

# Agenda

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## City Executive Board

Date: **Thursday 15 October 2015**

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Time: **5.00 pm**

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Place: **Long Room - Town Hall**

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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 Mark Lygo	Leisure, Sports and Events
Councillor Mike Rowley	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 requirements. 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](http://mycouncil.oxford.gov.uk)
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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](mailto: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 / panel reports are expected to be submitted to this meeting and will be published in a supplementary agenda.

4a: Report of the Scrutiny PSPO Panel on the City Centre PSPO

4b: Report of the Scrutiny Committee on Community Centre Leases

4c: Report of the Scrutiny Inequality Panel - Combatting inequality: Is Oxford City Council doing all it can to make Oxford a fairer, more equal place?

4d: Report of the Scrutiny Committee on the Financial Inclusion Strategy

4e: Report of the Scrutiny Housing Panel on HMO Licensing

4f: Report of the Scrutiny Housing Panel on the fitting of solar panels on council-owned housing stock

**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 CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO)

13 - 60

**Lead Member:** Councillor Dee Sinclair, Executive Board Member for Crime, Community Safety and Licensing

The Executive Director Community Services has submitted a report which provides details of the consultation regarding a Public Spaces Protection Order for the city centre, and seeks approval of a draft Order.

**Officer Recommendations:** That the City Executive Board resolves to:

1. Agree to make a Public Spaces Protection Order under S 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 9 'the Act') on the terms set out at Appendix One, for the area of the city centre shown on the map at Paragraph 28 for the duration of three years from a date to be determined by the Executive Director Community Services by reference to the installation of adequate public signage and statutory notifications in accordance with the Act.

## 8 PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES

61 - 68

**Lead Member:** Councillor Christine Simm, Executive Board Member for Culture & Communities

The Head of Community Services has submitted a report which proposes a framework for the determination of leases in respect of city council owned community centres occupied and operated by community associations.

**Officer Recommendations:** That the City Executive Board resolves to:

1. AGREE that for community centres that currently have a licence to occupy a notice to quit be served in respect of that licence along with a proposed replacement lease on the terms broadly set out in paragraph 8 of this report.

## 9 FINANCIAL INCLUSION STRATEGY (FIS) - ACTION PLAN UPDATE

69 - 86

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

The Executive Director of Organisational Development & Corporate Services has submitted a report details the progress with delivery of the Financial Inclusion Strategy Action Plan and seeks agreement to an update of the Action Plan.

**Officer Recommendations:** That the City Executive Board resolves to:

1. Approve the updated Financial Inclusion Strategy Action Plan as set out at Appendix 2; and
2. Delegate authority to the Executive Director, Organisational Development

and Corporate Services, in consultation with the Executive Member for Customer and Corporate Services, to further update the Action Plan as necessary.

**10 CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND BUILDING CONTROL APPLICATION FEES**

87 - 96

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

The Planning and Regulatory Service Manager has submitted a report which proposes to increase the level of fees for pre-application planning advice, and to introduce charges for pre-application advice for listed buildings and householder developments.

**Officer Recommendations:** That the City Executive Board resolves to:

1. Approve the proposed increase in the level of fees for pre-application planning advice, and the proposed introduction of charges for pre-application advice in respect of listed buildings and householder developments, effective from 1 November 2015.

**11 ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK**

97 - 106

**Lead Member:** Councillor Mike Rowley, Executive Board Member for Housing

The Head of Housing and Property has submitted a report which outlines proposals to facilitate the fitting of solar panels on Council-owned housing stock in such a way that it reduces the demands on the HRA capital programme.

**Officer Recommendations:** That the City Executive Board resolves to:

1. **Grant project approval** to fit solar panels on Council-owned housing stock in the manner described in this report;
2. **Delegate authority to the Chief Executive**, in conjunction with the Head of Finance, to enter into an Agreement to Lease with the Low Carbon Hub IPS (on the basis that this would permit leases to the roof space of individual Council properties to be drawn up and executed if required) plus any ancillary agreement required; and to submit an appropriate VEAT notice to the EU; and
3. **Agree** that on the basis of the matters set out in this report, the proposed arrangement with the Low Carbon Hub IPS represents best value to the Council.

**12 REVIEW OF ADDITIONAL LICENSING SCHEME FOR HOUSES IN MULTIPLE OCCUPATION (HMOS) IN OXFORD.**

107 - 350

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

The Executive Director, Regeneration and Housing has submitted a report which provides the results from the consultation carried out for the HMO

Licensing Scheme and seeks approval to designate the whole of the City as subject to additional licensing under section 56(1) (a) of the Housing Act 2004 in relation to the size and type of HMO specified in the recommendations of this report for 5 years commencing the 25 January 2016.

**Officer Recommendations:** That the City Executive Board resolves to:

1. **Note** the report of the Consultation of Licensing of Houses in Multiple Occupation 2015 and its findings attached at Appendix 1.
2. **Agree** that having considered the report of the consultation, which shows that a significant proportion of HMOs in the City are being managed ineffectively, an additional licensing scheme is required for a further 5 years.
3. **Agree** to designate the whole of the City as subject to additional licensing under section 56(1)(a) of the Housing Act 2004 for all three storey Houses in Multiple Occupation that contain three or four occupiers and all two storey Houses in Multiple Occupation that contain five or more occupiers with the designation coming into force on 25 January 2016 for a period of 5 years.
4. **Agree** to designate the whole of the City as subject to additional licensing under section 56(1)(a) of the Housing Act 2004 in relation to all two storey or single storey Houses in Multiple Occupation that contain three or four occupiers and all self-contained flats that are Houses in Multiple Occupation, irrespective of the number of storeys, but, so far as concerns section 257, Houses in Multiple Occupation, limit the designation to those that are mainly or wholly tenanted, including those with resident landlords. This second designation will come into force on the 31 January 2017 and will last for 4 years.
5. **Recommend Council to resolve** to adopt the proposed fees and charges structure attached at Appendix 2.
6. **Recommend Council to resolve** to adopt the eligibility criteria for the new scheme as attached at Appendix 3.

## 13 OXPENS DELIVERY STRATEGY

351 - 358

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

The Executive Director Regeneration and Housing has submitted a report which provides an update and seeks approval for an amendment to the Oxpens Delivery Strategy and budgetary adjustments.

**Officer Recommendations:** That the City Executive Board resolves to:

**Recommendations: That the City Executive Board resolves to:**

1. **Note** the contents of this report;
2. **Delegate to** the Executive Director Regeneration and Housing authority to agree terms for the acquisition of land at Oxpens (in consultation with the Chief Executive, s151 Officer and Monitoring Officer) subject to Council agreeing the recommendation set out at number 4 below;
3. **Approve** the creation of a wholly owned investment vehicle and the commencement of a competitive exercise to secure a joint venture partner to become a Member of such a vehicle; and

4. **Recommend Council to resolve to** approve the establishment of a capital budget of £8.4m to progress the project through the next stages.

**14 ITEMS RAISED BY BOARD MEMBERS**

**15 MINUTES**

359 - 370

Minutes of the meeting held on 10 September 2015.

**Recommendation:** The City Executive Board NOTES the minutes of the meeting held on 10 September 2015 as a true and accurate record.

**16 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**

**17 CONFIDENTIAL APPENDIX: COMMUNITY CENTRES**

371 - 372

This is exempt from publication by virtue of Paragraph 5, Part 1 of Schedule 12A of the Local Government Act 1972 for the following reasons:

- information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

**18 CONFIDENTIAL APPENDIX: OXPENS DELIVERY STRATEGY**

373 - 376

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.









