

Agenda

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City Executive Board

Date: **Tuesday 19 September 2017**

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 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.

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AGENDA

PART ONE PUBLIC BUSINESS

	Pages
1 APOLOGIES FOR ABSENCE	
2 DECLARATIONS OF INTEREST	
3 ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC	
4 COUNCILLOR 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	13 - 16
<p>A Scrutiny report on the implications of Brexit is attached.</p> <p>A Scrutiny Report on the Monitoring - Grant Allocations report (item 14 on this agenda) <i>will</i> follow as a supplement to this agenda.</p> <p>Scrutiny Reports on the following items <i>may</i> follow after the meeting of the Housing Scrutiny Panel on 11 September</p> <ul style="list-style-type: none">• Housing Strategy (item 9)• Additional Homelessness provision (item 10)• Use of empty buildings (item 11)	
8 MINUTES	17 - 22
<p>Recommendation: The City Executive Board NOTES the minutes of the meeting held on 15 August 2017 as a true and accurate record.</p>	
9 DRAFT HOUSING AND HOMELESSNESS STRATEGY 2017-2022	23 - 216
<p>Lead Member: Councillor Mike Rowley, Board Member for Housing</p> <p>The Head of Housing Services has submitted a report which requests</p>	

that the City Executive Board approve that the Draft Housing and Homelessness Strategy 2018-21 (and its associated appendices) can be published as a draft strategy for a period of public consultation.

Recommendation: That the City Executive Board resolves to

1. **Approve** the draft Housing and Homelessness Strategy 2018-21 as a draft for public consultation in line with requirements of the Homelessness Act 2002.
2. **Approve** that as part of the consultation process, a meeting of key stakeholders is convened to assess the causes and potential remedies for the rising levels of street homelessness.

10 **OPTIONS PAPER ON ADDITIONAL HOMELESSNESS PROVISION FOR THE CITY**

217 - 226

Lead Member: Councillor Mike Rowley, Board Member for Housing

The Head of Housing Services has submitted a report to seek authority to award three different contracts to provide accommodation and support services for homeless clients with complex needs as part of the adult homeless pathway in Oxford City.

Recommendation: That the City Executive Board resolves to

1. **Agree** for the Council to secure a one year contract with A2 Dominion from April 2018 to March 2019 to fund support for circa 20-25 units of complex needs housing at the current Simon House site, to a maximum value of £200k, to be identified from within the Homelessness Prevention Funds budget 2018-2019.
2. **Delegate** authority to the Head of Housing to determine the details of the contract and operationalise the scheme.
3. **Agree** for the Council to enter into a five year contract with A2 Dominion from April 2019 to March 2024, on a new site, at a maximum value of £225k per annum, to be funded from within the agreed Homelessness Prevention Funds budget envelope.
4. **Delegate** authority to the Head of Housing to determine the details of the contract and operationalise the scheme.
5. **Agree** for the Council to enter into a two year contract with Response to double the number of Acacia housing units in the City to 10 from October 2017 to be funded from within the agreed Homelessness Prevention Funds budget envelope.
6. **Delegate** authority to the Head of Housing to determine the details of the contract and operationalise the scheme.

11 **THE USE OF EMPTY BUILDINGS AS TEMPORARY ACCOMMODATION FOR HOMELESS PEOPLE**

227 - 236

Lead Member: Councillor Mike Rowley, Board Member for Housing

The Head of Housing Services has submitted a report to respond to Council's motion requesting officers to investigate "the processes or procedures that could be used to make empty properties available for use as temporary shelters".

Recommendation: That the City Executive Board resolves to

1. **Agree** to continue working with partners to make the best use of new and existing premises for Severe Weather Emergency Provision.
2. **Agree** to continue to investigate the possibility of the other matters covered in this report, with particular reference to effectiveness in meeting a defined need, and financial sustainability.
3. **Note** that should additional expenditure be required to further the above objectives, a report outlining the proposed expenditure will be presented to CEB.
4. **Delegate** to the Head of Housing Services the discretion to organise a conference of stakeholders with a view to exploring possible interventions and ways of working together to find accommodation and support services for rough sleepers.

12 **THE TRANSFER OF 10 FLATS PURCHASED IN GREAT WESTERN PARK, DIDCOT UNDER THE TEMPORARY ACCOMMODATION PURCHASE SCHEME FROM THE GENERAL FUND (INTO HOUSING REVENUE ACCOUNT)**

237 - 244

Lead Member: Councillor Mike Rowley, Board Member for Housing

The Head of Housing Services has submitted a report to recommend to Council to make suitable budgetary provision for the Housing Revenue Account to acquire 10 flats due to be purchased by the General Fund at Great Western Park, Didcot in September 2017 for use as social housing.

Recommendation: That the City Executive Board resolves to

1. **Request** Council approve the introduction of an additional 2017/18 HRA capital budget, namely £2.362m, funded by HRA borrowing for "Property Acquisitions", in order to transfer 10 units from the General Fund into the HRA.

2. **Note** that all 10 flats to be transferred (8 two-bedroom and 2 one-bedroom flats) are to be used as social rented housing and let to housing applicants in housing need on the Housing Register in Oxford.

13 INVESTMENT IN EXISTING PROPERTY PORTFOLIO

245 - 268

Lead Member: Councillor Ed Turner, Board Member for Finance, Asset Management

The Interim Assistant Chief Executive – Regeneration & Economy submitted a report to provide an update on the progress of a number of identified opportunities to maintain or improve the income stream from the Council's property investment portfolio. To seek approval for an increased budget requirement of £4,635,000 in addition to the existing approved budget of £10,300,000 to include the undertaking of additional projects.

Recommendation: That the City Executive Board resolves to:

1. **Note** the progress on the various schemes that had been identified and had budget approval to the value of £10,300,000.
2. **Recommend** to Council an increase of £4,635,000 to the allocated budget of £10,300,000 to deliver the development opportunities at 1-5 George Street, Standingford House, Cave Street and add the new project of refurbishing 2 flats at 11 New Road and houses at 9 and 10 Ship Street.
3. **Authorise** entering into exclusive negotiations to seek financially viable agreements to lease with two identified commercial tenants at 1-5 George Street in line with the Not For Publication Appendix 7, subject to Council budgetary approval.
4. **Enter** into the above agreements for lease at rental levels above the threshold of £125,000 per annum in line with the constitution.
5. **Delegate** to the Interim Assistant Chief Executive – Regeneration and Economy, in consultation with the Head of Finance, the authority to alter the terms of the agreements to lease on the basis that they continue to represent best value during negotiations.

14 MONITORING - GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS REPORTED ACHIEVEMENTS 2016/17

269 - 314

Lead Member: Councillor Dee Sinclair, Board Member for Culture and Communities, Customer and Corporate Services

The Head of Service for Community Services submitted a report to

inform members of the monitoring findings of the 2016/17 grants programme.

Recommendation: That the City Executive Board resolves to

Note the results of the grant monitoring and the positive impact the community and voluntary sector is making in the city.

15 QUARTERLY INTEGRATED PERFORMANCE 2017/18 - Q1 315 - 328

Lead Member: Councillor Ed Turner, Board Member for Finance, Asset Management

The Head of Financial Services submitted a report to update Members on Finance, Risk and Performance as at 30th June 2017.

Recommendation : That the City Executive Board resolves to

Note the projected financial outturn, the current position on risk and performance as at the 30th June 2017.

16 TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2016/17 329 - 338

Lead Member: Councillor Ed Turner, Board Member for Finance, Asset Management

The Head of Financial Services submitted a report which sets out the Council's treasury management activity and performance for the financial year 2016/2017.

Recommendation: That the City Executive Board resolves to note the report.

17 TO ALIGN OXPENS CAR PARK TARIFF WITH WESTGATE SHOPPING CENTRE. 339 - 350

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

The Head of Direct Services submitted a report seeking to align the Oxpens Car Park tariff with that of Westgate Shopping centre

Recommendation: That the City Executive Board resolves to

1. **Align** Oxpens parking tariff with the Westgate car park.
2. **Retain** the Council's tariff structure in Worcester St and Gloucester Green car parks.

3. **Note** that the financial implication of adopting this recommendation is expected to be cost neutral.

18 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

17 October 2017
21 November 2017
19 December 2017

All meetings start at 5pm.

19 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**

20 INVESTMENT IN EXISTING PROPERTY PORTFOLIO - EXEMPT APPENDICES 5,7,8 AND 9

351 - 358

Lead Member: Councillor Ed Turner Board Member for Finance, Asset Management

Appendices 5, 7, 8 and 9 are exempt by virtue of Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

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