

# CITY EXECUTIVE BOARD

## A G E N D A

DATE: WEDNESDAY 2<sup>ND</sup> DECEMBER 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 City Executive Board is three members. No substitutes are permitted.

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## **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 as staff contact on page A of the agenda).

**4. SCRUTINY COMMITTEE REPORTS**

**(a) REVIEW OF PUBLIC CONVENIENCES**

Report of the Value and Performance Scrutiny Committee (circulated separately)

**(b) OTHER SCRUTINY REPORTS**

There are scrutiny reports for agenda items 5, 9, 10 and 18

**5. STRATEGIC ASSET MANAGEMENT PLAN – OUTCOME OF CONSULTATION**

*Lead member: Councillor Van Nooijen*

Report of the Interim Head of Property and Facilities Management (attached).

This report asks the Board to recommend Council to adopt the Strategic Asset Management Plan.

A report from the Value and Performance Scrutiny Committee (attached)

**6. CHILDREN'S AND YOUNG PERSON'S PLAN 2010-2013**

*Lead member: Councillor Bance*

Report of the Head of City Development (attached).

This report asks the Board to consider any additional comments to be included in the draft Oxford City Council response to the draft Children's and Young People's Plan 2010-2013 (attached).

NOTE: The Children's and Young Person's Plan 2010-2013 as amended by the

County Council following its consideration of comments will be presented at the Committee's January meeting for approval.

## **7. LIFT MAINTAINANCE CONTRACT - TENDER ACCEPTANCE**

*Lead member: Councillor McManners*

Report of the Head of Oxford City Homes (attached)

The report details tenders received for the maintenance of lifts in the Council's housing stock and makes a recommendation for acceptance.

## **8. REPLACEMENT FIRE DOORS - TENDER ACCEPTANCE**

*Lead member: Councillor McManners*

Report of the Head of Oxford City Homes (attached)

The report details tenders received for replacement fire doors to the Council's housing stock and makes a recommendation for acceptance

## **9. OLD FIRE STATION/ CRISIS SKYLIGHT - UPDATE ON THE DEVELOPMENT**

*Lead Member: Councillor Price*

Report of the Executive Director, City Regeneration (attached)

The report updates the Board on the Old Fire Station development

Comments of the Communities and Partnership Scrutiny Committee will be submitted separately.

The report recommends the Board:

- (a) recommend to Council:
- That additional funding of £700k from the Housing and Communities Agency (HCA) be drawn down and that the total expenditure profile of the project be amended to: -  
08/09- £50k  
09/10 – £200k  
10/11 - £2.45m  
11/12 - £700k  
12/13 - £70k
  - that capital funding of £415k be made available in 10/11 to enable the development of design option 3 as detailed in the report.
  - the overall budget for the scheme be revised from £2.18m to £3.47m
- (b) note the additional capital funding from Crisis of £100k in 09/10 and a further £100k in 10/11.
- (c) authorise the Executive Director, City Regeneration to select and enter into the appointment and contract with the building contractor.

A report from the Communities and Performance Scrutiny Committee will be circulated separately

## **10. PLANNING ANNUAL MONITORING REPORT**

*Lead member: Councillor Cook*

Report of the Head of City Development (attached)

The report recommends that the Annual Monitoring Report be approved for submission to the Secretary of State and that the Head of City Development be authorised to make any necessary editorial corrections to the document prior to publication.

A report from the Value and Performance Scrutiny Committee will be circulated separately.

## **11. MUSEUM OF OXFORD**

*Lead Member: Councillor Price*

Report of the Head of City Development (attached)

This report will seek a recommendation on the future of the Oxford Museum. The Board will be asked to confirm either to close the museum on 1<sup>st</sup> January 2010 or to select another course of action.

## **12. SPORT AND PHYSICAL ACTIVITY STRATEGY - CITY SPORT REVIEW**

*Lead Member: Councillor Timbs*

Report of the Head of Leisure (attached)

This report constitutes a review and a four year action plan to ensure the effective co-ordination and delivery of Citywide sports projects.

Recommendations

- That the 'Focus Sports' for the Council are swimming, football, skating and street sports. With other prioritised sports being badminton, dance, rugby, tennis, cricket and athletics.
- That the six major sport and physical activity projects listed in Appendix 6 of the review are prioritised accordingly.
- That the Sport and Physical Activity Action Plan is adopted.

## **13. OXFORD CITY FOOTBALL CLUB – APPROVAL OF GRANT FUNDING**

*Lead Member: Councillor Timbs*

Report of the Head of Leisure (attached)

This report seeks approval to award grant funding of £125,000 to Oxford City Football Club subject to lease approval, management agreement and other external funding being in place.

**14. BUDGET FOR CONSULTATION 2010/11**

*Lead Member: Councillor Turner*

Report of the Heads of Finance (attached)

This report presents an indicative budget for the Council for the financial year 2010/11

**15. QUARTERLY FINANCIAL MONITORING**

*Lead Member: Councillor Turner*

Report of the Heads of Finance (attached)

This report presents Council's financial position at the end of Quarter 2

**16. NEW CEMETERY SPACE**

*Lead Member: Councillor Timbs*

Report of the Executive Director, City Services (attached)

This report concerns the identification of new cemetery space in view of the diminishing available space left available at the existing City cemeteries.

The report recommends the Board notes the contents of the report in regard to the need for new cemetery space and the potential costs involved in locating and acquiring such space, and authorises the appointment of a specialist consultant, subject to locating an appropriate budget and following an appropriate procurement exercise, to undertake a feasibility study to evaluate options and conduct environmental surveys.

**17. PROPOSED WESTGATE DEVELOPMENT – UPDATE REPORT**

*Lead Members: Councillors Van Nooijen and Cook*

Report of the Interim Head of Property and Facilities Management (attached)

Report on the current position with the proposed Westgate development.

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

**18. 2ND QUARTER PERFORMANCE MONITORING REPORT 2009/10**

*Lead Member: Councillor Price*

Report of the Policy Performance and Communications Manager (attached)

This report highlights the Council's performance for the second quarter (July – September) 2009/10.

A report from the Value and Performance Scrutiny Committee will be circulated separately.

**19. TREASURY MANAGEMENT: SIX MONTHLY PERFORMANCE REPORT 2009/10  
REVIEW OF COUNTERPARTIES**

*Lead Member: Councillor Turner*

Report of the Heads of Finance (attached)

This report outlines the performance of the treasury management function for the first six months of the financial year. It is recommended that the Board recommends to Council the approval of the revised counterparty list shown in Appendix A.

**20. CAR PARK CHARGES- REVIEW**

*Lead Member: Councillor Cook*

Report of the Head of City Works (attached)

This is a report on varying car park charges in central Oxford and the suburban car parks in the context of the Council's budget for 2010/11.

**21. APPOINTMENTS TO OUTSIDE BODIES**

*Lead Member: Councillor Price*

Report of the Head of Legal and Democratic Services (attached)

The Board is recommended to nominate a representative to the Local Government Association Urban Commission for the remainder of the 2009/2010 Council year and to the City of Oxford Charities until the end of September 2012.

**22. 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.

**23. MINUTES**

Minutes (attached) of meeting held on 14th October 2009

**24. 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

**PART II**

**MATTERS EXEMPT FROM PUBLICATION**

(Item C1 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. PROPOSED WESTGATE DEVELOPMENT – UPDATE REPORT**

*Lead Member: Councillors Van Nooijen and Cook*

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