

EXECUTIVE BOARD

Monday 13 June 2005

COUNCILLORS PRESENT: Councillors Baker (Vice-Chair), Armitage, Brown, Clarkson, Dhall, Muir, Paskins, Tanner and Turner.

OFFICERS PRESENT FOR THE WHOLE OF THE MEETING: Sharon Cosgrove, Michael Lawrence and Mark Luntley (Strategic Directors), Sarah Fogden (Financial and Asset Management Business Manager), Lindsay Cane, William Reed and Brenda Lammin (Legal and Democratic Services Business Unit) and Nick Spencer (Media and Communications).

OFFICERS PRESENT FOR PART OF THE MEETING: Caroline J Bull (Chief Executive), Nicola Harrison, Phil Jones and Steve Northey (Neighbourhood Renewal Business Unit), Janet Banfield, Pat Jones, Julia Woodman, Andrew Davies and Helen Rowlands (Strategy and Review Business Unit), Chris Pyle (Oxford Building Solutions Business Unit), Dennis Boobier and Dave Scholes (Housing Services Business Unit), Anne-Marie Scott (Human Resources Business Manager), Claire Thompson (Leisure and Parks Business Unit), Michael Crofton-Briggs and Adrian Roche (Planning Services Business Unit), Jane Lubbock (Facilities Management Business Manager), John Bellenger (Built Environment Business Unit), Jude Skipp (Legal and Democratic Services Business Unit) and John Kulasek (Financial and Asset Management Business Unit).

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Hollingsworth (Chair).

2. DECLARATIONS OF INTEREST

Councillor Armitage declared a personal interest in the item on the Boat Dwellers, Walton Well Road, because he was an allotment holder at the site referred to in the report and a member of the Allotment Association (Minute 10 refers).

3. PUBLIC QUESTIONS

There were no questions asked in accordance with Procedure Rule 13(iii).

4. WRITTEN RESPONSE TO PUBLIC QUESTIONS

The Executive Board noted the written response (previously circulated and now appended) to questions asked by Mr Feeney at the Executive Board meeting on 9 May 2005.

5. SCRUTINY COMMITTEE RECOMMENDATIONS AND REPORTS

The Interim Legal and Democratic Services Business Manager submitted recommendations (previously circulated and now appended) of Scrutiny Committees.

Resolved: -

- (1) further to Minute 147 (2004/05) of the Housing Scrutiny Committee on the Housing Strategy to note that the Committee would comment on the draft Housing Strategy at its meeting on 27 June 2005;
- (2) further to Minute 12 of the Housing Scrutiny Committee concerning the licensing of Houses in Multiple Occupation (HMOs) to: -
 - (a) note and endorse the Committee's concern regarding lack of information from the Government and the difficulties this was causing for Environmental Health Officers, and agree that a letter be sent to the local MPs on this;
 - (b) note and endorse concerns at the lack of resources available to allow Environmental Health Officers to recruit to vacant posts;
- (3) further to Minute 13 of the Housing Scrutiny Committee on the Registered Social Landlord (RSL) Partnership Review to:
 - (a) agree the establishment of an Affordable Housing Steering Group;
 - (b) endorse the Action Plan;
- (4) further to Minute 146 (2004/05) of the Finance Scrutiny Committee on Best Value to agree that Best Value Reviews be carried out this year of Leisure and Parks, Housing Services and Oxford Building Solutions (the latter as an extension to the work already being carried out by the Strategic Director, Housing, Health and Community, and in relation to the forthcoming inspection of housing services);
- (5) to note Minute 96 (2004/05) of the Environment Scrutiny Committee regarding the Area Development Framework;
- (6) further to Minute 14 of the Community Scrutiny Committee concerning the Grants Review and requesting funding for an External Funding Officer to allow organisations who apply for grants, but are not successful, to receive advice and support in seeking alternative funding sources, to:
 - (a) agree that advice and support should be given to organisations that apply for grants but are not successful, and consideration be given to how this can be achieved within existing resources;

- (b) not agree funding for an External Funding Officer as the budget was already set for the current year and the Committee had not made any suggestion as to what could be removed from the budget to in order to pay for the post.

6. SCRUTINY REVIEW OF ORAL HEALTH

The Board considered the Executive Summary and recommendations (previously circulated and now appended of the Review Panel of the Oxford City Health Overview and Scrutiny Sub-Committee on Oral Health and Healthy Eating.

Resolved to: -

(1) endorse the recommendations set out below: -

- R1 Dental health promotion work needs be targeted towards areas of poor oral health, using a broader range of deprivation data and taking note of the anecdotal evidence of health professionals and school data;
- R2 Establishment of an Oral Health Promotion worker within pilot areas showing high level of poor oral health e.g. Blackbird Leys, Barton, Cuttleslowe. The role of this worker would be to provide dedicated support for schools on oral health promotion and build links with local dental surgeries and schools;
- R3 That the Personal Dental contracts should include targets for proactive work undertaken to encourage registration and evidence of oral health promotion with the local community. In relation to the registering of children, targets should include evidence of partnership working with schools and health visitors;
- R4 Hospital maternity services/health visitors should re-examine fluoride levels that are contained in promotional toothpaste packs (including 'Bounty' packs) in the light of BASCD and Dept. of Health recommendations;
- R5 Local Education Authority (LEA) to provide the City Health Scrutiny Committee, with details of how it aims to increase HOSAS participation amongst Oxford City primary schools. In particular how it aims to ensure the Government target of 50% school participation by 2006 is met;
- R6 LEA to develop a more streamlined Healthy Schools Scheme for primary schools. Flexibilities to be built into the audit/action planning process which allow for recognition of the school's local issues/needs;

- R7 LEA and/or Oxford City PCT to consider funding the School Fruit and Vegetable Scheme for all primary school aged children, targeted towards schools in the most deprived areas;
- R8 Schools to be encouraged and supported by the LEA in building health issues into the National Curriculum, using a cross-curricular approach over time;
- R9 LEA to provide support for schemes, which empower children to develop healthy eating projects e.g. the development of School Nutrition Action Groups;
- R10 Minimum nutritional standards for school meals are set by the LEA. (Although standards will be set by the Government from September 2006, it is recommended The Caroline Walker Trust Guidelines for school meals is followed);
- R11 Significant investment is made by the LEA to the school kitchen infrastructure, to prevent further kitchen closures;
- R12 LEA increase investment in the training of catering staff, to ensure meals are healthy, appealing to children and cost effective;
- R13 There is support and encouragement from the LEA to introduce a whole school approach to healthy food and council appointed school governors be asked to be proactive in taking healthy eating initiatives forward;
- R14 Representatives from Oxfordshire County Council to present the findings of the CFM – Best Value Review to the Oxford City Health Scrutiny Committee;
- R15 Oxford City PCT to provide more school health nurse resources, targeted towards schools in deprived areas and monitor its impacts;
- R16 Oxford City PCT needs to ensure the right targeting mechanisms are in place, so that health screening is reaching those who have the greatest health needs;
- R17 Oxford City PCT, Oxfordshire County and Oxford City Council to ensure Sure Start best practice working on community engagement/ empowerment is not lost in a re-design of children's/family services;
- R18 The healthy eating project work of the Healthy Living Initiative should continue beyond 2006. A longer term commitment needs to be made via a 'healthy eating' project co-ordinator. Based on the existing funding arrangements this post could be jointly managed by the Oxford City PCT, Oxfordshire County Council and Oxford City Council;

R19 If future long term funding for the HLI is secured, a broader work remit needs be explored: to include other areas with high indices of multiple deprivation;

R20 The findings of the Food Poverty Mapping project are presented to the Oxford City Health Scrutiny Committee;

R21 Joint funding of health promotion posts within school and community settings are considered by Oxfordshire County Council, Oxford City Council and Oxford City PCT;

- (2) note that that the Oxford Health Overview and Scrutiny Sub-Committee was working on an action plan to take the recommendations forward;
- (3) ask officers to integrate the recommendations into current projects wherever possible;
- (4) thank Julia Woodman and the Scrutiny Team for an excellent piece of work.

7. OPTIONS FOR THE REDEVELOPMENT OF BUTTERWORT PLACE, BLACKBIRD LEYS

The Neighbourhood Renewal Business Manager submitted a report (previously circulated and now appended). The Board also considered the advice of the Strategic Director, Housing, Health and Community, following the meeting of the Housing Advisory Board on 27 May 2005.

Resolved to:

- (1) agree Option 1 as set out in paragraph 3 of the report (100% rented housing to met priority housing need);
- (2) request a report to the next meeting seeking Major Project Approval and land disposal consent under Rule 17 of the Council's Contract Procedure Rules.

8. OPTIONS FOR THREE HOUSING PROPERTIES AND ONE PLOT OF LAND

The Oxford Building Solutions Business Manager submitted a report (previously circulated and now appended). The Board also considered the advice of the Strategic Director, Housing, Health and Community, following the meeting of the Housing Advisory Board on 27 May 2005.

Resolved to: -

- (1) agree that 12 Marlborough Road and 14/16 Mather Road be disposed of on the open market;

- (2) agree that the Strategic Director, Housing, Health and Community, investigate disposal of the site adjacent to 43 Burchester Road through a Housing Association, Community Land Trust, lease arrangement or self-build scheme, with a limit of three months set for the investigations;
- (3) agree that the receipts from all the disposals be allocated the HRA Capital Programme to help meet the Decent Homes Standard;
- (4) ask the officers to investigate ways of simplifying the process for disposal of Council land and property, particularly in respect of the need for two separate reports to be submitted to the Housing Advisory Board and the Executive Board at different stages of the process.

9. LAND AT DAISY BANK, ABINGDON - DISPOSAL

The Financial and Asset Management Business Manager submitted a report (previously circulated and now appended). The Board also considered the advice of the Strategic Director, Housing, Health and Community, following the meeting of the Housing Advisory Board on 27 May 2005.

Resolved:

- (1) to dispose of the freehold interest in the land at Daisy Bank, Abingdon, to the Vale of White Horse Housing Association;
- (2) agree that the receipts from the disposal be allocated the HRA Capital Programme to help meet the Decent Homes Standard.

10. BOAT DWELLERS, WALTON WELL ROAD

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

Resolved to: -

- (1) formalise the currently undocumented occupation of the former allotment and the adjoining river bank by granting a legal agreement to the boat dwellers to moor, subject to the following:
 - (a) the licence being granted at a commercial rate for moorings;
 - (b) agreement of satisfactory arrangements for sanitary facilities and identification of a safe means of access from the road to the boats and alongside them, provided that the cost of complying with the arrangements was reasonable;
 - (c) planning consent to be first obtained for the mooring of boats;

- (d) the applicants to submit a planning application within 8 weeks of the Executive Board decision, and diligently provide any additional information required by the Planning Services Business Manager in order to determine the application;
- (2) only if planning consent was not granted and/or the legal agreement with the boat dwellers was not completed, to authorise the Business Manager to proceed with the legal process to evict them from the site;
- (3) confirm that in all future similar cases officers should inform local ward Councillors when evictions are planned.

11. PRESENTATION ON CHOICE BASED LETTINGS

The Board was given a presentation on Choice Based Lettings by Councillor Ed Turner (Housing Portfolio Holder), Peter Riley (Director, Locata Choice Based Letting Scheme) and Dave Scholes (Allocations Manager). Following the presentation, to which all members of the Council had been invited, there was a question and answer session.

Resolved to note the presentation.

12. HUMAN RESOURCES STRATEGY

The Human Resources Business Manager submitted a report (previously circulated and now appended). The Board also considered a recommendation of the Finance Scrutiny Committee

Resolved to: - RECOMMEND Council to: -

- (1) approve the Human Resources Strategy 2005-08, as set out in the Appendix to the report;
- (2) agree the recommendations of the Finance Scrutiny Committee that: -
 - (a) the Strategy should take account of the work being carried out by Gatenby Sanderson in relation to member training;
 - (b) more tangible targets be included so that members can judge progress and success.

13. REQUEST FOR MAJOR PROJECT APPROVAL TO REFURBISH PART OF THE TOWN HALL AND UPDATE ON LONGER TERM PROJECT

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

Resolved to: -

- (1) grant Major Project approval to the scheme as outlined in the report, subject to a project initiation request to the Capital Appraisal Panel;
- (2) authorise Officers to progress the scheme, invite tenders and place the contract for the project within the available budget of £229,200;
- (3) note that the Heritage Lottery Fund had awarded the Council £44,600 to enable project planning to take place and test the Town Hall feasibility study longer-term proposals.

14. PEGASUS THEATRE – REQUEST FOR CAPITAL CONTRIBUTION

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

Resolved to RECOMMEND Council to: -

- (1) approve the addition of the sum of £250,000 into the Capital Programme as a contribution to the redevelopment of Pegasus Theatre over the period 2005/06 – 2006/07, subject to the contribution being made under suitable terms and conditions and a Service Level Agreement being drawn up to ensure use of space reflects the Council's desire for inclusivity;
- (2) approve a virement of £250,000 from the Osney Court scheme (which could not proceed as set out in the Capital Programme) to fund this proposal;
- (3) note that the use of the remaining £250,000 notionally earmarked for the Osney Court scheme would be addressed in a future report to the Board on the Capital Programme.

15. STOCK OPTIONS APPRAISAL

The Stock Options Appraisal Project Team submitted a report (previously circulated and now appended). The Board also considered the comments of the Finance Scrutiny Committee in respect of the potential financial implications of the Stock Options Appraisal, and a report (previously circulated and now attached) of the Monitoring Officer on the decision making process.

Resolved to: -

- (1) note and endorse the comments of Area and Scrutiny Committees and the advice of the Strategic Director, Housing, Health and Community following the meeting of the Housing Advisory Board on 27 May 2005;

- (2) note the report of the Monitoring Officer on the decision-making process;
- (3) note the report of the Financial and Asset Management Business Manager (Appendix 6 to the report of the Stock Options Appraisal Project Team) setting out the financial implications of the Stock Options Appraisal;
- (4) RECOMMEND Council, in the light of the contents of the report of the Stock Options Appraisal Project Team and the other reports and comments referred to above, to agree that the Council retain ownership and management of the whole of its housing stock and to: -
 - (a) authorise the Stock Options Appraisal Project Team to report the Council's decision to the Government Office for the South East (GOSE) and seek sign off in line with GOSE criteria;
 - (b) instruct the Strategic Director, Housing, Health and Community jointly with the Strategic Director, Finance and Corporate Services, to amend the Housing Revenue Account (HRA) Business Plan, the HRA Improvement Plan and all other linked plans and strategies in the light of the Council's decision and feedback from GOSE.

16. PROVISIONAL OXFORDSHIRE LOCAL TRANSPORT PLAN 2006-2011 – CONSULTATION DRAFT

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

Resolved to: -

- (1) express concern about the lack of strategic vision in the draft document;
- (2) re-order the weighting given to the five priority objectives in the draft LTP so that road safety and air quality have top priority in Oxford, and to propose the consideration of a Low Emissions Zone as a longer-term option for the City centre;
- (3) request that higher priority be given to a range of actions associated with buses, including a comprehensive Quality Partnership approach, new ticketing schemes to reduce boarding times, pedestrianisation of Queen Street, the introduction of strategic services to support the HAMATS strategy, and reduction of congestion on radial routes (providing such schemes are environmentally acceptable);
- (4) endorse the comments set out in Appendix 2 of the Planning Services Business Manager's report as the formal views of the City Council to be forwarded to Oxfordshire County Council, subject to amendment to take account of the comments made at the meeting and summarised below;

- add something to reflect concern that the County Council was considering free evening/weekend parking in City car parks at the same time as the possible charging for residents' parking permits
- paragraph 4.8 of Appendix 2 of the report - amended to request urgent consideration of a Low Emission Zone for the City Centre (not a longer term option)
- paragraph 8 of Appendix 2 – amend to reflect that Oxford was a city with a very high number of cyclists and walkers, rather than saying it offered excellent opportunities for cycling and walking

17. PLANNING DELIVERY GRANT

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

Resolved to: -

- (1) RECOMMEND to Council that the Planning Delivery Grant (£445,000) for 2005/06 be accepted as a change to the budget and approval be given for it to be spent wholly by the Planning Service and broadly in line with the Annex to the report;
- (2) agree, in principle, that any underspend of the grant at 31 March 2006 be carried forward within Planning Services budget to the next financial year.

18. RESPONSE TO THE OXFORDSHIRE COUNTY COUNCIL CONSULTATION ON ITS PROPOSED MODIFICATIONS TO THE POLICIES IN THE DEPOSIT DRAFT STRUCTURE PLAN

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

Resolved to: -

- (1) raise no objections to the Structure Plan modifications;
- (2) continue to press the case for an Urban Extension to the City after 2016 at the appropriate opportunities, especially with the South East England Regional Assembly.

(Councillors Armitage and Dhall asked for their votes against the above resolution to be recorded in the minutes.)

19. BEST VALUE PERFORMANCE PLAN TABLES FOR APPENDING TO THE OXFORD PLAN

The Chief Executive submitted a report (previously circulated and now appended).

Resolved to RECOMMEND Council: -

- (1) that Appendix 1 to the Chief Executive's report be approved for addition to the Oxford Plan, as a variation to the Policy Framework, so that it also fulfilled the Council's obligation to publish a Best Value Performance Plan (BVPP);
- (2) inclusion in the Oxford Plan, as a variation to the Policy Framework, of a statement on contracts to meet BVPP requirements, as set out in paragraph 2 of the report;
- (3) that the Chief Executive be authorised to update details in the Oxford Plan, such as new Portfolio Holder arrangements and Council officer chart and any other editorial changes considered necessary by the Chief Executive, prior to the second publication of the Plan;
- (4) to note that a report on actions being taken to improve Council Tax collection rates was to be submitted to a future meeting of the Board.

20. YEAR END PERFORMANCE

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

Resolved to note the report.

21. MOVING FORWARD – OUR RESPONSE TO GATENBY SANDERSON'S DIAGNOSTIC REPORT

The Chief Executive and the Leader of the Council submitted a joint report (previously circulated and now appended).

Resolved to: -

- (1) support the following three-strand approach: -
 - (a) an improvement programme over two years to build capacity, change culture and put new and improved systems in place;
 - (b) clear leadership of the improvement agenda by the Executive Board and Senior Management Board, with a refresh of the Vision and much closer alignment of the Oxford Plan and resulting business

plans with the Oxford Community Strategy;

- (c) customer focus consciously adopted as the “driver” of service design and delivery, the basis for prioritisation and the core of the local authority's Vision, plans and decision-making;
- (2) RECOMMEND Council to note that changes will need to be made to the local authority's Vision as a result of agreeing (1) above.

22. AFRICAN CARIBBEAN CENTRE

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

Resolved: -

- (1) to agree in principle to consider implementation of the proposal outlined in Option 1 in the report (purchase of Hollow Way) subject to: -
- the production of an acceptable business plan by the African Caribbean Network (ACCAN)
 - it being understood that there was no commitment to buy Hollow Way until such time as a further report was submitted to the Executive Board seeking express consent and satisfactorily addressing the concerns expressed by the Section 151 Officer and the Monitoring Officer regarding the disparity between the Council's valuation of Hollow Way and the price being asked for it on the open market;
- (2) that, in the event the business plan is either not forthcoming or not acceptable, to agree not to implement the proposal, but to ask the Neighbourhood Renewal Business Manager to continue to support ACCAN for further proposal development.

(Councillor Armitage asked for his vote against the above resolution to be recorded in the minutes.)

23. LIFT STRATEGIC SERVICE DELIVERY PLAN

The Strategic Director, Housing, Health and Community, submitted a report (previously circulated and now appended).

Resolved to: -

- (1) note the progress made in the Local Improvement Finance Trust, as outlined in the report of the Strategic Director, Housing, Health and Community and the appendices;

- (2) approve the Executive Summary of the Strategic Service Delivery Plan of the Local Improvement Finance Trust subject to requiring that the development of the Wood Farm Community Centre and relocation of the nearby Wood Farm GP practice be considered as a matter of urgency.

24. FORMAL CAUTIONS FOR OFFENCES RELATING TO HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

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

Resolved to RECOMMEND Council to: -

- (1) authorise the Transport and Parking Business Manager, with immediate effect, to issue formal cautions for offences relating to hackney carriage and private hire vehicles;
- (2) amend the Constitution accordingly.

25. APPOINTMENTS TO OUTSIDE BODIES AND CHARITABLE TRUSTS

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

Resolved to:

- (1) appoint the Crime and Community Safety Portfolio Holder (Councillor Brown) to the Street Warden Steering Group;
- (2) ask the political groups to agree nominations to the remaining outside bodies and charitable trusts on the basis of the political balance of the Council, and taking account of the Members' Services Manager's review of appointments no longer considered relevant;
- (3) note that the nominations would be circulated as an Annex to the minutes.

26. AREA COMMITTEE RECOMMENDATIONS

The Interim Legal and Democratic Services Business Manager submitted a recommendation (previously circulated and now appended) of the North Area Committee in respect of lack of consultation on events being held in Cutteslowe Park.

Resolved to ask the Leisure and Parks Business Manager to submit a report to the Board as a matter of urgency setting out a protocol for consultation on

community events, the protocol to be based on the one recently drawn up by the Leisure and Parks Business Manager in relation to Oxpens.

27. PORTFOLIO HOLDER QUESTIONS

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

28. DECISIONS TAKEN IN THE BEST INTERESTS OF THE COUNCIL

There were no such decisions for the Board to consider.

29. FUTURE BUSINESS

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

Resolved to note comments on items to be included in the next Forward Plan.

30. MINUTES

Resolved: -

- (1) that the minutes (previously circulated) of the Board dated 9 May 2005 be agreed as a correct record;
- (2) to note, further to minute 310, that the Financial and Asset Management Business Manager would liaise with Councillor Dhall in respect of an issue concerning delays in the assignment of a lease for the Covered Market.

31. 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.

<u>Agenda Item</u>	<u>Reason for exemption</u>	<u>Minute No</u>
C1	details of lease/disposal terms under negotiation	32
C2	details of disposal terms under negotiation	33

C3	details of disposal terms under negotiation	34
C4	details of disposal terms under negotiation	35

32. MINUTES

Resolved that the confidential minutes (previously circulated) of the Board dated 9 May 2005 be agreed as a correct record.

33. OPTIONS FOR THE REDEVELOPMENT OF BUTTERWORT PLACE, BLACKBIRD LEYS

The Neighbourhood Renewal Business Manager submitted a confidential annex (previously circulated and now appended) to the report referred to in minute 7.

Resolved to note the confidential annex.

34. OPTIONS FOR THREE HOUSING PROPERTIES AND ONE PLOT OF LAND

The Oxford Building Solutions Business Manager submitted a confidential annex (previously circulated and now appended) to the report referred to in minute 8.

Resolved to note the confidential annex.

35. LAND AT DAISY BANK, ABINGDON - DISPOSAL

The Financial and Asset Management Business Manager submitted a confidential annex (previously circulated and now appended) to the report referred to in minute 9.

Resolved to note the confidential annex.

The meeting began at 9.15 am, press and public were excluded at 1.40 pm, and the meeting ended at 1.43 pm.