

Agenda

www.oxford.gov.uk



City Executive Board

Date: **Thursday 10 September 2015**

Time: **5.00 pm**

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

For any further information please contact:

Catherine Phythian, Committee and Member Services Officer

Telephone: 01865 252402

Email: executiveboard@oxford.gov.uk

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:-

- Viewed on our website – mycouncil.oxford.gov.uk
- Downloaded from our website
- Subscribed to electronically by registering online at mycouncil.oxford.gov.uk
- Sent to you in hard copy form upon payment of an annual subscription.

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 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.

5 SCRUTINY COMMITTEES REPORTS

The following Scrutiny Committee reports will be submitted in a supplementary agenda following the Scrutiny Committee meeting on 7 September 2015:

Comments and recommendations on the following CEB reports:

- Leisure & Wellbeing Strategy 2016-2020
- Oxford Growth Strategy
- Integrated Performance Q1

Finance Panel

- Municipal Bonds

Other

- Report of the Cycling Review Group
- Report of the Waste Water Flooding Panel

6 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.

7 ADOPTION OF LEISURE & WELLBEING STRATEGY

11 - 60

Lead Member: Councillor Rowley, Executive Board Member for Leisure, Parks and Sport

The Head of Community Services has submitted a report which presents the Leisure & Wellbeing Strategy 2015-2020 that has been updated to reflect responses from public consultation.

Officer Recommendations: That the City Executive Board resolves to:

1. **Approve** the Leisure & Wellbeing Strategy, 2015-2020.

8 AWARD OF CONTRACT FOR DISPOSAL OF WASTE FOR RECYCLING

61 - 66

Lead Member: Councillor Tanner, Executive Board Member for Climate Change and Cleaner, Greener Oxford

The Head of Direct Services has submitted a report which details the procurement process for disposal of City collected recyclate and requests that the Director of Community Services be given delegated authority to award contracts to a supplier or suppliers having completed the open procedure of tender.

Officer Recommendations: That the City Executive Board resolves to:

1. **Grant** project approval in regard to the project for the disposal of recycled materials, as described in this report;
2. **Delegate** authority to the Director of Community Services, after consultation with the Council's s151 and monitoring Officers, to award the contract or contracts to the supplier or suppliers selected following completion of the EU-compliant open tender process described in this report, for the disposal of the City's recyclate.

9 OXFORD GROWTH STRATEGY

67 - 98

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

The Head of Planning and Regulatory Services has submitted a report which details the progress of the Oxford Growth Strategy and identifies future financial pressures which may arise as a consequence of it.

Officer Recommendations: That the City Executive Board resolves to:

1. **Note** the contents of this report, in particular the potential need to identify additional resources of £310,000.

10	<p>COUNCIL TAX REDUCTION SCHEME 2016-2017</p> <p>Lead Member: Councillor Brown, Executive Board Member for Customer Services and Corporate Services</p> <p>The Executive Director of Organisational Development and Corporate Services has submitted a report which details recommendations for the operation of the Council's Council Tax Reduction Scheme in 2016-2017.</p> <p><u>Officer Recommendations:</u> That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the existing Council Tax Reduction Scheme for use in 2016-2017 	99 - 112
11	<p>AWARD OF INTERNAL AUDIT CONTRACT</p> <p>Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health</p> <p>The Head of Financial Services has submitted a report which seeks authorisation to award a contract to deliver the Council's Internal Audit service.</p> <p><u>Officer Recommendations:</u> That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the award of the Internal Audit Service contract to BDO LLP for a period of 3 and a half years initially with the possibility of an extension for up to 2 years. 	113 - 118
12	<p>TREASURY MANAGEMENT ANNUAL REPORT 2014-2015</p> <p>Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health</p> <p>The Head of Financial Services has submitted a report which details the Council's treasury management activity and performance for 2014-2015 and recommends some changes to the Treasury Management Strategy for 2015-16.</p> <p><u>Officer Recommendations:</u> That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. note the report; and 2. recommend Council to resolve to approve the Revised MRP Policy as set out in Appendix 1 and approve the amendment to the Non-Specified Investments list attached at Appendix 2 of the report. 	119 - 134
13	<p>INTEGRATED PERFORMANCE REPORT QUARTER 1 2015/16</p> <p>Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health, Corporate Strategy and Economic Development</p> <p>The Head of Financial Services and the Head of Business Improvement have submitted a report which updates Members on Finance, Risk and Performance as at the end of Quarter 1, 30 June 2015.</p> <p><u>Officer Recommendations:</u> That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Note the projected General Fund outturn of £0.385 million which will 	135 - 170

be funded from corporate contingencies, the break-even position on the Housing Revenue Account and projected Capital underspend and slippage of £0.921 million

2. **Note** the performance and associated risk positions as set out in paragraphs 11-15;
3. **Approve** a £0.300 million virement from the corporate policy contingency to the Culture service;
4. **Recommend to Council to resolve** that additional budget of £115,289 for parks works be included in the Capital Programme to be financed from external grant funding; and
5. **Approve** the recommendation to apply a temporary moratorium on General Fund and HRA capital expenditure in accordance with paragraphs 14 and 15.

14 LOAN FACILITY TO LOW CARBON HUB

171 - 184

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

The Head of Direct Services has submitted a report which reports on the first draw down and repayment of the Council's loan to the Low Carbon Hub agreed by the City Executive Board at its meeting on the 11 June 2014 and recommends subsequent drawdowns.

Officer Recommendations: That the City Executive Board resolves to:

1. **Note** the success of the first draw down and repayment of the 2014 loan facility, and approves a further draw down from the loan facility as follows:
 - a) 800k secured against solar panel equipment (as in the previous tranche)
 - b) 823k secured against the Hub's income stream from current projects
 - c) that such further draw down be on a 12 month repayment timescale at an interest rate of 5%; and
2. **Delegate authority to** the Council's Section 151 Officer, in consultation with the Monitoring Officer, to enter into a Supplemental Agreement with the Low Carbon Hub, reflecting the arrangements for the further draw down from the loan facility.

15 BMW DEVELOPMENT AND HORSPATH SPORTS PARK

185 - 220

Lead Member: Councillor Rowley, Executive Board Member for Leisure, Parks and Sport

The Head of Community Services has submitted a report which seeks authority to agree a contract with BMW which would transfer their sports facilities to a new site enabling future development of their factory.

Officer Recommendations: That the City Executive Board resolves to:

- 1) **grant project approval** to facilitate the transfer of the existing sports facilities on land owned by BMW at its Horspath Road, Cowley site ("the BMW Site") to adjacent land held by the Council ("the Council Land");
- 2) **agree** to the termination of the Council's current use of the Council Land, on the basis that it is to be used for the purpose of re-providing the sports and leisure facilities currently on the BMW Site.

- 3) **grant delegated authority** to the Executive Director, Community Services, in consultation with the Council's s151 and Monitoring Officers, to
 - a. negotiate and agree the terms of the arrangement with BMW, on the basis that the total payment received from BMW is not less than £4.9m (index linked as stated in the report) and that any contract agreed with BMW contains provisions to ensure that the Council receives an appropriate share in any uplift in value of the BMW Site on any future sale of it;
 - b. award, after undertaking a suitable procurement process and securing planning consent a contract to the selected supplier or suppliers, to undertake all construction work required for the re-provision of the sports and leisure facilities; and
 - c. undertake a market testing exercise of the management of the re-sited sports facilities on the Council Land.
- 4) **seek** to protect and re-provide, where possible, all current use by sports clubs of the sports and leisure facilities on the BMW Site.
- 5) **recommend Council to resolve to** agree a new capital budget of £4.9 million funded by the capital receipt from the sale of the land to fund the replacement of the facilities.

16 ITEMS RAISED BY BOARD MEMBERS

17 MINUTES

221 - 224

Minutes of the meeting held on 30 July 2015.

Recommendation: That the City Executive Board NOTES the minutes of the meeting held on 30 July 2015 as a true and accurate record.

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

18 CONFIDENTIAL APPENDICES FOR LOW CARBON HUB

225 - 228

This is exempt from publication by virtue of Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972 for the following reasons:

- Commercial affairs of the Council.

**19 CONFIDENTIAL APPENDICES FOR BMW DEVELOPMENT AND
HORSPATH SPORTS PARK**

229 - 260

This is exempt from publication by virtue of Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972 for the following reasons:

- Commercial affairs of the Council.

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.