

Committee: Executive
Date: Monday 5 September 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 John Donaldson	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 - 22)

To confirm as a correct record the Minutes of the meetings held on 4 July 2011 and 26 July 2011.

Strategy and Policy

6. Cherwell Economic Development Strategy (Pages 23 - 92) 6.35 pm

Report of Head of Planning Policy and Economic Development

Summary

To ask the Executive to approve a final version of the Economic Development Strategy 2011 – 2016 for subsequent consideration by the Local Strategic Partnership Board.

Recommendations

The Executive is recommended:

- (1) To approve the Economic Development Strategy, attached as appendix 1, to this report to go forward to the Board of the Local Strategic Partnership (LSP) for final approval.
- (2) To authorise the Head of Planning Policy & Economic Development in conjunction with the Lead Member for Estates to agree any further non substantive changes to the document following this Committee and either prior to, or following, its consideration by the LSP Board at the end of this month.

Service Delivery and Innovation

7. Overview and Scrutiny Reports: Commissioning of Advice, Volunteering and Voluntary Car Driving Schemes in Cherwell (Pages 93 - 116) 6.45 pm

Report of Interim Head of Legal and Democratic Services

Summary

To consider the overview and scrutiny report on Commissioning of Advice, Volunteering and Voluntary Car Driving Schemes in Cherwell.

The Chairman of the Overview and Scrutiny Committee will attend the meeting to present the reports.

Recommendations

The Executive is recommended:

- (1) To note the work of the Overview and Scrutiny Committee scrutiny review into the Council's approach to Commissioning of Advice, Volunteering and Voluntary Car Driving Schemes in Cherwell.
- (2) To note the Overview and Scrutiny Committee's support for the Executive's decision to proceed with the commissioning project.

8. Car Park Order Notice (Pages 117 - 120)

6.55 pm

Report of Head of Safer Communities, Urban and Rural Services

Summary

To advise Members of any objections to the Cherwell District Council (Off-Street Parking Places) (Banbury, Bicester and Kidlington) Order advertised on 4 August 2011 and to seek authority to make the Order subject to any objections received.

Recommendations

The Executive is recommended:

- (1) To receive and deal with any objections to the Order (these will be tabled at the meeting).
- (2) To authorise formal Order Making on final proposals for implementation on, or as soon after, 11 November 2011 as is practicable.

9. Kidlington Pedestrianisation and Traffic Regulation Order
(Pages 121 - 124)

7.05 pm

Report of Head of Regeneration and Estates

Summary

To seek approval to make a new Traffic Regulation Order for Kidlington High Street.

Recommendations

The Executive is recommended:

- (1) To approve the making of a new Traffic Regulation Order (TRO) for Kidlington High Street.

10. Bicester Civic Building (Pages 125 - 136)

7.15 pm

Report of Head of Regeneration and Estates

Summary

To consider the brief and options for the procurement of a new civic building for Bicester, and determine the preferred method of procuring this building.

Recommendations

The Executive is recommended:

- (1) To resolve that the Council pursue the development of the Franklins Yard car park site with a new civic building, to comprise offices and a public library, together with a proposed hotel, on the basis that the Council finances the development in return for a future revenue income, subject to the terms of

the pre-letting agreements being approved by this Committee, and completed, prior to the scheme being committed.

- (2) That any costs or expenses incurred in fees and expenses necessary to progress this proposal being met from the existing capital approval for the Bicester town centre redevelopment scheme.
- (3) To earmark £5m of general capital receipts to this project and a further report be submitted seeking the necessary capital approval, when the costs and income achievable are known.

11. Award of Contracts for the Design, Supply and Installation of Photovoltaic Panels to Six Commercial Buildings for Cherwell District Council 7.30 pm
(Pages 137 - 142)

Report of Head of Regeneration and Estates

Summary

To seek approval to award six contracts for the Design, Supply and Installation of Photovoltaic Panels to six commercial buildings for Cherwell District Council.

Recommendations

The Executive is recommended:

- (1) Award contracts for Lots 1, 2 and 6 to the companies identified in the exempt Appendix 1.
- (2) Subject to finalising negotiations with Parkwood Leisure Ltd and in consultation with the Lead member for Financial Management and the Head of Finance award contracts for Lots 3, 4 and 5 to the companies identified in the exempt Appendix 1.

Value for Money and Performance

12. Value For Money Review of Vehicle Maintenance and Fleet Management 7.35 pm
(Pages 143 - 150)

Report of Strategic Director for Environment and Community, Head of Environmental Services and Improvement Project Manager

Summary

To consider the findings of the Value for Money Review of Vehicle Maintenance and Fleet Management and the recommendations arising from the report.

Recommendations

The Executive is recommended to:

- (1) Endorse the VFM conclusion that the service offers good value for money and has actively driven down its cost base, providing a top performing, high quality service.

- (2) Adopt the Service Plan Framework as a guide for the service in future years including areas for future improvements, savings and increased income.
- (3) Note the projected MOT Bay income shortfall in 2011/12 and the plans in place to reduce costs and increase income to address the shortfall in-year.
- (4) Agree the following recommendations to achieve additional savings and income:
 - £8k per annum from 2012/13, through improved fleet procurement and reduced spending on parts
 - Potential future revenue savings and income of £12k from a number of sources including working in partnership with other agencies, neighbouring councils and procurement partnerships
 - Additional new capital income source totalling £12k in both 2011/12 and 2012/13, rising to £24k in future years, as a result of improving the re-sale value achieved at auction from Council-owned equipment.

13. Performance and Risk Management Framework 2011/12 First Quarter Performance Report (Pages 151 - 192) **7.45 pm**

Report of Chief Executive and Corporate Strategy and Performance Manager

Summary

This report covers the Council's performance for the period 1 April to 30 June 2011 as measured through the Performance Management Framework.

Recommendations

The Executive is recommended:

- (1) To note the many achievements referred to in paragraph 1.4.
- (2) To request that officers report in the second quarter on the items identified in paragraph 1.5 where performance was below target or there are emerging issues.
- (3) To agree the responses identified to issues raised in the end of year performance report in paragraph 2.1 or to request additional action or information.

14. Quarter 1 Finance Report (Pages 193 - 212) **8.00 pm**

Report of Head of Finance

Summary

This report summarises the Council's Revenue and Capital performance for the first 3 months of the financial year 2011/12 and projections for the full 2011/12 period. These are measured by the budget monitoring function and reported via the

Performance Management Framework (PMF) informing the 2011/12 budget process currently underway.

To receive information on treasury management performance and compliance with treasury management policy during 2011/12 as required by the Treasury Management Code of Practice.

Recommendations

The Executive is recommended:

- (1) To note the projected revenue & capital position at June 2011.
- (2) To note the Q1 performance against the 2011/12 investment strategy and the financial returns from each of the 3 funds.
- (3) To note the contents and the progress against the Corporate Procurement Action Plan (detailed in Appendix 1) and the Procurement savings achieved at June 2011 (detailed in Appendix 2).

15. 2012/13 Budget Strategy, Service & Financial Planning Process and 2012/13 Budget Guidelines (Pages 213 - 230) **8.10 pm**

Report of Head of Finance and Corporate Strategy and Performance Manager

Summary

To inform the Executive of the service and financial planning process for 2012/13, approve 2012/13 budget strategy and to agree budget guidelines for issue to service managers to enable the production of the 2012/13 budget and update the Medium Term Financial Strategy for 2012/13 onwards.

Recommendations

The Executive is recommended to:

- (1) Note the latest forecast for the Council's revenue budget for 2012/13 to 2015/16 at Para 2.17.
- (2) Note the preliminary results from the public consultation and proposed prioritisation framework at Appendix 1.
- (3) To endorse the overall 2012/13 budget strategy and service and financial planning process set out in the report.
- (4) Consider and agree the proposed budget guidelines and timetable for 2012/13 budget process. (Appendix 2 and 3)

Urgent Business

16. Urgent Business

Any other items which the Chairman has decided is urgent.

17. Exclusion of the Press and Public

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

1 – Information relating to any individual

2 – Information which is likely to reveal the identity of an individual

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

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

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 paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.”

18. **Award of Contracts for the Design, Supply and Installation of Photovoltaic Panels to Six Commercial Buildings for Cherwell District Council - Exempt Appendix 1** (Pages 231 - 232) **8.15 pm**
19. **Woodgreen Leisure Centre - Leisure Management Contract** (Pages 233 - 238) **8.20 pm**
20. **Value For Money Review of Public Protection** (Pages 239 - 256) **8.25 pm**

(Meeting scheduled to close at 8.35 pm)

Information about this Agenda

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.

Queries Regarding this Agenda

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

Evacuation Procedure

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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.

Sue Smith
Chief Executive

Published on Monday 18 July 2011