

Agenda

www.oxford.gov.uk



City Executive Board

Date: **Wednesday 13 June 2018**

Time: **5.00 pm**

Place: **The Old Library - Oxford Town Hall**

For any further information please contact:

John Mitchell, Committee and Member Services Officer

Telephone: 01865 252217

Email: executiveboard@oxford.gov.uk

Details of how City Councillors and members of the public may engage with this meeting may be found on page 10 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	Leader of the Council, Board Member for Economic Development and Partnership
	Councillor Linda Smith	Deputy Leader (Statutory), Board Member for Leisure and Housing
	Councillor Ed Turner	Deputy Leader, Board Member for Finance and Asset Management
	Councillor Nigel Chapman	Board Member for Customer Focused Services
	Councillor Mary Clarkson	Board Member for Culture and City Centre
	Councillor Tom Hayes	Board Member for Safer, Greener, Environment
	Councillor Alex Hollingsworth	Board Member for Planning and Transport
	Councillor Mike Rowley	Board Member for Housing
	Councillor Marie Tidball	Board Member for Supporting Local Communities
	Councillor Louise Upton	Board Member for Healthy Oxford

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

The Scrutiny Committee, at its meeting on 05 June, will consider reports on Fusion Lifestyle's Annual Service Plan; Safeguarding Annual Report; and Modern Slavery Act – Transparency Statement 2017-18 (see items 8, 12 and 13 of this agenda). Any recommendations to the Board flowing from that meeting will be published as a supplement to this agenda.

- 8 FUSION LIFESTYLE'S 2018/19 ANNUAL SERVICE PLAN

13 - 74

Lead Member: Leisure & Housing (Councillor Linda Smith)

The Head of Community Services has submitted a report to provide an overarching performance report for the City's contract with Fusion Lifestyle (2017/18).

Recommendations: that the City Executive Board resolves to:

1. **Note** the national and local context of the leisure market;
2. **Note** the overarching performance dashboard for 2017/18; and
3. **Endorse** the Fusion Lifestyle Annual Service Plan as recommend by the Leisure Partnership Board.

9	LOCAL DEVELOPMENT SCHEME 2018-2021	75 - 92
	<p>Lead Member: Planning and Transport (Councillor Alex Hollingsworth)</p> <p>The Head of Planning, Sustainable Development and Regulatory Services has submitted a report to approve the updated programme for the preparation of documents that will form the City Council's Local Plan.</p> <p>Recommendation: that the City Executive Board resolves to:</p> <p>Approve the Oxford Local Development Scheme 2018-21.</p>	
10	EXTENSION OF HOME CHOICE PILOT	93 - 106
	<p>Lead Member: Housing (Councillor Mike Rowley)</p> <p>The Head of Housing Services has submitted a report to provide a review of the first year of the Home Choice pilot and to approve, in principle, the extension of the pilot to March 2019.</p> <p>Recommendations: that the City Executive Board resolves to:</p> <ol style="list-style-type: none">1. Approve in principle, the extension of the Home Choice pilot until March 2019; and2. Instruct the Head of Housing to undertake a further review of the pilot later this year, and report the findings to CEB in October 2018.	
11	TENANCY STRATEGY AND TENANCY POLICY 2018-2023	107 - 178
	<p>Lead Member: Housing (Councillor Mike Rowley)</p> <p>The Head of Housing Services has submitted a report to request the City Executive Board to recommend to Council approval of the amended Draft Tenancy Strategy and Tenancy Policy 2018-23 (and associated appendices) following a 4 week period of public consultation.</p> <p>Recommendations: that the City Executive Board resolves to:</p> <ol style="list-style-type: none">1. Note the amendments made to the draft Tenancy Strategy and Tenancy Policy 2018-23 (and associated appendices) in response to feedback from public consultation; and2. Recommend to Council, approval of the amended Draft Tenancy Strategy and Tenancy Policy 2018-23 (and associated appendices).	

12	<p>OXFORD CITY COUNCIL SAFEGUARDING REPORT 2017/18</p> <p>Lead Member: Supporting Local Communities (Councillor Marie Tidball)</p> <p>The Assistant Chief Executive has submitted a report on the progress made on the Oxford City Council’s Safeguarding Action Plan 2017/18.</p> <p>Recommendations: that the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Note the key achievements of the Safeguarding work delivered through Oxford City Council during 2017/18; 2. Agree the Safeguarding Action Plan 2018/19 set out in Appendix 1; and 3. Approve Oxford City Council’s safeguarding policy updated April 2018. 	179 - 238
13	<p>MODERN SLAVERY ACT – TRANSPARENCY STATEMENT 2017-2018</p> <p>Lead Member: Safer, Greener, Environment (Councillor Tom Hayes)</p> <p>The Assistant Chief Executive has submitted a report to approve the Modern Slavery Act – Transparency Statement for 2017 – 2018.</p> <p>Recommendations: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the Modern Slavery Act Transparency Statement 2017-2018; and 2. Delegate the approval and publication of modern slavery transparency statement to the Assistant Chief Executive in consultation with the relevant Portfolio Holder. 	239 - 248
14	<p>Q4 2017/18 INTEGRATED REPORT</p> <p>Lead Member: Finance, Asset Management (Councillor Ed Turner)</p> <p>The Head of Financial Services and Head of Business Improvement have submitted a report to update Members on Finance, Risk and Performance as at the end of the financial year.</p> <p>Recommendation: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Note the financial outturn and performance of the Council for the year 2017/18 and also the position on risks outstanding as at 31st March 2018; 2. Agree the carry forward requests in respect of the General Fund 	249 - 278

and recommend to Council the establishment of budgetary provision of £364k in respect of the new bids shown in paragraph 6 and Appendix D;

3. **Agree** the additional transfer to the General Fund Capital Financing Reserve of £533k detailed in paragraph 2 a;
4. **Agree** the carry forward requests outlined in paragraph 16 to 19 in respect of the HRA as detailed in Appendix D and recommend to Council the establishment of budgetary provision of £70k in respect of the new bids;
5. **Agree** the additional transfer to the HRA Contributions to HRA Projects Reserve of £0.550 million detailed in paragraph 2 (c);
6. **Note** the underspend against the latest budget on the Capital Programme of £636k detailed in appendix B, the funding for which will be returned to Capital Financing Resources; and
7. **Agree** to allow the roll forward of all CIL related allocations, totalling £130k in 2018/19, detailed in paragraph 9.

15 CLARIFICATION OF COUNCIL TAX REDUCTION SCHEME

279 - 284

Lead Member: Leader of the Council (Councillor Susan Brown)

The Head of Financial Services has submitted a report to clarify the operation of the new Council Tax Reduction Scheme for recipients of Universal Credit.

Recommendation: That the City Executive Board resolves to:

1. **Note** the clarification of the Council Tax Reduction Scheme;
2. **Approve** a notice of clarification of the Council Tax Reduction Scheme to be published on the Council website; and
3. **Instruct** the Head of Financial Services to ensure that all applications for Council Tax Reduction, for the financial year 2018/19, are calculated in accordance with the original intentions of Council.

16 APPOINTMENT TO OUTSIDE BODIES 2018/19

285 - 304

Lead Member: Leader of the Council (Councillor Susan Brown)

The Head of Law and Governance has submitted a report to agree appointments to charities, trusts, community associations and other organisations for the 2018/19 Council Year.

Recommendations: That the City Executive Board resolves to:

1. **Approve** appointments to charities, trusts, community associations and other organisations as shown in Appendices 1A – 1E;
2. **Note** the guidance for appointees as detailed in Appendix 2;
3. **Agree** to adopt the draft categories for appointments to outside bodies as detailed in the report at paragraphs 7 - 8; and
4. **Agree** to remove EMBS Community College, District Council's Network Association and the LGA General Assembly from the list of charities, trusts, community associations and other organisations as detailed at paragraph 14 of the report.

17 RESPONSE TO CONSULTATION ON THE PLANNING APPLICATION FOR THE OXFORD FLOOD ALLEVIATION SCHEME (OFAS)

The Head of Planning, Sustainable Development & Regulatory Services will submit a report to consider the City Council's response to Oxfordshire County Council which is determining the planning application for the Oxford Flood Alleviation Scheme.

The report will be published as a supplement to this agenda.

18 MINUTES

305 - 310

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 22 May 2018 as a true and accurate record.

19 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

- 11 July 2018
- 14 August 2018
- 18 September 2018
- 16 October 2018
- 14 November 2018
- 18 December 2018

All meetings start at 5pm.

20 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).

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