

# Agenda

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## City Executive Board

Date: **Tuesday 23 January 2018**

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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

Email: [executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)

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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 agenda may be found on page 8.

### **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

A Scrutiny report on the subject of Preventing Elderly Isolation will be published as a supplement to this agenda following the meeting of the Scrutiny Committee on 15 January.

A Scrutiny report on the Draft Housing and Homelessness Strategy 2018-21 (item 10 of this agenda) may be published as a supplement to this agenda following a meeting of the Housing Panel of the Scrutiny Committee on 16 January.

- 8 **COMMUNITY INFRASTRUCTURE LEVY - PRELIMINARY DRAFT CHARGING SCHEDULE**

11 - 44

**Lead Member:** Planning and Regulatory Services (Councillor Alex Hollingsworth)

The Head of Planning, Sustainable Development & Regulatory Services has submitted a report to seek approval to consult on a new Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule.

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

1. **Approve** the Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule (PDCS) for consultation; and

2. **Authorise** the Head of Planning, Sustainable Development and Regulatory Services, in consultation with the Executive Board Member, to make any necessary editorial corrections not materially affecting the document prior to publication.

**9 DRAFT HOUSING ASSISTANCE AND DISABLED ADAPTATIONS POLICY 2018**

45 - 122

Lead Member: Housing (Councillor Mike Rowley).

The Head of Planning, Sustainable Development and Regulatory Services has submitted a report which seeks approval from the City Executive Board to implement the proposed changes to the Housing Assistance and Disabled Adaptation Policy.

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

1. **Approve** the draft Housing Assistance and Disabled Adaptation Policy.

**10 HOUSING AND HOMELESSNESS STRATEGY 2018-21**

123 - 386

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

The Head of Housing Services has submitted a report which notes the amendments made to the draft Housing and Homelessness Strategy 2018-21 following 6 weeks of public consultation and seeks the City Executive Board's approval of the amended draft Strategy (and its associated appendices).

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

1. **Note** the amendments made to the draft Housing and Homelessness Strategy 2018-21 in response to feedback from the public consultation; and

2. **Adopt** the amended draft Housing and Homelessness Strategy 2018-21 and its associated appendices.

**11 AWARD OF KITCHEN CONTRACT**

387 - 392

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

The Managing Director Oxford Direct Services has submitted a report to seek project approval and delegated authority for the Executive Director of Sustainable City to award a contract for the Supply of Kitchen Units, Worktops and Accessories.

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

1. **Give project approval** for the Supply of Kitchen Units, Worktops and Accessories; and

2. **Delegate** to the Executive Director of Sustainable City, authority to award a contract for the Supply of Kitchen Units, Worktops and Accessories to the Council.

**12 LUCY FAITHFULL HOUSE**

393 - 400

**Lead Members:** Finance, Asset Management (Councillor Ed Turner), Housing (Councillor Mike Rowley)

The Head of Housing Services has submitted a report to seek approval in the first instance for the transfer of the freehold interest in Lucy Faithfull House to the Council's Housing Group of companies and making available the necessary loan finance for the development of the site to proceed, whilst leaving the possibility to develop the site within the HRA as a secondary option.

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

1. **Approve** the disposal of the freehold interest in Lucy Faithfull House to the appropriate company within the Council's Housing Group ("OCHL") and delegate authority to the Chief Executive in consultation with the Monitoring Officer and the Head of Financial Services to approve the terms of the disposal;
2. **Recommend** to Council to include a budget of £13m in the General Fund Capital Programme for the provision of a loan to OCHL for the purpose of developing the site for residential accommodation as detailed in the Council's Consultation Budget Report presented elsewhere on the agenda; and
3. **Recommend** that if progress of the preferred option of development within OCHL is deferred for whatever reason then the option of development using the HRA as the delivery vehicle is considered.

**13 PROJECT APPROVAL – END USER DEVICE REFRESH**

401 - 408

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

The Head of Business Improvement has submitted a report which seeks project approval and delegated authority for the Executive Director of Organisational Development and Corporate Services to

award a contract for refresh of end user devices for City Council Officers.

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

1. **Give project approval** for the Procurement of End User Devices for City Council Officers; and
2. **Delegate to** the Executive Director of Organisational Development and Corporate Services, authority to award a contract for the supply and implementation of End User Devices for City Council Officers.

## 14 MINUTES

409 - 414

**Recommendation:** The City Executive Board NOTES the minutes of the meeting held on 20 December 2017 as a true and accurate record.

## 15 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

- 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.

## **PART TWO** **MATTERS EXEMPT FROM PUBLICATION**

## 17 LUCY FAITHFULL HOUSE - EXEMPT APPENDICES 3 & 4

415 - 418

## **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