

Agenda

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City Executive Board

Date: **Tuesday 22 May 2018**

Time: **5.00 pm**

Place: **Long 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

Membership of the City Executive Board will be confirmed by the Leader of the Council in advance of the meeting

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

The Scrutiny Committee, at its meeting on 17 May, will consider reports on the Review of Discretionary Housing Payment Policy (see item 10 of this agenda) and on the profile and accessibility of the Town Hall. Any recommendations to the Board flowing from that meeting will be published as a supplement to this agenda.

- 8 **CLEAN BUS TECHNOLOGY RETROFIT SCHEME**

9 - 14

Lead Member: to be confirmed

(Please note that the Lead Member cited on the face of the report was the Lead Member at the time it was written and signed off, in the previous Council year.)

The Executive Director, Sustainable City, has submitted a report which seeks project approval to retrofit buses in Oxford with emissions reduction equipment, in the interest of improving air quality, following an award of £1,662,930 from the Joint Air Quality Unit, DEFRA.

Recommendations: That the City Executive Board resolves to:

1. **Grant project approval** for the bus retrofit programme outlined in this report; and
2. **Delegate** to the Executive Director of Sustainable City, in

consultation with the Monitoring Officer and Section 151 officer, the authority within the funding envelope provided by the Council to enter into appropriate agreements with :

- a) the Council's bid partners; and
- b) third parties required to deliver the project subject to their being selected under an appropriate procurement process.

9 EXTENSION OF LOAN TO LOW CARBON HUB IPS

15 - 22

Lead Member: to be confirmed

(Please note that the Lead Member cited on the face of the report was the Lead Member at the time it was written and signed off, in the previous Council year.)

The Head of Financial Services has submitted a report to request that the City Executive Board approves the extension of a loan facility to the Low Carbon Hub.

Recommendations: That the City Executive Board resolves to:

1. **Approve** an extension of the availability period of the Council's current loan agreement with the Low Carbon Hub, so that the remaining £1.3m of outstanding loans are repayable by the Low Carbon Hub by 29 March 2019, on similar terms as those applying to the existing loan facility; and
2. **Agree** that a supplemental agreement be entered into with the Low Carbon Hub setting out the terms of this loan extension period.

10 REVIEW OF DISCRETIONARY HOUSING PAYMENT POLICY

23 - 48

Lead Member: to be confirmed

(Please note that the Lead Member cited on the face of the report was the Lead Member at the time it was written and signed off, in the previous Council year.)

The Head of Financial Services has submitted a report to seek the City Executive Board's approval to amend the current Discretionary Housing Payment policy and to note the trends in expenditure detailed in the report.

Recommendations: That the City Executive Board resolves to:

Seek approval to amend the current Discretionary Housing Payment policy and to note the trends in expenditure detailed in the report.

11 REGULATION OF INVESTIGATORY POWERS ACT 2000 USE OF SURVEILLANCE POWERS AND AMENDED PROCEDURE DOCUMENT

49 - 60

Lead Member: to be confirmed

(Please note that the Lead Member cited on the face of the report was the Lead Member at the time it was written and signed off, in the previous Council year.)

The Head of Law & Governance has submitted a report to note the Council's use of the investigatory powers for the year 2017/18 and to approve the Council's amended policy and procedure document.

Recommendations: That the City Executive Board resolves to:

1. **Note** the Council's non use of the investigatory powers for the year 2017/18;
2. **Determine**, in the light of recommendation 1, whether there is continued merit in the Head of Law and Governance formally reporting annually to full Council the usage of Regulatory of Investigatory powers in any year when the powers have not been utilised; and
3. **Adopt** the Council's RIPA Policy and Procedure as amended.

12 MINUTES

61 - 66

Recommendation: The City Executive Board NOTES the minutes of the meetings held on 17 April 2018 and 15 May 2018 as true and accurate records of those meetings.

The minutes of the meeting held on 15 May will be published as a supplement to this agenda.

13 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

15 June 2017 – Local Plan
20 June 2017
18 July 2017
15 August 2017 - Provisional
19 September 2017
17 October 2017
21 November 2017
19 December 2017

All meetings start at 5pm.

14 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**

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