

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee:** Special Executive  
**Date:** Tuesday 16 June 2020  
**Time:** 6.30 pm  
**Venue:** Virtual meeting

## Membership

Councillor Barry Wood (Chairman)	Councillor George Reynolds (Vice-Chairman)
Councillor Colin Clarke	Councillor Ian Corkin
Councillor John Donaldson	Councillor Tony Ilott
Councillor Andrew McHugh	Councillor Richard Mould
Councillor Lynn Pratt	Councillor Dan Sames

## 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 5 - 14)

To confirm as a correct record the Minutes of the meeting held on 1 June 2020.

### 5. Chairman's Announcements

To receive communications from the Chairman.

**6. Covid 19 Recovery Planning: Re-start, Re-cover, Re-new**

\*\* Please note this report will follow as it is currently being reviewed and finalised \*\*

Report of Chief Executive

**Purpose of report**

To set out the council's approach to post covid recovery

**7. Urgent Business**

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

**8. Exclusion of the Press and Public**

The following report contains 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 item has 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 this item 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 item 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.”

**9. CSN (Pages 15 - 18)**

Exempt report of Corporate Director Commercial Development, Assets and Investment

## **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.

### **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 Natasha Clark, Democratic and Elections  
[democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk), 01295 221589

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

Published on Monday 8 June 2020

This page is intentionally left blank

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held as a virtual, on 1 June 2020 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor George Reynolds (Vice-Chairman), Deputy Leader of the Council & Lead Member for Leisure and Sport

Councillor Colin Clarke, Lead Member for Planning  
Councillor Ian Corkin, Lead Member for Customers and Transformation  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony Ilott, Lead Member for Financial Management and Governance  
Councillor Andrew McHugh, Lead Member for Health and Wellbeing  
Councillor Richard Mould, Lead Member for Performance  
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

Also Present: Councillor Sean Woodcock, Leader of the Labour Group

Apologies for absence: Councillor Dan Sames, Lead Member for Clean and Green

Officers: Yvonne Rees, Chief Executive  
Steve Jorden, Corporate Director Commercial Development, Assets & Investment  
Ansaf Azhar, Corporate Director of Public Health & Wellbeing  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Robert Jolley, Assistant Director: Growth & Economy  
Nicola Riley, Assistant Director: Wellbeing  
Belinda Green, Operations Director - CSN Resources  
Louise Tustian, Head of Insight and Corporate Programmes  
Natasha Clark, Governance and Elections Manager

#### 1 **Declarations of Interest**

There were no declarations of interest.

#### 2 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

3 **Minutes**

The minutes of the meeting held on 2 March 2020 were agreed as a correct record and would be signed by the Chairman in due course.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Discretionary Business Grant Fund Policy**

The Executive Director Finance submitted a report to update Members on the recently announced Discretionary Business Grant fund, the work that had been undertaken so far and the options for a scheme for Cherwell District Council. The report also sought consideration of the options for a scheme and approval for the draft Discretionary Business Grant policy.

**Resolved**

- (1) That the contents of the report and the financial implications for the Council be noted.
- (2) That, having given due consideration, the recommended option (option 3, to introduce 4 categories of businesses to assist and to allocate funding envelope to each category to be allocated at officer discretion) for a scheme be agreed and the adoption of a Discretionary Business Grant Policy (annex to the Minutes as set out in the Minute Book) be approved.
- (3) That delegated authority be granted to the Section 151 Officer in conjunction with the Lead Member for Finance to make amendments to the draft policy as required.

**Reasons**

In response to the Coronavirus, the Government has announced a Discretionary Business Grant Fund to support small businesses who were not eligible for the original Small Business Grant Fund or the Retail, Leisure and Hospitality Fund

**Alternative options**

Option 1: Members could choose not to approve the proposed scheme, but this would mean the Council is not complying with Central Government guidance and this would be to the detriment of local businesses and economy

## 6 Performance, Finance and Risk Monitoring Report

The Director of Finance and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of March 2020.

### Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That the expected costs and loss of income expected relating to Covid-19 in the first quarter of 2020/21 be noted.
- (3) That, having given due consideration, the following carry forward requests from 2019/20 to 2020/21 totalling £217,000 be approved:

<b><u>Service Area and description</u></b>	<b>£000s</b>
<b>Law and Governance</b> - to top up the District Election reserve	55
<b>Digital and IT</b> - IT Support for SNC/CDC split	60
<b>Human Resources</b> - Midland HR implementation	15
<b>Property</b> - To fund washroom and Kitchen refurbishment	50
<b>Environmental Services</b> - funding of the Climate Change Consultant	7
<b>Regulatory Services</b> - Primary Authority contractor support services	30
	<b>217</b>

### Reasons

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

This report provides an update on progress made so far in 2019-20 to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.

### Alternative options

Option 1: This report illustrates the Council's performance against the 2019-20 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## 7 Notification of Urgent Action by Chief Executive

The Chief Executive submitted a report to inform the Executive of two decisions taken under urgency powers by the Chief Executive in relation to Park and Charge and Meeting Oxford's Unmet Housing Need.

## **Resolved**

- (1) That the decision taken under urgency powers by the Chief Executive in relation to Park and Charge be noted.
- (2) That the decision taken under urgency powers by the Chief Executive in relation to Meeting Oxford's Unmet Housing Need be noted.

## **Reasons**

In line with the Constitution this report is informing Executive of two decisions that were taken by the Chief Executive under urgency powers.

## **Alternative options**

Option 1: Not to note the report. This is not recommended as the urgent action has been taken and it is a constitutional requirement for it to be reported to Executive.

## **8 Urgent Business**

There were no items of urgent business.

## **9 Exclusion of the Press and Public**

### **Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item 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.

## **10 Supplier Relief at Leisure Sites in Response to Covid-19**

The Director of Public Health submitted an exempt report to consider supplier relief at leisure sites in response to Covid-19.

### **Resolved**

- (1) As set out in the exempt minutes
- (2) As set out in the exempt minutes
- (3) As set out in the exempt minutes

### **Reasons**



As set out in the exempt minutes

**Alternative options**

As set out in the exempt minutes

11 **Director Law and Governance & Monitoring Officer**

The Chairman advised Executive that this was the last meeting that the Director Law and Governance & Monitoring Officer would be attending as he was leaving Cherwell District Council on 10 June 2020 to take up a new role at Buckingham Council.

Members thanked the Director Law and Governance & Monitoring Officer for his hard work for the council and support and advice to Members and wished him well in his new post.

The meeting ended at 7.15 pm

Chairman:

Date:

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank