

Agenda

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City Executive Board

Date: **Thursday 11 February 2016**

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

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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 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.

5 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.

6 SCRUTINY COMMITTEE REPORTS

The following scrutiny committee reports have been submitted to this meeting:

- a) Guest Houses – suggested CEB response to recommendations
- b) Private Sector Housing Policy
- c) Scrutiny Budget Review 2016 -17
- d) Capital Strategy
- e) Treasury Management Strategy
- f) Energy and Water Supply Procurement

The following reports and CEB responses will be submitted to this meeting in

13 - 42

an agenda supplement:

- g) Corporate Plan
- h) Scrutiny Budget Review - suggested CEB response to recommendations

7 CORPORATE PLAN 2016/20

43 - 80

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

The Assistant Chief Executive has submitted a report which reports on the consultation on the draft Corporate Plan 2016 – 2020 and proposes its adoption.

Recommendations: That the City Executive Board resolves to:

1. approve the draft Corporate Plan 2016 -2020 as set out in Appendix 1; and
2. recommend Council to resolve to approve the draft Corporate Plan 2016 – 2020 and delegate authority to the Assistant Chief Executive to make minor textual/formatting changes to the Corporate Plan 2016 – 2010 in advance of formal publication

8 MEDIUM TERM FINANCIAL STRATEGY 2016-17 TO 2019-20 AND 2016-17 BUDGET

81 - 216

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 outcome of the budget consultation and seeks agreement to the Council's Medium Term Financial Strategy for 2016-20 and 2016-17 Budget for recommendation to Council.

Recommendations: That the City Executive Board resolves to:

1. approve the General Fund Budget Requirement of £19.784 million for 2016/17 and an increase in the Band D Council Tax of 1.99% or £5.55 per annum as set out in Table 8 and Appendices 1-4, representing a Band D Council Tax of £284.52 per annum;
2. approve the continuance of the Council's Council Tax Support Scheme (formerly Council Tax Benefit);
3. approve 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. (subject to the Welfare Reform and Work Bill becoming law and no exemption being granted) but that in the event that an exemption or partial exemption is granted that the rent be increased in accordance with the terms of the exemption or partial exemption subject to: 1) a further report to CEB and Council detailing the effect on the Housing Revenue Account budget and; 2) notice being given to tenants of the proposed rent increase ;

4. approve the Capital Programme for 2016-20 as set out in Appendix 6 subject to funding availability from 2017-18 onwards;
5. approve the Fees & Charges schedule as set out in Appendix 8; and
6. delegate to the Section 151 Officer in consultation with the Board Member for Finance, Asset Management and Public Health 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 17-18 below.

9 CAPITAL STRATEGY 2016-17

217 - 278

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 Capital Strategy 2016-17 for approval.

Recommendations: That the City Executive Board resolves to:

1. approve the Capital Strategy 2016-17 attached at Appendix A

10 TREASURY MANAGEMENT STRATEGY 2016-17

279 - 302

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 Council's Treasury Management Strategy for 2016/17 together with the Prudential Indicators for 2016/17 to 2018/19.

Recommendations: That the City Executive Board resolves to recommend that Council resolves to:

1. Approve the Treasury Management Strategy 2016/17, and adopt the Prudential Indicators for 2016/17 – 2018/19 as set out in paragraphs 7 to 41, and Appendix 2;
2. Approve the Investment Strategy for 2016/17 and investment criteria as set out in paragraphs 21 to 38 and Appendix 1; and
3. Approve the Minimum Revenue Provision (MRP) Statement at paragraphs 11 to 20 which sets out the Council's policy on debt repayment.

11 GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS FOR 2016-2017

303 - 342

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

The Head of Community Services has submitted a report which details the proposed allocation of grants to community & voluntary organisations through the Community Grants Programme.

Recommendations: That subject to Council subsequently agreeing the grants budget as set out in Table 1 of the report, the City Executive Board resolves to:

1. Approve the recommendations for the second year of a three year commissioning programme as listed in Appendix 1;
2. Approve the recommendations for the applications received to the grants annual open bidding programme as set out in Appendix 2; and
3. Approve the recommendation to delegate authority to the Executive Director for Organisational Development and Corporate Services in conjunction with the Executive Members for Customer and Corporate Services and Culture and Communities to allocate the residual unallocated funding (£20,000) in the Advice and Money Management commissioning theme.

12 GO ULTRA LOW OXFORD GRANT FUNDING

343 - 350

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

The Director Community Services has submitted a report which seeks to obtain the necessary budget approval and delegated authority to allow officers to deliver a project to address on-street electric vehicle charging. The background is that as part of a £35m national programme to accelerate electric vehicle take up, the Council and its partners have been awarded £800k capital and £16k revenue funding by Office of Low Emission Vehicles (OLEV).

Recommendations: That the City Executive Board resolves to:

- 1) Grant project approval for the on-street electric vehicle charging project referred to in this report;
- 2) Authorise officers to complete negotiations with OLEV with a view to the Council being appointed as the accountable body for, and receiving grant funding under, a funding agreement with OLEV; and
- 3) Delegate to the Director of Community Services, in consultation with the Monitoring Officer and Section 151 officer, the authority to enter into:
 - a) a grant agreement with OLEV;
 - b) appropriate agreements with our bid partners; and also with all third parties required to deliver the project subject to their being selected under an appropriate procurement process.

13 NEW LEASE AT PATHWAYS OXFORD, DUNNOCK WAY

351 - 360

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

The Director Regeneration and Housing has submitted a report which proposes that the new lease of the Pathways Workshop should be below market rent.

Recommendations: That the City Executive Board resolves to:

- 1) agree a new lease to be granted at the Pathways Workshop at below market rent; and
- 2) delegate authority to the Executive Director of Regeneration and Housing to vary these lease terms to accommodate any particular concerns raised by the parties where this is without prejudice to the Council's position.

14	<p>SALE OF BRASENOSE FARM HOUSE SITE</p> <p>Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health</p> <p>The Head of Housing and Property has submitted a report which seeks approval of the sale of Brasenose Farmhouse and yard which is held as a General Fund investment asset.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the sale of Brasenose Farmhouse and yard on the basis of the valuation set out in Appendix 3; and 2. Delegate authority to the Executive Director for Regeneration and Housing to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable. 	361 - 368
15	<p>AWARD OF NEW CONTRACTS FOR BUILDING AND HOUSING MATERIALS</p> <p>Lead Member: Councillor Turner, Executive Board Member for Finance, Corporate Asset Management and Public Health</p> <p>The Head of Direct Services has submitted a report which details the arrangements for the award of new contracts for building and housing materials, specifically: plumbing and heating, gas spares, building materials, and electrical.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Grant delegated authority to the Executive Director of Community Services in consultation with the Corporate Procurement Manager, to award new contracts to the suppliers of building and housing materials, specifically: plumbing and heating, gas spares, building materials, and electrical materials, as selected in accordance with the procurement process described in the report. 	369 - 374
16	<p>ENERGY & WATER SUPPLY CONTRACT PROCUREMENT APPROACH 2016 - 2020</p> <p>Lead Member: Councillor Tanner, Executive Board Member for Climate Change and Cleaner, Greener Oxford</p> <p>The Head of Community Services has submitted a report which seeks approval for the approach to the procurement of energy and water for the period 1 October 2016 to 30 September 2020.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. approve the use of the Kent County Council energy procurement framework via its trading arm LASER (the specialist public sector energy buying organisation) for a further four years (2016-2020) to procure the Council's energy contracts from October 2016 and water contracts from April 2017; 2. approve the continuation of the energy purchasing approach of: <ol style="list-style-type: none"> a. a flexible contract for larger electricity and gas supplies 	375 - 386

	<ul style="list-style-type: none"> b. a fixed term fixed price contract for smaller quarterly billed supplies; <ul style="list-style-type: none"> 3. delegate authority to the Director of Community Services in consultation with the Head of Financial Services to select the most appropriate 'flexible energy contract basket' option; and 4. approve that, as part of the annual budget setting process, the Lead Member will determine the proportion of renewable energy purchased under the contract each year in consultation with the Head of Financial Services (S151 Officer) and Director of Community Services. 	
17	<p>REPLACEMENT OF HOUSING SYSTEMS</p> <p>Lead Member: Councillor Rowley, Executive Board Member for Housing</p> <p>The Head of Business Improvement has submitted a report which seeks project approval for the purchase of new Housing IT Systems.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ul style="list-style-type: none"> 1. grant project approval for the tendering of the Council's housing systems; and 2. delegate authority to the Executive Director Organisational Development and Corporate Services to award the contract for new Housing IT System(s) on the basis of the most economically advantageous bid. 	387 - 392
18	<p>PRIVATE SECTOR HOUSING POLICY (PRE-CONSULTATION)</p> <p>Lead Member: Councillor Price, Executive Board Member for Corporate Strategy and Economic Development</p> <p>The Executive Director of Regeneration & Housing has submitted a report which presents a draft Private Sector Housing Policy for discussion and amendment prior to public consultation.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ul style="list-style-type: none"> 1. Approve the draft Private Sector Housing Policy 2016 – 2019 for public consultation. 	393 - 450
19	<p>EXTERNALLY LEASED HRA PROPERTIES - RENT SETTING</p> <p>Lead Member: Councillor Rowley, Executive Board Member for Housing</p> <p>The Head of Housing and Property has submitted a report which sets out the basis for the charging of rent for externally leased HRA property to partner organisations as supported housing.</p> <p>Recommendations: That the City Executive Board resolves to agree rent setting on the basis set out in paragraphs 5, 6 and 7 of this report.</p>	451 - 456
20	ITEMS RAISED BY BOARD MEMBERS	
21	MINUTES	457 - 460

Minutes of the meeting held on 21 January 2015.

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 21 January 2015 as a true and accurate record.

22 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**

23 SALE OF BRASENOSE FARM HOUSE SITE - CONFIDENTIAL APPENDIX

461 - 462

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

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.

24 EXTERNALLY LEASED HRA PROPERTIES - RENT SETTING - CONFIDENTIAL APPENDIX

463 - 464

Lead Member: Councillor Turner, Executive Board Member for Housing

This is exempt from publication by virtue of Paragraph 2, Part 1 of Schedule 12A of the Local Government Act 1972 for the following reasons:

- it is likely to reveal the identity of an individual and the public interest in maintaining the exemption outweighs the public interest in disclosing the information as sufficient detail is given in the open report to enable a proper understanding of its purpose.

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.

