

# Agenda

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## City Executive Board

Date: **Tuesday 12 February 2019**

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Time: **6.00 pm**

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

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For any further information please contact:

**John Mitchell, Committee and Member Services Officer**

Telephone: 01865 252217

Email: [executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)

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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

<b>Chair/ Leader</b>	Councillor Susan Brown	Leader of the Council, Board Member for Economic Development and Partnership
<b>Vice Chair</b>	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](http://mycouncil.oxford.gov.uk)
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- viewed using the computers in the Customer Services, St Aldate's, or
- subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://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

On 05 February the Scrutiny Committee will consider its Budget Review Group's report on the 2019/20 budget (item 8 of this agenda) before submitting to the City Executive Board for its consideration.

**This report, together with any other recommendations to the CEB from the meeting on 05 February, will be published as a supplement to this agenda.**

- 8 BUDGET 2019/20

11 - 134

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

The Head of Financial Services has submitted a report on the outcome of the budget consultation and to agree the Council's Medium Term Financial Strategy for 2020-21 to 2022-23 and 2019-20 Budget for recommendation to Council.

**Recommendations:** The City Executive Board is asked to consider the outcome of the public consultation, agree the amendments to the Consultation Budget and **recommend that Council resolves to:**

1. **Approve** the 2019-20 General Fund and Housing Revenue Account budgets and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-10, noting:
  - a) the Council's General Fund Budget Requirement of £24.167 million for 2019/20 and an increase in the Band D Council Tax of 2.99% or £8.94 per annum representing a Band D Council Tax of £307.80 per annum
  - b) the Housing Revenue Account budget for 2019/20 of £42.466 million and a reduction of 1% (£1.03/wk) in social dwelling rents from April 2019 giving a revised weekly average social rent of £102.26 as set out in Appendix 4
  - c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.
2. **Agree** the fees and charges shown in Appendix 7
3. **Delegate** to the Section 151 Officer in consultation with the Board Member for Finance and Asset Management the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 12-14 below.
4. **Ratify** their decision to implement the Premium Council Tax of 100% for properties that have been empty for more than 2 years and approve the escalated rate of premium council tax when permitted to do so. (Para 17-19)
5. **Agree** the transfer of property from the General Fund to the HRA as referred to in paragraph 35.

## 9 CAPITAL STRATEGY

135 - 174

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

The Head of Financial Services has submitted a report to present the Capital Strategy for approval.

**Recommendation:** That the City Executive Board resolves to:

**Recommend** that Council approves the Capital Strategy attached at Appendix A of the report.

## 10 OXFORD RENT GUARANTEE SCHEME PILOT REVIEW

175 - 194

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

The Head of Housing Services has submitted a report to review the Oxford Rent Guarantee pilot and recommend adopting this approach as the default model for placing households who are at risk of homelessness, into private rented accommodation.

**Recommendation:** That the City Executive Board resolves to:

1. **Agree** in principle for the Oxford Rent Guarantee to be adopted as “business as usual” by the Private Sector team from April 2019, as outlined in the report. This is subject to adequate budget provision being made on an ongoing basis from uncommitted Housing Needs reserves in future years; and
2. **Delegate** authority to the Head of Housing Services to make any administrative changes to the scheme in order to improve the customer offer and to operate the scheme effectively.

## 11 TREASURY MANAGEMENT STRATEGY 2019/20

195 - 222

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

The Head of Financial Services has submitted a report to present the Council’s Treasury Management Strategy for 2019/20 together with the Prudential Indicators for 2019/20 to 2022/23.

**Recommendation:** That the City Executive Board resolves to :

**Recommend** that Council approves:

1. The Treasury Management Strategy 2019/20 as set out in paragraphs 15 to 60 and the Prudential Indicators for 2019/20 – 2022/23 as set out in Appendix 2;
2. The Borrowing Strategy at paragraphs 23 to 35;
3. The Minimum Revenue Provision (MRP) Statement at paragraphs 36 to 37 which sets out the Council’s policy on charging borrowing to the revenue account; and
4. The Investment Strategy for 2019/20 and investment criteria as set out in paragraphs 38 to 59 and Appendix 1.

12 **SALE AND LEASEBACK OF FLATS AT ST PAUL'S HOUSE,  
JERICHO TO ENABLE REDEVELOPMENT OF THE WIDER SITE**

223 - 240

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

The Interim Regeneration and Economy Programme Director has submitted a report to approve the sale of the freehold interest in St Paul's House, Jericho to Lucy Group Ltd and leaseback of five flats on long leases to enable the whole site to be redeveloped.

**Recommendation:** That the City Executive Board resolves to:

1. **Approve** the disposal of the freehold interest in St Paul's House and leaseback of the 5 tenanted flats on the terms set out in the not for publication Appendix 3; and
2. **Delegate** authority to the Interim Regeneration and Economy Programme Director or his successor, to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable.

13 **ADMINISTRATION FEE FOR INVALID PLANNING APPLICATIONS  
THAT ARE RETURNED**

241 - 244

**Lead Member:** Planning and Transport (Councillor Alex Hollingsworth)

The Acting Head of Planning Services has submitted a report to seek agreement for the implementation of an administration fee for those invalid applications returned to the applicant.

**Recommendation:** That the City Executive Board resolves to:

1. **Approve** the implementation of an administration fee for processing invalid applications that are returned to the applicant; and
2. **Delegate** to the Acting Head of Planning Services the authority to set the level of administration charge and time limit by which the charge should be sought for the respective invalid applications.

14 **MINUTES**

245 - 250

**Recommendation:** The City Executive Board resolves to APPROVE the minutes of the meeting held on 22 January 2019 as a true and accurate record.

## **15 DATES OF FUTURE MEETINGS**

Meetings are scheduled for the following dates:

- 13 March
- 10 April
- 22 May
- 12 June
- 10 July
- 07 August

All meetings start at 6pm.

## **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 SALE AND LEASEBACK OF FLATS AT ST PAUL'S HOUSE, JERICHO TO ENABLE REDEVELOPMENT OF THE WIDER SITE - APPENDIX 3**

251 - 252

## **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](mailto: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