

# Agenda

www.oxford.gov.uk



## City Executive Board

Date: **Thursday 21 January 2016**

---

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](mailto: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 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)
- Downloaded from our website
- Subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)

# 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 reports have been, or will be, submitted to this meeting:

- Provisional: Oxpens Revised Delivery Strategy – if the decision is called in this will be a verbal report from the Chair of the Scrutiny Committee to present the Committee's conclusions and/or recommendations.

a **REPORT FROM HOUSING STANDING PANEL: RENTS PERFORMANCE**

7 - 8

The Scrutiny Officer has submitted a report which presents recommendations from the Scrutiny Housing Panel on the Council's rent performance

**Scrutiny Housing Panel recommendations to the City Executive Board**

That the City Executive Board states whether it agrees or disagrees with the following two recommendations:

1. Recommendation 1 – That the Council should look at ways of incentivising Council tenants to pay rent by Direct Debit, including the option of holding a prize draw.
2. Recommendation 2 – That the proportion of eligible Council tenants paying rent by Direct Debit should be a performance indicator in future years.

b **REPORT FROM HOUSING SCRUTINY PANEL: CHOICE BASED LETTINGS**

9 - 10

The Scrutiny Officer has submitted a report which presents recommendations from the Scrutiny Housing Panel on the Council's Choice Based Lettings scheme.

### **Scrutiny Housing Panel recommendations to the City Executive Board**

That the City Executive Board states whether it agrees or disagrees with the following three recommendations:

1. Recommendation 1 – That the Choice Based Lettings cycle should be changed from a fortnightly (13 days) to a weekly cycle.
2. Recommendation 2 – That advice should be sought from relevant council officers and local disability groups on making the Choice Based Lettings bidding process more accessible to individuals with disabilities.
3. Recommendation 3 – That Council Officers should explore positive ways of reducing the number of offers of housing that are refused.

## **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 OXFORD LOCAL DEVELOPMENT SCHEME 2016-2019**

**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 seeks approval of a three-year programme for the preparation of various planning documents that will form part of the City Council's Local Plan.

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

1. Approve the Oxford Local Development Scheme 2016-19; and
2. Endorse the production of the Oxford Local Plan 2036 and the Local Plan Consultation and Engagement Programme appended to the LDS.

**8 ITEMS RAISED BY BOARD MEMBERS**

**9 MINUTES**

Minutes of the meeting held on 14 January 2016.

**Recommendation:** The City Executive Board NOTES the minutes of the meeting held on 14 January 2016 as a true and accurate record.

31 - 34

## **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.