

# CITY EXECUTIVE BOARD

Wednesday 1 July 2009

**COUNCILLORS PRESENT:** Councillors Bob Price (Chair), Ed Turner (Vice-Chair), Antonia Bance, Colin Cook, Saj Malik, Joe McManners and Bob Timbs.

**OFFICERS PRESENT FOR THE WHOLE OF THE MEETING:** Peter Sloman (Chief Executive), Mel Barrett and Tim Sadler (Executive Directors), Jeremy Thomas (Head of Legal and Democratic Services), Pat Jones and William Reed (Democratic Services).

**OFFICERS PRESENT FOR PART OF THE MEETING:** Michael Crofton-Briggs (Head of City Development), Ben Brownlee (Head of Business Transformation), Steve Sprason (Interim Head of Property), Nicky Atkin (Corporate Procurement), Emma Burson (Finance), Gail Siddall (Environmental Development), Melanie Mutch (Community Housing and Community Development), Chris Pyle and Roy Summers (Oxford City Homes), Mark Jaggard (City Development), Shajaat Hussain (Policy and Performance) and Louisa Dean (Press Office).

## 30. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tanner and Van Nooijen.

## 31. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 32. PUBLIC QUESTIONS

Four public questions were submitted by the deadline in the Constitution. One question was rejected because it did not relate directly to an item on the agenda. The three accepted questions, and the answers given, were as follows:-

- (a) Question from Mr. Argar on the subject of Minute 33 (Review of Public Conveniences):-

"To ask Councillor John Tanner what studies have been taken to date in Oxford as to the likely impact the proposed closure of the eleven public loos would have on incidences of street urination/similar anti-social behaviour, and whether he believes that public loos are less important than new town hall bureaucrats, given he is proposing to cut £50,000 by closing public loos, potentially increasing the public hygiene risks in the same week that the Council is advertising for two newly created staff

roles that will cost a minimum of £60,00 between them, covering management of leisure, regeneration and risk?"

In the absence of Councillor Tanner, the Leader responded. He said that street urination was addressed to a degree at present by the Nightsafe team. He did not believe that any closure of public toilets would have an affect by itself on the prevalence of anti-social activities of the sort mentioned by the questioner.

As to the part of the question about staffing levels, the Leader said that middle management had been reduced by some 20%. The Council had reduced staff levels by 120. Staff posts were focused on particular activities. The Council did not employ bureaucrats in the sense mentioned by the questioner.

- (b) Question by Mrs. Fletcher on the subject of Minute 49 (Northway Centre Office)

"On the 20<sup>th</sup> June 2009 in a meeting at Northway Community Centre, the Executive Board Member for Leisure and Sport (Bob Timbs) promised to have an open public meeting before the Executive Board makes any decision on Northway Centre (old offices block). Can you please clarify why this meeting did not happen and I would urge to have this meeting so people of Northway could express their opinion before any decision is made for the Northway Centre Building?"

The question was taken with Minute 49 (Northway Centre Office).

- (c) Question by Mr. Hibbins on the subject of Minute 49 (Northway Centre Office)

"Do you not feel that the £442,000 would be better spent refurbishing the Northway Centre and re-opening the building for community use?"

The question was taken with Minute 49 (Northway Centre Office).

### **33. REVIEW OF PUBLIC CONVENIENCES**

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

With the agreement of the Leader, Councillors Rundle and Simmons addressed the meeting.

Resolved:-

- (1) (a) That consultation be carried out with residents and users about public toilet provision in Oxford, in a manner described in Section 4 of the report and upon the range of possibilities described in the report, including closure of facilities;

- (b) That the consultation should include more detail about a community toilet scheme and about possible locations for automatic public toilets;
- (2) That, following consultation, a report back be made to the Board in September for decisions to be reached in the light of the outcome of consultation.

**34. EMPTY PROPERTY OPERATIONAL STRATEGY 2009-12**

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

Resolved to approve the Empty Property Operational Strategy (Private Sector) for 2009-12 as appended to the report.

**36. PERFORMANCE MONITORING – YEAR END 2008/09**

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

Resolved to note the contents of the report.

**36. FURNISHED TENANCY SCHEME – AWARD OF CONTRACT**

The Strategic Procurement and Shared Services Manager submitted a report (previously circulated and now appended).

Resolved to:-

- (1) Grant project approval for the provision of a furnished tenancy scheme service to Oxford City Council;
- (2) Delegate to the Executive Director, City Services, the authority to award a contract for the provision of a furnished tenancy scheme service to Oxford City Council.

**37. PRINT SUPPLY – AWARD OF FRAMEWORK CONTRACT**

The Strategic Procurement and Shared Services Manager submitted a report (previously circulated and now appended).

Resolved to:-

- (1) Grant project approval for the supply of print to Oxford City Council;

- (2) Delegate to the Chief Executive the authority to award a framework agreement for the supply of print to Oxford City Council;
- (3) Agree that the framework agreement should be for 3 years commencing on 1<sup>st</sup> September 2009 with an option to extend the contract by up to one further year.

**38. TREE SURVEYING ON COUNCIL LAND – AWARD OF CONTRACT**

The Strategic Procurement and Shared Services Manager submitted a report (previously circulated and now appended).

Resolved to:-

- (1) Grant project approval for the provision to Oxford City Council of a tree surveying service for all trees;
- (2) Delegate to the Executive Director, City Services, the authority to award a contract for the provision of a tree surveying service to Oxford City Council.

**39. ECONOMIC DEVELOPMENT STRATEGY – REVIEW AND RESPONSE TO THE EFFECT OF THE ECONOMIC DOWNTURN ON THE CITY**

The Executive Director, City Regeneration, submitted a report (previously circulated and now appended).

Resolved:-

- (1) To thank all the officers involved for the comprehensive nature of the report;
- (2) (a) That the information contained in the report be updated and reported back to members (and to Scrutiny and the Board as and when necessary) on a quarterly basis;
- (b) That the quarterly updates should say what in practice the Council was doing under the various business rate relief and hardship powers described in Appendix 3 to the report;
- (3) On item 23 (City Council as employer) in the details of the Council's response to the economic downturn, to observe that the Council ought to pursue (and was exploring the scope of) the taking on of apprentices.

**40. CUSTOMER RELATIONSHIP MANAGEMENT – ROLLOUT ACROSS THE COUNCIL**

The Head of Business Transformation and the Policy Performance and Communications Manager submitted a report (previously circulated and now appended).

Resolved to: -

- (1) Note the successful implementation of the customer relationship way of working at Oxford City Homes;
- (2) Agree the rollout of the customer relationship management way of working across the rest of the Council through the procurement of a corporate licence therefor.

**41. EXECUTIVE SCHEME OF DELEGATION**

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

Resolved to:-

- (1) Confirm for the 2009/10 Council year the Executive Scheme of Delegation as appended to the report;
- (2) Agree amendments to the Executive Scheme of Delegation as set out in paragraph 2 of the report.

**42. ALBERT HOUSE, ALBION PLACE – DISPOSAL OF SHARED OWNERSHIP FLATS**

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

Resolved to approve the grant of 125 year leases of Albert House, Albion Place flats as follows:-

- Flat No. 9 to Nicola Gibbons
- Flat No. 11 to Priscilla Martin
- Flat No. 13 to David and Paula Dancer,

on the basis set out in the report and the not for publication Appendix, and otherwise on terms and conditions to be approved by the Interim Head of Property and Facilities Management.

**43. ASSET MANAGEMENT PLAN 2009 – CONSULTATION DRAFT**

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

Resolved:-

- (1) To approve for consultation the Asset Management Consultation draft circulated with the report in the manner described in paragraph 8 of the report;
- (2) That the outcome of consultation be reported back to the Board in October, noting that, subject to consultation, the Plan would be submitted for adoption to Council on 2<sup>nd</sup> November 2009.

**44. LAND SOUTH OF GRENOBLE ROAD – POSSIBLE SOUTH OXFORD URBAN EXTENSION UPDATE**

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

Resolved to:-

- (1) Note the outcome of the initial work undertaken by the Council's retained consultants and the advice that had been provided;
- (2) Approve the opening of negotiations with Magdalen College and Thames Water with a view to the entering into of an appropriate tripartite equalization agreement on terms and conditions to be agreed, subject to a detailed report back being made to the Board in respect of the detailed terms and conditions before any commitment was entered into.

**45. PROJECT APPROVAL – NEW BUILD**

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

Resolved:-

- (1) To approve:-
  - (a) The project described in the report, commenting that the Council should aim for the schemes to achieve the highest possible level of the Code for Sustainable Homes (paragraphs 32-35 of the report refer);
  - (b) The submission of a pre-qualification application to become an approved investment partner through the National Affordable

Housing Programme;

- (c) The appointment of a registered social landlord as a mentor to oversee the process and financial/risk assessments, including value for money;
  - (d) The assessment of the options for borrowing/developing and submission of a bid to receive part Government funding for new build projects on the two sites, namely Cardinal House and Lambourn Road, in consultation with the Board members for Finance, Strategic Housing and Strategic Planning and for Oxford City Homes;
  - (e) The commencement of the OJEU procurement process to appoint a contractor to carry out the building works and, due to the tight timescales, the convening of a special meeting of the City Executive Board during November or December 2009 to agree which tender should be accepted;
  - (f) Approve the submission of an application to the Secretary of State to remove the new developments from the HRA subsidy system should it be necessary to do so;
- (2) To charge any rental surpluses and losses on the new build properties to the Housing Revenue Account.

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

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

Resolved:-

- (1) To agree the delegation of authority to the Head of Environmental Development to authorise police officers and police community support officers to issue local authority fixed penalty notices for dog fouling, graffiti, litter and fly-posting using an agreed memorandum of understanding between the two organisations (namely the Council and Thames Valley Police);
- (2) That the level of fines in paragraph 10 of the report be set at the maximum permitted;
- (3) To record that the Board did not favour an initial "light touch" approach in respect of the exercise of the powers by the police and police community support officers;
- (4) To note that the new arrangements would be introduced as soon as training had been carried out as referred to in paragraph 14 of the report,

and that publicity for the new arrangements be carried out when they went live.

#### **47. NOMINATIONS TO OUTSIDE AND OTHER BODIES**

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

Resolved:-

- (1) To nominate representatives to the bodies listed in Appendix 1 to the report, subject as follows:-
  - (a) Association of Councils of the Thames Valley Region – no appointment be made because the Council was no longer involved with the organisation
  - (b) Citizens' Advice Bureau – Councillor Morton to be nominated to the vacancy
  - (c) Council of Ruskin College – Councillor Brundin to replace Councillor Rundle and Councillor Van Nooijen to be nominated to the vacancy
  - (d) County Pension Fund Committee - to note that Councillor Price had resigned and that Councillor Barry Wood (Cherwell District Council) was willing to serve in his place as a district councils' representative
  - (e) Museums Joint Working Group – Councillor Pressel to replace Councillor Royce
  - (f) Oxford Citizens' Housing Association Board – not to nominate in view of the status of Council members of the Board and thus their limited effectiveness, and to ask officers to pursue a more effective status with the organisation
  - (g) Oxford Playhouse Trust – Councillor Darke to be nominated to the vacancy
  - (h) Oxford Preservation Trust – Councillor Darke to be nominated to the vacancy
  - (i) Oxford Social Lettings Agency – to nominate no one because the organisation no longer required a Council representative
  - (j) Pegasus Theatre Trust – Councillor Lygo to be nominated to the vacancy
  - (k) Scrutiny Champions Network – the chairs of the two Scrutiny



Committees to be nominated, either to attend as available

- (1) Tourism South East – Councillor Cook to replace Councillor Clarkson;
- (2) To note that the following organisations had ceased to exist or no longer required representation and had therefore been deleted from the list at Appendix 1;
  - a. Drug Reference Group
  - b. Oxfordshire Women's Aid
  - c. Windmill House Liaison Group,and to note that the Bridge Project no longer existed but had been replaced by another body and that the Head of Legal and Democratic Services was establishing whether or not the new body required City Council representation;
- (3) To note the feedback forms for members appointed by the Executive Board to outside bodies last year;
- (4) That Councillor Mills be appointed to a new body, the Oxford Hub Advisory Group (paragraph 1.4.2 of the report refers);
- (5) To agree the nomination of the Executive Director, City Regeneration as a charitable trustee and the Council's representative on the Oxford Inspires Board of Directors;
- (6) That members be appointed as follows to the under-mentioned charitable trusts:-
  - (a) City of Oxford Charities – Councillor Fooks to continue to serve, and to note that a vacancy remained because Councillor Malik did not wish to be nominated
  - (b) St. Mary Magdalen Charities – Councillor Pressel to be nominated to the forthcoming vacancy;
- (7) To note that the Head of Legal and Democratic Services would issue a guidance paper to all elected members on the issues to be considered when serving as a member of an outside body.

#### **48. FEES AND CHARGES 2009/10 - CITY CENTRE EVENTS AND FILMING**

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

Resolved to agree the fees and charges set out in the report, and to RECOMMEND Council to agree to the resultant variation in the Council's budget framework.

#### **49. NORTHWAY CENTRE OFFICE**

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

The Communities and Partnerships Scrutiny Committee submitted a report (previously circulated and now appended) following its consideration of the call-in of the Board's decision on this matter on 20<sup>th</sup> May 2009.

The Board Member, Leisure and Sport, responded to the public questions. He said that he was aware that there was a strong feeling that public consultation should be carried out on the future of the Northway Centre office site. There was also some misunderstanding as to what the Council was proposing to demolish. The report made it clear that it was the Northway Centre offices that the May report had referred to and not the community centre, sports hall and workshops. Consultation would take place once there was a proposal for the site to be consulted upon. The Leader said that in terms of planning applications for future use the planning process required public consultation.

Resolved:-

- (1) Formally to declare surplus to the Council's requirements the Northway Centre offices and adjoining land as shown edged in black on the plan attached as Appendix 1 to the report (and thus not to agree recommendation (1) in the Scrutiny report that invited the Board to decide that the Northway Centre offices should not be demolished);
- (2) To grant project approval to the scheme and authorise officers to proceed with the vacation, demolition and associated works as described in the report;
- (3) To agree to the disposal of the site on the open market and otherwise on the basis set out in the report, with a report back to the Board on detailed terms in due course, and to record that, all things being equal, the preference was for the site to be used for affordable housing (paragraphs 15-17 of the report refer);
- (4) To ask the Head of Leisure to investigate as soon as possible the provision of community and youth facilities in the area and how these might better be provided;

- (5) To ask officers to prepare, within a reasonable time, a complete timetable for the site, including the disposal plan.

## 50. LEISURE FACILITIES STRATEGY REVIEW

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

The Value and Performance Scrutiny Committee submitted a report following its consideration of the call-in of the Board's decision of 20<sup>th</sup> May 2009.

Resolved:-

- (1) (a) To affirm the decisions reached on 20<sup>th</sup> May 2009 by the Board, namely that City Leisure take the lead role in co-ordinating the City Leisure offer to increase participation in sport and physical activity;
- (b) School sites be incorporated as key ingredients in the City Leisure offer, with increased community usage of the leisure provision at school sites;
- (c) City Leisure be actively involved in shaping the regeneration of the City and that all planning decisions relating to sport and leisure be taken in consultation with the sport and leisure strategies to enable the City offer effectively to be developed;
- (d) Project approval be given to commence the development of a new pool at Blackbird Leys Leisure Centre which on completion would enable the closure of Temple Cowley Pool and Blackbird Leys Pool, noting that this decision was supported by the Scrutiny Committee;
- (e) Consultation on the project take place once an outline costing and timetable were established;
- (f) The Executive Director, City Services, in consultation with the Leisure Advisory Group and the Executive Board Member for Leisure and Sport, be authorised to progress the facility remodelling recommendations in the review;
- (2) To endorse the following recommendations in the Scrutiny report:-
- (a) Keep under active review during the period taken to achieve 1(d) above, longer term options, as the recession eased and development opportunities picked up, for re-siting the Ice Rink, being mindful in particular of :-
- (i) the potential for energy exchange and the net reduction of

20.11

carbon emissions and costs by linking a new Ice Rink with another facility, possibly the new swimming pool, noting that these factors would become more decisive as carbon costs escalate over the longer term;

- (ii) the importance of retaining the maximum flexibility for development projects by the West End Development Partnership in relationship to the relocation of the Ice Rink;
  - (iii) access arrangements to the new swimming pool and the Ice Rink not only for Oxford residents, but also for those from outside Oxford and the expected growth of population (may be as many as 10,000 people) living within developments south of Grenoble Road and to note that improved access from across the City was already seen as a necessary part of the planning for the new pool;
- (b) Encourage Fusion now and throughout the term of its contract to make and plan for the best use of energy and substantial reductions in carbon emissions from all leisure facilities;
  - (c) Explore, when consulting shortly on proposals for the new pool at Blackbird Leys Leisure Centre, the support for a family friendly pool as well as a competition pool unless it can now be demonstrated publicly that costs would be prohibitive, noting officers' advice that leisure pools were in less public demand now, incurred higher maintenance costs than other pools and had a climate change impact and did not attract possible Government grant;
  - (d) Provide more worked up plans and actions for improving access arrangements from across the City and more widely to Blackbird Leys Leisure Centre;
  - (e) Keep the Committee up to date on actions at (2)(a) to (d) above.

**51. LEISURE CENTRE INVESTMENT PROGRAMME AND SUBSTANTIVE DEVELOPMENT WORKS – PROJECT INITIATION**

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

The Board noted that its decision of 20<sup>th</sup> May 2009 had been called-in to Scrutiny.

Resolved to re-affirm the decisions reached on 20<sup>th</sup> May 2009, namely to grant project approval to the investment programme and substantive development works within leisure centres, in accordance with the project initiation document.

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**52. FUTURE ITEMS**

No matters were raised under this item.

**53. MINUTES**

Resolved that the minutes (previously circulated) of the meeting of the Board held on 20<sup>th</sup> May 2009 be approved as a correct record.

The meeting began at 5.00 pm and ended at 6.46 pm.

20.13