

# MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 16 June 2016



**COUNCILLORS PRESENT:** Councillors Price (Leader), Brown, Kennedy, Smith, Sinclair and Tanner.

**OTHER MEMBERS PRESENT:** Cllr Gant

**OFFICERS PRESENT:** Nigel Kennedy (Head of Financial Services), Lindsay Cane (Legal Services Manager), Catherine Phythian (Committee Services Officer), Pat Jones (Committee and Member Services Manager) and Jennifer Kotilaine

## 12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Turner and Cllr Hollingsworth.

## 13. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 14. PUBLIC QUESTIONS

The City Executive Board noted the following public questions and the written responses (as published) on:

Agenda item 7: Integrated Performance Report Q4 2015/16

- Ms Judith Harley

## 15. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

Cllr Gant addressed the Board in relation to agenda item 9: Appointment to Outside Bodies 2016/17. His comments are included in the minute (20) for that item.

## 16. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

Cllr Henwood addressed the Board on the possibility of adjusting the Council's direct debit arrangements to facilitate payment for Council services in advance or over a shorter timescale.

The Chief Executive explained that it was important to ensure that the direct debit arrangements were aligned to the benefit payment cycle, but undertook to commission officers to explore the options for a more flexible direct debit payment structure.

## **17. SCRUTINY COMMITTEE REPORTS**

The Scrutiny Committee submitted reports and recommendations to the Board following the committee's meeting on 7 June 2016:

- Oxford City Council Safeguarding Report 2015-2016
- Apprentices (short report)

Cllr Gant, Chair of the Scrutiny Committee, introduced the reports and noted the Board's positive responses to the recommendations.

**Oxford City Council Safeguarding Report 2015-2016:** the discussion of this scrutiny report is included in the main minute item (19).

**Apprentices:** The Board noted that a more detailed report on Apprentices would be submitted in July but were pleased to confirm that the apprenticeship recruitment campaign will be extended to cover applicants who live in Abingdon, Witney, Bicester, Didcot and Kidlington areas so that the apprentices will be a better reflection of the Oxfordshire labour market, although preference will be given to applicants who live in OX1- OX4.

## **18. INTEGRATED PERFORMANCE REPORT Q4 2015/16**

The Head of Financial Services and Head of Business Improvement submitted a report which provided an update on Finance, Risk and Performance as at the end of the financial year.

The Board Member, Corporate Strategy and Economic Development introduced the report, highlighting the General Fund underspend and the fact that the majority of Corporate performance targets had been delivered as planned.

In discussion the Board reflected on the continuing problems of staff recruitment and retention which impacted the Council's own services and other employers in the city. The Board was pleased to note the achievement of the following performance targets:

- 64.9% Council spend with local businesses against a 50% target

- an actual achievement of 637 Tonnes against a target of 454 Tonnes for the implementation of measures to reduce the City Council's carbon footprint by 5% each year

The Head of Financial Services undertook to provide the Board with a written explanation for the reported overspend on the new Council website (C3053).

The City Executive Board resolved to:

1. **Note** the financial outturn and performance of the Council for the year 2015/16 and also the position on risks outstanding as at 31 March 2016;
2. **Agree** the carry forward requests outlined at paragraphs 7 and detailed in Appendix 4 and **recommend to Council** the establishment of budgetary provision in respect of the new bids show in paragraphs 7 and Appendix 4;
3. **Agree** the transfers to General Fund earmarked reserves detailed paragraph 7;
4. **Agree** the transfers to Housing Revenue Account (HRA) earmarked reserves as detailed in paragraph 9;
5. **Agree** the capital carry forwards as detailed in paragraph 13 Appendix 2.

## 19. OXFORD CITY COUNCIL SAFEGUARDING REPORT 2015-2016

The Executive Director, Community Services and Assistant Chief Executive submitted a report which detailed the progress made on the Council's Safeguarding Action Plan and recommends the Action Plan for approval for 2016-2017.

The Chair of Scrutiny Committee introduced the Committee's report and recommendations on safeguarding, highlighting in particular the concerns identified regarding the lack of regulation for Language Schools operating in the city, and nationally. He said that the Committee considered this to be a significant issue and it had been added to the work programme for a full review.

The Board Member, Community Safety presented the report and explained that the focus now needed to become more outward looking and centred on partnership working and community engagement. She welcomed the Scrutiny Committee report and thanked the Safeguarding Officer for her contribution. She said that she had written to Government regarding her concerns over the lack of safeguarding control for Language Schools but that she had received a less than satisfactory response.

The Board agreed that it was incumbent upon the Council to raise this issue as a priority with the Safeguarding Board and partner agencies as a matter of local and national concern.

The Board instructed the Chief Executive to task officers to work with the Scrutiny Committee to undertake a full review of this issue and to report back to the Board later in the year.

In discussion the Board considered the following issues:

- the need to focus on safeguarding for vulnerable adults, particularly as this has a close correlation with the Council's services and the commissioning of a training programme to support this
- that awareness of safeguarding issues and responsibilities has been embedded across a range of Council services through on-going training
- positive feedback from Thames Valley Police on the practical success of the hotel and guest house safeguarding awareness scheme
- the level of City Council resources available, and required, to support this important area of work
- the need to respect the clear boundaries between the County Council's statutory responsibilities and the City Council's supporting role as a member of the Safeguarding Board
- concern about the Government's proposals for the future of Safeguarding Boards and local authority responsibilities

The City Executive Board **resolved** to:

1. To **note** the progress and development of the Council's safeguarding work 2015-2016;
2. To **agree** the Action Plan as set out in Appendix 1;
3. To **agree** that the Board Member, Community Safety should raise the concern about Language School regulation as a priority with the Safeguarding Board and partner agencies; and
4. To **endorse** the Scrutiny Committee decision to undertake a review of the regulation of Language Schools with regard to safeguarding issues.

## **20. APPOINTMENT OF OUTSIDE BODIES 2016/17**

The Head of Law & Governance submitted a report which detailed the proposed nominations to outside and other bodies for the 2016/17 Council Year.

Cllr Gant addressed the Board and asked that they follow their own guidelines and review the proposed appointments to the North Oxford Association in favour of local or ward councillors. The Board agreed to review the appointments to that organisation.

The Board noted some factual errors in the report which officers undertook to correct (reference to the Leys not Blackbird Leys; only one appointee to the Non-Ecclesiastical Charities of St Mary's Magdalen). The Board also agreed to change the guidance on appointments to community associations from "Ward councillors in preference" to "Usually Ward councillors."

The City Executive Board **resolved** to:

1. **Approve** appointments to outside bodies as shown in Appendix 1 (attached to this minute) subject to the following amendments: *appointments to the North Oxford Association to be reviewed and change wording from “Ward councillors in preference” to “Usually Ward councillors”*;
2. **Note** the revised guidance for appointees as detailed in Appendix 2;
3. **Agree** not to re-appoint to 150 (City of Oxford) Squadron Air Cadets, South East Reserve Forces & Cadets and Oxford Airport Consultative Committee;
4. **Agree** the principles for appointment to community centre associations and other outside bodies as set out at paragraph 16; and
5. **Agree** to re-appoint representatives to Mortimer Hall Management Committee.

## **21. ITEMS RAISED BY BOARD MEMBERS**

No items were raised by Board Members.

## **22. MINUTES**

The Board resolved to **approve** the minutes of the meeting held on 19 May 2016 as a true and accurate record.

**The meeting started at 5.00 pm and ended at 6.30 pm**

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**Appendix 1 Appointments to Outside Bodies 2016/17 – confirmed at CEB on 16 June 2016**

<b>Name of Organisation</b>	<b>Current Appointment(s)</b>	<b>Length</b>	<b>Number of vacancies</b>	<b>Comments</b>
Association Public Service Excellence (APSE)	Cllr Coulter	Annually	1	
Barton Community Association Management Committee	Cllr Coulter	Annually	1	Usually Ward councillors
Blackbird Leys Neighbourhood Support Scheme Ltd	Cllr Taylor	Annually	1	
Bullingdon Community Association	Cllr Kennedy Cllr Lloyd-Shogbesan	Annually	2	Usually Ward councillors
Citizen's Advice Bureau	Cllr Kennedy Cllr Tarver	Annually	2	
Council of Ruskin College	Cllr Kennedy Cllr Coulter Cllr Paule	Annually	3	
Cuttleslowe Community Association	Cllr Fooks Cllr Gant	Annually	2	Usually Ward councillors
District Council's Network Association	Cllr Coulter	Annually	1	
Donnington Community Association Management Committee	Cllr Tanner Cllr Tarver	Annually	2	Usually Ward councillors or County councillors
Donnington Doorstep Management Committee	Cllr Tarver Cllr Coulter	Annually	2	
East Oxford Community Association	Cllr Azad Cllr Hayes	Annually	2	Usually Ward councillors

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	Historic England South East - Heritage Champion	Cllr Cook	Annually	1	
	Florence Park Community Association	Cllr Simm Cllr Henwood	Annually	2	Usually Ward councillors
	Fusion – Oxford’s Community Arts Agency	Cllr Coulter Cllr Curran	Annually	2	
	Gatehouse	Cllr Upton	Annually	1	
	Headington Action	Cllr Clarkson Cllr Sinclair	Annually	2	
	Headington Community Association	Cllr Munkonge Cllr Sinclair	Annually	2	Usually Ward councillors
	Health and Wellbeing Partnership	Cllr Turner	Annually	1	Usually Ward councillors
∞	Jericho St Barnabas Community Association Management Committee	Cllr Cook Cllr Pressel	Annually	2	Usually Ward councillors
	Littlemore Community Association	Cllr Tanner	Annually	1	Usually Ward councillors
	LGA General Assembly	Cllr Price	Annually	1	
	Local Government Information Unit	Cllr Coulter	Annually	1	
	Modern Art Oxford	Cllr Smith Cllr Hollingsworth	Annually	2	
	Mortimer Hall Management Committee	Cllr Upton	Annually	2	
	North Oxford Association	To be confirmed	Annually	2	Usually Ward councillors



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Northway Community Association	Cllr Anwar Cllr Chapman	Annually	2	Usually Ward councillors
Oxford Asian Cultural Association	Cllr Azad Mr Mohammed Azad	Annually	2	
Oxford and District Sports and Recreation Association for the Disabled (OXSRAD)	Cllr Upton	Annually	1	Usually sports portfolio holder
Oxford Homeless Pathways	Cllr Hollingsworth Cllr Rowley	Annually	2	
Oxford HUB Advisory Board	Cllr Sinclair	Annually	1	Usually Communities portfolio holder
Oxford In Bloom	Cllr Henwood Cllr Lygo	Annually	2	
Oxford Playhouse	Cllr Clarkson	Annually	1	
Oxford Poverty Action Trust	Cllr Iley-Williamson	Annually	1	
Oxford Preservation Trust	Cllr Cook Cllr Fry Cllr Upton	Annually	3	
Oxford Sports Council Executive Committee	Cllr Smith Cllr Rowley	Annually	2	Usually Sports portfolio holder
Oxfordshire Community and Voluntary Action	Cllr Simm	Annually	1	Usually Communities portfolio holder
Oxfordshire County Council School Organisation Stakeholder Group	Cllr Kennedy	Annually	1	
Oxfordshire Ethnic Minorities Enterprise	Cllr Lloyd-Shogbesan	Annually	1	

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Oxfordshire Environmental Partnership	Cllr Tanner	Annually	1	
Oxfordshire Museums Council	Cllr Pressel	Annually	1	
Oxford Safer Communities Partnership	Cllr Sinclair	Annually	1	
Pegasus Theatre	Cllr Curran	Annually	1	
Thames Valley Police and Crime Panel	Cllr Sinclair	Annually	1	Usually Crime portfolio holder
Regal Community Centre	Cllr Azad Cllr Anwar	Annually	2	
Risinghurst Community Centre	Cllr Munkonge Cllr Sinclair	Annually	2	Usually Ward councillors
Rose Hill Community Association	Cllr Paule	Annually	1	Usually Ward councillors
Rose Hill & Donnington Advice Centre	Cllr Paule Cllr Sanders	Annually	2	
South Oxford Adventure Playground Executive Committee	Cllr Price	Annually	1	
South Oxford Community Association Management Committee	Cllr Price Cllr Tidball	Annually	2	Usually Ward councillors
The Porch Steppin Stones Centre	Cllr Azad	Annually	1	
West Oxford Community Association	Cllr Cook Cllr Pressel	Annually	2	Usually Ward councillors

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<b>Charities</b>	<b>Current Appointment</b>	<b>Length</b>	<b>Number of vacancies</b>	<b>Comments</b>
Alice Smith Trust and Sarah Nowell Educational Organisation	Bryan Keen	2017	1	4 year term of office. Current vacancy can be filled for 2 years. Must be ward councillors from the Leys.
	Cllr Taylor	2018		
City of Oxford Charity	Cllr Coulter	2020	4	4 year term of office.
	Cllr Sanders	2020		
	Cllr Humberstone	2020		
	Cllr Pegg	2020		
	Graham Jones	2017		
	Cllr Fooks	2018		
Elder Stubbs Charity	Cllr Abassi	2017	2	4 year term of office.
	Cllr Benjamin	2018		
	Cllr Curran	2018		
	Cllr Tarver	2018		
	Judith Harley	2019		
	Bryan Keen	2020		
Headington Parish Charity	Cllr Clarkson	2019	0	4 year term of office.
	Cllr Wilkinson	2019		
Katherine Rawson Trust	Mike Gotch	2020	2	4 year term of office.
	Cllr Goddard	2018		
	Cllr Goff	2020		
Oxford Leon Trust	Cllr Tanner	2019	0	4 year term of office.
	Cllr Rowley	2018		
Old Marston Charities Trust	Cllr Chapman	2020	2	4 year term of office.
	Cllr Clarkson	2020		
Parochial Charities of St Clements	Cllr Azad	2020	1	Cllr term of office
	Cllr Hayes	2018		
St Aldate's Parish Charity	Cllr Kennedy	2020	1	4 year term of office.

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	Cllr Hollingsworth	2019		
Non Ecclesiastical Charities of St Mary's Magdalen	Cllr Brown	2020	1	4 year term of office.
Susan Kidd	Cllr Upton	2018	0	4 year term of office