

EXECUTIVE BOARD

Monday 12 December 2005

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

OFFICERS PRESENT FOR THE WHOLE OF THE MEETING: Caroline J Bull (Chief Executive), Sharon Cosgrove, Michael Lawrence and Mark Luntley (Strategic Directors), Penny Gardner (Financial and Asset Management Business Manager), Lindsay Cane and Brenda Lammin (Legal and Democratic Services Business Unit) and Louisa Dean (Media and Communications).

OFFICERS PRESENT FOR PART OF THE MEETING:

Janet Banfield, Andrew Davies, Claire Emmett and Julia Woodman (Strategy and Review Business Unit), Jane Lubbock (Facilities Management Business Manager), David Tucker, John Wade, Stephen Holt and Jackie Hunt (Leisure and Parks Business Unit), Chris Pyle and Adrian Treloar (Oxford Building Solutions Business Unit, and John Kulasek (Financial and Asset Management Business Unit).

153. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Turner. Councillor Tanner left for another meeting after minute 158.

154. DECLARATIONS OF INTEREST

There were no declarations of interest.

155. PUBLIC QUESTIONS

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

156. SCRUTINY COMMITTEE RECOMMENDATIONS AND REPORTS

The Board considered recommendations of Scrutiny Committees and associated reports (previously circulated and now appended).

Resolved that: -

- (1) further to minute 40 of the Environment Scrutiny Committee concerning river bank maintenance to agree that: -

- (a) the Council should work with other interested parties to develop an external funding bid to pay for the repairs to the Thames towpath and riverbank in Oxford;
 - (b) officer time be committed to work with partners on this project;
- (2) further to minute 77 of the Housing Scrutiny Committee concerning the use of temporary accommodation in Oxford to endorse the recommendations to support the: -
- (a) promotion of a reduction in the use of in the use of temporary accommodation in Oxford by agencies;
 - (b) encouragement for all agencies to only use regularly inspected Housing in Multiple Occupation (HMO);
 - (c) encouragement for joint working between local authorities and agencies to achieve a balance use of temporary accommodation across the region to reduce the impact on the community of Oxford and existing service providers;
 - (d) promotion of a Forum for agencies to share information about households in temporary accommodation in Oxford;
 - (e) encouragement for other agencies, particularly Health, the County Council and the other District Councils in Oxfordshire to acknowledge the increased burden placed on services in Oxford and the cost of this.
- (3) further to minute 45 of the Oxford Health Overview and Scrutiny Sub-Committee concerning business continuity issues in the event of an avian flu pandemic to: -
- (a) note the recommendations of the Oxford Health Overview and Scrutiny Sub-Committee;
 - (b) note the actions being taken by officers to prepare for a flu epidemic and the wider area of business continuity planning, as set out in the report of the Strategic Director, Finance and Corporate Services.

157. SECOND QUARTER PERFORMANCE MONITORING

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

Resolved that: -

- (1) the report be noted;
- (2) it be noted where performance had declined and the actions identified to improve performance.

158. OXFORD PLAN MONITORING FRAMEWORK - SECOND QUARTER

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

Resolved that progress on implementing the Oxford Plan 2006/08 be noted.

159. SECOND QUARTER FINANCIAL MONITORING

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

Resolved to note that the estimate of £250,000 for additional running costs within the Revenues and Benefits Business Unit for 2005/06 would be met through: -

- (a) virement of £230,000 related savings from reduction in the bad debt provision budget within the Financial and Asset Management Business Unit for 2005/06; and
- (b) containing the remaining £20,000 within the approved budget for the Revenues and Benefits Business Unit.

160. THE OXFORD PLAN 2006 TO 2009

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

Resolved that Council be RECOMMENDED to: -

- (1) decide which option for the wording of the fifth priority (environmental resource management) should be adopted;
- (2) endorse the Oxford Plan 2006/09;
- (3) authorize the Chief Executive to update the Plan with any specific targets following the next stage of business planning and with any amendments necessary to accord with the Council Budget agreed for 2006/09.

161. INDICATIVE BUDGET 2006/07 TO 2008/09

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

Resolved that: -

- (1) the following documents appended to the Director's report be approved as the basis for public consultation on the Council's Budget for 2006/07 to 2008/09: -
 - (a) the budget summaries at Appendices A and C;
 - (b) the capital programme at Appendix E;
 - (c) the detailed "Budget Book" at Appendix G;
- (2) in order to facilitate the budget consultation additional information be circulated to members on: -
 - (a) the effect of the RSG Settlement;
 - (b) Capital Strategy Year 4;
 - (c) Local Cost of Benefits;
 - (d) Concessionary Fares;
 - (e) Summary of funding due to end in 2008/09 (some Area Committee funding/Street Wardens);
- (3) the existing minimum levels of balances be maintained for the General Fund (£3 million) and the Housing Revenue Account (£2 million).

162. BUSINESS RATES – DISCRETIONARY RELIEF FOR CHARITIES

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

Resolved that: -

- (1) the existing policy not to agree concessionary Business Rates for Charities above 80% be continued;
- (2) in the interests of equity, the 20% additional Business Rate relief for Community Centres agreed in 1996/97 be ended from 2007/08, at an additional cost to the Council of £4825 per annum from 2007/08.

163. SUBMISSIONS FOR WRITE-OFF

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

Resolved that: -

- (1) the writing off of the amounts shown in the report, totalling £319,375.90, be approved;
- (2) it be noted that if new information or other payments were received the debts previously written off would be resurrected and credits would be applied.

164. TOWN HALL CATERING SERVICES

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

Resolved that: -

- (1) Major Project Approval be granted to enable officers to tender for an external supplier to provide a café in the Town Hall also with the option to take over the in-house catering service; the proposed contract would be for 2 years but with an option to extend for a further year;
- (2) it be noted that: -
 - (a) the proposed contract length had been kept to a maximum of 3 years so as not to restrict any options to develop the larger Town Hall project;
 - (b) the proposed café and new facilities on the ground floor of the Town Hall would help to test the likely success of the proposals in the larger Town Hall scheme and encourage a wider range of users into the building;
 - (c) the provision of a café and toilet facilities would also be used by visitors to the Museum of Oxford;
 - (d) the award of a contract for the catering service might result in one employee transferring to the successful supplier and that consultation has commenced with the affected employee; no other Town Hall staff would be affected by the proposal.

165. STRATEGIC FRAMEWORK FOR LEISURE

The Strategic Director, Physical Environment, submitted a report (previously circulated and now appended). The Board also considered a request from a joint meeting of the Finance and Environment Scrutiny Committees on 28 November 2005 that the 28 day consultation period should be extended because it included the Christmas and the New Year.

Resolved that that the Overarching Leisure Strategy, Green Spaces Strategy and Sport and Leisure Strategy be approved for an extended period of public consultation to enable a further joint Scrutiny meeting to consider the consultation responses on 23 January 2006 before the Executive Board considered them on 30 January 2006.

166. POSSIBLE SUPPORT FOR THE STORY MUSEUM IN THE CONTEXT OF WIDER MUSEUM INITIATIVES

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

Resolved that: -

- (1) the Museum of Oxford be supported in strengthening its future, uniqueness and established expertise in the interpretation of local literature as part of wider Council initiatives to build pride in the city;
- (2) the Museum of Oxford be supported in developing collaborative partnerships and projects with the Story Museum;
- (3) dialogue and consultation be maintained between the Story Museum and Oxford City Council in order to maximise the profile of the city as a visitor destination;
- (4) the Museum of Oxford be supported in acting as Oxford City Council's specialists and point of contact regarding museum issues.

167. UNDERFLOOR HEATING REPLACEMENT – TENDER APPROVAL

The Oxford Building Solutions Business Manager submitted a report (previously circulated and now appended).

Resolved that the lowest tender be accepted for the following heating projects as set out below: -

Square Blocks	lowest tender £395,210;
Underfloor Heating Phase 1	lowest tender £433,606;
Underfloor Heating Phase 2	lowest tender£453,281.

168. REPLACEMENT WINDOWS – TENDER APPROVAL

The Oxford Building Solutions Business Manager submitted a report (previously circulated and now appended).

Resolved that: -

- (1) the second lowest tender (a reduction 10.83% in the schedules of rates price) be accepted for replacement window tender N6380, for the reasons set out in the report;
- (2) the contract was to run for a period of three years, subject to an annual cost review and the agreement of both parties;
- (3) a review be undertaken prior to the next tendering round (from a cost and sustainability point of view) of the decision to use uPVC window frames rather than wooden ones.

169. OXFORD POLICE ACT 1868

The Head of Legal and Democratic Services submitted a report (previously circulated and now appended).

Resolved that the Law Commission be advised that the City Council has no objection to the Oxford Police Act 1868 being repealed by a Statute Law (Repeals) Bill, and to advise the University of Oxford accordingly.

170. RECOMMENDATION OF THE HOUSING ADVISORY BOARD

The Head of Legal and Democratic Services submitted a recommendation of the Housing Advisory Board.

Resolved to note the Housing Advisory Board's comments regarding the report on Redevelopment of Garage Sites being submitted too late for its views to be reported to the Executive Board.

171. AREA COMMITTEE RECOMMENDATIONS

The Head of Legal and Democratic Services submitted a recommendation from the Central, South and West Area Committee.

Resolved that a report would be submitted to a future meeting concerning the Central, South and West Area Committee's request for funding to be made available to allow repairs to be carried out as a matter of urgency to the towpath in the vicinity of the Grandpont Nature Reserve

172. PORTFOLIO HOLDER QUESTIONS

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

173. DECISIONS TAKEN IN THE BEST INTERESTS OF THE COUNCIL

There were no such decisions for the Board to consider.

174. FUTURE BUSINESS

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

Resolved that the list of future items be noted.

175. MINUTES

Resolved that the minutes (previously circulated) of the Board dated 7 November 2005 be agreed as a correct record.

176. 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>Item</u>	<u>Reason for exemption</u>	<u>Minute No</u>
C1	details of contract terms under negotiation	177
C2	details of contract terms under negotiation	178
C3	details of property disposal terms under negotiation	179
C4	details of property disposal terms under negotiation	180
C5	details of property disposal terms under negotiation	181

177. UNDERFLOOR HEATING REPLACEMENT – TENDER APPROVAL

The Oxford Building Solutions Business Manager submitted a confidential annex (previously circulated and now appended) to the report referred to in minute 166.

Resolved that the confidential annex be noted.

178. REPLACEMENT WINDOWS – TENDER APPROVAL

The Oxford Building Solutions Business Manager submitted a confidential annex (previously circulated and now appended) to the report referred to in minute 167.

Resolved that the confidential annex be noted.

179. GEORGE STREET MANSIONS

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

Resolved that the offer received from the tenant of St George's Mansions for the surrender of the existing lease and the grant of a new lease for 125 years be accepted on the grounds that it reflected a considerable premium over the open market value.

180. FORMER TOURIST INFORMATION CENTRE, OLD SCHOOL, GLOUCESTER GREEN

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

Resolved that the Financial and Asset Management Business Manager be authorised to agree a lease on the former Tourist Information Centre premises to incorporate a 3 year option for the prospective tenant to purchase a long leasehold interest (to expire co-terminously with the adjoining public house) at their current premium offer or open market value, whichever is the higher.

181. SALE OF HOSTELS

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

Resolved that: -

- (1) a reduction be agreed in the original market value prices as agreed by the Board on 12 September 2005, and the best offer received for each of the properties referred to in the report be accepted;
- (2) the capital receipt obtained from the sales be ring fenced to be used to bring existing Council owned housing stock up to the Decent Homes Standard.

The meeting began at 9.30 am, the press and public were excluded at 11.30, and the meeting ended at 11.36 am.