

# Agenda

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## City Executive Board

Date: **Thursday 15 December 2016**

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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:

**Sarah Claridge, Committee and Member Services Officer**

Telephone: 01865 529920

Email: [executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)

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As a matter of courtesy, if you intend to record the meeting please let the Committee Services Officer know how you wish to do this before the start of the meeting.

# City Executive Board

## Membership

<b>Chair</b>	Councillor Bob Price	Corporate Strategy and Economic Development
	Councillor Ed Turner	Finance, Asset Management and Public Health
	Councillor Susan Brown	Customer and Corporate Services
	Councillor Alex Hollingsworth	Planning and Regulatory Services
	Councillor Pat Kennedy	Young People, Schools and Skills
	Councillor Mike Rowley	Housing
	Councillor Christine Simm	Culture and Communities
	Councillor Dee Sinclair	Community Safety
	Councillor Linda Smith	Leisure, Parks and Sport
	Councillor John Tanner	A Clean and Green Oxford

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

Future items to be discussed by the City Executive Board can be found on the Forward Plan which is available on the Council's [website](#)

### **HOW TO OBTAIN A COPY OF THE AGENDA**

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A copy of the agenda may be:-

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# AGENDA

## PART ONE PUBLIC BUSINESS

### Pages

- 1 APOLOGIES FOR ABSENCE
- 2 DECLARATIONS OF INTEREST
- 3 ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC  
(15 MINUTES TOTAL)
- 4 COUNCILLORS ADDRESSES ON ANY ITEM FOR DECISION ON  
THE BOARD'S AGENDA
- 5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES (10  
MINUTES IN TOTAL)
- 6 ITEMS RAISED BY BOARD MEMBERS
- 7 SCRUTINY COMMITTEE REPORTS
  - a AIR QUALITY
  - b SCRUTINY RESPONSE: DEVELOPMENT OF A RECYCLING  
TRANSFER STATION  
Report to follow.
  - c SCRUTINY RESPONSE: TREASURY MANAGEMENT  
PERFORMANCE: ANNUAL REPORT AND PERFORMANCE  
2016/17  
Report to follow.
  - d SCRUTINY RESPONSE\_ QUARTERLY PERFORMANCE  
REPORT Q2  
Report to follow

13 - 16

## 8 QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q2

17 - 32

**Lead Member:** Councillor Turner, Board Member for Finance, Asset Management and Public Health

The Heads of Financial Services and Business Improvement have submitted a report which outlines the Council financial risk and performance as at 30 September 2016.

**Recommendations:** That the City Executive Board resolves to:

1. **Note** the projected financial outturn and current position on risk and performance as at the 30 September 2016;
2. **Agree** the transfer of the projected underspend on Corporate Contingencies of £1.5 million to the Capital Financing Reserve as set out in paragraph 12.

## 9 BUDGET 2017/2018

33 - 176

**Lead Member:** Councillor Turner, Board Member for Finance, Asset Management and Public Health

The Head of Financial Services has submitted a report which proposes a Medium Term Financial Strategy and the 2017/18 Budget for consultation

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** the 2017-18 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-9, noting :
  - a. the Council's General Fund Budget Requirement of £21.256 million for 2017/18 and an increase in the Band D Council Tax of 1.99% or £5.67 per annum representing a Band D Council Tax of £290.19 per annum
  - b. the Housing Revenue Account budget for 2017/18 of £44.285 million and a reduction of 1% (£1.06/wk) in social dwelling rents from April 2017 giving a revised weekly average social rent of £105.65 as set out in Appendix 4
  - c. the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.

2. **Agree** not to implement the voluntary 'Pay to Stay' policy for Council house tenants (para 9)
3. **Agree** the fees and charges shown in Appendix 7
4. **Delegate authority** to the Section 151 Officer in consultation with the Board Member for Finance and Assets the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 20-21 below.
5. **Recommend to Council** an additional loan of up to £50,000 for working capital to Oxwed as highlighted in paragraph 50
6. **Recommend to Council** provision of a loan facility to Oxford City Housing Ltd of up to £60.850 million (para 48) subject to the provision of; and agreement to a business case by the Company. This replaces all previous recommendations agreed by City Executive Board.

**10 TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2016/17**

177 - 186

**Lead Member:** Councillor Turner Board Member for Finance, Asset Management and Public Health

The Head of Financial Services has submitted a report which outlines the performance of the treasury management function for the 6 months to 30 September 2016.

**Recommendations:** That the City Executive Board resolves to:

1. **Note** the performance of the treasury management function for the six months to 30 September 2016

**11 HOMELESS ACCOMMODATION PROPERTY INVESTMENT AND RETAINED RIGHT TO BUY CAPITAL RECEIPTS QUALIFYING EXPENDITURE**

187 - 196

**Lead Member:** Councillor Turner Board Member for Finance, Asset Management and Public Health, and Councillor Rowley, Board member for Housing

The Heads of Housing and Property Services; and Financial Services have submitted a report which seeks project approval for the purchase of temporary homeless accommodation in order to utilise retained capital receipts and deliver General Fund savings.

**Recommendations:** That the City Executive Board resolves to:

1. **Note** that the proposal set out in this report has informed the budget setting process and that the implications are contained within the Consultation Budget which appears elsewhere on the agenda;
2. **Give project approval** to the proposals, to purchase accommodation, as set out in this report, and within the allocated capital budget.

## 12 TRANSFER STATION FOR RECYCLED MATERIAL

197 - 210

**Lead Member:** Councillor Tanner Board Member for A Clean and Green Oxford

The Executive Director for Community Services has submitted a report which proposes to create and operate a Council managed transfer station for co-mingled recyclate, green waste, street arisings and engineering works spoil.

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** the project to create and manage a recycling transfer station, as described in this report. Subject to approval of funding by council in the 2017/18 budget.
2. **Seek** planning approval and an environment permit for the proposed recycling transfer station. Authorise officers to incur the costs relating to the preparation of the application and permit.
3. **Delegate authority** to the Director of Community Services, in consultation with the Council's s151 and Monitoring Officers and subject to the receipt of satisfactory planning consent, to proceed with the creation of the recycling transfer station.
4. **Delegate authority** to the Director of Community Services to enter into a contract for the construction of the Recycling Transfer Station facility following a procurement process in accordance with the councils approved procedures

## 13 SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD

211 - 268

**Lead Member:** Councillor Tanner Board Member for Climate Change and Cleaner Greener Oxford

The Executive Director for Community Services has submitted a report

which seeks approval for the publication and submission of Oxford's sustainable energy action plan ('Low Carbon Oxford: A Route Map to 2020') to the EU Covenant of Mayors scheme.

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** the 'Low Carbon Oxford: A Route Map to 2020' report and the accompanying Sustainable Energy Action Plan to the European Commission's Covenant of Mayors initiative.
2. **Delegate authority** to the Executive Director of Community Services to amend and agree the final text and design; and then submit the Low Carbon Oxford: A Route Map to 2020' report and the accompanying Sustainable Energy Action Plan to the European Commission's Covenant of Mayors initiative.
3. **Recommend that Council** notes that the submission of the Sustainable Energy Action Plan to the Covenant of Mayors fulfils the Council's decision of 20 July 2015 to sign up to the Compact of Mayors as these two initiatives are merging into a single global initiative.

## 14 **DEVOLUTION**

**Lead Member:** Councillor Price Board Member for Corporate Strategy and Economic Development

Report to follow

## 15 **COMMERCIAL WASTE COLLECTION CAPACITY**

269 - 272

**Lead Member:** Councillor Tanner, Board Member for A Clean and Green Oxford

The Head of Direct Services has submitted a report which seeks approval for investment to expand the commercial waste fleet collection capacity.

**Recommendations:** That the City Executive Board resolves to:

1. **Delegate authority** to the Executive Director, Community Services in consultation with the Head of Finance to:-
  - I. Add an additional refuse collection vehicle (RCV) to the vehicle replacement programme and place an order for this vehicle now.
  - II. Create two permanent posts, one driver and one loader, to crew the additional RCV.

**Recommend that Council** note the implications of this bid which will

be considered as part of the Council's Consultation Budget proposals

**16 MINUTES**

273 - 278

Minutes of the meeting held on 17 November 2016

**Recommendation:** The City Executive Board NOTES the minutes of the meeting held on 17 November 2016 as a true and accurate record.

**17 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**

**18 APPENDIX 1\_ COMMERCIAL WASTE COLLECTION CAPACITY**

279 - 284

**Lead Member:** Councillor Tanner, Board Member for A Clean and Green Oxford

Exempt under paragraph 3 Part 1, Schedule 12 of the Local Government Act 1972

Information relating to the financial or business affairs of the Council

## **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.

## **HOW OXFORD CITY COUNCILLORS AND MEMBERS OF THE PUBLIC CAN ENGAGE AT THE CITY EXECUTIVE BOARD**

### **Addresses and questions by members of the public, (15 minutes in total)**

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Thursday meeting, the deadline would be 9.30am on the Tuesday). Questions can be submitted either by letter or by email ([executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Board member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

### **Councillors speaking at meetings**

Oxford City councillors may, when the chair agrees, address the Board on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, 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.

### **Councillors speaking on Neighbourhood issues (10 minutes in total)**

Any City Councillor can raise local issues on behalf of communities directly with the Board. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Board within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

### **Items raised by Board members**

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Board decision. Any item which requires a decision of the Board will be the subject of a report to a future meeting of the Board

- a)
- b)

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