12 | Partnerships | Difficulty in aligning partner views and priorities within a partnership project. | Opportunity | Inability to efficiently progress due to difficult in aligning and accommodating different interests and views of the 11 project partners | Project cannot be completed at all or completed in time, due to lack of consensus amongst multiple project partners | Accept | 06.09.23 | TBC by Project Board if grant funding awarded | 2 | 4 | 1 | 4 | 4 | 1 | 4 | None | OCC already has well established relationships with many of the project partners through delivering Phase 1 and long-standing partnerships working on the net zero pathways. The governance structure will clarify the decision-making hierarchy, so that the project can meet the desired outputs. We have done a significant amount of collaborative project pre-planning as a consortium which has mapped the project outputs and roles of different project partners. This has already accommodated the different interests and views of project partners. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 13 | Financial management | Financial management of grant funds | Threat | Inability to efficiently manage funds including seed funding and financial trials | WP3 (financial trials WP) cannot be completed to the agreed timescale and budget, this could also compromise on quality or prevent delivery of project outputs. | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 2 | 5 | 1 | 3 | 3 | 1 | 3 | None | Experienced staff being brought onto the project to manage this element, and it's expected that IUK stagegate will focus on this WP. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 14 | Lack of subcontractors | Inability to secure appropriate subcontractors on time. | Threat | External dependencies on securing and managing subcontractors (i.e., WP3 on finance) | Project cannot be completed to the agreed timescale and budget, this could also compromise on quality and effectiveness of project outputs. | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 4 | 3 | 1 | 3 | 3 | 1 | 3 | None | All partners have a clear and transparent procurement process to secure subcontractors, and we are aware there are multiple subcontractors with the relevant skills to carry out the work specified. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 15 | Carbon footprint | Project has a short term impact on climate change. | Opportunity | Partner travel to workshops and events. | FOx project has a higher than necessary carbon footprint. | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 4 | 3 | 1 | 2 | 2 | 1 | 2 | None | Many partners are used to remote-working which reduces travel requirements and therefore carbon emissions. Most project partners are local to Oxford and won't be travelling long distances to attend events. Moreover, most will travel by public transport rather than by car. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 16 | Climate change impact | Project doesn't have a long term positive impact on climate change. | Opportunity | FOx doesn't achieve the overall aim to increase RF & FF in Oxford(shire) Carbon emissions associated with buildings and energy use are not reduced against current levels in Oxford(shire) | Worsening climate change. | Accept | 06.09.23 | TBC by Project Board if grant funding awarded | 3 | 5 | 1 | 3 | 3 | 1 | 3 | None | FOx project runs successfully due to good management and implementation of the project. Project partners are committed to achieving goal of increasing RF & FF. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 17 | Lack of skills | Lack of diverse range of technical skills required to deliver FOSSs. | Threat | Shortage of skilled professionals capable of designing, installing and maintaining complex systems. | Project issues / could lead to delays or quality issues. | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 4 | 5 | 2 | 2 | 4 | 2 | 2 | None | WP4 will include a FutureFit training and skills needs analysis, this will enable us to identify technical skills gaps. WP4 will also develop a skills intervention plan and develop an internship program for those seeking practical experience of non-domestic assessment delivery. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |
| 18 | Integration of energy technologies | Poor integration of energy technologies | Threat | Integration of renewable energy systems, storage, smart meters and controls is not seamless. | Lack of customer confidence in the FOSSs | Reduce | 06.09.23 | TBC by Project Board if grant funding awarded | 3 | 4 | 1 | 3 | 3 | 1 | 3 | None | The FOx project's main focus is to test processes and business models to support scaling of retrofit and transition to FutureFit. However, we will use known and trusted suppliers and we are developing quality assurance standards that will reduce risk in technology integration. WP4, WP5 and WP6 have elements which focus on developing the supply chain. | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded | TBC by Project Board if grant funding awarded |

To: Council
Date: 27 November 2023
Report of: Head of Law and Governance
Title of Report: Meetings Programme for May 2024 to May 2026

| Summary and recommendations | |
|---|---|
| Purpose of report: | This report sets out a programme of Council, committee and other meetings for the whole of the 2024/25 and 2025/26 Council years. |
| Recommendations: That Council resolves to: | |
| <ol style="list-style-type: none"> 1. Approve the programme of Council, committee and other meetings from 1 May 2024 to 31 May 2026 attached at Appendix A; 2. Delegate authority to the Head of Law and Governance, in consultation with Group Leaders, to make changes to this programme in the event that there is any decision by Council to change the committee structure or committee remits which impacts on the programme of meetings; and 3. Delegate authority to the Head of Law and Governance to set dates for additional training and briefing sessions for Members. | |

| Appendices | |
|-------------------|---|
| Appendix 1 | Programme of Council and committee meetings in calendar format May 2024 to May 2026 |

Introduction and background

1. This report sets out the proposed schedule of Council and committee meetings for whole of the next two municipal years, from 1 May 2024 to 31 May 2026, for approval by Council.
2. Council agreed a programme of meetings on 30 January 2023 which included meetings in May 2024. There have been no changes to the meetings programmed for May 2024.
3. Appendix A provides the recommended programme of meetings of Council, committees, sub-committees, Scrutiny standing panel meetings and Member training and briefing sessions. Meeting dates for Cabinet and the Shareholder and Joint Venture Group are a matter for the Leader of the Council and are included in the programme for completeness.

4. Setting the programme for all main Council and committee meetings in advance allows for good governance, open and efficient decision making and helps Members and officers to plan their workloads and availability.

Programme of Meetings

5. This report assumes that the Council's decision making arrangements and committee structure will be unchanged from current arrangements. Should Council decide to make changes to its committee structure at any point, a revised programme may need to be prepared and circulated. It is recommended that authority is delegated to the Head of Law and Governance, in consultation with Group Leaders, to make changes to the programme as required following any such decision.
6. The principle used in timetabling is that Council business must happen in a timely manner but the broader needs of Members will be taken into account. Council has previously asked officers to as far as possible avoid scheduling meetings during school holidays, during certain religious festivals and on Fridays. The main Christian festivals coincide with public holidays. There are no significant clashes with major Sikh or Buddhist festivals. Major festivals for those of Muslim, Jewish and Hindu faiths taken into account are shown in Table 1.

Table 1: Dates of major Muslim, Jewish and Hindu festivals

| Festival | Dates in 2024/25 | Dates in 2025/26 |
|-----------------|--|---|
| Eid-al-Fitr | Sunday, 30 March – Monday, 31 March 2025 | Thursday, 19 March – Friday 20 March 2026 |
| Ramadan | Friday, 28 February – Sunday, 30 March 2025 | Tuesday, 17 February – Wednesday, 18 Mar 2026 |
| Eid-al-Adha | Sunday, 16 June – Thursday, 20 June 2024 | Friday, 6 June – Monday, 9 June 2025 |
| Rosh Hashanah | Wednesday, 2 October – Friday, 4 October 2024 | Monday, 22 September – Wednesday, 24 September 2025 |
| Yom Kippur | Friday, 11 October – Saturday, 12 October 2024 | Wednesday, 1 October – Thursday, 2 October 2025 |
| Diwali | Friday, 1 November 2024 | Tuesday, 21 October 2025 |

7. As far as practicable meetings have been scheduled to avoid school holidays and major religious festivals, where this does not adversely affect the overall programme. In some cases this has been unavoidable. Members of most committees are able to appoint a substitute if they cannot attend themselves.
8. The programme is very busy so there is limited scope for meetings to be moved or added without creating diary clashes for Members and officers. The Council's Constitution (Part 14.6) contains provisions for cancelling committee meetings where there is no business and scheduling further committee meetings if required. Part 11.5 of the Council's Constitution contains provisions for scheduling special meetings of Council.

Meetings of Council

9. In a year of ordinary elections of councillors to the Council, the annual meeting of Council must be held between the 8th and 21st day after the retirement of councillors¹. In any other year, the annual meeting of Council may be on any such day in the month of March, April, or May as the Council may fix². There is an Oxford City Council election scheduled for May 2024, so Council will hold the Annual Meeting in mid May 2024.
10. Following the elections on 02 May 2024, the date of retirement and assumption of office is Monday 06 May 2024, so in May 2024 Council must hold the annual meeting between 14 and 27 May 2024. The proposed date of 16 May 2024 is early in this window but allows sufficient time for political groups to meet, decide if they wish to propose any immediate changes to the committee structure and nominate Members to seats on committees in time for the Annual Council meeting.
11. Holding the annual meeting of Council on an early date allows the election of the Lord Mayor and the Leader, the appointment of committees and the start of the decision making cycle. A later meeting date would create a longer gap in the decision-making cycle which would have implications for dealing with the Council's business in a timely manner.
12. The Council's budget meeting is scheduled for 13 February 2025, which falls during the week of half-term (12-16 February). This has been difficult to avoid. Council must set the Council Tax at a meeting once the other precepting authorities have set their budgets and in time for some 60,000 Council Tax bills to be produced before the start of the new financial year.
13. A second Council budget meeting has been reserved for 24 February 2025 in case Council or another precepting authority is unable to agree a budget meaning Council is unable to set the Council Tax at its meeting on 13 February 2025.
14. The same principles have been applied to the scheduling of Council meetings in 2025/26.

Cabinet and Scrutiny Committee

15. The regular cycle of Scrutiny Committee and Cabinet meetings is intended to provide for efficient Executive decision making and to allow sufficient time for effective pre-decision scrutiny. Scrutiny Committee is generally scheduled to meet on a Tuesday and Cabinet on the following Wednesday.
16. The Cabinet and Scrutiny Committee meetings scheduled for August 2024 and August 2025 are reserved only for any decisions which must be taken then, and pre-scrutiny of those decisions. If there are no such decisions these meetings may be cancelled.
17. Dates for meetings of the Scrutiny Committee's Climate & Environment Panel, Finance & Performance Panel and Housing & Homelessness Panel have been included in the programme, should they be reconstituted in the 2024/25 municipal year.

¹ Local Government Act 1972 Schedule 12 S1 (2) (a).

² Local Government Act 1972 Schedule 12 S1 (2) (b).

18. Should the Scrutiny Committee establish other standing panels and/or review groups for the 2024/25 municipal year, those panels and/or review groups will set their own meeting dates.

Planning Committees

19. The Oxford City Planning Committee will generally meet on the third Tuesday of each month.
20. The Planning Review Committee is also scheduled to meet monthly to allow for the call-in of decisions taken by the Oxford City Planning Committee. Recent experience is that Planning Review Committee meetings typically take place c. 3 times per year, however to date in the 2023/24 municipal year the Planning Review Committee has not yet met. In some cases, the Planning Review Committee date may be used as an adjournment date if the business of the Oxford City Planning Committee cannot be completed at a scheduled meeting. If the date is not required for this or its original purpose, Planning Review Committee dates may be used for other Member meetings, or cancelled altogether.

Licensing Committees and Sub-Committees

21. The General Purposes Licensing Committee and the Licensing & Gambling Acts Committee are scheduled to meet three times per year with meetings of the two committees held back-to-back (Council will be recommended to appoint the same Members to both licensing committees at its annual meetings).
22. Meetings of the General Purposes Licensing Casework Sub-Committee have been scheduled regularly throughout the year. Two additional meetings have been scheduled per municipal year to account for the increase in workload and to reduce lengthy gaps between meetings so that business can be dealt with in a timely manner.
23. The Licensing & Gambling Acts Casework Sub-Committee has to meet within set timescales and provisional dates for this sub-committee have been scheduled regularly through the year.

Audit and Governance Committee

24. The Audit and Governance Committee is scheduled to meet quarterly to receive audit and risk reports and undertake its other responsibilities. A fifth meeting is scheduled (in September) for the Committee to consider and approve the annual statement of accounts.

Standards Committee

25. The Standards Committee is scheduled to meet three times per year to receive reports from the Monitoring Officer on the number of Code of Conduct complaints received, updates on developments in ethical governance, requests for individual dispensations and proposals for Member training. Where there is little to report meetings may be cancelled by the Head of Law and Governance after consulting the Chair of the Standards Committee.

Appointments Committee

26. Two meetings of the Appointments Committee are scheduled per year for the Chief Executive to report on any changes to the Council's senior management arrangements, as required by the Council's Constitution (Part 9.3(a)(iii)).

27. The Appointments Committee is also responsible for recommending to Council any appointment to the position of Head of Paid Service (Chief Executive) and the designation of Monitoring Officer and Chief Finance Officer, and for appointing to the positions of executive director or posts of similar seniority. Additional meetings can be scheduled by the Chief Executive or the Head of Law and Governance after consulting the Chair of the Appointments Committee, should the need arise.

Investigations and Disciplinary Committee

28. This committee would only meet to decide on disciplinary hearings involving a Statutory Officer, Executive Director or Assistant Chief Executive. The Committee and Member Services Manager has delegated authority within the Council's Constitution (7.6(d)) to convene meetings of this committee should the need arise.

Shareholder and Joint Venture Group (SJVG) Meetings

29. The Shareholder and Joint Venture Group (SJVG) is responsible for acting as owner of the Council's companies and for safeguarding and furthering the Council's interests and investments in its companies and joint ventures. The SJVG is scheduled to meet six times per year in total, with two meetings being held every four months, one for Oxford Direct Services and one for the Council's other companies and joint ventures.

30. Members of the Companies Scrutiny Panel will continue to be invited to attend and scrutinise items considered at SJVG meetings, as a means of providing more effective and efficient Scrutiny oversight of the shareholder function.

Training and Briefings

31. Training and briefing sessions are offered to assist with Members' learning and development. Dates for training and briefing sessions are included to allow Members to plan ahead. Members are advised to note these dates in their diaries.

32. Compulsory training will always be offered on a choice of dates and times. Non-compulsory training and Member briefing sessions will typically start at 6.00pm. A later start time would have an impact on the employment arrangements of officers.

33. Members have previously been asked to provide feedback on the topics, timings and delivery of member briefings. The responses suggest that there is a clear preference for briefings to be held in the evening (the alternative being at lunchtime) and delivered remotely over Microsoft Teams, with the sessions being recorded for the benefit of Members who are unable to attend where possible.

34. A programme of training sessions and briefings on topical issues will be circulated to Members separately by the Committee and Member Services Team.

35. It is recommended that the Head of Law and Governance is authorised to arrange additional training and briefing as requested by officers or Members.

Meeting Start Times

36. The default start time for all meetings is 6.00pm with the exception of Council meetings which start at 5.00pm. Committees and sub-committees are able to vary this start time and some sub-committees have previously agreed to do so. The two licensing committees may set the start times for their sub-committees or these sub-committees may set their own start times on a case-by-case basis.

37. Any committees wishing to vary the start time to later than 6.00pm must first consult the Committee and Member Services Manager to ensure that these meetings can be suitably resourced and supported by officers.

Meeting Locations

38. Most Member meetings are subject to the provisions of the Local Government Act 1972 which requires Members to be physically present together in a set location. The exceptions to this are meetings of standing panels and review groups established by the Scrutiny Committee and Member training and briefing sessions, which may be held remotely. Oxford Town Hall is the venue for all meetings held in a physical location and Zoom is the default platform for meetings held remotely. Following the installation of a hybrid meetings solution in the Town Hall, some meeting attendees may join meetings remotely (e.g. Cabinet Members when summoned by the Scrutiny Committee), however Committee and Sub-Committee Members are not permitted to attend remotely and must be physically present at the Town Hall.

Publicising Meeting Dates

39. Meeting dates will be available online via the Council's website and intranet once agreed by Council. The online calendar is the most effective way to view accurate and up-to-date meeting dates. In addition the meeting details can be downloaded into individual Members' calendars. Where meetings are cancelled or rescheduled during the year, the meeting details in Members' calendars will not update automatically and Members will need to update their calendars manually. The Committee and Member Services Team will circulate instructions to Members on the downloading of calendars.

Legal Issues

40. Meetings which the Council is required by legislation to hold have been included in the programme. There are no other legal issues arising from the recommendations in this report.

41. The Head of Law and Governance can cancel or reschedule meetings where there is insufficient business in consultation with the chair, group leaders and Chief Executive if the agenda has not already been published, or arrange additional special meetings after consulting with the relevant committee chair (as set out in Part 14.6 of the Council's Constitution).

Financial Issues

42. The programme of meetings can be delivered within existing resources. There are no financial issues arising from this report.

| | |
|--------------------------------|--|
| Report author | Jonathan Malton |
| Job title | Committee and Members Services Manager |
| Service area or department | Law and Governance |
| Telephone | 01865 529117 |
| e-mail | jmalton@oxford.gov.uk |
| Background Papers: None | |

This page is intentionally left blank

| May 2024 | | | | |
|----------|---------|--------|----------------|----|
| Mo | Tu | We | Th | Fr |
| | | 1 | 2 | 3 |
| | | | Election | |
| 6 | 7 | 8 | 9 | 10 |
| Hol | Train | Train | Train | |
| 13 | 14 | 15 | 16 | 17 |
| Train | Train | | Annual Council | |
| 20 | 21 | 22 | 23 | 24 |
| LA/GPL | OxPC | LA Sub | Labour Group | |
| 27 | 28 | 29 | 30 | 31 |
| Hol | GPL Sub | | PRC | |

| June 2024 | | | | |
|-----------|-----------|----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| 3 | 4 | 5 | 6 | 7 |
| | Train | Scrutiny | Panel (F) | |
| 10 | 11 | 12 | 13 | 14 |
| GPL Sub | Panel (C) | Cabinet | | |
| 17 | 18 | 19 | 20 | 21 |
| LA Sub | Appt | | Labour Group | |
| 24 | 25 | 26 | 27 | 28 |
| Train | OxPC | SJVG | PRC | |

| January 2025 | | | | |
|--------------|----------|-----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| | | 1 | 2 | 3 |
| | | Hol | | |
| 6 | 7 | 8 | 9 | 10 |
| | LA Sub | | | |
| 13 | 14 | 15 | 16 | 17 |
| GPL Sub | Scrutiny | Panel (F) | Labour Group | |
| 20 | 21 | 22 | 23 | 24 |
| AGC | OxPC | Cabinet | PRC | |
| 27 | 28 | 29 | 30 | 31 |
| Council | | Scrutiny | Brief | |

| February 2025 | | | | |
|---------------|---------|-----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| 3 | 4 | 5 | 6 | 7 |
| | LA Sub | Cabinet | | |
| 10 | 11 | 12 | 13 | 14 |
| LA/GPL | | | Council | |
| 17 | 18 | 19 | 20 | 21 |
| | GPL Sub | Brief | Labour Group | |
| 24 | 25 | 26 | 27 | 28 |
| *Council | OxPC | Panel (C) | PRC | |

note: County's budget meeting xxx/2; PCC budget meeting xxx/1

| July 2024 | | | | |
|-----------|----------|-----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| 1 | 2 | 3 | 4 | 5 |
| LA Sub | Scrutiny | Panel (H) | | |
| 8 | 9 | 10 | 11 | 12 |
| Standards | Brief | Cabinet | | |
| 15 | 16 | 17 | 18 | 19 |
| Council | OxPC | PCF | Labour Group | |
| 22 | 23 | 24 | 25 | 26 |
| GPL Sub | PRC | AGC | SJVG (ODS) | |
| 29 | 30 | 31 | | |
| LA Sub | | | | |

| August 2024 | | | | |
|-------------|----------|-----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| | Scrutiny | Panel (H) | | |
| 12 | 13 | 14 | 15 | 16 |
| | | Cabinet | | |
| 19 | 20 | 21 | 22 | 23 |
| | OxPC | | Labour Group | |
| 26 | 27 | 28 | 29 | 30 |
| Hol | PRC | LA Sub | | |

| March 2025 | | | | |
|------------|-----------|---------|--------------|----|
| Mo | Tu | We | Th | Fr |
| 3 | 4 | 5 | 6 | 7 |
| Scrutiny | LA Sub | Brief | Panel (H) | |
| 10 | 11 | 12 | 13 | 14 |
| GPL Sub | Standards | Cabinet | | |
| 17 | 18 | 19 | 20 | 21 |
| PCF | OxPC | SJVG | Labour Group | |
| 24 | 25 | 26 | 27 | 28 |
| Council | PRC | | Panel (C) | |
| 31 | | | | |
| LA Sub | | | | |

| April 2025 | | | | |
|------------|----------|------------|-----|-----|
| Mo | Tu | We | Th | Fr |
| | 1 | 2 | 3 | 4 |
| | Scrutiny | AGC | | |
| 7 | 8 | 9 | 10 | 11 |
| Panel (F) | | Cabinet | | |
| 14 | 15 | 16 | 17 | 18 |
| GPL Sub | OxPC | | PRC | Hol |
| 21 | 22 | 23 | 24 | 25 |
| Hol | LA Sub | SJVG (ODS) | | |
| 28 | 29 | 30 | | |

| September 2024 | | | | |
|----------------|----------|----------------|--------------|----|
| Mo | Tu | We | Th | Fr |
| 2 | 3 | 4 | 5 | 6 |
| GPL Sub | Scrutiny | Panel (F) | Panel (C) | |
| 9 | 10 | 11 | 12 | 13 |
| | | Cabinet | Brief | |
| 16 | 17 | 18 | 19 | 20 |
| LA Sub | OxPC | | PRC | |
| 23 | 24 | 25 | 26 | 27 |
| LA/GPL | | AGC (accounts) | Labour Group | |
| 30 | | | | |
| LA Sub | | | | |

| October 2024 | | | | |
|--------------|----------|---------|--------------|----|
| Mo | Tu | We | Th | Fr |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| Council | Scrutiny | Brief | Panel (H) | |
| 14 | 15 | 16 | 17 | 18 |
| GPL Sub | OxPC | Cabinet | PRC | |
| 21 | 22 | 23 | 24 | 25 |
| | | | Labour Group | |
| 28 | 29 | 30 | 31 | |
| LA Sub | AGC | | | |

| May 2025 | | | | |
|----------|---------|--------|----------------|----|
| Mo | Tu | We | Th | Fr |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| Hol | Train | Train | Train | |
| 12 | 13 | 14 | 15 | 16 |
| Train | Train | | Annual Council | |
| 19 | 20 | 21 | 22 | 23 |
| LA/GPL | OxPC | LA Sub | Labour Group | |
| 26 | 27 | 28 | 29 | 30 |
| Hol | GPL Sub | | PRC | |

| Key to Committees | | |
|---------------------------|---------|-------------------------------------|
| Licensing Acts | LA Sub | Shareholder and Joint Venture Group |
| casework | GPL Sub | Member Training |
| General Purposes casework | LA/GPL | Member Briefing |
| LAC/ GPL main cttee | PCF | Bank Holiday |
| Parish Council | AGC | Scrutiny Panels |
| Audit | OxPC | Housing, Finance, Review C |
| Planning | | Planning Review |

the Annual Council meeting must be held between the 8th day and the 21st day after the day of retirement of councillors

57

| May 2025 | | | | |
|----------|---------|--------|----------------|----|
| Mo | Tu | We | Th | Fr |
| | | | 1 | 2 |
| | | | Election | |
| 5 | 6 | 7 | 8 | 9 |
| Hol | Train | Train | Train | |
| 12 | 13 | 14 | 15 | 16 |
| Train | Train | | Annual Council | |
| 19 | 20 | 21 | 22 | 23 |
| LA/GPL | OxC PC | LA Sub | Labour Group | |
| 26 | 27 | 28 | 29 | 30 |
| Hol | GPL Sub | | PRC | |

| June 2025 | | | | |
|-----------|--------|-----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| 2 | 3 | 4 | 5 | 6 |
| | | Scrutiny | Panel (F) | |
| 9 | 10 | 11 | 12 | 13 |
| LA Sub | Train | Cabinet | | |
| 16 | 17 | 18 | 19 | 20 |
| GPL Sub | OxC PC | SJVG | Labour Group | |
| 23 | 24 | 25 | 26 | 27 |
| Train | Appt | Panel (C) | PRC | |
| 30 | | | | |
| LA Sub | | | | |

| January 2026 | | | | |
|--------------|----------|----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| 2 | 3 | 4 | 5 | 6 |
| Hol | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| | LA Sub | | Brief | |
| 12 | 13 | 14 | 15 | 16 |
| GPL Sub | Scrutiny | AGC | Labour Group | |
| 19 | 20 | 21 | 22 | 23 |
| Panel (F) | OxC PC | Cabinet | | |
| 26 | 27 | 28 | 29 | 30 |
| Council | | Scrutiny | | |

| February 2026 | | | | |
|---------------|--------|-----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| 2 | 3 | 4 | 5 | 6 |
| | | | PRC | |
| 9 | 10 | 11 | 12 | 13 |
| LA/GPL | | Cabinet | | |
| 16 | 17 | 18 | 19 | 20 |
| GPL Sub | LA Sub | Panel (C) | Labour Group | |
| 23 | 24 | 25 | 26 | 27 |
| Council | OxC PC | Brief | | |

note: County's budget meeting 13/2; PCC budget meeting 26/1

| July 2025 | | | | |
|-----------|----------|---------|--------------|----|
| Mo | Tu | We | Th | Fr |
| | 1 | 2 | 3 | 4 |
| | Scrutiny | | Panel (H) | |
| 7 | 8 | 9 | 13 | 14 |
| Standards | Brief | Cabinet | | |
| 14 | 15 | 16 | 20 | 21 |
| Council | OxC PC | PCF | Labour Group | |
| 21 | 22 | 23 | 24 | 25 |
| GPL Sub | | AGC | SJVG (ODS) | |
| 28 | 29 | 30 | 31 | |
| LA Sub | PRC | | | |

| August 2025 | | | | |
|-------------|----------|-----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| | Scrutiny | Panel (H) | PRC | |
| 11 | 12 | 13 | 14 | 15 |
| | | Cabinet | | |
| 18 | 19 | 20 | 21 | 22 |
| | OxC PC | | Labour Group | |
| 25 | 26 | 27 | 28 | 29 |
| Hol | LA Sub | | PRC | |

| March 2026 | | | | |
|------------|-----------|----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| 2 | 3 | 4 | 5 | 6 |
| Scrutiny | | *Council | PRC | |
| 9 | 10 | 11 | 12 | 13 |
| Panel (H) | LA Sub | Brief | | |
| 16 | 17 | 18 | 19 | 20 |
| PCF | Standards | Cabinet | Labour Group | |
| 23 | 24 | 25 | 26 | 27 |
| Council | OxC PC | | PRC | |
| 30 | 31 | | | |
| GPL Sub | Panel (C) | | | |

| April 2026 | | | | |
|------------|--------|------------|-----------|-----|
| Mo | Tu | We | Th | Fr |
| | | 1 | 2 | 3 |
| | | SJVG | Panel (F) | Hol |
| 6 | 7 | 8 | 9 | 10 |
| Hol | LA Sub | Scrutiny | AGC | |
| 13 | 14 | 15 | 16 | 17 |
| GPL Sub | | Cabinet | | |
| 20 | 21 | 22 | 23 | 24 |
| | OxC PC | SJVG (ODS) | PRC | |
| 27 | 28 | 29 | 30 | |
| | LA Sub | | | |

| September 2025 | | | | |
|----------------|----------|-----------|--------------|----|
| Mo | Tu | We | Th | Fr |
| | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 |
| GPL Sub | Scrutiny | Panel (F) | | |
| 12 | 13 | 14 | 15 | 16 |
| Panel (C) | Brief | Cabinet | | |
| 19 | 20 | 21 | 22 | 23 |
| LA Sub | OxC PC | | PRC | |
| 26 | 27 | 28 | 29 | 30 |
| LA/GPL | | | Labour Group | |

| October 2025 | | | | |
|--------------|----------|----------------|--------------|----|
| Mo | Tu | We | Th | Fr |
| | | 1 | 2 | 3 |
| | | AGC (accounts) | | |
| 6 | 7 | 8 | 9 | 10 |
| Council | Scrutiny | Brief | Panel (H) | |
| 13 | 14 | 15 | 16 | 17 |
| LA Sub | OxC PC | Cabinet | PRC | |
| 20 | 21 | 22 | 23 | 24 |
| LA Sub | AGC | | Labour Group | |
| 27 | 28 | 29 | 30 | 31 |

| May 2026 | | | | |
|----------|--------|----------------|--------------|----|
| Mo | Tu | We | Th | Fr |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| Hol | | | Election | |
| 11 | 12 | 13 | 14 | 15 |
| Train | Train | Train | Train | |
| 18 | 19 | 20 | 21 | 22 |
| Train | Train | Annual Council | Labour Group | |
| 25 | 26 | 27 | 28 | 29 |
| Hol | OxC PC | LA/GPL | PRC | |

| Key to Committees | | | | |
|---------------------------|---------|-------------------------------------|-------|------|
| Licensing Acts | LA Sub | Shareholder and Joint Venture Group | | SJVG |
| casework | | | | |
| General Purposes casework | GPL Sub | Member Training | Train | |
| LAC/ GPL main cttee | LA/GPL | Member Briefing | Brief | |
| Parish Council | PCF | Bank Holiday | Hol | |
| Audit | AGC | Scrutiny Panels | Panel | |
| Planning | OxC PC | Housing, Finance, Review | | |
| | | Planning Review | PRC | |

the Annual Council meeting must be held between the 8th day and the 21st day after the day of retirement of councillors

To: Council
Date: 27 November 2023
Report of: Head of Law and Governance on behalf of the Head of Paid Service (Chief Executive)
Title of Report: Decisions taken under Part 9.3(b) of the Constitution

| | |
|--|---|
| Summary and recommendations | |
| Purpose of report: | Council is asked to note the decisions taken by the Head of Paid Service (Chief Executive) using the powers delegated in Part 9.3(b) of the Constitution. |
| Recommendation(s): Council is recommended to: | |
| 1. Note the decisions taken as set out in the report. | |

| |
|-------------------|
| Appendices |
| None |

Introduction and background

1. This report updates Council on decisions taken by the Head of Paid Service (Chief Executive) using the urgency powers delegated to the Chief Executive in Part 9.3(b) of the Council's Constitution.
2. Where urgency powers are used the Constitution requires the Head of Paid Service to report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.

9.3 Role of Head of Paid Service

...

(b) The Head of Paid Service is authorised to take any urgent action necessary to protect the Council's interests and assets where time is of the essence and it is impracticable to secure authority to act where such authority would otherwise be required.

The Head of Paid Service, in so acting, will be guided by budget and the policy framework, will consult the other Statutory Officers before acting and will report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act.

Decisions taken using urgency and emergency powers

3. The following decisions have been taken using urgency powers for which Council would otherwise have been required to give the necessary authority to act. Council is responsible for agreeing or changing revenue and capital budgets and for setting housing rents. Council is asked to note these decisions.

| | |
|---|---|
| ITEM 1 | CONTINUATION OF REDUCED PRICING FOR PARK & RIDE PARKING AND-BUS TICKETS FOR THE PERIOD FROM 30 SEPTEMBER 2023 UNTIL THE CLOSE OF THE FULL COUNCIL MEETING ON 2 OCTOBER 2023 |
| Decision: To continue the combined ticket for Park and Ride (parking-and-bus ticket) from 30 September 2023 until the close of the meeting of full Council on 2 October 2023. | |
| Date decision made: | 26 September 2023 |
| Decision taker | Caroline Green, Head of Paid Service (Chief Executive) Decision taken in consultation with Cllr Louise Upton, Cabinet Member for Planning and Healthier Communities, Cllr Ed Turner, Deputy Leader and Cabinet Member for Finance and Asset Management, Nigel Kennedy, Head of Financial Services and Emma Jackman, Head of Law and Governance. The Chair of Scrutiny agreed to the taking of an urgent key decision which had not been notified on the Council's Forward Plan. |
| Was the decision taken under emergency or urgency rules? | Urgency – Constitution Part 9.3(b) |
| Is this a Key Decision? | No – Non-Key |
| Reasons for decision | On 13 July 2022 , Cabinet agreed to make permanent the combined ticket approach including 16 hours parking rather than 11 hours, plus a trial up to 30 September 2023 in terms of pricing. The promotion price was <ul style="list-style-type: none"> • £4 for 1 bus passenger and 1 car; and • £5 for 2 bus passengers and 1 car until 30 Sept 2023. On 13 September 2023 Cabinet recommended to Council (which meets on 2 October 2023), to agree the continued use of the combined ticket at the current price: <ul style="list-style-type: none"> • £4.50 1 bus passenger and 1 car; and |

| | |
|--|--|
| | <ul style="list-style-type: none"> £5.50 for 2 bus passengers and 1 car until April 2024. <p>The decision to offer combined tickets expires on 30 September 2023 which is prior to the full council meeting. Unless the present decision is taken, there is no authority for the use of the combined ticket in the intervening period.</p> <p>This decision ensures the Park and Ride combined ticket charges are valid at current rates between the 30 September and the 2 October full council meeting.</p> |
| Alternative options considered: | The Chief Executive could not take this decision; however, this would mean the Council would not have the legal power to charge for the combined tickets until the October full Council. |
| Wards significantly affected | None |
| Declared conflict of interest: | None |

Financial issues

- There are no financial issues arising beyond those set out in the documents attached to the published decisions.

Legal issues

- The urgency powers of the Head of Paid Service (Chief Executive) are set out in the Constitution.

| | |
|----------------------------|--|
| Report author | Jonathan Malton |
| Job title | Committee and Member Services Manager |
| Service area or department | Law and Governance |
| Telephone | 01865 529117 |
| e-mail | jmalton@oxford.gov.uk |

| |
|--------------------------------|
| Background Papers: None |
|--------------------------------|

This page is intentionally left blank

To: Council
Date: 27 November 2023
Report of: Head of Law and Governance
Title of Report: Decisions taken under Part 17.9 of the Constitution

| | |
|---|--|
| Summary and recommendations | |
| Purpose of report: | Council is asked to note the decision taken by the Executive Director (Development) under the provisions in Part 17.9 of the Constitution. |
| Recommendation: That Council resolves to: | |
| 1. Note the decision taken as set out in the report. | |

| | |
|-------------------|--|
| Appendices | |
| None | |

Introduction and background

1. This report updates Council on a decision taken by the Head of Paid Service (Chief Executive) under the provisions in Part 17.9 of the Council's Constitution.
2. Where the provisions under Part 17.9 are used the Constitution requires that the decision must be reported to the next ordinary Council meeting with the reasons why it was urgent.

Decisions taken under Part 17.9

3. The following decision has been taken under the provisions in Part 17.9 of the Constitution. Council is asked to note the decision.
4. This report does not include decisions taken under the provisions of Part 17.9 of the Constitution that have previously been reported to Council.

| | |
|---|---|
| ITEM 1 | TRANSFER OF THE COMPLETED DEVELOPMENT AT BRIDGES CROSS AT THE FORMER LUCY FAITHFULL HOUSE SITE ON SPEEDWELL STREET, OXFORD FROM OXFORD CITY HOUSING (DEVELOPMENT) LIMITED TO OXFORD CITY COUNCIL |
| As the developed block at the property includes both private (10) and affordable housing units (26), the details for the structure for the purchase back of the | |

developed site had to be agreed. The following has now been agreed:

The Council will enter into the following transactions:

1. OCHDL will grant a 999 year lease of the 26 affordable housing units to OCC for the consideration approved in July 2021 (and at a peppercorn rent). The premium for the lease is £10.25m in line with the original authority, this sum has been received by OCH(D)L through staged payments made by OCC in line with the 2021 decision.
2. On grant of the lease, the Council will release the charge it holds over the freehold property protecting advance payments (of the above consideration) which it has made.
3. OCHDL and the Council will enter into a management agreement under which the Council will manage the site, services, service charge and occupiers on behalf of OCHDL.
4. OCC and OCHDL will enter a forward sale agreement providing for OCC to purchase the freehold of the site for £1 once OCHDL has sold the final private unit.

All of the above will achieve the original intention of the Cabinet decision taken in 2019 which is to transfer the completed units back to the Council

| | |
|---|--|
| Date of decision: | 13 November 2023 |
| Decision taker | Caroline Green, Chief Executive Decision taken in consultation with: <ul style="list-style-type: none"> • Councillor Linda Smith, Cabinet Member for Housing • Nigel Kennedy, Head of Financial Services • Emma Jackman, Head of Law and Governance |
| Was the decision taken under emergency or urgency rules? | Constitution 17.9 <i>A decision to be taken cannot be called in if the Chair of the Scrutiny Committee, upon being consulted, agrees that:</i> <ul style="list-style-type: none"> • <i>the decision to be taken is both urgent and reasonable and</i> • <i>the delay caused by the call-in process would not be in the interests of the Council or the public.</i> <p><i>If the Chair of the Scrutiny Committee is not available, the Lord Mayor must agree that the decision to be taken is urgent and reasonable. If the Lord Mayor is not available, the Deputy Lord Mayor, Chief Executive or Monitoring Officer must agree.</i></p> <p><i>Decisions to which this rule applies must be identified on the notice of decision.</i></p> <p><i>Decisions to which this rule applies must be reported to the next ordinary Council meeting with the reasons why they were urgent. If the next meeting is within seven days of the decision being taken the decision taker will report to the next meeting after that.</i></p> |
| Is this a Key | Yes |

| | |
|--|--|
| Decision? | |
| Reasons for decision | The structure enables OCHDL to retain the income from the sale of the private units and removes risk for both parties. |
| Alternative options considered: | Not granting the lease or transferring the land, But OCHL are unable to dispose of the Shared Ownership or Affordable rented properties and they would have remained vacant. |
| Wards significantly affected | Osney and St Thomas |

Financial issues

5. The transfer by purchase of the land and the 26 affordable housing units from Oxford City Housing (Development) Limited by the Council's Housing Revenue Account (HRA) for a consideration of £10,250,000 in total. The consideration was initially taken in July 2021

Legal issues

6. At its meeting on 29 May 2019, Cabinet delegated authority to the Assistant Chief Executive, in consultation with the Head of Finance and the Head of Law and Governance to approve and facilitate the agreed purchase by the HRA of all affordable housing units at the OHCL development sites. The Assistant Chief Executive further delegated the decision to the Director of Housing.
7. The urgency provisions used to take the decision outlined in this report are set out in Part 17.9 of the Council's Constitution. In accordance with Part 17.9 of the Constitution, the Chair of the Scrutiny Committee, Councillor Lucy Pegg agreed that the taking of the decision was both urgent and reasonable, and that the delay caused by the call-in process would not be in the interests of the Council or the public.
8. Reasons for using the urgency provisions was because OCH(D)L had confirmed practical completion of Bridges Cross was anticipated on Monday 13th November. Practical completion triggered the transfer of the property back to Oxford City Council. 26 of the 36 of the units will be transferred back to OCC by way of long lease, these are the shared ownership and affordable rent units. OCH(D)L will then sell the other 10 of the units which are market sale. There is a forward sale agreement which triggered the transfer of the remainder of the freehold for £1 once OCH(D)L have completed the market sales.
9. There have been delays to this project, primarily due to utilities connections. There are a number of shared ownership units under offer in the development and the Council was at risk of losing these purchasers unless we completed the main transaction between OCC and OCH(D)L on Monday 13th November alongside practical completion to allow the individual sales to progress.
10. It had initially been thought that this decision could be taken as a non-key decision due to a previous decision being taken in 2021 to approve the value (£10.25m) of the transfer by purchase from OCC to OCH(D)L. The transaction had become more complex however and the arrangement now mean that a 999 lease, which is to be

entered in to lease the houses to the Council, will be the agreement under which the £10.25M is payable. The future transfer of the freehold title will take place for the sum of £1 once other conditional matters have been resolved. The decision to enter into this lease is therefore a key decision and there is now insufficient time to place on the forward plan and any delay will result in:

- a. delay in OCC's shared ownership sales; and
- b. delay in OCHDL's private sales (as the management agreement must first be completed/ put in place with OCC to manage the common parts)

11. There were already delays in this project due to the need to agree a complex structure between the parties with external legal input and a number of stakeholder services involved. Matters had become further protracted due to delays with utility providers providing connections. This had been a source of frustration for the flat purchasers and any further delay would risk:

- a. losing purchasers and having to remarket some of the units;
- b. reputational damage to the Council (and OCHDL); and
- c. an impact on OCHDL receiving its monies and in turn paying its dividends to the Council

| | |
|----------------------------|--|
| Report author | Jonathan Malton |
| Job title | Committee and Member Services Manager |
| Service area or department | Law and Governance |
| Telephone | 01865 529117 |
| e-mail | jmalton@oxford.gov.uk |

Background Papers: None

To: Council
Date: 27 November 2023
Report of: Head of Law & Governance (Monitoring Officer)
Title of Report: Amendment to Proper Officer Designations

| Summary and recommendations | |
|---|--|
| Purpose of report: | To seek Council agreement to amend the Constitution to reflect changes in responsibilities for functions. |
| Key decision: | No |
| Recommendation(s): That the Council resolves to: | |
| 1. | Approve the following changes to the Constitution: |
| a. | Amend Part 10.1 to include delegation to the Monitoring Officer to make amendments to Proper Officer designations to reflect changes to the senior management structure. |
| b. | Amend the table at Part 10.2 (Table of Proper Officer Responsibilities) at Local Government Act 1972 Section 234 "Signing notices, orders and other documents which the Council is required or authorised to issue by or under any enactment" to include 'where no Head of Service, the relevant director will be the Proper Officer'. |
| 2. | Note that the changes will take effect as of the 12 December 2023 |

| Appendices |
|-------------------|
| None |

Introduction and background

1. The Council's Constitution (Part 10) provides that Heads of Service are designated as the Proper Officer (the person in whose name documents must be issued) for the signing of "notices, orders and other documents which the Council is required or authorised to issue by or under any enactment" for functions which fall within their managerial and budgetary responsibility.

2. To reflect structural changes within the Council, the Proper Officer designations as set out at Part 10.2 of the Council's Constitution need to be amended to regularise the designation of Proper Officer.

3. The amendment of Part 10.1 to allow for a delegation to the Monitoring Officer will ensure minor amendments can be made to the designations set out in the table in the Constitution at Part 10.2 following any changes to the senior management structure.

Financial implications

2. There are no financial implications arising from the recommendations of this report.

Legal issues

3. This will ensure that the Proper Officer designations properly reflect the senior management structure.

Risk implications

4. If the amendments are not made it may affect the validity of the exercise of statutory functions or leave a gap in terms of who is able to exercise them, impacting on service delivery.

Equalities impact

5. No Equalities Impact Assessment is required as this is purely a change to align functions within the Council but will not impact on the delivery of any of the functions.

| | |
|----------------------------|--|
| Report author | Jonathan Malton |
| Job title | Committee and Member Services Manager |
| Service area or department | Law and Governance |
| Telephone | 01865 529117 |
| e-mail | jmalton@oxford.gov.uk |

| | |
|--------------------------------|----------------------------|
| Background Papers: None | |
| 1 | The Council's constitution |

To: Council
Date: 27 November 2023
Report of: Head of Community Services
Title of Report: New byelaws for parks and open spaces

| Summary and recommendations | |
|---|---|
| Purpose of report: | To approve that the existing byelaws for parks and open spaces be updated and for full consultation on the proposed draft set of new byelaws |
| Key decision: | Yes |
| Cabinet Member with responsibility: | Chewe Munkonge, Deputy Leader and Cabinet Member for Leisure and Parks |
| Corporate Priority: | <ul style="list-style-type: none"> • Safer communities/crime and disorder • Meeting the city's housing need • Sustainability through protection of habitats and the wider environment • Promoting active lifestyles |
| Policy Framework: | Thriving Communities Strategy and Green Space Strategy |
| Recommendation(s): That Council resolves to: | |
| <ol style="list-style-type: none"> 1. Approve that the existing byelaws for parks and open spaces are updated with new byelaws as set out in the draft set of new byelaws. 2. Approve that Officers undertake a consultation with such persons as the Council considers may be affected by the proposed byelaws when carrying out the regulatory assessment. 3. Notes that a further report will be presented to Members with results of the public consultation and whether the Council should submit its application to the Secretary of State for approval. 4. Notes that upon the Secretary of State granting leave for the Council to make the proposed byelaws there will be a further period of consultation of not less than 28 days. | |

| Appendices | |
|-------------------|----------------------------|
| Appendix 1 | Draft set of new byelaws |
| Appendix 2 | Equality Impact Assessment |

Introduction and background

1. The Council is required to ensure that its existing byelaws on Parks and Open Spaces are fit for purpose.

Overview

2. Oxford City Council has not updated its Parks and Open Spaces byelaws for over twenty five years, and there is now a need to update the list of sites currently covered by the existing byelaws as well as new byelaws. This is also in line with the changes of land use set out in the 2040 Local Plan which are aimed to meet the Council's housing need. Additionally, updating the byelaws would provide the opportunity to:
 - Provide a more comprehensive, but simplified and focused set of byelaws for all of the Council's green spaces aimed at ensuring the safety and welling being of all users, and the protection of habitats and the wider environment
 - Correct/update names/descriptions of sites to remove ambiguity and repetition
 - Remove outdated byelaws such as those prohibiting playing ball games and climbing trees etc, which are inappropriately aimed at minors and conflict with the priority to promote healthy place shaping and more active lifestyles
 - Adopt new byelaws to better deal with specific issues such as unauthorised use of drones, the lighting of fires and releasing sky lanterns, interference with life-saving equipment and speeding E-scooters in park areas
 - Adopt new byelaws to provide a clear set of regulations around mooring on Council sites to maintain availability of temporary visitor mooring births and prevent damage to sensitive riverine environments
 - Revoke the separate set of byelaws in place for Shotover Country Park and include the site under the single, simplified set for all Council's green spaces and play facilities

Consultation

3. If approval is granted, the Council will consult such persons as it considers may be affected by the proposed byelaws – which may include persons who are not resident in the Council's area. In addition, there will be consultation with local disability groups to make sure that their opinions are taken into account. On the completion of the consultation there will be a further report to Council updating on the consultation results, approval to submit application to the Secretary of State and further consultation on the approved byelaws.

Regulatory Assessment

4. Officers will undertake a regulatory assessment of the proposed draft set of new byelaws to ensure that the proposed byelaws are proportionate. As part of the assessment officers have considered the objectives of the proposed byelaws and whether the objectives can be achieved in any other way, short of a byelaw. Officers have concluded that the absence of the proposed byelaws will have a number of implications:
 - There would be no clear, central point of reference for the public regarding what they can and can't do in the council's green spaces
 - This would greatly reduce the powers available to officers to tackle antisocial behaviour which can impact on the safety of the public and protection of habitats
 - Dealing with vehicle trespass would subsequently rely on application to the courts on a case by case basis with the delays around eviction and significant costs implications
 - PSPO's could be introduced to tackle certain forms of antisocial behaviour, but these require evidence of serious and on-going issues at a specified location and have to be renewed every three years, with the resource and costs implication involved
5. As part of the regulatory assessment, the Council will consult with those affected by the proposed byelaws, to include persons who are not local residents.
6. On completion of the consultation and having fully assessed the proportionality of the proposed byelaws, officers will prepare a statement of this assessment and which will be published on the Council's website.

Financial implications

7. On balance, the proposed approach to updating the byelaws is considered resource neutral and will be met from existing budgets. Most of the research into and documentation for submitting to the Secretary of State to consider the draft byelaws, report, deregulatory statement and equality assessment has already been completed.

Legal issues

8. The statutory guidance issued by Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government provides that byelaws should always be proportionate and reasonable. Where a byelaw is no longer necessary, it should be revoked. The Byelaws (Alternative Procedure) (England) Regulations 2016 introduce new arrangements for byelaws that decentralise the byelaw making process removing the need for the Secretary of State's confirmation.
9. The Council must prepare a draft of the proposed byelaw. It must then undertake a regulatory assessment of the proposed byelaw to ensure that the proposed byelaw is proportionate. In carrying out the regulatory assessment the Council must consult such persons as it considers may be affected by the proposed byelaw. Once the Council has assessed the proportionality of the proposed byelaw it must prepare a statement of this assessment and publish it on its website. Following consultation and assessment the Council must submit its application to the Secretary of State for

approval. The Secretary of State may give leave for the Council to make the proposed byelaw, or it may request minor technical and formatting changes when giving leave to make the byelaw.

10. Once the Secretary of State has given leave, the Council must give notice of the proposed byelaw in one or more local newspapers circulating in the area to which the byelaw applies and on its website. The notice must state the consultation period, of not less than 28 days, within which the public may inspect the draft byelaws. The notice must also state the address, and if necessary, the e-mail address, to which members of the public may send representations about the proposed byelaw. The Council must consider all representations received, including objections, before making any decision about whether or not to make the proposed byelaw.
11. The Council must consult upon the proposed byelaws. The legal requirements relating to public consultation are:
 1. consultation must be at a time when the Council's proposals are still at a formative stage;
 2. the proposer must give sufficient reasons for any proposal to permit of intelligent consideration and response;
 3. adequate time must be given for consideration and response; and
 4. the product of consultation must be conscientiously taken into account in finalising any proposals.
12. In terms of the fourth point, the decision maker must consider consultation responses with a 'receptive mind' and be prepared to change course if persuaded. But there is no duty to adopt the views of consultees.
13. The adoption of any byelaws, following consultation and assessment, must take into account the Council's equality duties. In summary these legal obligations require the Council, when exercising its functions, to have 'due regard' to the need to: (i) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act; (ii) to advance equality of opportunity between people who share relevant protected characteristic and those who do not; and (iii) foster good relations between people who share a relevant protected characteristic and those who do not (which involves tackling prejudice and promoting understanding).
14. The proposed draft set of new byelaws will be subject to a full Equality Impact Assessment (EqIA) and public consultation.

Level of risk

15. There are minimal risks associated with the updating of the existing byelaws as well as new byelaws. The new arrangements for making byelaws transfer the accountability for making byelaws to local councils. The risks are mitigated by

the regulatory assessment of the proposed draft set of new byelaws to ensure that the proposed byelaws are proportionate. As set out at paragraph 5 above officers have considered the objectives of the proposed byelaws and whether the objectives can be achieved in any other way, short of a byelaw.

16. The main risk is that the Secretary of State could choose to defer his decision to allow time for further consideration. Considerable care has been taken when drafting the draft set of new byelaws as they include moorings, e-scooters and drones which are not included in the Model byelaws, which are considered useful in preparing the draft.

Equality impact

17. The adoption of the proposed draft set of new byelaws will be subject to consultation, appropriate approvals and equality impact assessments. The Equalities Impact assessment can be found at Appendix 3. The Council will continue to monitor equalities impact throughout the development of the proposed byelaws.

Carbon and Environmental Considerations

18. There are few environmental considerations arising directly from this report and no impact is anticipated on the environment. The proposed set of new byelaws will contribute positively to environmental improvements.

| | |
|----------------------------|--|
| Report author | Chris Bell |
| Job title | Green and Blue Spaces Development Manager |
| Service area or department | Community Services |
| Telephone | 01865 259246 |
| e-mail | cbell@oxford.gov.uk |

Background Papers: None

This page is intentionally left blank

APPENDIX 1 -Draft updated byelaws

OXFORD CITY COUNCIL

**BYELAWS FOR PLEASURE GROUNDS, PUBLIC
WALKS AND OPEN SPACES**

ARRANGEMENT OF BYELAWS

PART [1]

GENERAL

1. General interpretation
2. Application

PART [2]

PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC

Interpretation of Part [2]

3. Protection of structures and plants
4. Unauthorised erection of structures
5. Grazing
6. Protection of wildlife
7. Camping
8. Fires
9. Missiles
10. Interference with life-saving equipment

PART [3]

HORSES, CYCLES AND VEHICLES

Interpretation of Part [3]

11. Horses
12. Cycling
13. Motor vehicles
14. Overnight parking

PART [4]

PLAY AREAS, GAMES AND SPORTS

Interpretation of Part [4]

15. Children's play areas

- 16. Children's play apparatus
- 17. Skateboarding
- 18. Cricket
- 19. Archery
- 20. Field sports
- 21. Golf

PART [5]
WATERWAYS

Interpretation of Part [5]

- 22. Mooring
- 23. Fishing
- 24. Blocking and pollution of watercourses

PART [6]
MODEL AIRCRAFT

Interpretation of Part [6]

- 25. Model aircraft and drones

PART [7]
E-SCOOTERS

Interpretation of Part [7]

- 26. E-Scooters

PART [8]
OTHER REGULATED ACTIVITIES

- 27. Provision of services
- 28. Excessive noise
- 29. Public shows and performances
- 30. Aircraft, hang-gliders and hot air balloons
- 31. Metal detectors

PART [9]
MISCELLANEOUS

- 32. Obstruction
- 33. Savings

34. Removal of offenders

35. Penalty

36. Revocation

SCHEDULE [1] - Grounds to which byelaws apply generally

SCHEDULE [2] – Grounds where mooring is restricted

SCHEDULE [3] – Grounds where temporary mooring is permitted

Byelaws made under section 164 of the Public Health Act 1875, sections 12 and 15 of the Open Spaces Act 1906 and section 235 of the Local Government Act 1972 by the Oxford City Council with respect to grounds listed in Schedule 1 with respect to pleasure grounds, public walks and open spaces, for the good rule and government of Oxford City Council and for the prevention and suppression of nuisances.

PART [1]

GENERAL

General Interpretation

1. In these byelaws:

“the Council” means Oxford City Council;

“the ground” means any of the grounds listed in Schedule [1]

“designated area” means an area in the ground which is set aside for a specified purpose, that area and its purpose to be indicated by notices placed in a conspicuous position;

“invalid carriage” means a vehicle, whether mechanically propelled or not,

- (a) the unladen weight of which does not exceed 150 kilograms,
- (b) the width of which does not exceed 0.85 metres, and
- (c) which has been constructed or adapted for use for the carriage of a person suffering from a disability, and used solely by such a person.

Application

These byelaws apply to all of the grounds listed in Schedule [1].

Part [5] Waterways: Byelaw [21 (1)] applies to all those grounds listed in Schedule [2].

Part [5] Waterways: Byelaw [21 (2), (3), (4), (5), (6) and (7)] applies to all those grounds listed in Schedule [3].

PART [2]

PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC

Interpretation of Part [2]

In this Part:

“Sky lantern” means any unmanned device which relies on an open flame or other heat source to heat air within it with the intention of causing it to lift into the atmosphere

Protection of structures and plants

2. (1) No person shall without reasonable excuse remove from or displace within the ground:
 - (a) any barrier, post, seat or implement, or any part of a structure or ornament provided for use in the laying out or maintenance of the ground; or
 - (b) any stone, soil or turf or the whole or any part of any plant, shrub or tree.
- (2) No person shall walk on or ride, drive or station a horse or any vehicle over:
 - (a) any flower bed, shrub or plant;
 - (b) any ground in the course of preparation as a flower bed or for the growth of any tree, shrub or plant; or
 - (c) any part of the ground set aside by the Council for the renovation of turf or for other landscaping purposes and indicated by a notice conspicuously displayed.

Unauthorised erection of structures

3. No person shall without the consent of the Council erect any barrier, post, ride or swing, building or any other structure.

Grazing

4. No person shall without the consent of the Council turn out or permit any animal for which they are responsible to graze in the ground.

Protection of wildlife

5. (1) No person shall kill, injure, take or disturb any animal, or engage in hunting or shooting or the setting of traps or the laying of snares.

Camping

6. No person shall without the consent of the Council erect a tent or use a vehicle, caravan or any other structure for the purpose of camping [except in a designated area for camping or authorised by the council as part of an event].

Fires

7. (1) No person shall:
 - (a) light a fire; or
 - (b) place, throw or drop a lighted match or any other thing likely to cause a fire; or
 - (c) release a lighted sky lantern into the atmosphere.
- (2) Byelaw (1) shall not apply to:

[(a)] [the lighting of a fire at any event or activity for which the Council has given permission that fires may be lit.

Missiles

8. No person shall throw or use any device to propel or discharge in the ground any object which is liable to cause injury to any other person.

Interference with life-saving equipment

9. No person shall, except in case of emergency, remove from or displace within the ground or otherwise tamper with any life-saving appliance provided by the Council.

PART [3]

HORSES, CYCLES AND VEHICLES

Interpretation of Part [3]

In this Part:

“designated route” means a route in or through the ground which is set aside for a specified purpose, its route and that purpose to be indicated by notices placed in a conspicuous position;

“motor cycle” means a mechanically-propelled vehicle, not being an invalid carriage, with less than four wheels and the weight of which does not exceed 410 kilograms;

“motor vehicle” means any mechanically-propelled vehicle other than a motor cycle or an invalid carriage;

“trailer” means a vehicle drawn by a motor vehicle and includes a caravan.

Horses

10. (1) No person shall ride a horse except:
 - (a) on a designated route for riding; or
 - (b) in the exercise of a lawful right or privilege.
- (2) Where horse-riding is permitted by virtue of byelaw [10](1)(a) or a lawful right or privilege, no person shall ride a horse in such a manner as to cause danger to any other person.

Cycling

- (1) No person shall cycle on any footway or carriageway in such a manner as to cause danger or give reasonable grounds for annoyance to other persons using the footway or carriageway.

Motor vehicles

11. (1) No person shall without reasonable excuse bring into or drive in the ground a motor cycle, motor vehicle or trailer except in any part of the ground where there is a right of way [or a designated route] for that class of vehicle.

(2) [Where there is a designated route for motor cycles, motor vehicles or trailers, it shall not be an offence under this byelaw to bring into or drive in the ground a vehicle of that class for the sole purpose of transporting it to the route].

(3) Byelaw [1] shall not apply to:

(a) Any vehicle which the Council has given permission to drive into the ground as part of an authorised event or activity.

Overnight parking

12. No person shall without the consent of the Council leave or cause or permit to be left any motor vehicle in the ground between the hours of 10 p.m. and 6 a.m.

PART [4]

PLAY AREAS, GAMES AND SPORTS

Interpretation of Part [4]

In this Part:

“golf course” means any area within the ground set aside for the purposes of playing golf and includes any golf driving range, golf practice area or putting course;

“self-propelled vehicle” means a vehicle, other than a cycle, invalid carriage or pram which is propelled by the weight or force of one or more persons skating, sliding or riding on the vehicle or by one or more persons pulling or pushing the vehicle.

Children’s play areas

13. No person aged 14 years or over shall enter or remain in a designated area which is a children’s play area unless in charge of a child under the age of 14 years.

Children’s play apparatus

14. No person aged 14 years or over shall use any apparatus stated to be for the exclusive use of persons under the age of 14 years by a notice conspicuously displayed on or near the apparatus.

Skateboarding, etc

Skateboarding, etc permitted but must not cause danger or annoyance

15. No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles in such a manner as to cause danger or give reasonable grounds for annoyance to other persons.

Cricket

16. No person shall throw or strike a hard cricket ball with a bat except in a designated area for playing cricket.

Archery

17. No person shall engage in the sport of archery except in connection with an event organised by or held with the consent of the Council.

Field sports

18. No person shall throw or put any javelin, hammer, discus or shot except in connection with an event organised by or held with the consent of the Council [or on land set aside by the Council for that purpose].

Golf

Golf prohibited [except where part of ground is set aside as golf course]

19. No person shall drive, chip or pitch a hard golf ball [except on the golf course].

Where part of ground is set aside as a golf course

20. (1) No person shall play golf on the golf course unless that person holds a valid ticket issued by or on behalf of the Council entitling him to do so, which ticket shall be retained and shown on demand to any authorised officer or agent of the Council.
- (2) No person shall enter on to or remain on the golf course unless:
- (a) taking part in the game of golf or accompanying a person so engaged

PART [5]

WATERWAYS

Interpretation of Part [5]

In this Part:

“boat” means a vessel of every description and includes any yacht, motor boat, barge or similar water craft with or without means of propulsion used or capable of being used as a means of transportation or habitation on, in, or by water, and without prejudice to the generality of the foregoing description includes any houseboat but not a model or toy boat;

“power-driven” means driven by the combustion of petrol vapour or other combustible substances;

“waterway” means any river, lake, pool or other body of water and includes any fountain.

“mooring” means the act of being physically attached to any ground listed under Schedule [2] or [3], physically touching the ground, or tied to objects in the ground, by way of ropes, gangplanks, stakes in the ground, or other similar methods.

Mooring

21.

- (1) No person shall moor any boat in any ground listed under Schedule [2] where mooring is prohibited, except in an emergency.
- (2) No person shall in any ground listed in Schedule [3] moor any boat or permit any boat to be moored for a period longer than the 72 hour duration allowed for visitor mooring provided for this purpose (listed under Schedule [3] (no return within 14 days).
- (3) No boat owner or occupier shall store items on any area of the ground, or dump rubbish or generally litter the ground
- (4) No boat owner or occupier shall behave in any way which causes distress or annoyance to any other person on the ground, adjacent residents or other boat owner/occupiers
- (5) No boat owner or occupier shall foul or pollute any water course in the ground by inappropriate disposal of waste matter or material, or create air pollution through the burning of inappropriate fuel or other similar materials.
- (6) No boat owner or occupier shall create trip hazards along the towpath or riverbank through inconsiderate positioning of mooring spikes or ropes
- (7) No boat owner or occupier shall undertake actions detrimental to wildlife and habitats, including damage to trees and riverbanks

Fishing

22. No person shall in any waterway cast a net or line for the purpose of catching fish or other animals [except in a designated area for fishing].

Blocking and pollution of watercourses

23. (1) No person shall cause or permit the flow of any drain or watercourse in the ground to be obstructed, diverted, open or shut or otherwise move or operate any sluice or similar apparatus.
- (2) No person shall foul or pollute any water course in the ground.

PART [6]

MODEL AIRCRAFT AND DRONES

Interpretation of Part [6]

In this Part:

“model aircraft” means an unmanned aircraft which weighs not more than 7 kilograms without its fuel;

“drone” means unmanned aircraft that is remotely controlled by a person on the ground.

“power-driven” means driven by:

- (a) the combustion of petrol vapour or other combustible substances;
- (b) jet propulsion or by means of a rocket, other than by means of a small reaction motor powered by a solid fuel pellet not exceeding 2.54 centimetres in length; or
- (c) one or more electric motors or by compressed gas.

“radio control” means control by a radio signal from a wireless transmitter or similar device.

24. (1) No person shall cause any power-driven model aircraft or drone to:
- (a) take off or otherwise be released for flight or control the flight of such an aircraft in the ground; or
 - (b) land in the ground without reasonable excuse.
- (2) Byelaw [23] shall not apply to use of model aircrafts or drones at authorised events or where a specified area is designated for this activity.

PART [7]

E-SCOOTERS

Interpretation of Part [7]

In this Part

“E-Scooter” means a motor vehicle which:

- (a) is fitted with an electric motor with a maximum continuous power rating not exceeding 500 watts;
- (b) is not fitted with pedals that are capable of propelling the vehicle;
- (c) has two wheels, one front and one rear, aligned along the direction of travel;
- (d) is designed to carry no more than one person;
- (e) has a maximum weight, excluding the driver, not exceeding 55 kilograms;
- (f) has a maximum design speed not exceeding 15.5 miles per hour;
- (g) has a means of directional control through the use of handlebars which are mechanically linked to the steered wheel;
- (h) has a means of controlling the speed through hand controls; and
- (i) has a power control that defaults to the 'off' position

25. No person shall use the ground for the purpose of passage by e-scooter.

PART [8]

OTHER REGULATED ACTIVITIES

Provision of services

26. No person shall without the consent of the Council provide or offer to provide any service for which a charge is made.

Excessive noise

27. (1) No person shall, after being requested to desist by any other person in the ground, make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground by:
- (a) shouting or singing;
 - (b) playing on a musical instrument; or
 - (c) by operating or permitting to be operated any radio, phone, amplifier, tape recorder, or similar device.
- (2) Byelaw 26(1) does not apply to any person holding or taking part in any entertainment held with the consent of the Council.

Public shows and performances

28. No person shall without the consent of the Council hold or take part in any public show or performance.

Aircraft, hang gliders and hot air balloons

29. No person shall except in case of emergency or with the consent of the Council take off from or land in the ground in an aircraft, helicopter, hang glider or hot air balloon.

Metal detectors

30. (1) No person shall without the consent of the Council use any device designed or adapted for detecting or locating any metal or mineral in the ground.

PART [9]

MISCELLANEOUS

Obstruction

31. No person shall obstruct:
- (a) any officer of the Council in the proper execution of their duties;

- (b) any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
- (c) any other person in the proper use of the ground, or behave so as to give reasonable grounds for annoyance to other persons in the ground

Savings

- 32. (1) It shall not be an offence under these byelaws for an officer of the Council or any person acting in accordance with a contract with the Council to do anything necessary to the proper execution of his duty.
- (2) Nothing in or done under these byelaws shall in any respect prejudice or injuriously affect any public right of way through the ground, or the rights of any person acting lawfully by virtue of some estate, right or interest in, over or affecting the ground or any part of the ground.

Removal of offenders

- 33. Any person offending against any of these byelaws may be removed from the ground by an officer of the Council or a constable.

Penalty

- 34. Any person offending against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

Revocation

- 35. The byelaws made by the Council on 8th July 1996 and confirmed by the Secretary of State for the Home Department on 23rd February 1996 relating to the land are hereby revoked
- 36. The byelaws relating to Shotover County Park, made by the Council on 5th March 1996 and confirmed by the Secretary of State for the Home Department on 1st July 1996 relating to the land are hereby revoked

SCHEDULES

SCHEDULE [1]

GROUNDS TO WHICH BYELAWS APPLY

Insert schedule in here

SCHEDULE [2]

NO MOORING AREAS

GROUNDS TO WHICH BYELAWS APPLY

Insert schedule in here

SCHEDULE [3]

TEMPORARY VISITOR MOORING AREAS

GROUNDS TO WHICH BYELAWS APPLY

Insert schedule in here

This page is intentionally left blank

Why do an Equalities Impact Assessment (EqIA)?

1. Equalities Impact Assessment (EqIA) is part of Oxford City Council's **Public Sector Equality Duty (PSED) (Equality Act 2010)**.

The General PSED enables Oxford City Council to:

- a. **identify and remove discrimination,**
 - b. **identify ways to advance equality of opportunity,**
 - c. **foster good relations.**
2. **An EqIA must be done before making any decision(s)** that may have an impact on people and/or services that people use and depend on.
 3. An **EqIA form is one of many tools** that can simplify and structure your equalities assessment.
 4. We are passionate about equalities, and we highly recommend that **Corporate Management Team (CMT) reports and all projects must attach an EqIA.**

For questions, queries, and a chat about how to do your EqIA, please email your EDI officers:

1. Mili Kalia – milkalia@oxford.gov.uk
2. Sobia Afridi- safridi@oxford.gov.uk

Please do refer to our [SharePoint Page](#) for support such as FAQs and Examples, etc.

A good EqIA has the following attributes:

1. **Comprehensively considers the 9 protected characteristics.**

| | |
|---------------------------------|-----------------------|
| 1. Age | 6. Race & Ethnicity |
| 2. Disability | 7. Religion or Belief |
| 3. Gender Reassignment | 8. Sex |
| 4. Marriage & Civil Partnership | 9. Sexual Orientation |
| 5. Pregnancy & Maternity | |

2. It has **considered equality of treatment** towards service users, residents, employees, partners, council suppliers & contractors, and Council Members
3. Sufficiently considered **potential and real impact** of proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members.
4. **Systematically recorded and reported** any potential and real impact of your proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members
5. **Collected, recorded, & reported sufficient information and data** on how your policy or proposal will have an impact.
6. Offers **mitigations or adjustments** if a PSED has been impacted.
7. Provides clear **justifications** for your decisions.
8. It is written in **plain English** with simple short sentence structures.

Section 1: General overview of the activity under consideration

| | | | | | |
|-----|---|--|-----|---|--|
| 1. | Name of activity being assessed. For example: -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc. | Updates regarding byelaws for grouds, public walks and open spaces. Changes suggested are removal of old byelaws: 1. Cycling in parks 2. Tree Climbing 3. Plaing ball games 4. Moorings | 2. | The implementation date of the activity under consideration: | 01/08/2024 |
| 3. | Directorate/Department(s): | Community Services. | 4. | Service Area(s): | Green and Blue Spaces . |
| 5. | Who is (are) the assessment lead(s): Please provide: -Name -Email address | Chris Bell. | 6. | Contact details, in case there are queries: Please provide: -Name -Email address | Chris Bell cbell@oxford.gov.uk. |
| 7. | Is this a new or ongoing EqlA? | New <input checked="" type="checkbox"/> Extension to existing EqlA <input type="checkbox"/> | 8. | If this is an extension of a previous EqlA, please indicate where the previous EqlA is located and share the link to the said EqlA. | Please type here. |
| 9. | Date this EqlA started: | 14/11/2023 | | | |
| 10. | Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which | Unsure | 11. | Give a date (tentative or otherwise) when this assessment will | 15/11/2023 |

will be published online?

be taken to the CMT.

Section 2: About the activity, change, or policy that is being assessed.

| | | | | |
|--|--|--|---|---|
| 12. Type of activity being considered: Check the most appropriate. | <input type="checkbox"/> Budget | <input type="checkbox"/> Decommissioning | <input type="checkbox"/> Commissioning | <input checked="" type="checkbox"/> Change to an existing activity. |
| | <input type="checkbox"/> New Activity | <input type="checkbox"/> Others. Please | | |
| 13. Which priority area(s) within Oxford City Council's Corporate strategy (2020-2024) does this activity fulfil? Please check as needed. | <input type="checkbox"/> Enable an inclusive economy. | <input type="checkbox"/> Deliver more affordable housing. | <input checked="" type="checkbox"/> Support thriving communities. | <input checked="" type="checkbox"/> Pursue a zero carbon Oxford. |
| 14. Which priority area(s) within Oxford City Council's Equality, Diversity & Inclusion Strategy (2022) does this activity fulfil? Please check as needed. | <input checked="" type="checkbox"/> Responsive services and customer care. | <input type="checkbox"/> Diverse and engaged workforce. | <input type="checkbox"/> Leadership & organisational commitment. | <input checked="" type="checkbox"/> Understanding and working with our communities. |
| 15. Outline the aims, objectives, & priorities of the activity being considered. | Aims: 1: Update byelaws and permit activities that are beneficial and inkeeping with | Objectives: 1. Allow more opportunities for public to use open spaces. | Priorities: 1. Make space available for public use- cycling 2. Ensure there is clear | |

| | | | | |
|------------|---|-----------------------------|--|---|
| | | new ways of managing parks. | | guidelines and public protection in place. 3. Promote Healthy Place Shaping and healthy lifestyle. |
| 16. | Please outline the consequences of not implementing this activity. For example, -Existing activity does not fulfill Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few. | List consequences. | | |

Section 3: Understanding service users, residents, staff and any other impacted parties.

| | | | | |
|------------|--|--|--|--|
| 17. | Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups? Please provide details— -when, -how many, and -the approach taken. | No. But equalities impact will be monitored as things progress. | | |
| 18. | List information and data used to understand who your residents or staff are and how they will be impacted. These could be- -third-party research, -census data, -legislation, | There is very limited or no data available at the time of doing the EqIA. Data around impact will be monitored | | |


| | | |
|------------|---|--|
| | -articles, -reports, -briefs. | |
| 19. | <p>If you have not done any consultations or collected data & information, are you planning to do so in the future?</p> <p>Please list the details – -when, -with whom, and -how long will you collect the relevant data.</p> | <p>When?- As soon possible.</p> <p>Who will you focus on?- General Public.</p> <p>How long will you collect the data? 4- 6 weeks the consultation will remain open.</p> |


Section 4: Impact analysis.

6
3

| | | | | | |
|------------|---|--|---|--|-------------------------------------|
| 20. | Who does the activity impact? | Service Users | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| | Check as needed. | Members of staff | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| | The impact may be positive, negative or unknown. | General public | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| | | Partner / Community Organisation | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| | | City Councillors | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| | | Council suppliers and contractors | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | Don't Know <input type="checkbox"/> |

21. Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?
 Check as needed and provide evidence-driven conclusions.

| Protected Characteristic | Positive | Negative | Neutral | Don't know | Data/information supporting your assessment | Analysis, insight & mitigations |
|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|---|--|
| Age 94 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>No data is available. The public consultation will add value to this</p>  <p style="text-align: center;">OXFORD CITY COUNCIL</p> | <p>1. Cycling in parks- Positive- more spaces will become open for resident to further corporate objective around healthy-place shaping, especially age groups that are active and not affected by age related mobility challenges. The spaces will become more open for individuals who use mobility aids as the existing byelaws will inhibit access to these spaces right now.</p> <p>Negative-People with age related mobility impairment might feel hindered and uncomfortable when there is unconsidered bicycle traffic.</p> <p>2. Tree Climbing- Positive mostly for younger age groups. However, the consultation may reveal other issues.</p> <p>3. Playing ball games- Positive-for some age groups. However, a consultation may reveal other issues.</p> <p>4. Temporary Moorings- Positive- This is a welcome byelaw and it will prevent unsolicited and harmful obstructions to public pathways as this byelaw will prevent this from happening. These can be particularly harmful for</p> |

| | | | | | | |
|---|---|---|---|---|---|---|
| 96 | | | | | | <p>people with age related mobility issues or some forms of disabilities such as eyesight.</p> <p>Mitigation:</p> <p>We are particularly concerned about the change in how bicycles with use these open spaces and pathways. It must be noted that right now this is not being policed. However, another byelaw is retained which would still allow for prosecution of any persistent offenders who cycle recklessly in a park or other green space: No person shall cycle on any footway or carriageway in such a manner as to cause danger or give reasonable grounds for annoyance to other persons using the footway or carriageway.</p> |
| Disability (Visible and invisible) | ☒ | ☒ | ☐ | ☐ | <p>No data</p>  | <p>1. Cycling in parks-</p> <p>Positive- more spaces will become open for resident to futher corporate objective around healty-place shaping, especially people with no disability. The spaces will beocme more open for individuals who use mobility aids as the exiting byelaws will inhibited access to these spaces right now. See image below how these bicylce constraints also prevent access to resident with mobility aid.</p> |



Negative-People with age related mobility impairment might feel hindered and uncomfortable when there is unconsidered bicycle traffic.

2. Tree Climbing- Positive mostly for people with no disability. However, the consultation may reveal other issues.



Negative- individuals with disability will not be able to enjoy this activity. However, because the byelaw does not take-away conditions in which people with disability could continue to enjoy these spaces, the impact noted will be non-significant.

3. Playing ball games-

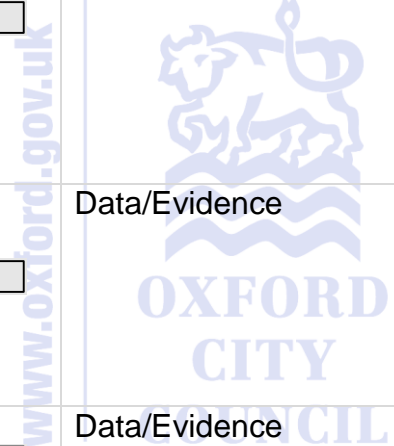
Positive mostly for people with no disability. However, the consultation may reveal other issues.

Negative- individuals with disability will not be able to enjoy this activity. However, because the byelaw does not take-away conditions in which people with disability could continue to enjoy these spaces, the impact noted will be non-significant.

Positive-for some age groups. However, a consultation may reveal other issues.

| | | | | | | |
|---|--------------------------|--------------------------|-------------------------------------|--------------------------|---|---|
| 97 | | | | |   | <p>4. Temporary Moorings- Positive- This is a welcome byelaw and it will prevent unsolicited and harmful obstructions to public pathways as this byelaw will prevent this from happening. These can be particularly harmful for people with age related mobility issues or some forms of disabilities such as eyesight.</p> <p>Mitigation:</p> <p>We are particularly concerned about the change in how bicycles with use these open spaces and pathways. It must be noted that right now this is not being policed. However, another byelaw will be retained which would still allow for prosecution of any persistent offenders who cycle recklessly in a park or other green space: No person shall cycle on any footway or carriageway in such a manner as to cause danger or give reasonable grounds for annoyance to other persons using the footway or carriageway.</p> |
| Gender re-assignment | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data/Evidence | What is the data telling us about the impact on this group? How will you mitigate the disproportionate impact (positive or negative)? |
| Marriage & Civil Partnership | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data/Evidence | What is the data telling us about the impact on this group? How will you mitigate the disproportionate impact (positive or negative)? |
| Race, Ethnicity and/or | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data/Evidence | What is the data telling us about the impact on this group? |

| | | | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|--------------------------|---------------|---|
| | | | | | | in a park or other green space: No person shall cycle on any footway or carriageway in such a manner as to cause danger or give reasonable grounds for annoyance to other persons using the footway or carriageway. |
| Religion or Belief | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data/Evidence | What is the data telling us about the impact on this group? How will you mitigate the disproportionate impact (positive or negative)? |
| Sex 66 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data/Evidence | What is the data telling us about the impact on this group? How will you mitigate the disproportionate impact (positive or negative)? |
| Sexual Orientation | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data/Evidence | What is the data telling us about the impact on this group? How will you mitigate the disproportionate impact (positive or negative)? |
| Other (voluntary consideration) For example: Migrant, refugee, or asylum seekers | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data/Evidence | What is the data telling us about the impact on this group? How will you mitigate the disproportionate impact (positive or negative)? |
| Other (voluntary consideration) For example: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data/Evidence | What is the data telling us about the impact on this group? How will you mitigate the disproportionate impact (positive or negative)? |



| | | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|--|--|
| Socio-economic status (income, wealth, etc.) | | | | | | |
| Other For example: - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | List the other groups Data/Evidence | What is the data telling us about the impact on this group? How will you mitigate the disproportionate impact (positive or negative)? |

100

Section 5: Conclusion(s) of your Full Impact Assessment

| | | | | | | | |
|-----|--------------------------------------|-----------------------------------|--------------------------|--|-------------------------------------|---|--------------------------|
| 22. | Conclusions. Check as needed. | | | | | | |
| | <input type="checkbox"/> | Stop and reconsider the activity. | <input type="checkbox"/> | Adjust activity before beginning the activity and continue to monitor. | <input checked="" type="checkbox"/> | No major change(s) or adjustments and continue with activity but continue to monitor. | <input type="checkbox"/> |

| | | |
|-----|-------------------------------|---|
| 23. | Please explain how you | 1. The over impact of the changes the existing byelaws are positive, however because we are due to consult it |
|-----|-------------------------------|---|

| | |
|--|--|
| <p>have reached your conclusions above.</p> | <p>will be important to monitor public feedback on the following protected characteristics- Age, Disability, Pregnancy and Maternity for the four areas of change suggested.</p> <p>2. The change in the byelaws will support Council’s Corporate objective of encouraging a healthy lifestyle with residents being able to enjoy spaces for play and sport. However, the consultation will highlight any public concerns.</p> <p>2. Close monitoring of unconsidered bicycle practices is needed.</p> |
|--|--|



Section 6: Monitoring and review plan.

The responsibility for maintaining a monitoring arrangement of the EqIA action plan lies with the service/team completing the EqIA. These arrangements must be built into the performance management framework such as KPIs or Risk Registers.

| | |
|--|-----------------------------------|
| <p>24. Who or which team or service area will be responsible for monitoring equalities impact?</p> <p>For example- - team, -directorate,</p> | <p>Chris Bell</p> |
|--|-----------------------------------|

| | | | |
|-----|--|------------|--|
| 25. | -service area, -Equalities Steering Group, etc. | | |
| | Who (individual, team, or service area) will be responsible for carrying out the EqIA review? | Chris Bell | |
| 26. | How often will the equality impact be reviewed for this activity? For example- -quarterly, -yearly, etc. | Annually | |
| | | 27. | Date when the EqIA will be reviewed again. 15/11/2024 |



102

Section 7: Sign-off

| | | |
|----------------------|---|----------------------|
| Name: Chris Bell | Name: Mili Kalia | Name: Full Name |
| Job Title: Type here | Job Title: EDI Lead, Community Services | Job Title: Type here |
| Signature: ----- | Signature: Mili Kalia ----- | Signature: ----- |
| Name: Full Name | Name: Full Name | Name: Full Name |
| Job Title: Type here | Job Title: Type here | Job Title: Type here |
| Signature: | Signature: | Signature: |

- Suggested list of people to include are:**
- 1) Project lead/manager.
 - 2) Head of service area or team.
 - 3) Person who completed the EqIA.
 - 4) EDI Lead.
 - 5) EDI Specialist.
 - 6) For joint projects, please include the following:

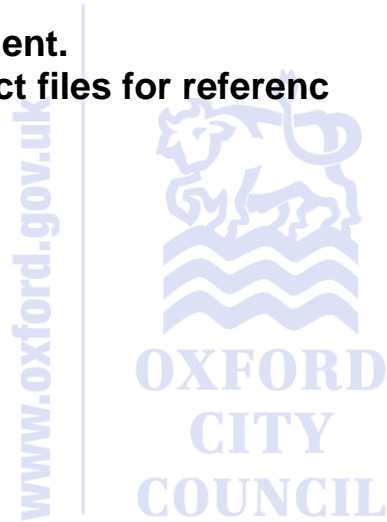
Name: Full Name
Job Title: Type here
Signature:

Name: Full Name
Job Title: Type here
Signature:

Name: Full Name
Job Title: Type here
Signature:

**You have now reached the end of the assessment.
Please append this to any reports and project files for reference**

103



This page is intentionally left blank

Minutes of a meeting of the Cabinet on Wednesday 18 October 2023



Cabinet members present:

Councillor Brown

Councillor Turner

Councillor Chapman

Councillor Hunt

Councillor Railton

Councillor Linda Smith

Councillor Upton

Officers present for all or part of the meeting:

Tom Bridgman, Executive Director (Development)

David Butler, Head of Planning and Regulatory Services

Lucy Cherry, Policy and Partnerships Officer

Rose Dickinson, Carbon Reduction Team Manager

Sarah Harrison, Team Leader (Planning Policy)

Tom Hook, Executive Director (Corporate Resources)

Emma Jackman, Head of Law and Governance

Nigel Kennedy, Head of Financial Services

Emma Lund, Committee and Member Services Officer

Tina Mould, Capital Programme Project Manager

Mish Tullar, Head of Corporate Strategy

Rachel Williams, Planning Policy and Place Manager

Apologies:

Councillors Munkonge and Rehman sent apologies.

66. Addresses and Questions by Members of the Public

Helen Marshall, on behalf of CPRE Oxford, had submitted a representation relating to the Oxford Local Plan 2040 Regulation 19 Consultation Document.

Kaddy Beck, on behalf of the Save Bertie Park Campaign, addressed Cabinet on the subject of the Oxford Local Plan 2040 Regulation 19 Consultation Document.

Both statements, and the responses provided, are attached to these minutes.

67. Councillor Addresses on any item for decision on the Cabinet agenda

None.

68. Councillor Addresses on Neighbourhood Issues

None.

69. Items raised by Cabinet Members

None.

70. Scrutiny reports

The Climate and Environment Panel had met on 12 September 2023; the Housing and Homelessness Panel had met on 5 October 2023 and the Scrutiny Committee had met on 10 and 16 October 2023. Recommendations had been made at those meetings relating to:

- (i) Air Pollution
- (ii) Delivery of Electric Vehicle Infrastructure for Oxford
- (iii) Oxford Local Plan 2040 Regulation 19 Consultation Document

In the absence of the Chair of the Scrutiny Committee, Cabinet noted the recommendations during consideration of the individual agenda items. Responses had been provided in a separately published supplement, and the scrutiny recommendations had been largely accepted.

In relation to Air Pollution, which was not on the Cabinet agenda, it was noted that the Climate and Environment Panel had made two recommendations which related to (i) producing an accessible summary of the annual Air Quality Status Report and (ii) considering how to identify and promote the broader benefits of action to improve air quality. Both recommendations had been accepted.

71. Oxford Local Plan 2040 Regulation 19 Consultation Document

The Head of Planning and Regulatory Services had submitted a report to seek approval for the Oxford Local Plan 2040 Proposed Submission Document for public consultation and recommend to Council its approval for consultation and, subject to the outcome of the consultation, if no matters are raised that materially impact upon the Plan strategy, submit the Submission Draft Oxford Local Plan 2040 to the Secretary of State for formal examination.

Councillor Louise Upton, Cabinet Member for Planning and Healthier Communities, highlighted the importance of the Local Plan in achieving the Council's goals, which included ensuring that future developments did not adversely affect climate change, and tackling the issue of unaffordability of housing for many of Oxford's residents. Councillor Upton outlined that the draft Local Plan incorporated a broad range of policies covering areas such as protecting the world class heritage buildings of the city whilst ensuring that they could adapt to climate change; protecting district and local centres so that valued services remained close at hand for residents; ensuring that Oxford remained a vibrant and attractive place to live; requiring a higher level of social housing within developments than in neighbouring districts; and ensuring that Oxford's residents benefitted from a thriving economy by being able to access well-paid jobs. Policies had also been included relating to affordable workplaces being provided in large developments; allowing the loss of some badly placed employment land to housing whilst allowing densification of employment at sites closest to transport hubs; increasing biodiversity by 10% within developments; and encouraging greening of the urban environment. Councillor Upton highlighted the innovative nature of many of these policies.

Cabinet noted that the Scrutiny Committee had considered the report on 16 October and had made eight recommendations. Of these, six had been accepted. Several minor changes had been made to the document as a result, which had mostly related to points of clarification. Two recommendations had not been accepted. These related to the definition

of a Local Centre and the list of Local Centres. The response had outlined the process which had been undertaken to define the list and its appropriateness, and signposting the definition of a Local Centre which was shown in the glossary.

Cabinet resolved to:

1. **Recommend to Council** that it approves the Oxford Local Plan 2040 Proposed Submission Document for consultation;
2. **Recommend to Council** that it approves the following supporting statutory documentation: the Sustainability Appraisal, Habitats Regulation Assessment, Infrastructure Development Plan (IDP) and Equalities Impact Assessment;
3. **Authorise** the Head of Planning and Regulatory Services, in consultation with the Cabinet Member for Planning and Healthier Communities, to make any necessary minor typographical changes and modifications to the proposed submission document, IDP, Sustainability Appraisal and Habitat Regulations Assessment, and to agree the final publication style of the draft version before publication; and
4. **Authorise** the Head of Planning & Regulatory Services, in consultation with the Cabinet Member for Planning and Healthier Communities, to make any minor changes to the document following publication which are deemed necessary as a result of the consultation, and then to formally submit the Oxford Local Plan 2040 to the Secretary of State for examination. In the event that significant issues are raised that suggest the Plan is not sound and major amendments are required, the Plan will need to be re-drafted and brought back to Council to approve another public consultation before submission.

72. Partial CIL Charging Schedule Review

The Head of Planning and Regulatory Services had submitted a report to seek approval for the Draft CIL Charging Schedule to be published for public consultation.

Councillor Louise Upton, Cabinet Member for Planning and Healthier Communities, outlined that the Community Infrastructure Levy (CIL) was a tariff charged on new developments. The CIL charging schedule had been reviewed to assess whether the tariffs were still at the appropriate level, or whether any changes were needed as a result of changing circumstances. The review had determined that for most of the use classes an increase in the CIL rate would result in developments becoming unviable. However, there were three business class uses where the amounts had been set much lower than that of housing land. It was considered that these would remain viable with much higher CIL rates and it was therefore proposed to increase these from £31.50 per sqm to £158.00 per sqm, which was in line with the charges for many other types of development including housing.

Cabinet resolved to:

1. **Approve** the Community Infrastructure Levy (CIL) Draft Charging Schedule to be published for public consultation (Appendix 1);
2. **Authorise** the Head of Planning and Regulatory Services, in consultation with the Cabinet Member for Planning and Healthier Communities, to make any minor typographical changes to the Draft Charging Schedule before publication; and

3. **Authorise** the Head of Planning and Regulatory Services to formally publish the Draft Charging Schedule and associated evidence base for public consultation.

73. Delivery of Electric Vehicle Infrastructure for Oxford

The Head of Corporate Strategy had submitted a report to (i) seek approval for Oxford City Council's Electric Vehicle Infrastructure (EVI) Delivery and Implementation Plan, which clarifies the work packages and resources needed to deliver the first chapter of Oxford's EVI strategy (OxEVIS) up to April 2026; (ii) seek delegated authority for officers to enter into contracts and agreements with third parties to deliver the OxEVIS Implementation Plan; and (iii) agree to changes to the GULO (Go Ultra Low Oxford) project.

Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice set out the background to the report, principally the increasing shift in responsibility for electric vehicle infrastructure (EVI) to Tier 1 authorities. In this context, Oxfordshire County Council had expressed the wish to take full control of EVI on the highways, including the existing installed Go Ultra Low Oxford (GULO) estate and future GULO phase 2 deployment which had to date been managed by the City Council. The report therefore sought the required authorities and delegations to allow the various contract arrangements, stock and remaining funding to be migrated. It also signalled the County Council's intention to honour Oxford City Council's existing EVI strategy.

Four scrutiny recommendations had been made, which had all been accepted.

Cabinet Members expressed regret that the City Council would not be able to oversee its own infrastructure strategy to fruition, or fully benefit from projects in which resources of time and investment had been made. It was noted that Oxford City Council could still install its own EVI on land which it owned (such as city-owned car parks and park and ride), and potentially on third party land through back-to-back contract agreements.

Cabinet resolved to:

1. **Approve** the draft Implementation Plan for the Council's Electric Vehicle Infrastructure Strategy (OxEVIS) delivery as set out in Appendix 4 and **delegate authority** to the Head of Corporate Strategy in consultation with the Cabinet Member for Planning and Healthier Communities and the Cabinet Member for Zero Carbon Oxford and Climate Justice to make amendments to the Implementation Plan where required to ensure delivery of the OxEVIS;
2. **Delegate authority** to the Head of Corporate Strategy, in consultation with the Cabinet Member for Planning and Healthier Communities, the Cabinet Member for Zero Carbon Oxford and Climate Justice, the Head of Financial Services/Section 151 Officer, and the Council's Monitoring Officer, to enter into partnerships and collaborative working arrangements with third parties as required to deliver the Implementation Plan;
3. **Delegate authority** to the Head of Corporate Strategy, in consultation with the Cabinet Member for Planning and Healthier Communities, the Cabinet Member for Zero Carbon Oxford and Climate Justice, the Head of Financial Services/Section 151 Officer, and the Council's Monitoring Officer, to accept tenders and enter into concession contracts (within the constraints set out in paragraph 39 of this Cabinet report) for the purposes of delivering the Implementation Plan;

4. **Delegate authority** to the Head of Corporate Strategy, in consultation with the Cabinet Member for Planning and Healthier Communities, the Head of Financial Services/Section 151 Officer, and the Council's Monitoring Officer, to give grants for the purposes of delivering the Implementation Plan up to an aggregate value of £500k;
5. **Delegate authority** to the Head of Corporate Strategy, in consultation with the Head of Corporate Property, the Cabinet Member for Planning and Healthier Communities, the Head of Financial Services/Section 151 Officer, and the Council's Monitoring Officer, to enter into leases up to a rental value of £5M for the purposes of delivering the Implementation Plan;
6. **Note** the interdependency with the funding bid under the standard 2024 MTFP budget setting process (detail as per Table 1 of the report). Over the four year budget period this implementation plan delivers an estimated net income of £24k. Net income for 2029-2040 is estimated at up to £5.2M;
7. **Agree** the On-street elements of the Go Ultra Low Oxford project (GULO) transition from Oxford City Council delivery to Oxfordshire County Council delivery, subject to the following conditions being fulfilled:
 - a. The County Council is satisfied that it can meet the funding obligations within the GULO funding agreement;
 - b. The funding body for GULO agrees (Office for Zero Emission Vehicles/OZEV) for the transfer to take place;
 - c. There is an agreement by both Councils on the methodology for delivery of the key outputs of GULO Phase 2, including the number of electric vehicle charging points and cable channels (GUL-e) committed under GULO are delivered to updated timeframes that are agreed with Oxford City Council and the funding body;
 - d. The existing GULO estate and highways related GULO Phase 2 funding are both transferred; and
 - e. An updated partnership agreement, including a revenue share arrangement for the assets associated with GULO is put in place that recovers the City Council investment to date; and
8. **Note** the reduction of Oxford City Council control over delivery of the OxEVIS Strategy due to national delegation of Local Electric Vehicle Infrastructure (LEVI) grant deployment to tier 1 authorities. Moving from overseeing city-wide delivery of OxEVIS to collaborating with Oxfordshire County Council on relevant OxEVIS policies related to highways EV Infrastructure deployment.

74. Utilities Procurement 2024 - 2028

The Head of Corporate Strategy had submitted a report to seek delegated authority for the Head of Corporate Strategy, in consultation with the Head of Financial Services / Section 151 Officer, to approve contracts for gas and electricity and agree to extend the current contract for water utilities.

Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice outlined that the report set out options for re-procurement of utilities contracts which were due to expire in October 2024. The Council had, since 2004, purchased energy on a framework agreement with LASER (Local Authority South East Region), a Public Buying Organisation. Options for re-procurement included buying into a new Public Buying Organisation contract, which was currently the preferred option. The report also reiterated the Council's decision not to buy green electricity due to high premiums, but to instead use the price gap to deliver projects which decarbonised the Council's operations. This was a pragmatic decision which had been taken on the advice of the Council's scientific advisor.

Authorisation was also sought to extend the current water contract, which would expire in September 2024, with a recommendation to exercise the option to extend existing contract for a further two years on the same terms, conditions and pricing.

It was noted that an Energy Procurement Review was proposed within the next six months or so, to inform the Council's longer-term approach from 2027 onwards.

Cabinet resolved to:

1. **Delegate authority** to the Head of Corporate Strategy, in consultation with the Head of Financial Services / Section 151 Officer, to:
 - decide the procurement route for purchasing the supply of gas and electricity from October 2024
 - agree to enter into contracts for gas and electricity, subject to a maximum term of four years from October 2024;
2. **Approve** the extension of the Council's water contract with Wave for a further two years; and
3. **Note** the proposal to undertake an Energy Procurement Review to inform the Council's longer-term approach (from 2027 onwards).

75. Local Government Association (LGA) Corporate Peer Challenge

The Chief Executive had submitted a report to update members on the key scope, process and recommendations from the July 2023 Peer Review Team and to outline the future Action Plan.

Councillor Susan Brown, Leader and Cabinet Member for Inclusive Economy and Partnerships commented that the peer review had been a helpful process which had been reassuring in many aspects but had also involved challenge. Ten recommendations had been made, which were set out in the report. Work had already started on a number of these, and an action plan was being developed proactively by the Corporate Management Team and was expected to be brought to Cabinet in December. This would include commentary on areas which it was felt hadn't been properly communicated at the time of the peer review. A progress review would be undertaken by the LGA in March and April of 2024.

A Cabinet Member commented that the LGA's compressed timescale for progress reporting and review meant that the impact of actions against some of the recommendations (for example, training for new Councillors) may not be able to be

fully assessed at that time. It was agreed that it would be helpful to have a further update to Cabinet in a year's time, to allow for a fuller internal review of progress.

Cabinet resolved to:

1. **Note** the Local Government Peer Challenge Feedback report of July 2023; and
2. **Note** the recommendations from the Peer Review Team and that the Chief Executive has already commenced action planning to address these.

76. Minutes

Cabinet resolved to approve the minutes of the meeting held on 13 September 2023 as a true and accurate record.

77. Dates of Future Meetings

Meetings are scheduled for the following dates:

15 November 2023

13 December 2023

24 January 2024

7 February 2024

13 March 2024

17 April 2024

All meetings start at 6pm.

The meeting started at 6.00 pm and ended at 7.01 pm

Chair

Date: Wednesday 15 November 2023

When decisions take effect:

Cabinet: after the call-in and review period has expired

Planning Committees: after the call-in and review period has expired and the formal decision notice is issued

All other committees: immediately.

Details are in the Council's Constitution.

This page is intentionally left blank

Minutes of a meeting of the Cabinet on Wednesday 15 November 2023



Cabinet members present:

| | |
|------------------------|--------------------|
| Councillor Brown | Councillor Chapman |
| Councillor Hunt | Councillor Lygo |
| Councillor Munkonge | Councillor Railton |
| Councillor Linda Smith | Councillor Upton |

Officers present for all or part of the meeting:

Tom Bridgman, Executive Director (Development)
Ian Brooke, Head of Community Services
Clare Golden, Team Leader, Urban Design and Heritage
Caroline Green, Chief Executive
Ruth Harris, Zero Carbon Project Manager
Tom Hook, Executive Director (Corporate Resources)
Emma Jackman, Head of Law and Governance
Nigel Kennedy, Head of Financial Services
Emma Lund, Committee and Member Services Officer
Jonathan Malton, Committee and Member Services Manager
Alex Miller, Transactions Manager
Paula Redway, Culture and Community Development Manager
Mish Tullar, Head of Corporate Strategy
Rachel Williams, Planning Policy and Place Manager
Jane Winfield, Head of Corporate Property

Apologies:

Councillor Turner sent apologies.

78. Declarations of Interest

Councillor Nigel Chapman declared, in relation to agenda item 10 ('Grant Allocations to Community and Voluntary Organisations 2024/25'), that he was to become the new Chair of Elmore Community Services (which was a grant recipient) with effect from January 2024. Councillor Chapman declared that he had had no involvement with any decisions relating to the awarding of the grant.

79. Addresses and Questions by Members of the Public

None.

80. Councillor Addresses on any item for decision on the Cabinet agenda

None.

81. Councillor Addresses on Neighbourhood Issues

None.

82. Items raised by Cabinet Members

None.

83. Scrutiny Reports

The Scrutiny Committee had met on 6 November 2023, and the following reports had been considered:

- (i) Grant Allocations to Community and Voluntary Organisations 2024/25
- (ii) FutureFit Oxford(shire) Project Grant Funding Bid
- (iii) Central (City & University) Conservation Area Appraisal

The Committee had also reviewed the consultation response to the Oxfordshire Health and Wellbeing Strategy.

Two recommendations had been made in relation to Grant Allocations to Community and Voluntary Organisations 2024/25. These had related to including a further breakdown between fully, partially and lower funding, and to note the minimum requirements for all organisations which don't work with children, young people or vulnerable adults. Both recommendations had been fully agreed by the Cabinet Member.

Two recommendations had been made in relation to the Central (City & University) Conservation Area Appraisal. These had related to (i) including that the Council would encourage the use of modern windows and other retrofitting measures on historic buildings where appropriate and signpost the relevant documents within the report; and (ii) amending the appraisal to welcome applications that would make private green spaces more accessible to the public. Both of these recommendations had also been accepted by the Cabinet Member.

No recommendations had been made in respect of the FutureFit Oxford(shire) Project Grant Funding Bid.

84. ITEM WITHDRAWN Appropriation of Land at Bertie Place to a Planning Purpose

This item had been withdrawn from the agenda prior to the meeting.

85. Central (City & University) Conservation Area Appraisal

The Head of Planning and Regulatory Services had submitted a report to seek approval for, and adoption of, the Central (City & University) Conservation Area Appraisal, enabling the document to be used to inform the decision-making process for development management and to form an evidence base to inform planning policy.

Councillor Louise Upton, Cabinet Member for Planning and Healthier Communities, reported that the conservation area had originally been designated in the 1970s, and represented a part of the city which was thought to be the most densely packed with historic buildings. The Area Appraisal was a very detailed document which included 9 character zones, ranging from the University Science Area to areas such as Oxford Castle. It would be a very useful guide for developers and those wishing to build or alter buildings within the Conservation Area, as well as for the planning authority when determining planning applications. An extensive consultation process had taken place during its development, which had resulted in the boundary being extended to include the St Thomas' and University Science Area.

It was highlighted that the purpose of the Conservation Area Appraisal was not to constrain development, but rather to allow and foster positive change.

Cabinet resolved to:

1. **Adopt** the Central (City & University) Conservation Area Appraisal; and
2. **Endorse** the adopted Conservation Area Appraisal for use in informing development management decisions and as part of the evidence base for planning policy decisions.

86. Grant Allocations to Community & Voluntary Organisations 2024/25

The Head of Community Services had submitted a report to (i) demonstrate the impact of Oxford Community Impact Fund; and (ii) agree the criteria and weighting for assessing the 2024/25 Oxford Community Impact fund grants.

Councillor Susan Brown, Leader, welcomed the report and in particular the breadth and range of organisations which worked to provide support and services within the community and which had been able to be granted aid. It was noted that 20% of new applicants had not applied previously, which reflected officers' work to ensure that the application process was made as easy as possible. Work had also been done to ensure that the grants awarded aligned with the Council's priorities.

Cabinet is resolved to:

1. **Note** the implementation of the Oxford Community Impact Fund agreed by Cabinet on 15 December 2021 as part of the strategic grants review;
2. **Note** the social value and economic impact of the fund; and
3. **Agree** that the criteria and weighting for assessing Oxford Community Impact Fund grant applications in 2024/2025 are as set out in paragraph 5 of this report with the additional requirement for applicants to comply with the safeguarding arrangements specified by the Council. Cabinet agrees such safeguarding requirements are to be determined by the Safeguarding Coordinator in consultation with the Head of Community Services.

87. FutureFit Oxford(shire) Project Grant Funding Bid for Retrofit

The Head of Corporate Strategy had submitted a report to seek project approval for Oxford City Council's involvement in the FutureFit Oxford(shire) Project (FOx Project), and delegated authority for the facilitation and delivery of the project.

Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice, highlighted that the project included key strands of centering retrofitting on a whole building approach using smart technology; and innovative work on carbon in-setting to provide local community benefits.

The Head of Corporate Strategy highlighted that the Council was part of a consortium which included both universities, the County Council and the district councils as well as other public sector organisations. Corporate expressions of interest in carbon in-setting had already been received in discussions at the Zero Carbon Oxford Partnership.

Cabinet was informed that subsequent to the production of the report, a decision from the funder on whether the Council's bid had been successful had been delayed. It was now expected to be received later this month.

Cabinet resolved to:

1. **Grant project approval** for the FOx project to proceed, including approval of Oxford City Council's role as overall project lead;
2. **Recommend to Council** to establish a revenue budget for £1.56 million funded by a government grant to enable the necessary resources to be employed and the work undertaken;
3. **Delegate authority** to the Head of Corporate Strategy, in consultation with the Head of Financial Services / Section 151 Officer and the Head of Law and Governance to enter into a grant agreement with Innovate UK for the sum of £1.56 million as well as any related agreements, contracts and transactions to facilitate the project and its delivery in terms of accepting grant offer letters, partnership agreements, retrofit seed funding payments, subcontracting and subscriptions;
4. **Delegate authority** to the Head of Corporate Strategy, in consultation with the Cabinet Member for Zero Carbon Oxford and Climate Justice, to deliver the grant funded consortium project, and to comply with Innovate UK's project monitoring and grant payment processes (and project change processes, if required); and
5. **Note** that this is a multi-partner collaborative project with a total value of £5.28m. At time of writing a decision from the funder on whether the bid has been successful has not been received (expected later in November).

88. Commercial Property Lettings

The Executive Director (Development) had submitted a report to seek authority to let 16-17 Turl Street, 24-26 George Street, 33-35 George Street and Cadogan House, Wheatley to provide a rental income to the Council.

Cabinet resolved to:

1. **Delegate authority** to the Executive Director (Development) in consultation with the Head of Financial Services / S.151 Officer, the Head of Law and Governance and the Deputy Leader (Statutory) Cabinet Member for Finance and Asset Management to agree final terms, negotiate the form of documents and then enter into leases and any ancillary documents required for the letting of 16-17 Turl Street, 24-26 George Street, 33-35 George Street and Cadogan House, Wheatley subject to the requirements of S.123 Local Government Act 1972 being met.

89. Minutes

Cabinet resolved to approve the minutes of the meeting held on 18 October 2023 as a true and accurate record.

90. Dates of Future Meetings

Meetings are scheduled for the following dates:

13 December 2023

24 January 2024

7 February 2024

13 March 2024

17 April 2024

All meetings start at 6.00pm.

The meeting started at 6.00 pm and ended at 6.24 pm

Chair
2023

Date: Wednesday 13 December

When decisions take effect:

Cabinet: after the call-in and review period has expired

Planning Committees: after the call-in and review period has expired and the formal decision notice is issued

All other committees: immediately.

Details are in the Council's Constitution.

This page is intentionally left blank

To: Council

Date: 27 November 2023

Report of: Councillor Mark Lygo, Cabinet Member for Safer Communities

Title of Report: Oxford Safer Communities Partnership (OSCP) Annual Update 2022-23

| Summary and recommendations | |
|--|--|
| Purpose of report: | Provide a summary of OSCP's achievements in 2022-23 |
| Key decision: | No |
| Cabinet Member with responsibility: | Cllr Mark Lygo, Cabinet Member for Safer Communities |
| Corporate Priority: | Strong and Active Communities. |
| Policy Framework: | |
| Recommendation(s): Note the report | |

Appendices: None

Introduction and background

1. Oxford Safer Communities Partnership (OSCP) is Oxford's statutory partnership to address local community safety priorities in the city. It is responsible for plans to reduce the fear of crime, minimise the likelihood of becoming a victim of crime and address community safety concerns to improve the lives of our residents, businesses and visitors.
2. Oxford City Council chair and facilitate the partnership which meets on a quarterly basis to review the priority plans and identify emerging risks within the city.
3. OSCP Partnership Board is made up of representatives from:
 - Oxford Local Police Area
 - Oxfordshire County Council's Youth Justice and Exploitation Service, Fire & Rescue Service, Trading Standards, and Child and Adult Social Care Services
 - National Probation Service

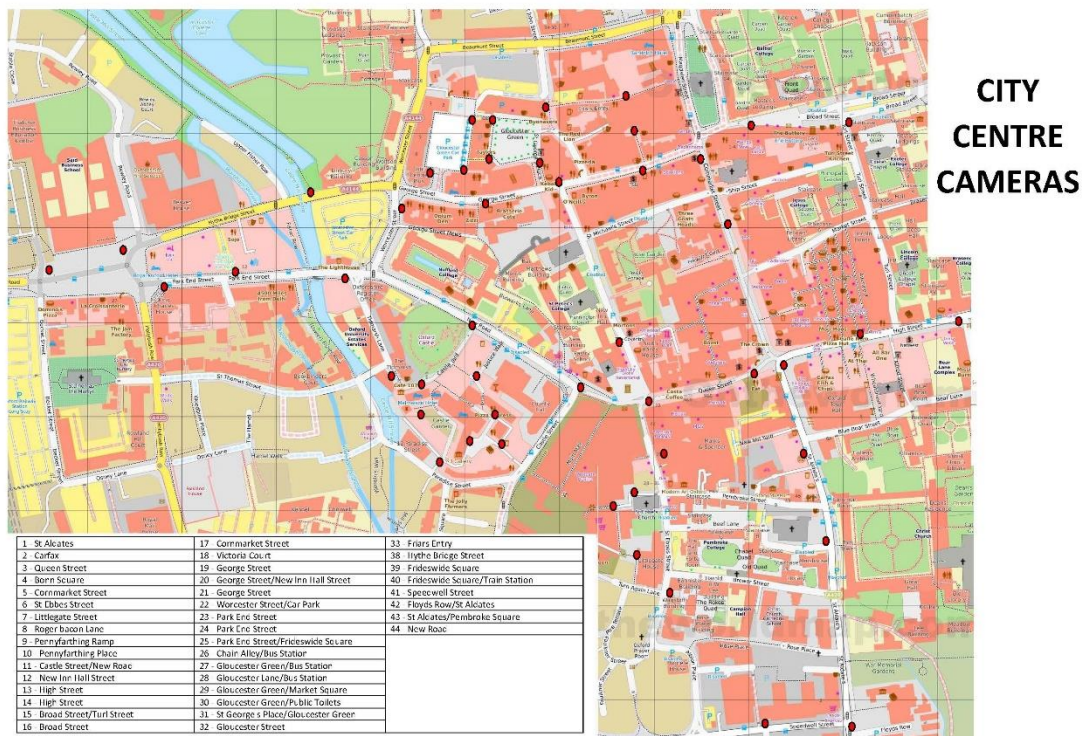
- Oxford University Hospitals NHS Foundation Trust,
- Oxfordshire Clinical Commissioning Group,
- Office of the Police and Crime Commissioner,
- Oxford Brookes University
- University of Oxford
- Turning Point

OSCP achievements 2022-23

4. Each financial year OSCP agrees a set of annual priorities based on a Strategic Intelligence Assessment (SIA) of crime and disorder in the city. The SIA, and an interactive crime dashboard can be found on the Oxfordshire Insight website:
5. https://insight.oxfordshire.gov.uk/cms/system/files/documents/OxonSIA2023_FINAL.pdf
6. To view crime types by neighbourhood, an interactive map is included within the Oxfordshire Insight website.
https://public.tableau.com/views/OxfordshireCrimeDashboard/Explorelocal?embed=y%3Adisplay_count%3AshowVizHome=no%20#2
7. The following section provides an overview of some of the work the partnership undertook in 2022-23.

Tackling alcohol-related disorder - NightSafe

8. Continuing the successful launch of the Safer Streets project in 2022, the NightSafe Oxford Programme continued to address alcohol-related violence and anti-social behaviour within the night-time economy, with a particular focus on reducing the risk of harm to women and girls.
9. The collaborative approach includes the Police, Oxfordshire County Council, Oxford City Council, Oxford University, Oxford Brookes University, voluntary groups such as the Street Pastors and Oxford City Angels, and venues operating in the night-time economy.
10. Each weekend the police brief partners on the number of police officers for the evening and any intelligence the police wish to raise. This could be large events occurring on the night, unwanted groups gathering in the city centre or East Oxford and any persons the police are seeking.
11. During 2022-23, the police undertook Project Vigilant which targets known offenders of sexual violence within the night-time economy.
12. Thames Valley Police operate the CCTV system on behalf of Oxford City Council. Oxford has public spaces CCTV in the city centre (44), East Oxford, Barton, Temple Cowley, Wood Farm and Blackbird Leys. Partners have a 2-way radio and can provide information back to the police via the CCTV suite (Brava Victor)
13. In 2021, 25 cameras were upgraded by the Council within the city centre. A further three cameras were upgraded in 2022. The upgrade of cameras across Oxford will continue in 2023.



14. Street Pastors and Oxford City Angels are both voluntary organisations and patrol the city centre on Friday or Saturday nights, with the City Angels also patrolling East Oxford.
15. The Safe Places network is an important element of the NightSafe Programme. There are several businesses within the city centre and Cowley Road that provide sanctuary for those people that feel vulnerable or unsafe.
16. Licensing Authorities alcohol and late-night entertainment policies ensure all premises implement safety approaches through their licensing conditions. To support the Safe Places approach, some of the conditions for licensing include Ask Angela-style reporting processes, CCTV and door staff training.

Tackling Serious Violence

17. Following on from a serious violent incident and increases in anti-social behaviour in an Oxford neighbourhood, an OSCP multi-agency project was set-up in collaboration with the local community.
18. The Project Team used a Prepare, Prevent, Protect, Pursue framework approach to coordinate its multi-agency response, with each section having immediate and legacy activities in order to sustain interventions. Each element had a lead officer with the Pursue strand led by a police officer.
19. The Prepare strand was led by the Council's Community Safety Problem Solving Officer, who gathered community views by using a web-based consultation portal. There were 436 visitors to the site and 65 people completing the survey. A map of the area allowed residents to pinpoint where they felt safe or unsafe, and why. This information was added to the local crime trend analysis in order to identify areas suitable for crime prevention that included CCTV, improved lighting and longer term redesigns.

20. Those suspected of being involved in the violence and exploitation of vulnerable people were identified and their behaviour dealt with. Young people were engaged with and a series of youth activities developed for the area.
21. The legacy activities included on-going partnership assessment of risk and harm in the locality, and partnership structures developed to support disruption activities when needed.
22. In early 2023 the project won Thames Valley Police's Laycock Award.
23. This approach will be rolled out to other parts of the city and has been developed into a proposal for a county-wide place-based response to serious violence, exploitation and ASB.

Human Trafficking and Exploitation

24. Oxfordshire's Anti-Slavery Coordinator has continued to develop the multi-agency Guidance and Pathways document for those agencies that work in this sector. Involving over 40 agencies, these new processes have resulted in more than 50 Anti-Slavery Multi-Agency Risk Assessment Conferences (ASMARAC) and 17 Anti-Slavery Multi-Agency Response Team meetings to disrupted those involved in modern slavery and exploitation. 26 multi-agency disruption plans were implemented involving 17 partner agencies.
25. Reports of exploitation most concerned brothels and sex working, taking over a vulnerable person's residence and cannabis cultivation. There are slightly more male victims than females, with most victims in the 25-34 age group, closely by those aged 18-24 and 35-44.
26. Thirty people in Oxford City have been supported through a multi-agency approach to free them from their exploiters. Three were supported to secure housing in other areas for their safety and one obtained safe accommodation through the National Referral Mechanism (NRM).

Domestic Abuse

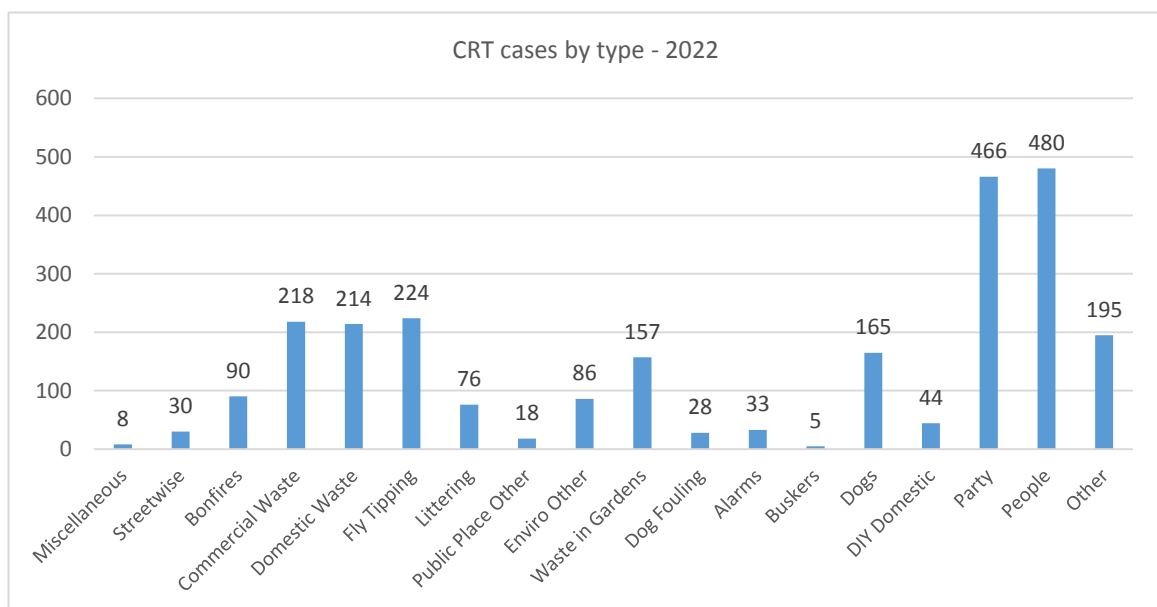
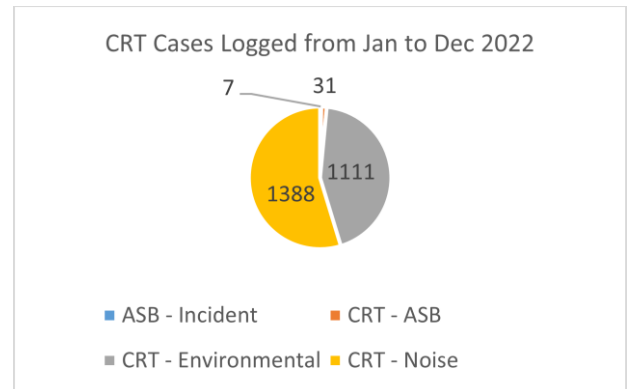
27. Oxford City Council's Domestic Abuse lead officer worked with colleagues across Oxfordshire to implement the Oxfordshire Domestic Abuse Strategy and the Oxfordshire Safe Accommodation Strategy action plans. This resulted in the procurement of a new Oxfordshire Domestic Abuse Service and the Independent Domestic Violence Advisory (IDVA) Service, the main providers of services for domestic abuse survivors in Oxfordshire.
28. Oxford City Council provides a Sanctuary Scheme for survivors of domestic abuse who wish to stay in their properties in Oxford. This scheme included providing support and enhanced security measures. In 2022-23, 76 survivors and their families were kept safe in their home.
29. Oxford City Council employed two Domestic Abuse Housing Link (DAHLs) Workers to support clients with additional needs and complex housing issues where domestic abuse is a factor. The DAHLs also support staff to improve their response to survivors of domestic abuse, identifying gaps in provision and learning to improve processes and outcomes.
30. The Council is also working towards the Domestic Abuse Housing Alliance (DAHA) accreditation. The accreditation embeds domestic abuse responses across the whole Council to improve outcomes for survivors.

31. OSCP has the responsibility to commission Domestic Homicide Reviews (DHR). In 2022, a DHR was signed off by the Home Office and the action plan has been completed.

Anti-social Behaviour (ASB)

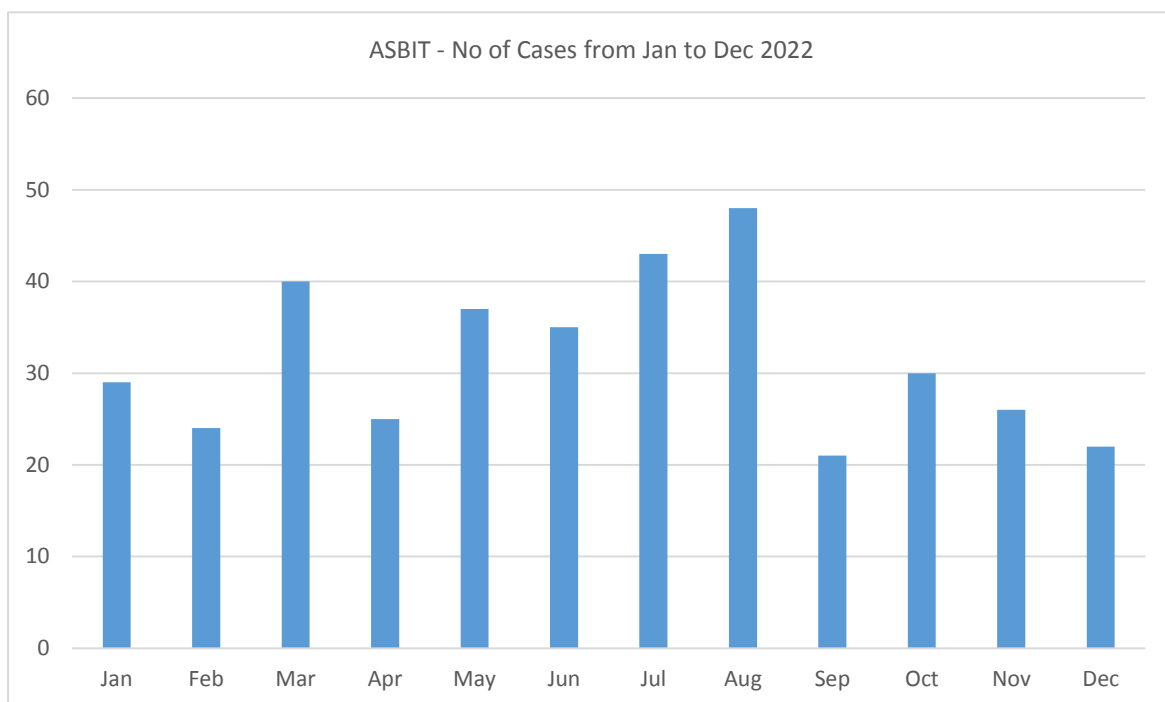
32. Oxford City Council has two teams that tackle the various forms of anti-social behaviour within the city. For the year 2022 there were 2,616 cases logged.

33. In 2022, the Community Response Team dealt with 2,236 cases. The following charts provide a breakdown of case type. The majority of cases related domestic or commercial noise. Drill down those case types highlights parties and people noise as being the main complaint.



34. The Anti-Social Behaviour Investigation Team (ASBIT) investigated 380 cases. Their work involves multiple partners including the police, social services, housing providers, health workers including GP surgeries. Work includes:

- Threats of violence and intimidation
- Harassment
- Safeguarding concerns
- Domestic abuse
- Substance misuse



OSCP Priorities for 2023-24

35. At an OSCP Partnership Board meeting, held on 31st May 2023, the Board agreed the priorities for 2023-24. These priorities take into account the overview of crime trends affecting Oxford. The priorities for 2022-23 are:

36. Delivering neighbourhood crime priorities such as drug misuse and dealing, anti-social behaviour and alcohol-related violence through the partnership's Neighbourhood Problem-Solving Framework.

37. Continue to use our Common Place consultation process to engage with our communities to understand their community safety concerns and develop responses.

38. Support the police to deliver their hate crime action plan.

39. Work with partners in Oxfordshire to evaluate the feasibility of an Oxfordshire CCTV Hub.

40. Support the implementation of the Prevent Duty and Martyn's Law to protect our communities from the risk posed by extremist activities.

41. Reduce the level of cycle crime in the city.

42. Develop the Interact web-based crime dashboard to better understand local community safety trends and evaluate interventions.

43. Reduce serious violence and exploitation by:

- Implementing Oxfordshire's Modern Slavery Delivery Plan, led by the Oxfordshire Anti-Slavery Coordinator.
- Working in partnership with the Thames Valley Violence Reduction Unit and local partners across Oxfordshire to deliver the Serious Violence Duty.

- Continue to work with statutory partners across Oxfordshire to tackle child exploitation.

44. To support the Government’s Violence against Women and Girls Strategy by:

- Delivering the NightSafe 2023 programme in partnership with the Oxford NightSafe Network.
- Continuing to tackle domestic abuse by attainment Domestic Abuse Housing Accreditation (DAHA) in Oxford City Council and support the Oxfordshire Domestic Abuse Strategy Group.
- Commissioning domestic homicide reviews in Oxford.
- Supporting Thames Valley Police’s VAWG Strategy.

| | |
|----------------------------|--|
| Report author | Richard Adams |
| Job title | Community Safety Service Manager |
| Service area or department | Community Service |
| Telephone | 01865 252283 |
| e-mail | rjadams@oxford.gov.uk |

Background Papers: None

This page is intentionally left blank