

# Agenda

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## City Executive Board

Date: **Thursday 13 October 2016**

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Time: **5.00 pm**

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Place: **St Aldate's Room, Town Hall**

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For any further information please contact:

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Telephone: 01865 529920

Email: [executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)

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As a matter of courtesy, if you intend to record the meeting please let the Committee Services 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](#)

### **HOW TO OBTAIN A COPY OF THE AGENDA**

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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 ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC  
(15 MINUTES TOTAL)
- 4 COUNCILLORS ADDRESSES ON ANY ITEM FOR DECISION ON  
THE BOARD'S AGENDA
- 5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES (10  
MINUTES IN TOTAL)
- 6 ITEMS RAISED BY BOARD MEMBERS
- 7 SCRUTINY COMMITTEE REPORTS

The following Scrutiny Committee reports have been, or may be, submitted to this meeting:-

- a THE IMPLICATIONS OF BREXIT FOR LOCAL  
GOVERNMENT (REPORT TO FOLLOW)
- b REVIEW OF TREE MANAGEMENT POLICY (MAY FOLLOW)

- 8 COUNCIL TAX REDUCTION SCHEME

9 - 20

**Lead Member:** Councillor Brown Board Member for Customer and Corporate Services

The Director of Organisational Development and Corporate Services has submitted a report which makes recommendations for the operation of the Council's Council Tax Reduction Scheme in 2017/18

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

1. **Approve** the existing Council Tax Reduction scheme for the financial year 2017/18.

**9 TREE MANAGEMENT POLICY**

21 - 36

**Lead Member:** Councillor Smith Board Member for Leisure, Parks and Sport

The Head of Direct Services has submitted a report which details an updated Tree Management Policy.

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

1. **Approve** the draft Tree Management Policy

**10 CUSTOMER SERVICE EXCELLENCE**

37 - 44

**Lead Member:** Councillor Brown Board Member for Customer and Corporate Services

The Head of Business Improvement has submitted a report which details the corporate Customer Service Excellence standard accreditation and explains how the Council plan to embed the standard further. To report the first quarter's performance against the corporate comments and complaints scheme.

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

1. **Note** this report, and congratulates the City Council staff in achieving the Customer Service Excellence standard across the whole Council.

**11 MINUTES**

45 - 56

Minutes of the meeting held on 15 September 2016

**Recommendation:** The City Executive Board NOTES the minutes of the meeting held on 15 September 2016 as a true and accurate record.

## **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.

## **HOW OXFORD CITY COUNCILLORS AND MEMBERS OF THE PUBLIC CAN ENGAGE AT THE CITY EXECUTIVE BOARD**

### **Addresses and questions by members of the public, (15 minutes in total)**

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Thursday meeting, the deadline would be 9.30am on the Tuesday). Questions can be submitted either by letter or by email ([executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Board member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

### **Councillors speaking at meetings**

Oxford 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 9.30am at least one clear working day before the meeting, stating the relevant agenda items. 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.

### **Councillors speaking on Neighbourhood issues (10 minutes in total)**

Any City Councillor can raise local issues on behalf of communities directly with the Board. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Board 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.

### **Items raised by Board members**

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Board decision. Any item which requires a decision of the Board will be the subject of a report to a future meeting of the Board

- a)
- b)

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