

Agenda



Cabinet

This meeting will be held on:

Date: **Wednesday 12 June 2024**

Time: **6.00 pm**

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

For further information please contact:

Emma Lund, Committee and Member Services Officer, Committee Services Officer

☎ 01865 252367

✉ DemocraticServices@oxford.gov.uk

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

- may submit a question about any item for decision at the meeting in accordance with the [Cabinet's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Details of how City Councillors and members of the public may engage with this meeting are set out later in the agenda. Information about recording is set out later in the agenda and on the [website](#)

Please contact the Committee Services Officer to submit a question; to discuss recording the meeting; or with any other queries.

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

Cabinet Members

Councillor Susan Brown	Leader, Partnership Working
Councillor Ed Turner	Deputy Leader (Statutory) - Finance and Asset Management
Councillor Lubna Arshad	Cabinet Member for A Safer Oxford
Councillor Nigel Chapman	Cabinet Member for Citizen Focused Services and Council Companies
Councillor Alex Hollingsworth	Cabinet Member for Business, Culture and an Inclusive Economy
Councillor Chewe Munkonge	Cabinet Member for A Healthy Oxford
Councillor Anna Railton	Cabinet Member for Zero Carbon Oxford
Councillor Linda Smith	Cabinet Member for Housing and Communities
Councillor Louise Upton	Cabinet Member for Planning

Apologies received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting.

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Agenda

Items to be considered at this meeting in open session (part 1) and in confidential session (part 2).

Future items to be discussed by the Cabinet can be found on the Forward Plan which is available on the Council's [website](#)

	Pages
1 Apologies for Absence	
An apology for absence has been received from Councillor Susan Brown, Leader of the Council and Cabinet Member for Partnership Working.	
2 Declarations of Interest	
3 Addresses and Questions by Members of the Public	
4 Councillor Addresses on any item for decision on the Cabinet agenda	
5 Councillor Addresses on Neighbourhood Issues	
6 Items raised by Cabinet Members	
7 Scrutiny Reports	
The Scrutiny Committee will meet on 5 June 2024 and the Climate and Environment Panel will meet on 11 June 2024. The following reports are expected, together with any other recommendations from those meetings:	
<ul style="list-style-type: none">• Tree Management Policy 2024-2032• HRA Energy Efficiency Projects• Framework for the Installation of Renewable Technologies in Council-Owned Properties	
The following reports which were deferred from the April Cabinet meeting will also be included:	
<ul style="list-style-type: none">• Biodiversity Net Gain• Citywide Retrofit Strategy• Tree Planting	

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- Energy Generation / Solar Potential on Council Buildings
- Integrated Performance Report Q3 2023/24
- Housing Ombudsman Complaint Handling Code Self-Assessment
- Implementation of Selective Licensing
- Adult Exploitation

8 **Community Infrastructure Levy (CIL) - Submission of Draft Charging Schedule for Examination**

13 - 42

Lead Member: Cabinet Member for Planning (Councillor Louise Upton)

The Head of Planning and Regulatory Services has submitted a report to seek approval for (i) modifications to the CIL Draft Charging Schedule following consultation; and (ii) submission of the CIL Draft Charging Schedule to the Secretary of State for examination.

Cabinet is recommended to:

1. **Approve** the Statement of Modifications (Appendix 1) and the submission version of the Community Infrastructure Levy (CIL) Draft Charging Schedule (Appendix 2); and
2. **Delegate authority** to the Head of Planning and Regulatory Services, in consultation with the Cabinet Member for Planning, to make any minor changes deemed necessary to the CIL Draft Charging Schedule and supporting CIL documentation and to formally submit all documents to the Secretary of State for examination.

9 **Tree Management Policy 2024 - 2032**

43 - 94

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

The Executive Director (Development) has submitted a report to seek approval for an updated Tree Management Policy. This sets out the Council's policy regarding management of its tree stock and aligns its approach in this area to current standards and good practice.

Cabinet is recommended to:

1. **Adopt** the Tree Management Policy 2024-2032 (at Appendix 1); and
2. **Delegate authority** to the Executive Director (Development) in consultation with the Cabinet Member for Citizen Focused Services

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and Council Companies to make any minor, non-substantive changes to the policy.

10 **Update of the 2011 City of Oxford Off-Street Parking Places Order and Car Park Tariffs**

95 - 128

Lead Member: Cabinet Member for Planning (Councillor Louise Upton)

The Head of Corporate Property has submitted a report to seek approval for the making of new off-street parking place orders and implementing charges at four car parks in line with the 2024-25 budget papers.

Cabinet is recommended to:

1. **Approve** the making of new off-street parking places orders covering all of the car parking sites covered under the existing order and to revoke and replace the existing 2011 Order and all variations to it;
2. **Approve** the introduction of charges at Bury Knowle Car Park as set out in the budget papers approved by Council;
3. **Approve** the introduction of charges at Sunnymead Car Park as set out in the budget papers approved by Council;
4. **Approve** the introduction of charges at Headington Hill Car Park as set out in the budget papers approved by Council;
5. **Approve** the introduction of charges at Rose Hill Community Centre Car Park;
6. **Delegate authority** to the Head of Corporate Property in consultation with relevant Cabinet Members to follow due procedure as set out in the Local Authorities' Traffic Order (Procedure)(England and Wales) Regulations 1996 and in the Road Traffic Regulations Act 1984 including required public consultation and consideration of objections and responses to them; and
7. **Delegate authority** to the Head of Corporate Property in consultation with relevant Cabinet Members to approve a Notice of Making and Making of Orders and revocation of the existing 2011 Order.

11 **Contract for Rebuild Cost Assessments**

129 - 136

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

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The Head of Corporate Property has submitted a report to seek approval to enter into a contract for Rebuild Cost Assessments of the Council's property assets to assist with placing the property insurance policy.

Cabinet is recommended to:

1. **Recommend to Council** the provision of a revenue budget in the General Fund for the sum of £128,000 per annum for the next 3 years and in the HRA for the sum of £55,000 per annum;
2. **Give project approval** to tender a contract to undertake the rebuild cost assessments across all assets in both the General Fund and the HRA;
3. **Delegate authority** to the Head of Corporate Property to finalise the tender documents; and
4. **Delegate authority** to the Head of Corporate Property, in consultation with the Head of Law and Governance; the Head of Financial Services; and the Deputy Leader (Statutory) - Finance and Asset Management to agree the cost and final terms of, and enter into and make any necessary amendments to, a contract with the preferred supplier.

12 **Write-Off of Commercial Tenant Rent Arrears**

137 - 142

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

The Head of Corporate Property has submitted a report to seek approval for the write-off of commercial rent arrears above the limit which officers can approve under the Scheme of Delegation.

Cabinet is recommended to:

1. **Approve** the write-off of arrears relating to the properties identified in the Exempt Appendix 1.

13 **Framework for the Installation of Renewable Technologies to Council Owned Properties**

143 - 148

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

The Executive Director (Communities and People) has submitted a report to seek (i) Cabinet approval to establish a Framework for the provision and installation of renewable technologies to Council owned

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properties; and (ii) delegated authority for the Executive Director (Communities and People) to appoint suppliers to the Framework.

Cabinet is recommended to:

1. **Grant approval** for Oxford City Council to establish a Renewable Technologies Framework under the Public Contracts Regulations 2015 (or successor legislation) for the installation of renewable technologies to Council owned properties;
2. **Delegate authority** to the Executive Director (Communities and People) to agree the final structure of the Renewable Technologies Framework and appoint successful suppliers to all lots on the Framework; and
3. **Delegate authority** to the Executive Director (Communities and People) to procure and award contracts over £1 million procured through the Renewable Technologies Framework.

14 **HRA Energy Efficiency Projects 2024/25**

149 - 154

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

The Executive Director (Communities and People) has submitted a report to seek Cabinet approval for HRA Energy Efficiency projects for the financial year 2024/25 and delegated authority to award the necessary contracts.

Cabinet is recommended to:

1. **Grant project approval** for Oxford City Council to proceed with energy efficiency projects on HRA properties using the 2024/25 approved budget; and
2. **Delegate authority** to the Executive Director (Communities and People), in consultation with the Head of Financial Services/Section 151 Officer and the Head of Law and Governance, to spend the previously approved remaining HRA 2024 /25 budget, as agreed by full Council in 2023/24, for the purposes of HRA energy efficiency projects including awarding contracts to contractors and consultants to manage and deliver the projects following procurement processes outlined in the constitution.

15 **Oxfordshire Councils Charter**

155 - 166

Lead Member: Leader - Partnership Working (Councillor Susan Brown)

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The Head of Law and Governance has submitted a report to seek approval of the Oxfordshire Councils Charter, a framework for better partnership working in Oxfordshire, including shared commitments and principles.

Cabinet is recommended to:

1. **Approve** the Oxfordshire Councils Charter.

16 Minutes

167 - 172

Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 17 April 2024 as a true and accurate record.

17 Dates of Future Meetings

Meetings are scheduled for the following dates:

10 July 2024

14 August 2024

11 September 2024

16 October 2024

13 November 2024

11 December 2024

All meetings start at 6.00pm.

Matters Exempt from Publication

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

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

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exemption outweighs the public interest in disclosing the information.

Part Two – matters exempt from publication

18	Write-Off of Commercial Tenant Rent Arrears - Appendix 1	173 - 174
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Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*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.

How Oxford City Councillors and members of the public can engage at Cabinet

Addresses and questions by members of the public (15 minutes in total)

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Tuesday meeting, the deadline would be 9.30am on the Friday before). Questions can be submitted either by letter or by email (to cabinet@oxford.gov.uk).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Cabinet member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

Councillors speaking at meetings

Oxford City councillors may, when the chair agrees, address the Cabinet on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, the Cabinet member who has political responsibility for the item for decision may respond or the Cabinet will have regard to the points raised in reaching its decision.

Councillors speaking on Neighbourhood issues (10 minutes in total)

Any City Councillor can raise local issues on behalf of communities directly with the Cabinet. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Cabinet within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Cabinet. The Cabinet's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

Items raised by Cabinet members

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Cabinet decision. Any item which requires a decision of the Cabinet will be the subject of a report to a future meeting of the Cabinet.