

# Agenda



# Cabinet

This meeting will be held on:

Date: **Wednesday 16 October 2024**

Time: **6.00 pm**

Place: **Oxford Town Hall**

**For further information** please contact:

Dr Brenda McCollum, Committee and Member Services Officer,  
Committee Services Officer

☎ 01865 252784

✉ [DemocraticServices@oxford.gov.uk](mailto:DemocraticServices@oxford.gov.uk)

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

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

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

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

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[mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk).*

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

## Cabinet Membership

Councillors: Membership 10: Quorum 3: No substitutes are permitted.

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

# Agenda

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

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

	<b>Pages</b>
<b>1 Apologies for Absence</b>	
<b>2 Declarations of Interest</b>	
<b>3 Addresses and Questions by Members of the Public</b>	
<b>4 Councillor Addresses on any item for decision on the Cabinet agenda</b>	
<b>5 Councillor Addresses on Neighbourhood Issues</b>	
<b>6 Items raised by Cabinet Members</b>	
<b>7 Scrutiny Reports</b>	
<p>The Scrutiny Committee will meet on 8 October 2024, the Climate and Environment Panel met on 10 September 2024, and the Housing and Homelessness Panel will meet on 10 October 2024. The following reports are expected, together with any other recommendations from those meetings:</p> <ul style="list-style-type: none"><li>• Annual Air Quality Status Report</li><li>• ZCOP Expansion Plans</li><li>• Local Government Association Corporate Peer Review</li><li>• Housing Complaint Handling Annual Report 2023/24</li></ul>	
<b>8 Housing Complaint Handling Annual Report 2023/24</b>	<b>13 - 36</b>
<p>The Head of Housing Services has submitted a report to seek Cabinet approval for the Annual Complaint Performance &amp; Service Improvement Report (Housing) 2023/24.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"><li>1. Agree the content of the Annual Complaint Performance &amp; Service Improvement Report 2023/24 (Housing) in Appendix 1;</li></ol>	

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and

2. Provide a formal response to the Annual Complaint Performance & Service Improvement Report 2023/24.

## **9 LGA Corporate Peer Review Action Plan Update and Progress Review Feedback**

37 - 72

The Head of Corporate Strategy has submitted a report to update the Cabinet on the Council's Action Plan based on feedback and recommendations from the Corporate Peer Review in July 2023; and the Progress Review feedback.

Cabinet is recommended to:

1. Note the progress and updates in the Council's Action Plan update;
2. Note the Local Government Peer Challenge feedback report of April 2024; and
3. Agree that the remaining tasks in the Council's Action Plan be incorporated into the Council's ongoing work, which will be monitored to completion by the Council's Corporate Management Team.

## **10 Bertie Place Land Appropriation**

73 - 142

The Executive Director (Development) submits a report to Cabinet which seeks approval to appropriate land (change the statutory basis on which it is held by the Council from one function to another) currently held for public open space purposes at Bertie Place Recreation Ground (the "Land"). This paper relates to the appropriation of part of Site A to a planning purpose for the objective of building affordable housing.

Cabinet is recommended to:

1. Note that following the statutory public notification process of the Council's intention to appropriate the Land to planning purposes, three written representations (including one signed by 97 people) were received in response to the public notice; and
2. Approve the appropriation of part of the land in the Council's ownership at Bertie Place Recreation Ground Site A (see Image 1 for plan) ("the Land"), to planning purposes, so as to facilitate its future development for new housing (per planning application number 23/00988/FUL).

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**11 Option Agreement for the Disposal of Land**

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The Head of Corporate Property submits a report to Cabinet which requests approval to enter into an Option Agreement for the disposal of land at Foxwell Drive, Headington.

Cabinet is recommended to:

1. Give approval to the Heads of Terms for an Option Agreement, as outlined in the report, for the disposal of land at Foxwell Drive, Headington, noting that any development would be subject to planning;
2. Delegate authority to the Executive Director (Development), in consultation with the Head of Law and Governance, the Head of Financial Services and the Deputy Leader (Statutory) - Finance and Asset Management to enter into the Option Agreement; and
3. Delegate authority to the Executive Director (Development) 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 final disposal price of the Land on the basis that it will comply with the requirements of S123 of the Local Government Act 1972.

**12 Procurement of new Planning IT and Document Management System**

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The Head of Planning and Regulatory Services submits a report to Cabinet which seeks project approval and delegated authority for the Executive Director (Corporate Resources) to procure a new IT system to replace the Council's Planning and Regulatory Services database and document management system.

Cabinet is recommended to:

1. Grant project approval for the procurement of a new IT system to replace the current Uniform and IDOX DMS system used by Planning Services and other departments, as well as the linked Document Management System (the full budget envelope is attached in confidential Appendix 2); and
2. Delegate authority to the Executive Director (Corporate Resources) in consultation with the Head of Financial Services / Section 151 Officer; the Head of Law and Governance; the Cabinet Member for Citizen Focused Services and Council Companies; and the Cabinet Member for Planning to award and enter into a contract following a procurement process as outlined in the report.

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## 13 Acquisition of Social Rent Properties at Barton Park

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The Executive Director (Development) submits a report to Cabinet which seeks approval of the acquisition of properties at Barton Park by the Council, including properties currently owned by Oxford City Housing (Investment) Limited, to be held in the Housing Revenue Account (HRA), recommending to Council an in-year budget change to the HRA Capital Budget and associated changes to the HRA Business Plan to fund and operationalise this.

Cabinet is recommended to:

1. Subject to approval of the budget allocation by Council, agree that:
  - a. the Council take a transfer of the 168 residential units from OCH(I)L at Barton Park into the HRA;
  - b. That the Council acquire the remaining 184 units at Barton Park that units directly from the developer Barton (Oxford) LLP and retain them in the HRA;
2. Note the single member decision of Councillor Linda Smith, dated 19 September 2024, to approve acquisition from the developer into the HRA of the 10 units OCH(I)L were due to acquire between September and 26th November 2024, (included in the 184 homes above);
3. Subject to budget allocation by Council, to delegate authority to the Executive Director (Development), in consultation with the Executive Director (Communities and People); the Cabinet Member for Housing and Communities; the Cabinet Member for Finance and Asset Management; the Cabinet Member for Citizen Focused Services and Council Companies; the Head of Financial Services/Section 151 Officer and the Council's Monitoring Officer, to:
  - a. agree the terms of the acquisition, of both the freehold and leasehold interests of the 168 units held by OCH(I)L and any associated land using the valuation approach as set out in Appendix 5;
  - b. agree to the purchase of the remaining 184 Social Rented properties and any associated land from Barton Park in accordance with the agreement with Barton Oxford LLP and Oxford City Council dated December 2014;
  - c. enter into all agreements necessary, where delegation does not already exist, to facilitate the transfer of the properties at i and ii above, including but not limited to,

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any documentation necessary to transfer the benefit of any continuing warranties and guarantees relating to the properties to the Council; and

4. Recommend to Council to:

- a. approve a capital budget of £39,732,981 in accordance with the table at para 27, to finance the acquisition of all the Barton properties from OCH(I)L into the HRA (168 units at a cost of £33,375,324), plus a further 29 additional units directly from the developers at a total cost of £6,357,657, funded predominantly from additional borrowing. This additional spend to be profiled into the 2024/25 financial year. The expenditure incurred in respect of the 10 units as per the Single Member decision (Noted in 2 above) will then be transferred and allocated to this new budget;
- b. approve a further revision to the HRA capital budget of £33,359,780 profiled into years 2025/26, 2026/27 & 2027/28, to provide for the retention of the further Social Rent homes from the developer at Barton Park funded predominantly from additional borrowing;
- c. note that the budget for loans to Oxford City Housing Limited (OCHL) for the future purchases of Barton properties included within the Council's capital programme and HRA income and expenditure for the properties purchased will also be adjusted as necessary to reflect the new ownership. These properties are listed in Appendices 1 and 2, and 3;
- d. note that the total additional borrowing required by the HRA may be lower if other funding is able to be used (for example Retained Right to Buy Receipts) or the council chooses to utilise the option within the agreement with the Limited Liability Partnership (LLP) to sell up to 100 of the homes acquired from Barton Park to a third party Registered Provider. Either of these options would be subject to another Cabinet Decision; and
- e. note that in recognition of the volatility of the housing market and, therefore, that there may be an increase in costs of acquisitions in future years that the Head of Financial Services (Section 151 Officer) may alter the budgets for the above acquisitions at ii so as to increase it provided that such increase is possible within the envelope of the approved HRA capital budget at that point in time and such changes being reported to Council in the quarterly budget reporting / budget update.

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**14 Minutes**

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**Recommendation:** That Cabinet resolves to **approve** the minutes of the meeting held on **11 September 2024** as a true and accurate record.

**15 Dates of Future Meetings**

Meetings are scheduled for the following dates:

13 November 2024

11 December 2024

22 January 2025

05 February 2025

All meetings start at 6.00 pm.

**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**

**16 Option Agreement for the Disposal of Land**

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## **Information for those attending**

### **Recording and reporting on meetings held in public**

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

The Council asks those recording the meeting:

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

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

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

### **Councillors declaring interests**

#### **General duty**

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

#### **What is a disclosable pecuniary interest?**

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

#### **Declaring an interest**

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

#### **Members' Code of Conduct and public perception**

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

#### **Members' Code – Other Registrable Interests**

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

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

### **Members' Code – Non Registrable Interests**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Councillors speaking at meetings**

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

### **Councillors speaking on Neighbourhood issues (10 minutes in total)**

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

### **Items raised by Cabinet members**

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