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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 12 July 2010 at 6.30 pm

Present: Councillor Barry Wood (Chairman)
Councillor G A Reynolds (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Colin Clarke
Councillor Michael Gibbard
Councillor Nigel Morris
Councillor D M Pickford

Apologies for absence: Councillor James Macnamara
Councillor Nicholas Turner
Councillor Nick Cotter

Officers: Mary Harpley, Chief Executive and Head of Paid Service
Ian Davies, Strategic Director - Environment and Community
John Hoad, Strategic Director - Planning, Housing and Economy
Liz Howlett, Head of Legal & Democratic Services and Monitoring Officer
David Marriott, Head of Regeneration & Estates
Tony Brummell, Head of Building Control & Engineering Services

32 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

34 **Urgent Business**

There was no urgent business.

35 **Minutes**

The minutes of the meeting held on 5 July 2010, were agreed and signed by the Chairman as a correct record with the amendment that the declarations listed should relate to agenda item 10 Eco-Town Arrangements – Local Authority Funding Arrangements.

36 **The Case for Considering Close Joint Working between Cherwell District and South Northamptonshire Councils**

The Leader of the Council submitted a report to agree to establish a Joint Member Working Party to examine the business case for sharing senior management structures between Cherwell District Council (CDC) and South Northamptonshire Council (SNC), recognising that this may well lead to joint teams for service delivery in the future.

Resolved

- (1) That a Joint Member Working Party be established to examine the business case to create a shared senior management structure between Cherwell District Council and South Northamptonshire Council with a view to reporting its findings to the Executive and then to a special meeting of full Council on 3 November 2010.
- (2) That the Terms of Reference for this Joint Member Working Party (attached as Annex 1 to the minutes as set out in the minute book) be approved.
- (3) That Councillors Wood, Reynolds, Macnamara, Atack and Cotter be nominated to the Joint Member Working Party with Councillors Turner and Williamson as substitutes.

Reasons

Both CDC and SNC face significant medium term financial deficits, as well as short term financial challenges. These need to be addressed, but at the same time, both Councils want to protect valued front-line services for as long as possible. They also want to retain the capacity to serve their respective Districts over and above the normal work of District Councils, as both already do. Many District Councils have already put in place arrangements to share management teams, and have then moved on to consider sharing specific services and/or procuring jointly from others while remaining separate and sovereign organisations and securing savings.

Options

- | | |
|-------------------|----------------------------------------------------------------------|
| Option One | Not to proceed to appoint Members to the Joint Member Working Party. |
| Option Two | Establish the Joint Member Working Party |

37 **Kidlington Pedestrianisation Scheme and Traffic Regulation Order**

The Head of Regeneration and Estates submitted a report to confirm the Council's approval for the release of the capital funds for the feasibility work on proposed changes to Kidlington's High Street via an improved Traffic Regulation Order.

Resolved

- (1) That a supplementary capital bid of £25,000 to finance the feasibility work on proposed changes to Kidlington's High Street via an improved Traffic Regulation Order be approved.

Reasons

The Kidlington Pedestrianisation capital bid (value £25,000) was referred to scrutiny for further consideration by Council in February 2010. The bid was rejected as part of the 2010/11 budget process due to the overall financial constraints facing the Council. However the Portfolio Holder for Resources and Communication had indicated that a supplementary estimate could be made if the scrutiny review considers that it is justified. The review was considered on the 22 June 2010 by the Overview and Scrutiny Committee and recommended approval to the Executive.

Options

Option One Approve the capital bid for the scheme to move forward

Option Two Reject the bid. However this will result in the postponement of any further work on the scheme and a failure to meet Service Plan targets.

The meeting ended at 6.44 pm

Chairman:

Date:

Minute Item 36

Appendix 1

CHERWELL/SNC JOINT MEMBER WORKING PARTY ON SHARED SENIOR MANAGEMENT AND SERVICES PROPOSED TERMS OF REFERENCE

MEMBERSHIP

- 5 elected members from each council – 4 from each controlling group and one from each opposition group
- Substitute members to be appointed – 1 for each controlling group and one for each opposition group

OFFICER SUPPORT TO THE WORKING PARTY

- Two Chief Executives (or Directors as substitutes)
- Two Heads of Finance (and shared Section 151 Officer)
- Two Monitoring Officers
- Two Heads of Human Resources
- A dedicated and specifically identified Administrative Support Officer

OFFICERS/OTHERS TO BE CONSULTED BY THE WORKING PARTY

- Directors, Heads of Service and other officers as necessary
- Trade Union/staff representatives

OBJECTIVES

- Oversee the development and delivery of a detailed business case for the creation of a single senior management team (CEX, Directors and Heads of Service) to serve both Cherwell and SNC and present conclusions/recommendations to the Cherwell Executive and SNC Cabinet and both Councils
- Understand the benefits gained and lessons learned from three other pairs of District Councils which have already created a joint management team and present the findings/resulting recommendations to the Cherwell Executive and SNC Cabinet and both Councils
- Scope the financial baselines and potential savings to both Councils of extending the concept of shared teams to the level below Head of Service for 'back office' support services and present the findings/resulting recommendations to the Cherwell Executive and SNC Cabinet and both Councils
- Recommend a mechanism/formula for the allocation of associated costs and efficiencies across the two organisations

- Detail the risks to both Councils of taking this step and recommend mitigating actions to the Cherwell Executive and SNC Cabinet and both Councils
- Propose a communications plan to elected members in both councils, to staff in both councils, to media and (when appropriate) to residents in both Districts

QUORUM

The Working Party meetings will be considered quorate if three elected members from each council are present.

DECISION-MAKING POWERS

Decisions regarding the implementation of any recommendation rest separately with each Council.

METHOD OF APPROACH

The Working Party will convene every two weeks on an evening convenient to a majority of the Members. The first meeting is to be held in the week ending 16 July 2010. The meetings will alternate between Towcester and Banbury. Officers will facilitate a standard agenda for the meetings and maintain a record of decisions and actions, together with a risks and issues log which will be updated in time for each meeting.

INTERFACES & ASSUMPTIONS

There is a strong assumption that the product of the Working Party will interface with budget construction for both Councils for 2011/12 and the respective Medium Term Financial Strategies. A corollary of this is that care must be taken not to take separate (other) decisions about top tier(s) officer structures that might hamper or confuse the potential of this proposal while the Working Party is meeting to draw conclusions.

TIMETABLE

Week ending 16 July	Working Party to meet for the first time and agree workplan (officers to provide a draft workplan).
Mid September	Working Party members to report draft findings/recommendations to controlling and opposition groups
11 October Cabinet	Formal reports to Cherwell Executive and SNC
Late October/early November	Formal decisions made by both Councils

NOTE: This timeframe enables the results to be included in 2011/12 budget preparations and effectively allows any resulting recruitment/selection processes to be completed by the end of January 2011

30th June 2010