

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 March 2013 at 6.30 pm

Present: Councillor Barry Wood, Leader of the Council (Chairman)  
Councillor G A Reynolds, Deputy Leader of the Council (Vice-Chairman)

Councillor Ken Atack, Lead Member for Financial Management  
Councillor Norman Bolster, Lead Member for Estates and the Economy  
Councillor John Donaldson, Lead Member for Banbury Brighter Futures  
Councillor Michael Gibbard, Lead Member for Planning  
Councillor Tony Ilott, Lead Member for Public Protection  
Councillor Nigel Morris, Lead Member for Clean and Green  
Councillor D M Pickford, Lead Member for Housing

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Tim Emptage, Leader of the Liberal Democrat Group

Apologies for absence: Councillor Nicholas Turner, Lead Member for Performance and Customers

Officers: Calvin Bell, Director of Development  
Ian Davies, Director of Community and Environment  
Martin Henry, Director of Resources / Section 151 Officer  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Adrian Colwell, Head of Strategic Planning and the Economy  
Pat Simpson, Programme Manager  
Claire Taylor, Corporate Performance Manager  
Natasha Clark, Team Leader, Democratic and Elections

#### 97 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

#### 99 **Urgent Business**

There were no items of urgent business.

100 **Minutes**

The minutes of the meeting held on 4 February 2013 were agreed as a correct record and signed by the Chairman.

101 **Local Plan 2012 Update**

The Head of Strategic Planning and the Economy submitted a report which presented an update report on the progress made to complete the Local Plan 2012.

In introducing the report, the Lead Member for Planning advised Executive that during the consultation, which ran from October to December 2012, about 200 organisations and individuals made comments on the Plan (excluding two action groups with multiple signatures), equating to approximately 2000 individual comments / points.

In parallel to the consultation, a substantial evidence base was nearing completion and additional studies had either been completed or were at an advanced stage.

As a result of the representations received and additional evidence, a number of changes to the Local Plan were proposed for further consideration and testing including, where necessary, through the Sustainability Appraisal.

The Lead Member for Planning explained that officers had received advice from Counsel on the final stages of plan completion and the implications of the proposed changes arising from new evidence and representations.

The Local Plan must be considered 'sound' at Examination by the Secretary of State to be adopted by the Council and Counsel's advice was now shaping the process for the completion of Plan drafting and the next steps to be taken. The legal advice received was to rerun the Sustainability Appraisal to take account of the proposed changes and to carry out a six week focussed consultation on these few major changes to the Local Plan.

In response to the comments of Councillor Tim Emptage, Leader of the Liberal Democrat Group, the Lead Member for Planning confirmed that there would be a Kidlington Masterplan in due course however the Local Plan was the priority at the present time.

Members commended officers for their ongoing hard work on the Local Plan.

**Resolved**

- (1) That the progress being made to complete the Cherwell Local Plan be noted.
- (2) That the additional 'focused' consultation required be approved.

## Reasons

Securing the adoption of a 'sound' up to date Local Plan for the District is a priority for Cherwell District Council as it will guide the growth of the District over the next 19 years.

## Options

**Option One** To approve the additional 'focussed' consultation.

**Option Two** To proceed to submission at this stage but this would be 'unsound'.

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## Update on Major Programmes

The Head of Transformation which provided an update on progress in implementing robust governance of major change projects.

## Resolved

- (1) That the work done to embed the governance standards for the Place Programme and Transformation Programme for Cherwell District Council and South Northamptonshire Council, including acting on guidance offered by Internal Audit, be noted.
- (2) That the development of a Statement of Recommended Practice in relation to how major projects are managed, and the forthcoming opportunities for Members to be briefed on the methodology be noted.
- (3) That the plans to acquire temporary project management resources to ensure the robust delivery of the council's major projects, and build future project management capacity be noted.

## Reasons

In September 2012, Executive received an update on the implementation of the governance structure for the Council's major projects agreed earlier in the year.

This report is to further update members on the progress made in implementing the governance, and its extension into project management, now set out in a Statement of Recommended Practice (SoRP). A similar report is being considered by the SNC Cabinet.

## Options

**Option One** There is no alternative option. Members have already approved the general approach to maximising the effective use of scarce resource through the organisation of projects into programmes. This report seeks simply to update members.

## **Performance Management Framework 2012/13 Third Quarter Performance Report**

The Head of Transformation and Corporate Performance Manager submitted a report which presented the Council's performance for the period 01 October to 31 December 2012 as measured through the Performance Management Framework.

### **Resolved**

(1) That the following achievements be noted:

#### **Cherwell: A District of Opportunity**

- 103 affordable homes have been delivered within the district at the end of Quarter three, exceeding the target of 100 homes and supporting opportunities for developing self builds.
- Strengthening the leisure and retail facilities in Banbury and Bicester, Bolton Road is making good progress, a meeting has been held with Aberdeen Properties, and possible design solutions have been taken forward to a meeting with a potential supermarket.

#### **A Cleaner Greener Cherwell**

- The Council has been involved in a successful county-wide partnership bid (led by the Health Service) that has secured funding to run the Warm Homes Healthy People scheme again this winter. Extensive promotion is planned.
- Eco Bicester houses are expected to for building to start in early 2013 following discharge of planning conditions and obligations. Building of houses has not started as yet.

#### **A Safe, Healthy and Thriving District**

- Oxfordshire County Council has a list of 78 families as part of the Thriving Families group to share with the attendees of the fortnightly Joint Agency and Tasking Coordination Group.
- 75% of grass pitches in South West Bicester Sports Village are constructed (drained and seeded) but work has now been suspended until ground conditions improve in the spring.
- Funding and planning approvals have been given for the new hospital on the existing site. Awaiting financial close and construction is due to start in early 2013.
- Support volunteering across the district – This is now reporting as Green, development through Voluntary Organisations Forum, plus reactive support on one to one basis has been delivered. Volunteering arrangements with Citizens Advice Bureau are now back on track and volunteers have been successfully placed with several organisations.

#### **An Accessible Value for Money Council**

- Secure savings of £800,000 to help meet medium term financial deficit has been achieved to date and savings built into the draft

2013/14 budget. (note: by the time of this meeting of the Executive, the budget will have been set).

- Improving our website and access has been furthered by the Webteam and the Customers Services team who meet monthly to review the 'top tasks' features on the homepage to ensure the high demand services are easily accessible online. A re-branding exercise is underway to have the same look and feel across all service pages providing a seamless view for the customer.
- The average speed to answer calls has improved to 1minute 9seconds from 1minute 27seconds, with a decrease of 20.8% calls being abandoned.

(2) That the following performance related matters be identified for review or consideration in future reports:

#### **Cherwell: A District of Opportunity**

- The Brighter Futures in Banbury programme is reporting Amber due to significant changes with the theme leads, this is a potential risk to the programme. Currently the programme is broadly on track with funding support given to the Banbury Street Pastors and also integration with the Thriving Families project supporting some of the most vulnerable families in Banbury.

#### **A Cleaner Greener Cherwell**

- The recycling rate is below the 2011/12 outturn due to a growth in landfill tonnage especially since street sweepings can no longer be composted. Landfill tonnage is up 1000 tonnes on last year, half of this is due to a change in policy from the Environment Agency. We continue to strive to increase the recycling rate within the district with a target of above 57% for 2013/2014.

#### **A Safe Healthy and Thriving District**

- The roll out of the "best bar none" scheme is reporting as Amber and has done for the last 3 performance reports. A steering group of members and lead assessors (had to be trained) have been identified. This was initially delayed due to assessors requiring training. A meeting held at South Northants Council has identified a local training course: all assessors will be trained during April 2013. Two day training course has been confirmed in Northampton. Partnership Inspector Storey is currently working on the delivery plan.
- Support the local NHS to retain and develop health services at the Horton General Hospital – This is reporting as Amber. The Community Partnership Network is in transition to examine a range of new roles regarding the health and social care sector reforms. In the meantime Oxford University Hospitals Trust is continuing to respond to a very challenging financial savings target which when coupled with technological improvements in clinical care and continuing national changes and directives to how services are to be delivered means that further service change at the Horton appears inevitable.

### **An Accessible Value for Money Council**

- The number of complaints referred to the Ombudsman for Quarter 3 is 7, an increase of 4 from Quarter two. 6 of these complaints were within Planning and all related to the permission given for two garages. The remainder complaint was regarding business rates.

(3) That the progress on issues raised in the Quarter two report be noted.

### **Reasons**

This report presents the Council's performance against its corporate scorecard for the second quarter of 2012/13. It includes an overview of successes, areas for improvement and emerging issues to be considered.

### **Options**

#### **Option One**

- (1) To note the achievements referred to in paragraph 1.3
- (2) To recommend that officers report in the fourth quarter on the items identified in paragraph 1.4 where performance was below target or there are emerging issues or risks.
- (3) To agree the recommendations outlined in paragraph 1.5 and 1.6 identifying areas of improvement and areas of further consideration for review.

#### **Option Two**

To identify any additional issues for further consideration or review.

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### **2012/13 Quarter 3 Finance Report**

The Head of Finance and Procurement submitted a report which summarised the Council's Revenue, Capital, Procurement action plan and Treasury performance for the first 9 months of the financial year 2012/13 and projections for the full 2012/13 period.

These were measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 2013/14 budget process

### **Resolved**

- (1) That the projected revenue and capital position at December 2012 be noted.
- (2) That the Q3 performance against the 2012/13 investment strategy be noted.

- (3) That the contents and the progress against the Corporate Procurement Action Plan and the Procurement savings achieved at December 2012 be noted.

**Reasons**

In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue, capital, treasury and procurement position is reported monthly to the Joint Management Team and formally to the Executive on a quarterly basis. This report includes the position at Q3 – December 2012.

**Options**

**Option One** To review current performance levels and considers any actions arising.

**Option Two** To approve or reject the recommendations above or request that Officers provide additional information.

105 **Exclusion of the Press and Public**

**Resolved**

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

106 **Bodicote Park**

The Head of Regeneration and Housing submitted an exempt report regarding Bodicote Park.

**Resolved**

- (1) As set out in the exempt minute.
- (2) A set out in the exempt minute.

**Reasons**

As set out in the exempt minute.

**Options**

As set out in the exempt minute.

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The meeting ended at 7.45 pm

Chairman:

Date: