

# CITY EXECUTIVE BOARD

Wednesday 21 September 2011

**COUNCILLORS PRESENT:** Councillors Turner (Vice-Chair), Cook, Coulter, Lygo, McManners, Smith and Tanner.

## 25. APOLOGIES FOR ABSENCE

Councillors Price and Timbs.

## 26. DECLARATIONS OF INTEREST

No declarations of interest were made.

## 27. PUBLIC QUESTIONS

Written questions with answers were distributed at the start of the meeting. These are appended to the minutes.

## 28. SCRUTINY COMMITTEE REPORTS

The Value and Performance Scrutiny Committee submitted a report (previously circulated, now appended) making recommendations concerning the Trading Strategy report (minute 35 refers).

Resolved to thank the Committee for its input and accept the recommendations in the report.

## 29. OPERATION OF PARK AND RIDE SITES

The Executive Director for City Services submitted a report (previously circulated, now appended) setting out proposals for changes to the management of the Council's three Park and Ride sites in a way that met the requirements of the City Council's Medium Term Financial Strategy.

Councillor Turner confirmed the view of many Councillors that it was regrettable but unavoidable to reintroduce charging at the City's three park and ride sites. The charge, he added, was being proposed to cover the City council's running costs of the sites and would not be a method of income generation.

The Board was addressed by Councillor Fooks who referred the issues of partnership working between the City and County Councils.

Resolved

- 1) That taking into account the requirements of the Council's Medium Term Financial Strategy and the savings provided by different working arrangements to agree that a parking charge of £1.50 per

day should be introduced at the Redbridge, Seacourt and Pear tree Park and Ride Sites within the City of Oxford;

- 2) To note that the necessary steps were being taken to make a variation Order to give effect to the changes in the method of payment as set out in paragraphs 10 and 11 of the report and to season tickets and other concessions that might be agreed by the Director for City Services in consultation with the Board Member; and
- 3) To RECOMMEND Council to agree a capital budget in the order of £264,000 for the purchase of equipment required to operate the service, financed from Section 106 receipts.

### **30. TREASURY MANAGEMENT STRATEGY - 2010/11 OUTTURN**

The Head of Finance submitted a report (previously circulated, now appended) setting out the Council's treasury management activity for 2010/11, together with its achievement against prudential indicator targets for 2010/11.

Resolved to note the Treasury Management Annual Report for 2010/11.

### **31. QUARTERLY REPORTING - FINANCE, PERFORMANCE AND RISK - 2011/12**

The Head of Finance and the Head of Business Improvement submitted reports (previously circulated, now appended) reporting on the position for Finance, Performance and Risk during the first quarter of the financial year.

Resolved to note the current position on finance, corporate performance measures and risk for the first quarter of 2011/12.

### **32. LOCAL DEVELOPMENT SCHEME 2010-2014**

The Head of City Development submitted a report (previously circulated, now appended) seeking approval for a three-year programme for the preparation of various planning documents that would form part of the City Council's Local Development Framework.

The Planning Policy Manager reported that since the agenda had been published brief comments from the Planning Inspectorate and West Oxfordshire District Council had been received but these did not alter the recommendations in the report.

Resolved to:-

- (1) Approve the Oxford Local Development Scheme 2011-14 for submission to the Secretary of State;

- (2) Agree that the Local Development Scheme 2011-14 would take effect four weeks after submission unless the Secretary of State intervened and requested more time or more work to be done; and
- (3) Authorise the Head of City Development to make any necessary editorial corrections to the document prior to submission to the Secretary of State.

### **33. DISCRETIONARY HOUSING PAYMENTS**

The Head of Customer Services submitted a report (previously circulated, now appended) requesting additional Discretionary Housing Payment funding, and to approval of the new Discretionary Housing Payments Policy.

#### Resolved to:-

- 1) Provide £34,000 from the Homeless Contingency Budget as funding for Discretionary Housing Payments (DHP), allowing the Council to spend the maximum amount on DHP permitted by regulations and ensuring that the maximum number of tenancies can be sustained;
- 2) Adopt the changes in the Council's DHP policy outlined in Section 4 of the report and particularly paragraph 4.4 and to agree the amended policy as set out in Appendix 1 to the report;
- 3) Delegate authority to amend the policy during the year, in order to keep DHP spend within permitted limits, to the Head of Customer Services in conjunction with the Portfolio Holder for Customer Services and the Head of Housing and Communities;
- 4) Keep the DHP function within the Benefits Service;
- 5) Ensure the Department of Work and Pensions was informed about the requirement for Oxford to overspend its DHP Grant.

### **34. LEISURE CENTRE DEVELOPMENT PLANS - PHASE 2**

The Head of Leisure and Parks submitted a report (previously circulated, now appended) seeking approval to progress Phase two leisure centre improvement works.

#### Resolved to:-

- 1) Grant project approval to Phase two of the leisure centre improvement works;
- 2) Approve the business case for Phase two;
- 3) To RECOMMEND Council that a capital budget in the order of £700,000 for the cost of the works be included in the Council's capital programme funded by prudential borrowing and to note that

the revenue costs of financing would be financed from the reduction in the management costs of the Leisure Management Contract referred to in the report;

- 4) Approve the commencement of preparatory works; and
- 5) Delegate authority to the Executive Director for City Services to award the contract for the works.

### **35. TRADING STRATEGY**

The Executive Director for City Services submitted a report (previously circulated, now appended) providing an update on the approach proposed to take forward the proposal contained in the Council 2012 Strategy that the Council sought to optimise income.

Also submitted was a report of the Value and Performance Scrutiny Committee (previously circulated, now appended).

#### Resolved to:-

- 1) Approve the overall framework for charging third parties for discretionary services as outlined in this report;
- 2) Approve the overall framework for the supply of goods and services to other public bodies as outlined in this report;
- 3) Delegate the decision on whether to enter into arrangements with private sector bodies under which the Council would charge for services provided within or outside the City to the relevant director, provided that the value of such arrangements does not exceed £100,000.
- 4) Delegate the decision on whether to enter into arrangements with other public bodies under which the Council would provide goods and/or services to such other public bodies within or outside the city to the relevant director, provided that the value of such arrangements does not exceed £100,000.
- 5) To agree the recommendations of the Value and Performance Scrutiny Committee namely:-
  - (a) Should the Council wish to go beyond the arrangements already in existence to reconsider the governance arrangements proposed within the strategy.
  - (b) When considering the use of spare capacity to undertake trading activities the relative options, risks and returns need to be fully documented in order to make an informed decision.
  - (c) To provide a report in years time showing:
    - The services sold or traded

- The amount of money raised
- The effects of this within our budget identifying specifically, if possible, where this has allowed us to reduce the costs of services within our budget

### **36. GRANTS 2010-2011 - MONITORING FEEDBACK**

The Head of Housing and Communities submitted a report (previously circulated, now appended) that presented monitoring information returned by community and voluntary organisations awarded a grant in 2010/2011.

Resolved to note the report.

### **37. FUTURE ITEMS**

Nothing was raised under this item.

### **38. MINUTES**

The minutes of the meeting held on 22 June 2011 and the special meeting held on 21 July 2011 were approved as a correct record and signed by the Chair.

### **39. MATTERS EXEMPT FROM PUBLICATION**

Without going into confidential session, the Board received and noted the contents of a not for publication appendix to the report at item 10 (minute 34 refers).

**The meeting started at 5.00 pm and ended at 5.52 pm**

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Questions received from Jane Alexander

Q1) Para 1.3 of the supporting document states that the completion of the improvement works witnessed an annual increase of 98,000 visits to Council leisure centres. Can you please provide an analysis of these visits by leisure centre and the related improvement works, demonstrating how the increases correlate with these works?

A) This information was provided to the Value and Performance Scrutiny Committee in June 2011; it detailed;

Ferry Leisure Centre achieving 33,000 more visits  
Barton Leisure Centre achieving 14,000 more visits  
Blackbird Leys Leisure Centre achieving 51,000 more visits  
(All figures rounded up to the nearest thousand)

Q2) Para 1.5 of the supporting document states that the council is achieving a 'good return' on its capital – can you please provide the percentage return this represents?

A) The exact level of return is yet to be fixed, but it will be better than the rate the council is currently attaining from its investment income. Additional to this we will attain the following benefits from the investment; low risk as return from guaranteed reduction in fee. Capital repayment will be achieved within a period commensurate with the life span of the works and the rate of return.

The quality of the council owned leisure facilities is improved.  
The council attain the majority share of any contract wide surpluses.

Q3) Para 2 describes the proposed developments at various leisure facilities – can you please list the amount to be invested by the Council at each site?

A) At this stage we have pre tender estimates;

Oxford Ice Rink - £220,000  
Ferry Leisure Centre £284,000  
Blackbird Leys Leisure Centre £120,000  
Barton Leisure Centre - £10,000

These figures exclude the project contingency included in the business case.

Q4) Para 2.3 of the supporting document describes the plans for Blackbird Leys Leisure Centre – what is the value of the financial investment being made by Fusion?

A) Nil, the council is funding the investment which is funded by a reduced fee from Fusion.

Public Question to the City Executive Board  
21 September 2011

- Q5) Para 3 of the supporting document talks about the Council's aspiration of delivering World Class leisure services – can you please explain what constitutes “World Class leisure services”?
- A) In relation to the council's leisure facilities this constitutes; high quality, sustainable, accessible, affordable leisure facilities that are well used.
- Q6) Para 3 refers to reducing “ongoing net subsidy requirements” – what is the value of subsidy at each leisure centre expected this year, and over each of the last three years?
- A) This information remains commercially sensitive.
- Q7) Relating to para 5.1 of the supporting document can you please explain what is meant by “none (sic) vehicular methods” other than walking?
- A) Any form of transport that is non vehicular e.g. walking and cycling.
- Q8) Relating to para 7.1 of the supporting document, how can this measure be voted on when negotiation over the terms of any benefit, and hence the realization of any business case, has not been concluded?
- A) There is sufficient information in the report and the confidential appendix for members to assess the proposal.
- Q9) Relating to para 7.1 of the supporting document, can you please provide the capital repayment profile for these works?
- A) Please see the answer to question two.
- Q10) Relating to para 7.2 of the supporting document, can you please explain the mechanism by which the council retains the “majority of any contract surpluses”?
- A) The report details that the council attain the majority share, the detail remains commercially sensitive.