

# CITY EXECUTIVE BOARD

## A G E N D A

**Date: Wednesday 1 July 2009 at 5.00 pm**

**Venue: St. Aldate's Room, Town Hall**

### MEMBERSHIP AND RESPONSIBILITIES

Bob Price (Leader)	Corporate governance and strategic partnerships
Ed Turner (Deputy Leader)	Finance, strategic housing and strategic planning
Antonia Bance	Social inclusion and young people
Colin Cook	City development
Sajjad Malik	Safer communities
Joe McManners	Oxford City Homes
John Tanner	Cleaner, greener city
Bob Timbs	Leisure and sport
Oscar Van Nooijen	Service transformation

*Staff Contact: William Reed 01865 252230 or write to Town Hall, Blue Boar Street, Oxford OX1 4EY*

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The quorum of the Executive Board is three members. No substitutes are permitted.

## **DECLARING INTERESTS**

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

### **What do I need to do if I have a personal interest?**

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

### **What is a prejudicial interest?**

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

### **What do I need to do if I have a prejudicial interest?**

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.

## PART I PUBLIC BUSINESS

### 1. APOLOGIES FOR ABSENCE

### 2. DECLARATIONS OF INTEREST

Members are asked to declare any personal or personal and prejudicial interests they have in any of the following agenda items. Guidance on this is set out above.

### 3. PUBLIC QUESTIONS

When the Chair agrees, members of the public may ask questions - up to 15 minutes in total is allowed for this item. Questions must be about items on the agenda and the actual wording of the question(s) must be given to the Head of Legal and Democratic Services by 2.00 pm on the working day before the meeting (email AC executiveboard@oxford.gov.uk or telephone the person named on page A of the agenda).

### 4. REVIEW OF PUBLIC CONVENIENCES

*Lead member: Councillor Tanner*

The Head of City Works has submitted a report (attached)

The report sets out the quality rating, usage, opening times, refurbishment requirement and resale possibility for each public toilet facility in the City.

The Board will be asked to agree a public consultation exercise, to be reported back in September, focused on improvements (in the widest sense) to publicly available toilet facilities and the closure of others.

### 5. EMPTY PROPERTY OPERATIONAL STRATEGY 2009/11

*Lead member: Councillor Turner*

The Head of Community Housing and Community Development has submitted a report (attached).

The report says that empty properties, apart from being a wasted opportunity to provide a home can blight areas very quickly, resulting in social, economic and environmental costs to local neighbourhoods. The report suggests reasons for having an empty property strategy, namely:-

- To provide additional housing for those in housing need
- To encourage economic vitality
- To discourage crime and vandalism

- To assist in redeveloping Brownfield sites, and making the most of the existing urban fabric.

The Board will be asked to approve a private sector empty property strategy to ensure that empty properties are brought back into productive use and have a positive impact on the City's regeneration.

## **6. PERFORMANCE MONITORING 2008/09 YEAR END REPORT**

*Lead member: Councillor Price*

The Policy, Performance and Communications Manager has submitted a report (attached).

The report outlines end of year performance against National and retained best value performance indicators. It also highlights key achievements against the Council's corporate priorities

The Board will be asked to note the year end performance information.

## **7. FURNISHED TENANCY SCHEME TENDER**

*Lead member: Councillor Turner*

The Executive Director, City Services, has submitted a report (attached).

The report deals with the re-tendering of a contract for the supply of a furnished tenancy service to the Council

The Board will be asked to grant project approval for the provision of a furnished tenancy service and to delegate to officers the award of a contract.

## **8. PRINT FRAMEWORK CONTRACT**

*Lead members: Councillor Van Nooijen*

The Strategic Procurement and Shared Services Manager has submitted a report (attached).

The report explains that the Council has a print supply contract; that officers have pursued a framework agreement (agreement with multiple suppliers) for the supply of print services; looks at other options; says what savings might be generated through a framework agreement; and makes recommendations.

The Board will be asked to grant project approval for the supply of print services, to delegate award of a framework agreement for the supply of print services and that the agreement should be for three years certain.

## **9. CORPORATE TREE SURVEY CONTRACT**

*Lead member: Councillor Turner*

The Executive Director, City Services, has submitted a report (attached).

The report explains that the Council's tree survey contract finishes later this year. It sets out why such a contract is needed and how officers have pursued things so far.

The Board will be asked to grant project approval for the provision of a tree surveying service and to delegate to officers the award of a contract.

## **10. COUNCIL RESPONSE TO THE EFFECT OF THE DOWNTURN ON THE CITY AND A REVIEW OF THE COUNCIL'S ECONOMIC DEVELOPMENT STRATEGY**

*Lead member: Councillor Price*

The Executive Director, City Regeneration, has submitted a report (attached).

The report provides the Board with information regarding measures being developed and implemented to address the economic downturn.

The Board will be asked to note the action being taken and to comment upon it and decide upon the preferred content and format of regular updates.

## **11. CUSTOMER RELATIONS MANAGEMENT ROLL-OUT**

*Lead member: Councillor Turner*

The Policy, Performance and Communications Manager has submitted a report (attached).

The report concerns the roll out across the Council of the customer relationship management way of working following the successful pilot by Oxford City Homes.

The Board will be asked to approve the procurement of a corporate licence for the rollout of customer relationship management across the Council.

## **12. EXECUTIVE SCHEME OF DELEGATION**

*Lead member: Councillor Price*

The head of Legal and Democratic Services has submitted a report (attached).

The report contains the Executive Scheme of Delegation as set out in the Constitution. It recommends

the Board to agree the Scheme for 2009/10 with some uprating, factual and clarity changes.

### **13. DISPOSAL OF THREE SHARED OWNERSHIP FLATS AT ALBERT HOUSE, ALBION PLACE**

*Lead member: Councillors Cook and McManners*

The Interim Head of Property and Facilities Management has submitted a report (attached).

The report deals with the development of housing accommodation in Albert House, Albion Place in consequence of the Westgate development. Specifically it deals with the granting of shared ownership leases of the Albert House accommodation to occupiers of shared ownership flats in Abbey Place subject to compulsory purchase.

The Board will be asked to agree 125 year shared ownership leases for three flats at Albert House.

### **14. STRATEGIC ASSET MANAGEMENT PLAN**

*Lead member: Councillor Van Nooijen*

The Interim Head of Property and Facilities Management has submitted a report (attached).

The report explains that an asset management plan is a business planning document of the Council, which states the Council's strategic intentions for its property portfolio, and also its intentions for the way property management is organised within the authority. When finally adopted, it will supersede the existing Asset Management Plan 2006.

An asset management plan is an integral part of an authority's management processes and it reflects an authority's desire to include property in service delivery, transformation and efficiency processes.

The Board will be asked to agree a consultation draft of the plan.

### **15. SOUTH OXFORD URBAN EXTENSION**

*Lead member: Councillors Cook, Turner and Van Nooijen*

The Interim Head of Property and Facilities Management has submitted a report (attached).

The report updates the Board on the opportunities that exist in relation to the Council's landholdings for an urban extension on land south of Grenoble Road.

The Board will be asked to note work undertaken by the Council's consultants and advice the consultants have given and to open negotiations with Thames Water and Magdalen College on the entering into of an "equalisation agreement" subject to a report back to the Board before any commitment is entered into.

**16. PROJECT APPROVAL – NEW BUILD**

*Lead members: Councillor McManners and Turner*

The Head of Oxford City Homes has submitted a report (attached).

The Board will be asked to agree details, including the use of delegated powers, in connection with proposals to build new homes on two sites, namely Lambourn Road (Rose Hill) and Cardinal House (Littlemore).

**17. FIXED PENALTY NOTICE POWERS – DELEGATION OF ISSUING AUTHORITY TO THAMES VALLEY POLICE**

*Lead member: Councillors Malik and Tanner*

The Head of Environmental Development has submitted a report (attached).

The report proposes a strengthening of our approach to environmental enforcement through delegating the authority to issue Fixed Penalty Notices to police community support officers for a range of environmental offences.

The Board will be asked to agree the delegation of authority to police officers and police community support officers to issue local authority fixed penalty notices for dog fouling, graffiti, litter and fly-posting.

**18. APPOINTMENTS TO OUTSIDE BODIES**

*Lead member: Councillor Price*

The Head of Legal and Democratic Services has submitted a report (attached).

The Board will be asked to agree appointments to outside bodies for the 2009/10 Council Year and to note feedback from members on the bodies to which they were nominated last year.

**19. FEES AND CHARGES - EVENTS**

*Lead member: Councillor Price*

The Head of Environmental Development has submitted a report (attached).

The Board will be asked to agree fees and charges, and to recommend Council to adopt them by way of a variation to the Budget for 2009/10, for facilitating events on the highway.

**20. NORTHWAY CENTRE OFFICE (Call in)**

*Lead members: Councillors Price and Van Nooijen*

The Interim Head of Property and Facilities Management submitted to the Board's May meeting a report (attached) seeking project approval to the proposed capital budget spend on property repairs and maintenance for 2009/10.

The Board resolved to give project approval, to authorise officers to proceed and to note the suggested way forward. The Board's decision was called in to Scrutiny. The decision of the Scrutiny Committee will be reported.

**21. LEISURE FACILITIES STRATEGY REVIEW (Call in)**

*Lead member: Councillor Timbs*

The Head of City Leisure submitted to the Board's May meeting a report (attached) seeking approval for the adoption of a leisure facilities review.

The Board's decisions are set out in minute 11 of the minutes of 20<sup>th</sup> May circulated with this agenda. The Board's decision was called in to Scrutiny. The decision of the Scrutiny Committee will be reported.

**22. LEISURE CENTRE INVESTMENT PROGRAMME AND SUBSTANTIVE DEVELOPMENT WORKS – PROJECT INITIATION (Call in)**

*Lead member: Councillor Timbs*

The Head of City Leisure submitted to the Board's meeting a report (attached) seeking approval for a project initiation document to progress the leisure centre investment programme and substantive development works.

The Board's decisions are set out in minute 10 of the minutes of 20<sup>th</sup> May circulated with this agenda. The Board's decision was called in to Scrutiny. The decision of the Scrutiny Committee will be reported.

**23. FUTURE ITEMS**

This item is included on the agenda to give members the opportunity to raise issues on the Forward Plan or update the Board about future agenda items.



## **24. MINUTES**

Minutes (attached) of meeting held on 20 May 2009

## **25. MATTERS EXEMPT FROM PUBLICATION**

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 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.

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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## **PART II**

### **MATTERS EXEMPT FROM PUBLICATION**

*(Item C1 is exempt from publication by virtue of paragraph 3 – information relating to the financial or business affairs of any particular person [including the authority holding that information].)*

*The public interest in maintaining an exemption is that negotiations relating to the acquisition or disposal of assets are not compromised for so long as they remain subject to contract.)*

#### **C1. DISPOSAL OF THREE SHARED OWNERSHIP FLATS AT ALBERT HOUSE, ALBION PLACE**

*Lead members: Councillors Cook and McManners*

Not for publication annex (attached) to the report at agenda item 13.