

Agenda

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City Executive Board

Date: **Wednesday 12 June 2013**

Time: **5.00 pm**

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

For any further information please contact:

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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

Councillor Bob Price	Corporate Governance and Strategic Partnerships
Councillor Ed Turner	Finance and Efficiency
Councillor Susan Brown	Benefits and Customer Services
Councillor Colin Cook	City Development
Councillor Bev Clack	Youth and Communities
Councillor Pat Kennedy	Education, Crime and Community Safety
Councillor Mark Lygo	Parks and Sports
Councillor Mike Rowley	Leisure Services
Councillor Scott Seamons	Housing
Councillor John Tanner	Cleaner, Greener Oxford

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

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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 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 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 have been, or may be, submitted to this meeting:-

- (1) End of Year Integrated Performance Report 2012 – 2013;
- (2) Corporate Debt Management Policy;
- (3) Discretionary Housing Payments Policy;
- (4) Affordable Homes Policy – Award of Main Contract.

5 COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

6 END OF YEAR INTEGRATED PERFORMANCE REPORT 2012 - 2013

1 - 52

Lead Member: Councillor Ed Turner, Executive Board Member for Finance and Efficiency

Report of the Executive Director Organisational Development and Corporate Services

The report updates the Board on Finance, Risk and Performance at the end of Quarter 4, 31st March 2013.

City Executive Board is requested to:-

- (1) Note the financial outturn and performance of the Council for the year 2012/13, and also the risks outstanding as at 31st March 2013;
- (2) Agree the transfer to earmarked reserves of unspent budgets detailed in paragraph 7 to be used in 2013/14 and beyond;
- (3) Agree the transfer of earmarked reserves from the HRA as detailed in paragraph 10, and recommend to Council the approval of appropriate budgets in 2013/14 and beyond for these items.

7 CORPORATE DEBT MANAGEMENT POLICY

53 - 66

Lead Member: Councillor Ed Turner, Executive Board Member for Finance and Efficiency

Report of the Head of Finance

The report seeks approval from the Board for, and the formal adoption of, the Oxford City Council Corporate Debt Management Policy.

City Executive Board is recommended to approve the Corporate Debt Management Policy and associated action plan as set out in Appendices A and B of the report.

8 DATA PROTECTION POLICY REFRESH

67 - 74

Lead Member: Councillor Bob Price, Executive Board Member for Corporate Governance and Strategic Partnerships

Report of the Head of Business Improvement

The report seeks the approval of the City Executive Board for a new Data Protection Policy to reflect the Data Protection Act amendments in 2008.

City Executive Board is asked to approve the Data Protection Policy and to note the new Data Protection guidance framework

9 OXPENS DRAFT MASTERPLAN - PUBLIC CONSULTATION

75 - 358

Lead Member: Councillor Colin Cook, Executive Board Member for City Development

Report of the Head of City Development

The report seeks approval for the draft Oxpens Masterplan Supplementary Planning Document (SPD) for public consultation.

It is recommended that City Executive Board:-

- (1) Approves the Draft Oxpens Masterplan Supplementary Planning Document for public consultation
- (2) Approves the Draft Oxpens Masterplan Supplementary Planning Document as a material consideration in determining planning applications;
- (3) Endorse the accompanying Strategic Environmental Assessment (SEA) Combined Screening and Scoping Report-Appendix 1a;
- (4) Authorises the Head of City Development to make any necessary editorial corrections to the document prior to publication, in consultation with the Board Member.

10 DISCRETIONARY HOUSING PAYMENTS POLICY

359 - 380

Lead Member: Councillor Susan Brown, Executive Board Member for Benefits and Customer Services

Report of the Head of Customer Services

The report seeks approval for the request for additional Discretionary Housing Payment funding, and for the new Discretionary Housing Payments Policy.

The Board is recommended to:-

- (1) To approve the revised Discretionary Housing Payment policy at Appendix 1
- (2) To delegate authority to the Head of Customer Services to vary the amount and duration of Discretionary Housing Payment awards in line with changing demand

11 OUTSIDE BODIES - APPOINTMENT OF REPRESENTATIVES 2013/14

381 - 406

Lead Member: Councillor Bob Price, Executive Board Member for Corporate Governance and Strategic Partnerships

Report of the Head of Law and Governance

The report seeks approval from the Board for nominations to outside and other bodies for the 2013/2014 Council Year.

City Executive Board is recommended to:-

(1) Retain Council representatives on:-

- Alice Smith Trust and Sarah Nowell Educational Trust
- Oxfordshire Ethnic Minorities Enterprise Unit (OEMEU)
- Florence Park Community Association.
- Oxford Asian Cultural Association (*with reduced membership to 2 representatives*).

(2) Reduce Council representation to one representative on the following bodies:-

- Headington Parish Charity
- Katherine Rawson Trust
- Parochial Charities of St Clements
- South Oxford Adventure Playground

(3) Delete the following appointment because the group is inactive:-

- Oxford City Local Area Police Board

(4) Delete members' involvement from the following bodies, because the Council's interests are not served:-

- National Association of British Market Authorities
- Environmental Protection UK
- Tourism South East
- The Pathways Project.

(5) Make appointments to outside bodies as shown in **Appendix 3** and to appoint Councillor Kennedy to the Police and Crime Panel.

12 AFFORDABLE HOMES PROGRAMME - AWARD OF MAIN CONTRACT

407 - 448

Lead Member: Councillor Scott Seamons, Executive Board Member for Housing.

Report of the Head of Corporate Property

The report seeks approval from the Board to proceed to let the main construction contract and subsequent call off contracts for the Affordable Homes Programme.

The Board is recommended to:-

- (1) Authorise the Executive Director for Regeneration and Housing to select the final sites for the 112-114 new homes to be built on (in consultation with the Portfolio Holder);

- (2) Agree the Cost Plan in Exempt Information Annex 3;
- (3) Authorise the Executive Director for Regeneration and Housing to let the main build contract and any subsequent “call off” contracts where total build costs (including contingencies) are equal to the Cost Plan; and
- (4) Authorise the Executive Director for Regeneration and Housing to agree any cost overruns that can be contained within the overall budget envelope of the Affordable Homes Programme to be certified as such by the Project Manager

13 MINUTES

449 - 464

Minutes of the meeting held on 10th April, 22nd April and 7th May 2013 attached.

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 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.

The public interest in maintaining the exemption is recommended to be in order not to compromise consideration of the award of contract.

PART TWO **MATTERS EXEMPT FROM PUBLICATION**

C1 AFFORDABLE HOMES PROGRAMME -AWARD OF MAIN CONTRACT

465 - 524

Not for publication annex to the report at agenda item 12.

These documents are not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (information relating to financial or business affairs).

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.