

Agenda

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City Executive Board

Date: **Wednesday 5 December 2012**

Time: **5.00 pm**

Place: **The Old Fire Station, George Street, 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 Colin Cook	City Development
Councillor Van Coulter	Leisure Services
Councillor Steven Curran	Young People, Education and Community Development
Councillor Mark Lygo	Parks and Sports
Councillor Scott Seamons	Housing
Councillor Dee Sinclair	Crime and Community Safety
Councillor Val Smith	Customer Services and Regeneration
Councillor John Tanner	Cleaner, Greener Oxford

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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 disclosable pecuniary interests they may have in any of the following agenda items. Guidance on this is set out 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 on a day so that there are at least 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

The following scrutiny committee reports will or may be submitted to this meeting:-

1. Homelessness Strategy Review (minute 29, Board Minutes of 12th September 2012 refer);
2. Parking in parking areas adjacent to Parks – call in outcome (minute 35, Board Minutes of 12th September 2012 refer);
3. Local Council Tax Support Scheme – comments (minute 51, Board Minutes of 23rd November 2012 refer);
4. Covered Market Review;
5. Area Forums Review;
6. Housing Strategy Action Plan review (agenda item 8 refers);
7. Periodic Reporting – Finance, Performance and Risk (agenda item 11 refers);
8. Treasury Management – Mid Year review (agenda item 12 refers)

5 ORGANISATIONAL DEVELOPMENT STRATEGY

1-10

Lead Member: Councillor Price

Report of the Chief Executive (attached)

The report presents for approval and adoption a new Organisational Development Strategy.

Recommendation

The Board is recommended to approve and formally adopt the Organisational Development Strategy attached at Appendix 1.

6 PROCUREMENT STRATEGY 2013-2016 11-34

Lead Member: Councillor Turner

Report of the Head of Business Improvement and Technology (attached)

The report seeks approval from City Executive Board to adopt the Council's new Procurement Strategy 2013 to 2016.

Recommendation

The Board is recommended to approve the new Procurement Strategy for 2013 to 2016 as set out at Appendix 1.

7 TENANCY STRATEGY AND POLICY - APPROVAL 35-52

Lead Member: Councillor Seamons

Report of the Head of Housing (attached)

The report seeks approval of a Tenancy Strategy and Policy following consultation with partners, stakeholders, tenants and the public.

Recommendations:

The Board is recommended to recommend Council to adopt a Tenancy Strategy for Oxford City and a Tenancy Policy for Council homes.

8 HOUSING STRATEGY ACTION PLAN PRIORITIES, APRIL TO SEPTEMBER 2012/2013 - REVIEW OF PROGRESS 53-82

Lead Member: Councillor Seamons

Report of the Head of Housing (attached)

The report provides the Board with an update on the Council's progress against the Housing Strategy Action Plan priorities for the period April to September 2012.

Recommendation

The Board is asked to note and comment upon the progress made from April to September 2012 against the tasks identified in the Housing Strategy.

9 TRADING STRATEGY (EXTERNAL INCOME GENERATION) - UPDATE REPORT 83-89

Lead Member: Councillor Price.

Report of the Executive Director, Community Services (attached)

The report provides an update on the progress of charging for discretionary services following the approval of the approach in a report to the Board on 21st September 2011.

Recommendations

The Board is recommended to:-

- (1) Note the report;
- (2) Continue to support the recommendations agreed in the report of 21st September 2011.

10 DOMESTIC WASTE AND RECYCLING COLLECTION - POLICY CHANGE FOR SITES WITH COMMUNAL BIN STORAGE AND HOUSES IN MULTIPLE OCCUPATION 89-98

Lead Member: Councillor Tanner

Report of the Head of Direct Services (attached).

The report suggests a policy change to domestic waste and recycling collections for sites with communal bin storage, and also for Houses in Multiple Occupation. The aim is to reduce waste and increase recycling

Recommendation

The Board is asked to approve the following proposed change to the Council's waste and recycling collection policy:-

"At all relevant sites, the Council shall seek to collect no greater quantity of waste from domestic refuse bins than from domestic recycling bins."

11 PERIODIC REPORTING - FINANCE, PERFORMANCE AND RISK 2012/13, INTEGRATED REPORT 2ND QUARTER 2012/2013 99-144

Lead Member: Councillor Turner

Report of the Head of Finance and the Head of Business Improvement and Technology (attached).

The report provides an update on Finance, Risk and Performance at the end of Quarter 2 – 1st July - 30th September 2012.

Recommendation

The Board is asked to note the contents of the report.

12 TREASURY MANAGEMENT - MID YEAR REVIEW

145-162

Lead Member: Councillor Turner

Report of the Head of Finance (attached)

This report concerns the performance of the treasury management function for the period April to September 2012, and outlines the investment strategy for the remainder of the financial year.

Recommendations

The Board is asked to:-

- (1) Note the performance of the treasury management function for the first six months of 2012/13, and;
- (2) Agree the Investment Strategy for the remainder of 2012/13 and the continuation of the operational strategy as highlighted in paragraph 37.

13 PLANNING ANNUAL MONITORING REPORT 2011/12

163-232

Lead Member: Councillor Cook

Report of the Head of City Development (attached)

The report seeks approval of the Annual Planning Monitoring Report for publication.

Recommendations

The Board is asked to:-

- (1) Approve the Annual Planning Monitoring Report for publication;
- (2) Authorise the Head of City Development to make any necessary editorial corrections to the document prior to publication.

14 INSURANCE SERVICES SUPPLY - AWARD OF CONTRACT

233-240

Lead Member: Councillor Turner

Report of the Head of Finance (attached).

The purpose of the report is to recommend project approval and award of the contract to Tenderer B for the supply of insurance services to the Council.

Recommendations

The Board is asked to:-

- (1) Grant project approval for the supply of insurance services to Oxford City Council and award the contract to Tenderer B from 1st January 2013 for a period of 3 years, with an option to extend for 1 year plus 1 year;
- (2) Agree the changes to excesses outlined in paragraphs 4.4 to 4.5 of the report.

15 URBAN BROADBAND FUND (PHASE TWO) - OXFORD SUPER CONNECTED CITIES BID

241-300

Lead Member: Councillor Price

Report of the Executive Director, Housing and Regeneration (attached)

The report provides information about the bid to the Government for £5m from the Urban Broadband Fund (Phase Two) Super Connected Cities Programme, and recommends that the Council agrees the £300,000 capital commitment and £25,000 start up cost if the bid is successful.

Recommendations

The Board is asked to:-

- (1) Note the bid;
- (2) Recommend to Council £300,000 capital commitment and £25,000 start up cost if the bid is successful;
- (3) Delegate authority to the Executive Director, City Regeneration to lead on negotiations with Government on the bid as required;
- (4) Receive a further report if the bid is successful.

16 OXFORD HERITAGE ASSETS REGISTER - CRITERIA AND PROCESS

301-318

Lead Member: Councillor Cook

Report of the Head of City Development (attached)

The report provides information on considerations for the Oxford Heritage assets criteria, nomination process and character statements formats arising from East and West Area Planning Committees.

Recommendations

The Board is recommended to:-

- (1) Endorse the proposal for a Heritage Assets Register for Oxford and adopt the proposed criteria and selection process including clarifications recommended by Area Planning Committees;
- (2) Recommend Full Council endorse the proposal for a Heritage Assets Register and adopt the proposed criteria and selection process.

17 FUTURE ITEMS

This item is included on the agenda to give members the opportunity to raise issues on the Executive Work Programme or update the Board about future agenda items.

18 MINUTES

319-334

Minutes of the meetings (attached) held on

- 12th September 2012;
- 20th September 2012;
- 23rd November 2012

19 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 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 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**

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.