

Agenda

Cabinet

This meeting will be held on:

Date: **Wednesday 17 September 2025**

Time: **6.00 pm**

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

For further information please contact:

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

📞 01865 252784

✉ DemocraticServices@oxford.gov.uk

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 Recommendation: That Cabinet resolves to approve the minutes of the meeting held on 13 August 2025 as a true and accurate record. | 15 - 24 |
| 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, 11 September 2025. | |
| 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, 11 September 2025. | |
| 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 9 September 2025 to consider the following items. Report and recommendations, including those from its working groups, from the meeting will be published as a late supplement.

- Scrutiny Budget Review Group Scope
- Citizen and Community Engagement Policy 2025 - Adoption of Plan
- Re-procurement of Housing First Support Service
- Temporary Accommodation Placement Policy
- Housing Service Q1 Performance for 2025/26
- Annual update on Social Housing Allocations and Lettings
- Heat Network Update
- EV Infrastructure Update
- Local Energy Area Planning

9 Quarterly Integrated Performance Report - Q4 2024/25

25 - 46

Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)

The Group Finance Director has submitted a report to Cabinet to note the update to the Cabinet on the financial outturn for the year ending 31 March 2025.

Cabinet is recommended to:

1. **Note** the financial outturn and performance of the Council for the year 2024/25 and the recommended transfer of £1.549 million from the risk reserve; and
2. **Agree** the carry forward requests in respect of the General Fund of £0.083 million in accordance with paragraph 6.

10 Quarterly Integrated Performance Report - Q1 2025/26

47 - 66

Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)

The Group Finance Director has submitted a report to Cabinet to note the update to the Cabinet on Finance, Risk and Corporate Performance

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matters at 30th June 2025.

Cabinet is recommended to:

1. **Note** the financial position for quarter 1 (Q1) 2025/26 including forecast outturn, as well as the current position on risk and performance at 30th June 2025.

11 Citizen and Community Engagement Policy 2025 - Adoption of Plan

67 - 116

Lead Member: Cabinet Member for Citizen Focused Services and Council Companies (Councillor Nigel Chapman)

The Director of Communities and Citizen Services has submitted a report to Cabinet to request the approval to adopt the Citizen and Community Engagement Policy 2025.

Cabinet is recommended to:

1. **Approve** the Citizen and Community Engagement Policy 2025; and
2. **Delegate authority** to the Director of Communities and Citizen Services to publish the Citizen and Community Engagement Policy and to make any typographical amendments as may be required, before publication.

12 Re-procurement of Housing First support service

117 -
142

Lead Member: Cabinet Member for Housing and Communities (Councillor Linda Smith)

The Deputy Chief Executive – City and Citizen Services has submitted a report to Cabinet to request the approval of the commencement of a re-procurement exercise for a support service to enable the Housing First service in Oxford to continue after 31st March 2026.

Cabinet is recommended to:

1. **Approve** the commencement of a re-procurement exercise for a Housing First support service;
2. **Delegate authority** to the Director of Housing, on completion of the procurement exercise and subject to funding, to award contracts in relation to Housing First support provision.

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| 13 | Introduction on the Temporary Accommodation Placement Policy | 143 - 212 |
| Lead Member: Cabinet Member for Housing and Communities (Councillor Linda Smith) | <p>The Director of Housing has submitted a report to Cabinet to approve the Temporary Accommodation Placement Policy.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Approve the Temporary Accommodation Placement Policy as set out in Appendix 1. 2. Delegate authority to the Director of Housing to make minor amendments to the policy in response to operational or legislative changes, in consultation with the Cabinet member for Housing and Communities. | |
| 14 | Appropriation of land at Underhill Circus | 213 - 242 |
| Lead Member: Cabinet Member for Housing and Communities (Councillor Linda Smith) | <p>The Director of Economy, Regeneration and Sustainability has submitted a report to Cabinet that requests to appropriate the land (change the statutory basis on which it is held by the Council) within the General Fund (“GF”) to the Housing Revenue Account (“HRA”) and the appropriation of the land for planning purposes. The land is currently held as garages and for public open space purposes at Underhill Circus (the “Land”) for the objective of building affordable housing.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Note that following the statutory public notification process of the Council’s intention to appropriate the Land to planning purposes, no written representations were received in response to the public notice; and 2. Recommend the appropriation of the land in the Council’s ownership at Underhill Circus (see Image 1) (“the Land”), to planning purposes to facilitate its future development for new affordable housing; and 3. Recommend to Council the appropriation of the land owned by Oxford City Council that forms the development site for housing at Underhill Circus from the General Fund (“GF”) into the Housing Revenue Account (“HRA”) at the established red book valuation figure. A further report to Council is to be timetabled between the granting of planning consent summer 2026 for the | |

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new development and the completion of the new homes end 2027, to ensure the appropriation aligns with the delivery phase of the project.

15 Acquisition of land at Knights Court into the HRA

243 -
256

Lead Member: Cabinet Member for Housing and Communities
(Councillor Linda Smith)

The Director of Economy, Regeneration and Sustainability has submitted a report to Cabinet that requests project approval and delegations to progress the development of affordable homes at Between Towns Road (Knights Court). This includes delegated authority to enter into the land purchase, build contracts and other necessary agreements and associated development costs, and virement of HRA capital funds.

Cabinet is recommended to:

1. **Approve** the freehold acquisition of the Between Towns Road site Knights Court on the terms set out in this report and at Appendix 1 and 2;
2. **Grant project approval** to finalise the scheme design, to the proposals to enter into build contracts and any other necessary agreements or contracts and incur associated development cost spends, as set out in this report, and within the allocated HRA capital budgets and business plan, for the purpose of delivering more affordable housing in Oxford;
3. **Delegate authority** to the Director of Housing, in consultation with the Cabinet Member for Affordable Housing; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into agreements for the purchase of land; build contracts and any other necessary agreements or contracts to facilitate the development within the identified budget, for the provision of additional affordable housing; and
4. **Grant approval** for a virement within the HRA capital budget for scheme costs of £8.9 million. The virement will be from the "Properties purchased from OCHL" (Oxford City Housing Limited) purchase line into a new scheme line to be profiled to match the build programme across the four years from 2025/26 to 2028/29;

16 Acquisition of land at Elsfield Hall into the HRA

257 -
270

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Lead Member: Cabinet Member for Housing and Communities
(Councillor Linda Smith)

The Director of Economy, Regeneration and Sustainability has submitted a report to Cabinet that requests for project approval and delegations to progress the development of affordable homes at Elsfield Hall. This includes delegated authority to enter into build contracts and other necessary agreements and associated development costs, virement of HRA capital funds and the approval to commence the process regarding the appropriation of land from the General Fund (“GF”) to the Housing Revenue Account (“HRA”) (changing the statutory basis on which it is held by the Council).

Cabinet is recommended to:

1. **Grant project approval** to finalise the scheme design, to the proposals to enter into build contracts and any other necessary agreements or contracts and incur associated development cost spends, as set out in this report, and within the allocated HRA capital budgets and business plan, for the purpose of delivering more affordable housing in Oxford;
2. **Delegate authority** to the Director of Housing, in consultation with the Cabinet Member for Affordable Housing; the Head of Financial Services/Section 151 Officer; and the Council’s Monitoring Officer, to enter into build contracts and any other necessary agreements or contracts to facilitate the development within the identified budget, for the provision of additional affordable housing;
3. **Grant approval** for a virement within the HRA capital budget for scheme costs of £11.7 million. The virement will be from the “Properties purchased from OCHL” (Oxford City Housing Limited) purchase line into a new scheme line to be profiled to match the build programme across the four years from 2025/26 to 2028/29;
4. **Recommend to Council** the appropriation of the land owned by Oxford City Council (OCC) at Elsfield Hall from the General Fund (GF) into the Housing Revenue Account (HRA).

17 **Acquisition of land at Cave Street into the HRA**

271 -
284

Lead Member: Cabinet Member for Housing and Communities
(Councillor Linda Smith)

The Director of Economy, Regeneration and Sustainability has submitted a report to Cabinet that requests project approval and delegations to progress the development of affordable homes at Cave

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Street. This includes delegated authority to enter into build contracts and other necessary agreements and associated development costs, virement of HRA capital funds and the approval to commence the process regarding the appropriation of land from the General Fund (“GF”) to the Housing Revenue Account (“HRA”) (changing the statutory basis on which it is held by the Council).

Cabinet is recommended to:

1. **Grant project approval** to finalise the scheme design, to the proposals to enter into build contracts and any other necessary agreements or contracts and incur associated development cost spends, as set out in this report, and within the allocated HRA capital budgets and business plan, for the purpose of delivering more affordable housing in Oxford;
2. **Delegate authority** to the Director of Housing, in consultation with the Cabinet Member for Affordable Housing; the Head of Financial Services/Section 151 Officer; and the Council’s Monitoring Officer, to enter into build contracts and any other necessary agreements or contracts to facilitate the development within the identified budget, for the provision of additional affordable housing;
3. **Grant approval** for a virement within the HRA capital budget for scheme costs of £5.9 million. The virement will be from the “Properties purchased from OCHL” (Oxford City Housing Limited) purchase line into a new scheme line to be profiled to match the build programme across the four years from 2025/26 to 2028/29;
4. **Recommend to Council** the appropriation of the land owned by Oxford City Council (OCC) at Cave Street from the General Fund (GF) into the Housing Revenue Account (HRA).

18 **4 x Food Waste 18T Dennis Terberg Topload RCVs**

285 -
288

Lead Member: Cabinet Member for Citizen Focused Services and Council Companies (Councillor Nigel Chapman)

The Group Finance Director has submitted a report to Cabinet to request to award a contract to Dennis Eagle T/a Terberg Matec UK under the Halton Framework for the purchase of four (4) 18T Terberg single compartment toploading food waste refuse vehicles

Cabinet is recommended to:

1. **Enter into** a contract with Dennis Eagle T/a Terberg Matec UK under the Halton Framework for the purchase of four (4) 18T Terberg single compartment toploading food waste refuse

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vehicles.

19 Agreement to procure the provision and award including the budget for the Lift Servicing and Maintenance and minor/major works contracts

289 -
314

Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)

The Director of Property and Assets has submitted a report to Cabinet to request an agreement to procure and award the Lift Servicing and Maintenance contract from the committed budget for a 5-year term with an optional (+1) (+1) year extension.

Cabinet is recommended to:

1. **Approve** the procurement of a 5-year contract with two 12-month extensions, for the inspection, servicing, maintenance and repair of lifts with an approximate value of £330,000 per annum.
2. **Delegate authority** to the Director of Property and Assets to award a contract for inspection, servicing, maintenance and repair of lifts following a lawful procurement exercise.

20 Dates of future meetings

Meetings are scheduled for the following dates:

- 22 October 2025
- 19 November 2025
- 10 December 2025
- 21 January 2026
- 11 February 2026
- 18 March 2026
- 15 April 2026

All meetings start at 6.00

21 Matters Exempt from Publication

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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.

22 **Disposal of City Centre commercial property**

315 -
328

Lead Member: Deputy Leader (Statutory) - Finance and Asset Management (Councillor Ed Turner)

The Director of Property and Assets has submitted a report to Cabinet to request the disposal of a City Centre Commercial Property.

Cabinet is recommended to:

1. **Delegate authority** to the Director of Property and Assets, in consultation with the Director of Law, Governance and Strategy and the Group Finance Director to consider any comments received through the consultation pursuant to section 123 (2A) of the Local Government Act 1972 following a statutory advertisement for disposal of open space and if considered appropriate following consideration of any comments and or objections agree the final sale terms and dispose of the freehold title.

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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.

*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.

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 clear working day 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 clear 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 clear 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.