

SUPPLEMENTARY INFORMATION

Council

30 October 2018

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If you need any further information about the meeting please contact Natasha Clark, Democratic and Elections natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

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Council Minute Book

Tuesday 30 October 2018

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 3 September 2018 at 5.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A 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 D M Pickford, Lead Member for Clean and Green

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Barry Richards

Apologies for absence: Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

Officers: Yvonne Rees, Chief Executive
Jane Carr, Executive Director: Wellbeing
Gillian Douglas, Assistant Director: Housing
Louise Tustian, Team Leader, Insight Team
Kelly Watson, Assistant Director: Finance and Procurement
Richard Hawtin, Team Leader Property & Contracts
Natasha Clark, Governance and Elections Manager

30 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

32 **Minutes**

The minutes of the meeting held on 2 July 2018 were agreed as a correct record and signed by the Chairman.

33 **Chairman's Announcements**

There were no Chairman's announcements.

34 **Urgent Business**

There were no items of urgent business.

35 **Adoption of new House in Multiple Occupation (HMO) Standards Policy and new House in Multiple Occupation (HMO) Licensing Policy**

The Assistant Director Housing submitted a report which sought adoption of revised and updated versions of the Council's House in Multiple Occupation (HMO) Standards Policy and its HMO Licensing Policy.

In response to comments by the Leader of the Labour Group regarding the need to enforce the policies, the Lead Member for Housing confirmed that he was confident there was adequate staff and resource in place.

Resolved

- (1) That House in Multiple Occupation (HMO) Standards Policy 2018 (annex to the Minutes as set out in the Minute Book) be adopted in place of the 2012 version with effect from 1 October 2018.
- (2) That the House in Multiple Occupation (HMO) Licensing Policy 2018 be adopted in place of the 2012 version with effect from 1 October 2018.

Reasons

The proposed policies are necessary updates to existing policies which take account of legislative changes. We have also taken the opportunity to update and refresh the policies but those changes are limited and largely evolutionary in nature.

These policies are necessary to ensure effective delivery of the Council's licensing responsibilities and effective enforcement of standards in HMOs.

Alternative options

The first alternative option would be not to adopt the proposed HMO Standards Policy. That course of action would leave the Council at risk of challenge if it sought to apply space standards or waste disposal standards in licences from 1/10/18 and would also mean the Council was disregarding relevant legislation. That course is not recommended

The second alternative option would be not to adopt the proposed HMO Licensing Policy. That would leave the Council continuing to operate with an unnecessarily elderly current policy that could prove insufficiently accurate if challenged and which would also leave future licence fee setting to be made

by means of Lead Member Decision rather than made part of the Council's annual fees and charges setting process. That course is not recommended.

The third option would be not to adopt both the proposed policies. That course would result in all of the implications described in both the first and second options and is not recommended.

36 **Council Tax Reduction Scheme and Council Tax Discounts 2019 - 2020**

The Executive Director Finance and Governance (Interim) submitted a report to provide members with a review of Council Tax discounts and to seek approval to recommend the proposed level of Council Tax discounts for the 2019-2020 financial year to Council.

The report also provided an update on the Council Tax Reduction Scheme for 2018-2019 and sought approval to recommend a Council Tax Reduction Scheme for the financial year 2019-2020 to Council.

Resolved

- (1) That the contents of the report and any financial implications for the Council be noted.
- (2) That the option of no change to the Council Tax Reduction Scheme (CTRS) for 2019-2020 (and therefore no consultation is required) and the Council Tax Reduction Scheme Regulations for pensioners in line with uprating announced by DCLG and to uprate the Working Age Regulations in line with those announced by Department for Work and Pensions (DWP) be recommended for the Council.
- (3) That Council be recommended to give delegated authority to the Executive Director Finance and Governance, in consultation with the Lead Member for Financial Management, to make any changes to the CTRS Regulations up to and including 31 January 2019.
- (4) That, having given due consideration, the following proposed level of Council Tax discounts for 2019-2020 be recommended to Council:
 - Retain the discount for second homes at zero.
 - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero.
 - Retain the discount for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.
 - Retain the empty homes premium of an additional 50% for properties that have remained empty for more than 2 years.

Reasons

From April 2013 Council Tax Benefit was abolished and replaced with a local Council Tax Reduction Scheme. The Council is required to agree a scheme based on the reduced level of funding from Government

Members are now required to recommend a Council Tax Reduction Scheme to Council and it is recommended that members put forward option one which is a no change Council Tax Reduction Scheme for the 2019-2020 financial year. This option meets the objective of continuing to support residents whilst ensuring the scheme remains affordable.

Alternative options

Option 1: To not recommend any of the options for a scheme for 2019-2020. This would have financial implications for the Council and those residents affected by Welfare Reform.

Option 2: To decrease the level of support to Working Age claimants. This would have an impact on some of the most vulnerable residents in the district and may significantly impact on collection rates.

37 Monthly Performance, Finance and Risk Monitoring Report - July 2018

The Assistant Director: Performance and Transformation and Assistant Director: Finance and Procurement submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of each month.

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 2018-19 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.

The meeting ended at 5.45 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 1 October 2018 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council and Lead Member for Sport and Leisure

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 Richard Mould, Lead Member for Performance
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

Also Present: Councillor Sean Woodcock, Leader of the Labour Group

Apologies for absence: Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor D M Pickford, Lead Member for Clean and Green

Officers: Yvonne Rees, Chief Executive
Jane Carr, Executive Director: Wellbeing
Adele Taylor, Interim Executive Director: Finance and Governance
Paul Feehily, Interim Director
Claire Taylor, Director: Customers and Service Development
Jim Newton, Assistant Director: Planning Policy and Development
James Doble, Assistant Director: Law and Governance / Monitoring Officer
Aaron Hetherington, Democratic and Elections Officer

38 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

40 **Minutes**

The minutes of the meeting held on 3 September 2018 were agreed as a correct record and signed by the Chairman.

41 **Chairman's Announcements**

There were no Chairman's announcements.

42 **2018 District Sports Studies Sports Facilities Strategy**

The Executive Director: Wellbeing submitted a report for Executive to note the findings of the District Sports Study Sports Facilities Strategy, a part of the commissioned 2018 Open Space, Sport and Recreation Assessment. These findings would be used to create the Sports & Leisure Strategy for Cherwell which will be brought to Executive in early 2019. The study modelled sport facility needs in Cherwell up to 2031.

Resolved

- (1) That the findings from the District Sports Study Sports Facilities Strategy Executive Summary (annex to the Minutes as set out in the Minute Book) be noted.
- (2) That the production of a Council Sports & Leisure strategy and subsequent delivery plan, in response to the Sports Studies findings and recommendations be supported.

Reasons

Members are asked to note the information contained in The District Sports Study Sports Facilities as it will provide an evidence base for the full Sports & Leisure Strategy. From this, producing a delivery approach for the development of further sports facilities where needed and to ensure the effective provision of sport and leisure opportunities across the District. Our main aim is to ensure that a network of sports facilities is in place to cater for the health and wellbeing of the current and future population.

Alternative options

Option 1: To reject the findings of the District Sports Study Sports Facilities Strategy, and to seek an alternative means of assessing current and future facility provision. This is not recommended, as it will be costly and will not meet Sport England assessment criteria, which is required for planning compliance and funding bids.

Oxfordshire Joint Statutory Spatial Plan (JSSP) Local Development Scheme, Statement of Community Involvement and Scoping Document

The Interim Executive Director: Place and Growth submitted a report to seek approval of draft project and programme documents for the Oxfordshire Joint Statutory Spatial Plan (JSSP). The documents comprised the Draft Statement of Community Involvement 2018; the Local Development Scheme; and, the JSSP Scoping Document.

Resolved

- (1) That the Local Development Scheme 2018 (“LDS”) for the Joint Statutory Spatial Plan (JSSP) (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That the draft Joint Statutory Spatial Plan (JSSP) Statement of Community Involvement 2018 (“SCI”) (annex to the Minutes as set out in the Minute Book) be approved for a six week period of formal public consultation.
- (3) That the Joint Statutory Spatial Plan (JSSP) Scoping Document (annex to the Minutes as set out in the Minute Book) be approved.
- (4) That the Interim Executive Director: Place and Growth, in agreement with the other councils equivalent, be authorised to make any necessary minor and presentational changes to the draft Statement of Community Involvement before formal consultation commences.
- (5) That the Interim Executive Director: Place and Growth be authorised to make any necessary minor and presentational changes to the Local Development Scheme and Joint Statutory Spatial Plan Scoping Document before publication.

Reasons

The Council and its partners are at an early stage in the production of a JSSP for Oxfordshire. Once adopted the JSSP, will form part of the Council’s Development Plan against which formal planning decisions will be made and other local planning documents prepared. The Council has a statutory duty to prepare and maintain an LDS under S15 of the PCPA 2004. The preparation of the plan will require community and stakeholder involvement and the production of a SCI is a legal requirement under S18 of the PCPA 2004 to ensure compliance with statutory requirements and Government policy for plan making and consultation on planning matters.

These documents will not replace the Councils existing LDSs and SCIs, they will remain relevant to all other planning matters.

Alternative options

Option 1: Not to approve the draft SCI for consultation and to not approve the LDS and Scoping Document.

The SCI is a requirement of S18 of the PCPA 2004. To not adopt an SCI would leave the production of the JSSP and the soundness of the development plan document open to challenge.

The Council has a statutory responsibility to maintain an LDS. Not to approve the LDS could undermine the confidence of the public and stakeholders about the plan making process.

The JSSP Scoping Document is an informal document, not required by regulations, but which is a helpful project planning tool which seeks to set out the understanding between the various parties on the objectives of the JSSP and the processes that will be followed. This will form an agreed framework for the project and it will be used to inform the work programme for the plan. To not approve the Scoping Document will lead to uncertainty and possible delays in the preparation of the JSSP.

Option 2: To reconsider the content of the draft SCI, LDS and Scoping Document.

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

The LDS has been produced having regarded to the statutory responsibilities for plan making, the requirements of the Oxfordshire Housing and Growth Deal and the resources available to the JSSP Project Team. It is considered by officers to be appropriate for the present and foreseeable circumstances.

The draft Scoping Document has been produced having regarded to statutory and policy requirements for plan-making and the requirements of the Oxfordshire Housing and Growth Deal. It is considered by officers to be an appropriate and effective document that will guide the preparation of the JSSP.

The draft SCI has been produced having regarded to statutory and policy requirements for plan-making. Examples of recently approved SCIs have been considered. It is considered by officers to be an appropriate consultation document.

44

Results of the Residents' Satisfaction Survey 2018

The Assistant Director – Performance and Transformation submitted a report to provide the Executive a summary of the key results from the annual satisfaction survey and to identify areas to be reflected in future business and service plans.

Resolved

- (1) That the results of the survey, with particular reference to the following priority service areas identified by respondents: Dealing with anti-social behaviour; Household waste collection; and, Household recycling collection and food/garden waste collection be noted.

- (2) That it be agreed that the results and priority service areas identified will be used as part of the business and service planning process for 2019-20.
- (3) That officers be requested to undertake a review of how the Council communicates with residents to ensure we reach as many residents as possible with key service updates and that we effectively communicate progress against our business plan objectives and how the Council spends its money.

Reasons

The satisfaction survey provides the Council with a standard source of data for gauging satisfactions levels across the district, which enables informed decision making with regard to service provision and priorities.

It is important that the data is used as part of business and service planning and those areas of further investigation are progressed. These further investigations by officers, coordinated by the Insight Team, will provide the council with more detailed customer feedback and insight enabling evidence-based decision making.

Alternative options

To reject the findings of the satisfaction survey results and not incorporate them as part of the business and service planning process for 2019-20. This has been rejected as the survey provides the Council with a standard source of data for gauging satisfactions levels across the district, which enables informed decision making with regard to service provision and priorities.

45

Monthly Performance, Finance and Risk Monitoring Report - August 2018

The Assistant Director: Performance and Transformation and Assistant Director: Finance and Procurement submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of each month.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report for August 2018 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 so far in 2018-19 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 2018-19 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.

46 **Banbury Strategic Investment Vision**

The Executive Director – Finance and Governance submitted a report which presented the Banbury Strategic Vision, which set out how Cherwell District Council would use its own resources to enable the overall vision for Banbury and Banbury Canalside to be realised. The vision had been scoped following engagement with elected members from across all political parties through a workshop designed to consider how the Council can directly and positively impact on improving the area and ensuring that the aspirations set out in the council's statutory planning documents can be enabled.

Resolved

- (1) That Banbury Strategic Investment Vision (annex to the Minutes as set out in the Minute Book) be agreed.

Reasons

The vision captures our statement of intent in terms of our direct investment strategy and recognises the importance of partnership working, of our enabling role and our responsibilities around sound financial management.

Alternative options

The alternative option would be to not have a laid our strategic investment vision but this would not be acceptable on the grounds that we risk not being able to make some of the key regenerative or non-commercial investments without a suitable policy.

47 **Urgent Business**

There were no items of urgent business.

48 **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 grounds 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.

49 **Options Paper for Maintenance at Spiceball Leisure Centre**

The Executive Director: Wellbeing presented an exempt report which presented options for maintenance at Spiceball Leisure Centre.

Resolved

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

Reasons

As set out in the exempt minutes.

Alternative options

As set out in the exempt minutes.

50 **Eco Business Centre: Operator Contract Award**

The Assistant Director: Economy and Regeneration submitted an exempt report regarding the awarding of the contract for the operator of the Eco Business Centre.

Resolved

- (1) That the current status of the Eco Business Centre be noted.
- (2) That the authority for awarding the contract for the operator of the Eco Business Centre be delegated to the Executive Director: Finance and Governance, in consultation with Assistant Director: Law and Governance and the Lead Member for Economy, Regeneration and Property.

Reasons

As set out in the exempt minutes.

Given the timescales involved in awarding the contract and the desire to avoid any delay in appointing a suitable operator it is requested that the authority to award be delegated to the Executive Director: Finance and Governance in consultation with Assistant Director: Law and Governance.

Alternative options

As set out in the exempt minutes.

Executive - 1 October 2018

The meeting ended at 7.07 pm

Chairman:

Date:

COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD SEPTEMBER to OCTOBER 2018

30 October 2018

Area of Responsibility	Decision Subject Matter
Lead Member for Planning	Banbury Conservation Area Appraisal
Lead Member for Planning	Charlton-on-Otmoor Conservation Area Appraisal

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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, OX15 4AA, on 29 August 2018 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Carmen Griffiths (Vice-Chairman)

Councillor Phil Chapman
Councillor David Hughes
Councillor Andrew McHugh
Councillor Tony Mephram
Councillor Barry Richards
Councillor Alaric Rose
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Lucinda Wing
Councillor Sean Woodcock

Also Present: Councillor Barry Wood
Councillor Tony Ilott, Lead Member for Financial Management and Governance

Apologies for absence: None

Officers: Adele Taylor, Interim Executive Director: Finance and Governance
Kelly Watson, Assistant Director: Finance and Procurement
Amy Sedman, Planning Enforcement Team Leader
Aaron Hetherington, Democratic and Elections Officer
Richard Woods, Assistant Democratic and Elections Officer

13 **Declarations of Interest**

There were no declarations of interest.

14 **Urgent Business**

There were no items of urgent business.

15 **Minutes**

The minutes of the meeting of the Committee held on 24 July 2018 were confirmed as a correct record and signed by the Chairman.

16 **Chairman's Announcements**

There were no Chairman's announcements.

17 **Update Report on S106 Monitoring**

The Committee considered a report from the Assistant Director: Planning Policy and Development, which detailed the current position with regards to Section 106 agreements that included either a developer contribution or a schedule of works. The report also included an update on the current methods for monitoring Section 106 agreements.

The Planning Enforcement Team Leader advised the committee that S106 monitoring had recently been transferred to the Enforcement Team following a review in early 2018, and that the S106 Development Monitoring Officer had begun a review into the Council's S106 records.

The Committee was advised that the new process would ensure a more streamlined S106 monitoring system and that updates would be given to the Budget Planning Committee at every other meeting.

Resolved

(1) That the contents of the report and appendices be noted.

18 **Performance, Finance and Risk Monitoring 2018/19**

The Committee considered a report from the Assistant Director: Finance and Procurement, which summarised the Council's Performance, Risk and Finance Monitoring position at the end of each month.

In introducing the report, the Assistant Director: Finance and Procurement advised the committee there was currently a forecast overspend in Finance and Governance which related to additional interim staff and resources required to support the production of the Statement of Accounts and additional improvements within the wider Finance and Procurement department.

The Interim Executive Director: Finance and Governance advised the Committee that feedback from Members at previous meetings was being incorporated into reports.

Resolved

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

19 **Verbal Update: Medium Term Financial Strategy**

The Interim Executive Director: Finance and Governance gave a verbal update on the Medium Term Financial Strategy.

Resolved

(1) That the verbal update on the Medium Term Financial Strategy be noted.

20

Review of Committee Work Plan

The Committee was advised that the work plan would be available for review at the next meeting, and that Officers will communicate the revised date for the 30 October meeting to the committee as soon as practicable.

Resolved

(1) That the Committee Work Plan be reviewed at the next meeting.

(2) That Officers be requested to advise the committee of the revised date for the 30 October meeting as soon as practicable.

The meeting ended at 7.17 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, OX15 4AA, on 25 September 2018 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Phil Chapman
Councillor Andrew McHugh
Councillor Tony Mepham
Councillor Barry Richards
Councillor Tom Wallis
Councillor Lucinda Wing
Councillor Sean Woodcock

Apologies for absence: Councillor Carmen Griffiths
Councillor David Hughes
Councillor Alaric Rose
Councillor Douglas Webb

Officers: Adele Taylor, Interim Executive Director: Finance and Governance
Emma Faulkner, Democratic and Elections Officer
Richard Woods, Assistant Democratic and Elections Officer

21 **Declarations of Interest**

There were no declarations of interest.

22 **Urgent Business**

There were no items of urgent business.

23 **Minutes**

The minutes of the meeting of the Committee held on 29 August 2018 were confirmed as a correct record and signed by the Chairman.

24 **Chairman's Announcements**

There were no Chairman's announcements.

25 **Performance, Finance and Risk Monitoring 2018/2019**

The Committee considered a report from the Assistant Director – Finance and Procurement, which summarised the Council's Performance, Risk and Finance Monitoring position at the end of each month.

In response to questions from the Chairman relating to the current overspend on agency staff in the Environmental Services directorate, the Interim Executive Director – Finance and Governance advised that the Executive Director Environment and the Assistant Director Environmental Services were both actively managing the situation with colleagues from Human Resources, which had occurred as a result of sickness absence. Recruitment was on-going for two remaining LGV driver vacancies that were currently being covered by agency staff.

Resolved

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

26

Review of Committee Work Plan

In light of the change of date of the October Council meeting to 30 October, the Interim Executive Director – Finance and Governance advised that it was necessary to change the Budget Planning Committee meeting also scheduled for that date. Following discussions with the Chairman it was proposed that the meeting be moved to 6 November 2018, with an additional agenda item regarding Crown House.

Resolved

- (1) That it be agreed that the date of the next meeting of the Committee change from 30 October 2018 to 6 November 2018.
- (2) That the work programme for 2018/19 be approved subject to the inclusion of an additional item regarding Crown House at the 6 November 2018 meeting.

The meeting ended at 6.46 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, OX15 4AA, on 28 August 2018 at 6.45 pm

Present: Councillor Neil Prestidge (Chairman)
Councillor Sean Gaul (Vice-Chairman)

Councillor Phil Chapman
Councillor Mark Cherry
Councillor Chris Heath
Councillor Tony Mepham
Councillor Cassi Perry
Councillor Les Sibley
Councillor Lucinda Wing

Substitute Members: Councillor David Hughes (In place of Councillor Bryn Williams)

Apologies for absence: Councillor Mike Bishop
Councillor Sandra Rhodes
Councillor Bryn Williams

Officers: Graeme Kane, Executive Director: Environment
Adele Taylor, Interim Executive Director: Finance and Governance
Hedd Vaughan Evans, Assistant Director Performance and Transformation
Robert Fuzesi, Assistant Director: Property, Investment and Contract Management
Chris Hipkiss, Property and Investment Consultant
Louise Tustian, Team Leader, Insight Team
Natasha Clark, Governance and Elections Manager
Emma Faulkner, Democratic and Elections Officer
Lesley Farrell, Democratic and Elections Officer

11 **Declarations of Interest**

There were no declarations of interest.

12 **Urgent Business**

There were no items of urgent business.

13 **Minutes**

The minutes of the meetings of the Committee held on 10 July 2018 were confirmed as correct records and signed by the Chairman.

14 **Chairman's Announcements**

There were no Chairman's announcements

15 **Show and Tell - Performance and Transformation**

The Assistant Director Performance and Transformation and the Strategic Intelligence and Insight Team Leader gave a presentation on how performance management was used throughout the council and submitted the Performance, Risk and Finance report for June 2018.

In response to members' questions regarding the setting and monitoring of performance targets the Assistant Director Performance and Transformation explained that the Directors reviewed the performance reports and ensured commentary was provided on each measure. The Performance, Risk and Finance reports were now submitted monthly to Executive and would be submitted regularly to the Overview and Scrutiny Committee for the Committee to consider the performance elements of the report.

Resolved

- (1) That the presentation giving an overview of performance management be noted.
- (2) That the monthly Performance, Risk and Finance Monitoring report be noted.
- (3) That it be noted that the Performance, Risk and Finance Monitoring was considered by Executive on a monthly basis.
- (4) That having given due consideration no areas for further consideration by Executive be identified.

16 **Work Programme Planning 2018-2019**

The Democratic and Elections Officers gave an update on the status of topics suggested for scrutiny and any proposed actions.

Unlawful Gypsy and Traveller encampments.

This item was yet to be allocated to the work programme as a date had not yet been confirmed for attendance by representatives from Environmental Health and Oxfordshire County Council

County Line (Violence, Exploitation and Drug Supply)

The Committee agreed that the Chief Constable be asked to include an update in his presentation to Full Council on 30 October 2018. The Committee requested that the Police and Crime Commissioner be invited to attend the Full Council meeting with the Chief Constable.

Tree Management

The Committee noted the contact details provided and agreed that no further action was required.

Car Parking

The Committee agreed the Car Parking scoping document and Councillors Prestidge, Gaul, Sibley and Rose were appointed to the working group.

East West Rail Link – London Road Level Crossing, Bicester

The Committee noted that Cherwell District Council was already in discussion with Oxfordshire County Council through the Bicester Strategic Delivery Board regarding London Road level crossing in Bicester and members could monitor the action taken by the Board.

Strategy for walking and cycling between key destinations in Bicester

The Bicester Delivery Team had provided details of work being done on walking and cycling routes in Bicester. Funding had been obtained for a Local Travel Planner who was working on a range of initiatives to support walking and cycling.

In response to members questions the Interim Executive Director for Finance and Governance confirmed that Cherwell District Council did advertise its participation in national cycling days and encouraged staff and members of the public to get involved.

Consideration of the emissions plan for HS2 in relation to the Air Quality Management Plan

This item was yet to be allocated to the work programme as a date has yet to be confirmed for attendance by representatives from HS2.

Canal side Strategy

The Interim Executive Director Finance and Governance reminded the Committee that a Member briefing had taken place in July. The Banbury Canal-side Supplementary Planning document was scheduled to be submitted to Executive at its October meeting.

Reference to the Canal-side Strategy would be included in the exempt Castle Quay presentation later in the agenda.

Kidlington and Bicester Town Centres are failing

Members requested that progress on Masterplans be included in the Show and Tell when allocated to the work programme.

Resolved

- (1) That the Car Parking scoping document be agreed.
- (2) That Councillors Prestidge, Gaul, Sibley and Rose be appointed to the Car Park Scrutiny Review working group.
- (3) That, having given due consideration, the updates on the suggested topics for scrutiny be noted.
- (4) That the work programme be noted.

17 **Exclusion of the Press and Public**

Resolved

- (1) 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 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.

18 **Update on Castle Quay**

The Property and Investment Consultant gave an exempt presentation which provided an update on the Castle Quay project.

The Committee asked detailed questions which were duly answered by the Interim Executive Director Finance and Governance and the Property and Investment Consultant.

Resolved

- (1) That the exempt presentation be noted.

The meeting ended at 9.05 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, OX15 4AA, on 9 October 2018 at 7.00 pm

Present: Councillor Neil Prestidge (Chairman)
Councillor Sean Gaul (Vice-Chairman)

Councillor Mike Bishop
Councillor Mark Cherry
Councillor Chris Heath
Councillor Tony Mepham
Councillor Cassi Perry
Councillor Les Sibley
Councillor Bryn Williams
Councillor Lucinda Wing

Also Present: Councillor D M Pickford - Lead Member for Clean and Green
Councillor Andrew McHugh – Lead Member for Health and Wellbeing

Apologies for absence: Councillor Phil Chapman
Councillor Sandra Rhodes

Officers: Graeme Kane, Executive Director: Environment
Ed Potter, Assistant Director: Environmental Services
Paul Almond, Street Scene & Landscape Manager
Rosie Rowe, Healthy New Towns Officer
Natasha Clark, Governance and Elections Manager
Emma Faulkner, Democratic and Elections Officer
Lesley Farrell, Democratic and Elections Officer

19 Declarations of Interest

There were no declarations of interest.

20 Urgent Business

There were no items of urgent business.

21 Minutes

The Minutes of the meeting of the Committee held on 28 August 2018 were agreed as a correct record and signed by the Chairman.

22 **Chairman's Announcements**

There were no Chairman's announcements.

23 **Show and Tell - Street Scene, including Markets - Environment Directorate**

The Assistant Director Environmental Services gave a presentation to explain the work undertaken by the Street Scene team which sits within the Environment Directorate.

The Assistant Director Environmental Services advised the Committee that the main roles and responsibilities of the team included supporting thriving and vibrant urban centres, for example; the markets, seasonal events, the safety, maintenance, repair and installation of urban street furniture; and the annual Christmas light and Christmas tree schemes. The team also provided a service across the district with regards to road closures, small civil engineering and repair works and event management, for example, supporting the recent outdoor cinema event

The Committee requested that thanks be sent to the 'Blitz team' for the excellent work completed in Bicester.

The Assistant Director Environmental Services responded to questions from the Committee and advised that the Environmental Services team could be contacted to review problem areas. The Lead Member for Clean and Green commented that Members could also contact her as she was also available to assist members where necessary.

Resolved

- (1) That the presentation by the Environmental Directorate be noted.

24 **Changing Models in Primary Care**

The Committee considered a briefing paper by the Executive Director: Wellbeing and the Healthy New Towns Officer which informed the Committee of the Changing Models of Primary Care and its implications for Cherwell District Council.

In presenting the briefing paper, the Healthy New Towns Officer explained that Oxfordshire Clinical Commissioning Group (OCCG), which was responsible for commissioning general practice services, had adopted a new approach to planning for future health and care services which involved working collaboratively with local government and health and care providers to focus on how to meet the specific needs of their local population. The OCCG had indicated that their plans for developing primary care would remain iterative: as the population changes and the way the delivery of healthcare evolves, they would continue to work with patients, clinicians and

partners to ensure that primary care remains responsive, accessible and of high quality

In response to member's questions, the Healthy New Towns Officer explained that the OCCG were keen to engage with Cherwell District Council on future planning of primary care in the district and that there would be opportunity to make sure any concerns were taken into consideration.

Resolved

- (1) That the plans for developing primary care services in the district and the variation based on practice location, size and increased population be noted.
- (2) That it be noted that Oxfordshire Clinical Commissioning Group were keen to engage with Cherwell District Council on future planning of primary care for their district.
- (3) That the implications for Cherwell District Council's services, including the need to influence the development of health and care so that residents were able to access appropriate, effective primary care be noted.

25

Work Programme - 2018 - 2019

The Democratic and Elections Officers gave an update on the status of topics suggested for scrutiny.

Members requested that Emergency Planning be included in the work programme.

Resolved

- (1) That the progress on the Scrutiny Topics be noted.
- (2) That, subject to the addition of Emergency Planning at the appropriate time, the contents of the Work Programme be noted.

The meeting ended at 8.20 pm

Chairman:

Date:

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Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 12 September 2018 at 5.30 pm

Present: Councillor Jason Slaymaker (Chairman)

Councillor Claire Bell
Councillor Mike Bishop
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Douglas Webb
Councillor Bryn Williams
Councillor Barry Wood

Substitute Members: Councillor D M Pickford (In place of Councillor Dan Sames)
Councillor Sean Woodcock (In place of Councillor Cassi Perry)

Also Present: Phil Badley, Penna

Apologies for absence: Councillor Dan Sames
Councillor Cassi Perry
Councillor Lynn Pratt
Councillor Sandra Rhodes

Officers: Karen Edwards, Assistant Director: HR, OD and Payroll
Yvonne Rees, Chief Executive
Natasha Clark, Governance and Elections Manager

3 Declarations of Interest

There were no declarations of interests.

4 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

5 Minutes

The Minutes of the meetings of the Committee held on 9 March 2016, 17 May 2016, 16 May 2017 and 15 May 2018 were agreed as correct records 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 **Exclusion of the Public and Press**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

9 **A Single Management Structure for Cherwell District Council**

The Chief Executive submitted an exempt report relating to a single management structure for Cherwell District Council.

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.
- (5) As set out in the exempt minutes.
- (6) As set out in the exempt minutes.

The meeting ended at 6.30pm

Chairman:

Date: