

Committee: Executive
Date: Monday 7 March 2011
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Barry Wood (Chairman)	Councillor G A Reynolds (Vice-Chairman)
Councillor Ken Atack	Councillor Norman Bolster
Councillor Colin Clarke	Councillor Michael Gibbard
Councillor James Macnamara	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 - 14)

To confirm as a correct record the Minutes of the meeting held on 7 February 2011.

Strategy and Policy

6. **Population and Household Projections for Cherwell and Key Implications for the Local Development Framework** (Pages 15 - 30) **6.35pm**

Report of Head of Planning Policy & Economic Development

Summary

To outline for members the updated population & household projections for Cherwell and to consider the implications in terms of proposed changes to the Local Development Framework procedures and the consideration of a locally determined level of growth for the district.

Recommendations

The Executive is recommended:

- (1) To note the information contained in this report and in the attached technical paper (Appendix 1).
- (2) To agree the emerging broad population and household figures for Cherwell District for the period up to 2026 set out in Appendix 1 as a basis for further work on the Core Strategy.

Service Delivery and Innovation

7. **Cherwell District Council's Response to Heavy Snow** (Pages 31 - 40) **6.55pm**

Report of Head of Environmental Services

Summary

To consider the Council's response to the heavy snow in December 2010 and improvements to that response in similar circumstances in the future.

Recommendations

The Executive is recommended:

- (1) To note the problems and issues which arose from the heavy snow fall prior to Christmas;
- (2) To approve the proposed actions to improve the Council's response to future severe winter weather events; and
- (3) To note that any proposed equipment purchased will be acquired within existing budgets during 2011/12

8. Kidlington Pedestrianisation and Traffic Regulation Order
(Pages 41 - 62)

7.05pm

Report of Head of Regeneration and Estates

Summary

To seek the Council's approval to enter into an agency agreement with Oxfordshire County Council, to formally promote a new Traffic Regulation Order for Kidlington High Street.

Recommendations

The Executive is recommended:

- (1) To approve an agency agreement between Oxfordshire County Council, the Highway Authority, and Cherwell District Council to enable Cherwell District Council to formally promote a new Traffic Regulation Order (TRO) for Kidlington High Street.

9. Proposals for High Speed Rail - HS2 (Pages 63 - 68)

7.10pm

Report of Strategic Director Planning, Housing and Economy

Summary

To provide information on the Government's intentions with regards to High Speed Rail and its impact upon the District, and to enable consideration of the need to co-operate with and financially contribute to an emergent group of Councils along the declared preferred route to contest the proposals.

Recommendations

The Executive is recommended:

- (1) To agree to join with other Authorities along the preferred route to campaign against the proposals.
- (2) To agree to the making available of up to £50,000 from Planning Control Reserve
 - (i) as a contribution towards the fund being formed to campaign against the proposals and;
 - (ii) To fund consultancy work required to assist in the detailed assessment of the impact upon individual properties and communities along the Cherwell section of the preferred route (notionally £20,000).
 - (iii) delegate to the Strategic Director Planning, Housing and Economy in consultation with the Portfolio Holder the final distribution of this funding
- (3) To ask the Planning Committee to steer the detailed assessment of impact and to make the Council's representations thereon.

- (4) To require the Strategic Director Planning, Housing and Economy to bring a further detailed report to the Executive towards the end of the consultation period to enable consideration of Council's formal response to the consultation.

Value for Money and Performance

10. **Performance and Risk Management Framework 2011/12** **7.30pm**
(Pages 69 - 104)

Report of Interim Chief Executive and Corporate Strategy and Performance Manager

Summary

This report outlines the Council's performance and risk management arrangements for 2011-2012 reviewed in the context of significant changes to the national performance and inspection regime.

Recommendations

The Executive is recommended:

- (1) To agree the proposed approach to performance and risk management for 2011/12 and request that these changes are reflected in the Council's Performance and Risk management Framework.
- (2) To agree the measures and risks that will make up the Council's performance and risk management framework for 2011/12 (appendix 1).
- (3) To request that officers report on any new performance requirements instigated by the government in the quarterly Executive reports throughout 2011/12 and work to identify and adopt examples of good practice nationally to ensure the Council's performance management remains robust and transparent.

11. **2011/12 Treasury Management Strategy and Treasury Management Practices** **7.45pm**
(Pages 105 - 110)

** Appendices 1 and 2 to this report to follow **

Report of Head of Finance

Summary

This report sets out the strategy and policy framework for treasury operations for 2011/12 and outlines the Treasury Management Practices for 2011/12.

It fulfils two key requirements of the Local Government Act 2003:-

- approval of the Treasury Management Policy in accordance with the CIPFA Code of Practice on Treasury Management; and

- approval of the Investment Strategy in accordance with the CLG investment guidance.

Recommendations

The Executive is recommended:

- (1) To recommend to Council approval of the Treasury Management Policy and Investment Strategy 2011/12.

12. Customer Service Value for Money Review and Customer Intelligence Project (Pages 111 - 172) **7.55pm**

Report of Interim Chief Executive

Summary

To consider the findings of the Value for Money (VFM) Review report and the Customer Intelligence Improvement report, and the recommendations arising from these.

Recommendations

The Executive is recommended:

- (1) To endorse the overall conclusions of the Customer Service VFM and Customer Intelligence reports
- (2) To adopt a new vision for Customer Service to 2013/14 (as set out in Annex 1) that seeks to reduce the cost of the service, retain or improve on existing levels of satisfaction, reduce avoidable contact, manage demand and encourage greater use of online services.
- (3) To commence a customer service transformation programme, involving all service areas, that will drive improvement in Customer Service through adopting smarter working methods to reduce avoidable contact and transactions, and through managing demand to reduce peaks and troughs in levels of transactions.
- (4) To adopt the key performance measures of speed of telephone response and call abandonment rate for the Council's corporate score card
- (5) To establish a two-year cost savings target of £257,462 for Customer Service that addresses the high cost of the service but in a sustainable way, with minimal impact on overall service to the public, as follows;
 1. Include the elimination of all vacant posts by 2012/13, to allow time for the new payment kiosks to reduce current workload, and seek to reduce the establishment by an additional 1 FTE per annum as the transformation programme reduces overall levels of contact
 2. Note savings of £125,654 built into the 2011/12 budget as follows;
 1. Install payment kiosks (saving £65,000) as approved

2. Remove a vacant customer service specialist post (saving £17,000)
 3. Remove vacant hours provision (saving £20,000)
 4. Reduce the establishment by 1FTE (saving £23,654)
3. Make savings of £131,808 in 2012/13 as follows;
1. Eliminating all remaining vacant posts (saving £85,154)
 2. Reducing the establishment by an additional 1 FTE as levels of contact decline through improved working (saving £23,654)
 3. Reducing accommodation costs through plans to move out of Bicester Market Square in 2012/13 (saving £23,000) as part of the town centre project, with the service being required to find this saving by other means should the scheme not progress by this date.
- (6) To include discussions on the nature and number of LinkPoint offices in the council's forthcoming work on the Medium Term Financial Strategy

13. Award of Contract for a Combined Insurance Programme for Cherwell District Council (Pages 173 - 176) **8.15pm**

Report of Head of Finance

Summary

To seek approval for the award of a contract for a Combined Insurance Programme with the deletion of one policy and the increasing of excesses to those agreed in October 2009.

Appendix 1 to this report is exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972.

Recommendations

The Executive is recommended:

- (1) To discontinue the insurance policy for money and increase excesses on a range of continuing policies.
- (2) To award a contract for a Combined Insurance Programme to Zurich Municipal for a period of three years from 1 April 2011 with the allowance purely at the discretion of the Council to extend by up to a further four years in one year increments.

Urgent Business

14. Urgent Business

Any other items which the Chairman has decided is urgent.

15. Exclusion of the Press and Public

The following report(s) contain exempt information as defined in the following paragraph(s) of Part 1, Schedule 12A of 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 item has 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 item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.”

16. Award of Contract for a Combined Insurance Programme for Cherwell District Council - Exempt Appendix 1 (Pages 177 - 178) 8.20pm

(Meeting scheduled to close at 8.25 pm)

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to 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.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

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

Ian Davies
Interim Chief Executive

Published on Friday 25 February 2011