

Council Minute Book

Monday 16 July 2018

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 26 February 2018 at 4.30 pm

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

Councillor Colin Clarke, Lead Member for Planning
Councillor John Donaldson, Lead member for Housing
Councillor Tony Ilott, Lead Member for Financial Management
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and IT
Councillor Kieron Mallon, Lead Member for Public Protection and Community Services
Councillor D M Pickford, Lead Member for Housing
Councillor Lynn Pratt, Lead Member for Estates and the Economy

Also Present: Councillor Alan MacKenzie-Wintle
Councillor Neil Prestidge
Councillor Sandra Rhodes
Councillor Barry Richards
Councillor Nigel Simpson

Apologies for absence: Councillor Richard Mould, Lead Member for Performance

Officers: Yvonne Rees, Chief Executive
Adrian Colwell, Executive Director: Place and Growth
Cecilie Booth, Interim Assistant Director of Finance
David Peckford, Deputy Manager – Planning Policy and Growth Strategy
James Doble, Assistant Director: Law and Governance / Monitoring Officer
Natasha Clark, Interim Democratic and Elections Manager

104 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

106 **Urgent Business**

There were no items of urgent business.

107 **Minutes**

The minutes of the meeting held on 5 February 2017 were agreed as a correct record and signed by the Chairman.

108 **Chairman's Announcements**

There were no Chairman's announcements.

109 **Submission of the Partial Review of the Cherwell Local Plan 2011-2031-
Oxford's Unmet Housing Needs**

The Executive Director for Place and Growth submitted a report to seek approval for the submission of the Partial Review of the adopted Cherwell Local Plan 2011-2031 to the Secretary of State for Housing, Communities and Local Government for independent examination.

Resolved

- (1) That, having given due consideration, the responses to the consultation on the Proposed Submission draft of the Partial Review of the Local Plan be noted.
- (2) That the supporting documents relevant to the preparation of the Partial Review of the Local Plan be noted.
- (3) That the Schedule of Focused Changes and Minor Modifications to the Proposed Submission draft of the Partial Review of the Local Plan (annex to the Minutes as set out in the Minute Book) be approved.
- (4) That the Proposed Submission Draft of the Partial Review (July 2017) (Annex to the Minutes as set out in the Minute Book) incorporating the Schedule of Focused Changes and Minor Modifications (Annex to the Minutes as set out in the Minute Book) be approved as the Submission draft of the Partial Review of the Cherwell Local Plan 2011-2031.
- (5) That Full Council be recommended to approve to submit the Submission draft of the Partial Review of the Cherwell Local Plan 2011-2031 to the Secretary of State for Housing, Communities and Local Government for independent examination with all necessary prescribed and supporting documents.
- (6) That the Executive Director for Place and Growth be authorised to make any necessary, presentational changes to the Submission draft

of the Partial Review and to necessary prescribed and supporting documents before the meeting of Full Council.

Reasons

This report presents the Partial Review of the Cherwell Local Plan 2011-2031 – Oxford's Unmet Housing Needs for approval and subsequent presentation to Council as a 'Submission' Local Plan. Upon approval by Council the Plan would be submitted to the Secretary of State for Housing, Communities and Local Government for independent examination.

Consultation on the Proposed Submission Plan commenced on 17 July 2017 and extended to 10 October 2017. A total of 1460 representations were received in response to the consultation. They have been considered by officers in reviewing whether the Partial Review (the Plan) is 'sound' and legally compliant - the tests of the independent examination of the Plan that commences upon the Plan's submission.

The view of officers is that the Plan is sound but that a number of 'focused changes' and 'minor modifications' should be made to it in the interests of its improvement, clarification and updating and to address minor presentational, grammatical and typographical issues.

Alternative options

Officers have considered all reasonable alternatives in preparing the Partial Review of the Local Plan. This is documented in the Sustainability Appraisal presented at Appendices 5, 6 & 7. The Plan as presented is considered to be sound, legally compliant, and, in the view of officers, would result in sustainable development.

The following alternative options are open to Members but are not recommended for the reasons as set out below:

Option 1: Not to approve the Plan

Joint work with the other Oxfordshire councils has revealed that Cherwell and other Districts need to meet additional housing need for Oxford. In accordance with paragraph B.95 of the adopted Local Plan, this triggered the Partial Review process to be completed within two years of adoption (from July 2015). Officers consider the proposed Partial Review of the Plan to be sound and legally compliant. Not to approve the Plan would lead to a reconsideration of how the whole District would contribute in meeting the identified housing need in the context of the statutory Duty to Cooperate. There would be significant uncertainty for partner authorities, local communities and the development industry.

Option 2: Not to approve the Plan and seek significant changes

New, significant changes would need to be considered by officers on an evidential basis before the Plan could be re-presented to Members for approval. Changes involving new planning considerations may require re-consultation. The consideration of significant changes would lead to delay.

Option 3: To approve the Plan and seek changes.

Changes would need to be considered by officers to determine whether they would affect the submission of the Plan for examination; whether they would be significant; and, whether they need to be considered on an evidential basis. Changes involving new planning considerations may require re-consultation. The consideration of significant changes would lead to delay.

110 **Oxfordshire Housing and Growth Deal**

The Chief Executive submitted a report to consider the Oxfordshire Housing and Growth Deal (the Deal) announced by Government in the November Budget, which provides £215 million of additional government funding for Oxfordshire, along with a package of planning freedoms and flexibilities for the Oxfordshire authorities.

The outline agreement made it clear that full agreement of the Deal was subject to agreement by each local authority and the Oxfordshire Local Enterprise Board (OxLEP) board (referred to collectively as the “Oxfordshire Partners”).

The deal also required a detailed delivery plan to be agreed by Oxfordshire Partners, Homes England and the Ministry of Housing, Communities and Local Government (MHCLG) by 31 January 2018.

In presenting the report, the Lead Member for Planning confirmed that all other local authorities in Oxfordshire had approved the Deal.

Resolved

- (1) That Full Council be recommended to agree to the Oxfordshire Housing and Growth Deal (the Deal).
- (2) That Full Council be recommended to agree the Delivery Plan as the basis for the Deal; noting that elements will be updated as detailed work programmes develop.
- (3) That Full Council be recommended to delegate authority to the Chief Executive in consultation with the Leader and the Growth Board, to make minor changes to the Delivery Plan that may be required to secure agreement with Government.
- (4) That Full Council be recommended to delegate authority to the Chief Executive in consultation with Leader and the Growth Board, to agree the Year 1 affordable housing delivery programme, phasing and processes specified in the Delivery Plan.
- (5) That Full Council be recommended to agree to appoint Oxfordshire County Council as the accountable body in respect of the Oxfordshire Housing and Growth Deal.
- (6) That Full Council be recommended to delegate authority to the Chief Executive in consultation with the Leader and the Growth Board, to review the terms of reference of the Growth Board and agree any

amendments and any appropriate inter-authority agreements required to support the Delivery of the Housing and Growth Deal.

- (7) That Full Council be recommended to delegate authority to the Chief Executive in consultation with the Leader to take any other decisions arising from agreement to the Oxfordshire Housing and Growth Deal, until the revised terms of reference of the Growth Board are in place.
- (8) That Full Council be recommended to agree to participate in the preparation of a Joint Statutory Spatial Plan (JSSP) for Oxfordshire in accordance with the timescales set out in the Delivery Plan and in accordance with Section 28 of the Planning and Compulsory Purchase Act 2004 (Districts only) with the milestones for progressing the JSSP being contingent on Government delivering the Planning Freedoms and Flexibilities as described in the Delivery Plan.

Reasons

This Deal is the only one of its kind in the UK, so far. It provides a significant level of additional level of additional resources for infrastructure and affordable housing to support the planned growth of Oxfordshire. Growth which in Cherwell is directed by the adopted Local Plan (itself based on the 2014 SHMA).

The protection offered by the bespoke planning freedoms will be significant allied with the strategic direction which a Countywide Spatial Plan will provide for shaping the growth which the development of the Oxford to Cambridge corridor will bring.

Alternative options

No alternative options are identified.

The meeting ended at 4.40 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 3 April 2018 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 Colin Clarke Lead Member for Planning
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management
Councillor Mike Kerford-Byrnes, Lead Member for Joint Working and ICT
Councillor D M Pickford, Lead Member for Clean and Green
Councillor Lynn Pratt, Lead Member for Estates and the Economy

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

Apologies for absence: Councillor Kieron Mallon, Lead Member for Public Protection and Community Services
Councillor Richard Mould, Lead Member for Performance Management

Officers: Yvonne Rees, Chief Executive
Cecilie Booth, Interim Deputy Section 151 Officer
Richard Ellis, Interim Executive Director: Wellbeing
James Doble, Assistant Director: Law and Governance / Monitoring Officer
Natasha Clark, Governance and Elections Manager

111 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

113 **Minutes**

The minutes of the meeting held on 26 February 2018 were agreed as a correct record and signed by the Chairman.

114 **Chairman's Announcements**

There were no Chairman's announcements.

115 **Participation in the Vulnerable Persons Relocation Scheme**

The Interim Director: Wellbeing submitted a report to consider Cherwell District Council's progress regarding the resettlement of six refugee families into the district as part of the Government's Vulnerable Persons Relocation Scheme (VPRS). This report also sought to inform future decision making regarding the resettlement of refugee families in Cherwell District, wider engagement in the asylum seeker dispersal programme and preparation of a bid for Controlling Migration Fund monies.

On behalf of Executive, the Chairman commended officers and other agencies for their hard work supporting the families who had previously relocated to the district.

Resolved

- (1) That the contents of the report be noted.
- (2) That the findings of the evaluation report of the Syrian Vulnerable Persons Relocation Scheme (VPRS) in Cherwell be noted.
- (3) That, having given due consideration, the resettlement of an additional six Syrian Refugee families within Cherwell district be agreed.
- (4) That the establishment of a dedicated post to deal with Syrian Refugee work in Cherwell (funded by VPRS funding) be supported.
- (5) That officers be supported to develop a bid to the Controlling Migration Fund in relation to Cherwell district.
- (6) That, having given due consideration, participation in the Asylum Seeker Dispersal Programme in Cherwell district be endorsed and officers requested to proceed accordingly.

Reasons

Based upon the success of the programme to date, there is an opportunity for Cherwell District Council to resettle additional Syrian Refugee families into the district. A further 6 families would approximately equate to 50 individuals in total. This would align with the request made to senior politicians from the Churches in Bicester group in January 2017.

If further families are resettled, Cherwell District Council should continue to source accommodation from the private rented sector for VPRS use. Also the Council should continue to focus on securing 3 and 4 bedroom properties. This would ensure smaller accommodation is not being taken away from

others in the district in housing need and ensures that the Council has sufficient funding available to support the families being resettled.

If Cherwell District Council choose to resettle more families into the district consideration needs to be given to how these families will be supported. The preferred way forward at this stage is that a procurement exercise would be undertaken to secure a support provider for a subsequent phase of VPRS in Cherwell District.

The evaluation has highlighted that the resettlement of refugees into the district requires significant amounts of officer time to be committed to ensure families are resettled successfully and that a joined up approach is achieved with other statutory agencies and partners. If further families are resettled, it is proposed that a dedicated member of staff is employed using some of the funding available to support the programme moving forwards to help the Council deliver the project further.

The Controlling Migration Fund is designed to support local authorities in England who are experiencing pressures on services from either illegal or legitimate migration. The Fund is available for local authorities to apply for over four years 2016/17 – 2019/20 and focuses on responding to problems caused by high migration into localities and is designed to help deliver benefits to the local population.

Alternative options

Option 1: To approve the findings of the evaluation as recommended in this report and commit to the resettlement of a further 6 families into the district. However, not approve the dedicated staff resource that has been requested. This would mean that considerable amounts of existing staff time would be spent on this project diverting this resource from other housing activities.

Option 2: Not to resettle any more refugees into Cherwell district. By not accepting any more families into the district, the Council may receive criticism that it is not continuing to help families beyond the 6 families already pledged.

Option 3: To resettle less than 6 refugees into Cherwell district. Officers expect to have resettled approximately 30 individuals into the district once the 6 family arrive in the spring. Due to the uncertainty about the number of people within each family arriving until accommodation has been secured there is potential for the Council to not be able to fulfil the petition's request to resettle 50 refugees.

Option 4: To resettle more than 6 refugees into the district. Resettling more families into the district at this time would be difficult. Staff resources in excess of the dedicated post being requested would need to be made available to the project and it would be difficult to find enough private rented accommodation for families.

116 **Notification of Urgent Action: Amendment to the Local Discretionary Rate Relief Policy for 2017-2018**

The Chief Executive submitted a report to note the urgent decision taken by the Chief Executive to revise the Local Discretionary Rate Relief Policy for 2017-2018 in order to.

Resolved

- (1) That the urgent action taken by the Chief Executive to revise the Local Discretionary Rate Relief Policy for 2017-2018 and to maximise the funding to support local businesses be noted.

Reasons

The timescale for making use of this funding is extremely tight and exceptional arrangements are therefore necessary. The taking of urgent action associated with the proposals set out in this report give the Council the best chance of utilising the available funds and delivering consequent benefits to local businesses. In accordance with the Constitution, the urgent action is reported to Executive for information.

Alternative options

Option 1: Not to note the report. This is not recommended as the urgent action has been taken and it is a constitutional requirement for it to be reported to the body that would ordinarily have taken the decision.

117 **Urgent Business**

There were no items of urgent business.

118 **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 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.

119 **Community Infrastructure Grants**

The Assistant Director: Communities submitted an exempt report which sought approval of the grant process and criteria for the newly established Community Infrastructure grants pot.

Resolved

- (1) That the grant information pack, associated application form and the criteria for the approval be agreed.
- (2) That the approach of delegating future grant funding decisions above £20,000 to the Lead Member with responsibility for Communities subject to funds being available and subject to the same terms and conditions as will be applied (as amended from time to time) to the proposed grant scheme be endorsed.

Reasons

The grant scheme was established through the last budget setting process with the intention of having a small scale of capital funding available to properly constituted, not-for-profit organisations, who need to secure some investment in property or equipment in order to sustain their community activity and involvement.

This grant programme sits alongside money for community development and infrastructure delivered through various S106 agreements. Usually the grants will be for infrastructure outside the areas of growth and as such are complementary.

Alternative options

Option 1: To determine additional or different grant criteria. This option was not pursued as the criteria are generally in line with other grant schemes managed by officers and provide for a broad and balanced application of funding

120

Crown House Update

The Chief Executive submitted an exempt report which provided an update on Crown House.

Resolved

- (1) That the report and appendices be noted.
- (2) As set out in the exempt minutes.
- (3) That it be noted that the matter will be reported to the May Council meeting for information.

Reasons

As set out in the exempt minutes

Alternative options

As set out in the exempt minutes

The meeting ended at 6.55 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 June 2018 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council and Lead Member for Leisure and Sport

Councillor Colin Clarke, Lead Member for Planning

Councillor Ian Corkin, Lead Member for Customers and Transformation

Councillor John Donaldson, Lead Member for Housing

Councillor Tony Ilott, Lead Member for Finance and Governance

Councillor Richard Mould, Lead Member for Performance

Councillor D M Pickford, Lead Member for Clean and Green

Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Housing

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Andrew Beere
Councillor Ian McCord, Leader, South Northamptonshire Council

Apologies for absence: Councillor Andrew McHugh, Lead Member for Health and Wellbeing

Officers: Yvonne Rees, Chief Executive
Adele Taylor, Interim Executive Director: Finance and Governance / Section 151 Officer
Claire Taylor, Director: Customers and Service Development
Paul Feehily, Interim Director of Planning and Regeneration
Richard Hawtin, Deputy Monitoring Officer
Natasha Clark, Governance and Elections Manager

1 **Declarations of Interest**

12. Joint Working Arrangements between Cherwell District Council and Oxfordshire County Council.

Councillor Ian Corkin, Declaration, as an Oxfordshire County Councillor.

Councillor Tony Ilott, Declaration, as an Oxfordshire County Councillor.

Councillor G A Reynolds, Declaration, as an Oxfordshire County Councillor.

Yvonne Rees, Declaration, as the report referred (subject to agreement by Council) to the establishment of a joint Chief Executive post and would leave the meeting for the duration of the item.

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

There were no petitions or requests to address the meeting.

3 **Minutes**

The minutes of the meeting held on 3 April 2018 were agreed as a correct record and signed by the Chairman.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Local Discretionary Business Rate Relief Scheme for 2018-19**

The Executive Director Finance and Governance submitted a report to consider the proposed Local Discretionary Relief Policy and to approve the local Discretionary Business Rate Relief Scheme for 2018-2019.

Resolved

- (1) That the contents of the report and any financial implications for the Council be noted.
- (2) That the adoption of the local Discretionary Business Rate Relief Scheme for 2018-2019 (annex to the Minutes as set out in the Minute Book) be approved.

Reasons

The Government expects billing authorities to use their discretionary powers under section 47 of the Local Government Finance Act to deliver a scheme for Local Discretionary Business Rate Relief. Billing authorities will be compensated through a Section 31 grant for the cost to the authority of granting the relief, up to a maximum amount based on the authority's allocation of the £300m fund.

Alternative options

Option 1: Members could choose not to recommend 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

Central Area Growth Board

The Executive Director for Place and Growth submitted a report to seek approval for Cherwell District Council to join the Central Area Growth Board, a newly established body which has been created by local authorities involved in the Oxford to Cambridge Corridor to assist coordination of activities aiming to support the development of the corridor.

Resolved

- (1) That within the context of the National Infrastructure Commission and Government's work on the Cambridge - Milton Keynes - Oxford corridor, it be agreed that Cherwell District Council becomes a full member of the Central Area Growth Board, adopting the Terms of Reference (annex to the Minutes as set out in the Minute Book).
- (2) That it be agreed that the Council commits to an associated contribution of £5k of ongoing revenue to support the work of the Growth Board.

Reasons

To demonstrate its commitment to regional working and to be an active partner within the Cambridge - Milton Keynes - Oxford corridor, Cherwell District Council has been actively engaging in discussions to establish a Central Area Growth Board across the 'middle' of the corridor. This will sit alongside the arrangements already in place for Oxfordshire and Cambridgeshire.

Establishing a Growth Board demonstrates to government that authorities across the South East Midlands area, based on the SEMLEP footprint, of which Cherwell District Council is a member committed to delivering a step change in sub-regional collaboration. The Growth Board will allow the area to speak with a single voice to government on cross-boundary issues, matters of sub-regional importance and coordinate any 'Housing and Growth deals' agreed across the sub region.

Alternative options

Option 1: Not to approve joining the Board

Establishing joint working at the two ends of the corridor (ie: Oxfordshire and Cambridgeshire) has played a significant role in securing investment, flexibilities and commitments from government. Doing nothing would mean that South Northants would not have a voice in similar regional discussions.

Additionally, for Cherwell, as both East-West rail and the proposed Expressway are likely to pass through Cherwell into Aylesbury District, there is merit in participating in a Board which brings together the Councils which lie to the east of Oxfordshire.

Option 2: Become a full member of the Central Area Growth Board

Working in partnership is an important means by which the Councils priorities are secured. Collaborating and proactively planning for growth through the

forum of a Growth Board will allow regional partners to proactively shape the future growth of their areas, rather than having growth imposed from above.

By becoming a full member of the Central Area Growth Board, the Council will be an active participant in contributing to the agenda for strategic planning, economic development and infrastructure planning in the central part of the corridor which is taking shape.

7 **End of year 2017-2018 Performance, Finance and Risk Monitoring Report**

The Assistant Director: Performance and Transformation and Assistant Director: Finance and Governance submitted a report which summarised the Council's Performance, Finance and Risk monitoring position as at the end of the year.

At the discretion of the Chairman, Councillor Woodcock, Lead of the Labour Group, addressed Executive regarding the redevelopment of the Hill in Banbury. Councillor Woodcock highlighted the ongoing delays to the project, the current status of the site and stated that he therefore felt an apology was due to centre users, staff and local residents.

In response to the comments of Councillor Woodcock, the Chairman acknowledged the points raised and agreed that the situation was not acceptable with the series of delays that had hampered the project. Additionally the delays and disruption and frustration to affected people could not be defended and he took the opportunity to apologise to all parties that had been and continued to be affected and stressed that officers and Members were working hard to progress the project. A new architect had been appointed to revise the specification to deliver the project within budget.

Whilst acknowledging the status of the Hill, the Chairman commented that overall performance in 2017/18 had been very good with 89% of measures reporting green at the year-end, 8% amber and 3% red.

Resolved

- (1) That the outline revenue and capital position for 2017/18 be noted.
- (2) That the performance position at the end of the year 2017/18 be noted.
- (3) That it be noted that the risk register was now reviewed and updated on a monthly basis.

Reasons

In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue, capital and reserves position for 2017/18 is currently in the final stages of a detailed review by officers. As a result of the current work to finalise the Statement of Accounts and year-end financial position, the final outturn will be reported to Executive and Budget Planning Committee in July.

The Council's performance management framework sets out the key objectives, projects and programmes of work that contribute to the Council's corporate business plan. This plan sits alongside the Council's budgets and risk registers.

Alternative options

Option 1: This report illustrates the Council's performance against the 2017-18 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

8 Monthly Performance, Finance and Risk Monitoring Report - April 2018

The Assistant Director: Performance and Transformation and Assistant Director: Finance and Governance submitted a report which summarised the Council's Performance, Finance and Risk monitoring position as at the end of each month.

In presenting the finance aspects of the report, the Lead Member for Finance and Governance advised Executive that the Finance Team were focussing on the 2017/18 account closedown and Statement of Accounts as the deadline for its completion was now earlier than previous years and thanked them for their hard work and effort in ensuring the deadline would be met.

With regards to the processing of new housing benefit claims which was currently reporting red, the Director Customers and Service Development advised Executive that this all targets in relation to the revenues and benefits team were on track. The Executive thanked the team for their hard work and noted the improvements and excellent performance in processing changes to benefit claims.

The Chairman asked the Chief Executive to pass on the thanks of Executive to all staff for their ongoing hard work and excellent performance achieved. Whilst acknowledging the uncertainty and challenging period ahead, it was important to continue delivering high quality services to residents and businesses.

Resolved

(1) That the monthly Performance, Finance and Risk Monitoring Report.

Reasons

This report provides an update on progress made so far in 2018-19 to deliver the Council's priorities through reporting on performance, the financial position and providing an update on the Leadership Risk Register.

Alternative options

Option 1: This report illustrates the Council's performance against the 2018-19 business plan. As this is a monitoring report, no further options have been

considered. However, members may wish to request that officers provide additional information.

9 **Appointment of Representatives to Partnerships, Outside Bodies and Member Champions 2018/19**

The Assistant Director: Law and Governance submitted a report to appoint representatives to Partnerships and Outside Bodies and Member Champions for the municipal year 2018/2019.

In presenting the report, the Chairman advised that he had not yet had the opportunity to discuss all proposed appointments with Members and was therefore proposing that the making and ceasing of appointments for 2018/19 be delegated in their entirety to the Assistant Director: Law and Governance, in consultation with himself as Leader.

Resolved

- (1) That authority be delegated to the Assistant Director: Law and Governance, in consultation with the Leader, to make and cease appointments and make changes to appointments as may be required for the 2018/2019 Municipal Year.

Reasons

Representatives are appointed to Partnerships, Outside Bodies and as Member Champions to ensure that the Council is represented and maintains links with partnerships and outside bodies.

Delegation to the Assistant Director – Law and Governance in consultation with the Leader provides flexibility to ensure appointments and any amendments during the municipal year are made in a timely manner.

Alternative options

Option 1: Not to appoint representatives to outside bodies, partnerships and as Member Champions. This is not recommended as the internal working groups would be ineffective and the Council would not be represented on these the outside bodies and could miss valuable information and opportunities.

10 **Urgent Business**

The Chairman advised that he had agreed to add one item of urgent business to the agenda: Joint Working Arrangements between Cherwell District Council and Oxfordshire County Council

The matter had arisen after publication of the work programme giving 28 days' notice. Earlier that afternoon the Cabinet of Oxfordshire County Council had agreed to formally approach Cherwell District Council to develop joint working arrangements and to the establishment of a joint Chief Executive post. The

formal approach was received immediately prior to the meeting of Executive and due to the need to respond to the County Council the Chairman and proper officer had agreed that this should be considered as urgent business.

11 **Joint Working Arrangements between Cherwell District Council and Oxfordshire County Council**

The Director of Customers and Service Development and Assistant Director: Law and Governance submitted an urgent report for Executive to agree in principle, subject to agreement by Council, to give South Northamptonshire Council notice of the intention to end the Section 113 agreement. Furthermore, and subject to agreement by Council, to develop joint working arrangements with Oxfordshire County Council and to the establishment of a joint Chief Executive post.

In introducing the report, the Chairman explained that the proposed joint working partnership was not connected to, and would not deliver, unitary reorganisation proposals. It would offer an innovative opportunity to make two tier local government more effective.

Resolved

- (1) That, subject to agreement by Council, it be agreed in principle, to give South Northamptonshire Council notice of the intention to end the Section 113 agreement.
- (2) That, subject to agreement by Council, it be agreed in principle to develop joint working arrangements with Oxfordshire County Council and the establishment of a joint Chief Executive post.
- (3) That, subject to agreement by Council, authority be delegated to the Assistant Director Law and Governance, in consultation with the Leader, the finalisation of a s113 Agreement including joint committees to allow for implementation as business cases are agreed for each element of joint working.
- (4) That the establishment of an informal Partnership Working Group to oversee the development of joint working be agreed.

Reasons

Following a review of the strategic case, potential financial and operational benefits; this report recommends Cherwell District Council enters into a joint working partnership with Oxfordshire County Council. This follows the necessary decision to separate from SNC as the moves to establish new unitary arrangements for Northamptonshire will inevitably unpick the joint service delivery arrangements between CDC and SNC.

The report sets out the strategic case, draft principles for joint working, potential financial advantages as well as identifying opportunities for innovative practice in terms of two tier working.

The report clearly recommends an incremental approach; with the establishment of a joint Chief Executive as a first step and then the consideration of further opportunities on a business case by business case approach. The report notes that the models for joint / shared chief executives are an established delivery model for both county and district roles.

The model proposed has been adopted in other counties and CDC has experience of a successful joint working partnership with SNC. With the use of formal joint committees and informal member working groups covered by a section 113 agreement the sovereignty of both councils is maintained. Indeed the draft section 113 agreement will set out a clear path for exit at pace if either partner wishes.

Cherwell District Council will need to review its medium term financial strategy in the light of the necessary separation from South Northamptonshire Council. If CDC wished to stand alone it would need to deliver significant savings, increase income and/or reduce services to deliver a balanced budget. A joint working partnership offers long term financial benefits and the potential to protect and enhance frontline services valued by local residents and customers.

Alternative options

Alternative options have been considered, the following factors: contribution to CDC continuity; contribute to financial sustainability; alignment of business model; culture match; political alignment; demographic match; geographic match; flexibility; growth agenda; control of pace; and, leverage, were reviewed as part of the development of this proposal. Options (including Oxfordshire Districts and out of county partners) were considered and discounted either because they failed to meet the criteria detailed above or because the risk of out of county working at the current time was considered too high.

Following the decision of Executive, at the discretion of the Chairman, Councillor Ian McCord, Leader of South Northamptonshire Council, address the meeting.

Councillor McCord commented that he understood and accepted the decision taken by the Executive. He was sad and disappointed that the successful shared working arrangements between the two authorities was being forced to come to an end as a result of the Best Value Report on Northamptonshire County Council which was forcing South Northamptonshire Council into unitary arrangements with other councils in Northamptonshire. Councillor McCord paid tribute to Councillor Wood and other members who had supported the shared working arrangements and wish Cherwell District Council all the best in the future.

The meeting ended at 7.20pm

Chairman:

Date:

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COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD FEBRUARY TO JULY 2018

16 July 2018

Area of Responsibility	Decision Subject Matter
Lead Member for Estates and the Economy	Governance arrangements for Castle Quay 1 & 2
Leader of the Council	Oxfordshire Growth Board Governance Arrangements
Lead Member for Planning	Milton Conservation Area Appraisal

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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 24 January 2018 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: Tim Ridout, Assistant Director CW Audit, Internal Audit
Neil Harris, Executive Director Ernst Young, External Auditor

Officers: Paul Sutton, Executive Director: Finance and Governance /
Section 151 Officer
Aaron Hetherington, Democratic and Elections Officer

29 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

31 **Urgent Business**

There were no items of urgent business.

32 **Minutes**

The Minutes of the meeting of the Committee held on 22 November 2017 were agreed as a correct record and signed by the Chairman.

33 **Chairman's Announcements**

There were no Chairman's announcements.

34 **Draft Treasury Management Strategy 2018-19**

The Chief Finance Officer submitted a report which presented the draft Treasury Management Strategy Statement for 2018-19.

Resolved

- (1) That the draft Treasury Management Strategy Statement for 2018-19 be noted.

35 **Treasury Management Mid-Year Report for the 6 months ended 30 September 2017**

The Chief Finance Officer submitted a report which presented information on treasury management performance and compliance with treasury management policy for 2017-18 as required by the Treasury Management Code of Practice.

The Committee was advised that the Council's 2017-18 Treasury Management Strategy had been revised in December 2017 so future reports will correspond to the new strategy, but this report corresponded to the original strategy that was in place at 30 September 2017.

Resolved

- (1) That the contents of the mid-year Treasury Management Report be noted.

36 **Internal Audit Progress Report**

The Executive Director of Finance & Governance submitted a report to brief the Committee on the work carried out by the Internal Audit Service during the current financial year 2017/18.

Resolved

- (1) That the contents of the Internal Audit progress report be noted.
- (2) That the actions to address control weaknesses identified by internal audit be noted.

37 **Statement of Accounts and External Audit Update**

The Executive Director – Finance and Governance submitted a report to provide a progress update on the Statement of Accounts 2016/17 and external audit of the Accounts.

Resolved

- (1) That the progress on finalising the Statement of Accounts for 2016/17 and on the external audit of the Statement of Accounts be noted.

38 **Quarter Two Risk Review 2017-18**

The Director - Strategy and Commissioning submitted a report to update the Committee on the management of Strategic risks during quarter two of 2017/18.

Resolved

- (1) That, having given due consideration, the full Strategic Risk Register for 2017/18 be noted and no issues be identified for further consideration or referral to Executive.
- (2) That the risk exceptions highlighted be noted.

39 **Work Programme**

The Committee considered its work programme.

Resolved

- (1) That the work programme be noted.

The meeting ended at 8.06 pm

Chairman:

Date:

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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 12 April 2018 at 6.30 pm

- Present: Councillor Ian Corkin (Chairman)
Councillor Hugo Brown (Vice-Chairman)
- Councillor Sean Gaul
Councillor Mike Kerford-Byrnes
Councillor Barry Richards
- Substitute Members: Councillor Barry Wood (In place of Councillor Nicholas Mawer)
- Also Present: Councillor Tony Ilott, Lead Member for Financial Management
- Apologies for absence: Councillor Nicholas Mawer
Councillor Tom Wallis
Councillor Sean Woodcock
- Officers: Yvonne Rees, Chief Executive
Adele Taylor, Interim Executive Director: Finance and Governance
Claire Taylor, Director: Customers and Service Development, for agenda item 8
Cecilie Booth, Interim Deputy Section 151 Officer
Kelly Watson, Assistant Director: Finance and Procurement
Hedd Vaughan Evans, Assistant Director Performance and Transformation, for agenda item 8
Rakesh Kumar, Strategic Intelligence and Insight Manager, for agenda item 8
Isaac Aisu, Closedown Project Manager
Natasha Clark, Interim Democratic and Elections Manager
- Also Present: Neil Harris, Engagement Partner, Ernst & Young, External Audit
Steve Bladen, Engagement Partner, Ernst & Young, External Audit

40

Declarations of Interest

There were no declarations of interest.

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

There were not petitions or requests to address the meeting.

42 **Urgent Business**

There were no items of urgent business.

43 **Minutes**

The Minutes of the meeting of the Committee held on 24 January 2018 were agreed as a correct record and signed by the Chairman.

44 **Chairman's Announcements**

There were no Chairman's announcements.

45 **Statement of Accounts 2016/17**

The Deputy Section 151 Officer submitted a report to obtain official sign-off by the Deputy Section 151 Officer and the Chairman of the Accounts, Audit and Risk Committee on the audited Statement of Accounts 2016/17.

In introducing the Statement of Accounts 2016/17, the Deputy Section 151 Officer gave a presentation which provided some background and information on the Annual Governance Statement, Statement of Accounting Policies, the council's core financial statements, supplementary statements and group accounts.

The Deputy Section 151 Officer explained that external auditors had queried the significant year-on-year reduction in valuation of assets contained in the 2016/17 accounts resulting in two key outstanding issues: Significant changes to the valuation of fixed assets; and, a change in the categorisation of certain assets to recognise the Council's control over and residual interest in them. These changes had now been fully incorporated in the draft 2016/17 accounts and key judgements had been made in relation to service concessions on assets.

The council's External Auditor explained that Cherwell District Council would receive an unqualified opinion on the 2016/17 financial statements and a modified value for money opinion which reflected the causes of the delay in finalising the statement of accounts. The External Auditor referred to the letter of representation which required approval by the Committee.

In considering the officers' report and External Audit Year End Audit Results report, members asked a number of questions to which answers were duly provided.

Resolved

- (1) That the External Audit Year End (31 March 2017) Audit Results report be noted.
- (2) That the Letter of Representation to External Auditors be approved.
- (3) That the draft 2016/17 financial statements be approved.

46 **Leadership Risk Review 2017-18**

The Director – Customers and Service Development submitted a report which summarised the Council’s Risk monitoring position as at 23 March 2018 with updates to the current risk strategy.

Resolved

- (1) That, having given due consideration, the Leadership Risk Register be noted and no issues be identified for further consideration or referral to Executive.
- (2) That the updated Risk strategy reflecting the Leadership register amendments be noted.

47 **Schedule of Meetings for 2018/19**

The Committee noted the schedule of meetings for 2018/19. The Interim Executive Director for Finance and Procurement confirmed that an informal meeting of the Committee would be held prior to the 30 May 2018 meeting.

Resolved

- (1) That the schedule of meetings for 2018/19 be noted.

48 **Quarter 3 Treasury Management Report**

The Deputy Section 151 Officer submitted a report which presented information on treasury management performance and compliance with treasury management policy for 2017/18 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the contents of the third quarter (Q3) Treasury Management Report be noted.

49 **Exclusion of Press and Public**

There being no questions or comments on the exempt appendix it was not necessary to exclude the press and public.

50 **Quarter 3 Treasury Management Report - Exempt Appendix**

Resolved

- (1) That the exempt appendix be noted.

The meeting ended at 7.45 pm

Chairman:

Date:

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 15 May 2018 at 7.17 pm

Present: Councillor Sean Gaul (Vice-Chairman)

Councillor Hannah Banfield
Councillor Hugo Brown
Councillor Ian Corkin
Councillor Tom Wallis
Councillor Sean Woodcock

Apologies for absence: Councillor Mike Kerford-Byrnes
Councillor Nicholas Mawer

1 Appointment of Chairman for the Municipal Year 2018-2019

Resolved

- (1) That Councillor Mike Kerford-Byrnes be appointed Chairman of the Accounts, Audit and Risk Committee for the municipal year 2018-2019.

2 Appointment of Vice-Chairman for Municipal Year 2018-2019

Resolved

- (2) That Councillor Sean Gaul be appointed Vice-Chairman of the Accounts, Audit and Risk Committee for the municipal year 2018-2019.

The meeting ended at 7.19 pm

Chairman:

Date:

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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 30 May 2018 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)
Councillor Sean Gaul (Vice-Chairman)

Councillor Hannah Banfield
Councillor Hugo Brown
Councillor Nicholas Mawer
Councillor Tom Wallis
Councillor Sean Woodcock

Apologies for absence: Councillor Ian Corkin

Officers: Adele Taylor, Interim Executive Director: Finance and Governance
Kelly Watson, Assistant Director: Finance and Procurement
Belinda Green, Revenues and Benefits Manager
Mandy Emery, Joint Benefits Team Leader
Aaron Hetherington, Democratic and Elections Officer

3 Declarations of Interest

There were no declarations of interest.

4 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

5 Minutes

The Minutes of the meetings of the Committee held on 12 April 2018 and 15 May 2018 were agreed as a correct record and signed by the Chairman.

6 Chairman's Announcements

There were no Chairman's announcements

7 Housing Benefit and Council Tax Reduction Risk Based Verification Policy

The Interim Executive Director: Finance and Governance submitted a report which provided an update on the Risk Based Verification (RBV) module which was agreed by members in June 2017 and was introduced for Housing Benefit and Council Tax Reduction new claims from November 2017 following the introduction of the online application form to support the module, and to seek approval for some minor changes to the RBV policy.

Resolved

- (1) That the contents of the report be noted.
- (2) That minor changes to the Risk Based Verification policy for 2018-2019 be approved

8 Internal Audit - Annual Report 2017/2018

The Interim Executive Director: Finance & Governance submitted a report which presented CW Audit Services annual report for 2017/18 in relation to the Internal Audit work undertaken during 2017/18

Resolved

- (1) That the contents of the 2017/18 annual report from CW Audit Services be noted.

9 Internal Audit - Annual Plan 2018/19

The Interim Executive Director: Finance & Governance submitted a report which presented the CW Audit Services internal audit annual plan for 2018/19.

Resolved

- (1) That, having given due consideration, the contents of the 2018/19 annual internal audit plan from CW Audit Services be approved.

10 External Audit - Annual Letter 2016/17

The Interim Executive Director:, Finance & Governance submitted a report which presented to note the Ernst and Young (EY) Annual Audit Letter 2016/17.

Resolved

- (1) That the contents of the letter setting out the key issues arising from the audit work undertaken by the Councils External Auditors, Ernst & Young (EY) be noted.

11 **External Audit - Annual Audit Fees 2018/19**

The Interim Executive Director:, Finance & Governance submitted a report to note the indicative audit fee for 2018/19.

Resolved

- (1) That the contents of the letter setting out the indicative annual audit fees for 2018/19 from the Councils External Auditors, Ernst & Young (EY) be noted.

12 **External Audit - Annual Audit Plan 2017/18**

The Interim Executive Director:, Finance & Governance submitted a report which presented a report setting out the External Audit Annual Audit Plan for 2017/18.

Resolved

- (1) That the contents of the External Audit Plan for 2017/18 be noted.
- (2) That the verbal update on progress from our External Auditors, Ernst & Young (EY) be noted.

13 **Draft Statement of Accounts and Annual Governance Statement 2017/18**

The Interim Executive Director: Finance & Governance submitted a report which presented a report to ask members to consider and note the draft Statement of Accounts 2017/18 and consider and endorse the Annual Governance Statement 2017/18.

Resolved

- (1) That, having given due consideration, the draft Statement of Accounts 2017/18 be noted.
- (2) That, having given due consideration, the Annual Governance Statement 2017/18 be endorsed.

14 **Review by Those Charged with Governance**

The Interim Executive Director:, Finance & Governance submitted a report which set out the response to Ernst & Young (EY) regarding the review of management assurance.

Resolved

- (1) That the response relating to management assurances from Those Charged with Governance be approved.

15 **Urgent Business**

There were no items of urgent business.

The meeting ended at 8.15 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 27 February 2018 at 6.30 pm

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

Councillor Hugo Brown
Councillor Ian Corkin
Councillor David Hughes
Councillor Andrew McHugh
Councillor Barry Richards
Councillor Tom Wallis
Councillor Sean Woodcock

Substitute Members: Councillor Barry Wood (In place of Councillor Alan MacKenzie-Wintle)

Apologies for absence: Councillor David Anderson
Councillor Carmen Griffiths
Councillor Alan MacKenzie-Wintle

Officers: Yvonne Rees, Chief Executive
Cecilie Booth, Interim Assistant Director of Finance
Mandy Anderson, Financial Analyst
Lesley Farrell, Democratic and Elections Officer

11 **Declarations of Interest**

There were no declarations of interest.

12 **Urgent Business**

There were no items of urgent business.

13 **Minutes**

The minutes of the meeting of the Budget Planning Committee held on 30 January 2018 were agreed as a correct record and signed by the Chairman.

14 **Chairman's Announcements**

There were no Chairman's Announcements.

15 **Business Rates Monitoring 2017-2018**

The Executive Director for Finance and Governance submitted a report which provided an update on the business rates position as at the end of Quarter 3 of the 2017-2018 financial year.

In considering the report, members queried the uptake of business rate relief and the support given to local businesses.

The Financial Analyst explained that there were three specific schemes available but not all of the available relief had been used. Every effort had been given to ensuring businesses were aware of the relief available and encouragement given to take advantage of the schemes.

Resolved

- 1) That the report be noted.

16 **Review of Procurement Strategy Progress**

The Executive Director of Governance and Finance submitted a report which summarised the Council's Procurement Strategy progress for Q3 of the financial year 2017-18.

In considering the report members commented that the information presented was limited and questioned if it was still useful to the Committee.

The Chief Executive advised the Committee that procurement was part of the core strategy to ensure public value was always delivered and suggested that the information covered by this report could be delivered in a different way. Going forward there would continue to be a high value procurement team which would be integrated into the finance team. There was therefore an option to report procurement through the budget monitoring report.

Resolved

- 1) That the progress made during Quarter 3 2017-2018 in implementing the Council's Procurement Strategy be noted.

17 **Quarter 3 2017-18 - Performance, Budget and Risk Monitoring Report**

The Executive Director of Finance and Governance and Director of Customers and Service Development submitted a report which summarised the Council's Performance, Budget and Risk monitoring position as at the end

of the third quarter of the financial year 2017-18 with relevant projections for the full year.

In considering the report members commented on capital monitoring and enquired as to the status of 'The Hill' project as work had not yet commenced and once again slippage had occurred. The Committee were also concerned that there was slipping in the Disable Facilities Grants.

In response to member's comments, the Chief Executive advised that these matters would be investigated and an update sent to Members of the Committee and to relevant Ward Members outside of the meeting.

Resolved

- 1) That the projected revenue, capital and reserves position at December 2017 be noted.
- 2) That the performance position at the end of the third quarter be noted.
- 3) That the revised risk register be noted.

18 **Review of Committee Work Plan**

The Committee considered its work programme.

Resolved

- 1) That the Work Plan be noted.

The meeting ended at 7.55 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 15 May 2018 at 6.30 pm

Present:

Councillor Carmen Griffiths (Vice-Chairman)

Councillor Hugo Brown
Councillor David Hughes
Councillor Andrew McHugh
Councillor Tony Mepham
Councillor Barry Richards
Councillor Alaric Rose
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Lucinda Wing
Councillor Sean Woodcock

Apologies
for
absence: Councillor Nicholas Mawer

Officers: Natasha Clark, Governance and Elections Manager

1 Appointment of Chairman for the Municipal Year 2018-2019

Resolved

That Councillor Nicholas Mawer be appointed Chairman of the Budget Planning Committee for the Municipal Year 2018-2019.

2 Appointment of Vice-Chairman for the Municipal Year 2018-2019

Resolved

That Councillor Carmen Griffiths be appointed Vice-Chairman of the Budget Planning Committee for the Municipal Year 2018-2019.

The meeting ended at 7.25 pm

Chairman:

Date:

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Cherwell District Council

Licensing Committee

Minutes of a meeting of the Licensing Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 15 May 2018 at 6.30 pm

Present: Councillor Douglas Webb (Chairman)
Councillor Bryn Williams (Vice-Chairman)

Councillor Hannah Banfield
Councillor Mike Bishop
Councillor Colin Clarke
Councillor Surinder Dhesi
Councillor Richard Mould
Councillor D M Pickford
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Jason Slaymaker
Councillor Lucinda Wing

1 Appointment of Chairman for the Municipal Year 2018-2019

Resolved

That Councillor Douglas Webb be appointed Chairman of the Licensing Committee for the Municipal Year 2018-2019.

2 Appointment of Vice-Chairman for the Municipal Year 2018-19

Resolved

That Councillor Bryn Williams be appointed Vice-Chairman of the Licensing Committee for the Municipal Year 2018-2019.

The meeting ended at 7.28 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 27 March 2018 at 7.00 pm

Present: Councillor Neil Prestidge (Chairman)

Councillor David Anderson
Councillor Claire Bell
Councillor Mike Bishop
Councillor Mark Cherry
Councillor Chris Heath
Councillor Timothy Hallchurch MBE
Councillor David Hughes
Councillor Andrew McHugh

Apologies for absence: Councillor Jolanta Lis
Councillor Sean Gaul
Councillor Jason Slaymaker

Officers: Lesley Farrell, Democratic and Elections Officer
Emma Faulkner, Democratic and Elections Officer

51 **Declarations of Interest**

There were no declarations of interest.

52 **Urgent Business**

There were no items of urgent business.

53 **Minutes**

The Minutes of the meeting of the Committee held on 23 January 2018 were confirmed as a correct record and signed by the Chairman.

54 **Chairman's Announcements**

There were no Chairman's announcements.

55 **Overview and Scrutiny Annual Report 2017/18**

The Committee considered the draft Overview and Scrutiny Committee Annual report for 2017/18.

The Democratic and Elections Officer explained that there were areas of the report still to be finalised, and this would be done in consultation with the Chairman prior to its submission to Council.

Resolved

- (1) That the draft Overview and Scrutiny Committee Annual report 2017/18 be noted
- (2) That authority be delegated to the Assistant Director – Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report prior to its submission to Council

56 **Work Programme 2017-18**

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

Mobile Phone Signal Working Group

The survey which had been agreed by the Committee had been agreed by the Committee had been available for the public to complete from 12 January to 23 February.

224 responses had been received. The Strategic Intelligence and Insight team had analysed the results and produced a short report, including some recommendations for the Committee to consider.

The Committee were pleased that some responses had been received, but had hoped the level of completion would be higher.

Discussing the recommendations made by the Strategic Intelligence and Insight team, the Committee agreed that the survey should be run again with the aim of getting a higher return rate, and this time everyone should be encouraged to response, even those in areas with a positive level of signal. This would give a better picture of signal across the district, although it was possible that the same people would respond to the second survey and could therefore distort the results.

The Committee thanked the Strategic Intelligence and Insight team for the analysis and comprehensive report. Members queried if it would be possible for mapping information to be provided regarding mobile phone masts near and just over the district boundaries, Democratic and Elections officers agreed to pass on the request to Strategic Intelligence and Insight.

Topics suggested by Parishes

The Committee discussed proposed topics that had been submitted by parish councils.

All parish councils in the district had been contacted, and asked to send in details of potential subjects for the Committee to consider in the new Municipal Year.

The Committee discussed the suggested topics, and agreed approaches for each one as follows:

Adderbury

Suggested topic - To identify whether current planning policies and guidance are producing homes fit to live in with specific reference to the adequacy of storage space for personal possessions and of vehicular transport off of the road.

Approach – It was agreed that the subject should be broken down into two aspects; (i) whether new houses are ‘fit to live in’, and (ii) the air quality aspect of additional vehicles. Relevant officers to be invited to discuss with Committee, with a view to possibly including information in the Local Plan Part 2 process.

Kidlington

Suggested topic (1) – Decriminalised parking across the district, in particular for Cherwell District Council to consider a request to Oxfordshire County Council for a local warden.

Approach – A report to be requested from officers on the current situation with wardens and parking across Oxfordshire

Suggested topic (2) – Masterplans, specifically progress made in achieving requirements and improvements detailed in the plans.

Approach – Updates to be requested from relevant officers.

Piddington

Suggested topic - Social exclusion of rural communities, following publication of a community profile by Community First Oxfordshire.

Approach – Research to be carried out by officers to see if similar community profiles have been published for other rural communities in the district, with the possibility of carrying out a full review covering areas identified..

Shenington with Alkerton

Suggested topic - Inconsistencies in planning applications, following a number of recent applications with perceived inconsistencies in how officers have dealt with them.

Approach – More information required from planning officers, regarding the planning process and how consultation responses are dealt with.

The Committee also requested an update from relevant officers regarding The Hill Community Centre.

Resolved

- (1) That the results of the Mobile Phone Signal Survey be noted
- (2) That a further survey be conducting regarding Mobile Phone Signal Strength across the district, this time requesting responses from areas of good signal as well as areas of poor signal
- (3) That officers be requested to provide information/further research regarding the topics suggested by parish councils.

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 15 May 2018 at 7.29 pm

Present: Councillor Neil Prestidge (Chairman)
Councillor Sean Gaul (Vice-Chairman)

Councillor Mike Bishop
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Chris Heath
Councillor Tony Mepham
Councillor Cassi Perry
Councillor Les Sibley
Councillor Bryn Williams
Councillor Lucinda Wing

Apologies for absence: Councillor Sandra Rhodes

Officers: Natasha Clark, Governance and Elections Manager

1 **Appointment of Chairman for the Municipal Year 2018-2019**

Resolved

That Councillor Neil Prestidge be appointed Chairman of the Overview and Scrutiny Committee for the Municipal Year 2018-19.

2 **Appointment of Vice-Chairman for the Municipal Year 2018-2019**

Resolved

That Councillor Sean Gaul be appointed Vice-Chairman of the Overview and Scrutiny Committee for the Municipal Year 2018-19.

The meeting ended at 7.31 pm

Chairman:

Date:

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Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 15 May 2018 at 7.32 pm

Present: Councillor Jason Slaymaker (Chairman)
Councillor Dan Sames (Vice-Chairman)

Councillor Claire Bell
Councillor Mike Bishop
Councillor Cassi Perry
Councillor Lynn Pratt
Councillor G A Reynolds
Councillor Douglas Webb
Councillor Bryn Williams
Councillor Barry Wood

Apologies for absence: Councillor Sandra Rhodes

Officers: Natasha Clark, Governance and Elections Manager

1 **Appointment of Chairman for the Municipal Year 2018-2019**

Resolved

That Councillor Jason Slaymaker be appointed Chairman of the Personnel Committee for the Municipal Year 2018-2019.

2 **Appointment of Vice-Chairman for the Municipal Year 2018-2019**

Resolved

That Councillor Dan Sames be appointed Vice-Chairman of the Personnel Committee for the Municipal Year 2018-2019.

The meeting ended at 7.34 pm

Chairman:

Date:

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Cherwell District Council

The Standards Committee

Minutes of a meeting of the The Standards Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 15 May 2018 at 7.38 pm

Present:

Councillor Chris Heath (Vice-Chairman)

Councillor Andrew Beere

Councillor Mark Cherry

Councillor Timothy Hallchurch MBE

Councillor James Macnamara

Councillor Bryn Williams

Apologies
for
absence:

Councillor Simon Holland (Chairman)

Councillor David Anderson

Officers:

Natasha Clark, Governance and Elections Manager

1 Appointment of Chairman for Municipal Year 2018-2019

Resolved

That Councillor Simon Holland be appointed Chairman of the Standards Committee for the Municipal Year 2018-2019.

2 Appointment of Vice-Chairman for Municipal Year 2018-2019

Resolved

That Councillor Chris Heath be appointed Vice-Chairman of the Standards Committee for the Municipal Year 2018-2019.

The meeting ended at 7.41 pm

Chairman:

Date:

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