



**Summary of the decisions taken at the meeting  
of the Executive held on Monday 3 April 2017**

1. Date of publication of this summary: 4 April 2017
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 7 April 2017
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.

**Ian Davies  
Interim Head of Paid Service**

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p><b>Agenda Item 7</b> <b>Air Quality Action Plan</b></p> <p>Report of Public Protection Manager</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To approve the Air Quality Action Plan.</p> <p>1.2 To note the feedback from the Overview and Scrutiny Committee.</p>	<p><b>Resolved</b></p> <p>(1) That the Air Quality Action Plan (annex to the Minutes as set out in the Minute Book) be approved.</p> <p>(2) That the feedback from the Overview and Scrutiny Committee be noted.</p>	<p>The production of an Air Quality Action Plan (AQAP) is mandatory once an order to declare an Air Quality Management Area (AQMA) has been issued. The Council has issued an order for each of the four AQMAs declared.</p>	<p>Option 1: The Council could choose not to adopt an AQAP. However once an AQMA has been declared the Council is required to produce an AQAP and so for this reason this is not an alternative option.</p>	<p>None</p>
<p><b>Agenda Item 8</b> <b>Local Development Scheme</b></p> <p>Report of Head of Strategic Planning and the Economy</p> <p><b>Recommendations</b></p>	<p><b>Resolved</b></p> <p>(1) That the updated Local Development Scheme (LDS) (annex to the Minutes as set out in the Minute</p>	<p>An updated Local Development Scheme (LDS) has been prepared. It provides a programme for the preparation of the Council's key planning policy documents that will be</p>	<p>Option 1: Not to approve the LDS</p> <p>The Council has a statutory responsibility to maintain an LDS. Not to approve the LDS could undermine the confidence</p>	<p>None</p>

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<p>The meeting is recommended:</p> <p>1.1 That the updated Local Development Scheme (LDS) presented at Appendix 1 is approved.</p>	<p>Book) be approved.</p>	<p>relevant to future planning decisions and, where applicable, the public examination of those documents. The Council has a statutory responsibility to prepare and maintain an LDS. The LDS will be used by officers, the public, partners, developers and other stakeholders to monitor the production of documents to plan for associated consultations. Approval of the LDS is needed to assist project management and ensure that the Council meets its statutory responsibilities for plan-making.</p>	<p>of the public and stakeholders about the Council's plan-making programme. The LDS would need to be re-presented to the Executive at a future meeting or to the Lead Member for Planning.</p> <p>Option 2: To reconsider the content of the LDS The LDS has been prepared having regard to the Council's statutory responsibilities and current resources. It is considered by officers to be appropriate for the present and foreseeable circumstances.</p>	

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<p><b>Agenda Item 9 Empty Homes Project Update</b></p> <p>Report of Commercial Director</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To note the progress of owner engagement with the project.</p> <p>1.2 To note the proposals for use of enforcement powers to bring empty properties back into use.</p> <p>1.3 To note the added value of addressing vacant properties to the Council.</p>	<p><b>Resolved</b></p> <p>(1) That the progress of owner engagement with the project be noted.</p> <p>(2) That the proposals for use of enforcement powers to bring empty properties back into use be noted.</p> <p>(3) That the added value of addressing vacant properties to the Council be noted.</p>	<p>The Empty Homes Project has successfully engaged with owners of the longest term void properties. Whilst it should be noted that these properties will take time to come back into use, owners do now have plans and are positively pursuing their options.</p> <p>It is hoped that through regular engagement with owners of homes that are just 6 months properties will not become stuck, falling into disrepair and causing concern for neighbours and wider amenity issues.</p> <p>The estimated income from the first year of the Empty Homes Project is in the region of £75,960 from New Homes Bonus over the 6</p>	<p>None</p>	<p>None</p>

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		year payment period. This is as a result of tackling the longest-term void properties and supporting owners where there has been no activity at the property for a long period.		
<p><b>Agenda Item 10</b>  <b>Update: Construction Apprenticeships and Skills</b></p> <p>Report of Commercial Director and Head of Strategic Planning and the Economy</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To note the report.</p>	<p><b>Resolved</b></p> <p>(1) That the report be noted.</p>	<p>Increasing the number of new apprenticeships in England is a high profile Government objective. Cherwell District Council supports this aspiration. The amount of new development taking place in the District over the next 20 years or so, coupled with the evidenced shortage of construction skills provides both an incentive and opportunity to secure the provision of new construction related apprenticeships through the land use planning system.</p>	<p>This report is submitted for information only</p>	<p>None</p>

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		<p>The Cherwell District Council Local Plan Part 1 as well as CDC's Economic Strategy contains strategic aspirations relating to the need to support an increase in skills and training within the District. The Interim Position Statement has usefully provided detail for developers and colleagues in CDC's Development Management on how this overarching strategic aim can be achieved through the land use planning process, prior to having statutory planning policy in place.</p> <p>The signals from informal discussions with developers to date are that they generally support the approach CDC is promoting, as a helpful initiative</p>		

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		<p>designed both to increase the number of local skilled construction operatives available to support the building industry, as well as promoting the construction trades generally as a valuable future career path for young people.</p> <p>The setting up and operating of The Apprenticeship and Training Company to manage apprenticeships on behalf of developers and their contractors is a key element of delivering the apprenticeships. This is because it will make the whole process easier for developers by managing all the elements that go towards supporting an individual towards the successful completion of an apprenticeship. Given that</p>		

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		<p>CDC is the accountable body for the OXLEP grant, as well as its strategic commitment to support skills and training, it is appropriate that there is CDC representation on the Board.</p>		
<p><b>Agenda Item 11</b>  <b>Final Business Case: Joint Housing Services</b></p> <p>Report of Commercial Director</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, having given due consideration, the final business case for Joint Housing Services and the consultation responses in relation to non-staffing matters be noted.</p> <p>(2) That it be noted that the business case was considered and approved by the Joint Commissioning</p>	<p>The business case set out the rationale for establishing the Joint Private Sector Housing Team and a Joint Housing Service across CDC and SNC.</p>	<p><u>Status Quo (no change)</u>  Retaining the status quo is an option for both Councils. However, retaining the status quo would not deliver the benefits set out in this business case nor would it provide access to the additional resilience and shared expertise that a joint service would facilitate.</p> <p><u>Alternative Joint Service Option – Harmonise</u></p>	<p>None</p>



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<p>outlined in section 5.1.</p> <p>1.4 To note that the business case will have been considered by the Joint Commissioning Committee with regard to staffing matters on 30 March 2017. This will include consideration of the consultation responses from affected staff and trade union representatives.</p> <p>1.5 To approve and implement the proposed final business case to create a Joint Private Sector Housing Service and a Joint Housing Service between CDC and SNC, subject to similar consideration and</p>	<p>Committee with regard to staffing matters at its meeting of 30 March 2017 and that this included consideration of the consultation responses from affected staff and trade union representatives.</p> <p>(3) That the proposed final business case to create a Joint Private Sector Housing Service and a Joint Housing Service between Cherwell District Council and South Northamptonshire Council (SNC), subject to similar consideration and approval by SNC</p>		<p><u>housing options and allocations approaches to enable a single options and allocation team.</u></p> <p>Harmonising the policy approach to housing options and allocations at the two Councils would enable the creation of a single housing team to deliver these services compared to the two locality teams proposed in this business case which could deliver further efficiency savings. This option was ruled out following early discussions with SNC Members on the potential adoption of Choice Based Lettings. The business case proposes that the option of harmonising the policy approaches be reviewed by the proposed Joint</p>	

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<p>approval by SNC Cabinet on 10 April 2017 and approval of the staffing implications by the Joint Commissioning Committee.</p> <p>1.6 To delegate to the Commercial Director 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>1.7 To note that the savings realised from this proposal will be held in reserve and earmarked for Housing to provide</p>	<p>Cabinet on 10 April 2017 and following approval of the staffing implications by the Joint Commissioning Committee be approved for implementation.</p> <p>(4) That authority be delegated to the Commercial Director 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.</p> <p>(5) That it be noted that the savings realised from this proposal will be held in reserve and earmarked for Housing</p>		<p>Housing Services manager once the shared service has been established.</p> <p><u>Alternative Joint Service Option – Combining the proposed Joint Housing Service and Private Sector Housing team.</u></p> <p>A single joint service combining the proposed joint Housing Service and the proposed Joint Private Sector Housing service has been considered and discounted. While there are clear links between the service areas, they are fundamentally different disciplines. The CDC approach of having a dedicated Private Sector Housing team is also well established and building on the foundation of this team is considered the</p>	

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<p>additional resources that may be required to cope with any increased demand resulting from recent legislative changes.</p>	<p>to provide additional resources that may be required to cope with any increased demand resulting from recent legislative changes.</p>		<p>best approach for a joint team.</p> <p><u>Outsource Service</u> While it could be possible to outsource certain elements of the service, there are a number of statutory responsibilities related to an outsourced service that could affect delivery and, given that Housing is one of the core front-line services for both Councils, it was not considered appropriate to add an element of risk, in terms of costs and delays to the service, in order to be able to do this.</p> <p>The approach in the recommendations is believed to be the best way forward. The proposal is to establish a Joint</p>	

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			Private Sector Housing Service and a Joint Housing Service.	
<p><b>Agenda Item 12 Improvements to the Council's Car Parking Service</b></p> <p>Report of Director of Operational Delivery</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To support the nature of the proposed new service and the focus on improvements for customers.</p> <p>1.2 To note the outcomes of the review of the</p>	<p><b>Resolved</b></p> <p>(1) That the nature of the proposed new service and the focus on improvements for customers be supported.</p> <p>(2) That the outcomes of the review of the 2016/17 free parking promotions be noted.</p> <p>(3) That the continued use of free parking promotions for Small Business Saturday in December and Free After three as a means</p>	<p>The Council has approached the procurement process in a way which delivers an improved car parking service, the nature of which has been influenced by customer and trader feedback. Therefore, the new service has been procured with the requirement for the Council's ageing equipment to be replaced with modern technology which permits a greater number of payment options and more flexible payment options for customers so that they can pay on exit if they wish or even after they have left the car park for some car parks.</p>	<p>The procurement and technology proposals are outlined in the report. The only other alternative to this approach is to retain the service in house. This is not proposed as it is expected that the Council will achieve better value from an external operator and it does not have the technical expertise associated with the modern car parking technology.</p>	<p>None</p>

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<p>2016/17 free parking promotions.</p> <p>1.3 To support the continued use of free parking promotions for Small Business Saturday in December and Free After three in January as a means of supporting Bicester and Banbury Town Centre traders.</p> <p>1.4 To undertake a tariff review in 2018 to be informed by the data gathered over the previous 12 months arising from the new car parking service should a decision be taken to award a contract under the separate part two confidential report in this same agenda.</p>	<p>of supporting Bicester and Banbury Town Centre traders be supported.</p> <p>(4) That a tariff review be undertaken in 2018 to be informed by the data gathered over the previous 12 months arising from the new car parking service should a decision be taken to award a contract under the exempt agenda item 14.</p>	<p>Both the Council's free parking offers in 2016 and 2017 for different reasons have supported the better use of town centres and have therefore been included in the Council's new service requirements over the term of this contract.</p> <p>Given the position of very limited data regarding car parks' utilisation levels, it is proposed that a review of the tariffs be undertaken in 2018 when the Council will be much better informed by data from the new technology to be installed in 2017. This will also provide the new operator with the opportunity to consider against utilisation levels the current tariff structure and levels and any suggestions for change. This</p>		

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		broad timescale would also fit with a potential area of change arising from the emerging Banbury Business Improvement District (BID) proposal.		
<b>Agenda Item 14</b> <b>Final Business Case: Joint Housing Services - Exempt Appendix</b>	<b>Resolved</b> (1) That the exempt appendix be noted.	N/A	N/A	None
<b>Agenda Item 15</b> <b>Improvements to the Council's Car Parking Service - Evaluation of Tenders and Contract Award</b>  Exempt Report of Director of Operational Delivery	<b>Resolved</b> (1) That, having given due consideration, the outcome of the tender evaluation process be noted.  (2) That a five year	At the conclusion of a thorough competitive dialogue based procurement process, there is a clear recommendation of contract award which can deliver to the Council the customer focussed service improvements it is seeking	The Council can choose not to accept the winning tender and to then consider an alternative approach to delivering the service. This is not recommended as the winning tender is a compliant bid and delivers	None

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	<p>management contract to operate the Council's car parks as outlined in exempt annex to the Minutes (as set out in the Minute Book) be approved and the replacement and modernisation of all relevant equipment be included in this contract.</p> <p>(3) That it be agreed to fund the majority the new equipment and associated works and the release of up to £500,000 capital expenditure for this purpose be approved.</p>	<p>along with some financial advantage to the Council after one off costs. It does require capital investment but that would be required in any event due to the age and need for replacement of the current equipment.</p>	<p>what the Council has been seeking.</p>	
<p><b>Agenda Item 16 ICT Strategy 2017-2020</b></p>	<p><b>Resolved</b></p>	<p>Following review, research, staff and customer</p>	<p>Alternative options: Reject the strategy and continue</p>	<p>None</p>

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Exempt Report of Commercial Director	<p>(1) That, following consideration of the strategy by the Member led IT Transition Board, review and endorsement of the strategy by the Joint Commissioning Committee, the draft strategy (exempt annex to the Minutes as set out in Minute Book) be agreed as the framework and plan for future development of the IT service.</p> <p>(2) That the investments required to deliver the strategy (as set out in the exempt annex to the Minutes as set out in the Minute Book, and agreed by the</p>	engagement an IT strategy has been developed that will deliver for both internal and external customers. The strategy sets out a long term vision for the service and a high level work plan by which to deliver the strategy's objectives. The strategy also sets out investment requirements and an expected return on this investment.	as is. This is not recommended, as detailed in the strategy, significant investment will be required to maintain the status quo with on-going revenue implications.	



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	<p>Chief Finance Officer) and the expected return on investment being realised within 2018/19 be noted.</p> <p>(3) That the high level forward plan (exempt annex to the Minutes as set out in the Minute Book) which would form the basis of the delivery plan for the period of the strategy be noted.</p>			
<p><b>Agenda Item 17</b>  <b>Asset Disposal - Southam Road Cemetery Depot, Banbury</b></p> <p>Exempt Report of Commercial Director</p>	<p><b>Resolved</b></p> <p>(1) That the transfer of the Property to Banbury Town Council, subject to the payment of a commuted sum, on the terms referred in the</p>	<p>As set out in the exempt decisions</p>	<p>As set out in the exempt decisions</p>	<p>None</p>

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	exempt annex to the Minutes (as set out in the Minute Book) be noted and support confirmed.			