

# EXECUTIVE BOARD

Monday 20 February 2006

**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 Unit), Jeremy Thomas and Brenda Lammin (Legal and Democratic Services Business Unit) and Louisa Dean (Media and Communications).

**OFFICERS PRESENT FOR PART OF THE MEETING:**

Jan Banfield, Fiona Brown, Andrew Davies, Bronwen Geddes, Suzanne Lockhart and Julia Woodman (Strategy and Review Business Unit), Graham Smith (Transport and Parking Business Unit), Gail Siddall (Environmental Health Business Unit), John Hill and Richard Beel (Built Environment Business Unit), Matthew Bates, Mark Jaggard, Lyn Lawrence, and Steve Pickles (Planning Services Business Unit), Steve Kilsby, Steve Northey and Nerys Parry (Neighbourhood Renewal Business Unit), Jane Lubbock (Facilities Management Business Manager), Sean Fry and Roy Summers (Oxford Building Solutions Business Unit), John Kulasek (Financial and Asset Management Business Unit).

## 217. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Turner.

## 218. DECLARATIONS OF INTEREST

The following declarations of personal interests were made: -

<u>Councillor</u>	<u>Minute</u>	<u>Reason for declaration</u>
Tanner	220 (2)	works for legal advice service
Hollingsworth	231	works for publisher of books including books on building regulations
Sellwood	232	works for a climate change charity

## 219. PUBLIC QUESTIONS

Councillor Fooks asked the following questions of Councillor Turner in accordance with Procedure Rule 13(iii). Councillor Hollinsworth explained that

Councillor Turner was not present but said that he and relevant officers would deal with the questions during discussion of the items later in the meeting. A summary of the response given is set out below each question.

Item 6 – Housing Vulnerable Young People – implementation costs

Would the need for establishment of a foyer in Oxford be assessed?

*Response – Some preliminary assessment work would have to be carried out before taking this forward in a formal feasibility study.*

Do you agree that a Nightstop scheme would make good financial sense and usefully fill a gap in services?

*Response – A cost/benefit study was needed on the establishment of a Nightstop scheme and it was planned to report back to the Scrutiny Committee on this within 6 months.*

Do you agree that fitting controlled access would be a low-cost and effective way of improving security in hostels and other properties?

*Response – This would be investigated. Although it would be better than doing nothing, it would not be as good as having staff on site. Often problems arose because of guests invited into the premises. If CCTV was to be used it should be considered as part of the overall Council strategy for CCTV.*

Item 19 – ODPM – Homelessness Directorate Revenue Funding

How many rough sleepers were there currently in Oxford and how did this impact on the ODPM funding set out in the report?

*Response – Last Wednesday there were 10 rough sleepers in accordance with ODPM guidelines, but there was a more comprehensive client list of 74 with broader criteria. The ODPM target of 8 had not been reached. It was noted that some people were sleeping in tents on the boundary of the City area and officers were aware of this and looking into whose responsibility they were.*

## **220. SCRUTINY RECOMMENDATIONS AND REPORTS**

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

Resolved that: -

- (1) further to minute 72 of the Health Overview and Scrutiny Committee concerning a proposed smoking ban, to note that this had been overtaken by events, to support the free vote taken in the House of Commons on a ban on smoking in public buildings, and note that further reports would be submitted to the Scrutiny Committee when the financial implications were

known;

- (2) further to minute 73 of the Health Overview and Scrutiny Committee concerning the funding of the Benefits in Practice scheme to allocate note that funding for Benefits in Practice would be considered alongside other grant applications at the meeting on 13 March 2006;
- (3) further to minute 77 of the Environment Scrutiny Committee concerning Council core events to note that the decision on whether to allocate additional funding for events that were currently unfunded would be taken by Council later in the day;
- (4) minute 79 of the Environment Scrutiny Committee, concerning the need for better planning to ensure effective scrutiny could be undertaken, be endorsed;
- (5) the recommendation contained in minute 86(2) of the Finance Scrutiny Committee, in respect of preliminary cost comparisons for the Revenues and Benefits service, be agreed;
- (6) minute 127 of the Housing Scrutiny Committee, concerning the Supporting People Strategic Review, be noted.

## **221. REVIEW OF OLDER PEOPLE'S HOUSING AND SERVICES**

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

Resolved that: -

- (1) the contents of the Review Report (appended to the Housing Services Business Manager's report) be noted;
- (2) agreement in principle be given to the programme for carrying out options appraisals on the sheltered sites in line with that recommended in section 7 of the review report, noting that these appraisals would come back to members for final decision during the course of 2006;
- (3) an appraisal and pilot de-designation of the units listed in section 7 and Appendix 4 of the Review Report be taken forward in line with the procedure suggested;
- (4) Council be RECOMMENDED that the minimum age limit for housing remaining as designated to older people (as listed in Appendix 4 of the Review Report) be raised to 55 years;
- (5) the Council's policy on housing owner- occupiers be better publicised and staff be given clearer guidelines on implementing it.

## **222. HOUSING VULNERABLE YOUNG PEOPLE REVIEW – RECOMMENDATION COSTS**

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

Resolved that the recommendations be progressed in accordance with the work programme attached to the report, and it be noted that a report monitoring progress would be submitted to the Housing Scrutiny Committee in 6 months' time.

## **223. PROPOSED CHARGES FOR CENTRAL AND SUBURBAN CAR PARKS AND INCREASES IN PENALTY CHARGES**

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

Resolved that: -

- (1) the charging strategy for the 2006/2007 financial year of raising the suburban car park tariffs by an overall 15% be agreed, and actual tariff charges be determined by the relevant Area Committees;
- (2) the level of penalty charges be raised to £100 for all car parks, discounted to £50 if paid within 14 days;
- (3) the central area tariff be raised by 5% to the nearest 10p;
- (4) all the above increases were justified in accordance with the principles set out in the report;
- (5) the Transport and Planning Business Manager provide Area Committees with sufficient information to enable them to make informed decisions on varying tariffs in suburban car parks in their areas (guidance on the range of options to be considered should first be provided by the Chairs and Vice-Chairs of the relevant Area Committees).

## **224. MANDATORY HMO LICENSING SCHEME – FEE STRUCTURE**

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

Resolved that : -

- (1) the fee for mandatory HMO licensing be set at £800 per 5 unit/person HMO for an assisted licence application, and for a non-assisted licence at £700 per 5 unit/ person HMO;

- (2) the fee for each additional unit of accommodation above the 5 unit threshold be set at £20 per unit, subject to further guidance
- (3) having considered the legal advice set out in Appendix 2 of the report, NOT to agree the recommendation of the Housing Scrutiny Committee that there should be a blanket exemption from the Licensing Fee for properties owned by registered charities, and note that any appeals received would be considered on a case-by-case basis.

## **225. HOUSING ACT 2004 – DELEGATED POWERS**

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

Resolved that: -

- (1) the Environmental Health Business Manager be authorised to carry out relevant functions under the Housing Act 2004 and that Council be RECOMMENDED to amend the Scheme of Delegations within the Constitution accordingly;
- (2) it be noted that further reports would be presented concerning the financial implications of interim and final management orders when more information was available.

## **226. RESPONSE TO CONSULTATION ON PLANNING POLICY STATEMENT 25: DEVELOPMENT AND FLOOD RISK**

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

Resolved that the Office of the Deputy Prime Minister (ODPM) be thanked for consulting the City Council on the draft Planning Policy Statement 25: Development and Flood Risk, and that the comments set out in the report and Appendix 1 be forwarded to the ODPM as the views of the City Council subject to greater emphasis being placed on the implications of requiring the exceptions test for public service buildings such as health services and schools in Flood Zone 3a, when other uses which could have major implications for accentuating the flood risk did not have to undergo the exceptions test.

## **227. RESPONSE TO GOVERNMENT CONSULTATION ON PLANNING GAIN SUPPLEMENT**

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

Resolved that: -

(1) the following concerns be raised about the introduction of a Planning Gain Supplement: -

- there were flaws in the process for triggering the uplift in the land values due to the timescales of full/outline/reserved matters permissions;
- the significant costs and complications of administering the new procedures, potentially involving H.M. Revenue and Customs, the Valuation Office and local planning authorities should be taken into account;
- the process would be open to abuse as the developer was left to 'self-assess' the valuation uplift of the land;
- as the uplift in value for brownfield development would be less than that for greenfield development anyway, there was no need to introduce a lower rate for brownfield development as the Government had suggested;
- the majority of the Government's concerns about the existing planning obligations procedure could be addressed by local authorities implementing the guidance in Circular 5/05. If the Government remained concerned about the differences between the range of contributions required between authorities, it could issue further guidance to address this specific issue;
- the resulting allocation of funding to local authorities from PGS may not be any more than that achieved by the existing planning obligations and would introduce the further complications of
  - not relating directly to the contributing developments;
  - could result in less funding for district authorities;
  - may threaten the level of future funding secured for affordable housing

(2) it be suggested that funding for regional infrastructure is achieved by adapting the existing system of planning obligations (as set out in paragraphs 16 and 17 of the report);

(3) it be suggested that the application of the Milton Keynes 'roof tax' style system of obligations for all local planning authorities would secure investment for infrastructure in a less arbitrary way than bespoke negotiated agreements;

(4) the above comments (together with the specific responses set out in the Appendix to the questions raised in the consultation document) be conveyed to HM Treasury as the City Council's response to the Government consultation on the Planning Gain Supplement .

## **228. RESPONSE TO GOVERNMENT CONSULTATION ON PLANNING POLICY STATEMENT 3: HOUSING AND THE GOVERNMENT'S RESPONSE TO KATE BARKER'S REVIEW OF HOUSING SUPPLY**

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

Resolved that the comments set out in the report and questionnaire response (attached as Appendix 1 to the report) be endorsed and forwarded to the Office of the Deputy Prime Minister and HM Treasury as the City Council's response to the Government consultation on draft PPS3 and the Government's response to Kate Barker's Review of Housing, subject to the inclusion of the following additional comment: -

"Local Authorities should be encouraged to assess the local requirements for all types of housing, both affordable and market, and based upon existing supply and projected demographic data, apply specific mixes of dwelling types to ensure that there is a balance between supply and need. This should apply equally to new build and conversions of family accommodation to flats. A different strategic mix would be appropriate to a City centre, and the surrounding areas. To this end Local Authorities should be encouraged to take the following approach: -

- when considering applications for new residential development, or conversions, careful consideration needs to be given to the impact it would have on the character of an area, both on its own, and its cumulative impact with other similar developments;
- when considering applications for small scale residential developments (both new build and conversions) which fall below the threshold for affordable housing, or other infrastructure requirements, the cumulative impact of a number of similar developments needs to be taken into account. Particular concern is raised in relation to affordable housing provision, transport improvements, and education provision;
- in considering a balanced approach to residential development, a sequential approach should be taken which recognises that the City centre is most appropriate for a greater percentage of flatted development, and the areas outside the City centre should have a greater mix of family housing."

## **229. HRA CAPITAL PROGRAMME 2006/09 – POWER TO INCUR EXPENDITURE**

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

Resolved that: -

- (1) Major Project Approval be granted for works to bring Council Housing stock up to Decent Homes standard, as set out in the report;
- (2) Capital spend for the works set out in the report be authorised for up to £12,563,000 for 2005/07, £11,600,000 for 2007/8 and £9,600,000 for 2008/09, insofar as this is within the HRA Capital Programme agreed by Council for 2006/07 to 2008/09.

### **230. SUPPLY OF ELECTRICAL MATERIALS TO OXFORD CITY COUNCIL – MAJOR PROJECT APPROVAL AND CONTRACT AWARD**

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

Resolved that: -

- (1) Major Project Approval be granted for the purchase of electrical supplies to a value of £500,000 a year, for use by Oxford Buildings Solutions;
- (2) the contract to supply be awarded to Wilts Electrical Ltd for 1 year with the option to extend the contract for a further year;
- (3) it be noted that the supplier was selected following a competitive selection process conforming to the European procurement regulations and that the selection had been made on the basis of quality as well as price.

### **231. BUILDING REGULATIONS CHARGES**

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

Resolved: -

- (1) that the revised charges, as set out in Appendix A to the report, be approved with effect from 1 April 2006;
- (2) that the Building Control Team be congratulated on the excellent in-house service they provide.

### **232. OXFORD CLIMATE CHANGE ACTION PLAN**

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

Resolved that: -

- (1) the production of the Oxford Climate Change Action Plan (OCCAP) and



the work of the Environment Scrutiny Committee be welcomed;

- (2) the Leader and the Chief Executive be asked to sign the Nottingham Declaration on behalf of the Council;
- (3) the Strategy and Review Business Manager be requested to establish a cross-Council Climate Change Team comprising members and officers, and submit an implementation Plan to the April meeting of the Executive Board that incorporates the requirements of the OCCAP;
- (4) it be agreed that the emphasis of the OCCAP should be rather more on action and rather less on surveying;
- (5) the Climate Change Team be requested to consider the possibility of the Council joining the 120 strong Energy Cities European Network .

### **233. DEPLOYMENT OF OXFORD'S STREET WARDENS**

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

Resolved that: -

- (1) the report be welcomed;
- (2) additional street warden deployment in 2006/07 would be for a new team to cover Northway and Marston;
- (3) money currently earmarked for further Street Warden expansion in 2007/08 be diverted towards match funding additional Police Community Support Officers (PCSOs) for deployment as the Neighbouring Policing Scheme is rolled out, subject to full consultation by the Police with the City Council;
- (4) it be noted that this would result in the most deprived areas in the City having street wardens operating in tandem with PCSOs providing the essential community development aspect of the role, and that there could potentially be at least 18 PCSOs to cover other areas of the City that require a uniformed presence but that have lower crime and deprivation levels or have the need for a focus on intelligence gathering.

### **234. WORKING TOGETHER FOR A BETTER OXFORDSHIRE – OXFORDSHIRE'S DRAFT LOCAL AREA AGREEMENT 2006/09**

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

Resolved that: -

- (1) the contents of the draft Local Area Agreement be noted and the principles contained within it be endorsed;
- (2) the Chief Executive, after consultation with the Leader of the Council (Councillor Hollingsworth) be authorised to: -
  - (a) agree outstanding areas and final targets as set out in the report;
  - (b) take decisions to the extent to which the Council will be involved in the projects outlined in the report;
  - (c) negotiate the division of the award of any reward funding;
- (3) the final agreement be submitted to a future meeting of the Board with an analysis of areas where the City Council could progress targets.

### **235. ODPM HOMELESSNESS DIRECTORATE REVENUE ALLOCATION**

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

Resolved that: -

- (1) the drawing down of government allocation of £570,000 for the financial year 2006/07 be agreed;
- (2) the following grants to external agencies in 2006/07 be approved: -
  - 4 posts at the Street Services Team - £153,994
  - 1 substance misuse worker at Simon House - £40,620
  - 2 resettlement workers at ECHG - £57,680
  - 1 alcohol worker at the Nightshelter - £32,568
  - 1 tenancy sustainment worker at the Nightshelter - £32,568
  - 1 prevention and resettlement worker at the Bridge Project - £30,258
  - 1 multiple needs worker at the Elmore Team - £36,668
  - severe weather beds - £3,500
  - subsidised service charge for 4 young people at Simon House - £2,100
  - Activate pre-detox course at ECHG - £6,000
- (3) the following Oxford City Council schemes for 2006/07 be approved:
  - partnership support officer (Neighbourhood Renewal) - £14,000
  - priority needs funding, supported lodgings scheme (Housing Services) – £28,000
  - rent deposit guarantee scheme (Housing Services) - £20,000

- (4) the decommissioning of the rough sleeper outreach worker (the Elmore Team) and family support team (CRI) be approved;
- (5) the commissioning of 1 new full-time post in the current Street Services Team (£32,718) be approved;
- (6) the Neighbourhood Renewal Business Manager be authorised to allocate the balance of £79,326.

### **236. DEVELOPMENTS IN TOURISM IN OXFORD**

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

Resolved that the comparative value for money and new clarity of management of tourism in the city, and progress made in performance, product improvement and collaboration, be noted

### **237. AREA COMMITTEE RECOMMENDATIONS**

There were no recommendations for the Board to consider.

### **238. PORTFOLIO HOLDER QUESTIONS**

There were no such questions for the Board to consider.

### **239. 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 the Concessionary Bus Fares Scheme.

Resolved that the decision taken be noted.

### **240. 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 be noted.

### **241. MINUTES**

Resolved that: -

- (1) the minutes (previously circulated) of the Board dated 16 and 30 January 2006 be agreed as a correct record;
- (2) the Strategic Director, Housing, Health and Community, be asked to advise Councillor Armitage on progress made in respect of the working group of Oxford City Council Environmental Health and Oxfordshire County Council Transport Planning Officers on air quality and environment (minute 191(1)).

## **242. 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	information relating to the business affairs of a person other than the authority	243

## **243. PROPOSED DISPOSAL OF FREEHOLD WAREHOUSE, PETERLEY ROAD, HORSPATH**

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 authorized to proceed with disposal of the freehold interest in Units 22a and 22b Horspath Industrial Estate, Peterley Road, Horspath, on the terms set out in the report, noting that the capital receipt would be generated one year earlier than projected in the Asset Disposal Plan.

The meeting began at 9.15 am and ended at 12.18 pm.