

## Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 23 January 2018

www.oxford.gov.uk



### Committee members:

Councillor Price (Chair)

Councillor Brown

Councillor Hollingsworth

Councillor Smith

Councillor Tidball

Councillor Turner (Deputy Leader)

Councillor Hayes

Councillor Rowley

Councillor Tanner

### Officers:

Gordon Mitchell, Interim Chief Executive

Tim Sadler, Executive Director Sustainable City

Jackie Yates, Executive Director Organisational Development and Corporate Services

Anita Bradley, Monitoring Officer

Nigel Kennedy, Head of Financial Services

Helen Bishop, Head of Business Improvement

Laura Higgins, Planning and Regulatory Team Leader

Frances Evans, Strategy & Service Development Manager

John Mitchell, Committee and Member Services Officer

Vic Frewin, Interim Head of IT

Ian Wright, Service Manager Environmental Health

### Also present:

Councillor Andrew Gant, Liberal Democrat Group Leader

### Apologies:

No apologies were received

### 131. Declarations of Interest

There were no declarations of interest.

### 132. Addresses and Questions by Members of the Public

None received.

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

None received.

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

None received.

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

None received

## **136. Scrutiny Committee Reports**

### **Preventing Elderly Isolation**

Cllr Gant said the Scrutiny discussion had been supported well by officers and the Board Member. The Committee had looked at some specific matters as well as the more general ones reflected in the recommendations. He welcomed the positive response to the recommendations from the Board Member.

The Chair noted that isolation was not just a function of age or ethnicity and should be considered across the piece. This was a subject which warranted some more concrete action and to that end he would ask for it be picked up by the Oxfordshire Strategic Partnership.

## **137. Community Infrastructure Levy - Preliminary Draft Charging Schedule**

The Head of Planning, Sustainable Development & Regulatory Services has submitted a report to seek approval to consult on a new Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule.

Introducing the report Councillor Alex Hollingsworth, Lead Member for Planning and Regulatory Services said there was often confusion between the Community Infrastructure Levy (CIL) and Section 106 funding. Developers can ask for one to be applied but not both. CIL was the government's preferred method of collecting pooled contributions to fund infrastructure and had the advantage of accessing the money at the outset.

The Planning Policy Team Leader said that consultation about the development of the wide "Regulation 123" list could be as wide or as narrow as the Council wished. Cllr Hollingsworth said that it was not a 'wish list' but rather a list of projects to which money can be put. Prioritisation was important given the significant funding gap (over £130m) between the projected CIL income and the aggregate funding gap of infrastructure.

The Planning Policy Team Leader said that the economic viability study mentioned in the report was important as it would allow developers to see the impact of CIL and, therefore, whether or not a development would be viable.

**The City Executive Board resolved to:**

1. **Approve** the Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule (PDCS) for consultation; and
2. **Authorise** the Head of Planning, Sustainable Development and Regulatory Services, in consultation with the Executive Board Member, to make any necessary editorial corrections not materially affecting the document prior to publication.

### **138. Draft Housing Assistance and Disabled Adaptations Policy 2018**

The Head of Planning, Sustainable Development and Regulatory Services has submitted a report which seeks approval from the City Executive Board to implement the proposed changes to the Housing Assistance and Disabled Adaptation Policy.

Cllr Rowley, Board Member for Housing, introduced the report by explaining that its purpose was to expand the existing policy and increase the number of residents able to remain in their homes and to facilitate speedier hospital discharges than would otherwise be the case. Among other things the policy would increase the maximum Adapted Homes Grant to £8,000.

The Chair noted the importance of ensuring that the changes were well communicated and sight should not be lost of the importance of paper based communications in Community Centres, doctors' surgeries etc.

#### **The City Executive Board resolved to:**

1. **Approve** the draft Housing Assistance and Disabled Adaptation Policy.

### **139. Housing and Homelessness Strategy 2018-21**

Councillor Smith arrived at the start of this item.

The Head of Housing Services had submitted a report which notes the amendments made to the draft Housing and Homelessness Strategy 2018-21 following 6 weeks of public consultation and seeks the City Executive Board's approval of the amended draft Strategy (and its associated appendices).

Councillor Rowley, Lead Member for Housing, reminded the Board that the pre-consultation version of the strategy had come to a previous meeting of the Board. The Strategy which had an emphasis on joint working with partners and service users now took account, among other things, of the Homelessness Reduction Act. He had been pleased to accept some helpful suggestions of detail put forward by the Housing Panel.

The Strategy & Service Development Manager noted that the significant size of the Strategy was a result of having combined three previous Strategies into one.

The 'City Conversation' in November, while too late to contribute substantively to the Strategy, had been useful in informing Members' and officers' thinking about these matters. Cllr Rowley said that a steering group of partners had been formed after the

City Conversation which was due to report back in April. Information about the City Conversation had been published on the Council's website. He confirmed that it was intended that there should be a military veterans' representative on the Steering Group.

Cllr Hollingsworth thought that the aspiration of getting to the point where people do not have to be homeless or sleep rough in the City if they do not want to should be made explicit. This aspiration had emerged from the City Conversation. It was agreed that the first bullet point of section 5 of the Strategy should be amended to reflect the views expressed in the City Conversation.

**The City Executive Board resolved to:**

1. **Note** the amendments made to the draft Housing and Homelessness Strategy 2018-21 in response to feedback from the public consultation; and
2. **Recommend to Council to adopt** the amended draft Housing and Homelessness Strategy 2018-21 and its associated appendices.
3. **Delegate authority** to the Head of Housing Services to make minor editorial changes as recommended by the Housing Panel of the Scrutiny Committee at its meeting on 16 January and by the City Executive Board at its meeting on 23 January, and to update the Strategy and Action Plan as required in accordance with the monitoring and review process set out in Chapter 10 of the Strategy

#### **140. Award of Kitchen Contract**

The Managing Director Oxford Direct Services had submitted a report to seek project approval and delegated authority for the Executive Director of Sustainable City to award a contract for the Supply of Kitchen Units, Worktops and Accessories.

Councillor Mike Rowley, Lead Member for Housing, said that the Council spent c. £300k per annum on kitchen units, worktops and associated accessories. The report proposed a change in the current invoicing route which had the potential to save c. £45k per annum.

**The City Executive Board resolved to:**

1. **Give project approval** for the Supply of Kitchen Units, Worktops and Accessories; and
2. **Delegate** to the Executive Director of Sustainable City, authority to award a contract for the Supply of Kitchen Units, Worktops and Accessories to the Council.

#### **141. Lucy Faithfull House**

The Head of Housing Services had submitted a report to seek approval in the first instance for the transfer of the freehold interest in Lucy Faithfull House to the Council's Housing Group of companies and making available the necessary loan finance for the development of the site to proceed, whilst leaving the possibility to develop the site within the HRA as a secondary option.

Councillor Mike Rowley, Lead Member for Housing, reminded Members that the principles of the proposals in the report had been previously agreed by the Board.

The Board were pleased to support the recommendations which would result in a welcome increase to the City's affordable housing opportunities while noting the importance of giving careful thought to allocations to these properties. Smaller units might present opportunities to move tenants from elsewhere in the City, so freeing up larger properties.

**The City Executive Board resolved to:**

1. **Approve** the disposal of the freehold interest in Lucy Faithfull House to the appropriate company within the Council's Housing Group ("OCHL") and delegate authority to the Chief Executive in consultation with the Monitoring Officer and the Head of Financial Services to approve the terms of the disposal;
2. **Recommend** to Council to include a budget of £13m in the General Fund Capital Programme for the provision of a loan to OCHL for the purpose of developing the site for residential accommodation as detailed in the Council's Consultation Budget Report presented elsewhere on the agenda; and
3. **Recommend** that if progress of the preferred option of development within OCHL is deferred for whatever reason then the option of development using the HRA as the delivery vehicle is considered.

## **142. Project Approval – End User Device Refresh**

The Head of Business Improvement had submitted a report which seeks project approval and delegated authority for the Executive Director of Organisational Development and Corporate Services to award a contract for refresh of end user devices for City Council Officers.

Councillor Susan Brown, Deputy Leader and Lead Member for Customer and Corporate Services, explained that the majority of the Council's end user devices needed to be updated; necessary software changes were imminent; and there were economies of scale to be derived from large scale purchasing. All of which led to the preferred option of replacing all relevant assets in one go and in 2018/19.

**The City Executive Board resolved to:**

1. **Give project approval** for the Procurement of End User Devices for City Council Officers; and
2. **Delegate to** the Executive Director of Organisational Development and Corporate Services, in consultation with the portfolio holder, authority to award a contract for the supply and implementation of End User Devices for City Council Officers.

## **143. Minutes**

The Board resolved to APPROVE the minutes of the meeting held on 20 December as a true and accurate record.

**144.Dates of Future Meetings**

Meetings are scheduled for the following dates:

- 13 February
- 20 March
- 17 April

All meetings start at 5pm.

**The meeting started at 5.00 pm and ended at 6.00 pm**

**Chair .....**

**Date: Tuesday 13 February 2018**