

**Committee:** Executive  
**Date:** Monday 3 October 2016  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### **Membership**

<b>Councillor Barry Wood (Chairman)</b>	<b>Councillor G A Reynolds (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Colin Clarke</b>
<b>Councillor John Donaldson</b>	<b>Councillor Tony Ilott</b>
<b>Councillor Kieron Mallon</b>	<b>Councillor D M Pickford</b>
<b>Councillor Lynn Pratt</b>	<b>Councillor Nicholas Turner</b>

## **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 - 12)

To confirm as a correct record the Minutes of the meeting held on 5 September 2016.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Report on Refresh of Oxfordshire Local Enterprise Partnership (OxLEP) Strategic Economic Plan** (Pages 13 - 88) **6.35pm**

Report of Head of Strategic Planning and the Economy

**Purpose of report**

To consider the 2016 refresh of the OxLEP Strategic Economic Plan.

**Recommendations**

The meeting is recommended:

- 1.1 To endorse the refreshed Strategic Economic Plan in principle.

8. **Heritage Partnership Agreement (HPA) - RAF Bicester** (Pages 89 - 178) **6.45pm**

Report of Head of Development Management

**Purpose of report**

To seek the agreement of Executive to adopt the Heritage Partnership Agreement.

**Recommendations**

The meeting is recommended:

- 1.1 To adopt the Heritage Partnership Agreement (Appendix 1).

9. **Fly tipping and Environmental Enforcement** (Pages 179 - 186) **6.55pm**

Report of Head of Environmental Services

**Purpose of report**

To update the Executive on fly tipping and make the Executive aware of the planned actions to reduce the number of fly tip instances.

## **Recommendations**

The meeting is recommended:

- 1.1 To note the rise in fly tipping recorded in 2015/16 following several years of small fluctuations.
- 1.2 To note the successes of the Environmental Enforcement Team in bringing action against fly tippers.
- 1.3 To support the proposed actions including the introduction of fixed penalty notices for small fly tips.

## **10. Establishment of Joint Local Authority Owned Companies (Pages 187 - 196)**

Report of Assistant Director - Transformational Governance

### **Purpose of report**

To begin the process of establishing joint local authority owned companies to deliver the savings identified in business cases for joint working and/or business transformation.

### **Recommendations**

The meeting is recommended to agree the following recommendations from the Joint Commissioning Committee:

- 1.1 To note the legal, financial and human resources work that is taking place with regard to the establishment of the companies.
- 1.2 To note the decision of the Joint Commissioning Committee to appoint a Joint Shareholder committee as a sub-committee of the Joint Commissioning Committee consisting of four councillors (2 CDC and 2 SNC) with the terms of reference as set out in section 3 of this report.
- 1.3 To agree that the Joint Commissioning Committee be given delegated powers to take all executive decisions with regard to any established and future shared service and ally executive decisions relating to any joint local authority owned company established pursuant to a shared service business case, subject to a similar decision being taken by the SNC Cabinet.
- 1.4 To agree that delegated authority be given to the Joint Commissioning Committee to approve the nomination of elected Members and officers to be appointed as Directors by joint local authority owned companies, subject to a similar decision being taken by the SNC Cabinet.
- 1.5 To agree that officers be requested to establish and register joint local authority owned companies limited by shares comprising a principal Company to be wholly owned by the Councils in equal shares and a subsidiary trading company to be majority owned by the principal company with a minority interest owned by the Councils to enable the Revenues and

Benefits Business Case and other future commercial opportunities to be achieved, subject to a similar decision being taken by the SNC Cabinet.

1.6 To agree that delegated authority be given to the Chief Finance Officer in consultation with members of the Joint Shareholder Committee to take all measures necessary to enable the establishment of jointly owned companies, where business cases have been agreed, subject to a similar decision being taken by the SNC Cabinet.

1.7 To note that the Joint Commissioning Committee have requested officers to prepare a detailed implementation plan including a draft business case, financial model, articles of association, shareholder agreement and communications plan for the creation of the companies to be considered by the Joint Commissioning Committee.

**11. Council Tax Reduction Scheme 2017-2018 (Pages 197 - 202) 7.05pm**

Report of Chief Finance Officer

**Purpose of report**

To provide members with an update on the current Council Tax Reduction Scheme (CTRS) and the changes to discounts, including the impact on collection rates, and to provide members with options to consider for a Council Tax Reduction Scheme for 2017-2018 and to seek approval to consult on the approved option.

**Recommendations**

The meeting is recommended:

- 1.1 To note the contents of the report and any financial implications for the Council.
- 1.2 To approve the recommendation made by Budget Planning Committee to consult on Option 1 – no change to the current Council Tax Reduction Scheme or Council Tax discounts for 2017-2018 and to change only the detail of the scheme to update the Pensioner Regulations as prescribed by DCLG and to update the Working Age Regulations amounts in line with Housing Benefit.

**12. Efficiency Plan - 2017/18 to 2021/22 (Pages 203 - 212) 7.10pm**

Report of Chief Finance Officer

**Purpose of report**

To provide Executive with details of the Council's Efficiency Plan 2017/18 to 2021/22 for approval.

**Recommendations**

The meeting is recommended:

1.1 To approve the Efficiency Plan 2017/18 to 2021/22 (Appendix 1).

**13. Budget Guidelines 2017/18 (Pages 213 - 226)**

**7.20pm**

Report of Chief Finance Officer

**Purpose of report**

To set out the Budget Process for 2017/18, approve the 2017/18 Budget Strategy and agree the budget guidelines for issue to service managers.

To present the most recent Medium Term Revenue Plan (MTRP).

**Recommendations**

The meeting is recommended to:

- 1.1 Note the updated MTRP for the Council's revenue budget for 2017/18 to 2021/22 (Appendix 3)
- 1.2 Endorse the overall 2017/18 budget strategy and service and financial planning process set out in the report.
- 1.3 Consider and agree the proposed budget guidelines and timetable for 2017/18 (Appendices 1 and 2).

**14. Amendment to Membership of Shareholder Committee**

**7.30pm**

At the 18 July 2016 Special meeting of Executive, Members resolved to establish a Shareholder Committee as a three member sub-committee of Executive as the means by which the council shall:

- be the body for approving council nominated non-executive directors, and approving best practice policies in relation to such appointments, considering any reserved shareholder matters within the company articles;
- be responsible for agreeing and approving the framework within which the council interfaces with Council owned/influenced companies;
- exercise strategic functions flowing from the councils ownership of shares.

At the meeting, the Leader, Lead Member for Financial Management and Lead Member for Housing were appointed to the Shareholder Committee.

The Lead Member for Housing has since resigned from the Committee and Executive is therefore requested to make a replacement appointment.

**Recommendation**

The meeting is recommended:

- (1) to appoint a Member to the Shareholder Committee.

## 15. Exclusion of the Press and Public

The following items contain exempt information as defined in the following paragraphs 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 items have been marked as exempt, it is for the meeting to decide whether or not to consider it 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.

No representations have been received from the public requesting that these items be considered in public.

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

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

## 16. Budget Guidelines 2017/18 - Exempt Appendix (Pages 227 - 228)

## 17. Contract Award - Temporary Accommodation (Pages 229 - 234) 7.40pm

Exempt report of Chief Finance Officer and Head of Regeneration and Housing

**(Meeting scheduled to close at 7.40pm)**

## Information about this Agenda

### Apologies for Absence

Apologies for absence should be notified to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01295 221589 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.

## **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.

## **Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

This agenda constitutes the 5 day notice required by Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in terms of the intention to consider an item of business in private.

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### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections  
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

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

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