

EXECUTIVE BOARD

Monday 8 October 2007

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

OFFICERS PRESENT FOR THE WHOLE OF THE MEETING: Peter Sloman (Chief Executive), Michael Lawrence (Strategic Director), Sarah Fogden (Financial and Asset Management), Sue Shutter (Human Resources), Jeremy Thomas and Brenda Lammin (Legal and Democratic Services).

OFFICERS PRESENT FOR PART OF THE MEETING: Pat Jones and Andrew Davies (Legal and Democratic Services), Michael Crofton-Briggs and Matthew Bates (Planning Services), Jane Lubbock and Viv Hichens (Facilities Management), Gail Siddall and Karen Seal (Environmental Health), Nerys Parry (Community Housing), Peter McQuitty and Claire Taylor (Strategy and Review) and Louisa Dean (Media and Communications).

141. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Sajjad Malik.

142. DECLARATIONS OF INTEREST

There were none.

143. PUBLIC QUESTIONS

Councillor Pressel put the following question to Councillor van Zyl, Portfolio Holder for Sustainable Environment, in relation to the item on tree management procedures (minute 144).

Question

Please could the Portfolio Holder ask the Parks Department to refer to a letter written by Sharon Cosgrove on 9 March 2007 to Richard Thurston in which she says: -

'I would wholeheartedly encourage any officer to seek a second opinion if they were unsure how best to proceed or wanted verification on a specific matter, particularly in instances where considerable disquiet or discontent is likely.

In the case of expertise on trees, the Council does have several officers, in Leisure and Culture and Planning, with a wealth of experience. I will ensure

that their knowledge is utilized effectively and that Parks officers consult with Planning staff when necessary."

In light of this please could the Tree Management procedure be amended to include reference to the need to consult the tree officer in the Planning Department before carrying out work on trees in sensitive locations?

Response from Councillor van Zyl

I am happy to ask the Parks Department to refer to the letter. I note that the letter predates the draft protocol and believe that the protocol will give plenty of opportunities for members and residents to raise concerns. The protocol is currently being consulted upon and we will have to wait and see what comes out of the consultation exercise.

The arboricultural officer is the Council's tree expert but he does liaise with relevant officers in other departments when appropriate, although the remit of tree officers in other departments, such as Planning, is rather different.

Trees are felled for different reasons and different types of notification will apply accordingly. Sometimes trees are felled because of concerns raised by an individual member of the public or a councillor, and sometimes it is as a result of the city-wide programme of safety inspections of trees by officers. I acknowledge the need for wider consultation in some circumstances where it is practical and reasonable, particularly with ward members on much loved trees, but I am not able to guarantee that it will be possible to notify the public on an individual basis. Often it will be more appropriate to communicate through the ward councillors or put notices on trees being considered for felling.

Carol Roberts had given notice that she wished to ask a question on funding of the Dovecote Centre in relation the item on the Performance Reward Grant (minute 145) but Ms Roberts was not present at the meeting.

144. TREE MANAGEMENT PROCEDURES

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 the recommendations of the Environment Scrutiny Committee regarding tree management procedures, it be agreed that: -

- (1) consultation should take place before the new procedure was formally adopted;
- (2) part 3(b) of the proposed procedure should include local residents insofar as it was practicable and reasonable, but it be noted that would not be practicable in all circumstances and it was not possible to say how far in advance ward councilors or public would be informed in all the

differing circumstances;

- (3) the tree management procedure should be resubmitted to the Environment Scrutiny Committee in 3 months, after the consultation has taken place.

(No member voted against.)

145. PERFORMANCE REWARD GRANT

The Board considered a report of the Chief Executive, together with a report previously considered by the Board on 13 August 2007 (both previously circulated and now appended).

Councillor Bance moved and Councillor Sellwood seconded an amendment to the recommendations set out in the Chief Executive's report, that the first £20,000 of half of the previously agreed £43,843 Performance Reward Grant allocation for Systems Thinking be allocated to the Dovecote Centre, as agreed by Council, and the remainder of the half of the money previously allocated for Systems Thinking be allocated to improved flood defences.

The amendment was put to the vote but was not carried.

Resolved that Council be RECOMMENDED to: -

- (1) confirm that any allocation of Performance Reward Grant to new activity can only take place when the budget forecast for 07/08 is stable and robust;
- (2) agree that subject to recommendation (a), half of the previously agreed Performance Reward Grant allocation for Systems Thinking (£43,843) should be diverted to flood prevention projects (rather than the Dovecote Centre) and that the remaining allocations are made in line with the 13 August 2007 Executive Board recommendations.

(Councillors Bance and Sellwood abstained.)

146. CONSULTATION ON THE ADVICE TO SEERA ON GYPSY AND TRAVELLER NEED

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

Resolved that: -

- (1) it be confirmed that Oxford would be willing to accept development of two gypsy or traveller pitches to meet need during 2006-11 but was not willing at present to agree the allocation of a further 6 pitches for the period 2011-16;

- (2) the Planning Policy Business Manager be authorised to finalise completion of the SEERA advice pro-forma on the basis of this advice and submit the completed pro-forma to SEERA.

(No member voted against.)

147. AWARD OF CONTRACT FOR THE SUPPLY OF MOTOR FUEL

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

Resolved that: -

- (1) a contract be awarded to Silver Group Fuels Limited to provide biodiesel to Oxford City Council;
- (2) a contract be awarded to Pace Petroleum Limited to provide unleaded petrol and kerosene to Oxford City Council;
- (3) the proposed contracts would be for 18 months, starting on 1 November 2007, with an option to extend for up to one further year.

(No member voted against.)

148. INITIAL ASSESSMENT OF FINANCIAL IMPACT OF OXFORD CITY COUNCIL'S RESPONSE TO THE FLOOD EMERGENCY

The Strategic Director, Housing, Health and Community, submitted a report (previously circulated and now appended).

Resolved that it be noted that: -

- (1) the current assessment of the financial impact on the Council in responding to the flood emergency was £177,285;
- (2) reimbursement by the Government under the Bellwin Scheme of costs incurred was being pursued by finance officers, however an outcome was not anticipated until the New Year;
- (3) finance officers would be pursuing a claim for other repairs and refurbishments through the Council's own insurance policy, however an outcome was not anticipated until the New Year ;
- (4) officers were pursuing "lessons learned and future options" with other agencies and would report back to Board before the end of the year;
- (5) the review of the Oxford Flood Plan was underway and expected to report back to Board before the end of the year.

(No member voted against.)

149. DRAFT CORPORATE PLAN 2008-2011

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

Resolved that conceptual version of the Corporate Plan 2008-2011 be approved as a basis for consultation, and that the consultation timetable be noted.

(No member voted against.)

150. INDICATIVE BUDGET FOR CONSULTATION

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

Resolved that: -

- (1) the savings proposals contained in the report be submitted for public consultation with the indicative budget for 2008/09;
- (2) it be noted that, following consultation, the Administration would prepare and recommend to the Board and to Council a Budget for adoption in February 2008;
- (3) the Head of Paid Service (Chief Executive) be instructed to implement the efficiency savings (marked I in the attached schedules) as soon as possible.

(Councillors Bance and Sellwood abstained.)

151. TREASURY MANAGEMENT ANNUAL REPORT 2006/07

This item was withdrawn by the Portfolio Holder. A revised report was to be submitted to the December Board meeting.

152. CULTURE STRATEGY 2007-2012: AUTHORITY TO CONSULT

The Strategic Director, Physical Environment, submitted a report (previously circulated and now appended).

Resolved that the draft Culture Strategy 2007-2012 be approved for consultation in accordance with the requirements of the Policy Framework.

(No member voted against)

153. THE COUNCIL'S NEW ROLES AND RESPONSIBILITIES FOR RADIOACTIVE CONTAMINATED LAND

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

Resolved that: -

- (1) proactive investigation work should not be initiated until an appropriate notification is received and budgetary provision is in place;
- (2) a contingency figure of £50k be allocated from reserves to meet the cost of survey and assessment work where this is unavoidable.

(No member voted against.)

154. APPROVAL TO CONSULT UPON AN ADDITIONAL HMO LICENSING SCHEME

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

Resolved that: -

- (1) the Environmental Health Business Manager be authorised to consult upon additional House in Multiple Occupation (HMO) licensing, as set out in the report;
- (2) it be agreed to consult on a stepped approach starting with option A and progressing through to option D, aimed at achieving licensing of all the HMO stock;
- (3) consultation on additional HMO licensing should cover the whole of the City area.

(No member voted against.)

155. APPROVAL TO RE-TENDER OXFORD'S STREET SERVICES AND RECONNECTION TEAM

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

Resolved that: -

- (1) project approval be granted to enable Oxford's Street Services and

Reconnection Team to be re-tendered;

- (2) the Strategic Director, Housing, Health and Community, be authorised to award the contract to the selected provider, following a full tender evaluation and process carried out in accordance with European Union procurement regulations;
- (3) it be noted that the contract would be for three years, with an option to extend for up to two extra years.

(No member voted against.)

156. APPOINTMENTS TO OUTSIDE BODIES

The Head of Legal and Democratic Services submitted a report (previously circulated and now appended).

Resolved that: -

- (1) Councillor Fooks be appointed as the Council's representative on the Thames Valley Waste Forum;
- (2) Councillor van Zyl be appointed as the Council's representative on the Oxford County Council's School Organisation Stakeholder Group, with Councillor Campbell as the named substitute;
- (3) Councillor Fooks be nominated as standing deputy to the Leader on ACTVaR for the remainder of the 2007/08 Council Year (in place of Councillor Rundle).

(No member voted against.)

157. AREA COMMITTEE RECOMMENDATIONS

The Board considered a recommendation (previously circulated and now appended) from the South East Area Committee regarding the Peers School Leisure Facility.

Resolved to note the response from the Stronger Communities Portfolio Holder to a recommendation from the South East Area Committee concerning the Peers School Leisure Facility, as set out in the agenda, be noted and endorsed.

158. PORTFOLIO HOLDER QUESTIONS

The Board received a number of questions from Councillor Bance addressed to various Portfolio Holders, together with the responses given by the Portfolio Holders.

Resolved that the questions and responses be noted.

159. FUTURE ITEMS

No matters were raised under this item.

160. MINUTES

Resolved that the minutes (previously circulated) of the meeting of the Board held on 3 and 10 September 2007 be approved as a correct record subject to the amendment of minute 121(3) on redevelopment of the Odeon Cinema as follows (for clarification purposes): -

“(3) having confirmed AXA Sun Life as prospective lessee and development partner, it be noted that 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.”

161. 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	information relating to the business affairs of any particular person (including the authority holding that information)	162
C2	information about individuals and information which is likely to reveal the identity of an individual	163

162. PARTNERSHIP CONTRACT FOR HOUSING REPAIRS AND MAINTENANCE

The Head of Oxford City Homes submitted an exempt from publication report (previously circulated and now appended).

Resolved that the Head of Oxford city Homes be authorized to submit a tender and, if successful, accept a contract for a housing partnership contract for housing repairs and maintenance, as set out in the report.

(Councillor Sellwood abstained.)

163. NEW SENIOR MANAGEMENT STRUCTURE

The Chief Executive submitted an amended exempt from publication report (previously circulated and now appended).

Resolved that Council be RECOMMENDED to agree that: -

- (1) the senior management structure as set out in appendix 2 be approved (with the consequential reduction in the number of Business Unit Managers and the creation of Executive Director posts);
- (2) the Chief Executive be authorised to do all that is necessary to bring the structure into effect, including: -
 - i) make, consult on, determine and implement any change to the indicative split of functions between Executive Directors and Heads of Service as presently set out in the body of the report;
 - ii) settle job descriptions (including a competency framework) for Executive Directors and Heads of Service;
 - iii) settle the pay grades for Executive Directors and Heads of Service, following appropriate consultation and having regard to the job evaluation exercise currently being undertaken by the Hay Group;
 - iv) determine an implementation plan following appropriate consultation with employees and recognised Trade Unions;
 - v) assimilate jobs within the new structure in accordance with paragraph 6(5) of the Organisational Change Procedure;
 - vi) engage external consultants to advise the Appointments Committee.

(No member voted against.)

The meeting began at 9.00 am, the resolution to exclude press and public was taken at 10.45 am, and the meeting ended at 10.53 am.