

Agenda

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City Executive Board

Date: **Tuesday 21 November 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 8 of this agenda

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
- 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 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

A Scrutiny Committee report on the item on Review of Community Grants (item 8) will be distributed subsequently.

- 8 REVIEW OF COMMUNITY GRANTS PROGRAMME

11 - 56

Lead Members: Councillor Dee Sinclair, Board Member for Culture & Communities and Councillor Susan Brown, Board Member for Customer and Corporate Services.

The Head of Community Services has submitted a report which seeks to update the City Executive Board on the review of the grants and commissioning programme and to propose how it can be further improved.

Recommendations: That the City Executive Board resolves to:

1. **Approve** the commissioning funding themes and enter into three year funding agreements with community and voluntary organisations through the commissioning programme from April 2018 (subject to a three year budget being approved by Council);
2. **Agree** that the Community and Voluntary Sector Infrastructure and Inclusive Arts and Culture commissioning themes are put out to open bidding from April 2018 and April 2019 respectively as outlined in paragraphs 20 – 29;

3. **Agree** that the Advice and Money Management commissioning theme retains a similar approach to strategic grant funding as now, but with the creation of a service development fund of £44,918 per annum as set out paragraph 35;
4. **Approve** a three year funding programme for the open bidding grants programme from April 2018 (subject to a three year budget being approved by Council); and
5. **Approve** the proposals listed in the report at paragraph 46.

9 DIRECT SERVICES TRADING COMPANY - PROGRESS REPORT

57 - 80

Lead Members: Councillor Ed Turner, Board Member for Finance, Asset Management; Councillor John Tanner, Board Member for A Clean and Green Oxford; and Councillor Susan Brown, Board Member for Customer and Corporate Services

The Executive Director, Sustainable City, has submitted a report which reports back on the establishment of the Local Authority Trading Companies.

Recommendations: That the City Executive Board resolves to :

- 1) **Agree** the “Transfer Date” of 1 April 2018 – that being the date on which all service delivery currently carried out by the Council’s Direct Services will be transferred to the two new LATCo companies;
- 2) **Approve** the terms of the updated Memorandum of Understanding (as attached to this report as Appendix 1) which sets out the basis of the “Service” and “Support” contracts between the Council and LATCo companies; and delegate authority to the Interim Chief Executive, in consultation with the Council’s s151 and Monitoring Officers and the Leader of the Council to finalise the terms of and to enter into both the Service Contract and the Support Contract on behalf of the Council;
- 3) **Delegate** authority to the Interim Chief Executive, in consultation with the Council’s s151 and Monitoring Officers, to approve the terms under which the Council will enter into leases and/or licences covering the LATCo companies’ occupation of relevant Council premises and use of Council resources;
- 4) **Agree** the transfer to Oxford Direct Services Limited on the Transfer Date of all Direct Services staff engaged in service delivery immediately prior to the Transfer Date on the terms set out in this report;

- 5) **Approve** the arrangements ensuring that all transferring staff will continue to have access to the Local Government Pension Scheme and delegate authority to the Interim Chief Executive, in consultation with the Council's s151 and Monitoring Officers and the Leader of the Council, on behalf of the Council, to enter into an appropriate tri-partite agreement with the Scheme Administrator and Oxford Direct Services Limited which sets out the basis of contributions into the LGPS;
- 6) **Authorise** the transfer to Oxford Direct Services Trading Limited of all customer contracts with third parties in existence on the Transfer Date, and authorise the transfer of all supplier contracts to the two LATCo companies (as appropriate) in existence on the Transfer Date;
- 7) **Note** the provisions of the initial Business Plan for the Companies (the executive summary of which is at appendix 2); and
- 8) **Note** and approve the "client side" arrangements as set out in this report in regard to the Council's management of the Service Contract with Oxford Direct Services Limited.

10 MUSEUM OF OXFORD HIDDEN HISTORIES PROJECT

81 - 124

Lead Member: Councillor Dee Sinclair, Board Member for Culture & Communities

The Head of Community Services has submitted a report to update the City Executive Board on the Museum of Oxford Hidden Histories Redevelopment Project and to request approval to the revised project budget.

Recommendation: That the City Executive Board resolves to:

1. **Note** the progress made on the Museum of Oxford Hidden Histories Redevelopment Project;
2. **Recommend** to Council the increasing of the projects overall capital budget by £611,754 to £2,842,804 and the Councils capital contribution from £315,000 to £1,340,106 to be financed by prudential borrowing in accordance with paragraph 22 and 25; and
3. **Note** the increase in the Councils revenue budget in respect of the additional cost of operating the new museum of £30k per annum with effect from 2020/21 which will be raised during the forthcoming budget setting process (paragraph 28).

Recommendation: That the City Executive Board **NOTES** the minutes of the meeting held on 16 October 2017 as a true and accurate record.

12 **DATES OF FUTURE MEETINGS**

Meetings are scheduled for the following dates:

- 27 November (special meeting, starting at 2.30pm to look at Parliamentary and Ward Boundary reviews)
- 19 December
- 23 January
- 13 February
- 20 March
- 17 April

All meetings start at 5pm unless otherwise stated

13 **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

14 **CONFIDENTIAL APPENDIX RELATING TO ITEM 10 ON THE MUSEUM OF OXFORD HIDDEN HISTORIES PROJECT**

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