

Agenda

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City Executive Board

Date: **Monday 16 October 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](#)

Details of how Oxford City Councillors and members of the public can engage with this meeting are given on page 10 of this agenda.

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
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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 | 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 | Assessing disabled impacts in planning To consider Scrutiny Committee's recommendations flowing from its report on assessing disabled impacts in planning (<i>report to follow</i>). | |
| b | Oxford Design Review Panel To consider Scrutiny Committee's recommendations flowing from its report on the Oxford Design Review Panel (<i>report to follow</i>). | |
| c | Recycling To consider Scrutiny Committee's recommendations flowing from its report on recycling (<i>report to follow</i>) | |
| d | Scrutiny response to CEB report on Annual Monitoring Report <i>This may follow</i> (dependent on decision made by Scrutiny on 09 October.) | |
| e | Scrutiny response to CEB item on Review of Discretionary Housing Policy | |

This may follow (dependent on decision made by Scrutiny on 09 October).

f Scrutiny response to CEB report on Review of Financial Inclusion Strategy

This may follow (dependent on decision made by Scrutiny on 09 October).

8 REVIEW OF DISCRETIONARY HOUSING PAYMENT POLICY

15 - 36

Lead Member: Councillor Susan Brown, Board Member for Customer and Corporate Services.

The Executive Director for Organisational Development & Corporate Services has submitted a report which seeks approval for the maintenance of the existing Discretionary Housing Payment policy.

Recommendation: That the City Executive Board resolves to:

Approve the maintenance of the existing Discretionary Housing Payment Policy.

9 DRAFT HOUSING ASSISTANCE AND DISABLED ADAPTATIONS POLICY 2018

37 - 96

Lead Member: Councillor Mike Rowley, Board Member for Housing.

The Head of Planning, Sustainable Development and Regulatory Services has submitted a report which seeks approval to consult on proposed changes to the Housing Assistance and Disabled Adaptation Policy.

Recommendation: That the City Executive Board resolves to:

Approve the draft Housing Assistance and Disabled Adaptation Policy for a City wide consultation.

10 REGULATING THE PRIVATE RENTED SECTOR

97 - 124

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

The Head of Planning, Sustainable Development and Regulatory Services has submitted a report which sets out the preferred option for changing the regulation of the private rented sector in Oxford.

Recommendation: That the City Executive Board resolves to:

1. **Approve** the option of establishing and pursuing a 5 year proactive inspection programme of unlicensed privately rented properties.
2. **Approve** the use of all the funds generated from Civil Penalties issued under the Housing and Planning Act 2016 for the purposes of enforcement in the private rented sector.
3. **Approve** the Civil Penalty Protocol and delegate authority to the Head of Service for Planning, Sustainable Development and Regulatory Services to review and update the protocol in consultation with the Head of Law and Governance and the Executive Director.

11 LUCY FAITHFULL HOUSE

125 - 132

Lead Member: Councillor Mike Rowley, Board Member for Housing.

The Head of Housing Services has submitted a report which seeks approval to demolish Lucy Faithfull House and to agree that officers investigate the viability of making the site available to the Council's housing company (OCHL) for development.

Recommendation: That the City Executive Board resolves to:

1. **Approve** the demolition of Lucy Faithfull House.
2. **Authorise** officers to investigate the viability of undertaking the development of the site as outlined below with Oxford City Housing Limited (OCHL) as part of its overall development programme.

12 REVIEW OF FINANCIAL INCLUSION STRATEGY 2014-2017

133 - 162

Lead Member: Councillor Susan Brown, Board Member for Customer and Corporate Services.

The Executive Director for Organisational Development & Corporate Services submitted a report seeking approval of the Financial Inclusion Strategy for 2017-2020 and requesting approval of £50,000 to fund emergency support for residents migrating to Universal Credit in the remainder of 2017/18.

Recommendation: That the City Executive Board resolves to:

1. **Approve** the adoption of the revised Financial Inclusion Strategy for the period 2017-2020 attached at Appendix 1;

2. **Delegate** authority to the Executive Director Organisational Development & Corporate Services in consultation with the Executive Member for Customer and Corporate Services to review and update the Strategy's action plan.
3. **Utilise** £50,000 of the 2016/17 Council underspend to provide an emergency support scheme to cover essential living costs for people migrating to Universal Credit within the current financial year, and to delegate authority to the Executive Director Organisational Development & Corporate Services to develop the scheme in consultation with the Executive Member for Customer and Corporate Services.

13 OXFORD STATION SPD

163 - 234

Lead Member: Councillor Bob Price, Board Member for Economic Development.

The Interim Assistant Chief Executive – Regeneration and Economy and Executive Director for Sustainable City, submitted a report to consider the public consultation responses and then, subject to the proposed changes, to adopt the Oxford Station Supplementary Planning Document (SPD).

Please note that Appendix 5 of this report is available via this link www.oxford.gov.uk/oxfordstationspd as it is too large to be part of the normal agenda pack.

Recommendation: That the City Executive Board resolves to:

1. **Adopt** the Oxford Station Supplementary Planning Document (SPD) as modified in the form set out in (Appendix 5)
2. **Approve** the Oxford Station SPD as a material consideration in determining planning applications
3. **Endorse** the accompanying Strategic Environmental Assessment (SEA) Combined Screening and Scoping Report (Appendix 3)
4. **Authorise** the Head of Planning Sustainable Development and Regulatory Services to make any necessary editorial corrections to the document prior to publication, in consultation with the Interim assistant Chief Executive for Regeneration & Economy, and Board Members for Planning and Economy.

14 NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- FINAL

235 - 298

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

The Head of Planning, Sustainable Development and Regulatory

Services submitted a report to present the conservation area appraisal for North Oxford Victorian Suburb to the Board for approval.

Recommendation: That the City Executive Board resolves to:

1. **Approve** the North Oxford Victorian Suburb Conservation Area appraisal and endorse it for use in informing development management and planning policy decisions
2. **Endorse** the conservation principles it promotes and its key conclusions.

15 ANNUAL MONITORING REPORT 2016-17

299 - 390

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

The Head of Planning, Sustainable Development and Regulatory Services submitted a report to seek approval of the Annual Monitoring Report for publication.

Recommendation: That the City Executive Board resolves to:

1. **Approve** the Annual Monitoring Report 2016/17 for publication.
2. **Authorise** the Head of Planning, Sustainable Development and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

16 INSURANCE TENDER

391 - 396

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

The Head of Financial Services submitted a report to seek delegated authority for the Head of Financial Services to award contracts for the supply of insurance services.

Recommendation: That the City Executive Board resolves to:

- 1 **Delegate** authority to the Head of Financial Services to award a contract for the provision of insurance services to Oxford City Council from 1st January 2018 for a period of 3 years with an option to extend for up to 2 years.
- 2 **Delegate** authority to the Head of Financial Services to negotiate the extension of insurance cover to the Council in respect of the functions to be undertaken by the Oxford Direct Services companies in the event of the companies not being operational by 1st January 2018.

17 **REQUEST TO FLY A FLAG ANNUALLY ON INTERNATIONAL WOMEN'S DAY - 8 MARCH**

397 - 398

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

The Head of Law and Governance submitted a report to consider a request to add International Women's Day, 8 March, as an annual event to Flag Flying Protocol.

Recommendation: That the City Executive Board resolves to:

1. **Approve** the inclusion of International Women's Day, 8 March, as an annual event in the Flag Flying Protocol.
2. **Approve** the flying of the flag, to be designed in suffragette colours, during the period 24 February 2018 and 11 March 2018 to coincide with the festival to mark the centenary of the passing of the Representation of the Peoples Act 1918.

18 **MINUTES**

399 - 408

Recommendation: That the City Executive Board resolves to:

Note the minutes of the meeting held on 19 September 2017 as a true and accurate record.

19 **DATES OF FUTURE MEETINGS**

Meetings are scheduled for the following dates:

21 November 2017
19 December 2017
23 January
13 February
20 March
17 April

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