

Agenda

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City Executive Board

Date: **Wednesday 7 December 2011**

Time: **5.00 pm**

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

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City Executive Board

Membership

Chair

Councillor Bob Price	Corporate Governance and Strategic Partnerships
Councillor Ed Turner	Finance and Efficiency
Councillor Antonia Bance	Stronger Communities
Councillor Colin Cook	City Development
Councillor Van Coulter	Leisure Services
Councillor Mark Lygo	Parks and Sports
Councillor Joe McManners	Housing Needs
Councillor Val Smith	Regeneration
Councillor John Tanner	Cleaner, Greener Oxford
Councillor Bob Timbs	Crime and Community Safety

The quorum for this meeting is three members. Substitutes are not permitted.

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

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

3 PUBLIC QUESTIONS

When the chair agrees, questions from the public for up to 15 minutes – these must be about the items for decision at the meeting (excluding the minutes) and must have been given to the Head of Law and Governance by 9.30am two clear working days before the meeting (email 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

1 - 16

The following Scrutiny reports are being submitted to this meeting:-

- Benefits Fundamental Service Review (agenda item 18 refers)
- Partnership Working and Increasing Public Involvement in Decision-Making
- Asset Management Framework

There may also be written or oral Scrutiny reports on these matters following the meeting of the Finance and Performance (Scrutiny) Panel on 29th November:-

- ❖ HRA 30 Year Business Plan (agenda item 8 refers)
- ❖ Budget Monitoring (agenda item 10 refers)
- ❖ Performance Monitoring (agenda item 11 refers)
- ❖ Treasury Management Strategy (agenda item 12 refers)

5	LEISURE FEES AND CHARGES 2012/13	17 - 34
	Lead Member: Councillor Coulter Report of the Head of Leisure and Parks	
	This report reviews fees and charges for 2012/13 for leisure facilities operated on the Council's behalf by Fusion Lifestyle. It recommends that fees and charges generally be increased by 4.5% as from 1 st January 2012 but that Bonus concessionary memberships should not increase.	
6	CAR PARKS CHARGES - REVIEW	35 - 38
	Lead Member: Councillor Cook Report of the Head of Direct Services	
	This report reviews charges and parking arrangements at City centre, suburban, park and ride, coach, lorry and bus and Parks car parks. It recommends changes to the charge and to parking arrangements for coach parking as from 1 st February 2012 but does not recommend any other variations to parking charges.	
7	CONSULTATION BUDGET	39 - 156
	Lead Member: Councillor Turner Report of the Head of Finance	
	This report presents the Council's Medium Term Financial Strategy for 2012/13 to 2015/16 and the Council's Budget for 2012/13 for consultation.	
8	HRA 30 YEAR BUSINESS PLAN	157 - 204
	Lead Member: Councillor McManners Report of the Executive Director for Regeneration and Housing	
	This report explains that the current Housing Revenue Account (HRA) regime will end at the end of March 2012. It says that financial control and responsibility for Council housing will then revert to local authorities in exchange for a final capital settlement or payment. As part of the preparation for the new regime local housing authorities	

have to agree an HRA Business Plan. This report recommends the undertaking of consultation on the Council's current HRA Business Plan.

9 CORPORATE PLAN - CONSULTATION 205 - 258

Lead Member: Councillor Price

Report of the Head of Policy Culture and Communications

This report recommends targets and wording for the Corporate Plan for 2012 – 2017 and consultation upon them.

10 PERIODIC REPORTING - FINANCE 2011/12 259 - 280

Lead Member: Councillor Turner

Report of the Head of Finance

This report sets out the forecast outturn position for the Council's Revenue and Capital Budgets for 2011/12. It also sets out certain information on key financial indicators in order to provide an assessment of the overall financial health of the Council. The report recommends the Board to note the position.

11 PERIODIC REPORTING - PERFORMANCE 2011/12 281 - 290

Lead Member: Councillor Price

Report of the Head of Business Improvement

This report contains information on the Council's progress against twenty Corporate Plan targets over the period April – September 2011. It asks the Board to note the position.

12 TREASURY MANAGEMENT STRATEGY - HALF YEAR REVIEW 291 - 302

This report details the performance of the Council's Treasury Management function over the period April to September 2011. It recommends the Board to note the performance and to note proposed changes in operational investment activities for the remainder of the current financial year.

13	PLAYING PITCHES STRATEGY - CONSULTATION	303 - 488
	Lead Member: Councillor Lygo Report of the Head of Leisure and Parks	
	This report presents a draft Playing Pitches Strategy for public consultation.	
14	GREEN SPACES STRATEGY - CONSULTATION	489 - 532
	Lead Member: Councillor Lygo	
	This report presents a draft Green Spaces Strategy for public consultation.	
15	NEW CEMETERY SPACE PROJECT	533 - 548
	Lead Member: Councillor Lygo Report of the Head of Leisure and Parks	
	A study was undertaken to consider existing cemetery provision. Surveys and assessments were undertaken to determine when the existing cemeteries would run out of space for new burial plots. The study also involved a thorough land appraisal covering all land owned by the City Council to establish which sites would have potential for development as new cemetery space.	
	This report sets out the findings of that study. It recommends:-	
	<ol style="list-style-type: none">1. That in principle the Council agrees to the provision of additional burial space and to remain a provider of burial services;2. That further work (as referred to in paragraphs 5.4 and 5.5 of the report) is carried out at a site adjacent to the Horspath athletics ground on the north side of Oxford Road, Horspath in order to assess viability in advance of a full business case being developed.	
16	OUT OF HOURS CALL HANDLING CONTRACT	549 - 554
	Lead Member: Councillor Smith Report of the Head of Business Improvement	

This report seeks project approval for the provision of out of hours call handling and a lone worker monitoring system. It asks the Board to delegate authority to the Executive Director, City Services to enter into a contract for these two services for a three year period with the possibility of a two year extension.

17 ENVIRONMENTAL HEALTH SERVICE REQUESTS CONFIGURATION

555 - 576

Lead Member: Councillor Tanner

Report of the Head of Environmental Development

This report says that the Environmental Development Service Area has been set a revenue budget saving. It describes changes to the response to low priority services to achieve the saving and asks the Board to agree these for implementation by the Head of Service.

18 BENEFITS FUNDAMENTAL SERVICE REVIEW

577 - 602

Lead Member: Councillor Smith

Report of the Executive Director for City Services

This report explains that it is the Council's intention to deliver a robust benefits service that achieves upper quartile performance in terms of the time taken to process all claims, reducing the overall cost to the local tax payer, reducing the unit cost of the process and improving the quality of the service to the end user. To this end the report:-

- ❖ Looks at potential design principles and concepts for the fundamental service review
- ❖ Seeks agreement to the benefits service standards as informed by the customer and stakeholder consultation

The report recommends the Board to:-

1. Approve the Benefits performance standards as follows -
 - ❖ Process new benefit claims within 14 days
 - ❖ Process changes in circumstances within 10 days
2. Note the proposed reconfiguration of the service to achieve the efficiency savings in the budget and meet customers'

reasonable expectations.

3. Note that the processing of new benefit claims in 2010/11 was in the top quartile for performance nationally according to the Department for Work and Pensions and that the position was maintained in Quarter 1 of 2011/12.

19 APPLICATION OF FEED-IN TARIFF TO COUNCIL BUILDINGS

603 - 608

Lead Member: Councillor Tanner

Report of the Executive Director for City Services

This report seeks approval to proceed with the pilot of a scheme to realise the benefits of a feed-in tariff. It recommends:

1. To grant project approval for the installation of photovoltaics on the buildings referred to in the report;
2. To make available £670,000 capital money to fund the project and include in the General Fund and Housing Revenue Account capital programme subject to sufficient shortfall being identified in the Quarter 3 monitoring report;
3. To authorise the executive Director, City Services to undertake the project subject to the payback period not exceeding 15 years.

20 LIVING WAGE - OXFORD - REVIEW

609 - 618

Lead Member: Councillor Price

Report of the Head of People and Equalities

This report reviews the Oxford living wage and recommends the Board to increase the level of the Oxford minimum wage to £8.01 per hour with effect from 1st January 2012 thus ensuring the hourly rate better reflects the cost of living in Oxford.

21 PLANNING MONITORING - ANNUAL REPORT 2010-2011

619 - 688

Lead Member: Councillor Cook

Report of the Head of City Development

This report asks the Board to approve the Annual Planning Monitoring Report for submission to the Secretary of State.

22 SUSTAINABLE STRATEGY FOR OXFORD - CONSULTATION OUTCOME

689 - 716

Lead Member: Councillor Tanner

Report of the Head of Environmental Development

This report asks the Board to consider the outcome of consultation on a draft Sustainability Strategy for Oxford for the years 2011 – 2020 and to recommend Council to adopt the Strategy as part of the Council's Policy Framework.

23 PARLIAMENTARY CONSTITUENCY REVIEW

717 - 720

Lead Member: Councillor Price

Report of the Head of Law and Governance

This report summarises the Boundary Commission for England's initial proposals for the redrawing of parliamentary constituencies in England. It recommends the Board to comment as follows:-

1. To support the proposal to transfer Carfax Ward from the Oxford East parliamentary constituency to the Oxford West and Abingdon parliamentary constituency;
2. Not to support the proposed name for the new Oxford constituency and to represent that it should retain its present name of Oxford East;
3. Not to support the proposed name for the new Abingdon and Oxford North constituency and to represent that it should retain its present name of Oxford West and Abingdon.

24 POSITIVE FUTURES PROGRAMME - DEVELOPMENT

721 - 734

Lead Member: Councillor Bance

Report of the Head of Housing and Communities

This report concerns the business model for the Positive Futures Team's delivery of youth activities for vulnerable young people. It recommends approval of the in-house delivery and commissioning

model as the Council's approach for delivering activities to vulnerable young people, supported by the Council's strategy to optimise fees and charges, but that the Service should look critically at different options for future service delivery.

25	CORPORATE EQUALITIES SCHEME	735 - 782
	Lead Member: Councillor Price Report of the Head of People and Equalities	
	This report presents a Corporate Equalities Scheme for 2012 – 2015 for adoption and subsequent implementation.	
26	HOUSING STRATEGY - CONSULTATION	783 - 850
	Lead Member: Councillor McManners Report of the Executive Director for Regeneration and Housing	
	This report presents a draft Housing Strategy for public consultation.	
27	ICT STRATEGY	851 - 904
	Lead Member: Councillor Price Report of the Head of ICT Strategy	
	This report presents a strategy for the procurement and management of the Council's IT systems for the next five years and asks the Board to agree it and the related action plan.	
28	PERFORMANCE IMPROVEMENT FRAMEWORK	905 - 938
	Lead Member: Councillor Turner Report of the Head of Business Improvement	
	This report presents a Performance Improvement Framework for 2011 – 2015 and asks the Board to agree it.	

29 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.

30 MINUTES

939 - 944

Minutes of the meeting held on 21st September 2011

PART TWO
MATTERS EXEMPT FROM PUBLICATION

31 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.

DECLARING INTERESTS

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

What do I need to do if I have a personal interest?

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

What is a prejudicial interest?

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.