

# EXECUTIVE BOARD

## A G E N D A

**Date: Monday 21 August 2006 at 9.00 am**

**Venue: Old Library, Town Hall**

### **Membership as from 18 May 2006**

John Goddard (Leader)  
David Rundle (Deputy Leader)  
Alan Armitage  
Jean Fooks  
Patrick Murray  
Stephen Tall  
Caroline van Zyl  
Antonia Bance  
(Vacancy)  
Matthew Sellwood

### **Portfolios**

Overarching  
Stronger Communities  
Healthier Environment  
Cleaner City  
Improving Housing  
Better Finances  
Safer City  
Without portfolio  
Without portfolio  
Without portfolio

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The quorum of the Executive Board is three members. No substitutes are permitted.

## **Declaring Interests**

### **What interests do I need to declare in a meeting?**

As a first step you need to declare any personal interests you have in a matter. You will then need to decide if you have a prejudicial interest in a matter.

### **What is a personal interest?**

You have a personal interest in a matter if that matter affects the well being or financial position of you, your relatives or your friends more than it would affect other people in the Council's area. A personal interest can affect you, your relatives or your friends positively or negatively. You should declare it if you or they would stand to gain or lose by the decision.

You also have a personal interest in a matter if it relates to any interests which you must register.

### **What do I need to do if I have a personal interest in a matter?**

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

### **Can I stay in a meeting if I have a personal interest?**

You can still take part in the meeting and vote on the matter unless your personal interest is also a prejudicial interest.

### **What is a prejudicial interest?**

A prejudicial interest is one which a member of the public who knows the relevant facts would reasonably think is so significant that it is likely to affect your judgement of the public interest.

### **What is not a prejudicial interest?**

The Code of Conduct sets out a small number of exceptions. Check with the Monitoring Officer if you are in any doubt.

### **What do I need to do if I have a prejudicial interest?**

If you have a prejudicial interest in a matter being discussed at a meeting, you must leave the room. You cannot take part in discussions on that matter or try improperly to influence anyone's decision on the matter.

**PART I**  
**PUBLIC BUSINESS**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

Members are asked to declare any personal or personal and prejudicial interests they have in any of the following agenda items. Guidance on this is set out above.

**3. PUBLIC QUESTIONS**

Executive Board Procedure Rule 13(iii) - At the discretion of the Executive Board, members of the public may ask questions about issues set out on the agenda, subject to having registered with the Chief Executive their wish to speak, and the subject matter of the question, by 2.00 pm on the working day before the meeting.

Procedure Rule 13(iii) says that the Executive Board may hear questions for up to a maximum of 15 minutes. There is no provision for the terms of the Procedure Rule to be suspended.

**4. SCRUTINY RECOMMENDATIONS AND REPORTS**

A. Recommendation (attached) of Finance Scrutiny Committee – 27 July 2006

B. Health Trainers – report (attached) of the Oxford Health Overview Scrutiny Sub-Committee

**5. CORPORATE GEOGRAPHIC INFORMATION SYSTEM – MAJOR PROJECT APPROVAL**

*Portfolio holder: Councillor Goddard*

Report (attached) of the Planning Services Business Manager

**6. TOWN HALL FEASIBILITY STUDY FINDINGS AND FUTURE OPTIONS**

*Portfolio holder: Councillor Armitage*

Report (attached) of the Facilities Management Business Manager

The Finance Scrutiny Committee considered this report at its meeting on 27 July 2006 and resolved: -

- (1) to RECOMMEND the Executive Board to pursue option 3 - the refurbishment of the Main Hall and provision of full access to the Museum of Oxford;
- (2) to inform the Executive Board that the Committee:-
  - (a) would support, if funds available were limited, a scheme to refurbish the Main Hall only;
  - (b) believes that "civic information" should be interpreted in the widest sense;
  - (c) is of the opinion that the tourist potential of the Town Hall should be exploited as much as possible, for example, by introducing guided tours of the building;
  - (d) considers that there is a need to review the provision of public toilets in the Town Hall;
- (3) to ask the Facilities Management Business Manager to submit a report to a future meeting of the Committee giving details of the cost of refurbishment works at the Town Hall and addressing whether or not it will be necessary to engage a project manager to oversee the work.

## **7. COVERED MARKET LEASING STRATEGY GUIDANCE NOTES**

*Portfolio holder: Councillor Armitage*

Report (attached) of the Financial and Asset Management Business Manager

## **8. EVENTS STRATEGY – RESPONSE TO CONSULTATION**

*Portfolio holder: Councillor Armitage*

Report (attached) of the Leisure and Cultural Services Business Manager

## **9. PURCHASE OF VEHICLES TO SUPPORT THE NEW WASTE COLLECTION AND RECYCLING SCHEME**

*Portfolio holder: Councillor Fooks*

Report (attached) of the Interim City Works Business Manager

**10. REROOFING FLATS – TENDER APPROVAL**

*Portfolio holder: Councillor Murray*

Report (attached) of the Oxford City Homes Business Manager

(See also the exempt from publication appendix at item C1)

**11. ADOPTION OF PROSPECTUS FOR SUPPORT TO COMMUNITY AND VOLUNTARY GROUPS**

*Portfolio holder: Councillor van Zyl*

Report (attached) of the Neighbourhood Renewal Business Manager

**12. OUT OF HOURS TELEPHONE AND DEBT COLLECTION CONTRACTS**

*Portfolio holder: Councillor Tall*

Joint report (attached) of the Revenues and Benefits and Customer Services Business Managers

The Finance Scrutiny Committee considered this report at its meeting on 27 July 2006 and resolved to inform the Executive Board that the Committee supported:-

- (1) the replacement of the out of hours telephone contract with Capita by the extension of the Customer Services Telephone Contact Centre until 6.00 p.m. on weekdays – noting that the Customer Services Business Manager considered that it would be possible to provide, additionally, a service on the Saturday of the week when Council Tax bills are issued;
- (2) the extension of the debt collection contract with Capita for a further six months - with a further review of the contract being submitted to the Committee in October or November.

**13. SALE OF 111 MARLBOROUGH ROAD**

*Portfolio holder: Councillor Tall*

Report (attached) of the Financial and Asset Management Business Manager

(See also the exempt from publication appendix at item C2)

**14. FIRST QUARTER 2006/07 PERFORMANCE REPORT**

*Portfolio holder: Councillor Tall*

Report (attached) of the Chief Executive

**15. APPROVAL OF CONSULTATION FOR THE OXFORD PLAN 2007- 2010**

*Portfolio holder: Councillor Goddard*

Report (attached) of the Chief Executive

**16. COUNCIL MOTION – MEDICAL RESEARCH FACILITY, SOUTH PARKS ROAD**

Motion (attached) as agreed by Council on 26 June 2006

**17. AREA COMMITTEE RECOMMENDATIONS**

Recommendation (attached) of the Central, South and West Area Committee relating to the Strategic Flood Risk Assessment

**18. PORTFOLIO HOLDER QUESTIONS**

There are no such questions for the Board to consider

**19. DECISIONS TAKEN IN THE BEST INTERESTS OF THE COUNCIL**

There are no such decisions for the Board to consider

**20. FUTURE ITEMS**

List (attached) of future agenda items as set out in the Forward Plan, published on 18 July 2006, compiled by the Head of Legal and Democratic Services

**21. MINUTES**

Minutes (attached) of the meeting of the Board held on 17 July 2006

## **22. MATTERS EXEMPT FROM PUBLICATION**

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**PART II**

**MATTERS EXEMPT FROM PUBLICATION**

**C1. REROOFING – CONTRACT AWARD**

*Portfolio holder: Councillor Murray*

Exempt from publication appendix (attached) to the report of the Oxford City Homes Business Manager at item 10

**C2. SALE OF 111 MARLBOROUGH ROAD**

*Portfolio holder: Councillor Tall*

Exempt from publication appendix (attached) to the report of the Financial and Asset Management Business Manager at item 13