



SUPPLEMENTARY INFORMATION

Council

19 July 2021

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If you need any further information about the meeting please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221589

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Council Minute Book

Monday 19 July 2021

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Executive Lead Member Decisions

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Accounts Audit and Risk Committee

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Budget Planning Committee

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15. Minutes of meeting Wednesday 19 May 2021 of Overview and Scrutiny Committee (Pages 85 - 86)

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Virtual meeting, on 1 February 2021 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council
Councillor George Reynolds (Vice-Chairman), Deputy Leader of the Council and Lead Member for Leisure and Sport
Councillor Colin Clarke, Lead Member for Planning
Councillor Ian Corkin, Lead Member for Customers and Transformation
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Richard Mould, Lead Member for Performance
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property
Councillor Dan Sames, Lead Member for Clean and Green

Also Present:

Councillor Shaida Hussain, Deputy Leader of the Labour Group
Councillor Lucinda Wing, Chairman of the Overview and Scrutiny Committee for agenda item 8

Officers:

Yvonne Rees, Chief Executive
Steve Jordan, Corporate Director Commercial Development, Assets & Investment
Ansaf Azhar, Corporate Director of Public Health & Wellbeing
Stephen Chandler, Corporate Director Adults & Housing Services
Jason Russell, Corporate Director Communities
Claire Taylor, Corporate Director Customers and Organisational Development
Lorna Baxter, Director of Finance & Section 151 Officer
Jane Portman, Corporate Director (Interim)
Anita Bradley, Director Law and Governance & Monitoring Officer
Nicola Riley, Assistant Director: Wellbeing
Richard Webb, Assistant Director: Regulatory Services and Community Safety
Louise Tustian, Head of Insight and Corporate Programmes
Natasha Clark, Governance and Elections Manager

90 **Declarations of Interest**

Members declared interests in the following agenda items:

91 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

The Chairman advised that Councillor Wing, Chairman of the Overview and Scrutiny Committee, would address Executive on agenda item 8, (Draft) Statement of Licensing Policy, to report the feedback of the Committee which had considered the report at their 12 January 2021 meeting.

92 **Minutes**

The Chairman advised that there was a grammatical error at Minute 83, Chairman's Announcements whereby the Director Law and Governance and incorrectly been titled "Director Law of Governance".

Subject to the correction of the grammatical error, the minutes of the meeting held on 4 January 2021 were agreed as a correct record and signed by the Chairman.

93 **Chairman's Announcements**

There were no Chairman's announcements.

94 **Budget and Business Plan 2021/2022**

The Director of Finance submitted a report which was the culmination of the Budget and Business Planning process for 2021/22 to 2025/26 and set out the Executive's proposed Business Plan and related revenue budget for 2021/22, medium term financial strategy to 2025/26, capital programme to 2025/26 and all supporting policies, strategies and information.

The report also detailed the Calculations for the amounts of Council Tax for 2021/22 and the setting of Council Tax for 2021/22.

On behalf of Executive, the Chairman thanked Finance Officers for putting together the papers. The Chairman also thanked all residents who had responded to the consultation commenting that action had been taken where possible in response to the comments.

Resolved

- (1) That the proposed Fees and Charges for 2021/22 (Annex to the Minutes as set out in the Minute Book) be approved.

- (2) That the equality impact assessment of the Budget (Annex to the Minutes as set out in the Minute Book) be noted.
- (3) That the Report on Responses to the Budget Consultation (Annex to the Minutes as set out in the Minute Book) be noted.
- (4) That the Reserves Policy (Annex to the Minutes as set out in the Minute Book) and creation of new reserves (as described in the Annex to the Minutes as set out in the Minute Book) be approved.
- (5) That authority be delegated to the Director of Finance, following consultation with the Leader of the Council and Lead Member for Financial Management and Governance, to complete the legal Council Tax calculations once all the information required has been received.
- (6) That authority be delegated to the Director of Finance, following consultation with the Leader of the Council and Lead Member for Financial Management and Governance, to make appropriate changes to the proposed budget.
- (7) That Council be recommended to approve the Business Plan (Annex to the Minutes as set out in the Minute Book).
- (8) That, in relation to the Revenue Budget and Medium-Term Financial Strategy (MTFS), subject to any revision needed in light of the ongoing and further planned consultations and equalities assessments on individual savings proposals, Council be recommended to approve that the net revenue budget for the financial year commencing on 1 April 2021 of £22.415m, including the budget allocations to the Directorates of the Council, as set out in the Annex to the Minutes, be approved
- (9) That Council be recommended to agree the MTFS and Revenue Budget 2021/22, including the Savings Proposals, Pressures and the Revenue Impacts of Capital Schemes (Annexes to the Minutes as set out in the Minute Book).
- (10) The Council be recommended to agree an increase in the Basic Amount of Council Tax for Cherwell District Council for the financial year beginning on 1 April 2021 of £5, resulting in a Band D charge of £138.50 per annum.
- (11) That Council be recommended to agree the Capital Bids and Capital Programme (Annexes to the Minutes as set out in the Minute Book).
- (12) The Council be recommended to agree the Capital and Investment Strategy (Annexes to the Minutes as set out in the Minute Book).
- (13) That Council be recommended to agree the Treasury Management Strategy, including the Prudential Indicators, Minimum Revenue

Provision (MRP) Policy and Affordable Borrowing Limit for 2021/22 (Annex to the Minutes as set out in the Minute Book).

- (14) That, in relation to reserves, Council be recommended to approve a minimum level of General Balances of £5m.
- (15) That Council be recommended to approve the Pay Policy Statement (Annex to the Minutes as set out in the Minute Book) in fulfilment of the requirements of Sections 38-43 of the Localism Act 2011.

Reasons

This report is the culmination of the Budget and Business Planning process for 2021/22 to 2025/26 and sets out the Executive's proposed Business Plan and related revenue budget for 2021/22, medium term financial strategy to 2025/26, capital programme to 2025/26 and all supporting policies, strategies and information.

Alternative options

It is a legal requirement to set a balanced budget and the recommendations as outlined set out a way to achieve this. The following alternative option has been identified and rejected for the reasons set out below.

Option 1: To reject the current proposals and make alternative recommendations. Members will not be aware of the medium-term financial forecast or implications of alternatives if they choose to take this option.

95

CDC Property Investment Strategy

The Assistant Director Property Investment and Contract Management submitted a report to establish a new Property Investment Strategy for the Council in line with the current economic climate and seek Members' approval on the proposed strategy before adoption. The Property Investment Strategy formed part of the Council's overarching Capital and Investment Strategy and therefore this document was intended to supplement that 'master document'.

Resolved

- (1) That the high-level strategic approach which sets out a framework and the criteria against which any expansion or substantial capital investment in CDC's property portfolio will be assessed be approved.

Reasons

This report sets out Cherwell District Council (CDC) property acquisition investment objectives for the year 2021/22 and the criteria that will be applied prior to either recommending an investment purchase or recommending substantial investment in an existing asset to the Investment Committee.

Alternative options

The sale of the investment portfolio as a whole has been considered but rejected because the portfolio currently produces income which supports the provision of statutory council services and any money raised through a programme of disposals could not be reinvested to generate a higher return.

96

(Draft) Statement of Licensing Policy

The Assistant Director – Regulatory Services and Community Safety submitted a report which introduced a second draft of the revised Statement of Licensing Policy following consultation. It explained the reason for the review, provided a summary of the main changes to the current policy, and outlined the consultation process followed. Executive was requested to provide input to the policy before it is considered by Full Council.

Councillor Wing, Chairman of the Overview and Scrutiny Committee addressed Executive to present the feedback of the Committee which had considered the report at its 12 January 2021 meeting. Councillor Wing advised that the Committee had supported and endorsed the Policy but had requested officers provide clarification on the role of the Licensing Committee, as it only met infrequently, and that officer provide information on the process for notifying ward councillors on applications in their ward.

The Chairman thanked the Councillor Wing and the Overview and Scrutiny Committee for their feedback and requested officers to provide feedback to the Committee on the matters they had raised.

The Lead Member for Health and Wellbeing and the Corporate Director Commercial Development, Assets and Investment confirmed that they would review and report back to the Overview and Scrutiny Committee.

Resolved

- (1) That, having given due consideration, the proposed changes be endorsed and no further amendments be suggested prior to consideration by Full Council on 22 February 2022.
- (2) That, having given due consideration, the recommendation from the Oxfordshire Tobacco Control Alliance that where external seating is provided 100% of the seating should be no smoking and not 70% as proposed in the draft policy not be taken forward at this time but reviewed in due course.
- (3) That officers be requested to provide feedback to the Overview and Scrutiny Committee in response to their comments regarding the role of Licensing Committee in light of it meeting infrequently and notification to Ward Members of licensing applications.

Reasons

It is a requirement that the policy is reviewed at least every five years to ensure it reflects current legislation and guidance, although the Licensing Authority can review it at any time. The last review and revision occurred in 2015 when the policy was adopted by Council at its meeting on 14 December 2015 and published in January 2016.

Alternative options

Option 1: Not review the policy. It is a statutory requirement that the policy is reviewed at least every five years, so this option is rejected.

Option 2: Re-issue the policy with no changes. This option was rejected since revisions of the policy were considered necessary to take into account changes in safeguarding practice and commitments provided by the council to support smoking reduction in Oxfordshire.

97 **Monthly Performance, Risk and Finance Monitoring Report**

The Director of Finance, and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of December 2020.

Resolved

- (1) That the monthly performance, finance and risk monitoring report be noted.

Reasons

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

Alternative options

Option 1: This report illustrates the Council's performance against the 2020-2021 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

98 **Urgent Business**

There were no items of urgent business.

99 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

100 **Stratfield Brake Sports Ground**

The Assistant Director Wellbeing submitted an exempt report in relation to Stratfield Brake Sports Ground.

Resolved

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.

Reasons

As set out in the exempt minutes.

Alternative options

As set out in the exempt minutes.

The meeting ended at 7.33 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held as a virtual meeting, on 1 March 2021 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council
Councillor George Reynolds (Vice-Chairman), Deputy Leader of the Council and Lead Member for Leisure and Sport
Councillor Colin Clarke, Lead Member for Planning
Councillor Ian Corkin, Lead Member for Customers and Transformation
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Richard Mould, Lead Member for Performance
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Housing
Councillor Dan Sames, Lead Member for Clean and Green

Also Present:

Councillor Sean Woodcock, Leader of the Labour Group
Councillor Ian Middleton

Officers:

Yvonne Rees, Chief Executive
Steve Jorden, Corporate Director Commercial Development, Assets & Investment
Lorna Baxter, Director of Finance & Section 151 Officer
Anita Bradley, Director Law and Governance & Monitoring Officer
Gillian Douglas, Assistant Director: Social Care Commissioning and Housing
Chris Hipkiss, Investment Consultant
Louise Tustian, Head of Insight and Corporate Programmes
Natasha Clark, Governance and Elections Manager

101

Declarations of Interest

13. Notification of Urgent Action.

Councillor Dan Sames, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

Councillor Ian Corkin, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

102 **Petitions and Requests to Address the Meeting**

There were no petitions.

The Chairman advised the meeting that he had agreed to Councillor Middleton addressing the meeting at exempt item 12, Lease for Waterside Development.

103 **Minutes**

The minutes of the meeting held on 1 February 2021 were agreed as a correct record, to be signed by the Chairman in due course.

104 **Chairman's Announcements**

There were no Chairman's announcements.

105 **Homelessness and Rough Sleeping Strategy 2021-2026**

The Assistant Director, Housing and Social Care Commissioning submitted a report to set out the key points from the consultation on the draft Homelessness and Rough Sleeping Strategy 2021-2026 and the main changes to the strategy and action plan made in response to the feedback received. In addition, the report requested Executive approval of the amended strategy and action plan.

In response to comments from the Leader of the Labour Group, Councillor Woodcock, regarding the need for additional social rent housing, the Lead Member for Housing confirmed that increasing social housing was a priority.

Resolved

- (1) That the changes to the draft Homelessness and Rough Sleeping Strategy 2021-2026 and Action Plan following public consultation be noted.
- (2) That the amended Homelessness and Rough Sleeping Strategy 2021-2026 and Action Plan (annexes to the Minutes as set out in the Minute Book) be approved in order to ensure that the Council meets statutory requirements and complies with good practice.

- (3) That authority be delegated to the Assistant Director, Housing and Social Care Commissioning in consultation with the Lead Member, to make any minor editorial amendments to the strategy as needed and to undertake a review and update of the Action Plan on an annual basis.

Reasons

To ensure the Council can meet its statutory duties, it is recommended that the amended strategy and action plan be approved by the Executive at its meeting on 1 March 2021 with delegated authority to the Assistant Director, Housing and Social Care Commissioning in consultation with the Lead Member, to make any minor editorial amendments to the strategy as needed and to undertake a review and update of the Action Plan on an annual basis. The Strategy and Action Plan will subsequently be published as the final version on the Council's website with a hard copy being made available to anyone on request.

Implementation of the Strategy and Action Plan will be monitored by the Housing Strategy team, and the first review and update of the action plan will be undertaken in March 2022 to ensure that it remains effective and responsive to the changing circumstances and needs of customers and stakeholders. The Equality and Climate Impact Assessment will also be reviewed and updated in line with the aims of the Council's 'Including Everyone: Equalities, Diversity and Inclusion Framework' to ensure continued delivery of inclusive services.

Alternative options

Option 1: Not having a strategy at all - This would result in the Council not meeting its statutory obligations under the Homelessness Act 2002, therefore this option is rejected.

Option 2: A single countywide strategy and no local strategy - A draft countywide Homelessness and Rough Sleeping Strategy has been published for consultation and provides an overarching vision for Oxfordshire, however there is no statutory requirement for it. CDC Homelessness and Rough Sleeping Strategy 2021-2026 already aligns with, and will contribute towards achieving, the overarching aim and objectives set out in the countywide strategy and vision. Each local authority area has different geographic, economic, social and political structures which require a more granular strategy aimed at meeting specific local needs. A countywide strategy alone will not provide this local detail and would also result in the Council not meeting its statutory obligations. On this basis, this option is rejected.

106

Disabled Adaptations Policy

The Assistant Director, Housing and Social Care Commissioning submitted a report to consider and approve the Disabled Adaptations Policy.

Resolved

- (1) That the Disabled Adaptations Policy (annex to the Minutes as set out in the Minute Book) be approved as the replacement for the current Disabled Facilities Policy.

Reasons

Although the current *Disabled Facilities Grant Policy* remains compliant, has served the Council well, and much of it has 'stood the test of time', a new policy is required to reflect the changes that have taken place since it was introduced, including changes in the Council's operating environment, budget growth, the increased use of discretionary grants and the need to simplify decision making processes to facilitate service delivery. The proposed *Disabled Adaptations Policy* will ensure that the Council's Grants Team can continue to deliver the current high level of services to disabled residents in a clear and consistent manner.

Alternative options

Option 1: Not introduce a new policy and continue with the existing *Disabled Facilities Policy*. This option was rejected because of the need to reflect the extended use of discretionary grants to complement provision of adaptations and to update process and decision making.

107

Nominations Agreement for Housing Allocations

The Assistant Director Housing and Social Care Commissioning submitted a report to set out the purpose and content of a new Nominations Agreement that determines how Cherwell District Council ('CDC') works with registered providers ('RP') to nominate households from the housing register to social housing for rent.

Resolved

- (1) That the revised Nominations Agreement 2021 (annex to the Minutes as set out in the Minute Book) be approved and it be noted that it will replace the 2017 Nominations Agreement.
- (2) That authority be delegated to the Assistant Director Housing and Social Care Commissioning, in consultation with the Lead Member for Housing, to agree and enter in to any future amendments to the Nominations Agreement that are deemed to be necessary and do not constitute a major policy change.

Reasons

The Nominations Agreement is an important document which sets out the terms and procedures that both CDC and the Registered Providers owning or managing rented accommodation in the district will work to when making or

receiving nominations of eligible households to take up occupancy of a vacant home.

The revised Nominations Agreement brings the document up to date and enables charging to be introduced from 1 April 2021. The associated delegation ensures that officers are able to respond quickly to operational demands.

Alternative options

Option 1: To not revise the Agreement. This is rejected on the grounds that we would not be able to introduce charging which is a necessary step in terms of the budget reductions that need to be made.

108 **Monthly Performance, Finance and Risk Monitoring Report**

The Director of Finance, and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of January 2021.

Resolved

- (1) That the monthly performance, finance and risk monitoring report be noted.

Reasons

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

Alternative options

Option 1: This report illustrates the Council's performance against the 2020-2021 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

109 **Urgent Business**

There were no items of urgent business.

110 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that

exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

111 **Lease for Waterside Development**

The Corporate Director Commercial Development, Assets and Investment submitted an exempt report in relation to a lease for the Waterside Development.

At the discretion of the Chairman, Councillor Middleton addressed Executive. The Chairman undertook to provide a detailed response in writing to the points raised by Councillor Middleton.

Resolved

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.
- (4) As set out in the exempt minutes.

Reasons

As set out in the exempt minutes

Alternative options

As set out in the exempt minutes

112 **Notification of Urgent Action**

The Corporate Director – Commercial Development, Assets and Investment submitted an exempt report to inform Executive of an exempt decision taken under urgency powers by the Corporate Director – Commercial Development, Asset and Investment.

Resolved

- (1) That the decision taken under urgency powers by the Corporate Director – Commercial Development, Asset and Investment in consultation with the Leader of the Council, as set out in the exempt minutes be noted.

Reasons

In line with the Constitution this report is informing the Executive of a decision that was taken under urgency powers as detailed in the exempt minutes.

Alternative options

Option 1: Not to note the report. This is not recommended as the urgent action has been taken and it is a constitutional requirement for it to be reported to the Executive

The meeting ended at 7.37 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held as a Virtual meeting, on 6 April 2021 at 6.30 pm

Present:

Councillor Barry Wood (Chairman)
Councillor George Reynolds (Vice-Chairman)
Councillor Colin Clarke
Councillor Ian Corkin
Councillor John Donaldson
Councillor Tony Ilott
Councillor Andrew McHugh
Councillor Richard Mould
Councillor Lynn Pratt
Councillor Dan Sames

Also Present:

Councillor Sean Woodcock, Leader of the Labour Group
Councillor Lucinda Wing, Chairman of the Overview and Scrutiny Committee
(for agenda item 7)

Officers:

Yvonne Rees, Chief Executive
Ansaf Azhar, Corporate Director of Public Health & Wellbeing
Bill Cotton, Corporate Director Environment and Place
Steve Jorden, Corporate Director Commercial Development, Assets & Investment
Claire Taylor, Corporate Director Customers and Organisational Development
Lorna Baxter, Director of Finance & Section 151 Officer
Anita Bradley, Director Law and Governance & Monitoring Officer
Michael Furness, Assistant Director Finance
Ed Potter, Assistant Director: Environmental Services
Louise Tustian, Head of Insight and Corporate Programmes
Robert Jolley, Assistant Director: Growth & Economy
Sam Thomas, Sustainability Project Officer
Natasha Clark, Governance and Elections Manager

113 **Declarations of Interest**

There were no declarations of interest.

114 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

The Chairman advised that Councillor Wing, Chairman of the Overview and Scrutiny Committee, would address Executive on agenda item 7, Consideration of the Oxford to Cambridge ARC Principles, to report the feedback of the Committee which had considered the report at their 16 March 2021 meeting.

115 **Minutes**

The minutes of the meeting held on 1 March 2021 were agreed as a correct record, to be signed by the Chairman in due course.

116 **Chairman's Announcements**

There were no Chairman's announcements.

117 **Oxfordshire Electric Vehicle Infrastructure Strategy**

The Assistant Director Environmental Services submitted a report to seek approval for the Oxfordshire Electric Vehicle Infrastructure Strategy in line with the other Oxfordshire County, City and District Councils.

Resolved

- (1) That the Oxfordshire Electric Vehicle Infrastructure Strategy and its enclosed policies and key actions (annex to the Minutes as set out in the Minute Book) be approved.

Reasons

To support Oxfordshire residents to make the change from petrol and diesel to Electric Vehicles (EVs), Oxfordshire's Councils have worked together to develop this operational strategy for increasing and managing EV charging across the county. This strategy supports the reduction of transport emissions as part of a hierarchy of sustainable transport; encouraging uptake of EVs by enabling the development of a high quality, accessible and convenient EV charging network. This work will further progress towards the Council's Climate Emergency target, Healthy Place Shaping ambition, Air Pollution needs and our Car Parking Strategy.

Alternative options

Option 1: Reject OEVIS in its entirety

The emerging electric vehicle infrastructure needs will still be present with no clear strategy in place to address this. The Council is not currently resourced to undertake this piece of work in isolation and may lead to a disjoint in the policies in place across the rest of Oxfordshire. For these reasons this option has not been recommended

Option 2: Seek amendment to individual policies

All Oxfordshire Councils are currently progressing the strategy through their respective governance structures, amendments to these policies will require a lengthy restart of this process. For this reason this option has not been recommended.

118

Consideration of the Oxford to Cambridge ARC Principles

The Assistant Director Environment Services and SRO for Growth Deal in Cherwell submitted a report to update the Executive on the proposal to develop an Environmental Advisory Group of the Oxfordshire Growth Board.

Councillor Wing, Chairman of the Overview and Scrutiny Committee addressed Executive to present the feedback of the Committee which had considered the report at its 16 March 2021 meeting. Councillor Wing advised that the Committee had supported and endorsed the proposal but had raised some queries. Members of the Committee had requested that officers provide a diagram setting out the role of the Advisory Group and Growth Board Scrutiny Board to clarify the delineation between the two. The Committee had requested that the representative on the Advisory Group provided regular reports. back to the Overview & Scrutiny Committee.

The Chairman thanked the Councillor Wing and the Overview and Scrutiny Committee for their feedback. In response to the Committee's comments, the Chairman noted that a diagram of the links between workstreams would be of value to all Members and concurred there would be value in the representatives on each of the Advisory Groups reporting to the Overview and Scrutiny Committee on a rolling basis. The Chairman highlighted that the Growth Board Scrutiny Panel worked well and commended the Panel for the value it added.

Resolved

- (1) That the opportunity for partnership activity for climate action be recognised.
- (2) That the establishment of an Environmental Advisory Group of the Oxfordshire Growth Board be supported.
- (3) That the shared principles for protecting, restoring and enhancing the environment in the Oxford to Cambridge Arc be endorsed.
- (4) That the progress concerning the development of a Local Nature Partnership for Oxfordshire be noted.

Reasons

This Council has a commitment to deliver the Climate Action Framework, agreed at Executive in October 2020 and to work in partnership with other stakeholders to achieve a net zero ambition across the district. This activity can be grouped under three pillars for climate action:

- Net zero carbon – targets for our own operations and the wider district we need to work in partnership
- Resilience – both in terms of responding to the impacts of climate change arising from extreme weather events and ensuring resilience in energy efficiency and security of supply
- Renewal – renewing the natural capital and environmental assets for ‘good growth’ ensuring outcomes for environmental wellbeing are integrated into all decisions for social and economic wellbeing

This Council is working in partnership with many stakeholders across a range of Sectors. Participation by this Council in the Oxfordshire Environment Advisory Group would strengthen the role of this Council across all partnership networks and align our commitment for environmental renewal, zero carbon and resilience to the impacts of climate change with the environmental principles underpinning growth across the Oxford to Cambridge Arc.

Alternative options

Option 1: To adopt the proposed recommendations.

Option 2: To reject the proposed recommendations and ask officers to reconsider

119

Strategic Vision for Oxfordshire

The Assistant Director – Growth and Economy submitted a report which introduced a final version of the Strategic Vision for Oxfordshire. The report also updated the Executive on the consultation process, the response to the consultation and briefly summarised the main changes to the Vision.

Resolved

- (1) That the Strategic Vision for Oxfordshire be agreed.
- (2) That responsibility be delegated to the Assistant Director – Growth and Economy to consider how to embed the Vision’s aspirations for Oxfordshire in future plans and strategies of the Council.

Reasons

The development of a Strategic Vision for Oxfordshire, which encompasses the shared ambitions of local councils and key organisations, provides a unique opportunity to bring together a clear and unambiguous statement about what it is the Growth Board wants to achieve in Oxfordshire.

Following the consultation exercise, both officers and members who have reflected upon the consultation and revised the Vision believe that the Vision has improved because of the consultation. The document now has a bolder more ambitious narrative that articulates in a balanced way the collective

ambitions for what Oxfordshire should be in 2050, both societally, economically and as a place to live work and to thrive.

The Growth Board endorsed the revised Vision at its meeting on 22 March and asked that each partner consider agreeing to the Vision. Accordingly, the Executive is requested to consider and agree the Vision.

Alternative options

Option 1: Do nothing

This was rejected as the Strategic Vision is a unique opportunity to agree the strategic direction of the District and the Council has been engaged in the Vision. By not agreeing the Draft Strategic Vision, it could limit the impact of the partnership approach.

120 **Monthly Performance, Finance and Risk Monitoring Report**

The Director of Finance and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring positions as at the end of February 2021.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.

Reasons

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

Alternative options

Option 1: This report illustrates the Council's performance against the 2020-21 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

121 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.20 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 7 June 2021 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council
Councillor Ian Corkin (Vice-Chairman), Deputy Leader of the Council and Lead Member for Customers and Transformation
Councillor Phil Chapman, Lead Member for Leisure and Sport
Councillor Colin Clarke, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Richard Mould, Lead Member for Performance
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property
Councillor Dan Sames, Lead Member for Clean and Green
Councillor Lucinda Wing, Lead Member for Housing

Also Present:

Councillor Sean Woodcock, Leader of the Labour Group
Councillor John Broad, for agenda item 6

Officers:

Yvonne Rees, Chief Executive
Bill Cotton, Corporate Director Environment and Place
Steve Jordan, Corporate Director Commercial Development, Assets & Investment
Claire Taylor, Corporate Director Customers and Organisational Development
Lorna Baxter, Director of Finance & Section 151 Officer
Anita Bradley, Director Law and Governance & Monitoring Officer
Robert Jolley, Assistant Director: Growth & Economy
Ed Potter, Assistant Director: Environmental Services
Louise Tustian, Head of Insight and Corporate Programmes
Natasha Clark, Governance and Elections Manager

1 Declarations of Interest

10. Appointment of Shareholder Committee for the municipal year 2021/2022.
Councillor Dan Sames, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

Councillor Ian Corkin, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

16. Graven Hill Update.

Councillor Dan Sames, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

Councillor Ian Corkin, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

2 **Petitions and Requests to Address the Meeting**

There were no petitions.

The Chairman advised the meeting that he had agreed to Councillor Broad addressing the meeting at item 6, Car Parking.

3 **Minutes**

The minutes of the meeting held on 6 April 2021 were agreed as a correct record and signed by the Chairman.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Car Parking**

The Assistant Director Environmental Services submitted a report which updated the Executive on the Car Parking Strategy & Action Plan and proposed new car parking charges to be implemented by August 2021.

At the discretion of the Chairman, Councillor Broad addressed Executive, in relation to motorcycle parking and requested that proper secure parking be provided for motorcycles in the future.

In response to Councillor Broad's address, the Chairman and Lead Member for Clean and Green confirmed that this was an area that could be looked at going forward.

Resolved

- (1) That the progress on delivery of the car parking strategy and action plan be noted.
- (2) That changing Bolton Road car park to a short stay car park once Cherwell Drive long stay car park is completed be approved.
- (3) That the change of Chapel Brook car park to a long stay car park be approved.
- (4) That it be approved to increase car park charges by August 2021 (Annex to the Minutes as set out in the Minute Book).
- (5) That the progress on the move to Civil Parking Enforcement be noted.

Reasons

The Car Parking Strategy and the associated action plan has been developed with the input of elected members and other key stakeholders. The strategy was approved last autumn and the action plan is regularly reviewed & updated

The number of pay on exit car parks are gradually increasing, Civil Parking Enforcement will be implemented in late 2021 and electric charging facilities are starting to be installed. The charges in car parks have been reviewed and are below comparable nearby towns

The recommended changes in charges brings the charges in line with towns in the neighbouring areas. This change if it had been implemented from April 2021 would have raised £400k during 2021/22. The proposed change during July will generate around £260k in 2021/22 and £400k in 2022/23 subject to car parking numbers recovering after the pandemic. To achieve higher levels of increased income in 2021/22 would require steeper rises in charges which would move parking charges above some neighbouring towns and even some other existing providers in the district.

Alternative options

Option 1: To adopt the recommendations.

Option 2: To reject the recommendations and to ask officers to review matters including the revised parking charging levels

6 Oxfordshire Economic Recovery Plan

The Assistant Director - Growth and Economy submitted a report for the Executive to formally support and endorse the Oxfordshire Economic Recovery Plan (ERP).

In considering the report, Members requested that an All Member workshop be arranged at the appropriate time to enable Members to have input into the emerging Recovery and Prosperity Strategy for Cherwell.

Resolved

- (1) That the Oxfordshire Economic Recovery Plan be supported and endorsed.
- (2) That officers be requested to ensure that key elements of the Economic Recovery Plan are incorporated into the emerging Recovery and Prosperity Strategy for Cherwell (formerly the Cherwell Industrial Strategy) and it be noted it will incorporate key projects such as job fairs as part of a comprehensive response to the District's economic recovery from the pandemic.

Reasons

The publication of the Economic Recovery Plan (ERP) is welcomed as a positive response to tackling the serious detrimental impact of COVID-19 on the Oxfordshire economy.

The request to HM Government for £437m is a positive and ambitious one; realistically, the chances of achieving this level of funding are unlikely but even a fraction of this will be a good achievement. The critical thing is how the funding which is attracted is invested. The ERP Action Plan and the Recovery and Prosperity Strategy for Cherwell will set out the various projects and activities required to help deliver economic recovery.

Alternative options

Option 1: To do nothing and not participate in the development of the ERP. This was rejected because the economic impact of COVID-19 was so great that positive action was needed. It was not realistic.

Option 2: To go it alone – this was rejected because HM Government had asked LEPs to lead on developing Economic Recovery Plans not tier 2 local authorities.

7 Monthly Performance, Risk and Finance Monitoring Report

The Director of Finance and Head of Insight and Corporate Programmes submitted a report which summarised the Council's performance, risk and finance monitoring positions as at the end of March 2021.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring report be noted.

- (2) That the Annual Performance Report 2020/21 (annex to the Minutes as set out in the Minute Book) be noted.

Reasons

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

This report provides an update on progress made during March 2021 and also reflects on the past 12 months in delivering the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.

Alternative options

Option 1: This report illustrates the Council's performance against the 2020-21 business plan. As this is a monitoring report, no further options have been considered. However, Members may wish to request that officers provide additional information.

8 Appointments to Outside Bodies and Member Champions 2021/2022

The Director of Law and Governance submitted a report to appoint representatives to Partnerships and Outside Bodies and Member Champions where these are executive functions, for the municipal year 2021/2022.

Resolved

- (1) That appointments to partnerships, outside bodies, Member Champions and advisory groups for 2021/2022 be made and ceased as set out in the annex to the Minutes (as set out in the Minute Book).
- (2) That authority be delegated to the Director of Law and Governance, in consultation with the Leader of the Council, to appoint Members to any outstanding vacancies and make changes to appointments as may be required for the 2021/2022 Municipal Year.
- (3) That the Director of Law and Governance be requested to undertake a review of the Member Champion terms of reference and areas appointed to.

Reasons

It is proposed that representatives are appointed to Partnerships, Outside Bodies and as Member Champions to ensure that the Council is represented and maintains links with partnerships and outside bodies.

Delegation to the Director of Law and Governance in consultation with the Leader provides flexibility for the remainder of the Municipal Year to appoint to

any outstanding vacancies, or if amendments are required to any appointments, and ensures they are made in a timely manner.

A review of the Member Champions roles and appointments will ensure that the function remains fit for purpose.

Alternative options

Option 1: Not to appoint representatives to outside bodies, partnerships and as Member Champions. This is not recommended as the internal working groups would be ineffective and the Council would not be represented on these outside bodies and could miss valuable information and opportunities.

9 Appointment of Shareholder Committee for the municipal year 2021/2022

Executive considered appointments to the Shareholder Committee, a sub-committee of Executive, for 2021/2022.

Resolved

- (1) That Councillors Ilott, Wing and Wood be appointed to the Shareholder Committee for 2021/2022.

Reasons

The Shareholder Committee is a sub-committee of Executive comprising three Executive members. The membership of the Shareholder Committee in 2020/21 was Councillors Wood, Ilott, Donaldson. As Councillor Donaldson is no longer on Executive, it is necessary for Executive to confirm the membership of the Shareholder Committee for 2021/2022.

Alternative options

Option 1: Not to appoint to the Shareholder Committee. This is not recommended as the Committee would not be able to fulfil its functions.

10 Notification of Decision taken by the Corporate Director - Environment & Place under Urgency Powers: Weston-on-the Green Neighbourhood Plan

The Assistant Director – Planning & Development submitted a report which informed the Executive of a decision taken under urgency powers by the Corporate Director – Environment & Place regarding the Weston-on-the-Green Neighbourhood Plan.

Resolved

- (1) That the urgent decision taken by the Corporate Director – Environment and Place regarding the Weston-on-the-Green Neighbourhood Plan be noted.

Reasons

In line with the Constitution this report is informing Executive of a decision that was taken by the Corporate Director – Environment & Place under urgency powers.

Alternative options

There are no alternative options as this report is submitted in line with the Constitution to inform Executive of a decision that was taken by the Corporate Director – Environment & Place under urgency powers.

11 Notification of Decision taken by the Corporate Director - Environment and Place under Urgency Powers - Garden Town Government Grant Programme

The Corporate Director - Environment and Place submitted a report which informed the Executive of a decision taken under urgency powers by the Corporate Director - Environment and Place regarding the Garden Town Government grant programme.

Resolved

- (1) That the urgent decision taken by the Corporate Director - Environment and Place regarding the Garden Town Government grant programme be noted.

Reasons

Due to the urgency of the Government wanting the funding to be provided and spent in 2020/21 it was not possible to wait for the next Executive meeting for a decision to progress these proposals. The schemes already had tacit approval as phase 1 is included in the 2020/21 capital programme. Including the schemes in the 2020/21 capital programme provided the necessary authority to spend the funding by 31 March 2021.

Alternative options

There are no alternative options as this report is submitted in line with the Constitution to inform Executive of a decision that was taken by the Corporate Director – Environment & Place under urgency powers.

12 Urgent Business

There were no items of urgent business.

13 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1 and 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

14 **Summary of Bad Debt Write Offs**

The Director of Finance submitted an exempt report which provided a summary of the accounts proposed for write-offs and requested approval for the write-offs.

Resolved

- (1) That, having given due consideration, the proposed bad debt write offs recommended for write-off relating to Business Rates be approved.
- (2) That, having given due consideration, the proposed bad debt write offs recommended for write-off relating to other sundry debts be approved.
- (3) That, having due consideration, the proposed bad debt write offs recommended for write-off relating to Housing Benefit Overpayments be approved.

Reasons

There are certain circumstances where it is practically or legally impossible to collect outstanding debts due to the Council. The Council's financial procedure rules require that recommended write offs with an outstanding balance of £5,000 and above for Council Tax, Overpayment of Housing Benefit or Sundry Debtors, and £10,000 and above for Non- Domestic Rates must be approved by the Executive.

Alternative options

Option One: Not to agree the recommendations. This is not recommended as it is good practice to write off any irrecoverable debts on a regular basis.

15 **Graven Hill Update**

The Corporate Director – Commercial Development, Asset and Investment submitted an exempt report which updated Executive in relation to the

decision, in relation to Graven Hill, taken under urgency powers by the Corporate Director – Commercial Development, Asset and Investment on 16 February 2021 and reported to the Executive on 1 March 2021.

Resolved

- (1) That an update to the urgent exempt decision taken on 16 February by the Corporate Director – Commercial Development, Assets and Investment as detailed in the exempt Minutes be noted.

Reasons

In accordance with the Constitution, this report is being submitted to the Executive advising of the change to the previously reported arrangements, as detailed in the exempt Minutes.

Alternative options

Option 1: Not to note the report. This is not recommended as the action has been taken and it is a constitutional requirement for it to be reported to the Executive

The meeting ended at 7.25 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 5 July 2021 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council
Councillor Ian Corkin (Vice-Chairman), Deputy Leader and Lead Member for Customers and Transformation
Councillor Phil Chapman, Lead Member for Leisure and Sport
Councillor Colin Clarke, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Richard Mould, Lead Member for Performance
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property
Councillor Dan Sames, Lead Member for Clean and Green
Councillor Lucinda Wing, Lead Member for Housing

Also Present:

Councillor Sean Woodcock, Leader of the Labour Group

Officers:

Yvonne Rees, Chief Executive
Stephen Chandler, Corporate Director Adults & Housing Services
Bill Cotton, Corporate Director Environment and Place
Steve Jordan, Corporate Director Commercial Development, Assets & Investment
Claire Taylor, Corporate Director Customers and Organisational Development
Lorna Baxter, Director of Finance & Section 151 Officer
Anita Bradley, Director Law and Governance & Monitoring Officer
David Peckford, Assistant Director: Planning and Development
Ed Potter, Assistant Director: Environmental Services
Vicki Jessop, Interim Assistant Director Housing and Social Care Commissioning
Tim Mills, Housing Development and Standards Manager
Robin Rogers, Programme Director COVID Response
Louise Tustian, Head of Insight and Corporate Programmes
Natasha Clark, Governance and Elections Manager

16 **Declarations of Interest**

14. Graven Hill Village Development Company (Dev Co) - Creation of Additional Companies.

Councillor Dan Sames, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

Councillor Ian Corkin, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

15. Graven Hill Village Development Company (Dev Co) - Request for s278 works bond relating to land at A41 Pioneer Roundabout.

Councillor Dan Sames, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

Councillor Ian Corkin, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

17. Graven Hill Village Development Company (Dev Co) - Request for s278 works bond relating to land at A41 Pioneer Roundabout - Exempt Schedule.

Councillor Dan Sames, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

Councillor Ian Corkin, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

17 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

18 **Minutes**

The minutes of the meeting held on 7 June 2021 were agreed as a correct record and signed by the Chairman.

19 **Chairman's Announcements**

There were no Chairman's announcements.

20 **Urgent Business**

There were no items of urgent business.

21 **Changes to the Waste Collection Service**

The Assistant Director Environmental Services submitted a report which updated the Executive on the proposed changes to the Waste Collection Service commencing from autumn 2021.

Resolved

- (1) That the policies relating to separate food waste collection & chargeable garden waste (Annex to the Minutes as set out in the Minute Book) be approved.
- (2) That the proposed rollout plan for the introduction of separate food waste collection and chargeable garden waste (Annex to the Minutes as set out in the Minute Book) be approved.
- (3) That the proposed charges for the garden waste collection service (Annex to the Minutes as set out in the Minute Book) be approved.
- (4) That authority be delegated to the Corporate Director Environment and Place, in consultation with the Lead Member for Clean and Green, to make minor operational amendments to the approved policies and plan at resolutions (1), (2) above in the event of technical or IT issues that require this.

Reasons

The changes to the Waste & Recycling will be significant and should increase the recycling rate to around 60% in 2022/23. The costs for this new scheme are significant.

Charging for garden waste will cover the costs of garden waste collection and will generate sufficient income to pay back the capital costs needed for this change. Those households who use the garden waste service will pay for the use of the service. There may be some initial resistance to the charges however, all other Oxfordshire authorities have been paying for garden waste service for several years.

Alternative options

Option 1: To adopt the recommendations which will lead to a higher recycling rate with the introduction of separate food waste and a revised garden waste service.

Option 2: To ask officers to reconsider the proposed charges and/or amend the proposed policies but any significant delays are likely to increase the cost of the service changes

22 **Revised Housing Standards Enforcement Policy**

The Assistant Director Housing and Social Care Commissioning submitted a report which set out an updated and extended policy to be adopted in relation to the regulation and enforcement of housing standards.

Resolved

- (1) That the Housing Standards Enforcement Policy 2021 (Annex to the Minutes as set out in the Minute Book) for adoption by the Council be approved.

Reasons

The new policy replaces a number of existing policies and refreshes and updates their content without introducing any significant changes, but it also takes account of 3 pieces of legislation for which specific policy provisions were not previously in place. By grouping previously separate policies together, the new policy will make information easier to find and use for both officers and the public. It will also assist with future policy reviews.

Alternative options

Option 1: As an alternative to adopting the new policy the existing policies could remain in place. This is not recommended because the 3 existing policies dating from 2012 require review and the Council would also still have to approve separate policies for the legislation which is not currently covered by policy.

23 **Oxfordshire's Homelessness and Rough Sleeping Strategy 2021-26**

The Assistant Director Housing and Social Care Commissioning submitted a report to set out the Oxfordshire Wide Homelessness and Rough Sleeping Strategy 2021-26 and Action Plan for approval by the Executive, recognising that Cherwell District Council is a key partner in preventing and resolving homelessness and in supporting systems change county wide. In approving the Strategy, Cherwell District Council agrees to play a key role in delivering the vision, priorities and actions identified.

At the discretion of the Chairman, Councillor Woodcock, Leader of the Labour Group addressed the meeting. In response to Councillor Woodcock's

comments regarding funding for the work, the Corporate Director Adults and Housing Services and the Interim Assistant Director Housing and Social Care Commissioning explained that there were various funding streams and the authorities were bidding for funding as well as lobbying the Government for a long term solution.

Resolved

- (1) That Oxfordshire's Homelessness and Rough Sleeping Strategy 2021-26 and the supporting Action Plan (Annexes to the Minutes as set out in the Minute Book) be approved.

Reasons

A county wide strategy is important in delivering a coordinated approach and is the result of ongoing partnership working to arrive at a common vision, set of principles and agreed actions for preventing homelessness and ending rough sleeping in the county.

The strategy builds on the learning from the Crisis feasibility study carried out in Oxfordshire in 2019/20 and is being used to inform the recommissioning of homelessness services currently being led by Oxfordshire County Council and Oxford City Council with a pooled budget including Cherwell's contribution.

Alternative options

Option 1: not to have a county wide strategy. This would not do justice to the collaborative working that exists between the 6 local authorities and wider partners to prevent homelessness and end rough sleeping. It would also limit the outcomes that can be delivered for people affected by homelessness. By working cross-county and across the professional boundaries of housing, health, social care and the voluntary and community sector we can make the greatest impact in terms of tackling homelessness.

24

Public Sector Decarbonisation Scheme (PSDS)

The Assistant Director Property, Investment and Contract Management submitted a report to update the Executive on the outcome of the bid that Cherwell District Council (CDC) has submitted for energy efficiency capital works (non-repayable government grants) and, as a result, to seek approval for CDC to proceed with its proposed programme of capital works. The funding body (Salix) has confirmed that CDC's funding application has been rewarded to the amount of £5.986m out of the £6m bid.

At the discretion of the Chairman, Councillor Woodcock, Leader of the Labour Group addressed the meeting. In response to Councillor Woodcock's comments regarding how the buildings were chosen and how other sites could obtain funding, the Lead Member for Clean and Green explained that buildings on the list were the council's biggest carbon emitters. Other buildings had not met the criteria for funding under this tranche but all council

owned buildings would be looked at to see how carbon emissions could be reduced and advice and support given. The Commercial Director Commercial Development, Assets and Investment undertook to provide information to Councillor Woodcock in relation to the Sunshine Centre, Banbury.

Resolved

- (1) That the outcome of the bids that Cherwell District Council has submitted for energy efficient capital works (non-repayable Government Grants) be noted.
- (2) That Cherwell District Council (CDC) progressing its own Public Sector Decarbonisation Scheme capital works programme in line with the grant award to CDC be approved.

Reasons

The 100% grant funding allows CDC to take unprecedented long-term sustainability improvements to its properties to deliver financial and carbon savings. This is in line with CDC's Climate Action Framework, to seek funding opportunities to take action where normal business cases are challenged.

Alternative options

Option 1: Reject the PSDS programme of works in its entirety
CDC will still need to undertake a large programme of works to achieve carbon neutrality and will be presented with situations, such as leisure centre heating requirements, that will require unique financing mechanisms to provide a suitable business case

25

Revised Statement of Community Involvement (Planning)

The Assistant Director – Planning and Development submitted a report to seek approval of a consultation draft of a Statement of Community Involvement (SCI) for the Council's planning services.

Resolved

- (1) That the draft Statement of Community Involvement (SCI) be approved for public consultation.
- (2) That the Assistant Director - Planning and Development be authorised to make any changes he considers to be minor and/or presentational to the draft Statement of Community Involvement prior to the consultation and to determine the format of publication.

Reasons

Option 1: Not to proceed at this time with the revised SCI consultation

The alternative option is to continue to use the existing 2016 SCI. This is not recommended. The existing document does not address all requirements introduced since 2016 and does not provide the necessary flexibility for community engagement in the future. The 2016 SCI will become increasingly out-of-date

Option 2: To reconsider the content of the revised SCI

The draft SCI has been produced having regard to statutory and policy requirements for plan making and development management and to associated guidance. It is considered by officers to be an appropriate consultation document.

Option 3: To adopt the SCI without consultation

SCIs are not subject to a formal requirement to consult. There is an option open to Members to adopt the SCI without a period of consultation. In view of the purpose of the document, consultation is recommended.

Alternative options

Option 1: Reject the PSDS programme of works in its entirety

CDC will still need to undertake a large programme of works to achieve carbon neutrality and will be presented with situations, such as leisure centre heating requirements, that will require unique financing mechanisms to provide a suitable business case.

26

COVID-19: Progress and Planning Update

The Chief Executive submitted a report to summarise the current state of the pandemic in Cherwell and Oxfordshire, describe the management and operational response arrangements in place, give an update on the status of Council services and the resource impact of COVID-19, and set out the approach for further recovery and renewal planning.

Resolved

- (1) That the latest public health situation with regard to COVID-19, the management arrangements in place and the resource impact of the pandemic as set out in the report be noted.
- (2) That the joint Oxfordshire County Council and Cherwell District Council programme of activity underway that continues to respond and adapt to the pandemic be noted.
- (3) That the summary of COVID-19 service impact be noted.
- (4) That the plans for recovery planning and for further understanding the lessons learnt for the organisation from the pandemic be noted and it be agreed that a programme of engagement with the Overview and Scrutiny Committee, all council members and key partners should be

developed in consultation with the Leader and Chair of the Overview and Scrutiny Committee.

Reasons

As we reach the end of the originally planned Roadmap period, this report describes the current local COVID-19 situation. It summarises the response to COVID-19 over the past six months, describes ongoing activity and includes a description of the recovery status of Council services. It goes on to set out the requirement to maintain and adapt COVID-19 capacity and management structures as the context in which we work continues to evolve rapidly. Finally, it recommends that the local and organisational lessons learnt from the pandemic should be used to help direct long-term recovery planning and inform future corporate direction.

Developing our approach to recovery with consideration of lessons learnt will put us in the best position to mitigate long term impacts of COVID and support residents, businesses and partners.

Alternative options

Option 1: Not to develop further recovery and renewal plans. Rejected as given the scale and impact of COVID, learning from the pandemic and developing recovery plans are essential to supporting residents and delivering corporate priorities.

27 **Monthly Performance, Risk and Finance Monitoring Report - April and May 2021**

The Director of Finance and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring positions as at the end of May 2021, covering the first two months of the financial year.

In considering the report, the Chairman suggested that the Lead Member for Financial Management and Governance liaise with officers with a view to the Budget Planning Committee undertaking a full analysis of the capital programme.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That the uses of specific grant related reserves be noted.
- (3) That uses of earmarked reserves (within s3.23 savings) be approved.

- (4) That the Capital carry forwards described in the Annex to the Minutes (as set out in the Minute Book) be approved.
- (5) That Council be recommended to approve increases in the capital programme for the following two capital grants: Public Sector Decarbonisation Scheme (Commercial Development, Assets and Investment Directorate) and Garden Town (Growth and Economy Directorate).
- (6) That Council be recommended to approve a transfer of £75k capital budget from the Finance Replacement System to the HR/Payroll System.
- (7) That the revised schedule of fees and charges for Environmental Health and Licensing (Annex to the Minutes as set out in the Minute Book) which are to be applied for the 2021/22 financial year be approved.
- (8) That the carry forward of funding into reserves and agree to the allocations being released for use in 2021/22 as described in the Annex to the Minutes (as set out in the Minute Book) be approved.

Reasons

This report provides an update on progress made during April and May 2021, to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.

Alternative options

Option 1: This report illustrates the Council's performance against the 2021-22 business plan. As this is a monitoring report, no further options have been considered. However, Members may wish to request that officers provide additional information.

28

Graven Hill Village Development Company (Dev Co) - Creation of Additional Companies

The Shareholder Representative submitted a report to consider a request from Graven Hill Village Development Company (Dev Co) for the creation of an additional subsidiary company that is required to facilitate the leases for the commercial units as required as part of the delivery of Graven Hill.

In response the Members' questions regarding if there would be any additional remuneration for the Non-Executive Directors on the Graven Hill Boards as a result creation of the creation of the additional company, the Shareholder Representative undertook to advise Members. (The Shareholder Representative subsequently advised Members that the directors for the

subsidiary company will not be getting paid so there is no extra cost to the company or council.)

Resolved

- (1) That the creation by Graven Hill Development Company (Dev Co) of a special purpose vehicle (SPV) as a company limited by shares be approved and that Dev Co be requested to prepare governance documents for final approval by the Shareholder Representative, in consultation with the Chairman of the Shareholder Board before registration and director nominations occur.
- (2) That the new company be included, along with Dev Co's existing subsidiary companies, within the shareholder agreement between the council (1) Graven Hill Village Holdings Limited (2) and Dev Co (3) entered 30 September 2019.

Reasons

The proposals in this report are designed to ensure that Dev Co has in place an effective governance structure to enable it to meet its aims and delivery objectives and in so doing safeguard the councils' investment and return on investment.

Alternative options

None applicable

29 Graven Hill Village Development Company (Dev Co) - Request for s278 works bond relating to land at A41 Pioneer Roundabout

The Shareholder Representative submitted a report To bring to the attention of the Executive the request from Graven Hill Village Development Company Ltd (Dev Co) for the Council to act as surety in a performance bond for highway works to be undertaken by Dev Co under section 278 of the Highways Act 1980, and for the Executive to agree in principle to that request and to delegate to the Shareholder Representative authority to negotiate and agree the formal documentation in relation to that performance bond, in consultation with the s.151 Officer and the Monitoring Officer.

In response to Members' questions, the Director of Finance advised that a bond was show in the council's accounts in a similar way to a guarantee with no financial transaction. The Director of Finance confirmed that the bond would be in place until the work was complete and was not open ended.

Resolved

- (1) That it be approved in principle that the Council act as surety for Graven Hill Development Company (Dev Co) in respect of a performance bond (up to the sum referred to in the exempt Annex to

the Minutes, as set out in the Minute Book) relating to the construction of highway works by Dev Co on land at A41 Pioneer Roundabout pursuant to an agreement between Dev Co and Oxfordshire County Council (as local highway authority) to be made under section 278 of the Highways Act 1980.

- (2) That authority be delegated to the Shareholder Representative to negotiate and agree the formal documentation in relation to that bond, in consultation with the s.151 Officer and the Monitoring Officer (or, in the event they are conflicted, their nominated deputies).
- (3) That it be agreed that Graven Hill Development Company (Dev Co) be requested to pay to the council 1% of the value of the agreed bond for use of the facility.

Reasons

Through agreeing with the recommendations in this report the council is ensuring that Dev Co can act swiftly to meet its aims and delivery objectives in relation to the works at the A41 Pioneer Roundabout and in doing so safeguard the council's investment and return on investment.

Alternative options

None applicable

30 Exclusion of the Press and Public

There being no questions on the exempt schedule to agenda item 15 it was not necessary to exclude the press and public.

31 Graven Hill Village Development Company (Dev Co) - Request for s278 works bond relating to land at A41 Pioneer Roundabout - Exempt Schedule

Resolved

- (1) That the exempt schedule be noted.

The meeting ended at 7.37 pm

Chairman:

Date:

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Cherwell District Council

Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Virtual meeting, on 17 March 2021 at 6.30 pm

Present:

Councillor Mike Kerford-Byrnes (Chairman)
Councillor Hugo Brown (Vice-Chairman)
Councillor Nathan Bignell
Councillor Nicholas Mawer
Councillor Tom Wallis
Councillor Sean Woodcock

Substitute Members:

Councillor Shaida Hussain (In place of Councillor Hannah Banfield)

Also Present:

Councillor Barry Wood; Leader of the Council
Maria Grindley, Associate Partner, Ernst & Young (external audit)
Sue Gill, Ernst & Young (external audit)

Apologies for absence:

Councillor Hannah Banfield
Councillor Conrad Copeland

Officers:

Lorna Baxter, Director of Finance & Section 151 Officer
Anita Bradley, Director Law and Governance & Monitoring Officer
Michael Furness, Assistant Director Finance
Sarah Cox, Chief Internal Auditor
Belinda Green, Operations Director - CSN Resources
Joanne Kaye, Strategic Business Partner
Shaista Moughal, Strategic Business Partner
Louise Tustian, Head of Insight and Corporate Programmes
Celia Prado-Teeling, Performance Team Leader
Sharon Hickson, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

53

Declarations of Interest

There were no declarations of interest.

54 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

55 **Minutes**

The Minutes of the meeting of the Committee held on 20 January 2021 were agreed as a correct record and signed by the Chairman.

56 **Chairman's Announcements**

Members were informed that item 10 – External Audit update would be presented before item 7 Monthly Performance, Risk and Finance Monitoring report.

57 **Urgent Business**

There were no items of urgent business.

58 **Monthly Performance, Risk and Finance Monitoring Report - January 2021**

The Director of Finance, and Head of Insight and Corporate Programmes submitted a report summarising the Council's Performance, Risk and Finance monitoring position as at the end of January 2021.

The Head of Insight and Corporate Programmes reminded Members that the Committee was responsible for monitoring the risk aspects of the report and reported the significant changes to the Leadership Risk Register.

Resolved

- (1) That the risk aspects of the monthly Performance, Risk and Finance Monitoring Report be noted

59 **Housing Benefit and Council Tax Reduction Risk Based Verification**

The Director of Finance submitted a report providing members with an update on the Risk Based Verification (RBV) module including any impacts on the service and to seek approval for the RBV Policy for 2021-2022.

The Operations Director CSN Resources informed Members that in recognition of COVID-19 pandemic the Department of Work and Pensions had introduced the Trust and Protect principle, which allowed local authorities to accept scanned or photocopied documents rather than original documents. Once restrictions had eased, the required evidence would be requested.

Resolved

- (1) That the contents of the report be noted.
- (2) That having given due consideration the Risk Based Verification policy for the financial year 2021-2022 be approved

60 **Internal Audit Progress Report 2020/21**

The Director of Finance submitted a report which presented the Internal Audit Progress for 2020/21.

The Chief Internal Auditor informed the Committee that all counter fraud posts had now been filled, with the final Counter Intelligence Officer now in post.

The Chief Internal Auditor highlighted the significant reduction of outstanding management actions for 2018/19 and 2019/20, informing Members that 14 actions for 2018/19 and 18 actions for 2019/20 remained open. The remaining outstanding actions would continue to be reviewed and followed up with the senior management team.

Resolved

- (1) That the progress with the 2020/21 Internal Audit Plan and the outcome of the completed audits be noted.

61 **External Audit Update**

The Director of Finance submitted a report for consideration by Members, containing changes to be incorporated to the draft statement of accounts.

The Assistant Director of Finance gave a brief overview of the 2019/20 accounts, advising Members that as part of the audit carried out there had been material changes to the accounts since the January committee meeting to make corrections identified by management or to address issues raised by the external audit.

Ernst and Young, the council's external auditor, provided an overview of the status of the audit and thanked the Finance department for their assistance during the audit of the accounts.

Resolved

- (1) That the Statement of Accounts 2019/20 with the changes in the annex to the Minutes (as set out in the Minute Book) already added, be endorsed, and once the final audit opinion is received the Director Finance (S151 Officer), in consultation with the Chair of the Accounts, Audit and Risk Committee (or Vice Chair in case the Chairman is

unavailable) be authorised to sign the accounts and it be noted that if any material changes to the accounts are required, then an additional committee meeting would be convened to consider the changes.

- (2) That it be agreed that the Director of Finance, in consultation with the Chair of the Committee (or Vice Chair in their absence), can make any further changes to the letters of representation that may arise during completion of the audit.

62 **Treasury Management Report - Q3 2020-21**

The Director of Finance submitted a report providing information on treasury management performance and compliance with treasury management policy for 2020-21 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the contents of the Quarter 3 2020/21 Treasury Management Report be noted.

63 **Changes to Accounts, Audit & Risk Committee Terms of Reference**

The Director of Law & Governance and Monitoring Officer submitted a report which recommended changes to the Terms of Reference for the Accounts, Audit & Risk Committee.

The Director of Law & Governance and Monitoring Officer informed Members that the proposed Terms of Reference extended the areas that would be reported to the Committee and confirmed that the amendments were aligned to current best practise and based on the Chartered Institute of Public Finance and Accountancy (CIPFA) model template.

Resolved

- (1) That having given due consideration, the new Terms of Reference for Audit & Risk Committee, as set out in the annex to the Minutes (as set out on the Minutes Book) be endorsed and recommended to full Council for approval.

64 **Draft Annual Report of Accounts, Audit and Risk**

The Director of Finance submitted a report which presented the draft report of the Accounts, Audit & Risk Committee.

Resolved

- (1) That the draft Annual Report of the Accounts, Audit and Risk Committee be endorsed and it be agreed that the Director of Finance,

in consultation with the Chair of the Committee (or Deputy Chair in their absence), can make any further amendments and finalise the Annual Report of the Accounts Audit and Risk Committee for presentation at full Council

65 **Work Programme**

The Assistant Director of Finance gave an overview of the indicative work programme for the 2021/2022 municipal year.

Resolved

- (1) That the work programme be noted.

The meeting ended at 7.40 pm

Chairman:

Date:

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Cherwell District Council

Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Spiceball Leisure Centre, Cherwell Drive, Banbury, OX16 2BW, on 19 May 2021 at 7.29pm

Present:

Councillor Mike Kerford-Byrnes (Chairman)
Councillor Hugo Brown (Vice-Chairman)
Councillor Conrad Copeland
Councillor Matt Hodgson
Councillor Tony Ilott
Councillor Nicholas Mawer
Councillor Tom Wallis
Councillor Sean Woodcock

1 Appointment of Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Mike Kerford-Byrnes be appointed be appointed Chairman of the Accounts, Audit and Risk Committee for the municipal year 2021/22.
- (2)

2 Appointment of Vice-Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Hugo Brown be appointed be appointed Vice-Chairman of the Accounts, Audit and Risk Committee for the municipal year 2021/22.

The meeting ended at 7.30 pm

Chairman:

Date:

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Cherwell District Council

Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 21 June 2021 at 6.30 pm

Present:

Councillor Mike Kerford-Byrnes (Chairman)
Councillor Hugo Brown (Vice-Chairman)
Councillor Conrad Copeland
Councillor Matt Hodgson
Councillor Tony Ilott
Councillor Andrew Beere

Substitute Members:

Councillor Andrew Beere (In place of Councillor Sean Woodcock)

Also Present:

Maria Grindley, Associate Partner, Ernst & Young (External Audit)
Sue Gill, Ernst & Young (External Audit)

Apologies for absence:

Councillor Nicholas Mawer
Councillor Tom Wallis
Councillor Sean Woodcock

Officers:

Lorna Baxter, Director of Finance & Section 151 Officer
Anita Bradley, Director Law and Governance & Monitoring Officer
Michael Furness, Assistant Director Finance
Sarah Cox, Chief Internal Auditor
Kerry MacDermott, Interim Assistant Director for Revenues and Benefits Services
Louise Tustian, Head of Insight and Corporate Programmes
Joanne Kaye, Strategic Business Partner
Katherine Kitashima, Audit Manager
Georgina Cox, Senior Auditor
Sharon Hickson, Democratic and Elections Officer
Aaron Hetherington, Democratic and Elections Team Leader

3 **Declarations of Interest**

9. Housing Benefit Subsidy.
Councillor Hugo Brown, Non Statutory Interest, as a member of the CSN Board.

4 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

5 **Minutes**

The Minutes of the meeting of the Committee held on 17 March 2021 were agreed as a correct record and signed by the Chairman.

6 **Chairman's Announcements**

There were no Chairman's Announcements.

7 **Urgent Business**

There were no items of urgent business.

8 **Monthly Performance, Risk and Finance Monitoring Report**

The Director of Finance and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring positions as at the end of March 2021.

The Chairman reminded Members that the Committee was responsible for monitoring the risk aspects of the report.

Resolved

- (1) That the risk aspects of the monthly Performance, Risk and Finance Monitoring Report be noted
- (2) That the revised Risk and Opportunities Management Strategy 2021-22 be noted

9 **Housing Benefit Subsidy**

The Director of Finance submitted a report which provided members with an update on the Housing Benefit subsidy claim audit for the financial year 2019-2020.

Resolved

- (1) That the contents of the report be noted

10 **Final 2019/20 Annual Audit Letter**

The Director of Finance submitted a report which presented the final External Audit 2019/20 Annual Audit Letter and 2019/20 Audit Fee.

The Committee thanked the External Audit team for the work carried out.

Resolved

- (1) That the final 2019/20 Annual Audit Letter be noted
- (2) That the £101,410 audit fee for work over and above the 2019/20 scale fee of £40,138 be noted.

11 **2020/21 Statement of Accounts Review**

The Director of Finance submitted a report which provided an opportunity for the Committee to review the draft 2020/21 Statement of Accounts.

The Committee thanked the finance team for the work carried out this year and in the previous year.

Resolved

- (1) That, having given due consideration, the draft 2020/21 Statement of Accounts be noted.
- (2) That the accounting policies as approved by the Chief Finance Officer be approved
- (3) That the draft Annual Governance Statement for 2020/21 be approved

12 **Annual Report of the Chief Internal Auditor 2020/21**

The Chief Internal Auditor presented a report which summarised the outcome of the Internal Audit work in 2020/21 and provided an opinion on the Council's System of Internal Control.

The Committee and Chief Internal Auditor thanked the internal audit team for their performance through the year and the effort required to deliver the plan.

Resolved

- (1) That, having given due consideration, the report be endorsed

13 **Internal Audit Strategy and Plan 2021/22**

The Director of Finance submitted a report which presented the Internal Audit Strategy and Plan for 2021/22.

Resolved

- (1) That the Internal Audit Strategy and Plan for 2021/22 be noted

14 **Treasury Management Outturn Report - 2020-21**

The Director of Finance submitted a report which provided information on treasury management performance and compliance with treasury management policy and Prudential Indicators for 2020-21 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the contents of the 2020-21 Treasury Management Outturn Report be noted.
- (2) That Council be recommended to note the Council's Treasury Management Activity in 2020-21.

15 **Work Programme**

The Assistant Director of Finance gave an overview of the indicative work programme for the 2021/2022 municipal year.

Resolved

- (1) That the work programme be noted.

The meeting ended at 7.50 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held as a Virtual meeting, on 19 January 2021 at 6.30 pm

Present:

Councillor Nicholas Mawer (Chairman)
Councillor Carmen Griffiths (Vice-Chairman)
Councillor Nathan Bignell
Councillor Phil Chapman
Councillor Conrad Copeland
Councillor David Hughes
Councillor Andrew McHugh
Councillor Barry Richards
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Lucinda Wing

Substitute Members:

Councillor Shaida Hussain (In place of Councillor Sean Woodcock)

Also Present:

Councillor Ian Corkin - Lead Member, Customers and Transformation
Councillor Tony Ilott - Lead Member, Financial Management and Governance
Councillor Barry Wood - Leader of the Council

Apologies for absence:

Councillor Sean Woodcock

Officers:

Yvonne Rees, Chief Executive
Lorna Baxter, Director of Finance & Section 151 Officer
Michael Furness, Assistant Director Finance
Anita Bradley, Director Law and Governance & Monitoring Officer
Ansaf Azhar, Corporate Director of Public Health & Wellbeing
Claire Taylor, Corporate Director Customers and Organisational Development
Stephen Chandler, Corporate Director Adults & Housing Services
Steve Jorden, Corporate Director Commercial Development, Assets & Investment
Jason Russell, Corporate Director Communities
Aaron Hetherington, Democratic and Elections Team Leader
Emma Faulkner, Democratic and Elections Officer

38 **Declarations of Interest**

There were no declarations of interest.

39 **Minutes**

The minutes of the meeting of the Committee held on 5 January 2021 were confirmed as a correct record, to be signed by the Chairman in due course.

40 **Chairman's Announcements**

There were no Chairman's Announcements.

41 **Urgent Business**

There were no items of urgent business.

42 **Provisional Local Government Finance Settlement Update**

The Committee considered a report from the Director of Finance that gave an overview of the 2021/22 Provisional Local Government Settlement, and the impact on Cherwell District Council compared to assumptions included in the Budget Consultation.

In presenting the report, the Director of Finance clarified to the Committee that the amount of one-off Covid grant funding announced was £0.8 million and not £0.7 as detailed in the report. This meant that there was a total of £1.8 million of one-off funding available to the Council, over and above the levels anticipated.

Regarding the Government compensation scheme relating to irrecoverable Council Tax and Business Rates loses, the Director of Finance advised the Committee that a consultation had been issued and was due to run until 14 January. It was therefore unknown as to the amount of funding that the Council would receive under the schemes.

Resolved

- (1) That the outcome of the Provisional Local Government Finance Settlement be noted.

43 **Reserves Review**

The Committee considered a report from the Director of Finance which provided an update on the Review of Reserves that had been taking place.

The Assistant Director - Finance explained to the Committee that the aim of the review had been to ensure the Council had sufficient levels of General Balances more strategic Earmarked reserves rather than small focussed reserves.

Services holding earmarked reserves had been asked if there was an intention to carry out the projects requiring those reserves in the next 5 years. Where there were plans in place, it was proposed to leave the reserves. Where there were not any plans, it was proposed to pool the reserves into a larger earmarked reserve, with the potential for use in a more strategic way.

With regards to the minimum level of general balances, it was felt that an amount of £5 million would be an appropriate level.

The Assistant Director - Finance advised the Committee that the total balance of £45 million of reserves forecast for 1 April 2021 was as a result of a Government grant. The grant had been paid in advance, and would offset the deficit on the collection fund.

Resolved

- (1) That the proposed outcome of the reserves review be noted.
- (2) That the Executive be advised that Budget Planning Committee support the allocation of reserves as a prudent and sensible allocation of funds.

44 **Financial Management Code Assessment**

The Committee considered a report from the Director of Finance which detailed their assessment of the Council's readiness to implement the Financial Management Code.

The Director of Finance explained that the Cherwell position against the standards listed in the code had been given a Red, Amber or Green (RAG) rating. Of the 17 standards, 16 had been rated green and one amber. The amber rating related to the monitoring of reserves, which already had work underway on improving the position as had been discussed earlier on the agenda.

The Director of Finance also advised the Committee that areas for improvement had been identified for those standards rated as green, which meant that the Council was in a good position for the implementation of the code.

Resolved

- (1) That the assessment of Cherwell District Council's readiness to implement the Financial Management code be noted.

45 **Proposed Fees and Charges for 2021/22**

The Committee considered a report from the Director of Finance that provided an update on the draft Fees and Charges for 2021/22.

The Assistant Director - Finance explained that income from fees and charges would increase by 2%. The rate of increase across individual service areas varied depending on regulation or legislation in place covering those services.

The Assistant Director - Finance advised the Committee that there were no detailed figures listed in relation to parking charges for 2021/22. This was due to a service consultation which needed to be conducted, and levels of charging would remain at the 2020/21 rates until that process had been completed.

In response to questions from the Committee, the Assistant Director - Finance agreed to seek information on the cost of the Cherwell District Council Building Control Service compared to commercial suppliers.

Resolved

- (1) That the draft Fees and charges schedule for 2021/22 be noted.

46 **Update Staffing and Budget**

The Committee received a verbal update from the Corporate Director – Customers and Organisational Development relating to staffing and the budget.

The Corporate Director – Customers and Organisational Development reiterated to the Committee that detailed proposals would be subject to consideration by the Personnel Committee, and carried out in line with the Organisational Change policy which would involve formal consultation with affected staff and trade unions.

Following the public consultation on budget savings, the impact of the proposals had been identified as fewer than 17 full time equivalents (FTEs). The Corporate Director – Customers and Organisational Development advised the Committee that FTEs did not equate to 17 individuals or 17 posts, due to various elements such as part time posts.

The Corporate Director – Customers and Organisational Development also advised that the proposals did not take account of the redeployment policy or joint working opportunities, and explained that it was fairly common for

changes to be made to proposals as the various consultation stages were carried out.

The Corporate Director – Customers and Organisational Development concluded by advising the Committee that she had committed to keeping Group leaders briefed on the situation as work progressed.

Resolved

- (1) That the verbal update be noted.

47

Review of Committee Work Plan

The Assistant Director - Finance provided a verbal update regarding the Committee work plan for the remainder of the 2020/2021 Municipal year.

It was anticipated that the following items would be considered at the next meeting of the Committee on 9 March 2021:

- Performance, Finance and Risk Monitoring for Quarter Three

Resolved

- (1) That the verbal update be noted.

The meeting ended at 7.10 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Spiceball Leisure Centre, Cherwell Drive, Banbury, OX16 2BW, on 19 May 2021 at 7.33 pm

Present:

Councillor Nicholas Mawer (Chairman)

Councillor Phil Chapman
Councillor Conrad Copeland
Councillor John Donaldson
Councillor David Hughes
Councillor Shaida Hussain
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Lucinda Wing
Councillor Sean Woodcock

Apologies for absence:

Councillor Carmen Griffiths
Councillor Andrew McHugh

1 Appointment of Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Nick Mawer be appointed Chairman of the Budget Planning Committee for the municipal year 2021/22.

2 Appointment of Vice-Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Carmen Griffiths be appointed Vice-Chairman of the Budget Planning Committee for the municipal year 2021/22.

The meeting ended at 7.34 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held as a Virtual meeting, on 9 March 2021 at 6.30 pm

Present:

Councillor Nicholas Mawer (Chairman)
Councillor Carmen Griffiths (Vice-Chairman)
Councillor Nathan Bignell
Councillor Phil Chapman
Councillor Conrad Copeland
Councillor David Hughes
Councillor Andrew McHugh
Councillor Barry Richards
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Lucinda Wing
Councillor Sean Woodcock

Officers:

Lorna Baxter, Director of Finance & Section 151 Officer
Michael Furness, Assistant Director Finance
Emma Faulkner, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

48 **Declarations of Interest**

There were no declarations of interest.

49 **Minutes**

The minutes of the meeting of the Committee held on 19 January 2021 were confirmed as a correct record, to be signed by the Chairman in due course.

50 **Chairman's Announcements**

The Chairman made one announcement:

Following feedback being submitted to the Chairman regarding the budget setting process as a whole, the Director of Finance and Assistant Director of Finance had been requested to review the role of the Budget Planning Committee, with a view to identifying any areas of improvement to ensure that the Committee add value to the process and are fully engaged.

The Director of Finance confirmed that a lessons learnt item would be added to the work programme for the 2021/22 Municipal Year.

51 **Urgent Business**

There were no items of urgent business.

52 **Monthly Finance Monitoring Report - Quarter 3 2020/21**

The Committee considered a report from the Director of Finance that summarised the Council's forecast revenue and capital outturn position for 2020/21 as at December 2020.

The report detailed a forecast overspend of £0.4 million. This was anticipated as a result of an increase in net costs relating to Covid amounting to £3.7 million, and an underspend in business as usual costs amounting to £3.3 million.

In response to questions from the Chairman regarding the percentage of business rates collected, the Assistant Director of Finance clarified that the Council would not face any form of penalty for not collecting the business rates in the correct year, and confirmed that measures to collect all business rates owed continued in to the new financial year.

With regard to the Discretionary Grants scheme available to businesses affected by Covid, the Assistant Director of Finance explained that the Government had made an amount of money available and the Council had developed relevant policies regarding the criteria for qualifying for a grant. Businesses that met the criteria could apply for the grant, and once the Government money had run out the grants would end. The Assistant Director of Finance confirmed that it was possible to have money left over from the scheme, if some businesses decided not to apply for a grant.

In response to questions regarding capital bids 40006, Community Centre refurbishments, and 40007, Solar photovoltaics at sports centres, the Assistant Director of Finance confirmed that he had spoken to both budget holders and updated information on the bids would be included in the next performance report.

Resolved

- (1) That the report be noted.

53 **New Homes Bonus Consultation 2021**

The Committee considered a report from the Director of Finance that gave an overview of a Government consultation on the future of New Homes Bonus,

and outlined the areas that the Council's response to the consultation would cover.

The Director of Finance explained that New Homes Bonus (NHB) had been a stable and reliable source in income for the Council in previous years, with payments being made over a four year period. In two tier areas such as Oxfordshire the NHB was split between County and District Councils, with Districts receiving 80%.

The government had indicated that so called legacy payments would not form part of the revised NHB scheme, which could impact on the stability of local government finance.

In response to questions from the Committee the Director of Finance explained that a general reference regarding the need for sufficient funding for local government was included every time a consultation response was submitted to Government, and similar comments would be included in this response.

With regard to whether modern methods of construction should be considered when awarding grant allocations, the Committee agreed that outcomes should be prioritised over process, such as new homes being built to as high an ecological or 'green' standard as possible.

Resolved

- (1) That the Government's consultation on the New Homes Bonus be noted.
- (2) That, subject to the inclusion of points regarding:
 - i. the long-term funding strategy for Local Government; and
 - ii. a request for outcomes to be prioritised over process;

the following principles be endorsed to form the basis of the Council's response to the consultation;

- New Homes Bonus is made as stable and certain as possible potentially by paying grant based on an average of the previous three years growth
- New Homes Bonus is paid in a way so that it offers a material incentive and can have a material impact on the services councils can provide – and so maintain the 80:20 split between Districts and Counties
- In order to make the grant provide a realistic incentive to all, support the hybrid option of low growth areas receiving grant based exceeding the lower of the two thresholds of exceeding historic growth and exceeding the current absolute threshold of 0.4% growth before grant is awarded.
- Reward councils with higher payments where a local plan is in place and housing growth is approved in line with the strategic plan for the area

- Continuing to reward councils that are able to bring long-term empty properties back into use
- Continuing to pay a premium for affordable homes that have been developed

54 **Review of Committee Work Plan**

The Assistant Director – Finance provided a verbal update regarding the Committee work plan for the first meeting of the 2021/2022 Municipal Year.

It was anticipated that the following items would be considered at the next meeting of the Committee on 8 June 2021:

- Performance, Finance and Risk Monitoring for Quarter Four
- Review of the 21/22 Budget Process and improvements

Resolved

(1) That the verbal update be noted.

The meeting ended at 7.24 pm

Chairman:

Date:

Cherwell District Council

Licensing Committee

Minutes of a meeting of the Licensing Committee held at Spiceball Leisure Centre, Cherwell Drive, Banbury, OX16 2BW, on 19 May 2021 at 7.33 pm

Present:

Councillor Douglas Webb (Chairman)
Councillor Bryn Williams (Vice-Chairman)
Councillor Andrew Beere
Councillor Mike Bishop
Councillor Conrad Copeland
Councillor Perran Moon
Councillor Richard Mould
Councillor Lynn Pratt
Councillor George Reynolds
Councillor Jason Slaymaker
Councillor Katherine Tyson
Councillor Dorothy Walker

1 Appointment of Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Douglas Webb be appointed Chairman of the Licensing Committee for the municipal year 2021/22.

2 Appointment of Vice-Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Bryn Williams be appointed Chairman of the Licensing Committee for the municipal year 2021/22.

The meeting ended at 7.34 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Virtual meeting, on 12 January 2021 at 6.30 pm

Present:

Councillor Lucinda Wing (Chairman)
Councillor Tom Wallis (Vice-Chairman)
Councillor Mike Bishop
Councillor Phil Chapman
Councillor Chris Heath
Councillor Shaida Hussain
Councillor Ian Middleton
Councillor Perran Moon
Councillor Les Sibley
Councillor Douglas Webb
Councillor Bryn Williams

Also Present:

Councillor Barry Wood – Leader of the Council

Apologies for absence:

Councillor Tony Mepham

Officers:

Yvonne Rees, Chief Executive
Ansaf Azhar, Corporate Director of Public Health & Wellbeing
Stephen Chandler, Corporate Director Adults & Housing Services
Kevin Gordon, Corporate Director of Children's Services
Steve Jordan, Corporate Director Commercial Development, Assets & Investment
Claire Taylor, Corporate Director Customers and Organisational Development
Anita Bradley, Director Law and Governance & Monitoring Officer
Gillian Douglas, Assistant Director: Social Care Commissioning and Housing
Nicola Riley, Assistant Director: Wellbeing
Richard Webb, Assistant Director: Regulatory Services and Community Safety
Belinda Green, Operations Director - CSN Resources
Louise Tustian, Head of Insight and Corporate Programmes
Frances Evans, Housing Strategy and Development Team Leader
Celia Prado-Teeling, Performance Team Leader
Natasha Clark, Governance and Elections Manager
Emma Faulkner, Democratic and Elections Officer

34 **Declarations of Interest**

There were no declarations of interest.

35 **Minutes**

The Minutes of the meeting of the Committee held on 1 December 2020 were confirmed as a correct record, to be signed by the Chairman in due course.

36 **Chairman's Announcements**

The Chairman welcomed Anita Bradley, Director of Law and Governance and Monitoring Officer, to her first meeting of the Committee.

37 **Urgent Business**

There were no items of urgent business.

38 **Covid-19 Update**

The Committee received a comprehensive presentation from the Chief Executive and Directors, providing an update on the Council's response to the ongoing Covid-19 pandemic.

In introducing the presentation the Chief Executive explained that it would cover two aspects, the ongoing situation in Oxfordshire and specifically Cherwell in relation to the number of cases, as well as detailing the latest work by officers in responding to the pandemic.

The presentation covered the latest data and health statistics, including the spread of the new variant that had been identified in December 2020, and daily cases both on a County level and on a district-by-district basis; compliance, and work being undertaken by the regulatory teams to ensure the various duties and requirements were being met; the situation with schools and the availability of key worker spaces; wellbeing services, including the shielding support team and food insecurity assistance; and an update on the grants available to local businesses, and individuals who had been required to self isolate under the Test and Trace scheme.

In response to questions from the Committee the Corporate Director Adults and Housing Services explained that hospitals in the County were coping well with Covid-19 related admissions. The number of Covid patients had increased 100% from the levels seen at Christmas, but the flow of patients into hospitals was being managed well.

The Committee thanked officers for another comprehensive presentation, and requested a further update in March 2021.

Resolved

- (1) That the comprehensive verbal update be noted.
- (2) That a further update be scheduled for the March 2021 meeting of the Committee.

39 **Monthly Performance, Risk and Finance Monitoring Report**

The Committee considered a report from the Director of Finance and the Head of Insight and Corporate Programmes that summarised the Council's Performance, Risk and Finance monitoring position as at the end of October 2020.

Of the 39 Business Plan Measures, 33 had been reporting green, four reporting amber and one reporting as red. One measure had been removed from the indicators completely, 'High risk food businesses inspected', as the Food Standards Agency had made changes to the national food law in response to Covid-19.

With regards to the risk register, the Head of Insight and Corporate Programmes advised the Committee that two risk scores relating to Covid had changed, Covid 19 Business Continuity had increased to high risk, and post Covid 19 recovery had increased to medium risk.

Resolved

- (1) That the performance aspects of the monthly Performance, Risk and Finance Monitoring report for October 2020 be noted.

40 **Business Plan 2021**

The Committee received a verbal update from the Head of Insight and Corporate Programmes regarding the Business Plan for 2021.

The Head of Insight and Corporate Programmes explained that the proposed Business Plan changes had been included in the consultation process for the 2021/2022 Budget.

The four existing strategic priorities – housing that meets your needs; leading on environmental sustainability; an enterprising economy with strong and vibrant local centres; and healthy, resilient and engaged communities; would remain in the plan, alongside the underpinning delivery themes of customers, healthy places, partnerships and continuous improvement.

Three new delivery themes would be added, to reflect the changing local and national priorities; Covid-19 recovery; including everyone, the equalities, diversity and inclusion framework; and climate action.

The Head of Insight and Corporate Programmes explained that monitoring of indicators would continue via the Performance Management Framework.

The 'Plan on a page' approach that had been used for previous plans had been replaced by a slightly longer business plan document, which included a foreword from the Leader of the Council and details of Council funding sources.

The Committee commented that they were pleased to see the including everyone policy coming through in various aspects of work across the Council.

Resolved

(1) That the verbal update be noted.

41

Draft Homelessness and Rough Sleeping Strategy 2021-2026

The Committee considered a report and presentation from the Assistant Director – Housing and Social Care Commissioning, which detailed the draft Homelessness and Rough Sleeping Strategy for 2021-2026 and the associated action plan.

In introducing the presentation the Assistant Director – Housing and Social Care Commissioning explained that the current Homelessness Strategy had come to an end. As a housing authority it was a statutory requirement for the Council to have a Homelessness Strategy. The proposed new strategy would cover a period of five years, however the Assistant Director – Housing and Social Care Commissioning clarified that the strategy would be kept under review during that time.

The Housing Strategy and Development Team Leader gave an overview of the proposed new strategy, which would be based on six strategic priorities rather than four as in the previous version.

The main changes included a person-centred, strengths based approach to actions and solutions; working with partners and using feedback from customers to identify up-stream prevention; working with registered providers to review the allocation scheme and accept nominations of customers who are 'tenancy supported'; and improving data capture, recording and monitoring.

The Housing Strategy and Development Team Leader then asked the Committee to consider three brief questions via the Slido online polling app. The questions were:

- i) To what extent do you agree or disagree with our vision for addressing homelessness and rough sleeping?
- ii) Please indicate to what extent you agree or disagree that the 6 priorities are the right ones to deliver our vision?
- iii) What are the important things you want to see included in the strategy?

The Housing Strategy and Development Team Leader explained that the draft strategy was out for consultation until 17 January. Feedback received during the consultation, including the comments from the Committee members who had answered the Slido poll questions, would be used to inform any amendments to the strategy, before being considered for adoption by Executive at their meeting on 1 March. All Councillors were encouraged to complete the online survey regarding the draft strategy.

In response to questions from the Committee regarding charities such as mental health specialists being pro-actively invited to respond to the consultation, the Assistant Director – Housing and Social Care Commissioning advised that such groups had been engaged in relation to the County wide strategy, due to the County Council's lead role in mental health accommodation. However they would also be invited to comment before the consultation closed.

The Committee commented that they would like to see more reference to social housing in the strategy rather than affordable housing, as there was still a need for more social housing in the district.

In response to a request from Councillor Perran Moon, the Leader of the Council confirmed that he would be happy to explore the potential of housing co-operatives across the district.

Resolved

- (1) That the draft strategy and appendices be noted.
- (2) That Executive be advised the strategy should focus on Social Housing provision rather than Affordable Housing.
- (3) That the Executive be requested to explore the potential of housing co-operatives.

42

(Draft) Statement of Licensing Policy

The Committee considered a report from the Assistant Director – Regulatory Services and Community Safety that detailed a revised Statement of Licensing Policy.

The Assistant Director – Regulatory Services and Community Safety explained that the Council was required to review the policy at least every five

years. The last review had taken place in 2015, with the revised policy taking effect from January 2016.

The proposed changes for the latest review related to policy changes around child exploitation and safeguarding, and the provision of 70% no smoking seating in external areas of licensed premises, similar to the requirements under pavement licence conditions.

A public consultation had been held between 8 December 2020 and 5 January 2021, and although some licence holders had queried how the changes would affect them, no comments had been made on the proposals.

Following questions from the Committee relating to Councillors and town/parish councils not being made aware of Licensing applications in their areas, the Assistant Director – Regulatory Services and Community Safety agreed to seek information and provide clarity regarding the advertisement and consultation process.

The Committee confirmed that they supported the proposed changes to the Licensing Policy.

Resolved

- (1) That the proposed changes to the Statement of Licensing Policy be supported.

43

Work Programme 2020/21

The Committee considered the work programme for the remainder of the 2020/2021 Municipal year.

As agreed during the presentation on Covid-19 earlier on the agenda, a further update would be scheduled for the March 2021 meeting.

Resolved

- (1) That, subject to the inclusion of a further Covid-19 update at the March 2021 meeting of the Committee, the work programme be noted.

The meeting ended at 9.04 pm

Chairman:

Date:

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held as a virtual meeting, on 16 March 2021 at 6.30 pm

Present:

Councillor Lucinda Wing (Chairman)
Councillor Tom Wallis (Vice-Chairman)
Councillor Mike Bishop
Councillor Phil Chapman
Councillor Chris Heath
Councillor Shaida Hussain
Councillor Tony Mephram
Councillor Ian Middleton
Councillor Perran Moon
Councillor Bryn Williams

Also Present:

Councillor Barry Wood, Leader of the Council
Councillor Ian Corkin, Lead Member for Customers and Transformation

Apologies for absence:

Councillor Les Sibley
Councillor Douglas Webb

Officers:

Yvonne Rees, Chief Executive
Stephen Chandler, Corporate Director Adults & Housing Services
Steve Jordan, Corporate Director Commercial Development, Assets & Investment
Jason Russell, Corporate Director Communities
Anita Bradley, Director Law and Governance & Monitoring Officer
Hayley Good, Deputy Director for Education
Richard Webb, Assistant Director: Regulatory Services and Community Safety
Ed Potter, Assistant Director: Environmental Services
Nicola Riley, Assistant Director: Wellbeing
Louise Tustian, Head of Insight and Corporate Programmes
Sandra Fisher-Martins, Climate Action Mobilisation Manager
Celia Prado-Teeling, Performance Team Leader
Sam Thomas, Sustainability Project Officer
Sarah Gilbert, Team Leader Climate Action
Emma Faulkner, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

44 **Declarations of Interest**

There were no declarations of interest.

45 **Minutes**

The Minutes of the meeting of the Committee held on 12 January 2021 were confirmed as a correct record, to be signed by the Chairman in due course.

46 **Chairman's Announcements**

There were no Chairman's announcements.

47 **Urgent Business**

There were no items of urgent business.

48 **Covid-19 Update**

The Committee received a detailed update in relation to the ongoing joint response of Cherwell District Council and Oxfordshire County Council to the COVID-19 pandemic.

The Corporate Director of Public Health and Wellbeing explained that the number of cases was declining on a national and local level, with Cherwell District having 50% fewer cases in the 7 days to 5 March than the previous 7 days. Epidemiological curves and heatmaps across all age groups reiterated the reduction in cases.

With regard to COVID business support and compliance, the Assistant Director: Regulatory Services and Community Safety explained that the county wide COVID team had increased capacity, with three additional first responders available in the Cherwell area. Ahead of the anticipated first stage of lockdown easing on 29 March, a coordinated approach had been undertaken across the Thames Valley area to contact licensed premises to find out their intentions regarding reopening.

In relation to students returning to schools, the Deputy Director for Education explained that school attendance was mandatory for all pupils from 8 March, with a phased start for secondary pupils. The Committee was advised that overall attendance rates for the County on Monday 15 March had been 93.7%.

In response to questions from the Committee, the Deputy Director of Education explained that mass testing had been increased across school staff

and secondary school pupils, with twice weekly testing being encouraged from the return to in person teaching on 8 March. A requirement for face coverings in secondary classrooms from 8 March had also taken effect.

With regards wellbeing and support to the community and residents, the Assistant Director Wellbeing advised the Committee that all Councillors had spent their £2000 COVID-19 funds. Councillors had used their funds to support community groups providing food and other essentials, who had changed how they were working to respond to the pandemic.

The council's Wellbeing service continued to work in partnership with the Citizens Advice, who was administering the Winter Support Fund for Cherwell, which provided grant funding for food and fuel hardship.

The Assistant Director Wellbeing advised the Committee that the shield support team continued to support clinically extremely vulnerable residents, and the help had been extended to residents needing to self-isolate.

The Committee thanked officers for the comprehensive update.

Resolved

(1) That the presentation be noted.

49

Monthly Performance, Risk and Finance Monitoring Report and Performance Management Framework 2021 Update

The Committee considered a report from the Director of Finance and the Head of Insight and Corporate Programmes which detailed the Council's performance, finance and risk monitoring position as at the end of January 2021. The Committee was responsible for reviewing the performance aspects of the report.

In introducing the report, the Head of Insight and Corporate Programmes explained that the Council was maintaining a strong position in relation to performance, with 77% of measures rated on target for the year to date.

In relation to indicator BP1.2.02, number of people helped to live independently through use of DFG and other grants/loans, the Head of Insight and Corporate Programmes advised the Committee that this area of work had been disrupted by COVID restrictions limiting the access to client's homes for surveying and works to take place.

In response to questions from the Committee relating to recycling and the possible impact of chargeable brown bin collections on recycling levels, the Assistant Director Environmental Services explained that a lot of data had been collected from other councils in order to undertake modelling regarding the proposals.

Further work would be undertaken in the coming months, with a report expected to be submitted to the July meeting of the Executive that would detail the plans, rollout, charging and all required policies in relation to the proposed scheme.

In response to questions raised in relation indicator BP1.1.4 Deliver the local plan, and the legal challenge being lodged, the Head of Insight and Corporate Programmes advised the Committee that she would liaise with the Assistant Director of Planning and Development to gather answers for circulation to the Committee.

Resolved

- (1) That the Performance aspects of the monthly Performance, Risk and Finance Monitoring report be noted.

50

Climate Action Update

The Committee received a presentation from the Climate Action Team, which provided an update in relation to the Climate Action Framework, progress made on the Climate Action programme since October 2020 and the Greenhouse Gas report for 2019-20.

The Climate Action Team Leader explained that 90% of local authorities had adopted a Climate Action Framework in response to the climate emergency, which set a net zero target for emissions. The UK Government had subsequently amended the Climate Change Act, to replicate the net zero target for the UK.

The Sustainability Project Officer gave an update on the 87 workstreams that were currently taking place across both Cherwell District and Oxfordshire County Councils. The electric vehicle (EV) charging bays being installed in Bicester had been delayed slightly due to COVID, but it was anticipated that they would be operational from April 2021.

Key tasks for the next 6 to 12 months included a further 72 EV charging points being installed in Bicester, Banbury and Kidlington, and up to 25,000 trees being planted at the Burnehyll community woodland.

With regard to the Greenhouse Gas report, the Sustainability Project Officer explained that Greenhouse Gas emissions had reduced by 9.2% for 2019/20 compared to the 2018/19 report. Leisure Services accounted for half of the total carbon footprint across the council's estate, with Waste Services accounting for a third.

In response to questions from the Committee regarding monitoring of the framework and progress made against it, the Climate Action Programme Manager explained that a regular newsletter would be circulated, and information would be included in the Chief Executive's weekly updates to Members.

With regards to decarbonisation of the waste collection fleet of vehicles, the Assistant Director Environmental Services advised the Committee that electric versions of larger capacity vehicles for bin collections were currently more expensive than diesel equivalents. Dennis Eagle, a refuse vehicle supplier, had gone into electric vehicle production at the start of 2021, and the council was on the list of authorities to trial an electric waste collection lorry, however the price of an electric vehicle was currently around £425,000 compared to £175,000 for a diesel equivalent.

The Committee thanked the Climate Action Team for the update.

Resolved

- (1) That the presentation be noted.

51 **Consideration of the Oxford to Cambridge ARC Environment principles**

The Committee considered a report from the Assistant Director Environmental Services and Senior Responsible Officer (SRO) for the Growth Deal in Cherwell regarding consideration of the Oxford to Cambridge ARC Environment Principles.

The SRO for the Growth Deal in Cherwell explained that the Oxfordshire Strategic Vision was due to be considered by the Oxfordshire Growth Board at its meeting on 22 March 2021. The draft strategic vision would provide an overarching framework to deliver sustainable development and integrated environmental, social and economic wellbeing across the community.

The Oxford-Cambridge Arc had been identified as a significant area, and the Government had recently announced an intention to develop a spatial framework for the Arc, a long-term strategic plan to coordinate new developments in the area together with the required infrastructure.

The SRO for the Growth Deal in Cherwell explained that six principles had been drafted to become part of the developing plans and statements in relation to the Arc, including Local Plans, local authority activities, plans, projects and programmes for all statutory bodies operating in the Arc.

As the report had been circulated as a late supplement to the agenda, the Chairman requested that Members provide detailed comments on the report to her, for collation and reporting to Executive at their meeting on 6 April 2021.

Resolved

- (1) That the report be noted.
- (2) That it be agreed that Committee Members provide comments on the report to the Chairman, for reporting to Executive at their meeting on 6 April 2021.

52 **Overview and Scrutiny Committee Annual Report 2020/21**

The Committee considered a report from the Director of Law and Governance which presented the draft Overview and Scrutiny Committee Annual report for 2020/21.

The Committee had a constitutional obligation to produce a unified annual report for the whole scrutiny process, and to present it to Council. The draft report detailed work that had been undertaken during the year to date, and identified areas that would require further information based on the outcome of the March 2021 meeting of the Committee.

Resolved

- (1) That the draft Overview and Scrutiny Committee Annual Report for 2020/21 be noted.
- (2) That authority be delegated to the Director of Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report following the final meeting of the municipal year, prior to its submission to Council.

53 **Work Programme 2021-22**

The Committee considered the indicative work programme for the 2021/22 Municipal Year, and a briefing note from the Assistant Director Regulatory Services and Community Safety that answered queries raised in relation to Licensing applications received by the Council.

With regards to the proposed topic of Management Companies, the Committee requested that it remain on the indicative work programme. There were now a number of management companies in place across the district, and the Committee felt it was a subject that needed further investigation.

The Committee requested that their thanks be passed to the Assistant Director Regulatory Services and Community Safety for the briefing note on Licensing applications. The Committee supported the proposed approach of notifying town and parish councils of certain licensing applications.

Resolved

- (1) That "Management Companies" remain on the topic list for 2021/22.
- (2) That the indicative work programme for 2021/22 be noted.
- (3) That the briefing paper on Licensing Notifications to Parish/Town Councils/the role of the Licensing Committee be noted and that the Assistant Director – Regulatory Services and Community Safety be advised that the Committee recommend that parish and town councils

should be advised of licensing applications which are likely to be material interest.

The meeting ended at 9.06 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Spiceball Leisure Centre, Cherwell Drive, Banbury, OX16 2BW, on 19 May 2021 at 7.35 pm

Present:

Councillor Maurice Billington (Chairman)
Councillor Tom Wallis (Vice-Chairman)
Councillor Mike Bishop
Councillor S. Dallimore
Councillor Matt Hodgson
Councillor Simon Holland
Councillor Ian Middleton
Councillor Perran Moon
Councillor Adam Nell
Councillor Les Sibley
Councillor Douglas Webb
Councillor Bryn Williams

1 Appointment of Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Maurice Billington be appointed Chairman of the Overview and Scrutiny Committee for the municipal year 2021/22.

2 Appointment of Vice-Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Tom Wallis be appointed Vice-Chairman of the Overview and Scrutiny Committee for the municipal year 2021/22.

The meeting ended at 7.36 pm

Chairman:

Date:

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Cherwell District Council

Standards Committee

Minutes of a meeting of the Standards Committee held at Spiceball Leisure Centre, Cherwell Drive, Banbury, OX16 2BW, on 19 May 2021 at 7.40 pm

Present:

Councillor Simon Holland (Chairman)
Councillor John Donaldson (Vice-Chairman)
Councillor Mark Cherry
Councillor Ian Middleton
Councillor Perran Moon
Councillor George Reynolds
Councillor Bryn Williams
Councillor Lucinda Wing

1 Appointment of Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Simon Holland be appointed Chairman of the Standards Committee for the municipal year 2021/22.

2 Appointment of Vice-Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor John Donaldson be appointed Vice-Chairman of the Standards Committee for the municipal year 2021/22.

The meeting ended at 7.41 pm

Chairman:

Date:

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