

Council Minute Book
Monday 16 October 2017

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 September 2017 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 John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management
Councillor Kieron Mallon, Lead Member for Public Protection and Community Services
Councillor D M Pickford, Lead Member for Clean and Green
Councillor Lynn Pratt, Lead Member for Economy and the Estates

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Andrew Beere

Apologies for absence: Councillor Colin Clarke, Lead Member for Planning
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and IT
Councillor Richard Mould, Lead Member for Performance Management

Officers: Yvonne Rees, Chief Executive
Scott Barnes, Director of Strategy and Commissioning
Ian Davies, Director of Operational Delivery
Paul Sutton, Chief Finance Officer / Section 151 Officer
Ed Potter, Head of Environmental Services
Jackie Fitzsimons, Shared Public Protection Manager
Sanjay Sharma, Interim Head of Finance / Deputy Section 151 Officer
James Doble, Interim Assistant Director Transformational Governance / Monitoring Officer
Natasha Clark, Interim Democratic and Elections Manager

32 Declarations of Interest

There were no declarations of interest.

33 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

34 **Urgent Business**

There were no items of urgent business.

35 **Minutes**

The minutes of the meeting held on 3 July 2017 were agreed as a correct record and signed by the Chairman.

36 **Chairman's Announcements**

There were no Chairman's announcements.

37 **Joint Animal Licensing Policy**

The Public Protection Manager submitted a report to seek approval for the adoption of a joint Animal Licensing Policy and Animal Licensing Conditions for consultation. The policy would be applied by authorised officers when determining applications for all animal related licences.

Resolved

- (1) That, subject to consultation, the proposed Joint Animal Licensing Policy and conditions setting out the Council's approach to determining all animal licensing applications and subsequently ensuring compliance with the relevant conditions be adopted.
- (2) That the Director of Operational Delivery be authorised to set all animal licensing fees and to make any changes to the Joint Animal Licensing Policy and conditions should they be required through either changes in legislation or changes in circumstances.
- (3) That authority be delegated to the Director of Operational Delivery, in consultation with the Lead Member for Public Protection and Community Services, to approve the final policy following the consideration of any consultation responses.

Reasons

There is no statutory requirement for a local authority to have a formal animal licensing policy. However, it is considered best practice to adopt such a policy. This is for the benefit of business owners as well as reassuring the general public and other public bodies. It also ensures transparency and consistency when dealing with applications.

Alternative options

Option 1: Adopt the policy and attached conditions

Option 2: Reject the policy and attached conditions for amendment

38 **Joint Scrap Metal Licensing Policy**

The Public Protection Manager submitted a report to seek approval for the adoption of a joint Scrap Metal Licensing Policy. The policy which would be subject to consultation, would be applied by authorised officers when determining applications for all scrap related licences and subsequently enforcing the provisions of the Scrap Metal Dealers Act 2013.

Resolved

- (1) That it be noted that functions and powers pursuant to the Scrap Metal Dealers Act 2013 are an executive function and such functions and powers, including the setting of licence application fees, hereby be delegated to the Director of Operational Delivery,
- (2) That, subject to consultation, the proposed Joint Scrap Metal Licensing Policy setting out the Council's approach to determining all applications and subsequently ensuring compliance with the provisions of the Act be approved.
- (3) That authority be delegated to the Director of Operational Delivery, in consultation with the Lead Member for Public Protection and Community Services, to approve the final policy following the consideration of any consultation responses.

Reasons

There is no statutory requirement for a local authority to have a formal scrap metal licensing policy; however, it is considered best practice to adopt such a policy. This is for the benefit of business owners as well as reassuring the general public and other public bodies. It also ensures a level of transparency and consistency when dealing with applications.

Alternative options

Option 1: Adopt the policy and recommendations

Option 2: Reject the policy and recommendations

39 **Council Tax Reduction Scheme 2018-2019**

The Chief Finance Officer submitted a report to provide members with an update on the current Council Tax Reduction Scheme (CTRS) and the changes to discounts, including the impact on collection rates, and to provide members with options to consider for a Council Tax Reduction Scheme for 2018-2019 and to seek approval to consult on the approved option.

Resolved

- (1) That the report and financial implications for the Council be noted.
- (2) That the recommendation made by Budget Planning Committee to consult on Option 1 – no change to the current Council Tax Reduction Scheme or Council Tax discounts for 2018-2019 and to change only the detail of the scheme to update the Pensioner Regulations as prescribed by DCLG and to uprate the Working Age Regulations amounts in line with Housing Benefit be approved.

Reasons

From April 2013 Council Tax Benefit was abolished and replaced with a local Council Tax Reduction Scheme. Members are now required to agree for consultation purposes a Council Tax Reduction Scheme for the 2018-2019 financial year.

Alternative options

Option 1: To not recommend any of the options for a scheme for 2018-2019. This would have financial implications for the Council and those residents affected by Welfare Reform.

40

Spring Budget 2017 - Business Rates Relief Schemes

The Chief Finance Officer submitted a report to provide members of Executive with an update on the Spring Budget 2017 changes to Business Rates and to seek approval of the local Discretionary Business Rate Relief Scheme and Pubs Relief Scheme.

Resolved

- (1) That the report and financial implications for the Council be noted.
- (2) That the adoption of the local Discretionary Business Rate Relief Scheme for 2017-2018 (annex to the Minutes as set out in the Minute Book) be approved.
- (3) That the adoption of the Pubs Relief Scheme for 2017-2018 (annex to the Minutes as set out in the Minute Book) be approved.

Reasons

The report sets out a proposed Local Discretionary Relief scheme to provide relief to business ratepayers in properties facing substantial business rates rises as a result of the 2017 Revaluation. The local scheme aims to distribute no more than the Government grant provided for this purpose in the Spring Budget.

Alternative options

Option 1: Members could choose not to adopt the proposed schemes, but in view of the fact that expenditure will be reimbursed the Government expects billing authorities to grant relief to all qualifying ratepayers.

41

Oxfordshire Clinical Commissioning Group (OCCG) Phase 1 Consultation and Decisions Regarding the Horton General Hospital

The Director of Operational Delivery submitted a report to consider the most recent developments and decisions in relation to the Horton General Hospital (HGH) and the Council's response to proposals for service change by the Oxfordshire Clinical Commissioning Group (OCCG).

Resolved

- (1) That the decisions taken by Oxfordshire Joint Health and Overview Scrutiny Committee and the Oxfordshire Clinical Commissioning Group be noted.
- (2) That the action to submit a Notice of Renewal for a judicial review of the flawed consultation process be endorsed.
- (3) That the referral process to the Secretary of State for Health of the Oxfordshire Clinical Commissioning Group decision to make permanent the freestanding midwife led unit at the Horton General Hospital be supported to the fullest extent.

Reasons

The process of the development of service model options for the Horton General Hospital and the formal consultation of these has been long and arduous. The Council has engaged throughout and responded positively. It is hugely disappointing that the Council's concerns and suggestions have not been reflected in the obstetrics decision.

The Council has demonstrated that the consultation process has been flawed and that this should be subject to a legal challenge. The Council's partners in this matter also support this view. In this respect, it is recommended that the Council should, with its partners, continue the fight by supporting the Oxfordshire Joint Health and Overview Scrutiny Committee with the referral of this matter to the Secretary of State for Health and to continue with vigour its legal challenge of the consultation process.

Alternative options

Option 1: To accept the decisions made by OCCG. This is not proposed as the Council believes that the consultation was flawed and that there is an alternative and viable obstetrics model for the HGH

On Street Parking Enforcement

The Director of Operational Delivery submitted a report to consider additional on-street parking enforcement delivered by Thames Valley Police and its funding.

In the course of the discussion Members acknowledged that whilst not a statutory function, the proposal would assist residents and improve the district. Councillor Mallon proposed an additional recommendation: That subject to Thames Valley Police confirming they have resource available, authority be delegated to the Director of Operational Delivery, in consultation with the Deputy Leader, to commence the funding of the equivalent of a full time Police Community Officer in the 2017/18 municipal year in addition to the funding agreed in resolution (2). Councillor Reynolds seconded the proposal.

In response to comments by Councillor Woodcock, Leader of the Labour Group, who confirmed the support of the Labour Group for the proposal, Councillor Reynolds confirmed that activity logs would be maintained by TVP for monitoring purposes and for CDC to ensure value for money.

Resolved

- (1) That agreement be given to fund Thames Valley Police the equivalent of a full time Police Community Support Officer to undertake on-street parking enforcement across the Cherwell District
- (2) That funding of up to £30,000 per annum for this purpose for a minimum of two years be agreed.
- (3) That, subject to Thames Valley Police confirming they have resource available, authority be delegated to the Director of Operational Delivery, in consultation with the Deputy Leader, to commence the funding of the equivalent of a full time Police Community Officer in the 2017/18 municipal year in addition to the funding agreed in resolution (2).

Reasons

Additional on-street parking enforcement has for some time been identified as a local issue requiring attention. The proposal for TVP with funding from this Council to undertake this low priority crime function is expected to be welcomed by local councils and the majority of drivers who park off-street or legally on-street.

Alternative options

Option 1: To continue this function with no additional resource, meaning this remains a low priority for TVP and only undertaken on an ad hoc basis when other police pressures allow. This is not recommended as it is anticipated that there will be no improvement to the current on-street parking difficulties.

Option 2: The employment of a traffic warden was proposed but the use of a PCSO was an operational preference for TVP.

43 **Bicester Healthy New Town Status**

The Director of Operational Delivery submitted a report to inform the Council of progress in implementing the Bicester Healthy New Town Programme using the NHS grant received.

Resolved

- (1) That progress in the implementation of Bicester's Healthy New Town Programme be noted.
- (2) That the receipt of the NHS grant to 2019 be endorsed.

Reasons

Good progress has been made in starting to deliver the detailed Delivery Plan for the Healthy New Town Programme. The baseline data from the residents' health and wellbeing survey have confirmed the importance of addressing levels of obesity and social isolation in the town and a number of initiatives are increasing the opportunities for Bicester residents to actively adopt healthier behaviours and to help start to build a healthier community.

The significant NHS funding is clearly making a difference. The recent extended grant offer for 2019 for the Bicester Programme was received and required acceptance over the summer period. The grant agreement was completed in liaison and with the support of the Council Leader, hence the recommendation for endorsement.

Alternative options

The alternative is to refuse the NHS grant and cease the programme.

44 **The Brighter Futures in Banbury Programme Annual Review 2016-2017**

The Director of Operational Delivery submitted a report to consider an annual review of the Brighter Futures in Banbury programme and endorse the direction of travel.

Resolved

- (1) That following the recommendation of the Local Strategic Partnership, the Brighter Futures in Banbury Programme Annual Review 2016-2017 be approved.
- (2) That the work carried out to date to scope the action plan until March 2019 and the finalisation of the detail of this plan during the autumn of 2017 through the Lead Member for Public Protection and Community Services be noted.

Reasons

The Brighter Futures in Banbury Programme draws together statutory and voluntary agencies and organisations to align services to best serve those most in need. The annual report was presented to the Local Strategic Partnership in July 2017. There was broad support for the progress being made through the strategic approach to joint working.

The action plan developed by theme leads that will take the Programme forward until March 2019 will be endorsed and finalised by the Lead Member for Public Protection and Community Services.

Alternative options

No alternatives have been considered

45 Quarter 1 2017/2018 Performance Update

The Strategic Director – Strategy and Commissioning submitted a report to provide an update on the Cherwell Business Plan progress to the end of Quarter One 2017/18.

Resolved

- (1) That the exceptions highlighted and proposed actions be noted.
- (2) That it be noted that the Overview and Scrutiny Committee considered the report at its meeting on 29 August 2017 and referred no performance related matters to the Executive.

Reasons

This is the first report for 2017/18 based on the new Business Plan. As agreed previously, this report focuses on the exceptions and some examples of good performance to provide a balance and includes commentary supporting the generally excellent levels of delivery.

Alternative options

None identified

46 Quarter 1 2017/2018 Revenue and Capital Budget Monitoring

The Chief Finance Officer submitted a report which summarised the Council's Revenue, Capital and Reserves position as at the end of Quarter One of the financial year 2017-18 and projections for the full year.

Resolved

- (1) That the projected revenue and capital position at June 2017 be noted

- (2) That the current position on reserves at June 2017 be noted.

Reasons

In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is formulated in conjunction with the joint management team and reported formally to the Budget Planning Committee on a quarterly basis. The report is then considered by the Executive.

The revenue and capital expenditure in quarter 1 has been subject to a detailed review by Officers.

Alternative options

Option 1: This report illustrates the Council's performance against the 2017-18 Financial Targets for Revenue and Capital and sets out the Council's position on Reserves. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

47

Amendment to Membership of Shareholder Committee

Executive was asked to appoint a member to the Shareholder Committee as there was a vacancy following the resignation of Councillor Attack from the Executive.

Resolved

- (1) That Councillor Tony Ilott be appointed to the Shareholder Committee.

Reasons

Following the resignation of Councillor Attack from the Executive, there are currently only two members on the Shareholder Committee.

Alternative options

Not to appoint a Member to the Shareholder Committee. This is not recommended as the Terms of Reference of the Committee state that the membership of the Committee is three Executive members.

48

Exclusion of the Press and Public

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of

the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

49 **Franklins House, Bicester**

The Chief Finance Officer submitted an exempt report relating to Franklins House, Bicester.

Resolved

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.

Reasons

As set out in the exempt minutes.

Alternative options

As set out in the exempt minutes.

50 **Business Waste**

The Head of Environmental Services submitted an exempt report to consider the potential expansion of the Council's business waste service.

Resolved

- (1) That the business waste business case (exempt annex to the Minutes as set out in the Minute Book) be approved.

Reasons

The development of the business waste service as an 'invest to grow' proposal does have the opportunity to lower the overall cost of the service. However, this will require an increase in existing resource which will be shared between this Council and SNC.

It is anticipated that the growth in income will exceed the increase in resource and will reduce the overall cost of the service to the Council.

Alternative options

Option 1: To support the proposed expansion of business waste services

Option 2: To reject the proposed business plan

Option 3: To ask officers to seek & consider alternative options

51 **Landscape Maintenance**

The Head of Environmental Services submitted an exempt report relating to landscape maintenance.

Resolved

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.
- (4) As set out in the exempt minutes.
- (5) As set out in the exempt minutes.

Reasons

As set out in the exempt minutes.

Alternative options

Option 1: As set out in the exempt minutes.

Option 2: To reject the recommendations

Option 3: To ask officers to consider other possible ways forward

The meeting ended at 8.20pm

Chairman:

Date:

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COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD JULY TO OCTOBER 2017

16 October 2017

Area of Responsibility

Decision Subject Matter

Leader of the Council

**Appointment of Representatives to Partnerships,
Outside Bodies and Member Champions 2017/18**

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Cherwell District Council

Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 28 June 2017 at 6.30 pm

Present: Councillor Ian Corkin (Chairman)
Councillor Hugo Brown (Vice-Chairman)

Councillor Sean Gaul
Councillor Mike Kerford-Byrnes
Councillor Nicholas Mawer
Councillor Barry Richards
Councillor Tom Wallis
Councillor Sean Woodcock

Also Present: Councillor Barry Wood, Leader of the Council
Councillor Tony Ilott, Lead Member for Financial Management
John Cornett – KPMG
Mike Norman - KMPG

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer
Scott Barnes, Director of Strategy and Commissioning
Sanjay Sharma, Interim Head of Finance / Deputy Section 151 Officer
Belinda Green, Revenues and Benefits Manager
Mandy Emery, Joint Benefits Team Leader
Aaron Hetherington, Democratic and Elections Officer

3 Declarations of Interest

Members made the following general declarations of interest:

Councillor Ian Corkin, declaration, as a board member of Graven Hill Village Development Company.

4 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

5 Urgent Business

There were no items of urgent business.

6 **Minutes**

The Minutes of the meeting of the Committee held on 22 March 2017 and 16 May 2017 were agreed as correct records and signed by the Chairman.

7 **Chairman's Announcements**

There were no Chairman's announcements.

8 **External Audit Progress Report (verbal)**

The Chief Finance Officer gave a verbal update on external audit.

Resolved

(1) That the Verbal update be noted.

9 **External Audit Letter to the Committee**

The Chief Finance Officer submitted a report to inform members of the response to the external auditor's, Ernst Young, letter to the Chairman of the Committee.

Resolved

(1) That the response to the external audit's request for management assurance from Those Charged With Governance Annex to the Minutes as set out in the Minute Book) be approved.

10 **Internal Audit - Annual Report for 2016/17 and Progress Report 2017/18**

The Chief Finance Officer submitted a report which presented the council's former internal auditor, PwC's annual report for 2016/17 and from the council's new internal auditor, CWAS, internal audit reports finalised since the last meeting and the progress report for 2017/18.

Resolved

(1) That the update be noted

(2) That the contents of the 2017/18 progress report from CWAS be noted

11 **Corporate Fraud Team Update**

The Chief Finance Officer submitted a report which provided an update on the joint Corporate Fraud team including an end of year performance summary for 2016-2017 and presented the Corporate Fraud Business Plan for 2017-2018.

Resolved

- (1) That the contents of the report be noted
- (2) That the Corporate Fraud Business Plan for 2017-2018 be endorsed

12 **End of year Risk Review 2016-17**

Director - Strategy and Commissioning submitted a report to update the Committee on the management of Strategic, Corporate and Partnership risks during the final quarter of 2016/17.

Resolved

- (1) That, having given due consideration, the Full Strategic, Corporate and Partnership Risk Register for 2016/17 be noted.
- (2) That the risk exceptions highlighted and proposed actions continuing into 2017/18 be noted.

13 **2016/17 Treasury Management Annual Report**

The Chief Finance Officer submitted a report which presented information on treasury management performance and compliance with treasury management policy during 2016/17 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the contents of the report in line with the Treasury Management Strategy be noted.

14 **Annual Governance Statement 2016/17**

The Chief Finance Officer submitted a report which presented the Annual Governance Statement which would be considered at the same time as the Statement of Accounts for 2016/17.

Resolved

- (1) That, having given due consideration, the Annual Governance Statement 2016/17 (annex to the Minutes as set out in the Minute Book) be endorsed.
- (2) That the carry forward of budget underspends from 2016/17 to 2017/18 (annex to the Minutes as set out in the Minute Book) be approved.
- (3) That the balances on capital schemes which have slipped in 2016/17 to be carried forward into the 2017/18 capital programme (annex to the Minutes as set out in the Minute Book) be approved.

- (4) That the outcomes from the informal review of the Statement of Accounts undertaken on 28 June immediately prior to the formal meeting at 5.00pm be noted.

15 **Housing Benefit and Council Tax Reduction Risk Based Verification Policy**

The Chief Finance Officer submitted a report to seek support from members of the Committee for the introduction of a Risk Based Verification Policy for new claims for Housing Benefit and Council Tax Reduction with effect from 28 June 2017 or from the date that the Benefits work was insourced from Capita and the Academy processing system was introduced whichever is the later.

Resolved

- (1) That the contents of the report be noted
- (2) That, having given due consideration, the Section 151 Officer be recommended to adopt the Risk based Verification Policy in determining the evidence requirements for the assessment of new Housing Benefit and Council Tax Reduction claims.

16 **KPMG NNDR Audit Follow-up**

The Chief Finance Officer submitted a report which informed members of the findings of the KPMG follow-up review of their NNDR report.

Resolved

- (1) That the report be noted

17 **Closedown Update (verbal)**

The Chief Finance Officer provided a verbal update on the accounts closedown.

Resolved

- (1) That the verbal update be noted.

18 **Work Programme**

The Committee considered its work programme for 2016/17.

Resolved

- (1) That the work programme be noted.

19 **Exclusion of Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraphs 2 and 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

20 **Corporate Fraud Team Update - Exempt Appendices**

Resolved

- (1) That the exempt appendices be noted.

The meeting ended at 9.00 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 25 July 2017 at 6.30 pm

- Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-Chairman)
- Councillor Ian Corkin
Councillor Carmen Griffiths
Councillor David Hughes
Councillor Andrew McHugh
Councillor Barry Richards
Councillor Tom Wallis
Councillor Sean Woodcock
- Substitute Members: Councillor Tony Ilott (In place of Councillor David Anderson)
Councillor Barry Wood (In place of Councillor Alan MacKenzie-Wintle)
Councillor Tim Hallchurch (In place of Councillor Hugo Brown)
- Apologies for absence: Councillor David Anderson
Councillor Hugo Brown
Councillor Alan MacKenzie-Wintle
- Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer
Richard Stirling, Corporate Procurement Manager
Geni Hotchkiss, Business Support Unit Manager
Belinda Green, Revenues and Benefits Manager
Lesley Farrell, Democratic and Elections Officer
Joel Bliss, Assistant Democratic and Elections Officer

3 Declarations of Interest

There were no declarations of interest.

4 Urgent Business

There was no urgent business.

5 Minutes

The minutes of the meetings of the Budget Planning Committee held on 28 February, 6 April and 15 May 2017 were agreed as correct records and signed by the Chairman.

6 **Chairman's Announcements**

There were no Chairman's announcements.

7 **2016-17 Revenue and Capital Outturn Report**

The Chief Finance Officer submitted a report on the Revenue and Capital Outturn position at the end of the 2016-17 financial year. The Committee was advised that whilst there had been issues surrounding Regeneration and Housing, new management and processes were in place and the issues were being addressed and resolved.

In response to Members' comments regarding poor budgeting and the Solihull Partnership, the Chief Finance Officer explained that areas where problems had occurred had been reviewed. The majority of the Solihull Partnership work had now been completed and a more productive relationship was now in place.

Members raised concerns about the amount of slippage from 2016-17 and requested more information as to why these projects had slipped. The Committee also requested that greater context to the slippages be provided to ensure that the same projects had not slipped repeatedly.

Some members of the Committee raised concerns about the distribution of New Homes Bonuses. The Chief Finance Officer suggested that a review of the use of New Homes Bonus be brought to Committee in September.

Resolved

- (1) That it be recommended to the Account Audit and Risk Committee that the carry forward of the budget underspends from 2016-17 to 2017-18 be agreed.
- (2) That it be recommended to the Account Audit and Risk Committee that the capital out-turn position for 2016-17 be noted.
- (3) That it be recommended to the Account Audit and Risk Committee that the review of reserves be agreed.
- (4) That it be recommended to the Account Audit and Risk Committee that the balances on slipped capital schemes in 2016-17 be agreed and carried forward into the 2017-18 capital program.

8 **Business Rates Monitoring 2016-2017**

The Chief Finance Officer submitted a report which provided Members with the business rates position as at the end of 2016-2017 financial year.

The Business Support Manager explained that a number of large projects were outstanding with the Valuation Office Agency and once included would even out the decline in business rates.

In response to concerns raised by members over the increasing rates that many businesses faced; which could cause companies to reduce in size, leave the area or even close completely, the Business Support Manager explained that there would be business rate relief schemes in place to assist with the transitional period.

Resolved

- (1) That the report be noted

9 **Review of Procurement Strategy Progress**

The Chief Finance Officer submitted a report that summarised the Council's Procurement Strategy progress for Quarter 4 of the financial year 2016-2017. In response to Members' comments regarding the suitability of contractors, the Procurement Manager informed the Committee that when looking for contractors, a company's prior record would be taken into account and that regarding the success of a contract; contract management was a key element.

The Committee commented that the format of the report had improved and was much more informative than previous reports.

Resolved

- (1) That the progress made in implementing the Council's Procurement Strategy during Quarter 4 2016-17 be noted.

10 **Council Tax Reduction Scheme 2018-2019**

The Chief Finance Office submitted a report to provide members with an update on the implications of the current council Tax Reduction Scheme (CTRS) and the changes to discounts, including the impact on collection rates, and to provide members with options to consider for a Council Tax Reduction Scheme for 2018-2019.

The Committee were satisfied with the current scheme and agreed that Executive be recommended to agree there be no change to the scheme.

Resolved

- (1) That the financial implications of the report be noted.
- (2) That Executive be recommended to agree Option 1 - No change to the current local Council Tax Reduction scheme, as the preferred Council Tax Reduction Scheme for 2018-19 in order for consultation to be undertaken

11 **Spring Budget 2017 - Business Rates Relief Schemes**

The Chief Finance Officer submitted a report on the spring budget 2017 changes to Business Rates and provided members with details of the proposed local Discretionary Business Rate Relief Scheme and Pubs Relief Scheme.

In response to Members' questions, the Business Support Manager explained that one hundred and twenty seven businesses would be eligible to benefit from the proposed scheme. Support to local Business would be maximised as there would be a 100% refund from central government.

At the request of Members, the Chief Finance Officer agreed to circulate the list 127 businesses which would be eligible to benefit from the proposed schemes outside of the meeting.

Resolved

- (1) That the contents of the report be noted.
- (2) That no amendments be recommended to Executive to the proposed local Discretionary Business Rate Relief Scheme.
- (3) That Executive be recommended to adopt the final local Discretionary Relief Business Rate Relief Scheme and the Pubs Relief Scheme.
- (4) That Executive be recommended to consider a more robust connection with the business community.

12 **Review of Committee Work Plan**

The Committee considered its work programme. As discussed under agenda item 6, 2016-2017 Revenue and Capital Outturn Report, a review of the New Homes Bonus allocation was added to the Work Programme.

Resolved

- (1) That a review of New Homes Bonus allocation be added to 26 September 2017.
- (2) That subject to resolution (1), the work program be noted.

13 **Exclusion of Press and Public**

Resolved

"That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of

the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

14 **Medium Term Revenue Plan - 2017/18 to 2021/22**

The Chief Finance Officer submitted an Exempt report on the Medium Term Revenue Plan 2017-18 to 2021/22.

Resolved

- (1) That the exempt report be noted.

The meeting ended at 9.00 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 30 August 2017 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-Chairman)

Councillor Hugo Brown
Councillor Ian Corkin
Councillor Carmen Griffiths
Councillor David Hughes
Councillor Andrew McHugh
Councillor Barry Richards
Councillor Tom Wallis

Substitute Members: Councillor Maurice Billington (In place of Councillor Alan MacKenzie-Wintle)

Also Present:: Councillor Barry Wood, Leader of the Council
Councillor Tony Ilott, Lead Member for Financial Management

Apologies for absence: Councillor David Anderson
Councillor Alan MacKenzie-Wintle
Councillor Sean Woodcock

Officers: Yvonne Rees, Chief Executive
Sanjay Sharma, Interim Head of Finance / Deputy Section 151 Officer
Mandy Anderson, Financial Analyst
Belinda Green, Revenues and Benefits Manager
Richard Stirling, Corporate Procurement Manager
Lesley Farrell, Democratic and Elections Officer

15 **Declarations of Interest**

Members made the following general declarations of interest:

Councillor Ian Corkin, declaration, as a board member of Graven Hill Village Development Company.

16 **Urgent Business**

There were no items of urgent business.

17 **Minutes**

The minutes of the meeting of the Budget Planning Committee held on 25 July 2017 were agreed as a correct record and signed by the Chairman.

18 **Chairman's Announcements**

There were no Chairman's announcements.

19 **Quarter 1 2017-18 - Revenue and Capital Budget Monitoring Report**

The Chief Finance Officer submitted a report which summarised the Council's Revenue, Capital and Reserves positions as at the end of quarter one of the financial year 2017-18.

In considering the report, some members of the Committee raised concerns on the Solihull Partnership and the number of projects still outstanding. Councillor Barry Richards who represented the Committee on the Solihull Partnership Steering Group reminded the Members that the report was from the first quarter and that many projects had now been completed. He also reported to the members that the work he had seen had been of good quality and value.

The Chairman thanked Councillor Richards for the work he had done with the Solihull Partnership Steering Group on behalf of the Committee.

In response to members concerns regarding previous significant slippage and variance in capital bids the Interim Head of Finance explained that he had received assurance that Project Managers had reviewed all projects and that some projects were no longer required and would therefore not be included on the next report.

The Committee requested that the Interim Property Investment Manager, Regeneration and Estates and the Lead Member for Estates and the Economy attend the meeting of the Committee on 31 October 2017 to give an update on the Capital Bids and the work with Solihull Partnership.

In response to comments regarding a Capital Bid for Kidlington that had been removed from the list without the work being completed, the Chief Executive suggested that the matter would be investigated and an update sent to members outside of the meeting

The Committee requested that the dates when Capital Bids were originally submitted be included in future reports so it was known how long projects had been outstanding.

In response to Members concerns regarding the surety of revenue and suggestion that a strategy was required, the Chief Executive agreed that an Investment Strategy was required and informed the Committee that work was being done to increase the surety of revenue.

Resolved

- (1) That, having reviewed the projected revenue and capital position at June 2017, it be noted and no comments be forwarded to Executive.
- (2) That, having reviewed the current position of reserves, they be noted.

20 **Review of Procurement Strategy Progress**

The Chief Finance Officer submitted a report which summarised the Council's Procurement Strategy progress for quarter one of the financial year 2017-18.

Resolved

- (1) That the progress made during Quarter 1 2017-18 in implementing the Council's Procurement Strategy be noted.

21 **Business Rates Monitoring 2017-2018**

The Chief Finance Officer submitted a report which provided members with an update on the business rates position as at the end of quarter one of the 2017-18 financial year.

The Financial Analyst explained to members that the reserves may be needed to balance the budget as South Oxfordshire and Oxford City Councils were likely to earn more from the pool than previously thought.

In response to comments raised by some members of the committee querying why the increase in business rates had been so large, the Financial Analyst explained that it was likely to do with revaluation and agreed that if member forwarded specific details outside of the meeting they would be investigated.

Resolved

- (1) That the report be noted.

22 **Review of Committee Work Plan**

The Committee considered its work programme.

Resolved

- (1) That the contents of the work programme be noted.

23 **Exclusion of Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

24 **Medium Term Revenue Plan - 2017/18 to 2021/22**

The Chief Finance Officer submitted an exempt report to update members on the Medium Term Revenue Plan.

Resolved

- (1) That the contents of the exempt report be noted.

The meeting ended at 8.05 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 26 September 2017 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor David Anderson
Councillor Hugo Brown
Councillor David Hughes
Councillor Andrew McHugh
Councillor Sean Woodcock

Substitute Members: Councillor Mark Cherry (In place of Councillor Barry Richards)
Councillor Nigel Simpson (In place of Councillor Alan MacKenzie-Wintle)
Councillor Barry Wood (In place of Councillor Douglas Webb)

Apologies for absence: Councillor Douglas Webb
Councillor Ian Corkin
Councillor Carmen Griffiths
Councillor Alan MacKenzie-Wintle
Councillor Barry Richards
Councillor Tom Wallis

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer
Sanjay Sharma, Interim Head of Finance / Deputy Section 151 Officer
Lesley Farrell, Democratic and Elections Officer

25 **Declarations of Interest**

There were no declarations of interest.

26 **Urgent Business**

There were no items of urgent business.

27 **Minutes**

The minutes of the meeting of the Budget Planning Committee held on 30 August 2017 were agreed as a correct record and signed by the Chairman.

28 **Chairman's Announcements**

There were no Chairman's announcements.

29 **Review of New Homes Bonus Allocation**

The Chief Finance Officer submitted a report which provided Members with a review of the allocation of New Homes Bonus (NHB) over the life of the scheme.

In response to Members' concerns that there were currently no approved schemes for economic development, the Interim Head of Finance explained that any plans in progress would not be accounted for until approved.

In the course of the discussion Councillor Mawer proposed a recommendation to Executive that New Homes Bonus funds be allocated to the areas in the district that had seen the housing growth. Councillor Woodcock seconded the proposal.

The committee requested that the new homes bonus allocation details be included with the budget reports in February 2018.

Resolved

- (1) That Executive be recommended to consider how best the remaining allocation of New Homes Bonus funds be spent for the benefit of those areas of the district where there has been housing growth.

30 **Review of Committee Work Plan**

The Committee considered its work programme.

Resolved

- (1) That the contents of the work plan be noted.

31 **Exclusion of Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

32 **Medium Term Revenue Plan - 2017/18 to 2021/22**

The Committee considered an exempt report of the Chief Finance Officer which provided members of the Budget Planning Committee with an update on the Council's Medium Term Revenue Plan (MTRP) for 2017/18 to 2021/22.

Resolved

- (1) That the contents of the exempt report be noted.

33

Budget Strategy 2018/19 and Beyond

The Committee considered an exempt report of the Chief Finance Officer which informed the Committee of the service and financial planning process for 2018/19, the 2018/19 budget strategy and the budget guidelines for service managers to enable the production of the 2018/19 budget.

Resolved

- (1) That the report be endorsed.
- (2) That the overall 2018/19 budget strategy and service and financial planning process be endorsed.
- (3) That, having given due consideration, the budget guidelines and timetable for the 2018/19 budget process be endorsed.

The meeting ended at 7.30 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 11 July 2017 at 6.45 pm

Present: Councillor Jolanta Lis (Vice-Chairman, in the Chair)
Councillor Mike Bishop
Councillor Mark Cherry
Councillor Chris Heath
Councillor Sean Gaul
Councillor Andrew McHugh
Councillor Jason Slaymaker

Substitute Members: Councillor Andrew Beere (In place of Councillor Claire Bell)

Also Present: Councillor D M Pickford

Apologies for absence: Councillor Neil Prestidge
Councillor David Anderson
Councillor Claire Bell
Councillor Timothy Hallchurch MBE
Councillor David Hughes

Officers: Nicola Riley, Shared Community Services Manager
Maria Wareham, Safeguarding Officer
Emma Faulkner, Democratic and Elections Officer

9 Declarations of Interest

8. Work Programme 2017-18.

Councillor Jolanta Lis, Declaration, as a Trustee of Citizens Advice Bureau, who were mentioned in the report regarding a future item to Committee.

10 Urgent Business

There were no items of urgent business.

11 Minutes

The Minutes of the meeting of the Committee held on 25 May 2017 were confirmed as a correct record and signed by the Chairman.

12 **Chairman's Announcements**

There were no Chairman's announcements.

13 **Lead Member Attendance - Councillor Debbie Pickford**

The Chairman welcomed Councillor Debbie Pickford, Lead Member for Clean and Green, to the meeting, to give an overview of the role and responsibilities of the portfolio.

Councillor Pickford explained that the portfolio covered waste and recycling, grounds maintenance, litter picking, air quality and markets.

Regarding waste and recycling, Councillor Pickford explained to the Committee that Cherwell District Council had been one of the first Council's to take up recycling, and performance was currently at 57%.

Councillor Pickford added that due to the large scale development taking place across the district, it had been necessary to change the bin collection schedule so that some households would have a new bin collection day from August. Correspondence had started to be delivered to all affected households during week commencing 10 July, and copies would also be sent to all District Councillors for information.

With regards to grounds maintenance, Councillor Pickford explained that it involved anything green on Council owned land. An ongoing issue in relation to the maintenance was currently being investigated and further updates would be given in due course.

In connection with Air Quality and action the Council could take to help improve the situation with its own vehicles, Councillor Pickford explained that the refuse vehicles used were very efficient. It was unlikely that electric refuse vehicles would be an option in future due to the start-stop nature of the rounds and the amount of power needed to run the vehicle and the bin lift. It could however be an option to run electric versions of the smaller vehicles used, and this would be investigated.

The Committee commented that in their respective dealings with the waste and recycling team and refuse crews they always found the staff to be extremely pleasant and helpful, and asked that their thanks be passed on.

The Committee thanked Councillor Pickford for the overview.

Resolved

- (1) That the overview be noted

14

Proposal of New Safeguarding Training Framework

The Committee considered a report from the Direction – Operational Delivery which detailed a proposed Safeguarding Training Framework for Cherwell District Council.

The Community Services Manager Nicola Riley introduced Safeguarding Officer Maria Wareham to the Committee. Maria had joined the Council in February and would be responsible for Safeguarding across Cherwell and South Northamptonshire.

The officers explained that all roles across the council had been assessed and categorised, based on their involvement with children, young people and/or vulnerable adults. Depending on the grade of the role, the officer would then receive the relevant level of training; an ‘awareness only’ approach, for those with no direct exposure to relevant groups, to give a basic understanding of the safeguarding principles and their responsibilities; a ‘generalist’ approach for those who may have some contact with relevant groups in certain settings; and a ‘specialist’ approach for those identified as safeguarding leads or those officers with specific responsibility for safeguarding or line management of officers with such a role.

The officers advised that the Councillors role had been assessed as a level 1, ‘awareness’. This meant that Councillors would require relevant training to be completed every three years, although it was anticipated that a session would be run annually so Members could choose when they wished to attend.

In response to questions from the Committee, the Community Services Manager advised that taxi drivers providing school transport would be covered by Safeguarding requirements of the County Council.

With regard to queries relating to independent taxi contractors such as Uber, the Community Services Manager agreed to pass the question to the Public Protection Manager, as department lead for the Licensing team.

Resolved

- (1) That the Safeguarding Training Framework for Cherwell District Council be approved

15

Work Programme 2017-18

The Committee considered the work programme for the coming year.

With regard to the A361 review, it was agreed that Councillors Brown and Williams be asked if they wished to carry on as co-opted members of the working group.

The Committee also requested that further information be sought from Oxfordshire County Council, regarding the Department for Transport funding project discussed earlier in the year.

In connection with the mobile signal working group, Councillor McHugh expressed an interest in joining the group.

With regard to the request made at the previous meeting relating to Anti-social behaviour, it was agreed that relevant officers be contacted to request an overview at a future meeting of the Committee.

Resolved

- (1) That the draft work programme be noted
- (2) That officers be requested to attend a future meeting to give a briefing to the Committee on the approach for dealing with anti-social behaviour by the Council
- (3) That no further items be added to the work programme at this time

The meeting ended at 8.25 pm

Chairman:

Date:

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 29 August 2017 at 6.45 pm

Present: Councillor Sean Gaul (Chairman for the meeting)
Councillor Claire Bell
Councillor Mike Bishop
Councillor Mark Cherry
Councillor Chris Heath
Councillor Timothy Hallchurch MBE
Councillor David Hughes
Councillor Andrew McHugh
Councillor Jason Slaymaker

Also Present: Councillor G A Reynolds, Deputy Leader
Councillor Barry Wood, Leader

Apologies for absence: Councillor Neil Prestidge
Councillor Jolanta Lis
Councillor David Anderson

Officers: Louise Tustian, Team Leader Strategic Intelligence and Insight Team
Ian Davies, Director of Operational Delivery
Emma Faulkner, Democratic and Elections Officer

16 **Appointment of Chairman for the Meeting**

The Chairman and Vice-Chairman having submitted apologies for the meeting, the Democratic and Elections Officer opened the meeting and called for nominations for Chairman for the meeting.

Resolved

(1) That Councillor Sean Gaul be appointed Chairman for the meeting

17 **Declarations of Interest**

There were no declarations of interest.

18 **Urgent Business**

There were no items of urgent business.

19 **Minutes**

The Minutes of the meeting of the Committee held on 11 July 2017 were confirmed as a correct record and signed by the Chairman.

20 **Chairman's Announcements**

There were no Chairman's announcements.

21 **Lead Member Attendance - Councillor George Reynolds**

The Chairman welcomed Councillor George Reynolds, Deputy Leader, to the meeting, to give an overview of the roles and responsibilities of the portfolio.

Councillor Reynolds explained that as Deputy Leader he deputised for the Leader, Councillor Wood, as and when required, keeping Councillor Wood informed of happenings across the Council. His portfolio covered parking, customer services and recreational facilities.

With regard to parking, Councillor Reynolds explained that it was only car parks owned by the Council that were maintained and had prices set by CDC. On-street parking was dealt with by the Police, not CDC.

Councillor Reynolds added that following the outsourcing of parking earlier in 2017, new equipment would soon be installed in the car parks, as agreed as part of the outsourcing plan.

In relation to customer services, Councillor Reynolds explained that the team was shared with South Northamptonshire Council so supported both authorities. The department was facing a rapidly increasing workload as they were taking on more responsibilities from other departments. In addition, events such as elections resulted in an increased rate of calls being received by the team. The overall call abandonment rate was at a similar level to previous years.

With regard to recreational facilities, Councillor Reynolds explained that this aspect of his portfolio covered Council owned facilities at Bicester and Kidlington, and Woodgreen and Spiceball leisure centres in Banbury. Management of the facilities was handled by Legacy Leisure on behalf of Parkwood, as part of an outsourcing agreement.

Councillor Reynolds advised the Committee that a sports study of the whole district would be undertaken in the coming months, to review facilities currently available and to find out what new facilities were required. This would then help to identify areas of possible expansion of facilities in the future.

In response to questions from the Committee, Councillor Reynolds agreed that there was an increased need for charging points for electric vehicles,

particularly in light of recent government announcements relating to petrol vehicles.

The Committee thanked Councillor Reynolds for the overview.

Resolved

- (1) That the overview be noted

22

Lead Member Attendance - Councillor Colin Clarke

The Committee welcomed Councillor Barry Wood, Leader of the Council, to the meeting, to give an overview of the Planning portfolio, on behalf of Councillor Colin Clarke.

Councillor Wood explained that the portfolio covered planning policy and development control.

The planning policy aspect of the role included the Local Plan. Part 1 of the plan had taken 10 years to be adopted, due to various issues and changes to regulations. Consultation on the Partial Review of the Cherwell Local Plan (Oxford's Unmet Housing Needs) was currently underway. Part 2 of the plan which would contain non-strategic sit allocations and development management policies would be started shortly, and it was anticipated that there would be a lot of public interest in the process.

With regards to development control, Councillor Wood explained that the work of the planning department followed on from the planning policy framework, with the Planning Committee responsible for making some decisions.

Councillor Wood added that the planning team were currently going through a reorganisation as Members had agreed to establish a shared development management service with South Northamptonshire Council.

The Committee thanked Councillor Wood for the overview.

Resolved

- (1) That the overview be noted

23

Quarter One Performance Update

The Committee considered a report from the Director – Strategy and Commissioning which detailed the Council's performance during quarter 1 of the 2017-18 year.

With regard to future performance reports to the Committee, it was proposed by Councillor David Hughes and seconded by Councillor Sean Gaul that printed copies of the reports be provided in colour.

Resolved

- (1) That the exceptions highlighted and the proposed actions be noted
- (2) That no performance related matters be referred to Executive
- (3) That future performance reports be provided to the Overview and Scrutiny Committee in colour

24 **Oxfordshire Clinical Commissioning Group Phase 1 Consultation and Decisions Regarding the Horton General Hospital**

The Director of Operational Delivery presented a report which updated the Committee on the current position with regards to the Horton General Hospital.

The Director of Operation Delivery explained that after the decision had been made to downgrade maternity services and critical care services at the hospital, Cherwell District Council, South Northamptonshire Council, Stratford-upon-Avon District Council and Banbury Town Council had decided to request a Judicial Review of the decision.

The original request had been refused, and the four councils had decided to resubmit the request. A decision was expected imminently.

The Committee supported the actions taken by the four Councils so far, and it was proposed by Councillor Andrew McHugh and seconded by Councillor Mark Cherry that Executive be recommended to proceed with action with all vigour.

Resolved

- (1) That the update be noted
- (2) That Executive be recommended to proceed with action with all vigour

25 **Work Programme 2017-18**

The Committee considered the work programme for the 2017-18 Municipal Year.

With regard to antisocial behaviour, the Committee asked if relevant officers could ask the Police if they felt Cherwell District Council were doing all they could to deal with and/or prevent anti-social behaviour.

In connection with the Youth Engagement review, the Committee agreed to put the review on hold until the next Municipal Year, as progress had been difficult so far.

The Committee agreed to continue with the Mobile Signal review, and requested that officers arrange a meeting of the working group in due course.

Resolved

- (1) That the work programme be approved
- (2) That the Youth Engagement Review be put on hold until the next Municipal Year

The meeting ended at 9.10 pm

Chairman:

Date:

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