

**Committee:** Executive  
**Date:** Monday 3 September 2018  
**Time:** 5.30 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 Colin Clarke</b>	<b>Councillor Ian Corkin</b>
<b>Councillor John Donaldson</b>	<b>Councillor Tony Ilott</b>
<b>Councillor Andrew McHugh</b>	<b>Councillor Richard Mould</b>
<b>Councillor D M Pickford</b>	<b>Councillor Lynn Pratt</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. Minutes (Pages 1 - 16)**

To confirm as a correct record the Minutes of the meeting held on 2 July 2018.

**5. Chairman's Announcements**

To receive communications from the Chairman.

## **6. Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

## **7. Adoption of new House in Multiple Occupation (HMO) Standards Policy and new House in Multiple Occupation (HMO) Licensing Policy (Pages 17 - 42)**

Report of Assistant Director Housing

### **Purpose of report**

This report seeks adoption of revised and updated versions of the Council's House in Multiple Occupation (HMO) Standards Policy and its HMO Licensing Policy.

### **Recommendations**

The Executive is recommended to:

- 1.1 Adopt the House in Multiple Occupation (HMO) Standards Policy 2018 in place of the 2012 version with effect from 1 October 2018.
- 1.2 Adopt the House in Multiple Occupation (HMO) Licensing Policy 2018 in place of the 2012 version with effect from 1 October 2018.

## **8. Council Tax Reduction Scheme and Council Tax Discounts 2019 - 2020 (Pages 43 - 48)**

Report of Executive Director Finance and Governance (Interim)

### **Purpose of report**

To provide members with a review of Council Tax discounts and to seek approval to recommend the proposed level of Council Tax discounts for the 2019-2020 financial year to Council.

To provide an update on the Council Tax Reduction Scheme for 2018-2019 and to seek approval to recommend a Council Tax Reduction Scheme for the financial year 2019-2020 to Council.

### **Recommendations**

The meeting is recommended:

- 1.1 To note the contents of the report and any financial implications for the Council.
- 1.2 To recommend to Council the option of no change to the Council Tax Reduction Scheme (CTRS) for 2019-2020 (and therefore no consultation is required) and to amend the Council Tax Reduction Scheme Regulations for pensioners in line with uprating announced by DCLG and to update the

Working Age Regulations in line with those announced by Department for Work and Pensions (DWP).

- 1.3. To recommend to Council that delegated authority is given to the Executive Director Finance and Governance to make any changes to the CTRS Regulations up to and including 31 January 2019 in consultation with the Lead Member for Financial Management.
- 1.4 To review the proposed level of Council Tax discounts for 2019-2020 and make recommendations to Council as follows:
  - Retain the discount for second homes at zero.
  - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero.
  - Retain the discount for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.
  - Retain the empty homes premium of an additional 50% for properties that have remained empty for more than 2 years.

**9. Monthly Performance, Finance and Risk Monitoring Report - July 2018** (Pages 49 - 90)

Report of Assistant Director: Performance and Transformation and Assistant Director: Finance and Governance

**Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month.

**Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report.

## **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

**Yvonne Rees**  
**Chief Executive**

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