

# Agenda

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## City Executive Board

Date: **Tuesday 20 June 2017**

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Time: **5.00 pm**

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

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For any further information please contact:

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

# City Executive Board

## Membership

<b>Chair</b>	Councillor Bob Price	Corporate Strategy and Economic Development
	Councillor Ed Turner	Finance, Asset Management
	Councillor Susan Brown	Customer and Corporate Services
	Councillor Tom Hayes	Community Safety
	Councillor Alex Hollingsworth	Planning and Regulatory Services
	Councillor Mike Rowley	Housing
	Councillor Dee Sinclair	Culture and Communities
	Councillor Linda Smith	Leisure, Parks and Sport
	Councillor John Tanner	A Clean and Green Oxford
	Councillor Marie Tidball	Young People, Schools and Public Health

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](#)

### **HOW TO OBTAIN A COPY OF THE AGENDA**

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# AGENDA

## PART ONE PUBLIC BUSINESS

### Pages

- 1 APOLOGIES FOR ABSENCE
- 2 DECLARATIONS OF INTEREST
- 3 ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC
- 4 COUNCILLORS ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA
- 5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES
- 6 ITEMS RAISED BY BOARD MEMBERS
- 7 SCRUTINY COMMITTEE REPORTS

Recommendations and comments from the Scrutiny Committee meeting on 14 June to the City Executive Board may be made on:

a

**OXFORD  
RAILWAY  
STATION  
SPD**

b

**COMMUNIT  
Y LEASES**

c

**SAFEGUAR  
DING  
REPORT  
2017/18**

- 8 **HEADINGTON NEIGHBOURHOOD PLAN**

13 - 62

**Lead Member:** Councillor Hollingsworth, Board Member for Planning and Regulatory Services

The Head of Planning, Sustainable Development and Regulatory Services has submitted a report to consider the Headington Neighbourhood Plan for adoption so that it can become part of the Oxford Development Plan

**Recommendations:** That the City Executive Board resolves to:

1. **Agree** to 'make' the Headington Neighbourhood Plan;
2. **Recommend Council** to adopt the Headington Neighbourhood Plan as part of the Council's development plan for the Headington neighbourhood area.

**9 OXFORD RAILWAY STATION SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

63 - 172

**Lead Member:** Councillor Hollingsworth, Board Member for Planning and Regulatory Services

The Interim Assistant Chief Executive for Regeneration and Economy and the Executive Director for Sustainable City have submitted a report which seeks approval of the Draft Oxford Station Supplementary Planning Document (SPD) for public consultation.

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** the Draft Oxford Station Supplementary Planning Document (SPD) for public consultation (Appendix 1)
2. **Approve** the Draft Oxford Station SPD as a material consideration in determining planning applications
3. **Endorse** the accompanying Strategic Environmental Assessment (SEA) Combined Screening and Scoping Report (Appendix 2)
4. **Delegate authority** to the Head of Planning, Sustainable Development and Regulatory Services to make any necessary editorial corrections to the document prior to publication, in consultation with the Assistant Chief Executive for Regeneration and Economy and the Board Member for Planning and Regulatory Services.

**10 COMMUNITY LEASES**

173 - 186

**Lead Member:** Councillor Sinclair, Board Member for Culture and Communities

The Head of Community Services has submitted a report to establish clear criteria and processes for the award of a community lease and to approve terms for new leases for Bullington, Headington, Risinghurst and Florence Park Community Centres

**Recommendations:** That the City Executive Board resolves to:

1. **Agree** the process and criteria for awarding a community lease

2. **Approve** terms for new leases for Bullingdon, Headington, Risinghurst and Florence Park Community Centres and delegate authority to the Executive Director of Sustainable City in consultation with the Monitoring Officer to complete the leases.

**11 REFURBISHED OF BARTON NEIGHBOURHOOD CENTRE**

187 - 202

**Lead Member:** Councillor Smith, Board Member for Leisure, Parks and Sport

The Executive Director for Organisational Development and Corporate Services has submitted a report which requests project approval for improvements to the Barton Neighbourhood Centre

**Recommendations:** That the City Executive Board resolves to:

1. **Grant project approval** for the scheme as outlined in the report.
2. **Delegate authority** to the Executive Director for Organisational Development and Corporate Service to proceed with these works within current budget allocations.

**12 OATLANDS ROAD RECREATIONAL GROUND CAR PARK**

203 - 214

**Lead Member:** Councillor Hollingsworth, Board Member for Planning and Regulatory Services

The Head of Direct Services has submitted a report to introduce a parking tariff at Oatlands Road Recreation Ground

**Recommendations:** That the City Executive Board resolves to:

1. **Agree** to introduce a pay & display parking scheme at Oatlands Road Recreation Ground Car Park
2. **Add** Oatlands Road Recreation Ground Car Park to the existing City of Oxford Off Street Parking Places Order
3. **Agree** that excess and penalty charges be applied to Oatlands Road Recreation Ground Car Park in accordance with the City of Oxford Off Street Parking Places Order
4. **Agree** the tariff level and hours of operation at the car park as set out in Appendix 1 attached.

**13 PROPOSAL FOR AN OXFORD LOTTERY TO RAISE MONEY FOR GOOD CAUSES**

215 - 230

**Lead Member:** Councillor Brown, Councillor Sinclair, respectively Board Members for Customer and Corporate Services, Culture and Communities

The Executive Director Organisational Development and Corporate Services has submitted a report which proposes the set-up of an Oxford lottery to raise resources for the voluntary and community sector in Oxford in light of the growing need to raise money for good causes within the city.

**Recommendations:** That the City Executive Board resolves to:

**Agree** to set up an Oxford lottery to raise money for good causes within the city in accordance with the provisions of this report

**Delegate authority** to the Executive Director for Organisational Development and Corporate Services, the arrangements to establish the lottery

**14 OXFORD 2050: A VISION FOR A SUCCESSFUL AND SUSTAINABLE CITY FOR EVERYONE**

231 - 244

**Lead Member:** Councillor Price, Board Member for Corporate Strategy and Economic Development

The Assistant Chief Executive has submitted a report which presents the strategy document Oxford 2050: A vision for a successful and sustainable city for everyone. It is an overarching strategy to support and guide future corporate plans and delivery documents.

**Recommendations:** That the City Executive Board resolves to:

**Approve** the text in Annex 1 Oxford 2050 to be the subject of active stakeholder engagement and formal consultation;

**Delegate authority** to the Assistant Chief Executive, in consultation with the Leader of the Council, to develop in conjunction with other relevant officers an engaging communications plan and supporting materials for internal and external use to ensure the content and aims of the Vision are accessible for a range of audiences.

**15 SAFEGUARDING REPORT 2017/18**

245 - 264

**Lead Member:** Councillor Turner, Board Member for Finance, Asset Management

The Assistant Chief Executive has submitted a report which reports on the progress made on the Oxford City Council's Safeguarding Action Plan 2016/17

**Recommendations:** That the City Executive Board resolves to:

1. **Note** the key achievements of the Safeguarding work delivered through Oxford City Council during 2016/17
2. **Agree** the Safeguarding Action Plan 2017/18 set out in Appendix 1

**16 APPOINTMENTS TO CHARITIES, TRUSTS, COMMUNITY ASSOCIATIONS AND OTHER ORGANISATIONS 2017/18**

265 - 284

**Lead Member:** Councillor Price, Board Member for Corporate Strategy and Economic Development

The Acting Head of Law and Governance has submitted a report to agree appointments to charities, trusts, community associations and other organisations for the 2017/18 Council Year.

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** appointments to charities, trusts, community associations and other organisations as shown in Appendix 1;
2. **Note** the guidance for appointees as detailed in Appendix 2;
3. **Agree** to remove Oxford in Bloom, the Oxford Advisory Hub and Headington Action from the list of charities, trusts, community associations and other organisations.

**17 REPLACEMENT OF HOUSING COMPUTER SYSTEMS**

285 - 292

**Lead Member:** Councillor Brown, Board Member for Customer Services and Corporate Services

The Heads of Business Improvement and Housing and Property have submitted a report which seeks approval for an increase in the budget to extend the scope of the project and achieve additional longer term savings.

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** the increased budget for the tendering of the Council's replacement housing ICT systems to £1.0 million;
2. **Grant project approval** for the scheme and;
3. **Delegate authority** to the Executive Director for Organisational Development and Corporate Services to award the contract for the new Housing IT System(s) on the basis of the most economically advantageous bid.

## 18 QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q4

293 - 326

**Lead Member:** Councillor Turner, Board Member for Finance, Asset Management

The Heads of Financial Services and Business Improvement have submitted a report which details the Council's finances, risk and performance at the end of the financial year 2016/17.

**Recommendations:** That the City Executive Board resolves to:

1. **Note** the financial outturn and performance of the Council for the year 2016/17 and also the position on risks outstanding as at 31st March 2017
2. **Agree** the carry forward requests in respect of the General Fund and recommend to Council the establishment of budgetary provision of £745k in respect of the new bids shown in paragraph 6 and Appendix D;
3. **Agree** the transfer to the General Fund Capital Financing Reserve of £158k detailed in paragraph 2 a; and
4. **Agree** the carry forward requests outlined in paragraph 15 and 16 in respect of the HRA as detailed in Appendix D and recommend to Council the establishment of budgetary provision of £300k in respect of the new bids.
5. **Agree** the transfer to the HRA Capital Financing Reserve of £1.151m detailed in paragraph 2c
6. **Agree** the transfer of the underspend on the Capital Programme of £219k detailed in paragraph 20 to be returned to capital Financing Reserve.

## 19 SUPER CONNECTED WIRELESS CONCESSION AWARD AUTHORITY

327 - 343

**Lead Member:** Councillor Price, Board Member for Corporate Strategy, Economic Development

The Interim Assistant Chief Executive for Regeneration and Economy has submitted a report which requests approval to award a contract for a Wireless Concession, as part of the Super Connected City project approved by CEB in October 2013

**Recommendation:** That the City Executive Board resolves to:

1. **Approve** the Wireless Concession contract referred to in this report to the supplier selected in accordance with the procurement process undertaken

**20 MINUTES**

Minutes of the meeting held on 15 June 2017 will be available at the next meeting.

**21 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.

**PART TWO**  
**MATTERS EXEMPT FROM PUBLICATION**

**22 EXEMPT APPENDIX 1\_SUPER CONNECTED WIRELESS CONCESSION AWARD**

343

Confidential Appendix 1 for item 19.

## **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.

## **HOW OXFORD CITY COUNCILLORS AND MEMBERS OF THE PUBLIC CAN ENGAGE AT THE CITY EXECUTIVE BOARD**

### **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 clear working day 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 ([executiveboard@oxford.gov.uk](mailto:executiveboard@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 Board 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 Board 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 clear 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 Board member who has political responsibility for the item for decision may respond or the Board 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 Board. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Board within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board'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 Board members**

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Board decision. Any item which requires a decision of the Board will be the subject of a report to a future meeting of the Board