



### **Summary of the decisions taken at the meeting of the Executive held on Monday 7 September 2015**

1. Date of publication of this summary: 8 September 2015
2. Decisions (if any) taken as a matter of urgency under Overview and Scrutiny Procedure Rules as set out in the Constitution (and not therefore subject to the call-in procedure): None
3. Date by which notice of call-in of any of the following decisions must be received in writing by the Chief Executive (see notes below):- Noon on Friday 11 September 2015
4. Notes:-
  - (a) For background documentation to the following decisions, please refer to the agenda and supporting papers (copies of which are available on the Council's website ([www.cherwell.gov.uk](http://www.cherwell.gov.uk)) or from Democratic Services);
  - (b) Notice of call-in must be submitted in writing, by email or text to the Chief Executive by the deadline specified above, and must state the reason or reasons why "call-in" has been requested;
  - (c) Call-in can be requested by any six non-executive members of the Council.  
However, if at any point during a municipal year the total number of opposition councillors is six or less the total number of non-executive members required to call-in a decision shall be the total number of opposition councillors less two.
  - (d) Decisions not called-in by the deadline specified above will become effective immediately the deadline has expired (unless they are recommendations to the Council).
  - (e) The Council has stipulated that the call-in procedure should not be used to challenge decisions as a matter of course and should be used only when fully justified.

**Sue Smith**  
**Chief Executive**

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p><b>Agenda Item 6 Quarter 1 2015/16 Performance Report</b></p> <p>Report of Head of Transformation</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <p>1.1 Note the achievements referred to in paragraph 3.1 (Table 1).</p> <p>1.2 Identify any performance related matters for review or consideration in future reports identified in paragraph 3.2 (Table 2).</p> <p>1.3 Consider any oral</p>	<p><b>Resolved</b></p> <p>(1) That the following achievements be noted: Neighbourhoods blitzes; Processing of Housing Benefit (HB) Claims; Continue to support skills development; Contribute to the creation and safeguarding of jobs; Processing of planning applications; Car parking revenue; and, Council Tax / NNDR Collections.</p> <p>(2) That the following performance related matters be identified for review or consideration in future</p>	<p>In this report we show that the Council has again commenced the new performance year well, building on the high performance of 2014/15 and continuing the positive impact upon the 4 strategic priorities for our District that we set out to achieve. There are a small number of areas which the Council needs to keep under review to ensure targets are met and actions delivered. These and the rest of the business plan will be closely monitored over the next quarter and reported through the performance management framework.</p>	<p>Option 1: To note the report</p> <p>Option 2: To request additional information on items and/or add to the work Programme for review and/or refer to Overview and Scrutiny</p>	<p>None</p>

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<p>feedback on performance issues from Overview &amp; Scrutiny Committee at its meeting on 1 September 2015 provided directly to The Leader.</p>	<p>reports: Establish new management arrangements for Stratfield Break Sports Group on behalf of Kidlington Parish Council; Fly Tips Recorded; Fly Tip Enforcement Actions; ASB/Nuisance Cases responded to and resolved; Carbon management plan; and, 3-way Joint Working with SNC and SDC : Transformation.</p> <p>(3) That the lack of feedback on performance issues from the Overview &amp; Scrutiny Committee at its meeting on 1 September 2015 provided directly to The Leader be noted.</p>			

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<p><b>Agenda Item 7</b> <b>Quarter 1 2015-16 - Revenue and Capital Budget Monitoring Report</b></p> <p>Report of Director of Resources</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To note the projected revenue and capital position at June 2015.</p>	<p><b>Resolved</b></p> <p>(1) That the projected revenue and capital position at June 2015 be noted.</p>	<p>In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is reported monthly to the Joint Management Team and formally to the Budget Planning Committee on a quarterly basis.</p> <p>The revenue and capital expenditure in Q1 has been subject to a detailed review by Officers and reported monthly to management as part of the corporate dashboard.</p>	<p>Option 1: This report illustrates the Council's performance against the 2015-16 Financial Targets for Revenue and Capital. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.</p>	<p>None</p>
<p><b>Agenda Item 8</b> <b>Annual Review and Report of the Brighter Futures in Banbury Programme</b></p>	<p><b>Resolved</b></p> <p>(1) That the Brighter Futures in Banbury Programme progress</p>	<p>The Brighter Futures partnership has for several years continued to work effectively in focussing the best use of resources on</p>	<p>Given the very wide ranging nature of the Brighter Futures Programme, there can be many different options and</p>	<p>None</p>

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<p>Report of Director of Community and Environment</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <p>1.1 Note both the Brighter Futures in Banbury Programme progress made in 2014/15 and the areas requiring continuous improvement.</p> <p>1.2 Support the change in approach to partnership activity.</p> <p>1.3 Support the new priorities from 2015/16.</p> <p>1.4 Receive a further detailed report on the changes to the County</p>	<p>made in 2014/15 and the areas requiring continuous improvement be noted.</p> <p>(2) That the change in approach to partnership activity be supported.</p> <p>(3) That the new priorities from 2015/16 be supported.</p> <p>(4) That a further detailed report on the changes to the County Council's Children's Early Intervention Services to enable the Council to contribute to the formal consultation process be received.</p>	<p>those most in need. The work of the six themes is proving valuable but continuous improvement remains to be achieved as there are still specific areas of concern which are well below comparative averages.</p> <p>The context in which the partnership is operating is changing in relation to population, funding and organisational change. Organisational and service change in a partnership context is particularly challenging. This combined with future significant budget and service cuts means that it is even more important for the Council to lead and concentrate partnership resources to best effect.</p> <p>The Programme to date has</p>	<p>permutations of key priorities, areas of focus and mechanisms to progress. Therefore, no specific alternative options are identified.</p>	

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<p>Council's Children's Early Intervention Services to enable the Council to contribute to the formal consultation process.</p>		<p>been progressed based on a number of theme lead meetings for coordination purposes and occasional wider Steering Group meetings to consider the overall Programme and its direction. This has required support from CDC to administer and is dependent on the availability of key representatives in different organisations being able to attend. This has proven to be challenging on occasions due to the additional pressures caused by regular changes in partnership organisations.</p> <p>The recently obtained 2011 census information has identified changes in the make-up of the ward population in relation to a big increase in private rented households, an increase in</p>		

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		<p>single adults, lone parents and HMOs, increasing ethnic diversity, and specific issues such as a lack of qualifications of lone parents. Of particular concern is the comparatively high level of child poverty in our wards.</p> <p>It is important to periodically review the Programme and in light of the scale and nature of the challenges described above, now is an appropriate time. When doing so, there is a need to take account of current strengths and to consider what other partnership opportunities there are along with specific issues which are relevant to the people of the wards being supported. This is why the proposed wider partnership activity concentrating on child poverty, health inequalities,</p>		

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		employability and supporting the most vulnerable are all inter related, relevant to the Brighter Future's Programme's objectives and capture other partnership opportunities which are in place.		
<p><b>Agenda Item 9 Empty Homes Premium</b></p> <p>Report of Head of Finance and Procurement</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To recommend to Council that an Empty Homes Premium of 50% be introduced from 1 April 2016 for properties that have</p>	<p><b>Resolved</b></p> <p>(1) That Full Council be recommended to agree that an Empty Homes Premium of 50% be introduced from 1 April 2016 for properties that have been empty for over two years.</p>	<p>From 1 April 2013, Local Authorities have been able to charge a premium on a class of property which has been unoccupied and unfurnished for a period of two years or more. The premium can be up to 50% on the property.</p> <p>The decision to make a determination is made under Section 11B of the Local Government Finance Act 1992 and is made at the discretion of the Council. The Government has provided</p>	<p>Option 1: To decide not to make a recommendation to Council on introducing an Empty Homes Premium of 50%.</p>	<p>None</p>



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<p>been empty for over two years.</p>		<p>guidance as to which properties should be charged the premium but ultimately, the decision is one for members to make.</p>		
<p><b>Agenda Item 10 Proposal for a Joint Economic Growth Service with South Northamptonshire Council</b></p> <p>Report of Head of Strategic Planning and the Economy</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To consider the attached final business case and the consultation responses in relation to non-staffing matters as</p>	<p><b>Resolved</b></p> <p>(1) That the exempt final business case and the consultation responses in relation to non-staffing matters be considered and noted.</p> <p>(2) That it be noted that the exempt business case would be considered by the Joint Commissioning Committee with regard to staffing matters on 1 October 2015 and this would include</p>	<p>The business case represents a major milestone in the revised transformation programme across CDC and SNC. The proposed joint team would provide an improved and strengthened service to support economic growth in each district by existing businesses and those looking to invest by working together, sharing expertise and best practice and taking advantage of economies of scale and providing resilience.</p>	<p><u>Option 1: Retain the status quo</u></p> <p>Retaining the status quo is an option should Members wish to do so as each team has demonstrated its effectiveness in delivering economic growth and each Council has examples of best practice. However, retaining the status quo would limit the opportunities available to progress the work carried out by Deyton Bell and the recommendations from the LGA report, including collaboration and moving towards an 'open for</p>	<p>None</p>

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<p>outlined in section 5.1.</p> <p>1.2 To note that the business case will be considered by the Joint Commissioning Committee with regard to staffing matters on 1 October 2015. This will include consultation responses from affected staff and trade union representatives.</p> <p>1.3 To approve and implement the proposed final business case to share a joint Economic Growth Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet and approval of the staffing implications by the Joint</p>	<p>consultation responses from affected staff and trade union representatives.</p> <p>(3) That the implementation of the proposed final business case to share a joint Economic Growth Service between CDC and South Northamptonshire Council (SNC) be approved, subject to similar consideration and approval by SNC Cabinet and approval of the staffing implications by the Joint Commissioning Committee.</p> <p>(4) That authority be</p>		<p>business' approach. The 'do-nothing' option is not recommended.</p> <p><u>Option 2: Two-way shared service with a single Economic Growth Manager</u></p> <p>An alternative two way shared service structure has been considered. This would see an additional post 'Economic Growth Manager' reporting directly to the Head of Service and having line management responsibility over the two team leaders.</p> <p>This option has been discounted as the preferred option of two Lead Officers is an affordable model that provides geographic focus for the partners and</p>	

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<p>Commissioning Committee.</p> <p>1.4 To delegate to the Head of Strategic Planning and the Economy in consultation with the Leader of the Council any non-significant amendment that may be required to the business case following the decision by SNC Cabinet and/or the Joint Commissioning Committee.</p>	<p>delegated to the Head of Strategic Planning and the Economy, in consultation with the Leader of the Council, to make any non-significant amendment that may be required to the business case following the decision by SNC Cabinet and/or the Joint Commissioning Committee.</p>		<p>reflects the different priorities and economies of each district. Adding an additional service manager would represent a cost increase on the proposed structure. This option could be re-visited in the future should additional partners join the structure or significant changes occur to the organisational structure of the Councils.</p> <p><u>Option 3: Three-way collaboration and shared service with Stratford-on-Avon District Council.</u> A three-way collaboration with SDC is certainly a realistic option and has been given serious consideration. However, while it remains possible to progress with certain economic collaboration</p>	

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			<p>activities with SDC and this should be encouraged where it benefits all parties, due to the SDC Council decision in December no further formal shared service projects are being considered across the three Councils at this time.</p> <p><u>Option 4: Three-way collaboration and shared service with other partners.</u> A three-way collaboration with other partners is certainly an option to consider in the future, as there are clear benefits to wider economic growth collaboration.</p> <p>However, other than SDC (considered above) there are no other existing relationships at a sufficient</p>	

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			<p>stage to consider as part of a three-way shared service at this point. The process of developing such a relationship is likely to be lengthy and while this option should be considered again in the future, it should not be pursued at this time to the detriment of other options.</p> <p>The approach in the recommendations is believed to be the best way forward. The proposal is to establish a Joint Economic Growth service between CDC and SNC and to begin a programme of collaboration and alignment including the sharing of best practice, aligning strategies and developing common projects.</p>	

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<p><b>Agenda Item 11</b> <b>Asset Management Strategy Action Plan Update</b></p> <p>Report of Commercial Director (Bicester) and Head of Housing and Regeneration</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <p>1.1 Note the updates on the priority actions arising from the Asset Management Plan set out in exempt Appendix 1.</p> <p>1.2 Approve the allocation of up to £120k from earmarked reserves, which will allow the</p>	<p><b>Resolved</b></p> <p>(1) That updates on the priority actions arising from the Asset Management Plan (exempt annex to the Minutes as set out in the Minute Book) be noted.</p> <p>(2) That the allocation of up to £120k from earmarked reserves, which will allow the progression of the key activities which focus on the priority actions arising from the Asset Management Strategy Review (exempt annex to the Minutes as set out in the Minute Book) be approved.</p>	<p>It is important that adequate resource and a number of specialist reviews are available during this financial year in order to inform the work programme, capital programme and current strategic development projects. It has been estimated that the resources required in 2015/16 can be met from windfall income or earmarked capital receipts subject to Executive approval.</p>	<p>There is an option not to provide funding during 2015/16 and submit bids for the 2016/17 budget process. This is not recommended as a number of priority actions require resources now as they impact on other Council projects and priorities.</p>	<p>None</p>

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<p>progression of the key activities which focus on the priority actions arising from the Asset Management Strategy Review (exempt Appendix 2) and detailed in Section 1-4 of exempt Appendix 1.</p> <p>1.3 Approve the use of £80k of the approved The Hill Youth and Community Centre capital budget to progress the Hill project to the next stage as outlined in section 4 of exempt Appendix 1</p> <p>1.4 Note that a comprehensive project plan is being monitored through the Accommodation Asset Strategy Board to</p>	<p>(3) That the use of £80k of the approved The Hill Youth and Community Centre capital budget to progress the Hill project to the next stage as be approved.</p> <p>(4) That it be noted that a comprehensive project plan was being monitored through the Accommodation Asset Strategy Board to ensure the vision set out in the 2014–2019 Asset Review and Strategy (exempt annex to the Minutes as set out in the Minute Book) would be delivered by 2019 and that progress against this action plan would</p>			

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<p>ensure the vision set out in exempt Appendix 2 will be delivered by 2019. Progress against this action plan will be presented to the Executive in March 2016.</p>	<p>be presented to the Executive in March 2016.</p>			
<p><b>Agenda Item 12 Graven Hill Update</b></p> <p>Report of Director of Resources and Commercial Director (Bicester)</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <p>1.1 Note the significant progress being carried out by the Graven Hill</p>	<p><b>Resolved</b></p> <p>(1) That the significant progress being carried out by the Graven Hill Development Company be noted.</p> <p>(2) That the 2015/16 Business Plan and objectives be approved.</p> <p>(3) That the updated Financial Forecast</p>	<p>As at 24 August 2015 (latest Board Meeting) the work programme for Graven Hill is on track in terms of current programme, budget and risk management.</p> <p>This is a significant investment for the Council and one that is innovative and delivers many positive benefits to the District. It is therefore imperative that the strong governance that has been put place continues to</p>	<p>There is an option to ask for a further review of the vision document and financial forecast.</p>	<p>None</p>



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<p>Development Company as set out in Appendix 1.</p> <p>1.2 Approve the 2015/16 Business Plan and objectives as set out in Appendix 1.</p> <p>1.3 Approve the updated Financial Forecast as set out in Appendix 2 and ask officers to reflect the changes from the baseline model into Council financial forecasts and funding plans.</p> <p>1.4 Approve the membership of the Partnering Board in Para 3.16. This group have responsibility for safeguarding the Council's equity</p>	<p>(exempt annex to the minutes) be approved and officers asked to reflect the changes from the baseline model into Council financial forecasts and funding plans.</p> <p>(4) That subject to (6) below the membership of the Partnering Board be approved as follows: 5 Elected Members - Leader of the Council, Lead Member for Financial Management, Lead Member for Housing, Lead Member for Estates and the Economy and the Leader of the Opposition group and the Council's S 151 Officer and the</p>	<p>actively manage the work programme, budgets, risks and mitigations.</p> <p>The Partnering Board has as per the governance arrangements actively managed and monitored the delivery of the initial work programme and financial appraisal of the development company. The vision document and updated financial appraisal has been reviewed in detail and is presented to the Executive for ratification.</p> <p>The Executive will receive an update in Q4 on progress against the targets.</p>		

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<p>investment and lending to the Company by undertaking more detailed monitoring of the Business Plan and providing advice and recommendations to Executive.</p> <p>1.5 Consider the addition of a member of the Overview and Scrutiny Committee to the membership of the Partnering Board as set out in paragraph 3.17 such member, if approved, to be appointed to the Board by the Overview and Scrutiny Committee at its next meeting.</p>	<p>Monitoring Officer.</p> <p>(5) That it be noted that the Partnership Board has responsibility for safeguarding the Council's equity investment and lending to the Company by undertaking more detailed monitoring of the Business Plan and providing advice and recommendations to Executive.</p> <p>(6) That the addition of a member of the Overview and Scrutiny Committee to the membership of the Partnering Board be approved and that the Overview and Scrutiny Committee be</p>			

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	requested to appoint a member to the Board at its next meeting.			
<b>Agenda Item 17 Dry Recycling Contract</b>  Exempt Report of Head of Environmental Services	<b>Resolved</b>  (1) As set out in the exempt decision notice.  (2) As set out in the exempt decision notice.	As set out in the exempt decision notice	Option 1: Approve the recommendations as set out.  Option 2: Reject the recommendations and accept the proposed price reduction.  Option 3: Ask officers to develop alternative options.	None
<b>Agenda Item 18 Revenues and Benefits Service Options</b>  Exempt Report of Head of Finance and Procurement	<b>Resolved</b>  (1) As set out in the exempt decision notice.	As set out in the exempt decision notice.	As set out in the exempt decision notice.	None

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	(2) As set out in the exempt decision notice.			
<p><b>Agenda Item 19 Highway Verge Grass Cutting</b></p> <p>Exempt Report of Director of Community and Environment</p>	<p><b>Resolved</b></p> <p>(1) That the action taken to address in part the 2015 highway verge difficulties in Cherwell's three urban parishes be noted and supported.</p> <p>(2) That Oxfordshire County Council (OCC) be requested to reinstate a highway verge grass cutting agency agreement for 2016 with this Council for Bicester and Kidlington/Gosford &amp; Water Eaton for five years.</p>	<p>The inadequacy of the highway verge grass cutting standards in 2015 in Cherwell's three urban parishes and the widespread adverse public response prompted the need for immediate action given OCC's stance of only undertaking one grass cut. The town councils of Banbury and Bicester agreed a 2015 response through the use of Cherwell's landscape management contractor for additional two cuts which mitigated in part the difficulties caused.</p> <p>However, there is a need to consider putting in place</p>	<p>Option 1: to repeat the supplementary cuts arrangement in 2015. This approach has not been well received due to the late start by OCC, the grass height between cuts and the subsequent significant arisings remaining and has been confusing for the public because of no clarity regarding about who is responsible. It also carries the risk that OCC can unilaterally change its cutting schedule with little time for this Council to respond through its own contractor.</p>	<p>None</p>

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	<p>(3) That Cherwell District Council supports Banbury Town Council to achieve the same for Banbury.</p> <p>(4) That Cherwell District Council offers to share the additional costs net of any OCC funding on a 50:50 basis with the urban parishes to achieve a reinstatement of the 2014 highway verge grass cutting standards.</p> <p>(5) That the additional cost to Cherwell District Council of the 2015 action be included in the mid-year budget review process and the longer</p>	<p>alternative longer term, cost efficient arrangements which avoid a repetition of the 2015 difficulties. The options considered are to repeat the approach in 2015 with supplementary grass cuts funded jointly with the urban parishes or to reinstate the OCC agency agreement in the most cost efficient and best value way.</p> <p>The recommended approach for the future is to reinstate the agency agreement for grass cutting on the highway verges of the three urban areas (albeit there will be two agreements to accommodate a more cost efficient Banbury solution) and through this plus the reduced funding from OCC, to reinstate the grass cutting standard of 2014 with the additional cost</p>	<p>Option 2: to do nothing and allow OCC to continue with two cuts of urban area highway verges. This will result in a repeat of the significant adverse public reaction experienced in 2015.</p>	

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	term proposal be considered as a growth item in the 2016/17 draft Revenue Budget process.	shared on a 50:50 basis between this Council and the urban parishes.		
<p><b>Agenda Item 20 New Woodgreen Leisure Centre Management Contract and Facility Improvements</b></p> <p>Exempt Report of Director of Community and Environment</p>	<p><b>Resolved</b></p> <p>(1) That the evaluation process outcome and conclusion be noted.</p> <p>(2) That the evaluation conclusion to invite remaining bidders to submit final tenders as indicated in the report be supported.</p> <p>(3) That the request in the final tenders in relation to the loss of whole or part of the bowls hall not be supported.</p>	As set out in the exempt decision notice.	As set out in the exempt decision notice.	None

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	<p>(4) That the analysis of the financial implications arising from this report for this stage in the process be noted.</p> <p>(5) That both mandatory variants of lifecycle annual maintenance and utility tariff risk be included in the request for final tenders.</p> <p>(6) That the retained, shared and transferred risk approach be supported.</p> <p>(7) That the progress of all other aspects of the project be noted.</p> <p>(8) That the approach taken with Oxfordshire County Council in</p>			

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	<p>relation to the incorporation of the Woodgreen Library be supported.</p> <p>(9) That the timeline and key decision dates of the project plan be noted.</p> <p>(10) That Full Council be recommended to approve a supplementary capital estimate of up to £130,000 in order to undertake the priority building works prior to new contract commencement.</p>			