

Agenda

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City Executive Board

Date: **Tuesday 22 January 2019**

Time: **6.00 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 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/ Leader Councillor Susan Brown

Leader of the Council, Board
Member for Economic
Development and Partnership

Vice Chair

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

- 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 will meet on 21 January 2019 to consider the JSSP Regulation 18 Consultation document (item 8 of this agenda). Any recommendations flowing from the Committee will be published as a supplement to this agenda.

8 JSSP REGULATION 18 CONSULTATION DOCUMENT

Lead Member: Planning and Transport (Councillor Alex Hollingsworth)

The Acting Head of Planning Services will submit a report to seek approvals to progress the production of the Oxfordshire Plan 2050 through adopting the Statement of Community Involvement, approving an amendment to the Local Development Scheme and approving the Regulation 18 (Part 1) document for consultation.

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

9 COUNCIL TAX REDUCTION SCHEME 2019.20

9 - 36

Lead Member: Supporting Local Communities (Councillor Christine Simm)

The Head of Financial Services has submitted a report to consider feedback from the recent consultation on proposed changes to the Council Tax Support Scheme and to agree the principles of the new

scheme to be drawn up for approval by Council on 28 January 2019.

Recommendations: That the City Executive Board resolves to:

1. **Note** the outcome of the consultation on the proposed Council Tax Reduction Scheme;
2. **Delegate** authority to the Head of Financial Services to draft the details of the new Council Tax Reduction Scheme for 2019/20 so that it can be submitted to Council for approval at its meeting on the 28 January 2019; and
3. **Recommend** Council to resolve to adopt the new Local Council Tax Reduction Scheme for 2019/20.

10 REVIEW OF TRAILBLAZER PROGRAMME (HOMELESSNESS PREVENTION)

37 - 76

Lead Member: Deputy Leader (Statutory) - Leisure and Housing (Councillor Linda Smith)

The Head of Housing Services has submitted a report to update the Board on progress of the Oxfordshire Homelessness Prevention Trailblazer programme.

Recommendations: That the City Executive Board resolves to:

Note the outcome of the review and the priorities for the year ahead.

11 TREASURY MANAGEMENT MID-YEAR REPORT

77 - 94

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

The Head of Financial Services has submitted a report on the performance of the Treasury Management function for the 6 months to 30 September 2018.

Recommendation: That the City Executive Board resolves to:

Note the performance of the Treasury Management function for the six months to 30th September 2018.

12 PROPOSAL TO MOVE CAR PARKING DECKING FROM OXPENS CAR PARK TO REDBRIDGE PARK AND RIDE

Lead Member: Planning and Transport (Councillor Alex Hollingsworth)

The Executive Director Sustainable City will submit a report to seek project approval, subject to budget approval by Council, to relocate and extend the car parking decking currently at Oxpens car park at Redbridge Park & Ride.

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

13 MINUTES

95 - 102

Recommendation: The City Executive Board resolves to APPROVE the minutes of the meeting held on 18 December as a true and accurate record.

14 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

12 February 2019

13 March 2019

10 April 2019

All of which will start at 6pm.

15 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

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