

# Agenda

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## Delegated Decisions of the Board Member, Housing Needs

Date: **Thursday 3 November 2011**

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Time: **2.00 pm**

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

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# Delegated Decisions of the Board Member, Housing Needs

## Board Member

## Portfolio

**Councillor Joe McManners**

Housing Needs

### **HOW TO OBTAIN AGENDA**

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# AGENDA

## PART ONE PUBLIC BUSINESS

Pages

### 1 DECLARATIONS OF INTEREST

Guidance on personal and prejudicial interests is attached to these agenda pages.

### 2 PUBLIC ADDRESSES

Members of the public may, if the Board Member agrees, ask a question of the Board Member on any item for decision on this agenda (other than on the minutes). The full text of any question must be notified to the Head of Law and Governance by no later than 9.30 am two clear working days before the meeting. Questions by the public will be taken as read and, at the Board Member's discretion, responded to either orally or in writing at the meeting. No supplementary question or questioning will be permitted.

The total time permitted for this item will be 15 minutes.

### 3 COUNCILLOR ADDRESSES

City Councillors may, at the Board Member's discretion, ask a question or address the Board Member on an item for decision on the agenda (other than on the minutes). The full text of any question and the nature of any address must be notified to the Head of Law and Governance by no later than 9.30 am two clear working days before the meeting. Questions by councillors will be taken as read and, at the Board Member's discretion, responded to either orally or in writing at the meeting. No supplementary question or questioning will be permitted. If an address is made, the Board member will either respond or have regard to the points raised in reaching her or his decision. If the address is by the Chair of a Scrutiny Committee or her or his nominee then the Board member will be required to say as part of their decision whether they accept the Scrutiny recommendations made.

### 4 54 BALFOUR ROAD, 9 BEARS HEDGE, 5 NICHOLSON ROAD AND 1 OUTRAM ROAD - PROPOSED EXTENSIONS

1 - 6

Lead Member: Councillor McManners

Report of the Head of Corporate Assets

This report recommends the Board Member to approve the use of the Aids and Adaptations Capital Budget for the provision of rear extensions at 54 Balfour Road, 9 Bears Hedge, 5 Nicholson Road and 1 Outram Road in order to provide suitable accommodation for tenants with disabilities. Each extension will cost more than £25,000 and so need Executive approval.

**5 21 FARMER PLACE - EXTENSION TO PROPERTY**

7 - 12

Lead Member: Councillor McManners

Report of the Head of Corporate Assets

This report recommends the Board Member to approve the entry by the Council into a formal agreement with the County Council to part fund an extension to 21 Farmer Place for the purposes described in the report.

**6 TEMPORARY HOUSING ACCOMMODATION - SUPPLY - CONTRACT**

13 - 20

Lead Member: Councillor McManners

Report of the Head of Housing and Communities

This report recommends the Board Member to:-

- (1) Agree to the commencement of the procurement project as set out in the report for the supply and management of temporary accommodation effective from 1<sup>st</sup> April 2012;
- (2) Delegate authority to the Head of Service, Housing and Communities, to approve the award of a contract (under a Temporary to Permanent model) to the supplier providing the most economically advantageous tender, following the evaluation of tender submissions, for a contract term of up to 15 years;
- (3) Authorise the Head of Service, Housing and Communities, to further extend the Oxford Social Lettings Agency contract for a wind-down period up to 31<sup>st</sup> March 2013, if required;
- (4) Delegate authority to the Head of Service, Housing and Communities, to award the contract (under a Housing Association leasing scheme model) to the next most successful bidder, for a contract term of up to 5 years, should contracts not be agreed between the Council and the preferred bidder by January 2012.

## **7 MATTERS EXEMPT FROM PUBLICATION**

If the Board member 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 member 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 member 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.

## **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.