

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 June 2016 at 6.30 pm

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

Councillor Ken Atack, Lead Member for Financial Management
Councillor Colin Clarke, Lead Member for Planning
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Public Protection
Councillor Kieron Mallon, Lead Member for Banbury Futures
Councillor D M Pickford, Lead Member for Clean and Green
Councillor Lynn Pratt, Lead Member for Estates and the Economy
Councillor Nicholas Turner, Lead Member for Change Management, Joint Working and IT

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Dan Sames

Officers: Sue Smith, Chief Executive
Scott Barnes, Director of Strategy and Commissioning
Ian Davies, Director of Operational Delivery
Paul Sutton, Chief Finance Officer / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Jackie Fitzsimons, Shared Public Protection Manager, for agenda item 7
Nicola Riley, Shared Interim Community Partnerships and Recreation Manager, for agenda item 9
Nicholas Sutcliffe, Licensing Manager, for agenda item 7
Tim Mills, Private Sector Housing Manager, for agenda item 8
Natasha Clark, Team Leader, Democratic and Elections

1 **Declarations of Interest**

There were no declarations of interest.

2 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

3 **Urgent Business**

There were no items of urgent business.

4 **Minutes**

The minutes of the meeting held on 4 April 2016 were agreed as a correct record and signed by the Chairman.

5 **Chairman's Announcements**

The Chairman made the following announcement:

1. Members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

6 **Private Hire Licensing and Hackney Carriage Policy 2016**

The Public Protection Manager submitted a report to seek approval of the joint draft Cherwell and South Northamptonshire Council Private Hire and Hackney Carriage Licensing Policy prior to public and stakeholder consultation.

Resolved

- (1) That the joint draft Cherwell and South Northamptonshire Council Private Hire and Hackney Carriage Licensing Policy (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That authority be delegated to the Public Protection Manager to consider responses and, if necessary amend the policy in consultation with the Lead Member for Public Protection.

Reasons

By approving the joint draft Private Hire and Hackney Carriage Licensing Policy we will be able to consult and then implement a policy which will improve and strengthen our taxi licensing regime, ensuring public safety.

Alternative options

Option 1: Not to approve the joint draft Cherwell and South Northamptonshire Council Private Hire and Hackney Carriage Licensing Policy. This is not recommended as the proposed policy includes a number of updates and improvements with a clear policy statement.

7 **Disabled Facilities Grants and Better Care Funding**

The Head of Regeneration and Housing submitted a report to provide an update on changes to Disabled Facilities Grant (DFG) funding and to seek the

Executive's direction on suggested opportunities to improve the Council's service to disabled residents that arise from those funding changes.

The Chairman requested that officers submit an update report to Executive in due course.

Resolved

- (1) That the Council's capital contribution for Disabled Adaptations be left unchanged.
- (2) That it be confirmed that any of the total Disabled Facilities Grants (DFGs) capital budget in excess of what is required to deliver mandatory DFGs should be utilised to make identified improvements to the delivery of adaptations and assistance to eligible disabled residents.
- (3) That it be noted that, in accordance with the Scheme of Delegation to Officers and its Private Sector Housing Grants and Assistance Policy, the Head of Regeneration & Housing and the Lead Member for Housing will determine what additional forms of grants and loans may be appropriate to improve DFG service and delivery.

Reasons

The total DFG budget resulting from an increased HWB contribution will allow services to disabled households to be improved beyond the scope of what can be achieved through the established mandatory grants. Officers believe, in particular, that there are opportunities to simplify operations and speed up delivery. Although a suggested range of possible improvements will all require further investigation and working-up, they do not require additional funding by the Council, simply for the existing capital allocation to be maintained for 2016-17.

Alternative options

Option 1: To reduce the Council's £375k capital allocation for 2016-17, by a sum to be determined, and thereby reduce the total DFG budget. This option would result in the Council foregoing some, or all, of the opportunities to develop and enhance the service provided to disabled residents.

8

Safeguarding Policy and Internal Review Update

The Director of Operational Delivery submitted a report to consider an update of the Council's joint safeguarding policy and receive an update on the progress made to date on implementing the recommendations from the internal safeguarding review.

Resolved

- (1) That the updated joint Safeguarding policy (annex to the Minutes as set out in the Minute Book) be approved.

- (2) That the work carried out to date to implement the agreed recommendations from the internal review be noted.

Reasons

The revised joint policy is comprehensive and makes reference to the latest legislation providing a robust and thorough Safeguarding Policy document. The procedures for reporting a concern are clear and reference the new See it Report it intelligence gathering system.

Alternative options

Option 1: Not to update the policy; this is not a viable alternative given the change in duties placed upon Local Authorities

9

Bicester Healthy New Town Status

The Director of Operational Delivery submitted a report to consider Bicester's participation in the NHS England Healthy New Town Programme.

Resolved

- (1) That Bicester's participation in the NHS England Healthy New Town Programme be supported.
- (2) That agreement be given for the Council to act as the lead and accountable body for the Bicester Healthy New Town Programme.
- (3) That the inclusion of this activity in the consideration by the Bicester Strategic Delivery Board be supported.
- (4) That agreement be given to a Healthy New Town Cherwell fund of £20,000 to serve as an enabling fund to secure further external funding for the Bicester initiatives beyond 2016/17.

Reasons

The scale and nature of Bicester's development has provided an excellent opportunity to be enhanced through the NHS England Healthy New Town programme. NHS England has recognised in its shortlisting of Bicester to participate along with the offer of a range of support including financial.

A wider multi-disciplinary and multi-sector partnership group from Bicester and Oxfordshire has also responded very positively to this initiative and is now in the process of preparing a detailed set of proposals which turn intent into action. This requires a programme lead which is proposed to be undertaken by this Council and it is this which is reflected in the report recommendations.

Alternative options

Option 1: Not to engage in the NHS England HNT Programme and withdraw for these activities. This is not proposed due to the relevance and benefits of this programme to Bicester

10

Performance Report 2015-2016 Quarter 4 / End of Year

The Director of Strategy and Commissioning to provide information relating to quarter four of the annual performance year, for the period 1 January - 31 March 2016. The report also reflected end of year outturns as measured through the performance management framework.

Resolved

- (1) That it be noted that despite tough performance targets, a challenging economic environment, and on-going policy and organisational change, Cherwell District Council has met or made satisfactory progress on 96% of all the performance targets outlined in its performance management framework.
- (2) That it be noted that there was no feedback on performance issues from the Overview & Scrutiny Committee at its meeting on 31 May 2016 provided directly to The Leader.
- (3) That the Annual report (annex to the Minutes as set out in the Minute Book) be approved for publication.

Reasons

This is a report of the Council's performance in the fourth quarter of 2015/16 measured through the performance management framework. The report covers key areas of performance against the Council's 12 public pledges and the 2015/16 business plan. The report also contains performance information around the Corporate Equalities Plan and Significant Partnerships.

In this final quarter report we show that the Council has made strong progress towards delivering its ambitions to improve the services delivered to the public and against key projects and priorities, despite tough performance targets, a challenging economic environment, and on-going policy and organisational change. It also demonstrates the Council's proactive performance management of issues raised and the inclusive role of Overview and Scrutiny in supporting performance review.

With a 96% delivery rate against the key strategic priorities and the deliverables that sit underneath them the report clearly demonstrates that the council's performance is excellent, and that together we are making a significant and positive difference to the District, our residents, businesses and other key stakeholders. There can be no other recommendations to make, other than to commend everyone who has contributed to such excellent performance, of which we should all be proud.

Alternative options

Option 1: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.

11 **2015/16 Draft Revenue Outturn**

The Chief Finance Officer / Section 151 Officer submitted a report to provide an initial draft update on the Council's revenue outturn for 2015/16.

In response to comments from Councillor Woodcock, Leader of the Labour Group, regarding the reported shortfall in rental income from Castle Quay, the Chairman requested that the Town Centre Managers submit a report to the September or October Executive on the matter and the reasoning.

Resolved

- (1) That the report be noted.

Reasons

The Executive has the responsibility for managing the Council's resources. A key element of this is budgetary control, and the final outturn for the year is the measure of the accuracy of budgeting and budgetary control throughout the year.

Alternative options

Option 1: To not note the report but members will not be aware of the likely outturn and performance against budget for 2015/16 if they choose to take this option.

12 **Proposal for a Joint Revenues and Benefits Service with South Northamptonshire Council**

The Chief Finance Officer / Section 151 Officer submitted a report which presented the final business case following consultation for a joint Revenues and Benefits service across Cherwell District and South Northamptonshire Councils and sought approval for the non-staffing elements of the business case.

The proposal was part of the wider transformation programme across the two Councils.

Resolved

- (1) That the final business case for a Joint Revenues and Benefits Service with South Northamptonshire Council (SNC) and the consultation responses in relation to non-staffing matters be considered.
- (2) That it be noted that the business case was approved by the Joint Commissioning Committee with regard to staffing matters on 26 May

2016 and that this included consideration of consultation responses from affected staff and trade union representatives.

- (3) That the proposed final business case to share a joint Revenues and Benefits Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet on 13 June 2016, be approved and implemented.
- (4) That authority be delegated to the Chief Finance Officer, in consultation with the Leader of the Council, to make any non-significant amendment that may be required to the business case following the decision by SNC Cabinet.
- (5) That the allocation of £200,000 from general fund balances to cover 50% of the implementation costs be approved.

Reasons

The proposal is to establish a Joint Revenues and Benefits service between CDC and SNC which will deliver significant financial and operational benefits. The business case sets out the significant financial and operational benefits to establishing the proposed joint service.

Alternative options

Option1: Status Quo (No Change)

Following the decision taken by CDC Executive on 7 September 2015, retaining the status quo is no longer an option for CDC who will be insourcing the Revenues and Benefits service in 2017. While retaining the status quo is an option for SNC, it is not considered an appropriate option given the benefits and savings associated with delivering a joint service with CDC.

Option 2: Three-way Shared Service with Stratford-on-Avon District Council (SDC)

A three-way shared service with SDC is no longer a realistic option although serious consideration was previously given to this option.

Due to the different visions and strategic priorities of the three Councils regarding how to meet the financial challenges and respond to regional opportunities for devolution it has been agreed that no further three-way business cases are prepared.

Proposal for a Joint Community and Leisure Service with South Northamptonshire Council

The Director of Operational Delivery submitted a report which presented the final business case following consultation for a Joint Community and Leisure service across Cherwell District Council and South Northamptonshire Council and sought agreement for the non-staffing elements of the business case.

The proposal was part of the wider transformation programme across the two Councils.

Resolved

- (1) That the final business case for a Joint Community and Leisure Service with South Northamptonshire Council and the consultation responses in relation to non-staffing matters be considered.
- (2) That it be noted that the business case was approved on 26 May 2016 by the Joint Commissioning Committee (JCC) with regard to staffing matters and that this included consideration of consultation responses from affected staff and trade union representatives.
- (3) That the proposed final business case to share a Joint Community and Leisure Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet, be approved and implemented.
- (4) That authority be delegated to the Director of Operational Delivery in consultation with the Leader of the Council any non-significant amendment that may be required to the business case following the decision by SNC Cabinet.

Reasons

The business case represents a significant step in the revised transformation programme across CDC and SNC. The proposed joint service would provide realigned delivery teams designed to meet the agendas for each district.

Alternative options

Not to approve the recommendations. This is not recommended as the business case remodels the existing services at both councils into a new joint service and as a result delivers savings in excess of the guidance targets set out in the February 2015 business case.

14 **Exclusion of the Press and Public**

There being no questions on the exempt appendices to the Proposals for a Joint Revenues and Benefits Service with South Northamptonshire Council and a Joint Community and Leisure Service with South Northamptonshire Council, it was not necessary to exclude the press and public.

15 **Proposal for a Joint Revenues and Benefits Service with South Northamptonshire Council - Exempt Appendix**

Resolved

- (1) That the exempt appendix be noted.

16 **Proposal for a Joint Community and Leisure Service with South Northamptonshire Council - Exempt Appendices**

Resolved

- (1) That the exempt appendices be noted.

The meeting ended at 7.30pm

Chairman:

Date: