

# **Minutes of a meeting of the CITY EXECUTIVE BOARD on Wednesday 10 April 2019**

## **Committee members:**

|                          |  |
|--------------------------|--|
| Councillor Brown (Chair) | Councillor Linda Smith (Deputy Leader) |
| Councillor Chapman       | Councillor Hayes                       |
| Councillor Hollingsworth | Councillor Rowley                      |
| Councillor Tidball       | Councillor Upton                       |

## **Officers:**

Gordon Mitchell, Chief Executive  
Tim Sadler, Transition Director  
Caroline Green, Assistant Chief Executive  
Anita Bradley, Monitoring Officer  
Nigel Kennedy, Head of Financial Services  
Tina Mould, Capital Programme Project Manager  
Polly McKinlay, Senior Commissioning Officer  
Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead)  
Tom Morris, Principal Planner  
John Mitchell, Committee and Member Services Officer

## **Also present:**

Councillor Andrew Gant,  
Councillor Nadine Bely-Summers

## **Apologies:**

Councillors Turner and Clarkson sent apologies.

## **175. Declarations of Interest**

None.

## **176. Addresses and Questions by Members of the Public**

None.

## **177. Councillor Addresses on any item for decision on the Board's agenda**

None.

## **178. Councillor Addresses on Neighbourhood Issues**

None.

## **179.Items raised by Board Members**

Full Council resolved on 2 November 2018, to ask officers to report to CEB in January and again in April on the operation of Severe Weather Emergency Protocol (SWEP) in the winter of 2018/19. Further to the Board Member's update to CEB on 22 January, the Board Member for Leisure and Housing (Councillor Linda Smith) had attached a report which presented an overview, for information, of the operation of SWEP in the winter of 2018/19. She drew attention to some highlights from the report, including the fact that the provision had opened for 18 nights during the previous winter, 7 of which had been on the basis of officer discretion where the normal criteria for opening had not been met. The report included the outcome of an anonymous exit survey. It was hoped that the next survey would include some demographic data also, such as gender.

The Chair thanked all those who had contributed to a useful report on an important provision.

## **180.Scrutiny Committee Reports**

At its meeting on 02 April the Scrutiny Committee had considered reports on the Oxford Living Wage and the recent audit of Fusion Lifestyle and subsequently made recommendations to the City Executive Board.

Councillor Gant, in his capacity as Chair of the Scrutiny Committee, spoke to both reports. In relation to the Fusion Lifestyle report, the Committee had been reassured by the audit report and what had been heard at the meeting. It seemed likely that the Committee's initial concerns about performance could be accounted for by a 'rogue' year that was partly attributable to seasonal factors and that performance was now settling down to a more acceptable level, with reassurances from Fusion Lifestyle representatives and officers that measures were in place to ensure that it was maintained and improved. He was grateful for the Board's response to the Committee's recommendation.

The Board Member for Leisure and Housing (Councillor Linda Smith), said she had been pleased to support the recommendation for an appropriately timed ladies only swimming session and confirmed that Fusion Lifestyle were making the necessary arrangements to introduce one.

In relation to the Oxford Living Wage (OLW) , Councillor Gant said the Committee had been keen that the Council should explore a range of measures to increase the take up by employers of the OLW and was grateful for the Board's acceptance of the Committee's three recommendations.

The Chair said she had been pleased to accept the recommendations, adding that she took every opportunity in her role as Leader of the Council to promote the OLW.

Cllr Gant concluded saying that he had been asked by the Committee to convey the following points relating to street art and graffiti removal following the Board's previous response to the Committee's recommendations:

- for smaller businesses, the charging scheme should clearly state if free-of-charge removal was available on more than one occasion, and if so on what basis, for ‘graffiti up to 4m<sup>2</sup>.
- street art projects could be contentious so there should be consultation with ward councillors, residents, and people whose routes regularly pass the project, and with clear options including rejecting the proposal.

The Board noted the points but expressed reservations about aspects of the second one.

At its meeting on 08 April, the Housing Panel of the Scrutiny Committee had met to consider a report on building control enforcement and the development of a homeless shelter and assessment hub at Floyds Row (item 9 of the agenda). Cllr Bely Summers, in her capacity as Chair of the Housing Panel, spoke to the reports which had subsequently been submitted to the Board.

In relation to building control enforcement, Councillor Bely-Summers was grateful to the Board Member for Transport & Planning and the Building Control Team Leader for their contribution to a very useful meeting. The Panel had become aware that the provision of building control was a competitive market and that it was important to ensure high standards and best value for building projects in which the Council had an interest such as social housing projects. To that end, the employment of a Clerk of Works for significant developments was an important means of providing quality assurance to the Council, above and beyond the minimum standards that building control check for. She was grateful for the Board’s agreement to the Panel’s recommendations about this and the continued prioritisation of the employment of apprentices in the Building Control team.

The Board Member for Transport & Planning (Councillor Alex Hollingsworth) had been pleased to support the recommendation in relation to the employment of apprentices. In a competitive market it made good sense for the Council to ‘grow its own’, a practice which had already been shown to be successful in the planning department. The Board Member for Housing (Building Better Homes), Councillor Mike Rowley, was grateful for the report and, in particular, the recognition of the importance of ensuring good quality building.

In relation to Floyd’s Row, the Panel had welcomed the report and its proposal for a significant enhancement of provision. It had, however, expressed concerns about the possible capital funding shortfall and was keen that the Council should build on the successful service user engagement that had already taken place. Councillor Bely – Summers was grateful for the Board’s agreement to the Panel’s recommendations.

The Chair repeated the assurance that the Council would continue to do all it could to secure the necessary funding for this important piece of work.

## **181. Summertown and St. Margaret's Neighbourhood Plan**

The Acting Head of Planning Services had submitted a report ask the City Executive Board to recommend to Council that the Summertown and St. Margaret's Neighbourhood Plan be "made".

Mr Bob Colenutt addressed the Board briefly in his capacity a member of the Neighbourhood Forum Steering Group. The Plan was the product of cross-party and community effort. Support for the plan had been robustly demonstrated by the outcome of the recent referendum. He thanked officers for their work and assistance in getting the plan to this point and for facilitating the referendum.

The Board Member for Planning and Transport (Councillor Alex Hollingsworth) thanked all those who had supported development of this Plan over a long period of time, the work involved had been considerable. On the officer side, he paid particular tribute to the role played by Tom Morris. He reminded the Board that all neighbourhood plans would have to be compliant with the council's new Local Plan once it was finalised and care would be taken to see that any necessary fine-tuning to the Summertown and St Margaret's Plan was completed as smoothly as possible.

The Chair concluded by thanking the many volunteers who had contributed to its development over time.

The City Executive Board resolved to:

**Recommend to Council** that the Summertown and St. Margaret's Neighbourhood Plan be "made".

## **182. Project Approval and Delegated Authority for Spend for the development of a Homeless Shelter and Assessment Hub**

The Head of Housing had submitted a report to seek Project Approval for the development of a new homeless shelter and assessment hub at Floyds Row to further develop services focusing on the prevention and relief of rough sleeping, including winter shelter provision. To request further capital funding from Council; and to delegate authority to enter into construction contracts accordingly.

The Board Member for Leisure and Housing (Councillor Linda Smith), introduced the report, drawing particular attention to the report's request that the Council increase the capital immediately available for the project so that good progress can be made and the new provision be available next winter.

The Senior Commissioning Officer, Polly McKinlay, said a bid for government funding had been made and great efforts were being made to ensure that the views of service users were properly taken into account, not least by the architects who were working up proposals for the reconfiguration of the building. Among other things the new provision was taking account of last year's 'no local connection' review and the night shelter would be blind to users' local connection. The report's recommendation was for funding for option C in the report, which would provide a three phase approach to provision, seeking to cater for a wide range of need.

The Housing Strategy and Needs Manager, Dave Scholes, emphasised that this was a significant project being delivered against a very tight timetable. It was anticipated that work on site would start in May.

That the City Executive Board resolved to:

1. **Give Project Approval** to the proposal to convert this building to deliver the initiatives as set out in this report, and within the allocated capital budget for this purpose;
2. **Request Council** that, subject to the outcome of the forthcoming architectural feasibility work being affordable and within the proposed budget envelope, that a revised capital scheme now totalling £458k ( an additional £274k up from an original £184k ) relating to Option C is included in the Council's 2019/20 capital programme (the funding of which is achievable albeit potentially from a variety of sources the ranking of which is still as yet to be finalised);
3. **Delegate** authority to the Regeneration and Major Projects Service Manager, in consultation with the Head of Finance, to enter into contracts for the conversion of this building to this purpose, on the basis that in the opinion of the Head of Finance this continues to represent best value; and
4. **Note** that the timely delivery of a new winter shelter service for the 2019/20 winter period is a priority in this project.

### **183. Implementation of an Electric Vehicle Strategy with Associated Infrastructure to support Targeted Improvement of Air Quality.**

The Transition Director had submitted a report to propose entering into a collaboration agreement, in respect of an Innovate UK funded project that supports the City Council's plans for Electric Vehicle charging and associated infrastructure.

The Board Member for Safer, Greener, Environment (Councillor Tom Hayes), introduced the report which would, in parallel with other Council initiatives, make a significant contribution to the City's commitment to reducing air pollution and its "journey to zero transport emissions". It would, among many other things, lead to the establishment of rapid charging points for the public with low affordable tariffs and enable an acceleration of the electrification of the Council's vehicle fleet. He placed on record his thanks for the contribution of the Capital Programme Project Manager, Tina Mould to the project so far and for the excellent work of the wider Sustainability team.

In general discussion it was highlighted that the battery would be able to store locally and more widely produced green energy. An aspiration of the Council would be to use more green energy (preferably locally sourced) and minimise the proportion originating from coal fired power stations (noted that this element cannot be controlled).

It was confirmed that Pivot Power, the Council's partner and consortium project lead, was in discussions with South Oxfordshire District Council, through the planning application process, for citing of the battery next to the National Grid substation in Cowley.

The City Executive Board resolved to:

1. **Grant** project approval for the Energy Superhub Oxford project and authorise officers to take appropriate steps to deliver the scheme;
2. **Delegate** authority to the Transition Director, in consultation with the Heads of Finance and Law and Governance, to enter into a collaboration agreement with the Council's bid partners to secure the grant funding for the scheme from Innovate UK, to appoint the Council as the Accountable Body for the Scheme, and under which the Council would itself receive grant funding for the scheme; and
3. **Delegate** authority to the Transition Director, in consultation with the Heads of Finance and Law and Governance, to negotiate and award any further contracts that are necessary for the successful delivery of the project

## **184. Dates of Future Meetings**

Meetings are scheduled for the following dates:

- 22 May
- 12 June
- 10 July
- 07 August
- 11 September
- 09 October
- 13 November
- 11 December

All meetings start at 6pm

## **185. Minutes**

The Board resolved to APPROVE the amended minutes of the meeting held on 13 March 2019 as a true and accurate record.

## **186. Matters Exempt from Publication**

No exempt matters were considered.

**The meeting started at 6.00 pm and ended at 7.05 pm**

**Chair .....**

**Date: Wednesday 22 May 2019**