

Council Minute Book

Monday 25 February 2019

Executive

1. Minutes of meeting Monday 17 December 2018 of Executive (Pages 1 - 2)
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- Executive Lead Member Decisions (Pages 9 – 10)

Accounts Audit and Risk Committee

3. Minutes of meeting Wednesday 21 November 2018 of Accounts, Audit and Risk Committee (Pages 11 - 14)

Budget Planning Committee

4. Minutes of meeting Tuesday 27 November 2018 of Budget Planning Committee (Pages 15 - 20)

Overview and Scrutiny Committee

5. Minutes of meeting Tuesday 22 January 2019 of Overview and Scrutiny Committee (Pages 21 - 24)

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 17 December 2018 at 5.30 pm

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

Councillor Colin Clarke, Lead Member for Planning
Councillor Ian Corkin, Lead Member for Customers and Transformation
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
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 Property

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

Apologies for absence: Councillor John Donaldson, Lead Member for Housing

Officers: Yvonne Rees, Chief Executive
Nick Graham, Director of Law and Governance / Monitoring Officer
Adele Taylor, Interim Executive Director: Finance and Governance
Chris Hipkiss, Interim Property Investment Manager
Natasha Clark, Governance and Elections Manager

73 **Declarations of Interest**

There were no declarations of interest.

74 **Minutes**

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

75 **Chairman's Announcements**

There were no Chairman's announcements.

76 **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 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.

77 **Land in Banbury - Proposed Acquisition**

The Interim Executive Director of Finance and Governance submitted an exempt report for Executive to consider and endorse the approach that Council was being asked to approve for the proposed acquisition of land in Banbury.

Resolved

- (1) That, having given due consideration, the exempt report being presented to Council on 17 December 2018 on the proposed acquisition of land in Banbury and the recommendations contained within that report be endorsed.

Reasons

As set out in the exempt minutes.

Alternative options

As set out in the exempt minutes.

The meeting ended at 5.40 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 January 2019 at 5.00 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 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 Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
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 Property

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

Officers: Yvonne Rees, Chief Executive
Adele Taylor, Executive Director: Finance and Governance (Interim) & Section 151 Officer
Paul Feehily, Executive Director: Place and Growth (Interim)
Nick Graham, Director of Law and Governance / Monitoring Officer
Robert Jolley, Assistant Director: Planning & Economy
Hedd Vaughan Evans, Assistant Director Performance and Transformation
Natasha Clark, Governance and Elections Manager

78 Declarations of Interest

There were no declarations of interest.

79 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

80 **Minutes**

The minutes of the meeting held on 17 December 2018 were agreed as a correct record and signed by the Chairman.

81 **Chairman's Announcements**

There were no Chairman's announcements.

82 **Collaboration Agreement**

The Director Law and Governance / Monitoring Officer submitted a report for Executive to recommend to Full Council that it agrees to enter into a Collaboration Agreement between Cherwell District and South Northamptonshire councils.

Resolved

- (1) That Full Council be recommended to agree to enter into a Collaboration Agreement between Cherwell District and South Northamptonshire councils, and to delegate to the Monitoring Officer, in consultation with the Leader of the Council, authority to finalise and enter into the Agreement based on the provisions provided by the Local Government Act 1972, the Local Government Act 2000, the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and the Localism Act 2011.

Reasons

It is important that both councils can continue to deliver services after 16 January 2019 which for most services will either be prior to separation taking place or permanent delivery arrangements being put in place for those services that cannot be separated. It is clear that in the interim there needs to be a legal arrangement that allows this and a Collaboration Agreement is seen as the most appropriate vehicle to enable this.

Alternative options

Option 1: not to enter into an agreement between the councils. This is rejected as many council services would not be able to function.

Option 2: a Collaboration Agreement based on the provisions provided through the Local Authority (Goods and Services) Act 1970.

Section 1 of the Local Authority (Goods and Services) Act 1970 enables a local authority to provide another public body with goods or materials, administrative, professional, or technical services. The Act does not in itself exempt local authorities from complying with the Public Contracts Regulations 2015, however an exemption is provided by "the Hamburg exemption" (Hamburg (Commission v Germany) Case C-480/06). A Collaboration Agreement containing these provisions would allow two-way co-operation

between the two councils with the aim of ensuring that the public services they have to perform: are provided with a view to achieving objectives they have in common; is governed solely by considerations relating to the public interest; and less than 20% of the activities concerned by the co-operation are performed on the open market.

Whilst it is considered that the Hamburg exemption could provide appropriate authority to enter into such an agreement, there is a potential argument that the Hamburg exemption applies only to services that Councils “have to perform” rather than any discretionary services. Therefore, any discretionary services over the financial threshold in the Public Contract Regulations 2015 would be subject to the procurement rules. Given that discretionary services are included in those which would be shared it is not considered that the Local Authority (Goods and Services) Act 1970 would be the best option for the Councils due to it carrying a risk of challenge.

83 **Business Rates Retail Relief Policy**

The Executive Director Finance and Governance (Interim) submitted a report to provide members with an update on the retail relief scheme announced in the Budget and to seek approval to recommend a Business Rates Retail Relief Policy for 2019-2020 to Council.

Resolved

- (1) That the contents of the report be noted.
- (2) That Full Council be recommended to approve the proposed Business Rates Retail Relief Policy.

Reasons

Members of Budget Planning Committee have considered this report and have recommended to Executive the introduction of the Business Rates Retail Relief Scheme and the related Policy effective from 1 April 2019.

Alternative options

Option 1: Members could agree not to determine a Business Rates Retail Relief Policy, but this would mean the Council is not complying with Central Government guidance and would be to the detriment of ratepayers in the district.

84 **Local Discretionary Business Rate Relief Scheme for 2019-20**

The Executive Director Finance and Governance (Interim) submitted a report for members to consider the proposed Local Discretionary Relief Policy and to seek approval of the Discretionary Business Rate Relief Scheme for 2019-2020.

Resolved

- (1) That the contents of the report be noted.
- (2) That the adoption of the local Discretionary Business Rate Relief Scheme for 2019-20 (annex to the Minutes as set out in the Minute Book) be approved.

Reasons

Members of Budget Planning Committee have considered this report and have recommended to Executive to approve the adoption of the Local Discretionary Business Rates Relief Scheme 2019-2020.

Alternative options

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

85

Council Tax Base 2019-2020

The Executive Director: Finance and Governance (Interim) submitted a report to provide Executive with an estimate of the Council Tax Base for 2019-2020 and seek approval for the final determination of the Council Tax Base to be delegated to the Section 151 Officer in consultation with the Lead Member for Financial Management.

Resolved

- (1) That having given due consideration to the report of the Executive Director of Finance and Governance (Interim) for the calculation of the Council's Tax Base for 2019-2020, it be resolved:
 - (a) That pursuant to the Executive Director of Finance and Governance's report and in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2019-2020 shall be **53,876.9** This shall be subject to final confirmation by the Section 151 Officer in consultation with the Lead Member for Financial Management and Governance.
 - (b) As for the parishes which form part of its area shown in the annex to the Minutes (as set out in the Minute Book), the amount calculated as the Council Tax Base for the year 2019-2020 in respect of special items shall be as indicated in the column titled Tax Base 2019-2020.
 - (c) As for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2019-

2020 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	51,560.8
Anglian (Great Ouse) Flood Defence Area	1,871.9
Severn Region Flood Defence Area	444.2
	<hr/>
	53,876.9

- (2) That final approval of the Council Tax Base for 2019-2020 be delegated to the Section 151 Officer in consultation with the Lead Member for Financial Management and Governance.

Reasons

For the purposes of Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the Council is required to calculate the tax base (which will be used for tax setting purposes in February 2019) in respect of:

- (a) the whole of its area and;
- (b) for any parts of its area for the purposes of:
 - (i) Apportioning precepts and levies and;
 - (ii) Calculating the tax base for each area subject to a special item

Alternative options

Option 1: None. The Council has to set a tax base in order to set its council tax for 2019-2020.

86

Draft Business Plan 2019/20 and Summary Medium Term Financial Strategy 2019/20 - 2023/24

The Executive Director Finance and Governance (Interim) submitted a report which provided members with an update on the Business Plan 2019/20 and the Council's Summary Medium Term Financial Strategy (MTFS) for 2019/20 to 2023/24 prior to the final MTFS being presented during February 2019. The Business Plan and summary MTFS were presented as an integrated report which demonstrated the Council's strategic approach to aligning its resource to the delivery of Council's Priorities.

Resolved

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

Reasons

This report provides members with an update on the Business Plan 2019/20 and the Council's Summary Medium Term Financial Strategy (MTFS) for 2019/20 to 2023/24 prior to the final MTFS being presented during February 2019.

Alternative options

Option 1: To not note the report but members will not be aware of the medium term financial forecast if they choose to take this option.

87 **Monthly Performance, Risk and Finance Monitoring Report - November 2018**

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

Resolved

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

Reasons

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

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

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.

88 **Urgent Business**

There were no items of urgent business.

The meeting ended at 5.25 pm

Chairman:

Date:

COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD JANUARY to FEBRUARY 2019

25 February 2019

Area of Responsibility	Decision Subject Matter
Lead Member for Planning	Rousham and Heyfords Conservation Area Appraisals
Lead Member for Planning	Consideration of the Examiners Report for the Mid Cherwell Neighbourhood Plan
Lead Member for Planning	Application for the Designation of a Neighbourhood Area for the Parish of Shipton-on-Cherwell and Thrupp

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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 21 November 2018 at 7.30 pm

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

Councillor Hugo Brown
Councillor Nicholas Mawer
Councillor Tom Wallis

Substitute Members: Councillor Barry Richards (In place of Councillor Sean Woodcock)
Councillor Barry Wood (In place of Councillor Ian Corkin)

Also Present: Councillor Tony Ilott, Lead Member – Financial Management and Governance
Anand Persaud, Audit Manager, CW Audit Services

Apologies for absence: Councillor Hannah Banfield
Councillor Ian Corkin
Councillor Sean Woodcock

Officers: Adele Taylor, Executive Director: Finance and Governance (Interim) & Section 151 Officer
Kelly Watson, Deputy Section 151 Officer
Aaron Hetherington, Democratic and Elections Officer

39 Declarations of Interest

There were no declarations of interest.

40 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

41 Urgent Business

There were no items of urgent business.

42 **Minutes**

The Minutes of the meeting of the Committee held on 12 September 2018 were agreed as a correct record and signed by the Chairman.

43 **Chairman's Announcements**

There were no Chairman's announcements.

44 **External Audit: Annual Audit Letter 2017/18 and Internal Audit Progress Report**

The Executive Director, Finance and Governance submitted a report which sought consideration of the Ernst and Young LLP Annual Audit Letter, which included comments on the external audit of the 2017/18 Statement of Accounts. The report also presented the CW Audit Internal Audit Progress Report 2018/19.

Resolved

- (1) That having given due consideration the key issues raised in the Annual Audit Letter 2017/18 be noted.
- (2) That having given due consideration key issues raised in the Internal Audit Report 2018/19 be noted.

45 **Monthly Performance, Risk and Finance Monitoring Report - September 2018**

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

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That having given due consideration, the Leadership Risk Register be noted and no issues be identified for further consideration.

46 **Treasury Management Report - October 2018**

The Executive Director, Finance and Governance submitted a report which presented information on treasury management performance and compliance with treasury management policy for 2018/19 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the contents of the October 2018 Treasury Management Report be noted.

47 **Work Programme**

The Committee considered its work programme.

Resolved

- (1) That the work programme be noted

48 **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 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 I, Paragraphs 3 and 7 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 **Corporate Fraud**

The Senior Investigation Officer submitted an exempt report which provided an overview of the current progress of the Authority's counter fraud response following the delegation of authority in July 2018 to Oxford City Council.

Resolved

- (1) That the exempt report be noted.

50 **Treasury Management Report - October 2018 - Exempt Appendix**

Resolved

- (1) That the exempt appendix be noted.

The meeting ended at 8.38 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 27 November 2018 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Carmen Griffiths (Vice-Chairman)

Councillor Phil Chapman
Councillor David Hughes
Councillor Andrew McHugh
Councillor Barry Richards
Councillor Douglas Webb
Councillor Lucinda Wing
Councillor Sean Woodcock

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

Apologies for absence: Councillor Tony Mepham
Councillor Alaric Rose
Councillor Tom Wallis

Officers: Adele Taylor, Interim Executive Director: Finance and Governance
Kelly Watson, Assistant Director: Finance and Procurement
Belinda Green, Joint Revenue and Benefits Manager - CSN Resources
Mandy Anderson, Financial Analyst
Emma Faulkner, Democratic and Elections Officer
Richard Woods, Assistant Democratic and Elections Officer

35 Declarations of Interest

There were no declarations of interest.

36 Urgent Business

There were no items of urgent business.

37 Minutes

The minutes of the meeting of the Committee held on 6 November 2018 were confirmed as a correct record and signed by the Chairman.

38 **Chairman's Announcements**

There were no Chairman's announcements.

39 **Finance Monitoring Report - September 2018**

The Committee considered a report from the Assistant Director – Finance and Procurement, which summarised the Council's Finance Monitoring position at the end of September 2018.

The Assistant Director – Finance and Procurement advised the committee that there had been an improvement in the Council's financial position, as a result of improved business rates growth and existing overspends having begun to be offset by underspends across some departments.

In response to questions from the Committee, the Assistant Director – Finance and Procurement advised that no additional financial risks had been identified in September or October.

Resolved

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

40 **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 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, 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.

41 **Medium Term Financial Strategy**

Following discussion with Officers, the Committee agreed to move into private session for the duration of the discussion on this item.

The Interim Executive Director – Finance and Governance and the Assistant Director – Finance and Procurement gave an exempt presentation on the Medium Term Financial Strategy.

The Committee asked detailed questions on all aspects of the Medium Term Financial Strategy and Budget for 2019-20, which were duly answered by Officers.

Resolved

(1) That the exempt presentation be noted.

42 **Re-admittance of the Press and Public**

Resolved

That the press and public be re-admitted to the meeting.

43 **Business Rates - An Overview**

The Committee considered a verbal presentation from the Operations Director – CSN Resources and the Financial Analyst which provided an overview on Business Rates.

In introducing the presentation, the Financial Analyst advised that the amount of business rates charged depended on the rateable value of the property as calculated by the Valuation Office Agency, the multiplier applied to it, and whether they were eligible for any form of business rate relief.

During the presentation, the Committee heard that Cherwell District Council collected £93m in Business Rates during 2017/18 and retained £9m; however timing delays meant that this was not reported as income in the 2017/18 budget monitoring.

Following questions from the Committee regarding rates for new businesses, the Operations Director – CSN resources advised that it was not possible to look up Rateable Value in advance of a business opening, due to the different rates and reliefs that may be applicable based on the nature of individual businesses.

Resolved

(1) That the presentation be noted.

44 **Local Discretionary Business Rate Relief Scheme for 2019-20**

The Committee considered a report from the Interim Executive Director – Finance and Governance, which provided Members with details of the proposed Local Discretionary Business Rate Relief Scheme for 2019-20.

The Operations Director – CSN Resources advised the Committee that central Government expected local authorities to use discretionary powers in order to deliver the relief scheme; however there had been very little take up of the funding that had been made available. It was therefore proposed to apply the relief automatically to those businesses that qualified for it.

In response to questions from the Committee, the Operations Director – CSN Resources advised that assistance to parties impacted by the 2017

Revaluation was limited by the funding provided, and that this was forecast to decrease to £21k by 2020-21.

Resolved

- (1) That the contents of the report be noted.
- (2) That Executive be recommended to adopt the Local Discretionary Business Rates Relief Scheme for 2019-20.

45 **Business Rates Retail Relief Policy**

The Committee considered a report from the Interim Executive Director – Finance and Governance, which provided an update on the Business Rates Retail Relief announced in the recent budget, and proposed a Retail Relief Policy.

In introducing the report, the Interim Executive Director – Finance and Governance advised the committee that the scheme applied to occupied retail premises with a rateable value of less than £51k in the years 2019-20 and 2020-21.

Following questions from the committee, the Operations Director – CSN Resources advised that any retail relief awarded by the Council would be reimbursed by central Government.

Resolved

- (1) That the contents of the report be noted.
- (2) That the proposed Business Rates Retail Relief Policy be recommended to Executive for consideration.

46 **100% Council Tax Premium on Long Term Empty Dwellings**

The Committee considered a report from the Interim Executive Director – Finance and Governance, which provided an update on the change in legislation to allow for a Council Tax premium of 100% on properties that were empty for 2 years or more, and a recommendation to Executive on the introduction of a 100% Empty Homes Premium.

The Interim Executive Director – Finance and Governance advised that from 1 April 2019, local authorities would be able to increase the Empty Homes Premium to 100% for properties that had been empty for two or more years. It was up to individual authorities to decide whether or not to implement the premium locally.

In response to questions from the Committee regarding the implementation of the premium, the Interim Executive Director – Finance and Governance advised that the Council would notify any parties impacted by the increase

prior to 1 April 2019, and local communities would be made aware of potential higher premiums through an advertising campaign.

Resolved

- (1) That the contents of the report and any financial implications for the Council be noted.
- (2) That Executive be recommended to introduce an Empty Homes Premium of 100% from 1 April 2019.

47

Review of Committee Work Plan

The Committee considered its Work Plan.

Resolved

- (1) That the Committee Work Plan be noted.

The meeting ended at 8.26 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 22 January 2019 at 6.45 pm

Present: Councillor Sean Gaul (Vice-Chairman, in the Chair)

Councillor Mike Bishop
Councillor Mark Cherry
Councillor Tony Mepham
Councillor Cassi Perry
Councillor Les Sibley
Councillor Lucinda Wing

Also Present: Gary Brewer, Gypsy and Traveller Service Manager,
Oxfordshire County Council

Apologies for absence: Councillor Neil Prestidge
Councillor Phil Chapman
Councillor Chris Heath
Councillor Sandra Rhodes
Councillor Bryn Williams

Officers: Graeme Kane, Chief Operating Officer (Deputy CEO)
Adele Taylor, Executive Director: Finance and Governance (Interim) & Section 151 Officer
Hedd Vaughan Evans, Assistant Director Performance and Transformation
Richard Webb, Assistant Director: Regulatory Services and Community Safety
Natasha Clark, Governance and Elections Manager
Lesley Farrell, Democratic and Elections Officer
Emma Faulkner, Democratic and Elections Officer

36 **Declarations of Interest**

There were no declarations of interest.

37 **Chairman's Announcements**

The Chairman reminded Members that there would be Code of Conduct Training on 24 January 2019 at 6pm and Safeguarding training on Thursday 7 February 2019 at 6pm.

Details of both sessions had been sent out by the Democratic and Elections team and confirmation requested if attendance at either session was planned.

38 **Urgent Business**

There were no items of urgent business.

39 **Minutes**

The Minutes of the meeting of the Committee held on 15 November 2018 were agreed as a correct record and signed by the Chairman.

40 **Unauthorised Encampments**

The Chief Operating Officer introduced Gary Brewer, Gypsy and Traveller Service Manager, Oxfordshire County Council who gave a presentation on Unauthorised Encampments within the Cherwell District.

The Gypsy and Traveller Service Manager explained the process that was undertaken when an unauthorised encampment was set-up, including the legal process that might need to take place to get an injunction for the travellers to move on, and the requirement of the County Council to assess welfare needs of travellers before any form of eviction process could be started.

In answer to questions from the Committee, the Gypsy and Traveller Service Manager advised that information on how to respond to Unauthorised Encampments had been included in the briefing note. Information and contact details were also available on the Oxfordshire County Council website.

In the course of discussion, the Committee raised concerns that when unauthorised encampments were set-up, incorrect information was sometimes shared on social media such as Twitter and Facebook by some members of the community, escalating situations with Travellers unnecessarily. The Committee and officers agreed that accurate communication was important when unauthorised encampments occurred, and that all parties should do more to ensure correct information was being circulated

In response to Members comments regarding the lack of official available sites for travellers in the Cherwell District, the Chief Operating Officer informed the Committee that this would be a planning matter and agreed to speak to the Executive Director of Place and Growth (Interim) to request that he provide a briefing note to the Committee, giving the current position relating to Authorised Encampment sites in the Local Plan part 2.

The Committee thanked the Gypsy and Traveller Service Manager for his informative presentation and work with the Gypsy and Traveller community.

Resolved

- (1) That the Presentation and Briefing Note be noted.

- (2) That the Interim Executive Director of Place and Growth be requested to provide a briefing note to the Committee giving the current position relating to Authorised Encampment sites in the Local Plan part 2.

41 **Draft Business Plan and Budget**

The Executive Director Finance and Governance(Interim) & Section 151 Officer and the Assistant Director Performance and Transformation presented the Draft Business Plan and Budget which set out Cherwell District Council's priorities for 2019/2020 and an overview of the anticipated budget.

The Executive Director Finance and Governance(Interim) & Section 151 Officer explained that 2019/20 was the last year of a four year financial settlement from Central Government, and the figures for subsequent years were therefore an estimate. A more detailed report was due to be considered by the Budget Planning Committee at their meeting on 29 January 2019.

With regard to the Draft Business Plan, the Assistant Director Performance and Transformation explained that the plan on a page format would again be used for 2019/20, with the three main areas remaining the same for the new financial year. A light refresh of the performance indicator headings had been carried out.

In response to Members' comments regarding the amount of business rates received by the Council being projected to go down, the Executive Director Finance and Governance(Interim) and Section 151 Officer gave a brief explanation of Business Rates volume and the existing retention scheme.

Resolved

- (1) That the Draft Business Plan and Budget for 2019/2020 be noted.

42 **Work Programme**

The Democratic and Elections Officers gave an update on the status of topics suggested for scrutiny.

In response to a request from the Committee, it was confirmed that Youth Provision would be added to the next municipal year's work programme.

Resolved

- (1) That the workplan be noted.

The meeting ended at 8.15 pm

Chairman:

Date:

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