

Agenda

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City Executive Board

Date: **Thursday 15 September 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, Asset Management and Public Health
	Councillor Susan Brown	Customer and Corporate Services
	Councillor Alex Hollingsworth	Planning and Regulatory Services
	Councillor Pat Kennedy	Young People, Schools and Skills
	Councillor Mike Rowley	Housing
	Councillor Christine Simm	Culture and Communities
	Councillor Dee Sinclair	Community Safety
	Councillor Linda Smith	Leisure, Parks and Sport
	Councillor John Tanner	A Clean and Green Oxford
	Councillor Andrew Gant	Liberal Democrat Group Leader
	Councillor Craig Simmons	Green Group Leader

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](#)

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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, or may be, submitted to this meeting:-

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| a | OXLEP STRATEGIC ECONOMIC PLAN REFRESH | 13 - 16 |
| b | EQUALITY AND DIVERSITY REVIEW - RECOMMENDATION 15 | 17 - 18 |
| c | OXFORDSHIRE CREDIT UNION | 19 - 22 |
| d | QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q1 (MAY FOLLOW) | |
| e | TREASURY MANAGEMENT STRATEGY: ANNUAL REPORT AND PERFORMANCE 2015/16 (MAY FOLLOW) | |

7 ITEMS RAISED BY BOARD MEMBERS

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| 8 | EUROPEAN REGIONAL DEVELOPMENT FUND (ERDF) INNOVATION PROJECTS - MATCH FUNDING | 23 - 36 |
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Lead Member: Councillor Price, Board Member for Corporate Strategy and Economic Development

The Executive Director, Regeneration and Housing has submitted a report which requests approval to commit match funding towards the Oxford City Council led element of the ERDF Innovation allocation for Oxfordshire, if funds are successfully awarded.

Recommendations: That the City Executive Board resolves to:

1. **Recommend Council** to approve the required match funding to deliver the capital (£33,939) and revenue (£45,000) elements of the projects detailed in this report.
2. **Delegate authority** to the Executive Director, Regeneration and Housing to enter into any necessary agreements to secure European Regional Development Fund funding

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| 9 | OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP (OXLEP) STRATEGIC ECONOMIC PLAN REFRESH | 37 - 160 |
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Lead Member: Councillor Price, Board Member for Corporate Strategy and Economic Development

The Executive Director, Housing and Regeneration has submitted a report to update Members on the consultation draft of the Strategic Economic Plan (SEP), and to agree feedback on it, prior to formal

endorsement of the document.

Recommendation: That the City Executive Board resolves to:

1. **Endorse** the draft Oxfordshire Local Enterprise Partnership Strategic Economic Plan, subject to the feedback in the report and any additional member comments being relayed to the Oxfordshire Local Enterprise Partnership Board for consideration.

10 CHANGES TO CHARGING FOR BUILDING CONTROL APPLICATION FEES

161 - 172

Lead Member: Councillor Hollingsworth, Board Member for Planning and Regulatory Services

The Head of Planning and Regulatory Service has submitted a report which sets new Building Control application fees and introduces one new charge.

Recommendation: That the City Executive Board resolves to:

1. **Approve** the proposed Building Control application fees and charges to take effect from 30 September 2016 and that a strategic review of the service will be undertaken by December 2016.

11 FIXED PENALTY NOTICES FOR FLY-TIPPING

173 - 176

Lead Member: Councillor Sinclair, Board Member for Community Safety

The Head of Community Services has submitted a report which requests adopting the powers to issue fixed penalty notices for fly-tipping in Oxford and set the fine levels.

Recommendations: That the City Executive Board resolves to:

1. **Adopt** the power to issue fixed penalty notices for fly-tipping offences under the Deposit of Waste (Fixed Penalties) Regulations 2016 and section 33ZA of The Environmental Protection Act 1990;.
2. **Delegate** to the Head of Community Services the power to authorise officers to issue Fixed Penalty Notices
3. **Approve** the amount of the Fixed Penalty Notice for fly-tipping at £400 and the lesser amount of £200 if paid within 10 working days and include these items in the Council's Fees and Charges.

12	HOME CHOICE PILOT & RENT GUARANTEE SCHEME	177 - 204
	<p>Lead Member: Councillor Rowley, Board Member for Housing</p> <p>The Executive Director of Regeneration and Housing has submitted a report which requests approval to adopt a Rent Guarantee Scheme to enable the delivery of a Home Choice pilot, providing support to tenants to help them become financially independent.</p> <p>Recommendation: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Adopt the proposed Rent Guarantee Scheme outlined in the report 	
13	LEISURE INVESTMENT OPTIONS	205 - 216
	<p>Lead Member: Councillor Smith, Board Member for Leisure, Parks and Sport</p> <p>The Head of Community Services has submitted a report which seeks project approval to improve tennis provision at Florence Park and the car parking to the sports facilities at Court Place Farm.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Grant project approval for the improvements to: <ul style="list-style-type: none"> • Tennis provision at Florence Park • The car park at Court Place Farm as outlined in this report 2. Delegate authority to the Executive Director for Community Services, in consultation with the Board Member, Head of Financial Services and Head of Law and Governance to enter into any necessary agreements or contracts to complete the works. 	
14	COMMUNITY CENTRE STRATEGY 2016- 2020	217 - 298
	<p>Lead Member: Councillor Simm, Board Member for Culture and Communities</p> <p>The Head of Community Services has submitted a report which requests the approval of the Community Centres Strategy which has been updated following consultation.</p> <p>Recommendation: That the City Executive Board resolves to:</p>	

1. **Adopt** the Community Centre Strategy

15 TREASURY MANAGEMENT ANNUAL REPORT 2015/16

299 - 310

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

The Head of Financial Services has submitted a report which sets out the Council's treasury management activity and performance for the financial year 2015/2016. The report also identifies some reductions in interest rates in 2016/17 and recommends a change to the Treasury Strategy for 2016/17.

Recommendations: That the City Executive Board resolves to:

1. **Note** the report
2. **Recommend that Council** approve the amendment to the Specified Investments list attached at Appendix 1 (paragraphs 35 – 37 below)

16 QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q1

311 - 326

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

The Head of Financial Services has submitted a report to update Members on the Council's Financial Risk and Performance as at 30 June 2016.

Recommendations: That the City Executive Board resolves to:

1. **Note** the projected financial outturn, the current position on risk and performance as at the 30 June 2016;
2. **Recommend to Council** that additional budget of £0.118 million and £0.399 million is approved for Super Connected Cities and Disabled Facilities Grant expenditure to be financed from external grant funding in accordance with paragraph 12.

17 POOLED BUDGET ARRANGEMENTS FOR THE COMMISSIONING OF ADULT HOMELESS SUPPORTED ACCOMMODATION IN OXFORDSHIRE

327 - 334

Lead Member: Councillor Rowley, Board Member for Housing

The Head of Housing and Property has submitted a report which seeks agreement to enter into pooled budget arrangements with Oxfordshire County Council, Oxfordshire Clinical Commissioning Group and Oxfordshire District Councils; to agree Oxford City Council's initial 3 year contribution to the pooled budget from existing base budget provision.

Recommendations: That the City Executive Board resolves to:

1. **Approve** the commitment by Oxford City Council to enter into a pooled budget arrangement in order to fund adult homeless supported accommodation in Oxfordshire.
2. **Approve** Oxford City Council's annual contribution of £161,700 towards the pooled budget from Housing and Property's existing Homelessness Prevention funds base budget provision that is included in the current approved Medium Term Financial Plan
3. **Delegate to** the Head of Housing and Property Services, in consultation with the Board member for Housing, the discretion to increase/reduce the Council's contribution in years 4 (2020/21) and 5 (2021/22) from within existing approved Homelessness Prevention funds budgetary provision, if it is agreed by all parties to extend the current 3 year proposal.
4. **Delegate authority** to the Executive Director of Regeneration and Housing to enter into a Governance Agreement for the pooled budget before April 2017

18 COMPULSORY PURCHASE ORDER-SPENCER CRESCENT, ROSE HILL

335 - 344

Lead Member: Councillor Rowley, Board Member for Housing

The Head of Head of Housing & Property has submitted a report to obtain approval to initiate compulsory purchase proceedings in relation to a long term empty property.

Recommendations: That the City Executive Board resolves to:

1. **Delegate authority** to the Head of Housing and Property, in consultation with the Head of Law and Governance and the Head of Financial Services, to initiate compulsory purchase proceedings to acquire all interests in the property situated in Spencer Crescent, Oxford (full address provided in Appendix A)
2. **Delegate authority** to the Head of Law and Governance to take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Order, including the publication and service of all notices and the presentation of

the Council's case at any public inquiry;

3. **Delegate authority** to the Regeneration & Major Projects Service Manager to take all necessary action to acquire and obtain possession of the property either compulsorily or by agreement and to negotiate and agree all matters relating to compensation payments;
4. **Delegate authority** to the Regeneration & Major Projects Service Manager to dispose of the property in accordance with the Disposal Options set out in this report.

**19 RENT SETTING FOR A HOUSING REVENUE ACCOUNT
PROPERTY LEASED TO A PARTNER AGENCY AS SUPPORTED
ACCOMMODATION**

345 - 350

Lead Member: Councillor Rowley, Board Member for Housing

The Head of Housing and Property has submitted a report which sets out the basis for the charging of rent for an externally leased HRA property to a partner organisation as supported housing

Recommendations: That the City Executive Board resolves to:

1. **Agree** rent setting on the basis set out in paragraphs 5, 6 and 7 of this report.

20 MINUTES

351 - 354

Minutes of the meeting held on 8 August 2016

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 8 August 2016 as a true and accurate record.

21 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

- 22** **CONFIDENTIAL APPENDICES_ COMPULSORY PURCHASE ORDER-SPENCER CRESCENT, ROSE HILL** 355 - 360

Lead Member: Councillor Rowley, Board Member for Housing

Appendices A, B and C are exempt from publication by virtue of Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972 - Information relating to the business affairs of the Council.

- 23** **CONFIDENTIAL APPENDIX_RENT SETTING FOR A HOUSING REVENUE ACCOUNT PROPERTY LEASED TO PARTNER AGENCY AS SUPPORTED ACCOMMODATION** 361 - 362

Lead Member: Councillor Rowley, Board Member for Housing

Appendix 2 is exempt from publication by virtue of Paragraph 2 of Schedule 12A to the Local Government Act 1972 as 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.

a)

b)

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