

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 10 July 2024**

Time: **6.00 pm**

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

For further information please contact:

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

📞 01865 252367

✉ DemocraticServices@oxford.gov.uk

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

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

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

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

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

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.

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX

Agenda

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

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

	Pages
1 Apologies for Absence	
2 Declarations of Interest	
3 Addresses and Questions by Members of the Public	
4 Councillor Addresses on any item for decision on the Cabinet agenda	
5 Councillor Addresses on Neighbourhood Issues	
6 Items raised by Cabinet Members	
7 Scrutiny Reports	
<p>The Scrutiny Committee will meet on 2 July 2024 and the Housing and Homelessness Panel will meet on 3 July 2024. The following reports are expected, together with any other recommendations from those meetings:</p> <ul style="list-style-type: none">• Oxford City Council Corporate Strategy 2024-28• Citizen Experience Strategy Progress Report• Leisure Investment Programme• Annual Review of the Housing, Homelessness and Rough Sleeping Strategy 2023-28• Temporary Accommodation Demand and Mitigations• 2024/25 Capital Programmes (HRA) Delegations	
8 Leisure Investment Programme	13 - 36
<p>Lead Member: Cabinet Member for A Healthy Oxford (Councillor Chewe Munkonge), Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)</p>	

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

The Executive Director (Communities and People) and the Head of Financial Services have submitted a report to seek approval for a programme of improvements at the City Council's leisure facilities.

Cabinet is recommended to:

1. **Grant project approval** for the Leisure Investment Programme at Appendix 1;
2. **Recommend to Council** the approval of an additional capital budget of £1.04 million, above the £2million already agreed in the capital programme necessary to deliver the Leisure Investment Programme;
3. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Cabinet Member for A Healthy Oxford; the Deputy Leader (Statutory) - Finance and Asset Management; the Head of Finance/Section 151 Officer and the Head of Law and Governance to agree the terms of the legal agreement with Serco Leisure ("More Leisure) to govern payment of the monies for the Leisure Investment Programme; and
4. **Delegate authority** to the Executive Director (Communities and People) in consultation with the Cabinet Member for A Healthy Oxford; the Deputy Leader (Statutory) - Finance and Asset Management and the Head of Financial Services/Section 151 Officer to determine any additional opportunities to reinvest the funds if any monies remain following delivery of the Leisure Investment Programme, whilst ensuring no detrimental impact to the Council's return on investment.

9 **Redesignation of the Neighbourhood Forums for Wolvercote and Summertown & St. Margaret's**

37 - 50

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

The Executive Director (Development) has submitted a report to consider redesignation of the Neighbourhood Forums for Wolvercote and Summertown and St. Margaret's.

Cabinet is recommended to:

1. **Approve** the redesignation of Wolvercote Neighbourhood Forum in respect of the originally designated neighbourhood area to which it related; and
2. **Approve** the redesignation of Summertown and St. Margaret's Forum in respect of the originally designated neighbourhood area to which it related.

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

10 **Homelessness Temporary Accommodation Demand and Mitigations**

51 - 60

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

The Executive Director (Communities and People) has submitted a report to (i) seek authorisation to procure an Emergency Temporary Accommodation Framework; and (ii) update Cabinet on increasing levels of homelessness use of temporary accommodation and mitigations in Oxford.

Cabinet is recommended to:

1. **Approve** the establishment of a framework under the Public Contracts Regulations 2015 for the Procurement of Emergency Temporary Accommodation;
2. **Delegate authority** to the Executive Director (Communities and People) to agree the final structure of the Emergency Temporary Accommodation Framework and appoint successful suppliers to all lots on the Framework;
3. **Delegate authority** to the Executive Director (Communities and People) to procure and award individual contracts through the Emergency Temporary Accommodation Framework in excess of £1 million;
4. **Note the implementation of** a new Private Sector Leasing Scheme to increase Temporary Accommodation supply and note that leases will be negotiated with Housing Associations where appropriate to release additional units; and
5. **Note** the development of further mitigations, including the de-designation of certain housing stock for use as Temporary Accommodation; longer-term capital investment to increase supply of Temporary Accommodation; and work with Ox Place to increase the supply of move on accommodation.

11 **Annual Review of the Housing, Homelessness & Rough Sleeping Strategy 2023-28**

61 - 88

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

The Executive Director (Communities and People) has submitted a report to provide an update on the progress made in Year 1 of the Housing, Homelessness and Rough Sleeping Strategy 2023-28 and to seek approval for the implementation of the Year 2 action plan.

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

Cabinet is recommended to:

1. **Note** the progress made in Year 1 to implement the Housing, Homelessness, and Rough Sleeping Strategy and Action Plan and the emerging risks and challenges for delivery over next year and beyond;
2. **Approve** the adoption of the new strategy Action Plan for 24-25; and
3. **Delegate authority** to the Executive Director (Communities and People), in consultation with the Cabinet Member for Housing and Communities, to update the Action Plan when required.

12 **2024/25 HRA Capital Programmes and Delegations**

89 – 172

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

The Executive Director (Communities and People) has submitted a report to seek (i) approval for the Housing Revenue Account (HRA) Capital Programmes for 2024/25; (ii) authority to commence procurement procedures to deliver the programmes; and (iii) delegated authority for officers to enter into the necessary contracts.

Cabinet is recommended to:

1. **Approve** the Council's HRA capital programmes for 2024/25 as set out in this report with the total value of £12,500,000 (twelve million and five hundred thousand pounds);
2. **Approve** the commencement of the appropriate procurement processes to undertake the works and provide the services necessary to deliver the capital programmes approved under recommendation 1; and
3. **Delegate authority** to the Head of Housing, in consultation with the Head of Financial Services; the Head of Law and Governance; and the Cabinet Member for Housing and Communities, to enter into all contracts required in order to deliver the HRA Capital Programmes subject to the proper procurement process being followed, with all spend falling within the budget of £12.5m.

13 **Citizen Experience Strategy Progress Report**

173 - 214

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

The Executive Director (Corporate Resources) has submitted a report

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

to provide a comprehensive update on the delivery of the Citizen Experience (CEX) Strategy.

Cabinet is recommended to:

1. **Note** the positive progress which has been made; and
2. **Agree** the revised action plan (Appendix 2).

14 **DLUHC Productivity Return**

215 - 228

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

The Executive Director (Corporate Resources) has submitted a report to seek approval for an Oxford City Council Productivity Plan for return to the Department of Levelling up, Housing and Communities (DLUHC) and for publishing on the Council's website for public consumption.

Cabinet is recommended to:

1. **Approve** the Oxford City Council Productivity Plan (at Appendix 2) for return to DLUHC; and
2. **Approve** this Oxford City Council Productivity Plan (at Appendix 2) for publication on the Council's website for public consumption.

15 **Oxford City Council Corporate Strategy 2024-2028**

229 - 300

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

The Head of Corporate Strategy has submitted a report to provide the feedback from the public and stakeholder consultation on the Council Strategy 2024 to 2028 and to seek approval for the draft strategy.

Cabinet is recommended to:

1. **Note** the public and stakeholder consultation on the draft Council Strategy 2024 to 2028;
2. **Agree** the revisions made to the draft Council Strategy 2024 to 2028 in response to the consultation;
3. **Delegate authority** to the Head of Corporate Strategy in consultation with the Council Leader to make further minor amendments before adoption by Council; and
4. **Recommend to Council to:**
 - A. **Adopt** the Council Strategy 2024 to 2028 as attached as Appendix 1 to the report; and

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX

- B. **Delegate authority** to the Head of Corporate Strategy in consultation with the Council Leader to make any further amendments to the Council Strategy 2024 to 2028 before implementation and publication, provided that such amendments do not materially affect the substance of the Council Strategy 2024 to 2028.

16 Financial Outturn Report 2023/24

301 - 318

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

The Head of Financial Services has submitted a report to update Members on the financial outturn for the year ending 31 March 2024.

Cabinet is recommended to:

1. **Note** the financial outturn and performance of the Council for the year 2023/24 and the recommended transfer of £3.903 million to the risk reserve; and
2. **Agree** the carry forward requests in respect of the General Fund of £0.064 million in accordance with paragraph 2.

17 Appointments to Outside Bodies 2024/25

319 - 340

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

The Head of Law and Governance has submitted a report to agree appointments to Outside Bodies for the 2024/25 Council Year.

Cabinet is recommended to:

1. **Approve** appointments to charities, trusts, community associations and other organisations as shown in Appendices 1A – 1D; and note the appointments to partnerships as detailed in Appendix 1E;
2. **Note** the guidance for appointees as detailed in Appendix 2; and
3. **Delegate authority to** the Head of Law and Governance, in consultation with the Leader of the Council, and where appropriate with other group leaders, to make any changes to appointments to Outside Bodies as may be required during the course of the Council year 2024/25.

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

18 **Minutes**

341 - 350

Recommendation: That Cabinet resolves to **approve** the minutes of the meeting held on 12 June 2024 as a true and accurate record.

19 **Dates of Future Meetings**

Meetings are scheduled for the following dates:

14 August 2024

11 September 2024

16 October 2024

13 November 2024

11 December 2024

22 January 2025

All meetings start at 6.00pm.

Matters Exempt from Publication

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

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

Part Two – matters exempt from publication

20 **Leisure Investment programme - Appendix 4**

351 - 352

Decisions come into effect after the latest of the expiry of the post-meeting councillor call in period; reconsideration of a called-in decision; or Council's agreement of recommendations.

Information for those attending

Recording and reporting on meetings held in public

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

The Council asks those recording the meeting:

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

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

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

Councillors declaring interests

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

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

Members' Code of Conduct and public perception

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

Members' Code – Other Registrable Interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing** of one of your Other Registrable Interests*** then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Members' Code – Non Registrable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

** Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

*** Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

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

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

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

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

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

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

Councillors speaking at meetings

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

Councillors speaking on Neighbourhood issues (10 minutes in total)

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

Items raised by Cabinet members

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