

# EXECUTIVE BOARD

Monday 9 October 2006

**COUNCILLORS PRESENT:** Councillors Goddard (Chair), Rundle (Vice-Chair), Armitage, Bance, Fooks, Murray, Sellwood and Tall.

**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:** Pat Jones, Ben Smith and Claire Taylor (Scrutiny Officers), Graham Stratford, Marianne Upton and Dave Scholes (Community Housing Business Unit), Craig Buckby and Steve Northey (Neighbourhood Renewal Business Unit), Graham Smith (Transport and Parking Business Manager), John Kulasek, Martin Lyons and Sarah Fogden (Financial and Asset Management Business Unit), Sharon Cosgrove (Strategic Director, Physical Environment).

## 109. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Malik and Van Zyl.

## 110. DECLARATIONS OF INTEREST

No interests were declared.

## 111. PUBLIC QUESTIONS

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

## 112. ESTABLISHMENT CONTROLS – RECOMMENDATIONS OF FINANCE SCRUTINY COMMITTEE

The Finance Scrutiny Committee submitted a report (previously circulated and now appended). Councillor Price, Chair of Finance Scrutiny Committee, attended the meeting to present the recommendations.

Resolved that: -

- (1) as part of the establishment control process every post, both existing and new, be subjected to a “justification check” before the recruitment process is commenced, and that decisions on individual posts be taken at Strategic Director level;

- (2) the establishment control process should also relate to posts covered by budget bids and redeployments;
- (3) it be noted that resolutions (1) and (2) above were for immediate implementation and that responsibility for implementation rested with the Chief Executive.
- (4) it be noted that the current establishment controls would be refined in light of experience and any comments from KPMG

### **113. SICKNESS ABSENCE – RECOMMENDATIONS OF FINANCE SCRUTINY COMMITTEE**

The Finance Scrutiny Committee submitted a report (previously circulated and now appended). Councillor Price, Chair of Finance Scrutiny Committee, attended the meeting to present the recommendations.

Resolved that: -

- (1) it be noted that Finance Scrutiny Committee had asked for details of sickness absence figures to be reported separately for short and long terms absences;
- (2) it be noted that the pilot period for the Diagnostic Health Solutions service had been extended to December 2006 in order that a meaningful assessment of its impact could be made before deciding whether to extend the service across the Council;
- (3) it be agreed that a review of the Occupational Health Service be carried out to produce outcomes for improvement and that the review group should include staff and union representatives;
- (4) it be noted that stress could be a positive or negative factor in the workplace and that the Occupational Health Service should be involved as early as possible in cases where workplace stress was causing sickness absence, insofar as this was possible within existing resources;
- (5) it be agreed that the Council should consider ways of engaging with its staff on the benefits of a healthy lifestyle, recognising that this would be a relatively long term project;
- (6) that the Strategic Director, Finance and Corporate Services, be requested to submit a report on the reviews of the Diagnostic Health Service and Occupational Health Service to the December 2006 meeting of the Board

#### **114. HIDDEN HOMELESSNESS – HOUSING SCRUTINY COMMITTEE REVIEW**

The Housing Scrutiny Committee submitted a report (previously circulated and now appended). Councillor Campbell, Lord Mayor of Oxford, presented the report on behalf of the Scrutiny Review Group.

Resolved that: -

- (1) the Strategic Director, Housing, Health and Community to ensure that a publicity campaign is organised to draw attention to the issue of hidden homelessness so that a more accurate assessment of the problem can be made and steps can be taken to deal with the problems associated with hidden homelessness, such as addressing housing need, health problems employment difficulties, etc;
- (2) the Strategic Director, Housing, Health and Community, be asked to keep in touch with the Housing Scrutiny Committee over follow up work on tracking people who had presented as homeless but had not been housed because they were not in priority need or were intentionally homeless, and also those who presented to the duty options officer but did not have a second homelessness interview;
- (3) the Housing Scrutiny Committee be asked to monitor progress on issues referred to the Single Homeless Group or other forums that work with homeless people in Oxford, and consider a report being prepared by the Elmore team on barriers and difficulties facing prison leavers when looking for accommodation, and report back to the Board if further action was required on these issues;
- (4) the letter from “Crisis” endorsing the review, attached as Appendix 2 to the report, be noted.

#### **115. PROPOSALS FOR THE RESTRUCTURE OF THE COMMUNITY HOUSING BUSINESS UNIT**

The Strategic Director, Housing, Health and Community, submitted a report (previously circulated and now appended). The Board also considered the comments of the Housing Scrutiny Committee on 28 September 2006.

Resolved that Council be RECOMMENDED to agree to the transfer of the delegated powers listed in paragraph 10 of the report from the Neighbourhood Renewal Business Manager to the Community Housing Business Manager, and to amend the Constitution accordingly.

#### **116. LOCAL LETTINGS PLAN FOR GIBBS CRESCENT**

The Community Housing Business Manager submitted a report (previously circulated and now appended). The Board also considered the comments of the Housing Scrutiny Committee on 28 September 2006.

Resolved that Council be RECOMMENDED to approve the introduction of a Local Lettings Plan for Gibbs Crescent, as set out in the report.

### **117. LOCAL LETTINGS PLAN FOR LUTHER COURT**

The Community Housing Business Manager submitted a report (previously circulated and now appended). The Board also considered the comments of the Housing Scrutiny Committee on 28 September 2006.

Resolved that Council be RECOMMENDED to approve the introduction of a Local Lettings Plan for Luther Court, as set out in the report.

### **118. COMMUNITY CENTRE STRATEGY**

The Neighbourhood Renewal Business Manager submitted a report (previously circulated and now appended). Liz Cleverly of Community Matters gave a brief presentation regarding the "Visible Communities" standards referred to in the report. The Board also considered comments of Area Committees, and the Community Scrutiny Committee on 3 October 2006.

Resolved that: -

- (1) the approach set out in the Community Centre Strategy, incorporating the "Visible Communities", model be endorsed;
- (2) Council be RECOMMENDED to adopt the Community Centre Strategy as part of the Council's Policy Framework, subject to resolution (3) below;
- (3) Council be RECOMMENDED to agree that the Asian Cultural Centre be viewed as a City-wide resource rather than having its management allocated to an area committee;
- (4) It be noted that most of the issues raised at area committees were operational matters and would be taken on board by officers at the appropriate time;
- (5) the outcome of further talks with the Federation of Community Associations be reported to the Council meeting on 20 November 2006.

### **119. PROPOSED NEW JERICHO COMMUNITY CENTRE**

The Neighbourhood Renewal and Financial and Asset Management Business Managers submitted a joint report (previously circulated and now appended). The Board also considered the decision of the Central, South and West Area Committee on 13 September and the comments of the Community Scrutiny Committee on 3 October 2006.

Resolved that: -

- (1) the comments and decisions of the area and scrutiny committees be noted;
- (2) the Neighbourhood Renewal and Financial and Asset Management Business Managers be authorised to carry out further negotiations for the disposal of the Dawson Place garage site and adjoining open space under Contract Procedure Regulation 9.04;
- (3) it be noted that a further report seeking Major Project Approval under Contract Regulation 5.04 and provisional terms for disposal under Contract Regulation 9.05, and support be given in principle to the use of compulsory purchase powers, if needed, to facilitate the development of the Council's land;
- (4) the Housing Advisory Board be asked to consider the Community Scrutiny Committee's recommendation that garage holders be allowed to stay in situ for as long as possible, and that efforts should be put into finding them (particularly the blue badge holder) replacement garages as a priority.

#### **120. OPTIONS REGARDING THE DEVELOPMENT OF A COMMUNITY RESOURCE CENTRE FOR LYE VALLEY WARD WITH RESPECT TO THE CLOSURE OF THE HORSPATH RESOURCE CENTRE**

The Neighbourhood Renewal Business Manager submitted a report (previously circulated and now appended). The Board also considered the comments of the Community Scrutiny Committee on 3 October and the Cowley Area Committee on 4 October 2006.

Resolved that : -

- (1) the comments of the Cowley Area Committee and Community Scrutiny Committee be noted;
- (2) the progress made to date be noted and support be given in principle to the approach being advocated, subject to a satisfactory feasibility study;
- (3) the Neighbourhood Renewal Business Manager be asked to investigate how the Council grant given to the Horspath Resource Centre in May 2006 had been used and whether it would be appropriate to write off the outstanding rent owed to the City Council, and to report back to the Board on the outcome;
- (4) the Neighbourhood Renewal Business Manager endeavour to expedite decisions in respect of relocating the provision of services to the County Council's Shotover Day Care Centre and report back to the Board on progress;
- (5) a full financial profile be produced covering a period of 2 years, to include revenue implications;

- (6) a further report be submitted to the Board in December 2006 containing an update on all the information requested in resolutions (3), (4) and (5) above.

## **121. CONCESSIONARY BUS FARES – POSSIBLE EXTENSION OF EXISTING SCHEME**

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

Resolved that: -

- (1) the current situation in respect of the free bus travel scheme be noted;
- (2) it be noted that a further report would be submitted once further investigations had been completed on the first quarter reimbursement returns from the two main bus companies;
- (3) it be noted that, in the event that surplus funds were available, support had been expressed for both the extension of the Dial a Ride scheme and extension of free travel to Botley and Kidlington, but that no decision on priorities could be taken at this stage.

## **122. REDBRIDGE ACCOMMODATION BUILDING – CCTV SYSTEM**

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

Resolved that £50,000 be released from the ring-fenced park and ride security account to provide the funding for the new CCTV system at Redbridge Park and Ride.

## **123. THE PARKING AND PAYMENT SHOP**

The Strategic Director, Finance and Corporate Services, submitted a report (previously circulated and now appended). The Board also considered the recommendations of the Finance Scrutiny Committee, which had considered the report on 28 September 2006.

Resolved that: -

- (1) approval be given to the closure of the Parking and Payment Shop before May 2007;
- (2) it be ensured alternative arrangements for paying bills, including paypoints, would be in place and be fully publicised, including in "Your Oxford";

- (3) the Strategic Director, Finance and Corporate Services, seeks to identify the location of paypoints in the City centre;
- (4) Oxfordshire County Council be advised that the City Council would no longer collect payments for residents' parking permits;
- (5) steps be taken to redeploy staff currently working in the Parking and Payments shop.

#### **124. SALE OF 1 FURLONG CLOSE**

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

Resolved that: -

- (1) approval be given to acceptance of the best offer currently available for 1 Furlong Close, as set out in the exempt from publication appendix to the report;
- (2) in the event that the proposed purchase does not proceed at this level the Financial and Asset Management Business Manager be authorised to proceed with a sale to an alternative party at a best price, at or above the open market value.

#### **125. SALE OF 225 LONDON ROAD**

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

Resolved that: -

- (1) approval be given to acceptance of the best offer currently available for 225 London Road, as set out in the exempt from publication appendix to the report;
- (2) in the event that the proposed purchase does not proceed at this level the Financial and Asset Management Business Manager be authorised to proceed with a sale to an alternative party at a best price, at or above the open market value;
- (3) the capital receipt obtained from the sale be allocated towards meeting the Decent Homes Target.

#### **126. AREA COMMITTEE RECOMMENDATIONS**

There were no such recommendations for the Board to consider.

## **127. PORTFOLIO HOLDER QUESTIONS**

There were no such questions for the Board to consider.

## **128. DECISIONS TAKEN IN THE BEST INTERESTS OF THE COUNCIL**

There were no such decisions for the Board to consider.

## **129. 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 and that reports on Wind Turbines and the Leisure Services Best Value Review were now expected to come to the Board meeting on 6 November 2006.

## **130. MINUTES**

Resolved that the minutes (previously circulated) of the Board dated 11 September 2006 be approved as a correct record.

## **131. 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)	132
C2	information relating to the business affairs of any particular person (including the authority holding that information)	133
C3	information relating to the business affairs of any particular person (including the authority holding that information)	134
C4	information relating to the business affairs of any	135



	particular person (including the authority holding that information)	
C5	information relating to the business affairs of any particular person (including the authority holding that information)	136

NOTE: Councillor Sellwood asked for it be minuted that he left the meeting at this point and was not present during the discussion on the Westgate Heads of Terms report (minute 136).

### **132. SALE OF 1 FURLONG CLOSE**

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 124.

Resolved that the information contained in the appendix be noted.

### **133. SALE OF 225 LONDON 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 124.

Resolved that the information contained in the appendix be noted.

### **134. MASCALL AVENUE (THE SLADE) - DISPOSAL**

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

Resolved that: -

- (1) the Financial and Asset Management Business Manager be authorised to formally accept with the tenants the split of the sale proceeds and costs on the basis set out in the report;
- (2) approval be given to the appointment of marketing agents jointly with the tenants;
- (3) it be noted that a report would be submitted to the Board to consider the recommended draft sale terms once the marketing of the property had been completed.

### **135. DISPOSAL OF 169 WALTON STREET**

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

Resolved that: -

- (1) it be agreed that 169 Walton Street be marketed with a view to a disposal on terms which represent best value reasonably obtainable in the circumstances;
- (2) it be noted that a further report would be submitted to the Board on offers received.

### **136. WESTGATE DEVELOPMENT – PROPOSED HEADS OF TERMS**

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

Resolved that: -

- (1) approval be given to the draft Heads of Terms relating to the financial and property transaction for the Westgate development;
- (2) the Financial and Asset Management Business Manager be authorised to use the Heads of Terms to negotiate detailed contracts with the developers;
- (3) Major Project Approval be granted for the Westgate development;
- (4) the Financial and Asset Management Business Manager be authorised to negotiate terms for the disposal of properties at Abbey Place;
- (5) it be noted that the City Council would retain ongoing control of the car park pricing policy;
- (6) it be noted that a further report would be submitted to the Board for final authorisation and approval prior to signature of all contracts needed to proceed with the development.

The meeting began at 9.00 am, went into closed session at 11.10 am and ended at 11.36 am.