

Agenda

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City Executive Board

Date: **Thursday 17 March 2016**

Time: **5.00 pm**

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

For any further information please contact:

Catherine Phythian, Committee and Member Services Officer

Telephone: 01865 252402

Email: executiveboard@oxford.gov.uk

As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

City Executive Board

Membership

Chair

| | |
|-------------------------------|---|
| Councillor Bob Price | Corporate Strategy and Economic Development |
| Councillor Ed Turner | Finance, Corporate Asset Management and Public Health |
| Councillor Susan Brown | Customer Services and Corporate Services |
| Councillor Alex Hollingsworth | Planning, Transport and Regulatory Service |
| Councillor Pat Kennedy | Young People, Schools and Skills |
| Councillor Mark Lygo | Leisure, Sports and Events |
| Councillor Mike Rowley | Housing |
| Councillor Christine Simm | Culture and Communities |
| Councillor Dee Sinclair | Crime, Community Safety and Licensing |
| Councillor John Tanner | Climate Change and Cleaner, Greener Oxford |

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the City Executive Board can be found on the Forward Plan which is available on the Council's [website](#)

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 PUBLIC QUESTIONS

The City Executive Board noted the following public questions and the written responses (as published) on:

Agenda item 7: Waterways Public Space Protection Order: pre-consultation

- Cassi Perry
- Jane Charlesworth
- Nick Brown
- Dr. Stephen Preston
- Jon Ody
- Dr. Adrian L. Smith
- Kirstin Bilham
- Holly Morse
- Sam Dent
- Penny Schenk
- Sean O'Reilly
- Joe Jennings
- Max Mason
- Sharyn Hyde
- Fiona Bradshaw

The Chair welcomed members of the public to the meeting and explained that although the Board had issued a general response to the questions on the Waterways PSPO in advance of the meeting, detailed replies to each of the questions would be published on the website by the end of March.

11 - 40

4 COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

Councillor Fooks addressed the Board on agenda items 9 and 15. Her comments are included in the minutes for those items (195 and 201).

5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

There were no Councillor addresses on neighbourhood issues.

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| 6 | SCRUTINY COMMITTEE REPORTS | 41 - 48 |
| | <p>The following Scrutiny Committee reports and recommendations were considered as part of the substantive discussion of those items:</p> <ul style="list-style-type: none"> • Waterways Public Space Protection Order: pre-consultation • Universal Credit Delivery Partnership Agreement • Allocation of Homelessness Prevention Funds • A Housing Company for Oxford | |
| 7 | WATERWAYS PUBLIC SPACE PROTECTION ORDER: PRE-CONSULTATION | 49 - 88 |
| | <p>Lead Member: Councillor Sinclair, Executive Board Member for Crime, Community Safety and Licensing</p> <p>The Executive Director, Community Services has submitted a report which proposes consultation on a Public Spaces Protection Order for the principle waterways of Oxford</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve consultation on a Public Spaces Protection Order for the principle waterways of Oxford. | |
| 8 | ASSET MANAGEMENT PLAN 2016-2020 | 89 - 146 |
| | <p>Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health</p> <p>The Regeneration and Major Projects Service Manager has submitted a report which presents the Asset Management Plan 2016-20 and recommends its adoption by Council thereby providing the basis for the management of the Council's property assets going forward.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the Asset Management Plan 2016-2020 attached at Appendix 1 for adoption by the Council. | |
| 9 | INTEGRATED PERFORMANCE REPORT Q3 2015/16 | 147 - 188 |
| | <p>Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health</p> <p>The Head of Financial Services and Head of Business Improvement have submitted a report which updates Members on Finance, Risk and Performance as at the end of Quarter 3, 31 December 2015 and seeks approval for an additional capital budget of £0.150 million for electrical works at Cowley Marsh Depot.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Note the projected outturn position and the performance and associated risk information contained in the report; and 2. Recommend Council to approve an additional capital budget of £0.150 million for electrical works at Cowley Marsh Depot to be funded from the service's projected underspend. | |

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| 10 | <p>UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT</p> <p>Lead Member: Councillor Brown, Executive Board Member for Customer Services and Corporate Services</p> <p>The Executive Director of Organisational Development & Corporate Services has submitted a report detailing the proposed Delivery Partnership Agreement with the Department of Work and Pensions for the provision of services required for 2016 and in subsequent years as a consequence of the roll out of Universal Credit.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Authorise the Executive Director for Organisational Development and Corporate Services to enter into arrangements with the Department of Work and Pensions for the provision of services for the delivery of Universal Credit in 2016 and in subsequent years, provided that (s)he is satisfied that the full terms of the agreement are acceptable and properly reflect the principles set out in the report. | 189 - 194 |
| 11 | <p>WORKING WITH THOSE ALREADY NEET (NOT IN EMPLOYMENT, EDUCATION OR TRAINING) - APPLICATION TO EUROPEAN STRUCTURAL & INVESTMENT FUND</p> <p>Lead Member: Councillor Brown, Executive Board Member for Customer Services and Corporate Services</p> <p>The Executive Director Organisational Development & Corporate Services has submitted a report which requests approval to deliver a project supporting young people into employment, education or training subject to securing funding from the European Structural & Investment Fund.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Grant project approval to allow the Oxford City Council to deliver support for young people into employment, education or training, subject to securing the necessary funding from the European Structural and Investment Fund, as outlined in the report. | 195 - 242 |
| 12 | <p>AWARD OF THE LIFT MAINTENANCE AND WATER MONITORING CONTRACTS</p> <p>Lead Member: Councillor Rowley, Executive Board Member for Housing</p> <p>The Head of Property & Housing has submitted a report which seeks delegation to award two contracts to deliver: Water Monitoring Services and Lift Service and Maintenance Services to the Council.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Delegate authority to the Executive Director Regeneration & Housing, after consultation with the Monitoring Officer and s151 Officer, following completion of the EU-compliant tender process described in this report, to award: <ol style="list-style-type: none"> a) Water Monitoring Services Contract b) Lift Service and Maintenance Contract | 243 - 248 |
| 13 | <p>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS</p> <p>Lead Member: Councillor Rowley, Executive Board Member for Housing</p> | 249 - 260 |

The Head of Housing and Property has submitted a report which seeks approval of the allocation of the homelessness prevention funds, with the purpose of meeting the objectives of the Homelessness Strategy.

Recommendations: That the City Executive Board resolves to:

1. Approve the allocation of the Preventing Homelessness funds to commission homelessness services as outlined in paragraph 14 below;
2. Delegate to the Head of Housing and Property Services, in consultation with the Portfolio Holder for Housing, the discretion to administer any necessary changes to these allocations and allocate the balance of the Preventing Homelessness funds.

14 **REVIEW OF OLDER PERSONS ACCOMMODATION /REVIEW OF SHELTERED HOUSING**

261 - 392

Lead Member: Councillor Rowley, Executive Board Member for Housing

The Head of Housing and Property has submitted a report which presents the Review of Older Persons Accommodation in Oxford (Appendix 1) and requests that the City Executive Board note the contents of the review and approve the recommendations within it.

Recommendations: That the City Executive Board resolves to:

1. Note the contents of the Review of Older Persons Accommodation in Oxford, attached as Appendix 1 to this report; and
2. Approve the recommendations as set out in section 13 of the review document (Appendix 1).

15 **A HOUSING COMPANY FOR OXFORD**

393 - 410

Lead Member: Councillor Rowley, Executive Board Member for Housing, and Councillor Turner, Finance, Corporate Asset Management and Public Health

The Head of Housing and Property has submitted a report which presents the business case and seeks approval for the establishment of a Council owned housing company, and seeks approval for the Council to enter into such agreements as are necessary to enable the company to acquire the affordable housing at Barton Park in place of the Council

Recommendations: That the City Executive Board resolves to:

1. **Agree** the principle of setting up a Local Authority wholly owned housing company structure ('the company') with the overarching aim of increasing housing supply, noting that there are a range of work-streams which the company structure can pursue, including:-
 - The purchase and management and management of the affordable rented homes at Barton Park;
 - The development of new affordable housing with a range of tenures;
 - The purchase and management and management of high value void properties from the Council to re-provide affordable housing; and
 - The undertaking of Estate regeneration schemes
2. **Delegate authority** to the Executive Director, Housing and Regeneration in consultation with the Council's statutory officers, Deputy Leader and

portfolio holder for Housing, to do anything necessary to set up an appropriate company structure, including:

- a. Selection of the name of the company
 - b. Approval of the type of company, the articles of the company and the size and composition of its board
 - c. Appointment of Directors and Company Secretary of the company
 - d. Approval of a shareholders agreement to be entered into between the company and the Council
 - e. Ensuring that the company will hold appropriate insurances and/or benefit from insurances that the Council holds
3. **Authorise** the entry into discussions with Barton Oxford LLP and Hill Residential Ltd to enable the novation/assignment (and variation to the extent necessary) of the Overarching Agreement and the Conditional Development Agreement and all or any associated agreement warranties etc so that the company may acquire the affordable housing at Barton Park in place of the Council and the delegation to the Executive Director, Housing and Regeneration in consultation with the Council's statutory officers of all necessary steps to achieve this, including:
- a. approval of the final terms of any proposed agreements with Barton Oxford LLP and Hill Residential Ltd to give effect to the above
 - b. the decision whether or not to offer a Council guarantee to Barton Oxford LLP and/or Hill Residential Limited in order to enable the company to acquire the housing at Barton Park and approval of the terms of any such guarantee
 - c. approval of the terms of any contracts to be entered into between the company and the Council in relation to the management and maintenance of the Barton Park affordable homes
 - d. approval of the terms of any nomination/allocation agreement to be entered into between the Council and the company
 - e. approval (in exercise of the housing and regeneration function but not so as to affect the planning function of the Council) of any proposed variation to the Barton Park s.106 agreement.
4. **Recommend Council** to amend the Treasury Management Strategy to enable the making of loans to the wholly owned Housing Company on State Aid compliant terms of up to £12,250,000 to fund its purchase of the Phase 1 affordable housing at Barton Park and to delegate to the Chief Finance Officer approval of the terms of the loan and the terms of the facility agreement(s) and any associated documentation.
5. **Recommend Council** to agree the inclusion of an amount of £12,250,000 in its General Fund Capital Programme in 2017/18 funded by Prudential Borrowing.
6. **Recommend Council** to agree the provision of a loan facility to the Company of up to £250,000 to fund the set up costs and provide initial working capital and delegate to the Chief Finance Officer approval of terms of the loan and the terms of the facility agreement.
7. **Recommend Council** to agree the adoption of the Local Authorities (Indemnities for Members and Officers) Order 2004 in respect of officers of the Council appointed to the Housing Board in accordance with paragraph 40.
8. **Recommend Council** to agree a General Fund revenue budget of

£40,000 in 2016/17 for the setting up of the Company funded from reserves.

16 ITEMS RAISED BY BOARD MEMBERS

No items were raised by Board Members.

17 MINUTES

Minutes of the meeting held on 11 February 2015

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 11 February 2015 as a true and accurate record.

411 - 422

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; licences 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". What this means is that 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 of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.