



SUPPLEMENTARY INFORMATION

Council

13 December 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 13 December 2021

Contents

Executive

1. Minutes of meeting Monday 4 October 2021 of Executive (Pages 3 - 10)
2. Minutes of meeting Monday 1 November 2021 of Executive (Pages 11 - 20)

Executive Lead Member Decisions

There were no Lead Member decisions.

Accounts Audit and Risk Committee

3. Minutes of meeting Wednesday 17 November 2021 of Accounts, Audit and Risk Committee (Pages 21 - 24)

Budget Planning Committee

4. Minutes of meeting Tuesday 14 September 2021 of Budget Planning Committee (Pages 25 - 28)
5. Minutes of meeting Tuesday 26 October 2021 of Budget Planning Committee (Pages 29 - 32)

Overview and Scrutiny Committee

6. Minutes of meeting Tuesday 19 October 2021 of Overview and Scrutiny Committee (Pages 33 - 38)

Standards Committee

7. Minutes of meeting Monday 11 October 2021 of The Standards Committee (Pages 39 - 42)

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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 4 October 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 Finance and Governance
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 Sean Woodcock, Leader of the Labour Group

Apologies for absence:

Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Lucinda Wing, Lead Member for Housing

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
David Peckford, Assistant Director: Planning and Development
Ed Potter, Assistant Director: Environmental Services
Louise Tustian, Head of Insight and Corporate Programmes
Jenny Figueiredo, EV Charging Projects OCC/CDC Liaison
Natasha Clark, Governance and Elections Manager

47

Declarations of Interest

12. Graven Hill Development Company (Dev Co) - Request for s38 agreement (Highways Act 1980) works bonds relating to highway infrastructure delivered by Dev Co.

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 Development Company (Dev Co) - Request for s38 agreement (Highways Act 1980) works bonds relating to highway infrastructure delivered by Dev Co. - Exempt Appendix.

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.

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

There were no petitions or requests to address the meeting.

49 **Minutes**

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

50 **Chairman's Announcements**

There were no Chairman's announcements.

51 **Urgent Business**

There were no items of urgent business.

52 **Monthly Finance, Performance 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 August 2021.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That the transfers to and from reserves detailed at the Annex to the Minutes (as set out in the Minute Book) be approved.

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 August 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.

53

Budget and Business Planning Process 2022/23 - 2026/27

The Director of Finance submitted a report to inform Executive of the proposed approach to the 2022/23 Budget and Business Planning Process and provides context and background information on the existing Medium-Term Financial Strategy and information on latest government announcements relevant to the Strategy.

Resolved

- (1) That the Budget and Business Planning Process for 2022/23 be approved.
- (2) That a five-year period for the Medium-Term Financial Strategy to 2026/27 and five-year period for the Capital Programme to 2026/27 be approved.

Reasons

The Council has a legal obligation to set a balanced budget and ensure it maintains a suitable level of reserves each year. The process laid out in this report will allow CDC to develop budget proposals that will allow it to meet these legal obligations.

Alternative options

The Council has a legal obligation to set a balanced budget and evaluate its level of reserves to ensure they are held at a suitable level. Therefore, there are no alternative options other than to carry out a budget process that reviews the levels of reserves and identifies a budget proposal that can be delivered within the overall level of resources available to the Council.

54 **Park and Charge Update**

The Assistant Director Environmental Services submitted a report which updated Members on material changes to the way in which the Park and Charge Oxfordshire (electric vehicle charging) project would henceforth be delivered following discussion with the preferred charge point operator. The report sought approval of the terms for rolling out charge point services within designated council car parks in the Cherwell district and requested approval for the re-alignment of the charge point contract relating to the pilot Bicester Cattlemarket Car Park with the revised and agreed heads of terms for the remaining in-scope car parks.

Resolved

- (1) That the current progress on, and changes made to, the delivery process on the park and charge project since the last report to the Executive on 2 November 2020 be noted.
- (2) That the terms for rolling out charge point services within designated council car parks in the Cherwell district as set out in the exempt Annex to the Minutes (as set out in the Minute Book) be approved.
- (3) That the re-alignment of the charge point contract relating to the pilot Bicester Cattlemarket Car Park with the terms as set out in the exempt Annex to the Minutes (as set out in the Minute Book) be approved.

Reasons

The Park and Charge project offers the Council an investment via private capital to develop needed EV charging infrastructure within the Council's car parks for predominantly residents who have no off-road parking, but also for visitors and commuters. The pilot car park in Bicester is already showing usage above initial forecasts, highlighting the underlying needs.

Alternative options

Option 1: To not proceed with the revised terms across the remainder of the council's in-scope car parks. This option has been rejected on the grounds that it would defeat the original ambitions underpinning the project as described in section 2 of this report.

Option 2: To roll the legal structure agreed for the pilot project across the remainder of the council's in-scope car parks. This has been rejected on the

grounds that the terms for the pilot project were predicated on SSE participation, which is no longer viable, and also because of the incompatibility between the pilot terms and the terms EZ-Charge have now agreed with the various participating councils for roll out across the county (including officers from Cherwell District Council for the remainder of the council's car parks).

55

Revised Statement of Community Involvement (Planning)

The Assistant Director – Planning and Development submitted a report to consider a proposed Statement of Community Involvement (SCI) following publication consultation and to decide whether to recommend to Council that the SCI be adopted.

On behalf of Executive, the Chairman thanked the Planning Policy Team for their hard work on the SCI.

Resolved

- (1) That the proposed Statement of Community Involvement (SCI) (Annex to the Minutes as set out in the Minute Book) be approved for submission to Council.
- (2) That Council be recommended to adopt the SCI (Annex to the Minutes as set out in the Minute Book) as a replacement for the current statement of community involvement (CSCI) adopted on 18 July 2016 and delegates the adoption of future Statements of Community Involvement and the approval of amendments to the Executive.
- (3) That Council be recommended to agree delegation to the Assistant Director – Planning and Development to modify the SCI in exceptional circumstances with the agreement of the Lead Member for Planning.
- (4) That the Assistant Director - Planning and Development be delegated to correct any minor spelling corrections, grammatical or typographical errors and any minor presentational improvements prior to the consideration of the SCI by Council.

Reasons

The recommendation of this report is to approve the new Statement of Community Involvement, to replace the existing document adopted in 2016 and its 2020 addendum. The proposed SCI updates the Council's approach to engagement and consultation in providing its planning services. The SCI incorporates more flexibility for the use of information and communication technology and seeks to achieve some efficiencies. However, it maintains a clear commitment to ensure those without internet access remain participants in the planning process and that engagement and consultation is effective for all. The SCI conforms to national planning guidance and has been through a formal six-week public consultation (13 July – 23 August 2021). Comments

received during this period have been considered by officers and appropriate changes are recommended to form the final version of the SCI.

Alternative options

Option 1: To continue to use the existing 2016 SCI.

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 revised 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 appropriate for adoption.

56 Creating a vision for the Oxford-Cambridge Arc - Consultation Response

The Assistant Director – Planning and Development and Assistant Director – Growth and Economy submitted a report for Executive to consider the proposed response to the “creating a vision for the Oxford-Cambridge Arc” public consultation.

At the discretion of the Chairman, Councillor Woodcock, Leader of the Labour Group, addressed Executive and reported that the Future Oxfordshire Partnership Scrutiny Panel, of which he was Vice-Chair, had raised concerns that integration and joint strategies might result in a loss of independence at all levels of planning decision making.

In response to Councillor Woodcock’s comments, the Chairman explained that a key driver of local government involvement in the process was to ensure that there was understanding at a national level that local planning authorities know their areas best and their responsibilities should not be removed or cut across.

On behalf of Executive, the Leader commended officers for their work on the response which officer a constructive approach to the Government’s project.

Resolved

- (1) That the proposed response to the consultation for submission to the Department for Levelling Up, Housing and Communities (DLUHC) - formerly the Ministry of Housing, Communities and Local Government be approved.

Reasons

A response has been prepared to the public consultation which seeks to reflect the Council’s priorities and those of the Oxfordshire Strategic Vision for approval for submission to DLUHC.

Alternative options

Option 1: Not to submit a consultation response

There is no obligation on the Council to submit a response but one is recommended in the interest of influencing the Framework's development at an early stage.

Option 2: To reconsider the content of the proposed response.

The proposed response has been prepared to best reflect the Council's priorities but can be amended if required by Members.

57

Graven Hill Development Company (Dev Co) - Request for s38 agreement (Highways Act 1980) works bonds relating to highway infrastructure delivered by Dev Co.

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 three performance bonds for roadway infrastructure works to be undertaken by Dev Co under section 38 of the Highways Act 1980.

Resolved

- (1) That it be approved in principle that the Council act as surety for Graven Hill Development Company (Dev Co) in respect of three performance bonds (up to the sum referred to the exempt Annex to the Minutes, as set out in the Minute Book) relating to the construction of highway works by Dev Co pursuant to agreements between Dev Co and Oxfordshire County Council (as local highway authority) to be made under section 38 of the Highways Act 1980.
- (2) That authority be delegated to the Shareholder Representative to agree the formal documentation in relation to the bonds, in consultation with the s.151 Officer and the Monitoring Officer.
- (3) That it be agreed that Dev Co be requested to pay to the council 1% of the value of the agreed bonds 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 highway works and in doing so safeguard the council's investment and return on investment.

Alternative options

Option 1: Not to give a performance bond. This has been dismissed by officers on the grounds that performance bonds are prerequisites for entering

section 38 adoption agreements with the county council, and that, by giving a performance bond to a company in which the council has a stake, the council is acting in no less a manner than a parent company would in relation to a subsidiary.

58 **Exclusion of the Press and Public**

There being no questions on the exempt appendices, it was not necessary to exclude the press and public.

59 **Park and Charge Update - Exempt Appendix**

Resolved

(1) That the exempt appendix be noted.

60 **Graven Hill Development Company (Dev Co) - Request for s38 agreement (Highways Act 1980) works bonds relating to highway infrastructure delivered by Dev Co. - Exempt Appendix**

Resolved

(1) That the exempt appendix be noted.

The meeting ended at 7.10 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 1 November 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 Finance and Governance
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

Executive Members in attendance virtually (no voting rights)

Councillor Andrew McHugh, Lead Member for Health and Wellbeing

Also Present:

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

Officers:

Yvonne Rees, Chief Executive
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
Robert Jolley, Assistant Director: Growth & Economy
Ed Potter, Assistant Director: Environmental Services
Vicki Jessop, Interim Assistant Director Housing and Social Care Commissioning
Louise Tustian, Head of Insight and Corporate Programmes
Frances Evans, Housing Strategy and Development Team Leader
Paul France, Senior Housing Officer
Chris Hipkiss, Investment Consultant
Natasha Clark, Governance and Elections Manager

61 **Declarations of Interest**

There were no declarations of interest.

62 **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 agenda item 7, Climate Action Programme Update and exempt item 14, Castle Quay, and Councillor Broad addressing the meeting at item 7, Climate Action Programme Update.

63 **Minutes**

The minutes of the meeting held on 4 October 2021 were agreed as a correct record and signed by the Chairman.

64 **Chairman's Announcements**

There were no Chairman's announcements.

65 **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 September 2021/Quarter 2.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That the Quarter 2 Climate Action Plan and Equalities, Diversity and Inclusion Action plan progress updates be noted.
- (3) That the transfers to and from reserves detailed at the Annex to the Minutes (as set out in the Minute Book) be approved.

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 September 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.

66

Climate Action Programme Update

The Director for Environment and Place submitted a report to update Executive on the progress in delivering the Climate Action Programme and the reduction in the council's greenhouse gas emissions in 2020/21.

At the discretion of the Chairman, Councillor Woodcock, Leader of the Labour Group, addressed Executive. In response to Councillor Woodcock's address, the Lead Member for Clean and Green confirmed that the climate agenda would be included as part of the Local Plan review.

Councillor Middleton and Councillor Broad addressed Executive.

In response to Councillor Middleton's address, the Lead Member for Clean and Green undertook to provide further information regarding climate impact assessments and the green grid electricity contract.

In response to Councillor Broad's address, the Lead Member for Clean and Green undertook to provide information regarding the membership of the Environment Advisory Group.

In response to Councillor Middleton and Councillor Broad's comments regarding the need for speed in this area, the Chairman highlighted the importance of ensuring that there was not action before feasibility checks as to lead by example, the council needed to ensure it had its own house in order.

Resolved

- (1) That the progress and next steps in the Climate Action Programme be noted.
- (2) That the Greenhouse Gas Emissions Report for 2020/21 (Annex to the Minutes as set out in the Minute Book) be approved for publication on the Council's website.
- (3) That approval be given for this report to be submitted to the Overview and Scrutiny Committee.

Reasons

Cherwell District Council committed to being carbon neutral by 2030 and to enabling the district's transition to a zero-carbon future. This paper provides an update on the work being done through the joint Climate Action Programme across its three areas: Becoming a climate actions council; Operating at net-zero by 2030; and, Enabling a zero-carbon future for Cherwell.

Annual Greenhouse Gas (GHG) reporting of the councils own carbon footprint is expected as good practice by the Department for Business, Energy and Industrial Strategy (BEIS). Cherwell District Council (CDC) has produced GHG reports in most years since 2008/09 and will report annually in line with its climate action commitments.

Alternative options

Option 1: Executive do not approve the publication of the Greenhouse Gas reporting on our website. This is not recommended as the council has committed to publish progress on carbon reduction as part of our climate framework.

67

Civil Parking Enforcement

The Assistant Director Environmental Services submitted a report which sought approval for the Council to enter into arrangements for the adjudication of Civil Parking Enforcement via a joint committee established for the purpose pursuant to sections 101(5) and 102(1)(b) of the Local Government Act 1972, and to delegate authority to the Corporate Director Environment and Place to negotiate and agree the terms of that participation under a Memorandum of Agreement with Parking and Traffic Regulations Outside London (PATROL)

Resolved

- (1) That the progress on the implementation of Civil Parking Enforcement (CPE) be noted.
- (2) That the Council entering into arrangements for the adjudication of Civil Parking Enforcement via a joint committee to be known as the Parking and Traffic Regulations Outside London Adjudication Joint Committee ("PATROLAJC") pursuant to section 101(5) of the Local Government Act 1972, section 20 of the Local Government Act 2000, sections 9EA and 9EB of the Local Government Act 2000 and associated regulations be approved.
- (3) That the power to agree the terms of participation in PATROLAJC under a Memorandum of Agreement with PATROL be delegated to the Corporate Director Environment and Place.

Reasons

The Council has agreed to the implementation of CPE and there is a requirement to become a member of PATROLAJC and to participate in a Traffic Parking Tribunal as part of the appeals process.

Alternative options

Option 1: To adopt the recommendations.

Option 2: To reject the recommendations and not adopt Civil Parking Enforcement

68 **Final Draft Tenancy Strategy and Affordability Statement 2021 (Cherwell District Council)**

The Interim Assistant Director, Housing and Social Care Commissioning submitted a report which set out the key points from the public consultation on the draft Tenancy Strategy and Affordability Statement (2021) and the main changes to the strategy document in response to the feedback received. In addition, this report seeks Executive approval of the final draft Tenancy Strategy and Affordability Statement.

In introducing the report, the Lead Member for Housing thanked the Overview and Scrutiny Committee for their comments on the Strategy and thanked Housing Officers for their hard work on the Strategy.

At the discretion of the Chairman, Leader of the Labour Group, Councillor Woodcock, addressed Executive.

In response to Councillor Woodcock's comments querying the delivery of social rent affordable housing by the Local Plan, the Lead Member for Housing explained that the report was the aspiration. There was a discrepancy between the number of people on the housing register and the number of properties. The best use of stock was made with a quick turnaround and discretion for officers to make a direct award.

The Housing Strategy and Development Officer explained that the Housing Team were liaising with Planning Policy regarding the Local Plan. It was important that schemes would work and therefore it was necessary to viably test policies to ensure deliverability.

Resolved

- (1) That the changes to the draft Tenancy Strategy and Affordability Statement in response to the feedback and officer responses set out in the Consultation Report be noted.
- (2) That the final draft Tenancy Strategy and Affordability Statement (Annex to the Minutes as set out in the Minute Book) be approved 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 for Housing, to make any minor editorial amendments to the strategy as needed prior to publication; and, to approve annual updates to the Tenancy Strategy appendices to ensure the data remains relevant.

Reasons

Section 150 of the Localism Act 2011 requires Local Housing Authorities to publish a Tenancy Strategy that sets out the matters to which registered providers of social housing are to have regard when formulating their policies relating to the types and terms of tenancies they grant. The Executive is requested to approve the final draft Tenancy Strategy and Affordability Statement, to ensure that the council meets statutory requirements and complies with good practice.

Alternative options

Option 1: Not to update the Tenancy Strategy 2017. This approach is not recommended, as it is a statutory requirement to review the Strategy periodically and it would leave the Council open to legal challenge if it has not done so. In addition, the Housing Strategy 2019-2024 and the Homelessness and Rough Sleeping Strategy 2021-2026 set out an ambition to deliver more social rent tenure to meet identified needs. It will be difficult to achieve this ambition without an updated Tenancy Strategy as the 2017 version strongly promotes Affordable Rent and fixed-term tenancies.

Option 2: Delay the approval of the amended draft Tenancy Strategy and Affordability Statement until later in the year. This approach is not recommended as the feedback from the consultation and subsequent adoption of the new strategy will contribute towards informing the evidence base in support of the new Local Plan policies to 2040 which are currently being developed.

69

Changes to Cherwell District Council's Housing Allocation Scheme

The Interim Assistant Director, Housing and Social Care Commissioning submitted a report which advised Executive of proposed changes to the Housing Allocation Scheme.

In introducing the report, the Lead Member for Housing thanked the Overview and Scrutiny Committee for their comments on the Scheme and thanked Housing Officers for their hard work on the Scheme.

Resolved

- (1) That the proposed changes to the Housing Allocation Scheme be approved and the scheme (Annex to the Minutes as set out in the Minute Book) be adopted.
- (2) That authority be delegated to the Interim Assistant Director, Housing and Social Care Commissioning in consultation with the Lead Member for Housing, to make any minor editorial amendments to the Scheme as needed prior to publication.

Reasons

The Housing Allocation Scheme sets out how the council processes and prioritises applications for social housing. It sets out the criteria for determining whether a household is eligible for social housing and what level of priority the household will be given based on housing need.

It is important to review the Scheme regularly in order to make sure that it reflects updated statutory guidance and regulatory changes and aligns with current housing needs in the District and that the council can respond to changing patterns of need.

Alternative options

Option 1: Do nothing. Rejected on the basis that the current scheme does need to change in response to customer and staff feedback, developments in statutory guidance and to support the shift to a housing led approach.

70 The Council's Housing Assets Portfolio, Annual Rent Increases - new procedure

The Assistant Director - Growth and Economy submitted a report which recommended adoption of a new procedure for annual rent increases for affordable rent and shared ownership properties in the Council's housing assets portfolio (consisting of both *affordable rental* and *shared ownership*). The report sets out the way in which increases are determined by Central Government and the measures taken by the Council to ensure the proposed increase maintains affordability for tenants and owners.

At the discretion of the Chairman, the Leader of the Labour Group, Councillor Woodcock, addressed Executive.

In response to Councillor Woodcock's request that a decision on this matter be deferred pending consideration of the impact on the council's finances, the Chairman explained that extensive consideration had been given and stressed that the council would be operating within set parameters, namely in line with government guidance and comparable measures. The benefit of the proposed new procedure was that small annual increases were preferable to having to contemplate a single large increase in the future.

Resolved

- (1) That it be agreed that rent increases are applied annually to both affordable rental and shared ownership properties in line with government guidance considering the need to ensure that rents remain affordable, using the two measures of Local Housing Allowance and comparable rental data for the District.
- (2) That responsibility be delegated to the Corporate Director – Environment and Place, in consultation with the relevant Portfolio Holder, to produce and subsequently implement an annual rent increase procedure which will commence 1 April 2022.

Reasons

All rent increases applied follow Government guidance, currently The Rent Standard. This specifies the increase that social landlords can apply each year. Within the Council these potential increases are measured against two affordability markers, the Local Housing Allowance and an internal analysis of comparable local rents for both social housing providers and the private rented sector to ensure the increased rents remain affordable for residents.

The annual increase adds to the asset value of the portfolio as well as increasing revenue income which is required for capital loan payments; rentals; conversions/improvements; housing/leasehold management and repairs.

Alternative options

Option One: Annual rent increases are determined without an approved procedure in place.

Rejected: Having a procedure in place gives clear guidance regarding how increases are determined by the Regulator of Social Housing and the measures in place within the Council to ensure rents remain affordable for the Council's tenants and shared owners.

Option Two: Do not increase rents on the Council's Housing Assets.

Rejected: The annual increase will contribute towards increasing the value of the Council's housing assets portfolio and will also increase the revenue income for the Council which is required for capital loan payments; rentals; conversions/improvements; housing/leasehold management and repairs. These costs are subject to upward cost pressure and if not covered by prudent rent increases will become a revenue pressure on the Council.

71 **Urgent Business**

There were no items of urgent business.

72 **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.

73

Castle Quay

The Corporate Director – Commercial Development, Assets and Investment submitted an exempt report in relation to Castle Quay.

At the discretion of the Chairman, Councillor Middleton addressed Executive.

Resolved

- (1) As set out in the exempt minutes.
- (2) 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 8.45 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 17 November 2021 at 6.30 pm

Present:

Councillor Mike Kerford-Byrnes (Chairman)
Councillor Hugo Brown (Vice-Chairman)
Councillor Matt Hodgson
Councillor Nicholas Mawer
Councillor Adam Nell
Councillor Sean Woodcock
Councillor Patrick Clarke

Substitute Members:

Councillor Patrick Clarke (in place of Councillor Tom Wallis)

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 Conrad Copeland
Councillor Tom Wallis

Officers:

Lorna Baxter, Director of Finance & Section 151 Officer
Anita Bradley, Director Law and Governance & Monitoring Officer
Michael Furness, Assistant Director of Finance
Sarah Cox, Chief Internal Auditor
Tessa Clayton, Audit Manager
Celia Prado-Teeling, Performance Team Leader
Houdesh Luchmun, Insight Analyst
Sharon Hickson, Democratic and Elections Officer

39

Declarations of Interest

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

41 **Minutes**

The Minutes of the meeting of the Committee held on 22 September 2021 were agreed as a correct record and signed by the Chairman.

42 **Chairman's Announcements**

There were no chairman's announcements.

43 **Urgent Business**

There were no items of urgent business.

44 **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 September 2021/Quarter 2.

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

Resolved

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

45 **Update on Counter Fraud Annual Plan 2021/22**

The Director of Finance submitted a report which summarised the activity against the Annual Plan for the Counter-Fraud service at Cherwell District Council for 2021/22.

Resolved

- (1) That the summary of activity against the Annual Counter Fraud Plan for 2021/22 be noted.

46 **Treasury Management Report - Q2 (September 2021)**

The Director of Finance submitted a report which provided information on treasury management performance and compliance with treasury management policy for 2021-22 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the contents of the Q2 (September 2021) Treasury Management Report be noted.

47 **Appointment of External Auditors**

The Director of Finance submitted a report requesting the Accounts Audit and Risk Committee to make a recommendation to Council for how external auditors will be appointed from the financial year 2023/24.

Resolved

- (1) That Full Council be recommended to allow Public Sector Audit Appointments to appoint external auditors on behalf of the Council.

48 **Work Programme**

The Assistant Director of Finance informed Members that two more items would be added to the January Meeting: "Annual Governance Statement 2021 Update" and "External Auditors Annual Report and Value for Money Commentary".

The Assistant Director of Finance informed members that a training programme was being devised with training session dates to be confirmed.

Resolved

- (1) That subject to "Annual Governance Statement 2021 Update" and "External Auditors Annual report and Value for Money Commentary" being added to the January meeting, the work programme be noted.

The meeting ended at 7.09 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 14 September 2021 at 6.30 pm

Present:

Councillor Nicholas Mawer (Chairman)

Councillor Phil Chapman
Councillor John Donaldson
Councillor David Hughes
Councillor Shaida Hussain
Councillor Andrew McHugh
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Sean Woodcock

Substitute Members:

Councillor Maurice Billington (In place of Councillor Carmen Griffiths)
Councillor Sandy Dallimore (In place of Councillor Lucinda Wing)

Apologies for absence:

Councillor Carmen Griffiths
Councillor Conrad Copeland
Councillor Lucinda Wing

Officers:

Anita Bradley, Director Law and Governance & Monitoring Officer
Michael Furness, Assistant Director Finance
Natasha Clark, Governance and Elections Manager

9 Declarations of Interest

There were no declarations of interest.

10 Minutes

The Minutes of the meeting of the Committee held on 13 July 2021 were agreed as a correct record and signed by the Chairman.

11 **Chairman's Announcements**

There were no Chairman's announcements.

12 **Urgent Business**

There were no items of urgent business.

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

The Assistant Director Finance presented the report of the Director of Finance which summarise Cherwell District Council's forecast revenue and capital outturn position for 2021/22 as at July 2021 to give the Committee the opportunity to consider the financial aspects of the report.

In considering the report, Members referred to the layout of the capital expenditure information and requested officers review and improve the layout for future reports to include profiling, more detail on longer term projects and track change updates to enable the Committee to easily see where there have been changes, better understand the process and when the capital funds will be spent.

In response to Members' queries regarding aged debt and at what stage debts would be written off, the Assistant Director Finance explained that each debt needed to be considered on a case by case basis in line with the council's financial procedure rules. A breakdown of values would be provided to the Committee.

In response to Members' comments regarding planned savings not being achieved and the impact on future budgets, the Assistant Director Finance confirmed that there would be an impact and this was under review by the senior management team. The Assistant Director Finance clarified the distinction between capital and revenue budgets and explained that capital savings did not translate to revenue savings. An update on the Medium Term Financial Strategy would be submitted to the October Executive meeting.

In the course of discussion, Members referred to the Castle Quay overspend and requested that additional information be provided on the plans to address this in light of potential financial implications on the council.

Resolved

- (1) That the contents of the report be noted.
- (2) That officers be requested to review and improve the presentation of and information provided on capital expenditure in future monitoring reports.

Review of Committee Work Plan

The Committee considered it's work plan.

The Chairman referred to the comments made under the previous item regarding Castle Quay and the financial impact on the Council. Members requested that officers provide an update to the next meeting of the Committee.

In response to Members' comments regarding a future item on the financial benefits and savings of homeworking, the Assistant Director of Finance advised that the revised 2020/2021 budget in August 2020 had picked up benefits for that financial year and homeworking savings assumptions had been included as part of the 2021/2022 budget setting. The Assistant Director of Finance undertook to provide an update on specific savings proposals to a future meeting of the Committee.

Resolved

- (1) That, subject to the addition of "Financial Impact of Castle Quay on the Council" to the October meeting and "Financial Benefits and Savings of Homeworking" to a future meeting, the Committee work plan be noted.

The meeting ended at 7.37 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 26 October 2021 at 6.30 pm

Present:

Councillor Nicholas Mawer (Chairman)
Councillor Carmen Griffiths (Vice-Chairman)
Councillor Phil Chapman
Councillor John Donaldson
Councillor Shaida Hussain
Councillor Douglas Webb
Councillor Lucinda Wing
Councillor Sean Woodcock

Substitute Members:

Councillor Adam Nell (In place of Councillor Andrew McHugh)

Also Present:

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

Apologies for absence:

Councillor Fraser Webster
Councillor David Hughes
Councillor Andrew McHugh

Officers:

Yvonne Rees, Chief Executive
Anita Bradley, Director Law and Governance & Monitoring Officer
Steve Jordan, Corporate Director Commercial Development, Assets and Investment
Michael Furness, Assistant Director of Finance
Natasha Clark, Governance and Elections Manager
Lesley Farrell, Democratic and Elections Officer

15

Declarations of Interest

Councillor Hussain declared a general non-statutory interest in any discussion on Banbury Museum as a Trustee of Banbury Museum.

16 **Minutes**

The minutes of the meeting of the Committee held on 14 September 2021 were agreed as a correct record and signed by the Chairman.

17 **Chairman's Announcements**

There were no Chairman's announcements.

18 **Urgent Business**

There were no matters of urgent business.

19 **Performance, Finance and Risk Monitoring Report**

The Director of Finance submitted a report which summarised Cherwell District Council's forecast revenue and capital outturn position for 2021/22 as at September 2021 for the Committee to consider the financial aspects of the report.

The Chairman advised the Committee that prior to the meeting, he had raised a number of queries on the report with the Assistant Director of Finance. The Chairman accepted that there had not been enough time to answer all the questions and requested that responses be circulated to all Members of the Committee outside of the meeting.

In introducing the report, the Assistant Director of Finance explained that the improvement of the presentation of the Performance, Finance and Risk Monitoring report was ongoing. Some changes could be made relatively quickly but others took a bit longer as they needed to be reworked and presented in a different way.

In response to Members' comments about the potential delays in the Food and Garden Waste Project roll out, the Chief Executive explained that there was currently a problem with supplies, but it was anticipated that there would not be a delay in roll out of this project.

In response to Members' questions regarding the forecast reduction in care park income, the Assistant Director of Finance undertook to provide further information to the Committee. The Assistant Director of Finance explained that Finance Business Partners met with Service Managers monthly to review financial forecasts, which inform the following years budget.

In response to questions from the Committee regarding aged debt, the Assistant Director of Finance explained that the monitoring of aged debt and virements was a new aspect of the monitoring report and had been added as it was required by the Financial Management Code. In terms of reporting write

offs, the Assistant Director of Finance agreed that this should be added to the monitoring report.

The Director for Law and Governance and Monitoring Officer advised the Committee that the Finance Procedure Rules were being reviewed as part of the Constitution Review and undertook to review the governance of the aged debt write off with the Assistant Director of Finance and report back to the Committee.

Resolved

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

20 **Financial Management Code - Self Assessment Update**

The Director of Finance submitted a report which updated the Committee on the Council's self-assessment against the requirements of CIPFA's Financial Management Code.

The Assistant Director of Finance explained that the council was compliant with all aspects of the Financial Management Code but would always drive continuous improvement and look for ways to improve.

Resolved

- (1) That the Council's self-assessment against the requirements of CIPFA's Financial Management Code be noted.

21 **Review of Committee Work Plan**

The Committee considered it's work plan.

Resolved

- (1) That the Committee Work Plan be noted.

22 **Exclusion of 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 grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, 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.

23 **Castle Quay update**

The Corporate Director Commercial Development, Assets and Investment gave an exempt presentation which gave an update on the Castle Quay waterside development

The Committee thanked the Corporate Director Commercial Development, Assets and Investment for the comprehensive presentation and agreed it would be helpful for information to be shared with all Members, acknowledging the confidential nature.

Resolved

- (1) That the exempt presentation be noted.

The meeting ended at 8.11 pm

Chairman:

Date:

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 19 October 2021 at 6.30 pm

Present:

Councillor Tom Wallis (Chairman)
Councillor Douglas Webb (Vice-Chairman)
Councillor Mike Bishop
Councillor Sandy Dallimore
Councillor Matt Hodgson
Councillor Simon Holland
Councillor Ian Middleton
Councillor Perran Moon
Councillor Les Sibley
Councillor Bryn Williams

Substitute Members:

Councillor George Reynolds (In place of Councillor David Hughes)

Also Present:

Councillor Barry Wood – Leader of the Council

Apologies for absence:

Councillor David Hughes
Councillor Adam Nell

Officers:

Anita Bradley, Director Law and Governance & Monitoring Officer
Louise Tustian, Head of Insight and Corporate Programmes
Tom Gubbins, Sport & Physical Activity Manager
Natasha Clark, Governance and Elections Manager
Emma Faulkner, Democratic and Elections Officer
Lesley Farrell, Democratic and Elections Officer

20

Declarations of Interest

There were no declarations of interest.

21 **Minutes**

Resolved

- (1) That the Minutes of the meeting of the Committee held on 7 September 2021 be confirmed as a correct record and signed by the Chairman subject to the following amendments (in italics):

Minute 18, Constitution Review 2021

The reason for the Labour Group's decision was because the 2020 review process had resulted in *one third of* recommendations that had cross-party agreement at the working group stage, when considered by the Overview and Scrutiny Committee resulting in different recommendations going forward to Full Council *and unless the working group was changed would not take part.*

22 **Chairman's Announcements**

There were no Chairman's announcements.

23 **Urgent Business**

There were no items of urgent business.

24 **Teenage Mental Health Services within Cherwell**

The Chairman welcomed the Sport and Physical Activity Manager to the meeting, to give a presentation explaining the work of the Wellbeing and Physical Activity Team in relation to mental health wellbeing.

The Sport and Physical Activity Manager explained that whilst the team was not directly responsible for delivering mental health provision, physical activity had been shown to have a positive impact on mental health.

Cherwell District Council had contributed to the mental health prevention framework, which was delivered through the mental health concordat.

Part of the work of the concordat included a mental wellbeing needs assessment, that looks at the current situation with adults and children across Cherwell.

During 2020 the assessment showed that 1 in 6 people had a probable mental health disorder, an increase from 1 in 9 people in 2019. The assessment also showed an increasing percentage of year 7 to year 13 students who reported they often struggled to sleep.

The assessment had also shown that mental wellbeing of girls was lower compared to boys of the same age, and as a direct result of this the wellbeing team had been working with 'This Girl Can' as well as other campaigns aimed at girls.

The Sport and Physical Activity Manager explained that the team had attended mental health first aid training, as well as accessing information from organisations such as MIND to help provide advice and guidance to communities.

The FAST (Families Active Sporting Together) programme currently had 7000 individuals on the programme across 2500 families, and through information gathered it showed that 20% of young people on the programme had highlighted a mental health concern. The programme was being used to highlight activities and techniques to help young people and their families improve their mental health.

The main work of the team had involved developing a physical activity and mental health programme in partnership with Oxfordshire MIND, that had been delivered in primary schools.

The youth activators had delivered the programme in schools during the pandemic, to year 6 children. Year 6 had been highlighted as an important age group due to the imminent transition to secondary school, and an age group most impacted by the effects of the pandemic.

A 6-week programme had been developed that covered six different themes: Introduction to mental wellbeing; stress and anxiety; anger; goal setting; resilience; and self-esteem. Hour long sessions had covered physical activity and mental wellbeing.

The programme had been delivered by youth activators and Oxfordshire Mind initially, with youth activators being trained by MIND to deliver the mental health aspect. Resource and guidance packs were also provided to the schools, to continue work once the initial 6-week programme had ended.

The programme had been delivered to 424 children across 16 schools, with 48% of those who had attended rating their wellbeing as 'much better'.

The programme was being adapted for roll out to secondary schools from 1 November, starting with year 7 and 8 pupils.

The Committee thanked the Sport and Physical Activity Manager for the presentation, and commended the work being undertaken by the team.

In response to questions from the Committee, the Sport and Physical Activity Manager explained that the age groups being selected to receive the programme in secondary schools was based on need identified by the schools. It was therefore possible that years 10 and 11 would be the next age groups to benefit from the programme.

Councillor Moon commented on the importance of the Council as a whole increasing the focus and building on the work of the youth activators, as there was an increasing need for more assistance to be offered to 13 to 19 year olds across the district.

Resolved

- (1) That the presentation be noted.
- (2) That the work being undertaken be commended.
- (3) That officers be requested to provide additional information on the Mental Health support provided by the County and/or MIND for adolescents (13 – 19 year olds) in the district.

25

Monthly Performance, Risk and Finance Monitoring Report

The Committee considered a report from the Director of Finance and Head of Insight and Corporate Programmes which summarised the Council's Performance, Risk and Finance monitoring position at the end of July 2021.

In introducing the report, the Head of Insight and Corporate Programmes explained that 23 of the 28 performance measures and key performance indicators were reporting green, with four reporting amber. The amber indicators were related to homeless prevention; average time taken to process housing benefit changes; develop the country parks to support good lifestyle choices; and percentage of council tax collected and council tax base.

Indicators that had performed well for July included the percentage of NNDR collected, which had recovered well from the position in June; develop a recover and prosperity strategy; and reduce fuel consumption used by the council fleet.

With regard to indicator BP2.2.2, decrease in fuel consumption, the Committee asked how the council was able to reduce consumption. Queries were also raised regarding the changes to the green waste collection service, and how this might impact on routes and efficiency if rural properties don't sign up to the chargeable scheme. The Head of Insight and Corporate Performance agreed to circulate responses from relevant officers after the meeting.

The Head of Insight and Corporate Performance also agreed to gather responses to the following questions, for circulation after the meeting:

- Indicator BP 2.2.1, percentage of waste recycled and composted, how much was genuinely recycled and how much ends up in landfill.
- With regard to paragraph 3.11 of the report, reviewing the findings of zero carbon Oxfordshire report, the Committee asked how long this was anticipated to take?

- In relation to paragraph 3.9 of the report, the percentage of Business Rates collected, the Committee asked if there were any long-term historic debts as a result of covid and if so how much they totalled.
- With regard to the 'Service in Focus' section at paragraph 3.12 of the report, a query was raised as to whether the 14 families that had been settled in the district were Afghan families.

Resolved

- (1) That the performance elements of the monthly Performance, Risk and Finance monitoring position for July 2021 be noted.

26

Work Programme 2021-22

The Committee considered its work programme for 2021-22, received an update from officers on potential topics for review and also considered a draft scoping document relating to the Members Education and Training Review.

Further to the presentation that had been given earlier in the meeting regarding Teenage Mental Health, Councillor Moon confirmed that he would like further information to be provided regarding contacts for 13 to 19 years olds experiencing mental health issues.

In relation to the proposed review on the district council relationship with parishes, the Democratic and Elections Officer advised that Councillor Hughes had expressed an interest in joining the working group. A scoping document had been drafted and would be circulated to all Members for information, before being considered by the Committee at the 30 November meeting.

With regard to the Members Education and Training working group, a draft scoping document had been published with the agenda. Councillor Dallimore summarised the document, which sought to review the induction programme that had taken place after the May 2021 elections, with recommendations being made as to potential amendments and improvements to the May 2022 induction programme.

In relation to the Constitution Annual Review, the Director of Law and Governance/Monitoring Officer reported that individual meetings had been held with group leaders, and feedback would be given to each group. A further update would be given at the November meeting of the Committee.

Resolved

- (1) That the verbal updates regarding suggested topics for scrutiny be noted.

- (2) That the scoping document for the Members Education and Training review group be approved.
- (3) That the update on items previously submitted to Overview and Scrutiny be noted.
- (4) That the indicative work programme for 2021-2022 be noted.

The meeting ended at 7.30 pm

Chairman:

Date:

Cherwell District Council

The Standards Committee

Minutes of a meeting of The Standards Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 11 October 2021 at 4.00 pm

Present:

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

Also Present:

Tom Edwards
Graham Matthews – Independent Person

Apologies for absence:

Councillor Perran Moon
Stuart Green – Independent Person

Officers:

Anita Bradley, Director Law and Governance & Monitoring Officer
Lesley Farrell, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

3 Declarations of Interest

There were no declarations of interest.

4 Requests to Address the Meeting

There were no requests to address the meeting.

5 Urgent Business

There were no matters of urgent business.

6 **Minutes**

The minutes of the meetings of the Committee held on 10 October 2012, 15 May 2013, 16 June 2014, 19 May 2015, 17 May 2016, 16 May 2017, 15 May 2018, 14 May, 2019 and 19 May 2021 were confirmed as correct records and signed by the Chairman.

7 **Chairman's Announcements**

There were no Chairman's announcements.

8 **Appointment of Independent Persons**

The Director of Law and Governance and Monitoring Officer submitted a report for the Committee to consider and agree the proposed arrangements for the appointment of Independent Persons.

The Director of Law and Governance and Monitoring Officer explained the reasoning for appointing Independent Persons, the required number of Independent Persons and their term of office. She also thanked the current Independent Persons for the work they had carried out and hoped that they would be re-applying.

In considering the Independent Person role profile, Members agreed that the list of required attributes should be reviewed as some would be difficult for applicants to demonstrate, for example, "an understanding of ethical issues". The list should also be shortened to avoid duplication and appeal to as wide a demographic as possible. The Committee also requested that there not be reliance on applicants submitting a CV but rather there should be a short application form.

In response to Members comments, the Director of Law and Governance and Monitoring Officer confirmed that "an understanding of ethical issues" would be removed from the attributes and that all other attributes on the list would be reviewed, combined, and detailed as essential and desirable as far as practicable. The Committee's comments regarding the application form were also noted.

The Director of Law and Governance and Monitoring Officer advised that virtual interviews would be held with a panel consisting of the Standards Committee Chairman and two other Standards Committee members ensuring cross party representation. The panel would be supported by the Director of Law and Governance and Monitoring Officer. It was anticipated that the interviews would be in late November and the Democratic and Elections Officer would liaise with Committee members.

Resolved

- (1) That the recruitment of Independent Persons be agreed.

- (2) That the proposed arrangements for the appointment of Independent Persons be agreed.
- (3) That subject to the deletion of 'an understanding of ethical issues' in the Role Profile, the Job Description and Role Profile be agreed and authority be delegated to the Monitoring Officer in consultation with the Chairman of the Standards Committee to make any final amendments to the Job Description and Role Profile.
- (4) That authority be delegated to the Monitoring Officer in consultation with the Chairman of the Standards Committee to finalise the recruitment pack.

9 **Monitoring Officer Report**

The Director of Law and Governance and Monitoring Officer submitted a report which gave an overview on potential changes to the member code of conduct and an update on member code of conduct complaints.

The Director of Law and Governance and Monitoring Officer explained that during 2020 the Local Government Association had consulted on a new model code of conduct for Members, which had been broadly supported. The emphasis was on creating clarity around responsibilities, the importance of good behaviours, particularly in the use of social media, and the creation of national guidance.

In keeping with the principle that, ideally, a similar Code should be adopted across Oxfordshire, the Monitoring Officers from across the county had agreed to work up a potential revised Code, based on the Model, for consideration by each authority, with a view to potential implementation by each Council by May 2022.

Members agreed that a common code of conduct across all councils in Oxfordshire was sensible. Members requested that when the new code of conduct came forward for Member consideration, the changes between the new and current code of conduct be highlighted.

In response to Members' comments, the Director of Law and Governance and Monitoring Officer informed the Committee that should Cherwell District Council (or any Oxfordshire authority) wish to modify the proposed Oxfordshire code in any way, the modifications would have to be agreed by all Oxfordshire Councils for the same model code of conduct to be used county wide.

Resolved

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

- (2) That having considered matters of ethical governance within the Standards Committee Terms of Reference no further areas for report were identified.

The meeting ended at 5.20 pm

Chairman:

Date: