



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

**Summary of the decisions taken at the meeting
of the Executive held on Monday 1 November 2021**

1. Date of publication of this summary: 2 November 2021
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): The Chairman of the Overview and Scrutiny Committee has agreed to waive call-in on item 11, Civil Parking Enforcement, to ensure no delay to the signing of the Memorandum of Understanding
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 5 November 2021
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) 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.

**Yvonne Rees
Chief Executive**

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>Agenda Item 6 Monthly Performance, Risk and Finance Monitoring Report</p> <p>Report of Director of Finance and Head of Insight and Corporate Programmes</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the monthly Performance, Risk and Finance Monitoring Report.</p> <p>1.2 To note the Quarter 2 Climate Action Plan and Equalities, Diversity and Inclusion Action plan progress updates.</p> <p>1.3 To approve of the</p>	<p>Resolved</p> <p>(1) That the monthly Performance, Risk and Finance Monitoring Report be noted.</p> <p>(2) That the Quarter 2 Climate Action Plan and Equalities, Diversity and Inclusion Action plan progress updates be noted.</p> <p>(3) That the transfers to and from reserves detailed at the Annex to the Minutes (as set out in the Minute Book - Appendix 7 to the report) be approved.</p>	<p>The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.</p> <p>This report provides an update on progress made during September 2021, to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.</p>	<p>Option 1: This report illustrates the Council's performance against the 2021-22 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.</p>	<p>None</p>

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<p>transfers to and from reserves on Appendix 7.</p>				
<p>Agenda Item 7 Climate Action Programme Update</p> <p>Report of Director for Environment and Place</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the progress and next steps in the Climate Action Programme.</p> <p>1.2 To approve the Greenhouse Gas Emissions Report for 2020/21 (Appendix 1) for publication on the Council's website.</p>	<p>Resolved</p> <p>(1) That the progress and next steps in the Climate Action Programme be noted.</p> <p>(2) That the Greenhouse Gas Emissions Report for 2020/21 (Annex to the Minutes as set out in the Minute Book) be approved for publication on the Council's website.</p> <p>(3) That approval be given for this report to be submitted to the Overview and Scrutiny Committee.</p>	<p>Cherwell District Council committed to being carbon neutral by 2030 and to enabling the district's transition to a zero-carbon future. This paper provides an update on the work being done through the joint Climate Action Programme across its three areas: Becoming a climate actions council; Operating at net-zero by 2030; and, Enabling a zero-carbon future for Cherwell.</p> <p>Annual Greenhouse Gas (GHG) reporting of the councils own carbon footprint is expected as good practice by the Department for</p>	<p>Option 1: Executive do not approve the publication of the Greenhouse Gas reporting on our website. This is not recommended as the council has committed to publish progress on carbon reduction as part of our climate framework.</p>	<p>None</p>

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1.3 To approve sending this report to the Overview and Scrutiny Committee.		Business, Energy and Industrial Strategy (BEIS). Cherwell District Council (CDC) has produced GHG reports in most years since 2008/09 and will report annually in line with its climate action commitments.		
<p>Agenda Item 8 Final Draft Tenancy Strategy and Affordability Statement 2021 (Cherwell District Council)</p> <p>Report of Interim Assistant Director, Housing and Social Care Commissioning</p> <p>Recommendations</p> <p>The Executive is recommended to:</p> <p>1.1 Note the changes to the</p>	<p>Resolved</p> <p>(1) That the changes to the draft Tenancy Strategy and Affordability Statement in response to the feedback and officer responses set out in the Consultation Report be noted.</p> <p>(2) That the final draft Tenancy Strategy and Affordability Statement (Annex to the Minutes</p>	Section 150 of the Localism Act 2011 requires Local Housing Authorities to publish a Tenancy Strategy that sets out the matters to which registered providers of social housing are to have regard when formulating their policies relating to the types and terms of tenancies they grant. The Executive is requested to approve the final draft Tenancy Strategy and Affordability Statement, to ensure that the council meets statutory requirements	Option 1: Not to update the Tenancy Strategy 2017. This approach is not recommended, as it is a statutory requirement to review the Strategy periodically and it would leave the Council open to legal challenge if it has not done so. In addition, the Housing Strategy 2019-2024 and the Homelessness and Rough Sleeping Strategy 2021-2026 set out an ambition to deliver more social rent	None

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<p>draft Tenancy Strategy and Affordability Statement (Appendix 1) in response to the feedback and officer response set out in the Consultation Report (Appendix 3)</p> <p>1.2 Approve the final draft Tenancy Strategy and Affordability Statement to ensure that the council meets statutory requirements and complies with good practice.</p> <p>1.3 Delegate authority to the Assistant Director, Housing and Social Care Commissioning in consultation with the Lead Member for Housing, to:</p> <ul style="list-style-type: none"> • make any minor 	<p>as set out in the Minute Book) be approved to ensure that the council meets statutory requirements and complies with good practice.</p> <p>(3) That authority be delegated 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, to approve annual updates to the Tenancy Strategy appendices to ensure the data remains relevant.</p>	<p>and complies with good practice.</p>	<p>tenure to meet identified needs. It will be difficult to achieve this ambition without an updated Tenancy Strategy as the 2017 version strongly promotes Affordable Rent and fixed-term tenancies.</p> <p>Option 2: Delay the approval of the amended draft Tenancy Strategy and Affordability Statement until later in the year. This approach is not recommended as the feedback from the consultation and subsequent adoption of the new strategy will contribute towards informing the evidence base in support of the new Local Plan policies to 2040 which are currently being developed.</p>	

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<p>editorial amendments to the strategy as needed prior to publication; and</p> <ul style="list-style-type: none"> • approve annual updates to the Tenancy Strategy appendices to ensure the data remains relevant. 				
<p>Agenda Item 9 Changes to Cherwell District Council's Housing Allocation Scheme</p> <p>Report of Interim Assistant Director, Housing and Social Care Commissioning</p> <p>Recommendations</p> <p>The meeting is recommended:</p>	<p>Resolved</p> <p>(1) That the proposed changes to the Housing Allocation Scheme be approved and the scheme (Annex to the Minutes as set out in the Minute Book) be adopted.</p> <p>(2) That authority be</p>	<p>The Housing Allocation Scheme sets out how the council processes and prioritises applications for social housing. It sets out the criteria for determining whether a household is eligible for social housing and what level of priority the household will be given based on housing need.</p> <p>It is important to review the</p>	<p>Option 1: Do nothing. Rejected on the basis that the current scheme does need to change in response to customer and staff feedback, developments in statutory guidance and to support the shift to a housing led approach.</p>	<p>None</p>

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<p>1.1 To approve the proposed changes to the Housing Allocation Scheme (Appendix 1) and adopt the scheme (Appendix 2).</p> <p>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.</p>	<p>delegated 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.</p>	<p>Scheme regularly in order to make sure that it reflects updated statutory guidance and regulatory changes and aligns with current housing needs in the District and that the council can respond to changing patterns of need.</p>		
<p>Agenda Item 10 The Council's Housing Assets Portfolio, Annual Rent Increases - new procedure</p>	<p>Resolved</p> <p>(1) That it be agreed that rent increases are applied annually to</p>	<p>All rent increases applied follow Government guidance, currently The Rent Standard. This specifies the increase that social landlords can</p>	<p>Option One: Annual rent increases are determined without an approved procedure in place. Rejected: Having a</p>	<p>None</p>

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<p>Report of Assistant Director - Growth and Economy</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To agree that rent increases are applied annually to both <i>affordable rental</i> and <i>shared ownership properties</i> 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.</p> <p>1.2 To delegate responsibility to the</p>	<p>both <i>affordable rental</i> and <i>shared ownership properties</i> 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.</p> <p>(2) That responsibility be delegated 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</p>	<p>apply each year. Within the Council these potential increases are measured against two affordability markers, the Local Housing Allowance (as outlined under paragraph 3.1 above) and an internal analysis of comparable local rents for both social housing providers and the private rented sector to ensure the increased rents remain affordable for residents.</p> <p>The annual increase adds to the asset value of the portfolio as well as increasing revenue income which is required for capital loan payments; rentals; conversions/improvements; housing/leasehold management and repairs.</p>	<p>procedure in place gives clear guidance regarding how increases are determined by the Regulator of Social Housing and the measures in place within the Council to ensure rents remain affordable for the Council's tenants and shared owners.</p> <p>Option Two: Do not increase rents on the Council's Housing Assets. Rejected: The annual increase will contribute towards increasing the value of the Council's housing assets portfolio and will also increase the revenue income for the Council which is required for capital loan payments; rentals; conversions/improvements</p>	

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<p>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.</p>	<p>2022.</p>		<p>; housing/leasehold management and repairs. These costs are subject to upward cost pressure and if not covered by prudent rent increases will become a revenue pressure on the Council.</p>	
<p>Agenda Item 11 Civil Parking Enforcement</p> <p>Report of Assistant Director Environment Services</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the progress on the implementation of Civil Parking Enforcement (CPE).</p>	<p>Resolved</p> <p>(1) That the progress on the implementation of Civil Parking Enforcement (CPE) be noted.</p> <p>(2) That the Council entering into arrangements for the adjudication of Civil Parking Enforcement via a joint committee</p>	<p>The Council has agreed to the implementation of CPE and there is a requirement to become a member of PATROLAJC and to participate in a Traffic Parking Tribunal as part of the appeals process.</p>	<p>Option 1: To adopt the recommendations.</p> <p>Option 2: To reject the recommendations and not adopt Civil Parking Enforcement</p>	<p>None</p>

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<p>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.</p> <p>1.3 To delegate to the Corporate Director</p>	<p>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 be approved.</p> <p>(3) That the power to agree the terms of participation in PATROLAJC under a Memorandum of Agreement with PATROL be delegated to the Corporate</p>			

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<p>Environment and Place the power to agree the terms of participation in PATROLAJC under a Memorandum of Agreement with PATROL.</p>	<p>Director Environment and Place.</p>			
<p>Agenda Item 14 Castle Quay</p> <p>Exempt report of Corporate Director Commercial Development, Assets and Investment</p>	<p>Resolved</p> <p>(1) As set out in the exempt decisions.</p> <p>(2) As set out in the exempt decisions.</p>	<p>As set out in the exempt decisions.</p>	<p>As set out in the exempt decisions.</p>	<p>None</p>