

# Agenda



# Cabinet

This meeting will be held on:

Date: **Wednesday 22 January 2025**

Time: **6.00 pm**

Place: **Long Room - 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.

### **Leader/ Chair**

### **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](#)

	<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 14 January 2025. The following reports are expected, together with any recommendations from those meetings:</p> <ul style="list-style-type: none"><li>• Council of Sanctuary Framework</li><li>• HRA Rent Setting Report 2025/26</li><li>• Withdrawal of Oxford Local Plan 2040 from Examination and Approval of the Local Development Scheme 2025-2030</li></ul>	
<b>8 Council of Sanctuary Framework, 2025-2028</b>	<b>13 - 56</b>
<p>The Executive Director of Corporate Resources had submitted a report to seek approval and adoption of the draft Council of Sanctuary framework document.</p> <p>Cabinet is recommended to:</p>	

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- **Approve** and adopt the draft Council of Sanctuary Framework document, including the Action Plan.
- **Agree** that an annual progress update should be produced for Cabinet.
- **Delegate** power to the Executive Director – Corporate Resources, in consultation with the Cabinet Member for Housing and Communities, to amend the design of the framework document without changing the content, and to make changes to the action plan to keep it updated to developments and changes.

**9 Housing Revenue Account (HRA) Rent Setting Report 2025/26**

57 - 68

The Head of Financial Services had submitted a report to present the outcome of Oxford City Council’s (the council’s) annual rent review and associated rent setting proposal for 2025/26 in respect of all council dwellings within the Housing Revenue Account, including the setting of associated services and facilities charges.

Cabinet is recommended to:

- **Recommend** Council to approve an increase of 2.7% for 2025/26 (subject to any subsequent cap on increases imposed by central government) in social dwelling rents from 1st April 2025 giving an average weekly increase of £3.51 per week, and a revised weekly average social rent of £133.68 as set out in the Financial Implications section of this report.
- **Recommend** Council to approve an increase to rents for shared ownership dwellings as outlined in paragraph 21 of the Financial Implications.
- **Recommend** Council to approve an increase to service charges by 2.7% (CPI + 1%) to enable the HRA to recover the associated cost of supply.
- **Recommend** to council to approve an increase to the charge for a garage of 4.1%, equating to an increase of £0.78 per week for a standard garage within a curtilage with a revised charge of £20.00 per week.

**10 Withdrawal of Oxford Local Plan 2040 and approval of Local Development Scheme 2025-2030**

69 - 88

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The Head of Planning and Regulatory Service submitted a report which seeks approval for the withdrawal of the Oxford Local Plan 2040 from Examination and to approve the Local Development Scheme 2025-2030, which sets out the work programme for the revised Oxford Local Plan 2042.

Cabinet is recommended to:

- **Recommend** Council to approve the withdrawal of the Oxford Local Plan 2040 and the publication of the withdrawal statement;
- **Approve** the Local Development Scheme 2025-2030;
- **Authorise** the Head of Planning and Regulatory Services to make any necessary minor corrections not materially affecting the document prior to publication.
- **Agree** to the removal of the CIL Charging Schedule from the Planning Inspectorate so that an alternative Examiner (independent of the Planning Inspectorate) may be appointed.

## 11 **Redesignation of the Neighbourhood Forum for Headington**

89 - 120

The Executive Director of Development had submitted a report to redesignate the Neighbourhood Forum for Headington.

Cabinet is recommended to:

- **Approve** the redesignation of Headington Neighbourhood Forum in respect of the originally designated neighbourhood area to which it related.

## 12 **Archive Scanning Project**

121 -  
140

The Head of Planning & Regulatory Services had submitted a report which sought approval to release £999,500 from the Town Hall Works (Lot 2) fund to complete Phases 1 and 2 of the proposed Archive Scanning Project.

Cabinet is recommended to:

- **Approve** the request for the release of £999,500 from the Town Hall Works (Lot 2) fund to complete Phases 1 and 2 of the

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proposed Archive Scanning project.

- **Delegate** to the Executive Director (Development) in consultation with Councillor Chapman [Cabinet Member for Citizen Focused Services and Council Companies], the Head of Finance and the Head of Law and Governance the authority to enter into any contracts necessary to undertake the project where they do not already have authority within the constitution.

### 13 **38-40 George Street Regeneration Project -Appropriation**

141 -  
178

The Executive Director of Development submitted a report to seek approval to appropriate land (change the statutory basis on which it is held by the Council) at 38-40 George Street to be held in future for planning purposes to facilitate the 38-40 George Street Regeneration Project. The appropriation relates to land owned by Oxford City Council.

Cabinet is recommended to:

- **Approve** the exercise of the Council's powers to appropriate land in its ownership at 38-40 George Street (See plan at Appendices 1 & 2) ("the Land"), for planning purposes under section 122 of the Local Government Act 1972 so as to rely on the use of the Council's powers under sections 203-206 of the Housing and Planning Act 2016.
- **To authorise** the Executive Director of Development in consultation with the Head of Finance/s151 officer and Head of Law and Governance and the Cabinet member (Deputy Leader (Statutory) - Finance and Asset Management) to agree the terms of settlements and any associated fees.

### 14 **Fleet Procurement of RCV's and Toploaders**

179 -  
210

The Monitoring Officer (Head of Law and Governance) had submitted a report to provide Cabinet with a summary of the matters concerning the procurement of fleet which have led to governance issues arising and actions taken to prevent reoccurrence.

Cabinet is recommended to:

- **Note** the historic matters set out in the report
- **Note** the steps taken to address the governance issues to

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prevent reoccurrence

- **Delegate** to the Head of Finance (Section 151 Officer), in consultation with the Monitoring Officer, authority to award two contract for the purchase of fleet vehicles as detailed at section 17 to 23 of the report following the completion of the procurement process.

## 15 Minutes

211 -  
222

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

## 16 Dates of Future Meetings

Meetings are scheduled for the following dates:

05 February 2025

12 March 2025

09 April 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.

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## Part Two – matters exempt from publication

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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.