

## Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 20 June 2017

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### Committee members:

Councillor Turner (Deputy Leader)	Councillor Brown
Councillor Hayes	Councillor Hollingsworth
Councillor Rowley	Councillor Sinclair
Councillor Smith	Councillor Tanner

### Officers:

Ian Brooke, Head of Community Services  
Lindsay Cane, Acting Head of Law and Governance  
Rachel Drinkwater, Support Assistant  
Caroline Green, Assistant Chief Executive  
David Growcott, Community Services  
Jan Heath, Business Improvement & Performance Manager  
Nigel Kennedy, Head of Financial Services  
Gordon Mitchell, Interim Chief Executive  
Catherine Phythian, Committee Services Officer  
Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy  
Tim Sadler, Executive Director Sustainable City  
Jennifer Thompson, Committee and Members Services Officer  
Jackie Yates, Executive Director Organisational Development and Corporate Services  
Paul Wilding, Programme Manager Revenue & Benefits  
Richard Wyatt, Senior Planner

### Also present:

Councillor Andrew Gant, Chair of the Scrutiny Committee.

### Apologies:

Councillor(s) Price and Tidball sent apologies.

## 12. Apologies for Absence

The Deputy Leader sent apologies for his late arrival.

In the absence of the Leader and the Deputy Leader, the Board agreed that Councillor Smith chair the meeting until the arrival of the Deputy Leader.

### **13. Declarations of Interest**

None.

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

None received.

### **15. Councillors Addresses on any item for decision on the Board's agenda**

None received.

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

None received.

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

None received.

### **18. Scrutiny Committee Reports**

Councillor Gant, Chair of the Scrutiny Committee, reported that while there were no recommendations to the Board, the Committee had made comments as set out in the minutes of their meeting on 14 June.

For the consultation documents on the railway station SOPD, they had asked for updated timelines and dates.

With the community leases, the committee asked that, as they would like all community associations to have satisfactory leases, the lines of communication should be kept open and everyone on the associations should be made aware of the lease conditions.

The Committee had discussed the safeguarding report and welcomed the progress made.

### **19. Headington Neighbourhood Plan**

The Head of Planning, Sustainable Development and Regulatory Services submitted a report presenting the Headington Neighbourhood Plan for adoption so that it can become part of the Oxford Development Plan.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services, introduced the report and drew attention to the immediate increase in Community Infrastructure Levy funds available to the Headington Neighbourhood Plan area that would result from the adoption of the plan.

The Committee noted the relationship between this plan, the current Local Plan and the emerging Local Plan; and that its policies would be included in the determination of applications at committee and under delegated powers.

The Committee commended all those who had worked to get the plan to the stage of adoption.

**The City Executive Board resolved to:**

1. **Agree** to 'make' the Headington Neighbourhood Plan;
2. **Recommend Council** to adopt the Headington Neighbourhood Plan as part of the Council's development plan for the Headington neighbourhood area.

*Councillor Turner arrived after the start of this item and took part in the discussion.*

## **20. Oxford Railway Station Supplementary Planning Document (SPD)**

Councillor Smith handed the Chair to Councillor Turner at the start of this item.

The Interim Assistant Chief Executive for Regeneration and Economy and the Executive Director for Sustainable City submitted a report which sought approval of the Draft Oxford Station Supplementary Planning Document (SPD) for public consultation.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services, introduced the report.

**The City Executive Board resolved to:**

1. **Approve** the Draft Oxford Station Supplementary Planning Document (SPD) for public consultation (Appendix 1)
2. **Approve** the Draft Oxford Station SPD as a material consideration in determining planning applications
3. **Endorse** the accompanying Strategic Environmental Assessment (SEA) Combined Screening and Scoping Report (Appendix 2)
4. **Delegate authority** to the Head of Planning, Sustainable Development and Regulatory Services to make any necessary editorial corrections to the document prior to publication, in consultation with the Assistant Chief Executive for Regeneration and Economy and the Board Member for Planning and Regulatory Services.

## **21. Community Leases**

The Head of Community Services submitted a report which established clear criteria and processes for the award of a community lease and to approve terms for new leases for Bullingdon, Headington, Risinghurst and Florence Park Community Centres

Councillor Dee Sinclair, Board Member for Culture and Communities presented the report.

The Board asked questions to satisfy themselves that these leases presented no disadvantage either to the community associations named in the report or other community associations. The Board agreed to delegate authority to the Head of Community Services to include for Bullingdon CA break clauses contained in other protected tenancy leases as deemed appropriate and feasible, and report back to the Board

**The City Executive Board resolved to:**

1. **Agree** the process and criteria for awarding a community lease
2. **Approve** terms for new leases for Bullingdon, Headington, Risinghurst and Florence Park Community Centres and delegate authority to the Executive Director of Sustainable City in consultation with the Monitoring Officer to complete the leases.
3. **Delegate** authority to the Head of Community Services to include for Bullingdon CA break clauses contained in other protected tenancy leases as deemed appropriate and feasible

## **22. Refurbished of Barton Neighbourhood Centre**

The Executive Director for Organisational Development and Corporate Services submitted a report which requested project approval for improvements to the Barton Neighbourhood Centre.

Councillor Dee Sinclair, Board Member for Culture and Communities; presented the report.

The Board noted the risks and benefits, and options available, to change the use of those parts of the centre designated for the pharmacy and GP surgery should these not move into the centre.

**The City Executive Board resolved to:**

1. **Grant project approval** for the scheme as outlined in the report.
2. **Delegate authority** to the Executive Director for Organisational Development and Corporate Service to proceed with these works within current budget allocations.

## **23. Otlands Road Recreational Ground Car Park**

The Head of Direct Services submitted a report which introduced a parking tariff at Otlands Road Recreation Ground.

Councillor Hollingsworth, Board Member for Planning and Regulatory Services presented the report.

**The City Executive Board resolved to:**

1. **Agree** to introduce a pay & display parking scheme at Oatlands Road Recreation Ground Car Park;
2. **Add** Oatlands Road Recreation Ground Car Park to the existing City of Oxford Off Street Parking Places Order;
3. **Agree** that excess and penalty charges be applied to Oatlands Road Recreation Ground Car Park in accordance with the City of Oxford Off Street Parking Places Order;
4. **Agree** the tariff level and hours of operation at the car park as set out in Appendix 1 attached.

**24. Proposal for an Oxford Lottery to raise money for good causes**

The Executive Director Organisational Development and Corporate Services submitted a report which proposed the set-up of an Oxford lottery to raise resources for the voluntary and community sector in Oxford in light of the growing need to raise money for good causes within the city.

Councillor Susan Brown, Board Member for Customer and Corporate Services, presented the report.

The Board noted that the lottery required the grant of a licence from the Gambling Commission.

They asked that if the survey was repeated it should include a question asking if there was support for the principle of a lottery.

**The City Executive Board resolved to:**

1. **Agree** to set up an Oxford lottery to raise money for good causes within the city in accordance with the provisions of this report;
2. **Delegate authority** to the Executive Director for Organisational Development and Corporate Services, the arrangements to establish the lottery.

**25. Oxford 2050: A vision for a successful and sustainable city for everyone**

The Assistant Chief Executive submitted a report which presents the strategy document *Oxford 2050: A vision for a successful and sustainable city for everyone*: an overarching strategy to support and guide future corporate plans and delivery documents.

The Board noted the need to incorporate the long term vision in this document into medium term strategies.

**The City Executive Board resolved to:**

1. **Approve** the text in Annex 1 Oxford 2050 to be the subject of active stakeholder engagement and formal consultation;
2. **Delegate authority** to the Assistant Chief Executive, in consultation with the Leader of the Council, to develop in conjunction with other relevant officers an engaging communications plan and supporting materials for internal and external use to ensure the content and aims of the Vision are accessible for a range of audiences.

## **26. Safeguarding Report 2017/18**

The Assistant Chief Executive submitted a report which reports on the progress made on the Oxford City Council's Safeguarding Action Plan 2016/17.

Councillor Tom Hayes, Board Member for Community Safety presented the report and councillors discussed the key emerging challenges.

**The City Executive Board resolved to:**

1. **Note** the key achievements of the Safeguarding work delivered through Oxford City Council during 2016/17;
2. **Agree** the Safeguarding Action Plan 2017/18 set out in Appendix 1.

## **27. Appointments to charities, trusts, community associations and other organisations 2017/18**

The Acting Head of Law and Governance submitted a report which agreed appointments to charities, trusts, community associations and other organisations for the 2017/18 Council Year.

The Board noted:

- Oxford Preservation Trust had agreed to reduce Council appointees to 2 and Councillor Fry was relinquishing his appointment.
- Non ecclesiastical charities of St Mary's Magdalen had asked for only one nominee.

**The City Executive Board resolved to:**

1. **Approve** appointments to charities, trusts, community associations and other organisations as shown in Appendix 1;
2. **Note** the guidance for appointees as detailed in Appendix 2;

3. **Agree** to remove Oxford in Bloom, the Oxford Advisory Hub and Headington Action from the list of charities, trusts, community associations and other organisations.

## 28. Replacement of Housing Computer Systems

The Heads of Business Improvement and Housing and Property have submitted a report which seeks approval for an increase in the budget to extend the scope of the project and achieve additional longer term savings.

Councillor Rowley, Board Member for Housing presented the report.

### The City Executive Board resolved to:

1. **Approve** the increased budget for the tendering of the Council's replacement housing ICT systems to £1.0 million;
2. **Grant project approval** for the scheme and;
3. **Delegate authority** to the Executive Director for Organisational Development and Corporate Services to award the contract for the new Housing IT System(s) on the basis of the most economically advantageous bid.

## 29. Quarterly Integrated Performance 2016/17 - Q4

The Heads of Financial Services and Business Improvement submitted a report which detailed the Council's finances, risk and performance at the end of the financial year 2016/17.

Councillor Ed Turner, Board Member for Finance and Asset Management presented the report.

The Board noted that the any unspent portion of the Community Infrastructure Levy assigned to ward members in 2016/17 should be carried forward to 2017/18.

They asked for a report on the recommendations from the Health Inequalities Board.

### The City Executive Board resolved to:

1. **Note** the financial outturn and performance of the Council for the year 2016/17 and also the position on risks outstanding as at 31st March 2017
2. **Agree** the carry forward requests in respect of the General Fund and recommend to Council the establishment of budgetary provision of £745k in respect of the new bids shown in paragraph 6 and Appendix D;
3. **Agree** the transfer to the General Fund Capital Financing Reserve of £158k detailed in paragraph 2 a; and
4. **Agree** the carry forward requests outlined in paragraph 15 and 16 in respect of the HRA as detailed in Appendix D and recommend to Council the establishment of budgetary provision of £300k in respect of the new bids;

5. **Agree** the transfer to the HRA Capital Financing Reserve of £1.151m detailed in paragraph 2c;
6. **Agree** the transfer of the underspend on the Capital Programme of £219k detailed in paragraph 20 to be returned to capital Financing Reserve.

### **30. Super Connected Wireless Concession Award Authority**

The Interim Assistant Chief Executive for Regeneration and Economy has submitted a report which requests approval to award a contract for a Wireless Concession, as part of the Super Connected City project approved by CEB in October 2013.

Board members noted that the method of controlling of the advertising content needed to be finalised and asked that a method of secure sign-on as well as open network should be considered.

**The City Executive Board resolved to approve** the Wireless Concession contract referred to in this report to the supplier selected in accordance with the procurement process undertaken.

### **31. Minutes**

The Board noted that the minutes of their meeting of 14 June would be submitted to the next meeting.

### **32. 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 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 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.

### **33. Exempt Appendix 1\_Super connected wireless concession award**

Noted.

**The meeting started at 5.00 pm and ended at 6.35 pm**

**Chair .....**

**Date: Tuesday 18 July 2017**