

**Committee:** Executive  
**Date:** Monday 5 October 2009  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### **Membership**

**Councillor Barry Wood  
(Chairman)**

**Councillor Ken Atack**

**Councillor Norman Bolster**

**Councillor Michael Gibbard**

**Councillor G A Reynolds (Vice-Chairman)**

**Councillor James Macnamara**

**Councillor Kieron Mallon**

**Councillor Nigel Morris**

**Councillor D M Pickford**

**Councillor Nicholas Turner**

## **AGENDA**

**1. Apologies for Absence**

**2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

**3. Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

**4. Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. **Minutes** (Pages 1 - 8)

To confirm as a correct record the Minutes of the meeting held on 7 September 2009.

## **Service Delivery and Innovation**

6. **Service & Financial Planning Process and Budget Guidelines for 2010/2011**  
(Pages 9 - 12) **6.35 pm**

**\*\* Appendices 1, 2 and 3 to follow \*\***

Report of the Head of Finance and Community and Corporate Planning Manager

### **Summary**

To inform the Executive of the service and financial planning process for 2010/11 and to agree budget guidelines for issue to service managers to enable the production of the 2010/11 budget and update the Medium Term Financial Strategy for 2011/12 onwards.

### **Recommendations**

The Executive is recommended to:

- 1) Note the service and financial planning process for 2010/11
- 2) Consider and agree the proposed budget guidelines and timetable for 2010/2011 budget process.

7. **Banbury Canalside Draft Supplementary Planning Document (SPD)**  
(Pages 13 - 81) **7.05 pm**

**\*\* Please note pages 74 – 81 of Appendix 1 contain large scale maps. These will be issued separately. \*\***

Report of Head of Planning and Affordable Housing Policy

### **Summary**

To consider the draft Supplementary Planning Document (SPD) and Companion Document for the Canalside site in Banbury and endorse it for public consultation.

### **Recommendations**

The Executive is recommended to:

- 1) Endorse the Draft Supplementary Planning Document (SPD) attached as appendix 1 and a Companion Document (made available in the Members room) for public consultation.
- 2) Authorise the Head of Planning & Affordable Housing Policy, in consultation with the Portfolio Holder for Planning and Housing to make any further minor

non-substantive changes as are necessary to the Draft SPD and Companion Document prior to the publication of these for public consultation.

## **Value for Money and Performance**

### **8. External Audit Annual Governance Report and Use of Resources Judgement** (Pages 82 - 111) **7.20 pm**

Report of Chief Executive

#### **Summary**

To update the Executive on the key messages from the District Auditor in her 2008/09 Annual Governance Report and the judgements she has made on the Council's performance in the new Use of Resources assessment.

#### **Recommendation**

The Executive is recommended to:

- 1) Note the Use of Resources score contained in the District Auditor's Annual Governance Report and the scale of the achievement this represents.

### **9. Value for Money Review of Insurance** (Pages 112 - 126) **7.30 pm**

Report of the Strategic Director Customer Service and Resources and the Head of Improvement

#### **Summary**

To consider the findings of the Value for Money (VFM) Review report and the recommendations arising from the report.

#### **Recommendations**

The Executive is recommended to:

- 1) Note the overall conclusion of the review that the function is relatively high cost with average performance levels but is high quality in terms of the qualifications of staff employed and low level of claims payments made.
- 2) Agree the Council will move away from the current policy of transferring the majority of council risk to an insurer, to one of self insuring a larger proportion of risk given the very low of claims currently experienced. This will be achieved by:
  - a. Discontinuing unnecessary insurance policies and increase excesses on the remaining policies. This will deliver savings of £65,813 in 2010/11.
  - b. Determining claims in-house rather than pass to insurers to settle. Injury claims should continue to be handled by insurers given the complexity, potential high cost and the expertise needed in determining settlement figures;

- c. Transferring the £500,000 reserve fund for the Spiceball reconstruction, following the completion of that project, to the Self Insurance Reserve which currently has a balance of £300,000.
- 3) Agree to achieve a net saving of £15,000 in the management of insurance and risk by:
- a. Deleting the post of Risk Management and Insurance Officer in its current form with a gross saving of up to £46,244.
  - b. Transferring the corporate responsibility for the management of insurance to The Head of Finance, with the operational administration of claims delegated to Heads of Service and operational administrative teams;
  - c. Market testing for an external provider to deliver the corporate management of risk (but not the routine performance management of risk).
  - d. Using the balance from a. to fund the costs of b. and c.
- 4) Agree that in advance of letting the new insurance contract from 2011/12 officers will explore the opportunities for achieving further financial savings through consortia purchasing and sharing support and expertise with other local authorities.

**10. Revenue and Benefits - Future Award of Tender (Pages 127 - 130) 7.35 pm**

Report of the Strategic Director Customer Service and Resources and the Head of Finance

**Summary**

To report on the progress to date following the decision to externalise the transactional elements of the revenues and benefits service and, following a tender process, to recommend a preferred supplier.

**Recommendations**

The Executive is recommended to:

- 1) Note the project progress to date in relation to the primary objectives and confirm agreement to proposals as set out in 2.1 – 2.5 of the report.
- 2) Appoint a preferred supplier for the externalised components of the services as set out in confidential Appendix 1.

**11. Refurbishment of Old Bodicote House (Pages 131 - 137) 7.45 pm**

Report of Chief Executive, Strategic Director Customer Service & Resources and Project Manager, Improvement Agenda

**Summary**

To approve refurbishment works to Old Bodicote House and necessary funding for this and associated accommodation works.

## **Recommendations**

The Executive is recommended to:

- 1) Approve the business case for the refurbishment of Old Bodicote House into serviced office accommodation
- 2) Approve sufficient funding in the capital programme for;
  - a. the refurbishment works in accordance with the sum set out in Appendix 1 subject to final design refinements and subsequent contract sum;
  - b. the extension of Bodicote House car park, in accordance with the sum set out in Appendix 1
  - c. the outstanding sum required to complete essential fire safety and other improvements to the stairwells of Bodicote House, to the sum of £40,000
- 3) Award the design and built contract for the refurbishment of Old Bodicote House to the preferred contractor in accordance with the recommendation in Appendix 1.
- 4) Commission agents to identify and secure tenancy for Old Bodicote House during the execution of the works to ensure the earliest possible tenancy.

## **Urgent Business**

### **12. Urgent Business**

Any other items which the Chairman has decided is urgent.

### **13. Exclusion of the Press and Public**

The following reports contain exempt information as defined in the following paragraph of Part 1, Schedule 12A of the Local Government Act 1972.

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following items have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of that Act.”

## Value for Money and Performance

14. **Refurbishment of Old Bodicote House - Exempt Annex** 7.55 pm

\*\* Exempt Annex to follow \*\*

15. **Revenue and Benefits - Future Award of Tender - Exempt Annex** 8.00 pm

\*\* Exempt Annex to follow \*\*

**(Meeting scheduled to close at 8.05 pm)**

## Information about this Agenda

### Apologies for Absence

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221587 prior to the start of the meeting.

### Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item. The definition of personal and prejudicial interests is set out in the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

**Personal Interest:** Members must declare the interest but may stay in the room, debate and vote on the issue.

**Prejudicial Interest:** Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

### Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### Queries Regarding this Agenda

Please contact James Doble, Legal and Democratic Services [james.doble@cherwell-dc.gov.uk](mailto:james.doble@cherwell-dc.gov.uk) (01295) 221587

**Mary Harpley**  
**Chief Executive**

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