

Minutes of a meeting of the Cabinet on Wednesday 9 April 2025

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Committee members present:

Councillor Brown

Councillor Turner

Councillor Arshad

Councillor Hollingsworth

Councillor Munkonge

Councillor Railton

Officers present for all or part of the meeting:

Caroline Green, Chief Executive

Tom Hook, Deputy Chief Executive – Citizen and City Services

Emma Griffiths, Deputy Monitoring Officer

Nigel Kennedy, Group Finance Director

Mish Tullar, Director of Corporate Strategy

Jonathan Malton, Committee and Member Services Manager

Dr Brenda McCollum, Committee and Member Services Officer

Kate Protheroe, Asset Manager - Corporate Assets

Emma Gubbins, Corporate Assets Lead

Arome Agamah, Senior Planner - Spatial & Economic Development

Melissa Hope, Organisational Development Manager

Natasha Davis, Recruitment Consultant

Also present:

Councillor Katherine Miles, Chair of Scrutiny

Apologies:

Councillor(s) Chapman, Linda Smith and Upton sent apologies.

Councillor(s) Turner and Railton sent apologies for a late arrival to the meeting.

152. Declarations of Interest

None.

153. Addresses and Questions by Members of the Public

None received.

154. Councillor Addresses on any item for decision on the Cabinet agenda

None received.

155. Councillor Addresses on Neighbourhood Issues

None received.

156. Items raised by Cabinet Members

None.

157. Scrutiny Reports

Councillor Miles presented the reports from Scrutiny Committee.

The Scrutiny Committee met on 26 March 2025 and reviewed the Anti-Social Behaviour Policy Update and the Urgent Key Decisions End-of-Year Update. The Climate and Environment Panel met on 27 March 2025 and reviewed the Energy Efficiency Update, the Carbon Offsetting (Local Carbon Oxford) Update, and the Zero Carbon Industrial Decarbonisation Update.

Councillor Miles presented the Scrutiny Committee's discussions and recommendations relating to the the Anti-Social Behaviour Policy Update.

- Recommendation 1: That the Anti-Social Behaviour Policy incorporate a clause referencing the principles of 'Safe by Design' in public spaces, and ensure its application in the planning of new public spaces and redesign of existing locations identified as hotpots for anti-social behaviour
- Recommendation 2: That Council explore approaches to pavement parking as a form of ASB, for example identifying any multi-agency approaches to combat such problems trialled in designated areas by other local authorities, and assess the feasibility of implementing similar measures locally, noting the potential need for cross-agency collaboration in enforcement and policy development.

Councillor Arshad responded and noted that Cabinet had accepted the first recommendation and had partially accepted the second recommendation. Councillor Arshad said that the first recommendation represented a key priority area of work for the Council. She said that she had written a letter to the County Council regarding the pavement parking issue and that they would continue to work with the County Council and the police to address these concerns.

Councillor Miles presented the Scrutiny Committee's discussions and recommendation regarding the Urgent Key Decisions End-of-Year Update.

- That an end-of-year summary update on Urgent Key Decisions is provided to the Scrutiny Committee, at the discretion of the Scrutiny Chair, in the next municipal year, enabling the Committee to assess whether the mitigations implemented have effectively addressed the high frequency of these decisions.

Councillor Brown responded and noted that the Chair of Scrutiny would continue to be informed of all urgent key decisions as they arise. She said that they would review this matter as they move through the year and decide if further work was needed in this area.

Councillor Miles presented the Climate and Environment Panel's discussions and recommendations regarding the Energy Efficiency Update, the Carbon Offsetting (Local Carbon Oxford) Update, and the Zero Carbon Industrial Decarbonisation Update.

- Recommendation 1: A brief assessment of the heat mapping exercise as part of the District Heating Network across the city of Oxford, and to confirm when the data would be available.
- Recommendation 2: Explore the properties in Oxford that have already installed air source heat pumps (i.e commercial properties, private landlords, private properties).
- Recommendation 3: Update for Local Carbon Oxford project to be provided for the Panel at a later date.

Councillor Miles noted that the Panel had made no recommendations on the Zero Carbon Industrial Decarbonisation Update.

Councillor Railton responded and stated that Cabinet had agreed the first recommendation in full, had partially agreed the second recommendation, and had agreed the third recommendation in full.

Councillor Brown thanked Councillor Miles for her work and for the work of the Scrutiny Committee.

Councillors Turner and Railton arrived during this item, at 18:03.

158. Oxpens Car Park Lease Renewal

The Director of Property and Assets had submitted a report to Cabinet to seek approval to renew the lease of the car park at Oxpens Road.

Councillor Turner presented the report and said that the carpark is currently running and being managed by the Council. He said that they would like to enter into a new updated lease with OxWED, which would provide continued provision for the facility and income for the Council.

Cabinet resolved to:

1. **Approve** entering into a new lease with OxWED LLP for the Car Park at Oxpens Road; and
2. **Delegate** authority to the Deputy Chief Executive – City and Citizens' Services in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Director of Law, Governance and Strategy and the Group Finance Director to agree the final terms and enter into the lease.

159. Littlemore Neighbourhood Plan

The Director of Planning and Regulation had submitted a report to Cabinet to request that Cabinet endorse the examination of the Littlemore Neighbourhood Plan.

Councillor Upton virtually presented the report. She said that the report set out how they approached the creation of a Littlemore Neighbourhood Plan. She said that the draft plan had gone out to consultation, and that following the Cabinet meeting they would submit the draft plan to an independent inspector. Councillor Upton outlined the remaining steps for the neighbourhood plan, for it to progress to a referendum vote.

Cabinet resolved to:

1. **Proceed** with the neighbourhood plan process by submitting the consultation responses and the draft plan for independent examination
2. **Delegate** to Director of Planning & Regulation to proceed to referendum following receipt of the examiners report, including any modifications or amendments the Examiner recommends.

160. Update to the Annual Flag Flying Arrangements

The Director of Law, Governance and Strategy (Monitoring Officer) had submitted a report to Cabinet to request that Cabinet agree the lists of annual flag flying and bell ringing commitments and to note the Oxford City Council Protocol for Flag Flying and Bell Ringing.

Councillor Brown presented the report. She said that there were a few changes to the agreed list of flags. They had added two additional flag flying requests. Councillor Brown said that one was the Windrush flag to be flown in June and the Black history flag to be flown throughout October for Black History Month.

Cabinet resolved to:

1. **Agree** the List of Annual Flag Flying Commitments attached at Appendices 1A and 1B to this report;
2. **Note** the List of Annual Bell Ringing Commitments attached at Appendix 2 to this report; and
3. **Note** the Oxford City Council Protocol for Flag Flying and Bell Ringing set out in Appendix 3 to this report.

161. Recruitment agency procurement and delegation to award contracts

The Head of People had submitted a report to request that Cabinet approves re-procurement arrangements for Recruitment Agencies to supply temporary, contract and permanent workforce.

Melissa Hope, Organisational Development Manager, presented the report. She said that they are looking for approval to re-procure for their recruitment agencies. She said that they were also seeking delegation for authority to award the contracts.

Cabinet resolved to:

1. **Approve** the re-procurement of agencies to supply temporary, contract and permanent workforce with an approximate value of £2.5m per annum a minimum of 4 years.
2. **Delegate** authority to the Head of People, in consultation with the Group Finance Director (Section 151 Officer):
 - a. determine the format of the procurement and contract structure; and
 - b. award the subsequent contracts following completion of the procurement exercise.

162. Minutes

Cabinet resolved to approve the minutes of the meetings held on 12 March and 19 March 2025 as true and accurate records.

163. Dates of Future Meetings

Cabinet noted the dates of future meetings.

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.

The meeting started at 18:00 and ended at 18:20.

Chair

Date: Wednesday 18 June 2025

When decisions take effect:

Cabinet: after the call-in and review period has expired

Planning Committees: after the call-in and review period has expired and the formal decision notice is issued

All other committees: immediately.

Details are in the Council's Constitution.