

EXECUTIVE BOARD

Monday 17 July 2006

COUNCILLORS PRESENT: Councillors Goddard (Chair), Rundle (Vice-Chair), Armitage, Bance, Fooks, Murray, Paskins Tall and van Zyl.

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

OFFICERS PRESENT FOR PART OF THE MEETING: Michael Crofton-Briggs, Mark Jaggard and Rachel Williams (Planning Services Business Unit), Paul Robinson and Gail Siddall (Environmental Health Business Unit), Geoff Melotti, Phil Dunsdon and Peter Dobson (City Works Business Unit), Jacqueline Hunt and Claire Newport (Leisure and Cultural Services Business Unit), Val Johnson, Stuart Moran and Nerys Parry (Neighbourhood Renewal Business Unit), Fiona Brown (Community Housing Business Unit), Jane Lubbock and David Clark (Facilities Management Business Unit), Sean Fry (Oxford City Homes Business Unit), Jude Skipp (Legal and Democratic Services Business Unit) and John Kulasek (Financial and Asset Management Business Unit).

35. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Sellwood.

36. DECLARATIONS OF INTEREST

There were no declarations of interest.

37. PUBLIC QUESTIONS

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

38. SCRUTINY RECOMMENDATIONS AND REPORTS

The Board noted that a report concerning a reference from the Oxford Health Overview and Scrutiny Sub-Committee on funding for Health Trainers would be submitted to the next meeting.

39. SOUTH EAST PLAN – CALL-IN

The Board considered (a) a recommendation of the Housing Scrutiny Committee in response to the call-in of the decision contained in Executive Board minute 11 concerning the South East Plan, and (b) the report (previously circulated and now appended) of the Planning Services Business Manager considered by the Board on 19 June 2006.

Resolved to confirm the decision contained in minute 11 of the Executive Board.

40. BLACK AND ETHNIC MINORITY HOUSING STRATEGY

The Community Housing Business Manager submitted a report (previously circulated and now appended). The Board also considered the comments of the Housing Scrutiny Committee which had considered the report at its meeting on 4 July 2006.

Resolved that: -

- (1) the draft Black and Ethnic Minority Housing Strategy be approved for consultation;
- (2) as part of the consultation process the setting up of focus groups should not just include representatives from the Black and Ethnic Minority communities that were Council tenants, but also those who were in temporary accommodation and in private sector accommodation.

41. LORD MAYOR'S DEPOSIT GUARANTEE SCHEME – OPTIONS FOR THE FUTURE

The Community Housing Business Manager submitted a report (previously circulated and now appended). The Board noted that the Housing Scrutiny Committee, which had considered the report at its meeting on 4 July 2006, supported the proposals in the report.

Resolved that: -

- (1) approval be given to Option 5, that the scheme be brought in-house with sufficient budgetary resources to enable continued provision of services to existing and future clients, as part of the homelessness prevention work of the Housing Needs Team, subject to reaching appropriate agreement with Oxford Citizens Housing association (OCHA) on financial matters;
- (2) a further review of best practice and value for money be carried out twelve months from the date that the scheme is brought in-house, to determine the best way of delivering the activities of the scheme in future.

42. PRIVATE SECTOR HOUSING STRATEGY

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

Resolved that the draft Private Sector Housing Strategy be approved for consultation.

43. PRIVATE SECTOR REGIONAL POT: SUPPLEMENTARY ESTIMATE AND MAJOR PROJECT APPROVAL

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

Resolved that: -

- (1) Council be RECOMMENDED to approve a supplementary capital estimate to enable the allocation of £248,227 in Specified Capital Grant from the Regional Housing Pot for 2006/07 to be spent;
- (2) Major Project Approval be granted to spend the £248,227 awarded from the Regional Housing Pot to reduce unfitness in this financial year by upgrading insulation in private sector homes in the manner set out in the report;
- (3) agreement be given to the proposed partnership with British Gas, which levered in further funds, to help deliver this scheme to improve energy efficiency and reduce the decline in condition in Oxford's private sector housing stock..

44. RESPONSE TO COMMUNITY SCRUTINY RECOMMENDATION ON LOCAL CONNECTION

The Neighbourhood Renewal Business Manager submitted a report (previously circulated and now appended). The Board noted guidance issued by the ODPM in August 2005 in respect of the production of best practice for local authorities on reconnection.

Resolved that: -

- (1) the comments of the Community Scrutiny Committee on the possible introduction of a local connections policy be noted;
- (2) best practice in respect of the government recommended model for reconnection be investigated to see how it could be made to work for Oxford.

45. REDEVELOPMENT OF COUNCIL OWNED GARAGE SITES: MAJOR PROJECT APPROVAL

The Neighbourhood Renewal Business Manager submitted a report (previously circulated and now appended). The Board also considered the comments of the Housing Scrutiny Committee which had considered the report at its meeting on 4 July 2006.

Resolved that: -

- (1) Major Project Approval be granted for the development of the sites referred to in paragraph 3.4 of the report for affordable housing, in accordance with paragraph 5.04 of the Contract Procedure Rules;
- (2) Warden Housing Association (as part of the Home Group Limited group structure) be approved as the development partner for the scheme;
- (3) approval be given to the disposal of the sites referred to in paragraph 3.4 of the report to Home Group Limited freehold with vacant possession at nil cost, in accordance with section 9 of the Contract Procedure Rules;
- (4) instruct the Neighbourhood Renewal Business Manager and the Head of Legal and Democratic Services to negotiate the detailed terms of disposal of the land and authorize them to complete the transfer of the land;
- (5) Council be RECOMMENDED to vire £600,000 in developer contributions to the Phase 2 garage redevelopment programme;
- (6) the Eco Homes Excellent standard be aimed for wherever possible in the construction of the new homes and, if that was not possible, the Housing Scrutiny Committee be informed of the reasons;
- (7) consultation be carried out with local people as early in the process as possible, and this should not just be through area committees and residents' associations.

46. WORKING TOGETHER FOR A BETTER OXFORDSHIRE – OXFORDSHIRE'S LOCAL AREA AGREEMENT

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

Resolved: -

- (1) that the priorities set out in the Agreement be endorsed;
- (2) to note the potential resource implications for the City Council, as set out in paragraphs 11 to 15 of the report, in relation to the alignment of some of Oxford City Council budgets, none of which would be "pooled", and that

no new resources of staff and budgets were currently required.

47. AUDIT COMMISSION ANNUAL AUDIT AND INSPECTION LETTER

The Chief Executive submitted a report (previously circulated and now appended). The Board also considered an updated version of Appendix 1 to the report.

Resolved that: -

- (1) the Audit Commission's Annual Audit and Inspection Letter be noted;
- (2) the Action Plan in Appendix 1 (as amended) of the Chief Executive's report be approved;
- (3) Council be RECOMMENDED to note the Audit Letter and the Executive Board's response.

48. NEW WASTE COLLECTION AND RECYCLING SCHEME FOR OXFORD

The Interim City Works Business Manager submitted a report (previously circulated and now appended). The Board also considered the comments of the Environment Scrutiny which had considered the report at its meeting on 10 July 2006 and the comments of the Section 151 Officer on prudential borrowing (attached as Annex 1 to the minutes).

Councillor Paskins, seconded by Councillor Bance, moved that recommendation 1 in the report be amended to add the following at the end: -

“subject to the following changes:

To adopt the changes recommended by the Environment Scrutiny Committee”

1. Paragraph 28 – add new point vii ‘Recycling champions should be recruited using established community groups where they exist such as West Oxford Waste Watchers and other lay members of the public *to* work in tandem with field officers’.
2. Paragraph 35 - Advise tenants in publicity material that charging for further boxes when they are lost or damaged etc will be discretionary. Officers should maintain records to monitor for possible abuse of the scheme. The Committee said that it would not like to see people charged for extra boxes if, for example, they could demonstrate that they have a proper need for extra boxes.
3. Paragraph 40 - remove the word ‘eventually’ from paragraph 40. Environment Scrutiny Committee recommends that all flats and university accommodation should be included in the scheme as

soon as is practicable, as this represents some 20% of the residents of Oxford, and that a timetable for this be provided.

4. Paragraph 49 - That option 3 should be adopted as set out in the report as follows:
 - iii) to introduce green waste only collections with effect from September 2006 to the new areas that do not presently enjoy the combined collections. When dry recycling material collections are introduced into those areas currently enjoying the combined garden waste/cardboard service, householders will be required to place cardboard in the blue box.

This option is endorsed because the Environment Scrutiny Committee thinks that only those properties currently enjoying the combined green waste and cardboard collection service should need to change, to avoid confusion amongst households.

5. Paragraph 61 - Advise tenants in publicity material that to minimise possible odour problems, food waste should be wrapped in plastic bags. Sealable bags need not be provided by the Council for this purpose.
6. Annexe 1, second paragraph - Regarding the default option on the size of bin to be provided where the householder does not state preference. Residents should be advised in publicity material of capacity of bin capacity in relation to the equivalent number of bin sacks, eg a large 240-litre bin is equivalent to approximately 4.5 bin bags. Residents should be advised that where no preference is indicated, officers would provide the bin deemed appropriate according to house type and family size.”

The amendment was put to the vote but was not carried.

Resolved that: -

- (1) further to the previous in principle agreement of the Board on 3 April 2006 to new household waste collection and recycling arrangements, the implementation of these arrangements be agreed in accordance with the detailed proposals in the report, choosing option (i) in paragraph 49 - to include cardboard with green waste in all areas until the new dry recyclables collections are introduced;
- (2) Major Project Approval be granted for the scheme as a whole to encompass all elements of expenditure including the procurement of equipment, services and ongoing revenue expenditure to service the scheme;
- (3) approval be given to the following proposals for the procurement of the products and services required in the project, as detailed in the report: -.

- (a) wheeled bins be procured through the Yorkshire Purchasing Organisation, subject to the most economically advantageous tender being selected from their approved suppliers;
 - (b) recycling boxes and lids be procured through the Eastern Shires Purchasing Organisation, selecting the most economically advantageous tender;
 - (c) other materials and services be acquired on the basis of quotes in accordance with the Council's Contract Regulations (subject to resolution 4 below);
- (4) approval be given to the putting in place of interim arrangements for outlets for recyclable materials on a temporary basis until 3 months after complete implementation of the scheme, at which date formal tenders will be issued, and in the meantime agreement be given to a waiver of Contract Regulations in this respect;
- (5) the Strategic Director, Physical Environment, be authorized to take all necessary steps to implement the scheme in accordance with the report;
- (6) that the Communications Strategy be implemented as far as practicable, including: -
- the recruitment of recycling champions from groups such as the Community Action Groups and residents' association where appropriate;
 - to hold a seminar in early August to inform all members of the new scheme;
- (7) it be noted that : -
- the intention was to offer the full range of recycling facilities for blocks of flats as soon as practicable and that the Portfolio Holder had withdrawn the word " eventually" at the end of line 3 of paragraph 40 of the report;
 - the Portfolio Holder wished to add at the end of paragraph 61 of the report the words " investigating the use of biodegradable plastic bags, as used in the Somerset food waste collection service";
 - officers would have discretion in respect of the free issue containers to replace those which had been lost or damaged;
- (8) the comments of the Section 151 Officer in respect of prudential borrowing be noted.

49. SUPPLY OF PLUMBING AND HEATING MATERIALS TO OXFORD CITY COUNCIL – CONTRACT AWARD

The Oxford City Homes Business Manager submitted a report (previously circulated and now appended).

Resolved that: -

- (1) Major Project Approval for the purchase of plumbing and heating materials to Oxford City Council;
- (2) a contract be awarded to Buildbase Ltd., the supplier selected as a result of restricted tender process in accordance with EU procurement regulations; the contract would be for one year starting on 1 August 2006 with an option to extend for up to one further year.

50. SUPPLY OF PRINT TO OXFORD CITY COUNCIL – CONTRACT AWARD

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

Resolved that: -

- (1) Major Project Approval for the purchase of print to Oxford City Council;
- (2) a contract be awarded to Corporate Document Services Ltd., the supplier selected as a result of restricted tender process in accordance with EU procurement regulations; the contract would be for two years starting on 1 August 2006 with an option to extend for up to one further year.

51. TOWN HALL FEES AND EVENTS POLICY

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

Resolved that: -

- (1) approval be given to changes in the charging policy to enable Sunday bookings between 10:00 and 16:00 hours to be charged with no Sunday supplement;
- (2) agreement be given to the proposal to work with other agencies to maximize visitor numbers to the Town Hall at weekends;
- (3) it be noted that the Council would look at the opportunities to increase the discount offered to community clients and other groups at the end of the current financial year.

52. MUSEUM OF OXFORD FREE ADMISSION TRIAL

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

Resolved that: -

- (1) the proposals regarding a trial period of free admission into the Museum of Oxford, as set out in the report, be approved;
- (2) it be noted that that sampling and other systems would be put in place to monitor the number of people visiting the Museum in order to measure the impact the pilot scheme would have in promoting social inclusion and encouraging local people to visit, and feedback on this would be included in a future report to the Board on the impact of the free admission scheme and whether it should be made permanent.

53. YEAR END FINANCIAL MONITORING REPORT

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

Councillor Paskins moved and Councillor Bance seconded that recommendation 19(d) in the report be amended as follows: delete “approve supplementary estimates” and replace with “amend the supplementary estimates in paragraph 12 to include £20,300 to fund the Horspath Road Resource Centre, and reduce the amount retained in balance to £29,700, and approve revised supplementary estimates ...”

The amendment was put to the vote but was not carried.

Resolved that: -

- (1) the year end financial position be noted;
- (2) the General Fund carry-forwards, as set out in paragraphs 6 to 9 and Appendix 5 of the report, be approved;
- (3) the Housing Revenue Account (HRA) carry-forwards, as set out in paragraph 15 of the report, be approved;
- (4) the supplementary estimates, as set out in paragraph 12 of the report and totalling £86,300 in 2006/07, £45,890 in 2007/08 and £45,890 in £2008/09, be approved;
- (5) it be noted that that £30,700 was to be added to the Area Committee revenue budget to enable funding commitments to be honoured and that

there would be a proportionate decrease in the controllable underspends of Business Units to fund this;

- (6) in respect of the Horspath Resource Centre that: -
- (a) officers be instructed to ensure the Resource Centre is kept open within existing budgets, pending an urgent report from Officers in the relevant Business Units on the viability of the centre;
 - (b) the above-mentioned report be submitted as soon as possible to the Executive Board, via Community Scrutiny Committee and Cowley Area Committee;
 - (c) the report should address the following:-
 - o what City Council services the Centre is delivering
 - o what are its realistic future funding streams
 - o how the Centre intends to operate within its resources
 - o how it intends to meet its financial obligations
 - o a risk analysis of its closure;
 - (d) officers be instructed to assist the resource centre in its grant applications, and to assist in the preparation of a financial and management plan.

54. JERICHO BOATYARD

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

Resolved that it be noted that British Waterways had advised that site disposal was expected in the next week.

55. SUPPLEMENTARY PLANNING DOCUMENTS ON NATURAL RESOURCE IMPACT ANALYSIS (NRIA) AND AFFORDABLE HOUSING

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

Resolved that Council be RECOMMENDED to note that the Board had agreed that: -

- (1) full discussion of this item would take place at Council when all members could make their views known;

- (2) additional information relating to the implications of various percentages for contributions towards affordable housing by commercial developers would be made available for the Council meeting.

56. PREFERRED OPTIONS DOCUMENT FOR OXFORD'S WEST END AREA ACTION PLAN

The Planning Services Business Manager submitted a report (previously circulated and now appended). The Board also considered an updated version of Appendix B to the report.

Resolved that Council be RECOMMENDED to note that the Board had agreed that: -

- (1) full discussion of this item would take place at Council when all members could make their views known;
- (2) additional information relating to queries raised at the meeting (including European funding and transport issues) would be made available for the Council meeting.

57. APPOINTMENTS TO OUTSIDE BODIES

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

Resolved that: -

- (1) having noted the observations set out in paragraph 4.1 of the report it be agreed that the appointment of representatives to the bodies listed in Appendix 1 of the report be as set out in Annex 2 to the minutes and be for a two year period;
- (2) the appointments to Charitable Trusts be as set out in Annex 2 to the minutes;
- (3) it be noted that the Members' Services Manager would be writing to all organisations to check that nominations were still required.

58. AREA COMMITTEE RECOMMENDATIONS

The Board noted that a recommendation made by the Central South and West Area Committee in respect of the Strategic Flood Risk Assessment would be considered at the August meeting.

59. PORTFOLIO HOLDER QUESTIONS

There were no such questions for the Board to consider.

60. FUTURE ITEMS

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

Resolved to note the list of future items.

61. DECISIONS TAKEN IN THE BEST INTERESTS OF THE COUNCIL

There were no such decisions for the Board to consider.

62. MINUTES

Resolved that the minutes (previously circulated) of the Board dated 19 June 2006 be agreed as a correct record.

63. MATTERS EXEMPT FROM PUBLICATION

Resolved that in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 the press and public on be excluded from the meeting on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule I2A of the Local Government Act 1972.

| <u>Item</u> | <u>Reason for exemption</u> | <u>Minute No</u> |
|-------------|--|------------------|
| C1 | information relating to the business affairs of any particular person (including the authority holding that information) | 64 |

64. REDEVELOPMENT OF COUNCIL OWNED GARAGE SITES: MAJOR PROJECT APPROVAL

The Neighbourhood Renewal Business Manager submitted an exempt from publication appendix (previously circulated and now appended) to the report referred to in minute 45.

Resolved that the information contained in the appendix in respect of indicative site values and the scheme financial profile be noted.

The meeting began at 9.00 am and ended at 12.57 pm.

ANNEX 1 (referred to in minute 48)

Prudential borrowing

The Project involves new vehicles and bins, both of which require capital funding.

Most of our capital spending is paid for through government grant. It pays for the interest, rather like on a mortgage. Two years ago local authorities were given increased flexibility in this area.

Wheelie bins and vehicles are being funded through “unsupported borrowing”.

All major schemes need to take account of three principles: -

- Affordability
- Prudence
- Sustainability

Affordability - Revenue costs have been built into the City Work’s three-year budget. The overall yearly costs are about £200,000, or 2% of our council tax.

Prudence – This could have been financed from leasing. Finance staff have looked at both options. Borrowing is cheaper than leasing - we can borrow at best rates, plus there is no profit element.

Moreover assets appear on our balance sheet. This means they are more visible, and we have in mind replacement dates.

Sustainability – This is a long-term decision. Vehicles and bins have a relatively short life - bins around a decade, vehicles somewhat shorter. We have worked out the revenue costs annual cost to replace, setting aside. These have been built into the running costs (around £200k per annum).