

# EXECUTIVE BOARD

Monday 10 September 2007

**COUNCILLORS PRESENT:** Councillors John Goddard (Chair), David Rundle (Vice-Chair), Mohammed Altaf-Khan, Antonia Bance, Jim Campbell, Jean Fooks, Sajjad Malik, Patrick Murray, Matthew Sellwood and Caroline Van Zyl.

**OFFICERS PRESENT FOR THE WHOLE OF THE MEETING:** Peter Sloman (Chief Executive), Michael Lawrence, Mark Luntley and Sharon Cosgrove (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 (Legal and Democratic Services Unit), Alan Brown and Claire Taylor (Strategy and Review Business Unit), Craig Buckby (Neighbourhood Renewal Business Unit), Michael Crofton-Briggs (Planning Services Business Manager), Graham Stratford (Community Housing Business Manager), Chris Pyle (Oxford City Homes), John Kulasek and Martin Lyons (Financial and Asset Management Business Unit) and Louisa Dean (Media and Communications).

## 108. APOLOGIES FOR ABSENCE

There were no apologies for absence.

## 109. DECLARATIONS OF INTEREST

Councillors Bance and Sellwood declared personal interests in the Grants Review (minute 115) because they worked for organisations that might apply for grants from the City Council at some point in the future. On the same item Mark Luntley, Strategic Director, Finance and Corporate Services, declared that he was Vice-Chair of the Oxford Credit Union.

Councillor Malik declared a personal interest in the proposed development of the Odeon Cinema (minute 121) because he was a taxi driver.

## 110. PUBLIC QUESTIONS

There were no questions.

## 111. ENCAMS AUDIT OF BVPI 199a

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

considered the comments of Councillor Phelps, Chair of the Environment Scrutiny Committee.

Resolved that further to recommendations of the Environment Scrutiny Committee regarding the ENCAMS audit of BVPI 199a: -

- (1) in respect of recommendations (1), (3) and (4) to note that the Head of City Works had been asked to investigate if funds permit the proposed independent audit, improved visibility and branding and regular ring road cleansing, and in respect of recommendation (2) the Head of City Works would assess relative priorities alongside resource implications in order to draw up a fully resourced action plan, and that a full report would be submitted to the Board by Christmas 2007;
- (2) to note that the Portfolio Holder would also be raising the ring road cleansing issue with the Oxford Waste Partnership;

*(No member voted against.)*

## **112. THAMES TOWPATH RISK ASSESSMENT**

The Board considered a recommendation of the Environment Scrutiny Committee (previously circulated and now appended). The Board also considered the comments of Councillor Phelps, Chair of the Environment Scrutiny Committee.

Resolved that, further to recommendations of the Environment Scrutiny Committee regarding the Thames Towpath risk assessment, the Board noted that the City Works and Built Environment Business Managers would submit a joint report on the recommendations in the risk assessment report to the Executive Board (in November if possible) setting out resource implications against current budget allocation and looking into the possibility of appointing a specific officer responsible for riverside walks in the city through a partnership approach.

*(No member voted against.)*

## **113. HOUSING REPAIRS VALUE FOR MONEY AUDIT**

The Board considered recommendations of the Housing Scrutiny Committee (previously circulated and now appended).

Resolved that, further to a recommendation of the Housing Scrutiny Committee regarding recharges to Oxford City Homes from other parts of the Council, the Board noted that the KPMG recommendation 'to consider the level of support costs charged to Oxford City Homes' had already been accepted by Directors at the Audit and Governance Committee and that the ongoing review of recharges was part of the budget and business planning process and that the Portfolio Holder believed that recharges to Oxford City Homes should not

specifically be looked at until the outcome of the business unit restructuring was known (expected to be by the end of the calendar year).

*(No member voted against.)*

#### **114. FIRST QUARTER 2007/08 PERFORMANCE REPORT**

The Board considered a report of the Chief Executive (previously circulated and now appended).

Resolved that: -

- (1) the report be noted;
- (2) in respect of recommendations from the Finance Scrutiny Committee:-
  - (a) it be agreed that, in order to meet equalities standards, existing policies be reviewed and amended and any new policies required be prepared as a matter of urgency, and noted that the Strategic Director, Finance and Corporate Services, expected the required policies and schemes to be submitted to the Board and Council for approval by the end of 2007 and that it should be possible for the Council to meet Level 3 equality standard by the end of March 2008;
  - (b) the following recommendations be noted and endorsed: -
    - (i) in order to continue to monitor sickness absence performance a report be submitted to the Committee's next meeting giving details of sickness absence levels by business unit, split between short and long-term absence, and any trends that exist; reasons for absence and any conclusions that can be drawn; the performance of the Diagnostic Health Solutions contract; monitoring and reporting arrangements and any problems in these areas arising from the system used for reporting/ collecting sickness absence figures and proposals for improvement;
    - (ii) Revenues and Benefits performance continue to be monitored against targets and, in order to be able to do so, more detailed information be provided on performance against Benefit overpayment targets;
    - (iii) information concerning planning appeals performance and the level of costs awarded against the Council be sent to members of the Committee.

*(No member voted against.)*

## 115. GRANTS REVIEW

The Strategic Director, Housing, Health and Community, submitted a report (previously circulated and now appended). Clarification was given in respect of two errors in the table in paragraph 4.1 of the report: -

Row 10 – Theme “unallocated/efficiency savings” delete “efficiency savings”  
Row 16 – Variance should be +240 instead of + 740.

Resolved that: -

- (1) the themes (strategic objectives) for the grants programme 2008/09 be endorsed and agreed;
- (2) the allocation of funding to the themes (strategic objectives) for the grants programme 2008/09 be endorsed and agreed;
- (3) the distribution methods for the grants programme 2008/09 be endorsed and agreed;
- (4) a further report be submitted to the Board on the implementation of the new process and a Member Steering Group be established to oversee the process comprising one member from each Area Committee and appropriate officers from Area Co-ordination and Neighbourhood Renewal;
- (5) there will be no inflation applied to the 2008/09 grants budget and it be noted that this action will support the 2008/09 overall budget challenge;
- (6) officers be instructed, in consultation with Oxfordshire County Council, to maximise the use of joint commissioning in all appropriate cases in order to provide the best possible outcomes for the people of Oxford;
- (7) the Head of Legal and Democratic Services be instructed to amend the Constitution and Scheme of Delegation to authorise officers to allocate small and emergency grants;
- (8) it be reconfirmed that grants delegated to Area Committees would continue to be weighted according to Indicators of Multiple Deprivation (IMD), and that the open bidding process would also continue to be weighted according to IMD.

*(No member voted against.)*

## 116. SMALL AND EMERGENCY GRANTS 2007/08 – ROUNDS 1 AND 2

This item was withdrawn.

#### **117. ALBION PLACE REDEVELOPMENT – APPROPRIATION OF THE SITE**

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

Resolved that, to the extent that it is not already held for such purpose, the land shown hatched on the plan appended to the report, be appropriated for planning purposes as described in Section 122 of the Local Government Act 1972 and in Section 237 of the Town and Country Planning Act 1980, with immediate effect.

*(Councillor Sellwood voted against.)*

#### **118. KITCHENS AND BATHROOMS – TENDER APPROVAL**

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

Resolved that Tender A, being the lowest tender received for carrying out decent homes kitchen and/or bathroom improvements, be accepted.

*(No member voted against.)*

#### **119. BONN SQUARE: AUTHORITY TO COMMENCE ON SITE**

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

Resolved that: -

- (1) an appropriate management agreement be entered into with the Baptist Church based on the drafted approach appended to the report, which enables full public access and integrated management of the Square;
- (2) the restricted tender procedure be used for Phases 1a, 1b and 2 in order to increase the calibre of contractors for this high quality, city centre scheme;
- (3) Council be RECOMMENDED that £300k of the Council's capital resources be allocated to Bonn Square to forward fund the £500k contribution from the Westgate project, until the capital can be repaid from other sources, and allow the refurbishment of New Inn Hall Street to be included in the first contract;
- (4) the Strategic Director, Physical Environment be instructed to work to close the resource gap, which will be funded by the supplementary capital allocation in 2006/07 until the funding is in place;
- (5) the recommendations concerning the risks identified in the risk register

appended to the report be noted and accepted and the Strategic Director, Physical Environment, be instructed to report back to the Executive Board should any risk mitigation measures not effectively manage the financial risks to the Council.

*(No member voted against.)*

## **120. 19/19A PARADISE STREET - DISPOSAL**

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

Resolved that: -

- (1) it be agreed that, in the circumstances described in the report, the normal requirement to seek approval to openly market the property under contract rule 20.20 of the Constitution be waived;
- (2) the Asset Manager be authorised to accept the best offer, as set out in the exempt from publication appendix to the report, for a disposal on the basis of a 150 year lease for a premium at a peppercorn rental as approval to proceed under contract rule 20.20c of the Constitution.

*(No member voted against.)*

## **121. PROPOSED DEVELOPMENT OF THE ODEON CINEMA**

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

Resolved that: -

- (1) a lease be granted to AXA Sun Life of the site shown hatched on the plan appended to the report on the terms set out in paragraph 2 of the report and the exempt from publication appendix to the report;
- (2) agreement be given to extension of the lease of Blocks A, B and D (cross hatched on the plan appended to the report) on the terms set out in paragraph 1 of the report and the exempt from publication appendix to the report;
- (3) it be noted that once AXA Sun Life is confirmed as prospective lessee and development partner, negotiations will be progressed on design development to achieve the Council's and AXA's aspirations for the new building and public realm improvements before plans are submitted for planning consent, and the approval of the Council as freeholder..

*(No member voted against. Councillor Sellwood left the room during discussion of this item in order to avoid any conflict of interest should a planning*

*application relating to the site be considered by the Central, South and West Area Committee at some point in the future. )*

## **122. OPTIONS FOR BLOCKS OF FLATS AT ASHURST WAY, ROSE HILL**

The Head of Oxford City Homes submitted a report (previously circulated and now appended). The Strategic Director, Housing, Health and Community, advised that the majority of tenants present at a recent Housing Advisory Panel meeting supported option 1, as recommended in the report.

Resolved that: -

- (1) the Strategic Director, Housing Health and Community, be instructed to arrange for the blocks to be marketed generally and report back to the Board on offers received and the proposed use for the flats;
- (2) should the sale proceed, all net income be allocated towards meeting the decent homes programme.

*(No member voted against)*

## **123. OPTIONS FOR 16 REGENT STREET**

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

Resolved that the Strategic Director, Housing Health and Community, be instructed to retain the property, carry out the necessary works and re-let to a family on the waiting list.

*(No member voted against.)*

## **124. OPTIONS FOR 331 COWLEY ROAD**

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

Resolved that: -

- (1) the Strategic Director, Housing Health and Community, be instructed to extend the lease with the current leaseholder for a further period and to negotiate a reasonable rent;
- (2) it be noted that a further report would be submitted in due course on the general principles on how best to provide support for special needs providers paying rent for Council owned properties.

*(No member voted against.)*

## **125. OPTIONS FOR 7 PARSONS PLACE**

The Head of Oxford City Homes submitted a report (previously circulated and now appended). The Strategic Director, Housing Health and Community clarified the statement in paragraph 2 of the report that a previous tenant had refused to have improvement works carried out, and explained that the situation was that it had not been possible to make arrangements with a previous tenant to have improvement works carried out.

Resolved: -

- (1) that the Strategic Director, Housing Health and Community, be instructed to adopt option 3 set out in the report – to retain and extend the property, carry out necessary works and re-let the property to a family on the waiting list for a five-bedroom property;
- (2) it be noted that a further report would be submitted in due course on the general principles raised in the report.

*(No member voted against.)*

## **126. DISPOSAL OF 196 IFFLEY ROAD**

The Head of Oxford City Homes submitted a report (previously circulated and now appended). The Strategic Director, Housing, Health and Community, advised that the report had been discussed at a recent Housing Advisory Panel meeting where questions had been asked about the potential costs of converting the property into larger units and a meeting with Ward Councillors had also taken place.

Resolved that approval be given to accept the best offer currently available, as detailed in the exempt from publication appendix to the report, and in the event that the sale 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 the open market value.

*(Councillor Sellwood abstained.)*

## **127. AREA COMMITTEE RECOMMENDATIONS**

There were no recommendations for the Board to consider.

## **128. PORTFOLIO HOLDER QUESTIONS**

There were no such questions.



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

There were no such decisions.

**130. FUTURE ITEMS**

No matters were raised under this item.

**131. MINUTES**

Resolved that the minutes (previously circulated) of the meeting of the Board held on 13 August 2007 be approved as a correct record subject to the amendment of the second paragraph of minute 72 to clarify that the Strategic Director, Finance and Corporate Services, was also the Vice-Chair of the Oxford Credit Union, and not just a member.

**132. 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>Items</u>	<u>Reason for exemption</u>	<u>Minutes</u>
C1 to C8	information relating to the business affairs of any particular person (including the authority holding that information)	133 to 140

**133. BONN SQUARE: AUTHORITY TO COMMENCE ON SITE**

The Financial and Asset Management Business Manager submitted an exempt from publication appendix (previously circulated and now appended) relating to the report referred to in minute 119.

Resolved that the exempt from publication appendix be noted.

*(No member voted against.)*

**134. 19/19A PARADISE STREET - DISPOSAL**

The Financial and Asset Management Business Manager submitted an exempt from publication appendix (previously circulated and now appended) relating to the report referred to in minute 120.

Resolved that the exempt from publication appendix be noted.

*(No member voted against.)*

**135. PROPOSED DEVELOPMENT OF THE ODEON CINEMA**

The Financial and Asset Management Business Manager submitted an exempt from publication appendix (previously circulated and now appended) relating to the report referred to in minute 121.

Resolved that the exempt from publication appendix be noted.

*(No member voted against.)*

**136. OPTIONS FOR BLOCKS OF FLATS AT ASHURST WAY, ROSE HILL**

The Head of Oxford City Homes submitted an exempt from publication appendix (previously circulated and now appended) relating to the report referred to in minute 122.

Resolved that the exempt from publication appendix be noted.

*(No member voted against)*

**137. OPTIONS FOR 16 REGENT STREET**

The Head of Oxford City Homes submitted an exempt from publication appendix (previously circulated and now appended) relating to the report referred to in minute 123.

Resolved that the exempt from publication appendix be noted.

*(No member voted against.)*

**138. OPTIONS FOR 331 COWLEY ROAD**

The Head of Oxford City Homes submitted an exempt from publication appendix (previously circulated and now appended) relating to the report referred to in minute 124.

Resolved that the exempt from publication appendix be noted.

*(No member voted against.)*

#### **139. OPTIONS FOR 7 PARSONS PLACE**

The Head of Oxford City Homes submitted an exempt from publication appendix (previously circulated and now appended) relating to the report referred to in minute 125.

Resolved that the exempt from publication appendix be noted.

*(No member voted against.)*

#### **140. DISPOSAL OF 196 IFFLEY ROAD**

The Head of Oxford City Homes submitted an exempt from publication appendix (previously circulated and now appended) relating to the report referred to in minute 126.

Resolved that the exempt from publication appendix be noted.

*(No member voted against.)*

The meeting began at 9.00 am and ended at 10.34 am.