

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 21 January 2026**

Time: **6.00 pm**

Place: **Long Room - Oxford Town Hall**

For further information please contact:

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

📞 01865 252784

✉ DemocraticServices@oxford.gov.uk

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

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

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

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

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mycouncil.oxford.gov.uk.*

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

Cabinet Membership

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

Leader/ Chair

Cabinet Members

Councillor Susan Brown	Leader, Partnership Working
Councillor Ed Turner	Deputy Leader (Statutory) - Finance and Asset Management
Councillor Lubna Arshad	Cabinet Member for a Safer Oxford
Councillor Nigel Chapman	Cabinet Member for Citizen Focused Services and Council Companies
Councillor Alex Hollingsworth	Cabinet Member for Planning and Culture
Councillor Chewe Munkonge	Cabinet Member for a Healthy, Fairer Oxford and Small Business Champion
Councillor Anna Railton	Cabinet Member for a Zero Carbon Oxford
Councillor Linda Smith	Cabinet Member for Housing and Communities

Apologies received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting.

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

Agenda

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

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

	Pages
1 Apologies for Absence	
2 Declarations of Interest	
3 Minutes of the previous meeting	13 - 24
Recommendation: That Cabinet resolves to approve the minutes of the meeting held on 10 December 2025 as a true and accurate record.	
4 Addresses by members of the public	
Public addresses relating to matters of business for this agenda, up to five minutes is available for each public address.	
The request to speak accompanied by the full text of the address must be received by the Director of Law, Governance and Strategy by 5.00 pm on Thursday, the 15th of January.	
5 Councillor addresses on any item for decision on the Cabinet agenda	
Councillor addresses relating to matters of business for this agenda, up to five minutes is available for each address.	
The request should be received by the Director of Law, Governance and Strategy by 5.00 pm on Thursday, the 15th of January.	
6 Councillor addresses on Neighbourhood Issues	
7 Items raised by Cabinet Members	

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8 Reports from the Scrutiny Committee

The Scrutiny Committee will meet on 13 January 2025 to consider the following items. Report and recommendations, including those from its working groups, will be published as a late supplement.

- Workforce Equality Update
- Proposed Submission Draft Oxford Local Plan 2045

9 Housing Revenue Account (HRA) Rent Setting 2026/27

25 - 38

The Group Finance Director submitted a report to Cabinet to present the outcome of Oxford City Council's (the council's) annual rent review and associated rent setting proposal for 2026/27 in respect of all council dwellings within the Housing Revenue Account, including the setting of associated services and facilities charges.

Cabinet is recommended to:

Recommend to Council to:

- a. Approve an increase of 4.8% + up to £2 for rent convergence (max) for 2026/27 (subject to any subsequent cap on increases imposed by central government) in social dwelling rents from 1st April 2026 giving an average weekly increase of £8.47 per week, and a revised weekly average social rent of £143.40 as set out in the Financial Implications section of this report.
- b. Approve an increase to rents for shared ownership dwellings as outlined in paragraph 21 of the Financial Implications.
- c. Approve an increase to service charges by 4.8% (CPI + 1%) to enable the HRA to recover the associated cost of supply.
- d. Approve an increase to the charge for a garage of 5.0%, equating to an increase of £1.00 per week for a standard garage within a curtilage with a revised charge of £21.00 per week.
- e. Approve an increase to the rent and service charges for General Fund Temporary Accommodation as set out in the Financial Implications section of this report.

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The Director of Planning and Regulation submitted a report which requested Cabinet to recommend that Council approve the Proposed Submission Draft Oxford Local Plan 2045 for public consultation and, subject to the outcome of the consultation, if no matters are raised that materially impact upon the Plan strategy, to submit the Submission Draft Oxford Local Plan 2045 to the Secretary of State for formal examination.

Cabinet is recommended to:

1. **Recommend** Council to approve the Proposed Submission Draft Local Plan 2045 document for public consultation;
2. **Recommend** Council to approve all the supporting statutory documentation including the Sustainability Appraisal, Habitats Regulation 18 October 2019 . Assessment, Infrastructure Development Plan (IDP), Policies Map and Equalities Impact Assessment;
3. **Recommend** Council to authorise the Director of Planning and Regulation, after consultation with the Lead Cabinet Member, to make any necessary minor editorial corrections to the Submission Draft Oxford Local Plan 2045, IDP, Sustainability Appraisal and Habitats Regulation Assessment, Policies Map, and to agree the supporting evidence base prior to going out to consultation.
4. **Recommend** Council to authorise, following publication, the Director of Planning and Regulation, after consultation with the Lead Cabinet Member, to make any minor changes to the document deemed necessary as a result of the consultation.
5. **Recommend** Council to authorise submission of the Oxford Local Plan 2045 to the Secretary of State for examination, following Regulation 19 consultation and any minor amendments made according to recommendation 3 or 4 and subject to there being no matters raised in the consultation that are considered to materially impact upon the Plan strategy.
6. **Recommend** Council to authorise the Director of Planning and Regulation, after consultation with the Lead Cabinet Member, to invite the examining inspector(s) to recommend any modifications considered to be necessary in accordance with section 20(7C) of the Planning and Compulsory Purchase Act 2004.

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11	Write-off of Commercial Tenant Rent Arrears	1105 - 1118
<p>The Director of Property and Assets submitted a report to request that Cabinet approve the write-off of commercial rent arrears above the limit which officers can approve under the scheme of delegation.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Approve the write-off of arrears relating to the property identified in the Exempt Appendix 1. 		
12	HRA Policies	1119 - 1172
<p>The Director of Housing submitted a report to request that Cabinet recommend to Council to approve the following policies: electrical safety, and legionella policies to ensure the maintenance of the housing stock.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Recommend to full Council to approve and adopt the Electrical Safety Policy. 2. Recommend to full Council to approve and adopt the Legionella Policy. 		
13	Leasehold consultation and tender process	1173 - 1180
<p>The Director of Housing submitted a report to Cabinet to request that they approve the commencement of a tender process for a four year framework for capital works on leasehold properties and delegate authority to award the placement of contractors on the framework and award call-off contracts to those contractors under the framework as and when works are required.</p>		

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Cabinet is recommended to:

1. **Approve** the commencement of a tender process for a four-year framework for capital works on leasehold properties, subject to the required statutory consultation with leaseholders as detailed in this report
2. **Delegate** authority to the Deputy Chief Executive for Communities and Citizens, in consultation with the Cabinet Member for Housing and Communities, to:
 - a. award the placement of contractors on the framework and enter into the framework agreement with the successful contractors; and
 - b. award call-off contracts procured from the framework to deliver capital works required on the leasehold properties throughout the duration of the framework
 - c. finalise any and all contractual arrangements
3. **To approve** the expenditure against the budget for the capital works pursuant to the decision of the Cabinet in December 2024 in respect of the approval of the HRA Asset Management Strategy.
4. **Note** the statutory consultations required with leaseholders when carrying out works on leasehold properties as detailed in this report.

14 Workforce Report

1181 -
1236

The Head of People Services submitted a report to Cabinet to share current progress on the Workforce Equalities Report and Action Plan. The report also presents and seeks approval for the publication of the annual Workforce Equality Report 2024/2025, the Gender Pay Gap Report, Ethnicity Pay Gap Report and Disability Pay Gap Report.

Cabinet is recommended to:

1. **Approve** the contents of the Workforce Equality Report 2024/2025;
2. **Delegate** authority to the Head of People to publish the Workforce Equality Report and to make any typographical changes and any changes as may be required before publication to reflect the Cabinet decision;
3. **Approve** the contents of the Gender Pay Gap, Ethnicity Pay Gap and Disability Pay Gap reports for this year; and
4. **Delegate** authority to the Head of People to publish the Gender

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Pay Gap table at paragraph 30 before 30 March 2026, the Ethnicity Pay Gap table at paragraph 40 and the Disability Pay Gap table at paragraph 47 on the Council website.

15 Treasury Management Mid-Year Review for April – September 2025

1237 -
1252

The Group Finance Director submitted a report to Cabinet to report on the performance of the Treasury Management function for the 6 months to 30 September 2025.

Cabinet is recommended to:

1. **Note** the performance of the Treasury Management function for the six months to 30th September 2025.

16 Dates of future meetings

Meetings are scheduled for the following dates:

- 11 February 2026
- 18 March 2026
- 15 April 2026

All meetings start at 6.00 pm.

Matters Exempt from Publication

If Cabinet wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for Cabinet to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

Cabinet may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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Information for those attending

Recording and reporting on meetings held in public

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

The Council asks those recording the meeting:

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

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

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

Councillors declaring interests

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

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

Members' Code of Conduct and public perception

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

Members' Code – Other Registrable Interests

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

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

Members' Code – Non Registrable Interests

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

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

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

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

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

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

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

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

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

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

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

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

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.