

Agenda

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City Executive Board

Date: **Wednesday 17 December 2014**

Time: **5.00 pm**

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

For any further information please contact:

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As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

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.

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 SIGNING THE TIME TO CHANGE PLEDGE

At its October meeting, CEB agreed the Council's response to a motion earlier this year, supporting mental health and wellbeing in the City. One of the actions agreed was to sign the Time to Change pledge, which Councillor Ed Turner, Executive Member for Public Health, will do on behalf of the City Council. The Time to Change pledge is a public statement that an organisation wants to tackle mental health stigma and discrimination in their workplace, communities, or both.

2 APOLOGIES FOR ABSENCE

3 DECLARATIONS OF INTEREST

4 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.

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

6 SCRUTINY COMMITTEE REPORTS

9 - 36

The following Scrutiny Committee report has been submitted to this meeting:-

Oxford Standard: Panel Report and Board member's response.

The following reports will be submitted as a supplement:

Clean Streets

Discretionary Rates Relief for Businesses

7 ASSET MANAGEMENT STRATEGY- COUNCIL HOUSING STOCK

37 - 108

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

The Head of Head of Housing and Property Services has submitted a report which details the Asset Management Strategy and associated action plan for Oxford City Council's housing stock.

Officer Recommendations: That the City Executive Board:

1. Agree the draft strategy and associated action plan for consultation.
2. Include the Housing Asset Management Strategy as part of the Council's Policy Framework.

8 BUDGET 2015/16

109 - 234

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

The Head of Finance has submitted a report which proposes a Medium Term Financial Strategy and a 2015/16 Budget for consultation

Officer Recommendations: That the City Executive Board:

1. Approve the 2015-16 budget for consultation, including the General Fund and Housing Revenue Account Medium Term Financial Plan as per the attached Appendices 1-10 noting the following key assumptions:
 - a) the Council's General Fund Budget Requirement of £23.133 million for 2015/16 and an increase in the Band D Council Tax of 1.50% or £4.10 per annum representing a Band D Council Tax of £277.63 per annum
 - b) the continuance of the Councils Council Tax Support scheme (formerly Council Tax Benefit) as referred to in para 31
 - c) the Housing Revenue Account budget for 2015/16 to 2024/25 as set out in Appendix 6 and an increase in average dwelling rent of 3.49% for April 2015 representing £3.59 per week an annual average rent of £105.77 as set out in Appendix 7
2. Delegate to the Section 151 Officer in consultation with the Board Member for Finance and Assets to determine whether it is financially advantageous for the Council to enter into a Business Rates Pool referred to in paragraphs 21-23 or a Business Rates Distribution Agreement as referred to in paragraphs 24-26

Appendix 12 – the Equalities Assessment will be published as a supplement.

9	DISCRETIONARY RATES RELIEF FOR BUSINESSES POLICY	235 - 258
	<p>Lead Member: Councillor Turner, Executive Board Member for Finance, Asset Management and Public Health</p> <p>The Head of Customer Services has submitted a report which details an updated National Non-Domestic Rates Discretionary Rate Relief policy.</p> <p>Officer Recommendations: That the City Executive Board approve the updated National Non-Domestic Rates Discretionary Rate Relief policy to apply until a review is undertaken in 2018.</p>	
10	RISK MANAGEMENT STRATEGY 2014	259 - 278
	<p>Lead Member: Councillor Turner, Executive Board Member for Finance, Asset Management and Public Health</p> <p>The Head of Finance has submitted a report which details the Council's Risk Management Strategy and for members to note the adoption of the Risk Management Operating Framework</p> <p>Officer Recommendations: That the City Executive Board approve the Risk Management Strategy and note the adoption of the Risk Management Operating Framework attached at Appendix A</p>	
11	LEISURE & WELLBEING STRATEGY	279 - 314
	<p>Lead Member: Councillor Rowley, Executive Board Member for Leisure Contract and Community Partnership Grants</p> <p>The Head of Head of Leisure, Parks & Communities has submitted a report which details the draft Leisure & Wellbeing Strategy for public consultation.</p> <p>Officer Recommendations: That the City Executive Board approve the draft Leisure & Wellbeing Strategy for public consultation.</p>	
12	CORPORATE BIODIVERSITY STRATEGY	315 - 344
	<p>Lead Member: Councillor Tanner, Executive Board Member for Cleaner, Greener Oxford, Climate Change and Transport</p> <p>The Head of Environmental Development has submitted a report which details the Corporate Biodiversity Strategy 2015 -2020.</p> <p>Officer Recommendation: That the City Executive Board approve the Corporate Biodiversity Strategy for public consultation.</p>	

13	PERFORMANCE IMPROVEMENT FRAMEWORK	345 - 374
	<p>Lead Member: Councillor Turner, Executive Board Member for Finance, Asset Management and Public Health</p> <p>The Head of Business Improvement and Technology have submitted a report which details the Council's Performance Improvement Framework 2014-2018</p> <p>Officer Recommendations: That the City Executive Board approve the Performance Improvement Framework 2014-2018 as attached at Appendix 1</p>	
14	DATA PROTECTION POLICY REFRESH	375 - 384
	<p>Lead Member: Councillor Turner, Executive Board Member for Finance, Asset Management and Public Health</p> <p>The Head of Business Improvement and Technology has submitted a report which proposes minor changes to the current Data Protection Policy to keep it in line with best practice and new guidance issued by the Information Commissioner.</p> <p>Officer Recommendations: That the City Executive Board endorse the amendments to the Data Protection Policy. The changes will be communicated to all staff with training provided as required. The information will also be updated on our intranet and website, online forms and all other relevant documents.</p>	
15	INTEGRATED PERFORMANCE REPORT QUARTER 2 2014/15	385 - 420
	<p>Lead Member: Councillor Turner, Executive Board Member for Finance, Asset Management and Public Health</p> <p>The Heads of Finance and Business Improvement and Technology have submitted a report which details the Council's finances, risk and performance as at the end of Quarter 2, 30th September 2014</p> <p>Officer Recommendations: That the City Executive Board:</p> <ol style="list-style-type: none">1. Note the projected outturn for finance and performance as well as the associated risk position as at September 2014;2. Restore the Environmental Enforcement Corporate Performance Indicator to its former (pre 2014/15) format, as detailed in Appendix A.3. Restore the Environmental Enforcement Corporate Performance Indicator original target for 2014/15 to that in Corporate Plan 2013/14, as detailed in Appendix A.	

16 DATES OF NEXT MEETINGS

3pm 23 December (provisional)
5pm 29 January 2015
5pm 12 February 2015
5pm 12 March 2015

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.