

# EXECUTIVE BOARD

Monday 18 June 2007

**COUNCILLORS PRESENT:** Councillors Goddard (Chair), Rundle (Vice-Chair), Altaf-Khan, Bance, Campbell, Fooks, Malik, Murray, Sellwood and Van Zyl.

**OFFICERS PRESENT FOR THE WHOLE OF THE MEETING:** Brian Dinsdale (Interim Chief Executive), Sharon Cosgrove, and Michael Lawrence (Strategic Directors), Sarah Fogden (Financial and Asset Management Business Manager), Jeremy Thomas and Brenda Lammin (Legal and Democratic Services Business Unit).

**OFFICERS PRESENT FOR PART OF THE MEETING:** Pat Jones, Julia Woodman and Andrew Davies (Legal and Democratic Services Business Unit), Tom Morris and Mark Jaggard (Planning Services Business Unit), Paul Robinson and Ian Wright (Environmental Health Business Unit), Graham Smith (Parking and Transport Business Manager), Jane Lubbock and Nicky Atkin (Facilities Management Business Unit), Rob Sproule (Business Systems Business Manager), Chris Pyle, Geoff Corps and Jenny Bennett (Oxford City Homes Business Unit), Bill Fox and Ruth Whelan (Financial and Asset Management Business Unit), Ben Smith, Claire Taylor and Alan Brown (Strategy and Review Business Unit) and Louisa Dean (Media and Communications).

## 21. APOLOGIES FOR ABSENCE

Councillor Murray apologised for his late arrival.

## 22. DECLARATIONS OF INTEREST

Councillor Bance declared a personal interest in the item concerning project approval for the ICT infrastructure (minute 30) because she worked for Oxfam, an organisation that could receive surplus computers from the Council.

## 23. PUBLIC QUESTIONS

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

## 24. HEALTH SCRUTINY RECOMMENDATIONS – SMOKE FREE LEGISLATION AND SMOKING CESSATION SERVICES

The Board considered a recommendation of the Health Scrutiny Committee (previously circulated and now appended).

Resolved that: -

- (1) information concerning smoking cessation and support available to people who wished to give up smoking be disseminated as widely as possible (including in the next edition of "Your Oxford");
- (2) the Housing Advisory Panel and Oxford Tenants Panel should be consulted on whether such information should be also be sent specifically to Council tenants (to accompany mail-outs so that there would be no additional resource implications).

**25. FAMILIES IN TEMPORARY ACCOMMODATION ACCESSING HEALTH SERVICES – RESPONSE TO THE RECOMMENDATIONS OF THE HEALTH SCRUTINY REVIEW**

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, which met on 17 June 2007 and a statement prepared on behalf of the Health Scrutiny Committee.

Resolved that: -

- (1) with the exception of recommendations 3, 12 and 16, the officer responses to the scrutiny review recommendations be agreed as set out in the report, recognising that the report was a public document and as such the review's recommendations were available to the PCT and other partner organisations;
- (2) further reports were requested concerning recommendations 3 and 12 with firm proposals and costs, and recommendation 16 with cost and legal implications;
- (3) officers be asked to draw up procedures for dealing with scrutiny committee recommendations in order to maximize the influence of the City Council on the various executive bodies and partner organisations who make decisions.

**26. ANTISOCIAL BEHAVIOUR REDUCTION – RESPONSE TO THE RECOMMENDATIONS OF THE COMMUNITY SCRUTINY REVIEW**

The Strategic Director, Housing, Health and Community, submitted a report (previously circulated and now appended). The Board also considered the comments of Councillor Pressel, who spoke on behalf of the Community Scrutiny Review Group.

Resolved that the officer responses to the scrutiny review recommendations be agreed as set out in the report, noting that: -

- (1) the Neighbourhood Renewal Business Manager and the Portfolio Holder

for Sustainable Environment were working with the Children and Young People's Partnership and Board in respect of children's services ;

- (2) ward members would be kept informed of action on drug houses where possible, but that would only be as and when the Police and legislative requirements for confidentiality allowed (recommendation 7);
- (3) it was recognised that informal and spontaneous local initiatives were more likely to encourage maximum use of street sport sites than having a rigid schedule of activities (recommendation 11);
- (4) pilot schemes for CCTV in shopping parades were operational at Wood Farm and Rose Hill (not Barton as stated in the report).

## **27. DRAFT BALANCE OF DWELLINGS SUPPLEMENTARY PLANNING DOCUMENT**

The Planning Services Business Manager submitted a report (previously circulated and now appended). The Board also considered the comments of the Housing Scrutiny Committee, which met on 17 June 2007.

Resolved that: -

- (1) the draft Supplementary Planning Document on Balance of Dwellings be approved for formal consultation;
- (2) the Planning Policy Manager be authorised to alter the text of the draft Supplementary Planning Document before publication for consultation and to make any necessary editorial corrections prior to submission.

## **28. ENFORCEMENT PROTOCOL – CONSULTATION RESULTS**

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

Resolved that the Enforcement Protocol be issued to all Business Managers and published on the Council's website and the staff Intranet.

## **29. PRIVATE SECTOR REGIONAL HOUSING POT – SUPPLEMENTARY ESTIMATE AND PROJECT APPROVAL**

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

Resolved that: -

- (1) project approval be granted for the proposal to spend the £228,300 awarded from the Regional Housing Pot to reduce unfitnes in this

financial year by upgrading insulation in private sector homes in the manner set out in the Environmental Health Business Manager's report;

- (2) the partnership with British Gas be continued (noting that this levers in further funds) to help deliver the scheme to improve energy efficiency and reduce the decline in condition in Oxford's private sector housing stock;
- (3) Council be RECOMMENDED that the capital budget be amended to include the £228,300 within the 2007/08 capital programme for insulation in private sector homes;
- (4) officers be congratulated on the work already carried out to help alleviate fuel poverty and on obtaining funding to continue that work;
- (5) information being sent out should be as clear as possible so that resources were not wasted on investigating applications from ineligible applicants.

### **30. ICT INFRASTRUCTURE 2007 – PROJECT APPROVAL**

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

Resolved that: -

- (1) project approval be granted for ICT infrastructure works as set out in the report, subject to capital being available from 2007/08 capital receipts;
- (2) the cost pressures, and the potential risks and costs of not addressing them, be noted;
- (3) Contract Regulation 20.13 be waived (using the provisions at 20.19f) for the purchase of PC hardware, software and services.

### **31. THE SUPPLY, MANAGEMENT AND OPERATION OF VENDING MACHINE SERVICES FOR LEISURE CENTRES AND STAFF SITES – PROJECT APPROVAL AND CONTRACT AWARD**

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

Resolved that: -

- (1) project approval be granted for the provision of a fully managed vending service at Council leisure centres and various staff sites;
- (2) a contract be awarded to Coffee Point plc to provide the service referred to in (1) above, noting that this supplier was selected following an open

tender process in accordance with the EU Procurement regime;

- (3) it be noted that the proposed contract would be for 4 years, starting on 1 July 2007, with an option to extend for up to 1 further year.

### **32. DIAL A RIDE SERVICES – EXTENSION TO CONTRACT**

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

Resolved that: -

- (1) approval be given to the spending of £50,000 on the provision of an additional Dial a Ride bus for 4 days a week;
- (2) a deed of variation be entered into with the existing Dial a Ride service.

### **33. YEAR END 2006/07 PERFORMANCE**

The Interim Chief Executive submitted a report (previously circulated and now appended). The Board also considered the comments and recommendations of the Finance Scrutiny Committee, which met on 16 June 2007.

Resolved that: -

- (1) the report be noted;
- (2) the recommendations of the Finance Scrutiny Committee be responded to as follows:-
  - (a) the Chief Executive be asked to ensure that senior managers support, and are actively involved in, measures to reduce sickness absence rates;
  - (b) in an effort to qualify the three-yearly customer satisfaction score, a further survey of customer satisfaction concerning the recycling and household waste services would be carried at an appropriate time;
  - (c) it was noted that the Strategic Management Board was taking action to ensure that there was positive communication with staff about the improvement agenda, its rationale and purpose;
  - (d) it was noted that action was being taken to improve on the Council's position in the lowest quartile in respect of BV199c (% of land with unacceptable levels of fly-posting) and that it was hoped that the Enforcement Protocol adopted earlier in the meeting would help.

#### **34. GRANDPONT NURSERY SCHOOL - EASEMENT**

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

Resolved that an easement be granted at a nominal value for the benefit of the Grandpont Nursery School so as to enable the school to construct a surface water drain, the Board being satisfied that the school and its construction of a surface water drain promote and improve the social and environmental well-being of the area.

#### **35. CITY WIDE GARAGE REVIEW**

The Head of Oxford City Homes submitted a report (previously circulated and now appended).

Resolved that: -

- (1) approval be given for officers to explore development for category 4 garage sites;
- (2) the proposed new garage agreement be approved, as set out in the appendix to the report, to implement the changes outlined in paragraph 20 of the report
- (3) ward councillors and area committees be kept informed of progress regarding category 4 garages in their area from the earliest stages, and it be noted that further reports would be submitted to the appropriate area committees before any action was taken on those sites;
- (4) officers consider how best to inform and educate tenants about the new conditions of licence for garages.

#### **36. SALE OF 170/172 PEGASUS ROAD, BLACKBIRD LEYS**

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 the property, as detailed in the exempt from publication appendix to the report;
- (2) in the event that the proposed purchaser does not proceed at that level the Financial and Asset Management Business Manager be authorised to proceed with a sale at the best achievable price, at or above the previously reported estimate of open market value.

**37. SALE OF LAND ADJACENT TO 43 BURCHESTER AVENUE**

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

- (1) approval be given to acceptance of the best offer currently available for the property, as detailed in the exempt from publication appendix to the report;
- (2) in the event that the proposed purchaser does not proceed at that level the Financial and Asset Management Business Manager be authorised to proceed with a sale at the next best achievable price, at or above open market value.

**38. AREA COMMITTEE RECOMMENDATIONS**

There were no recommendations for the Board to consider.

**39. PORTFOLIO HOLDER QUESTIONS**

The Head of Legal and Democratic Services submitted a question from Councillor MacGregor addressed to Councillor Rundle, portfolio holder for stronger communities, concerning Risinghurst Community Centre.

Resolved to note the question and the response given.

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

There were no such decisions for the Board to consider.

**41. FUTURE ITEMS**

No matters were raised under this item.

**42. MINUTES**

Resolved that the minutes (previously circulated) of the meeting of the Board held on 14 May 2007 be approved as a correct record.

**43. 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 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)	44
C2	information relating to the business affairs of any particular person (including the authority holding that information)	45
C3	information relating to the business affairs of any particular person (including the authority holding that information)	46

#### **44. MINUTES**

Resolved that the exempt from publication minutes (previously circulated) of the meeting of the Board held on 14 May 2007 be approved as a correct record.

#### **45. SALE OF 170/172 PEGASUS ROAD, BALCKBIRD LEYS**

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 36.

Resolved that the information contained in the exempt from publication appendix be noted.

#### **46. SALE OF LAND ADJACENT TO 43 BURCHESTER AVENUE**

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 37.

Resolved that the information contained in the exempt from publication appendix be noted.

The meeting began at 9.00 am, the resolution to exclude press and public was taken at 10.21 am, and the meeting ended at 10.22 am.