

Agenda

Housing and Homelessness Panel (Panel of the Scrutiny Committee)

This meeting will be held on:

Date: **Thursday 7 November 2024**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

For further information please contact:

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

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

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mycouncil.oxford.gov.uk.*

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

Committee Membership

Councillors: Membership 6: Quorum 3: substitutes are permitted.

Councillor Lizzy Diggins (Chair)

Councillor Theodore Jupp

Councillor Edward Mundy

Councillor Asima Qayyum

Councillor Rosie Rawle

Councillor Anne Stares

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

Agenda

	Pages
1 Apologies	
2 Declarations of Interest	
3 Chair's Announcements	
4 Notes of the previous meeting	9 - 12
<p>The Panel is asked to agree the notes of the meeting held on 10 October 2024 as a true and accurate record.</p>	
5 Housing and Homelessness Panel Work Plan	13 - 16
<p>The Panel is asked to consider the Work Plan and agree any amendments.</p>	
6 Furnished Tenancy Scheme	17 - 24
<p><i>Appendix 1 to this item includes exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If the Housing and Homelessness Panel wishes to discuss matters relating to the information set out in Appendix 1 to the report, it will be necessary for the Panel to pass a resolution to exclude the press and public from the meeting (as set out at agenda item 10).</i></p> <p>Cabinet, at its meeting on 13 November 2024, will consider a report from the Head of Housing Services seeking authority to procure and delegation to award a contract to deliver the Council's Furnished Tenancy Scheme. Cllr Linda Smith, Cabinet Member for Housing and Communities, Nerys Parry, Head of Housing Services, Richard Wood, Housing Strategy and Needs Manager, Kieran Edmunds, Rapid Rehousing Manager, and Carolyn Devenney, Senior Furnished Tenancy Officer have been invited to present the report and answer questions.</p> <p>The Panel is asked to consider the report and agree any recommendations.</p>	
7 Implementation of Refugee Resettlement in Oxford	25 - 28

The Head of Housing Services has submitted a report for the Implementation of Refugee Resettlement in Oxford. Cllr Linda Smith, Cabinet Member for Housing and Communities, Nerys Parry, Head of Housing Services, Richard Wood, Housing Strategy and Needs Manager, Stephen Cohen, Refugee and Resettlement Manager, and Alan Chandler, Senior Refugee and Migrant Officer have been invited to present the report and answer questions.

The Panel is asked to consider the report and agree any recommendations.

8 Housing Performance Monitoring (2024/25 mid-year)

29 - 32

The Head of Housing Services has submitted a Housing Performance report for 2024/25 mid-year. Cllr Linda Smith, Cabinet Member for Housing and Communities, Nerys Parry, Head of Housing Services, Richard Wood, Housing Strategy and Needs Manager and Tom Porter, Senior Strategy and Service Development Officer have been invited to present the report and answer questions.

The Panel is asked to consider the report and agree any recommendations.

9 Housing Complaint Handling Performance (Q1 & Q2 2024/25)

33 - 42

The Head of Housing Services has submitted a report providing an update on complaint handling performance for the Council's landlord function. Cllr Linda Smith, Cabinet Member for Housing and Communities, Nerys Parry, Head of Housing Services, Bill Graves, Landlord Services Manager, and Katherine Mayes, Customer Care and Complaints Manager have been invited to present the report and answer questions.

The Panel is asked to consider the report and agree any recommendations.

10 Dates of future meetings

The Panel is asked to note the dates and times of future meetings of the Housing and Homelessness Panel:

- 27 November 2024, 6pm (extraordinary)
- 04 March 2025, 6pm

Meetings will take place remotely via Zoom.

11 Matters exempt or part exempt from publication and exclusion of the public

If the Panel wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding or following agenda items it will be necessary for the Committee to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act 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 Access to Information Procedure Rules – Section 15 of the Council’s Constitution – sets out the conditions under which the public can be excluded from meetings of the Council).

11a Furnished Tenancy Scheme Contract - exempt appendix

43 - 44

Information for those attending

Recording and reporting on meetings held in public

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

The Council asks those recording the meeting:

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

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

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

Councillors declaring interests

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

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

Members' Code of Conduct and public perception

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

Members Code – Other Registrable Interests

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

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

Members Code – Non Registrable Interests

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

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

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

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

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

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

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

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

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