

# Agenda

www.oxford.gov.uk



## City Executive Board

Date: **Wednesday 4 July 2012**

---

Time: **5.00 pm**

---

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

---

For any further information please contact:

**William Reed, Democratic Services Manager**

Telephone: 01865 252230

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

---

If you would like help to understand this document please call William Reed, Democratic Services Manager or in advance of the meeting.

# City Executive Board

## Membership

### Chair

<b>Councillor Bob Price</b>	Corporate Governance and Strategic Partnerships
<b>Councillor Ed Turner</b>	Finance and Efficiency
<b>Councillor Colin Cook</b>	City Development
<b>Councillor Van Coulter</b>	Leisure Services
<b>Councillor Steve Curran</b>	Young People, Education and Community Development
<b>Councillor Mark Lygo</b>	Parks and Sports
<b>Councillor Scott Seamons</b>	Housing
<b>Councillor Dee Sinclair</b>	Crime and Community Safety
<b>Councillor Val Smith</b>	Customer Services and Regeneration
<b>Councillor John Tanner</b>	Cleaner, Greener Oxford

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

### **HOW TO OBTAIN AGENDA**

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum internal and Council member requirement. Paper copies may be looked at the Town Hall Reception and at Customer Services, St Aldate's and at the Westgate Library

A copy of the agenda may be:-

- Viewed on our website – [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
- Downloaded from our website
- Subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
- Sent to you in hard copy form upon payment of an annual subscription.

# AGENDA

## PART ONE PUBLIC BUSINESS

Pages

### 1 APOLOGIES FOR ABSENCE

### 2 DECLARATIONS OF INTEREST

Board Members are asked to declare any disclosable prejudicial interests they may have in any of the following agenda items. Guidance on this under the new standards regime will be sent to members.

### 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](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

Scrutiny committee reports on these subjects may be submitted to this meeting:-

- ❖ Treasury Management Performance
- ❖ Provisional Budget Outturn
- ❖ Corporate Performance
- ❖ Fusion Leisure Contract

### 5 COMMUNITY INFRASTRUCTURE LEVY

1 - 70

Lead Member: Councillor Cook

Report of the Head of City Development

This report seeks approval for the Community Infrastructure Levy Preliminary Draft Charging Schedule. This is a first stage towards introducing a new system to secure funding from new development towards local infrastructure provision.

The report asks the Board to approve the Preliminary Draft Schedule for consultation and to authorise the Head of City Development to make necessary editorial corrections to the document before publication.

<b>6</b>	<b>PERIODIC REPORTING - FINANCE - YEAR END 2011/12</b>	71 - 94
	Lead Member: Councillor Turner Report of the Executive Director Organisational Development and Corporate Services	
	This report presents the financial outturn for the year ending 31 <sup>st</sup> March 2012. It recommends the Board to:-	
	<ul style="list-style-type: none"><li>❖ Note the financial outturn for 2011-12 of £25.3 million which is £0.5 million favourable to the approved budget for 2011/12;</li><li>❖ Approve the transfer of the £0.5m surplus to Earmarked Reserve for funding Capital;</li><li>❖ Approve transfers to the General Fund and HRA Working Balances of £0.8 million and £0.6 million respectively;</li><li>❖ Approve the carry forward requests as detailed in Appendix B to the report.</li></ul>	
<b>7</b>	<b>PERIODIC REPORTING - PERFORMANCE 2011/12</b>	95 - 108
	Lead Member: Councillor Price Report of the Head of Business Improvement	
	This report provides the Board with outturn details for Corporate Plan performance targets for 2011/12 along with a wider perspective on performance achievements within the context of the Council's Performance Improvement Framework.	
	The report recommends the Board to note progress and improvement made against targets.	
<b>8</b>	<b>PERIODIC REPORTING - RISK 2011/12</b>	109 - 116
	Lead Member: Councillor Price, Turner Report of the Head of Finance	
	This report asks the Board to note details on both corporate and service risks as at the end of quarter 4, 31 <sup>st</sup> March 2012.	
<b>9</b>	<b>TREASURY MANAGEMENT ANNUAL REPORT 2011/12</b>	117 - 134
	Lead Member: Councillor Turner Report of the Head of Finance	

This report sets out the Council's treasury management activity and performance for 2011/2012. It also sets out a proposed revision to the Treasury Investment Strategy for 2012/2013 -2015/2016 which will be recommended to Council in July.

The Board is being recommended to:-

- ❖ Note the Treasury Management Annual Report for 2011/2012, as set out in sections 1 – 48 of the report;
- ❖ Recommend to Council changes to the Treasury Investment Strategy as referred to in sections 49 – 54 of the report.

**10 ELECTRICAL MATERIALS - AWARD OF CONTRACT** 135 - 140

Lead Member: Councillor Turner

Report of the Head of Business Improvement

This report recommends the Board to appoint a supplier for the provision of electrical materials and to award a contract to a particular company.

**11 INTRODUCTION OF ALTERNATIVELY FUELLED VEHICLES TO THE COUNCIL FLEET** 141 - 148

Lead Member: Councillor Turner

Report of the Head of Direct Services

This report, in essence, seeks approval to add more electric vehicles to the Council's existing fleet. The Board is being recommended to:-

- ❖ Approve the use of more electrically driven vehicles in the council's vehicle fleet, where viable and cost effective;
- ❖ Recommend to Council for inclusion of the additional budget in the Council's capital programme highlighted in paragraph 9, funded from the savings in running expenses over the life of the asset (as shown in Table 3, Paragraph 22) as part of the spend to save initiative.

**12 OXFORD CYCLE CITY PLAN** 149 - 186

Lead Member: Councillor Cook

Report of the Head of City Development

This report asks the Board to endorse the Oxford City Cycle Plan. It also recommends the Board to:-

- ❖ Authorise the Head of City Development, in consultation with the Board Member, to allocate capital and revenue funding for Oxford Cycle City to schemes and initiatives that align with the Oxford Cycle City Plan;

- ❖ Authorise the Head of City Development, in consultation with the Board Member, to make changes to the Oxford Cycle City Plan as and when appropriate, in response to ongoing dialogue with stakeholders.

### **13 HARCOURT HOUSE, MARSTON ROAD - DISPOSAL**

187 - 194

Lead Member – Councillor Turner

Report of the Head of Corporate Property

This report seeks authority to enter into a sale of the Council's freehold interest, subject to the existing leases in Harcourt House, Marston Road. The report also proposes that the Council takes a lease of a site owned by the purchaser and located on Marston Road, to provide car parking on a temporary basis to support the development of St Clement's car park.

There is a not for publication annex to this report.

### **14 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.

### **15 MINUTES**

195 - 208

Minutes of the meetings held on 4<sup>th</sup> and 23<sup>rd</sup> April 2012

### **16 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 I2A 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**

**17 HARCOURT HOUSE, MARSTON ROAD - DISPOSAL**

209 - 210

Not for publication annex to the report at agenda item13.

(Not for publication – Paragraph 3, Schedule 12A Local Government Act 1972 – information about someone’s finances or business. The public interest in maintaining the exemption is in order not to compromise land/property disposal.)

## **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.