

EXECUTIVE BOARD

Monday 12 September 2005

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

OFFICERS PRESENT FOR THE WHOLE OF THE MEETING: Caroline J Bull (Chief Executive), Sharon Cosgrove and Michael Lawrence (Strategic Directors), Penny Gardner (Financial and Asset Management Business Manager), Jeremy Thomas (Head of Legal and Democratic Services), Brenda Lammin (Legal and Democratic Services Business Unit).

OFFICERS PRESENT FOR PART OF THE MEETING: Chris Pyle (Oxford Building solutions Business Unit), Claire Emmett, Pat Jones and Peter McQuitty (Strategy and Review Business Unit), Jon Ray (Business Systems Business Unit), Mark Jaggard and Adrian Roche (Planning Services Business Unit), Val Johnson, Craig Buckby, Steve Kilsby and Nerys Parry (Neighbourhood Renewal Business Unit), Jane Lubbock (Facilities Management Business Manager), Martin Lyons and Alistair Reason (Financial and Asset Management Business Unit), Lindsay Cane (Legal and Democratic Services Business Unit) and Nick Spencer (Media and Communications).

73. APOLOGIES FOR ABSENCE

There were no apologies for absence.

74. DECLARATIONS OF INTEREST

Councillor Tanner declared a personal interest in the item on refurbishment of Simon House because he was a Council appointed Board member of the Cherwell Housing Trust (minute 86).

75. PUBLIC QUESTIONS

Councillor Sellwood asked the following question in accordance with Procedure Rule 13(iii).

“Can the Portfolio Holder for Crime and Community Safety now answer the second part of the question I asked at the last Executive Board on Alcohol Free Zones, given that I was promised a written answer that has not been received (minute 58 refers).”

Councillor Brown responded that she had tried to send a written response but

had not been able to send it to Councillor Sellwood because of a problem with her electronic mail system. She referred to a wide range of publicity about Alcohol Free Zones, including extensive coverage in the local media, mail shots to students, and the Council newsletter, and said she would provide Councillor Sellwood with a full list of publicity over the past year.

76. SCRUTINY COMMITTEE RECOMMENDATIONS AND REPORTS

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

Resolved that:-

- (1) further to Minute 30 of the Community Scrutiny Committee concerning leisure services and young people, the recommendations be accepted and taken into account in the preparation of the Leisure Strategy, and that the recommendations be appended to the relevant report to the Executive Board to ensure all points were covered;
- (2) further to minute 50 of the Housing Scrutiny Committee concerning the use of consultants, it be noted that the quality of work carried out by consultants varied, and that the Council would continue to strive to obtain best value when commissioning surveys or research;
- (3) further to a recommendation of the Environment Scrutiny Committee concerning incorporation of solar panels at Barton Pool that:-
 - (a) Thames Valley Energy Centre be asked to provide costings for the inclusion of solar panels at Barton Pool;
 - (b) it be noted that a protocol was to be drawn up for assessing potential for future capital projects;
- (4) further to a recommendation of the Environment Scrutiny Committee concerning flash flooding, that the Environment Portfolio Holder would ask officers to include an allocation for anti-flood works in the forthcoming budget cycle, and also to flag up existing budgets set aside for this purpose.

77. OPTIONS FOR A PLOT OF LAND AT BURCHESTER AVENUE, BARTON

The Oxford Building Solutions Business Manager submitted a report (previously circulated and now appended). The Board also considered a recommendation of the Strategic Director, Housing, Health and Community, having considered the advice of the Housing Advisory Board.

Resolved that:-

- (1) the site be disposed of on the open market;
- (2) outline planning permission for a flat development be sought which, if obtained, would enhance the sale value;
- (3) if the market value was not realised further consultation be held with a social housing provider and with the Community Land Trust;
- (4) sale receipts from the plot of land be used to fund the Decent Homes programme.

78. DEVELOPMENT OF A FRAMEWORK FOR MONITORING THE OXFORD PLAN

The Strategy and Review Business Manager submitted a report (previously circulated and now appended). The Board also considered recommendations of the Finance Scrutiny Committee, which had considered the report on 7 September 2005.

Resolved that:-

- (1) the development of the Oxford Plan Monitoring Framework and the progress made in achieving objectives in quarter one, as outlined in the framework, be noted;
- (2) it be agreed that performance measures were to be reported quarterly to tie in with existing performance and budget monitoring cycles.

79. FIRST DRAFT OXFORD PLAN 2006-2009 FOR CONSULTATION

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

Resolved that:-

- (1) the draft 2006-2009 Oxford Plan be endorsed for consultation in accordance with the requirements of the Council's Policy Framework;
- (2) the wording on partnership initiatives be checked to ensure that firmer targets and timescales were set out which related to what the Council could do towards achieving such targets;
- (3) the need for a quantifiable target for provision of additional housing be noted and it be agreed that the figures be taken from the Second Draft Oxford Local Plan 2001/2016;
- (4) officers, in consultation with the relevant portfolio holders, be authorized to make any editorial amendments considered necessary;

- (5) if more substantial amendments were to be proposed for consultation these should be accompanied by a note from the portfolio holder with costs and an explanation of how they could be achieved within the overall context of the draft Plan.

80. FIRST QUARTER BUDGET MONITORING REPORT

The Financial and Asset Management Business Manager submitted a report (previously circulated and now appended). The Board also considered recommendations of the Finance Scrutiny Committee, which had considered the report on 7 September 2005.

Resolved that: -

- (1) the budget changes, as set out in Appendix 4 to the report, be approved;
- (2) the request for a one-off supplementary estimate of up to £100,000 to fund projects approved by Area Committees be agreed;
- (3) the Strategic Director, Finance and Corporate Services, be asked to submit a further report to the October meeting of the Board setting out the Council's VAT situation and the provision in regard of provisions in the accounts;
- (4) the Revenues and Benefits Business Manager submit a further report to the October meeting of the Board explaining where the additional income collected shows in the accounts, and favourable impacts of this outside of the Revenues and Benefits Business Unit;
- (5) it be noted that the Strategic Director would look into the reasons for the shortfall in income in Leisure and Parks and either inform all Executive Board members of the reasons, or submit a report to the October meeting of the Board, depending upon the circumstances;
- (6) the recommendations of the Finance Scrutiny Committee on 7 September be endorsed and a review of this year's budget be carried out as soon as possible, to include proposals for achieving the "big savings" and 3% efficiency savings in 2005/06, before consideration of the next three year indicative budget on 5 December 2005

81. FIRST QUARTER (APRIL – JUNE) PERFORMANCE REPORT

The Strategy and Review Business Manager submitted a report (previously circulated and now appended). The Board also considered recommendations of the Finance Scrutiny Committee, which had considered the report on 7 September 2005.

Resolved that:-

- (1) the performance, as set out in the report, be noted;
- (2) officers be congratulated on the 89% improvement rate shown on the same period last year;
- (3) further to the recommendations made by the Finance Scrutiny Committee on 7 September that:-
 - (a) the actions being taken by the Environment Portfolio holder in respect of reviewing recycling targets be endorsed;
 - (b) customer satisfaction be measured by means of a customer satisfaction index similar to that carried out by Stratford-upon-Avon District Council;
 - (c) the number of Best Value Performance Indicators should not be reduced, and full reporting in the existing format be continued.

82. DUPLICATE SLICE CARD – FINANCIAL IMPLICATIONS

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

Resolved that the £5 charge for duplicate Slice Cards be reduced to £0.50p (Option B in the report) and that feedback be given on the number of duplicate cards issued under the new system after 3 to 6 months.

83. OXFORD LOCAL PLAN 2001-2016: REPRESENTATIONS RECEIVED ON PROPOSED MODIFICATIONS AND DECISION TO MOVE TO ADOPTION

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

Resolved that Council be RECOMMENDED that:-

- (1) the responses to the formal representations, as set out in the schedule at Appendix 1 to the report, be agreed;
- (2) the responses to the comments made by the Government Office for the South East, as set out in the schedule at Appendix 2 to the report, be agreed;
- (3) having considered the formal representations in respect of the Proposed Modifications, a Modifications Inquiry was not required and that no Further Modifications to the Local Plan 2001-2016 were required;

- (4) statutory notice be given of the City Council's intention to adopt the Oxford Local Plan 2001-2016 without proposing Further Modifications;
- (5) in the absence of any intervention by the Secretary of State during the prescribed period, on the expiry of the required 28 days notice the Oxford Plan 1001-2016 (as modified) be adopted and notice be served of the Plan's adoption in accordance with statutory procedures.

84. CRIME AND NUISANCE ACTION TEAM – CONTRACTUAL WORK FOR REGISTERED SOCIAL LANDLORDS

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

Resolved that the continuation of existing contractual arrangements be agreed and the effectiveness of those arrangements be noted.

85. PATHWAYS WORKSHOP

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

Resolved that: -

- (1) £30,000 be set aside in the Neighbourhood Renewal "Closing the Gap" budget so that it can be drawn down by the Pathways Project if required, but that no money shall be paid to the Pathways Project unless a credible Business Plan has been submitted by the Pathways Project (not later than 31 December 2005) which sets out in detail how the Project intends to deal with its annual deficit of £43,000 and operate at break even point. The Business Plan must be acceptable to the Neighbourhood Renewal Business Manager and be confirmed as acceptable by the District Auditor;
- (2) the South East Area Committee be asked to nominate a member to become a Board Member of the Pathways Project

86. SIMON HOUSE REFURBISHMENT – MAJOR PROJECT APPROVAL

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

Resolved that:-

- (1) Major Project Approval be granted for the refurbishment of Simon House, in accordance with Section 2.11 of the Financial Regulations;

(2) the supplementary budget of £115,000 that had been confirmed in respect of the Office of the Deputy Prime Minister's Hostel Improvement Programme be approved, noting that this brought the total capital budget for the project to £1,315,000;

(3) capital spend of £1,135,000 be approved and, in line with the recent request from the Office of the Deputy Prime Minister, the expenditure be drawn down and phased as follows:-

2005/2006	£1,115,000;
2006/2007	£200,000;

(4) lease arrangement with the Dominion Housing Group be approved for the temporary decant hostels for the duration of the refurbishment project.

87. COMMUNITIES AGAINST DRUGS PROJECT

The Neighbourhood Renewal Business Manager submitted a report (previously circulated and now appended). The Board also noted a request from the South East Area Committee that the funding of this project be considered.

Resolved that the report be noted and the actions taken, as set out in Section 9 of the report, be supported.

88. SALE OF HOSTELS

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

Resolved that:-

- (1) acceptance of the best offer received for each property be approved, and that the capital receipt obtained from the sales be ring-fenced to be used to bring existing Council owned stock up to the Decent Homes Standard;
- (2) in the event the original "best offer" does not complete, the Financial and Asset Management Business Manager be authorised to proceed with a sale at a best price at or above the guide price;
- (3) capital receipts obtained from the sales be ring fenced and used to bring existing Council owned stock up to the Decent Homes Standard;
- (4) the Head of Legal and Democratic Services be asked to consider how disposals of any properties at or above the indicative market valuation might be processed in the future in a manner which was constitutional and minimised delays.

89. AWARD CONTRACT FOR THE PROVISION OF INTERNAL AUDIT SERVICES – MAJOR PROJECT APPROVAL

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

Resolved that: -

- (1) Major Project Approval be granted for the award of the contract for provision of Internal Audit services, in accordance with Section 2.11 of the Financial Regulations;
- (2) the Director, Finance and Corporate Services be authorised to award a contract for audit services to one of the two final suppliers and carry out the final contract negotiations to resolve the legal contract issues and contract delivery;
- (3) Members be advised which company was awarded the contract.

90. ESTABLISHMENT OF AN AUDIT AND GOVERNANCE COMMITTEE

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

Resolved that Council be RECOMMENDED that: -

- (1) an Audit and Governance Committee be established, in place of the existing Audit Committee, with powers and duties as set out in Appendix 1 to the report and an indicative timetable as set out in Appendix 2;
- (2) the existing Audit Committee's powers and duties be reassigned as follows: -
 - approval of Statement of Accounts – Audit and Governance Committee for recommendation to Council;
 - functions relating to local government pensions – add to the Chief Executive's delegated powers;
 - to make payments or provide other recompense in cases of maladministration – already in effect within the Chief Executive's delegated powers;
- (3) members be appointed to the Committee and a quorum be agreed, and that if a quorum was not present when the Committee met to recommend the Statement of Accounts to Council, Council itself should consider and approve the Statement of Accounts directly.

91. AREA COMMITTEE RECOMMENDATIONS

There were no recommendations from Area Committees for the Board to consider.

92. PORTFOLIO HOLDER QUESTIONS

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

93. DECISIONS TAKEN IN THE BEST INTERESTS OF THE COUNCIL

The Head of Legal and Democratic Services submitted a pro-forma (previously circulated and now appended) relating to a decision taken by the Transport and Parking Business Manager, in respect of renewal of the software operating licence for the Council’s Revenues and Benefits computer system.

Resolved that the decision taken be noted.

94. FUTURE BUSINESS

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

Resolved that it be noted that several reports had been asked for during the course of the meeting and these should be added to the next Forward Plan.

95. MINUTES

Resolved that the minutes (previously circulated) of the Board dated 8 August 2005 be agreed as a correct record.

96. 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 disposal terms under negotiation	97
C2	details of business affairs of a person other	98

than the authority

C3

details of disposal terms under negotiation

99

97. OPTIONS FOR A PLOT OF LAND AT BURCHESTER AVENUE, BARTON

The Oxford Building Solutions Business Manager submitted an annex (previously circulated and now appended) to the report referred to in minute 77.

Resolved that the confidential annex be noted.

98. COMMUNITIES AGAINST DRUGS PROJECT

The Neighbourhood Renewal Business Manager submitted an annex (previously circulated and now appended) to the report referred to in minute 87.

Resolved that the confidential annex be noted.

99. SALE OF HOSTELS

The Financial and Asset Management Business Manager submitted an annex (previously circulated and now appended) to the report referred to in minute 88.

Resolved that the confidential annex be noted.

The meeting began at 9.15 am, the press and public were excluded at 12.31 pm, and the meeting ended at 12.32 pm.