## 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

① 01865 252784

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 <u>Cabinet's rules</u>
- 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 <u>website</u>

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

## **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.

## 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 <u>website</u>

		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	
	The Scrutiny Committee will meet on 14 January 2025. The following reports are expected, together with any recommendations from those meetings:	
	<ul> <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>	
8	Council of Sanctuary Framework, 2025-2028	13 - 56
	The Executive Director of Corporate Resources had submitted a report to seek approval and adoption of the draft Council of Sanctuary framework document.	
	Cabinet is recommended to:	

	<ul> <li>Approve and adopt the draft Council of Sanctuary Framework document, including the Action Plan.</li> </ul>	
	<ul> <li>Agree that an annual progress update should be produced for Cabinet.</li> </ul>	
	• <b>Delegate</b> 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.	
	ousing Revenue Account (HRA) Rent Setting Report5025/26	57 - 68
	he Head of Financial Services had submitted a report to present the atcome of Oxford City Council's (the council's) annual rent review and associated rent setting proposal for 2025/26 in respect of all council wellings within the Housing Revenue Account, including the setting of associated services and facilities charges.	
(	abinet is recommended to:	
	• <b>Recommend</b> 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.	
	<ul> <li>Recommend Council to approve an increase to rents for shared ownership dwellings as outlined in paragraph 21 of the Financial Implications.</li> </ul>	
	<ul> <li>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.</li> </ul>	
	• <b>Recommend</b> 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.	
	/ithdrawal of Oxford Local Plan 2040 and approval of 6 ocal Development Scheme 2025-2030	9 - 88

	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:	
	<ul> <li>Recommend Council to approve the withdrawal of the Oxford Local Plan 2040 and the publication of the withdrawal statement;</li> </ul>	
	Approve the Local Development Scheme 2025-2030;	
	<ul> <li>Authorise the Head of Planning and Regulatory Services to make any necessary minor corrections not materially affecting the document prior to publication.</li> </ul>	
	• <b>Agree</b> 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:	
	• <b>Approve</b> 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:	
	<ul> <li>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</li> </ul>	

	<ul> <li><b>Delegate</b> 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.</li> </ul>	
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:	
	• <b>Approve</b> 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.	
	• <b>To authorise</b> 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	

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

**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.

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.

211 -222

## Part Two – matters exempt from publication

## 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 Registerable 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 <u>cabinet@oxford.gov.uk</u>).

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.

This page is intentionally left blank

## Agenda Item 8



То:	Cabinet
Date:	22 January 2025
Report of:	Executive Director – Corporate Resources
Title of Report:	Council of Sanctuary Framework, 2025-2028

	Summary and recommendations
Purpose of report:	This report seeks approval and adoption of the draft Council of Sanctuary framework document.
Key decision:	No
Cabinet Member:	Councillor Linda Smith, Cabinet Member for Housing and Communities
Corporate Priority:	Support Thriving Communities
Policy Framework:	Thriving Communities Strategy 2023-27

- 1. **Approve** and adopt the draft Council of Sanctuary Framework document, including the Action Plan.
- 2. Agree that an annual progress update should be produced for Cabinet.
- 3. **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.

#### Appendices

Appendix 1	Council of Sanctuary Framework
Appendix 2	Risk Register
Appendix 3	Equalities Impact Assessment

#### Introduction and background

- Oxford has a population of circa 165,000, of which, approximately 35% of residents were born outside of the UK<sup>1</sup>. The Council has a proud track record of supporting people seeking sanctuary who make the city their home. There is ambition to go further, and the Council has made a public commitment to become an accredited Local Authority of Sanctuary within the Thriving Communities Strategy 2023-27.
- 2. This paper introduces the draft Council of Sanctuary framework and Action Plan, which with partners, has been developed and lays out how the Council will seek to support people seeking sanctuary over the next 3 years, subject to Cabinet approval. Whilst the Council has made significant efforts for many years, challenges remain.
- Since 2015 the Council has successfully resettled 58 refugee families that have arrived through government recognised resettlement schemes and committed to resettle 8 refugee families per year for the next 5 years, subject to scheme viability. This was approved at Cabinet on <u>12 July 2023</u> and full Council on <u>17 July 2023</u>.
- 4. Since the start of the Russian invasion of Ukraine, Oxford has welcomed over 527 Ukrainian guests through hosting arrangements. The Home Office has established a contingency hotel and dispersed accommodation under the asylum dispersal plan within Oxford. The Council is supporting new refugees to prevent homelessness and reduce the threat of rough sleeping.
- 5. There is a government backlog for decisions on individual asylum claims, although it has reduced within the last 12 months, it still is very high compared to recent years.<sup>2</sup> The local picture is reflective of the international situation with more people seeking safety and refuge in the UK from war, conflict, and crises from other parts of the world. The <u>United Nations High Commissioner for Refugees (UNHCR)</u> estimates around 122million people are displaced in 2024.
- 6. The work by the Council aims to foster an agenda of inclusivity and compassion for all residents that have come from a background of forced displacement. To ensure this report is inclusive of the broad range of legal statuses, living circumstances and experience of migration, the Council has chosen to use the interchangeable term 'people seeking sanctuary' in this report which represents people that are from a forced displacement background.

#### **Council of Sanctuary Award**

- 7. The City of Sanctuary UK charity aims to create an inclusive, welcoming, and hospitable environment for people seeking sanctuary from violence and persecution.
- 8. The Sanctuary Awards are provided by the network of local groups and City of Sanctuary UK, to recognise and celebrate the commitment by institutions to the charity's values and vision and enable them to be become active participants in the City of Sanctuary network.
- The Council approved a cross-party motion to become a *City of Sanctuary* on <u>22</u> <u>July 2019</u>

<sup>&</sup>lt;sup>1</sup> <u>https://www.oxford.gov.uk/population-statistics/oxfords-population</u>

<sup>&</sup>lt;sup>2</sup> <u>https://www.gov.uk/government/statistics/immigration-system-statistics-year-ending-june-2024/how-many-people-do-we-grant-protection-to</u>

- 10. A further Council motion on <u>21 March 2022</u> directed Officers to plan for the development of a sanctuary strategy and demonstrate what the Council is doing to help those seeking sanctuary in light of the conflicts in Ukraine and Afghanistan.
- 11. The Council confirmed its commitment to become an accredited Council of Sanctuary at the Sanctuary Fair in 2023 and fulfil an action within the Thriving Communities Strategy 2023-27.
- 12. In October 2024 the Council submitted the formal application to become an accredited Local Authority of Sanctuary. This has been assessed and approved following the subsequent formal panel assessment in November 2024, meaning the Council has been successful in achieving the award, meeting the assessment criteria.

#### **Thriving Communities Strategy**

- 13. The Council has existing key strategies and policies which inform and complement the aims of this draft Council of Sanctuary Framework and Action Plan. These include the Thriving Communities Strategy 2023-2027, Equalities, Diversity and Inclusion (EDI) Strategy, Housing, Homelessness and Rough Sleeping Strategy 2023-2028, Anti-Racism Charter, Citizen Experience Strategy 2023-25 and the socio-economic duty.
- 14. The Council's Thriving Communities Strategy 2023-27 committed the Council to champion Equality, Diversity and Inclusion (EDI) and engage with and facilitate conversations about equality throughout the city, and work to make Oxford an anti-racist city through the Council's <u>Anti-Racism Charter</u>.
- 15. Furthermore, the Strategy committed the Council to work in collaboration with refugees, asylum seekers and the migrant community to inform and develop a Local Authority City of Sanctuary Action Plan and ensure the Council meets its commitment to become an accredited local authority of sanctuary.
- 16. In 2022, the Council worked with local voluntary and community organisations to gather views from people seeking sanctuary on the Council's Thriving Communities Strategy and the resulting report fed into the strategy.

#### **Council of Sanctuary Framework**

- 17. As part of the *Council of Sanctuary Award*, the Council is required to develop an Action Plan to confirm how it will support people seeing sanctuary in Oxford over the next 3 years. This draft Action Plan has been embedded into the draft Council of Sanctuary Framework document and follows collaboration with internal Council departments and external partners, as well as residents with lived experience.
- 18. To fully understand the level of need locally, in October 2023, the Council commissioned local charity Asylum Welcome to complete a needs assessment of local residents with lived experience. Over 100 individuals and local stakeholders were interviewed or took part in focus groups, and clear themes emerged regarding access to health and wellbeing, transport, education & employment and accommodation.
- 19. The draft Council of Sanctuary Framework sets out the Council's vision and how the Council will work to support people seeking sanctuary. The document is attached in Appendix 1, if approved, the final text will go through a design improvement process to produce the final document.

- 20. The Council has high aspirations and wants to achieve in this policy area but like any part of the public sector only has certain powers, responsibilities, and resources, and therefore needs to leverage support and work in partnership to deliver these aims. The work to improve outcomes for people seeking sanctuary involves close collaboration across local government but also crosses over to other organisations and the Council has built robust partnerships with statutory agencies, the voluntary and community sector, and other stakeholders.
- 21. The Action Plan that is embedded within the draft Framework has some actions that the Council will deliver, building on existing initiatives and implementing new projects where required. There are also some proposed actions where the Council will work in collaboration with other organisations or support other agencies to achieve positive outcomes.
- 22. Some areas of the Framework will require support from central government for the tools and funding to achieve our goals. The Council will seek to influence and feed into policy development by engaging constructively with central government to lobby for funding and influence the direction of policy and deliver elements of the Framework.
- 23. The Council continues to engage with local partners via the county wide Oxfordshire Migration Partnership. It is noted that other local authorities in Oxfordshire such as Oxfordshire County Council and West Oxfordshire District Council have passed Council motions and have also committed to becoming Local Authorities of Sanctuary and grow the sanctuary movement locally.

#### **Options available**

- 24. Recommendation Approve the draft Council of Sanctuary Framework. The Council will adopt this Framework to undertake improvements in service delivery, as well as working in partnership to support other local organisations to deliver actions to make Oxford a more inclusive and welcoming place to live and work. This also fulfils a key action within the Thriving Communities Strategy 2023-27.
- 25. Do nothing Under this option, the Council would not approve the draft Council of Sanctuary Framework. The Council would not be able to implement the draft Framework and Action Plan. Therefore, under the 'do nothing' option, the potential benefits referenced in this report will not be realised and the Council will not fulfil an objective within its Thriving Communities Strategy. The Council will need to consider other ways to support residents seeking sanctuary.

#### Financial implications

- 26. This report is not requesting any additional budget allocation to deliver the Framework. The Council has an existing allocation of £50,000 from the Controlled Migration Fund to support the work, and this will be used alongside other existing government grants to the Council to support people seeking sanctuary to deliver the direct aspects of the framework.
- 27. The Council estimates that the grant funding mentioned above will be sufficient for the direct delivery of aspects of the framework that the Council is responsible for. If additional costs are identified, then these will be considered as part of the normal Council budget governance process. Other elements of the Framework may require applications to be made for external investment from partnership organisations from other parts of the public sector.

#### Legal issues

- 28. The Council is committed to upholding the principles of the Public Sector Equality Duty (PSED) as outlined in the Equality Act 2010. To fulfil this commitment, the Council will have due regard for the need to:
  - Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
  - Advance equality of opportunity between people who share a relevant protected characteristic and those who don't share it;
  - Foster good relations between people who share a relevant protected characteristic and those who do not (which involves having due regard, in particular, to the need to tackle prejudice and promote understanding.
- 29. The draft Council of Sanctuary Framework document and Action Plan aim to fulfil the principles set out in the Equality Act relating to the PSED. The recommendation for an annual progress update will measure the success of the plan and consider any equalities impact. Any required improvements to the Framework or the Action Plan will be implemented to ensure the Council creates a supportive environment where all residents can feel secure, respected, and empowered to thrive.
- 30. The proposed draft Framework and Action Plan aim to support individuals of all backgrounds, collaborate with local organisations and communities, and the Council will actively consider the diverse needs of all residents to foster a city that is inclusive, welcoming and supportive.

#### Level of risk

31. See Risk Register attached under Appendix 2.

#### **Equalities impact**

32. An Equalities Impact Assessment has been completed as part of the Thriving Communities Strategy. A further Equalities Impact Assessment has been completed as part of this cabinet report and can be found within Appendix 3.

#### **Carbon and Environmental Considerations**

33. There are few environmental considerations arising directly from this report. There is a need to continue to support residents to reduce their carbon imprint and support the corporate ambition to become a zero carbon Oxford. Any households that are resettled or helped into accommodation within private rented properties within the city which will be registered with the Council's selective licensing scheme which takes into consideration environmental impact.

Report author	Stephen Cohen
Job title	Refugee and Resettlement Manager
Service area or department	Housing Services
Telephone	01865 25 2569
e-mail	Scohen@oxford.gov.uk

Background Papers: None	
1	
2	
3	
4	



# Council of Sanctuary Framework 2025-2028



### **Table of Contents**

Foreword by Councillor Linda Smith	2
Introduction and Background	3
Our Progress – Key Highlights	4
Key Challenges	5
Partnerships and Governance	7
Taking Action	8
Sanctuary Data	14
Key Terms	16

#### Foreword by Councillor Linda Smith

Oxford is a global City which has a proud history of migration adding a rich diversity to the City and I am proud that Oxford has been a *City of Sanctuary* for various groups over many years. There is a sense of solidarity and community, and the Council works tirelessly to create a thriving community which is inclusive and welcoming.

Since the first Council motion in 2019 where Councillors pledged support to make Oxford a *City of Sanctuary,* the Council has been on a journey to become an accredited Local Authority of Sanctuary. This has culminated in this framework and action plan which sets out the Council's



plan for the next 3 years.

Our goal is to build on the Council's strengths while proactively identifying areas of need and addressing any gaps with effective solutions alongside our partners. The Council is fortunate to receive support and work in partnership with statutory and nonstatutory partners from across the County via the Oxfordshire Migration Partnership.

A key aim of the Thriving Communities Strategy is the ethos of 'doing with, not to' residents. This framework builds on this philosophy, aiming to develop solutions alongside people with lived experience of seeking sanctuary, statutory services, voluntary and community partners as well as a range of Council services. We have identified the actions laid out in the action plan, across six priority areas. The priorities reflect both key areas of need and opportunities to empower people seeking sanctuary in line with our local strengths and existing strategies.

Unfortunately, in recent times, global conflict, and instability in places like Syria, Afghanistan and Ukraine has led the Council to redouble our efforts to provide an inclusive and welcoming

environment to people seeking a safe place to call home. As the need has increased, so have issues such as central government asylum processing backlogs, and the block booking of budget hotels by the Home Office to provide basic accommodation for asylum seekers.

The Council has consistently supported programmes to support vulnerable groups in Oxford including refugees who have been resettled, ensuring that we play our part to support households in need. Whilst there is much more to do, I hope you will see from reading through this framework that there are many stories of success.

**Cllr Linda Smith** 

Cabinet member for Housing and Communities

#### Introduction and background

This framework document has been developed through engagement with residents and key stakeholders, drawing on real-life experiences and learning from commissioned research. Our aim is to shape a comprehensive plan that enables Oxford City Council to work with partners to improve the outcomes for local people seeking sanctuary and the wider community. The document is organised into key sections, offering insights into the Council's efforts to support this area of work and the journey the Council has been on.

Many people come to Oxford in search of sanctuary, support, or a warm welcome. To ensure we are inclusive of the broad range of legal statuses, living circumstances and experience of migration held by these residents we choose to use the term 'people seeking sanctuary' throughout this framework. Where certain conditions, criteria or experiences only apply to subsections of this population we include specific reference to this in the pages below.

Our vision for Oxford City Council as a local authority of sanctuary is to create a welcoming and safe environment where those seeking sanctuary feel supported, accepted, and embraced as part of the broader community. A city where all residents can thrive, contribute, and actively participate in the community, helping to shape the future and enrich the life of Oxford for all.



Windows painting created by the residents of local asylum hotels, hosted by the Museum of Oxford and displayed at Oxford Town Hall for Refugee Week, 2024

Oxford has long been a destination for international migrants, be it for work or study, bringing valuable skills and knowledge and making the city diverse and global. Two world reputed universities, globally renowned science parks, sizeable teaching and practicing hospital systems, and large technology and automobile industries provide opportunities for economic and social mobility for many far and wide.

Oxford has also been a place where people have settled seeking safety and security. The Council has consistently supported refugee resettlement and integration against a backdrop of growing need both locally and internationally. The Council passed the first motion to be a *City of Sanctuary* in 2019, followed up in 2022 when the Council passed a further motion to consider the support on offer to people seeking sanctuary considering global conflicts.

The Council committed to becoming a local authority of sanctuary in 2023 and develop an

action plan to set out how the Council will work with people seeking sanctuary over the next three years. This is set out in this framework document alongside key areas of progress, challenge, as well as quotes from community voices detailing their experience of sanctuary in Oxford.

#### **Our Progress – Key Highlights**

The Council has made notable progress and reached significant milestones on its journey to becoming a local authority of sanctuary in recent years, achievements made possible through the continued support of the partnerships as outlined below:

- In 2016 Refugee Resource was commissioned to provide additional mental health support for resettlement families, offering specialised counselling and therapeutic mentoring. This vital service has been continuously maintained to ensure ongoing support for those in need.
- In 2017 The Museum of Oxford hosted the Journeys to Oxford exhibition telling migrants' tale of how they got here. This included the testimonies of about 115 Oxford City residents of 45 different nationalities, from Poland to Pakistan and China to the Caribbean.
- In 2018 the Council secured funding
   In 2018 the Controlled Migration Fund
   which led to number of projects
   including commissioning local
   charities to establish local mentoring
   and volunteering program for people
   seeking sanctuary, work based-ESOL
   classes, human trafficking and modern
   slavery and a project supporting rough sleepers.

- The Oxfordshire Migration Partnership was established in 2022 in response to the Ukraine crisis to coordinate the Homes for Ukraine (HfU) scheme across local stakeholders. Oxford City Council collaborated with Oxfordshire County Council, along with district authorities and other partners. Key successes include pooling resources to expand housing options, preventing homelessness and commissioning projects for people seeking sanctuary and local residents.
- Since 2022, around 200 resettled individuals have undertaken ESOL tuition as part of the resettlement programmes and many more have been signposted to local mainstream community provision.
- In 2022, the City Council, in partnership with NHS services, launched the Community Health Champions initiative to support COVID-19 vaccination rollout for vulnerable communities. Ten people seeking sanctuary have been trained as Community Health Champions to improve healthcare access and promote wellbeing.

#### **Community Voice:**

*"For me Oxford is a place of safety and empowerment"* says Lubna, a mother from Iraq who came to Oxford in 2022 with her children to join her husband who was already in the UK. Since then, alongside bringing up her family, she has volunteered tirelessly in the community and become a community artist.

- The Schools Advocacy Programme, run by Asylum Welcome and funded by Oxford City Council since 2020, helps families and schools by improving engagement, access to educational services, and understanding of the UK school system. So far, 105 children from 35 families across 25 schools have benefited, with schools describing the service as "invaluable" and "pivotal."
- In 2023, Oxford City Council commissioned Aspire Oxford, Asylum Welcome, Refugee Resource and EMBS college to run the **Refugee Employment Support Programme (RESP).** Since then, 24 refugees have been supported and 51 employers engaged.
- In 2024 the Council funded the Health Access Project, run by Asylum Welcome, which has supported people seeking sanctuary with health and dental services and has developed a multilingual healthcare hub.

#### **Community Voice:**

Kate has hosted and supported 25 sanctuary seekers in her home since 2015 under a charity run hosting scheme. Kate said "Oxford is the most welcoming place for people seeking sanctuary, and we are lucky to have very rich and wide cultures. Also, I feel very fortunate to be hosting those people in need. I have learnt a lot from them, and I admire their resilience".

#### **Key Challenges**

Oxford has a resilient economy, world renowned higher education, science and research sector. However, there are high levels of inequality and Oxford has several areas of high deprivation where most local people seeking sanctuary reside. People seeking sanctuary face many barriers and challenges as they endeavour to rebuild their lives and make a new home. These challenges are exacerbated by global or national policies or pressures and are summarised below:

- Global conflict / increased migration United Nations statistics estimate over 120 million people were forcible displaced by 2024. The majority are displaced internally or flee to neighbouring countries. A small percentage make their way to the UK. People seeking sanctuary arriving in Oxford are fleeing conflicts and persecution as well as environmental disasters, driven by climate change, alongside economic challenges, worsened by the COVID-19 pandemic.
- National policy challenges In 2022, Oxford became an expanded asylum dispersal area, leading to the use of temporary housing for asylum seekers. Government legislation has sought to act as a deterrent for people arriving through irregular routes and increased the requirements for an individual to claim asylum. There is variation in how the UK's responds to different crises, which has led to the creation of bespoke visa and resettlement schemes affecting rights and entitlements.

- Housing demand & supply/homelessness Oxford is one of the least affordable UK cities, with high rents and a shortage of affordable housing. People seeking sanctuary, with limited financial resources, struggle to secure housing due to long social housing waitlists, lack of credit history, and private rental market access issues. After receiving refugee status, they must leave asylum support accommodation within 28 days, often risking homelessness.
- Cost of Living crisis People seeking sanctuary in Oxford are deeply affected by the cost-of-living crisis, with rising energy costs pushing many into "fuel poverty." Limited income forces choices between essentials like heating and food. Language barriers and unrecognised qualifications make it hard to find stable jobs, while competition for low-wage work increases hardship. Children face difficulties as families struggle with school expenses whilst local charities struggle to meet the growing need.
- Health inequalities People seeking sanctuary face unique health

challenges and barriers to healthcare due to lack of documentation, language difficulties, and confusion about eligibility. This limits access to primary care, mental health services, and preventive healthcare. Language barriers can lead to miscommunication, misdiagnoses, and inadequate treatment, especially for mental health needs. Poor housing and food insecurity contribute to health problems and women and children, particularly, face additional challenges.

> No Recourse to Public Funds (NRPF) / vulnerable migrants People with No Recourse to Public Funds (NRPF) in Oxford face severe challenges due to high living costs and limited support. Unable to access public housing or benefits, many risk homelessness or live in unsafe conditions, relying on overstretched charities. Employment can be restricted due to immigration status which can lead to exploitation in lowpaying jobs without labour protections. Financial hardship is common, often leading to debt. Children in NRPF families also face barriers to accessing school meals and educational resources, affecting their well-being

#### **Community Voice:**

"If you hardly speak English and you are a stranger in a foreign culture it's like being blind and deaf when you want to talk to someone. Before they helped me, I felt powerless and invisible. Now I have a voice, and I can help others like me. HB from Syria

#### Partnerships and Governance

The Council has set clear objectives outlined in the *Taking Action* section below. However, it remains impacted by broader financial challenges, as constrained local government finance has been impacted by tight central government settlements and rapidly rising costs. It's clear that the Council is not able to deliver on all its aspirations without working in partnership. This is very much the model the Council aspires to, as Oxford is fortunate to have a thriving voluntary and community sector and the Council also works in close collaboration with other statutory agencies including local Oxfordshire County Council, District Councils, and other partners such as the NHS via the Oxfordshire Migration Partnership.

Partnership work via the Oxfordshire Migration Partnership has increased the level of inter-agency working and allowed a more co-ordinated response to tackle emerging issues related to migration within Oxfordshire. The Council is keen to work in partnership with other agencies such as Oxfordshire County Council who have passed a Council motion to become an accredited Local Authority of Sanctuary and lead on co-ordination for the Oxfordshire Migration Partnership.

Strong partnerships with different organisations like Asylum Welcome, Refugee Resource, Aspire Oxford and Connection Support and other community groups, have helped Oxford City Council widen our impact and work together on new and innovative projects. The action plan embedded within this framework identifies key actions for the Council, other statutory agencies and the voluntary and community sector. It has been developed in partnership and reflects the understanding that better outcomes will be achieved if we work together to pool resources, knowledge, and expertise.

Based on close collaborations with lived experience organisations the Council has been actively



involved in providing more inclusive and holistic support for people seeking sanctuary. We are proud to celebrate refugee experiences through Refugee Week celebrations and the annual Sanctuary Fair. So, while we aim to do better with regards to our statutory duty, our overall approach and plan is to go beyond business as usual.

The Council will continue to show leadership by using grant funding to invest in staffing and new projects to support people seeking sanctuary. Alongside the Council's operational role, Officers will also advocate for a fair funding settlement from central government and seek to influence the direction of national policy.

Accountability for this action plan is important and Officers will be reporting back to Oxford City Council Cabinet on

yearly progress. Progress will be tracked routinely through the Council's internal governance structures, reporting to the Communities Change Board monthly. Officers have developed internal and external sanctuary partnership groups who will also be meeting periodically to jointly assess progress and identify new key actions.

#### **Taking Action**

The Council has explored the views of people seeking sanctuary and the local community and what the Council can do to improve their experience. We began with the Thriving Communities Strategy Consultation where the voices of many local people sanctuary were recorded. The following year in October 2023, we commissioned Asylum Welcome to deliver a needs assessment for our Council of Sanctuary project and more recently carried out community engagement work, meeting local residents.

The needs assessment and our research explored the views of people seeking sanctuary including their experiences, and opinions on Council services. Many positives were highlighted including the safety, beauty and reputation of the city, alongside the availability of cultural activities, outdoor space and friendly communities.

However, a number of barriers emerged, often linked to an individual's immigration status and support needs, but they were connected by the common thread of trying to settle and rebuild lives in a new environment and place with different cultural, legal and societal norms.

The report grouped the key areas of challenge into four key themes: transport; health and wellbeing; education and employment; and accommodation. As the Council is not a unitary authority, some issues raised in the research fall within the remit of other partners we will work with partners to address these.

Where work cuts across other organisations provision, we have indicated in the action plan how we will work together to action the recommendations in the ethos of the partnership model. We have identified the actions across 6 priority areas, to be reviewed regularly with partners. The priorities reflect both key areas of need and opportunities to empower people seeking sanctuary in line with our local strengths and existing strategies and are listed below:

#### Wellbeing, Education & Employment Housing and Homelessness

#### **Building Communities & Amplifying Voices Shaping Services**

**Supporting Integration** 

Working in Partnership & Innovating

#### 1. Wellbeing, Education and Employment

What	What are we going to do?		By end of year 1- 2025 2- 2026 3- 2027
1.1.	Educate and empower Council teams and local businesses about opportunities to employ people seeking sanctuary and how to offer placements and apprenticeships, including through myth-busting on migrant entitlements with businesses as well as job brokers.	Regeneration and Economy	Year 1

(RESP), its findings and respond to the recommendations. Explore opportunities for further work around employment, business support and social enterprise.Services1.3.Work with the anti-slavery coordinator and local modern slavery network to promote understanding around rights and safeguarding risks faced by people seeking sanctuary locally.Community SafetyYea1.4.Work with key partners to develop and extend the existing schools advocacy project, subject to project viability.Housing ServicesYea1.5.Improve access to wellbeing and leisure facilities for local reduce health inequalities.Community ServicesYea				
slavery network to promote understanding around rights and safeguarding risks faced by people seeking sanctuary locally.       Safety         1.4.       Work with key partners to develop and extend the existing schools advocacy project, subject to project viability.       Housing Services         1.5.       Improve access to wellbeing and leisure facilities for local people seeking sanctuary to improve health outcomes and reduce health inequalities.       Community Services         1.6.       Work with partners including Refugee Resource to improve       Housing       Yea	1.2.	(RESP), its findings and respond to the recommendations. Explore opportunities for further work around employment,	0	Year 1
schools advocacy project, subject to project viability.       Services         1.5.       Improve access to wellbeing and leisure facilities for local people seeking sanctuary to improve health outcomes and reduce health inequalities.       Community Yea         1.6.       Work with partners including Refugee Resource to improve       Housing       Yea	1.3.	slavery network to promote understanding around rights and safeguarding risks faced by people seeking sanctuary		Year 2
people seeking sanctuary to improve health outcomes and Services reduce health inequalities.	1.4.		0	Year 1
	1.5.	people seeking sanctuary to improve health outcomes and		Year 2
	1.6.		-	Year 2

## 2. Housing and Homelessness

What	are we going to do?	Service	By end of year 1- 2025 2- 2026 3- 2027
2.1.	Expand education and support for local people seeking sanctuary to help them navigate the housing system, especially for those experiencing homelessness, those at risk of homelessness, and those with limited experience of independent living (including UASC) in line with the Housing, Homelessness and Rough Sleeping Strategy.	Housing Services	Year 2
2.2.	Provide training as appropriate for housing colleagues on how to support people seeking sanctuary, e.g. residents with varying immigration status including victims of domestic abuse with no recourse to public funds.	Housing Services	Year 2
2.3.	Develop further training on working with refugees (cross cultural communications and trauma informed practice) and offer it to colleagues.	Housing services	Year 2
2.4.	Increase engagement and support for landlords who wish to	Housing	Year 2

	house people seeking sanctuary, including information and communication on the Council's private rented housing access schemes.	Services	
2.5.	Provide appropriate support to sustain tenancies as part of the Council's approach to homelessness prevention and in line with the Housing, Homelessness, and Rough Sleeping Strategy.	Housing Services	Year 1
2.6.	Improve monitoring of the number of people seeking sanctuary who are sleeping rough and use intelligence to target support.	Housing Services	Year 1

## 3. Building Communities and Amplifying Voices

What are	e we going to do?	Service	By end of year 1- 2025 2- 2026 3- 2027
3.1.	Empower and support local institutions to become registered places of sanctuary including libraries, surgeries arts, community, colleges, and faith organisations.	Housing Services	Year 3
3.2.	Act as a lead Local Authority on joined-up campaigning for migrant rights, share learning and expertise through sanctuary networks at a local, regional, and national level including the City of Sanctuary Local Authority Network.	Housing Services	Year 3
3.3.	Continue to convene the Oxford City Council of sanctuary internal and external stakeholders' meetings to meet regularly to facilitate the Thriving Communities vision of "Doing with, not to" and advocate for an ethos and practice of <u>'Co-production'</u>	Housing Services	Year 1
ра	Support refugee partners and community groups to access opportunities in arts, culture, and community activity via the use of our facilities, grants, and external funding. blaborate with the local VCS to build capacity and articipation of local lived experience groups via funding livice and support.	Community Services	Year 2

	evelop effective pathways into volunteering and articipation via social and cultural activities.		
3.5.		Housing Services	Year 3
3.6.	Support refugee community groups to access spaces and places where they can come together to enjoy common interests and create new friendships.	Community Services	Year 2

## 4. Shaping Services

What	are we going to do?		By end of year 1- 2025 2- 2026 3- 2027
4.1.	Develop/co-produce and share a sanctuary framework to support people seeking sanctuary and promote independent living for those staying in the City and beyond.	Housing Services	Year 1
4.2.	Review incorporation of sanctuary principles into services when strategies, policies or services are changed.	Corporate Strategy	Year 2
4.3.	Develop online resources to be more accessible for people seeking sanctuary including the Council's web page, the Communities Toolkit and information regarding accessing housing and other support.	Housing, Communities and Customer Services	Year 2
4.4.	Create opportunities and space for people seeking sanctuary to have their voices heard and their stories told, so that their experiences can inform how services are delivered in the city. Ensure people seeking sanctuary can feed into Council activity through existing mechanisms.	Housing Services	Year 1
4.5.	Promote sanctuary informed practice across local strategic partnerships where Oxford City Council is key stakeholder.	Housing Services	Year 1
4.6.	Via the community health champions programme improve advocacy for people seeking sanctuary and access to primary health care for vulnerable and undocumented migrants.	Community Services	Year 1

## 5. Supporting Integration

What	are we going to do?	Service	By end of year 1- 2025 2- 2026 3- 2027
5.1.	Grow and publicise wider migrant-specific information, advice and guidance for all residents such as a Sanctuary Door initiative (Single Point of Contact), embedding opportunities for people with lived experiences to lead on service support.	Housing Services	Year 1
5.2.		Housing Services	Year 1
5.3.	Support the Council's ambition to support the Domestic Abuse Housing Alliance (DAHA) accreditation and feed in from sanctuary seeking groups perspective.	Regulatory Services and Community Safety	Year 3
5.4.	Via sanctuary ambassadors programme and the external stakeholders group review availability of legal advice services for people seeking sanctuary. Alongside community partners, explore opportunities to support expansion of provision as well as pathways to access, and to provide residents with information about their rights.	Housing Services	Year 2
5.5.	Work alongside the Oxford Food Hub and other local charities to raise awareness of free or low-cost food options for people seeking sanctuary, in relation to accessing food, and engaging in the wider local food system and increasing communication to ensure people seeking sanctuary are aware.	Housing services supported by Communities	Year 2
5.6.	Produce a joint calendar of events which promote integration and support sanctuary events such as during Refugee week	Housing services supported by Communities	Year 1

## 6. Working in Partnership and Innovating

What are we going to do?	Organisation/ Group	By end of
		year

6.1.	Support local research bodies to (a) create and develop body of evidence demonstrating the positive impact of	Council of Sanctuary	1- 2025 2- 2026 3- 2027 Year 3
	people seeking sanctuary locally and (b) analyse the benefits and opportunities they bring.	external stakeholders' group	
6.2.	Support Oxfordshire County Council and other key partners to increase English language provision (ESOL) accessibility to those with different immigration status, ages, childcare provision needs or access needs in a wide range of both statutory and community settings across the City.		Year 2
6.3.	Support the Getting Oxfordshire Online Digital Inclusion network, to bring together partners to identify digital barriers for refugees and asylum seekers in the City / county and promote greater digital inclusion for this group.	Oxfordshire County Council supported by the CoS external stakeholders' group.	Year 1
6.4.	Collaborate with local partners and individuals seeking sanctuary to develop culturally appropriate and accessible health initiatives, with a strong focus on expanding access to mental health support. Engage with relevant charities and public services to explore and enhance support networks and resources.		Year 3
6.5.	Review existing support available to people with No Recourse to Public Funds (NRPF) via the establishment of an NRPF working group with Oxfordshire County Council and local VCS.	Council of Sanctuary external stakeholders' group	Year 1
6.6.	Alongside partners, work to ensure asylum seekers have access to low affordable public transport and travel around the city.	Oxfordshire County Council	Year 2

#### **Sanctuary Data**

The 2021 Census showed that 35% of Oxford's population was born outside the UK, compared to 28% in the 2011 Census. Most of the foreign-born population come to Oxford for work or study. There have been significant changes in the demographic population of Oxford City recently especially since 2022. A combination of wide-ranging changes to national policy and external factors (e.g., the war in Syria and Ukraine, political unrest in Afghanistan and Hong Kong) have facilitated this.

As a Council we have had to respond quickly not only to an increasing number of people seeking sanctuary living locally, but also to understand how the different immigration statuses these individuals hold affect their experiences and their entitlements. We have had to adapt our services accordingly and we have recorded some key sanctuary data for Oxford:



2015 – 2018 30 families welcomed and supported through SVPRS & VPRS resettlement schemes



Approximately 250 people seeking sanctuary living in Home Office sourced accommodation locally

#### Our Data



**2021 – present** 28 families welcomed and supported through UKRS and Afghan resettlement schemes (ARAP/ACRS)



Over 160 sanctuary seekers supported with housing advice since January 2024

	_	_	
	_	-	
٩.			

Unknown number of Hong Kong BNO, children seeking sanctuary, and households with no recourse to public funds



527 Ukrainian guests welcomed, through hosting arrangements Oxford City

Data on people seeking sanctuary in Oxford can be limited or held by different authorities. People seeking sanctuary are not continuously tracked or recorded in the wider system beyond their initial grant of status, making their needs as trauma-affected, newly arrived individuals often unrecognised and unmet. For those who work with them, gathering reliable information is challenging due to instability in their lives, long asylum processing times, frequent relocations, and homelessness.

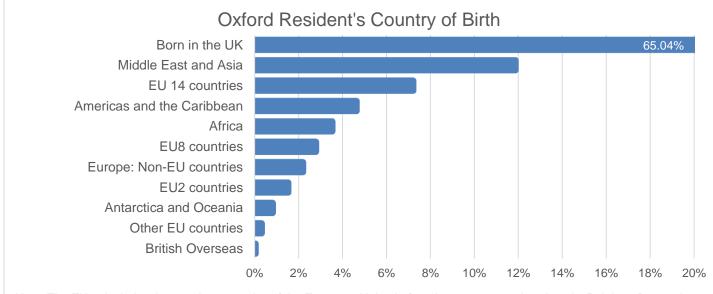
Some groups are particularly under-documented, including no recourse to public funds (NRPF) women on spousal visas, students fearing to return to their home countries because of a well-founded fear of persecution, and those trapped in domestic servitude or debt bondage. This lack of data hampers effective support, service provision and requires work with other agencies to understand data on marginalised groups residing in Oxford which we intend on progressing as part of the council's action plan.

The Council has access to general data sets and the below information was compiled by the council's **Business Intelligence Unit** for this framework document taken from the Census 2021, Office for National Statistics (ONS).

#### A. Oxford Resident's Country of Birth

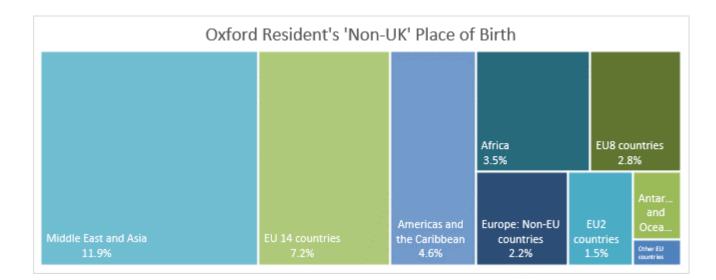
Source: Census 2021, ONS.

A way of understanding the composition of Oxford's residents, regarding ethnicity and nationality is the resident's place of birth. The following graph shows the distribution of countries of birth.



Note: The EU14 includes the member countries of the European Union before the 2004 expansion: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, and Sweden. The EU8 refers to the countries that joined the EU in 2004, which are Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, and Slovenia. Lastly, the EU2 consists of Bulgaria and Romania, which joined the EU in 2007.

Considering only the 34.92% of people that was not born in the UK and British Overseas (taking aside the 65.04% and 0.04% respectively), the following visual shows the distribution among the rest of the countries where Oxford Residents were born.



### Key terms

Key term	Description	
Asylum seeker	<ul> <li>In the UK, a person who is seeking asylum or sanctuary is known as an asylum seeker because they have:</li> <li>fled their home</li> <li>arrived in another country, whichever way they can</li> <li>made themselves known to the authorities</li> <li>submitted an asylum application</li> <li>a legal right to stay in the country while waiting for a decision</li> </ul>	
RefugeeRefugees are people who have fled war, violence, conflict or and have crossed an international border to find safety in and country. The 1951 Refugee Convention is a key legal docum defines a refugee as: "someone who is unable or unwilling to their country of origin owing to a well-founded fear of being per for reasons of race, religion, nationality, membership of a par social group, or political opinion."		
	In the UK a refugee:	
	<ul> <li>has proven that they'd be at risk if returned to their home country</li> <li>has had their claim for asylum accepted by the government</li> <li>has permission to stay in the UK either long term or indefinitely</li> </ul>	
Migrant	A migrant is a person who moves from one country to another, this could be for several reasons, for example to work, study or to reunite with family.	
No recourse to public funds	This is a condition for a person that is subject to immigration control, and it means that they are not entitled to most public benefits due to their immigration status, for example a student, someone on a spousal visa or	

	a visa overstayer.
Separated or Unaccompanied children	Separated children and young people seeking sanctuary is an alternative to use of the acronym /abbreviation UASCs (Unaccompanied Asylum-Seeking Children) or UAM (Unaccompanied Minors).
	Unaccompanied can imply a deliberate decision to send lone children into danger and does not reflect the fact that many lose their families in the chaos of fleeing war and other dangers. In the UK, they are usually looked after by the local authority.
Indefinite Leave to Remain	This is an immigration condition that gives a person the right to live indefinitely and is also called 'settlement'. It gives a person the right to live, work and study and apply for benefits. It can also be used to apply for British citizenship.
Forced migrant	A term commonly used for a person subject to a migratory movement in which an element of coercion exists, including threats to life and livelihood, whether arising from natural or man-made causes (e.g. movements of refugees and internally displaced persons as well as people displaced by natural or environmental disasters, chemical or nuclear disasters, famine or development projects or those who have been trafficked or enslaved).
A Person Seeking Sanctuary	An umbrella term for someone seeking safety irrespective of immigration status.



This page is intentionally left blank

#### Risk Register

#### **Council of Sanctuary Framework**

As at: (DATE)

	-	-				-			Gr	oss		Curre	ent	Tar	get						
Ref	Title	Risk Description	Opp / Threat	Cause	Consequence	Risk Treatment	Date Raised	Owner	Р	Т	Р	1	Score	Р	I	Comments	Control / Mitigation Description	Date Due	Action Status	% Progress	Action Own
	Council of Sanctuary award	Not meeting award criteria	Opportunity	Poor application, insufficent resourcing & planning	Reputational damage, poor use of staff resources, decline in trust from local residents, VCS & members	Reduce	18/10/24	Stephen Cohen	3	5	3	3	9	2	3		Established project team and robust project plan considering resourcing, financing and risks. Application has now been submited for consideration.	31/01/25	In Progress	80%	Stephen 6 Cohen
	Insufficient funding to resource project	Inability to provide adequate resources & funding required for partnership working	Threat	Unrealistic & inadeqate planning for delivery of project	Insufficient staffing resources, incorrect skills & knowledge, over burdened existing staffing.	Reduce	18/10/24	Stephen Cohen	3	4	3	3	9	2	2		Clear planning, consultation with senior management & key stakeholders of resource requirements. Budget allocated.		In Progress	80%	Stephen 6 Cohen
	Adverse general public opinion/media intervention	Negative publicity & reputational damage	Threat	Generated from missmanagement of public facing contact and partnerships	Reputational damage	Avoid	18/10/24	Stephen Cohen	3	4	3	3	9	2	2		Clear & joined up communication strategy. Support from Members and commitment to deliver as action in thriving communities strategy	31/01/25	In Progress	50%	Stephen 6 Cohen
	Community relations	Damage to trust from people seeking sanctuary and local stakeholders	Threat	Inability to engage and communicate effectively as well as raising expectations	Reputational damage, decline in trust in Council	Avoid	18/10/24	Stephen Cohen	3	4	3	3	9	2	2		Engagement with target audience and local stakeholders from the start of the project, building trust in the project development and objectives		In Progress	60%	Stephen 6 Cohen
	Poor leadership	Lack of clear project leadership	Threat	Lack of designated roles to deliver project, insufficient senior management communication & buy in	Project will lack direction & focus and be unable to deliver on core aims	Avoid	18/10/24	Stephen Cohen	4	5	3	3	9	2	2		Clear project lead & sponsor, project team and designated roles	31/01/25	In Progress	60%	Stephen 6 Cohen
	Equality Act 2010	Not complying with the Act or taking account of the PSED & protected characteristics	Threat	Lack of planning & understanding of the requirements of the Act	Breaching equalities legislation. Not adhering to Council's own policies on equalities	Avoid	18/10/24	Stephen Cohen	3	4	3	3	9	2	3		Equalities Impact Assessment drafted as par of the cabinet report considering and ensuring compliance with the EA2010	t 31/01/25	In Progress	50%	Stephen 6 Cohen
													0								
													0								<u></u>
													0							<u> </u>	
													0							 	$\overline{+}$
													0							<b>—</b>	+
													0								<u>†                                    </u>
													0								

THE RISK REGISTER IS FORMATTED AS A TABLE. PRESS TAB ON THE LAST TABLE CELL TO INSERT A NEW ROW.

This page is intentionally left blank

#### Why do an Equalities Impact Assessment (EqIA)?

 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.
- 41
- 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 <u>Corporate Management Team (CMT)</u> reports and all projects must attach an EqIA.

#### A good EqIA has the following attributes:

1. Comprehensively considers the <u>9 protected characteristics.</u>

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	

- It has considered equality of treatment towards service users, residents, employees, partners, council suppliers & contractors, and Council Members
- Sufficiently considered potential and real impact of proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members.
- 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
- 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.	<ul> <li>Council of Sanctuary Framework         <ul> <li>To assess the impact of adopting the Council of Sanctuary framework on different protected characteristics and ensure it promotes equality and inclusivity.</li> </ul> </li> <li>Objectives:         <ul> <li>Identify and remove potential discrimination.</li> <li>Advance equality of opportunity.</li> <li>Foster good relations between different community groups.</li> </ul> </li> </ul>	2.	The implementation date of the activity under consideration:	January 2025-December 2028 (3 years)
3.	Directorate/Department(s):	People and Communities Directorate	4.	Service Area(s):	Housing Services
5.	Who is (are) the assessment lead(s):	Stephen Cohen Refugee and Resettlement Manager Housing Services <u>scohen@oxford.gov.uk</u>	6.	Contact details, in case there are queries:	Stephen Cohen Refugee and Resettlement Manager Housing Services <u>scohen@oxford.gov.uk</u>
7.	Is this a new or ongoing EqIA?	New Extension to existing EqIA	8.	If this is an extension of a previous EqIA, please indicate where the previous EqIA is located and share the link to the said EqIA.	Not applicable
9.	Date this EqIA started:	18 October 2024			
10.	Will this EqIA be attached to <u>Corporate Management Team</u> ( <u>CMT</u> ) reports/updates, which will be published online?	Νο	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	Not applicable

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

12.	Type of activity being considered:	Budget  New Activity	Decommiss	Oth	Commissioning	activity	ange to an existing proval of the Council of		
13.	Which priority area(s) does this activity fulfil? within Oxford City Council's Corporate strategy (2024-2028)	Strong, fair economy.	Good, affordable h	nomes.	Thriving communities	Zero Carbon Oxford.	U Well-run council.		
14.	Which priority area(s) within does this activity fulfil? <u>Oxford City Council's</u> <u>Equality, Diversity &amp;</u> <u>Inclusion Strategy (2022)</u>	Responsive services and customer care.		verse an ed workf		tional	Understanding and working with our communities.		
15.	Outline the aims, objectives, & priorities of the activity being considered.	Aims: The Council of Framework sets Council will support seeking sanctuary stakeholders and community in lither The Thriving Community The Thriving Strategy 2023-2 Oxford City Counce Equality, Diversity and engage with conversations att throughout the city make Oxford an	rt local people and work with d the local ne with the ties Strategy, Communities 7 committed il to champion and Inclusion and facilitate pout equality 7, and work to	Strategy work in residents asylum a Local A Action F Council become authority As part Council I to obtain	he Thriving Commun , the Council committ collaboration with s including refug seekers and the mig ity to inform and dev Authority City of Sanci Plan and ensure the meets its commitme	hities ed to local gees, grant /elop tuary City nt to local local ethr ethr ethr su su tuary city nt to local su tuary city su , the iteria tuary	<ul> <li>Priorities:</li> <li>Working in partnership with communities, organisations, and agencies to reduce inequalities and create thriving communities</li> <li>Championing diversity and inclusion in our own work and community partnerships</li> <li>Helping people live healthily by providing services, support, and facilities to</li> </ul>		

	through the Council's Anti- Racism Charter. The Thriving Communities Strategy outlined the Council's approach to coordinating preventative services, reducing inequalities and improving residents quality of life. This activity is intrinsically linked to Oxford City Council's corporate strategy as laid out in the three key corporate priorities which fall within the <i>Thriving</i> <i>Communities</i> section.	<ul> <li>improve the outcomes for people seeking sanctuary from war and persecution through improving the institutional response to service delivery.</li> <li>This includes development of an action plan to be implemented over a 3 year period and also a plan that is publicised.</li> <li>The Council has therefore developed the Council of Sanctuary Framework which summarises the context, background what are the key challenges and progress, experiences and action plan.</li> <li>The framework is focused on supporting residents who are forcibly displaced due to war, conflict or other crisis and have sought safety and sanctuary, but its key objective is to support thriving communities and build an inclusive City for all residents. This equalities impact assessment is completed to understand the impact on the different stakeholders and ensure any mitigations are put in place.</li> </ul>	prevent and manage physical and mental health conditions <sup>1</sup>
Please outline the consequences of not implementing this activity.	<ol> <li>The Council's commitmer (accreditation) will be adve</li> <li>The Council's commitmer</li> </ol>	impact on some of the most vulnerab nt to meet certain criteria to obtain	the Council of Sanctuary Award

1

<sup>&</sup>lt;sup>1</sup> <u>https://www.oxford.gov.uk/policies-plans-strategies/strategy/6</u>

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

17. 0	Have you undertaken any consultations in the form	A key objective was to engage key stakeholders (internal and external), as far as reasonably practical, in the development and implementation of a Council of Sanctuary framework.
	of surveys, interviews, and/or focus groups?	Officers set up an internal officer's project group in 2023, overseen by senior managers and an internal and external sanctuary group set up in 2024.
		An email address (COS@oxford.gov.uk) was also set up for feedback and communications to and from residents and stakeholders.
		In June 2023 the Council of Sanctuary Award, process and task and finish group arrangements were taken to the internal Policy Officers Group as a key agenda item.
		In October 2023, the Council commissioned a local refugee support charity with experience of policy and research, Asylum Welcome, to conduct a needs assessment for local residents in Oxford. The survey aimed to engage residents with lived experience and stakeholder groups who were working with local residents.
		Sixty-six interviews were conducted between October and December 2023 with research conducted face- to-face, either in English or using translation, either one-to-one or in pairs.
		The individuals interviewed were of different immigration status including:
		<ul> <li>27 asylum seekers who live in asylum accommodation</li> <li>10 people with refugee status</li> </ul>
		<ul> <li>7 people on resettlement schemes (ARAP, ACRS or UKRS).</li> <li>8 Ukrainians on specific Ukraine visas</li> </ul>
		<ul> <li>3 unaccompanied asylum seeking children</li> <li>4 EU migrants with indefinite leave to remain in the UK</li> <li>5 naturalised British citizens.</li> </ul>
		Eighteen different nationalities participated with two thirds of respondents identifying as male and one third female with the majority falling with the 25-34 age category. Asylum Welcome reported back in February 2024 and detailed their findings including the needs, barriers, and opinions of residents within a report.
		Alongside the above individuals, thirty service providers also contributed to the needs assessment research either through one-to-one interviews or by attending two group-based virtual interview sessions. The stakeholders work in a range of context in the city including faith-based, youth work, health and medical provision, education and employment support, hosting arrangements and other services.

The Council was able to use the first-hand experience alongside other stakeholder engagement work to help inform the development of the Council's action plan and framework document.					
The Council of Sanctuary project team has sought to consult internal staff from across the Council. Staff were therefore informed of the project objectives through internal communications including lunch and learn engagement meetings, Council newsletter, leadership briefings and in June 2024, through the Council's staff conference attended by over 200 staff.					
To add more detailed input into the project, the internal sanctuary partnership group which contained leads from different service areas was launched in August 2024 and has now met several times and internal staff have been able to feed into the development of the Council's action plan.					
There have also been extensive discussions with external stakeholders including group discussions with representatives from statutory and non-statutory agencies such as from the voluntary and community groups. The sanctuary project team have also engaged the general public and local businesses via spontaneous interviews and documented case studies of people seeking sanctuary and local residents.					
In September 2024, the external sanctuary partnership group was launched which contains representatives from local stakeholders and residents with lived experience. They have been able to feed into the development of the framework and action plan. The internal and external group will meet quarterly to review the action plan progress and routine updates will report into the Community Change Board which sits under the Thriving Communities section.					
The review and evidence base which informed this framework document has been conducted over a 12 month period.					
Data has been collected from a number of sources including commissioning and subsequent analysis of primary research and data between October and December 2023 which local residents with lived experience and external stakeholders were interviewed.					
Analysis has taken place of internal Council policies including key linked policies; the Thriving Communities Strategy, Equalities Diversity and Inclusion (EDI) Strategy, Housing, Homelessness and Rough Sleeping Strategy and the Council Strategy.					
Other data sources including internal Council data bases, data from the Office of National Statistics, Census data, published data from central government including Home Office migration statistics and other national policies to analysis the information.					
Other strategic/ equalities considerations					
<ul> <li>Safeguarding/ Welfare of Children and Vulnerable adults</li> <li>Mental Wellbeing/ Community Resilience</li> <li>The Council Strategy 2024 to 2028</li> <li>Thriving Communities Strategy 2023 to 2027</li> <li>Equality, Diversity and Inclusion Strategy</li> <li>Housing, Homelessness and Rough Sleeping Strategy</li> </ul>					

	The Council's voluntary adoption of the socio-economic duty.
19. If you have not done any consultations or collected data & information, are you planning to do so in the future?	Not applicable, please section 17.

### Section 4: Impact analysis.

20.	Who does the activity impact?	Service Users	Yes	No 🗆	Don't Know
		Members of staff	Yes	No 🗆	Don't Know
		General public	Yes	No	Don't Know
		Partner / Community Organisation	Yes	No	Don't Know
		City Councillors	Yes	No 🗌	Don't Know
		Council suppliers and contractors	Yes	No 🔀	Don't Know

	pes the activity 10)?	impact positively or	negative	ly on an	y protected characteristics as st	tated within Equality (Act
Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight Mitigations
Age 48		Dated.gov.uk		FOR	Refugees and asylum seekers often experience similar issues upon arrival in the UK but have come from many different cultures, backgrounds and countries of origin. Taking a person-centered approach will ensure that individuals are supported to achieve integration regardless of their background or circumstances.	The activity is about improving outcomes for refugees and asylum seekers through challenging discrimination, ensuring equality of opportunity (where possible within UK Immigration law) and promoting good relations between groups. No negative impacts of these proposals have been identified and seeks to have a positive impact.
			COL	UTY JNCI	There is anecdotal evidence that a large proportion of local people seeking sanctuary are in the 25-34 age bracket. The Council of Sanctuary framework seeks to put in increased support for this group alongside the wider cohort.	
Disability (Visible and invisible)					Refugees and asylum seekers often experience similar issues upon arrival in the UK but have come from many different cultures, backgrounds and countries of origin. Taking a person-centered approach will ensure that individuals are supported to achieve integration	See above

				regardless of their background or circumstances. There is anecdotal evidence that people seeking sanctuary have an increased risk of being diagnosed with a disability (visible and invisible) with higher reports of mental health conditions based on historic and current experiences. The Council of Sanctuary framework seeks to put in increased support for this group alongside the wider cohort	
Gender re-assignment 40	Dyterd.gov.uk		FOR	The activity is about improving outcomes for refugees and asylum seekers through challenging discrimination, ensuring equality of opportunity (where possible within UK Immigration law) and promoting good relations between groups. Some asylum seekers may have fled areas which were less tolerant of difference including gender re- assignment and will be better able to live as themselves in the UK.	See above
Marriage & Civil Partnership		Col	JNCI	The activity is about improving outcomes for refugees and asylum seekers through challenging discrimination, ensuring equality of opportunity (where possible within UK Immigration law) and promoting good relations between groups.	See above
Race, Ethnicity and/or Citizenship				The activity is about improving outcomes for refugees and asylum seekers through challenging discrimination, ensuring equality of opportunity (where possible within UK Immigration Iaw) and promoting good relations between groups. Some asylum seekers may have fled areas which were less tolerant of	See above

				difference and will be better able to live as themselves in the UK.	
Pregnancy & Maternity				The activity is about improving outcomes for refugees and asylum seekers through challenging discrimination, ensuring equality of opportunity (where possible within UK Immigration law) and promoting good relations between groups.	See above
Religion or Belief		-		The activity is about improving outcomes for refugees and asylum seekers through challenging discrimination, ensuring equality of opportunity (where possible within UK Immigration law) and promoting good relations between groups.	See above
	1006-			Some asylum seekers may have fled regimes which did not tolerate religious freedoms.	
Сл Сбех			FORI	The activity is about improving outcomes for refugees and asylum seekers through challenging discrimination, ensuring equality of opportunity (where possible within UK Immigration law) and promoting good relations between groups.	See above
		COL	UNCI	A higher proportion of asylum seekers are males. Women are likely to experience greater equality in the UK than some of the regimes they have fled from.	
Sexual Orientation				The proposal is about improving outcomes for refugees and asylum seekers through challenging discrimination, ensuring equality of opportunity (where possible within UK Immigration law) and promoting good relations between groups.	See above

Other (voluntary consideration)For example:Migrant, refugee, or asylum seekers51	C Stranger		<ul> <li>Some asylum seekers may have fled regimes which did not afford rights to people in same sex relationships and they will benefit from different social attitudes living in the UK.</li> <li>The data on this group is confounding mostly because this is a highly mobile group.</li> <li>However, it is estimated that 1 in 3 people in Oxford are some form of migrants.</li> <li>Refugees and asylum seekers are particularly vulnerable groups who often face significant barriers to accessing services and opportunities. These barriers can include language difficulties, lack of recognition of qualifications, and trauma from past experiences.</li> <li>Ensuring their inclusion in the City of Sanctuary framework involves: <ul> <li>Providing tailored support services to address specific needs.</li> <li>Promoting access to education, healthcare, and employment.</li> <li>Ensuring that policies do not inadvertently discriminate against these groups.</li> </ul> </li> </ul>	<ul> <li>This framework seeks to positively improve the service offer to residents who are affected by war and conflict and it aims to improve integration of local communities and therefore will have a positive impact on groups from backgrounds which contain a protected characteristic.</li> <li>The Council through the internal and external partnership groups will seek to mitigate any concerns raised by stakeholder groups.</li> <li>Adopting a City of Sanctuary framework in Oxford involves creating a welcoming environment for all, particularly those seeking refuge. This includes:</li> <li>Building community awareness and understanding of the challenges faced by refugees and asylum seekers.</li> <li>Encouraging local businesses and services to become more inclusive.</li> <li>Developing partnerships with organisations that support refugees and asylum seekers to enhance service provision.</li> <li>The ongoing work will have a positive impact on this group if the actions take on a targeted, strategic, informed and joined-up approach.</li> </ul>
Other			Census 2021	Adopting a City of Sanctuary framework in Oxford involves

(voluntary consideration)		Inward migration is likely to place increased pressure on an already limited housing supply.	creating a welcoming environment for all, particularly those seeking refuge.
For example: Socio-economic status (income, wealth, etc.)		The socio-economic duty under Section 1 of the Equality Act 2010 requires public bodies to consider how their decisions can reduce the inequalities of outcome caused by socio-economic disadvantage.	<ul> <li>This includes:</li> <li>Building community awareness and understanding of the challenges faced by refugees and asylum seekers.</li> <li>Encouraging local businesses and services to become more</li> </ul>
		This is particularly relevant for refugees and asylum seekers, who often experience higher levels of poverty and social exclusion. Research shows that Migrant workers make important contributions to the labour market in both high- and low-skilled	<ul> <li>inclusive.</li> <li>Developing partnerships with organisations that support refugees and asylum seekers to enhance service provision.</li> <li>The ongoing work will have a positive impact on this group if the actions take on a targeted,</li> </ul>
5 <u>2</u>		occupations. However, those seeking asylum have limited rights, do not have access to full benefits and will be surviving on low incomes.	strategic, informed and joined-up approach.
	CITY COUNCI	The Council of Sanctuary framework can help overcome some of the disadvantage experienced by increasing access to networks and advocacy as well as support from things like foodbanks.	

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

22.

Conclusions.

EqIA 2023- Ver 1.1

		Stop and reconsider the activity.				Adjust activ activity and					No major change(s adjustme and conti with activ but conti monitor.	) or ents inue /ity		No major change(s) or adjustmen and continue with the activity. No need to monitor in the future.
23.	you have reache		have reached to improv		his framework and actions seeks to positively improve the service offer to residents who are affected by war and conflict, and it ain improve integration of local communities and therefore will have a positive impact on groups from backgrounds which contain rotected characteristic and the Council to not expect any negative impacts on residents with individual protected characteristics.									
		your conclusions above.		work with th	Its primary focus has therefore been to try to gain further insight into the relevant needs of local residents with lived experience and work with them and builds on the key aim of the Thriving Communities Strategy to design programmes in conjunction with local residen and not to them.									
				groups, bus	siness and ed		isations and	other key st	takeholders	to harne	ess the skills	and know		sector, inter-fai w leadership a
				Overall, this incorporates		a comprehens	sive framewo	ork and actio	on plan to I	be imple	mented over	the next	t 3 years (2	2025-2028) whi
					The Council's plan to work with colleagues and external stakeholders across the life of the framework implementation period to delive on the Council's commitments as set out in the Equalities, Diversity and Inclusion Strategy <sup>2</sup> :									
				con	<ul> <li>providing inclusive services: understanding and addressing barriers to accessing our services, community assets and community engagement</li> </ul>									
				add	dress issues a	nd celebrate s	strengths; thi	s approach i	s embedde	d in our i	new Commur	nity Impac	ct Fund	that we can join
			prac wha	ctice, this me at's wrong- th	ans doing "wit is approach is	th" rather than s often terme	an "to" and, ed <u>asset-ba</u>	where poss sed comm	ible, foci <u>unity de</u>	using on what velopment (	t is stron ABCD). A	g in commu ABCD appro	r communities. Inities rather the oaches show th ce on each othe	

<sup>&</sup>lt;sup>2</sup> <u>https://www.oxford.gov.uk/equality-diversity-inclusion/oxford-equality-diversity-inclusion-edi-</u> strategy/6#:~:text=The%20Council's%20Strategy%20for%202020,the%20opportunities%20for%20disadvantaged%20groups.

Connecting people to their shared interests, and enabling them to exchange skills and resources, helps communities identiand take action on the issues that are most important to them.

The Council plan to ensure information and communication is accessible, using a range of mediums both written and verbal and utilisit translation services where required.

There are plans within the framework document to improve data collection so the Council can better understand some cohorts issu where there is limited public data and use this data to inform service development.

There are plans to address gaps in understanding regarding marginalised groups such as individuals with no recourse to public fun (NRPF), who face acute barriers to accessing housing, money and other basic provisions. This can be especially problematic for wome who are dependent on their spouses for their immigration status e.g. spousal's visa's or where they are sponsored by a family member This will involve working with key partners to leverage support, especially for cases where the Council does not have a statutory du Overall, this framework seeks to positively improve the Council's service offer in this regard.

The framework outlines plans to ensure all staff are upskilled to deliver services and improve accessibility to services in a traun informed and culturally sensitive way and to work with HR partners to have a workforce that as a whole reflects Oxford's diver population. The Council through the internal and external partnership groups will seek to mitigate any concerns raised by stakehold groups.

# 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.

24.	Who or which team or service area will be responsible for monitoring equalities impact?	It is proposed that as part of the Council of Sanctuary cabinet report, which will go to cabinet on 22 January 2025, there are annual reviews which need to be reported back to Council members regarding the progress of the framework and this will include a review of equalities considerations.
		Two sanctuary partnership forums with internal staff and external partners and residents with lived experience have been set up to provide accountability to the action plan and meet quarterly from 2025-2028. Individual action owner will be reporting back on progress via automated reporting functions set up by the Council of sanctuary project tear
		The framework action plan will be updated regularly and informed by what data tells us and if there any changing circumstances. Routine updates will report into the Community Change Board which sits under the Thriving Communities section.

57 4

25.	Who (individual, team, or service area) will be responsible for carrying out the EqIA review?	we don't have access to introduced under this fra Stephen Cohen	Refugee and Resettlement Manager Housing Services						
26.	How often will the equality impact be reviewed for this activity?	Annually	27.	Date when the EqIA will be reviewed again.	January 2026				
			B .						

# Section 7: Sign-off

Name: Stephen Cohen	Name: Lucy Cherry	Name:
Job Title: Refugee & Resettlement Manager	Job Title: Policy & Partnerships Officer	Job Title:
Signature:	Signature:	Signature:
Name:	Name:	Name:
Job Title:	Job Title:	Job Title:
Signature:	Signature:	Signature:

This page is intentionally left blank

# Agenda Item 9



То:	Cabinet
Date:	22 January 2025
Report of:	Head of Financial Services
Title of Report:	Housing Revenue Account (HRA) Rent Setting Report 2025/26

	Summary and recommendations
Purpose of 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
Key decision:	No
Cabinet Member:	Councillor Ed Turner, Deputy Leader and Cabinet Member for Finance and Asset Management
	Councillor Linda Smith, Cabinet Member for Housing
Policy Framework:	The rent setting forms part of the Budget and Policy Framework document

#### Recommendation(s): That Cabinet resolves 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 1<sup>st</sup> 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.
- 2. 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.
- 4. 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.

#### Appendices to the report:

Appendix 1 Housing Revenue Account Rent by WardAppendix 2 Risk and Equalities Assessment

#### Introduction and background

- 1. On an annual basis, as part of the Medium-Term Financial Plan (MTFP), the HRA sets the Rent for HRA tenants for the next financial year. The rent setting is governed by two national documents The Rent Standard, and the Rent Policy Statement.
  - a. **The Rent Standard states:** Registered providers must comply in full with all the requirements and expectations set out in this Rent Standard. They must additionally comply with all the requirements and expectations of the Rent Policy Statement on the setting, increase and decrease of rents and service charges.
  - b. The Rent Policy Statement defines:
    - *i.* **Weekly Formula Rent** as 70% of the national average rent; multiplied by relative county earnings; multiplied by the bedroom weight; plus 30% of the national average rent; multiplied by relative property value.
    - ii. Affordable Rent (inclusive of service charges) must not exceed 80% of gross market rent, where 'Gross market rent' means the rent (inclusive of any applicable service charges) for which the accommodation might reasonably be expected to be let in the private rented sector. Property size, location type and service provision must be taken into account when determining what gross market rent a property might achieve if let in the private rented sector.
    - iii. **Rent Flexibility Level** The government's policy recognises that registered providers should have some discretion over the rent set for individual properties, to take account of local factors and concerns, in consultation with tenants. As a result, the policy contains flexibility for registered providers to set rents at up to 5% above formula rent (10% for supported housing). If applying this flexibility, providers should ensure that there is a clear rationale for doing so which takes into account local circumstances and affordability.

The maximum increase in both types of rent for 2025/26 is currently restricted to CPI + 1% (CPI as at September in the preceding year). The September 2024 CPI rate was 1.7%, giving a maximum increase of 2.7% subject to any additional cap imposed by the government. (*Ref. GOV.UK Policy Statement on Rents for Social Housing*)

- 3. As well as the restriction on maximum increases, rents are also capped as follows:
  - a. Social Rent rent caps apply as a maximum ceiling on the formula rent and depend on the size of the property (the number of bedrooms it contains). Where the formula rent would be higher than the rent cap for a particular size

of property, the rent cap must be used instead. (*Ref. GOV.UK Policy Statement on Rents for Social Housing*)

- b. Affordable Rents The rent for affordable rent housing (inclusive of service charges) must not exceed 80% of gross market rent. 'Gross market rent' means the rent (inclusive of any applicable service charges) for which the accommodation might reasonably be expected to be let in the private rented sector. Property size, location type and service provision must be taken into account when determining what gross market rent a property might achieve if let in the private rented sector. (*Ref. GOV.UK Policy Statement on Rents for Social Housing*)
- 8. The HRA must adhere to these restrictions and caps on rent increases even if a tenant's rent is below formula rent, or if the HRA has previously applied a lower or no annual increase. Where this is the case, the HRA may only move the rent up to formula rent when the property is re-let following vacancy (subject to the rent cap).
- The table below demonstrates the amount of rental income foregone because of these restrictions, including 2023/24's cap of 7% maximum increase when the actual CPI rate was 10.1% :

	Number of	Total Weekly Rent	Total Annual Rental Income
	Properties	Foregone	Foregone
Actual Rent is less than Formula Rent	7,134	£76,724	£4,066,372

- 10. One additional consideration is for OCC to join other social housing providers in lobbying government (MHCLG) for the re-introduction of rent-convergence measures to address the gap between actual rents of £53.89m and formula rents of £57.96m. Currently this is an annual loss to the HRA of £4.07m
- 11. The government recently opened a consultation on the future of the Social Housing Rent Policy including proposals for a 5-year rolling settlement. The council submitted its response prior to the consultation deadline of the 23<sup>rd</sup> December 2024.

#### 12. Housing Stock

As at 1<sup>st</sup> April 2024 the HRA held 7,869 dwellings, as shown below:

	Number of bedrooms						
	0	1	2	3	4	5+	Total
Flat / Maisonette	163	1,257	1,743	162	5		3,330
House / Bungalow		272	834	2,785	256	35	4,182

Housing for Older People		266	26				292
Shared ownership		31	31	3			65
Totals	163	1,826	2,634	2,950	261	35	7,869

13. Types of Rent

There are two types of rent charged within the HRA:

- **Social Rent** Since 2001, rents for properties let at 'social rent' (which constitute a majority of rented social housing properties) have been set based on a formula set by government. This creates a 'formula rent' for each property, which is calculated based on the relative value of the property, relative local income levels, and the size of the property.
- Affordable Rent In 2011, the government introduced 'affordable rent' which permits rents to be set at up to 80% of market rent (inclusive of service charges).
- 14. A table of the highest rents charged by OCC HRA is shown below:

	2024/25 Highest Weekly Rents						
No. of Bedrooms	Social Rent	Affordable Rent					
1 and bedsits	£148.68	£205.55					
2	£199.09	£251.92					
3	£210.15	£303.69					
4	£221.19	N/A					
5	£232.26	N/A					
6 or more	£243.31	N/A					

15. Social rent caps for 2025-26 as set by the Government are:

Number of bedrooms Ren	
1 and bedsits	£194.06
2	£205.46
3	£212.87
4	£228.27
5	£239.69
6 or more	£251.10

#### Housing Benefit / Universal Credit Housing Cost Element

16. As at the end of September 2024 there were a total of 5,149 HRA tenants (67%) claiming Housing Benefit or the Housing Cost element of Universal Credit, made up of 1,875 Housing Benefit claimants and 3,274 Universal Credit claimants. The amount claimed by each tenant will vary depending on their individual circumstances.

As Social Rents are based on formula rent, the maximum amount housing benefit will cover is 100% of the rent depending on the tenants' eligibility and financial circumstances.

17. For Affordable Rents, the current Local Housing Allowance Rates for Oxford are set out below. These are the maximum eligible rents to be used when calculating Housing Benefit for Affordable Rental Properties.

Local Housing Allowance Rates for 2025/26 (Maintained at 2024/25 levels)						
Number of Bedrooms	£ per week	£ per month				
Room in Shared Accommodation	126.58	550.02				
1 Bedroom	207.12	899.99				
2 Bedrooms	258.90	1,124.98				
3 Bedrooms	304.93	1,324.99				
4 Bedrooms	402.74	1,750.00				

Local Housing Allowance Rates for 2025/26 (Maintained at 2024/25 levels)

#### **Financial implications**

- 18. A recent HRA Strategic Review undertaken by external consultants identified that the HRA faced an uncertain financial future within the next 10 years due to the scale of investment required because of the demands placed on it by new legislation and housing standards. As a result, the HRA needs to maximise its income streams where permissible. Implementing the maximum rent increase allowed by government would help the HRA to meet its legal obligations and remain viable going forward.
- 19. A rent increase that is lower than inflation will have a detrimental impact on the viability of the HRA as the income will not be able to keep pace with rising costs and as a consequence would be at risk of failing its tenants in the supply of services and support.

20. The CPI rate for the 12 months to the end of September 2024 was 1.7% giving a proposed increase of 2.7%. Average weekly social rents by ward are provided in Appendix 1 alongside the proposed increases and Formula Rent. For comparison purposes the impact on a range of rents is shown in the table below using the rate of CPI+1% of 2.7% :

	Weekly	Weekly	Weekly Increase	Weekly Increase	Total		
Pont	Increase based	Increase based Increase based		Increase based based on		based on	Annual
Rent on Average		on <b>Maximum</b>	Average	Maximum	Increase to		
IIICIEdse	Social Rent of	Social Rent of	Affordable Rent	Affordable Rent	HRA Rental		
	£130.17	£243.31	of £231.57	of £303.69	Income		
2.7%	£3.51	£6.57	£6.25	£8.20	£1.455m		

21. The rent increase for Shared Ownership will be CPI + 1% based on the CPI rate for the 12 months to the end of September 2024. This will only apply for shared ownership properties owned for the whole of the preceding 12 months (ie. before 1<sup>st</sup> October 2023). For properties purchased after the 30<sup>th</sup> September 2023 the increase for 2025/26 will be 0.5%.

The rent rise included in the Consultation Budget under these agreements is effectively an increase of 0.5% for properties less than 12 months old (as at  $30^{th}$  September 2024) of which the council currently has 8 such properties and CPI + 1% (2.7%) for older properties of which the council has 56 properties.

- 22. As part of the Council's MTFP proposals for 2025/26 the charge for garages within curtilage is proposed to be increased by 4.1% from £19.22 to £20.00 per week, the same as for a standard garage, and up from £21.71 to £22.60 per week for a premium garage.
- 23. Service charges such as caretaking, cleaning, CCTV, communal areas etc. will be increased by CPI plus 1% across all tenure types in the HRA to ensure that the HRA recovers the cost of providing these services. Service charges will be monitored and reviewed regularly to ensure costs of provision are being recovered and tenants are not being overcharged.

#### Legal issues

- 24. The rent setting is governed by two government documents The Rent Standard (Regulator of Social Housing), and the Policy Statement on Rents for Social Housing (GOV.UK).
- 25. The HRA is a ring-fenced account and is required to finance its activities from the income it generates predominantly rental income. Failure to maintain a positive balance of the HRA account would lead to the collapse of the HRA at Oxford City Council.

#### **Risk Implications**

26. The main risk to the HRA is that the increases are not approved resulting in an unsustainable financial position that would require significant reductions in the provision of services and support to its residents.

#### **Equalities impact**

27. See Appendix 2.

#### Carbon and Environmental considerations

28. This report is for rent setting purposes, and the proposed budget changes do not affect the council's ability to reach our net zero target.

Report author	Jason Jones
Job title	Finance Business Partner
Service area or department	Finance
Telephone	01865 252365
e-mail	jajones@oxford.gov.uk

B	ackground Papers:
1	GOV.UK: Policy statement on rents for social housing <u>https://www.gov.uk/government/publications/direction-on-the-rent-standard-from-1-april-</u> <u>2020/policy-statement-on-rents-for-social-housing</u>
2	Regulator of Social Housing: Rent Standard
	https://assets.publishing.service.gov.uk/media/65e741ce2f2b3b0ba97cd774/Limit_on_a nnual_rent_increases_2024-25.pdf

This page is intentionally left blank

Council House Rents By Ward

Appendix 1

	2024/25 2025/26		Total Homes by Number of Bedrooms								
	Actual Weekly		Actual Weekly								
	Rent per		Rent per								
Manda	property	Average Weekly	property	Average Weekly		4 Deda				C. Dada	TOTA
Wards	(Average)	Formula Rent*	(Average)	Formula Rent*	0 Beas	1 Beds				5+ Beds	
Abingdon	138.18	162.82	141.91	167.22	-	-	56	27	5	-	8
Barton & Sandhills	126.07	142.80	129.48	146.66	2	128	166	409	33	1	73
Blackbird Leys	120.81	135.86	124.07	139.53	19	182	312	419	34	3	96
Carfax & Jericho	131.39	160.89	134.94	165.24	5	52	79	51	4	3	19
Churchill	121.93	136.27	125.22	139.95	-	141	315	296	24	-	77
Cowley	113.55	126.47	116.61	129.89	16	103	146	88	1	-	35
Cutteslowe & Sunnymead	120.19	138.07	123.43	141.80	12	45	130	92	1	-	28
Didcot	113.79	124.06	116.86	127.41	-	2	8	-	-	-	1
Donnington	124.86	138.53	128.23	142.27	-	94	94	168	23	-	37
Headington	124.89	132.60	128.27	136.18	-	43	55	28	2	-	12
Headington Hill & Northway	121.54	137.37	124.82	141.08	-	41	106	119	8	1	27
Hinksey Park	123.12	151.70	126.44	155.79	41	145	61	141	7	2	39
Holywell	119.85	133.76	123.09	137.38	-	24	14	1	-	-	3
Kidlington	126.74	138.45	130.16	142.19	-	30	22	55	-	-	10
Littlemore	126.49	125.23	129.90	128.61	14	118	239	204	14	-	58
Lye Valley	120.13	135.20	123.37	138.85	7	43	96	69	14	1	23
Marston	129.37	151.37	132.86	155.46	-	55	50	133	12	-	25
Northfield Brook	119.41	134.54	122.63	138.17	11	79	91	135	7	3	32
Osney & St Thomas	125.53	145.89	128.92	149.83	3	81	65	20	5	-	17
Quarry & Risinghurst	121.03	135.08	124.30	138.72	7	93	79	87	1	2	26
Rose Hill & Iffley	125.17	141.86	128.55	145.69	15	106	203	215	47	14	60
St Clement's	120.48	135.64	123.73	139.30	-	81	75	97	7	3	26
St Mary's	124.77	141.09	128.14	144.90	-	8	23	11	1	1	4
Temple Cowley	125.90	140.37	129.30	144.16	-	17	39	22	6	-	8
Walton Manor	130.16	157.49	133.68	161.74	-	-	8	-	-	-	
Wolvercote	117.44	133.99	120.61	137.61	11	85	69	63	3	1	23
<sup>*</sup> Formula Rents are calculat	ed based on the	relative value of the	e property, relative	e local income	163	1,796	2,601	2,950	259	35	7,80

levels, and the size of the properties.

This page is intentionally left blank

#### Oxford City Council HRA Rent Setting for 2025-26 and for inclusion in the Budget Consultation (Equality Assessment)

The following assessment gives more details from an equality and diversity perspective on the Council's rent setting proposal. It provides an initial commentary to indicate the potential risks before the wider public consultation period from December 2024 to January 2025.

Budget Proposal	Rent setting: Increase in council house rents by 2.7% per annum for 2025/26.
Is this proposal new or subject to an annual review?	From 1 <sup>st</sup> April 2020 under the 2020 rent standard, the Government have determined that rent will be increased by CPI +1% for a period of 5 years for local authority and housing association social rents. For 2025/26 the relevant CPI rate at September 2024 is 1.7% and hence council house rents under this formula would be estimated to increase by 2.7% from 2024-25 levels.
What are the likely risks?	The increase for 2025-26 at 2.7% represents an average of £3.51 per week. There is a risk of increased rents arrears which could rise as a result of the increase. Issues may arise from the implementation of universal credit which is being monitored by the Council
What public consultation has been planned/ taken place?	The proposed increases will be published in "Tenants in Touch", both hard copy and digital editions during the consultation period. Once the charges have been approved by Council, Tenants will be notified in writing giving the statutory one months' notice (Social Tenants) and two months' notice (Shared Ownership tenants) before implementation on the 1 <sup>st</sup> April.
What mitigating actions will the Council implement to offset any negative impacts?	The Social Housing Act and enhanced Regulatory Standards has an expectation that landlords will know their tenants as individuals, understand their views, know their protected characteristics, know reasonable adjustments that need to be made and work with an ever-increasing number of vulnerable tenants in our housing stock, delivering high quality, efficient services. As a result, Housing Officers will need to be able to case manage, key work and co-ordinate a range of services to support tenants going forward. Additional staffing has been proposed in response to the new standards and should assist in providing an early warning mechanism of arrears increasing and a resource to help tackle the potential increased rent arrears. As at the end of September 2024 there were a total of 5,149 HRA tenants (67%) claiming Housing Benefit or the Housing Cost element of Universal Credit, made up of 1,875 Housing Benefit claimants and 3,274 Universal Credit claimants. The amount claimed by each tenant will vary depending on their individual circumstances.
Overall assessment of the	

equality risks			
	Race	Disability	Age
	Neutral	Neutral	Neutral
	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Neutral	Neutral

# Agenda Item 10



То:	Cabinet
Date:	22 January 2025
Report of:	Head of Planning and Regulatory Service
Title of Report:	Withdrawal of Oxford Local Plan 2040 and approval of Local Development Scheme 2025-2030

	Summary and recommendations
Purpose of report:	To approve 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.
Key decision:	Yes
Cabinet Member:	Councillor Louise Upton, Cabinet Member for Planning
Corporate Priority:	Strong, fair economy Good, affordable housing Thriving communities Zero carbon Oxford A well-run council
Policy Framework:	The Local Plan is a statutory requirement, and the LDS sets out the timetable for its production. The scope of the policies is wide and encompasses all of the Council's corporate priorities

Re	commendation(s):That Cabinet:
1.	<b>Recommend Council to approve</b> the withdrawal of the Oxford Local Plan 2040 and the publication of the withdrawal statement;
2.	Approve the Local Development Scheme 2025-2030;
3.	Authorise the Head of Planning and Regulatory Services to make any necessary minor corrections not materially affecting the document prior to publication.
4.	<b>Agree</b> 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.

	Appendices	
Appendix 1	Withdrawal Statement	
Appendix 2	Local Development Scheme 2025-2028	
Appendix 3	Risk Assessment	

#### Introduction and background

- The Oxford Local Plan 2040 was approved for consultation and submission to the Secretary of State for examination at a meeting of full Council on 7<sup>th</sup> November 2023. Following initial hearings in June 2024, which were focused on legal matters, duty to cooperate, housing need and housing requirement only, the appointed Inspectors wrote to the City Council recommending that the Plan be withdrawn from examination. This report summarises the reasoning the Inspectors set out for coming to this conclusion, the reasons why Council is recommended to withdraw the Plan and also the next steps for replacing the Oxford Local Plan 2040, set out in the Oxford Local Development Scheme 2025-2030, also put forward for approval.
- 2. The Oxford Local Development Scheme (LDS) is a project plan that sets out timescales for the preparation and revision of documents forming part of Oxford City Council's Development Plan, and other planning policy documents. The Local Plan is the name for the document that contains the majority of the Council's statutory planning policies. The focus of the work programme set out in the LDS 2025-2030 is the Oxford Local Plan 2042, which is to be a review and update of the already drafted Oxford Local Plan 2040 once that is withdrawn from examination.
- 3. The LDS provides details on what the Development Plan documents will contain and the geographical area they will cover. The LDS is an important tool to enable local communities and interested parties to keep track of the Development Plan documents' progress and to ensure that they are aware of when opportunities for involvement are likely to arise. It is a statutory requirement that all local planning authorities prepare and maintain a LDS. The LDS 2025-2030 will come into effect from the date of approval and will supersede the existing LDS 2022-27. The Local Plan 2042 will be prepared to that timetable as far as is practicable. Any changes to the LDS timetable will need a further decision of Cabinet.

#### Summary of Inspectors' letter recommending withdrawal

4. The Inspectors' letter identifies a number of concerns, with an overall recommendation to withdraw the OLP2040 from examination. The letter is not clear about the relevance of many of the issues raised to the soundness of the plan and stops short of identifying where the issues raised would result in the plan not being found sound. There is only one key concern that it is stated led to the recommendation to withdraw the Plan from examination, and that is a failure

of the duty to cooperate. A failure of a duty to cooperate cannot be rectified at examination in accordance with legislation. The Inspectors cite the failure to involve South Oxfordshire, Vale of White Horse and West Oxfordshire District Councils in the methodology and detailed preparation of Housing and Economic Needs Assessment (HENA), which was jointly commissioned with Cherwell District Council, as the key failing of the duty to cooperate. It is not usual to involve non-commissioning bodies with the details of a commissioned piece of work, but in the view of the Inspectors, the fact that the whole of Oxfordshire was looked at to derive the housing need figure for Oxford and Cherwell meant that they should have been involved in the detailed running of the commission.

5. The Inspectors raised other concerns, which could potentially have been resolved at examination, and which have implications in terms of the next steps. In particular, the Inspectors said that the Council has not proved exceptional circumstances to justify moving away from the National Planning Policy Framework's (NPPF) 'standard method' for assessing housing need, and they raised concerns with some of the technicalities of the HENA. Indeed, the inspectors suggested that the Government advocates for the use of the standard method, including in places such as Oxford.

#### Implications of Inspectors' letter

- 6. The Inspectors' letter leaves the only realistic option as withdrawal of the Oxford Local Plan. As noted in the letter itself, it would be possible to continue with the examination and to then receive a full report, but this would inevitably result in significant cost to the Council, use resources and time to lead to the conclusion that the plan cannot be adopted. Legal advice taken is that there are not grounds for a legal challenge to this letter, which in any event would be a risky, slow and resource-intensive procedure. For these reasons, withdrawal of the plan is recommended as the only viable option in response to the Inspectors' letter.
- 7. On withdrawal of the Oxford Local Plan 2040, it effectively does not exist as a project or emerging plan for planning purposes. The Oxford Local Plan 2036 will remain as the up-to-date plan with statutory policies (alongside the statutory policies in neighbourhood plans). In order to review the local plan and ensure it is sound, it is necessary to follow all statutory processes, which means two formal rounds of consultation are required before it can be submitted again (a "Regulation 18" preferred options and "Regulation 19" publication consultation).
- 8. The Government recently consulted on a revised NPPF. The revised plan will need to follow the new NPPF. Key features of the revised NPPF that are relevant include the move to use the revised standard method to assess housing need, and the introduction of the Grey Belt.
- 9. Alongside the Inspectors' findings relating to the HENA, this gives a very clear focus of the revised local plan, which is to review again the Green Belt (although an initial internal review suggests very little if any Grey Belt land is likely to be identified in Oxford) and to revise the approach to Housing Need. The rest of the Local Plan 2040 is largely unaffected by the NPPF or Inspectors' letter, and is unlikely to need any significant change, which means the work programme can

be relatively short, even with the return to Regulation 18. However, enough time needs to be given to consider which parts of the evidence base may need a refresh and to consider new sites or sites to remove because work has commenced, for example, as well as to redo the capacity assessment (HELAA). In addition, we need to allow enough time for discussions to ensure that the Duty to Cooperate is met with regards to cross-boundary strategic matters.

**10.** The scope and work programme for returning to a Regulation 18 consultation are set out in the Local Development Scheme 2025-2030 Appendix 2), which is also put forward for approval.

#### Local Development Scheme for the Oxford Local Plan 2042

- 11. Because of the delay to the plan, it is highly unlikely at the time of adoption that there will be the legally required 15 years left to run to the end date of the plan, if this date remains as 2040. Therefore, it is proposed that the end date of the plan be extended to 2042.
- 12. The scope of the first 'Regulation 18' consultation is not strictly set out in Regulations, so is open to shaping in a way that makes it most appropriate, meaning it can be focused on key changes we need to make. This helps to create conditions for an ambitious but relatively quick timeline when compared to other plans in Oxfordshire and elsewhere in the country.
- 13. A key consideration in setting the timeline is that there be minimal time from the date five years after adoption of the Oxford Local Plan 2036 (which was June 2020) to adoption of the new Local Plan 2042. This is important, because within 5 years from adoption a plan is automatically considered in-date (assuming other conditions are met), but after that it is not. Another key consideration in setting the timeline is that only plans submitted before December 2026 can be examined under the Planning Act 2004. This date is confirmed in the NPPF Consultation dated 24 September 2024. After that date there is very likely to be a new Local Plan process in place as enabled by the Levelling Up and Regeneration Act, forthcoming secondary legislation and new national planning policy and guidance.
- 14. The Oxford Local Plan 2042 will replace the Oxford Local Plan 2036. This document, as well as any neighbourhood plans, will form the statutory Development Plan for Oxford. Following the Council meeting to approve the presubmission draft of the OLP2042, that draft will be used as a material consideration for development management decisions; its weight will be limited initially, but increases as it proceeds towards adoption.
- 15. The proposed timetable set out in the LDS would mean only a few months between June 2025 and the Council meeting to approve the submission draft of the Oxford Local Plan 2042. The Oxford Local Plan 2016-2036 has sufficient flexibility to deal with a twenty-year period and the policies within it place Oxford in a strong position to manage growth and change effectively over this period. The Plan will remain a relevant and appropriate plan to guide development in the city until such time as it is replaced.

#### CIL Charging Schedule- procuring an alternative examiner

16. A partial review of the Community Infrastructure Levy (CIL) Charging Schedule is currently underway. The partial update to the Charging Schedule was consulted on from November 2023 to January 2024 and it was submitted to the Planning Inspectorate on 27<sup>th</sup> June 2024. The Planning Inspectorate has not yet assigned an Examiner to carry out the examination. The Planning Inspectorate has confirmed they are struggling to find an Examiner to undertake the examination as there are no available inspectors. Unlike a local plan examination, a CIL examination does not need to be carried out by the Planning Inspectorate but may be undertaken by an independent Examiner. However, the recommendation agreed by Cabinet on 12<sup>th</sup> June 2024 was that the CIL Charging Schedule be submitted to the Secretary of State (effectively the Planning Inspectorate) for examination. Therefore, in order to proceed with appointing an alternative Examiner (and there are Examiners available who have confirmed they could take on the work very quickly), Cabinet is asked to agree to the removal of the submitted CIL Charging Schedule from examination by the Planning Inspectorate.

#### **Financial implications**

- 17. The timetable of the Local Development Scheme has been structured to enable key work to progress whilst minimising financial implications. In particular, much of the existing evidence base and policy drafting will still be relevant and can continue to be used.
- 18. There are exceptions to this, as some evidence will need to be reviewed, in particular Employment Land Needs Assessment and jobs forecasting that took place as part of the HENA, and a Green Belt review to update the work in-line with the revised NPPF. Much of the evidence base and supporting documents can be largely undertaken in house, using existing staff resources, but there will be a need for some technical input.
- 19. A revised budget has been calculated, and the work can be resourced by existing Planning Policy staff and can be funded by existing Planning Policy budgets and reserves. The financial implications of producing a local plan include the costs of a local plan Examination (including Counsel's advice periodically throughout the preparation of the plan.

#### Legal issues

20. The legal implications of the Inspectors' letter are described in the main body of this report. The preparation and publication of the Local Development Scheme is a statutory requirement under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). The Council is required to monitor compliance with the timescales for document production and their revision set out in the LDS and to make this information publicly available. Compliance with the LDS is monitored and published through the Council's Authority Monitoring Report.

#### Level of risk

**21.** A risk assessment has been undertaken (Appendix 3). All risks have been mitigated to an acceptable level.

#### **Equalities impact**

22. There are no equalities impacts arising from this report. An Equalities Impact Assessment is not necessary for this report as it merely proposes withdrawal of the plan and the timetable for producing a new plan. The Council will continue to monitor equalities impact as the revised local plan is developed.

#### **Carbon and Environmental Considerations**

23. The LDS is merely a timetable and work programme, so it does not itself have any environmental impacts. The Local Plan 2040 had a strong set of environmental policies, but they were not at a stage whereby they could be implemented with full weight. There will be a delay to implementation of these policies, but that is inevitable following the Inspectors' letter.

Report author	Sarah Harrison
Job title	Planning Policy Team Leader
Service area or department	Planning Policy, Planning Services
Telephone	01865 252017
e-mail	Sbharrison@oxford.gov.uk

Background Papers: None	



#### Regulation 27 of The Town and Country Planning (Local Planning) (England) Regulations 2012 and Section 22(1) of the Planning Act and Compulsory Purchase Act 2004 Statement of Withdrawal of the Oxford Local Plan 2040

In accordance with regulation 22(1) of the Planning and Compulsory Purchase Act 2004 and Regulation 27(a) of the Town and Country Planning (Local Planning) (England) Regulations 2012, Oxford City Council hereby states that it has withdrawn its Regulation 22 submission version of the Oxford Local Plan 2040, which was approved at Council on 7<sup>th</sup> November 2023, and which was submitted to the Secretary of State for independent Examination on 28<sup>th</sup> March 2024.

The resolution to withdraw the submission version of the Oxford Local Plan 2040 was made at a Full Council meeting held on 27<sup>th</sup> January 2025. The resolution to withdraw was made under the provisions of Section 22(1) of the Planning and Compulsory Purchase Act 2004, which provides that a Local Planning Authority may withdraw a local development document at any time before it is adopted. The resolution to withdraw followed a letter from the Planning Inspectorate dated 11<sup>th</sup> September 2024, recommending withdrawal because they identified a failure of the duty to cooperate in production of the housing evidence base to support the Plan.

Any questions regarding the withdrawal of the Oxford Local Plan 2040 – Draft Submission Plan November 2023 should be directed to:

Planning Policy, Oxford City Council, Town Hall, St Aldates, Oxford, OX1 1BX, Telephone: 01865 252847 Email: <u>planningpolicy@oxford.gov.uk</u>

David Butler Head of Planning and Regulatory Services

xx January 2025

This page is intentionally left blank



www.oxford.gov.uk

# **Oxford City Council**

Local Development Scheme 2025 - 2030

Planning Policy Team Planning and Regulatory Services Oxford City Council Oxford Town Hall

E: <u>planningpolicy@oxford.gov.uk</u> T: 01865 252847 W: <u>www.oxford.gov.uk/planning/</u>



### Contents

Introduction	. 3
What is the Local Development Scheme?	. 3
Oxford's Development Plan	. 3
Documents in Oxford's Development Plan	. 3
Oxford Local Plan 2036	. 3
Neighbourhood Plans	. 4
Other Documents	. 4
Statement of Community Involvement in Planning (SCI)	. 4
Annual Authority Monitoring Report	. 4
Work Programme for 2022-2027	. 6
Development Plan documents	. 6
Local Plan 2022-2042	. 6
Neighbourhood Plans	. 7
Other documents	. 7
Annual Authority Monitoring Report	. 7
Appendix 1: Gantt chart of the LDS work programme 2025-2030	. 9

#### Introduction

1.1. The Planning and Compulsory Purchase Act 2004 introduced the requirement for councils to prepare and maintain a Local Development Scheme (LDS). The LDS specifies which local development documents are to be development plan documents and sets out the work programme for the preparation of documents to be included in the Development Plan. This document supersedes the Oxford 2022-2027 LDS.

#### What is the Local Development Scheme?

1.2. This LDS is a five year project plan for preparing documents and provides the starting point for the local community, businesses, developers and other interested parties to find out what the City Council's current planning policies are for the area. It includes 'milestones' to inform the public about opportunities to get involved with the plan making process and to let them know the likely dates for involvement. The LDS is published on the City Council's website at www.oxford.gov.uk/lds.

#### **Oxford's Development Plan**

- 2.1. Oxford's Development Plan contains a range of documents to guide development within Oxford. Applications for planning permission are to be determined in accordance with the Development Plan unless material considerations indicate otherwise. Council-produced documents within the statutory Development Plan are subject to community and stakeholder involvement, and an independent examination by an Inspector to ensure that the necessary legal requirements for the preparation of the document have been met and the document is 'sound'. All these documents are subject to the European Strategic Environment Assessment Directive and will incorporate a sustainability appraisal to ensure that they accord with the principles of sustainable development. They must be consistent with the National Planning Policy Framework (NPPF).
- 2.2. Supplementary Planning Documents (SPDs) provide further details and guidance to supplement policies. SPDs are adopted by the City Council following public consultation, and are not part of the statutory Development Plan.

#### Documents in Oxford's Development Plan

- 2.3. Currently, the statutory Development Plan consists of:
  - Oxford Local Plan 2016-2036 (June 2020)
  - Barton Area Action Plan (December 2012)
  - Northern Gateway Area Action Plan (July 2015)
  - Headington Neighbourhood Plan (July 2017)
  - Summertown and St Margaret's Neighbourhood Plan (April 2019)
  - Wolvercote Neighbourhood Plan (June 2021)

#### Oxford Local Plan 2036

- 2.4. The Oxford Local Plan 2016-2036 was adopted in 2020 and superseded the following documents:
  - Saved policies of the Oxford Local Plan 2001-2016 (November 2006)
  - Oxford Core Strategy (March 2011)
  - Sites and Housing Plan (February 2013)
- 2.5. The Adopted Policies Map (2020) illustrates graphically the policies and proposals of the adopted Local Plan. The Policies Map (2020) reflects the policies of the Oxford Local Plan 2036.

#### **Neighbourhood Plans**

- 2.6. The Localism Act introduced new rights and powers to enable communities to get directly involved in planning for their areas. Neighbourhood planning allows communities to come together through a parish council or formal neighbourhood forum and produce a neighbourhood plan. Neighbourhoods can decide what they want to cover in their neighbourhood plan. They may allocate land for development, or influence the type and design of development that comes forward. Neighbourhood plans must however be in general conformity with the strategic planning policies already adopted by the City Council. They should not promote less development than set out in the Local Plan and/or undermine its strategic policies. They are also subject to an independent examination and need to be approved by a majority vote in a local referendum.
- 2.7. Once plans are adopted they will become part of the Development Plan. To date, Oxford City Council has formally designated five neighbourhood areas where plans are being led by neighbourhood forums. Three Neighbourhood Plans, Headington, Wolvercote and Summertown and St Margaret's, are made. Two more are being prepared: Blackbird Leys and Littlemore

#### **Other Documents**

- 2.8. In addition to the Oxford Development Plan there are several other important planning documents:
  - Community Infrastructure Levy (CIL) Charging Schedule (October 2013)
  - West End SPD
  - Statement of Community Involvement in Planning (June 2021)

#### Statement of Community Involvement in Planning (SCI)

2.9. The Statement of Community Involvement in Planning sets out how the Council will involve the community in the planning process, including Local Plans and Development Management. It sets out the activities that the Council will undertake to reach stakeholders and the public during the various stages of preparation of Local Plan documents. The most recent SCI was adopted at Cabinet on 16th June 2021. It can be viewed at <u>www.oxford.gov.uk/sci</u>.

#### **Annual Authority Monitoring Report**

- 2.10. Each year the City Council produces an Authority Monitoring Report, which is approved at the City Cabinet in the autumn. The Authority Monitoring Report has the following main functions:
  - to measure progress made in respect of the planning documents being prepared;
  - to review the effectiveness of the adopted planning policies;
  - to monitor the extent to which policies and targets in adopted documents are being achieved against a range of indicators.
- 2.11. All of the Authority Monitoring Reports produced by the City Council can be viewed on the City Council's website at <u>www.oxford.gov.uk/amr</u>.

#### **CIL Charging Schedule**

- 2.12. The Community Infrastructure Levy (CIL) was introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support the development of their area, based on the principle that most development has some impact on infrastructure and should contribute to the cost of providing or improving infrastructure. Oxford City Council is the charging authority for the Community Infrastructure Levy in Oxford, meaning it sets and collects the levy, coordinates the spending of the funds and reports on this spending annually.
- 2.13. Oxford City Council commenced charging CIL on 21<sup>st</sup> October 2013. The Charging Schedule sets out the tariff per M<sup>2</sup> of various development types. A partial review of the CIL Charging Schedule is underway, focused on employment floorspace.

#### Work Programme for 2022-2027

- 3.1. During the period covered by this LDS, the City Council will commence / continue work on the following documents: Development plan documents
  - Oxford Local Plan 2020-2040
  - Oxioi d Local Pian 2020-2
     Neighbourhood Plans
  - Neighbournood Plan

#### Other documents

- CIL Charging Schedule Partial Review
- Annual Authority Monitoring Report

#### **Development Plan documents**

#### Local Plan 2022-2042

- 3.2. Government guidance requires that all Plans are reviewed every 5 years. That is to say that the Plan must have been reviewed by the date 5 years after adoption in order for there to be an up-to-date plan. The Local Plan 2016-2036 was adopted on 8th June 2020 and contains policies based on relatively recent evidence. Given that a Local Plan takes considerable time to produce, a review was started a relatively short time after the adoption of the Local Plan 2036. Work began on the Oxford Local Plan 2040 in 2020, with an Issues consultation taking place in 2021. The timetable for this document was set with the intention that it would be adopted by June 2025, five years after the adoption of the Oxford Local Plan 2036. The Oxford Local Plan 2040 was submitted for examination in March, with a recommendation after an initial set of hearings that it be withdrawn.
- 3.3. The withdrawal of the Oxford Local Plan 2040 means that that plan in the form it was previously agreed no longer exists. It must be reviewed, and that review means it is, in legal terms, a different document that must therefore follow all statutory processes. That means that the statutory consultations (Regulation 18 and Regulation 19) must be repeated. However, all the work that went into the Oxford Local Plan 2040 can be built upon, rather than starting again from scratch. The Regulation 18 is very flexible in terms of how it is done and what we consult on, so it can be focused only on a few issues that need amending and updating.
- 3.4. The Government recently consulted on a revised NPPF. The revised plan will need to follow the new NPPF. Key features of the revised NPPF that are relevant include the move to use only the revised standard method to assess housing need, and the introduction of Grey Belt. This means that the focus of the Regulation 18 consultation will be on housing need and Green Belt.
- 3.5. Because of the delay to the Plan, it is highly unlikely that at the time of adoption there will be the required 15 years left to run to the end date of the Plan, if this date remains as 2040. Therefore, the end date of the plan needs to be extended to 2042.

- 3.6. Only plans submitted by December 2026 can be examined under the Planning Act 2004. Changes to the Planning Act 2004 could require a radical new approach that Oxford Local Plan 2042 and its production process may not comply with. There are many other reasons to attempt a very quick turn-around of Regulation 18 and Regulation 19 consultations, not least that it minimises the chance of the evidence-base becoming out of date and needing to be re-done and it minimises the time for which there is no local plan in place that was adopted within the previous 5 years. Within the 5 year period, a plan is considered up-to-date unless it can be shown otherwise. After 5 years, a plan does not automatically become out-of-date, but a review needs to determine the policies are still in-line with national guidance and relevant local circumstances. Undertaking a new plan will help this review process, and the further advanced it is, the greater it will show what in the Local Plan 2036 is still relevant.
- 3.7. The Oxford Local Plan 2042 will replace the Oxford Local Plan 2036. This document, as well as any neighbourhood plans, will form the statutory Development Plan. Following the council meeting to approve the pre submission draft, that draft will be used as a material consideration for development management decisions on planning applications; its weight will be limited initially, but increases as it proceeds towards adoption.
- 3.8. The Oxford Local Plan 2016-2036 has sufficient flexibility to deal with a twentyyear period and the policies within it place Oxford in a strong position to effectively manage growth and change that will face the city over this period. The Local Plan 2036 Inspector's report in paragraph 39 says that: 'the examination hearings took place before the Covid-19 epidemic. Whilst the short-term effects are here for all to see, there is currently no evidence that the fundamental assumptions and requirements of the plan in respect of housing need, or indeed any other strategic matter, will be affected to the extent that its soundness will be undermined.'

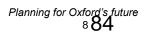
#### Neighbourhood Plans

3.9. Two neighbourhood plan areas have been defined but do not yet have a made neighbourhood plan, which are Littlemore, and Blackbird Leys. Work on these will take place during this LDS period. The Summertown and St Margaret's neighbourhood forum is also considering a review of its neighbourhood plan.

#### Other documents

#### Annual Authority Monitoring Report

3.10. Each year the City Council produces an Authority Monitoring Report. This will be taken for Cabinet approval in December 2025 for publication in December 2025. The Authority Monitoring report published in December 2025 will be reporting on the monitoring year 2024/25.



#### Appendix 1: Gantt chart of the LDS work programme 2025-2030

	202	5												202	26											202	7											2028	2029
	J	F	Μ	Α	Ν	1.	J	J	Α	S	0	Ν	D	J	F	М	Α	М	J	J	Α	S	0	Ν	D	J	F	Μ	А	Μ	J	J	Α	S	0	Ν	D		
Local Plan 2022-2042																																							
Annual Monitoring Report																																							
Start																																							
Publish																																							
Preferred Options Con	sulta	tion	(Reg	18)																																			
Proposed Submission	Cons	ultati	on (I	Reg 1	L9)																																		
Submit																																							
Inspector's Report*																																							
Adopt*																																							

\*These are estimates- once the plan is submitted, the timetable is in the hands of the Planning Inspectorate.

This page is intentionally left blank

#### Risk Register

#### (Local Development Scheme)

As at: (20.12.24)

									Gr	oss		Curre	nt	Tar	rget						
Ref	i Title	Risk Description	Opp / Threat	Cause	Consequence	Risk Treatment	Date Raised	Owner	Р	I	Р	I.	Score	Р	- I	Comments	Control / Mitigation Description	Date Due	Action Status	% Progress	Action Owner
	Unexpected delays	There is potential for unanticipated delays in document production.	Threat	Delays may be a result of a number, or combination, of factors (for example, external agencies or consultants maybe unable to fit in with timescales, issues may be more complex to understand/resolve than anticipated, or there may be a lack of resources available to complete the programme)			20.12.24	Head of Planning and Regulatory	3	3	2	2	4	2		Compliance with LDS timescales will be reported in the AMR.	Maintain awareness of potential causes of delay- maintain continuous contac with consultants and managers to check necessary resources are in place and work is being produced to detailed work programmes.	the LDS as			
	Changes to the planning system at th national level	Changes to national legislation, policy and guidance may alter the process that needs to be followed in producing new documents, or may mean that the focus or approach of documents needs to be altered.	Threat	Changes to national legislation, policy and guidance by central Government.	LDS timescales for document production may not be met. The LDS may need to be amended if additional documents need to be reviewed in order to maintain compliance with national policy.		20.12.24	Head of Planning and Regulatory	4	4	4	3	12	4		Compliance with LDS timescales will be reported in the AMR.	Maintain awareness of potential changes at the national level as they arise so that appropriate responses can be planned in advance in order to minimise negative impacts	Ongoing througho ut the lifetime of the LDS as required.			
													0								
													0							┟────┦	
-													0								
													0								
													0								
													0							<u> </u> ]	
													0								
<u> </u>													0					+			
													0							[]	
													0								
													0								

THE RISK REGISTER IS FORMATTED AS A TABLE. PRESS TAB ON THE LAST TABLE CELL TO INSERT A NEW ROW.

This page is intentionally left blank

## Agenda Item 11



То:	Cabinet
Date:	22 January 2025
Report of:	Executive Director - Development
Title of Report:	Redesignation of the Neighbourhood Forum for Headington

	Summary and recommendations
Purpose of report:	To redesignate the Neighbourhood Forum for Headington
Key decision:	Yes
Cabinet Member:	Councillor Louise Upton, Cabinet Member for Planning & Cycling Champion
Corporate Priority:	Support Thriving Communities
Policy Framework:	A pleasant place to live, delivering housing with a mixed and balanced community; Providing communities with facilities and services and ensuring Oxford is a vibrant and enjoyable city to live in and visit.

Recommendation(s): That Cabinet resolves to:

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

	Appendices
Appendix 1	Maps of the designated neighbourhood area that the forum re-designation relates to
Appendix 2	Application received for the redesignation of the Headington Neighbourhood Forum
Appendix 3	Risk Register
Appendix 4	Equalities Impact Assessment

Introduction and background

- The Localism Act 2011 introduced new rights and powers to enable communities to get directly involved in planning for their areas. Neighbourhood Planning allows interested communities to come together through a Neighbourhood Forum to produce a Neighbourhood Plan. Once a Neighbourhood Plan is adopted or 'made' it will become part of the statutory development plan, and therefore an important consideration when making decisions on planning applications. Neighbourhood Forums however only last for five years and at the end of the period need to be formally redesignated.
- 2. The Neighbourhood Area for Headington was approved by City Executive Board (CEB) on 23rd April 2014. The designation of the neighbourhood forum for Headington was approved by CEB on March 2013. Section 61F(8) of the Town and Country Planning Act 1990 (the 1990 Act) provides that a designation of a neighbourhood forum ceases to have effect five years after the date it was designated, therefore in February 2020, the City Executive Board approved the redesignation of the Forum and Neighbourhood Area for Headington. Five years on from this date is February 2025 and therefore redesignation is required again.
- 3. Cabinet is asked to consider the redesignation of this Neighbourhood Forum which has been in existence for over a decade and has adopted its own Neighbourhood Plan. Neighbourhood Forum applications must link to a designated neighbourhood area. The neighbourhood area and forum applications relate to Headington. These are identical to those originally designated and shown in Appendix 1.
- 4. Planning regulations set out the requirements for the designation of a neighbourhood forum and their redesignation is required to go through the same process. The neighbourhood forum application received (see Appendix 2) should be judged against these criteria. The proposed neighbourhood forum has been subject to public consultation on the City Council's website. The consultation was advertised via a press release and the Neighbourhood Forum group were notified along with other relevant stakeholders.

#### **Compliance with planning regulations**

- 5. The Neighbourhood Planning (General) Regulations 2012 specify the criteria that must be met and included in neighbourhood forum applications
  - the name of the proposed neighbourhood forum;
  - a copy of the written constitution of the proposed neighbourhood forum;
  - the name of the neighbourhood area to which the application relates and a map which identifies the area;
  - the contact details of at least one member of the proposed neighbourhood forum to be made public under regulations 9 and 10; and
  - a statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.

- 6. The Neighbourhood Planning regulations as mentioned above also state that a local planning authority may designate an organisation or body as a neighbourhood forum if the authority are satisfied that it meets the following conditions:
  - It is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such as area).
  - Its membership is open to:
    - o individuals who live in the neighbourhood area concerned;
    - individuals who work there (whether for businesses carried on there or otherwise); and
    - individuals who are elected members of a county council, district council or London Borough any of whose area falls within the neighbourhood area concerned.
  - Its membership includes a minimum of 21 individuals each of whom:
    - o lives in the neighbourhood area concerned;
    - $\circ$  works there (whether for a business carried on there or otherwise); or
    - is an elected member of a county council, district council or London Borough Council any of whose area falls within the neighbourhood area concerned
  - it has a written constitution.
- 7. The application received is attached in Appendix 2. A map is provided that shows the designated neighbourhood area the forum application relates to (Appendix 1). Information is provided for each application and within the existing constitution for the respective neighbourhood forums to show that the conditions outlined above are met. Each is established for the purpose of promoting or improving the social, economic and environmental wellbeing of the area; has an open membership; includes more than 21 members (ward councillors having all been involved) and has a written constitution that endorses all these requirements.

#### **Consultation details**

- 8. The City Council has a statutory requirement to publicise for 6 weeks any qualifying applications received to redesignate a neighbourhood forum. The public consultation period took place between Wednesday 9<sup>th</sup> October to Wednesday 20<sup>th</sup> November 2024. The requirement is to advertise the application to those that live, work, or run a business in the area.
- 9. The receipt of the forum application was published with the intention of raising awareness within and around the relevant areas. The comments were published on the City Council's website and sent to the neighbourhood forum. In addition, the City Council's communications team published a press release and relevant local groups were also notified. In total, there were 18 responses to the Headington Neighbourhood forum redesignation, summarised as follows:

- 9 respondents were in support of the redesignation.
- 4 responses were from statutory bodies (Historic England, Natural England, National Highways, Canal & Rivers Trust) which were general remarks and no specific comments on the redesignation application.
- 5 respondents called for the neighbourhood area to be extended to include Wood Farm.
- 1 respondent raised queries on the reporting on the utilisation and disbursement of Community Infrastructure Levy receipts.
- 10. The responses have been considered alongside the other matters in this report and the comments will be shared with the Neighbourhood Forum. None of the comments received change the fact the forum meets the statutory legislation and the criteria required.

#### **Financial Implications**

- 11. The City Council is obliged to offer a certain degree of help to groups as they produce their plans. As well as this, the City Council must consult on draft plans, organise an examination and run the Referendum. Given that both plans have been adopted over a number of years ago the Planning Policy team has already met these requirements. It is possible that in time the forums will wish to review their plans and costs could be incurred as such. However, grants from central government to district councils for each neighbourhood plan provide support for this.
- 12. The adoption of the neighbourhood plan has meant that the neighbourhood portion of the Community Infrastructure Levy receipts generated within the forum area and spent locally increases from 15 to 25%.

#### Legal issues

13. Officers consider that the information provided by the neighbourhood groups is adequate to show that the statutory requirements for the redesignation of neighbourhood forums are met.

#### Level of risk

14. The Risk Register is attached as Appendix 3. There are no abnormal risks.

#### Equalities impact

15. There are no area of concerns for any of the outlined areas listed on the Full Equalities Impact Assessment form (Appendix 4). Making this decision will not negatively impact anyone with protected characteristics or human rights issues and legislation.

#### **Carbon and Environmental Considerations**

16. Once designated, Neighbourhood Forums can produce Neighbourhood Plans which can address specific environmental considerations within their neighbourhood areas in line with the City Council's existing environmental policies and guidelines.

Report author	Arome Agamah
Job title	Senior Planner
Service area or department	Planning and Regulatory Services
Telephone	x2360
e-mail	aagamah@oxford.gov.uk

#### Background Papers: None

This page is intentionally left blank

#### Application for redesignation of Headington Neighbourhood Forum August 2024

Name:	Headington Neighbourhood Forum
<b>Constitution</b> :	Attached – Appendix 1
Area:	Attached – Appendix 2
Contact:	c/o Patrick Coulter 20 Stapleton Road Headington OX3 7LU.

#### Statement

The Headington Neighbourhood Forum (Forum) was established as an organisation whose purpose is to promote and improve the social, economic and environmental wellbeing of Headington. The Forum applied for and was granted designation as a neighbourhood forum by Oxford City Council (Council) in March 2013. The approved area includes one complete City ward (Headington), substantial parts of four wards (Headington Hill & Northway, Barton & Sandhills, Quarry & Risinghurst, Churchill) and small sections of two other wards (Lye Valley, Cowley Marsh).

The Forum was redesignated by the Council in February 2020 for a further 5 years. At that time it was anticipated that a Community Council for Headington would take over the role of the Forum. However the Council declined to approve the provision of a Community Council and the Forum is now seeking redesignation for a further 5 years. This will allow the Forum to continue to manage the implementation of the Headington Neighbourhood Plan policies and projects supported by CIL funding as appropriate.

Membership of the Forum is free and open to all who live and/or work in the proposed area. The Forum has 130 members including elected members of Oxford City and Oxfordshire County Councils. All meetings of the Forum and Steering Committee have been publicised online and in the local media, and all agendas, minutes and reports are available on its website.

The Forum's website and social media are regularly updated to ensure that the community is fully aware of what is going on and has the opportunity to consult on the areas in which it is interested. The involvement of local people in the projects undertaken by the Forum is encouraged.

The Forum's membership represents a full cross-section of the local community including those who live and work in Headington and its continuing existence is required to ensure it can work, with others, to monitor the Plan's Spatial Policies and implement the Plans' Community Policies. It will also allow the Forum to review and possibly seek to update the Plan in line with the proposed new Oxford Local Plan 2040.

The Headington Neighbourhood Forum is therefore a body capable of being designated as a Neighbourhood Forum for the purposes of the T&CP 1990 Act Section 61F(5).

#### Appendix 1 - THE CONSTITUTION of HEADINGTON NEIGHBOURHOOD FORUM

1. Headington Neighbourhood Forum (the Forum) was established in March 2013 by public meetings of residents of Headington for the purpose of promoting and improving the social, economic and environmental well-being of the Headington Neighbourhood through the development and implementation of a Neighbourhood Plan. It has no political allegiance and operates by consensus for the benefit of the majority of those who live and work in the area.

The Headington Neighbourhood Plan (the Plan) was formally made part of Oxford City's development plan in July 2017.

#### 2. Boundaries

For the purposes of this constitution the Headington Neighbourhood (the Neighbourhood) shall be taken to consist of the area delimited in black on the annexed map.

#### 3. The Forum

a) The Forum shall exist for a further period of 5 years or until a successor body is approved by the Annual General Meeting (AGM). At the end of year 4 of the further period the AGM will give consideration to the Forum's continuation or dissolution.

**b**) The decision to dissolve the Forum at the end of a further 5 years from its reestablishment, or at a later date to be decided by the Forum, shall be taken by a two/thirds majority of those voting at the AGM of the Forum. Any funds remaining at the disposal of the Forum at that date shall be disbursed to a Headington-based charitable organisation, e.g. Headington Action, for the benefit of the community of the Headington Neighbourhood by the Steering Committee at its discretion, subject to any directions which the Committee may be given by the Forum.

#### 4. Meetings of the Forum

a) The AGM (see b) below), and other Forum meetings held, give legitimacy to the Steering Committee of the Forum (as defined in **6** below) and to plans which they or Forum Task or Working Groups may develop.

**b**) In any calendar year there will be at least one meeting of the Forum. One meeting will be designated as the AGM.

c) All Forum meetings will be called with at least 15 working days' notice and will be open to members of the public. These will be advertised on the website, and via such other means as the Steering Committee shall from time to time decide, e.g. social media, community notice boards, residents' associations, local employers and the Library.

**d**) The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Steering Committee.

e) At each AGM the Chair will provide a written report, the Treasurer will provide a set of accounts for the previous year and the Secretary will record the proceedings.

**f**) The quorum for meetings of the Forum shall be not less than half the minimum membership of the Forum, as specified in clause 5e below.

g) At meetings of the Forum the chairmanship shall be undertaken by the Chair of the Steering Committee, or, if the Chair is unavailable, by the Vice-Chair, or, if the Vice-Chair is unavailable, by another person nominated by the Steering Committee.

5. Membership of the Forum

a) Membership of the Forum is open to all residents of the Neighbourhood, as delimited in 2 above, all those working in the Neighbourhood and all elected local authority councillors whose ward or district includes or overlaps with the Neighbourhood. Individuals may become members at any Forum meeting or by contacting the Forum via its website or any Steering Committee member.

**b**) Members may be contacted by the Steering Committee from time to time to give feedback on ideas and proposals, or to be invited to participate in other activities related to the work of the Forum.

c) Local residents' associations and similar groups will be invited by the Steering Committee to nominate one representative each to the Forum. The Steering Committee shall designate which associations or groups fall under the terms of this clause.

**d**) The Forum may liaise with the larger employers in the Headington Neighbourhood via those larger employers' designated representative(s).

e) Membership of the Forum shall at all times be a minimum of 21 individuals, to include at least one local **c**ouncillor, as specified in clause 5a above.

6. Forum Steering Committee

a) The Steering Committee (SC) exists to co-ordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the Neighbourhood. It will prioritise, schedule and publicise the work of the Forum via an elected
 Press/Communications officer (or officers). The SC may be authorised by the Forum to take executive action on specific matters, previously specified by a meeting of the Forum. Any such action shall be reported to the next meeting of the Forum.

**b**) The SC consists of members of the Forum elected at the AGM, as specified in clause 6e below.

c) People with specialist skills may be co-opted onto the SC, and the SC may set up Task or Working Groups of Forum members for specific projects or tasks. Such co-opted persons may not vote on the SC.

**d**) The SC will liaise with relevant bodies such as the universities and hospitals in Headington, businesses, schools, places of worship, residents' associations and other local organisations, and with the local authorities and elected representatives as specified in 5a) above.

e) SC members to be elected at the AGM are: Chair, Vice-Chair, Treasurer, Secretary, and Press/Communications officer(s), plus up to 8 other members of the Forum.

3

If there are vacancies on the SC, the SC has the power to invite up to three Forum members to join the SC. These additional members must seek election at the next AGM if they are to continue as members of the SC.

f) SC decision-making may be by consensus or by simple majority after a vote – the Chair will have the casting vote.

**g**) The SC has the power to hold votes of no confidence in any officer or member of the SC by simple vote. Any vacancy resulting from such a vote shall be filled by appointment by the SC. Any person thus appointed must seek election at the next AGM if they are to continue as an officer or member of the SC.

**h**) Only members of the Forum may stand for the SC (and they shall be nominated and seconded by a member of the Forum).

i) The quorum for meetings of the **SC** shall be not less than 5 persons, including 2 of the officers specified in clause e) above.

#### **APPENDIX 2 - Headington Neighbourhood Forum Area**

(as designated in 2014)

#### Description

The area comprises:

- The whole of Headington Ward
- That part of Quarry and Risinghurst Ward that lies outwith the Risinghurst and Sandhills parish boundary
- That part of Churchill and Wood Farm Ward that lies outwith the Wood Farm regeneration area and excluding South Park which is considered to be a whole City resource (note that the Granville Court flats at the Headington Road end of Cheney Lane are included)
- Polling district VA of the Barton and Sandhills ward which falls within the ring road
- Polling district XC of Headington Hill and Northway ward that falls within the Headington Hill Conservation Area boundary, <u>and</u> to include the portion of Jack Straws Lane adjacent to Oxford Brookes University's teaching site on the Marston Road (together with that site) and McClabe Place and Mary Price Close, <u>and</u> include that part between the southern side of John Garne Way and the Marston Road (such that University's Clive Booth Hall site is included).
- Lye Valley nature reserve including the SSSI so that the integrity of the brook remains intact and the area boundary does not fall midstream.

There some anomalies in that some properties in Old Road and Spring Lane cannot be included in the proposed area because of ward and parish council boundaries. It is envisaged that residents excluded because of this will still be consulted about any neighbourhood and community plans in the Headington neighbourhood area.

The boundaries of Headington have not been clearly defined since the incorporation of Headington in the Oxford Extension Act of 1928 and this process has stimulated local debate. The area chosen includes those residential areas having a clear association with Headington, through the three historic villages and the approach from Headington Hill. It also includes the major Hospital and University sites which are associated with Headington. The proposed Neighbourhood Area boundaries outlined here were informed by:

- Meetings of Forum members with Michael Crofton-Briggs, planning officers, and Martin John at Oxford City Council
- Informal discussion with a representative of Risinghurst and Sandhills Parish Council
- Informal discussion with ward and county councillors
- Feedback from public consultation at the Headington Festival
- Feedback from Headington Forward (major employers)
- Feedback from Headington Action (community group representatives)
- Feedback from extended consultation on the Headington Neighbourhood Forum website <u>http://headingtonplan.org.uk/</u>

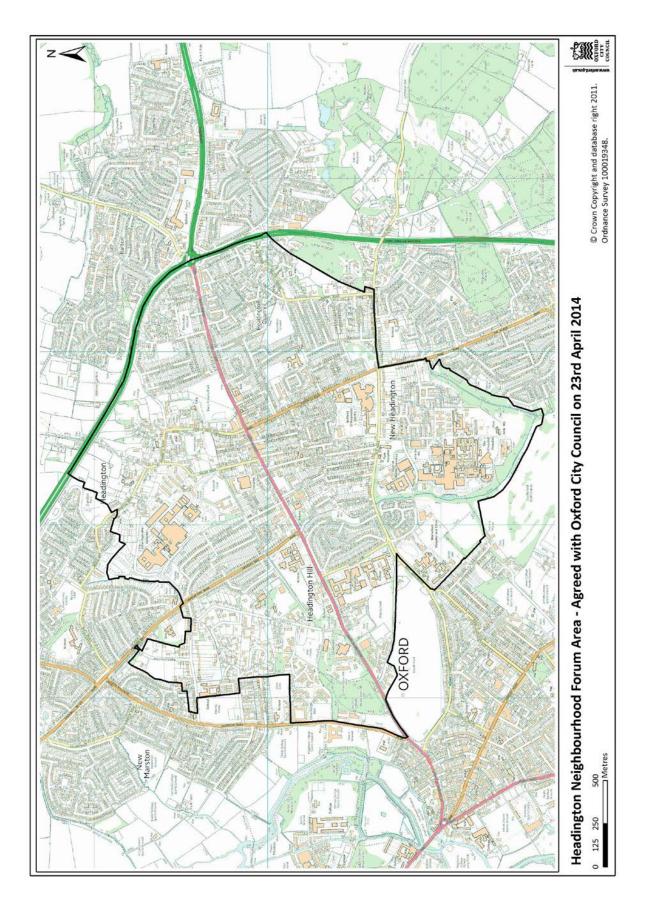
Headington Neighbourhood Forum meetings

Non land-based issues arising out of public consultation will be taken forward in smaller more localised community plans; land-based issues will be considered separately and taken forward as appropriate within one wide Headington Neighbourhood Area Plan.

The extent of the Headington Neighbourhood Area will enable synergy between

- Conservation Area Groups, e.g. Friends of Old Headington, Friends of Quarry
- SSSI user groups e.g. Lye Valley, Rock Edge
- Friends of Parks groups e.g. Bury Knowle Park, Headington Hill Park
- Community single interest groups, e.g. Headington Transport Group, Headington Churches Together, Highfield Traffic Group
- Residents' Associations, e.g. New Headington Residents Association, Jack
  Straws Lane Association

The proposed area is not predominantly business in nature so this application is made for designation as a Neighbourhood Area, rather than a business area.



#### Appendix 3

#### Headington Neighbourhood Forum Steering Committee as of July 2024.

The Forum members elected to the Steering Committee are

Mohammed Altaf-Khan (Headington Ward City Councillor)

Patrick Coulter (Chair)

Liz Grosvenor (Secretary)

Fiona McKenzie (Treasurer)

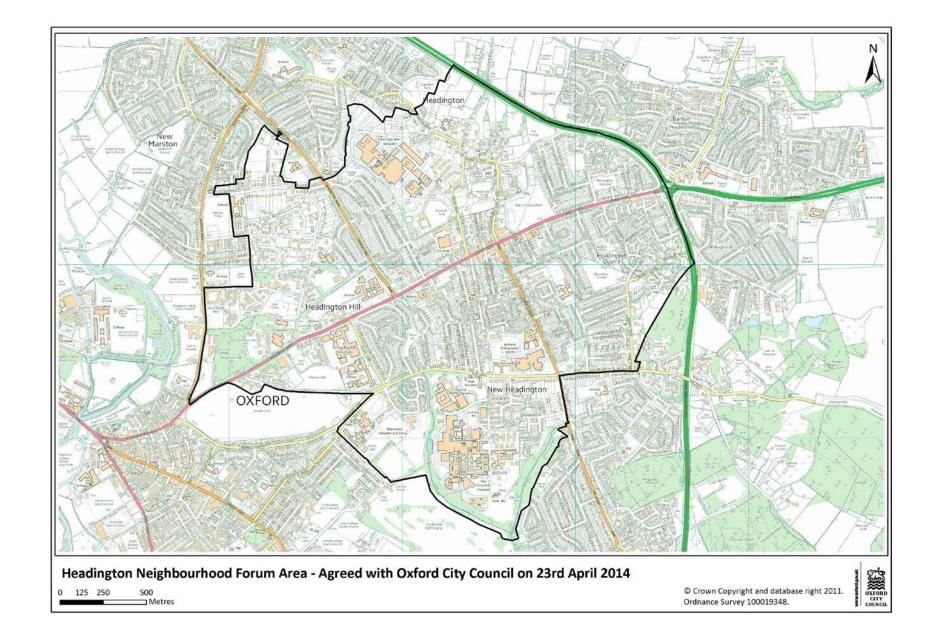
John Nealon (Press/Communications)

Mike Ratcliffe (Former Chair)

Roz Smith (Headington & Quarry Ward County Councillor)

Chris Smowton (Headington Ward City Councillor)

Peter West (Vice Chair and Businesses Liaison)



This page is intentionally left blank

#### Appendix 3: Risk Register

					Date Raised	Owner	Gr	oss	Curre	ent	Resid	dual	Comments		(	Controls		
Title	Risk description	Opp/ threat	Cause	Consequence			1	Р	Т	Р	I.	Ρ		Control description	Due date	Status	Progress %	Action Owner
Headington Neighbourhood Forum lasts for five years and now need to be	The redesignation of the Forum is important to provide the Stautory Framework as a qualifying body to prepare Neighbourhood Development Plans. The Neighbourhood Forum is in the process of undertaking a review to become a community Council.			If the Forum re- designation is not determined in time there may be a delay to the community council application process	3/10/24	Arome Agamah							Severity: Minor	The City Coucnil believes it to have followed the statutory requirements in a timely. Therefore the risk is unlikely.				

This page is intentionally left blank

Act 2010).

a. identify and remove discrimination,

The General PSED enables Oxford City Council to:

1. Equalities Impact Assessment (EqIA) is part of Oxford City

Council's Public Sector Equality Duty (PSED) (Equality

- b. identify ways to advance equality of opportunity,
- c. foster good relations.

Why do an Equalities Impact Assessment (EqIA)?

- 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.
- 107
  - 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 <u>Corporate Management Team (CMT)</u> 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 <u>milkalia@oxford.gov.uk</u>
- 2. Sobia Afridi- safridi@oxford.gov.uk

Please do refer to our <u>SharePoint Page</u> for support such as FAQs and Examples, etc.

#### A good EqIA has the following attributes:

1. Comprehensively considers the <u>9 protected characteristics.</u>

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	

- It has considered equality of treatment towards service users, residents, employees, partners, council suppliers & contractors, and Council Members
- 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
- 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.	Headington Neighbourhood Planning 2. Area Redesignation	The implementation date of the activity under consideration:	23/04/2014
3.	Directorate/Department(s):	Development Directorate, Regeneration and Economy 4.	Service Area(s):	Planning and Regulatory Services
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Arome Agamah aagamah@oxford.gov.uk 6.	Contact details, in case there are queries: Please provide: -Name -Email address	Arome Agamah aagamah@oxford.gov.uk
7.	Is this a new or ongoing EqIA?	New Extension to existing EqIA 8.	If this is an extension of a previous EqIA, please indicate where the previous EqIA is located and share the link to the said EqIA.	N/A
9.	Date this EqIA started:	01/11/2024		
10.	Will this EqIA be attached to <u>Corporate Management Team</u> ( <u>CMT</u> ) reports/updates, which will be published online?	No 11	Give a date (tentative or otherwise) when this assessment will 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.	Budget	🗌 De	ecommiss	sioning	Com	missioning	🗌 Chang	ge to an existing activity.
		New Activity			⊠ Redesi	Others. gnation	Please N	Neighbour	hood Planning Area
13.	Which priority area(s) <u>within</u> Oxford City Council's Corporate strategy (2020-2024) does this activity fulfil? Please check as needed.	Enable an inclue conomy.	ford-gcsruk		ver more ble hous		Support th communities.	nriving	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.	Responsive services and custo care.	omer		erse and d workfo		Leadershi organisational commitment.		Understanding and working with our communities.
15.	Outline the aims, objectives, & priorities of the activity being considered.	Aims: The redesignation Forum is importan the Stautory Fram qualifying body to Neighbourhood D Plans	nt to pro ework prepa	ovide as a re	people develop through neighbo Redesi	ourhood a direct oment of the cre ourhood gnation			

		date.		
<ul> <li>Please outline the consequences of not implementing this activity. For example,</li> <li>Existing activity does not fulfill Corporate Objectives,</li> <li>existing activity is discriminatory and not fulfilling Council's PSED,</li> <li> to name a few.</li> </ul>	designation of a neighbo	ourhood forum ceases to l n re-designation is not de	Act 1990 (the 1990 Act) pr have effect five years after t termined in time there may	he date it was
		¢.		

## 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.	The City Council has a statutory requirement to publicise for 6 weeks any qualifying applications received to redesignate a neighbourhood forum. A public consultation period was set between Wednesday 9th October to Wednesday 20th November 2024. The requirement is to advertise the application to those that live, work, or run a business in the area. This was done through known community and residents groups local to the area, releases through the Council's communication channels and mailouts to businesses and voluntary organisations.
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,	

-articles, -reports, -briefs.	
<ul> <li>If you have not done any</li> <li>consultations or collected data &amp; information, are you planning to do so in the</li> </ul>	N/A
future?	
Please list the details – -when, -with whom, and -how long will you collect the relevant data.	

## Section 4: Impact analysis.

د د			2				
).	Who does the activity impact?	Service Users	Yes		No	Don't Know	
	Check as needed.	Members of staff	Yes		No	Don't Know	
	The impact may be positive, negative or unknown.	General public	Yes		No	Don't Know	
		Partner / Community Organisation	Yes	$\boxtimes$	No	Don't Know	
		City Councillors	Yes	$\boxtimes$	No	Don't Know	
		Council suppliers and contractors	Yes		No	Don't Know	

21.	e activity impa					cs as stated within Equality (Act 2010)?			
Good Pra	Good Practice is to keep it simple and list your, evidence, insights, and mitigations.								
Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight Mitigations			
Age				rd.go_u	See conclusions below	What is the data telling us about impact on this group?			
12				w.oxfor	OXFORD	How will you mitigate disporportinate impact (positive or negative)?			
Disability			$\boxtimes$		See conclusions below	What is the data telling us about impact on this group?			
(Visible and invisible)									
						How will you mitigate disporportinate impact (positive or negative)?			
Gender re-assignment					See conclusions below	What is the data telling us about impact on this group?			

				How will you mitigate disporportinate impact (positive or negative)?
Marriage & Civil Partnership			See conclusions below	What is the data telling us about impact on this group?
				How will you mitigate disporportinate impact (positive or negative)?
Race, Ethnicity and/or Citizenship 1 3 3 3		ord.gov 🕁 k	See conclusions below	What is the data telling us about impact on this group? How will you mitigate disporportinate
		www.oxford.gov	OXFORD CITY COUNCIL	impact (positive or negative)?
Pregnancy & Maternity			See conclusions below	What is the data telling us about impact on this group?
				How will you mitigate disporportinate impact (positive or negative)?

Religion or Belief			See conclusions below	What is the data telling us about impact on this group? How will you mitigate disporportinate
				impact (positive or negative)?
Sex		ġov.uh	See conclusions below	What is the data telling us about impact on this group?
114		www.oxford.gov.u	OXFORD CITY COUNCIL	How will you mitigate disporportinate impact (positive or negative)?
Sexual Orientation			See conclusions below	What is the data telling us about impact on this group?
				How will you mitigate disporportinate impact (positive or negative)?

Other (voluntary consideration)			See conclusions below	What is the data telling us about impact on this group?
For example:				How will you mitigate disporportinate
Migrant, refugee, or asylum seekers				impact (positive or negative)?
		<u> </u>		
Other (voluntary consideration)		www.oxford.go	See conclusions below	What is the data telling us about impact on this group? How will you mitigate disporportinate impact (positive or negative)?
		MM	COUNCIL	
Other For example: - Unpaid carers - Prison population			See conclusions below	What is the data telling us about impact on this group?
<ul> <li>Homeless population</li> <li>Council suppliers &amp;</li> <li>contractors</li> <li>Cabinet Members</li> </ul>				How will you mitigate disporportinate impact (positive or negative)?

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

22.		Conclusions. Check	as n	eeded.				
		Stop and reconsider the activity.		Adjust activity before beginning the activity and continue to monitor.		No major change(s) or adjustments and continue with activity but continue to monitor.		No major change(s) or adjustments and continue with the activity. No need to monitor in the future.
23.	have	e explain how you reached your usions above.		No changes proposed to existing Headington N Membership of the Forum is free and open to a groups are not disadvantaged. The Forum's we ensure that the community is fully aware of what areas in which it is interested. The involvement encouraged.	II who ebsite at is g	live and/or work in the pro and social media are also r oing on and has the opport	posed egular unity to	fly updated to consult on the

## 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.

24.	Who or which team or service area will be responsible for monitoring equalities impact?	Planning and Regulatory Services
	For example- - team, -directorate, -service area, -Equalities Steering Group,etc.	Example     CITY       COUNCIL
25.	Who (individual, team, or service area) will be responsible for carrying out the EqIA review?	Planning Policy
26.	How often will the equality impact be reviewed for this activity?	Every 5 Years When Area Is RedesignatedDate when the EqIA will be reviewed again.

For example-		
-quarterly,		
-yearly, etc.		

## Section 7: Sign-off

	Name: Arome Agamah	Name: David Butler	Name:	Suggested list of people to include are:
	Job Title: Senior Planner	Job Title: Head of Planning and Regulatory Services	Job Title:	1) Project lead/manager.
_	Signature:	Signature:	Signature:	<ol> <li>Head of service area or team.</li> </ol>
18	Name: Full Name	Name: Full Name	Name: Full Name	3) Person who completed the
	Job Title: Type here	Job Title: Type here OXFOR	Job Title: Type here	ÉqIA.
	Signature:	Signature: CITY	Signature:	4) EDI Lead.
		<u> </u>	L	5) EDI Specialist.
	Name: Full Name	Name: Full Name	Name: Full Name	<ol><li>For joint projects, please consider the following:</li></ol>
	Job Title: Type here	Job Title: Type here	Job Title: Type here	1. Other project leads
	Signature:	Signature:	Signature:	2. Other service area and/or team
				lead/managers.

This is not an exhaustive list.

You have now reached the end of the assessment.

A Please appended this to any reports and project files for reference.



This page is intentionally left blank

## Agenda Item 12



То:	Cabinet
Date:	22 January 2025
Report of:	Head of Planning & Regulatory Services
Title of Report:	Archive Scanning Project

	Summary and recommendations						
Purpose of report:	To approve the release of £999,500 from the Town Hall Works (Lot 2) fund to complete Phases 1 and 2 of the proposed Archive Scanning Project						
Key decision:	Not Key						
Cabinet Member:	Councillor Nigel Chapman: Cabinet Member for Citizen Focused Services and Council Companies						
Corporate Priority:	A well-run Council						
Policy Framework:	Council Strategy 2024-28						
Recommendation(s)	: That Cabinet resolves to:						
	lest for the release of £999,500 from the Town Hall Works mplete Phases 1 and 2 of the proposed Archive Scanning						
2. <b>Delegate</b> 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							

	Appendices
Appendix 1	Gantt chart showing indicative project delivery programme
Appendix 2	Project Risk Register
Appendix 3	Equalities Impact Assessment

.

#### Introduction and background

- 1. The Council has a long-standing requirement to rationalise the space usage in the Town Hall, thereby giving the Council greater flexibility and opportunity to use its space as efficiently and effectively as possible.
- 2. A Town Hall Works (Lot 2) Fund was identified in the 23/24 Budget, and this report seeks to draw down £999,500 from this for the purposes of the Archive Scanning project.

#### **Current Situation**

- 3. A significant proportion of the Town Hall Basement is taken up with paper file storage, predominantly planning files, with a large number of files also stored in the Town Hall Flat. In total, it is estimated we have the equivalent of 6500 archive boxes of files stored and, in most cases, there is need to retain these files for officers or members of the public to view upon request. However, this could be achieved by viewing digitally as opposed to in the original paper format.
- 4. Very few new paper files are now added to those stored in the Town Hall Basement or Flat as the Council has moved to full digitisation, and so once the archive is scanned, there should be no need to re-engage in this exercise.
- 5. A recent Fire Risk Assessment has indicated that some of the file storage is a risk that needs to be resolved, and clearly the removal and scanning of paper files would remove this risk. This has expedited the necessity to free up this space as part of the wider Town Hall project. It should be noted that we have strict access controls in place and an evacuation plan to ensure staff can be evacuated in the event of a fire.

#### Proposal

6. The scanning project is split into two main phases:

Phase 1 – Create a catalogue of all documents

Phase 2 – Scan and embed digitised documents into Council's digital filing systems.

- 7. Phase 1 will require Council officers to ensure that all documents are retained under the relevant Retention Policies, disposing of any unnecessary documents confidentially. In doing so, the quantum of scanning required as part of Phase 2 will be reduced.
- 8. Due to the quantum of files that will require handling, temporary resource is required to deliver Phase 1, including a project manager resource and staff to handle the cataloguing itself. Extrapolating the average time to handle a file across the number of files that need examining and cataloguing, the estimated cost of this is total £267,000. This sum includes a 30% contingency to recognise that some complexities may emerge as the project progresses.
- 9. Phase 2 will require the procurement of a third-party supplier to remove and scan our catalogue of documents. Whilst the cost of this will be subject to a full procurement process, the cost of this is estimated to be £732,500. This sum is based on estimates received from third-party suppliers. These estimates assume no reduction in the volume of files through Phase 1. This acts as a contingency as we believe Phase 1 will lead to the reduction of volume of files, reducing the

actual costs of Phase 2. This estimated cost includes an internal project manager resource for Phase 2.

- 10. An indicative project delivery Gantt chart is included in Appendix 1
- 11. Although not within the scope of the Archive Scanning project, the Council also houses the 'City Archive' a historic collection jointly funded with Oxfordshire County Council. Officers will ensure liaison with the Archivist, who oversees the City Archive, to retain notable documents where possible.
- 12. Once the scanning is completed, the digitised files will be embedded into the relevant Service's systems. There is a legal requirement to keep a very small amount of original documents even after digitisation and these will be returned to us for storage.
- 13. Once quality checks have established our documents have been accurately digitised, the original documents will be confidentially destroyed.
- 14. A Project Board with representation from ICT, Finance and Change Teams will ensure that digitised files are successfully integrated into relevant Services' and Council-wide digital storage system. Once a catalogue of files has been created and the type and volume of files to be scanned is confirmed, the board will agree a detailed strategy, coordinated with any planned changes to digital filing systems. Key issues will be reported up to the Organisational Change Board.

#### Other options

- 15. The Council could choose to procure a third-party supplier to deliver Phase 1; creating a catalogue of all documents on the Council's behalf. The advantage of this option would be the immediate removal of all files in order for the cataloguing to take place. However, in doing so the Council would miss the opportunity to filter the documents before being scanned, thereby inflating the cost of Phase 2, whilst also rendering file retrieval very complicated for the duration of the Phase. Furthermore, the indicative cost of procuring this service is broadly similar to the cost of delivering the Phase in-house. Therefore, this option is not recommended.
- 16. The Council could choose to not proceed with the project. However, this would be contrary to the recommendations of the recent Fire Risk Assessment and remove an opportunity to deliver additional space either for its own operations or to drive value and revenue. Therefore, this option is not recommended.

#### **Financial Implications**

- 17. This report seeks to draw down £999,500 from the Town Hall Works (Lot 2) fund for the purposes of the Archive Scanning Project.
- 18. The Town Hall Works (Lot 2) fund (capital code B0157) was identified in the 23/24 Budget to support essential works to the Town Hall. There is £8,000,000 allocated in the capital programme over the next four years and a further £2,000,000 in the capital pipeline. Of the £8,000,000 in the capital programme, there is currently an approved budget of £3,171,915. This budget includes £150,000 that was previously allocated to support the scanning of planning files. There are several

other major projects which will seek cabinet approval to draw down from The Town Hall Works (Lot 2) fund over the next four years. These include façade cleaning, Re-roofing and further ceiling repair works. Along with the Archive Scanning Project, these are all considered to be urgent and cost-avoidance projects.

 In accordance with the indicative project delivery Gantt chart included in Appendix 1, the majority of the costs for the project are estimated to be drawn down in the 25/26 Financial Year.

#### Legal issues

- 20. Many of the different document types stored in the Town Hall Basement and Flat are subject to legislation determining how long they need to be retained for.
- 21. To comply with GDPR legislation, the Council must ensure it doesn't retain personal data for longer than needed for the purpose for which is collected.
- 22. The Council has a Records Retention Schedule which compiles different document types across all Service Areas and their legal retention periods. An update to this is being compiled by the Information Governance Team in January 2025. The Records Retention Schedule will provide key guidance to the Cataloguing process in Phase 1, enabling the considered disposal of documents that don't need to be retained, reducing third-party scanning costs in Phase 2.
- 23. Any third-party suppliers delivering Phase 2 of the project will be selected through a competitive procurement process and the Council will ensure compliance with national procurement legislation and its internal contract policies.
- 24. Any temporary staff hired to carry out Phase 1 of the project must abide by the Council's policies on information governance, particularly on confidentiality and data protection, and will sign any agreements and undertake any necessary mandatory corporate training if required to do so

#### Level of risk

25. A risk assessment has been undertaken, and the risk register is attached (Appendix 2).

#### **Equalities impact**

26. Please refer to Equalities Impact Report (Appendix 3)

#### Conclusion

27. Cabinet is asked to review and approve the recommendation set out above.

Report author	Nathan Breeze
Regeneration Manager	
Regeneration & Economy	
01865 529219 / 07483 010164	
nbreeze@oxford.gov.uk	

## Background Papers: None

This page is intentionally left blank

#### APPENDIX 1 - ARCHIVE SCANNING PROJECT - INDICATIVE PROGRAMME

			WEEK NO	. 41 42	13	11 15	46 47	7 48 4	10 50 5	1 52	1 2	3 4	5 6 7		al 10	11 12	13 14	15 16	17	18 10	20 21	22 23	3 24 2	5 26	27 28	20 30	31 32	33 34	35 36	37 38	30 /	10 /1	12 13	44 45	16 1	7 /8 /0	50 51	52 1	2 3	1 5	6 7	8		11 12	13 1/	15 1	6 17	18 1	10 20	
STAGE ACTIVITY	DURATION	START 1			T 24	_	NOV 24		DEC			3  ↔  AN 25		B 25	5 10	MAR 2			R 25		MAY 25		JUNI			ULY 25		AUG 25		SEPT 2			0CT 25		NOV 25		DEC 2			126	FEE			MAR 2			PR 26		15 20 MA	
	Solution					1							1					Ar			1.23		1	TT	<del> '</del>	1		10025																	-					1 20
PROJECT GOVERNANCE					++			++	++			++		++	++				++	+ +			++	+		++					$\vdash$				$\vdash$							_							+	t
TOWN HALL PROJECT BOARD - THPB					22			25			-			20			24		Т	20		TRC			P.C		IRC I		TOC		TR			TRC	$\vdash$	твс	TRC												+	t
		+			~~	29		25	++		9	3		18	4		24	19		SC .	12	IBC	10		BC	<u>-</u>	BC		IBC		18	sc		IBC	$\vdash$	IBC	IBC						+ +	++	_		+		+	$\vdash$
OCB CABINET		+		16		29	42	26				21	-	18		12	-	1:		+ +	13		10	+ +	8	+	5	_	$\vdash$		++	+			$\vdash$	++	F		_			-	+		_		+ +		+	⊢
CABINET				16			13	+	11			22	5	+		12	_	9	+				+ +	+ +		+		_	$\vdash$		++				$\vdash$	+ $+$	┫╻┝╾┥		_			_	+ +		_		+		+	⊢
					+ +			+	+ +				+ $+$	$\vdash$	+ $+$		_		+	+			+	+ +	+	+	$\rightarrow$	_			$\vdash$	+			$\vdash$	+ $+$							+ $+$				+		+	⊢
		+			++			+ $+$	+ +			++	+ $+$	++	+ $+$		_	$\vdash$	$\vdash$		+		+ $+$	+ $+$	+ $+$	+ +	+	_	$\vdash$		++	+			$\vdash$	+ $+$							+ $+$	+	_		+ $+$		+'	$\vdash$
0 AGREEMENT OF PREFERRED OPTION -THPB		+							++				+ $+$	++	+ +	+		$\vdash$	+	+			+ +	+ +	+	+	+	_	$\vdash$		++	+			$\vdash$	+ $+$			_			_	+ +	+	_		+ $+$		+	⊢
	8 WEEKS					ESS CASE	OCB	_						++	+ +	+			+	+	-		+ +	+ +	$\rightarrow$	+	$\rightarrow$	_	$\vdash$		$\vdash$	+			$\vdash$	+ $+$			_			_			_		+		+	+
CABINET APPROVAL	6 WEEKS				+			C/	ABINET				+	$\vdash$	+	+			+				+	+	$\rightarrow$	+	$\rightarrow$	_	$\vdash$		$\vdash$	$\rightarrow$			$\vdash$	+ $+$			_			_	+		_		+		+	+
APPROVAL TO SPEND - DISPOSAL					+			+					+	$\vdash$	+				+					+		+					$\vdash$	+			$\vdash$	+			_			_							+	⊢
APPROVAL TO SPEND - SCANNING					+			+						$\left  \right $	+				+	+			+	+	$\rightarrow$	+					$\vdash$	+			$\vdash$	+ $+$			_										+'	⊢
		+			+ $+$	$\rightarrow$		++	++							+			+	+	-		+	+ $+$	+	++	$\rightarrow$		$\vdash$		$\vdash$	+	$\rightarrow$		$\vdash$	+ $+$	M					_	+ $+$	$\rightarrow$			+		'	⊢
	9 WEEKS	+		+	++	$\rightarrow$		+	+ +			PROJE	CT DEFINIT	ION		+			$\vdash$	+			+	+	+	+	$\rightarrow$		$\vdash$		$\vdash$	+	$\rightarrow$		$\vdash$	+				$\vdash$			+	$\rightarrow$		$\vdash$	+		+	4
HIGH LEVEL AUDIT OF CONFIRMED ROOMS	9 WEEKS	+		+ $+$ $+$	+	-+		+	+ +			+				+			$\vdash$	+	-+		+ $+$	+	+	+	+				$\vdash$	+	-+			+				$\vdash$			+	$\rightarrow$			+		+	4
CONFIRM RESOURCE REQUIREMENTS	9 WEEKS	+		+ $+$ $+$	+	$\rightarrow$		+ $+$	+ +			+				+				+	-+		+ $+$	+ $+$	+ +	+	+					+	-+		$\vdash$	+ $+$				$\vdash$			+ $+$	$\rightarrow$		$\square$	+		+	1
TEST RUN OF CATALOGUE PROCESS	9 WEEKS	+		+ $+$ $+$	++	$\rightarrow$		+ $+$	+ $+$			+				+	_		$\vdash$	+	-		+ $+$	+	+	+	$\rightarrow$				$\square$	+	$\rightarrow$		$\vdash$	+				$\vdash$			+ $+$	$\rightarrow$		$\square$	+		+	4
CONFIRM LEGAL RETENTION POLICIES	9 WEEKS	+		+	++	$\rightarrow$		+	+ +							$\rightarrow$			$\vdash$	+	-		+	+	+	+	$\rightarrow$		$\vdash$		$\vdash$	+	$\rightarrow$		$\vdash$	+				$\vdash$			+	$\rightarrow$	_	$\square$	+		+	4
		+		+	++	$\rightarrow$		+	+ $+$										$\square$	+			+	+	$\rightarrow$	$\rightarrow$	$\rightarrow$		$\vdash$		$\square$	+	$\rightarrow$		$\vdash$	+	F						+		_	$\square$	+		$\perp$	1
2 RECRUITMENT	10 WEEKS	+			+	$\rightarrow$		+	+				R	ECRUITM						+			+	+	$\rightarrow$	$\rightarrow$						$ \downarrow \downarrow$	$\rightarrow$			+	R										+		$\perp$	1
																																					0												$\perp$	1
	12 WEEKS																PREP	ARATION	OF CAT	ALOGUE																	м												$\perp$	1
ESTABLISH TEAM	3 WEEKS																																																+	1
	10 WEEKS																																				Т													1
	2 WEEKS																																				0													1
AGREEMENT OF PROTOCOLS	2 WEEKS																																				w													
PREPARATION OF ROOMS FOR CATALOGUING	3 WEEKS																																				N													1
CATALOGUE	5 WEEKS																			CAT	ALOGUE																												'	$\perp$
																																					н												$\perp$	$\perp$
4 DISPOSAL OF FILES	5 WEEKS																				DISPOS	SAL OF FI	LES																										/	1
PROCUREMENT	3 WEEKS																																				i i l													1
DISPOSAL	2 WEEKS																																																	L
																																					L .													
5 DEFINING SCANNING REQUIREMENTS	8 WEEKS																	DEFINI	IG SCAN	NING RE	QUIREME	NTS																												L
																																																		1
6 PROCUREMENT SCANNING	19 WEEKS																							PROCUP	REMENT SO	CANNING																								Г
REVIEW OF FRAMEWORKS	2 WEEKS																																				S													Г
PREPARATION OF TENDER INFORMATION	4 WEEKS																																				E													Г
TENDER PERIOD	4 WEEKS																																				M													Ĺ
TENDER EVALUATION	4 WEEKS																																				E													Ĺ
AGREEMENT OF CONTRACT	5 WEEKS																																				N													Г
																																					Т													ſ
7 SCANNING	27 WEEKS																																S	CANNING	5															ſ
MOBILISATION	4 WEEKS																																																	ſ
REMOVAL FROM TOWN HALL	8 WEEKS																																																	Ĺ
SCANNING	18 WEEKS																																		SCA	NNING														Г
DISPOSAL	18 WEEKS																																																	Г
RETURN OF RETAINED FILES TO TOWN HALL	3 WEEKS																																																	Г
																																																		Г
8 PROJECT EVALUATION	27 WEEKS																																	P	ROJECT		DN .			<u> </u>										Γ
	6 WEEKS																																																	Γ
UPLOAD OF FILES TO DIGITAL STORAGE	17 WEEKS																																																+	Γ
MONITORING AND RESOLVING ISSUES	22 WEEKS																							++																										Γ
CLOSE PROJECT	1 WEEK				++							++			++																																			Г

This page is intentionally left blank

#### Risk Register

ARCHIVE SCANNING PROJECT

As at: (06.12.24)

Ref	Title	Risk Description	Opp / Threat	Cause	Consequence	Risk Treatment	Date Raised	Owner	P I	Р	1	Score	P I	Comments	Control / Mitigation Description Date	Due Action Status	% Progress
	Availability of	The proposed project (particularly Phase 1) will rely on the fimely and coordinated input of many multiple Service Areas. If resource is not available at the required time, this could quickly have knock on effects and delays to the		Internal resource, critical to the programme, is not	programmed activities and resource leading to delays	Contingency	29.11.24	Project Sponsor and Project							Prase T of the project will not move forward until there is adequate Relevant Heads of Service have been consulted to define the resource requirements and strategy for the project. The recruitment of temporary support staff during Phase 1 has been embedded into the project programme (as a critical path ine) and dubudget as a critical path ine) and dubudget and dubudget path request the project manager will also be resourced to the project. They will define robust systems and processes for the coordination of the required resource. Relevant Heads of Service will be responsible for ensuring the agreed manager and advection of the required resource.	Not yet	Project Manager, Heads of Relevant
	Resource Speed and Efficiency of Phase 1 - Creating a Catalogue of Documents	programme. The creation of a catalogue of documents will involve multiple processes. These will likely include reviewing, recording, labelling and potentially disposing of documents. Estimated resourcing is based on the average time for undertaking this process if high transpective box. If high transpective box. Could impact the time, resource and cost requirements.	Threat	time The average time to catalogue a typical archive box of files is longer than estimated.	to the project.	Plans	29.11.24	Manager		3	3	9			costs. A contingency of 30% has been applied to the internal resource costs to mitigate inefficiencies in Phase 1. During the Project III Definition Phase, we will undertailed intert lest sturs of (phylical and dighal) to verify assumed times and develop the most efficient processes	Started Not yet started	0% Services
	Compliance with Legislation	Many of the documents included in the project are bound by legal releation requirements. The Council needs to ensure that does not dispose of or keep (in the case of GDPR) relevant documents.	Threat	The Council either disposes of files that must be kept for legal reasons or retains files (containing personal data) which should be disposed of in accordance with		Reduce	29.11.24			2	4	8			The Cataloguing process will be guided and governed by the Councils Records Retention Policy. Each Service Area will have an assigned Information Asset Owner who will be responsible for agreeing clear protocols for the Cataloguing process and approving the disposal of relevant documents. These files will be confidentially disposed of by a suitably qualified third- party supplier the support support and support and support and support and support will be and the support and the support and the support and the support and the support and the support and the support and and and and and and and and	started	Project Project Manager, Heads of Relevant Services, Informatio 10% Governan
	Confidential Data Breach	The Project will involve the processing of confidential data. There is a risk that there is a data breach via internal staff or by third- party supplier.	Threat	Breach of confidential data, either by internal staff or by third-party suppler.	Legal fines and reputational damage	Reduce	29.11.24	Project Sponsor, Project Manager and Information Governance		1	4	4			Any third-party supplier delivering Phase 2 will need to comply with strict data confidentially requirements. Any temporary staff hired to carry out Phase 1 of the project must abide by Council's policies on confidentiality and data protection, and will sign amy protection, and will sign amy agreements and undertake any necessary mandatory corporate training as required.	Not yet started	Project Manager, Heads of Relevant Services, Informatio 0% Governant
	Poor Quality Digital Files	There is a risk that some of the files received back from the third-party supplier are not of suitable quality to be of use by the Council.	Threat	Files received back from third-party supplier are not of suitable quality to be of use by the Council.	Failure to achieve a key objective and benefit of the project which has required significant resource. Further and more serious consequences if the paper copy of the file has already been destroyed	Reduce	29.11.24			2	4	8			The project will include various quality control processes. These include quality approval in the early stages as well as checking files when received from the third-party supplier, prior to any paper-files being confidentially disposed of A Project Board will be established with representation from the	Not yet started	Project Manager, Assigned from relev 0% Service Ar
	Integration of Files into Council's Digital Filing Systems	There are ongoing and planned changes to digital filing systems being used both within relevant Service Areas and across the Council. There is a risk that the integration of digital files could be complicated by changes to a new system.	Threat	Changes in Service Area or Council-wide digital filing systems.	Delays to programme and increased resource requirement	Reduce	29.11.24	Project Sponsor, Project Manager, ICT and Heads of Relevant Services		2	3	6			Courcel's LGT, Finance and Courcel's LGT, Finance and Will be used to plan and coordnate the digital file integration within existing and future filing systems. Key issues will be reported up to Organisation Change Board. Once a catalogue hata been produced and the type and volume of files to be scanned is confirmed, a detailed file storage strategy will be agreed by the board.	Not yet started	Project Sponsor, Project Manager, and Head Relevant 0% Services
7	Fire Risk	A Fire Risk Assessment has highlighted the risk of paper files stored in the Town Hall Basement.	Threat	Large volume of combustitile, paper files stored in the Town Hall Basement	Fire risk	Reduce	29.11.24	Project Sponsor, Project Manager, Facilities Team			4	4			Access to the Town Hall Basement and Fik Is stirtly controlled by the Facilities Team. There is an evencuation plan in place to ensure staff can be ensure the event of a first. These protocols will remain in place for the Project. All staff involved in Phase 1 of the project will be inducted in fire evacuation protocols. Once the project commences the volume of files will start to be reduced through the cataloguing process. This will start to reduce the associated fire risk.	Ongoing	Project Sponsor, Project Manager, Facilites 10% Team
		The cataloguing process will involve the manual handling of multiple files and boxes, creating the risk		Manual handling of multiple	Injury to staff member		29.11.24								Task. All staff (existing and new) involved in the cataloguing process to be comfortable with the requirement for Manual Handling involved. All staff involved will be required to complete the staff Manual Handling	Not yet	Project Sponsor, Project

THE RISK REGISTER IS FORMATTED AS A TABLE. PRESS TAB ON THE LAST TABLE CELL TO INSERT A NEW ROW.

This page is intentionally left blank

#### Why do an Equalities Impact Assessment (EqIA)?

 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.
- 131
- 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 <u>Corporate Management Team (CMT)</u> 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. Sobia Afridi- safridi@oxford.gov.uk

Please do refer to our <u>SharePoint Page</u> for support such as FAQs and Examples, etc.

## A good EqIA has the following attributes:

1. Comprehensively considers the <u>9 protected characteristics.</u>

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	NEW- Socio-economic inequalities (voluntary adoption)

- 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
- 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.	Archive Scanning Project 2.	The implementation date of the activity under consideration:	January 2025
3.	Directorate/Department(s):	Regeneration and Economy 4.	Service Area(s):	Regeneration and Economy
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Nathan Breeze – Regeneration Manager nbreeze@oxford.gov.uk	Contact details, in case there are queries: Please provide: -Name -Email address	Nathan Breeze – Regeneration Manager nbreeze@oxford.gov.uk
7.	Is this a new or ongoing EqIA?	New XIT 8. Extension to existing EqIA	If this is an extension of a previous EqIA, please indicate where the previous EqIA is located and share the link to the said EqIA.	N/A
9.	Date this EqIA started:	28/11/24		
10.	Will this EqIA be attached to <u>Corporate Management Team</u> ( <u>CMT</u> ) reports/updates, which will be published online?	TBC 11	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	ТВС

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

12.	Type of activity being considered: Check the most appropriate.	Budget		ecommiss	ioning	Com	missioning		Change to	an existing activity.
		New Activity			Othe	ers. Plea	se specify	:		
13.	Which priority area(s) <u>within</u> Oxford City Council's Corporate strategy (2024-2028) does this activity fulfil? Please check as needed.	Good, affordable homes		Strong, fai nomy		] Thrivi Commun	0	Zero Oxford	Carbon	Well run council
14.	Which priority area(s) within Oxford City Council's Equality, Diversity & Inclusion Strategy (2022) does this activity fulfil? Please check as needed.	Responsive services and custo care.	opcomer	engage	erse and d workfo	orce.	Lead organisa commitm			Understanding d working with our mmunities.
15.	Outline the aims, objectives, & priorities of the activity being considered.	and Flat. The key objective Make the fi Reduce the these space	s of th les mo e volur es to l e volur	e project ore acces ne of pap oe conver ne of pap	are: sible to per files ted to v	staff and stored ir aluable a	d the publi the Towr and reven	c. I Hall Base ue-genera	ement an ting uses	own Hall Basement d Flat, allowing s. d Flat to mitigate an

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.

Not implementing the project would:

- Continue to make the paper files harder to access for staff and the public. Currently staff
  have to visit the Town Hall and pre-arrange access to the Basement and Flat. The files are
  not easily located and may require some manual handling. For the public to see a relevant
  paper file, they would have to visit the Town Hall.
- Miss the opportunity to convert areas of the Town Hall into more valuable and revenuegenerating uses as part of a future vision for the building.
- Fail to mitigate the identified fire risk of storing a large volume of paper files.

#### 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	The project has been developed in consultation with key staff members from Service Areas and Team which have paper files stored in the Town Hall Basement and Flat.
	focus groups?	Through these consultations we have developed a high-level understanding of type, volume and location of the files that each Service Area and Team has stored.
	Please provide details— -when, -how many, and	We have also discussed how each Service Area may provide resource to assist the creation of a catalogue of the files.
	-the approach taken.	These consultations have been used to develop estimated programmes, resource schedules and costs for the project.
		If the project is approved by cabinet, key staff members will be consulted to support and develop the project in more detail.
18.	List information and data used to understand who your residents or staff are and how they will be impacted.	The Service Areas and Teams with paper files in the Town Hall Basement and Flat were identified through a questionnaire sent to all Heads of Service. This information was broadly verified by further in-depth conversations and by visiting the locations.
	<b>These could be-</b> -third-party research, -census data,	

41

-briefs.	
If you have not done any consultations or collected data & information, are you planning to do so in the future?	n/a
Please list the details – -when, -with whom, and -how long will you collect the relevant data.	

<u>Section 4: Impact analysis.</u> ယူ

1							
20.	Who does the activity impact?	Service Users	Yes	FOR	No	Don't Know	
	Check as needed.	Members of staff	Yes		No	Don't Know	
	The impact may be positive, negative or unknown.	General public	Yes		No	Don't Know	
		Partner / Community Organisation	Yes	$\boxtimes$	No	Don't Know	
		City Councillors	Yes		No	Don't Know	
		Council suppliers and contractors	Yes		No	Don't Know	$\square$

21.	Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?						
21.	Check as needed and provide evidence-driven conclusions.						
	Good Practice is to keep it simple and list your, evidence, insights, and mitigations.						
Protected		Positive	Negative	Neutral		Data/information/evidence	Analysis & insight
Characteris	stic				know	supporting your assessment	Mitigations
Age					jov.uk	Digitising the files will make them more easily accessible.	
ඩ්isability ග (Visible and	d invisible)				oxford.g	Digitising the files will make them more easily accessible.	
Gender re-assignm	ent					No clear impact on this protected characteristic	
Marriage & Partnershij						No clear impact on this protected characteristic	
Race, Ethn Citizenship	icity and/or					No clear impact on this protected characteristic	

Pregnancy & Maternity			Digitising the files will make them more easily accessible.
Religion or Belief			No clear impact on this protected characteristic
Sex			No clear impact on this protected characteristic
Sexual Orientation		v.uk	No clear impact on this protected characteristic
Socio-economic Hequalities such as: - income and factors that impact income. -access to jobs This was voluntarily adopted by <u>Oxford City</u> <u>Council on the 13<sup>th</sup> of</u> <u>March 2024.</u>		www.oxford.go	Digitising the files will make them more easily accessible. OXFORD CITY COUNCIL

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

22.		Conclusions. Check	as n	eeded.			
		Stop and reconsider the activity.		Adjust activity before beginning the activity and continue to monitor.		No major change(s) or adjustments and continue with activity but continue to monitor.	No major change(s) or adjustments and continue with the activity. No need to monitor in the future.
				¥ Carin			
23.	have	e explain how you reached your usions above.	k	The project has been developed through consu- baper files which would be included in the scan We have not identified any potential negative in OXFORD CITY COUNCIL	ning	project.	

## 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.



## Section 7: Sign-off

	Name: Nathan Breeze	Name: Full Name	Name: Full Name	Suggested list of people to include are:
	Job Title: Regeneration Manager	Job Title: Type here	Job Title: Type here	1) Project lead/manager.
	Signature:	Signature:	Signature:	2) Head of service area or
	Nathan Breeze			team.
				<ol> <li>Person who completed the EqIA.</li> </ol>
	Name: Full Name	Name: Full Name	Name: Full Name	4) EDI Lead.
	Job Title: Type here	Job Title: Type here	Job Title: Type here	5) EDI Specialist.
140	Signature:	Signature:	Signature:	<ol> <li>For joint projects, please consider the following:</li> </ol>
		<b>Q</b> OXFO	ORD	1. Other project leads
	Name: Full Name	Name: Full Name CI1	Name: Full Name	2. Other service area
	Job Title: Type here	Job Title: Type here	ICIL Job Title: Type here	and/or team lead/managers.
	Signature:	Signature:	Signature:	This is not an exhaustive list.

### You have now reached the end of the assessment.



# Agenda Item 13



То:	Cabinet
Date:	22 January 2025
Report of:	Executive Director (Development)
Title of Report:	38-40 George Street Regeneration Project - Appropriation

	Summary and recommendations					
Purpose of report: To seek approval to appropriate land (change the statutory basis on which it is held by the Council) at 38-George Street to be held in future for planning purpose to facilitate the 38-40 George Street Regeneration Projee The appropriation relates to land owned by Oxford C Council.						
Ke	y decision:	Yes				
Ca	binet Member:	Councillor Ed Turner, Cabinet Member for Finance and Asset Management				
Co	rporate Priority:	Enable an inclusive economy				
		Pursue a zero carbon Oxford				
Policy Framework: Oxford Local Plan, Oxford Economic Strategy and Centre Action Plan, Asset Management strategy						
Re	Recommendation(s):That Cabinet resolves to:					
1.	<ol> <li>Approve the exercise of the Council's powers to appropriate land in its ownership at 38-40 George Street (See plan at Appendices 1 &amp; 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.</li> </ol>					
2.						

Appendices		
Appendix 1	CONFIDENTIAL Officer Report	

Appendix 2	38-40 George St Plan
Appendix 3	CONFIDENTIAL Risk Register
Appendix 4	EQIA

#### Purpose of Report

- This report seeks approval for the exercise of the Council's powers to appropriate the Land (that is to transfer how the Council holds the land from the function and purpose for which it is currently held to a new function and purpose) to be held for planning purposes because following the grant of planning permission the Council's intention is that the Land will be developed as part of the 38-40 George Street Regeneration Project.
- Appropriating the Land to a planning purpose will allow the Council to utilise section 203-205 Housing and Planning Act 2016 which means that any restrictions on the use or development of Land will be overridden. This is necessary to facilitate 38-40 George Street Regeneration Project which will include a new aparthotel and community space, (Appendices 1-2) (the "Land").

#### Introduction

- 3. In July 2023, Cabinet approved the appointment of the preferred developer and operator consortium led by Marick Real Estate Ltd (MRE) for the regeneration of the council asset at 38-40 George St with an aparthotel scheme with community hub on the ground floor. MRE were the successful preferred bidder arising from a procurement process to appoint a development partner and was as a result of the Council's lease to the current tenant expiring in September 2024.
- 4. Following that decision, significant progress has been made on the project, including signing the necessary legal contract documents with the developer and operator Staycity and Makespace Oxford in October 2023. MRE's appointed design team have progressed further detail of the scheme design since their tender proposal, and submitted a planning application for the scheme, which received a resolution to grant from the Local Planning Authority on 15 October 2024.
- 5. The Land is currently held for general municipal purposes.

#### Rationale for appropriation

- 6. In order to progress the regeneration scheme, officers are of the view that the appropriation of the land will facilitate the development of the land and will contribute to the achievement of the economic and social wellbeing of the area, namely in the delivery of the aparthotel and community hub. Some of the principal benefits of the scheme are outlined in Appendix 1.
- 7. More detail on the appropriation is given with Confidential Appendix 1.

8. Appendix 2 illustrates the extent of land to be appropriated. It is important to note that the appropriation covers only land owned by Oxford City Council

#### Legal implications

- 9. The Council holds land for the statutory purposes for which it was acquired or following acquisition, appropriated. Appropriation is the process by which land held by the Council pursuant to one statutory function is transferred to another statutory function.
- 10. Section 122 Local Government Act 1972 governs the process of appropriation. Under section 122 (1) of the Local Government Act 1972 a local authority may appropriate for any purpose for which the council are authorised by this or any other enactment to acquire land by agreement any land which belongs to the council and is no longer required for the purpose for which it is held immediately before the appropriation. For example, if a land was previously used for leisure purposes and the land is intended to be used for housing development.
- 11. Appropriation has the effect of overriding restrictions and third party rights that may affect the use and further development of the Land in return to a right to compensation.
- 12. Under section 203 of the Housing and Planning Act 2016 a local authority or successor in title has the power to carry out building or maintenance works even if it involves (a) interfering with a relevant right of interest, or (b)breaching a restriction as to the user of land arising by virtue of a contract or an obligation under a conservation covenant. Four tests must be met for section 203 to apply, namely:
  - (1) There is planning permission for the works;
  - (2) The works are carried out on land vested in or acquired by the authority or on land which has been appropriated for planning purposes;
  - (3) The authority could acquire the land compulsorily for the purposes of the proposed works; and
  - (4) The works are for purposes related to the purpose for which the land is vested, acquired or appropriated.
- 13. Given the nature of the exercise of the powers proposed by the Council it will be necessary for the Council to have regard to its public sector equality duty in reaching a final decision to appropriate the Land to planning purposes.
- 14. Under section 149 of Equality Act 2010 a local authority when exercising pubic functions must have due regard to the need to (a)eliminate discrimination, harassment, victimisation and any other conduct is prohibited by or under the Act, (b)advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between

persons who share a relevant protected characteristic and persons who do not share it.

#### **Equalities Impact**

- 15. The officers have carried out an equalities impact assessment, see Appendix 4, and believe that the impact of the section 203 will be minimal and will not have a negative major impact on equality and diversity in the area.
- 16. Refer to Appendix 3 for the Confidential risk register.

#### Financial implications

17. The potential compensation payments are set out in Confidential Appendix 1.

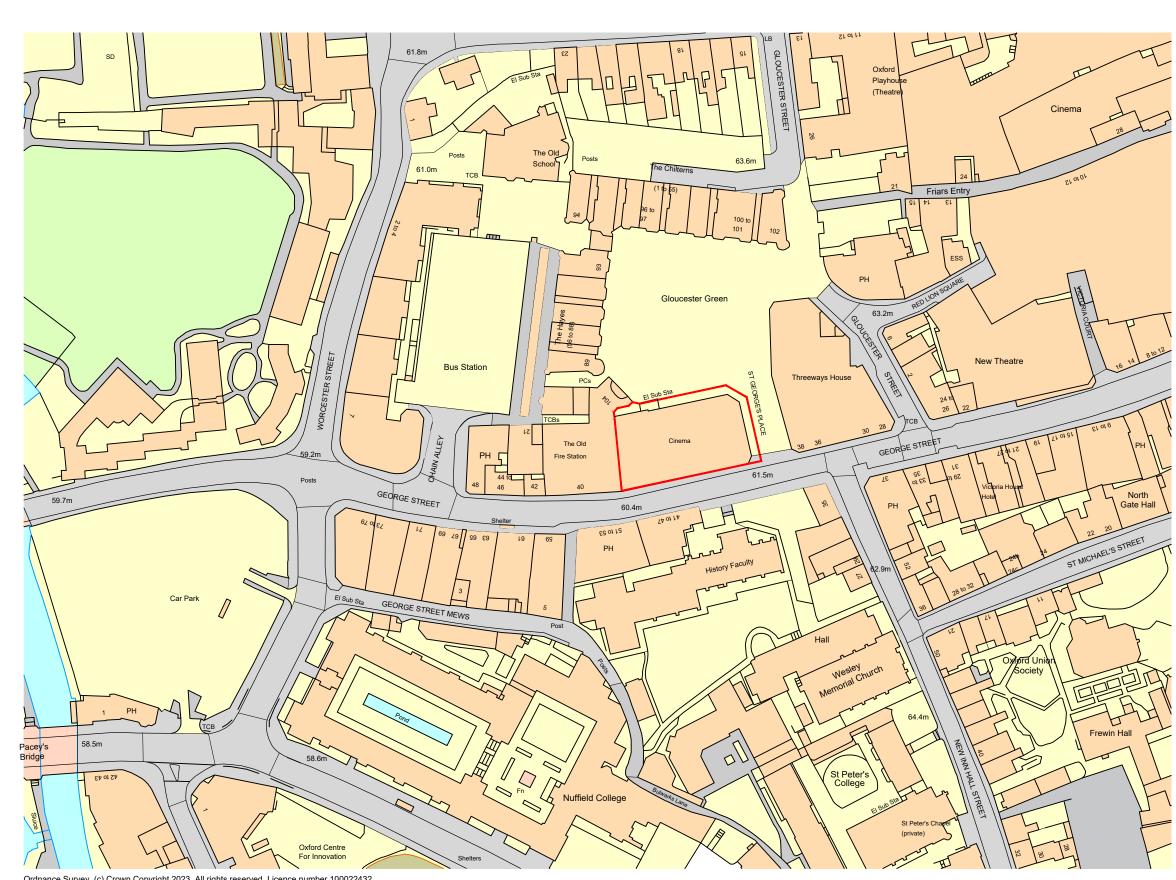
#### **Programme implications**

18. This will provide a benefit to the regeneration of the site by mitigating a programme and financial risk.

Report author	Carri Unwin – Regeneration Manager
Service area or department	Regeneration and Economy
Telephone	01865 529012
e-mail	cunwin@oxford.gov.uk

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted



Ordnance Survey, (c) Crown Copyright 2023. All rights reserved. Licence number 100022432

Site Location Plan Scale 1:1250 @A3

o 20 50 120

Ν  $(\uparrow$ 

Copyright: All rights reserved. This drawing must not be reproduced without permission. Only the original drawing should be relied upon. Contractors, subcontractors and suppliers must verify all dimensions on site before commencing any work or making any shop drawings. All shop drawings to be submitted to the architect / interior designer for comment prior to fabrication. This drawing is to be read in conjunction with the architect's / interior designer's specification, bills of quantities / schedules, structural, mechanical & electrical drawings and all discrepancies are to be reported to the architect / interior designer. Do not scale from this drawing. Dimensions are in millimetres unless otherwise stated. All fire related elements and items as set out within the Fire Engineers Fire Strategy Report. Fire rating of elements / components require fire certification from certified test bodies to be provided to both the Fire Engineers & Building Control for review and sign off, prior to procurement and installation. Studio Moren Ltd will coordinate with all other consultants in relation to statutory items / elements under that consultants control. These items may be shown on Studio Moren Ltd drawings for coordination purposes, however they remain under that consultants design and control.



Red line planning application

P0 Issued for P	lanning	23.05.24	BR MW
rev amendment	s	date	by chk
studio moren Ltd		57d jamesto london n UK	
architecture urba interior design cr www.studiomor studio@studiomor	eative media en.co.uk	t: 020 72	267 4440
architecture			
project 38-40 George	Street		
<sup>client</sup> Marick Real Es			
drawing title Site Location F	Plan		
drawing status			
FOR PLAN	NING		
scale 01:1250 @ A3 NTS @ A4	date 10.05.24	draw AN	n by
job no.	drawing no.	revis	ion
1889	A-100-001	P	0

 document control ref

 240510
 SM
 DWG
 00
 GA
 P0
 100-001

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

# Agenda Item 14



То:	Cabinet
Date:	22 January 2025
Report of:	The Monitoring Officer (Head of Law and Governance)
Title of Report:	Contractual and Governance re Fleet purchasing

	Summary and recommendations
Purpose of 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.
	To seek approval to procure and delegations to enter into two contracts for the purchase of fleet to be used by Oxford Direct Services Limited.
Key decision:	No
Cabinet Member:	N/A
Corporate Priority:	A well run Council
Policy Framework:	None.

Recommendation(s): That Cabinet resolves to:

- 1. Note the historic matters set out in the report
- 2. **Note** the steps taken to address the governance issues to prevent reoccurrence
- 3. **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.

	Appendices	
Appendix 1	Fleet Procurements since 2018	

#### Introduction and background

1. Fleet utilised by Oxford Direct Services Limited and Oxford Direct Services Trading Limited ("ODS") are purchased by the Council. The Council enter into the contracts

and make payment to the suppliers, with ODS carrying out the procurement. The vehicles are then held by the Council, depreciated over 7 years but leased to ODS over that time with an appropriate leasing charge inclusive of interest payable to Council under the lease arrangements.

- 2. ODS scope and determine need in terms of fleet management. Fleet is used across a range of functions, including housing, waste, streets and parks. Life cycle of the fleet ranges typically from 7 to 10 years.
- 3. The following issue relates only to where ODS have procured something which the Council has then been the purchaser of / entered into the contract for. It does not affect any subcontracting arrangements they may have for delivery of their own contracts with the Council.
- 4. Toward the end of October 2024 6x waste refuse collection vehicles were required by ODS and were scoped and procured via a framework. It appears the procurement process was completed compliantly in line with the framework terms and conditions and award was made for fleet totalling approximately £1.5m.
- 5. The OCC procurement forms were signed off in line with procedure, however no cabinet decision was sought for the contract award. The contract award was a key decision under the constitution (at that time spend over £500k/contracts over £1m).
- 6. This was a result of an oversight the officers in ODS leading on letting the contract were not aware of the council's decision making governance requirements. As purchasing and leasing of fleet to ODS is a technical transaction there was no senior council officer client lead,
- 7. The need to secure the delivery of the fleet led to some pressure to get the contract signed and it was signed, dated and sealed at the end of October 2024. Unfortunately, as a consequence the authority was not properly checked when being prepared for execution by OCC and the contract should not have been sealed.
- Though not intentional, this meant that the contract was technically let in breach of the Council's constitution and in breach of the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 ("the Regs").
- 9. The Regs require notice of all key decisions to be published 28 days in advance of being taken with specified information on what decision is taken. This did not happen and the provisions that can allow for this to be dispensed with were also not engaged. As such the contract was let without the appropriate authority and not in line with the legal requirements.
- 10. All fleet procurements since 2018 have been reviewed (see Appendix 1) and this is the only contract in the period since ODS were formed where it is exceeded key decision threshold. The issue with the Regs is therefore limited to this one contract. However, the under the constitution at the time, contracts over £10,000 should have had a corresponding published officer decision, which did not happen with these fleet purchases. There is a need to ensure where the Council's wholly owned companies are letting contracts in the name of the Council, they are following the constitutional requirements.

#### Steps taken to address the contract

- 11. On becoming aware, the order for the fleet was paused whilst the issue was addressed. As the contract was unlawfully let the order could not be progressed as it would have compounded the issue for the Council.
- 12. The supplier has been approached and has agreed to enter into a deed of termination for the contract entered in to at the end of October (subject to agreement of final terms). It is anticipated that this will be entered in to prior to the Cabinet meeting this report will be presented at. A verbal update will be provided and delegation to the Head of Law and Governance is already provided for within the Legal Rules of the constitution.
- 13. There was no way that the contract could be retrospectively ratified given the requirements of the regulations and therefore this is the required course of action.

# Next Steps – fleet management

- 14. ODS have taken this pause to review the requirements of the fleet order. They will finalise the requirements and, in conjunction with OCC's Procurement team, they will commence a new procurement via a framework agreement. Work is already underway to progress this.
- 15. Depending on the speed of award this will mean that the fleet will be delivered towards the end of 2025.
- 16. The fleet that is being replaced is at 10 years in its life span and therefore there are risks with the reliability of these vehicles, though they are currently operational. None of the existing domestic refuse collection vehicles (RCVs) will be sold until the delivery of replacement vehicles. ODS is also exploring the opportunity to rent additional domestic RCVs. The future contract is on the forward plan. Delegation is sought to enter into the resulting contract for the fleet once the procurement has completed and the decision properly notified for the 28-day notification period on the Forward Plan. This will avoid further delays by waiting to return to a meeting of full Cabinet.

#### Next Steps – fleet procurement

- 17. The fleet vehicles budget is approved within the capital budget provision for the vehicle replacement programme by Council in February each year. The last approval for this financial year 2024 2025 was made in February 2024 in the sum of £3.5million.
- 18. The proposal is to procure the following fleet via two separate contracts:
  - a. 6 Dennis Eagle Refuse Collection Vehicles (4 Domestic Waste Refuse Collection Vehicles (RCV's) and 2 Trade waste RCV's) via the Halton Housing/Link Group Fleet Procurement Framework at a cost of up to £1,506,626
  - b. 2 DAF Terberg Split body Toploaders via the Halton Housing/Link Group Fleet Procurement Framework at a cost up to £450,000
- 19. Seven (7) suppliers were appointed to the Halton Housing/Link Group Fleet Procurement Framework when it was established. All suppliers have a proven ability in the provision of medium and heavy commercial vehicles and between them are able to supply across all regions of the UK.
- 20. The Framework allows contracting authorities such as the Council to select and award to suppliers by carrying out a call-off with competition or direct award.

- 21. The ODSL Transport Manager completed a desk top review exercise assessing the suitability of the suppliers for the Oxford region on behalf of the Council. It is noted that Dennis Eagle, Faun Zoller and CP Davidson are the only suppliers that provide specialist refuse vehicles and that only Dennis Eagle was able to supply top-loading vehicles. It is further noted that Dennis Eagle is the first placed supplier in the lot and that appointing that company as the supplier will also ensure that the provided vehicles are compatible with the existing refuse vehicle fleet and auxiliary equipment used by ODSL.
- 22. Dennis Eagle is the only supplier on the framework that is able to supply large volume narrow body vehicles which are required for operational use within Oxford.
- 23. The procurement process under the framework is still in progress therefore delegated authority is sought to enter in to the contracts outlined above once this has been completed and the prices and specifications finalised.

#### Next Steps – Governance assurance

24. Steps were being taken to review and update the governance and governance process of the Council prior to this issue arising. The steps being taken, and which have been added to specifically arising from this issue are as follows:

Actions	Status / Target date
Address inconsistency in the definition of Key	Done
Decision in the constitution	November Council
Update report templates and guidance for officers	In progress
	Complete by end of January 2025
Training on decision making of the Council /	Delivered
Cabinet / Officers and key decisions – Legal Services and Committee Services	December 2025
Training on decision making of the Council /	Delivered
Cabinet / Officers and key decisions – Corporate Management Team and Heads of Service	December 2025
Training on decision making of the Council /	Scheduled
Cabinet / Officers and key decisions – Wider Management	January 2025
Training on decision making of the Council /	Scheduled
Cabinet / Officers and key decisions – all staff	April 2025 (and earlier date will be secured if possible)
Training of the officers of the Council's companies and a formal letter and guidance to the Boards	To be arranged once a Company Secretary is in
setting out the requirements and asking they	post for each
ensure their organisations follow them where contracting for the Council.	
Review of the format and structure of the forward plan – create a delegated decisions forward plan	In progress

Actions	Status / Target date
and a meetings forward plan (Cabinet, Council and SHJVG)	Complete by end of February 2025
Review of standing items on the forward plan	In progress
	Complete by end of January 2025
Clarification / reorganisation of clienting	Done
responsibilities within senior management	Implement from the 1 February with the Senior Management restructure
Review and clarify contract signing responsibilities in the constitutional review	To be looked at with anticipated approval in Spring 2025.
Specific to this issue	
OCC procurement to be involved in ODS procurement of Fleet	Already in progress
ODS to develop and maintain a rolling fleet management / replacement programme	In progress
Responsibility for the clienting of Fleet to sit centrally with the newly appointed Clienting Manager	New post holder started January 2025

# Other implications

25. There are no other implications arising directly from the recommendations.

# **Financial implications**

- 26. The delay in procurement of the vehicles increases the risk of additional costs to ODS should they need to hire replacement vehicles before the replacement of the ageing fleet. As set out above, all efforts will be made to mitigate this risk.
- 27. The budget for the replacement of refuse collection fleet vehicles together with the leasing repayments are included within the Council's revenue and capital programmes. ODSL will be responsible for the leasing payments to the Council as well as the running costs in relation to the vehicles

# Legal issues

- 28. These are covered within the body of the report.
- 29. The Framework Terms and Conditions, which allow the Council to call off from will apply to both contracts to purchase.

# Level of risk

30. To not replace life expired vehicles will impact on the ability of ODSL to deliver effective waste collection services.

31. The market for narrow body specialist refuse collection vehicles is very limited.

32. The lead time for delivery of the vehicles is circa 8 months.

# Equalities impact

Not applicable.

Report author	Emma Jackman
Job title	Head of Law & Governance (Monitoring Officer)
Service area or department	Law & Governance
e-mail	<u>ejackman@oxford.gov.uk</u>

Bac	Background Papers: None		
1	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 ("the Regs")		
2	Council's Constitution		

Trans.d	ate	Text		Amount
	06/04/18	PO1654	AB301/18	1,800.00
	28/03/18	PO1560	59625	6,643.00
	28/03/18	PO1599	59621	949.00
	28/03/18	PO1598	59622	949.00
	31/03/18	PO1616	59624	949.00
	27/02/18	PO1186	sl04873764inv	624.40
	27/02/18	PO1350	SL04873765INV	551.04
	03/04/18 Conversion of E-NV200 for Section42+		/200 for Section42+	-652.50
	03/04/18 Supatrak New 7yr Install (New contract) with Panic		nstall (New contract) with Panic	-7,574.00
	29/03/18	PO1582	55304283	652.50
	03/04/18	PO1614	60305	2,847.00
	28/05/18	PO1660	131578	220.00
	28/05/18	PO1660	131578	1,220.00
	28/05/18	PO1660	131578	20,400.00
α 4	28/05/18	PO1660	131578	72,486.03
Ĩ	18/06/18 MT Cowley Marsh			146,263.20
	18/06/18 1st Tax and Registration fee		ation fee	700.00
	26/06/18	PO1579	145662	11,414.65
	26/06/18		145662	305.00
	26/06/18	PO1579	145663	11,414.65
	26/06/18	PO1579	145663	305.00
	26/06/18 ION 5Dr Auto Hatchback		12,898.85	
	18/06/18 Wrong invoice address		-700.00	
	17/07/18 MT - FLEET UP NEW VAN 0179		210.00	
	17/07/18 MT - FLEET UP NEW VAN 1990		150.00	
	17/07/18 MT - NEW STICKERS FOR 0171 AFTER REPAIR WORK		100.00	
	17/07/18 MT - FLEET UP NEW VAN - 2747		280.00	
	17/07/18 MT - FLEET UP NEW VAN - 2748		280.00	
	17/07/18	MT - FLEET UP NEV	V VAN - 2749	280.00
		MT - FLEET UP NEV		280.00
		MT - FLEET UP NEV		280.00
	17/07/18	MT - FLEET UP NEV	V VAN - 2751	280.00

		280.00
17/07/18 MT - FLEET UP N	280.00	
20/08/18 Vehicle 27/06/18 Order 8027248	16,337.69	
07/08/18 VE18 JXR - New E	2,847.00	
		180,912.00 160.00
	BER: 2235, REG NO: OV18CDZ, VEHICLE TYPE: PEUG BER: 0181, REG NO: OE18 TXZ, VEHICLE TYPE: PEU	242.72
03/08/18 PO1473	PI00002153	18,455.18
03/08/18 PO1473	PI00002153   PI00002153	305.00
03/08/18 PO1473	PI00002153   PI00002153	7,206.30
	•	
14/08/18 PO1446 14/08/18 PO1446	YF667705	18,455.18 305.00
14/08/18 PO1446	YF667705   YF667705	8,579.00
16/08/18 PO1445	YF668020	19,082.93
16/08/18 PO1445	YF668020	305.00
16/08/18 PO1445	YF668020	4,383.57
17/08/18 PO1445	YF668171	4,383.37 19,082.93
17/08/18 PO1445	YF668171	305.00
17/08/18 PO1445	YF668171	5,227.45
21/08/18 PO1445	YF668462	19,082.93
21/08/18 PO1445	YF668462	305.00
21/08/18 PO1445 21/08/18 PO1445	YF668462	6,738.57
10/10/18 MT, FLEET UP - 2	•	150.00
10/10/18 MT, FLEET UP - 1		250.00
10/10/18 MT, FLEET UP - 2		150.00
10/10/18 MT, FLEET UP - 2		150.00
10/10/18 MT, FLEET UP - 0		150.00
10/10/18 MT, FLEET UP - 2		150.00
03/09/18 Subscription OV1		683.76
10/07/18 PO1932	D100880	751.00
28/08/18 Taxaion of Denni	•	756.00
10/05/18 PO1965	01102903	295.00
11/12/18 Cancelled-20190	•	-624.40
	-624.40 -551.04	
11/12/18 Cancelled-20190	1-4/330034-0	-221.04

31/10/18 MT - FLEET UP 0502, REG: OV18 CEJ, PEUGEOT BOXER VAN	280.00
31/10/18 Vehicle 0Y68DZK	15,620.26
30/10/18 Acc. G2209 Po 8028111	23,893.00
04/10/18 Advice note 00196	73,300.00
12/11/18 Order 8028109 - Adv No D30032	68,103.00
07/01/19 New vehicle price	88,548.00
07/01/19 Adv No DJ7201	12,950.00
03/01/19 ENGINE No: FX541V-DS05-R FX541VA02368	6,849.28
08/01/19 Invoice 14301591 process for full amount need to claim back Electric Vehicle G	-4,500.00
08/01/19 Nissan Leaf Tekna 5dr Auto in White (with ProPark) (0546, 0548)	21,631.65
08/01/19 Nissan Leaf Tekna 5dr Auto in White (with ProPark) (0546, 0548)	27,974.49
08/01/19 Nissan Leaf Tekna 5dr Auto in White (with ProPark) (0546, 0548)	23,474.80
25/01/19 Road Fund Licence	274.00
28/12/18 Reg. no. OU68WDZ	29,838.69
31/01/19 Vehicle price	18,431.81
31/01/19 Vehicle price	21,398.18
04/01/19 Installation Re-install - Purchase SupaTrak - 60 Month Subscription	1,769.40
31/01/19 Order 8030866	8,290.80
07/02/19 Order SN 0285	52,293.50
04/01/19 Stock No. 81034818 & 21035274	7,632.00
11/02/19 Cancelled 190211 1055707	700.00
30/01/19 Registration OW68WYA	24,810.80
30/01/19 Registration n. OW68WYG	20,510.68
30/01/19 Registration n. OW68WYV	21,637.18
10/01/19 Adv D29889	4,168.00
06/03/19 Reg. OY19EJF	21,452.34
06/03/19 Reg. OY19EJE	18,431.81
06/03/19 Reg. OY19EJU	18,877.75
27/03/19 Vehicle RJ19 ENY	65,927.00
06/03/19 MT - FLEET UP 1992: WK14 RPZMT - FLEET UP 1992: WK14 RPZ JOB NUMBER:(	150.00
06/03/19 MT - FLEET NUMBER: 0180, REG NO: OE18 TXY, VEHICLE TYPE: PEUMT - FLEET	210.00
03/04/19 P2P P12 Accruals, 8028348, BRISTOL STREET MOTORS	8.33
03/04/19 P2P P12 Accruals, 8030472, BOSS CABINS LTD	25,000.00

	03/04/19 P2P P12 Accruals, 8028293, INCHCAPE	18,836.44
	03/04/19 P2P P12 Accruals, 8028293, INCHCAPE	305.00
	03/04/19 P2P P12 Accruals, 8028293, INCHCAPE	7,899.30
	03/04/19 P2P P12 Accruals, 8027465, BRISTOL STREET MOTORS	21,452.35
	03/04/19 P2P P12 Accruals, 8027465, BRISTOL STREET MOTORS	499.99
	18/04/19 0179 GJ67LVX Sign Shop (vehicle purchased Sept 17)	-210.00
	18/04/19 1990 YK16VVA Sign Shop (Vehicle purchased March 2016)	-150.00
	18/04/19 0171 RX16MJL Sign Shop (Vehicle purchased March 2016)	-100.00
	18/04/19 2747 OU18UJL Sign Shop (vehicle purchased March 18)	-280.00
	18/04/19 2748 OU18UJN Sign Shop (vehicle purchased March 18)	-280.00
	18/04/19 2749 OU18UJM Sign Shop (vehicle purchased March 18)	-280.00
	18/04/19 2746 OU18UJK Sign Shop (vehicle purchased March 18)	-280.00
	18/04/19 2750 OU18UJO Sign Shop (vehicle purchased March 18)	-280.00
	18/04/19 2751 OU18UJR Sign Shop (vehicle purchased March 18)	-280.00
	18/04/19 2752 OU18UJS Sign Shop (vehicle purchased March 18)	-280.00
	18/04/19 1992 WK14RPZ Sign Shop (vehicle purchased 2014)	-150.00
~	18/04/19 0179 GJ67LVX 7 year subscription (vehicle purchased Sept 17)	-949.00
200	18/04/19 1991 OU18 UJV 7 year subscription (vehicle purchased March 18)	-949.00
D	18/04/19 2257 RK18GFV 8 year subscription (vehicle purchased March 18)	-949.00
	18/04/19 8 x Security Locks OU18 UJL_OU18 UJM_OU18UJK_OU18UJN_OU18UJR_OU1	-1,800.00
	18/04/19 2257 RK18GFV Undercharge on Inv 01102864 (vehicle purchased March 18)	-295.00
	18/04/19 VK67 KZD - PO1932	-751.00
	18/04/19 PO1560	931.00
		1,379,312.42
	14/03/19 Canteen Space 16ft Eco Ultimate	25,000.00
	02/04/19 Boxer 2.0 OY19 EJG	21,452.34
	03/04/19 P2P P12 Accruals, 8027465, BRISTOL STREET MOTORS	-21,452.35
	03/04/19 P2P P12 Accruals, 8027465, BRISTOL STREET MOTORS	-499.99
	03/04/19 P2P P12 Accruals, 8028348, BRISTOL STREET MOTORS	-8.33
	03/04/19 P2P P12 Accruals, 8030472, BOSS CABINS LTD	-25,000.00
	03/04/19 P2P P12 Accruals, 8028293, INCHCAPE	-18,836.44
	03/04/19 P2P P12 Accruals, 8028293, INCHCAPE	-305.00
	03/04/19 P2P P12 Accruals, 8028293, INCHCAPE	-7,899.30

18/04/19 0179 GJ67LVX Sign Shop (vehicle purchased Sept 17)	210.00	
18/04/19 1990 YK16VVA Sign Shop (Vehicle purchased March 2016)	150.00	
18/04/19 0171 RX16MJL Sign Shop (Vehicle purchased March 2016)	100.00	
18/04/19 2747 OU18UJL Sign Shop (vehicle purchased March 18)	280.00	
18/04/19 2748 OU18UJN Sign Shop (vehicle purchased March 18)	280.00	
18/04/19 2749 OU18UJM Sign Shop (vehicle purchased March 18)	280.00	
18/04/19 2746 OU18UJK Sign Shop (vehicle purchased March 18)	280.00	
18/04/19 2750 OU18UJO Sign Shop (vehicle purchased March 18)	280.00	
18/04/19 2751 OU18UJR Sign Shop (vehicle purchased March 18)	280.00	
18/04/19 2752 OU18UJS Sign Shop (vehicle purchased March 18)	280.00	
18/04/19 1992 WK14RPZ Sign Shop (vehicle purchased 2014)	150.00	
18/04/19 0179 GJ67LVX 7 year subscription (vehicle purchased Sept 17)	949.00	
18/04/19 1991 OU18 UJV 7 year subscription (vehicle purchased March 18)	949.00	
18/04/19 2257 RK18GFV 8 year subscription (vehicle purchased March 18)	949.00	
18/04/19 8 x Security Locks OU18 UJL_ OU18 UJM_OU18UJK_OU18UJN_OU18UJR_OU1	1,800.00	
18/04/19 2257 RK18GFV Undercharge on Inv 01102864 (vehicle purchased March 18)	295.00	
18/04/19 VK67 KZD - PO1932	751.00	
18/04/19 PO1560	-931.00	
28/01/19 Customer 000017	8,262.67	
28/02/19 Order 8031504	11,500.00	
16/05/19 Cityjet 3000 HP Demo AJ18 NJX	110,000.00	
19/07/19 occspv2 citroen berlingo FD65 AEJ	1,616.24	
19/07/19 OCCSPV19 Nissan ENV200 + Onward Delivery - Reg: OW68WYG	1,710.49	
07/06/19 Ref 531204	25,728.03	
31/07/19 New Olympus 19 N mounted Elite 6 6x2 Rear Steer Narrow Beta 2 Lip Lift	188,638.00	
31/07/19 HILUX MY18 ACTIVE AND QI CONVERSION	30,053.77	
20/09/19 REJ BACS YF726402	-30,053.77	
31/07/19 Repaid to correct supplier - Original payment sent to Inchscape	30,053.77	
05/09/19 PAID TO WRONG SUPPLIER	30,053.77	
05/09/19 PAID TO WRONG SUPPLIER	-30,053.77	
05/08/19 axation of Dennis Refuse Collection Vehicles + 1st Reg Fee	670.00	
04/11/19 SPEARHEAD R245 HEAVY DUTY FLAIL	4,395.00	
14/08/19 VT RECORD 3 4G DVR SYSTEM plus extras	4,236.00	

	25/11/19 TAX FOR DENNIS REFUSE COLLECTION VEHICLES	670.00
	12/12/19 SEG2628GR6BK26642	191,895.00
	12/12/19 SEG2628GR6BK26644	179,561.00
	29/11/19 3 x Mowers	51,300.00
	15/11/19 NEW KUBOTA MOWER	11,652.00
	04/11/19 PARTS	7,015.28
	17/12/19 Refund for cost of new fuel tank at Cowley Marsh Depot	22,370.00
	28/11/19 MACHINE VARIOUS STREETSCENE NOV 2019	5,140.00
	12/11/19 VT RECORD 3 4G DVR SYSTEM	4,585.00
	16/10/19 vx69 yls	670.00
	02/12/19 VN60 OYO	193,223.00
	18/12/19 New Olympus 19 N Mounted to rear steer narrow	196,480.00
	09/01/20 RFL/ First Registration Fee VE69 CNO	712.50
	18/12/19 Taxation of Dennis Refuse collection vehicles VN69 OYO	670.00
	17/07/19 Rectified electrical faults to get system back working	960.43
	28/02/20 Boxer 2.2 Bluehdi chassis Crew Cab 165ps plus	22,928.21
~	28/02/20 Boxer 2.2 Bluehdi Chassis Cab 165ps Plus	23,390.21
Q	27/02/20 Kubota KX030-4V GL including fittings and buckets	29,045.00
ر	28/02/20 FARID HILLEND ENGINEERING BUILD REFERENCE NUMBER: 19H095.001	115,692.00
	28/01/20 NEW John Deere TE TE 4X2	28,800.00
	31/03/20 Kangoo Crew Van	18,586.30
	31/03/20 RV20PMO	18,074.16
	31/03/20 RV20PMU	18,074.16
	31/03/20 RV20PMX	18,074.16
	10/02/20 NEW F3890 KUBOTA OUTFRONT C/W ACCUMULATOR, LIGHTING & BEACON K	19,047.00
	13/01/20 TURF MOWER	17,700.00
	10/01/20 RANSOME SUPER CERTES 24" 10 BLADE NO BOX	4,250.00
	07/02/20 RANSOME SUPER CERTES 24" 10 BLADE NO BOX	4,250.00
		1,571,408.54
	03/04/20 P12 P2P accruals 2019/20, 8036644, FAROL LTD	1,000.00
	03/04/20 P12 P2P accruals 2019/20, 8036745, FISH BROTHERS (SWINDON) LTD	18,586.30
	03/04/20 P12 P2P accruals 2019/20, 8037319, BRISTOL STREET MOTORS	12,047.96
	03/04/20 P12 P2P accruals 2019/20, 8036745, FISH BROTHERS (SWINDON) LTD	18,074.16

03/04/20 P12 P2P accruals 2019/20, 8037319, BRISTOL STREET MOTORS	630.00
03/04/20 P12 P2P accruals 2019/20, 8036745, FISH BROTHERS (SWINDON) LTD	17,477.34
07/04/20 18/19 revenue transactions in capital programme	-210.00
07/04/20 18/19 revenue transactions in capital programme	-150.00
07/04/20 18/19 revenue transactions in capital programme	-100.00
07/04/20 18/19 revenue transactions in capital programme	-280.00
07/04/20 18/19 revenue transactions in capital programme	-280.00
07/04/20 18/19 revenue transactions in capital programme	-280.00
07/04/20 18/19 revenue transactions in capital programme	-280.00
07/04/20 18/19 revenue transactions in capital programme	-280.00
07/04/20 18/19 revenue transactions in capital programme	-280.00
07/04/20 18/19 revenue transactions in capital programme	-280.00
07/04/20 18/19 revenue transactions in capital programme	-150.00
07/04/20 18/19 revenue transactions in capital programme	-949.00
07/04/20 18/19 revenue transactions in capital programme	-949.00
07/04/20 18/19 revenue transactions in capital programme	-949.00
07/04/20 18/19 revenue transactions in capital programme	-1,800.00
07/04/20 18/19 revenue transactions in capital programme	-295.00
07/04/20 18/19 revenue transactions in capital programme	-751.00
07/04/20 18/19 revenue transactions in capital programme	931.00
07/04/20 PO8036745 accrued in error as not physically received	-18,074.16
07/04/20 PO8036745 accrued in error as not physically received	-18,586.30
07/04/20 PO8036745 accrued in error as not physically received	-17,477.34
07/04/20 PO8037319 surplus value not required	-12,047.96
07/04/20 PO8037319 surplus value not required	-630.00
07/04/20 PO8036644 surplus value not required	-1,000.00
07/04/20 PO8036745 vehicle not received due to virus crisis	-18,586.30
07/04/20 PO8036745 vehicle not received due to virus crisis	-18,074.16
07/04/20 PO8036745 vehicle not received due to virus crisis	-18,074.16
07/04/20 PO8036745 vehicle not received due to virus crisis	-18,074.16
07/04/20 VX20 ZKH invoice not processed in 19/20	197,095.00
08/04/20 Unmatched accrual PO8028293 from R0005	1,312.71
08/04/20 Unmatched accrual PO8028348 from R0005	8.33

08/04/20 Unmatched accrual PO8027465 from R0005	508.32
08/04/20 PO 8030867 to be invoiced to ODS	-8,262.67
08/04/20 PO 8031691 to be invoiced to ODS	-1,616.24
08/04/20 PO 8031691 to be invoiced to ODS	-1,710.49
08/04/20 PO 8034463 to be invoiced to ODS	-960.43
11/05/20 Move 10347980 to correct Account Code	18,586.30
11/05/20 Move 10347980 to correct Account Code	18,074.16
11/05/20 Move 10347980 to correct Account Code	17,477.34
11/05/20 Move 10347980 to correct Account Code	-17,477.34
11/05/20 Move 10348049 to correct Account Code	17,477.34
11/05/20 Move 10348049 to correct Account Code	18,074.16
11/05/20 Move 10348049 to correct Account Code	18,586.30
11/05/20 Move 10348049 to correct Account Code	-17,477.34
11/05/20 Move 10348049 to correct Account Code	-18,074.16
11/05/20 Move 10348049 to correct Account Code	-18,586.30
11/05/20 Move 10347980 to correct Account Code	-18,586.30
11/05/20 Move 10347980 to correct Account Code	-18,074.16
26/03/20 New Olympus 19 N mounted to	196,480.00
31/03/20 RO20ERZ	17,477.34
31/03/20 Kangoo Crew Van R020NZC	18,586.30
	338,777.39
03/04/20 P12 P2P accruals 2019/20, 8036745, FISH BROTHERS (SWINDON) LTD	-18,074.16
03/04/20 P12 P2P accruals 2019/20, 8037319, BRISTOL STREET MOTORS	-12,047.96
03/04/20 P12 P2P accruals 2019/20, 8037319, BRISTOL STREET MOTORS	-630.00
03/04/20 P12 P2P accruals 2019/20, 8036644, FAROL LTD	-1,000.00
03/04/20 P12 P2P accruals 2019/20, 8036745, FISH BROTHERS (SWINDON) LTD	-18,586.30
03/04/20 P12 P2P accruals 2019/20, 8036745, FISH BROTHERS (SWINDON) LTD	-17,477.34
07/04/20 PO8036745 accrued in error as not physically received	18,074.16
07/04/20 PO8036745 accrued in error as not physically received	18,586.30
07/04/20 PO8036745 accrued in error as not physically received	17,477.34
07/04/20 PO8037319 surplus value not required	12,047.96
07/04/20 PO8037319 surplus value not required	630.00
07/04/20 PO8036644 surplus value not required	1,000.00

07/04/20 PO8036745 vehicle not received due to virus crisis	18,586.30
07/04/20 PO8036745 vehicle not received due to virus crisis	18,074.16
07/04/20 PO8036745 vehicle not received due to virus crisis	18,074.16
07/04/20 PO8036745 vehicle not received due to virus crisis	18,074.16
07/04/20 VX20 ZKH invoice not processed in 19/20	-197,095.00
27/05/20 CANTEEN 16FT ECO-ULTIMATE INF MIL CS164IM2C	26,215.00
20/05/20 Boschung S2.0 Urban Sweeper No.TBS50XV33L21E0528	196,808.00
01/05/20 RV20 VZC	18,074.16
12/05/20 26645 - Oxford. Vehicle Taxation	670.00
14/07/20 LP20DTO	52,250.00
14/07/20 LF20DTN	52,250.00
31/07/20 NEW VEHICLE RV20 VZA	18,074.16
31/07/20 NEW VEHICLE RE20 TFT	18,835.30
31/07/20 NEW VEHICLE RE20 ZSX	18,074.16
31/07/20 NEW VEHICLE RJ20 OLN	18,074.16
07/08/20 NEW VEHICLE RE20 HZV	18,326.31
07/08/20 NEW VEHICLE	18,326.31
14/08/20 KANGOO RE20PZK	19,123.93
14/08/20 KANGOO L121 RE20PZJ	17,480.37
07/07/20 TRACK EXCUVATOR YOM 2020	18,595.00
08/09/20 RV70 YWT	17,480.37
08/09/20 RV70 ZRN	19,123.93
22/09/20 RV70 ZRO	18,913.93
21/08/20 CHARTERHOUSE DOUBLE DISC SEEDER	24,780.00
02/10/20 New JCB	41,492.60
12/11/20 OY20NDD Boxer 2.2 Blue	31,112.89
22/10/20 VX70 ZKE New Olympus 19 N mounted to Elite 6 6x2 Rear Steer Narrow	177,786.00
01/12/20 New Olympus 19 N	409,026.00
17/12/20 12 months RFL & 1st registration VX70 ZKE	361.00
06/12/20 Kango Crew Cab RE70 KVL	19,045.87
06/12/20 Kangoo L121 1 MXI Crew VN CAB - RE70MXD	19,045.87
06/12/20 KANGO L121 MAXI RV70YFZ	19,747.13
06/12/20 KANGO L121 MAXI RV70 ZRR	18,864.33
	•

21/12/20 OV70 XUU Expert 1000	27,879.92
21/12/20 OV70 XUN Expert 1000	27,879.92
26/01/21 INCORRECT DATE INPUT	27,879.92
26/01/21 Cancelled 210126 1074386	-27,879.92
21/12/21 OE70 EBX Expert 1000	27,879.92
30/09/20 2 x Tipper with Meshmaster kit plus Additions to:	18,650.00
18/11/20 T800 P40 C 5A S Dual Output Channel Delivery, handover & set up	15,429.60
18/11/20 T800 P40 C 5A S Dual Output Channel	1,714.40
28/01/21 Leaf Tekna HG70 HNN	24,849.80
12/02/21 Expert 1000 OW70 BNZ - Chassis VF3V1ZKXZM023333	30,374.76
12/02/21 Expert 1000 OY70 NRX -Chassis VF3V1ZKXZLZ091550	27,456.84
12/02/21 OW70BTY Expert 1000 100kW 50kWh Professional Van Auto	27,879.92
12/02/21 OW70BRV Expert 1000 100kW 50kWh Professional Van Auto	27,879.92
28/01/21 VN70 XVD New Olympus 19 N mounted Elite 6 6x2 Rear Steer Narrow	198,983.00
02/02/21 VN70 VHC CHASSIS No. SEG2628GR6BM28449	198,983.00
02/02/21 VN70 VHD CHASSIS No. SEG2628GR6BM28450	198,983.00
28/01/21 Hilux MY21 OY70 HYL	19,432.74
04/02/21 New Olympus 19 - SEG2628GR6BM28452	198,983.00
18/02/21 New Olympus 19 - SEG2628GR6BM28453	198,983.00
18/02/21 New Olympus 19 - SEG2628GR6BM28454	198,983.00
25/02/21 VE70 NZY New Olympus 19 N mounted to	198,983.00
10/03/21 Deposit on refurbished Cabac Electric Milkfloat	5,500.00
	2,879,359.30
06/04/21 P12 P2P accrual, 8039716, DENNIS EAGLE LTD, DENNIS ELITE OL19 6x2 NARRO	198,983.00
06/04/21 P12 P2P accrual, 8039716, DENNIS EAGLE LTD, RFL & REGISTRATION	4,935.00
06/04/21 P12 P2P accrual, 8041149, FARID HILLEND ENGINEERING LTD, Farid Hillend 12t	115,997.00
06/04/21 P12 P2P accrual, 8038800, FISH BROTHERS (SWINDON) LTD, Renault Zoe i-Play	18,019.16
06/04/21 P12 P2P accrual, 8038800, FISH BROTHERS (SWINDON) LTD, RFL	110.00
06/04/21 P12 P2P accrual, 8043755, BRISTOL STREET MOTORS, Peugeot E-Expert 50kw S	25,026.46
06/04/21 P12 P2P accrual, 8043755, BRISTOL STREET MOTORS, RFL & First Reg	55.00
06/04/21 P12 P2P accrual, 8040765, BRISTOL STREET MOTORS, First Reg Fee	110.00
06/04/21 P12 P2P accrual, 8040765, BRISTOL STREET MOTORS, Van Conversion	15,241.52
06/04/21 P12 P2P accrual, 8043130, TENNANT UK CLEANING SOLUTIONS LTD, T16 Scrub	23,597.80

06/04/21 P12 P2P accrual, 8036745, FISH BROTHERS (SWINDON) LTD, Conversion optior	9,382.94
06/04/21 P12 P2P accrual, 8036745, FISH BROTHERS (SWINDON) LTD, Conversion option 06/04/21 P12 P2P accrual, 8036745, FISH BROTHERS (SWINDON) LTD, Renault Maxi LL21	13,548.37
06/04/21 P12 P2P accrual, 8039904, FISH BROTHERS (SWINDON) LTD, First registration	110.00
12/04/21 Reverse P12 P2P Accrual 8040765	-110.00
12/04/21 Reverse P12 P2P Accrual 8040765	-15,241.52
12/04/21 Reverse P12 P2P Accrual 8036745	-9,382.94
12/04/21 Reverse P12 P2P Accrual 8036745	-13,548.37
12/04/21 Reverse P12 P2P Accrual 8039904	-110.00
12/04/21 Reverse P12 P2P Accrual 8039716	-198,983.00
12/04/21 Reverse P12 P2P Accrual 8039716	-4,935.00
12/04/21 Reverse P12 P2P Accrual 8038800	-18,019.16
12/04/21 Reverse P12 P2P Accrual 8038800	-110.00
30/04/21 Recode vehicle improvement costs from DS36	-55.00
29/03/21 Expert 1000 OY21 VSD	25,081.46
16/03/21 201410510 Micro XHD [MK1 REF: 20H069.001	121,262.00
22/03/21 CREDIT FOR OVERCHARGE ON INVOICE VIV21_000769 DATED 16/03/21	-5,000.00
01/04/21 ETESIA AK98X RIDE ON BRUSHCUTTER. S/N: 301590 AK98X/0007	9,995.00
10/03/21 BRUSH, DISK, SCB, 18.0D, PYP [TNV]	23,597.80
06/04/21 P12 P2P accrual, 8040765, BRISTOL STREET MOTORS, First Reg Fee	-110.00
06/04/21 P12 P2P accrual, 8040765, BRISTOL STREET MOTORS, Van Conversion	-15,241.52
06/04/21 P12 P2P accrual, 8043130, TENNANT UK CLEANING SOLUTIONS LTD, T16 Scrub	-23,597.80
06/04/21 P12 P2P accrual, 8036745, FISH BROTHERS (SWINDON) LTD, Conversion optior	-9,382.94
06/04/21 P12 P2P accrual, 8036745, FISH BROTHERS (SWINDON) LTD, Renault Maxi LL21	-13,548.37
06/04/21 P12 P2P accrual, 8039904, FISH BROTHERS (SWINDON) LTD, First registration	-110.00
06/04/21 P12 P2P accrual, 8039716, DENNIS EAGLE LTD, DENNIS ELITE OL19 6x2 NARRO	-198,983.00
06/04/21 P12 P2P accrual, 8039716, DENNIS EAGLE LTD, RFL & REGISTRATION	-4,935.00
06/04/21 P12 P2P accrual, 8041149, FARID HILLEND ENGINEERING LTD, Farid Hillend 12t	-115,997.00
06/04/21 P12 P2P accrual, 8038800, FISH BROTHERS (SWINDON) LTD, Renault Zoe i-Play	-18,019.16
06/04/21 P12 P2P accrual, 8038800, FISH BROTHERS (SWINDON) LTD, RFL	-110.00
06/04/21 P12 P2P accrual, 8043755, BRISTOL STREET MOTORS, Peugeot E-Expert 50kw S	-25,026.46
06/04/21 P12 P2P accrual, 8043755, BRISTOL STREET MOTORS, RFL & First Reg	-55.00
12/04/21 Reverse P12 P2P Accrual 8040765	110.00
12/04/21 Reverse P12 P2P Accrual 8040765	15,241.52

12/04/21 Reverse P12 P2P Accrual 8036745	9,382.94
12/04/21 Reverse P12 P2P Accrual 8036745	13,548.37
12/04/21 Reverse P12 P2P Accrual 8039904	110.00
12/04/21 Reverse P12 P2P Accrual 8039716	198,983.00
12/04/21 Reverse P12 P2P Accrual 8039716	4,935.00
12/04/21 Reverse P12 P2P Accrual 8038800	18,019.16
12/04/21 Reverse P12 P2P Accrual 8038800	110.00
29/04/21 CUSTOM PLUS BIN WASH	10,995.00
21/04/21 In respect of new vehicle sale - In respect of new vehicle sale	28,132.74
11/05/21 In respect of new vehicle - HILUX MY21	28,132.74
10/06/21 Track Excavator - Complete with canopy cab, front dozer blade, quickfront doz	20,500.00
12/05/21 VN70 XUE 1st Reg. Fee	55.00
12/05/21 12 Months Road Fund Licence HGV	2,497.00
10/03/21 MILKFLOAT - FINAL INVOICE	15,750.00
13/07/21 VT LIVE TO VT ELITE UPGRADE	1,460.00
13/07/21 VT LIVE TO VT ELITE UPGRADE	1,460.00
13/07/21 VT BRAKESAFE - SUPPLIED AND FITTED	1,675.00
15/07/21 VT Brake safe supplied and fitted	1,675.00
16/07/21 VT BRAKESAFE - SUPPLIED AND FITTED - SUPPLIED AND FITTED TO - DENNIS - V	1,675.00
19/07/21 VT BRAKESAFE - SUPPLIED AND FITTED VEHICLE - DENNIS - VE70NZW - 7735 - (	1,675.00
19/07/21 VT BRAKESAFE - SUPPLIED AND FITTED - VEHICLE - DENNIS - VE70HVZ - 7734 - (	1,675.00
20/07/21 SUPPLIED AND FITTED TO - DENNIS - VN14RFL - 19/07/21 ALPHA CAMERA TO /	1,460.00
21/07/21 VT Brakesafe supplied and fitted	1,675.00
21/07/21 VT Brakesafe Supplied and fitted	1,675.00
29/06/21 alpha camera to ae monitor - VN67LCA	1,460.00
29/06/21 VO13UVN AW CAMERA	1,689.00
29/06/21 VU64 AKF ALPHA CAMERA TO AE MONITOR	1,460.00
29/06/21 VU64 APX AE CAMERA TO ALPHA MONITOR	1,689.00
22/07/21 VX69YLS VT BRAKESAFE SUPPLIED AND FITTED	1,675.00
27/07/21 VT BRAKESAFE - SUPPLIED AND FITTED - VK69XWC	1,675.00
29/07/21 VN67LCA - VN67LCA	1,675.00
30/07/21 VT BRAKESAFE - SUPPLIED AND FITTED - VK67KZD	1,675.00
03/08/21 VT BRAKESAFE - SUPPLIED AND FITTED VN17DKO	1,675.00

04/08/21 VT BRAKESAFE - SUPPLIED AND FITTED - VN63UCS	1,675.00
11/08/21 one new JCB FE21 JLO	69,226.36
22/06/21 VT ELITE UPGRADE	1,460.00
22/06/21 UPGRADE TO VT ELITE VN14RFK	1,460.00
22/06/21 Alpha camera to AE Monitor - VU65EXR	1,460.00
05/08/21 SUPPLIED AND FITTED TO - DENNIS - VX70ZKE VT BRAKESAFE - SUPPLIED AND I	1,675.00
06/08/21 VT BRAKESAFE - SUPPLIED AND FITTED - SUPPLIED AND FITTED TO DENNIS - VL	1,675.00
10/08/21 SUPPLIED AND FITTED TO - DENNIS - VN63UCR	1,675.00
10/08/21 SUPPLIED AND FITTED TO - DENNIS - VN14RFL	1,675.00
12/08/21 Brakesafe supplied and fitted VN14 RFK	1,675.00
13/08/21 Brakesafe supplied and fitted VU65 EXR	1,675.00
16/08/21 Brakesafe supplied and fitted VU64 APX	1,675.00
17/08/21 SUPPLIED & FITTED TO - DENNIS - ELITE - VN14RFX - 1711 - ON 16.08.2021	1,675.00
17/08/21 SUPPLIED & FITTED TO - MERCEDES - AROCS - MULTILIFT - WM16BHL - 1783 - (	1,689.00
18/08/21 SUPPLIED & FITTED TO - DENNIS - ELITE - VN14RFX - 1790 - ON 17.08.2021	1,675.00
19/08/21 SUPPLIED & FITTED TO - DENNIS - ELITE - 1743 - SUPPLIED & FITTED TO - DENN	1,675.00
20/08/21 SUPPLIED & FITTED TO - DENNIS - ELITE - VF19CWN - K26640 - 1795 - ON 19.08	1,675.00
24/08/21 VT Brakesafe HX17 NVM	1,675.00
24/08/21 SUPPLIED AND FITTED TO - DENNIS - VN63UCS BD18063 - 1706 - ON 16.08.21	1,689.00
24/08/21 SUPPLIED AND FITTED TO - DAF - HX17ODG 1776 - ON 23.08.21	1,675.00
25/08/21 Brakesafe Kit VO13 UVN	1,675.00
31/08/21 VT ELITE 4 CAMERA SYSTEM WITH TELEMATICS AND KEYPAD	3,542.00
31/08/21 VT BRAKESAFE - SUPPLIED AND FITTED SUPPLIED AND FITTED TO - DAF - HY66E	1,675.00
01/09/21 VT BRAKESAFE - SUPPLIED AND FITTED DAF - HX16CYF	1,675.00
02/09/21 VT BRAKESAFE - SUPPLIED AND FITTED SUPPLIED AND FITTED TO DAF - HY20A	1,675.00
03/09/21 VT BRAKESAFE - SUPPLIED AND FITTED - SUPPLIED AND FITTED TO - DAF - HX17	1,675.00
03/09/21 VT BRAKESAFE - SUPPLIED AND FITTED SUPPLIED AND FITTED TO - DAF - LN65L	1,675.00
07/09/21 VT BRAKESAFE - SUPPLIED AND FITTED - SUPPLIED AND FITTED TO - DAF - HX1{	1,675.00
08/09/21 VT BRAKESAFE - SUPPLIED AND FITTED SUPPLIED AND FITTED TO - MERC - WM	1,675.00
14/09/21 VT BRAKESAFE - SUPPLIED AND FITTED SUPPLIED AND FITTED TO - DAF - HY68[	1,675.00
07/10/21 Expert 1000 Van OU21 XVE	31,655.17
26/07/21 VN70VHC VT BRAKESAFE SUPPPLIED AND FITTED	1,675.00
27/08/21 HY21 FXX VT Brakesafe	1,675.00

07/10/21 vehicle	31,655.17
07/10/21 vehicle	31,655.17
07/10/21 vehicle	31,655.17
07/10/21 vehicle	31,655.17
25/11/21 Taxation of Dennis Refuse Collection Vehicles	732.00
20/10/21 1x Hot/Steam slow speed van packpressure washer	11,000.00
14/07/21 brakes safe kit	1,675.00
28/07/21 VT BRAKESAFE - SUPPLIED AND FITTED	1,675.00
04/11/21 VK71 UAU - New Olympus 19 N mounted to Elite 6 6x2 Rear Steer Narrow	184,655.00
24/11/21 VK71 UAW New Olympus 19 N mounted to Elite 6 6x2 Rear Steer Narrow	195,522.00
31/07/21 On-site installation CAN (including activation fee)	10,148.00
31/08/21 Monthly service WF-UK-EU-AST-M	299.4
01/09/21 WEBFLEET Plugins	1,139.20
01/10/21 WEBFLEET Plugins	1,139.20
01/11/21 WEBFLEET Plugins	1,134.1
01/12/21 WEBFLEET Plugins	1,134.1
30/11/21 Compace sweeper Swingo 200+ x 2	162,954.0
28/01/22 vehicle	19,807.9
06/12/21 NEW NC Engineering HT 1.0 HIGH TIP 1000KG	15,450.0
25/11/21 1 off, Wrangler 2625 Industrial Floor Scrubber/Drier	7,373.0
07/09/21 VT BRAKESAFE - SUPPLIED AND FITTED TO DAF - HX17NXM	1,675.0
30/06/21 LINK 740	29,815.0
31/12/21 LINK 6xx/7xx LCS 100 2 sensors	8,311.0
01/01/22 WEBFLEET Plugins	1,134.1
31/01/22 On-site installation CAN (incl. wired driver terminal & activ. fee)	1,800.0
01/02/22 WEBFLEET Plugins 2 x 0.00 0.00	1,134.1
29/03/22 VT BRAKESAFE - SUPPLIED AND FITTED Cowley Marsh Depot	1,675.0
28/02/22 invoice represents a part month payment	107.1
01/03/22 WEBFLEET Plugins	1,287.10
	1,255,175.4
05/04/22 VT LIVE TO VT ELITE UPGRADE + TELEMATICS	4,315.00
05/04/22 NEW Major MJ71-540T	39,970.00
05/04/22 RIDE ON MOWER, SPREADER	20,160.00

05/04/22 a/c 12562	-8,265.95
05/04/22 dennis pro	24,836.40
06/04/22 P12 P2P accrual, 8045132, line 1, Vision Techniques Ltd	4,315.00
06/04/22 P12 P2P accrual, 8047107, line 3, Bristol Street Motors	15,660.00
06/04/22 P12 P2P accrual, 8039716, line 1, Dennis Eagle Ltd	198,983.00
06/04/22 P12 P2P accrual, 8047379, line 1, P A Turney Ltd	5,775.00
06/04/22 P12 P2P accrual, 8047379, line 2, P A Turney Ltd	8,265.95
06/04/22 P12 P2P accrual, 8038800, line 1, Fish Brothers (Swindon) Ltd	18,019.16
06/04/22 P12 P2P accrual, 8038800, line 3, Fish Brothers (Swindon) Ltd	110.00
06/04/22 P12 P2P accrual, 8039904, line 3, Fish Brothers (Swindon) Ltd	110.00
06/04/22 P12 P2P accrual, 8043128, line 2, Watling Jcb Limited	7,500.00
06/04/22 P12 P2P accrual, 8040765, line 2, Bristol Street Motors	110.00
06/04/22 P12 P2P accrual, 8040765, line 3, Bristol Street Motors	15,241.52
06/04/22 P12 P2P accrual, 8041588, line 1, Toyota (Gb) Plc	38,225.48
06/04/22 P12 P2P accrual, 8047618, line 1, Webfleet Solutions Sales Bv	5,744.83
06/04/22 P12 P2P accrual, 8036745, line 2, Fish Brothers (Swindon) Ltd	13,548.37
06/04/22 P12 P2P accrual, 8047618, line 2, Webfleet Solutions Sales Bv	38,250.48
06/04/22 P12 P2P accrual, 8039716, line 5, Dennis Eagle Ltd	2,438.00
06/04/22 P12 P2P accrual, 8041588, line 2, Toyota (Gb) Plc	660.00
06/04/22 P12 P2P accrual, 8047379, line 4, P A Turney Ltd	5,009.00
06/04/22 P12 P2P accrual, 8036745, line 4, Fish Brothers (Swindon) Ltd	9,382.94
06/04/22 P12 P2P accrual, 8047379, line 3, P A Turney Ltd	5,786.45
12/04/22 Remove accrual, already accrued on 10353714	-24,836.40
12/04/22 Equipment received, but order not goods receipted	69,401.27
12/04/22 Equipment received, but order not goods receipted	220.00
12/04/22 Equipment received, but order not goods receipted	69,401.27
12/04/22 Equipment received, but order not goods receipted	220.00
13/04/22 Reversal of P12 P2P accrual, 8047107, line 3, Bristol Street Motors	-15,660.00
13/04/22 Reversal of P12 P2P accrual, 8040765, line 2, Bristol Street Motors	-110.00
13/04/22 Reversal of P12 P2P accrual, 8040765, line 3, Bristol Street Motors	-15,241.52
13/04/22 Reversal of P12 P2P accrual, 8039716, line 1, Dennis Eagle Ltd	-198,983.00
13/04/22 Reversal of P12 P2P accrual, 8039716, line 5, Dennis Eagle Ltd	-2,438.00
13/04/22 Reversal of P12 P2P accrual, 8036745, line 4, Fish Brothers (Swindon) Ltd	-9,382.94

13/04/22 Reversal of P12 P2P accrual, 8036745, line 2, Fish Brothe	ers (Swindon) Ltd -13,548.37	
13/04/22 Reversal of P12 P2P accrual, 8038800, line 1, Fish Brothe	ers (Swindon) Ltd -18,019.16	
13/04/22 Reversal of P12 P2P accrual, 8038800, line 3, Fish Brothe	ers (Swindon) Ltd -110.00	
13/04/22 Reversal of P12 P2P accrual, 8041588, line 1, Toyota (Gb	e) Plc -38,225.48	
13/04/22 Reversal of P12 P2P accrual, 8041588, line 2, Toyota (Gb	o) Plc -660.00	
13/04/22 Reversal of P12 P2P accrual, 8039904, line 3, Fish Brothe	ers (Swindon) Ltd -110.00	
13/04/22 Reversal of P12 P2P accrual, 8043128, line 2, Watling Jcb	D Limited -7,500.00	
13/04/22 Reversal of P12 P2P accrual, 8045132, line 1, Vision Tech	nniques Ltd -4,315.00	
21/04/22 R0005 Revenue expenditure Webfleet Subscription	-46,759.04	
21/04/22 R0005 Revenue expenditure Priror year under accrual H	Y21 FXX -265.00	
21/04/22 R0005 Revenue expenditure First Registration fee VN70	XUE -55.00	
21/04/22 R0005 Revenue expenditure 12 months RFL plus first reg	gistration fee of 2021 <i>A</i> -2,497.00	
10/02/22 dennis pro	24,836.40	
31/03/22 OU18DRX	69.00	
31/03/22 MOMTHLY SERVICE	23,475.46	
31/03/22 MONTHLY SERVICE	1,317.70	
05/04/22 VT LIVE TO VT ELITE UPGRADE + TELEMATICS	-4,315.00	
05/04/22 a/c 12562	8,265.95	
05/04/22 RIDE ON MOWER, SPREADER	-20,160.00	
05/04/22 NEW Major MJ71-540T	-39,970.00	
05/04/22 dennis pro	-24,836.40	
06/04/22 P12 P2P accrual, 8036745, line 2, Fish Brothers (Swindor	n) Ltd -13,548.37	
06/04/22 P12 P2P accrual, 8039716, line 1, Dennis Eagle Ltd	-198,983.00	
06/04/22 P12 P2P accrual, 8047107, line 3, Bristol Street Motors	-15,660.00	
06/04/22 P12 P2P accrual, 8045132, line 1, Vision Techniques Ltd	-4,315.00	
06/04/22 P12 P2P accrual, 8047379, line 4, P A Turney Ltd	-5,009.00	
06/04/22 P12 P2P accrual, 8047379, line 1, P A Turney Ltd	-5,775.00	
06/04/22 P12 P2P accrual, 8040765, line 3, Bristol Street Motors	-15,241.52	
06/04/22 P12 P2P accrual, 8038800, line 1, Fish Brothers (Swindor	ו) Ltd - <u>18,019.16</u>	
06/04/22 P12 P2P accrual, 8040765, line 2, Bristol Street Motors	-110.00	
06/04/22 P12 P2P accrual, 8043128, line 2, Watling Jcb Limited	-7,500.00	
06/04/22 P12 P2P accrual, 8039904, line 3, Fish Brothers (Swindor	n) Ltd -110.00	
06/04/22 P12 P2P accrual, 8041588, line 2, Toyota (Gb) Plc	-660.00	

06/04/22 P12 P2P accrual, 8047618, line 2, Webfleet Solutions Sales Bv	-38,250.48
06/04/22 P12 P2P accrual, 8047618, line 1, Webfleet Solutions Sales Bv	-5,744.83
06/04/22 P12 P2P accrual, 8036745, line 4, Fish Brothers (Swindon) Ltd	-9,382.94
06/04/22 P12 P2P accrual, 8039716, line 5, Dennis Eagle Ltd	-2,438.00
06/04/22 P12 P2P accrual, 8047379, line 3, P A Turney Ltd	-5,786.45
06/04/22 P12 P2P accrual, 8047379, line 2, P A Turney Ltd	-8,265.95
06/04/22 P12 P2P accrual, 8041588, line 1, Toyota (Gb) Plc	-38,225.48
06/04/22 P12 P2P accrual, 8038800, line 3, Fish Brothers (Swindon) Ltd	-110.00
12/04/22 Equipment received, but order not goods receipted	-69,401.27
12/04/22 Equipment received, but order not goods receipted	-220.00
12/04/22 Remove accrual, already accrued on 10353714	24,836.40
12/04/22 Equipment received, but order not goods receipted	-69,401.27
12/04/22 Equipment received, but order not goods receipted	-220.00
13/04/22 Reversal of P12 P2P accrual, 8047107, line 3, Bristol Street Motors	15,660.00
13/04/22 Reversal of P12 P2P accrual, 8040765, line 2, Bristol Street Motors	110.00
13/04/22 Reversal of P12 P2P accrual, 8040765, line 3, Bristol Street Motors	15,241.52
13/04/22 Reversal of P12 P2P accrual, 8039716, line 1, Dennis Eagle Ltd	198,983.00
13/04/22 Reversal of P12 P2P accrual, 8039716, line 5, Dennis Eagle Ltd	2,438.00
13/04/22 Reversal of P12 P2P accrual, 8036745, line 4, Fish Brothers (Swindon) Ltd	9,382.94
13/04/22 Reversal of P12 P2P accrual, 8036745, line 2, Fish Brothers (Swindon) Ltd	13,548.37
13/04/22 Reversal of P12 P2P accrual, 8038800, line 1, Fish Brothers (Swindon) Ltd	18,019.16
13/04/22 Reversal of P12 P2P accrual, 8038800, line 3, Fish Brothers (Swindon) Ltd	110.00
13/04/22 Reversal of P12 P2P accrual, 8041588, line 1, Toyota (Gb) Plc	38,225.48
13/04/22 Reversal of P12 P2P accrual, 8041588, line 2, Toyota (Gb) Plc	660.00
13/04/22 Reversal of P12 P2P accrual, 8039904, line 3, Fish Brothers (Swindon) Ltd	110.00
13/04/22 Reversal of P12 P2P accrual, 8043128, line 2, Watling Jcb Limited	7,500.00
13/04/22 Reversal of P12 P2P accrual, 8045132, line 1, Vision Techniques Ltd	4,315.00
25/03/22 NEW Major MJ71-540T	39,970.00
14/03/22 RIDE ON MOWER, SPREADER	20,160.00
10/02/22 ods livery on peugeot expert	3,425.00
28/02/22 ODS LIVERY ON VEHICLES	6,925.00
28/02/22 ODS LIVERY ON MILK FLOAT	2,465.00
30/04/22 Monthly service WF-UK-NAT-ECO	1.42

01/05/22 WEBFLEET Plugins 01-May-2022 to 31-May-2022	1,326.20
11/02/22 various items	139,242.54
23/06/22 Vehicle Registration WV22NMJ	42,852.00
01/07/22 Monthly Service	2,422.70
24/06/22 John Deere 1570/Howard Marshall WP000858/Trimax FX135 FLAIL MOWER	27,821.46
18/07/22 Multiple Units/New Holland	67,000.00
01/08/22 01-Aug-2022 to 31-Aug-2022 Monthly Service	2,707.70
31/03/22 SISIS TRUSPRED Marsh Road	1,154.00
20/04/22 SISIS RR600HD Cowley Marsh	7,007.50
01/08/22 WV72 OYO	42,852.00
12/09/22 Multiple Units	70,000.00
14/09/22 MT503 50.2HP Commercial Triple FLail.Cylinder OU72 BBK	39,500.00
12/09/22 C/O OWAIN PEARCE/MARSH ROAD	38,305.00
31/05/22 Monthly service WF-UK-NAT-ECO 01-May-2022 to 31-May-2022	820.30
01/06/22 Account services-oxford 01-Jun-2022 to 30-Jun-2022	2,422.70
30/06/22 CAM 50/CAM 50 Driver Lens Cover (PK10)/On-Site Installation	13,110.00
31/07/22 PO reference RO20 ERZ - Webfleet	345.00
31/08/22 01-Aug-2022 to 31-Aug-2022	5,743.85
01/09/22 01-Sep-2022 to 30-Sep-2022	2,710.20
30/09/22 On-site installer visit / revision	225.00
01/10/22 WEBFLEET Direct FMS	2,710.20
15/08/22 John Deere Z997R ZERO-TURN MOWER	23,452.51
15/09/22 Vehicle LEAF22 39B ACE CAB	18,489.19
15/09/22 vehicle LEAF22 39B ACE CAB	18,489.18
01/12/22 Webfleet 01-Dec-2022 to 31-Dec-2022	2,738.70
14/12/22 Serial No. : UJGU1RE83NV001800 Reg No: OU72 BBE	24,995.00
01/01/23 WEBFLEET Direct FMS	2,738.70
20/12/22 Serial number: WSVS562S2N1741654	82,669.00
31/01/23 NEW BOMAG BW80AD-5	20,000.00
18/01/23 Vehicle : ZOE HAT R135 Techno BST Chrg EV 50kWh A Registration No. : RJ720	25,579.81
18/01/23 Registration No. : RJ72OAE	25,579.81
18/01/23 vehicle	46,804.00
01/02/23 ACCOUNT SEWRVICES - OXFORD - 01-Feb-2023 to 28-Feb-2023	2,738.70

28/02/23 BOXER 2.2 BLUEHDI H2 PROFESSIONAL VAN	28,153.00
12/01/23 vehicle	48,454.00
12/01/23 vehicle	49,389.00
12/01/23 vehicle	48,454.00
12/01/23 vehicle	51,982.34
18/01/23 vehicle	49,524.00
18/01/23 vehicle	49,524.00
23/01/23 vehicle	47,149.87
12/02/23 vehicle	48,454.00
12/02/23 vehicle	52,395.00
12/02/23 vehicle	48,454.00
06/04/23 P12 P2P accrual, 8045132, line 1, Vision Techniques Ltd	4,315.00
06/04/23 P12 P2P accrual, 8047379, line 2, P A Turney Ltd	509.95
06/04/23 P12 P2P accrual, 8047618, line 2, Webfleet Solutions Sales Bv	23,832.05
06/04/23 P12 P2P accrual, 8051765, line 3, Bristol Street Motors	21,663.44
06/04/23 P12 P2P accrual, 8052401, line 1, Rygor Commercials Ltd	52,150.87
06/04/23 P12 P2P accrual, 8050504, line 1, Rygor Commercials Ltd	170,608.00
06/04/23 P12 P2P accrual, 8050504, line 2, Rygor Commercials Ltd	47,302.00
06/04/23 P12 P2P accrual, 8050504, line 3, Rygor Commercials Ltd	334,832.00
06/04/23 P12 P2P accrual, 8050504, line 4, Rygor Commercials Ltd	43,714.00
06/04/23 P12 P2P accrual, 8050504, line 5, Rygor Commercials Ltd	22,671.82
21/04/23 Reg No. : OU72 BBK	39,500.00
21/04/23 Multiple Units	30,419.40
21/04/23 HAKO CITYMASTER 1650 KR72 MUB	153,466.32
21/04/23 OU20DZF Call Out Charge/Labour	173.00
21/04/23 Serial Number 101462092584 Engine No. 4NN2204	20,000.00
21/04/23 Registration RJ72UEH	25,579.81
21/04/23 NEW NC Engineering SW1930/NEW NC Engineering HT 1.0	41,750.00
21/04/23 Flashing Light Indicator (Orange) LED S2.0	59.71
21/04/23 Replaced 2 worn wheels on suction mouth	177.96

	21/04/23 roto-rake 600 hdx	-8,265.95
	24/08/23 Reverse - 10356618 - 754 - P12 P2P accrual, 8050504, line 1, Rygor Commercia	-170,608.00
	24/08/23 Reverse - 10356618 - 756 - P12 P2P accrual, 8050504, line 2, Rygor Commercia	-47,302.00
	24/08/23 Reverse - 10356882 - 0 - Reg No. : OU72 BBK	-39,500.00
	24/08/23 Reverse - 10356618 - 952 - P12 P2P accrual, 8050504, line 4, Rygor Commercia	-43,714.00
	24/08/23 Reverse - 10356882 - 8 - Serial Number 101462092584 Engine No. 4NN2204	-20,000.00
	24/08/23 Accrue asset ID 2786 PO 8055430	47,270.12
	24/08/23 Accrue asset ID 2776 PO 8055430	46,660.59
	24/08/23 Accrue asset ID 2779 PO 8051765	21,663.44
	24/08/23 Reverse - 10356618 - 758 - P12 P2P accrual, 8050504, line 3, Rygor Commercia	-334,832.00
	24/08/23 Reverse - 10356618 - 954 - P12 P2P accrual, 8050504, line 5, Rygor Commercia	-22,671.82
		2,002,430.42
	12/04/23 NEW BOMAG BW80AD-5 BW80AD5 ROLLER	20,000.00
	22/03/23 Registration: OV23 VBP	21,663.44
	23/03/23 REGISTRATION: OV23 VCP	21,663.44
	13/04/23 Registration OY23 XMP	36,518.35
3	28/04/23 recalled payments due to fasterpayment being done 148890 148862/3 109149	-80,559.38
5	28/03/23 Registration RJ72UEH	25,579.81
2	23/01/23 vehicle	47,270.12
	23/01/23 vehicle	46,660.59
	24/01/23 vehicle	52,150.87
	01/11/22 WEBFLEET Direct FMS	2,710.20
	01/03/23 Recipient of benefit Oxford Direct Services Limited Cowley Marsh Depot, Mars	2,738.70
	01/04/23 Monthly service WF-UK-NAT-ECO-RN	2,738.70
	06/04/23 P12 P2P accrual, 8050504, line 4, Rygor Commercials Ltd	-43,714.00
	06/04/23 P12 P2P accrual, 8050504, line 5, Rygor Commercials Ltd	-22,671.82
	06/04/23 P12 P2P accrual, 8050504, line 1, Rygor Commercials Ltd	-170,608.00
	06/04/23 P12 P2P accrual, 8050504, line 2, Rygor Commercials Ltd	-47,302.00
	06/04/23 P12 P2P accrual, 8050504, line 3, Rygor Commercials Ltd	-334,832.00
	06/04/23 P12 P2P accrual, 8045132, line 1, Vision Techniques Ltd	-4,315.00
	06/04/23 P12 P2P accrual, 8047379, line 2, P A Turney Ltd	-509.95
	06/04/23 P12 P2P accrual, 8047618, line 2, Webfleet Solutions Sales Bv	-23,832.05
	06/04/23 P12 P2P accrual, 8051765, line 3, Bristol Street Motors	-21,663.44

06/04/23 P12 P2P accrual, 8052401, line 1, Rygor Commercials Ltd	-52,150.87
21/04/23 roto-rake 600 hdx	8,265.95
21/04/23 Flashing Light Indicator (Orange) LED S2.0	-59.71
21/04/23 NEW NC Engineering SW1930/NEW NC Engineering HT 1.0	-41,750.00
21/04/23 Replaced 2 worn wheels on suction mouth	-177.96
21/04/23 Registration RJ72UEH	-25,579.81
21/04/23 Serial Number 101462092584 Engine No. 4NN2204	-20,000.00
21/04/23 OU20DZF Call Out Charge/Labour	-173.00
21/04/23 HAKO CITYMASTER 1650 KR72 MUB	-153,466.32
21/04/23 Multiple Units	-30,419.40
21/04/23 Reg No. : OU72 BBK	-39,500.00
24/08/23 Reverse - 10356882 - 8 - Serial Number 101462092584 Engine No. 4NN2204	20,000.00
24/08/23 Reverse - 10356618 - 758 - P12 P2P accrual, 8050504, line 3, Rygor Commercia	334,832.00
24/08/23 Accrue asset ID 2779 PO 8051765	-21,663.44
24/08/23 Accrue asset ID 2776 PO 8055430	-46,660.59
24/08/23 Accrue asset ID 2786 PO 8055430	-47,270.12
24/08/23 Reverse - 10356618 - 954 - P12 P2P accrual, 8050504, line 5, Rygor Commercia	22,671.82
24/08/23 Reverse - 10356882 - 0 - Reg No. : OU72 BBK	39,500.00
24/08/23 Reverse - 10356618 - 754 - P12 P2P accrual, 8050504, line 1, Rygor Commercia	170,608.00
24/08/23 Reverse - 10356618 - 756 - P12 P2P accrual, 8050504, line 2, Rygor Commercia	47,302.00
24/08/23 Reverse - 10356618 - 952 - P12 P2P accrual, 8050504, line 4, Rygor Commercia	43,714.00
11/05/23 Expert 1000 100kW 75kWh Professional Premium Van Auto-Registration No : (	33,423.75
11/05/23 Expert 1000 100kw 75kwh professional premium van auto	36,285.42
11/05/23 Expert 1000 100kw 75kwh professional premium van auto	36,285.42
20/03/23 NEW NC Engineering SW1930/NEW NC Engineering HT 1.0	41,750.00
04/01/23 HAKO CITYMASTER 1650 KR72 MUB	153,466.32
04/01/23 TO CANCEL INVOICE 9002417999	-153,466.32
12/01/23 HAKO CITYMASTER 1650 KR72 MUB replace inv 9002417999	153,466.32
14/12/22 Multiple Units	30,419.40
13/04/23 COWLEY MARSH DEPOT S/N: 042180	18,575.00
02/05/23 OX05OX16 CHAPS - BRISTOL STREET MOTORS - OY23XMP,OV23VCP,OV	80,559.38
12/04/23 Serial Number SJWCO163SP0M2C002/SJWTS1200P0M2A002	46,999.00
11/05/23 CREDIT FOR 148926	-33,423.75

11/05/23 Expert 1000 100kW 75kWh Professional Premium Van Auto OV23AYW	37,268.60
26/05/23 Expert 1000 100kW 75kWh Professional Premium Van Auto OV23AHJ	35,553.17
28/02/22 rotorake	-8,265.95
05/06/23 JCB	48,636.00
01/06/23 1 Jun 2023 to 30 Jun 2023	2,738.70
30/05/23 green machine sweeper	60,654.72
30/05/23 MODEL 400ZE GREEN MACHINE SWEEPER	60,654.72
15/05/23 vehicle	275.00
11/08/23 Boxer 2.2 Bluehdi H1 Professional Premium+ Van 120ps	21,991.34
11/08/23 vehicle	23,763.80
22/08/23 vehicle	21,832.24
23/08/23 vehicle	21,832.24
14/08/23 zero turn mover	83,376.75
21/08/23 FLAIL MOWER	62,847.54
09/08/23 new vehicle	25,994.74
09/08/23 Registration RJ23ZWH	25,994.74
21/08/23 KANGOO RJ23YVZ	25,994.74
21/08/23 KANGOO RJ23ZWA	25,994.74
21/08/23 KANGOO RJ23GLZ	25,994.74
21/08/23 KANGOO RJ23GKK	25,994.74
21/08/23 KANGOO RF23BSY	25,994.74
21/08/23 KANGOO RJ23ZWE	25,994.74
15/05/23 Registration WV23TXX	275.00
30/08/23 vehicle	26,304.03
15/09/23 REJ BACS 60662 1092189	-60,654.75
27/07/23 MACHINE NUMBER SC011507 MAGNUM 72 delivery to ODS Marsh Road	175,968.19
27/07/23 MACHINE NUMBER SC011508 MAGNUM 72	175,968.19
18/05/23 This is a credit for invoice no 133572	-20,000.00
20/10/23 Outright purchase of 2 x New EP EFL253	49,270.00

	20/10/23 Outright purchase of 1 x New EP CQE15S	13,585.00
	19/10/23 0E73 HBO	36,285.42
	05/01/24 OX09OX16 green machines 606622 1092189	0.03
	18/10/23	35,161.00
	04/04/24 P12 P2P accrual, 8055362, line 1, Watling Jcb Limited	46,765.00
	04/04/24 P12 P2P accrual, 8053608, line 1, Iveco Retail Ltd.,	129,355.00
	04/04/24 P12 P2P accrual, 8047618, line 2, Webfleet Solutions Sales Bv	21,093.35
	04/04/24 P12 P2P accrual, 8057406, line 3, Fish Brothers (Swindon) Ltd	55,770.22
	04/04/24 P12 P2P accrual, 8055094, line 1, lveco Retail Ltd.,	124,260.00
	04/04/24 P12 P2P accrual, 8056034, line 3, Bennie Equipment Ltd	500.00
	04/04/24 P12 P2P accrual, 8060231, line 1, Garden Machines Ltd	17,990.00
	17/05/24 Recode 1087266 1 WEBFLEET Direct FMS	-2,710.20
	17/05/24 Recode 1090084 0 Recipient of benefit Oxford Direct Services Limited Cowley	-2,738.70
	17/05/24 Recode 1090991 0 Monthly service WF-UK-NAT-ECO-RN	-2,738.70
	17/05/24 Recode 10356619 332 P12 P2P accrual, 8047379, line 2, P A Turney Ltd	509.95
2	17/05/24 Recode 10356619 334 P12 P2P accrual, 8047618, line 2, Webfleet Solutions Sa	23,832.05
7	17/05/24 Recode 10356883 3 Flashing Light Indicator ( Orange ) LED S2.0	59.71
	17/05/24 Recode 10356883 7 Replaced 2 worn wheels on suction mouth	177.96
	17/05/24 Recode 10356883 13 OU20DZF Call Out Charge/Labour	173.00
	17/05/24 Recode 1092216 0 1 Jun 2023 to 30 Jun 2023	-2,738.70
	17/05/24 Recode 1093279 0 vehicle	-275.00
	17/05/24 Recode 1093803 0 Registration WV23TXX	-275.00
	17/05/24 Recode 10359780 118 P12 P2P accrual, 8047618, line 2, Webfleet Solutions Sa	-21,093.35
	17/05/24 PO 8060230 Key 2 Ref 1645 TRAFALGAR CLEANING EQUIPMENT LTD	20,949.00
	17/05/24 PO 8060039 Key 2 Ref 6125 YANMAR SV17VT (2024) MINI DIGGER	21,446.54
	17/05/24 Reverse P12 P2P accrual, 8055362, line 1, Watling Jcb Limited	-46,765.00
		1,782,854.06
	17/05/24 Reverse P12 P2P accrual, 8056034, line 3, Bennie Equipment Ltd	-500.00
	13/02/24	27,885.11
	13/02/24	27,885.11
	31/03/24	26,682.08
	31/03/24	26,682.08
	14/02/24	17,990.00

19/03/24	64,677.50
19/03/24	59,582.50
25/03/24	20,949.00
04/04/24 P12 P2P accrual, 8060231, line 1, Garden Machines Ltd	-17,990.00
04/04/24 P12 P2P accrual, 8056034, line 3, Bennie Equipment Ltd	-500.00
04/04/24 P12 P2P accrual, 8057406, line 3, Fish Brothers (Swindon) Ltd	-55,770.22
04/04/24 P12 P2P accrual, 8047618, line 2, Webfleet Solutions Sales Bv	-21,093.35
04/04/24 P12 P2P accrual, 8053608, line 1, lveco Retail Ltd.,	-129,355.00
04/04/24 P12 P2P accrual, 8055362, line 1, Watling Jcb Limited	-46,765.00
04/04/24 P12 P2P accrual, 8055094, line 1, lveco Retail Ltd.,	-124,260.00
17/05/24 Reverse P12 P2P accrual, 8056034, line 3, Bennie Equipment Ltd	500.00
17/05/24 Reverse P12 P2P accrual, 8055362, line 1, Watling Jcb Limited	46,765.00
17/05/24 PO 8060039 Key 2 Ref 6125 YANMAR SV17VT (2024) MINI DIGGER	-21,446.54
17/05/24 PO 8060230 Key 2 Ref 1645 TRAFALGAR CLEANING EQUIPMENT LTD	-20,949.00
13/03/24 NEW Yanmar SV17VT CAN EXCAVATOR - CANOPY MANUAL Q/H 4 BUCKETS CA	21,446.54
19/04/24 SV18 GRAVE BUCKET	350.00
29/04/24 RJ24AMU	70,931.67
24/05/24 0E24 RZJ BOXER 2.2	23,443.80
24/05/24 0E24 PVL BOXER 2.2	23,443.80
24/05/24 0E24 RZH	30,503.80
13/03/24 RO24XHN 70C18HA8 4350 BUSINESS	64,677.50
13/03/24 RV24FPT 70C18HA8 4350 BUSINESS	64,677.50
01/06/24 Invoice WEBFLEET 1 Jun 2024 to 30 Jun 2024	3,090.60
13/06/24 BOXER 2.2 0E24 RZL	30,512.13
31/07/24 Cancelled 240731 1102189	-30,512.13
01/06/24 CORRECTION - DUPLICATE - ALREADY PAID ON CORRECT COMPANY ODS	-3,090.60
22/08/24 Town Hall - Kangoo P/Van Ll21 E-tech 90kW	25,620.56
01/08/24 Town Hall - Trident Proline 500 Trailed Flail Mower	49,900.00
22/08/24 RE24 MZJ	25,620.56
22/08/24 RO24 FUT	25,620.56
22/08/24 RE24 NZN	25,620.56
22/08/24 RE24 MZL	25,620.56
22/08/24 RE24 MZG	25,620.56

22/08/24 RE24 LKZ	21,554.31
22/08/24 Town Hall - Kangoo/P/Van LI12 E-tech	27,176.16
28/08/24 RJ24 BWE	25,620.56
28/08/24 RE24 VWT	23,833.82
28/08/24 RJ24 BWD	25,620.56
28/08/24 RJ24 BWB	25,620.56
28/08/24 RJ24 BWC	25,620.56
06/08/24 OX05OX16 552151*BRISTOL ST*	36,536.56
31/10/24 Town Hall - Kangoo P/Van LI21 E-Tech 90 KW Start	26,760.05
31/10/24 Town Hall - Kangoo P/Van LI21 E-TEch	25,418.11
31/10/24 Town Hall - Kangoo P/Van LI21	26,760.05
31/10/24 Town Hall - Kangoo P/Van LI21	26,760.05
07/11/24 10361544 0X050X16 552151*BRISTOL ST*	-6,024.43
17/04/20 Double write off correction	-8.32
27/10/23 R0005 Revenue expenditure Webfleet Subscription	-34,351.25
27/10/23 R0005 Revenue expenditure on prior additions	-13,735.62
	647,228.97
	23,065,864.17

This page is intentionally left blank

# Agenda Item 15

# Minutes of a meeting of the Cabinet on Wednesday 11 December 2024



# Committee members present:

Councillor Brown	Councillor Arshad
Councillor Chapman	Councillor Hollingsworth
Councillor Munkonge	Councillor Railton
Councillor Linda Smith	Councillor Upton

# Officers present for all or part of the meeting:

Tom Bridgman, Executive Director (Development) Caroline Green, Chief Executive Tom Hook, Executive Director (Corporate Resources) Nigel Kennedy, Head of Financial Services Peter Matthew, Executive Director of People and Communities Emma Jackman, Head of Law and Governance Mish Tullar, Head of Corporate Strategy Jenny Barker, Regeneration Manager Hannah Carmody-Brown, Committee and Member Services Officer Lourdes Debarry, Housing Consultant Lorraine Freeman, CIL Data Analysis and Reporting Team Leader Sarah Harrison, Team Leader (Planning Policy) Hagan Lewisman, Active Communities Manager Jonathan Malton, Committee and Member Services Manager Bruce McRobie, Capital Programme Surveyor Rachel Nixon, Principle Planner Nerys Parry, Head of Housing Services Paula Redway, Culture and Community Development Manager Jane Winfield, Head of Corporate Property

### Also present:

Councillor Katherine Miles, Chair of Scrutiny

#### **Apologies:**

Councillor(s) Turner sent apologies.

# 76. Declarations of Interest

None.

# 77. Addresses and Questions by Members of the Public

None received.

# 78. Councillor Addresses on any item for decision on the Cabinet agenda

None received.

# 79. Councillor Addresses on Neighbourhood Issues

None received.

# 80. Items raised by Cabinet Members

Councillor Railton expressed her appreciation to City Council and ODS employees for their diligent response to recent storm conditions in November and flash flooding in September. She noted their commitment to circulating information, installing equipment, and checking on vulnerable residents. She also warned that similar weather conditions are likely to occur more frequently in Oxford City as winters get warmer and wetter and the Council must be considerate of this when planning. Councillor Railton thanked specific frontline staff for their work protecting the community. Councillor Brown echoed the comments.

# 81. Scrutiny Reports

Councillor Miles presented reports from the Scrutiny Committee.

The committee met for an extraordinary meeting on 18 November 2024 to consider a call in of a Cabinet decision from 16 October 2024 regarding the entering of an options agreement for Foxwell Drive. The Committee discussed concerns relating to the length of the agreement, risks, and concerns around the separation of planning and land disposal processes. The Committee upheld the original Cabinet decision.

The Scrutiny Committee convened on 2 December 2024 to consider the Thriving Communities Strategy Update and the Authority Monitoring Report and Infrastructure Funding Statement 2023/24. 7 recommendations were proposed. On the first item, the Committee raised the need for data reporting to be more outcome focused and comparable, the need for more member engagement in locality plans, and the success of the EPAU at Rosehill. Councillor Miles pointed to the recommendations in the pack and Councillor Brown confirmed that all had been agreed. Councillor Munkonge thanked all involved with the strategy and echoed the acceptance of the recommendations. In relation to The Authority Monitoring Report and Infrastructure Funding Statement 2023/24, the Scrutiny Committee discussed concerns over the loss of family homes to students, the use of existing student accommodation, and the effect of increasing student numbers on the private rented sector in the city. The Committee requested more detailed data relating to student housing demand and considered whether land options for student housing demand could be sought outside of the city

centre. This discussion resulted in 2 recommendations, as noted in the report. In response, Councillor Upton explained that the report is focused on presenting data and measuring policy performance. As such, not all aspects of the recommendations could be incorporated into this report and some of the data requested already exists. She did however note her agreement with the sentiment of the fist recommendation. On the second recommendation, she assured Councillor Miles that engagement with universities already takes place to encourage them to facilitate student housing on their own land; little more can be done.

The Climate and Environment Panel convened on 20 November 2024 to discuss updates around the UK Moorings Project and the deliverability of solar opportunities in Council car parks. This produced 4 recommendations, three of which related to the Council car parks project which have been agreed to. Councillor Railton noted that the recommendation regarding eco-moorings will be accepted only in part as there is not sufficient budget for letter drops to surrounding residents.

The Housing and Homelessness Panel convened on 27 November 2024 for an extraordinary meeting to discuss the HRA Asset Management Strategy and 5-Year Investment Programme and the Tenancy Engagement and Management report. Councillor Smith noted her support for the first recommendation relating to engaging young people as tenants in council properties. The recommendation was accepted. Councillor Smith noted a second recommendation regarding tenant satisfaction which focused on a discrepancy between corporate KPIs and the report. This recommendation was also accepted.

The Finance and Performance Panel convened on 4 December 2024 but made no recommendations.

Councillor Brown thanked Councillor Miles for her work within the Scrutiny Committee.

### 82. Housing Revenue Account Business Plan

The Executive Director Communities and People had submitted a report to present the HRA 40-year Business Plan for approval and implementation. Councillor Smith presented the report which aims to continue investment in Council homes, generate capacity to build more, and maintain sustainable levels of borrowing. The plans within the report are affordable and set out intentions to maximise income whilst replacing and improving old housing stock. The combined measures will support the reduction of debt and enable funding of future priorities. This will ensure that Oxford City Council is the best social landlord going forward.

The Executive Director Communities and People highlighted that the business plan is a medium-term plan which gives consideration beyond 2031 for future investment plans as the HRA's borrowing ability improves.

Councillor Chapman praised the report and noted his comfort in finally seeing comprehensive plans for house repairs to be conducted through ODS that will ensure value for money and responsive service. Councillor Railton focused on the topics of retrofitting and decarbonisation in relation to EPC commitments. Finally, Councillor Brown positively commented that that Oxford City Council is the only in the Oxford region to possess and control its own housing stock meaning it can be ensured that tenants receive a better experience.

Councillor Smith specifically thanked the Housing and Tenant Consultant for this report who in return noted that the report is beneficial for the future of tenant experiences, should hold ODS to account, and ensure good value for money.

#### Cabinet agreed to

- Adopt the new OCC Housing Revenue Account 40-Year Business Plan, which is attached at Appendix A that shows the HRA is able to fund planned expenditure over the medium term as set out in the 2025/26 Budget and MTFP proposals.
- 2. Agree:
  - i. implement the actions set out at paragraph3.12 for further improving the financial position of the HRA in the medium term and bring forward availability of new borrowing from 2030/31; and
  - ii. prepare the options available to the Council for investing the HRA beyond 2030/31 as outlined at paragraphs 3.19/20.

#### 83. Asset Strategy and 5 Year Investment Programme

The Executive Director, Communities and People, had submitted the Housing Revenue Account (HRA) Asset Management Strategy and 5-Year Investment Programmes for adoption and approval. Councillor Smith presented the report and its findings which offered more detail on how investment in Council owned homes over the next 5 years will use £250m. She explained that plans are informed by data and stock condition surveys and tenant feedback. ODS will complete half of the work, with the other half to be allocated through a bidding process. The strategy also seeks to support ODS with their business planning to ensure value for money is achieved.

Councillor Chapman welcomed the level of certainty and long-term plan that the strategy offered but questioned how more efficiency will be guaranteed given the scale of the workload. He queried what project management systems will be in place. The Executive Director for Communities and People informed Cabinet that a delivery work plan, managed by a governance structure, is being designed with the Council and ODS. Additionally, there are provisions for a 1-year transition period for ODS to make necessary adjustments. The detail of the work plan is due in the new year and The Chief Executive Officer noted that it will be discussed amongst CMT pending the report's approval at Cabinet.

Councillor Turner requested further information and examples of the likely spends on energy efficiency that could be made within this plan. The Executive Director for Communities and People informed him that the plan to 2030 includes around £40m from the HRA to invest in measures such as window replacements but admitted that investment must be targeted to ensure that units below EPC are picked up and improved to meet targets.

#### Cabinet agreed to

- 1. Adopt the Housing Revenue Account (HRA) Asset Management Strategy plan for 2025-28, a draft for which is attached at Appendix A.
- 2. Approve the HRA Investment Programmes of up to £250m over the next 5 years. The programmes are summarised at Appendix B, and comprise:

a. HRA 5-year Capital Programme (planned works) totalling up to £177m, which should ensure that OCC meets its landlord obligations including new safety, quality and decent home standards; and
b. annual demand led revenue works for responsive repairs and services of up to £14m for 2025/26 (up to £70m over 5 years).

3. Approve the commissioning of the following sub programmes to Oxford Direct Services Ltd (ODS) through current HRA direct award arrangements:

a. capital programme and projects valued at up to £77m over the next 5 years; and

b. responsive repairs (revenue) programme for 2025/26 valued at up to  $\pm 12m$  ( $\pm 60m$ ).

- 4. Approve the commissioning, clienting and financial management arrangements at Appendix C and D for effectively implementing the recommendations above and enable the development of annual Delivery Plan by ODS for 2025/26
- 5. Delegate authority to the Executive Director for Communities and People, in consultation with the lead member for housing, to:

a. agree annual capital plans and programmes that are in line with the approved 5-year capital programme; and

b. make minor modifications to the specifications at Appendix C and
 D

c. delegate/decision to commence procurement activities to ensure delivery of capital and revenue works as required.

### 84. Tenancy Engagement and Management

The Executive Director of Communities and People had submitted a report to set out and seek approval for the reset of the Council's Tenant Engagement work, in its role as a social landlord and in alignment with the new Consumer Standards issued by the Regulator for Social Housing. Councillor Smith presented the high-level report which seeks to ensure improved and increased consultation with tenants alongside the maintenance of a direct link between the Council's governance structure and a new representative forum for tenants. She outlined that the forum would include the Cabinet Member for Housing who will be able to bring feedback directly to Cabinet. The report also explained the reorganisation of landlord services to ensure more responsive work on the ground to facilitate relationships with tenants and to inspire confidence in the Council's plans. The Head of Housing Services explained that the plans seek to bring the landlord function in line with the expectations of the tenants as a means of strengthening a two-way relationship. This will place the tenant's voice at the decisionmaking table.

Councillor Brown thanked those involved in the report.

#### Cabinet agreed to

- 1. To approve the adoption and implementation of the new approach to Tenant Engagement as set out in this report.
- 2. Delegate authority to the Executive Director of Communities and People (Interim) to make any further changes as necessary in line with service development and new legislation.

#### 85. Medium Term Financial Strategy 2026/27 and 2028/29 and 2025/26 Budget for Consultation

The Head of Financial Services had submitted a report to propose a Medium-Term Financial Strategy and the 2025/26 Budget for consultation. Councillor Turner presented the report and its findings with reference to an amended circulation of documentation provided. He thanked officers for their work on the fast-moving matter considering recent Government funding changes. As such, he noted the discrepancy between the 'potential support' committed to by Government, and the materialisation of these funds; local governments will need to be assertive in accessing this money. He explained that the aim of the strategy is to deliver services properly and efficiently in a context where resources are more constrained. Due to Covid it is expected that reserves will be drawn on for a couple of years but that changes to business rates could tighten the budget in the future. Furthermore, by planning more than one year ahead, negative events in the future could be reduced and risks mitigated to some extent by ensuring dividends, such as those from ODS and OX Place. Overall, Councillor Turner explained intentions to run the Council in a progressive way which maintains services and insources work.

Councillor Brown thanked Councillor Turner and the relevant officers.

The Head of Financial Services highlighted the benefits of having a 4-year balanced plan which has been achieved by using £5.5m of reserves and the reliance on the two companies to produce £19m in dividends over the next few years. However, he also noted uncertainty around the Government's budget announcement and the lack of clarity this offered. He cautioned that although the plan is positive, care must be taken to ensure and maintain income streams.

Councillor Brown thanked The Head of Financial Services and officers and noted that suggestions or questions regarding the report should be saved until the next meeting of Council.

Councillor Munkonge queried how the reform to business rates, if it goes ahead, would impact small businesses, and asked who is lobbying for this reform. Councillor Turner advised that the matter is complex and includes changes such as the business rate reset which will affect council income rather than small businesses, and the fairer funding changes which will impact how business rates are allocated. There will be

Government consultation on other changes to business rates and he committed that Oxford City Council will respond, as well as the LGA. The Head of Financial Services committed to sharing the draft response to the Government consultation with the Council.

Councillor Hollingsworth referred to paragraph 42C in the report relating to car parking and the closure of Oxpens car park. He asked whether any other car parks will be closed, specifically Worcester Street. The Head of Financial Services explained that any changes on Worcester Street would fall outside the timeframe of this budget.

#### Cabinet agreed to

- 1. Approve the 2025-26 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Strategy as set out in Appendices 1-10, noting:
  - a. The Council's General Fund Budget Requirement of £29.678 million for 2025/26 and an increase in the Band D Council Tax of 2.99% or £10.36 per annum representing a Band D Council Tax of £356.72 per annum assuming it is confirmed that the authority is able to do so (see para 14 below)
  - b. The Housing Revenue Account budget for 2025/26 of £54.810 million and an increase of 2.7% (average of £3.51 per week) in social dwelling rents from 1 April 2025 (see paragraphs 76-78) giving a revised weekly average social rent of £133.68 as set out in Appendix 5.
  - c. The increase in shared ownership rental in accordance with the lease as shown in paragraph 79-80.
  - d. The General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.
- 2. Agree the fees and charges shown in Appendix 7
- 3. Delegate to the Section 151 Officer in consultation with the Board Member for Finance and Assets the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 23-24 of the report.

### 86. Controlled Parking Zones and CIL Spend

The Head of Planning and Regulatory Service had submitted a report to approve the release of CIL monies to the Local Highway Authority, Oxfordshire County Council for spending on the review of 7 existing Controlled Parking Zones (CPZs) within the Oxford City boundary. Councillor Upton presented the report and its findings. She explained that the CIL is a levy charged per square metre of infrastructure to help fund the city. The report seeks approval for the release of plots and expenditure to support work around CPZs, managed by Oxford County Council. Councillor Upton noted this as a good opportunity to improve CPZs with input from residents.

Councillor Brown welcomed the report and noted her personal dissatisfaction with many local CPZs. However, she also emphasised that the process of reviewing CPZs must engage with city and county councillors.

Councillor Smith welcomed the scope for the City Council to influence how Oxford County Council consults residents to ensure improvements. She also extended the consideration to local businesses and highlighted that the review of CPZs could improve possibilities for visitors to access small businesses more easily, especially in East Oxford.

Councillor Hollingsworth agreed with the plans in principle but questioned the appropriateness and legality of using CIL funds for the review of CPZs. He expressed understanding that CIL should not be used to redevelop existing infrastructure. The Head of Law and Governance acknowledged the question as valid and noted that the plans should be considered in principle at Cabinet, with a commitment to checking the detail and legality later. Councillor Brown agreed further discussion was required. The Team Leader for CIL, Data analysis and Reporting explained that CIL regulations change regularly and at present, would allow for the plans set out in the report. Per the Planning Act 2008, she noted no issue with the plans but committed to confirm this.

The Head of Law and Governance clarified that the recommendation could be accepted in principle but that further legal advice on funding should be sought with the final decision being delegated to the Head of Planning in consultation with Councillor Upton following the meeting.

On this basis, Cabinet agreed to

 Approve, in principle, the request for the release of £358,000 In CIL monies to Oxfordshire County Council, for spending towards the review of 7 existing CPZs within Oxford City, but to delegate the final decision to The Head of Planning in consultation with the Cabinet Member for Planning, subject to consultation with Oxford City councillors, residents and businesses.

### 87. Integrated Performance Report Q2 2024/25

Councillor Ed Turner, the Cabinet Member for Finance and Assets had submitted a report to update the Cabinet on Finance, Risk and Corporate Performance matters as at 30th September 2024. Councillor Turner presented the report and its findings. He explained that more money had been spent than anticipated due to pressures from temporary accommodation and increased HRA costs this year. Consideration of these factors will be accounted for when assessing the budget for next year.

Cabinet agreed to

1. Note the projected financial outturn as well as the current position on risk and performance as on 30th September 2024.

# 88. Treasury Management Mid Year Review - April to September 2024

The Head of Financial Services had submitted a report to report on the performance of the Treasury Management function for the 6 months to 30 September 2024. Councillor Turner presented the report and its findings. He explained that the figures in the review are a response to interest rates and property funds which have been invested in.

Cabinet agreed to

1. Note the performance of the Treasury Management function for the six months to 30th September 2024.

#### 89. Authority Monitoring Report and Infrastructure Funding Statement 2023/24

The Head of Planning and Regulatory Service had submitted a report to approve the Authority Monitoring Report and Infrastructure Funding Statement for publication. Councillor Upton presented the report and its findings. She explained that it is a statutory requirement for the Council to set out how well it is doing against the criteria of its planning policies, measured against three objectives: strong economy, healthy and vibrant communities, and protection of natural and built environments. She focused on several highlights within the report including the 365 homes built in Oxford in the last year which includes 61 affordable homes, the increase in employment floor space across the city, and the role of Oxford as a major driver of the UK economy.

Councillor Hollingsworth noted that the plan will be out of date from next year and questioned whether this could be causing some of the delays and reductions in the production of developments in the last year. In response, The Team Leader for Planning Policy explained that the local plan will remain the relevant document beyond next year and that work for a new plan is continuing. The reduction in permissions for housing developments in the last year are more linked to other factors including reliance on smaller sites for permissions She noted that these tend to be more unreliable and subject to the variability of the economic climate.

Councillor Chapman requested clarification on an error on page 293 of the report. Cabinet and officers collectively agreed the error.

Councillor Railton queried why there is a difference in how housing and employment land are reported on in respect of the measured categories of permissions and completions. The Team Leader for Planning Policy confirmed that housing uses both measures, but employment land is based only on one. This is based on requirement.

Cabinet agreed to

- 1. Approve the Authority Monitoring Report and Infrastructure Funding Statement 2023/24 for publication.
- 2. Authorise the Head of Planning and Regulatory Services to make any necessary minor corrections not materially affecting the document prior to publication.

# 90. Thriving Communities Strategy Update

The Executive Director for Communities and People had submitted a report to provide an update on the delivery of the Thriving Communities Strategy. Councillor Munkonge presented the report on the progress of the strategy and thanked officers and cabinet members for their work. He noted that the strategy supports the Council's wider corporate priorities and is underpinned by work with a range of partners. Successes and highlights to date were noted which have contributed towards inequality reduction and improved ability for the community to enjoy local spaces. Councillor Munkonge pointed to the measures in the report which demonstrate the strategy's success, particularly measure 4 relating to swimming rates of young people in Oxford. He concluded that further improvements are required and acknowledged the recommendations from the Scrutiny Committee. Councillor Arshad also summarised the update report and focused on its ability to unite leisure, culture, and community initiatives to foster collaborative outcomes. To date, it has secured £2.8m in external funding and will distribute £1.5m annually through the Oxford Community Impact Fund. She also welcomed the recommendations from the Scrutiny Committee.

Councillor Hollingsworth praised the consistency of the report for establishing and continually monitoring 11 measures. He noted the importance for using these for developing a useful and comparable data set over time.

The Active Communities Manager highlighted the importance of community work and the breadth of partnerships at the core of the strategy, including cultural partners and those within the health system. The Culture and Communities Development Manager added that the strategy is a whole system approach which includes the voluntary sector and other statutory agencies through a locality-based approach.

Councillor Brown pointed to the greater engagement the city has experienced recently from Oxford University as a result of this strategy and expressed hope that the trend continues. She explained that this could offer further access to the university's facilities, people, and expertise and concluded by thanking The Executive Director for Communities and People.

Councillor Arshad thanked all officers who have worked on the strategy.

Cabinet agreed to

1. Note the update on the delivery of the Thriving Communities Strategy.

#### 91. Blackbird Leys Development Project - Compulsory Purchase Order

The Executive Director of Development had submitted a report to seek approval to utilise the Council's Compulsory Purchase powers to support the acquisition of properties required for Phase 2 of the Blackbird Leys Development Project. Councillor Smith presented the report outlining that phase 1 of the regeneration scheme was under way for new homes, new shops, and a new community centre. Preparation is under way for phase 2 which involves planning for the use of compulsory purchase

order powers as a last resort if agreement cannot be sought in the first instance. She explained that the report would allow necessary preparation to take place, but that a Cabinet decision would still be required in the future should the use of the compulsory purchase order powers be necessary. The unit in question includes shops and maisonettes which would be taken down for the development of a new residential block containing 98 affordable units.

#### Cabinet agreed to

- Authorise the use by the Council of its Compulsory Purchase Order (CPO) making powers pursuant to Section 226(1) of the Town and Country Planning Act 1990 for the acquisition of the land and [section 13 of the Local Government (Miscellaneous Provisions) Act 1976 for the acquisition of new rights over land] shown outlined in red on the plan attached as Appendix 1.
- 2. Delegate authority to the Executive Director of Development in consultation with the Cabinet Member for Finance and Asset Management and the Cabinet Member for Homes and Communities:
  - a. to take all necessary steps to secure the making, seeking confirmation and implementation of a CPO under section 226(1) of the Town and Country Planning Act 1990 including the publication and service of all notices and presentation of the Council's case at any public inquiry following the making of the Compulsory Purchase Order for the land shown on the plan attached as Appendix 1. To agree in principle to the use of the Council's compulsory purchase order powers pursuant to section 226(1) (a) of the Town and Country Planning Act 1990 to acquire third party rights and interests subject to detailed land referencing exercise, in order to facilitate the Blackbird Leys Development Project
  - b. approve and enter agreements with landowners setting out the terms for withdrawal of objections to the Compulsory Purchase Order, including, where appropriate seeking exclusion of land or new rights from the Compulsory Purchase Order and/or making arrangements for the relocation of occupiers
  - c. to agree the terms and any documentation required to settle any property matters necessary to progress the regeneration scheme.

### 92. Disposal of City Council Land

The Executive Director Development had submitted a report to seek approval for the disposal of City Council owned land with development potential. The Head of Law and Governance provided some clarity regarding recommendation 2 which was updated to read as follows: 'to agree to the proposal to dispose of the land as set out in the report, subject to the agreement of contractual terms'.

Councillor Turner noted that the report must be read in conjunction with the confidential appendix provided to Cabinet. He explained that any disposal of land follows careful process to consider balance between controls of ownership and the potential benefits of disposal, including financial and other. He also assured Cabinet that on cases such as this, expert independent advice is utilised.

Councillor Brown reminded Cabinet of the confidential nature of this report and offered to enter a private session for further discussion. No private session was requested.

Cabinet agreed to

- 1. Note the contents of the report.
- 2. To agree to the proposal to dispose of the land as set out in the report, subject to the agreement of contractual terms.
- 3. Delegate to the Executive Director Development in consultation with the Deputy Leader and Cabinet Member for Finance and Asset Management and the Head of Law and Governance and Head of Financial Services the agreement of the detailed terms for the sale and to enter into all the necessary agreements to effect the disposal of the land on the basis that the basis that the terms comply with S123 of the Local Government Act 1972.

#### 93. Minutes

**Cabinet resolved to approve** the minutes of the meeting held on 13 November 2024 as a true and accurate record.

#### 94. Dates of Future Meetings

Cabinet noted the dates of future meetings.

#### The meeting started at 6.05 pm and ended at 7.40 pm

Chair ..... January 2025 Date: Wednesday 22

When decisions take effect:Cabinet:after the call-in and review period has expiredPlanning Committees:after the call-in and review period has expired and the formal<br/>decision notice is issuedAll other committees:immediately.Details are in the Council's Constitution.