

Agenda

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City Executive Board

Date: **Thursday 3 July 2014**

Time: **5.00 pm**

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

For any further information please contact:

Sarah Claridge, Committee and Member Services Officer

Telephone: 01865 252402

Email: sclaridge@oxford.gov.uk

City Executive Board

Membership

Chair

Councillor Bob Price	Corporate Strategy, Economic Development and Planning
Councillor Ed Turner	Finance, Asset Management and Public Health
Councillor Dee Sinclair	Crime and Community Response
Councillor Christine Simm	Culture and Communities
Councillor Susan Brown	Customer Services and Social Inclusion
Councillor Pat Kennedy	Educational Attainment and Youth Ambition
Councillor Mark Lygo	Sports, Events and Parks
Councillor Mike Rowley	Leisure Contract and Community Partnership Grants
Councillor Scott Seamons	Housing and Estate Regeneration
Councillor John Tanner	Cleaner, Greener Oxford, Climate Change and Transport

The quorum for this meeting is 3, substitutes are not allowed.

HOW TO OBTAIN AGENDA

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 PUBLIC QUESTIONS

When the Chair agrees, the public can ask questions about any item for decision at the meeting for up to 15 minutes. Questions must have been given to the Head of Law and Governance by 9.30am 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 SCRUTINY COMMITTEE REPORTS

15 - 30

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

- Recycling Incentive Schemes (report attached)
- Community Engagement Plan
- Integrated Performance Report for Quarter 4 2013/14

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

When the chair agrees, Councillors can address the Board about any item for decision at the meeting for up to 3 minutes. Addresses must have been given to the Head of Law and Governance by 9.30am, one clear working day before the meeting (email executiveboard@oxford.gov.uk or telephone the person named as staff contact). 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.

6 OXFORD GROWTH: GRENOBLE ROAD DEVELOPMENT

31 - 36

Lead Member: Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning

The Executive Director for City Regeneration and Housing has submitted a report which details a potential partnership with adjoining landowners to pursue the development of the Council's landholding south of Grenoble Road.

Officer Recommendations: That the City Executive Board

1. Approve the principle of pursuing discussions with adjoining landowners for a partnership to deliver development south of Grenoble Road, subject to a detailed report on whether such a partnership would represent best value.
2. Note that if a partnership arrangement was subsequently approved this is expected to require significant funding for specialist consultancy support in the preparation of Local Plan submissions and a planning application, which would be set out in the detailed report.

7 CAPITAL CONTRIBUTION TOWARDS FRIDESWIDE SQUARE

37 - 42

Lead Member: Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning

The Head for City Development has submitted a report which details a request to make a financial contribution to Oxfordshire County Council towards the work to transform Frideswide Square.

Officer Recommendations: That the City Executive Board

1. Recommend to full Council to give a capital grant to the County Council of £670,000 in two phases of £335,000 each (50% in Q3 2014/15 and 50% in Q2 2015/16).
2. Delegate to the Executive Director of Regeneration and Housing responsibility to complete the legal agreement requested by the County Council.

8 OXPENS DELIVERY STRATEGY - STAGE 1

43 - 52

Lead Members: Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning & Cllr Ed Turner, Executive Board Member for Finance, Asset Management and Public Health

The Executive Director for City Regeneration and Housing has submitted a report which details an update and agree the next steps to deliver redevelopment of the Oxpens site area, including establishing the budget.

Officer Recommendations: That the City Executive Board

1. Note the contents of this report.
2. Recommends to Council the establishment of a budget of £320,000 in the Council's revenue budget funded from New Growths Point Grant to complete due diligence and progress the project through the next stages.

9	GRANT MONITORING INFORMATION FOR 2013/14	53 - 98
	<p>Lead Member: Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning</p> <p>The Head of Leisure, Parks and Communities has submitted a report to inform members of monitoring information returned by community & voluntary organisations awarded a grant by the City Council in 2013/14.</p> <p><u>Officer Recommendations:</u> That the City Executive Board</p> <ol style="list-style-type: none"> 1. Note the report 2. Approve the recommendation made by Price Waterhouse Coopers that there should be a penalty for organisations not returning their monitoring information of not being able to reapply for future funding and the grant awarded should be reclaimed. 	
10	DRAFT COMMUNITY ENGAGEMENT POLICY STATEMENT 2014 - 17	99 - 182
	<p>Lead Members: Cllr Bob Price, Executive Board Member for Corporate Strategy, Economic Development and Planning & Cllr Christine Simm, Executive Member for Culture and Communities</p> <p>The Head of Policy, Culture and Communications has submitted a report which seeks approval from the City Executive Board to adopt the draft Community Engagement Policy Statement 2014 – 17.</p> <p><u>Officer Recommendation:</u> That the City Executive Board approve the draft Community Engagement Policy Statement 2014 – 17, subject to any specified amendments, for adoption.</p>	
11	DISPOSAL OF SUB STATION SITES	183 - 192
	<p>Lead Member: Cllr Ed Turner, Executive Board Member for Finance, Asset Management and Public Health</p> <p>The Regeneration and Major Projects Service Manager has submitted a report which seeks approval to the disposal of the freehold interest in 83 sub station sites to Scottish and Southern Energy PLC</p> <p><u>Officer Recommendations:</u> That the City Executive Board</p> <ol style="list-style-type: none"> 1. Approve the disposal of the freehold interest in 83 sub station sites on the terms set out in the Not for Publication Confidential Appendix 3 of this report. The detailed provisions of the sale are to be approved by the Executive Director, City Regeneration. 2. Grant authority to the Executive Director of City Regeneration and 	

Housing, in consultation with the Board Member, to vary or extend the sub station sites to be included in the transaction provided the transaction continues to represent best consideration.

12 TENANCY FRAUD AMNESTY

193 - 200

Lead Members: Cllr Ed Turner, Executive Board Members for Finance, Asset Management and Public Health & Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Heads of Finance and Housing and Property have submitted a report which seeks members' views on the implementation of a tenancy fraud amnesty campaign.

Officer Recommendation: That the City Executive Board considers the report and approve an amnesty.

13 FINANCIAL INCLUSION STRATEGY

201 - 232

Lead Member: Cllr Susan Brown, Executive Board Member for Customer Services and Social Inclusion

The Head of Customer Services has submitted a report which details a Financial Inclusion Strategy and an Action Plan for delivery.

Officer Recommendations: That the City Executive Board

1. Approve the Financial Inclusion Strategy for a period of three years from April 2014 to April 2017 as set out in Appendix 3 and;
2. Agree the associated Action Plan, the delivery of which will be coordinated by the Head of Customer Services.

14 ANTI-SOCIAL BEHAVIOUR POLICY IN THE LIGHT OF THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

233 - 258

Lead Members: Cllr Pat Kennedy, Executive Board Member for Educational Attainment and Youth Ambition and Cllr Dee Sinclair, Executive Board Member for Crime and Community Response

The Head of Environmental Development has submitted a report which presents a revised Anti-Social Behaviour Policy for approval.

Officer Recommendation: That the City Executive Board approve the revised Anti-Social Behaviour Policy.

15 TOWER BLOCK REFURBISHMENT PROJECT

259 - 270

Lead Member: Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which requests approval to commence a tender process and for the Executive Director of Regeneration and Housing to be able to appoint and award the contract for the refurbishment of the City tower blocks and to recommend to Council a revised budget to cover the agreed scope of works.

Officer Recommendations: That the City Executive Board:

1. Approve the commencement of the tender process and delegate to the Executive Director of Regeneration and Housing in consultation with the Section 151 Officer and Monitoring Officer, the authority to award the contract to the preferred contractor within the budget envelope for the refurbishment of the City tower blocks, following a competitive tender process.
2. Approve the scope of works as detailed in Appendix 1 to be included in the project. This will leave a revised total project cost of £18.358m. This revised total represents an increase of £1.743m over the current approved budget of £16.615m,
3. Recommend to Council the inclusion of an additional budget within the HRA Capital Programme of £1.743m funded by a combination of leaseholder contributions (for their element of the scheme), or as a last resort prudential borrowing together with appropriate revenue funding of a maximum of approximately £104k per annum in capital financing costs

16 LOCAL OFFER FOR OXFORD CITY COUNCIL TENANTS

271 - 282

Lead Member: Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which details the Local Offer for approval.

Officer Recommendation: That the City Executive Board approve the Local Offer between the City Council and City Council tenants.

17 RESIDENT PARKING ON COUNCIL OWNED HOUSING LAND

283 - 296

Lead Member: Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which sets out the options for management of the Council's small parking areas that are sited on housing land held in the Council's housing revenue account (HRA), including un-adopted highway.

Officer Recommendations: That the City Executive Board agrees:

1. That the preferred model for the enforcement of the Resident Parking Permit Scheme (RPPS) on HRA land is through an external contractor
2. That consultation arrangements for new Resident Parking Permit Areas on HRA land are as set out in this report
3. That delegated authority is given to the Head of Housing and Property to introduce new Resident Parking Permit Areas on HRA land.
4. The eligibility criteria for the Resident Parking Permit scheme as set out in this report
5. That permits under the Resident Parking Permit Scheme continue to be provided without charge to residents, their visitors and carers

18 HOUSING STOCK ENERGY EFFICIENCY IMPROVEMENTS

297 - 310

Lead Member: Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which seeks amendment to a previous approval for the funding and procurement of a project to improve the energy efficiency of the Council's hard to treat housing stock and optimising the available Energy Company Obligation (ECO) funding.

Officer Recommendations: That the City Executive Board:

- 1 Grant amended project approval for the Council to gain optimum value for money, utilising ECO or Green Deal funding if possible, but using only previously agreed Council budget if the external funding cannot be accessed.
- 2 Grant delegated authority to the Executive Director of Regeneration and Housing, to authorise the Council's entry into all appropriate contracts required to implement this project.

19 HOUSING STRATEGY 2012-2015 FINAL REVIEW OF ACTION PLAN

311 - 342

Lead Member: Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which provide the City Executive Board with the final position of the current Housing Strategy Action plan prior to the drafting of a new Housing Strategy for 2015-2018

Officer Recommendations: That the City Executive Board:

1. Note the progress made during the lifetime of the 2012 – 2015 Housing Strategy
2. Note possible actions to be carried through to the 2015 – 2018 Housing Strategy

20 REVISED TENANCY AGREEMENT FOR COUNCIL TENANTS

343 - 386

Lead Member: Cllr Scott Seamons, Executive Board Member for Housing and Estate Regeneration

The Head of Housing and Property has submitted a report which details the proposals for the revision of the Council's secure tenancy agreement and to advise the City Executive Board of the outcomes of the consultations with tenants and other stakeholders on the proposed revisions to the Tenancy Agreement.

Officer Recommendations: That the City Executive Board

1. Approve the Tenancy Agreement
2. Authorise the Executive Director for Regeneration and Housing to introduce the new Tenancy Agreement with effect from September 2014 on behalf of the Council.

21 SOCIAL INCLUSION FUND PROCESS

387 - 402

Lead Member: Cllr Christine Simm, Executive Board Member for Culture and Communities

The Head of Leisure, Parks and Communities has submitted a report which requests approval for the Social Inclusion Fund decision making process.

Officer Recommendations: That the City Executive Board

1. Approve the criteria and process for the application and award of the Social Inclusion grants as outlined in the report.
2. Delegate authority to the Head of Leisure, Parks & Communities to approve grants within the approved criteria in liaison with the City Executive Board Members for Youth & Communities and Education, Crime & Community Safety.

22 INTEGRATED PERFORMANCE REPORT FOR -QUARTER 4 2013/2014

403 - 460

Lead Member: Cllr Ed Turner, Executive Board Member for Finance, Asset Management and Public Health

The Heads of Finance and Business Improvement and Technology have submitted a report which updates Members on Finance, Risk and Performance as at the end of Quarter 4, 31st March 2014

Officer Recommendations: That the City Executive Board:

1. Note the financial outturn and performance of the Council for the year 2013/14 and also the position of risks outstanding as at 31st March 2014;
2. Note the transfers to General Fund earmarked reserves detailed in the report (including for expenditure on the Partnership Payment, Flooding, Capital Programme, Gladiators and a contingency against future property investment losses) and Appendix E5;
3. Note the transfers to the Housing Revenue Account (HRA) earmarked reserves as detailed in paragraphs 15 and 16 and Appendix E5;
4. Agree the recommended carry forward requests outlined at paragraph 9 and detailed in Appendix E4;
5. Note the capital slippage as detailed in Appendix E2; and.
6. Recommend to Council to include a budget of £162,000 in the capital programme in respect of highways vehicles outlined in paragraph 22.

23 APPOINTMENT TO OUTSIDE BODIES 2014/2015

461 - 484

Lead Member: Cllr Bob Price Executive Board Member for Corporate Strategy, Economic Development and Planning

The Head of Law and Governance has submitted a report which seeks nominations to outside and other bodies for the 2014/2015 Council Year.

Officer Recommendations: That the City Executive Board:

1. Reduce Council representation on the Oxford Leon Trust to two (when representation comes up for renewal).
2. Delete the following appointments because the groups are no longer in existence:-
 - Wood Farm Community Association
 - LGA Urban Commission
3. Remove Council representation from the Oxfordshire Building Trust as it is no longer needed.
4. Do not re-appoint to the Forest of Oxford until further work can be done to determine whether they are still operating.
5. Make appointments to outside bodies as shown in Appendix 3.

24 ACQUISITION OF INTERMEDIATE LEASEHOLD, HORSPATH ROAD INDUSTRIAL ESTATE

485 - 490

Lead Member: Cllr Bob Price, Executive Board Member for Finance, Asset Management and Public Health

The Head of Regeneration and Major Projects Services Manager has submitted a report which seeks approval to acquire the intermediate leasehold interest of Horspath Road Industrial Estate, Oxford.

Officer Recommendation: That the City Executive Board

1. Approve the acquisition of an intermediate leasehold interest in land and buildings forming the Horspath Road depot site on the terms set out in the Not for Publication Confidential Appendix 2 of this report.

25 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.

26 MINUTES

491 - 494

Minutes from 11 June 2014

Recommendation: That the minutes of the meeting held on 11 June 2014 be APPROVED as a true and accurate record.

27 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.

PART TWO
MATTERS EXEMPT FROM PUBLICATION

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| 28 | APPENDIX 3_ DISPOSAL OF SUB STATION
SITES_CONFIDENTIAL | 495 - 496 |
| | <p>This paper contains one not for publication appendix to the report at agenda item 11</p> <p>It contains information concerning the amount of the proposed sale.</p> <p>The public interest in maintaining the exemption from publication is in order not to compromise commercially sensitive information under paragraph 3 of Part 1, Schedule 12A of the Local Government Act 1972.</p> | |
| 29 | APPENDIX 2_ ACQUISITION OF SITE ON HORSPATH ROAD | 497 - 500 |
| | <p>This paper contains one not for publication appendix to the report at agenda item 24</p> <p>It contains information concerning the amount of the proposed purchase.</p> <p>The public interest in maintaining the exemption from publication is in order not to compromise commercially sensitive information under paragraph 3 of Part 1, Schedule 12A of the Local Government Act 1972.</p> | |
| 30 | CONFIDENTIAL MINUTES JUNE 2014 | 501 - 504 |
| | <p>Confidential Minutes from 11 June 2014</p> <p><u>Recommendation:</u> That the confidential minutes of the meeting held on 11 June 2014 be APPROVED as a true and accurate record.</p> | |

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.