

# Agenda

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## City Executive Board

Date: **Wednesday 20 December 2017**

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Time: **5.00 pm**

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

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For any further information please contact:

**John Mitchell, Committee and Member Services Officer**

Telephone: 01865 252217

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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

<b>Chair</b>	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

### **Copies of this agenda**

Reference copies are available to consult in the Town Hall Reception. Agendas are published 6 working days before the meeting and the draft minutes a few days after.

All agendas, reports and minutes are available online and can be:

- viewed on our website – [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
- downloaded from our website
- viewed using the computers in the Customer Services, St Aldate's, or
- subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://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

There are no Scrutiny Committee reports for this meeting.

### 8 BUDGET 2018/2019

9 - 148

**Lead Member:** Finance, Asset Management (Councillor Ed Turner)

The Head of Financial Services has submitted a report to propose a Medium Term Financial Strategy and the 2018/19 Budget for consultation.

**Recommendations:** That the City Executive Board resolves to:

- 1) Approve the 2018-19 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-9, noting :
  - a) a) the Council's General Fund Budget Requirement of £23.281 million for 2018/19 and an increase in the Band D Council Tax of 1.99% or £5.77 per annum representing a Band D Council Tax of £295.96 per annum
  - b) the Housing Revenue Account budget for 2018/19 of

£43.241 million and a reduction of 1% (£0.85/wk) in social dwelling rents from April 2018 giving a revised weekly average social rent of £104.58 as set out in Appendix 4

c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.

2) Agree the fees and charges shown in Appendix 7

## 9 COUNCIL TAX REDUCTION SCHEME FOR 2019/20

149 - 174

**Lead Member:** Customer and Corporate Services (Councillor Susan Brown)

The Executive Director Organisational Development & Corporate Services has submitted a report to consider the feedback from the recent consultation on the proposed changes to the Local Council Tax Support Scheme and to agree the principles of the new scheme to be drawn up for approval by Council on 29th January 2018.

**Recommendation:** That the City Executive Board resolves to:

1. **Note** the outcome of the consultation on the proposed Council Tax Reduction Scheme.
2. **Instruct** the Executive Director Organisational Development & Corporate Services to draft the details of the new Council Tax Reduction Scheme for 2018/19, including provision for uprating the proposed income band scheme, and submit the new Local Council Tax Support Scheme to Council for approval at its meeting on the 29th January 2018;
3. **Recommend** Council to resolve to adopt the new Local Council Tax Reduction Scheme.

## 10 IMPACT OF THE HOMELESSNESS REDUCTION ACT 2017

175 - 198

**Lead Member:** Housing (Councillor Mike Rowley)

The Head of Housing Services has submitted a report to set out the changes and new duties in the Homelessness Reduction Act 2017, and to note their possible impact. The report also sets out areas for service change in response to this and seeks approval for the new Homelessness Prevention Trailblazer programme.

**Recommendation:** That the City Executive Board resolves to:

1. **Note** the changes and new duties imposed on the Council by the Homelessness Reduction Act 2017 and the potential impacts on service delivery and resourcing;
2. **Endorse** the proposed service changes highlighted in this report, and welcome the further strengthening of homelessness prevention measures;

3. **Note** the additional 'new burdens' funding and that the 18/19 budget reports will include recommendations with respect to homelessness prevention funding from 18/19 onwards; and
4. **Note** the proposed arrangements for Oxfordshire Trailblazer Programme, led by Oxford City Council.

11 **QUARTERLY INTEGRATED PERFORMANCE 2017/18 - Q1** 199 - 214

**Lead Member:** Finance, Asset Management (Councillor Ed Turner)

The Head of Financial Services and Head of Business Improvement have submitted a report to update Members on Finance, Risk and Performance as at 30<sup>th</sup> September 2017.

**Recommendation:** That the City Executive Board resolves to:

**Note** the projected financial outturn and current position on risk and performance as at the 30<sup>th</sup> September 2017.

12 **SVPRS/VCRS CONTINUATION 2017-18** 215 - 224

**Lead Member:** Councillor Bob Price, Leader

The Head of Housing Services, has submitted a report to approve the continuation of the Syrian Vulnerable Persons' Relocation Scheme (SVPRS) and Vulnerable Children's Relocation Scheme (VCRS) in 2017 to 2018 including families supported under Community Sponsorship schemes.

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** the continuation of the SVPRS and VCRS scheme to accommodate a further 10 families by the end of 2018; and
2. **Approve** the inclusion of families supported under the Community Sponsorship model in this offer.

13 **TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2017/18** 225 - 242

**Lead Member:** Finance, Asset Management (Councillor Ed Turner)

The Head of Financial Services has submitted a report on the performance of the Treasury Management function for the 6 months to 30<sup>th</sup> September 2017.

**Recommendation:** That the City Executive Board resolves to:

**Note** the performance of the Treasury Management function for the six months to 30<sup>th</sup> September 2017.

## 14 MINUTES

243 - 246

**Recommendation:** The City Executive Board NOTES the minutes of the meeting held on 27 November 2017 as a true and accurate record.

## 15 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

- 23 January
- 13 February
- 20 March
- 17 April

All meetings start at 5pm.

## 16 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.

## **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.

### **Member's 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](mailto: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