

Agenda

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City Executive Board

Date: **Tuesday 14 August 2018**

Time: **5.00 pm**

Place: **The Old Library - Oxford 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 7 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/ Leader	Councillor Susan Brown	Leader of the Council, Board Member for Economic Development and Partnership
Vice Chair/ Deputy Leader	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 Christine Simm	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

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| 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 | |
| 8 | CITY WARD BOUNDARY REVIEW - BOUNDARY COMMISSION'S INITIAL PROPOSALS FOR COMMENT | 9 - 14 |

Lead Member: Leader, Economic Development and Partnership
(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 comment on the draft ward scheme as published by the Local Government Boundary Commission for England.

Recommendations: That the City Executive Board resolves to:

Propose amendments to the new scheme of wards published by the Local Government Boundary Commission for England as follows:

1. in East Oxford the boundaries move from north of St Mary's Road to south of it, and from the east of Bullingdon Road to the west;
2. in Headington the boundary reverts to the City Council's original proposal so the boundary runs up the middle of Old Road. Holyoake Road simply reverts to Quarry and Risinghurst as it would not need to move to enable electoral equality reasons;
3. to amend the proposed name of St. Clement's to Bannister

9 APPROVAL TO PLACE CONTRACT FOR COVERED MARKET ROOF WORKS 15 - 24

Lead Member: Deputy Leader - Finance and Asset Management (Councillor Ed Turner)

The Head of Housing Services has submitted a report to seek approval to place a Contract in the sum £1.3m for a rolling four year programme to replace the covered market roof coverings which have reached the end of their life. Work in connection with which includes redecoration at high level and ensuring safe access for maintenance into the future.

Recommendation: That the City Executive Board resolves to:

Approve the placing of the contract to Croft Building and Conservation Ltd following the procurement of repair and refurbishment works to the Covered Market roofs in the sum of £1.3m over a four year period.

10 COURT PLACE FARM CAR PARK 25 - 36

Lead Member: Planning and Transport (Councillor Alex Hollingsworth)

The Executive Director of Sustainable City has submitted a report to implement a coherent parking policy at the Court Place Farm car park.

Recommendations: That the City Executive Board resolves to:

1. **Introduce** a pay & display parking scheme at Court Place Farm car park;
2. **Add** Court Place Farm car park to the existing Parks Traffic Order;
3. **Agree** that the level of penalty charges is kept in accordance with all other City Council operated car parks; and
4. **Agree** the tariff level at the car park

11 APPOINTMENT OF AN OXFORD CITY COUNCIL REPRESENTATIVE TO THE OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS 37 - 40

The Head of Law and Governance has submitted a report to include the Oxfordshire Association of Local Councils on the list of Oxford City Council Outside Bodies and to appoint a representative for the 2018/19 Council Year; and to note changes in representation to three other organisations.

Recommendations: That the City Executive Board resolves to:

1. **Agree** to include the Oxfordshire Association of Local Councils on the list of Oxford City Council Outside Bodies;
2. **Appoint** Councillor Tanner as the Oxford City Council

representative to the Oxfordshire Association of Local Councils for the 2018/19 Council Year;

3. **Note** the appointment of Councillor Howlett as the Oxford City Council representative on the City of Oxford Charity;
4. **Note** the appointment of Councillor Curran as the Oxford City Council representative on the Donnington Community Centre Association; and
5. **Note** the appointment of Councillor Garden as the Oxford City Council representative on the Headington Parish Charity.

12 MINUTES

41 - 44

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 11 July 2018 as a true and accurate record.

13 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

18 September 2018
16 October 2018
14 November 2018
18 December 2018

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 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.

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