

Agenda

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City Executive Board

Date: **Tuesday 20 March 2018**

Time: **5.00 pm**

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

For any further information please contact:

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Details of how City Councillors and members of the public may engage with this meeting may be found on page 8 of this agenda.

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 Susan Brown	Customer and Corporate Services
	Councillor Tom Hayes	Community Safety
	Councillor Alex Hollingsworth	Planning and Regulatory Services
	Councillor Bob Price	Corporate Strategy and Partnerships
	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
	Councillor Ed Turner	Finance and Asset Management

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](#)

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
- 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

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

11 - 44

Report of the Oxford Living Wage Review Group, Commissioned by
Scrutiny Committee.

The report will be introduced by Councillor Mark Ladbrooke, Chair of
the Review Group. The Board Member's response to the Group's
recommendations will be issued as a supplement to this agenda.

8 ALLOCATION OF HOMELESSNESS PREVENTION FUNDS 2018/19

45 - 70

Lead Member: Housing (Councillor Mike Rowley)

The Head of Housing Services has submitted a report seeking the City
Executive Board's approval to the allocation of homelessness
prevention funds with the purpose of helping meet the objectives of the
Homelessness Strategy.

Recommendations: That the City Executive Board resolves to:

1. **Approve** the allocation of Homelessness Prevention funds to
commission homelessness services in 2018/19 as outlined in
paragraph 34 of the report;
2. **Recommend** to City Executive Board and the Chief Finance
Officer that any savings from 2017/18 budget allocations for
Homelessness Prevention activities are considered to be carried

forward at the end of the financial year in order to fund necessary services in 2018/19 and 2019/20 as outlined at paragraphs 27-29 of the report; and

3. **Delegate** to the Head of Housing in consultation with the portfolio holder the discretion to revise the intended programme if required.

9 **DRAFT TENANCY STRATEGY AND TENANCY POLICY 2018-2023**

71 - 124

Lead Member: Housing (Councillor Mike Rowley)

The Head of Housing Services has submitted a report to request that the City Executive Board approves the Draft Tenancy Strategy and Tenancy Policy 2018-2023 (and associated appendices) as draft documents to be published for a period of public consultation.

Recommendations: That the City Executive Board resolves to:

Approve the Draft Tenancy Strategy and Tenancy Policy 2018-23 (and associated appendices) as draft documents to be published for a period of public and stakeholder consultation.

10 **SUMMERTOWN AND ST MARGARET'S NEIGHBOURHOOD PLAN**

125 - 284

Lead Member: Planning, Sustainability & Regulatory Services (Councillor Alex Hollingsworth)

The Head of Planning, Sustainable Development and Regulatory Services has submitted a report seeking the City Executive Board's endorsement of the consultation draft Summertown and St. Margaret's Neighbourhood Plan as required by Regulations.

Recommendations: That the City Executive Board resolves to:

1. **Agree** that the legal tests have been met and to proceed with the consultation stage;
2. **Endorse** the Draft Summertown and St. Margaret's Neighbourhood Plan for consultation; and
3. **Proceed** with the neighbourhood plan process by submitting the consultation responses and the draft plan for independent examination.

11 **WARD BOUNDARIES**

285 - 318

Leader Member: Council Leader (Councillor Susan Brown)

The Electoral Registration Officer has submitted a report to brief the City Executive Board on the ward boundary review and ask it to

recommend a ward scheme to the Local Government Boundary Commission for England.

Recommendation: That the City Executive Board resolves to:

Propose a new scheme of wards based on a council size of 48 councillors to the Local Government Boundary Commission for England.

12 INTEGRATED PERFORMANCE REPORT FOR QUARTER 3

319 - 336

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 31st December 2017.

Recommendation: That the City Executive Board resolves to:

Note the projected financial outturn and current position on risk and performance as at the 31st December 2017.

13 HIGHWAYS MAINTENANCE

337 - 348

Lead Member: Planning, Sustainability & Regulatory Services (Councillor Alex Hollingsworth)

The Executive Director Sustainable City has submitted a report to seek authority to enter into an Agency Agreement with Oxfordshire County Council to provide highway maintenance services on the classified road network in the City, in addition to the works already undertaken on minor roads under section 42 of The Highways Act 1980.

Recommendations: That the City Executive Board resolves to:

1) **Authorise** the Executive Director Sustainable City, in consultation with the Portfolio Holder, Monitoring Officer and Section 151 officer, to negotiate and enter into an agency agreement with Oxfordshire County Council under which Oxford City Council would be appointed to carry out certain highway maintenance on the classified road network in the City as the agent of Oxfordshire County Council, in accordance with the provisions of s101 Local Government Act 1972 and other enabling legislation;

2) **Authorise** the proposed Service Contract with Oxford Direct Services Ltd be extended to cover the provision of these works as the sub-contractor of Oxford City Council;

3) **Note** that in entering into the proposed contract with Oxfordshire County Council, up to three members of Oxfordshire County Council staff may be subject to the TUPE regulations, and thus would transfer their employment to Oxford Direct Services Ltd; and

4) **Recommend** to Council the inclusion of a gross expenditure and gross income budget of £1.56 million for the year 2018-19 i.e. nil cost to the Council

14 MINUTES

349 - 360

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 13 February 2018 as a true and accurate record.

15 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

- 17 April
- 22 May
- 13 June
- 11 July
- 14 August

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 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 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 HIGHWAYS MAINTENANCE - CONFIDENTIAL APPENDICES

361 - 386

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).

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