

# Agenda

## Cabinet

This meeting will be held on:

Date: **Wednesday 22 October 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.

*View or subscribe to updates for agendas, reports and minutes at  
[mycouncil.oxford.gov.uk](https://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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# 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 <b>Apologies for Absence</b>	
2 <b>Declarations of Interest</b>	
3 <b>Minutes of the previous meeting</b>	13 - 26
<b>Recommendation:</b> That Cabinet resolves to <b>approve</b> the minutes of the meeting held on <b>17 September 2025</b> as a true and accurate record.	
4 <b>Addresses by members of the public</b>	
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 <a href="#">Director of Law, Governance and Strategy</a> by 5.00 pm on <b>Thursday, the 16<sup>th</sup> of October.</b>	
5 <b>Councillor addresses on any item for decision on the Cabinet agenda</b>	
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 <a href="#">Director of Law, Governance and Strategy</a> by 5.00 pm on <b>Thursday, 16 October 2025.</b>	
6 <b>Councillor addresses on Neighbourhood Issues</b>	
7 <b>Items raised by Cabinet Members</b>	

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## 8 Reports from the Scrutiny Committee

The Scrutiny Committee will meet on 14 October 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.

- Project approvals and delegations for the Westlands Drive/ Halliday Hill affordable housing development
- Anti-Social Behaviour Policy
- Annual Safeguarding Report 2024/25
- Optimism Bias on sizeable commercial properties in the City Centre
- Quarterly Performance Integrated Report - Q4 2024/25
- Quarterly Performance Integrated Report - Q1 2025/26

## 9 Museum of Oxford entry fee

27 - 56

The Director of Communities and Citizens submitted a report to Cabinet to consider options for charging a small entry fee to visit the museum and consider options for eligibility for concessionary and free entry.

Cabinet is recommended to:

1. **Charge** an entry fee for entry to the Museum of Oxford
2. **Approve** the standard entry fee charges as proposed in Appendix 1
3. **Approve** the concessions eligibility and concessionary charges as proposed in Appendix 1
4. **Approve** the eligibility for free access as proposed in Appendix 1
5. **Delegate** the implementation of charging from January 2026 to the Director of Citizens and Community Services

## 10 Anti-Social Behaviour Policy

57 - 132

The Deputy Chief Executive for City and Citizens submitted a report to Cabinet to request that Cabinet approves the Anti-social Behaviour Policy 2026-29.

Cabinet is recommended to:

1. **Approve** the Anti-social Behaviour Policy 2026-29; and

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	<ol style="list-style-type: none"> <li>2. <b>Delegate</b> authority to the Community Safety Service Manager to publish the Anti-social Behaviour Policy and to make any typographical amendments as may be required, before publication. To make minor changes in the future to reflect any relevant changes in legislation, guidance or practice.</li> </ol>	
11	<p><b>Draft Air Quality Action Plan</b></p> <p>The Director of Economy, Regeneration and Sustainability submitted a report to Cabinet to seek approval of the draft Air Quality Action Plan 2026-2030 for public consultation.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> <li>1. <b>Approve</b> the Air Quality Action Plan 2026-2030 for Public Consultation</li> </ol>	133 - 218
12	<p><b>HRA Policies</b></p> <p>The Director of Housing submitted a report to Cabinet to seek the approval of the following policies: fire safety, damp and mould, asbestos and disrepair to ensure the maintenance of the housing stock.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> <li>1. <b>Approve</b> the Damp and Mould Policy</li> <li>2. <b>Approve</b> the Fire Safety Policy</li> <li>3. <b>Approve</b> the Asbestos Policy</li> <li>4. <b>Approve</b> the Disrepair Policy</li> </ol>	219 - 296
13	<p><b>Review of the Additional HMO Licensing Scheme - Approval to Consult</b></p> <p>The Director of Planning and Regulation submitted a report to Cabinet to seek approval from members to conduct a statutory consultation to renew the Additional HMO Licensing Scheme in 2026.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> <li>1. <b>Agree</b> to proceed with a statutory 10-week consultation on the</li> </ol>	297 - 316

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basis that it is necessary to renew the licensing scheme in its entirety for a further 5 years.

**14 Local Nature Recovery Strategy**

317 -  
572

The Director of Economy, Regeneration and Sustainability submitted a report to Cabinet to request that Cabinet agree that approval be given to the Oxfordshire County Council to publish the Oxfordshire Local Nature Recovery Strategy.

Cabinet is recommended to:

1. That Cabinet agrees to give approval to the Oxfordshire County Council to publish the Oxfordshire Local Nature Recovery Strategy by.

**15 Domestic Abuse Policy for Council Staff**

573 -  
602

The ASBIT Manager and Domestic Abuse Lead submitted a report to Cabinet to request that Cabinet approve the Domestic Abuse Policy for Staff.

Cabinet is recommended to:

1. **Approve** the Domestic Abuse Policy for Staff (Appendix 1)
2. **Delegate** authority to the Domestic Abuse Lead, to make minor changes in the future to reflect any relevant changes in legislation, guidance or practice.

**16 Project Approval and Delegations for Westlands Drive/ Halliday Hill affordable housing scheme**

603 -  
612

The Director of Economy, Regeneration and Sustainability submitted a report to Cabinet to seek project approval and delegations to progress the development of affordable homes at Westlands Drive/ Halliday Hill. This includes delegated authority to enter into build contracts and other necessary agreements and associated development costs, and the virement of capital funds in the Housing Revenue Account (HRA).

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1. **Grant project approval** to finalise agreement 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 £5,693,000. 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.

## 17 **Contract for Annual Real Estate Asset Valuations**

613 -  
618

The Group Finance Director submitted a report to Cabinet to request that Cabinet provide Project Approval and delegate authority to officers to enter into a new contract or contracts with suitably qualified firms to undertake real estate valuations.

Cabinet is recommended to:

1. **Give Project Approval** to approve the procurement of a suitably qualified firm of real estate valuers to undertake valuations of council-owned properties recorded within the General Fund and Housing Revenue Accounts
2. **Delegate authority to the Deputy Chief Executive** – Place in consultation with the Group Director of Finance, the Director of Law, Governance and Strategy (Monitoring Officer), and the Cabinet Member for Finance and Corporate Assets to determine the form of the procurement, contract, and award and enter into the final contract with the preferred supplier

## 18 **Dates of future meetings**

Meetings are scheduled for the following dates:

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- 10 November 2025 (special meeting)
- 19 November 2025
- 10 December 2025
- 21 January 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](mailto: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.