



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

**Summary of the decisions taken at the meeting
of the Executive held on Monday 5 September 2022**

1. Date of publication of this summary: <date>
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): **None**
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 <date>
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 July 2022</p> <p>Report of Assistant Director of Finance and Interim Assistant Director – Customer Focus</p> <p>Purpose of report</p> <p>This report summarises the Council’s Performance, Risk and Finance monitoring positions as at the end of July 2022.</p> <p>Please note: a clarification regarding the Performance, Risk and Finance Executive Report presented on Monday 6 July – section 5.4. Cherwell District Council always fully considers the needs of all clients when offering</p>	<p>Resolved</p> <p>(1) That the monthly Performance, Risk and Finance Monitoring Report July 2022 be noted.</p> <p>(2) That the following proposed changes in the use of reserves and detailed in the Annex to the Minutes (as set out in the Minute Book) be approved:</p> <table border="1" data-bbox="674 1126 1016 1321"> <thead> <tr> <th>Directorate</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Resources</td> <td>Earmarke</td> </tr> <tr> <td>Resources</td> <td>Earmarke</td> </tr> <tr> <td>Resources</td> <td>Earmarke</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>(3) That the reduction in the Castle Quay</p>	Directorate	Type	Resources	Earmarke	Resources	Earmarke	Resources	Earmarke			<p>This report provides an update on progress made during July 2022, to deliver the Council’s priorities through reporting on Performance, Leadership Risk Register and providing an update on the Financial Position. The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.</p>	<p>Option 1: This report illustrates the Council’s performance against the 2022-23 Business Plan. Regarding the monitoring aspects of the report, no further options have been considered. However, members may wish to request that officers provide additional information. Regarding the recommendation to approve changes in use of reserves, members could choose not to reject the change of use, however, the request is in accordance with the councils Reserves Policy and within existing budgets. If members chose not to agree to the changes in transfers to reserves, then this would</p>	<p>None</p>
Directorate	Type													
Resources	Earmarke													
Resources	Earmarke													
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<p>placements. We never 'impose' offers out of area, but in some cases, it may be in the best interests of the client.</p> <p>We take this responsibility very seriously and to date this year have only made 6 such placements and all by agreement. Examples would be to move for safety reasons or to be closer family to provide additional support needs. These are all right and proper reasons. The ability to house residents out of District is set in legislation - Part 7 of the 1996 housing act. As all authorities we can discharge a responsibility out of area if it is suitable and reasonable to do so. If within 24 months, the client decides they want to return to CDC they maintain a local connection and we would welcome them back to us.</p>	<p>capital scheme of £3.370m be approved.</p> <p>(4) That the budget virement between Executive Matters and the Property Budget of £0.927m be approved.</p>		<p>mean resource would need to be found for these projects separately in future years.</p>	

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<p>Cherwell District Council always follow due process and critically put the needs of the client at the centre of our support and advice.</p> <p>The phrasing of the previous report was not helpful and if it caused confusion or concern, we unreservedly apologise.</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the monthly Performance, Risk and Finance Monitoring Report July 2022</p> <p>1.2 To approve the proposed changes in use of reserves at Appendix 5</p> <p>1.3 To approve the</p>				

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<p>reduction in the Castle Quay capital scheme of £3.370m.</p> <p>1.4 To approve the budget virement between Exec Matters and the Property Budget of £0.927m</p>				
<p>Agenda Item 7 Climate Change - Carbon Management Plans</p> <p>Report of Assistant Director Environment Services</p> <p>***Please note this report will be to follow***</p>	<p>Resolved</p> <p>(1) That the significant progress in the Council moving towards net zero by 2030 be noted.</p> <p>(2) That the proposed carbon management plans (Annex to the Minutes as set out in the Minute Book) in making further steps to reach net zero by 2030 be supported and approved.</p>	<p>The Carbon Management Plans set out plans for this year and future years to reduce the overall emissions of the Council in its journey to reach net zero by 2030.</p>	<p>Option 1: To adopt the proposed carbon management plans.</p> <p>Option 2: To reject the proposed carbon management plans and ask officers to reconsider the overall management plans</p>	<p>None</p>

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<p>Agenda Item 8 Car Parking Agency Agreement</p> <p>Report of Assistant Director Environment Services</p> <p>Purpose of report</p> <p>The purpose of this report is to seek approval to move into an Agency Agreement with Oxfordshire County Council to cover enforcement of the Council's off street car parks</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To approve entering into an agency agreement for five years with an option to extend for up to a</p>	<p>Resolved</p> <p>(1) That the entering into an agency agreement for five years with an option to extend for up to a further five years with Oxfordshire County Council regarding car parking and an option to cease the agreement with twelve months' notice on either side be approved.</p> <p>(2) That authority be delegated to the Corporate Director Communities in conjunction with the Monitoring Officer to agree the details of the agency agreement.</p>	<p>The current car parking contract has been extended until the end of November 2022. From 1 December 2022 new arrangements must be put in place.</p> <p>Having considered the options, entering into an agency agreement with the County Council will deliver a very good service with a significant reduction in service delivery cost</p>	<p>Option 1: To adopt the recommendations.</p> <p>Option 2: To reject the recommendations and ask officers to reconsider the overall project</p>	<p>None</p>

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<p>further five years with Oxfordshire County Council regarding car parking. There will be an option to cease the agreement with twelve months notice on either side</p> <p>1.2 To give delegated authority to the Corporate Director Communities in conjunction with the Monitoring Officer to agree the details of the agency agreement</p>				
<p>Agenda Item 9 Notification of Urgent Action - Letting of Unit at Castle Quay</p> <p>Report of the Chief Executive</p> <p>***Please note this report will</p>	<p>Resolved</p> <p>(1) That the urgent action by the Chief Executive in relation to the letting of a unit at Castle Quay be noted.</p>	<p>There is a Constitutional requirement for urgent action to be notified to the body that would ordinarily have taken the decision.</p>	<p>Option 1: As the decision has been taken there no alternative options.</p>	<p>None</p>

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be to follow. The appendix to the report will be exempt***				
<p>Agenda Item 12 Summary of Debt Write offs - Exempt Appendices A and B</p> <p>Exempt report of Assistant Director of Finance</p>	<p>Resolved</p> <p>(1) That, having given due consideration, the proposed bad debt write offs summarised in the exempt Annexes A1 to A14 to the Minutes (as set out in the Minute Book), which contain debts recommended for write-off relating to Housing Benefit Overpayments where the value exceeds £5,000 be approved.</p> <p>(2) That, having given due consideration, the proposed bad debt write offs summarised in exempt Annexes B1</p>	<p>The Council's financial procedure rules require that recommended write offs with an outstanding balance of £5,000 and above for Council Tax, Overpayment of Housing Benefit or Sundry Debtors, and £10,000 and above for Non- Domestic Rates must be approved by the Executive.</p> <p>Adopting the Corporate Debt Policy makes is clear that wherever possible the Council should collect income prior to providing a service. The Policy also updates the process and flow charts for collecting debt at each stage of recovery.</p>	<p>Option 1: To not write off the debt. This old and irrecoverable debt places additional administration on the team as periodically, it is required to be reviewed and pursued. By writing off the debt, more time will be able to be focussed on reviewing debt that is more likely to be recoverable.</p>	<p>None</p>

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	<p>to B10 to the Minutes (as set out in the Minute Book), which contain other sundry debts recommended for write-off where the values exceeds £5,000 be approved.</p> <p>(3) That the proposed write off of debts for each service area where the value is less than £5000.00 but all recovery methods have been exhausted, which have been reviewed by the S151 Officer and are available to be reviewed on request, be approved.</p> <p>(4) That the Corporate Debt Policy (Annex to the Minutes as set out</p>			

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	in the Minute Book) be approved.			
Agenda Item 13 Notification of Urgent Action - Letting of Unit at Castle Quay - Exempt Appendix	Resolved (1) That the exempt appendix be noted.	As set out under item 9	As set out under item 9	None