

# CITY EXECUTIVE BOARD

Wednesday 18 February 2009

**COUNCILLORS PRESENT:** Councillors Bob Price (Chair), Ed Turner Vice-Chair) Antonia Bance, Colin Cook, John Tanner and Oscar Van Nooijen

**OFFICERS PRESENT FOR THE WHOLE OF THE MEETING:** Mel Barrett and Tim Sadler (Executive Directors), Penny Gardner (Finance), and Jeremy Thomas and Brenda Lammin (Legal and Democratic Services)

**OFFICERS PRESENT FOR PART OF THE MEETING:** Laura Goddard (City Development), Graham Stratford and Julia Tomkins (Community Housing and Community Development), Colin Bailey (City Works), John Copley, Roger Pitman and Paul Kirkley (Environmental Development), Simon Howick (Human Resources), Alun Davies (Customer Services), Shajaat Hussain (Policy, Performance and Communications) and Steve Sprason (Property and Facilities Management)

## 181. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mary Clarkson and Bob Timbs.

## 182. DECLARATIONS OF INTEREST

The following personal interests were declared in respect of grants to voluntary and community organisations 2009/10 (minute 184):

- Councillor Price was a Trustee of the Lake Street Playgroup and Chair of Trustees for the South Oxford Adventure Playground and his wife worked part time for the Lake Street Playgroup;
- Councillor Tanner was on the Committee for Asylum Welcome and Secretary for Donnington Doorstep; his wife was on the Committee for Rose Hill and Donnington Advice Centre;
- Councillor Bance had spoken to a number of applicants about their grant settlements, including: all of the advice centres; Barracks Lane Community Garden; Leys News; Oxford Wheels Project;
- Councillor Van Nooijen was a City Council nominated trustee of South Oxford Adventure Playground.

Councillor Tanner also declared a personal interest in respect of rent setting for Council properties used as supported housing (minute 185) because he represented the Council on the A2 Dominion Board.

### **183. PUBLIC QUESTIONS**

Question from Sarah Burton (Chair of Cutteslowe Community Association) addressed to the Lead Member for Social Inclusion and Young People:

Dos the Board realise that the amount of grant funding from the City and County Council impacts on the external funding our organisation is able to obtain? Is the Board aware that the reserves referred to were in fact allocated for in-year projects? Does the Board appreciate that cuts in grant funding will have a detrimental impact in an area of need? Will the Board withdraw the comment made by the grants panel that the Association should not make another application next year for continuation of the community worker post?

Response from Councillor Bance:

Whilst I note what you say and understand your position, I do not intend to alter the recommendations for grant funding. Despite the fact that this Council sets aside an unusually high sum for such grants, applications this year totalled four times the amount of grant funding available, and so many organisations have been disappointed. I hope the sums allocated by this Council and by the County Council will assist you in securing other funding. A full response to the points raised at the North Area Committee on this application is set out in the updated appendix 4 to the report.

You are of course able to apply for any grant you wish next year; every application will be considered on its merits.

### **184. GRANTS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2009/10**

The Head of Community Housing and Community Development submitted a report (previously circulated and now appended). The Board also considered additional comments received from the North Area Committee and Central, South and West Area Committee and comments made by Councillor Fooks.

Resolved to: -

- (1) approve the commissioning allocations in Appendix 1 to the report, subject to agreeing that the £19,000 allocated to SHOUT is reallocated to fund a Domestic Abuse Outreach post; this will increase the allocation for a Domestic Abuse Outreach Worker from £14,000 to £33,000 and will fund a full-time post, that will be employed through A2 Dominion who manage and run the Oxfordshire Domestic Abuse Service;
- (2) approve the recommendations for 2009/10 grant applications, as set out in Appendix 2 to the report;
- (3) approve the recommendations for the additional funding to Advice Centres, as set out in Appendix 3 to the report, subject to the amounts

for additional advice commissioning being revised as follows: -

<b>Organisation</b>	<b>Additional allocation for 2009-10 only (from unallocated amount of £65,059)</b>
BBL Neighbourhood Support Services	15,510
Oxford Community Work Agency	12,250
Oxford CAB	16,750
Oxfordshire Chinese Community Advice Centre	5,039
Rose Hill and Donnington Advice Centre	15,510

- (4) endorse the responses to comments and recommendations from area and scrutiny committees, as set out in the updated Appendix 4, and note that the process for grants used to pay rent on City Council premises was to be reviewed;
- (5) ask that information be sent all members within 6 months about grants given under the commissioning process and the open bidding process, to include details of how they were being spent and value for money, how they addressed the Council's priorities, and outcomes.

#### **185. RENT SETTING FOR COUNCIL PROPERTIES USED AS SUPPORTED HOUSING**

The Head of Community Housing and Community Development submitted a report (previously circulated and now appended).

Resolved to approve the setting of "formula rents" for properties used as supported housing, as set out in the report.

#### **186. FREE SWIMMING**

The Head of City Leisure submitted a report (previously circulated and now appended). The Board also considered the comments of Councillor Goddard.

Resolved: -

- (1) to progress with the free swimming initiative;
- (2) that the funding be used to expand the community benefits attained from the current free swimming initiative;
- (3) that the Council make a bid for funding for modernising pool provision to

the Capital Challenge Fund to support the development of a new pool at Blackbird Leys Leisure Centre.

#### **187. PROGRAMME FOR REFURBISHMENT OF PLAY AREAS**

The Executive Director, City Services, submitted a report (previously circulated and now appended). The Board was advised of an error at the end of the first line of paragraph 2.3.6 – it should say Foxwell Drive (not Cockspur Drive).

Resolved to: -

- (1) approve the programme for refurbishment of play areas, as set out in Appendix 1 to the report;
- (2) authorise the Executive Director, City Services, in consultation with the Executive Board Member for Social Inclusion and Young People, to implement the programme, making amendments as necessary which are in the interests of good progress and value for money.

#### **188. REVIEW OF WASTE AND RECYCLING COLLECTION SERVICES**

The Head of City Works submitted a report (previously circulated and now appended). The Board also considered comments made by Councillor Fooks.

Resolved to: -

- (1) approve the proposed method of food waste collection on a fortnightly basis;
- (2) approve the business case (as appended) and consent to proceed with mobilisation for implementation of the system on 1 October 2009;
- (3) note that in 2009/10 the costs identified in the business case would be met from within the existing City Works budgets, subject to securing Oxfordshire Waste Partnership New Initiative Funding.

#### **189. AIR QUALITY MANAGEMENT**

The Head of Environmental Development submitted a report (previously circulated and now appended).

Resolved to: -

- (1) note the findings of the 2008 Progress Report and Detailed Assessment on air quality in Oxford;
- (2) propose an Air Quality Management Area Order (as appended to the report) for public consultation, in relation to one Air Quality Management

Area (AQMA) for the whole City;

- (3) recommend that the Head of Environmental Development, jointly with Oxfordshire County Council, prepare a single Air Quality Action Plan for the whole of the City within 12 months of the designation of the new AQMA;
- (4) note that the County Council, as part of its transport function, will include the above Action Plan within the next Local Transport Plan;
- (5) note that the continued assessment of air quality will be covered by existing budgets, but measures that may be adopted as part of an Air Quality Action Plan could have financial implications requiring additional funding;
- (6) note that, although there would be no direct impact on the Council's carbon emissions, there would be a beneficial impact on the carbon footprint of the City as a whole.

## **190. BUILDING FLOOD RESILIENCE IN DOMESTIC PROPERTIES**

The Head of Environmental Development submitted a report (previously circulated and now appended).

Resolved to: -

- (1) note that, although more than 120 households flooded in 2000 and 2003 and 170 flooded in 2007, more than 3,500 properties in Oxford were currently at risk of flooding more than once in 75 years;
- (2) note the increasing difficulty home owners have in obtaining flood insurance cover for properties with that level of risk and which the Association of British Insurers refers to as "significant";
- (3) note that DEFRA's current £5 million fund for property-level flood resilience was targeted at areas with no prospect of flood defence schemes, so Oxford was not eligible;
- (4) note that only 30% of homes that can sign up to the Environment Agency's Floodline Warnings Direct service have signed up;
- (5) approve use of Council resources to encourage local residents to sign up to the Floodline Warnings Direct service and to compile and distribute basic information and a list of contacts for use by people interested in installing property-level flood resistance and resilience measures, as described in Option 1 (paragraph 30 of the report);
- (6) request a further report on the implications for property-level flood resilience once the prospects are known for the Environment Agency's flood strategy for Oxford.

**191. CITY COUNCIL RESPONSE TO THE APPEAL DECISION AT CANALSIDE, JERICHO, SPECIFICALLY RELATING TO THE COUNCIL'S AFFORDABLE HOUSING POLICY**

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

Resolved that the City Executive Board, having considered and taken account of the officers' views as set out in the report, and Counsel's advice as appended to the report, agree that the adopted Local Plan policies and Supplementary Planning Document relating to affordable housing should continue to be applied as required by the Plan.

**192. AWARD OF CONTRACT FOR THE SUPPLY OF A HUMAN RESOURCES/PAYROLL MANAGEMENT INFORMATION SYSTEM SOLUTION FOR OXFORD CITY COUNCIL**

The Head of Human Resources submitted a report (previously circulated and now appended).

Resolved to: -

- (1) note progress on the HR/Payroll MIS solution project;
- (2) authorise the Head of Human Resources, in consultation with the Chief Executive, to award a contract for the provision of a HR/Payroll MIS solution to Oxford City Council;
- (3) note the contract will be for 5 years commencing on 1 April 2009 with an option to extend the contract by up to 2 years.

**193. CORPORATE EQUALITIES SCHEME 2008/11**

The Policy, Performance and Communications Manager submitted a report (previously circulated and now appended).

Resolved to: -

- (1) acknowledge the improvements made since August 2008;
- (2) note the comments from the Value and Performance Scrutiny Committee;
- (3) note the Action Plan to achieve Level 2 of the Equality Standard for Local Government by August 2009;
- (4) in respect of the comments of the Value and Performance Scrutiny

Committee the Board did not agree that it was appropriate for elected members to sit on the Equalities Steering Group; regular monitoring reports to the Scrutiny Committee would provide a focus for member discussion.

#### **194. CUSTOMER CONTACT STRATEGY**

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

Resolved to: -

- (1) endorse the Customer Contact Strategy (as appended to the report) as an interim strategy and note that the new Head of Customer Services will be reviewing this as part of the Customers First programme;
- (2) ask the Value and Performance Scrutiny Committee to programme and undertake a focussed review of the Council's Customer Contact Strategy and the implementation of the Customer Relationship Management System at an appropriate point later in 2009.

#### **195. WRITE-OFF OF UNCOLLECTABLE DEBTS**

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

Resolved to: -

- (1) approve the writing off of the amounts shown in the report, totalling £110,117.40 (Business Rates) and £106,015.93 (General Fund);
- (2) note that, if any new information or payments are received, the debts previously written off will be resurrected and credits applied.

#### **196. THIRD QUARTER 2008/09 PERFORMANCE REPORT AND TARGETS FOR PERFORMANCE MONITORING IN 2009/10**

The Policy, Performance and Communications Manager submitted a report (previously circulated and now appended).

Resolved to: -

- (1) note the third quarter 2008/09 performance monitoring information;
- (2) approve the indicators and targets for performance monitoring in 2009/10, as set out in Appendix B of the report.

#### **197. CORPORATE PLAN 2009/12 – UPDATE OF TARGETS AND CORE TEXT**

The Policy, Performance and Communications Manager submitted a report (previously circulated and now appended). The Board also considered the comments of Councillor Goddard.

Resolved that, subject to an amended report being submitted to Council on 23 March 2009, taking into account comments made at the meeting (and any other comments received) to: -

- (1) RECOMMEND Council that the appended text and the targets for the Corporate Plan 2009/12 be approved;
- (2) authorise the Chief Executive to make minor or editorial changes where appropriate.

#### **198. RENEWABLE ENERGY PROJECT: COMMUNITY SCALE WIND TURBINES ON OXFORD CITY COUNCIL LAND – LEASE OPTIONS**

The Interim Head of Property and Facilities Management submitted a report (previously circulated and now appended). The Board also considered the comments of Councillor Fooks.

Resolved: -

- (1) to approve the entering into of a lease option with PfR on the site at South Horspath on the basis set out in the report and otherwise on detailed terms and conditions to be approved by the Interim Head of Property and Facilities Management in consultation with the Board Member for Cleaner, Green Oxford;
- (2) in the event of the Council being unable to obtain vacant possession of the Watlington Road site by agreement, approve the entering into of a lease option with PfR on detailed terms and conditions to be approved by the Interim Head of Property and Facilities Management in consultation with the Board Member for Cleaner, Green Oxford, subject to confirmation that it is not required for cemetery use;
- (3) to approve the continuation of investigations into the Cutteslowe Park option site to see if this can be brought forward by agreement;
- (4) to agree to the undertaking of further research into the feasibility of locating wind turbines on any of the other sites previously reported, and also in respect of any new opportunities that may be identified;
- (5) to note that a further report would be submitted to the City Executive Board before any additional sites were committed;



**199. DAIRY LODGE, HEADINGTON HILL, OXFORD**

The Interim Head of Property and Facilities Management submitted a report (previously circulated and now appended).

Resolved to note the report and defer a decision until exempt from publication information had been considered later in the meeting (minute 204 refers).

**200. FUTURE ITEMS**

No issues were raised under this item.

**201. MINUTES**

Resolved to agree the minutes (previously circulated) of the meetings held on 28 January and 4 February 2009, subject to the addition of the following text at the end of minute 179: -

“(8) Instruct the Executive Director, City Services, to undertake a fundamental review of value for money in City Works, to include the market testing of waste collection, recycling and commercial waste against a reviewed in-house offer which will cover modernising pay and conditions in line with the Single Status Agreement, improving productivity and potential for partnerships”.

**202. 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 and that the Board was satisfied that in all the circumstances the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

<u>Items</u>	<u>Reason for exemption</u>	<u>Minutes</u>
C1 and C2	Information relating to the business affairs of any particular person (including the authority holding that information)	203 and 204

**203. RENEWABLE ENERGY PROJECT: COMMUNITY SCALE WIND TURBINES ON OXFORD CITY COUNCIL LAND – LEASE OPTIONS**

The Interim Head of Property and Facilities Management submitted an exempt from publication appendix (previously circulated and now appended) to the report referred to in minute 198.

Resolved to note the exempt from publication appendix.

**204. DAIRY LODGE, HEADINGTON HILL, OXFORD**

The Interim Head of Property and Facilities Management submitted an exempt from publication appendix (previously circulated and now appended) to the report referred to in minute 199. The Board also considered an oral report on the best and final offers made for the property.

Summary of decision

The Board agreed to accept a best and final offer for the property in the sum detailed in the exempt from publication annex to the minutes. In the event that the proposed purchase does not proceed it authorised the Interim Head of Property and Facilities Management to proceed with a sale at or above the open market value.

The meeting began at 5.00 pm and ended at 6.30 pm.