

Agenda

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City Executive Board

Date: **Thursday 14 May 2015**

Time: **5.00 pm**

Place: **Long 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 three, substitutes are not allowed.

Future items to be discussed by the City Executive Board can be found on the Forward Plan which is available on the Council's [website](#)

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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 COMMITTEES REPORTS**

The following scrutiny committee reports have been submitted to this meeting:-

European Funding
Safeguarding (pre-scrutiny)
Covered Market (pre-scrutiny)
Capital Strategy (pre-scrutiny)

a **SCRUTINY REPORT_ EUROPEAN FUNDING**

11 - 18

The Scrutiny Officer has submitted a report which details comments from the Scrutiny's Finance Panel following an item on European Funding

Scrutiny Finance Panel's Recommendations to the City Executive Board

1. We recommend that the City Council actively looks to bid for LEP managed funding in priority issue areas (see recommendation 2).

2. We recommend that the City Council identifies a small number of priority issue areas for future EU bids. We suggest that these priorities should be drawn from the following short-list:

- Housing (see recommendation 3)
- Low Carbon Economy
- Sustainable transport

- Recycling
- Air pollution

3. We recommend that the City Council keeps a watching brief on details of the EU Strategic Investment Plan, including whether this covers housing, with a view to identifying viable projects in Oxford.

4. We recommend that the City Council explores whether there is an appetite amongst regional partner organisations for the establishment of a South East England European Office, similar to the East of England European Partnership Office.

5. We recommend that the City Council encourages Oxfordshire LEP to develop expertise and provide advice to local organisations on obtaining European funding.

6. We recommend that a member or officer champion is appointed to raise the profile of EU funding. Given that maximising non-government funding streams is increasingly important to the City Council, this role could be explicitly set out in the responsibilities of an Executive Board Member.

7. We recommend that the City Council discusses the option of joint EU funding bids with Oxford's Twin Towns and identifies other cities across the EU to partner with on future bids. This could involve working with historic cities in Southern Europe on sustainable transport solutions, for example.

8. We recommend that the City Council identifies local businesses that it could potentially collaborate with on future EU funding bids.

9. We recommend that the City Council promotes the Low Carbon Hub model through MEPs or other suitable channels, and encourages its replication across the EU.

b SCRUTINY REPORT _SAFEGUARDING CHILDREN , YOUNG PEOPLE AND VULNERABLE ADULT POLICY

19 - 26

The Scrutiny Officer has submitted a report which details recommendations from the Scrutiny Committee on the Safeguarding Children Action Plan 2014-2015.

Scrutiny Committee Recommendations to the City Executive Board

We endorse the general approach taken and recommend that the City Council:

1. Strengthens engagement and protocols with Housing Associations in relation to vulnerable groups that they house
2. Prioritises the following in the next budget round:
 - a) Continuing to fund the Safeguarding Coordinator post,
 - b) Supporting the Multi-Agency Safeguarding Hub.

3. Ensures that feedback from frontline staff is sought more widely when monitoring the effectiveness of training and policy.
4. Monitors feedback from children to test the effectiveness of Safeguarding policies and plans on the ground and to identify any blockages.
5. Ensures that training for City Councillors includes a focus on their role as being the eyes and ears of their communities.
6. Raises the following with the County Council:
 - a) The need for schools to be issued with guidance on safeguarding policies, including the role of elected Councillors in safeguarding,
 - b) Concern that some School Counsellors have been cut and that some pupils have to wait a long time to be able to access this provision.

c SCRUTINY REPORT_COVERED MARKET ACTION PLAN

27 - 30

The Scrutiny Officer has submitted a report which details the comments of the Scrutiny Committee on the Covered Market Action Plan

Scrutiny Committee Recommendations to the City Executive Board

We recommend that the City Executive Board note the following comments:

- a) Wifi in the Covered Market should remain a priority for the City Council, even if traders do not want to invest in this.
- b) The Covered Market website should be updated more regularly as the News section is several months out of date.
- c) Improvements to signage are very welcome and we would like to see progress in developing an overall brand identity for the Covered Market, which should be tied in with on-going improvements.
- d) A new leaflet promoting the Covered Market that includes a map showing transport links would be welcome.
- e) Consideration should be given to providing signage and menus in different languages to cater for the needs of the main visitor groups.
- f) Moving the gates to the Covered Market would push rough sleepers somewhere else.

The Scrutiny Officer has submitted a report which details recommendations from the Scrutiny Committee on the Capital Strategy

Scrutiny Committee Recommendations to the City Executive Board

We recommend that the City Executive Board approve the Capital Strategy subject to the following suggestions:

- a) To enable more accurate and consistent ratings, Key Outcomes in the Capital Project Scoring Guidance should be more clearly defined and explicitly aligned to the Council's corporate objectives (Appendix B).
- b) The Project Delivery Process and the Gateway Process should be better integrated and provide similar levels of detail at each stage (Appendix F, pages 1 and 2).
- c) A member briefing on the capital process should be offered to all City Councillors.
- d) The City Council should look to improve its project management function by exploring what can be learnt from Royal Institute of British Architects (RIBA) guidance and from partners who do project management successfully, such as the University of Oxford.

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

City Councillors may, where the Chair agrees, address the Board on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by no later than 9.30am at least one clear working day before the meeting. An address may last for no more than three minutes. If an address is made, 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 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

10 minutes of the meeting is available for any Councillor to raise local issues on behalf of communities directly with the Board. Priority will be given to those who have not already attended within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

7	SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULT POLICY	35 - 66
	<p>Lead Member: Councillor Kennedy, Executive Board Member for Educational Attainment and Youth Ambition</p> <p>The Head of Policy, Culture and Communications has submitted a report which details the progress made on Oxford City Council's Section 11 (Children Act of 2004) Self-Assessment Action Plan 2014-15 and to approve the Action Plan for 2015-16.</p> <p>Officer Recommendations: That the City Executive Board</p> <ol style="list-style-type: none">1. Note the progress and development of the Council's safeguarding function in 2014-15.2. Agree the 'Section 11 Self-Assessment Audit Action Plan 2015-16', as set out in Appendix 1.3. Agree that this report be presented to Council, to note the progress and development of the safeguarding function in 2014 and the adoption of the Action Plan 2015-16, as set out in Appendix 1.	
8	COVERED MARKET ACTION PLAN	67 - 84
	<p>Lead Member: Councillor Turner, Executive Board Member for Finance, Asset Management and Public Health</p> <p>The Regeneration and Major Projects Team Manager has submitted a report which costs the Covered Market action plan & programme.</p> <p>Officer Recommendations: That the City Executive Board note the report.</p>	
9	CAPITAL STRATEGY	85 - 144
	<p>Lead Member: Councillor xxxx, Executive Board Member for Finance, Asset Management and Public Health</p> <p>The Head of Finance has submitted a report which details the Capital Strategy.</p> <p>Officer Recommendation: That the City Executive Board approves the Capital Strategy attached at Appendix A.</p>	
10	APPROVAL OF HOUSING STRATEGY 2015-2018	145 - 220
	<p>Lead Member: Councillor Turner, Executive Board Member for Housing and Estate Regeneration</p> <p>The Head of Housing and Property has submitted a report which details the Housing Strategy and Action Plan 2015-2018 that outlines the key priorities for the next three years, following consultation.</p>	

Officer Recommendation: That the City Executive Board adopt the Housing Strategy and Action Plan 2015-2018.

11 ITEMS RAISED BY BOARD MEMBERS

12 MINUTES

221 - 226

Minutes from 27 April 2015

Recommendation: That the minutes of the meeting held on 27 April 2015 be APPROVED as a true and accurate record.

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.