

Agenda

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City Executive Board

Date: **Thursday 7 March 2019**

Time: **5.30 pm**

Place: **St Aldate's Room - 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 6 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, Economic Development and Partnership
Vice Chair/ Deputy Leader and Members	Councillor Linda Smith	Deputy Leader (Statutory), Leisure and Housing
	Councillor Ed Turner	Deputy Leader, Finance and Asset Management
	Councillor Nigel Chapman	Customer Focused Services
	Councillor Mary Clarkson	Culture and City Centre
	Councillor Tom Hayes	Safer, Greener, Environment
	Councillor Alex Hollingsworth	Planning and Transport
	Councillor Mike Rowley	Housing
	Councillor Marie Tidball (from 4 March 2019) Councillor Louise Upton	Supporting Local Communities 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

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| 8 | APPROVAL OF NEW TWIN CITIES, THE BUDGET ALLOCATION FOR TWINNING PROJECTS AND CRITERIA FOR SELECTING FUTURE TWIN CITIES | 7 - 18 |

Lead Member: Culture and City Centre (Councillor Mary Clarkson)

The Head of Community Services has submitted a report to approve the signing of full Twin City agreements with Wroclaw, Ramallah and Padova and agree the criteria for the formation of additional international links.

Recommendation: That the City Executive Board resolves to:

1. **Approve** the Oxford-Wroclaw Twin City agreement signed in Wroclaw in October 2018;
2. **Endorse** the Oxford Polish Association as the formal volunteer community Link for the Wroclaw twinning relationship;
3. **Approve** the signing of full Twin City agreements with Ramallah and Padova;
4. **Delegate authority** to approve the final wording of the full Twin city agreements to the Head of Community services in consultation with the portfolio holder for Culture and City Centre and the Head of Law and Governance;
5. **Approve** how we use the £23,000 budget allocation for twinning projects; and
6. **Approve** the criteria and process for selecting future international links as set out in paragraph 26 of this report.

9 MINUTES

19 - 24

Recommendation: The City Executive Board resolves to APPROVE the minutes of the meeting held on 12 February 2019 as a true and accurate record.

10 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

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

All meetings start at 6pm.

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