

Agenda

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City Executive Board

Date: **Thursday 9 July 2015**

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 and Economic Development
Councillor Ed Turner	Finance, Corporate Asset Management and Public Health
Councillor Susan Brown	Customer Services and Corporate Services
Councillor Alex Hollingsworth	Planning, Transport and Regulatory Service
Councillor Pat Kennedy	Young People, Schools and Skills
Councillor Mike Rowley	Leisure, Parks and Sport
Councillor Scott Seamons	Housing
Councillor Christine Simm	Culture and Communities
Councillor Dee Sinclair	Crime, Community Safety and Licensing
Councillor John Tanner	Climate Change and Cleaner, Greener Oxford

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](#)

HOW TO OBTAIN A COPY OF THE AGENDA

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum internal and Council member requirement. Paper copies may be looked at the Town Hall Reception and at Customer Services, St Aldate's and at the Westgate Library

A copy of the agenda may be:-

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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

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

- Report of the Inequality Panel – Combatting inequality
- Grant Monitoring Information for 2014/15
- Statement of Community Involvement in Planning 2015
- Debt Management Policy – from the Finance Standing Panel – provisional
- Integrated Performance Report 2014/15 Q4 – from the Finance Standing Panel - provisional

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

City Councillors may, when 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 **DIAMOND PLACE DEVELOPMENT BRIEF SUPPLEMENTARY PLANNING DOCUMENT (SPD) - ADOPTION**

11 - 174

Lead Member: Councillor Hollingsworth, Executive Board Member for Planning, Transport and Regulatory Services

The Executive Director of Regeneration and Housing has submitted a report which seeks approval for the Diamond Place Development Supplementary Planning Document.

Officer Recommendations: That the City Executive Board

1. Adopts the Diamond Place Development Supplementary Planning Document;
2. Delegate authority to the Head of Planning and Regulatory to make any necessary editorial corrections to the document prior to publication in consultation with the Board Member for Planning, Transport and Regulatory Services .

8 **CUMBERLEGE HOUSE - DEVELOPMENT APPRAISAL**

175 - 186

Lead Member: Councillor Seamons, Executive Board Member for Housing

The Head of Housing and Property has submitted a report which details the options for Cumberlege House which is due to be vacated when the new Bradlands sheltered housing scheme is completed.

Officer Recommendations: That the City Executive Board:

1. AGREES not to pursue the disposal of Cumberlege House as approved in principle by Executive Board in November 2007;
2. ADOPTS Option 4 in principle as set out in this report – to redevelop Cumberlege House for new Council housing and in consultation with the Council's S151 officer to include the scheme in the HRA new build development programme 2015-18, subject to a reassessment of the Council's HRA investment priorities;
3. APPROVES the demolition of Cumberlege House and instruct the Head of Housing and Property to procure and enter into contract to enable demolition works to start either as soon as the property is vacated or, should a short term lease be agreed, as set out in sections 18-19 of the report, then after that lease end date and prior to the development start on site; and in any case after the impact of the Right to Buy extension has been fully assessed;
4. GRANTS delegated authority to the Head of Housing and Property to negotiate and enter into a fixed term lease, should a suitable lessee be identified within a two month period.

9	<p>HOUSING IMPROVEMENT AGENCY CONTRACT AWARD</p> <p>Lead Member: Councillor Seamons, Executive Board Member for Housing</p> <p>The Head of Housing and Property has submitted a report which details the proposed arrangements for a Home Improvement Agency that is part funded through a contract with Oxfordshire County Council. The Home Improvement Agency provides services to enable disabled and elderly people to remain living in their own homes. The value of the contract to the Council will be in excess of £500k over the 5 years of the contract and as a result City Executive Board approval is required to sign the contract.</p> <p>Officer Recommendations: That the City Executive Board</p> <ol style="list-style-type: none"> 1. GRANTS delegated authority to the Executive Director of Regeneration and Housing, in consultation with the Head of Financial Services and Head of Law and Governance to enter into an appropriate contract for the provision of a Home Improvement Agency. 	187 - 212
10	<p>ADOPTION OF CORPORATE BIODIVERSITY STRATEGY</p> <p>Lead Member: Councillor Tanner, Executive Board Member for Climate Change and Cleaner, Greener Oxford</p> <p>The Executive Director Community Services has submitted a report which seeks approval for the To agree the adoption of A Biodiversity Action Plan for Oxford City Council 2015 - 2020 following a public consultation exercise.</p> <p>Officer Recommendations: That the City Executive Board</p> <ol style="list-style-type: none"> 1. ADOPTS the Biodiversity Action Plan for Oxford City Council. 	213 - 266
11	<p>SUMMARY OF MONITORING INFORMATION REPORTED BY COMMUNITY & VOLUNTARY ORGANISATIONS 2014/15</p> <p>Lead Member: Councillor Simm, Executive Board Member for Culture and Communities</p> <p>The Head of Community Services has submitted a report which informs members of monitoring information returned by community & voluntary organisations awarded a grant by the City Council in 2014/15.</p> <p>Officer Recommendations: That the City Executive Board</p> <ol style="list-style-type: none"> 1. NOTES the report. 	267 - 332
12	<p>ADOPTION OF THE STATEMENT OF COMMUNITY INVOLVEMENT IN PLANNING 2015</p> <p>Lead Member: Councillor Hollingsworth, Executive Board Member for Planning, Transport and Regulatory Services</p> <p>The Head of Planning and Regulatory has submitted a report which details a revised and improved version of the Statement of Community Involvement in</p>	333 - 422

Planning following public consultation.

Officer Recommendations: That the City Executive Board

1. AGREE to adopt the Statement of Community Involvement in Planning as the Council's formal statement about how it will engage and involve people in planning decisions; and
2. DELEGATE authority to the Head of Planning and Regulatory, in consultation with the Executive Lead Member, to make any necessarily editorial corrections to the Statement of Community Involvement in Planning prior to final publication.

13 FLAG FLYING PROTOCOL ON CIVIC BUILDINGS

423 - 432

Lead Member: Councillor Price, Executive Board Member for Corporate Strategy and Economic Development

The Head of Law and Governance has submitted a report which details a proposed protocol for flag flying on civic buildings.

Officer Recommendations: That the City Executive Board

1. approve the Flag Flying Protocol at appendix 1 and its annex at appendix 2;
2. agree to delegate to the Head of Law and Governance the operation of the protocol including the arrangements for considering one off requests as outlined.

14 AWARD OF TEMPORARY AGENCY STAFF CONTRACT

433 - 438

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

The Head of Business Improvement has submitted a report which details the proposed structure for a temporary agency staff contract available for use by Oxfordshire Councils, following the current contract coming to an end.

Officer Recommendations: That the City Executive Board

1. GRANTS delegated authority to the Executive Director of Organisational Development and Corporate Services to award a new temporary agency staff contract.

15 DEBT MANAGEMENT POLICY

439 - 452

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

The Head of Financial Services has submitted a report which seeks the approval and formal adoption of the Oxford City Council Debt Management Policy.

Officer Recommendations: That the City Executive Board

1. APPROVE the Debt Management Policy, as set out in Appendix A to the report.

16 INTEGRATED PERFORMANCE REPORT 2014/15 QUARTER 4

453 - 500

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

The Head of Financial Services has submitted a report which details the Finance, Risk and Performance position as at the end of Quarter 4, 31 March 2015.

Officer Recommendations: That the City Executive Board

1. Note the financial outturn and performance of the Council for the year 2014/15 and also the position on risks outstanding as at 31 March 2015;
2. Note the transfers to General Fund earmarked reserves detailed in the report and Appendix E5;
3. Note the transfers to the Housing Revenue Account (HRA) earmarked reserves as detailed in paragraph 16;
4. Agree the carry forward requests outlined at paragraph 8 and detailed in Appendix E4;
5. Note the capital carry forwards as detailed in Appendix E2

17 ITEMS RAISED BY BOARD MEMBERS

18 MINUTES

501 - 510

Minutes of the meeting held on 11 June 2015

Recommendation: The City Executive Board APPROVES the minutes of the meeting held on 11 June 2015 as a true and accurate record.

19 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

20	NOT FOR PUBLICATION - APPENDIX 1B CUMBERLEGE HOUSE DEVELOPMENT APPRAISAL	511 - 514
21	NOT FOR PUBLICATION - APPENDIX 2 - HOUSING IMPROVEMENT AGENCY CONTRACT AWARD	515 - 516

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.