

Agenda

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City Executive Board

Date: **Wednesday 11 September 2013**

Time: **5.00 pm**

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

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City Executive Board

Membership

Chair

Councillor Bob Price	Corporate Governance, Strategic Partnerships and Economic Development
Councillor Ed Turner	Finance, Efficiency and Strategic Asset Management
Councillor Susan Brown	Benefits and Customer Services
Councillor Bev Clack	Youth and Communities
Councillor Colin Cook	City Development
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

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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 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:-

- Customer Contact Strategy
- Housing Strategy Action Plan 2012-16 – Periodic Review
- Homeless Accommodation Supply
- Allocations Review and Changes to the Allocations Scheme
- Finance, Performance and Risk – Quarter 1 Progress
- Treasury Management Annual Report

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

6 CUSTOMER CONTACT STRATEGY

1 - 22

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

Report of the Head of Customer Services

This report asks the Board to agree a draft Customer Contact Strategy for consultation. Following consultation, the outcome of that exercise and the proposed Strategy for adoption will be brought back to the Board in February 2014.

7 HOUSING STRATEGY ACTION PLAN 2012-16 - PERIODIC REVIEW

23 - 48

Lead Member: Councillor Seamons, Executive Board Member for Housing

Report of the Head of Housing and Property

This report provides the Board with an update of the Council's progress against the Housing Strategy Action Plan priorities. It proposes revisions to Housing Strategy Action Plan targets.

The report recommends the Board to:-

- (1) Note the progress made against the tasks in the Plan;
- (2) Revise Plan targets as detailed in Appendix B to the report;
- (3) Note that progress will be reported annually to the Board.

8 HOMELESS ACCOMMODATION SUPPLY

49 - 70

Lead Member: Councillor Seamons, Executive Board Member for Housing

Report of the Head of Housing and Property

The report concerns the supply of temporary accommodation in order to meet the Council's duties to homeless households. It proposes improvements to it.

The report recommends the Board as follows:-

- (1) To endorse the approach being taken to procure additional properties for temporary accommodation as part of the discharge of the Council's homelessness duties;
- (2) To give project approval to the Homeless Accommodation Supply Project identified in the report, and to grant delegated authority to the Executive Director for Regeneration and Housing in consultation with the Chief Executive to decide on the final management model, to tender contracts to set up and operate a scheme, and to award appropriate contracts and, as necessary, to agree property acquisitions, that are the most financially advantageous for the Council with respect to the Council's Medium Term Financial Plan, following approval from

the Council's Head of Finance;

(3) To ask officers report progress to the Board after the first £5million spend to evaluate the impact of the scheme;

(4) To recommend Council as follows:-

(a) That the 2013/14 General Fund Capital Budget be updated with the inclusion of a new scheme, namely "Homeless Property Acquisitions", estimated at £5 million, funded from borrowing, and to include a further £5 million budget in 2014/15;

(b) To increase General Fund external borrowing of up to £10 million to finance the capital expenditure.

9 ALLOCATIONS REVIEW AND CHANGES TO THE ALLOCATIONS SCHEME

71 - 186

Lead Member: Councillor Seamons, Executive Board Member for Housing

Report of the Head of Housing and Property

This report reminds the Board that it agreed to consultation upon changes to the Housing Allocation Scheme at its meeting in February 2013. The report asks the Board to approve a new Housing Allocations Scheme following consultation. Specifically, it recommends the Board to:-

(1) Note the proposed changes to the existing Allocation Scheme and responses to consultation:

(2) Recommend Council to approve the new Allocation Scheme;

(3) Give delegated authority to the Head of Housing and Property to introduce the new Allocations Scheme within three months of its approval by Council (in order to allow time to implement the changes);

(4) To agree to the Council leaving the Oxfordshire sub-regional Choice-Based Lettings Scheme.

10 AFFORDABLE HOUSING AND PLANNING OBLIGATIONS - SUPPLEMENTARY PLANNING DOCUMENT - ADOPTION

187 - 244

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

Report of the Head of City Development

This report recommends the Board to adopt an Affordable Housing and Planning Obligations Supplementary Planning Document. The report also refers, in paragraph 11, to the submission of related reports to Council in September and the Board in October.

11 JERICHO CANALSIDE SUPPLEMENTARY PLANNING DOCUMENT - CONSULTATION

245 - 302

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

Report of the Head of City Development

This report asks the Board to approve a draft Jericho Canalside Supplementary Planning Document for consultation. It also asks the Board at this stage to approve the draft Supplementary Planning Document as a material consideration in determining planning applications. It asks the Board to endorse the strategic environmental assessment screening report referred to in paragraph 34 of and Appendix 4 to the report. And it asks the Board to authorise the Head of City Development to make editorial corrections as and if necessary to the Supplementary Planning Document (in consultation with the Board Member) before consultation starts.

12 FINANCE, PERFORMANCE AND RISK - QUARTER 1 PROGRESS

303 - 350

Lead Member: Councillor Turner, Executive Board Member for Finance, Efficiency and Strategic Asset Management

Report of the Executive Director Organisational Development and Corporate Services

This report provides an update to the Board on financial and non-financial performance and corporate risk for the period April to June 2013 (Quarter 1). It recommends the Board generally to note the position but specifically in relation to waste, to:-

- (1) Agree that the Council's performance indicator for the recycling rate target be amended to 44% for 2013/14 and 2014/15 and 45% for 2015/16 and 2016/17 as referred to in paragraph 8 of and Appendix B to the report;
- (2) Agree that the weight of residual waste per household per annum should in future be used as the Council's key indicator (published in the Corporate Plan) to measure its recycling performance as referred to in paragraph 8 of and Appendix B to the report.

13	TREASURY MANAGEMENT ANNUAL REPORT	351 - 362
	Lead Member: Councillor Turner Executive Board Member for Finance, Efficiency and Strategic Asset Management Report of the Head of Finance. This report asks the Board to receive and to note the contents of this report which sets out the Council's treasury management activity and performance for 2012/13.	
14	TRANSFERS FROM HOUSING REVENUE ACCOUNT TO GENERAL FUND	363 - 384
	Lead Member: Councillor Turner Executive Board Member for Finance, Efficiency and Strategic Asset Management Report of the Head of Finance This report asks the Board to recommend Council to transfer non-dwelling assets from the Housing Revenue Account to the General Fund together with a proportion of Housing Revenue Account cash balances.	
15	15 - 19 GEORGE STREET - LEASE RESTRUCTURE	385 - 392
	Lead Member: Councillor Turner, Executive Board Member for Finance, Efficiency and Strategic Asset Management Report of the Head of Housing and Property This report asks the Board to agree to a restructuring of the lease of parts of 15-19 George Street so that a hotel development can proceed. There are not for publication appendices to this report.	
16	LANHAM WAY - COMPULSORY PURCHASE	393 - 404
	Lead Member: Councillor Seamons, Executive Board Member for Housing Report of the Head of Housing and Property This report seeks Board approval to initiate compulsory purchase proceedings in relation to a dwelling in Lanham Way that has been unoccupied for ten years.	

The report has a not for publication appendix.

17 GAMBLING POLICY - UPDATE

405 - 462

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

Report of the Head of Environmental Development

This report concerns the outcome of consultation on a revised Statement of Gambling Licensing Policy. Local licensing authorities are required periodically to review their Gambling Licensing Policies and to renew them. It is for Council to decide upon the adoption of the Gambling Licensing Policy.

A review of the Council's Gambling Licensing Policy has taken place. The Licensing and Gambling Acts Committee on 5th September will consider the consultation outcome of the review. The Committee will recommend the Board to recommend Council upon a renewed Policy.

The Committee's recommendation will be reported orally to the Board.

18 TAXI LICENSING: EURO EMISSIONS AND VEHICLE AGE LIMITS

463 - 568

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

Report of the Head of Environmental Development

This report concerns the introduction of certain amendments, as follows, to the hackney carriage and private hire vehicle 'conditions of fitness' criteria:-

- Age limit for vehicles
- Annual tests for vehicles that are eight or more years old

It is for Council to reach the final decision on this policy matter.

Last Autumn the General Purposes Licensing Committee asked for consultation to be carried out on the implementation of age limits. The Committee will be considering a report on the outcome of that consultation on 5th September. The Committee's recommendations will be reported orally to the Board and it will be for the Board to frame a recommendation to Council.

19 HACKNEY CARRIAGE VEHICLE LICENSES - REGULATION OF NUMBERS

569 - 588

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

Report of the Head of Environmental Development

The Board is asked to consider the recommendation of the General Purposes Licensing Committee of 21st May 2013 in relation to the Policy on hackney carriage quantity control.

The Board is recommended to:-

- (1) Approve the recommendation of the General Purposes Licensing Committee that accepted the conclusions of the hackney carriage "unmet demand" survey report prepared by Halcrow Group Limited, that there is currently no significant unmet demand for hackney carriage vehicles;
- (2) Agree that there is currently no significant demand for the services of hackney carriage vehicles which is unmet and to therefore resolve to maintain the Council's policy of quantity control on the number of hackney carriage vehicle licences;
- (3) Agree that a further unmet demand survey be commissioned in 2015, subject to any future changes to legislation, and to recommend Council accordingly.

20 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.

21 MINUTES

589 - 600

Minutes of the meetings held on 10th and 31st July 2013.

22 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

23 15-19 GEORGE STREET - LEASE RESTRUCTURE

601 - 608

This paper is a not for publication appendix to the report at agenda item 15.

It contains information concerning the terms of the lease restructure.

The public interest in maintaining the exemption from publication is in order not to compromise commercially sensitive information.

24 LANHAM WAY - COMPULSORY PURCHASE

609 - 612

This paper is a not for publication appendix to the report at agenda item 16.

It contains information concerning compulsory purchase terms.

The public interest in maintaining the exemption from publication is in order not to compromise commercially sensitive information.

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.*