

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee:** Shareholder Committee  
**Date:** Monday 15 February 2021  
**Time:** 1.30 pm  
**Venue:** Virtual meeting

## Membership

**Councillor Barry Wood (Chairman)**

Councillor John Donaldson

Councillor Tony Ilott

Please note that only agenda items 1 to 6 are open to the press and public via telephone conferencing facilities. Upon request to the Democratic and Elections Officer listed on the front of this agenda, relevant details will be provided. All requests are to be received by 12 noon on Friday 12 February 2021.

## AGENDA

1. **Apologies for Absence**

2. **Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. **Minutes** (Pages 5 - 10)

To confirm as a correct record the Minutes of the meeting of the Committee held on 21 December 2020.

4. **Chairman's Announcements**

To receive communications from the Chairman

## 5. **Urgent Business**

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

## 6. **Exclusion of the Public and Press**

The following items of business 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)

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 and 3 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

## 7. **Graven Hill Village Development Company - Quarter Three Management Report, Business Plan and Budget 2021/22** (Pages 11 - 68)

Exempt report of the Shareholder Representative

## 8. **Crown House - Quarter Three Management Report, Business Plan and Budget 2021/22 January 2021 Review** (Pages 69 - 96)

Exempt report of the Shareholder Representative

## 9. **CSN Resources - Quarter Three Management Report, Service Plan and Budget 2021/22** (Pages 97 - 116)

Exempt report of the Shareholder Representative

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221953 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.

### **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.

### **Queries Regarding this Agenda**

Please contact Emma Faulkner, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221953

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

Published on Friday 5 February 2021

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## **Cherwell District Council**

### **Shareholder Committee**

Minutes of a meeting of the Shareholder Committee held as a Virtual meeting, on 21 December 2020 at 1.00 pm

Present:

Councillor Barry Wood (Chairman)  
Councillor John Donaldson  
Councillor Tony Ilott

Also Present:

Councillor Ian Corkin - Cherwell District Council appointed Non-Executive Director of Graven Hill Development Company and Graven Hill Management Company (for agenda item 7)  
Councillor Caryl Billingham - South Northamptonshire Council appointed Non-Executive Director of CSN Resources (for agenda item 8)  
Councillor Simon Holland – Cherwell District Council appointed Non-Executive Director of Crown House Banbury Limited (for agenda item 9)  
Sue Smith – Chairman, Graven Hill Development Company (for agenda item 7)  
Karen Curtin – Managing Director, Graven Hill Development Company (for agenda item 7)  
Karen Orrey – Graven Hill Development Company (for agenda item 7)  
Adrian Unitt – Graven Hill Development Company (for agenda item 7)

Officers:

Steve Jorden, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer/Shareholder Representative  
Lorna Baxter, Director of Finance & Section 151 Officer  
Michael Furness, Assistant Director Finance  
Claire Taylor, Corporate Director Customers and Organisational Development (For agenda item 8)  
Belinda Green, Operations Director - CSN Resources (For agenda item 8)  
Jonathan MacWilliam, Programme Director, Growth & Commercial (For agenda items 9 and 10)  
Emma Faulkner, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager  
Liza Ellis, Executive Assistant, Place, Growth and Commercial

22

### **Declarations of Interest**

There were no declarations of interest.

23 **Minutes**

The minutes of the meeting of the Committee held on 12 August 2020 were confirmed as a correct record, to be signed by the Chairman in due course.

24 **Chairman's Announcements**

There were no chairman's announcements.

25 **Urgent Business**

There were no items of urgent business.

26 **Exclusion of the Public and Press**

**Resolved**

That, in accordance with Section 100A (4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of that Act and that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

27 **Graven Hill - Quarter Two Management Accounts and Key Issues**

The Committee considered an exempt report from the Shareholder Representative that provided an update on Quarter Two Management Accounts and an operational overview.

The Managing Director – Graven Hill Development Company advised the Committee that completions were continuing and some new residents had moved in.

In relation to the situation with Covid and the impact on sales, the Managing Director – Graven Hill Development Company explained that some viewings had been rescheduled or cancelled, due to the introduction of the Tier system which had impacted on some prospective purchasers being able to travel.

In response to questions from the Committee, the Managing Director – Graven Hill confirmed that all developers were experiencing similar issues, due to a combination of the general economic impact relating to Covid, and uncertainty around the conclusion of Brexit.

The Managing Director – Graven Hill advised the Committee that meetings would be taking place shortly with the Local Planning Authority to discuss a Section 106 agreement.

With regards to planning for the next financial year, the Managing Director – Graven Hill explained that a strategy workshop would be held to discuss priorities for 2021/2022, and information would be presented to the Shareholder Committee at the next meeting.

The Committee expressed their gratitude and appreciation to all at Graven Hill for the work undertaken in light of everything that had happened relating to Covid this year.

### **Resolved**

- (1) That the Graven Hill Quarter Two management information and operational overview be noted.
- (2) That the Quarter Three and Four key priorities be noted
- (3) That the update on the s106 challenge be noted
- (4) That the building blocks update and stack 16 update and action plan be noted
- (5) That the draft Finance Resources for 2021/22 be noted
- (6) That the approach to the 2021/22 Business Plan and Budget be approved.

28

### **CSN Resources Quarter Two Update**

The Committee considered a report from the Shareholder Representative that detailed performance indicators and the finance statement of CSN Resources for Quarter two.

Regarding performance indicators, the Corporate Director – Customers and Organisational Development reported that Benefits indicators were on target, with average time to process claims reporting at 10.26 days against a target of 15 days, and change in circumstances being processed in 4.76 days against a target of 8 days.

In relation to Revenues indicators, the levels of both Council Tax and Business Rates collected were slightly under target, with Council Tax standing at 64.37% against a target of 67.75%, and Business Rates 67.15% against a target of 68%.

The Operations Director – CSN Resources explained to the Committee that a number of support grants had been made available as a result of the Covid pandemic, and were being administered by CSN Resources. The team were

currently handling payments under the 'wet pub' scheme, which was aimed at pubs whose sales were predominantly drinks based, with less than 50% of sales coming from food.

In response to questions from the Committee the Operations Director – CSN Resources confirmed that Covid grant information published on the Council's website was kept under review to ensure it was up-to-date and accurate.

The Committee thanked the Operations Director – CSN Resources and the Corporate Director – Customers and Organisational Development for the update, and expressed their gratitude to all officers at CSN Resources for the work they had undertaken during the pandemic.

### **Resolved**

(1) That the CSN Resources quarter two updates be noted.

29

### **Crown House Quarter 2 Management Report**

The Committee considered a report from the Shareholder Representative which provided the Quarter Two Management Report for Crown House Banbury.

The Senior Programme Manager advised the Committee that the number of viewings and lettings had increased following the ending of the two national lockdowns, and overall figures were at the target levels projected prior to the pandemic.

In response to questions from the Committee the Senior Programme Manager explained that there was a mixture of tenancy terms between 6 and 12 months.

The Committee thanked the officers of Crown House for their work undertaken to date.

### **Resolved**

(1) That the Crown House Quarter Two Management Information be noted.

30

### **Governance Review and Business Planning**

The Committee considered a report from the Shareholder Representative that detailed the findings of the review of Governance Arrangements in relation to the CDC companies.

The Shareholder Representative advised the Committee that as companies were required by law to operate differently to a local authority, the existing structures had been reviewed by an external solicitors firm, to ensure the



appropriateness of the arrangements currently in place and identify areas that could be improved.

The Shareholder Representative advised the Committee that the review had predominantly found that CDC exhibits good practice in the management of its companies, but there were specific areas that could be reviewed. Once the recommendations from the review had been considered, an implementation plan would be needed for the next stages.

The Chairman explained that as the report had been circulated as a supplement to the agenda, rather than ask the Committee to agree the recommendations at this meeting, Committee Members were asked to consider the findings and provide feedback to the Shareholder Representative by 8 January 2021.

**Resolved**

- (1) That the Committee consider the findings of the review of the Governance Arrangements and provide any feedback to the Shareholder Representative by 8 January 2021.

The meeting ended at 3.10 pm

Chairman:

Date:

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