

Agenda

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City Executive Board

Date: **Wednesday 9 March 2011**

Time: **5.00 pm**

Place: **Oxford Town Hall, St Aldate's**

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City Executive Board

Membership

Chair	Councillor Bob Price	Corporate Governance, Partnerships, Cultural Development and Communications
	Councillor Ed Turner	Finance, Corporate Assets and Strategic Planning
	Councillor Antonia Bance	Regeneration and Community Development
	Councillor Colin Cook	City Development
	Councillor Mark Lygo	Sport, Play and Schools Liaison
	Councillor Sajjad Malik	Safer Communities
	Councillor Joe McManners	Housing
	Councillor Val Smith	Customer Services
	Councillor John Tanner	Cleaner, Greener Oxford
	Councillor Bob Timbs	Leisure Partnerships

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Board Members are asked to declare any personal or personal prejudicial interests they may have in any of the following agenda items. Guidance is contained at the end of these agenda pages.

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 Law and Governance by 2.00 pm on the working day before the meeting (email: executiveboard@oxford.gov.uk or telephone the person named as staff contact).

4. SCRUTINY COMMITTEE REPORTS

The following scrutiny committee reports may be submitted to this meeting:-

- Financial Reporting - Quarter 3
- Performance Reporting – Quarter 3

5. SECURITY DOORS AND CONTROLLED ENTRY – TENDER APPROVALS

Lead Member: Councillor McManners

Report of the Head of Corporate Assets

This report concerns two projects, namely the provision of controlled entry systems in flat blocks, and the provision of high security entrance doors to flat blocks. It reports upon tenders received and recommends the acceptance of tenders.

The report contains a not for publication Appendix.

5.1-5.4

6. APPROVAL OF SUB-CONTRACTORS FOR HOUSING REVENUE ACCOUNT BUILDING WORKS

Lead Member: Councillor McManners

Report of the Head of Direct Services	6.1-6.5
This report concerns the engagement of sub-contractors for certain responsive and planned maintenance HRA work. It recommends the engagement of certain contractors for particular types of specialist and other work as demand dictates, for a period of three years.	
7. NORTHWAY AND COWLEY – SITES DISPOSAL	
Lead Member: Councillors Bance and Turner	
Report of the Head of Corporate Assets	7.1-7.11
This report concerns the disposal of three Council owned sites, namely at Dora Carr Close, Westlands Drive and Barns Road and the appointment of a development partner in respect of the future use of the sites.	
The report contains a not for publication Appendix.	
8. VISIT OXFORDSHIRE DESTINATION MANAGEMENT	
Lead Member: Councillor Cook	
Report of the Head of City Development	8.1-8.8
This report concerns progress on the development of a destination management organisation to promote and support a sustainable visitor economy for Oxfordshire. The report recommends entry into an agreement for three years with a not for profit destination management organisation; the provision of a grant to the organisation; and certain arrangements in respect of the tourist information centre premises in Broad Street and current staff.	
The report contains a not for publication Appendix.	
9. ANNUAL GRANTS REPORT	
Lead Member: Councillor Bance	
Report of the Head of Housing and Communities	9.1-9.46
This report invites the Board to approve commissioning grants and open bidding grants for 2011/12 as set out in Appendices 1 and 2 respectively to the report.	
10. OLD FIRE STATION DEVELOPMENT – UPDATE	
Lead Member: Councillor Price	
Report of the Head of Housing and Communities	10.1-10.9
This report provides information on progress on the Old Fire Station project	

following the going into administration of the project's building contractor. The Board is being recommended to note the appointment of a new building contractor and an updated programme.

The report contains a not for publication Appendix.

11. ROUGH SLEEPING GRANT ALLOCATION AND GRANTS ALLOCATION FOR HOMELESSNESS SERVICES

Lead Member: Councillor McManners

11.1-11.20

Report of the Head of Housing and Communities

This report concerns the allocation of the Homelessness Prevention Grant awarded to the Council by the Department for Communities and Local Government, and the allocation of the Council's own homelessness grant budget.

12. ANNUAL LETTINGS PLAN – ALLOCATION PERCENTAGES 2011/12

Lead Member: Councillor McManners

12.1-12.17

Report of the Head of Housing and Communities

This report provided details of performance against the Lettings Plan for 2010/11 and recommends a Lettings Plan (to the different lists on the Council's housing register) for 2011/12.

13. RISK MANAGEMENT – QUARTER 3

Lead Member: Councillor Price

13.1-13.12

Report of the Head of Finance

This report is the Quarter 3 (2010/11) risk management review.

14. FINANCIAL REPORTING – QUARTER 3

Lead Member: Councillor Turner

14.1-14.21

Report of the Head of Finance

This report is the Quarter 3 (2010/11) financial monitoring review.

15. PERFORMANCE REPORTING – QUARTER 3

Lead Member: Councillor Price

15.1-15.28

Report of the Head of Business Improvement

This report is the Quarter 3 (2010/11) performance monitoring review.

16. OXFORD REGENERATION FRAMEWORK – ACTION PLAN UPDATE

Lead Member: Councillor Bance

16.1-16.77

Report of the Head of Policy, Culture and Communities

This report progress against the Regeneration Framework Action Plan for 2009/10 and recommends a revised Action Plan based on progress so far for 2011/12.

17. COMMUNITY ASSET TRANSFER OF PROPERTY – AT HINKSEY PARK TO LAKE STREET PLAYGROUP

Lead Member: Councillor Bance

17.1-17.6

Report of the Head of Corporate Assets

This report sets out a proposal to transfer an asset from the Council to the trustees of the Lake Street Playgroup by way of a surrender of the existing lease and the creation of a new five year lease at a nominal rent.

18. PROCUREMENT OF CONTRACTOR FOR FOR NEW COMPETITION STANDARD SWIMMING POOL – BLACKBIRD LEYS

Lead Member: Councillor Timbs

18.1-18.7

Report of the Head of Business Improvement

This report advises the Board on the procurement route being taken to obtain tendered estimates for a new competition pool.

19. 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

20. MINUTES

Minutes of the meeting held on 9 February 2011

20.1-20.7

21. 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 TWO
MATTERS EXEMPT FROM PUBLICATION

C1. MINUTES

Minutes of the not for publication business transacted by the Board on 9 February 2011.

C1.1

C2. SECURITY DOORS AND CONTROLLED ENTRY – TENDER APPROVALS

Not for publication annex to the report at agenda item 5

C2.2

Not for publication under Paragraph 3, Schedule 12A, Local Government Act 1972 – information about someone’s finances or business.

C3. NORTHWAY AND COWLEY – SITES DISPOSAL

Not for publication annex to the report at agenda item 7

C3.1-C3.5

Not for publication under Paragraph 3, Schedule 12A, Local Government Act 1972 – information about someone’s finances or business.

C4. VISIT OXFORDSHIRE DESTINATION MANAGEMENT

Not for publication annex to the report at agenda item 8

C4.1-C4.2

Not for publication under Paragraph 3, Schedule 12A, Local Government Act 1972 – information about someone’s finances or business.

C5. OLD FIRE STATION DEVELOPMENT - UPDATE

Not for publication annex to the report at agenda item 10

C5.1-C5.4

Not for publication under Paragraph 3, Schedule 12A, Local Government Act 1972 – information about someone’s finances or business.

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.