

# Agenda

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## Council

Date: **Monday 23 April 2012**

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Time: **5.00 pm**

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Place: **Council Chamber, Town Hall**

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For any further information please contact:

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# Council

## Membership

**Lord Mayor**

**Councillor Elise Benjamin**

**Deputy Lord Mayor**

**Councillor Alan Armitage**

**Sheriff**

**Councillor Jean Fooks**

**Councillor Mohammed Abbasi**

**Councillor Mohammed Altaf-Khan**

**Councillor Antonia Bance**

**Councillor Laurence Baxter**

**Councillor Tony Brett**

**Councillor Stephen Brown**

**Councillor Clark Brundin**

**Councillor Jim Campbell**

**Councillor Mary Clarkson**

**Councillor Colin Cook**

**Councillor Van Coulter**

**Councillor Stuart Craft**

**Councillor Roy Darke**

**Councillor John Goddard**

**Councillor Michael Gotch**

**Councillor Beverley Hazell**

**Councillor Rae Humberstone**

**Councillor Graham Jones**

**Councillor Bryan Keen**

**Councillor Shah Khan**

**Councillor Ben Lloyd-Shogbesan**

**Councillor Mark Lygo**

**Councillor Sajjad Malik**

**Councillor Stuart McCready**

**Councillor Joe McManners**

**Councillor Mark Mills**

**Councillor Matt Morton**

**Councillor Susanna Pressel**

**Councillor Bob Price**

**Councillor Nathan Pyle**

**Councillor Mike Rowley**

**Councillor Gwynneth Royce**

**Councillor David Rundle**

**Councillor Gill Sanders**

**Councillor Scott Seamons**

**Councillor Dee Sinclair**

**Councillor Val Smith**

**Councillor John Tanner**

**Councillor Bob Timbs**

**Councillor Ed Turner**

**Councillor Oscar Van Nooijen**

**Councillor Ruth Wilkinson**

**Councillor David Williams**

**Councillor Dick Wolff**

**Councillor Nuala Young**

## **HOW TO OBTAIN AGENDA**

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- Sent to you in hard copy form upon payment of an annual subscription.

## SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 23 April 2012 at 5.00 pm to transact the business set out below.

*Peter Sloman*

Proper Officer

## AGENDA

	<b>Pages</b>
<b>1 MINUTES</b>	1 - 18
Minutes of the ordinary meeting held on 20 February 2012.	
<b>2 DECLARATIONS OF INTEREST</b>	
<b>3 APOLOGIES FOR ABSENCE</b>	
<b>4 APPOINTMENTS TO COMMITTEES</b>	
None to be made.	
<b>5 LORD MAYOR'S ANNOUNCEMENTS</b>	
<b>6 SHERIFF'S ANNOUNCEMENTS</b>	
<b>7 ANNOUNCEMENTS BY THE LEADER</b>	
<b>8 ANNOUNCEMENTS BY THE CHIEF EXECUTIVE, THE CHIEF FINANCE OFFICER AND THE MONITORING OFFICER</b>	
<b>9 ADDRESSES BY THE PUBLIC</b>	

To hear addresses from members of the public in accordance with Council Procedure Rule 11.8 for which the required notice (1.00pm on Thursday 19<sup>th</sup> April 2012) and the full wording of the address has been given to the Head of Law and Governance.

## **10 QUESTIONS BY THE PUBLIC**

To hear questions from the public in accordance with Council Procedure Rule 11.9 to the Leader or other Board Members of the City Executive Board for which the required notice (1.00pm on Thursday 19<sup>th</sup> April 2012) and the full wording of the question has been given to the Head of Law and Governance and to hear responses from those Members.

## **CITY EXECUTIVE BOARD RECOMMENDATIONS - ITEMS 11 - 15**

### **11 EMPLOYMENT POLICIES**

19 - 108

Report of the Head of People and Equalities and an extract from the minutes of the City Executive Board held on 8<sup>th</sup> February 2012.

### **12 HOUSING STRATEGY AND ACTION PLAN 2012-15**

109 - 194

Report of the Head of Housing and Communities and an extract from the minutes of the City Executive Board held on 4<sup>th</sup> April 2012.

### **13 ALLOCATION OF PREVENTING HOMELESS GRANT AND OXFORD CITY GRANT FOR HOMELESS SERVICES**

195 - 214

Report of the Head of Housing and Communities and an extract from the minutes of the City Executive Board held on 4<sup>th</sup> April 2012.

### **14 ANNUAL LETTINGS PLAN - ALLOCATIONS PERCENTAGES 2012-13**

215 - 234

Report of the Head of Housing and Communities and an extract from the minutes of the City Executive Board held on 4<sup>th</sup> April 2012.

### **15 CORPORATE PLAN 2012-2016 - TARGETS**

235 - 256

The following papers are attached for this item:-

- (1) Report of the Head of Business Improvement and the Head of Policy, Performance and Communications
- (2) Clean copy of Appendix 1 to the report that contains the targets being recommended to Council

(3) Report of the Finance and Performance Scrutiny Panel

(4) Minute extract of the City Executive Board of 4th April 2012

The Corporate Plan itself was adopted by Council on 20th February 2012. The Plan will be adjusted in line with the targets if Council agrees the targets today.

## **16 CITY EXECUTIVE BOARD DECISIONS (MINUTES) AND SINGLE EXECUTIVE DECISIONS (MINUTES)**

257 - 280

### City Executive Board decisions (Minutes)

(1) Minutes of the meeting held on 4<sup>th</sup> April 2012-03

### Single Executive Member decisions (Minutes)

(1) Minutes of the Single Executive Member Decision meeting (Board Member – Housing Needs) held on 15<sup>th</sup> February 2012.

(2) Minutes of the Single Executive Member Decision meeting (Board Member – Cleaner Greener Oxford) held on 16<sup>th</sup> February 2012.

(3) Minutes of the Single Executive Member Decision meeting (Board Member – Finance and Efficiency) held on 20<sup>th</sup> February 2012.

(4) Minutes of the Single Executive Member Decision meeting (Board Member – Housing Needs) held on 27<sup>th</sup> February 2012.

(5) Minutes of the Single Executive Member Decision meeting (Board Member – Finance and Efficiency) held on 2<sup>nd</sup> March 2012.

(6) Minutes of the Single Executive Member Decision meeting (Board Member – Finance and Efficiency) held on 29<sup>th</sup> March 2012.

## **17 RECOMMENDATIONS AND REPORTS FROM SCRUTINY COMMITTEES**

No reports submitted.

## **18 QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL**

Questions on notice under Council Procedure Rule 11.10(b) may be asked of the Lord Mayor, a Member of the City Executive Board or the Chair of a Committee.

Questions on notice must, by the Constitution, be notified to the Head of Law and Governance by no later than 9.30am on Friday 20<sup>th</sup> April 2012.

Full details of any questions for which the required notice has been given will be circulated to Members of Council before the meeting.

## **19 STATEMENTS ON NOTICE FROM MEMBERS OF COUNCIL**

Statements on Notice under Council Procedure Rule 11.10(b) may be made. Statements do not need to be directed to a specific Councillor.

Statements on notice must, by the Constitution, be notified to the Head of Law and Governance by no later than 9.30am on Friday 20<sup>th</sup> April 2012.

Full details of any statements for which the required notice has been given will be circulated to Members of Council before the meeting.

## **20 PETITIONS**

None to be debated.

## **21 MOTIONS ON NOTICE**

281 - 286

Council Procedure Rule 11.14 refers. The Motions (listed in the order received) that have been notified to the Head of Law and Governance by the deadline of 1.00pm on Wednesday 11<sup>th</sup> April 2012 are attached to this agenda.

## **22 REPORTS AND QUESTIONS ABOUT ORGANISATIONS THE COUNCIL IS REPRESENTED ON**

## **23 SENIOR MANAGEMENT RESTRUCTURES - DELEGATION**

287 - 288

The Head of Law and Governance has submitted a report which proposes an amendment to the Constitution that would have the effect of granting the Chief Executive authority to implement organisational changes at senior levels of the Council.

Council is asked to adopt the constitutional provisions proposed at Paragraph 4 of this report with immediate effect and that the Monitoring Officer be authorised to amend the Constitution accordingly.

## **24 REGULATION OF INVESTIGATORY POWERS ACT 2000 - 1ST APRIL 2011 TO 31ST MARCH 2012**

289 - 300

The Head of Law and Governance has submitted a report which reports the Council's application of its powers under the Regulation of Investigatory Powers Act 2000 between 1<sup>st</sup> April 2011 and 31<sup>st</sup> March 2012.

Council is asked to note the use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA) during the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012.

## **GUIDANCE ON DECLARING INTERESTS AT MEETINGS**

### **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.