



**Committee: Executive**

**Date: Monday 3 July 2023**

**Time: 6.30 pm**

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

## **Membership**

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

Councillor Phil Chapman  
Councillor Donna Ford  
Councillor Andrew McHugh  
Councillor Dan Sames

### **Councillor Adam Nell (Vice-Chairman)**

Councillor Sandy Dallimore  
Councillor Nicholas Mawer  
Councillor Eddie Reeves  
Councillor Nigel Simpson

## **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 3 April 2023.

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

To receive communications from the Chairman.

**6. Performance, Risk and Finance Monitoring Report End of Year 2022 - 2023**  
(Pages 15 - 86)

Report of Assistant Director of Finance and Assistant Director – Customer Focus

**Purpose of report**

To give an update on the council's performance, risk, and financial positions for the period up to the end of the financial year 2022-2023.

**Recommendations**

The meeting is recommended:

- 1.1 To note the Performance, Risk and Finance Monitoring Report for End of year 2022- 2023.
- 1.2 To note the Annual Report 2022 – 2023 (Appendix 9).
- 1.3 To approve the carry forward of funding into reserves and agree the allocations being released for use in 2023/2024 as set out in Appendix 6.
- 1.4 To approve the capital carry forwards described in Appendix 1.
- 1.5 To approve the Use of / Contributions to Reserves as set out in Appendix 5.
- 1.6 To note the outturn underspend for 2022/2023.

**7. Monthly Performance, Risk and Finance Monitoring Report May 2023** (Pages 87 - 132)

Report of Assistant Director of Finance and Assistant Director – Customer Focus

**Purpose of report**

To update Executive on the council's performance, risk, and financial positions for the 2023/24 financial year to the end of May 2023.

**Recommendations**

The meeting is recommended:

- 1.1 To note the Performance, Risk and Finance Monitoring Report for May 2023.
- 1.2 To note the Budget Management Report.
- 1.3 To approve the proposed changes in use of reserves in Appendix 5.
- 1.4 To Note the Virements agreed under S151 delegations in Appendix 3.

**8. Cherwell Digital Futures Strategy** (Pages 133 - 162)

Report of ICT and Digital Lead

## **Purpose of report**

To present the Digital Futures Strategy, a forward-thinking blueprint designed to greatly improve the experience for all stakeholders - citizens, businesses, partners, visitors, staff, and elected members. Our strategy deviates from traditional IT strategies; instead of centring on specific technology implementations, we prioritise identifying innovative technologies and approaches that align with our ambition to become the best version of ourselves. Our aim is to leverage digital advancements to foster an improved, engaging, and seamless experience for all.

## **Recommendations**

The meeting is recommended:

- 1.1 To approve the Digital Futures Strategy.

## **9. Discretionary Housing Payments Policy reviewed 2023/2024 (Pages 163 - 186)**

Report of Assistant Director of Finance

### **Purpose of report**

To inform Executive of the reviewed policy for Discretionary Housing Payment (DHP) and proposed updates.

### **Recommendations**

The meeting is recommended to:

- 1.1 Note the contents of the reviewed policy for Discretionary Housing Payments.
- 1.2 Approve the policy for Discretionary Housing Payments (appendix one).

## **10. Implementation of Car Parking Pricing (Pages 187 - 198)**

Report of Assistant Director Environmental Services

### **Purpose of report**

To inform Members of the changes proposed to the implementation of car park price increases during summer 2023 and provides the rationale for the revised implementation.

The new scheme does not raise prices beyond those approved by Council. It sets out an implementation plan which ensures the Council's car park charges strike a balance between the Medium Term Financial Plan (MTFP) priorities and being responsive to the current economic climate.

### **Recommendations**

The meeting is recommended:

- 1.1 To note the proposed changes below:
- Increase the 1<sup>st</sup> hour from £1.10 to £1.20. This will increase income broadly in line with inflation.
  - Keep the 2<sup>nd</sup> and 3<sup>rd</sup> hour unchanged as parking usage has demonstrated that use has declined and is not competitive with alternative car parking offers.
  - Increase the daily charge from £5.00 to £5.50 – an increase of 10p per hour - in line with inflation and as long stay car parks are showing increasing demand from increasing numbers of workers returning to office.
  - Increase the ultra short stay from £1.10 to £1.20 for ½ hour. Increase the hour rate from £1.60 to £1.70 in ultra short stay car parks, where it is evidenced that there is increasing demand.
- 1.2 To approve the publishing of the revised charges.

**11. Budget and Business Planning Process 2024/25 - 2028/29** (Pages 199 - 226)

Report of Assistant Director of Finance

**Purpose of report**

This report is to inform the Executive of the proposed approach to the 2024/25 Budget and Business Planning Process and provides context and background information on the existing Medium-Term Financial Strategy and information on latest government announcements relevant to the Strategy.

**Recommendations**

The meeting is recommended to:

- 1.1 Approve the Budget and Business Planning Process for 2024/25.
- 1.2 Approve the base assumptions to be used for the 2024/25 budget.
- 1.3 Approve a five-year period for the Medium-Term Financial Strategy to 2028/29 and five-year period for the Capital Programme to 2028/29.
- 1.4 Approved the revised Reserves Policy at Appendix 4.

**12. Award of Contract for the Repair and Refurbishment of Town Centre House**  
(Pages 227 - 230)

Report of Assistant Director Wellbeing and Housing

**Purpose of report**

To delegate authority to Assistant Director Wellbeing and Housing to award the contract to the successful tender for the repair and refurbishment of Town Centre House.

## **Recommendations**

The meeting is recommended:

- 1.1 To delegate authority to Assistant Director Wellbeing and Housing to award the contract for the repair and refurbishment of Town Centre House in consultation with the Monitoring Officer and s151 Officer.
- 1.2 To delegate authority to the Monitoring Officer to enter into the agreement with the successful tenderer.

### **13. Updates to Terms of Reference of the Future Oxfordshire Partnership (Pages 231 - 256)**

Report of Monitoring Officer

#### **Purpose of report**

To set out and approve adjustments to the Future Oxfordshire Partnership's Terms of Reference following recent changes to the programmes within the Oxfordshire Housing and Growth Deal.

#### **Recommendations**

The meeting is recommended:

- 1.1 To approve the Future Oxfordshire Partnership's revised Terms of Reference and Memorandum of Understanding.

### **14. Pledges to Oxfordshire Inclusive Economy Partnership's Charter (Pages 257 - 266)**

Report of Assistant Director - Growth and Economy

#### **Purpose of report**

This report advises on the use of the delegated authority granted in January 2023 for the Council to make Pledges towards the implementation of the Oxfordshire Inclusive Economy Partnership (OIEP) Charter.

#### **Recommendations**

The meeting is recommended:

- 1.1 To re-confirm Cherwell District Council's commitment to the adoption of twelve pledges (Appendix Two) aligned with OIEP 2023-24 and to support delivery of the pledges through appropriate services areas.
- 1.2 To delegate engagement with and membership of the OIEP Steering Group and Working Groups on behalf of the Council to Corporate Director – Communities, in conjunction with the Portfolio Holder for Regeneration.

## 15. Urgent Business

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

## 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 221534 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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### Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221534

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

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