

Agenda

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City Executive Board

Date: **Wednesday 8 February 2012**

Time: **5.00 pm**

Place: **Oxford Town Hall, St Aldate's, Oxford**

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If you would like help to understand this document please call Alec Dubberley, Democratic Services Officer or in advance of the meeting.

City Executive Board

Membership

Chair

Councillor Bob Price	Corporate Governance and Strategic Partnerships
Councillor Ed Turner	Finance and Efficiency
Councillor Antonia Bance	Stronger Communities
Councillor Colin Cook	City Development
Councillor Van Coulter	Leisure Services
Councillor Mark Lygo	Parks and Sports
Councillor Joe McManners	Housing Needs
Councillor Val Smith	Regeneration
Councillor John Tanner	Cleaner, Greener Oxford
Councillor Bob Timbs	Crime and Community Safety

The quorum for this meeting is three members. Substitutes are not permitted.

HOW TO OBTAIN AGENDA

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Board Members are asked to declare any personal or personal prejudicial interests they may have in any of the following agenda items. Guidance is contained at the end of these agenda pages.

3 PUBLIC QUESTIONS

When the chair agrees, questions from the public for up to 15 minutes – these must be about the items for decision at the meeting (excluding the minutes) and must have been given to the Head of Law and Governance by 9.30am two clear working days before the meeting (email executiveboard@oxford.gov.uk or telephone the person named as staff contact). No supplementary questions or questioning will be permitted. Questions by the public will be taken as read and, when the Chair agrees, be responded to at the meeting.

4 SCRUTINY COMMITTEE REPORTS

The following scrutiny committee may submitted to this meeting:-

- ❖ Budget 2012-13 – 2015-16 – agenda item 5 refers
- ❖ Treasury Management – 2011/12 Strategy Update and 2012/13 Strategy – agenda item 8 refers
- ❖ Periodic Reporting – Budget 201/12 – agenda item 9 refers
- ❖ Periodic Reporting – Performance 2011/12 – agenda item 10 refers
- ❖ Matters that Scrutiny Panels meeting in the week commencing 30 January want to report to the Board

5 BUDGET 2012-13 - 2015-16

Lead Member: Councillor Turner

Report of the Head of Finance

This report presents the Council's Budget for 2012/13 and Medium Term Financial Strategy for approval and recommendation to Council. The report recommends the Board to recommend Council to:-

- ❖ Approve the General Fund budget requirement of £24.113 million as detailed in Appendix 1 to the report and in so doing to agree a Council Tax freeze for 2012/13, thereby resulting in an average band D

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Council Tax of £262.96.

- ❖ Approve the Housing Revenue Account budget for 2012/13 as set out in Appendix 4 to the report and an average dwelling rent increase of 7.83% and service charge increases of 6.1%.
- ❖ Approve the Capital Programme for 2012/13 -2015-16 as set out in Appendix 6 to the report.
- ❖ Approve the fees and charges set out in Appendix 7 to the report.

6 HRA 30 YEAR BUSINESS PLAN - CONSULTATION OUTCOME

117 - 166

Lead Member: Councillor McManners

Report of the Executive Director for Regeneration and Housing

This report concerns the outcome of consultation on the draft Housing Revenue Account Business Plan.

7 CORPORATE PLAN - CONSULTATION OUTCOME

Lead Member: Councillor Price

Report of the Head of Policy Culture and Communications

This report recommends the Board to agree amended copy and targets for the Corporate Plan for 2012-2017 for recommendation to Council. It is circulated as a separate document.

8 TREASURY MANAGEMENT - 2011/12 STRATEGY UPDATE AND 2012/13 STRATEGY

167 - 194

Lead Member: Councillor Turner

Report of the Head of Finance

This report presents the revised Treasury Management Strategy for 2011/12 to take account of Housing Revenue Account reform, and the Treasury Management Strategy for 2012/13 together with the Prudential Indicators for 2011/12 – 2015/16.

The report contains a number of recommendations (to Council via the Board) as follows:-

- ❖ Adopt and approve the revised Treasury Management Strategy and Prudential Indicators and limits for 2011/12, which have been amended to allow for Housing Revenue Account borrowing, as set out in Sections 71 – 95 of the report.
- ❖ Adopt and approve the Prudential Indicators and limits for 2012/13 to 2015/16 as set out in Sections 71 – 95 of the report.
- ❖ Approve the Minimum Revenue Provision (MRP) statement at Sections 15 - 19 of the report which sets out the Council's policy on the payment of debt.
- ❖ Approve the Treasury Management Strategy 2012/13, and the Treasury Prudential Indicators at Sections 20 – 48 of the report.
- ❖ Approve the Investment Strategy for 2012/13 contained in the Treasury Management Strategy, and the detailed investment criteria as set out in Sections 49 – 70 of and Appendices 1 and 2 to the report.

9	PERIODIC REPORTING -BUDGET 2011/12	195 - 220
	<p>Lead Member: Councillor Price, Turner</p> <p>Report of the Head of Finance</p> <p>This report sets out the forecast outturn position for the Council's Capital and Revenue budgets as at 31st December 2011 compared to the approved 2011-12 budget. In addition it provides information on key financial indicators in order to provide an assessment of the overall financial health of the Council.</p> <p>The report contains a number of recommendations, as follows:-</p> <ul style="list-style-type: none"> ❖ Recommend to Council the inclusion of £400,000 Feed-In-Tariff solar panel capital works to the 2011/12 Housing Revenue Account capital programme and to recommend to Council the approval of the use of Capital Programme under spends to fund this project. ❖ Determine how, if at all, the Board wishes to fund the inclusion of £300,000 Feed-In-Tariff solar panel capital works within the 2011/12 General Fund Capital Programme in the absence of any underspend on the Programme and recommend to Council the approval of such funding as appropriate. ❖ Approve the budget movements within the Housing Revenue Account as detailed in the report relating to the virement of £500,000 from the responsive repairs budget to both planned gas maintenance (£300,000) and void repairs (£200,000), together with budget movements of £212,000 from other planned maintenance schemes to cover overspends within the Tenancy Management area. ❖ Agree that £50,000 of capital expenditure be brought forward from 2013-14 to 2011-12 to fund feasibility work associated with the £2m Depot Relocation Project planned for 2013/14 and recommend to Council approval of this work being brought forward. 	
10	PERIODIC REPORTING - PERFORMANCE 2011/12	221 - 232
	<p>Lead Member: Councillor Price</p> <p>Report of the Head of Business Improvement</p> <p>This report provides the Board with an update of the Council's progress against the twenty Corporate Plan targets for Quarter 3.</p>	
11	PERIODIC REPORTING - RISK 2011/12	233 - 242
	<p>Lead Member: Councillor Turner</p> <p>Report of the Corporate Director for Finance and Efficiency</p> <p>This report provide an update on the Corporate Risk Register and Service Risk Registers as at end of Quarter 2 and Quarter 3.</p>	
12	WESTGATE DEVELOPMENT	243 - 254
	<p>Lead Member: Councillor Turner</p>	

Report of the Head of Corporate Assets

This report seeks Board approval to revised commercial terms with the Westgate Oxford Alliance to enable the entering into of a revised Development Agreement and Agreement to Lease in relation to the proposed redevelopment of Westgate. The report also advises the Board on outstanding issues and detail that remains to be negotiated, and sets out an indicative delivery timetable.

There are two not for publication appendices to the report, circulated to those entitled to receive them.

13 OXPENS MEADOW - SAFEGUARDING PUBLIC AMENITY AND COMPENSATORY FLOOD STORAGE

255 - 268

This report reminds the Board that it resolves as follows in March 2010:-

- ❖ To instruct officers to investigate further the option of transferring ownership of the land at Oxpens Meadow, shown unhatched in the plan attached to (the March 2010) report, across to a Community Trust and to report back to the Board.

The report now before the Board updates it and confirms the Council's strategy for Oxpens Meadow, including the application for the meadow to be designated as a Town Green, once works to allow compensatory flood storage are completed.

14 EMPLOYMENT POLICIES

269 - 352

Lead Member: Councillor Price

Report of the Head of People and Equalities

This report presents five employment policies / procedures for adoption, namely:-

- ❖ Adoption Policy
- ❖ Flexible Working Policy
- ❖ Maternity Policy
- ❖ Parental Leave Procedure
- ❖ Paternity Policy

15 OXFORD CYCLE CITY

353 - 358

Lead Member: Councillor Cook

Report of the Head of City Development

The Oxford Cycle City project will, through joint working with stakeholders, identify gaps in the provision of cycle network links as well as cycle parking provision and subsequently cross reference this with the available funding. This will lead to a prioritised list of cycle path schemes being developed, and may also include wider initiatives to promote cycling. The City Council is the lead authority on the project.

The project objectives are:-

- ❖ To establish a stakeholder working group tasked with progressing Oxford Cycling City;
- ❖ To identify an integrated package of cycle improvement and promotional measures, and
- ❖ To identify the means of delivering some of these measures over a 4 year period, with early wins and longer-term goals.

The Board is being recommended to endorse the objectives and project plan and receive a further report in due course on specific initiatives.

16 GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS - 2012/2013 359 - 396

Lead Member: Councillor Bance

Report of the Head of Housing and Communities

This report is the annual grants allocation to community and voluntary organisations report. Recommendations to the Board are made subject to the grants budget for 2012/13 being agreed by full Council on 20th February 2012. The recommendations concern grant allocations for partnership / commissioning and as a result of the open bidding exercise. There is also a specific recommendation relating to grant allocation to the Oxford Community Work Agency for welfare advice.

17 EXECUTIVE SCHEME OF DELEGATION - CHANGES 397 - 398

This report proposes changes to the Executive scheme of delegation that will flow from and be made at the same time as the adoption of changes to the Finance and Contract Rules being recommended to full Council on 20th February.

18 FUTURE ITEMS

This item is included on the agenda to give members the opportunity to raise issues on the Forward Plan or update the Board about future agenda items.

19 MINUTES 399 - 408

Minutes of the meeting held on 7th December 2011

20 MATTERS EXEMPT FROM PUBLICATION

If the Board 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 the Board to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 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.

The Board 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.

WESTGATE

PART TWO **MATTERS EXEMPT FROM PUBLICATION**

C1. WESTGATE DEVELOPMENT

Not for publication appendices to the report at agenda item 12. Not for publication by virtue of paragraph 3 of the Access to Information rules – information relating to financial or business affairs.

DECLARING INTERESTS

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

What do I need to do if I have a personal interest?

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

What is a prejudicial interest?

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.