



**Committee: Executive**

**Date: Monday 1 November 2021**

**Time: 6.30 pm**

**Venue Bodicote House, Bodicote, Banbury, Oxon OX15 4AA**

## **Membership**

### **Councillor Barry Wood (Chairman)**

Councillor Phil Chapman  
Councillor Tony Ilott  
Councillor Richard Mould  
Councillor Dan Sames

### **Councillor Ian Corkin (Vice-Chairman)**

Councillor Colin Clarke  
Councillor Andrew McHugh  
Councillor Lynn Pratt  
Councillor Lucinda Wing

## **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 7 - 14)**

To confirm as a correct record the Minutes of the meeting held on 4 October 2021.

### **5. Chairman's Announcements**

To receive communications from the Chairman.

**6. Monthly Performance, Risk and Finance Monitoring Report (Pages 15 - 96)**

Report of Director of Finance and Head of Insight and Corporate Programmes

**Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring positions as at the end of September 2021/Quarter 2.

**Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report.
- 1.2 To note the Quarter 2 Climate Action Plan and Equalities, Diversity and Inclusion Action plan progress updates.
- 1.3 To approve of the transfers to and from reserves on Appendix 7.

**7. Climate Action Programme Update (Pages 97 - 112)**

Report of Director for Environment and Place

**Purpose of report**

To update Executive on the progress in delivering the Climate Action Programme and the reduction in the council's greenhouse gas emissions in 2020/21.

**Recommendations**

The meeting is recommended:

- 1.1 To note the progress and next steps in the Climate Action Programme.
- 1.2 To approve the Greenhouse Gas Emissions Report for 2020/21 (Appendix 1) for publication on the Council's website.
- 1.3 To approve sending this report to the Overview and Scrutiny Committee.

**8. Final Draft Tenancy Strategy and Affordability Statement 2021 (Cherwell District Council) (Pages 113 - 174)**

Report of Interim Assistant Director, Housing and Social Care Commissioning

**Purpose of Report**

To set out the key points from the public consultation on the draft Tenancy Strategy and Affordability Statement (2021) and the main changes to the strategy document in response to the feedback received. In addition, this report seeks Executive approval of the final draft Tenancy Strategy and Affordability Statement.

**Recommendations**

The Executive is recommended to:

- 1.1 Note the changes to the draft Tenancy Strategy and Affordability Statement (Appendix 1) in response to the feedback and officer response set out in the Consultation Report (Appendix 3)
- 1.2 Approve the final draft Tenancy Strategy and Affordability Statement to ensure that the council meets statutory requirements and complies with good practice.
- 1.3 Delegate authority to the Assistant Director, Housing and Social Care Commissioning in consultation with the Lead Member for Housing, to:
  - make any minor editorial amendments to the strategy as needed prior to publication; and
  - approve annual updates to the Tenancy Strategy appendices to ensure the data remains relevant.

**9. Changes to Cherwell District Council's Housing Allocation Scheme (Pages 175 - 262)**

Report of Interim Assistant Director, Housing and Social Care Commissioning

**Purpose of report**

To advise Executive of proposed changes to the Housing Allocation Scheme.

**Recommendations**

The meeting is recommended:

- 1.1 To approve the proposed changes to the Housing Allocation Scheme (Appendix 1) and adopt the scheme (Appendix 2).
- 1.2 To delegate authority to the Interim Assistant Director, Housing and Social Care Commissioning in consultation with the Lead Member for Housing, to make any minor editorial amendments to the Scheme as needed prior to publication.

**10. The Council's Housing Assets Portfolio, Annual Rent Increases - new procedure (Pages 263 - 268)**

Report of Assistant Director - Growth and Economy

**Purpose of report**

To recommend adoption of a new procedure for annual rent increases for affordable rent and shared ownership properties in the Council's housing assets portfolio (consisting of both *affordable rental* and *shared ownership*). The report sets out the way in which increases are determined by Central Government and the measures taken by the Council to ensure the proposed increase maintains affordability for tenants and owners.

## **Recommendations**

The meeting is recommended:

- 1.1 To agree that rent increases are applied annually to both *affordable rental* and *shared ownership properties* in line with government guidance considering the need to ensure that rents remain affordable, using the two measures of Local Housing Allowance and comparable rental data for the District.
- 1.2 To delegate responsibility to the Corporate Director – Environment and Place, in consultation with the relevant Portfolio Holder, to produce and subsequently implement an annual rent increase procedure which will commence 1 April 2022.

## **11. Civil Parking Enforcement (Pages 269 - 340)**

Report of Assistant Director Environment Services

### **Purpose of report**

The purpose of this report is to seek approval for the Council to enter into arrangements for the adjudication of Civil Parking Enforcement via a joint committee established for the purpose pursuant to sections 101(5) and 102(1)(b) of the Local Government Act 1972, and to delegate authority to the Corporate Director Environment and Place to negotiate and agree the terms of that participation under a Memorandum of Agreement with Parking and Traffic Regulations Outside London (PATROL)

### **Recommendations**

The meeting is recommended:

- 1.1 To note the progress on the implementation of Civil Parking Enforcement (CPE).
- 1.2 To approve the Council entering into arrangements for the adjudication of Civil Parking Enforcement via a joint committee to be known as the Parking and Traffic Regulations Outside London Adjudication Joint Committee ("PATROLAJC") pursuant to section 101(5) of the Local Government Act 1972, section 20 of the Local Government Act 2000, sections 9EA and 9EB of the Local Government Act 2000 and associated regulations.
- 1.3 To delegate to the Corporate Director Environment and Place the power to agree the terms of participation in PATROLAJC under a Memorandum of Agreement with PATROL.

## **12. Urgent Business**

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

### **13. 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.”

### **14. Castle Quay**

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

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@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.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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Places to watch meetings in person are very limited due to social distancing requirements. If you wish to attend the meeting in person, you must contact the Democratic and Elections Team [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) who will advise if your request can be accommodated and of the detailed COVID-19 safety requirements for all attendees.

Please note that in line with Government guidance, all meeting attendees are strongly encouraged to take a lateral flow test in advance of the meeting.

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### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221589

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

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