

# CITY EXECUTIVE BOARD

Wednesday 9<sup>th</sup> September 2009

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

**OFFICERS PRESENT FOR THE WHOLE OF THE MEETING:** Peter Sloman (Chief Executive), Mel Barrett (Executive Director, City Regeneration), Tim Sadler (Executive Director, City Services), Penny Gardner (Head of Finance), Lindsay Cane (Legal Services), and William Reed (Democratic Services).

**OFFICERS PRESENT FOR PART OF THE MEETING:** Matthew Bates (City Development), Ben Brownlee (Head of Business Transformation), Angela Cristofoli (Communities and Neighbourhoods Manager), Shajaat Hussain (Performance), Pat Jones (Principal Scrutiny Officer), Gail Siddall (Environmental Services), Steve Sprason (Interim Head of Property), Ian Wright (Environmental Services), Danny Woodhouse (Performance).

## 54. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Oscar Van Nooijen.

## 55. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 56. PUBLIC QUESTIONS

There were no questions by members of the public.

## 57. HONOUR-BASED VIOLENCE AND FORCED MARRIAGES

The Board considered a report (previously circulated and now appended) from the Communities and Partnership Scrutiny Committee together with the Scrutiny Review report (also previously circulated and now appended) that the Scrutiny Committee had commissioned.

The Board Member, Social Inclusion and Young People, spoke to the report.

The Board resolved:-

- (1) To accept and take forward recommendations 1, 2, 5, 6 and 8 in the scrutiny review report;

- (2) To take forward when resources allowed recommendations 3, 7 18 and 20 in the review report;
- (3) Not to take forward recommendations 4 and 9 in the report.
- (4) To support the establishment of a steering group as referred to in recommendation 10 in the report, noting that a sub-group to address the issues raised in the report was about to be formed within the countywide Domestic Violence Steering Group, and that the steering group should pursue recommendations 32, 33 and 34;
- (5) To note that recommendations 11 – 17, 19 and 21-31 were not the primary responsibility of the City Council, and to note them.

## **58. TRANSFORMATION PROGRAMME – OVERVIEW OF KEY BENEFITS**

The Board considered a report (previously circulated and now appended) from the Value and Performance Scrutiny Committee.

The Board resolved:-

- (1) To note that it had agreed with the Head of Asset Management that the target reduction in the office footprint by March 2011 should be 20%;
- (2) To record that there was not necessarily a proportionate link between staff reductions and the office footprint.

## **59. GYPSY AND TRAVELLER ACCOMMODATION – SOUTH EAST PLAN – REVIEW**

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

Resolved to approve the Council's response, as set out in Appendix 1 to the report, to the Government Office for the South East/South East England Regional Assembly consultation paper on site requirements for gypsy, travellers and travelling show people (namely, in essence, that Oxford's need should be expressed to be met as it arose and that it be delivered in a location adjacent to the City but outside its boundaries in partnership working with other local authorities).

## **60. FINANCIAL MONITORING 2009/2010 – FIRST QUARTER**

The Head of Finance submitted a report (previously circulated and now appended). The Finance Monitoring Scrutiny Panel also submitted notes (circulated and now appended) of its observations upon the quarterly financial monitoring information.

Resolved:-

- (1) To note that financial overspend was now in the region of £200 – 300,000;
- (2) To ask that the full budget timetable be circulated to all members;
- (3) In relation to the observations of the Finance Management Scrutiny Panel, to make the following responses:-
  - (a) Fair financial arrangements at national level for the concessionary fares scheme – that this was being addressed and that both the Leader and Deputy Leader were personally involved;
  - (b) Involvement in national pay negotiations – the pay award had not yet been accepted and remained at 1% for virtually all grades;
  - (c) Investment income – to deal with the matter in connection with the report on treasury management (minute 67 refers);
  - (d) City Development required target recovery – to note that this was with the Head of City Development to pursue.
  - (e) Property and Facilities Management required savings – to note that the interim Head of Property was dealing.

## **61. PERFORMANCE MONITORING – YEAR END 2009/10 – FIRST QUARTER**

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

The Performance Monitoring Scrutiny Panel submitted notes (circulated and now appended) of its observations upon the quarterly performance monitoring information.

The Chief Executive reported upon two things:-

- (i) That the Oxford City Homes call centre had this week become responsible also for City Works calls. The results so far were good.
- (ii) That call abandonment rates now amounted to a low 5% - 6% per week.

The Board asked that its appreciation of these results be passed to staff.

Resolved:-

- (1) To receive the performance monitoring report and to note its contents;
- (2) In relation to the observations of the Performance Monitoring Scrutiny

Panel, to make the following responses:-

- (a) Litter and detritus monitoring – to note that the results were as they were because of the way the national indicators were constructed and the requirements for collection of performance data;
- (b) Additional explanation in Performance Matters – to note that the Policy Performance and Communications Manager would arrange for this to be done;
- (c) Crime and anti-social behaviour monitoring – to record that the Board expected the Council, with the Oxford Safer City Partnership, not to focus simply on foreign language students;
- (d) Economic success of the City – manner of recording data – to agree that to record by percentage was not meaningful;
- (e) Number of racial incidents involving the local authority – to agree that an explanatory footnote was needed;
- (f) Household waste recycled and composted – to note the Panels remarks;
- (g) Invoices paid within 30 days – to note that there had been a dip in performance but that the reasons for it had been addressed;
- (h) Manner of reporting and considering performance against targets – not to agree with the Panel’s suggestion for monitoring;
- (i) Accommodation strategy pursuance – to note that this was being pursued, broadly as the Panel was suggesting.

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

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

Resolved:-

- (1) On the related minute of the Communities and Partnership Scrutiny Committee, to note that its decision on the recommendations in the officer report related to an earlier version of the report that had been revised and was now submitted in revised form following that decision;
- (2) That a report of the sort now submitted (namely setting out grants awarded, spending and monitoring information) be presented each year to the relevant Scrutiny Committee and to the Board;
- (3) To agree that monitoring information be used by the Grants Panel in

deciding subsequent applications from groups, and that, from 2010/11 onwards, the grants prospectus should say that the monitoring information would be used in that way;

- (4) That a synopsis of grants allocation, outcomes and beneficiaries might, with advantage, appear in "Your Oxford" and/or in the Council's annual report.

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

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

Resolved:-

- (1) To note the advice given in paragraph 10 of the report concerning the planning status of the site of the Cowley Community Centre;
- (2) To agree the two principal options for the site as set out in paragraph 6 of the report, and that officers would now proceed as quickly as possible to report back on the preferred way forward;
- (3) To agree the intention to consult with appropriate community and other local groups regarding the specification of the "community" element;
- (4) To note that the decisions in (1) – (3) above did not close down upon the form and mix of development on the site.

### **64. FLEXIBLE HOME IMPROVEMENT LOANS SCHEME – IMPLEMENTATION**

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

Resolved to:-

- (1) Agree to participate in the flexible home improvement loans scheme as described in the report;
- (2) Agree to become a member of the company, Flexible Home Improvement Loans Limited and authorise the Executive Directors to nominate an appropriate officer to sit on the Board of the company and be a company director;
- (3) Authorise the Head of Environmental Development to approve loans under the scheme.

## **65. LANDLORD ACCREDITATION SCHEME**

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

Resolved:-

- (1) To approve the proposed landlord accreditation scheme as set out in the Appendix to the report and to authorise the commencement of a consultation process with local landlords and other stakeholders;
- (2) To authorise the Head of Environmental Development, in consultation with the Board Member, Finance, Strategic Housing and Strategic Planning and the Head of Community Housing and Community Development, to take forward and implement the landlord accreditation scheme as appropriate when the consultation processes was complete;
- (3) To note that in the future, consideration could be given to further tenant safeguards (e.g. mortgage payment guarantee) being included in the scheme.

## **66. PEST CONTROL – ADDITION TO FEES AND CHARGES**

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

Resolved:-

- (1) That extra pest control products as described in the report be available for sale as part of the prevention and treatment of pests by the pest control service;
- (2) To agree to the introduction of fees and charges for the extra products as set out in Appendix 1 to the report.

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

The Heads of Finance submitted a report (previously circulated and now appended).

Resolved:-

- (1) To RECOMMEND Council to:-
  - (a) Note the report;
  - (b) Approve the actual prudential indicators for 2008/09 as referred to in the report;

- (2) To ask the Heads of Finance to consider the investment income suggestions of the Finance Monitoring Scrutiny Panel;
- (3) To note that the Head of Finance:-
  - (a) Would report back to the Board in due course on counterparty updates;
  - (b) Would include in quarterly monitoring a section on treasury management.

## **68. CONCESSIONARY FARES – CHARGING FOR REPLACEMENT PASSESS**

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

Resolved:-

- (1) (a) To agree that a charge of £5 be made for replacement lost, stolen or damaged bus passes;
- (b) That no charge for replacement be made in the following cases:-
  - (i) If a card had faded in normal use;
  - (ii) Where a card had been stolen, provided a valid crime reference number relating to the theft was supplied;
  - (iii) Where the user was in receipt of housing benefit or Council Tax benefit;
- (2) To authorise officers to develop the necessary accounting systems for the new charge (paragraph 10 of the report refers).

## **69. BURY KNOWLE HOUSE – LETTING OF GROUND FLOOR**

Resolved, upon consideration of a report (previously circulated and now appended) of the Interim head of Property and Facilities Management, to grant a lease for 21 years to Oxfordshire County Council in the sum of £16,300 per annum exclusive for ground floor accommodation at Bury Knowle House as shown on the plan annexed to the report, for use as a public library and ancillary office use and on the terms outlined in the report.

## **70. DAWSON STREET, JERICHO – JERICHO COMMUNITY ASSOCIATION PROPOSALS**

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

Resolved:-

- (1) To reaffirm support for continuing negotiations for disposal of the Dawson Street site (parcel 1 on the plan annexed to the report) to the Jericho Community Association as detailed in the report;
- (2) In the context of possible wider redevelopment proposals for the main boatyard site, to note that a further report would be submitted before any commitment was made by the Council;
- (3) To support the Jericho Community Association's efforts to acquire the additional land (parcel 2 on the plan annexed to the report) required for the scheme;
- (4) To note the proposals from Jericho Living Heritage Trust to acquire and develop the boatyard site sustainably.

## **71. 19A PARADISE STREET – FREEHOLD DISPOSAL**

Resolved, upon consideration of a report (previously circulated and now appended) of the Interim Head of Property and Facilities Management:-

- (1) To agree to the freehold disposal of 19A Paradise Street as shown on the plan annexed to the report at a consideration detailed in the not for publication appendix to the report and otherwise on detailed terms and conditions to be approved by the Interim Head of Property and Facilities Management;
- (2) That if the proposed purchase did not proceed, to authorise the Interim Head of Property and Facilities Management to proceed with the sale at or above open market value.

## **72. LOWER LODGE, HEADINGTON HILL – FREEHOLD DISPOSALS**

Resolved, upon consideration of a report (previously circulated and now appended) of the Interim Head of Property and Facilities Management:-

- (1) To agree to the disposal of the freehold interest in Lower Lodge Headington Hill as shown on the plan annexed to the report at the highest bid as shown in the not for publication appendix, from which the costs of sale would be deducted, and otherwise on terms and conditions to be approved by the Interim Head of Property and Facilities



Management;

- (2) That if the proposed purchase did not proceed, to authorise the interim Head of Property and Facilities Management to proceed with a sale at or above open market value.

### **73. 21 AND 23 MANOR ROAD, SOUTH HINKSEY – FREEHOLD DISPOSAL**

Resolved, upon consideration of a report (previously circulated and now appended) of the Interim Head of Property and Facilities Management:-

- (1) To agree to the disposal of the freehold interest in 21 and 23 Manor Road South Hinksey as shown on the plan annexed to the report at the highest bid as shown in the not for publication appendix, from which the costs of sale would be deducted, and otherwise on terms and conditions to be approved by the Interim Head of Property and Facilities Management;
- (2) That if the proposed purchase did not proceed, to authorise the interim Head of Property and Facilities Management to proceed with a sale at or above open market value.

### **74. FUTURE ITEMS**

No matters were raised under this item.

### **75. MINUTES**

- (1) Resolved that the minutes (previous circulated) of the meeting of the Board held on 1<sup>st</sup> July 2009 be approved as a correct record.
- (2) With reference to resolution (6)(a) of minute 47 (NOMINATIONS TO OUTSIDE AND OTHER BODIES), resolved that Councillor Armitage be appointed to City of Oxford Charities as from 1<sup>st</sup> January 2010.

### **76. MATTERS EXEMPT FROM PUBLICATION**

Resolved to exclude the press and the public from the meeting during consideration of the items in the exempt from publication part of the agenda in accordance with the provisions Paragraph 21 (1)(b) of the Local Authorities (Executive Arrangements) (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 and that, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Summary of business transacted by the Board following the passing of the resolution contained in minute 76

The Board considered and agreed the financial details contained in the not for publication annexes to minutes 69 and 71 – 73.

The meeting began at 5.00 p.m. It resolved to exclude the press and public at 6.19 p.m. The meeting closed at 6.20 p.m.

**CITY EXECUTIVE BOARD**

Wednesday 9<sup>th</sup> September 2009

**77. BURY KNOWLE HOUSE - LETTING OF GROUND FLOOR**

Resolved to receive and note the note for publication annexe (previously circulated and now appended) to the report, the subject of minute 69.

**78. 19A PARADISE STREET – FREEHOLD DISPOSAL**

Resolved to receive and note the note for publication annexe (previously circulated and now appended) to the report, the subject of minute 71.

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

Resolved to receive and note the note for publication annexed (previously circulated and now appended) to the report, the subject of minute 72.

**80. 21 – 23 MANOR ROAD, SOUTH HINKSEY – FREEHOLD DISPOSAL**

Resolved to receive and note the note for publication annexe (previously circulated and now appended) to the report, the subject of minute 73.