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# City Executive Board

## AGENDA

Wednesday 9th September  
2009

5.00 pm

St. Aldate's Room  
The Town Hall



# CITY EXECUTIVE BOARD

## A G E N D A

**Date: Wednesday 9th September 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. SCRUTINY COMMITTEE REPORTS

##### (1) Honour Based Violence and Forced Marriages

Report of the Communities and Partnership Scrutiny Committee (attached)

Note: the scrutiny review report has been circulated as a separate document on blue paper.

##### (2) Benefits of Transformation Programme – Office Accommodation and Staff Reductions

Report of the Value and Performance Scrutiny Committee (attached)

#### 5. GYPSY AND TRAVELLER ACCOMODATION – SOUTH EAST PLAN - REVIEW

*Lead member: Councillor Turner*

Report of the Head of City Development (attached).

This report contains a suggested response to the Government for the South East / South East England Regional Assembly consultation paper on site requirements for gypsies, travelers and travelling showpeople. The suggested response is summarized in paragraph 6 but, in essence, it says that the Council should respond by saying that Oxford's need should be expressed to

be met as it arises and that it be delivered in a location adjacent to the City but outside its boundaries in partnership working with other local authorities.

## **6. FINANCIAL MONITORING 2009/10 – FIRST QUARTER**

*Lead member: Councillor Turner*

Report of the Heads of Finance (attached)

This report provides the Board with information on the Council's overall financial position at the end of the first quarter (ie the end of June 2009). It contains details of the forecast financial position for the full financial year 2009/10.

The report is for noting unless the Board wants to take up anything in particular raised by the report.

Comments of the Finance Monitoring Scrutiny Panel will be submitted separately.

## **7. PERFORMANCE MONITORING 2009/10 – FIRST QUARTER**

*Lead member: Councillor Price*

Report of the Policy, Performance and Communications Manager (attached)

This report provides the Board with first quarter (ie to the end of June 2009) performance information against both national and retained best value performance indicators and against the Council's corporate priorities. It refers members to the Council's 'Performance Matters' publication that contains comprehensive performance information.

The report is for noting unless the Board wants to take up anything in particular raised by the report.

Comments of the Performance Monitoring Scrutiny Panel will be submitted separately.

## **8. GRANTS 2008/09 - MONITORING**

*Lead member: Councillor Bance*

Report of the Head of Community Housing and Community Development (attached)

This report sets out grants monitoring information that has been received from organisations that were grant aided in 2008/09. The Board is being recommended:-

- To request that a report setting out how grants to community and voluntary organisations were spent and what monitoring information was returned be made annually to the Board and Community and to the Communities and Partnership Scrutiny Committee
- To agree that the monitoring information will be used by the Officer Grants Panel in deciding subsequent applications from the same group and that the 2010-11 and subsequent grants prospectuses will say that the information will be used in this way.

Note: the minute and recommendations to the Board of the Communities and Partnership Scrutiny Committee are appended to the report and need to be addressed by the Board.

## **9. COWLEY COMMUNITY CENTRE SITE – FUTURE DEVELOPMENT**

*Lead member: Councillor Bance*

Report of the Head of Community Housing and Community Development (attached)

The report sets out progress on the use of the former Cowley Community Centre site in Barns Road. The Board is being recommended to agree options for development of the site and also to agree to consultation on the specification for the 'community' element of the development.

## **10. FLEXIBLE HOME LOANS SCHEME - IMPLEMENTATION**

*Lead member: Councillor Turner*

Report of the Head of Environmental Development (attached)

The report says that the provision of flexible home loans, among other things represents an opportunity to address the needs of private residents and the shortfalls in accommodation revealed in the Private Sector Stock Condition Survey. The report refers particularly to the high incidence of poor maintenance and cold homes occupied by elderly residents. The report describes the flexible home loans scheme and the way in which such loans would be provided. It recommends the Board to agree to participate in the scheme by becoming a member of the company, Flexible Home Improvement Loans Ltd. It invites the Board to agree that an officer sit on the Board of the company. It asks the Board to authorise the Head of Environmental Development to approve home improvement loans under the scheme.

## **11. LANDLORD ACCREDITATION SCHEME**

*Lead member: Councillor Turner*

Report of the Head of Environmental Development (attached)

The report contains proposals to introduce a voluntary landlord accreditation scheme in order to improve housing standards in the private rented sector. It explains that accreditation is a set of standards relating to the management or physical condition of private rented accommodation. Landlords who join the scheme and agree to abide by the standards are accredited. Oxford's proposed scheme is appended to the report. The Board is being recommended to approve the scheme, to consult upon it and to authorise officers to take it forward

## **12. PEST CONTROL – AMENDMENT TO FEES AND CHARGES**

*Lead member: Councillor Tanner*

Report of the Head of Environmental Development (attached)

This report proposes the offering for sale of additional pest control products. It describes the products and their costs. It recommends the Board to agree to their sale and to a consequent addition to the Council's scheme of fees and charges.

## **13. TREASURY MANAGEMENT ANNUAL REPORT 2008/09**

*Lead member: Councillor Turner*

Report of the Heads of Finance (attached)

The annual treasury report is a requirement of the Council's reporting procedures. The report covers treasury activity in 2008/09 and the actual prudential indicators (ie the mechanisms the Council has in place to determine the limits the Council must operate in when carrying out its treasury management activities) for 2008/09.

The Board is being recommended to note the report and agree the actual prudential indicators for 2008/09 set out in the report.

## **14. CONCESSIONARY FARES – CHARGING FOR DUPLICATE PASSES**

*Lead member: Councillor Turner*

Report of the Heads of Finance (attached)

The report recommends the Board to agree to the introduction of a charge for replacing lost, damaged or stolen concessionary bus passes but that the charge be waived for those on low incomes.

**15. BURY KNOWLE HOUSE – LETTING OF GROUND FLOOR**

*Lead member: Councillor Van Nooijen*

Report of the Interim Head of Property (attached)

The report recommends terms for the renewal to the Oxfordshire County Council of the lease of the ground floor of Bury Knowle House.

(NOTE: There is a not for publication annex to this report).

**16. JERICHO COMMUNITY CENTRE – NEW SITE**

*Lead Member: Councillor Bance*

Report of the Interim Head of Property (attached)

The report updates the Board on the negotiations for the disposal of land in Dawson Street to the Jericho Community Association.

**17. 19A PARADISE STREET – FREEHOLD DISPOSAL**

*Lead Member: Councillor Van Nooijen*

Report of the Interim Head of Property (attached)

The report recommends terms for the disposal of 19A Paradise Street.

(NOTE: There is a not for publication annex to this report).

**18. LOWER LODGE, HEADINGTON HILL – FREEHOLD DISPOSAL**

*Lead Member: Councillor Van Nooijen*

Report of the Interim Head of Property (attached)

The report recommends terms for the disposal of Lower Lodge, Headington Hill.

(NOTE: There is a not for publication annex to this report).



**19. 21/23 MANOR ROAD, SOUTH HINKSEY – FREEHOLD DISPOSAL**

*Lead Member: Councillor Van Nooijen*

Report of the Interim Head of Property (attached)

The report recommends terms for the disposal of 21/23 Manor Road, South Hinksey.

(NOTE: There is a not for publication annex to this report).

**20. 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.

**21. MINUTES**

Minutes (attached) of meeting held on 1<sup>st</sup> July 2009

**22. 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

*(Items C1- C5 are 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. BURY KNOWLE HOUSE – LETTING OF GROUND FLOOR**

*Lead Member: Councillor Van Nooijen*

Not for publication annex (attached) to the report at agenda item 15.

#### **C2. 19A PARADISE STREET – FREEHOLD DISPOSAL**

*Lead Member: Councillor Van Nooijen*

Not for publication annex (attached) to the report at agenda item 17.

#### **C3. LOWER LODGE, HEADINGTON HILL – FREEHOLD DISPOSAL**

*Lead Member: Councillor Van Nooijen*

Not for publication annex (attached) to the report at agenda item 18.

#### **C4. 21/23 MANOR ROAD, SOUTH HINKSEY – FREEHOLD DISPOSAL**

*Lead Member: Councillor Van Nooijen*

Not for publication annex (attached) to the report at agenda item 19.