

# Agenda

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## City Executive Board

Date: **Thursday 3 July 2014**

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Time: **5.00 pm**

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

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For any further information please contact:

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# City Executive Board

## Membership

### Chair

<b>Councillor Bob Price</b>	Corporate Strategy, Economic Development and Planning
<b>Councillor Ed Turner</b>	Finance, Asset Management and Public Health
<b>Councillor Dee Sinclair</b>	Crime and Community Response
<b>Councillor Christine Simm</b>	Culture and Communities
<b>Councillor Susan Brown</b>	Customer Services and Social Inclusion
<b>Councillor Pat Kennedy</b>	Educational Attainment and Youth Ambition
<b>Councillor Mark Lygo</b>	Sports, Events and Parks
<b>Councillor Mike Rowley</b>	Leisure Contract and Community Partnership Grants
<b>Councillor Scott Seamons</b>	Housing and Estate Regeneration
<b>Councillor John Tanner</b>	Cleaner, Greener Oxford, Climate Change and Transport

The quorum for this meeting is 3, substitutes are not allowed.

### **HOW TO OBTAIN AGENDA**

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# AGENDA

## PART ONE PUBLIC BUSINESS

Pages

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTEREST**

3 **PUBLIC QUESTIONS**

When the Chair agrees, the public can ask questions about any item for decision at the meeting for up to 15 minutes. Questions must have been given to the Head of Law and Governance by 9.30am one clear working day before the meeting (email [executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk) or telephone the person named as staff contact). No supplementary questions or questioning will be permitted. Questions by the public will be taken as read and, when the Chair agrees, be responded to at the meeting.

4 **SCRUTINY COMMITTEE REPORTS**

15 - 30

The following scrutiny committee reports have been, or will be, submitted to this meeting:-

- Recycling Incentive Schemes (report attached)
- Community Engagement Plan
- Integrated Performance Report for Quarter 4 2013/14

5 **COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA**

When the chair agrees, Councillors can address the Board about any item for decision at the meeting for up to 3 minutes. Addresses must have been given to the Head of Law and Governance by 9.30am, one clear working day before the meeting (email [executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk) or telephone the person named as staff contact). The Board Member who has political responsibility for the item for decision may respond or the Board will have regard to the points raised in reaching its decision.

6 **OXFORD GROWTH: GRENOBLE ROAD DEVELOPMENT**

31 - 36

**Lead Member:** Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning

The Executive Director for City Regeneration and Housing has submitted a report which details a potential partnership with adjoining landowners to pursue the development of the Council's landholding south of Grenoble Road.

**Officer Recommendations:** That the City Executive Board

1. Approve the principle of pursuing discussions with adjoining landowners for a partnership to deliver development south of Grenoble Road, subject to a detailed report on whether such a partnership would represent best value.
2. Note that if a partnership arrangement was subsequently approved this is expected to require significant funding for specialist consultancy support in the preparation of Local Plan submissions and a planning application, which would be set out in the detailed report.

## **7 CAPITAL CONTRIBUTION TOWARDS FRIDESWIDE SQUARE**

37 - 42

**Lead Member:** Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning

The Head for City Development has submitted a report which details a request to make a financial contribution to Oxfordshire County Council towards the work to transform Frideswide Square.

**Officer Recommendations:** That the City Executive Board

1. Recommend to full Council to give a capital grant to the County Council of £670,000 in two phases of £335,000 each (50% in Q3 2014/15 and 50% in Q2 2015/16).
2. Delegate to the Executive Director of Regeneration and Housing responsibility to complete the legal agreement requested by the County Council.

## **8 OXPENS DELIVERY STRATEGY - STAGE 1**

43 - 52

**Lead Members:** Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning & Cllr Ed Turner, Executive Board Member for Finance, Asset Management and Public Health

The Executive Director for City Regeneration and Housing has submitted a report which details an update and agree the next steps to deliver redevelopment of the Oxpens site area, including establishing the budget.

**Officer Recommendations:** That the City Executive Board

1. Note the contents of this report.
2. Recommends to Council the establishment of a budget of £320,000 in the Council's revenue budget funded from New Growths Point Grant to complete due diligence and progress the project through the next stages.

9	<p><b>GRANT MONITORING INFORMATION FOR 2013/14</b></p> <p><b>Lead Member:</b> Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning</p> <p>The Head of Leisure, Parks and Communities has submitted a report to inform members of monitoring information returned by community &amp; voluntary organisations awarded a grant by the City Council in 2013/14.</p> <p><b><u>Officer Recommendations:</u></b> That the City Executive Board</p> <ol style="list-style-type: none"> <li>1. Note the report</li> <li>2. Approve the recommendation made by Price Waterhouse Coopers that there should be a penalty for organisations not returning their monitoring information of not being able to reapply for future funding and the grant awarded should be reclaimed.</li> </ol>	53 - 98
10	<p><b>DRAFT COMMUNITY ENGAGEMENT POLICY STATEMENT 2014 - 17</b></p> <p><b>Lead Members:</b> Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning &amp; Cllr Christine Simm, Executive Member for Culture and Communities</p> <p>The Head of Policy, Culture and Communications has submitted a report which seeks approval from the City Executive Board to adopt the draft Community Engagement Policy Statement 2014 – 17.</p> <p><b><u>Officer Recommendation:</u></b> That the City Executive Board approve the draft Community Engagement Policy Statement 2014 – 17, subject to any specified amendments, for adoption.</p>	99 - 182
11	<p><b>DISPOSAL OF SUB STATION SITES</b></p> <p><b>Lead Member:</b> Cllr Ed Turner, Executive Board Member for Finance, Asset Management and Public Health</p> <p>The Regeneration and Major Projects Service Manager has submitted a report which seeks approval to the disposal of the freehold interest in 83 sub station sites to Scottish and Southern Energy PLC</p> <p><b><u>Officer Recommendations:</u></b> That the City Executive Board</p> <ol style="list-style-type: none"> <li>1. Approve the disposal of the freehold interest in 83 sub station sites on the terms set out in the Not for Publication Confidential Appendix 3 of this report. The detailed provisions of the sale are to be approved by the Executive Director, City Regeneration.</li> <li>2. Grant authority to the Executive Director of City Regeneration and</li> </ol>	183 - 192

Housing, in consultation with the Board Member, to vary or extend the sub station sites to be included in the transaction provided the transaction continues to represent best consideration.

**12 TENANCY FRAUD AMNESTY**

193 - 200

**Lead Members:** Cllr Ed Turner, Executive Board Members for Finance, Asset Management and Public Health & Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Heads of Finance and Housing and Property have submitted a report which seeks members' views on the implementation of a tenancy fraud amnesty campaign.

**Officer Recommendation:** That the City Executive Board considers the report and approve an amnesty.

**13 FINANCIAL INCLUSION STRATEGY**

201 - 232

**Lead Member:** Cllr Susan Brown, Executive Board Member for Customer Services and Social Inclusion

The Head of Customer Services has submitted a report which details a Financial Inclusion Strategy and an Action Plan for delivery.

**Officer Recommendations:** That the City Executive Board

1. Approve the Financial Inclusion Strategy for a period of three years from April 2014 to April 2017 as set out in Appendix 3 and;
2. Agree the associated Action Plan, the delivery of which will be coordinated by the Head of Customer Services.

**14 ANTI-SOCIAL BEHAVIOUR POLICY IN THE LIGHT OF THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**

233 - 258

**Lead Members:** Cllr Pat Kennedy, Executive Board Member for Educational Attainment and Youth Ambition and Cllr Dee Sinclair, Executive Board Member for Crime and Community Response

The Head of Environmental Development has submitted a report which presents a revised Anti-Social Behaviour Policy for approval.

**Officer Recommendation:** That the City Executive Board approve the revised Anti-Social Behaviour Policy.

## 15 TOWER BLOCK REFURBISHMENT PROJECT

259 - 270

**Lead Member:** Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which requests approval to commence a tender process and for the Executive Director of Regeneration and Housing to be able to appoint and award the contract for the refurbishment of the City tower blocks and to recommend to Council a revised budget to cover the agreed scope of works.

**Officer Recommendations:** That the City Executive Board:

1. Approve the commencement of the tender process and delegate to the Executive Director of Regeneration and Housing in consultation with the Section 151 Officer and Monitoring Officer, the authority to award the contract to the preferred contractor within the budget envelope for the refurbishment of the City tower blocks, following a competitive tender process.
2. Approve the scope of works as detailed in Appendix 1 to be included in the project. This will leave a revised total project cost of £18.358m. This revised total represents an increase of £1.743m over the current approved budget of £16.615m,
3. Recommend to Council the inclusion of an additional budget within the HRA Capital Programme of £1.743m funded by a combination of leaseholder contributions (for their element of the scheme), or as a last resort prudential borrowing together with appropriate revenue funding of a maximum of approximately £104k per annum in capital financing costs

## 16 LOCAL OFFER FOR OXFORD CITY COUNCIL TENANTS

271 - 282

**Lead Member:** Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which details the Local Offer for approval.

**Officer Recommendation:** That the City Executive Board approve the Local Offer between the City Council and City Council tenants.

## 17 RESIDENT PARKING ON COUNCIL OWNED HOUSING LAND

283 - 296

**Lead Member:** Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which sets out the options for management of the Council's small parking areas that are sited on housing land held in the Council's housing revenue account (HRA), including un-adopted highway.

**Officer Recommendations:** That the City Executive Board agrees:

1. That the preferred model for the enforcement of the Resident Parking Permit Scheme (RPPS) on HRA land is through an external contractor
2. That consultation arrangements for new Resident Parking Permit Areas on HRA land are as set out in this report
3. That delegated authority is given to the Head of Housing and Property to introduce new Resident Parking Permit Areas on HRA land.
4. The eligibility criteria for the Resident Parking Permit scheme as set out in this report
5. That permits under the Resident Parking Permit Scheme continue to be provided without charge to residents, their visitors and carers

## 18 HOUSING STOCK ENERGY EFFICIENCY IMPROVEMENTS

297 - 310

**Lead Member:** Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which seeks amendment to a previous approval for the funding and procurement of a project to improve the energy efficiency of the Council's hard to treat housing stock and optimising the available Energy Company Obligation (ECO) funding.

**Officer Recommendations:** That the City Executive Board:

- 1 Grant amended project approval for the Council to gain optimum value for money, utilising ECO or Green Deal funding if possible, but using only previously agreed Council budget if the external funding cannot be accessed.
- 2 Grant delegated authority to the Executive Director of Regeneration and Housing, to authorise the Council's entry into all appropriate contracts required to implement this project.

## 19 HOUSING STRATEGY 2012-2015 FINAL REVIEW OF ACTION PLAN

311 - 342

**Lead Member:** Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which provide the City Executive Board with the final position of the current Housing Strategy Action plan prior to the drafting of a new Housing Strategy for 2015-2018

**Officer Recommendations:** That the City Executive Board:



1. Note the progress made during the lifetime of the 2012 – 2015 Housing Strategy
2. Note possible actions to be carried through to the 2015 – 2018 Housing Strategy

## 20 REVISED TENANCY AGREEMENT FOR COUNCIL TENANTS

343 - 386

**Lead Member:** Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which details the proposals for the revision of the Council's secure tenancy agreement and to advise the City Executive Board of the outcomes of the consultations with tenants and other stakeholders on the proposed revisions to the Tenancy Agreement.

**Officer Recommendations:** That the City Executive Board

1. Approve the Tenancy Agreement
2. Authorise the Executive Director for Regeneration and Housing to introduce the new Tenancy Agreement with effect from September 2014 on behalf of the Council.

## 21 SOCIAL INCLUSION FUND PROCESS

387 - 402

**Lead Member:** Cllr Christine Simm, Executive Board Member for Culture and Communities

The Head of Leisure, Parks and Communities has submitted a report which requests approval for the Social Inclusion Fund decision making process.

**Officer Recommendations:** That the City Executive Board

1. Approve the criteria and process for the application and award of the Social Inclusion grants as outlined in the report.
2. Delegate authority to the Head of Leisure, Parks & Communities to approve grants within the approved criteria in liaison with the City Executive Board Members for Youth & Communities and Education, Crime & Community Safety.

## 22 INTEGRATED PERFORMANCE REPORT FOR -QUARTER 4 2013/2014

403 - 460

**Lead Member:** Cllr Ed Turner, Executive Board Member for Finance, Asset Management and Public Health

The Heads of Finance and Business Improvement and Technology have submitted a report which updates Members on Finance, Risk and Performance as at the end of Quarter 4, 31st March 2014

**Officer Recommendations:** That the City Executive Board:

1. Note the financial outturn and performance of the Council for the year 2013/14 and also the position of risks outstanding as at 31st March 2014;
2. Note the transfers to General Fund earmarked reserves detailed in the report (including for expenditure on the Partnership Payment, Flooding, Capital Programme, Gladiators and a contingency against future property investment losses) and Appendix E5;
3. Note the transfers to the Housing Revenue Account (HRA) earmarked reserves as detailed in paragraphs 15 and 16 and Appendix E5;
4. Agree the recommended carry forward requests outlined at paragraph 9 and detailed in Appendix E4;
5. Note the capital slippage as detailed in Appendix E2; and.
6. Recommend to Council to include a budget of £162,000 in the capital programme in respect of highways vehicles outlined in paragraph 22.

## 23 APPOINTMENT TO OUTSIDE BODIES 2014/2015

461 - 484

**Lead Member:** Cllr Bob Price Executive Board Member for Corporate Strategy, Economic Development and Planning

The Head of Law and Governance has submitted a report which seeks nominations to outside and other bodies for the 2014/2015 Council Year.

**Officer Recommendations:** That the City Executive Board:

1. Reduce Council representation on the Oxford Leon Trust to two (when representation comes up for renewal).
2. Delete the following appointments because the groups are no longer in existence:-
  - Wood Farm Community Association
  - LGA Urban Commission
3. Remove Council representation from the Oxfordshire Building Trust as it is no longer needed.
4. Do not re-appoint to the Forest of Oxford until further work can be done to determine whether they are still operating.
5. Make appointments to outside bodies as shown in Appendix 3.

**24 ACQUISITION OF INTERMEDIATE LEASEHOLD, HORSPATH ROAD INDUSTRIAL ESTATE**

485 - 490

**Lead Member:** Cllr Bob Price, Executive Board Member for Finance, Asset Management and Public Health

The Head of Regeneration and Major Projects Services Manager has submitted a report which seeks approval to acquire the intermediate leasehold interest of Horspath Road Industrial Estate, Oxford.

**Officer Recommendation:** That the City Executive Board

1. Approve the acquisition of an intermediate leasehold interest in land and buildings forming the Horspath Road depot site on the terms set out in the Not for Publication Confidential Appendix 2 of this report.

**25 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.

**26 MINUTES**

491 - 494

Minutes from 11 June 2014

**Recommendation:** That the minutes of the meeting held on 11 June 2014 be APPROVED as a true and accurate record.

**27 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**

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|-----------|--|-----------|
| <b>28</b> | <b>APPENDIX 3_ DISPOSAL OF SUB STATION<br/>SITES_CONFIDENTIAL</b>  | 495 - 496 |
|           | <p>This paper contains one not for publication appendix to the report at agenda item 11</p> <p>It contains information concerning the amount of the proposed sale.</p> <p>The public interest in maintaining the exemption from publication is in order not to compromise commercially sensitive information under paragraph 3 of Part 1, Schedule 12A of the Local Government Act 1972.</p>     |           |
| <b>29</b> | <b>APPENDIX 2_ ACQUISITION OF SITE ON HORSPATH ROAD</b>  | 497 - 500 |
|           | <p>This paper contains one not for publication appendix to the report at agenda item 24</p> <p>It contains information concerning the amount of the proposed purchase.</p> <p>The public interest in maintaining the exemption from publication is in order not to compromise commercially sensitive information under paragraph 3 of Part 1, Schedule 12A of the Local Government Act 1972.</p> |           |
| <b>30</b> | <b>CONFIDENTIAL MINUTES JUNE 2014</b>  | 501 - 504 |
|           | <p>Confidential Minutes from 11 June 2014</p> <p><b><u>Recommendation:</u></b> That the confidential minutes of the meeting held on 11 June 2014 be APPROVED as a true and accurate record.</p>  |           |

## **DECLARING INTERESTS**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

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**To:** City Executive Board  
**Date:** 3 July 2014  
**Report of:** Head of Law and Governance  
**Title of Report:** Appointment to Outside Bodies 2014/2015

## Summary and Recommendations

**Purpose of report:** To agree nominations to outside and other bodies for the 2014/2015 Council Year.

**Key decision:** No

**Executive lead member:** Cllr Bob Price, Board Member for Corporate Strategy, Economic Development and Planning

**Policy Framework:** None

**Recommendations:** The City Executive Board:

1. Reduce Council representation on the Oxford Leon Trust to two (when representation comes up for renewal).
2. Delete the following appointments because the groups are no longer in existence:-
  - Wood Farm Community Association
  - LGA Urban Commission
3. Remove Council representation from the Oxfordshire Building Trust as it is no longer needed.
4. Do not re-appoint to the Forest of Oxford until further work can be done to determine whether they are still operating.
5. Make appointments to outside bodies as shown in **Appendix 3**.

### **Appendices:-**

Appendix 1 – Council grants breakdown 2014/15

Appendix 2 – Member comments on bodies served on in 2013/14

## Appendix 3 – Nominations to outside bodies for 2014/15

### Introduction

1. The Council has in total 114 representatives on 59 outside bodies and 10 charities. The majority of representatives are either current members or former members of the City Council. Outside bodies range from local community associations to national organisations such as the Local Government Association General Assembly.
2. The majority of Council representatives sit on the committee of the body to which they have been appointed, with one or two acting in an advisory role or simply being invited to attend meetings. All the charity representatives are trustees of the charity.
3. Each year;-
  - Outside bodies are asked to review the information that we hold on them and outline their expectations from councillor involvement. Many bodies have replied favourably to Council involvement, welcoming the knowledge and insight that Councillors are able to offer, in particular around council procedures and policies.
  - Council representatives are asked to provide feedback on the bodies to which they have been appointed so that the Council can monitor progress, and determine whether representation on a body is a good investment of councillors' time.
4. In 2014/15, the Council is giving grants totalling £563,084 to 10 of the outside bodies and charities to which we appoint representatives. In total the Council is giving £972,159 in grants to 42 bodies. A breakdown is attached as **Appendix 1**.

### Feedback from Councillors and Outside Bodies 2013/14

5. All Council representatives appointed to a body for 2013/14 were asked to comment on the value of the body, its contribution towards the local community and the Council's Corporate Objectives and whether they felt it was valuable having Council representation on the body. Feedback forms were sent to all representatives appointed to outside bodies, 14 of 37 representatives returned the form.
6. A summary of members' comments is attached as **Appendix 2**. Most members supported the work their body was doing in the community, and were in favour of having Council representation on the body. There were are few concerns raised which are highlighted below:
7. The two representatives for the East Oxford Community Association (EOCA) both raised significant concerns about the worsening relationship between the Council and the association. Both Members



have requested “an urgent review of the status of the management provided by the trustees of the centre ... be undertaken ... to ensure that the centre properly serves the community.”

8. East Oxford Community Association was noted last year as being a cause for concern. The representatives’ feedback has been reported to the Communities and Neighbourhood Team, who are aware of the current situation and are in regular contact with ward councillors on this matter. An action plan with EOCA has been agreed and the team is working with EOCA on their governance and management of the Centre.
9. The representative on the Oxfordshire Building Trust queried the relevance of having representation on the body as “funds are drying up for building project and it is just about worth attending half of the meetings”. The Board may want to consider not re-appointing to this body.
10. One of the representatives on the Forest of Oxford Steering Group reported that there had been little activity on this body and requested that a review be done to determine what the steering group is meant to do. Forest of Oxford has not made any contact with Council officers over the last few years and we are unsure whether the group is still operating. The Board may want to consider not re-appointing to this body until further work can be done to determine whether they are still operating.

### **Feedback from Outside Bodies**

11. The spokesperson for the Leon Trust didn’t realise they had three council representatives. Councillor feedback has been received from one representative; with another not realising they were appointed to the body. It would be quite possible to reduce the number to two representatives without harming the body’s access to Council expertise.

### **Inactive Groups**

12. Over the year, a couple of bodies have disbanded and no longer require representation, they are:
  - Wood Farm Community Association
  - LGA Urban Commission
13. The Oxfordshire Waste Partnership also disbanded but has been replaced with the Oxfordshire Environmental Partnership.

### **Appointments to be made**

14. **Appendix 3** shows the current nominations to outside bodies from the Labour, Liberal Democrat and Green groups. The Board is asked to appoint representative(s) for each body from the list of nominees.

### **Legal Implications**

None

### **Financial Implications**

None

### **Environmental Impact**

None

<b>Name and contact details of author:-</b>
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Sarah Claridge
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Committee and Member Services Officer
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Law and Governance
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<b>Community Grants allocation 2014/15</b>	
<b>Organisation</b>	<b>Awarded (£)</b>
A2 Dominion	35082
Archway Foundation	7500
Ark T Centre	5000
Ark-T Centre	4690
Arts At The Old Fire Station	32134
Asylum Welcome	7500
Blackbird Leys Adventure Playground	10000
Blackbird Leys Community Development Initiative (Cdi)	7500
<b>Blackbird Leys Neighbourhood Support Services</b>	<b>85290</b>
Children's Society In Oxford	8000
Cotteslowe Seniors	1000
<b>Donnington Doorstep Family Centre</b>	<b>7500</b>
Film Oxford (Ofvm)	25000
<b>Florence Park Community Association</b>	<b>2080</b>
<b>Fusion</b>	<b>28128</b>
Innovista – Thrive Project	2892
Leys News	10000
<b>Modern Art Oxford</b>	<b>70000</b>
My Life, My Choice	2800
Open Door	3250
<b>Oxford Citizens Advice Bureau</b>	<b>200000</b>
Oxford Community Work Agency	122611
Oxford Contemporary Music	10000
Oxford Credit Union	20000
Oxford Friend	3000
Oxford Inspires	4000
Oxford International Links	6000
<b>Oxford Playhouse</b>	<b>24000</b>
Oxford Sexual Abuse & Rape Crisis Centre	15000
Oxford Urban Wildlife Group	2240
Oxford Visual Arts Development Agency (Ovada)	5000
Oxfordshire Chinese Community & Advice Centre	1740

<b>Oxfordshire Community &amp; Voluntary Action (Ocva)</b>	<b>48736</b>
Oxfordshire Play Association	1250
Parasol	15000
<b>Pegasus Theatre</b>	<b>25000</b>
Reducing The Risk Of Domestic Abuse	1500
Restore	2258
<b>Rose Hill &amp; Donnington Advice Centre</b>	<b>90478</b>
Science Oxford	2000
<b>South Oxford Adventure Playground</b>	<b>10000</b>
Wood Farm Youth Club	7000
<b>Total</b>	<b>965159</b>

\* The groups in bold are bodies council has a representative on

**Councillor Attendance and comments**

**APPENDIX 2**

Name of Organisation	Councillor	Notice of meetings	Special projects involvement?	Meetings invited	Meetings attended	Report of experience throughout year	Value of having council representative on body	Any other comments?
<p><b>Association Public Service Excellence (APSE)</b></p> <p style="text-align: center; font-size: 2em;">467</p>	Cllr Coulter	Yes	<p>My responsibilities within APSE increased following my election by fellow councillors from the South and South West of England to take the role of Association Chair for both regions – and to take a seat on the National Council governing APSE. In addition to this I was elected to take the post of National Chair for the Environment and Sustainability forum. Each of the three additional responsibilities, regional chair, member of national council and national chair for the E&amp;S forum, required my participation in meetings across the UK, including visits to councils in England Scotland, Northern Ireland and Wales and to provide political leadership for the APSE Energy project and leadership for an academic report concerning how best to defend against flooding. I have made representations to Ministers, MPs and attended APPGs</p>	20+	All	<p>My involvement with APSE has significant benefits for Oxford City Council – through promotion of policy via APSE Energy to commissioning detailed research about flooding – which will bring the Minister for Water and Flooding, Dan Rogerson, to Oxford in July for a national summit meeting with councillors from across the UK</p>	Yes, collaboration is encouraged – leading to improved policy outcomes	
<p><b>Barton Community Association Management Committee</b></p>	Cllr Coulter	Yes	<p>I attend the Barton Community Association meetings when they do not conflict with meetings or panels of the City Council.</p> <p>The trustees have decision making responsibilities – I attend as an observer, offering advice and I attempt to inform decisions made by the trustees.</p> <p>Several sub-committees meet to review progress concerning aspects such as health promotion, integrating the new development with existing Barton and regeneration initiatives that address socio-economic needs of a low-income community</p>	30+ including subcommittees	About 20	<p>My involvement with BCA is limited, but valuable. I take away an informed knowledge about current problems and concerns. BCA provides a community hub and makes good use of council grants to address socio-economic needs in an area of multiple deprivations.</p>	Yes, together with other councillors, common aims are provided for, of mutual interest for the City Council	

<b>Citizen's Advice Bureau</b>	Cllr Kennedy	Yes	No	6	5	The CAB offers advice to all groups in the Community. Much of the advice involves debt issues, fuel poverty, employment rights, scams, and immigration and consumer rights. Some of the clients are referred by Oxford City Council in the light of welfare reforms. Its work relates directly to the concerns of the local community and it clearly contributes to the Council's corporate objectives.	There are close links between welfare reforms and the work of the CAB particularly with debt so the councillor provides a useful link between the two organisations.	The meetings are run well.
<b>City of Oxford Charity</b>	Cllr Coulter	Yes	No	4	1	My involvement with City of Oxford Charities is limited because another organisation to which I am nominated usually meets on the same day at the same time. However, the charity makes a limited but useful number of relief grants and provides affordable housing for Oxford citizens.	Yes, together with other councillors, common aims are provided for of mutual interest for the City Council	
<b>City of Oxford Charity</b>	Catherine Hilliard	Yes	I am a member of the management committee for Stone Court	8 (inc sub-committee)	5	I am impressed by the commitment of other trustees and by the staff of Stone Court to the wellbeing of vulnerable and needy people in the city.	Yes it is the Council's own charity	
<b>City of Oxford Charity</b>	Cllr Jones	No	No	0	0	Not possible to answer until I have attended meetings and had an opportunity to observe the charity's performance against its aims.	Without doubt. The almshouses are among the oldest in Oxford, the building is a gem in a Conservation Area, and the charity's endowments have rooted in its civic past.	
<b>City of Oxford Charity</b> 468	Cllr Fooks	Yes	No	12	11	A very valuable source of support for people in financial difficulties. We give grants to schools for residential visits by children in families on benefits - Individuals in need of support with education and to people without the means of replacing washing machines etc, etc or of buying furniture for an empty flat. Also bankruptcy and fees and debt relief orders.	Important that the City is ware of the needs not met by statutory services. I question whether it is necessary to have six councillor places/appointments.	So far the charity has not seen a big increase in requests for grants. It is and has been for many years a safety net for those caught in desperate need not met by any council or government services.

<b>Council of Ruskin College</b>	Cllr Coulter	Yes	I attend the Council of Ruskin College, but also sit on the Executive Council of Ruskin College as a Director. I am a member of the College's Audit and Governance Committee. The Executive Governors have decision making responsibilities – I attend the Council in the wider role as a City Councillor, offering advice and I attempt to inform decisions made by the Governors. Several sub-committees meet to review progress concerning aspects such as Finance, Audit and Governance, Academic Standards and the Search Committee. Ruskin College assists with the provision of adult education, matching the Council's interests in regeneration initiatives that address socio-economic needs of low-income communities in Oxford.	7	8	My involvement with Ruskin is on two levels – as a member of the College's Council, I look to inform the Governors about emerging priorities and needs within Oxford's communities. As an Executive Governor and Director, I look to promote the interests of Ruskin College, ensuring it continues to exist as a "second chance" academic institution for adults facing socio-economic difficulties.	Yes, together with other councillors, common aims are provided for, of mutual interest for the City Council	
<b>Council of Ruskin College</b> 469	Cllr Kennedy	Only once	No	1 (it should have been 3?)	1	It is hard to say as I was only invited to one of the meetings so I did not fully understand the background to the issues being discussed. As the meeting discussed the appointment of a new Principal I assumed that I would be invited to a follow up meeting to discuss progress on this very important matter. It has a significant role to play in fulfilling the Council's corporate objectives, but that can only be appraised if there is more regular involvement in the meetings.	Yes as long as we are able to secure regular involvement	
<b>Cotteslowe Community Association</b>	Cllr Fooks	Yes	Helping with door knocking surveys, attending sub committee meetings, following up with city officers.	15	14	The centre has been struggling to raise the funds needed to run the community centre and organise events for the community. Cotteslowe is a deprived area which needs more support than it is currently getting, despite being now recognised as a regeneration area.	To act as a link between the organisation and the Council. To lobby the city Council for the support, financial in particular.	Cotteslowe suffers from being a small area. Its deprivation is masked by the surrounding affluent areas. The CCA is working to support families and to provide what the local community wants and needs.

<b>District Council's Network Association</b>	Cllr Coulter	Yes	I attend the District Council's Network on behalf of Oxford City Council, but also sit on the Executive for South East England Councils as representative for Labour District Councils within South-East England. The Executive has met with a range of Ministers – allowing me to question, challenge and correct Ministers on a range of issues, including flooding and the need for more (and particularly more affordable) housing.	8	8	My involvement within DCN is on two levels – as a member of the assembly, I look to inform the DCN about emerging priorities and needs within Oxford's communities. As a member of the executive for SEEC, I look to promote the interests of Labour Councillors, ensuring the centre left voice is heard and acted upon.	Yes, together with other councillors, common aims are provided for, of mutual interest for the City Council	
<b>Donnington Community Centre</b>	Cllr Tanner	No	No	1	1	The Donnington Community Association runs the Donnington Community Centre which provides a key service to the local community, including a bar and a hall for parties.	Yes Donnington Community Centre has the potential to provide even more services to the local community.	I attended the AGM at the end of May, which was well attended and well run.
<b>East Oxford Community Association</b>	Cllr Clack	Yes	Two additional meetings: Meeting on 21 May 2013 to view the property;  Meeting between representatives of the new board of trustees and the council (January 2014) to determine an Action Plan for taking forward the work of the community centre.	9	6	This is the first year in which I have received invitations to attend meetings of the Trustees for the Community Association. This has been a somewhat turbulent year for the Association. It began with a board that was struggling to engage with each other in a way that was conducive to achieving the best for the centre. Meetings would often descend into arguments between different trustees. This came to a head with disagreements over the bar finances, and the relationship between the bar and the Association. The AGM had to be suspended as a result of this issue being raised. Eventually a new board of trustees was elected at an emergency meeting of the membership. The response to the new board with a number of new trustees was initially positive. The outcome of an additional meeting between representatives of this new board and councillors and council officers to determine an action plan for the future of the centre was also largely positive. Both parties at that meeting seemed to feel that the relationship between the Association and the Council was on an improved footing. Events since this meeting have not fulfilled that promise of a fresh beginning. The Action Plan that was agreed by council and representatives of the trustees in January 2014 had still not been accepted by the wider trustee body in April 2014. Councillor observers and council officers have once again experienced antagonistic behaviours.	Yes. The role of councillor observers and council officers at this meeting should provide support for the work that the association should be doing to meet the needs of the wider community. My concern is that this is currently not the case, given the antagonism being shown towards elected councillors and council officers that is, sadly, routine for some of the trustees.	An urgent review of the status of the management provided by the trustees of the centre should be undertaken in order to ensure that the centre properly serves the community.



<p><b>East Oxford Community Association</b></p>	<p>Cllr Clack cont.</p>					<p>This worsening in relations between Association and Council was exemplified at the April 2014 meeting of the board when Trustees decided that all agenda items were to be placed in the category of 'confidential' and thus councillor observers were to be excluded from this – and I can only assume future – meetings. This meant that we are not in a position to observe the discussion of agenda items. Given the commitment in the Action Plan to foster a new culture of transparency, this is retrograde step. It is also troubling, given the problems that arose over the last year with the bar finances (an issue, it should be noted, that has still to be resolved).The meeting of the Association in April saw a return of old, obstructive behaviours: rudeness was shown to fellow trustees for simply asking the kind of robust questions that trustees should be asking, along with attempts at obfuscation in the light of straightforward requests for information. My general feeling is that, sadly, despite the goodwill shown by some of the trustees, the association does not appear to be run in a way that is conducive to meeting the interests of the community that the centre is there to serve.</p>		
<p><b>East Oxford Community Association</b> →</p>	<p>Cllr Jones</p>	<p>Yes - ONLY SINCE I INSISTED ON IT</p>	<p>Visits included responding to structural concerns over the building occupied by Fusion Arts</p>	<p>12</p>	<p>12</p>	<p>Following on my critical report in 2013, I am sad to report this year that things have deteriorated to the point where a change of tenure of East Oxford Community Centre is necessary, not least in the interests of those trustees anxious that the people of East Oxford are served by a community centre which is managed coherently with clear aims, vision, and accountability, responsive to public needs, and driven forward with a wish to develop, improve, and progress. None of these characteristics are evident at present and the Council's corporate objectives are certainly not being met beyond the function of room hire, which is carried out efficiently by the centre coordinator. A business plan drawn up two years ago with the help of the Council has hardly been progressed. No public consultation has taken place. Basic improvements such as the hot water system remain hampered.</p> <p>I wish it was possible to say that a change of direction was possible with the present tenancy. Alas, a culture of disaffection, bullying, and lack of trust has taken hold, even though the responsibility for this is very tightly restricted indeed and trustees speak out in favour of calm discussion and mutual respect. I have never met such dysfunction in decades of working with voluntary bodies. Those presiding (the chair rotates) find it impossible to control meetings without raising their voices or slapping the table, people are shouted down, insults and innuendo are thrown around,</p>	<p>Without it, the community would remain ignorant of the state of affairs and unable to take action to ensure that the Council's corporate objectives are met.</p>	<p>The Council installed a lift to serve disabled users of the centre. Unfortunately the lift cage has no sides. One accident involving a piece of equipment getting jammed has occurred, and further accidents, perhaps leading to physical injury, are feared. An inspection has taken place and I strongly recommend that sides are retro-fitted.</p>

a trustee has been suspended for asking questions, and decisions are rarely taken clearly and without challenge. Last year's annual meeting had to be abandoned, and an exceptional general meeting held to discuss the accounts, and the atmosphere at the reconvened annual meeting was if anything worse. Independent external chairs were brought in for these meetings and both found the experience difficult at best.

Disrespect within the trustees is one thing; and when disrespect is directed at observers appointed by the Council, we elected members are free to ignore or respond. However, disrespect towards officers at various levels who are doing their job to the best of their ability is unacceptable. Again the responsibility for this is tightly restricted. It is certainly not general.

One of the things preventing progress, and rather more pervasive, is a denial that councillors elected to serve and represent their constituents could be motivated by a desire to work in partnership for the common good. Intemperate words are used, expressions of goodwill are dismissed.

Such a climate inhibits progress and I do not think the trustees are in a position to counter it without a change to the constitution which would produce further animosity detracting from the job in hand. A change of tenancy, sadly, is inevitable and the community suffers the longer it is delayed.

Elder Stubbs Charity	Susan Heeks	Yes	Attended the annual visit to the nearby Steppin Stone charity.	5	5	<p>The charity does its job of managing the allotment organisations and supporting the various projects on site in a conscientious and competent fashion. The festival is the high point of the year and brings a range of people together and provides an important sense of community. It offers enjoyment and participation in support of the less fortunate - the mentally ill and the homeless which I think, contributes a widespread feeling of unity and cohesion. People like to have an opportunity to engage positively and the ES is a focus for doing this. Work during the rest of the year involves co-ordinating the interest of ordinary plot holder and the various groups that use the site. There are always plenty of difficulties to sort out both of a proactive nature and in relation to the interest of the people who use the site. The work of the ES is about facilitating an interface between the mentally ill, the homeless, various other disadvantaged groups and the local population. The quality of management is pivotal to the success of the project and I think it has been working well.</p>	<p>At the time I became a trustee it was as a consequence of being active in the Green party. From my observations of other representatives (of political parties), I would say that they derive satisfaction from this opportunity to represent the human fact of their politics. I think that fact that they all want to be there on the committee means nobody can accuse ES of not being consensual and politically balanced.</p>	<p>Elder Stubbs and the work it does to support self help among the most marginalised members of the community is a credit to the local and wider community and to those associated with it, such as the council.</p>
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<b>English Heritage SE - Heritage Champion</b>	Cllr Cook	Yes	No			I receive regular emails from English Heritage keeping me informed of the work they are doing. I would assess the value of English Heritage as high. They have supported many local projects and initiatives through Heritage Lottery grants which otherwise would not have come to pass.	They have supported many local projects and initiatives through Heritage Lottery grants which otherwise would not have come to pass.	English Heritage has four aims underpinned by a fifth relating to excellence.  Understanding: Identify and protect our most important heritage Valuing: Champion England's heritage Caring: Support owners, local authorities and voluntary organisations to look after England's heritage Enjoying: Help people appreciate and enjoy England's national story Excellence: Achieve excellence, openness and efficiency in all we do  Further information on the work of English Heritage is available at:  <a href="http://www.english-heritage.org.uk/">http://www.english-heritage.org.uk/</a>
<b>Forest of Oxford Steering Group</b>	Cllr Fooks	No	No	0	0	I regret the lack of activity. We need to review what the steering group is meant to do.	Yes - It would be if it met.	
<b>Florance Park Community Association</b>								
<b>Fusion Arts</b>	Cllr Clack	Yes	No	2	2	An extremely well-run board who work together well and who are finding innovative and creative ways of supporting the work of the group in the light of the pressure on public funding for community arts projects. I have been impressed by their commitment to expanding the work of Fusion Arts, and for finding imaginative ways of getting their work more widely known. It has been a pleasure to work with them and to help find solutions to some of the problems they have faced in terms of a building in need of updating and in light of the current financial climate.	Yes. I have been able to help with building issues and have provided advice on who to approach about particular issues of relevance to the work of the group.	
<b>Headington Parish Charity</b>	Cllr Wilkinson	Yes	No	1	0 clashed with another committee	Headington Parish Charity is actively engaged in pursuing the well-being of the community, It disbursed £870 to beneficiaries in need of assistance, balanced across the three parishes of St Andrew's, St Mary's and All Saints Headington.	Local knowledge of contacts and resources (2 way process)	Although I was unable to attend the annual meeting, I received a copy of the accounts and a statement of accounts for CCLA has been received also.

<b>Jericho St Barnabas Community Association Management Committee</b>	Cllr Cook	Yes	I was involved in the Jericho Street fair last year, which is organised by the Community Association, at which I assisted with the provision of a gazebo, the sale of raffle tickets, and a councillor community fund contribution towards the cost of hiring the street stalls. I will be helping with this year's street fair on the 14th June.	12	10	I would assess the value of the Jericho St Barnabas Community Association as high as their aims fit closely with the Council's corporate objective.	It improves understanding between both parties.	Further information on the excellent work of the Community Association is available on their fantastic website at: <a href="http://www.jerichocentre.org.uk/">www.jerichocentre.org.uk/</a>
<b>Katherine Rawson Trust</b>	Cllr Gotch	Yes	No	1	1	Minor trust with small funds just about worth 1 councillors being a trustee but not two.	Just	
<b>Leon Trust</b>	Cllr Tanner	Yes	I visited Leon, Nicaragua as part of a delegation from Oxford in February 2013.	10	6	The Oxford Leon Association Trust is a small but very effective community link between Leon in Nicaragua and Oxford. It develops twinning links between the two university cities, raises funds for projects in Leon and improves understanding between people in Leon and Oxford.	International links, especially with the Third World, are very important to Oxford.	
<b>Littlemore Community Association</b>	Cllr Tanner	Yes	No	6	3	The Littlemore Community Association runs the Littlemore Community Centre and provides a wide range of services to the local community. These include a playgroup, Children's Centre sessions for children and parents, a hall for parties, a History Society a Slimming Club and a Church service on Sundays. The regular presence of a City Council member of staff, Cheryl Snudden, at the centre has been very beneficial.	Littlemore Community Centre is a key part of delivering better services to a deprived area through the Littlemore Partnership.	
<b>475</b>								
<b>Local Government Urban Commission</b>	Cllr Cook	Yes	No	1	0	The Local Government Association, (LGA), undertook a major review of its governance structures which were agreed at a Special Meeting of the LGA General Assembly on 23rd January 2014. One of the changes agreed was the establishment of a new Cities Regions Board. This will meet four times a year and its work will include growth, transport infrastructure, skills and wider public service reform. The new Board and an annual Urban Conference will provide the focus for future work on cities and urban policy and, as a result, the General Assembly agreed to disband the Urban Commission.	N/A	
<b>North Oxford Community Association</b>	Cllr Campbell	Yes	No	4	3	A well run and managed organisation which has good links with the City Council. It plays a valuable role at a variety of levels, recreational and social, in the North Oxford Community	There are two City Council representatives and we are able to play a pro active role in dealings between the City Council and the Association.	

<b>Oxford Asian Cultural Association</b>	Cllr Clack	Yes	No	5	3	The meetings I have attended suggest a centre that is running effectively. The development of a better web presence means that there is a clear determination to get the work of the centre much more widely known in the community. There is a sense of energy and it has supported a range of good projects and events this year.	It is important that trustees have the support of council officers and councillor observers, but as I said in my last report, I am not sure that having two city councillors plus one county councillor as representatives is really necessary.	
<b>Oxford Asian Cultural Association</b>	Cllr Jones	Yes	Active participation in social and other special events	6 (approx)	5	The association is well managed, meetings are well conducted and aimed at positive progress, and room hire is efficient.	Yes, we can and do work in partnership towards the council's corporate objectives, offering help where we can towards the association and centre's continued success.	I wish the members and officers well. It was good to see the association well represented at the 2013 Cowley Road Carnival.
<b>Oxford Preservation Trust</b>	Cllr Cook	Yes	A visit to Trust Land and property at Shotover Hill and South Park. Hosting an Open Doors visit to the Sir William Dunn School of Pathology.	10	8	I have attended the Preservation Trust's Environmental Awards evening where I had the honour of receiving an award from the Trust in recognition of the work done by the City Council in providing way-finding signage throughout the city centre. I would assess the value of the Oxford Preservation Trust, (OPT), as high, as its aims and priorities align closely with the council's corporate objectives.	It improves understanding between both parties.	The Trust is active in five main policy areas:  Strategic Ownership of Land & Property Special Projects Involvement in Planning Policy and Issues at a National, Regional and Strategic level Fostering Membership Education  Further information on the work of the Trust is available at: <a href="http://www.oxfordpreservation.org.uk/index.php">www.oxfordpreservation.org.uk/index.php</a>
<b>Oxford Sports Council</b>	Cllr Jones	Yes	No	6	5	I have been very impressed by how well the council is composed, chaired, and managed. Grants have been made appropriate and generously, with due regard to clear principles. Sport in our city is the better for this council's work.	Yes, because it helps both to work to common purposes in line with the Council's corporate objectives	
<b>Oxford Safer Communities Partnership</b>	Cllr Kennedy	Yes	No	3	3	General issues raised are concerned with homelessness, CCTV, drug and alcohol problems and CSE. City representatives take a lead in some of these areas of particular relevance to the City	Many of the issues are important in the City	

<b>Oxfordshire County Council Schools Organisation Stakeholder Group</b>	Cllr Kennedy	Yes	No	3	3	The attendance of members varied so it was difficult for this group to follow major themes. The County Council was unable to provide data specific to Oxford City on occasion so that made it difficult to discuss the City's corporate educational objectives and its work with schools in the disadvantaged areas.	Yes as it helps to remind the County Council of the issues specific to the City's schools.	We need to keep up the pressure for the data for Oxford City to be presented separately from the County
<b>Oxon Buildings Trust</b>	Cllr Gotch	Yes	Visits to 3 or 4 grant-aided projects	4	2	Funds are drying up for building project and it is just about worth attending half of the meetings. If another is keen - I would hand over!	Just	
<b>Parochial charities of St Clements</b>	Cllr Jones	Yes	No	3	3	Under the wise leadership of the Rector of St Clement's, Canon Bruce Gillingham, and with excellent administration by his helpful, efficient parish office staff, many poorer and more vulnerable members of the community have benefitted from grants to help their winter fuel bills. Special grants have included one to enable residents of Anchor Court to benefit from more use of the outdoor areas.	Yes, because parish and city are partners in meeting social needs, and the relationship is mutually appreciated.	I'm sure colleagues will join me in offering our best wishes to Canon Gillingham as he prepares to leave St Clement's and take up his new ministry in Kidlington. He has been a strength in East Oxford, not least through the Cowley Road Leaders Lunches, arranged together with the Priest of St Mary and St John, the Rev. Adam Romanis.
<b>South Oxford Adventure Playground Executive Cttees</b>	Cllr Price	Yes	SOAP BUZZ - an Awards For All grant funded programme of creative play running between February and August 2014	10	10	The Playground is a very popular and well used facility drawing children from across Oxford as well as locally. The facility is also used for children's birthday parties and by the local schools and other external bodies for training sessions, outdoor education and meetings.	Yes it's an important link to a local recreational group.	
<b>South Oxford Community Association</b>	Cllr Price	Yes	The development of Room 5 and the martial arts area into a community café and a new activity area.Cllr Van Nooijen and I also work closely with the CA on the organisation and advertising of the South Oxford Community Forum	9	1	Cllr Van Nooijen attends meetings regularly on both our behalf, and I keep closely in touch via emails, visits and phone calls. SOCA is a very well managed community amenity with a strong finances and expenses committee. Oscar and I work closely with them at the community forum meeting.	Yes a key community resource in South Oxford.	
<b>South Oxford Community Association</b>	Cllr Van Nooijen	Yes	No	10	6	South Oxford Community Association is a highly valued and highly effective organisation. It is run and administered very carefully by a group of local volunteers, and it delivers huge value to the South Oxford and wider city communities, as well as securing community centre provision and aligning its work with the Council's corporate objectives. During the next municipal year the Council needs to do everything in its power to support the Association in its aspirations to develop the centre's facilities to provide, amongst other things, a community cafe. The Council ought also to expedite the process of concluding acceptable lease agreements with this and other centres.	Yes	

<b>Spatial Planning and Infrastructure</b>	Cllr Price	Yes	No	8	8	The focus on developing the City Deal for the SHMA has been very significant	Yes vital for the future economic and social development of the City.	
<b>St Aldate's Charity</b>	Cllr Kennedy	Yes	Invited to the re-opening of International student accommodation in Pembroke Street	5	4	The group has income from land in central Oxford and half of this considerable sum is disbursed to charitable groups, especially in South and Central Oxford. The group makes significant contributions to smaller charities who help eg the lonely (Archway Foundation) St Lukes Church (parish in a disadvantaged area), CAB and Donnington Doorstep; this amounted to about £70,000 in 2013. This shows that the group contributes both to the local community and its donations reflect the Council's corporate objectives.	I think that it is useful to have a Council representative from the South/Central area on this body as local knowledge is useful for the organisation. In fact, the Trustees agreed that this was helpful for them as well.	
<b>Susan Kidd Charity</b>	Catherine Hilliard	Yes	No	1	1	The charity makes grants in reply to applications for relief of personal need and to facilitate education. Those eligible must live or work in the old parish of St Giles. This includes a significant number of colleges and schools. The charity is small so grants can only be an alleviation of need, not a remedy. The grants make a psychological difference to young people in difficulties.	It allows the Trustees to draw from a wide range of experience.	
<b>Susan Kidd Charity</b>	Elizabeth Wade	Yes	No	1	1	My experience has been positive. At the trustees' meeting we considered application from individuals and from local pre-school play groups. All of these were good applications and were carefully discussed.	It is important for the Council to learn about the gaps in provisions which small local charities are asked to fill	
<b>West Oxford Community Association</b>	Cllr Cook	Yes	I was involved in the West Oxford Fun Day last year, which is organised by the Community Association, at which I assisted with the provision of health and safety advice and first aid cover. I made a councillor community fund contribution towards the cost of a memorial bench. I will be helping with this year's West Oxford Fun Day on the 12th July.	12	10	The West Oxford Community Association (WOCA) is a small local charity concerned with the well-being of people living in the community of West Oxford, and provides a wide range of recreational, welfare, and educational opportunities. WOCA offers financial support to help new and valued community initiatives at the community centre. WOCA's main activity is running the West Oxford Community Centre, a vibrant community hub with a packed programme of activities situated on the Botley Road, surrounded by parks and play areas. WOCA also runs a number of community events through the year, including a Fun Day in July and a Harvest Supper in October.	It improves understanding between both parties.	Further information on the excellent work of the West Oxford Community Association is available at: <a href="http://www.woca.org.uk">www.woca.org.uk</a>



## Nominations for Outside Bodies 2014/15

Name of Organisation	Current Representative(s)	Length	Total Number of Council reps allowed	Number to appoint 2014	Nomination - Labour	Nomination - Liberal Democrats	Nomination - Greens
<b>Air Cadets</b>	Cllr Humberstone	Annually	1	1	Cllr Humberstone		
<b>Assoc Public Service Excellence (APSE)</b>	Cllr Coulter	Annually	1	1	Cllr Coulter		
<b>Barton Community Assoc Management Committees</b>	Cllr Coulter	Annually	1	1	Cllr Coulter		
<b>Blackbird Leys Neighbourhood Support Scheme</b>	Cllr Seamons	Annually	1	1	Cllr Seamons		
<b>Bullingdon Association</b>	Cllrs Kennedy, Lloyd-Shogbesan	Annually	2	2	Cllrs Kennedy & Lloyd-Shogbesan		
<b>Citizens' Advice Bureau</b>	Cllrs Kennedy, Rundle	Annually	2	2	Cllrs Kennedy & Tarver	Cllr Gant	Cllr Hollick
<b>Council of Ruskin College</b>	Cllrs Altaf- Khan, Coulter, Kennedy	Annually	3	3	Cllrs Curran, Coulter & Kennedy	Cllr Altaf-Khan	
<b>Cuttesslowe Community Association</b>	Cllr Fooks, Stuart McCready	Annually	2	2		Cllrs Fooks & Gant	
<b>District Council's Network Association</b>	Cllr Coulter	Annually	1	1	Cllr Coulter		
<b>Donnington Community Association</b>	Cllr Tanner	Annually	2	2	Cllr Tanner & Tarver		County Cllr Williams, Cllr Benjamin
<b>Donnington Doorstep Management Committee</b>	Larry Sanders, Richard Tarver	Annually	2	2	Cllr Tarver		Larry Sanders

Name of Organisation	Current Representative(s)	Length	Total Number of Council reps allowed	Number to appoint 2014	Nomination - Labour	Nomination - Liberal Democrats	Nomination - Greens
East Oxford Community Association	Cllrs Clack, Jones	Annually	2	2	Cllrs Clack & Hayes		
English Heritage SE - Heritage Champion	Cllr Cook	Annually	1	1	Cllr Cook		Cllr Elise Benjamin
Florence Park Community Association	Cllr O'Hara, Bryan Keen	Annually	2	2	Cllr Simm, Bryan Keen		
Forest of Oxford Steering Group - REVIEW WHETHER STILL OPERATING	Cllrs Fooks, Pressel	Annually	2	Review whether still operating?	Cllr Pressel?		
Fusion Arts	Cllrs Campbell, Clack	Annually	2	2	Cllrs Clack & Coulter		Cllr Brandt
Gatehouse	Cllr Sanders	Annually	1	1	Cllr Upton		Cllr Thomas
Headington Action	Cllrs Rundle, Sinclair	Annually	2	2	Cllrs Clarkson & Sinclair	Cllr Altaf-Khan	
Headington Community Association	Cllrs Baxter, Sinclair	Annually	2	2	Cllrs Baxter & Sinclair		
Health and Wellbeing Board	Cllr Turner	Annually	1	Board Member	Cllr Turner		
Jericho St Barnabas Community Association Management Cttee	Cllrs Cook, Pressel	Annually	2	2	Cllrs Cook & Pressel		
Littlemore Community Association	Cllr Tanner	Annually	1	1	Cllr Tanner		
LGA General Assembly	Cllr Coulter	Annually	1 (Leader or Deputy Leader)	Board Member	Cllr Coulter		
LGA Urban Commission	Cllr Cook	Annually	1	1	DELETE	DELETE	DELETE
Local Government Information Unit	Cllr Darke	Annually	1	1	Cllr Darke		
Modern Art Oxford	Cllrs Clack, Lygo	Annually	2	2	Cllrs Canning & Coulter		
Mortimer Hall Management Committee	Cllrs Darke, Upton	Annually	2	2	Cllrs Darke, Upton		
North Oxford Association	Cllr Campbell, Stuart McCready	Annually	2	2	Nigel Chapman & Cllr Fry (?)	Cllr Gant	

Name of Organisation	Current Representative(s)	Length	Total Number of Council reps allowed	Number to appoint 2014	Nomination - Labour	Nomination - Liberal Democrats	Nomination - Greens
Northway Community Association	Cllrs Altaf-Khan, Lygo	Annually	2	2	Cllrs Anwar & Darke		
Oxford Airport Consultative Committee	Cllr Lloyd-Shogbesan	Annually	1	1	Cllr Lloyd-Shogbesan		
Oxford Asian Cultural Association	Cllrs Clack, Jones, County Cllr Azad	Annually	2	2	Cllr Hayes & County Cllr Azad	Cllr Wilkinson	Cllr Benjamin
Oxford and District Sports and Recreation Association	Cllr Fry	Annually	1	1	Cllr Upton		
Oxford Homeless Pathways	Cllrs Canning, Seamons	Annually	2	2	Cllrs Canning & Seamons		Cllr Brandt
Oxford HUB	Cllrs Canning, Paule	Annually	2	2	Cllrs Canning & Paule		Cllr Thomas
Oxford In Bloom	Bryan Keen	Annually	1	1	Bryan Keen		
Oxford Playhouse	Cllr Curran	Annually	1	1	Cllr Clarkson		
Oxford Poverty Action Trust	Cllr Lygo	Annually	1	1	Cllr Lygo		Cllr Sam Hollick
Oxford Preservation Trust	Cllrs Cook ,Darke, Fry	Annually	3	3	Cllrs Cook, Darke & Fry	Cllr Gotch	Cllr Elise Benjamin
Oxford Sports Council	Cllrs Jones, Lygo	Annually	2	2	Cllrs Rowley & Lygo		
Oxfordshire Buildings Trust	Cllr Gotch	Annually	1	<b>DELETE? 1</b>			
Oxfordshire Community and Voluntary Action	Cllr Clack	Annually	1	1	Relevant Board Member		Cllr Wolff
Oxfordshire County Council School Organisation Stakeholder Group	Cllr Kennedy, (Cllr Smith as substitute)	Annually	1	1	Relevant Board Member		County Cllr Williams
Oxfordshire Ethnic Minorities Enterprise	Cllr Lloyd Shogbesan	Annually	1	1	Cllr Lloyd Shogbesan		Cllr Simmons
Oxfordshire Muesums Council	Cllr Pressel	Annually	1	1	Cllr Pressel		
Oxford Safer Communities Partnership	Cllr Kennedy	Annually	1	Board Member	Relevant Board Member		

Name of Organisation	Current Representative(s)	Length	Total Number of Council reps allowed	Number to appoint 2014	Nomination - Labour	Nomination - Liberal Democrats	Nomination - Greens
Oxfordshire Theatre Company	Cllr Lygo	Annually	1	1	Cllr Lygo		
<b>Oxfordshire Waste Partnership - DELETE</b>	Cllr Tanner	Annually	1	<b>Board Member</b>	Delete	Delete	Delete
<b>Oxfordshire Environmental Partnership</b>	NEW	Annually	1		Cllr Tanner		
Peagusus Theatre	Cllr Lygo	Annually	1	1	Cllr Lygo		Cllr Simmons
Police and Crime Panel	Cllr Kennedy	Annually	1	1	Relevant Board Member		
Regal Community Centre	Cllrs Abbasi, O'Hara	Annually	2	2	Cllr Abbasi and County Cllr Azad		
Risinghurst Community Centre	Cllrs Baxter, Sinclair	Annually	2	2	Cllrs Baxter & Sinclair		
Rose Hill Community Association	Cllr Paule	Annually	1	1	Cllr Paule		
Rose Hill & Donnington Advice Centre	Cllrs Paule, Sanders	Annually	2	2	Cllrs Paule & Sanders		
South East Reserve Forces and Cadets	Cllr Humberstone	Annually	1	1	Cllr Humberstone		
South Oxford Adventure Playground Executive Cttees	Cllr Price	Annually	1	1	Cllr Price		
South Oxford Community Assoc Management Cttees	Cllrs Price, Van Nooijen	Annually	2	2	Cllrs Price & Van Nooijen		
Spatial Planning and Infrastructure	Cllr Price	Leader	1	<b>Board Member</b>	Cllr Price		
The Porch Steppin Stones Centre	Cllr Clarkson	Annually	1	1	Cllr Clarkson		Cllr Wolff
West Oxford Community Association	Cllrs Cook, Pressel	Annually	2	2	Cllrs Cook & Pressel		
<b>Wood Farm Community Association- DELETE</b>	Cllrs Lygo, McManners	Annually	2	2	Delete	Delete	Delete

## Charities

Name of Organisation	Current Representative(s)	Length	Total Number of Council reps allowed	Number to appoint 2014	Nomination - Labour	Nomination - Liberal Democrats	Nomination - Greens
<b>Alice Smith Trust and Sarah Nowell Educational Organisation</b>	Cllr Smith (2017), Cllr Paule (2017)	4 Years -	2	0			
<b>City of Oxford Charity</b>	Cllrs <b>Fooks (2014)</b> Coulter (2016), Curran (2016), Sanders (2016), Jones (2017) Elizabeth Hilliard (2016)	4 Years - Appoint 1 <b>Cllr Fooks (March 2014)</b>	6	1		<b>Cllr Fooks</b>	
<b>Elder Stubbs Charity</b>  483	Cllrs Abbasi (Oct 2017), <b>Susan Heeks (Sept 2013), Chip Sherwood (Nov 2013), Cllr Benjamin (Nov 2014)</b> , Judith Harley (Oct 2015), Bryan Keen (April 2015),	4 years - Appoint 3 <b>Susan Heeks (Sept 2013), Chip Sherwood (Nov 2013), Cllr Benjamin (Nov 2014)</b>	6	3	<b>Cllrs Tarver and Simm</b>		<b>Cllr Benjamin</b>
<b>Headington Parish Charity</b>	Cllrs Clarkson, (2015) Rundle (2015) and Wilkinson (2015)	4 Years	1	0			
<b>Katherine Rawson Trust</b>	Cllrs Goddard (2015), Gotch (2016), Margaret Broadbent (2016)	4 Years	1	0			
<b>Old Marston Charities Trust</b>	Cllrs Clarkson, Haines	Annually	2	2	<b>Cllr Clarkson,</b>		
<b>Oxford Leon Trust</b>	Cllrs Rowley (2014), Tanner(2015), Williams (2015)	4 Years	3	1	<b>Cllr Rowley</b>		

<b>Name of Organisation</b>	<b>Current Representative(s)</b>	<b>Length</b>	<b>Total Number of Council reps allowed</b>	<b>Number to appoint 2014</b>	<b>Nomination - Labour</b>	<b>Nomination - Liberal Democrats</b>	<b>Nomination - Green</b>
<b>Non Ecclesiastical Charities of St Mary Magdalen</b>	Cllrs Brown (2016) & Mills (2014)	4 Years	2	1	<b>Cllr Rowley</b>		
<b>Parochial Charities of St Clements</b>	Cllrs Clack (2016) and Jones (2014)	For length of Cllr's term	1	0			
<b>St Aldate's Parish Charity</b>	Cllrs Kennedy (2016) and Mills (2016)	4 Years	2	1			
<b>Susan Kidd</b>	Catherine Hilliard (June 2014), Cllr Wade (June 2015)	4 Years	2	1	<b>Cllr Upton</b>	<b>Catherine Hilliard</b>	

**To:** City Executive Board

**Date:** 3 July 2014

**Report of:** Regeneration and Major Projects Service Manager

**Title of Report:** Acquisition of Intermediate Leasehold, Horspath Road Industrial Estate

## Summary and Recommendations

**Purpose of report:** To seek approval to acquire the intermediate leasehold interest of Horspath Road Industrial Estate, Oxford.

**Key Decision?** Yes

**Executive lead member:** Councillor Ed Turner, Board Member for Finance, Asset Management and Public Health

**Policy Framework:** Corporate Plan  
Efficient Effective Council

### **Recommendations:**

1. To approve the acquisition of an intermediate leasehold interest in land and buildings forming the Horspath Road depot site on the terms set out in the Not for Publication Confidential Appendix 2 of this report.

### **Appendices to report:**

Appendix 1 - Risk Register

Appendix 2 - Not for publication confidential appendix

### **Background**

1. Horspath Road Depot is currently used by Direct Services as its main 'store' operation on the ground floor, whilst upper floors are currently in use as a 'Tenant Resource' centre along with some vacant office space.
2. The property has multi-layered property interests, with the Freehold site owned by the City Council, but subject to a long lease to 2061 at £325 pa

which is now owned ELQ UK Properties Limited. The council then has a sub lease back with 6 years remaining at a rental of £116,325 rising to £131,850 in September 2015 – this sublease is held on Full Repairing and Insuring terms (FRI) and therefore the council is wholly responsible financially for the building.

3. The property comprises a reinforced concrete frame structure, with brick cladding and curtain walling to the Horspath Road frontage. The building was constructed in the mid to late 1960s and is in a reasonable state of repair considering the age and nature of the building and its current fit-out. Notwithstanding this it is still considered likely that there will be an element of dilapidations liability at the expiry of the lease should the Council wish to exit at this time in 2020.
4. The Gross Internal Area is 21,518 sq ft and the site area is circa 0.76 acres. The ground floor provides 11,921 sq ft of general warehouse accommodation with a floor to ceiling height of 4.6 metres. The first floor, accessed by 2 staircases and 1 lift provides 9,596 sq ft of medium grade office accommodation.
5. Although an enduring need for a dedicated stores facility has been debated over the years, this remains an essential part of the Direct Services business model for housing repairs and maintenance. Therefore it is assumed that the facility will be required in the medium term.
6. Negotiations have been underway with the intermediate leaseholder and its predecessors for an extensive period for the council to acquire this interest, which would effectively merge the interests and create an unencumbered freehold interest for the Council.
7. The acquisition would deliver revenue savings of £116k pa rising to £131k pa in 2015 and removal of potential dilapidations liability at expiry of the Council's sub lease in the likely order of £250k, along with the "softer" benefits of flexibility of use and occupation and potential upside of future development/ disposal prospects in the event of future exit of the property.
8. The Regeneration and Major Projects team therefore recommend a purchase of the intermediate leasehold interest in land and buildings forming the Horspath Road depot site on the terms set out on terms set out in the Not for Publication Confidential appendix 2, as this will provide attractive revenue savings, is low risk and supports the business model of Direct Services.

### **Planning Implications**

9. There are no planning implications. The site is to continue in its existing use.

### **Risk Implications**



10. A risk assessment has been undertaken and the risk register is attached as Appendix 1.

### **Sustainability and Climate Change Implications**

11. None

### **Equalities Implications**

12. No implications arising

### **Financial Implications**

13. Elimination of rental outgoing of £115k rising to £132k in 2015, as per the Not for Publication Confidential Appendix 2.

14. Capital is allocated in the council's capital programme to make this acquisition and therefore the proposed price is within the budget allocated (as contained in the Not for Publication Confidential Appendix 2).

### **Legal Implications**

15. The transaction will be structured as a surrender of the intermediate leasehold for a reverse premium payable by the council to the leaseholder. Following the completion all leasehold interests will be merged in order that the council owns the unfettered freehold interest.

#### **Name and contact details of author:-**

Richard Hawkes  
Corporate Asset Manager  
Regeneration and Major Projects  
Tel: 01865 252124 e-mail: rhawkes@oxford.gov.uk

**List of background papers: none**

## Appendix 1 - Report Risk Register

No.	Risk Description	Gross Risk		Cause of Risk	Mitigation	Current Risk	Further Management of Risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness	Residual Risk	
Risk Score	<b>Impact Score:</b> 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic					<b>Probability Score:</b> 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain					
		I	P			I	P			I	P
1	The stores facility is no longer required by DS	3	2	Changes to business model and supply chain of DS meaning storage facility no longer required.	Development potential of the site with an unencumbered freehold ownership and in addition to adjacent ownership by the council. In addition this will be easier to dispose of the freehold interest rather than the current sub-lease interest.	2	1	Continual dialogue with DS and consideration of alternative development potential in accordance with any depot rationalisation strategy.		1	1
2	The acquisition does not proceed to completion	4	2	Leaseholder decides not to proceed	Complete transaction as quickly as possible.	3	1	Target exchange and completion date set of 24.6.14 to prevent the need for the council to pay a further quarter's rent of circa £10k.		1	1

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## CITY EXECUTIVE BOARD

**Wednesday 11 June 2014**

**COUNCILLORS PRESENT:** Councillors Price (Leader), Kennedy, Seamons and Tanner.

**OFFICERS PRESENT:** Jackie Yates (Executive Director Organisational Development and Corporate Services), Nigel Kennedy (Head of Finance) and Sarah Claridge (Committee and Member Services Officer)

### **1. WELCOME BY CHAIR**

The Chair welcomed everyone and explained that the special meeting was so a loan could be agreed prior to the school holidays. The Board was agreeing in principle and any loan would be subject to legal terms of reference.

### **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Turner, Sinclair, Simm, Brown, Lygo and Rowley. Apologies were also received from Peter Sloman.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **4. PUBLIC QUESTIONS**

There were no public questions.

### **5. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA**

#### Item 4: Loan to the Low Carbon Hub

Councillor Fooks asked the following questions to Councillor Tanner:

What are the administrative costs of this loan (paragraph 26)?

The loan will be paid in instalments as needed. On-going monitoring of the investment in the City will need to take place, which will incur additional cost.

Where is the money coming from?

Council is using surplus funds from the Treasury Management Strategy to make the short term loan, it is not coming from the capital budget.

## **6. LOW CARBON HUB LOAN FACILITY**

The Head of Finance submitted a report (previously circulated, now appended) considering the approval of a loan facility to the Low Carbon Hub (IPS) to facilitate the implementation of a number of renewable energy schemes.

Councillor Tanner presented the report to the Board and listed the following reasons why the £2.3M loan to Low Carbon Oxford was a good investment:

- It would be good for the environment and would help reduce Oxfordshire's carbon footprint.
- It would benefit businesses and schools within the city.
- It was a good investment with a good rate of return.

The Head of Finance informed the Board that on average the Council could expect 0.89% return on investments, whilst the short term loan is offering 5% p.a (approx. £34,000) A fifth of the investment from the loan will go to Oxford City schools and businesses.

The risk of the share issue not returning the £2.3M is low, as the last time Low Carbon Oxford has a share issue they were oversubscribed. Regardless of this, a contract to safeguard the City's investment is being drawn up.

The Council is working on the terms of the loan with the Low Carbon Hub and a written Heads of Terms is expected on Monday.

The City Executive Board resolved to AGREE:

1. That a fixed term loan facility for the Low Carbon Hub (IPS) be set up capped at £2.3 million on the basis that whenever monies are drawn down from the facility to fund individual renewable energy community projects. The sum drawn down will be repaid with 5% interest following a community share issue for that project, with the potential to revolve the facility to provide funding for other renewable projects in the pipeline.
2. That the potential to revolve the loan facility to provide funding for other renewable projects in the pipeline is built into the agreement subject to the successful repayment of the initial and subsequent loans.
3. That the Board delegates the authority to enter into an appropriate Loan Agreement with the Low Carbon Hub (IPS) to the Section 151 Officer and Monitoring Officer in consultation with the Chief Executive Officer.

## **7. FUTURE ITEMS**

None

## **8. MINUTES**

The minutes of the meeting held on 23 May 2014 were approved as a correct and accurate record.

## **9. MATTERS EXEMPT FROM PUBLICATION**

The City Executive Board resolved to exclude the press and public from the meeting during consideration of the items in the exempt from publication part of the agenda in accordance with the provisions in 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 after passing the resolution contained in minute 6

The Board received and noted the contents of the not for publication appendix to the reports at item 4 (minute 6 refers).

**The meeting started at 1.30 pm and ended at 1.50 pm**

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