

# CITY EXECUTIVE BOARD

Wednesday 30 June 2010

**COUNCILLORS PRESENT:** Councillors Bob Price (Chair), Ed Turner (Vice-Chair), Antonia Bance, Mark Lygo, Sajjad Malik, Joe McManners and John Tanner.

## 17. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Colin Cook, Bob Timbs and Oscar Van Nooijen.

## 18. DECLARATIONS OF INTEREST

Councillor Price declared a personal interest in agenda item 12 (minute 28 refers) as he had been involved in a similar project in his own ward.

## 19. PUBLIC QUESTIONS

None received

## 20. SCRUTINY COMMITTEE REPORTS

### a) Asset Panel report – Offices for the Future

The Asset Panel of the Value and Performance Scrutiny Committee submitted a report (previously circulated, now appended) making recommendations on the Offices for the Future Programme (minute 21 refers).

Resolved to endorse the recommendations made by the Asset Panel with assurance from the Executive Director that the comments would be acted upon as the project moved forward.

## 21. OFFICES FOR THE FUTURE PROGRAMME

The Heads of Corporate Assets, People and Equalities and Customer Services submitted a report (previously circulated, now appended) seeking project approval for the Offices for the Future Programme.

Resolved to:-

- (1) Give project approval for the Offices for the Future Programme incorporating capital expenditure of £4.958m through 2010/11-2012/13 with indicative phasing as follows:

- a) Year 2010/11 – £883k
- b) Year 2011/12 – £3,553k
- c) Year 2012/13 – £522k;

- (2) Allocate revenue funding of £100k to be drawn from transformation funding, and in addition to the £88k agreed in 2009-10 to be made available through 2010/11-2012/13, to enable the resourcing of internal project management, training and staff development;
- (3) Agree the funding strategy set out in section 8.3 of the report;
- (4) Agree that the Blue Boar Street and Ramsay House offices be declared surplus to requirements and to initiate disposal and the decant of staff;
- (5) Note the estimated revenue savings achievable through reductions in accommodation management costs (circa £400k pa);
- (6) Note that the annual reduction of 261 tonnes of CO2 by vacating Blue Boar Street & Ramsay House would satisfy 2.6% of the 3% Corporate target needed by the end of 2011/12 (NI185);
- (7) Delegate authority to the Executive Director City Regeneration, after consultation with a cross party group of members (to be identified):
  - a) to enter into the contractual arrangements as set out in section 16 of the report using appropriate procurement processes;
  - b) to take any executive decisions necessary to deliver the programme including the approval of the detailed project business cases and project initiation documents; and
  - c) otherwise to monitor the project as it moved forward
- (8) Delegate authority to invite bids and accept offers for the disposal of Blue Boar Street and Ramsay House to the Executive Director City Regeneration and waive the requirements set out in contract procedure rule 20.20 (b) and (c) of the Constitution as provided for in Contract Procedure rule 20.1.

## **22. NORTHWAY AND COWLEY – SITES DISPOSAL**

The Interim Head of Corporate Assets submitted a report (previously circulated, now appended) seeking approval to dispose of three council owned sites as well as project approval for future community centre activities.

### Resolved to:-

- (1) Agree to the principle of the disposal of the three sites at Northway and Cowley as detailed in the report;

- (2) Agree the disposal process and timetable as set out in the report; and
- (3) Grant Project approval.

### **23. RISK MANAGEMENT – QUARTERLY REPORTING**

The Heads of Finance submitted a report (previously circulated, now appended) summarising changes to the Council's Corporate and Service Risk Registers as part of the quarterly update.

Resolved to note the contents of the report and to ask that the information is submitted in a clearer form for the next quarter with action plans for risks if significant.

### **24. 170 WALTON STREET - DISPOSAL**

The Interim Head of Corporate Assets submitted a report (previously circulated, now appended) seeking approval to dispose of 170 Walton Street.

Resolved:-

- (1) To approve the freehold disposal of 170 Walton Street at a consideration as detailed in the confidential Appendix to the report and otherwise on detailed terms and conditions to be approved by the Interim Head of Corporate Assets; and
- (2) That in the event of the proposed purchase not proceeding for the valuation stated in the report, to delegate authority to the Interim Head of Corporate Assets to proceed with the sale at, or above, open market value.

### **25. COUNCIL HOUSING: A REAL FUTURE - RESPONSE**

The Heads of Finance and the Head of Oxford City Homes submitted a report (previously circulated, now appended) seeking the Board's endorsement of the response to the consultation on the housing revenue account subsidy system issued by the Department for Communities and Government (CLG).

Resolved that:-

- (1) The proposals for the self-financing of the Housing Revenue Account detailed in the CLG consultation paper be welcomed; and
- (2) The Council's formal response to the CLG Prospectus consultation on the reform of council housing finance be as set out at Section six of the report.

## **26. OXFORDSHIRE LOCAL INVESTMENT PLAN AND OXFORDSHIRE LOCAL INVESTMENT AGREEMENT**

The Head of City Development submitted a report (previously circulated, now appended) providing an update on housing delivery and planning for Oxford.

Resolved to:-

- (1) Note the final Oxfordshire Local Investment Plan;
- (2) Endorse the current version of the Oxfordshire Local Investment Agreement; and
- (3) Authorise the Executive Director, City Regeneration in consultation with the Leader of the Council to agree to changes necessary to finalise the Oxfordshire Local Investment Agreement.

## **27. WARNEFORD MEADOW**

The Head of City Development submitted a report (previously circulated now appended) seeking approval to remove Warneford Meadow from future planning documents in consequence of its designation as a Town Green.

Resolved to instruct Officers to remove Warneford Meadow as a development site from all future planning documents and frameworks.

## **28. PLAY BARTON**

The Head of City Leisure submitted a report (previously circulated, now appended) seeking project approval for the construction of an adventure play area in Barton.

Resolved:-

- (1) To grant project approval for the procurement of contractors to construct a play facility at Barton and to undertake works at the Barton Neighbourhood Centre;
- (2) To delegate to the Executive Director City Services authority to award the external and internal works contracts and progress works within the given budget; and
- (3) That the works contract is only awarded if written confirmation from the funding body was received confirming that there would be no attempt to claw back the grant allocation.

## **29. AWARD OF CONTRACT FOR THE SUPPLY OF MOTOR FUEL**

The Head of City Works submitted a report (previously circulated, now appended) requesting approval to enter into a contract to supply motor fuel to the Council.

Resolved to:-

- (1) Award a contract for the supply of motor fuel to Harvest Energy, such contract to be on the terms set out in the report and procured through the framework arrangement operated by the Central Buying Consortium and to note that the contract would run from 2010 to be until 30 September 2011; and
- (2) Delegate authority to the Executive Director, City Services to place a contract for the supply of diesel with a blend of more than 5% bio content through use of the framework arrangement operated by the Eastern Shires Purchasing Organisation.

### **30. ELDERLY SERVICES CONTROL CENTRE – FUTURE**

The Head of Community Housing and Community Development submitted a report (previously circulated, now appended) reporting the current situation with regard to the Elderly Services Control Centre.

Resolved that:-

- (1) All residual contracts and activities carried out by the elderly services team be transferred to Community Voice Ltd, at the same time as the Supporting People funded work was transferred to the new contract providers, for which Community Voice Ltd would pay Oxford City Council a nominal fee;
- (2) Community Voice Ltd be appointed as Managing Agents, to maintain services provided by the elderly services team in the period up to the transfer of responsibilities to the new contract holders (which included Community Voice itself), and additionally to progress the transfer of information and staff to the new contract holders in line with contract requirements and TUPE regulations and to note that these services Community Voice Ltd would charge Oxford City Council a nominal fee;
- (3) Community Voice Ltd be granted an option to continue to rent the space occupied by the elderly services team, for a period not exceeding 3 months from the date at which Oxford City Council ceased to have an interest in the operation of the residual contracts and activities; and
- (4) Following transfer, the new arrangements would be reviewed and that scrutiny be involved on a joint basis with the County Council if achievable.

### **31. END OF YEAR PERFORMANCE**

The Corporate Director Finance and Efficiency submitted a report (previously circulated, now appended) presenting performance data for the year 2009/10.

Resolved to note the performance information and to ask that for the future where data revealed performance significantly off target the report would include action plans to remedy the position.

### **32. NEW GOVERNANCE ARRANGEMENTS**

The Head of Law and Governance submitted a report (previously circulated, now appended) seeking the views of the Board on an approach to new governance arrangements for the authority.

Members of the Board speculated on whether the requirement to change governance arrangements would continue to be required by the new Government.

Resolved that in the Board's view the Council's preferred model of governance (of the two models that local authorities were required to consult upon) was the strong leader and cabinet model, and to RECOMMEND Council accordingly.

### **33. FUTURE ITEMS**

Nothing was raised under this item.

### **34. MINUTES**

Resolved to approve and sign, as a correct record, the minutes from the meeting held on 9 June 2010.

### **35. MATTERS EXEMPT FROM PUBLICATION**

The Board resolved to note the contents of a not for publication annex to the report relating to minute 24 (170 Walton Street - Disposal) without moving into confidential session.

The meeting started at 5.00pm and ended at 6.10 pm.

# CITY EXECUTIVE BOARD

Monday 12 July 2010

**COUNCILLORS PRESENT:** Councillors Bob Price (Chair), Ed Turner (Vice-Chair), Colin Cook, Mark Lygo and John Tanner.

## **36. APOLOGIES FOR ABSENCE**

Councillors Antonia Bance, Sajjad Malik, Joe McManners, Bob Timbs and Oscar Van Nooijen.

## **37. DECLARATIONS OF INTEREST**

None declared.

## **38. PUBLIC QUESTIONS**

None received.

## **38. COPIER UNIT SERVICE REVIEW**

The Head of Procurement and Shared Services submitted a report (previously circulated, now appended) seeking approval to transfer non-urgent copying services to the County Council

### Resolved to

- (1) Approve the transfer of non-urgent print copying work to the County Council; and
- (2) Delegate authority to the Head of Procurement and Shared Services to agree the terms of a Service Level Agreement with the County Council under which the service would be provided.

## **39. LAND ADJACENT TO 205 COWLEY ROAD**

This item did not need to be considered at the meeting.

*Note: The decision taken by the Board at its meeting of 30 June 2010 was called in to the Value and Performance Scrutiny Committee. On 6 July the Scrutiny Committee resolved not to support the call in. The decision taken on 30 June (minute 24 refers ) therefore stands.*

The meeting started at 9.00am and ended at 9.15 am.

# CITY EXECUTIVE BOARD

Thursday 22 July 2010

**COUNCILLORS PRESENT:** Councillors Ed Turner (Chair), Colin Cook, Mark Lygo, Joe McManners and John Tanner.

## **40. APOLOGIES FOR ABSENCE**

Councillors Antonia Bance, Sajjad Malik, Bob Price and Bob Timbs.

## **41. DECLARATIONS OF INTEREST**

None declared.

## **42. PUBLIC QUESTIONS**

None received.

## **43. DAY CENTRE REVIEW RECOMMENDATIONS**

The Head of Community Housing and Community Development submitted a report (previously circulated, now appended) making recommendations on the future of homeless day centre provision in the City.

The Communities and Partnerships Scrutiny Committee submitted a report (previously circulated, now appended) outlining the Committee's recommendations on same report.

### Resolved to:-

- (1) Continue commissioning O'Hanlon House to provide the main day centre pathway away from rough sleeping up to and beyond 2011, subject to confirmation of homelessness grant funding;
- (2) Continue commissioning Steppin' Stones to provide an empowerment and resource day centre up to and beyond 2011, subject to confirmation of homelessness grant funding;
- (3) Not extend The Gap's contract and to decommission the service from September 2010;
- (4) To review the Gatehouse's funding at the end of the current contract, 31 March 2011; and



- (5) Continue the development of the Crisis Skylight; and
- (6) Accept and endorse the recommendation of the Communities and Partnerships Scrutiny Committee namely to instruct officers to take all necessary steps to ensure continuity of service and support for people who most needed it, and that recognition be given to the intense packages of support for individual homeless people in Oxford likely to be affected by the closing The Gap facility.

#### **44. HOUSES IN MULTIPLE OCCUPATION (HMOs) - ADDITIONAL LICENSING SCHEME FOR OXFORD**

The Head of Environmental Development submitted a report (previously circulated, now appended) outlining the proposed additional licensing scheme for HMOs in Oxford.

The Health Development Service Manger advised the Board of the following Motion agreed by Council at the meeting on 12 July:

*“In view of the uncertainties created by the installation of a new government, Council urges the Executive to introduce an additional HMO licensing scheme as soon as practicably possible.*

*“Included amongst the elements of the scheme, Council requires there to be:*

- (1) The inclusion of anti-social behaviour elements in licensing conditions to encourage HMO property owners and managing agents to share responsibility for the impact of their tenants on the neighbourhood.*
- (2) Licence conditions that make a substantial contribution to raising the minimum housing standards for tenants.”*

The Board was advised that the Council Motion had been addressed in paragraphs 61-63 of the report.

#### **Resolved to:-**

- (1) Designate the whole of the City to be subject to additional licensing under Section 56(1)(a) of the Housing Act 2004 in relation to every class of HMO, but only including those HMOs covered by Section 257 of the Act that are mainly or wholly tenanted including those with resident landlords;
- (2) Adopt an annual licensing system, with a requirement that an inspection is carried out before the first licence is issued;
- (3) Approve the proposed risk-based phased approach to the licensing scheme as set out in paragraphs 32-34 of the report;
- (4) Approve the re-inspection criteria defined in paragraph 42 of the report;

- (5) Agree that the proposed licence fees in Table 4, the penalty clauses in Table 5 and the fee reductions in Table Six of the report should be submitted to the General Purposes Licensing Committee for approval;
- (6) Approve the proposed core resource levels as set out in Table 8 of the report and the proposed flexible approach to resourcing the scheme to meet peak demand periods;
- (7) Note the outcome of the various consultations that have taken place on the scheme; and
- (8) Agree that the additional licensing scheme designation will come into force on the 25 October 2010, subject to the approval of the budget framework by Council.

#### **45. WESTGATE REDEVELOPMENT – AGREEMENT TO NON DETERMINATION OF DEVELOPMENT AGREEMENT**

The Interim Head of Corporate Assets submitted a report (previously circulated, now appended) seeking approval to agree not to determine the existing development agreement.

##### Resolved to:-

- (1) Note the completion of the novation of the Development Agreement to the Crown Estate; and
- (2) Authorise officers to reach agreement with the Crown Estate that neither party will seek to terminate the Development Agreement in regard to the Westgate Redevelopment Project prior to 30 June 2011, and otherwise on detailed terms to be agreed by the Interim Head of Corporate Assets.

#### **46. WEST OXFORD COMMUNITY RENEWABLES – BRIDGING LOAN**

The Heads of Finance submitted a report (previously circulated, now appended) outlining a request for a bridging loan.

##### Resolved to:-

- (1) Approve a drawdown loan of up to £40,000 to West Oxford Community Renewables (WOCR) for the period of 6 months subject to WOCR entering into a legal agreement to be approved by the Head of Law and Governance.
- (2) Agree interest terms as set out in paragraph 12 of the report;
- (3) Agree a provision in the accounts equivalent to the loan, the provision to be drawn from unallocated grant budgets;

(4) Agree that no further loan will be made in respect of this project.

The meeting started at 9.00am and ended at 9.15 am.