

Agenda

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City Executive Board

Date: **Wednesday 12 March 2014**

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 Colin Cook	City Development
Councillor Steven Curran	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

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

HOW TO OBTAIN AGENDA

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 APOLOGIES FOR ABSENCE

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

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 9.30 am on a day so that there is one clear working day 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 COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

When the Chair agrees, addresses by members of Council – 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 9.30 am on a day so that there is one clear working day before the meeting (email executiveboard@oxford.gov.uk or telephone the person named as staff contact).

An address may last for no more than 3 minutes. The Board Member who has political responsibility for the item for decision may respond, or the Board will have regard to the points raised in reaching its decision.

5 SCRUTINY COMMITTEE REPORTS

The following scrutiny committee reports have been, or will be, submitted to this meeting:-

- Finance, Performance and Risk – Quarter 3 Progress;
- Local Enterprise Partnership – Strategic Economic Plan.

6 FINANCE, PERFORMANCE AND RISK - QUARTER 3 PROGRESS 2013/14

9 - 50

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

Report of the Head of Finance and the Head of Business Improvement and Technology

This report sets out the financial and non-financial performance of the Council as at the end of December 2013 (the Third Quarter of the financial year 2013/14). It also sets out the position in respect of the risks on the Council's Corporate Risk Register. The Board is being asked to:-

- (1) Note the financial position and performance of the Council for the third quarter of 2013/2014, and also the position of risks outstanding as at 31st December 2013;
- (2) Recommend the Board to approve in principle the earmarking of any year-end General Fund savings specifically to fund the Council's Capital Programme.

7 GRANT ALLOCATION - PREVENTING HOMELESSNESS AND HOMELESSNESS SERVICES

51 - 62

Lead Member: Councillor Seamons, Executive Board Member for Housing

Report of the Head of Housing and Property

This report outlines the proposed allocation of Homelessness Prevention funds with the purpose of meeting the objectives of the Homelessness Strategy.

The Board is asked to:-

- (1) Recommend the allocation of the Homelessness Budget for 2014 – 2015 referred to in paragraph 21 of this report;
- (2) Recommend delegated authority to the Head of Housing and Property in consultation with the Board Member to allocate the balance of the Preventing Homelessness Funds.

8 FINANCIAL INCLUSION STRATEGY

63 - 90

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

Report of the Head of Customer Services

This report sets out a strategy defining the Council's approach to financial inclusion, including an action plan to achieve objectives in the strategy.

The Board is asked to approve the Financial Inclusion Strategy for consultation.

9 CUSTOMER CONTACT STRATEGY

91 - 136

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

Report of the Head of Customer Services

The draft Customer Contact Strategy was considered by the City Executive Board in September 2013. The Board agreed to consult upon it. This report contains the outcome of that consultation, and recommends the adoption of a Strategy.

The Board is asked to approve the Customer Contact Strategy.

10 LOCAL ENTERPRISE PARTNERSHIP - STRATEGIC ECONOMIC PLAN

137 - 140

Lead Member: Councillor Price, Executive Board Member for Corporate Governance, Strategic Partnerships and Economic Development.

Report of the Executive Director, City Regeneration and Housing

The report provides an update on the progress for the development of the Oxfordshire Strategic Economic Plan, and outlines the timetable for its submission to Government along with any commitments being asked of the City Council.

The Board is asked to:-

- (1) Formally support the overarching focus of the Oxfordshire Strategic Economic Plan;
- (2) Delegate authority to the Executive Director, City Regeneration and Housing, in consultation with the Council Leader, to make any necessary editorial changes and to endorse the final Strategic Economic Plan prior to its submission to Government;
- (3) Delegate authority to the Executive Director, City Regeneration and Housing, in consultation with the Council Leader, to lead on negotiations with partners and Government on any invitation to enter into a Local Growth Deal.

11 OXFORDSHIRE STRATEGIC HOUSING MARKET ASSESSMENT 2014

141 - 156

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

Report of the Head of City Development

This report summarises the findings and the planning implications of the new

Oxfordshire Strategic Housing Market Assessment (SHMA). It sets out the implications of the SHMA projections for future housing provision, and the process for accommodating any unmet need. It also advises on the implications for adopted planning policies.

The Board is asked to:-

- (1) Note that the City Council will continue to apply the housing requirement figure from Policy CS22 of the Core Strategy for the purpose of calculating Oxford's five-year housing land supply;
- (2) Endorse the general approach to accommodating Oxford's unmet housing need set out in the report; and,
- (3) Note that a further report will be presented to Council setting out the forecast level of Oxford's unmet housing need that will need to be met by the other Oxfordshire districts

12 CHILDREN AND YOUNG PEOPLE'S PLAN 2014-2017 157 - 214

Lead Member: Councillor Kennedy, Executive Board Member for Education, Crime and Community Safety, and Councillor Lygo, Executive Board Member for Parks and Sports

Report of the Head of Policy Culture and Communications

The report presents an updated Children and Young People's Plan (following consultation) for adoption by the Board. The primary aim of the Plan is to set out the services the Council will provide for children, young people, and families, to achieve the Council's vision for these people within the City.

The Board is asked to approve the 'Oxford City Council, Children and Young People's Plan 2014-17', subject to any specified amendments.

13 CHILD SEXUAL EXPLOITATION 215 - 226

Lead Member: Councillor Kennedy, Executive Board Member for Education, Crime and Community Safety

Report of the Head of Policy Culture and Communications

This report outlines the Council's involvement in safeguarding against child sexual exploitation.

The Board is asked to note the report.

14 INDEPENDENT REVIEW OF OXFORD CITY COUNCIL'S SAFEGUARDING CHILDREN - SECTION 11 SELF-ASSESSMENT 227 - 236

Lead Member: Councillor Kennedy, Executive Board Member for Education, Crime and Community Safety

Report of the Head of Policy Culture and Communications

This report presents the independent review of the outcome of its self-

assessment of its Safeguarding Children arrangements.

The Board is asked to:-

- (1) Note the findings of the Independent Review of Oxford City Council's Safeguarding Children-Section 11 Self-Assessment;
- (2) Agree the proposed Action Plan as set out in Annex 1.

15 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.

16 MINUTES

237 - 244

Minutes of the meeting held on 12th February 2014

17 MATTERS EXEMPT FROM PUBLICATION

If the Board wishes to exclude the press and the public from the meeting during consideration of any aspects of the items set out above, 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.

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.