

Agenda

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City Executive Board

Date: **Thursday 17 December 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 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

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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:

- 4a) Community Centre Strategy 2016-2020
- 4b) Resettling Syrian Refugees in Oxford
- 4c) Asset Management Plan 2016-2020
- 4d) Report of the Guest Houses Review Group

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.

- Cllr Linda Smith, Blackbird Leys - Oxford City Council's Tree Management Policy: Nuisance Trees in Blackbird Leys

11 - 12

7	<p>COMMUNITY CENTRE STRATEGY 2015-2020</p> <p>Lead Member: Councillor Simm, Executive Board Member for Culture & Communities</p> <p>The Head of Community Services has submitted a report which presents the draft Community Centres Strategy for discussion and amendment prior to a period of public consultation.</p> <p>Recommendation: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the draft Community Centres Strategy for public consultation. 	13 - 40
8	<p>ASSET MANAGEMENT PLAN 2016-2020</p> <p>Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health</p> <p>The Director of Regeneration and Housing has submitted a report which presents the Asset Management Plan 2015-2020 for approval prior to public consultation.</p> <p>Recommendation: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the Asset Management Plan 2016-2020 for consultation. 	41 - 100
9	<p>CORPORATE PROCUREMENT STRATEGY 2016 - 2019</p> <p>Lead Member: Councillor Brown, Executive Board Member for Customer Services and Corporate Services</p> <p>The Head of Financial Services has submitted a report which seeks approval from the City Executive Board to adopt the Council's new Corporate Procurement Strategy 2016 to 2019.</p> <p>Recommendation: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the adoption of the Corporate Procurement Strategy for 2016 to 2019. 	101 - 140
10	<p>DATA PROTECTION POLICY REFRESH</p> <p>Lead Member: Councillor Brown, Executive Board Member for Customer Services and Corporate Services</p> <p>The Head of Business Improvement has submitted a report which presents an updated Data Protection Policy for approval.</p> <p>Recommendation: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the Data Protection Policy. 	141 - 154
11	<p>CORPORATE ENFORCEMENT POLICY 2015</p> <p>Lead Member: Councillor Hollingsworth, Executive Board Member for Planning, Transport and Regulatory Services</p> <p>The Director for Housing and Regeneration has submitted a report which details an Enforcement Policy that covers all the regulatory functions of the Council.</p> <p>Recommendation: That the City Executive Board resolves to:</p>	155 - 170

1. Approve the proposed Corporate Enforcement Policy and its appendices.

12 RESETTLING SYRIAN REFUGEES IN OXFORD

171 - 186

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

The Assistant Chief Executive has submitted a report which provides an update on progress in accommodating Syrian Refugees in Oxford through the Government's Syrian Vulnerable Person Resettlement Scheme and seeks approval of proposals to accommodate Syrian Refugees in Oxford.

Recommendations: That the City Executive Board resolves to:

1. Approve the participation in the Syrian Vulnerable Person Resettlement Scheme for the purpose of settling refugee families in Oxford on the terms set out in the body of the report.
2. Delegate authority to the Assistant Chief Executive, to make any necessary arrangements for effective participation within the above Scheme.

13 THE OLD SCHOOL, GLOUCESTER GREEN

187 - 192

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

The Director of Regeneration & Housing has submitted a report which seeks approval for the principle of acquiring the long leasehold interest in The Old School, Gloucester Green.

Recommendations: That the City Executive Board resolves to:

1. Approve the acquisition of the long leasehold interest in The Old School, Gloucester Green providing the Council's investment portfolio with additional income of £58,000 per annum, and make a recommendation to Council to increase the budget within the Council's capital programme by the requisite amount in 2015/16.

14 INTEGRATED PERFORMANCE REPORT QUARTER 2 2015/16

193 - 234

The Head of Financial Services and Head of Business Improvement have submitted a report which updates Members on Finance, Risk and Performance as at the end of Quarter 2, 30 September 2015.

Recommendation: That the City Executive Board resolves to:

1. Note the projected outturn position and the performance and associated risk information contained in the report.

15 TREASURY MANAGEMENT HALF YEARLY PERFORMANCE REPORT

235 - 246

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 presents the performance of the treasury management function for the 6 months to 30 September 2015.

Recommendation: That the City Executive Board resolves to:

1. Note the performance of the treasury management function for the six

months to 30 September 2015

16	CORPORATE PLAN 2016-20 - CONSULTATION	247 - 268
	Lead Member: Councillor Price, Executive Board Member for Corporate Strategy and Economic Development	
	The Assistant Chief Executive has submitted a report which presents the draft Corporate Plan 2016 - 2020	
	Recommendation: That the City Executive Board resolves to:	
	1. Approve the draft Corporate Plan 2016 – 2020 for public consultation.	
17	BUDGET 2016/17 - CONSULTATION	269 - 406
	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 presents the Medium Term Financial Strategy 2016-20 and 2016-17 Budget for approval prior to consultation.	
	Recommendations: That the City Executive Board resolves to:	
	1. Approve the 2016-17 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-10 noting:	
	a) the Council's General Fund Budget Requirement of £19.823 million for 2016/17 and an increase in the Band D Council Tax of 1.99% or £5.55 per annum representing a Band D Council Tax of £284.52 per annum;	
	b) the continuance of the Council's Council Tax Support scheme (formerly Council Tax Benefit) as referred to in para 34;	
	c) the Housing Revenue Account budget for 2016/17 of £43.460 million and a reduction of 1% (£1.06/wk) in social dwelling rents from April 2016 giving a revised weekly average social rent of £104.79 as set out in Appendix 4;	
	d) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.	
	2) Agree the fees and charges shown in Appendix 8 and the change to concessions as referred to in para 37i(viii);	
	3) To note the prioritised list of Capital Schemes that are held in reserve, pending the receipt of further resources, as shown in Appendix 7;	
	4) Delegate to the Section 151 Officer in consultation with the Board Member for Finance and Assets the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 25-26; and	
	5) To note the intention of officers to seek an exemption from the requirement to decrease dwelling rents by 1% as referred to in paragraph 44 and the potential changes to the HRA budget.	
18	ITEMS RAISED BY BOARD MEMBERS	
19	MINUTES	407 - 412

Minutes of the meeting held on 12 November 2015

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 12 November 2015 as a true and accurate record.

20 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

21 CONFIDENTIAL APPENDIX: THE OLD SCHOOL, GLOUCESTER GREEN

413 - 414

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.