

EXECUTIVE BOARD

Monday 6 November 2006

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

OFFICERS PRESENT FOR THE WHOLE OF THE MEETING: Caroline J Bull (Chief Executive), Sharon Cosgrove, Mark Luntley and Michael Lawrence (Strategic Directors), Sarah Fogden (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: Pat Jones (Scrutiny Manager), Lyn Lawrence (Planning Services Business Unit), Phil Dunsdon (Interim City Works Business Manager), Dave Scholes (Community Housing Business Unit), Helen Rowlands (Strategy and Review Business Unit) and John Kulasek, (Financial and Asset Management Business Unit).

137. APOLOGIES FOR ABSENCE

There were no apologies for absence.

138. DECLARATIONS OF INTEREST

Councillor Armitage declared a personal interest in the Allotment Condition Survey (minute 143) because he was an allotment holder. The Strategic Director, Finance and Corporate Services, also declared that he was an allotment holder.

Councillor Murray declared a personal interest in the Annual Monitoring Report (minute 142) because he was a student of Oxford Brookes University and student housing was mentioned during the discussion.

139. PUBLIC QUESTIONS

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

140. RECOMMENDATIONS OF SCRUTINY COMMITTEES

The Head of Legal and Democratic Services submitted recommendations from Scrutiny Committees (previously circulated and now appended).

Resolved that: -

- (1) in respect of minute 54 of the Housing Scrutiny Committee, concerning progress on recommendations relating to housing vulnerable young people, it be noted that the Improving Housing Portfolio holder supported the request that the Executive Board should redouble its efforts on the provision of a Foyer Scheme for Oxford;
- (2) in respect of minute 47 of the Environment Scrutiny Committee, concerning the flood alleviation plan, it be noted that a report on the recommendations would be submitted to the next meeting of the Board in accordance with the agreed protocol for dealing with ad hoc Scrutiny Committee recommendations.

141. REPORT OF FINANCE SCRUTINY COMMITTEE – BALANCING THE CAPITAL PROGRAMME AND MAINTENANCE BACKLOG

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

Resolved that: -

- (1) the Asset Manager be requested to achieve planned asset disposals in time to meet up to date spending patterns, subject to best value being achieved not only at the time of disposal but also in the longer term;
- (2) any new bid for capital expenditure in 2006/07 could only be funded by removing an equal capital spend from the current programme;
- (3) the Strategic Director, Housing, Health and Community, be requested to submit a report to the November meeting of the Scrutiny Committee setting out current certainties for balancing the Housing Revenue Account Capital Programme to 2009, with certainties defined by agreed and deliverable asset sales, positive opinions from planners on any actions proposed, accurate valuations, the agreement of members, and any requirements for prudential borrowing, so that the information could be used in budget planning for the coming financial year;
- (4) a working group be set up to look at possible solutions for reducing the maintenance backlog and comprise the following membership: Councillors Price, Simmons, Tall and Brundin, the Strategic Director, Finance and Corporate Services, the Scrutiny Manager, a representative from CB Richard Ellis (or equivalent) and a representative of another local authority;
- (5) when rebalancing the Capital Programme account be taken of the Best Value Review of Leisure and the Community Centres Strategy to ensure that the maintenance backlog issues are adequately addressed;
- (6) the position after 2010 be clarified within the budgeting process.

142. ANNUAL MONITORING REPORT (PLANNING)

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

Resolved that: -

- (1) the Annual Monitoring Report be approved for submission to the Secretary of State;
- (2) the Planning Policy Manager be authorised to alter the text to make any necessary editorial corrections prior to publication.

143. ALLOTMENT CONDITION SURVEY

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

Resolved that: -

- (1) Major Project Approval be granted for the programme and method of expenditure, as set out in the report;
- (2) the Strategic Director, Physical Environment, be authorised to award a contract to an agreed supplier selected as a result of a restricted tender process in accordance with EU procurement regulations, and it be noted that the contract would be for 3 years with an option for extension;
- (3) It be noted that reports would be submitted to the relevant area committees seeking approval of the suggested priorities for works to be undertaken.

144. LEISURE BEST VALUE REVIEW AND MANAGEMENT OPTIONS

This item was withdrawn so that further information could be provided and the Finance Scrutiny Committee could give more consideration to the report.

145. CYCLE TO WORK SALARY SACRIFICE SCHEME

The Acting Human Resources Business Manager submitted a report (previously circulated and now appended).

Resolved that the Human Resources and Financial and Asset Management Business Managers be authorised to introduce a salary sacrifice bicycle leading scheme for employees in partnership with CycleScheme and Total Asset Finance Leasing Limited.

146. THE CONTROL OF LEAFLETING IN THE CITY CENTRE

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

Resolved that: -

- (1) it be noted that the provisions of the Environmental Protection Act 1990 (as amended by the Clean Neighbourhoods and Environment act 2005) enabled councils to control the distribution of free literature;
- (2) support be given to an order to control the distribution of free literature in the City Centre;
- (3) the Environmental Health Business Manager be authorised to proceed with the consultation stage required to bring a designation order into force;
- (4) it be noted that the Board was minded to support the introduction of a consent scheme at an appropriate time in the future and this should be included in the consultation referred to in (3) above.

147. CONTRACT WITH OXFORD SOCIAL LETTINGS AGENCY (OSLA)

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

Resolved that it be confirmed that the Council should now enter into an agreement with the Oxford Social Lettings Agency (comprising of Oxford Citizens Housing Association and Catalyst Communities Housing Association Ltd) for a term of three years, with an option to extend this for a period of up to two further years, and it be noted that under this agreement the Council would be provided with private rented, temporary accommodation with 100% nomination rights in which to accommodate statutory homeless clients.

148. OPTIONS FOR LARGE HOUSING REVENUE ACCOUNT PROPERTIES

The Head of Oxford City Homes submitted a report (previously circulated and now appended). The Board also considered the recommendation of the Strategic Director, Housing, Health and Community, on receipt of advice from the Housing Advisory Board.

Resolved that it be noted that following a meeting of the Housing Advisory Board on 31 October 2006 the Strategic Director, Housing, Health and Community, advised that further consideration was required before any decisions could be made on the proposals set out in the report.

149. PROCUREMENT OF VEHICLES FOR OXFORD CITY COUNCIL MOTOR TRANSPORT FLEET

The Interim City Works Business Manager Business Manager submitted a report (previously circulated and now appended). The Board also considered the comments of the Environment Scrutiny Committee on 16 October 2006.

Resolved that: -

- (1) the purchase of Euro 4 diesel powered vehicles under 3.5 tonne GVW be approved, where suitable factory LPG vehicles are not available;
- (2) the use of biodiesel throughout the fleet be approved, used in as high a percentage as the industry and manufacturers will allow;
- (3) Major Project Approval be granted to seek new arrangements for the purchase of bio fuels and additives;
- (4) It be noted that purchases would be made with a view to being as environmentally friendly as possible.

150. AWARD OF CONTRACT FOR MANAGEMENT AND OPERATION OF A SECURE CASH COLLECTION SERVICE TO OXFORD CITY COUNCIL

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

Resolved that: -

- (1) Major Project Approval be granted for the management and operation of a secure cash collection service to Oxford City Council;
- (2) approval be given to joining the Thames Valley public sector framework agreement and using the contract awarded to Contract Security, noting that this supplier was selected as a result of restricted tender process in accordance the EU procurement regulations. (The Council was able to join the framework agreement for up to 5 years and proposes to join the framework for 3 years with an option to extend for up to a further 2 years.)

151. APPROVAL OF THE OXFORD PLAN 2007 - 2010

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

Resolved that: -

- (1) The Oxford Plan 2007 – 2010 be COMMENDED to Council subject to the

following amendments: -

- **Strategic priority – tackle climate change and promote environmental resource management:** under this add an extra line “We will guard against the adverse effects of climate change, in particular flooding” (Appendix 1 – summary of revised and focused commitments);
 - **Strategic Priority 3.2 – More housing for Oxford, better housing for all** (Appendix 2): add a second bullet point under “We will ensure that houses in multiple occupation are managed in a responsible way” to indicate that the Council wished to extend licensing to those houses in multiple occupation not already covered, by working towards the introduction of a discretionary HMO licensing scheme;
 - Executive Board membership - replace Councillor Paskins with Councillor Malik (Part 1.4 of Appendix 2);
 - make reference to the introduction of the Gambling Act 2005 (Appendix 1 of Appendix 2);
- (2) approval be given to the design approach for the production of the final copy, subject to simplification of the watch words;

152. ACHIEVING VALUE FOR MONEY

The Chief Executive 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 26 October 2006.

Resolved that: -

- (1) the main conclusions from the Value for Money cost comparison report be noted;
- (2) the Finance Scrutiny Committee’s request for additional work, as detailed below, be supported: -
 - (a) how the organisational culture of the Council could be improved so that value for money could be more successfully embedded;
 - (b) on-going systems and expectations to challenge and improve value for money so that it was clear how the organisation should set targets and measures with commentary on how these were to be embedded;
 - (c) a longer term plan with outcomes and measures projecting beyond 2008;

- (d) an assurance that general housing services would be included for full review at the earliest opportunity;
- (3) the Strategic Director, Finance and Corporate Services, be asked to liaise with the Better Finances Portfolio holder to produce a “smart” plan setting out what will be done over the next 12 months, who will do it and when, before the next Executive Board meeting.

153. A POLICY TO PREVENT MONEY LAUNDERING

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

Resolved that Council be RECOMMENDED that: -

- (1) the anti money laundering policy, as set out in Appendix 1 to the report, be adopted;
- (2) the Human Resources Business Manager be instructed to include this area within the staff development programme;
- (3) the Financial and Asset Management Business Manager be appointed as the Council’s Money Laundering Reporting Officer.

154. BUDGET OVERVIEW AND MEDIUM TERM FINANCIAL STRATEGY 2007/08 TO 2011/12

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 26 October 2006.

Resolved that: -

- (1) the budget process and rules, as set out in section 13 of the Medium Term Financial Strategy (MTFS) be agreed;
- (2) the policy space for General Fund and Housing Revenue Account, as set out in paragraph 6 of the Strategic Director’s report, be approved;
- (3) the size of the budget challenges, as set out in paragraphs 9 to 23 of the Strategic Director’s report, be noted;
- (4) the Treasury Management Strategy, as set out in Appendix E of the MTFS, be noted;
- (5) the minimum level of balances, as set out in section 9 of the MTFS, be

noted;

- (6) the Finance Scrutiny Committee's comments on the report be noted;
- (7) it be noted that the Finance Scrutiny Committee would be carrying out further review work on the budget overview and MTFS;
- (8) it be noted that the Strategic Director, Finance and Corporate Services, would be circulating a timetable for the budget setting process to all members of the Council.

155. CHANGING THE COUNCIL: USING SYSTEMS THINKING TO IMPROVE OUR SERVICES.

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

Resolved that: -

- (1) Major Project Approval be granted for the Systems Thinking project;
- (2) the Chief Executive be authorised to award a contract to an agreed supplier selected as a result of restricted tender process in accordance with EU procurement regulations and it be noted that the contract would be for up to 2 years starting in January 2007 and up to a value of £450,000 including expenses; progress on the contract would be subject to securing sufficient funds, as set out in the report;
- (3) it be agreed that the project be treated as a corporate bid in 2007/08 and 2008/09, as part of the current budget round.

156. WIND TURBINE UPDATE REPORT

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

Resolved that it be noted that the Environment Scrutiny Committee had asked to see the report and the Executive Board would consider it again when that Committee had had an opportunity to comment on it.

157. AREA COMMITTEE RECOMMENDATIONS

The Head of Legal and Democratic Services submitted recommendations from the Central, South and West Area Committee.

Resolved that: -

- (1) in respect of minute 76 concerning trade waste it be noted that the

Cleaner City Portfolio Holder said that the request for action against those who put out trade waste on the wrong day would be dealt with in the context of the general enforcement policy;

- (2) in respect of minute 79 concerning street trading enforcement it be noted that the Cleaner City Portfolio Holder said that the request for extension of street trading enforcement would need to be considered during the forthcoming budget setting process and although she was aware that the Local Government Association was making efforts to get the Pedlars Act revoked there were currently no Council resources available to pursue this matter in Oxford;
- (3) in respect of minute 92 concerning the Westgate development it be noted that the Head of Oxford City Homes had confirmed that windows in Faulkner Street were being replaced in the current financial year, and that tenants and leaseholders had already been advised of this.

158. PORTFOLIO HOLDER QUESTIONS

There were no such questions for the Board to consider.

159. DECISIONS TAKEN IN THE BEST INTERESTS OF THE COUNCIL

There were no such decisions for the Board to consider.

160. 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.

161. MINUTES

Resolved that the minutes (previously circulated) of the Board dated 9 October 2006 be approved as a correct record.

162. 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 12A 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)	163

163. OPTIONS FOR LARGE HOUSING REVENUE ACCOUNT PROPERTIES

The Head of Oxford City Homes submitted an exempt from publication appendix (previously circulated and now appended) to the report referred to in minute 148.

Resolved that the information contained in the appendix be noted.

The meeting began at 9.00 am, went into closed session at 11.22 am and ended at 11.23 am.