

## EXECUTIVE BOARD

Monday 10 January 2005

**COUNCILLORS PRESENT:** Councillor Hollingsworth (Chair), Councillor Baker (Vice-Chair) and Councillors Armitage, Brown, Clarkson, Christian, Paskins, Simmons, Tanner and Turner.

**OFFICERS PRESENT FOR THE WHOLE OF THE MEETING:** Caroline J Bull (Chief Executive), Sharon Cosgrove, Michael Lawrence and Mark Luntley (Strategic Directors), Brian Johnson and Brenda Lammin (Legal and Democratic Services Business Unit) and David Penney and Louisa Dean (Media and Communications).

**OFFICERS PRESENT FOR PART OF THE MEETING:** Michael Crofton-Briggs, Lorraine Freeman and Lyn Lawrence (Planning Services Business Unit), Helen Rowlands (Performance Management Team), John Kulasek (Financial and Asset Management) Andrew Davies and Peter McQuitty (Strategy and Review Business Unit), Val Johnson, Steve Northey and Nerys Parry (Neighbourhood Renewal Business Unit), Tony Stephens (Leisure and Parks Business Unit), Glen Wooldrige and Kate Stratford (City Works Business Unit) and Jude Skipp and William Reed (Legal and Democratic Services Business Unit).

### 190. APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 191. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 192. PUBLIC QUESTIONS

There were no questions for which notice had been given.

### 193. SCRUTINY COMMITTEE RECOMMENDATIONS AND REPORTS

The Interim Legal and Democratic Services Business Manager submitted a recommendation (previously circulated and now appended) of the Oxford Health Overview and Scrutiny Sub-Committee dated 16 December 2004.

Resolved that, further to the recommendation of the Oxford Health Overview and Scrutiny Sub-Committee in respect of "Benefits in Practice" the shortfall in funding in 2005/06 of between £14 –22k be met by the Council, from within the existing Revenues and Benefits Business Unit Budget, and be incorporated in that Business Unit's Business Plan for 2005/06.

## 194. RECOMMENDATIONS OF THE HOUSING ADVISORY BOARD

There were no recommendations for the Board to consider other than those dealt with under the relevant item elsewhere on the agenda.

## 193. THE OXFORD PLAN – THE CORPORATE PLAN OF OXFORD CITY COUNCIL

The Strategic Director, Finance and Corporate Services, submitted a report (previously circulated and now appended).

Resolved to: -

- (1) agree the consultation draft subject to the following amendments: -
  - (a) page 24 – box 1, bullet point 1 – change to “encourage housing of all kinds, to meet current and future needs in central Oxfordshire, both on brownfield sites and on an urban extension as part of a revised and enduring green belt around Oxford”;
  - (b) page 26 – box 2, bullet point 7 – accept wording and remove square brackets;
  - (c) page 26 – box 2, bullet point 9 – delete altogether;
  - (d) page 28 – box 2, bullet point 6 – change to “provide some plastic recycling and continue to investigate the kerbside recycling of plastics”;
  - (e) page 32 – box 1, bullet point 4 – accept wording and remove square brackets;
  - (f) page 32 – box 1, bullet point 4 – change to “maintain and enhance face to face customer contact”;
  - (g) page 34 – box 2, bullet point 9 – remove altogether;
  - (h) inclusion of an up to date management structure;
  - (i) careful proof checking;
  - (j) inclusion of a glossary of terms;
- (2) ask the Scrutiny Committee Chairs to allow this document to go forward for widespread consultation without further delay, noting that all Scrutiny Committees would have the opportunity to comment on it during the consultation period and all members of the Council would have the opportunity to comment and put forward amendments when it came to full Council for approval and adoption;
- (3) noted that: -
  - (a) the Oxford Plan was linked to the Budget currently under consultation and that the

implementation of priorities would be to a degree consistent with the budgets agreed by Council in February 2005;

- (b) if significant changes were made to priorities during the Budget setting process, a supplementary consultation document would be circulated for comment.

#### 194. SETTING OF THE COUNCIL TAX BASE

The Financial and Asset Management and Revenues and Benefits Business Managers submitted a report (previously circulated and now appended).

Resolved to RECOMMEND Council that: -

- (1) the 2005/06 Council Tax Base for the City Council's area as a whole be set at 43,996, in accordance with the calculation shown in appendix 1 to the report;
- (2) the projected level of collection be set at 97%;
- (3) the following tax bases for each of the parishes, and for the unparished area be set as follows in accordance with the calculations shown in appendix 2 to the report:

Unparished area of the City	35,507
Littlemore Parish	2,411
Old Marston Parish	1,277
Risnghurst and Sandhills Parish	1,180
Blackbird Leys Parish	3,621
<u>City Council Total</u>	43,996

#### 195. FINANCIAL REGULATIONS

The Strategic Director, Finance and Corporate Services, submitted a report (previously circulated and now appended).

Resolved to note that this item had been withdrawn to enable the Finance Scrutiny Committee to consider it first.

#### 196. PROCUREMENT STRATEGY

The Facilities Management Business Manager submitted a report (previously circulated and now appended).

Resolved: -

- (1) subject to the amendments set out in resolution (2) below, to agree the Strategy for Oxford City Council and the specific recommendations set out in the report as follows: -

1. to set up a decision-making structure, with proper project management principles, to manage best value and strategic procurement projects in accordance diagram on page 7 of the Strategy;
2. to formally adopt PRINCE 2 - or another appropriate methodology - as the corporate standard;
3. to note the key role of risk management in the procurement process and agree that the risk management function should be represented on the Procurement Steering Group; key procurement risk management functions include:
  - assisting in the identification, analysis and management of strategic procurement risks
  - assisting in the identification, analysis, and management of operational risks in specific procurement projects
  - bringing papers on risks, action plans, and monitoring reports for procurement projects to the Procurement Steering Group and other Council forums as required
  - developing and managing a corporate risk register, including procurement risk, which will be supported by business unit registers as necessary
  - ensuring that staff on the various procurement project boards are aware of their responsibilities for risk management
  - assisting Business Managers to manage procurement risk within their business units;
4. to put the resources in place to enable the procurement team within Facilities Management to co-ordinate management of corporate procurement functions, as set out on pages 8/9 of the Strategy;
5. to identify and develop expert teams within the Council who have knowledge of specific procurement practices (e.g. construction) and that all major procurement projects should be carried out by, or with advice from, the expert teams;
6. to establish a cross-departmental Procurement Liaison Team (PLT), including representatives from Facilities Management and the expert teams, to exchange best practice and co-ordinate procurement activity; and in addition to consider whether the Procurement Steering Group and the Capital Monitoring Group should be merged;
7. to agree and resource the implementation of a best value review programme;
8. to map current procurement processes, in particular "process to pay" procedures;
9. to update contract procedure rules to take into account whole life costs;
10. to agree the performance indicators set out in Annex B and that these should be regularly monitored using Corvu;

11. to prepare a list of contracts to be advertised the following year and put this information on the intranet;
12. to complete an audit of procurement skills currently available within the Council to enable the Council to assess where training was required and where other skills needed to be bought in; areas assessed should include:
  - expected roles and responsibilities of the contract manager, users and suppliers
  - different types of contract and contract law relevant to different service areas
  - knowledge of the gateway review process
  - options for achieving continuous improvement within a contract
  - options for achieving community benefits within a contract
  - risk management and contingency planning in relation to contracts
  - define business needs and able to develop a contracting strategy
  - supply conditions and developments in relevant markets
  - options for alternative pricing mechanisms
  - future demand and succession planning
  - project management skills;
13. to resource and procure training necessary to enhance procurement capacity within the Council;
14. to build sufficient skills in PRINCE 2, or another appropriate project management methodology, to ensure that all projects are delivered on time and to budget;
15. to develop the procurement intranet pages to offer advice on risk management, standing orders, financial regulations, procurement code of practice and other aspects of procurement knowledge; these will link to the project management site (currently under construction), which will include advice, downloadable risk logs and risk checklists;
16. to put arrangements in place to ensure that staff are aware of, and consulted about, employment issues relating to procurement and contracts;
17. to further pursue the approach to partnering set out in *Rethinking Construction*, particularly the approach to contract and relationship management, and explore the possibility of applying these principles to other areas of Council procurement;
18. to continue to explore the possibilities for joint provision of front and back office services;
19. to identify those areas where joint procurement/commissioning may be of benefit to the people of Oxford and identify potential partners;

20. to develop a formal means of evaluating the partnerships in which we are involved and the benefits that they bring;
21. to continuously evaluate the potential benefits of using framework agreements and contracts put in place by public sector purchasing consortia;
22. to put in place policies and procedures that, where relevant, ensure all framework agreements are open for use by public sector partners;
23. to put in place policies that define under what circumstances gateway reviews should take place, and procedures to carry out those reviews;
24. to explore the possibilities offered by collaborating with partners to use relevant marketplaces, as referred to in Chapter 5;
25. that officers involved in large procurement projects meet with suppliers 'pre-contract' to discuss terms and conditions;
26. to formally evaluate all partnership arrangements on an annual basis;
27. there was no recommendation 27 in the Strategy:
28. to maintain and update the online *Selling to the Council* guide;
29. to organize an annual 'meet the buyer' event in the Town Hall;
30. to place all tenders online;
31. to create a contact list of potential voluntary and community sector (VCS) suppliers and email them every time a new tender is available;
32. to review tender documents, ensuring they are concise and jargon free;
33. to provide feedback to the VCS after the bidding process is complete and explain how to obtain it;
34. to work with the VCS to ensure that our Pre-Qualification Questionnaire (PQQs) are short and simple, and ask only for necessary information;
35. to encourage smaller companies to contribute by encouraging sub-contracting, holding supplier workshops and developing a 'meet the buyer' event;
36. to expand the questionnaire in early 2005 to include all Oxford city businesses.
37. to re-send the questionnaire at regular intervals (every 2 years) to determine how Oxford's business profile is changing;
38. to develop the business database to include increased search capability and incorporate VCOs and promote it within the business community;

39. in partnership with the Strategic Procurement Partnership for Oxfordshire (SPPO) to implement and monitor a Small to Medium Enterprises (SME) issue log;
  40. to work with the SPPO to standardise tender documents;
  41. to use project management and robust options appraisal to ensure that environmental sustainability is taken into account at every stage of the procurement process;
  42. to work with SMEs and voluntary organisations to help them develop criteria against which sustainability practices can be assessed;
  43. to monitor contracts ensure that suppliers maintain adherence to sustainability requirements;
  44. to use its tendering procedures, 'meet the buyer' events, and other opportunities to raise awareness of sustainability issues and explore joint solutions to sustainability problems;
  45. to review the processes that will be affected by e-procurement, with a view to establishing "quick wins" and projects that the Council must do now.
  46. to put in place the Single Business Account (SBA) by December 2005;
  47. to develop the Council's approved contractors list and contract register and investigate the value a company such as 'Construction Line' can bring to this process;
- (2) to amend the Strategy as follows: -
- delete bullet point 1 on page 44 of the Strategy - "small is better"
  - include reference to an ethical buying policy
  - the heading for Chapter 4 and all references to "green procurement" throughout the strategy should be changed to "sustainable procurement", and associated indicators should be included
  - include reference to links to Area Committee procurement;
- (3) to note that the recommendations made by the Finance Scrutiny Committee at its meeting on 23 November 2004 were incorporated in the Strategy;
- (4) to note that the Procurement Strategy Group would be setting up a process for implementing the Strategy.

## 197. SUPPORTING PEOPLE COMMISSIONING STRATEGY FOR 2004-2009

The Neighbourhood Renewal Business Manager submitted a report report (previously circulated and now appended).

Resolved: -

- (1) to endorse the amended 5 year Supporting People Commissioning Strategy and the amendments made to the consultation draft;
- (2) in accordance with the recommendation of the Housing Scrutiny Committee to ask the Portfolio Holder (Councillor Turner) and the Strategic Director (Michael Lawrence) to lobby the Government to rethink the funding allocation formula for Oxfordshire, and in particular for Oxford City, and to report back to the Scrutiny Committee and the Executive Board on the outcome.

## **198. CONSULTATION ON OXFORDSHIRE LOCAL TRANSPORT PLAN**

The Planning services Business Manager submitted a report (previously circulated and now appended).

Resolved to endorse the comments set out in paragraphs 4.3 to 4.14 of the report, subject to the following amendments, as the basis of the City Council's response to Oxfordshire County Council, noting that if time permitted the views of the Environment Scrutiny Committee would also be sought: -

### Amendments

Paragraph 4.6 – line 3 – insert “any” between “not” and “support “ and delete the final “s” from schemes

Paragraph 4.8 – line 1 – delete “formation” and insert “strengthening”, line 7 – change “could” to “should”

Paragraph 4.10 – include reference to pavement maintenance/accessibility and cycle parking, and add “The City Council remains committed to the removal of buses from Queen Street at the earliest opportunity”

Paragraph 4.11 – amend second, third and fourth sentences as follows: “The City Council is looking at the issue of City Centre parking charges, but congestion charging is not supported at the present time. Such a scheme can be seen as regressive, since poorer and richer motorists pay the same. Nevertheless it is suggested that further work on the costs and benefits of a workplace parking levy be undertaken for potential consideration as part of a future LTP submission.”

Add a reference to the City Council's support for the Oxford/Bicester rail link.

## **199. PROPOSED EXPENDITURE OF FINANCIAL CONTRIBUTIONS MADE TO THE COUNCIL UNDER PLANNING AGREEMENTS**



The Planning Services Business Manager submitted a report (previously circulated and now appended). It was noted that revised appendices to the report had been circulated.

Resolved to note that each Area Committee would be asked to approve specific schemes in its own area and to: -

- (1) RECOMMEND Council to agree to the inclusion of additional contributions to schemes already in the Capital Programme and the inclusion of the proposed additional schemes set out in Appendix 1 of the report;
- (2) authorise officers to commission design work in order to enable project appraisals and/or scheme details to be prepared on the new schemes to be implemented by the City Council as set out in Appendix 1 of the report;
- (3) give major project approval for the schemes listed in Appendix 2 of the report to enable them to be implemented in 2005/06 by the County Council as Highway Authority and release the developer contributions totalling £456,464.91;
- (4) agree the proposals for expenditure of highway related developer contributions, as set out in Appendix 3 of the report, for implementation by the City Council;

## **200. PROCUREMENT OF REAL TIME INFORMATION DISPLAY SOFTWARE FOR BUS SHELTERS IN OXFORD**

The City Works Business Manager submitted a report (previously circulated and now appended). The Board also considered minute 45 of the Environment Scrutiny Committee.

Resolved to: -

- (1) agree to negotiate the satisfactory closure of the current Adshel contract alongside the introduction of an improved contract with a suitable company that will provide real time information software, and work with the County Council to ensure a consistent County-wide standard of compatibility, design, construction and maintenance, in accordance with the option set out in paragraph 4.9 of the report;
- (2) ask the City Works Business Manager to ensure any agreement includes reference to CCTV in the specification;
- (3) note that discussions with potential providers would include reference to solar powered bus shelters.

## **201. OXFORD VISUAL ARTS DEVELOPMENT AGENCY/X-CHANGE GALLERY HOSTING AND MANAGEMENT AGREEMENT**

The Leisure and Parks Business Manager submitted a report (previously circulated and now appended).

Resolved to: -

- (1) grant minor project approval for the Oxford Visual Arts Development / X-Change project (April 2005 – April 2100);
- (2) authorise officers to complete negotiation of the 5 year hosting and management agreement between Oxford Visual Arts Development and Oxford City Council;
- (3) authorise the Strategic Director, Physical Environment to sign the completed agreement on behalf of the Council.

## **202. HOSTEL CAPITAL INVESTMENT PROGRAMME**

The Neighbourhood Renewal Business Manager submitted a report (previously circulated and now appended).

Resolved to: -

- (1) RECOMMEND Council to include: -
  - (a) £66,000 in the capital programme for 2004/05 and to seek approval to spend in the current financial year:
    - £16,000 for the refurbishment of Lucy Faithful House
    - £20,000 for refurbishment of The Bridge Oxford
    - £30,000 for refurbishment of The Bridge's Annex House at Regent Street;
  - (b) £1.2 million in the capital programme for 2005/06 and 2005/07 for the total refurbishment and upgrade of Simon's House building and service;
- (2) congratulate all concerned in the successful bid for additional funding and thanked officers for their excellent work in taking this forward.

## **203. REPORT OF THE INDEPENDENT PANEL ON MEMBERS' ALLOWANCES**

The Interim Legal and Democratic Services Business Manager submitted a report (previously circulated and now appended).

Resolved to: -

- (1) RECOMMEND Council to agree the recommendations of the Independent Remuneration Panel on Members' Allowances as follows: -
  - (a) increase the basic and special responsibility allowances by 2.95% for 2005/06 and ask the Panel to conduct a review in 2005 in respect of increases for 2006/07 (noting that it would be necessary to make assumptions in the Budget to be agreed in February 2005 that allowances would rise in line with officer pay increases);

- (b) provide £20,000 to fund a Members' Sundry Communications budget;
- (c) adopt the recommendations proposed by the Panel in 2003 regarding travel allowances, as set out below:

Bicycles	£1.20 per meeting
Electric or similar specialised vehicles;	£1.20 per meeting
Motor cycles	24 pence per mile flat rate
Motor vehicles	40 pence per mile flat rate

- (d) ask the Human Resources Business Manager to conduct a review of staff travel allowances;
  - (e) agree that in future subsistence allowances be increased in line with officer increases;
  - (f) note the decision of Council on 16th December, 2004, in relation to licensing responsibilities, and that as the payment of a 0.5 special responsibility allowance (SRA) to all members of the Licensing Committee in recognition of the exceptional workload in implementing the Licensing Act 2003 would be met from balances, there should be no further budgetary implications in 2005/06;
  - (g) agree that a 0.5 SRA be paid to the Chair of the Strategic Development Control Committee, and to amend Schedule 1 to the Members' Allowances Scheme accordingly, noting that (i) this would have no budgetary implications as the budget for SRAs was not fully committed, and (ii) it would be paid in addition to the temporary SRA for Licensing Committee membership;
  - (h) ask the Panel to carry out a fundamental review of the Members' allowances Scheme in 2005, to include consideration of whether SRAs should be paid to Vice-Chairs of Scrutiny Committees and a reassessment of the SRA paid to the Leader of the Council;
- (2) include in the proposed Budget for 2005/06 an ongoing increase of £20,715 to cover the cost of the Panel's recommendations, as detailed in paragraph 3 of the Interim Democratic Services Manager's report, in accordance with the decisions in (1) above;
  - (3) thank members of the Independent Remuneration Panel for their work in 2004;
  - (4) note that the Chair, Professor Upton, was retiring from the Panel and wish him well for the future.

#### **204. DISPOSAL – LAND AT DAISY BANK, ABINGDON.**

The Financial and Asset Management Business Manager submitted a report (previously circulated and now appended). The Board also considered a recommendation of the Housing Advisory Board to the Housing Services Business Manager following its consideration of the report.

Resolved to: -

- (1) agree that receipts from the disposal of land at Daisy Bank, Abingdon, be used towards achieving the Decent Homes Standard in Oxford;
- (2) note the concerns of the Section 151 Officer and the Monitoring Officer in respect of disposal of land at less than best market value.

## **205. AREA COMMITTEE RECOMMENDATIONS.**

The Business Systems Business Manager submitted a report (previously circulated and now appended).

Resolved: -

- (1) further to minute 115 of the South East Area Committee concerning the lack of progress with the bid to Sport England for alterations to the Blackbird Leys Leisure Centre, to note that a report on this bid was due to be considered at the next Executive Board meeting;
- (2) to note minute 134 of the East Area Parliament in respect of planning appeal costs.

## **206. PORTFOLIO HOLDER QUESTIONS**

There were no Portfolio Holder questions and responses for the Board to consider.

## **207. DECISIONS TAKEN IN THE BEST INTERESTS OF THE COUNCIL**

There were no decisions for the Board to consider.

## **208. FUTURE BUSINESS**

The Interim Legal and Democratic Services Business Manager submitted a list (previously circulated and now appended) of future agenda items.

Resolved to note the list of future agenda items.

## **209. MINUTES**

Resolved that the minutes (previously circulated) of the Board dated 30 November 2004 be agreed as a correct record.

## **210. MATTERS EXEMPT FROM PUBLICATION**

Resolved that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the remaining items on the agenda on the grounds that their presence would involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act as amended by the Local Authorities (Access to Information) (Exempt Information) (Amendment) England) Order 2004.

## **211. DISPOSAL OF PROPERTIES AT PRINCES STREET AND BULLINGDON ROAD**

The Financial and Asset Management Business Manager submitted a report (previously circulated). The Board also considered a recommendation of the Housing Advisory Board to the Housing Services Business Manager following its consideration of the report.

Resolved that receipts from the property disposals referred to in the report be used towards achieving the Decent Homes Standard.

## **212. DISPOSAL – LAND AT DAISY BANK, ABINGDON**

The Financial and Asset Management Business Manager submitted a confidential annex (previously circulated and now appended) to the report referred to in minute 204.

Resolved to note the confidential annex.

The meeting began at 9.00 am, went into closed session at 11.37 am and finished at 11.40 am.