

Agenda

www.oxford.gov.uk



City Executive Board

Date: **Tuesday 15 August 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

None

8 RE-CLADDING OF EVENLODE AND WINDRUSH TOWER BLOCKS

Lead Member: Councillor Rowley, Board Member for Housing

Report to follow.

9 DISCRETIONARY BUSINESS RATES SUPPORT SCHEME-

9 - 20

Lead Member: Councillor Brown, Board Member for Customer and Corporate Services and Councillor Turner, Board Member for Finance and Asset Management

The Head of Financial Services has submitted a report which advises Members of additional rate relief schemes arising from the Government's spring budget and to agree the recommendations below:

Recommendations: That the City Executive Board resolves to:

1. Delegate to the Head of Financial Services the authority to administer

- a) the Public Houses Relief Scheme and
- b) the Supporting Small Business Relief Scheme.

2. Approve the Revaluation Discretionary Relief Scheme for businesses for 2017-18 at Appendix 1
3. Delegate authority to the Head of Financial Services to administer and award the reliefs in the Revaluation Discretionary Relief Scheme at Appendix 1 including revising the scheme for the subsequent 3 years.

10 LITTLEMORE NEIGHBOURHOOD PLAN AREA APPLICATION

21 - 36

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

The Head of Planning, Sustainable Development and Regulatory Services has submitted a report which seeks to designate the Littlemore Neighbourhood Area for the purpose of delivering a Neighbourhood Plan.

Recommendation: That the City Executive Board resolves to designate the proposed Littlemore Neighbourhood Area

11 APPOINTMENT TO NEW OUTSIDE BODY 2017/2018

37 - 42

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

The Acting Head of Law and Governance has submitted a report to include the National Association of Black, Asian and Ethnic Minority Councillors (UK) on to the list of Oxford City Council Outside Bodies and to appoint a representative for the 2017/18 Council Year.

Recommendations: That the City Executive Board resolves to:

1. Agree to include the National Association of Black, Asian and Ethnic Minority Councillors (UK) on the list of Oxford City Council Outside Bodies and;
2. To appoint Councillor Jamila Azad as the Oxford City Council representative to the National Association of Black, Asian and Ethnic Minority Councillors (UK) for the 2017/18 Council Year.

12 MINUTES

43 - 50

Minutes of the meeting held on 18 July 2017

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 18 July 2017 as a true and accurate record.

13 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

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