

Agenda

www.oxford.gov.uk



City Executive Board

Date: **Wednesday 13 March 2019**

Time: **6.00 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/ 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 Louise Upton	Board Member for Healthy Oxford
	Councillor Marie Tidball	Board Member for Supporting Local Communities

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**

11 - 16

On 6 December 2018, the Scrutiny Committee's Finance Panel considered a report concerning securing social value within contracts. The Committee's consequent recommendations to the Board and the draft Board response are attached.

The Scrutiny Committee will meet on 05 March and consider the following reports on this agenda: Corporate Plan Update; Approach to City Centre Public Space Protection Orders; and Performance Report - Quarter 3. Any consequent recommendations to the Board will be published as a supplement to this agenda.

The Committee's recommendations to the Board following its previous discussion of Street Art and Graffiti will also be published as a supplement.

8 **CORPORATE ENFORCEMENT POLICY**

17 - 28

Lead Member: Planning and Transport (Councillor Alex Hollingsworth)

The Head of Regulatory Services and Community Safety has submitted a report to review the current Corporate Enforcement Policy and recommend the renewal of the Policy.

Recommendation: That the City Executive Board resolves to: **Approve** the existing Corporate Enforcement Policy for a further three years.

9 EXTENSION TO CENTRAL CONSERVATION AREA

29 - 88

Lead Member: Planning and Transport (Councillor Alex Hollingsworth)

The Acting Head of Planning Services has submitted a report to inform the City Executive Board of the results of the consultation period and authorise officers to consider these results further.

Recommendations: The City Executive Board is recommended to:

1. **Authorise** the Head of Planning to consider further points raised during public consultation and return a report with recommendations on areas for inclusion within the Central Conservation Area to the City Executive Board for decision; and
2. **Approve** the removal of the area entitled 'southern boundary around Folly Bridge' in the January 2019 consultation document from further consideration for Central Conservation Area boundary alteration in line with officer recommendations.

10 PROJECT APPROVAL FOR THE ACQUISITION OF PROPERTIES INTO THE HOUSING REVENUE ACCOUNT

89 - 96

Lead Member: Housing (Councillor Mike Rowley)

The Head of Housing has submitted a report to seek Project Approval for the acquisition of properties by the Housing Revenue Account (HRA), specifically new units that may be purchased 'off-plan' from a developer. The purpose is to deliver more affordable housing, and to manage these properties within the Council's HRA let at Social Rent levels.

Recommendation: That the City Executive Board resolves to:

1. **Give Project Approval** to the proposal to purchase accommodation, as set out in this report, and within the allocated capital budget for this purpose;
2. **Note** that the expected budget requirement for this project was set out in the 2019/20 Council budget report, albeit at the time of drafting the budget report, the expectation was these acquisitions would receive grant as part of the Oxfordshire Growth Deal (OGD) activity, whereas use of Retained Right to Buy receipt funding is now proposed to part fund this project instead;
3. **Delegate** authority to the Regeneration and Major Projects Service Manager, in consultation with the Head of Finance, to approve any property purchases for this project and to enter into agreement on the basis that in the opinion of the Head of Finance this continues to represent best value; and
4. **Note** that any properties purchased are to be used as social rented housing and let to housing applicants in housing need and on the Housing Register in Oxford, as secure tenancies.

11	PERFORMANCE MONITORING - QUARTER 3	97 - 114
	<p>Lead Member: Finance & Asset Management (Councillor Ed Turner) The Head of Financial Services and Head of Business Improvement have submitted a report to note the projected financial outturn and the current position on risk and performance as at the 31st December 2018.</p> <p>Recommendation: That the City Executive Board resolves to: Note the projected financial outturn and the current position on risk and performance as at the 31st December 2018.</p>	
12	RE-DESIGNATION OF NEIGHBOURHOOD FORUMS AND THEIR NEIGHBOURHOOD AREAS	115 - 134
	<p>Lead Member: Planning and Transport (Councillor Alex Hollingsworth) The Acting Head of Planning Services has submitted a report to redesignate the Forums and Neighbourhood Areas for Summertown and St. Margaret's and Wolvercote.</p> <p>Recommendation: That the City Executive Board resolves to:</p> <ol style="list-style-type: none"> 1. Approve the redesignation of Summertown and St. Margaret's Forum in respect of the original designated neighbourhood area to which it related; and 2. Approve the redesignation of Wolvercote Neighbourhood Forum in respect of the original designated neighbourhood area to which it related. 	
13	CORPORATE DEBT POLICY	135 - 156
	<p>Lead Member: Customer Focused Services (Councillor Nigel Chapman) The Head of Financial Services has submitted a report to approve the proposed Corporate Debt Management Policy as set out in Appendix 1 of the report.</p> <p>Recommendation: That the City Executive Board resolves to: Approve the proposed Corporate Debt Management Policy as set out in Appendix 1.</p>	

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

The Head of Housing Services has submitted a report to seek approval of the allocation of homelessness prevention funds with the purpose of helping to meet the objectives of the Housing and Homelessness Strategy 2018/21.

Recommendation: That the City Executive Board resolves to:

1. **Approve** the allocation of Homelessness Prevention funds to commission homelessness services in 2019/20 as outlined in paragraph 56 to 58 below and in Appendix D, including the following changes to allocations
 - Big Issue Service Broker – that this Payment by Results contract is ended and a contingency of £3,125 is made available to facilitate this
 - OxTHINK – allocation increased from £4,396 in 2018/19 to £5,272 to cover costs relating to the continuation of licence agreements for service providers' staff and further system development. This allocation to be reviewed in year to take account of alternative ICT solutions, including the new housing database.
 - Emmaus – that funding is reduced from £10,000 in 2018/19 to £5,000 and will taper to zero in 2020/21 in recognition of the fact that Emmaus' second-hand furniture superstore is expected to be financially self-sustaining in 2020/21 and will continue to provide work opportunities
 - Network development - £5,000 towards the development and delivery of a programme of networking, learning and development for commissioned service providers' staff and others as appropriate
 - Access to leisure services - £5,000 to support former rough sleepers to access the Council's leisure facilities free of charge.
 - Contingency for Rough Sleeping and Single Homelessness - £1,587 allocated for in-year changes to committed allocations.
2. **Approve** that the Council enter into 24 month [1st April 2019 to 31st March 2021] grant agreements with the Response Organisation and Homeless Oxfordshire to deliver a combined Acacia / Housing First Service, with increased capacity to meet the needs of chronic and entrenched rough sleepers; and
3. **Delegate** to the Head of Housing in consultation with the portfolio holder for Housing the discretion to revise the intended programme within the overall budget if required.

15 REVIEW OF CIVIC FLAG FLYING ARRANGEMENTS

189 - 208

Lead Member: Leader, Economic Development and Partnership
(Councillor Susan Brown)

The Head of Law and Governance has submitted a report for the City Executive Board to consider the outcomes of a review of the Council's arrangements for flag flying and to agree a new protocol for flag flying and bell ringing together with lists of annual flag flying and bell ringing commitments.

Recommendations: That the City Executive Board resolves to:

1. **Adopt** the Oxford City Council Protocol for Flag Flying and Bell Ringing attached as Appendix 1;
2. **Agree** the List of Annual Flag Flying Commitments attached as Appendix 2;
3. **Agree** the List of Annual Bell Ringing Commitments attached as Appendix 3; and
4. **Delegate** responsibility to the Head of Law and Governance for the operation of the protocol, including the arrangements for considering one off requests, and for holding and maintaining the List of Annual Flag Flying Commitments and the List of Annual Bell Ringing Commitments.

16 CORPORATE PLAN UPDATE 16-20

209 - 224

Lead Member: Leader, Economic Development and Partnership
(Councillor Susan Brown)

The Assistant Chief Executive has submitted a report to seek approval for the 2018-19 Annual Update on the Corporate Plan 2016-20.

Recommendation: That the City Executive Board resolves to:

Approve the Annual Update on the Corporate Plan 2016-20, as set out in Annex 1; and

Delegate authority to the Assistant Chief Executive to make minor textual/formatting changes to the Annual Update Report in advance of formal publication.

17 APPROACH TO THE CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO)

225 - 242

Lead Member: Safer, Greener, Environment (Councillor Tom Hayes)

The Head of Regulatory Services and Community Safety has submitted a report to approve the approach to setting standards of behaviour in the City Centre.

Recommendation: That the City Executive Board resolves to:

1. **Approve** a city centre consultation process to determine the standards of acceptable behaviour in the city centre and the acceptability and appropriateness of a City Centre Public Spaces

- Protection Order for tackling particular behaviours; and
2. **Endorse** the use of the Anti-social Behaviour Enforcement Policy to address behaviours in the city centre addressed by the 2016-19 City Centre Public Space Protection Order.

18 MINUTES

Recommendation: The City Executive Board resolves to APPROVE the minutes of the meeting held on 07 March 2019 as a true and accurate record. These minutes will be published as a supplement.

19 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

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

All meetings start at 6pm.

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 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**

21 PROJECT APPROVAL FOR THE ACQUISITION OF PROPERTIES INTO THE HOUSING REVENUE ACCOUNT - APPENDIX 3

243 - 244

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