

Agenda

City Executive Board

Date: **Tuesday 18 July 2017**

Time: **5.00 pm**

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

For any further information please contact:

Sarah Claridge, Committee and Member Services Officer

Telephone: 01865 529920

Email: executiveboard@oxford.gov.uk

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
	Councillor Susan Brown	Customer and Corporate Services
	Councillor Tom Hayes	Community Safety
	Councillor Alex Hollingsworth	Planning and Regulatory Services
	Councillor Mike Rowley	Housing
	Councillor Dee Sinclair	Culture and Communities
	Councillor Linda Smith	Leisure, Parks and Sport
	Councillor John Tanner	A Clean and Green Oxford
	Councillor Marie Tidball	Young People, Schools and Public Health

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.

A copy of the agenda may be:-

- Viewed on our website – mycouncil.oxford.gov.uk
- Downloaded from our website
- Subscribed to electronically by registering online at 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	
4	COUNCILLORS ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA	
5	COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES	
6	ITEMS RAISED BY BOARD MEMBERS	
7	SCRUTINY COMMITTEE REPORTS	
a	Scrutiny Response: Local Authority Trading Company (may follow)	
a	Scrutiny Response: Council Tax Reduction Scheme for 2018/19 Report to follow	
8	LOCAL AUTHORITY TRADING COMPANY - PROGRESS REPORT.	11 - 32
	Lead Members: Councillor Turner, Board Member for Finance, Asset Management, Councillor Tanner, Board Member for A Clean and Green Oxford and Cllr Brown, Board Member for Customer and Corporate Services	
	The Executive Director for Sustainable City has submitted a progress report on the establishment of the Local Authority Trading Company.	
	Recommendations: That the City Executive Board resolves to:	
	1. Approve the revised LATCo company structure as set out in this report, i.e. the creation of a “Teckal” company (to provide	

Council services – “the Teckal Company”) and a trading company (to trade with external customers – “the Trading Company”)

2. Note that the Interim Chief Executive in consultation with the Council’s section 151 officer, Monitoring Officer and the Leader will be developing a full update report to be considered by the Board in September or October, which will contain recommendations on the following issues:
 - a. A date (“the Transfer Date”), on which all service delivery currently carried out by the Council’s Direct Services will be transferred to the two new LATCo companies. :
 - b. In regard to the Teckal Company, the terms of the Council’s entry into an appropriate agreement with the company (“the Service Contract”) under which the Teckal Company would undertake from the Transfer Date all relevant Council statutory functions and related work, as currently undertaken by Direct Services;
 - c. The arrangements to transfer all Direct Services staff engaged in service delivery immediately prior to the Transfer Date to the Teckal Company, such transfer being subject to the TUPE regulations;
 - d. The arrangements to ensure that all transferring staff will continue to have access to the Local Government Pension Scheme;
 - e. The terms of the contract between the two LATCo companies and the Council (“the Support Contract”) under which the Council would provide support services to both companies;
 - f. The terms under which the Council would enter into leases or licences with the two LATCO companies covering their occupation of relevant Council premises and use of Council resources;
 - g. The arrangements made to transfer to the Trading Company of all contracts with third parties in existence on the Transfer Date
 - h. The terms of the Shareholder’s Agreement to be made between the companies and the Council (acting through its Shareholder Group)
 - i. The provisions of an initial Business Plan (or Plans) for the Companies.

3. **Agree** to the transfer on the Transfer Date of all Direct Services staff engaged in service delivery immediately prior to the Transfer Date to the Teckal Company in accordance with all relevant employment law protecting terms and conditions of employment including pension, and for this to be reflected in the contract. This proposal being subject to consultation having taken place with the Trades Union concerned.
4. **Recommend** to the Teckal company that it incorporates the new Council three year pay deal (if endorsed by a ballot of Trades Union members) into the employment contracts of the transferring staff for the three year period following its implementation by the Council.
5. **Agree** to a transfer to the Trading company of the Council's order book/external customer list, on terms to be agreed.
6. **Agree** to grant a licence to the LATCo companies to use the Council's "ox and ford" logo and the name "Oxford Direct Services" on terms to be agreed.
7. **Recommend that Council** agrees to a further loan of a sum up to £200k to the LATCo companies, on State-Aid compliant terms, to enable the LATCo companies to fund their set up costs and to delegate to the Council's section 151 officer, in consultation with the Interim Chief Executive and Council Leader, authority to approve spending of this money on other related matters
8. **Approve** the governance arrangements for the LATCo companies set out in this report.
9. **Ensure** that "client side" arrangements as set out in this report in regard to the Council's management of its contract with the Teckal Company are fully worked up and agreed
10. **Delegate authority** to the Interim Chief Executive, in consultation with the Council's s151 and Monitoring Officers and the Leader of the Council to agree on behalf of the Council any matter requiring the Council's consent to properly implement the proposals set out in this report, including the terms of any leases or licences to be granted to the companies for operational premises, vehicles, intellectual property or other licences, the terms of any loan agreement and any other relevant matters

9 LOW EMISSIONS TAXI INFRASTRUCTURE SCHEME

33 - 40

Lead Member: Councillor Tanner, Board Member for A Clean and Green Oxford

The Director for Sustainable City has submitted a report which seeks project approval to spend capital funding of £370k granted by the Office of Low Emission Vehicles (OLEV). The funding is to deliver electric vehicle charging points for Hackney Carriages and Private Hire vehicles operating in Oxford. Further funding may be available depending on degree of uptake of ultra-low emission taxis. The total project value may therefore exceed £500k in total.

Recommendations: That the City Executive Board resolves to:

1. **Grant project approval** for the electric vehicle charging for taxis project referred to in this report;
2. **Delegate authority** to the Director for Sustainable City to complete negotiations with the Office of Low Emission Vehicles with a view to the Council being appointed as the accountable body for, and receiving grant funding under a funding agreement with the Office of Low Emission Vehicles;
3. **Delegate authority** to the Director for Sustainable City, in consultation with the Monitoring Officer and Section 151 officer, the authority within the funding envelope provided by the Council to enter into:
 - a) a grant agreement with the Office of Low Emission Vehicles;
 - b) appropriate agreements with our bid partners; and third parties required to deliver the project subject to their being selected under an appropriate procurement process.

10 COUNCIL TAX REDUCTION SCHEME FOR 2018/19

41 - 68

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

The Executive Director of Organisational Development and Corporate Services has submitted a report to approve the proposals made for consultation on changes to the Council's Council Tax Reduction Scheme for 2018/19

Recommendations: That the City Executive Board resolves to:

1. **Agree** which options as set out in the table at paragraph 9 should be subject to public consultation.

2. **Agree to** consult on the proposals for an 8 week period from 19 July 2017 and;
3. **Instruct** the Executive Director of Organisational Development and Corporate Services to bring a further report to December CEB subject to the outcome of the consultation process.

11 MINUTES

69 - 80

Minutes of the meetings held on 15 June 2017 and 20 June 2017

Recommendation: The City Executive Board:

NOTES the minutes of the meeting held on 15 June 2017 as a true and accurate record.

NOTES the minutes of the meeting held on 20 June 2017 as a true and accurate record.

12 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

15 August 2017
19 September 2017
17 October 2017
21 November 2017
19 December 2017

All meetings start at 5pm.

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 Tuesday meeting, the deadline would be 9.30am on the Friday before). Questions can be submitted either by letter or by email (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