

Agenda

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City Executive Board

Date: **Wednesday 4 April 2012**

Time: **5.00 pm**

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

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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	Customer Services and 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 - 62

The following scrutiny committee reports have been submitted to this meeting:-

- (1) Select Committee Report on Public Health
- (2) Corporate Plan Targets (agenda item 16 refers)

5 HOUSING STRATEGY - CONSULTATION OUTCOME

63 - 146

Lead Member: Councillor McManners
Report of the Head of Housing and Communities

The Board approved for consultation a draft Housing Strategy for the period 2012-2015 in December 2011. This report looks at the outcome of that consultation. The report recommends the Board to recommend Council to adopt the Housing Strategy into the Policy Framework. The report recommends the Board (subject to the adoption by Council of

the Strategy) to approve an associated Action Plan to deliver the Strategy.

6 HOUSING BENEFIT RISK BASED VERIFICATION POLICY

147 - 162

Lead Member: Councillor Smith

Report of the Head of Customer Services

The Council intends to adopt a risk based approach for determining evidence requirements in support of new claims for housing benefit. The Department for Work and Pensions have advised that any local authority taking this approach must have a policy in place stating the evidence required for each risk category. This report contains that policy.

The report explains risk based verification in the context of the assessment of new housing benefit and Council Tax benefit claims. The report recommends the Board to adopt the process of risk based verification for housing benefit and Council Tax benefit claims in accordance with the policy the report describes.

7 PREVENTING HOMELESSNESS - GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS - 2012/13

163 - 178

Lead Member: Councillor McManners

Report of the Head of Housing and Communities

This report explains that the Council has been awarded in excess of £1 million Government grant for preventing homelessness, and that the Council itself has a homelessness grants budget of just under £500,000 for the same purpose. The budgets are for allocation to organisations involved in the field of homelessness prevention. The report recommends the allocation of the budget sums and the retention of a sum for future allocation.

8 ANNUAL LETTINGS PLAN - ALLOCATIONS PERCENTAGES 2012/13

179 - 196

Lead Member: Councillor McManners

Report of the Head of Housing and Communities

This report is the one that is presented to the Board each year asking the Board to:-

- (a) note the performance against last year's lettings plan;

(b) recommend Council to agree the lettings plan for the forthcoming year.

9 PLAYING PITCHES AND OUTDOOR SPORTS STRATEGY - CONSULTATION OUTCOME 197 - 416

Lead Member: Councillor Lygo
Report of the Head of Leisure and Parks

The Board approved for consultation a draft Playing Pitches Strategy in December 2011. This report looks at the outcome of that consultation. The report recommends the Board to recommend Council to adopt the Playing Pitches Strategy into the Policy Framework.

10 CULTURE STRATEGY - CONSULTATION 417 - 436

Lead Member: Councillor Price
Report of the Head of Policy, Culture and Communications

Council adopted a three year Culture Strategy in September 2009. This report recommends consultation upon a further three year Strategy and reviews progress against the current Plan.

11 FUSION ANNUAL SERVICE PLAN 2012/13 437 - 518

Lead Member: Councillor Coulter
Report of the Head of Leisure and Parks

This report asks the Board to endorse Fusion Lifestyle's annual service plan for the management of the Council's leisure facilities for 2012/13.

12 ENVIRONMENTAL DEVELOPMENT ENFORCEMENT POLICY 519 - 540

Lead Member: Councillor Tanner
Report of the Head of Environmental Development

The Board adopted an environmental development enforcement policy in April 2008. This report reviews the policy and recommends adoption of an updated policy in the light of changes to legislation and statutory advice.

13 THE GREEN DEAL - DELIVERY

541 - 558

Lead Member: Councillor Tanner

Report of the Executive Director for City Services

This report responds to the Government's consultation document on the 'Green Deal'. At a national level the UK needs to become more energy efficient to reduce its greenhouse gas emissions. At a local level the Green Deal will enable households and businesses to improve the energy efficiency of their properties. The report explains how the Green Deal could be taken forward in Oxford and recommends that the Council:-

- (a) Takes a partnership approach to the implementation of the Green Deal;
- (b) Works with partners to form what is styled Green Deal Plus arrangements locally;
- (c) Authorises officers to make grants available from Green Deal funding in the Council's budget in line with the criteria set out in the report.

14 RAMSAY HOUSE, ST EBBE'S STREET - LETTING

559 - 566

Lead Member: Councillor Turner

Report of the Head of Corporate Assets

This report recommends the letting of Ramsay House, 10 St Ebbe's Street, recently occupied by the Council. It also recommends the Board to recommend Council to vary the Budget to include £300,000 for refurbishment of the cooling system (that is becoming outdated) at the premises, thereby increasing the value of the building.

There is a not for publication Appendix to this report.

15 LOCAL DEVELOPMENT SCHEME 2011-2014 - AMENDMENTS

567 - 570

Lead Members: Councillors Cook and Turner

Report of the Head of City Development

This report proposes amendments to the Council's Local Development Scheme in respect of the timetables for the Barton Area Action Plan, the Sites and Housing Development Plan document, the Northern Gateway Area Action Plan, the Community Infrastructure Levy charging schedule and the Section 106 and Affordable Housing Supplementary Planning document.

16	CORPORATE PLAN 2012 - 2016 - TARGETS	571 - 580
	<p>Lead Member: Councillor Price</p> <p>Report of the Head of Business Improvement and the Head of Policy, Culture and Communications</p> <p>This report proposes Corporate Plan targets for 2012-2016 and asks the Board to recommend them to Council.</p>	
17	REGULATION OF INVESTIGATORY POWERS ACT - CHANGES TO ARRANGEMENTS	581 - 594
	<p>Lead Member: Councillor Price</p> <p>Report of the Head of Law and Governance</p> <p>This report proposes changes to the Council's Regulation of Investigatory Powers Act procedure. The recommendations for change, following the annual external inspection of policies and procedures, are set out in paragraph 2 and the revised procedure takes these recommendations on board.</p>	
18	FUTURE ITEMS	
	<p>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.</p>	
19	MINUTES	595 - 606
	<p>Minutes of the meeting held on 8th February 2012</p>	
20	MATTERS EXEMPT FROM PUBLICATION	
	<p>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.</p> <p>The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the</p>	

exemption outweighs the public interest in disclosing the information.

PART TWO

MATTERS EXEMPT FROM PUBLICATION

21 RAMSAY HOUSE, ST EBBE'S STREET - LETTING

607 - 608

Lead Member: Councillor Turner

Not for publication Annex to report of the Head of Corporate Assets at agenda item 14

Not for publication – Paragraph 3, Schedule 12A, Local Government Act 1972 – information relating to financial or business affairs.

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.