

EXECUTIVE BOARD

Monday 21 August 2006

COUNCILLORS PRESENT: Councillors Goddard (Chair), Armitage, Bance, Murray, Sellwood, Tall and van Zyl.

OFFICERS PRESENT FOR THE WHOLE OF THE MEETING: Caroline J Bull (Chief Executive), Mark Luntley and Michael Lawrence (Strategic Directors), 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, (Planning Services Business Unit), Jane Lubbock (Facilities Management Business Manager), Claire Newport (Leisure and Cultural Services Business Unit), Val Johnson, Oliver de Soissons and Craig Buckby (Neighbourhood Renewal Business Unit), Ian Barrett (Customer Services Business Manager), Paul Warters (Revenues and Benefits Business Manager), Janet Banfield, Andrew Davies and Ben Smith (Strategy and Review Business Unit) and John Kulasek (Financial and Asset Management Business Unit).

65. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Rundle (Vice-Chair) and Fooks.

66. DECLARATIONS OF INTEREST

Cllr Sellwood declared a personal interest in the item on the prospectus for support to voluntary and community organisations (minute 75) because he worked for a charitable organisation operating within the Oxford City area that could be eligible for grant aid in the future.

67. PUBLIC QUESTIONS

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

68. SCRUTINY RECOMMENDATIONS AND REPORTS

The Board considered (a) minute 20 of the Finance Scrutiny Committee concerning establishment controls, and (b) a report of the Oxford Health Overview and Scrutiny Sub-Committee concerning health trainers.

Resolved: -

- (1) that it be noted that a report concerning the Finance Scrutiny Committee's recommendation in respect of establishment controls would be submitted to the next meeting;
- (2) in respect of a recommendation from the Oxford Health Overview and Scrutiny Sub-Committee on health trainers to note: -
 - (a) the positive benefits of the Health Trainers initiative and the possibility that an application for funding may be submitted to the City Council;
 - (b) that it would not be appropriate to pre-empt forthcoming budget decisions and that any bid for funding would be considered as part of the budget setting process.

69. CORPORATE GEOGRAPHIC INFORMATION SYSTEM – MAJOR PROJECT APPROVAL

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

Resolved that: -

- (1) Contract Regulation 8.01, requiring the use of a formal tender route to procurement, be waived as only one supplier could meet the specification;
- (2) Major Project Approval be granted to proceed to implement a corporate Geographic Information System;
- (3) the contract be awarded to ESRI.

70. TOWN HALL FEASIBILITY STUDY FINDINGS AND FUTURE OPTION

The Facilities Management Business Manager submitted a report (previously circulated and now appended). The Board also considered the comments of the Finance Scrutiny Committee which had considered the report at its meeting on 27 July 2006.

Resolved that: -

- (1) the findings of the three reports commissioned to test the Town Hall feasibility study be noted;
- (2) it be noted that: -

- (a) the Heritage Lottery Fund now limit their awards for projects of regional (as opposed to national) significance to £2,000,000;
 - (b) the three reports identified the Main Hall and Museum as the priority areas for refurbishment as these areas have the greatest potential to increase accessibility and use;
 - (c) It is possible to take forward the recommendations from the reports to develop a scheme costing up to £2,000,000 and to apply for Heritage Lottery Funding;
- (3) having noted that the Heritage Lottery Fund has advised that any scheme that the Council wishes to take forward as a future application should be worked up with the aid of an options appraisal and business plan, it be agreed that a smaller scheme of refurbishment be developed in accordance with recommendation 2 in the report noting, that £40,000 will need to be identified in the budget for 2007/08 to produce an options appraisal and business plan;
- (4) It be noted that some of the recommendations in the Audience Development Plan have already been achieved from the smaller ground floor refurbishment project, and that the Town Hall and Museum are developing Action Plans from the report.

71. COVERED MARKET LEASING STRATEGY GUIDANCE NOTES

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

Resolved that the draft Covered Market Leasing Strategy Guidance Notes appended to the report be approved and adopted, and that the Executive Scheme of Delegations be amended accordingly.

72. EVENTS STRATEGY – RESPONSE TO CONSULTATION

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

Resolved that the Events Strategy and Action Plan appended to the report be approved for implementation.

73. PURCHASE OF VEHICLES TO SUPPORT THE NEW WASTE COLLECTION AND RECYCLING SCHEME

The Interim City Works Business Manager submitted a report (previously circulated and now appended).

Resolved that: -

- (1) the contract to purchase six new refuse collection vehicles be awarded to Dennis Eagle Ltd. through the Eastern Shires Framework Agreement;
- (2) Contract Regulation 8.01, requiring the use of a formal tender route to procurement, be waived.

74. RE-ROOFING FLATS – TENDER APPROVAL

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

Resolved that acceptance of the lowest tender received for re-roofing flats in 2006/07, in the sum of £648,907.20, be agreed.

75. ADOPTION OF PROSPECTUS FOR SUPPORT TO COMMUNITY AND VOLUNTARY GROUPS

The Neighbourhood Renewal Business Manager submitted a report (previously circulated and now appended). The Board also considered (a) the comments of the Community Scrutiny Committee which had considered the report at its meeting on 24 July 2006, and (b) a summary of consultation responses.

Resolved that: -

- (1) the Annual Prospectus for Support for Community and Voluntary Organisations appended to the report be approved as a framework for: -
 - allocating the indicative sum of £1.64 million for community grants in 2007/08;
 - carrying out a review of all support for community and voluntary organisations, working with the organisations and with members.
- (2) the comments of the Community Scrutiny Committee be noted.

76. OUT OF HOURS TELEPHONE AND DEBT COLLECTION CONTRACTS

The Revenues and Benefits and Customer Services Business Managers submitted a joint report (previously circulated and now appended). The Board also considered the comments of the Finance Scrutiny Committee which had considered the report at its meeting on 27 July 2006.

Resolved that: -

- (1) the Capita pilot out of hours telephone contract due to expire on 31

August 2006 be replaced with the extension of the Customer Services Telephone Contact Centre until 6 pm on Wednesdays, noting that the Customer Services Business Manager had indicated at Finance Scrutiny Committee that it would be possible to provide, additionally, a service on the Saturday of the week when Council Tax Bills were issued;

- (2) the debt collection contract with Capita be extended for a further six months, provided that funding can be identified and put in place, noting that the Finance Scrutiny Committee had requested a further review of the contract to be submitted to the Committee in October or November 2006;
- (3) the Council Tax Working Group be asked to identify a way forward for the recovery of older debts.

77. SALE OF 111 MARLBOROUGH ROAD

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

Resolved that the best offer currently available for the property (as detailed in the exempt from publication appendix to the report) be accepted, and that in the event that the proposed purchase does not proceed at this level the Financial and Asset Management Business Manager be authorized to proceed with a sale to an alternative party at best price, at or above the open market value.

78. FIRST QUARTER 2006/07 PERFORMANCE REPORT D

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

Resolved that the report be noted and that: -

- (1) further details in respect of graffiti removal targets and performance would be given in the next quarterly report, clarifying the definition being used and how the indicator was being measured;
- (2) the Strategic Director, Physical Environment, had agreed to e-mail to members details of performance on streetscene cleanliness when they became available;
- (3) it be noted that details of Council Tax debt collection performance were sent to members through other means (in the red and blue books on financial and performance information);
- (4) the Community Housing Business Manager and his staff be congratulated on their work on homelessness prevention.

79. APPROVAL OF CONSULTATION FOR THE OXFORD PLAN 2007- 2010

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

Resolved that: -

- (1) the consultation objectives and timetable be approved;
- (2) an amended draft of the Oxford Plan 2006-2009 be used as a basis for that consultation;
- (3) the Executive Board would promote the engagement of officers, councillors, public and stakeholders with the consultation and development of the Plan;
- (4) the timetable pressures in producing the Plan be noted and adherence to the timetable will be supported by the Board in order to permit timely delivery of an improved quality of document.

80. COUNCIL MOTION – MEDICAL RESEARCH FACILITY, SOUTH PARKS ROAD

The Head of Legal and Democratic Services submitted a motion agreed by Council on 26 June 2006 (previously circulated and now appended).

Resolved that the Community Scrutiny Committee be invited to consider the motion and report back on practical ways to encourage debate and discussion on the facts and issues surrounding medical research, in keeping with the traditions of free and open debate in the City.

81. AREA COMMITTEE RECOMMENDATIONS

The Head of Legal and Democratic Services submitted a recommendation from the Central South and West Area Committee on built development flood risk.

Resolved that it be agreed that the Strategic Flood Risk Assessment should be taken forward as soon as possible, noting that the timing for this was dependent on publication by the Government of the final version of Planning Policy Statement (PPS) 25 which will determine whether responsibility will rest with local authorities or the Environment Agency and other related matters

82. PORTFOLIO HOLDER QUESTIONS

There were no such questions for the Board to consider.

83. DECISIONS TAKEN IN THE BEST INTERESTS OF THE COUNCIL

There were no such decisions for the Board to consider.

84. 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.

85. MINUTES

Resolved that the minutes (previously circulated) of the Board dated 17 July 2006 be agreed as a correct record, subject to correction of the spelling of “ETHNIC” in the heading of minute 40.

86. 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)	87
C2	information relating to the business affairs of any particular person (including the authority holding that information)	88

87. RE-ROOFING – CONTRACT AWARD

The Oxford City Homes Business Manager submitted an exempt from publication appendix (previously circulated and now appended) to the report referred to in minute 74.

Resolved that the information contained in the appendix be noted.

88. SALE OF 111 MARLBOROUGH ROAD

The Financial and Asset Management Business Manager submitted an exempt from publication appendix (previously circulated and now appended) to the report referred to in minute 77.

Resolved that the information contained in the appendix be noted.

The meeting began at 9.00 am and ended at 10.43 am.