

## **Council Minute Book**

**Monday 22 July 2019**

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## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 February 2019 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor G A Reynolds (Vice-Chairman), Deputy Leader 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 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  
Claire Taylor, Director: Customers and Service Development  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Paul Feehily, Executive Director: Place and Growth (Interim)  
Robert Jolley, Assistant Director: Planning & Economy  
Alan Munn, Principal Planning Policy Officer  
Kelly Watson, Deputy Section 151 Officer  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Aaron Hetherington, Democratic and Elections Officer

#### **89 Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

91 **Minutes**

The minutes of the meeting held on 7 January 2019 were agreed as a correct record and signed by the Chairman.

92 **Chairman's Announcements**

There were no Chairman's announcements.

93 **Oxfordshire Joint Statutory Spatial Plan, Local Development Scheme, Statement of Community Involvement Regulation 18 Issues Consultation Document**

The Executive Director for Place and Growth (Interim) submitted a report which sought approvals to progress the production of the Oxfordshire Plan 2050 through adopting the Statement of Community Involvement, approving an amendment to the Local Development Scheme and approving the Regulation 18 (Part 1) document for consultation.

**Resolved**

- (1) That the Statement of Community Involvement ("SCI") as amended following the close of consultation (annex to the Minutes as set out in the Minute Book) be adopted.
- (2) That the amendment to the Local Development Scheme ("LDS") – revised key milestones for production of the Oxfordshire Plan – be approved.
- (3) That the Regulation 18 (Part 1) Issues Consultation Document for public consultation (annex to the Minutes as set out in the Minute Book) be approved.
- (4) That the Executive Director for Place and Growth (Interim), in agreement with the partner councils equivalent, be authorised to make any necessary minor and presentational changes to the draft Regulation 18 Consultation Document before formal consultation commences.

**Reasons**

The Council and its partners are producing a JSSP for Oxfordshire. Once adopted the JSSP will form part of the Council's Development Plan against which formal planning decisions will be made and other local planning documents prepared. The Council has a statutory duty to prepare and maintain an LDS under S15 of the PCPA 2004. The preparation of the plan will require community and stakeholder involvement and the production of a SCI is a legal requirement under S18 of the PCPA 2004 to ensure compliance with statutory requirements and Government policy for plan making and consultation on planning matters.

These documents will not replace the Councils existing LDSs and SCIs, they will remain relevant to all other planning matters.

### **Alternative options**

Option 1: To not adopt the SCI or the LDS nor agree to consultation on the Regulation 18 consultation paper.

The Council has a legal duty to produce an LDS and an SCI under sections 15 and 18 respectively of the Planning and Compulsory Purchase Act 2004 (as amended) and to carry out early engagement in the content of the Plan under Regulation 18 of The Town and County Planning (Local Planning) (England) Regulations (2012).

Option 2: To reconsider the content of the SCI, LDS and Regulation 18 Consultation Paper.

The SCI has been produced having regard to statutory and policy requirements for plan-making. It is considered by officers to be an appropriate document.

The LDS has been produced having regarded to the statutory responsibilities for plan making, the requirements of the Oxfordshire Housing and Growth Deal and the resources available to the JSSP Project Team. It is considered by officers to be appropriate for the present and foreseeable circumstances.

The Council has a legal duty to produce an LDS and an SCI under sections 15 and 18 respectively of the Planning and Compulsory Purchase Act 2004 (as amended) and to carry out early engagement in the content of the Plan under Regulation 18 of The Town and County Planning (Local Planning) (England) Regulations (2012).

## 94 **Business Plan 2019/20 and Medium Term Financial Strategy 2019/20 - 2023/24**

The Executive Director Finance and Governance (interim) submitted a report which detailed the Business Plan 2019/20 and the Council's Medium Term Financial Strategy (MTFS) for 2019/20 to 2023/24 prior to final approval by full Council in February 2019.

The Business Plan and Summary Medium Term Financial Strategy were presented as an integrated report which demonstrated the Councils strategic approach to aligning its resource to the delivery of Council's priorities.

### **Resolved**

- (1) That, having given due consideration, Full Council be recommended to approve the Business Plan (annex to the Minutes as set out in the Minute Book).
- (2) That the Risk Register (annex to the Minutes as set out in the Minute Book) be noted.

- (3) That, having given due consideration, Full Council be recommended to agree an increase in the level of Council Tax for Cherwell District Council of £5 for 2019/20.
- (4) That, having given due consideration, Full Council be recommended to approved the Medium Term Financial Strategy (MTFS), Revenue Budget 2019/20 and Capital Programme including recommending the growth and savings proposals (annex to the Minutes as set out in the Minute Book).
- (5) That, having given due consideration, Full Council be recommended to approve a minimum level of General Fund reserves of £2m.
- (6) That, having given due consideration, Full Council be recommended to delegate authority to the Chief Finance Officer, in consultation with the Lead Member for Financial Management & Governance, and where appropriate the relevant Director and Lead Member to:
  - Transfer monies to/from earmarked reserves should that become necessary during the financial year.
  - Update prudential indicators in both the Prudential Indicators Report and Treasury Management Strategy Report to Council, for any budget changes that impact on these.
- (7) That, having given due consideration, Full Council be recommended to approve the Fees & Charges (annex to the Minutes as set out in the Minute Book).
- (8) That, having given due consideration, Full Council be recommended to approve the Treasury Management Strategy be approved, including the Prudential Indicators, Minimum Revenue Provision (MRP) Policy and Affordable Borrowing Limit for 2019/20.
- (9) That, having given due consideration, Full Council be recommended to delegate authority to the Chief Finance Officer to make any technical changes necessary to the papers for the Council meeting of 25 February 2019, including changes related to the finalisation of the national Finance Settlement and any associated changes to Parish Precepts and Council resulting from those changes.
- (10) That the contents of the Section 25 report from the Chief Finance Officer in relation to the robustness of estimates and adequacy of reserves be noted.

## **Reasons**

This report, alongside the appendices, sets out the Business Plan and MTFS for Council to consider alongside the setting of the 2019/20 Council Tax. It is a legal requirement to set a balanced budget and the recommendations as outlined set out a way to achieve this.

### **Alternative options**

Option 1: To reject the current proposals and make alternative recommendations. Members will not be aware of the medium term financial forecast or implications of alternatives if they choose to take this option.

95 **Monthly Performance, Finance and Risk Monitoring Report - December 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.

96 **Urgent Business**

There were no items of urgent business.

The meeting ended at 6.50 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 4 March 2019 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 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 D M Pickford, Lead Member for Housing  
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

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

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

Officers: Graeme Kane, Chief Operating Officer (Deputy CEO)  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Kelly Watson, Deputy Section 151 Officer  
Gillian Douglas, Assistant Director: Housing  
Ed Potter, Assistant Director: Environmental Services  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Natasha Clark, Governance and Elections Manager

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

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

99 **Minutes**

The minutes of the meeting held on 4 February 2019 were agreed as a correct record and signed by the Chairman.

100 **Chairman's Announcements**

The Chairman advised the meeting that due to unforeseen technical issues, the microphones and webcasting were not working.

101 **Housing Strategy 2018 - 2023: 'Cherwell - A Place to Prosper'**

The Assistant Director: Social Care Commissioning and Housing submitted a report for Executive to consider and agree adoption of the Housing Strategy 2019-2024 and Action Plan 2019-20, taking in to account the results of the public consultation phase.

**Resolved**

- (1) That the Housing Strategy 2019-2024 and Action Plan 2019-2020 (annexes to the Minutes as set out in the Minute Book) be agreed for adoption and implementation.
- (2) That the results of the public consultation on the Strategy and how these have been taken in to account be noted.
- (3) That the equalities impact assessment that supports the Strategy be noted.

**Reasons**

The Housing Strategy sets out our priorities for responding to the wider housing needs of the district but with a focus on affordable housing which is the council's key role. It takes particular account of the current and future needs of groups such as older people, disabled people, young people, vulnerable families and people on low income. The housing needs of these groups are a priority in terms of their vulnerability, access to housing, affordability and achieving positive health outcomes.

It is not a statutory requirement to have a Housing Strategy but is seen as good practice in setting out the Council's priorities and plans for meeting housing need based on local assessments of need

**Alternative options**

Not to agree to adopt and implement to Housing Strategy 2019-2024 and Action Plan 2019-202.

102 **Joint Municipal Waste Management Strategy**

The Assistant Director: Environmental Services submitted a report to gain the support and the endorsement of the Executive regarding the Oxfordshire Joint Municipal Waste Management Strategy (JMWMS).

**Resolved**

- (1) That the contents and the challenges of the Joint Municipal Waste Management Strategy be noted.
- (2) That the Joint Management Waste Management Strategy to guide the delivery of waste management services in the Council be adopted.

**Reasons**

The Joint Municipal Waste Management Strategy (JMWMS) is supported by the other five Oxfordshire authorities and fits in with the new National Resource and Waste Strategy.

The National Resource and Waste Strategy encourages waste partnerships to deliver the new strategy and this Oxfordshire JMWMS document is important to deliver this new strategy and the lowest cost to the Oxfordshire taxpayer.

**Alternative options**

Option 1: To adopt the Oxfordshire Joint Municipal Waste Management Strategy.

Option 2: To reject the Oxfordshire Joint Municipal Waste Management Strategy and ask officers to reconsider the strategy.

103 **Monthly Performance, Risk and Finance Monitoring Report - January 2019**

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.

### 104 **Urgent Business**

There were no items of urgent business.

The meeting ended at 6.58 pm

Chairman:

Date:

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 1 April 2019 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 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 D M Pickford, Lead Member for Clean and Green  
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

Also Present: Councillor Barry Richards, representing the Labour Group

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

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

#### 105 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

107 **Chairman's Announcements**

There were no Chairman's announcements.

108 **Minutes**

The minutes of the meeting held on 4 March 2019 were agreed as a correct record and signed by the Chairman.

109 **'Making' (Adoption) of the Mid-Cherwell Neighbourhood Plan**

The Assistant Director – Planning and Economy submitted a report to consider the outcome of the referendum on the Mid-Cherwell Neighbourhood Plan and the next steps for the Plan to be formally 'made'.

**Resolved**

- (1) That the referendum result of 21 March 2019 where 90.2% of those who voted were in favour of the Mid-Cherwell Neighbourhood Plan which is above the required 50% be noted.
- (2) That it be recommended to Council that it 'makes' the Mid-Cherwell Neighbourhood Plan so that it continues to have effect as part of the statutory Development Plan for the District.
- (3) That Council be recommended to approve the issuing and publication of a decision statement.

**Reasons**

A referendum was held on the Mid-Cherwell Neighbourhood Plan on 21 March 2019. Of those eligible to vote, 1231 voted in favour of the Plan with 128 against. The vote of 90.2 % in favour, meets the requisite majority and the Plan is now part of the statutory Development Plan. The Council is still required to formally 'make' the Plan and there is no known breach or incompatibility with EU or human rights obligations which prevents this. The Executive is therefore requested to recommend the 'making' of the Mid Cherwell Neighbourhood Plan to the meeting of Council on 14 May 2019 which would be within the prescribed eight week period.

**Alternative options**

There is no known breach or incompatibility with, any EU or human rights obligations. The Council has no options or alternatives to making the Plan.

110

## **Review of Section 113 Agreement between Cherwell District Council and Oxfordshire County Council**

The Director Customers and Service Development submitted a report to provide an update with regards to the progress of the joint working partnership between Cherwell District and Oxfordshire County Councils.

### **Resolved**

- (1) That the Partnership Review, Evaluation and Next Steps Report of the Partnership Working Group (annex to the Minutes as set out in the Minute Book) be noted.
- (2) That the recommendations in the report (annex to the Minutes as set out in the Minute Book) be endorsed, and (subject to agreement by Oxfordshire County Cabinet) it be agreed to establish a project team to develop the next phase of partnership working.

### **Reasons**

The report at sets out the progress of the partnership since its inception in October 2018 and a series of recommendations to develop and enhance joint working. Positive progress has been shown alongside opportunities for further development. It is the view of the Partnership Working Group that the joint working model demonstrates a good opportunity for Cherwell and Oxfordshire to generate savings, deliver efficiencies and improve two tier working. The recommendations set out how this can be further developed.

### **Alternative options**

Option 1: Executive may choose not to endorse the report. If this was the case it is likely that the joint working partnership between CDC and OCC would come to an end.

111

## **OVO Ladies Cycling Tour**

The (Oxfordshire County Council) Project Delivery Manager, in conjunction with (Cherwell District Council), Chief Operating Officer submitted a report to highlight the requirements of delivering the OVO Energy Women's Cycle Tour in Oxfordshire over the next three years, (2019, 2020 and 2021).

### **Resolved**

- (1) That Oxfordshire being a host venue for the OVO Energy Women's cycle tour in 2019, 2020 and 2021 be supported.
- (2) That the principle of an equal share of costs between the county, the four districts and the city council be agreed.
- (3) That a budget of £30,000 to pay the council's share of the costs in 2019 be allocated.

- (4) That the Council be recommended to agree to fund the council's share of the hosting fee for years two and three through the annual budget setting process (2020 and 2021).
- (5) That it be agreed that sponsorship, regardless of which partner attracts it, will be used to reduce the hosting costs on an equal basis.

### **Reasons**

Oxfordshire has secured an agreement with the event organisers of the OVO Energy Women's Tour. The OVO Energy Women's Tour is the UK's biggest and most prestigious bike race. A founder member of the UCI Women's World Tour, the race attracts the world's top cyclists – including Olympic and World Champions to complete on British roads over five days each June. All councils across Oxfordshire have agreed, in principle, at an Oxfordshire Leaders meeting on 4 March for Oxfordshire to be a host venue over the next three years. This will include hosting the overall start and finish in 2020 and 2021 and hosting Stage 3 of the event on 12 June 2019. This is being led by Oxfordshire County Council who will contract with SweetSpot, the event organiser.

The OVO Energy Women's Tour presents an exciting opportunity to showcase the county, and to maximise the potential economic value. SweetSpot estimate the economic benefits of the 2018 OVO Energy Women's' Cycle Tour to be £7.7 million.

The OVO Energy Women's Tour will also bring energy and focus to engage with local communities specifically around the health and wellbeing agenda. The delivery of this event will contribute significantly towards the key priorities set out in the Cherwell Business Plan.

### **Alternative options**

Option 1: Do not agree to be part of the host venue (Oxfordshire). Cherwell District Council could decline the opportunity to be involved in this initiative. This option is not recommended because it would fail to bring the benefits outlined in this report to the residents and businesses of Cherwell.

112

### **Monthly Performance, Finance and Risk Report - February 2019**

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.

### 113 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.00pm

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 June 2019 at 6.30 pm

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

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 Lynn Pratt, Lead Member Economy, Regeneration and Property  
Councillor Dan Sames, Lead Member for Clean and Green

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Ian Middleton (for agenda items 1 – 12)

Officers: Yvonne Rees, Chief Executive  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Graeme Kane, Chief Operating Officer  
Paul Feehily, Executive Director: Place and Growth (Interim)  
Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Gillian Douglas, Assistant Director: Housing  
Robert Fuzesi, Assistant Director: Property, Investment & Contract Management  
Robert Jolley, Assistant Director: Planning & Economy  
Nicola Riley, Assistant Director: Wellbeing  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Chris Hipkiss, Property and Investment Consultant  
Natasha Clark, Governance and Elections Manager

#### **1 Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

3 **Minutes**

The minutes of the meeting held on 1 April 2019 were agreed as a correct record and signed by the Chairman.

4 **Chairman's Announcements**

The Chairman made the following announcements:

A Members workshop on the Cherwell Industrial Strategy would be held on Tuesday 11 June, in the Council Chamber. The workshop would run from 6pm to 9pm, buffet style refreshments would be available from 5:30pm. Invitations had been sent to all Members via email in the last few weeks.

There would also be a session on Universal Credit, with representatives attending from the DWP. The session was on Wednesday 17 July and further details would be sent out in due course.

5 **Active Communities Strategy**

That Assistant Director Wellbeing submitted a report to provide the rationale and context for the proposed Active Communities Strategy.

**Resolved**

- (1) That the Active Communities Strategy and associated Delivery Plan (annexes to the Minutes as set out in the Minute Book) be approved.

**Reasons**

The Active Communities Strategy places the focus of the Council's investment into sports, recreation and physical activity into programmes of work and facilities that can improve the quality of people's experience and their health outcomes. The aspiration is to reduce the occurrence of preventable health conditions by encouraging residents to be more active, more often in good quality facilities and outdoor space. This will be achieved by linking with partners to deliver a wide range of attractive activities that will improve physical health and general wellbeing.

The strategy is recommended for approval as it serves to provide a context for the delivery plan and why we will be undertaking certain investment and activity over its lifespan

**Alternative options**

Option 1: Not have a strategy

Rejected. The importance of structuring future work is essential if we are to make progress in tackling the identified priorities.

Option 2: Develop a strategy focused solely on built development

Rejected. The combination of facility development and flexible projects and programmes is felt to provide the best combination of opportunities to tackle inactive communities

## 6 **Bicester Garden Town - Capacity funding award 2018/19**

The Assistant Director – Planning and Economy submitted a report to seek Executive’s agreement for the proposed spend of the capacity funding award to Bicester Garden Town.

### **Resolved**

- (1) That the proposals for spending the capacity funding awarded to Bicester as set out in annex to the Minutes (as set out in the Minute Book) be agreed.

### **Reasons**

The Garden Town capacity funding provides an opportunity to carry out work in Bicester to contribute to its development as a Garden Town. A holistic approach is proposed that seeks to support the growth of the town but also deliver on areas that are of particular concern to local people such as improving the town centre and green spaces and supporting cultural activity in the town.

The proposed budget allocations are supported by the Bicester Strategic Delivery Board and have been shared with the Garden Communities team at MHCLG.

### **Alternative options**

Option 1: Decline the funding – that would not be an appropriate response given the benefits the funding will provide to the Bicester community.

Option 2: Amend the proposed spend – this has already been done in line with the reduced amount of funding.

Option 3: Agree the proposed spend as set out in this report – subject to the Executive agreeing the recommendations this is the preferred path.

## 7 **CDC/OCC Signage Agency Agreement**

The Assistant Director: Environmental Services submitted a report to gain the support of the Executive to go into agency agreements with Oxfordshire County Council regarding unauthorised signs, sponsorship of roundabouts and maintenance of the roundabouts outside Bicester Village.

## **Resolved**

- (1) That the progress on partnership working with Oxfordshire County Council be noted.
- (2) That Full Council be recommended to agree to the Council entering into Section 101 agreements with Oxfordshire County Council.

## **Reasons**

Entering into Section 101 agreements with Oxfordshire County Council will transfer the responsibility for the removal of unauthorised signs and the landscape maintenance of the roundabouts outside Bicester Village to this Council. In addition the existing sponsorship of roundabouts will be incorporated into an agency agreement.

These are low risk agreements which will improve service levels.

## **Alternative options**

Option 1: To support the adoption of the Section 101 agreements.

Option 2: To reject the Section 101 agreements and ask officers to reconsider the strategy.

## **8 Year End Performance, Finance and Risk Monitoring Report - March 2019**

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

On behalf of Executive, the Chairman thanked all officers for their hard work in helping the council achieve a good year end report.

## **Resolved**

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That the additional expenditure and income for new grant awards in 2018/19 and 2019/20 as detailed in the annex to the minutes (as set out in the Minute Book) be noted.
- (3) That the revenue underspend for 2018/19 be transferred to the "Business Rates and Risk" earmarked reserve which will be available to mitigate any funding volatility or risks that emerge during 2019/20.
- (4) That the slippage of capital budgets from 2018/19 to 2019/20 and beyond as detailed in the annex to the minutes (as set out in the Minute Book) be approved.

## **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.

## **9 Monthly Performance, Finance and Risk Monitoring Report - April 2019**

The Executive Director Finance (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.
- (2) That the additional income and expenditure budgets in relation to grant funding received for "Garden Town Funding" following a successful bid of £770,000 from Ministry of Housing, Communities and Local Government (MHCLG) be noted and approved.

## **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 2019-20 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 2019-20 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.

10 **Appointment of Representatives to Partnerships, Outside Bodies and Member Champions 2019/20**

The Director: Law and Governance submitted a report to appoint representatives to Partnerships and Outside Bodies and Member Champions for the municipal year 2019/2020.

**Resolved**

- (1) That the appointment of members to partnerships, outside bodies and Member Champions for 2019/2020 be delegated to the Director: Law and Governance, in consultation with the Leader.
- (2) That authority be delegated to the Director: Law and Governance, in consultation with the Leader, to appoint Members to make changes to appointments as may be required during the 2019/2020 Municipal Year.

**Reasons**

It is proposed that 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 Director – Law and Governance in consultation with the Leader provides flexibility for the remainder of the Municipal Year to appoint to the outstanding vacancies, or if amendments are required to any appointments, and ensures they 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.

11 **Urgent Business**

There were no items of urgent business.

12 **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.

13 **Use of Land at The Bourne, Hook Norton**

The Assistant Director Property Investment and Contract Management and Assistant Director Social Care Commissioning and Housing submitted an exempt report relating to the use of land at The Bourne, Hook Norton.

**Resolved**

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

**Reasons**

As set out in the exempt minutes.

**Alternative options**

As set out in the exempt minutes.

14 **Castle Quay Tenant Update**

The Executive Director of Finance (Interim) submitted an exempt report to provide a Castle Quay tenant update.

**Resolved**

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

**Reasons**

As set out in the exempt minutes.

**Alternative options**

As set out in the exempt minutes.

The meeting ended at 7.40pm

Chairman:

Date:

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 1 July 2019 at 4.00 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 and Governance  
Councillor Andrew McHugh, Lead Member for Health and Wellbeing  
Councillor Richard Mould, Lead Member for Performance  
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

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

Apologies for absence: Councillor Ian Corkin, Lead Member for Customers and Transformation  
Councillor Dan Sames, Lead Member for Clean and Green

Officers: Graeme Kane, Chief Operating Officer (Assistant Chief Executive)  
Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Claire Taylor, Director: Customers and Service Development  
Gillian Douglas, Assistant Director: Housing  
Nicola Riley, Assistant Director: Wellbeing  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Natasha Clark, Governance and Elections Manager

#### 15 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

17 **Minutes**

The minutes of the meeting held on 3 June 2019 were agreed as a correct record and signed by the Chairman.

18 **Chairman's Announcements**

There were no Chairman's announcements, however the Chairman invited John Bridgeman and Jill Edge from the Sunshine Centre to address the meeting regarding the work of the centre and future projects.

On behalf of Executive, the Chairman thanked and commended John Bridgeman and Jill Edge for their hard work at the Sunshine Centre, which provided a valuable resource and support to residents.

19 **Joint Housing and Homelessness Strategy for Vulnerable Young People and Families in Oxfordshire**

The Assistant Director, Housing and Social Care Commissioning submitted a report to present the Joint Housing and Homelessness Strategy for Vulnerable Young People and Families in Oxfordshire and adopt the Strategy.

**Resolved**

- (1) That the Housing and Homelessness Strategy for Vulnerable Young People and Families (annex to the Minutes as set out in the Minute Book) be adopted.

**Reasons**

The Strategy is based on a comprehensive and countywide needs analysis which highlighted a range of gaps in current services. It is vital that the County and District Housing Authorities work jointly to address these.

The other 4 housing authorities are also taking the Strategy through their democratic processes for adoption. The County Council is the lead authority for this Strategy and the Cabinet will adopt the Strategy at its meeting on 18 June 2019.

**Alternative options**

Option 1: Not to have a strategy. This has been rejected on the basis that partnership working with a shared vision and objectives is necessary in order to meet the needs of vulnerable young people and families and to inform service development and commissioning plans.

## **Cherwell District Council's Contribution to the Oxfordshire Adult Homeless Pathway**

The Assistant Director, Housing and Social Care Commissioning submitted a report to set out proposals for continuing to deliver the Oxfordshire Adult Homeless Pathway which was a partnership between the District Councils, the County Council and Oxfordshire Clinical Commissioning Group and provided housing related support services and accommodation for single homeless people. The report sought agreement to Cherwell District Council's funding contribution from 1 April 2020 to 31 March 2022.

### **Resolved**

- (1) That Cherwell District Council's continuing contribution to the Oxfordshire Adult Homeless Pathway for a further 2 years at a level of £83,930 per annum in 2020/21 and 2021/22 be agreed.

### **Reasons**

The Housing Related Support Joint Management Group is now working to formalise its plans and requires agreement from all district/city councils that they are supportive of continuing the partnership and will increase their annual contributions from April 2020.

This new proposal ensures CDC continues to have access to supported accommodation for rough sleepers and remains within the countywide partnership for 2 further years.

Looking to the future there will be work done by the JMG to re-commission services beyond 2022 to ensure integrated and countywide provision, without the need for districts to commission separate provision to supplement what is available through the joint commissioning arrangements.

### **Alternative options**

Option 1: Not to be part of the Housing Related Support Joint Management Group from April 2020 and stop making financial contributions to the pooled Budget – this option would result in Cherwell losing access to 24 units of supported accommodation. Cherwell would need to procure and identify new accommodation independently and would likely result in increased costs to the council

Option 2: To continue to be part of the Housing Related Support Joint Management Group but to maintain its existing funding contribution – this option would ensure that some supported accommodation continues to be available but would result in a reduction in the number of beds available to support single homeless people from Cherwell.

## **New Corporate Health, Safety & Wellbeing Policy**

The Executive Director of Finance (Interim) submitted a report for Executive to consider a new Corporate Health, Safety and Wellbeing Policy for Cherwell

District Council (CDC) following the split between South Northamptonshire Council (SNC) and CDC.

The policy identified the responsibilities of Elected Members, Chief Executive, Directors, Assistant Directors, Managers and Employees in the management of Occupational Health, Safety and Wellbeing risks throughout the organisation.

### **Resolved**

- (1) That the new Corporate Health, Safety & Wellbeing Policy (annex to the Minutes as set out in the Minute Book), which includes using the Health and Safety Executive's (HSE) "Managing for Health and Safety" HSG65 framework for the management and control of health and safety risks going forward be adopted
- (2) That, further to resolution (1), it be noted that a plan would be developed by the Corporate Health and Safety Team for its communication to all employees and key stakeholders.

### **Reasons**

It is recommended that the policy be ratified by the Executive to ensure that CDC meets its legal obligations under the Management of Health and Safety at Work Regulations.

### **Alternative options**

Members are asked to note the new policy. There are no alternative options

## **22 Monthly Performance, Finance and Risk Monitoring Report - May 2019**

The Executive Director: Finance (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 2019-20 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 2019-20 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.

23 **Urgent Business**

There were no items of urgent business.

The meeting ended at 4.42 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 23 January 2019 at 6.30 pm

**Present:**

Councillor Sean Gaul (Vice-Chairman)

Councillor Hannah Banfield

Councillor Hugo Brown

Councillor Ian Corkin

Councillor Nicholas Mawer

Councillor Sean Woodcock

**Substitute Members:** Councillor Tony Ilott (In place of Councillor Tom Wallis)  
Councillor Barry Wood (In place of Councillor Mike Kerford-Byrnes)

**Also Present:** Anand Persaud, Audit Manager, CW Audit Services  
Neil Harris, Associate Partner Ernst Young, External Auditor

**Apologies for absence:** Councillor Mike Kerford-Byrnes  
Councillor Tom Wallis

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

#### **51 Declarations of Interest**

Members made the following general declarations of interest:

Councillor Ian Corkin, declaration, as a Non-Executive Director of Graven Hill Village Development Company.

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

There were no petitions or requests to address the meeting.

53 **Urgent Business**

There were no items of urgent business.

54 **Minutes**

The Minutes of the meeting of the Committee held on 21 November 2018 were agreed as a correct record and signed by the Chairman.

55 **Chairman's Announcements**

The Chairman made the following announcement:

There were two Member training sessions coming up, the first on the Code of Conduct taking place, Thursday 24 January at 6pm, and the second in relation to Safeguarding, taking place on Thursday 7 February at 6pm.

Details on both sessions had been sent out by the Democratic and Elections team and Members were asked to confirm to the team if they planned to attend either session.

56 **Internal Audit Update 2018/19**

The Executive Director: Finance and Governance (Interim) submitted a report which sought consideration of the CW Audit Services, the council's internal auditor, update report for 2018/19.

**Resolved**

- (1) That the contents of the 2018/19 internal audit progress report from CW Audit Services be noted.

57 **External Audit Progress Update**

The Associate Partner, Ernst Young gave a verbal update on the work of external audit. The Committee was advised of the new areas of focus within Fraud Risk. Members asked questions regarding a number of other areas, including, value for money and re-evaluating assets which were duly responded to by the Deputy Section 151 Officer and the Associate Partner, Ernst Young.

The Associate Partner, Ernst Young highlighted a number of other areas of the 2018/19 audit strategy to the Committee, Materiality, Value for Money and Fees.

**Resolved**

- (1) That the verbal update on the External Audit progress be noted.

58 **Draft Treasury Management Strategies 2019/20**

The Executive Director: Finance and Governance (Interim) submitted a report which summarised the draft suite of Treasury Management Strategies for 2019/20.

**Resolved**

- (1) That the draft Treasury Management Strategies 2019/20 be recommended to Council.

59 **Work Programme**

The Committee considered its work programme.

**Resolved**

- (1) That the work programme be noted

The meeting ended at 7.49 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 13 March 2019 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)

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

Also Present: Anand Persaud, Audit Manager, CW Audit Services

Apologies for absence: Councillor Sean Gaul  
Councillor Ian Corkin

Officers: Adele Taylor, Executive Director: Finance and Governance (Interim) & Section 151 Officer  
Aaron Hetherington, Democratic and Elections Officer  
Mandy Anderson, Financial Analyst  
Belinda Green, Joint Revenue and Benefits Manager - CSN Resources  
Richard Webb, Assistant Director: Regulatory Services and Community Safety  
Hedd Vaughan Evans, Assistant Director Performance and Transformation

#### 60 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

#### 62 **Minutes**

The Minutes of the meeting of the Committee held on 13 March 2019 were agreed as a correct record and signed by the Chairman.

63 **Chairman's Announcements**

There were no Chairman's announcements.

64 **Housing Benefit Subsidy**

The Executive Director: Finance and Governance (Interim) submitted a report to provide members of this Committee with an update on the Housing Benefit subsidy claim audit for the financial year 2017-2018.

**Resolved**

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

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

The Executive Director: Finance and Governance (Interim) submitted a report to provide members of this Committee with an update on the Risk Based Verification (RBV) module which was agreed by members of the Accounts Audit and Risk Committee in June 2017 and was introduced for Housing Benefit and Council Tax Reduction new claims from November 2017, and to seek approval for some minor changes to the RBV policy.

**Resolved**

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

(2) That the changes to the RBV policy for 2019-2020 be approved

66 **Internal Audit Update 2018/19**

The Executive Director: Finance and Governance (Interim) submitted a report to receive CW Audit Services update report for 2018/19.

**Resolved**

(1) That the contents of the 2018/19 internal audit progress report from CW Audit Service be noted.

67 **Internal Audit Plan 2019/20**

The Executive Director: Finance and Governance (Interim) submitted a report which presented the CW Audit Internal audit plan for 2019/20.

**Resolved**

- (1) That the contents of the 2019/20 Internal Audit Plan from CW Audit be noted.

68 **External Audit Progress Update**

The Executive Director: Finance and Governance (Interim) gave a verbal update on work being undertaken by external audit.

**Resolved**

- (1) That the verbal update on the External Audit progress be noted.

69 **Monthly Performance, Risk and Finance Monitoring Report - December 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.
- (2) That the Leadership Risk Register be noted.

70 **Treasury Management Report - January 2019**

The Executive Director: Finance and Governance (Interim) 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 January 2019 Treasury Management Report be noted.

71 **Work Programme**

The Committee considered its work programme.

**Resolved**

- (1) That the work programme be noted.

72 **Urgent Business**

There were no items of urgent business.

73 **Exclusion of Press and Public**

**Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item(s) 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.

74 **Treasury Management Report - January 2019 - Exempt Appendix**

**Resolved**

(1) That the exempt appendix be noted.

The meeting ended at 8.00 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 14 May 2019 at 7.36pm

Present: Councillor Mike Kerford-Byrnes (Chairman)  
Councillor Hugo Brown (Vice-Chairman)

Councillor Hannah Banfield  
Councillor Nathan Bignell  
Councillor Nicholas Mawer  
Councillor Les Sibley  
Councillor Tom Wallis  
Councillor Sean Woodcock

#### **1 Appointment of Chairman for the Municipal Year 2019/20**

##### **Resolved**

- (1) That Councillor Mike Kerford-Byrnes be appointed Chairman of the Accounts, Audit and Rick Committee for the municipal year 2019/20.

#### **2 Appointment of Vice-Chairman for the Municipal Year 2019/20**

##### **Resolved**

- (1) That Councillor Hugo Brown be appointed Vice-Chairman of the Accounts, Audit and Rick Committee for the municipal year 2019/20.

The meeting ended at 7.37 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 29 May 2019 at 7.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)  
Councillor Hugo Brown (Vice-Chairman)

Councillor Hannah Banfield  
Councillor Nathan Bignell  
Councillor Nicholas Mawer  
Councillor Tom Wallis  
Councillor Sean Woodcock

Also Present: Councillor Barry Wood, Leader of the Council  
Councillor Tony Ilott, Lead Member for Financial Management and Governance  
Anand Persaud, CW Audit Services, Internal Audit  
Neil Harris, Ernst Young, External Audit

Apologies for absence: Councillor Les Sibley

Officers: Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Kelly Watson, Deputy Section 151 Officer  
Isaac Aisu, Closedown Project Manager  
Atilla Pek, Principal Accountant - Technical  
Natasha Clark, Governance and Elections Manager

#### **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 Urgent Business**

There were no items of urgent business.

6 **Minutes**

The Minutes of the meetings of the Committee held on 13 March 2019 and 14 May 2019 were agreed as correct records and signed by the Chairman.

7 **Chairman's Announcements**

The Chairman made the following announcements:

A Members workshop on the Cherwell Industrial Strategy would be held on Tuesday 11 June, in the Council Chamber. The workshop would run from 6pm to 9pm, buffet style refreshments would be available from 5:30pm. Invitations had been sent to all Members via email in the last few weeks.

There would also be a session on Universal Credit, with representatives attending from the DWP. The session was on Wednesday 17 July and further details would be sent out in due course.

8 **Internal Audit - Annual Report 2018/19**

The Executive Director, Finance (Interim) which presented CW Audit Services Annual Report for 2018/19 in relation to the Internal Audit work undertaken during 2018/19.

Anand Persaud, CW Audit Services, the council's internal auditor introduced the Annual Report and advised the Committee that internal audit opinion fed into the Annual Governance Statement, which Members would consider as a later agenda item. The Annual Report was very positive and the internal audit overall opinion was that significant assurance could be given.

In response to Members' comments regarding areas that had been identified as still having work to be done and issues to be addressed, the Executive Director, Finance (Interim) explained that reviews were undertaken to address these areas and Lead Members were kept fully briefed. Additionally, the audit plan was linked to the strategic risk register.

**Resolved**

- (1) That the 2018/19 annual report from CW Audit Services, the council's internal auditor, be noted.

9 **External Audit Update (Verbal)**

Neil Harris, Ernst Young, the council's external auditor, gave a verbal update advising the Committee that all work was on track and the issues that had arisen with external audit the previous year had been addressed and he would ensure resource was available for the account sign off. There were no significant concerns and there was full cooperation with the Finance team.

**Resolved**

- (1) That the verbal update on from Ernst Young, the council's external auditor, be noted.

10

**DRAFT Statement of Accounts and Annual Governance Statement 2018/19**

The Executive Director Finance (Interim) submitted a report to ask members to consider and note the draft Statement of Accounts 2018/19 and to consider and endorse the Annual Governance Statement 2018/19.

The Executive Director Finance (Interim) commended the Finance Team for their hard work in producing the draft statement of accounts. Members were reminded Members that the accounts were in draft form and the should advise of any typos or areas for clarification that could be addressed for the final statement of accounts.

In introducing the report the Executive Director Finance (Interim) advised Members that the financial statement being considered by the Committee were different to the outturn management accounts which were considered by Budget Planning Committee and Executive.

The Executive Director Finance (Interim) gave an overview of the draft Statement of Accounts 2018/19 and the Annual Governance Statement advising that the overall conclusion was that it was a positive statement.

On behalf of the Committee, the Chairman thanked the Executive Director, Finance (Interim) and the Closedown Team for their hard work in delivering the statement of accounts on time for a second year in a row and noted the positive feedback from the External Auditor.

**Resolved**

- (1) That, having given due consideration, the DRAFT Statement of Accounts 2018/19.
- (2) That, having given due consideration, the Annual Governance Statement 2018/19 be endorsed.

11

**Report of Those Charged with Governance 18/19**

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

In introducing the report, the Deputy Section 151 Officer confirmed that letter would be signed at the end of July at the time the statement of accounts were finalised.

**Resolved**

- (1) That the response relating to management assurances from those Charged with Governance (annex to the Minutes as set out in the Minute Book) be approved.

12 **External Audit Fees 2019/20**

The Executive Director Finance (Interim) submitted a report for Members to note the indicative external audit fee for 2019/20.

**Resolved**

- (1) That the contents of the letter setting out the indicative annual audit fees for 2019/20 from the Councils External Auditors, Ernst & Young (EY) be noted.

13 **Exclusion of Press and Public**

**Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item(s) 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.

14 **Progress of Counter Fraud Service**

The Senior Investigation Officer – Corporate Fraud Team submitted an exempt report which provide 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 current performance of the Corporate Fraud team be noted.
- (2) That the future work plans and the impact that this would have on future performance and income to the authority be noted.

15 **Deputy Section 151 Officer, Kelly Watson**

The Chairman paid tribute to the Deputy Section 151 Officer, Kelly Watson, who would be leaving her role as Assistant Director: Finance, Property and Procurement and Section 151 Officer at South Northamptonshire Council and

associated role as Deputy Section 151 Officer at Cherwell District Council at the end of June to take up a new post with a company in London.

On behalf of the Committee and the Council, the Chairman thanked Kelly for her hard work during her time at CDC during which she had overseen a tremendous improvement in the council's financial management.

The Chairman wished Kelly all the best in her new role.

The meeting ended at 8.45 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 29 January 2019 at 6.30 pm

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

Councillor David Hughes  
Councillor Andrew McHugh  
Councillor Tony Mephram  
Councillor Barry Richards  
Councillor Tom Wallis  
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 Phil Chapman  
Councillor Alaric Rose

Officers: Adele Taylor, Executive Director: Finance and Governance (Interim) & Section 151 Officer  
Kelly Watson, Deputy Section 151 Officer  
Emma Faulkner, Democratic and Elections Officer  
Richard Woods, Assistant Democratic and Elections Officer

#### 48 **Declarations of Interest**

There were no declarations of interest.

#### 49 **Urgent Business**

There were no items of urgent business.

#### 50 **Minutes**

The minutes of the meeting of the Committee held on 27 November 2018 were confirmed as a correct record and signed by the Chairman.

51 **Chairman's Announcements**

There were no Chairman's announcements.

52 **Monthly Performance, Risk and Finance Monitoring Report - October 2018**

The Committee considered a report from the Deputy Section 151 Officer and the Assistant Director – Performance and Transformation, which summarised the Council's Performance, Risk and Finance Monitoring position at the end of October 2018.

The Deputy Section 151 Officer advised the Committee that there had been an improvement in the Council's financial position, as a result of efficiencies in Treasury Management activities and existing overspends having begun to be offset by underspends across some departments.

**Resolved**

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

53 **Business Plan 2019/20 and Medium Term Financial Strategy 2019/20 - 2023/24**

The Committee considered a report from the Interim Executive Director – Finance and Governance, which detailed the Business Plan 2019/20 and the Council's Medium Term Financial Strategy (MTFS) for 2019/20 to 2023/24 prior to final approval by full Council in February 2019.

In introducing the report, The Interim Executive Director – Finance and Governance advised that it was important to ensure that the sustainable management of resources continued, in order to plan for and adequately manage risks.

Following questions from the Committee regarding the replacement of the HR and Payroll systems, the Deputy Section 151 Officer reassured Members that this was not related to the ongoing separation with South Northamptonshire Council. The contract for one system was due to expire in April 2020, and it was common practice to start procurement for a replacement system 18 months in advance, and issues had occurred with the other system which meant a new solution would need to be put in place.

In response to questions from Members regarding the Capital Bid for costs for a new air handling unit at Banbury Museum, the Interim Executive Director – Finance and Governance explained that as a result of the project having previously been given Heritage Lottery Funding, there were conditions attached which meant Cherwell District Council were financially responsible for a period of time. The cost of upgrading the unit would help to ensure the museum could become self-sufficient in the future.

**Resolved**

- (1) That having reviewed the Business Plan it be recommended to Executive and then Full Council for approval.
- (2) That, having given due consideration, the Risk Register be noted.
- (3) That the increase in the level of Council Tax for Cherwell District Council of £5 for 2019/20 be recommended to Executive and then Full Council.
- (4) That the Medium Term Financial Strategy (MTFS), Revenue Budget 2019/20 and Capital Programme including the growth and savings proposals be recommended to Executive and then Full Council for approval.
- (5) That, having given due consideration, the minimum level of General Fund reserves of £2m be recommended to Executive and then Full Council.
- (6) That Executive be recommended to agree and recommend to Full Council that authority be delegated to the Chief Finance Officer in consultation with the Lead Member for Finance & Governance, and where appropriate the relevant Director and Lead Member to:
  - Transfer monies from/to earmarked reserves should that become necessary during the financial year.
  - Update prudential indicators in both the Prudential Indicators Report and Treasury Management Strategy Report to Council, for any Budget changes that impact on these.
- (7) That, having given due consideration, the Fees & Charges be recommended to Executive and then Full Council for approval.
- (8) That Executive be recommended to agree and recommend to Full Council that authority be delegated to the Chief Finance Officer to make any technical changes necessary to the papers for the Council meeting of 25 February 2019, including changes related to the finalisation of the national Finance Settlement and any associated changes to Parish Precepts and Council resulting from those changes.
- (9) That the contents of the Section 25 report from the Chief Finance Officer in relation to the robustness of estimates and adequacy of reserves be noted.

54

**Review of Committee Work Plan**

The Committee considered its Work Plan.

The Committee requested that a report be submitted to a future meeting regarding a review of reserves.

**Resolved**

- (1) That the Committee Work Plan be noted, subject to the inclusion of an additional item relating to a review of reserves following the publication of the draft Statement of Accounts in May 2019.

The meeting ended at 8.04 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 19 March 2019 at 6.30 pm

- Present: Councillor Nicholas Mawer (Chairman)  
Councillor Carmen Griffiths (Vice-Chairman)
- Councillor David Hughes  
Councillor Andrew McHugh  
Councillor Tony Mephram  
Councillor Barry Richards  
Councillor Tom Wallis  
Councillor Douglas Webb  
Councillor Lucinda Wing  
Councillor Shaida Hussain
- Substitute Members: Councillor Shaida Hussain (For Councillor Sean Woodcock)
- Also Present: Councillor Barry Wood, Leader of the Council
- Apologies for absence: Councillor Phil Chapman  
Councillor Alaric Rose  
Councillor Sean Woodcock
- Officers: Adele Taylor, Executive Director: Finance and Governance (Interim) & Section 151 Officer  
Kelly Watson, Deputy Section 151 Officer  
Emma Faulkner, Democratic and Elections Officer  
Richard Woods, Assistant Democratic and Elections Officer

#### **55 Declarations of Interest**

There were no declarations of interest.

#### **56 Urgent Business**

There were no items of urgent business.

#### **57 Minutes**

The minutes of the meeting of the Committee held on 29 January 2019 were confirmed as a correct record and signed by the Chairman.

58 **Chairman's Announcements**

There were no Chairman's announcements.

59 **Finance Monitoring Report - January 2019**

The Committee considered a report from the Deputy Section 151 Officer, which summarised the Council's Finance Monitoring position at the end of January 2019.

The Deputy Section 151 Officer advised the Committee that a surplus of £477k was currently forecast, as well as a Capital Programme underspend of £147k.

In response to questions from the Committee regarding the forecast surplus, the Deputy Section 151 Officer explained that several large businesses had opened and business rates were being paid earlier than expected.

The Deputy Section 151 Officer also advised that improved efficiencies in Treasury Management activities had also contributed to the improvement in the Council's financial position.

At the request of the Committee, the Interim Executive Director – Finance and Governance agreed to provide more detailed information to future meetings regarding Business Rates.

**Resolved**

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

60 **Review of Committee Work Plan**

The Committee an indicative work programme for the 2019-2020 Municipal year.

The Interim Executive Director – Finance and Governance explained that a more detailed work programme would be discussed at the first meeting of the new Municipal year, in June 2019.

**Resolved**

(1) That the indicative Work Plan for 2019-20 be noted.

The meeting ended at 7.21 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 14 May 2019 at 7.38 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor Nathan Bignell  
Councillor Phil Chapman  
Councillor Conrad Copeland  
Councillor David Hughes  
Councillor Barry Richards  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Lucinda Wing  
Councillor Sean Woodcock

Apologies for absence: Councillor Carmen Griffiths  
Councillor Andrew McHugh

Officers: Natasha Clark, Governance and Elections Manager

#### 1 **Appointment of Chairman for the Municipal Year 2019/20**

##### **Resolved**

- (1) That Councillor Nicholas Mawer be appointed Chairman of the Budget Planning Committee for the Municipal Year 2019/20

#### 2 **Appointment of Vice-Chairman for the Municipal Year 2019/20**

##### **Resolved**

- (1) That Councillor Carmen Griffiths be appointed Vice-Chairman of the Budget Planning Committee for the Municipal Year 2019/20.

The meeting ended at 7.39 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 4 June 2019 at 6.30 pm

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

Councillor Nathan Bignell  
Councillor Phil Chapman  
Councillor Conrad Copeland  
Councillor David Hughes  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Lucinda Wing  
Councillor Sean Woodcock

Substitute Members: Councillor Perran Moon (In place of Councillor Barry Richards)

Also Present: Councillor Tom Wallis  
Councillor Barry Wood

Apologies for absence: Councillor Andrew McHugh  
Councillor Barry Richards

Officers: Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Belinda Green, Joint Revenue and Benefits Manager - CSN Resources  
Tracey Holland, Team Leader - Systems, Performance and Subsidy (CSN)  
Natasha Clark, Governance and Elections Manager  
Richard Woods, Assistant Democratic and Elections Officer

#### **3 Declarations of Interest**

There were no declarations of interest.

#### **4 Urgent Business**

There were no items of urgent business.

#### **5 Minutes**

The minutes of the meetings of the Committee held on 19 March and 14 May 2019 were confirmed as correct records and signed by the Chairman.

**6 Chairman's Announcements**

The Chairman advised Members that a workshop on the Cherwell Industrial Strategy would be held on Tuesday 11 June, in the Council Chamber. The workshop would run from 6pm to 9pm, buffet style refreshments would be available from 5:30pm, and invitations had been sent to all Members via email.

The Chairman also advised that there would be an information session for Members on Universal Credit, with representatives attending from the DWP. The session would be held on Wednesday 17 July, and further details would be circulated in due course.

**7 Monthly Performance, Risk and Finance Monitoring Report - March 2019**

The Committee considered a report from the Interim Executive Director – Finance and the Assistant Director – Performance and Transformation, which summarised the Council's Performance, Risk and Finance Monitoring position at the end of March 2019.

In introducing the report, the Interim Executive Director – Finance and Governance advised the Committee that a surplus of £431k had been reported for the 2018/19 financial year, and that it had been agreed by Executive to place this surplus into earmarked reserves.

In response to questions from Members regarding the Capital Programme, the Interim Executive Director – Finance and Governance advised that a Capital Programme underspend of £541k had been reported for the 2018/19 financial year.

**Resolved**

- (1) That the monthly Performance, Risk and Finance Monitoring Report with specific focus on the finance section be noted.

**8 Initial Overview of Business and Budget Planning Process for 2020/21 onwards**

The Committee considered a report from the Interim Executive Director – Finance and the Assistant Director – Performance and Transformation, which provided an overview of the way in which Cherwell District Council's Business and Budget Planning Process for 2020/21 would be undertaken.

The Interim Executive Director – Finance advised the Committee that the Council faced significant challenges surrounding Local Government funding and potential reductions in the New Homes Bonus, leading to a potential deficit of approximately £3m in the revenue budget by 2020/21.

In response to questions from the Committee regarding the New Homes Bonus, the Interim Executive Director – Finance and Governance advised Members that there had been no guarantees from Central Government that the New Homes Bonus would continue at the same level beyond the current financial year.

### **Resolved**

- (1) That the proposed approach for Business and Budget Planning for 2020/21 be noted.

9

### **Council Tax Reduction Scheme 2020-2021**

The Committee considered a report from the Interim Executive Director – Finance, which provided Members with an update on the current Council Tax Reduction Scheme and the changes to discounts, including the impact on collection rates. The report also provided Members with options to consider for a Council Tax Reduction Scheme (CTRS) for 2020-2021.

In introducing the report, the Operations Director – CSN Resources advised Members that the current Council Tax Reduction scheme, which was based on a fixed cash grant of approximately 90% of the previous Council Tax Benefit subsidy, gave the Council a funding shortfall of £742,430 which was mostly offset by existing Council Tax Discounts.

The Operations Director – CSN Resources reminded the Committee that the 2019-20 CTRS scheme had remained the same as that for 2018-19. However, since the introduction of the 2019-20 scheme welfare reform changes had been applied to Housing Benefit, which meant increasingly different administration to the schemes. With the further rollout of Universal Credit replacing Housing Benefit for working age customers, there was potentially added confusion for residents. It was therefore important that any future CTRS catered for a mixed set of customer circumstances, those receiving Housing Benefit and those receiving Universal Credit.

The Operations Director – CSN Resources outlined three options for the future CTRS for Members' consideration, including a banded scheme. If Members were minded to consider a banded scheme, financial modelling would be undertaken and reported back to a future meeting of the Committee. If agreed, a full consultation would be undertaken.

In response to questions from the Committee regarding the potential impact of Universal Credit on future Council Tax Reduction Schemes, the Interim Executive Director – Finance reassured Members that the most vulnerable customers in the District had continued to receive all appropriate support that they were entitled to.

In response to further questions from Members regarding how future Council Tax changes would be communicated to customers, the Operations Director – CSN Resources advised that any proposed changes would go out to full

consultation beforehand. All individuals affected would be notified of any changes.

**Resolved**

- (1) That the contents of the report and financial implications for the Council be noted.
- (2) That, having given due consideration, it be agreed that the current Council Tax Reduction Scheme be reviewed and a further report on financial modelling for a new banded scheme be submitted to a future meeting of the Committee.

10

**2019/20 Work Programme**

The Committee considered it's draft work programme for 2019-20.

**Resolved**

- (1) That, having reviewed the Work Programme for 2019/20, it be approved.

The meeting ended at 8.09 pm

Chairman:

Date:

## **Cherwell District Council**

### **Licensing Committee**

Minutes of a meeting of the Licensing Committee held at Bodicote House,  
Bodicote, Banbury, Oxfordshire OX15 4AA, on 14 May 2019 at 7.40 pm

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

Councillor Hannah Banfield  
Councillor Mike Bishop  
Councillor Colin Clarke  
Councillor Conrad Copeland  
Councillor Surinder Dhesi  
Councillor Richard Mould  
Councillor G A Reynolds  
Councillor Jason Slaymaker  
Councillor Lucinda Wing

Apologies for  
absence: Councillor Nick Cotter

#### **1 Appointment of Chairman for the Municipal Year 2019/2020**

##### **Resolved**

- (1) That Councillor Douglas Webb be appointed Chairman of the Licensing Committee for the Municipal Year 2019/2020.

#### **2 Appointment of Vice-Chairman for the Municipal Year 2019/20**

##### **Resolved**

- (1) That Councillor Bryn Williams be appointed Vice-Chairman of the Licensing Committee for the Municipal Year 2019/2020.

The meeting ended at 7.41 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 19 February 2019 at 6.45 pm

Present: Councillor Neil Prestidge (Chairman)

Councillor Phil Chapman  
Councillor Mark Cherry  
Councillor Chris Heath  
Councillor Cassi Perry  
Councillor Les Sibley  
Councillor Lucinda Wing

Also Present: Councillor John Donaldson - Lead Member for Housing

Apologies for absence: Councillor Sean Gaul  
Councillor Mike Bishop  
Councillor Tony Mephram  
Councillor Sandra Rhodes  
Councillor Bryn Williams

Officers: Graeme Kane, Chief Operating Officer (Deputy CEO)  
Gillian Douglas, Assistant Director: Housing  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Tim Mills, Private Sector Housing Manager  
Yvonne Markie, Strategic Housing Facilitator  
Natasha Clark, Governance and Elections Manager  
Emma Faulkner, Democratic and Elections Officer

#### 43 **Declarations of Interest**

There were no declarations of interest.

#### 44 **Urgent Business**

There were no items of urgent business.

#### 45 **Minutes**

The Minutes of the meeting of the Committee held on 22 January 2019 were confirmed as a correct record and signed by the Chairman.

46 **Chairman's Announcements**

There were no Chairman's announcements.

47 **Monthly Performance, Risk and Finance Monitoring Report - December 2018**

The Committee considered a report from the Assistant Director – Performance and Transformation that detailed the monthly Performance, Risk and Finance monitoring for December 2018.

In response to questions from the Committee regarding Air Quality Monitoring processes, the Assistant Director – Performance and Transformation agreed to circulate further information after the meeting.

With regard to Wellbeing Activity Maps, the Committee asked how the information about various activities and events was collated for inclusion on the Map. The Assistant Director – Performance and Transformation agreed to seek clarification on the process from the Leisure team and advise the Committee accordingly.

In response to questions regarding taxi suspensions made during December 2018, the Assistant Director – Performance and Transformation agreed to seek further information from the Licensing team and circulate this to the Committee.

**Resolved**

- (1) That the monthly Performance, Risk and Finance Monitoring report for December 2018 be noted.

48 **Draft Housing Strategy 2019-2024: 'Cherwell - A Place to Prosper'**

The Committee considered a report from the Assistant Director – Social Care Commissioning and Housing, that detailed the draft Housing Strategy for the period 2019 to 2024, 'Cherwell – A Place to Prosper' and included an action plan for implementation of the strategy.

The Assistant Director – Social Care Commissioning and Housing explained that sections of the draft Strategy had been amended following feedback received during the public consultation process.

With regard to a recent change in legislation concerning Houses of Multiple Occupation (HMOs), the Committee asked about the impact of changes on the Council in terms of workload. The Assistant Director – Social Care Commissioning and Housing explained that no impact was anticipated, as the change related to the number of storeys in the house rather than the number of occupants.

Following a request from the Committee the Assistant Director – Social Care Commissioning and Housing agreed to provide an update on progress of the



action plan. The Committee noted that the action plan started on 4 March 2019 and agreed an update in 12 months' time should be added to their work programme.

**Resolved**

- (1) That, having given due consideration, the results of the public consultation and proposed changes to the Strategy in response to feedback from the public, stakeholders and partners be noted.
- (2) That, having given due consideration, the draft Strategy and action plan be supported for adoption by Executive.
- (3) That officers be requested to provide an update to the Overview and Scrutiny Committee on progress against the action plan in 12 months' time.

49

**Work Programme - 2018/2019**

The Democratic and Elections Officers gave an update on the status of topics suggested for Scrutiny, and the indicative Committee Work Programme.

The Chief Operating Officer advised the Committee that consideration of car parking review recommendations would be carried over to the new municipal year.

**Resolved**

- (1) That, subject to the addition of 'Draft Annual Overview and Scrutiny Report', and 'Authorised Encampment sites in the Local Plan' to the 26 March meeting, and the 'Consideration of Car Parking Review Recommendations' being moved to items to be allocated section, the work programme be noted.

The meeting ended at 7.40 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 26 March 2019 at 6.45 pm

Present: Councillor Neil Prestidge (Chairman)

Councillor Mark Cherry  
Councillor Chris Heath  
Councillor Tony Mephram  
Councillor Cassi Perry  
Councillor Bryn Williams  
Councillor Lucinda Wing

Also Present: Councillor D M Pickford - Lead Member for Clean and Green  
Carol MacKay – Oxfordshire Emergency Planning Officer

Apologies for absence: Councillor Sean Gaul  
Councillor Mike Bishop  
Councillor Phil Chapman  
Councillor Sandra Rhodes  
Councillor Les Sibley

Officers: Graeme Kane, Chief Operating Officer (Deputy CEO)  
Claire Taylor, Director: Customers and Service Development  
Geoff Kent, Assistant Director: Customer and Corporate Services (SNC)  
Richard Webb, Assistant Director: Regulatory Services and Community Safety  
Natasha Barnes, Shared Contact Centre Services Manager  
Paul Almond, Street Scene & Landscape Manager  
Emma Faulkner, Democratic and Elections Officer  
Lesley Farrell, Democratic and Elections Officer

#### 50 **Declarations of Interest**

There were no declarations of interest.

#### 51 **Urgent Business**

There were no items of urgent business.

52 **Minutes**

The Minutes of the meeting of the Committee held on 19 February 2019 were confirmed as a correct record and signed by the Chairman.

53 **Chairman's Announcements**

There were no Chairman's announcements.

54 **Show and Tell - Customer Services**

The Assistant Director Customers and Corporate Services gave a presentation on the improvement plan that was in progress for Customer Services. It was called the "Customer Services Marathon" to energise the team, emphasise the scale and length of the improvement and also used the 26 mile marathon distance to make a point of reference as the "Customer Services Marathon" was a 26 week journey that had started in October 2018 and was due to conclude in May 2019.

The Assistant Director Customers and Corporate Services explained that whilst the team were already showing high standards of customer service and wanted to offer the best service, they were hampered by systems used in the team and its culture. There was also a lack of praise and recognition for great customer service. The Customer Services Marathon was focussed on four themes: Customer Service Excellence; Maximise capacity; Staffing; and, Using IT.

The Assistant Director Customers and Corporate Services advised the Committee that an additional major project was the separation of South Northants and Cherwell District Council. The Customer Services team was currently fully integrated both in terms of service delivery to customers and staffing. As incremental changes were made, customers would not see any difference as existing telephone numbers, email addresses and service delivery approach would remain tailored to the two Councils as was currently the case. The priority was to ensure excellent customer service was delivered as the service is separated over the coming months.

In response to Members' comments regarding the welfare of the Customer Service staff who sometimes experienced difficult calls, the Assistant Director Customers and Corporate Services explained training had been given in resilience technics and staff were able to take time away from their desk after particularly challenging calls. Good training had made a big difference and an Employee Assistance Programme was in place, should it be required.

**Resolved**

- (1) That the presentation and briefing note be noted.

55 **Show and Tell - Landscape Maintenance Contract**

The Chief Operating Officer and the Street Scene and Landscape Services Manager gave a presentation of the overview of the Landscape and Arboriculture Service including the landscape maintenance contract.

The presentation covered the make-up of the Landscape Team; the landscape contract; partners in the contract; services covered; performance of the contract; and how the landscape service contributed to the Council's overall priorities.

In response to questions from the Committee, the Street Scene and Landscape Manager confirmed that a complaints process was in place and any complaints made in relation to landscape maintenance were discussed with the contractor as they had regular meetings. The Street Scene and Landscape Manager was confident in the service provided by the contractor.

**Resolved**

(1) That the presentation be noted.

56 **Emergency Planning**

The Assistant Director: Regulatory Services and Community Safety submitted a briefing note on Emergency Planning and Business Continuity.

The Oxfordshire Emergency Planning Officer explained that the Cherwell District Emergency Plan formed part of the Oxfordshire/Thames Valley Emergency Plan.

The Chief Operating Officer explained that Cherwell District Council (CDC) had entered into a partnership arrangement with Oxfordshire County Council (OCC). This meant that, over the coming months, the full time Emergency Planning team at OCC would assist CDC with training and development of relevant officers in relation to Emergency Planning.

The Chief Operating Officer said that the contact numbers would be updated and circulated to Members.

**Resolved**

(1) That the briefing note be noted.

57 **Overview and Scrutiny Committee Annual Report 2018/19**

The Committee considered the draft Overview and Scrutiny Committee Annual report for 2018/19.

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 2018/19 be noted.
- (2) That authority be delegated to the Director – Law and Governance (Interim), 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.

58 **Committee Work Programme - 2018/2019**

The Democratic and Elections Officers updated the Committee on progress of topics raised at previous meetings advising that this was the last meeting of the municipal year and all topics and work programme items would be considered by the Committee at their first meeting of the 2019/20 municipal year.

**Resolved**

- (1) That the Committee work programme be noted.

The meeting ended at 7.50 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 2019 at 7.42pm

Present: Councillor Lucinda Wing (Chairman)  
Councillor Tom Wallis (Vice-Chairman)

Councillor Mike Bishop  
Councillor Phil Chapman  
Councillor Chris Heath  
Councillor Shaida Hussain  
Councillor Tony Mepham  
Councillor Ian Middleton  
Councillor Perran Moon  
Councillor Les Sibley  
Councillor Bryn Williams

Apologies for absence: Councillor Sandra Rhodes

#### **1 Appointment of Chairman for the Municipal Year 2019/20**

##### **Resolved**

That Councillor Lucinda Wing be appointed Chairman of the Overview and Scrutiny Committee for the municipal year 2019/20.

#### **2 Appointment of Vice-Chairman for the Municipal Year 2019/20**

##### **Resolved**

That Councillor Tom Wallis be appointed Chairman of the Overview and Scrutiny Committee for the municipal year 2019/20.

The meeting ended at 7.43 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 28 May 2019 at 6.30 pm

Present: Councillor Lucinda Wing (Chairman)  
Councillor Tom Wallis (Vice-Chairman)

Councillor Mike Bishop  
Councillor Phil Chapman  
Councillor Chris Heath  
Councillor Shaida Hussain  
Councillor Tony Mepham  
Councillor Ian Middleton  
Councillor Sandra Rhodes  
Councillor Bryn Williams

Substitute Members: Councillor Andrew Beere (In place of Councillor Perran Moon)

Apologies for absence: Councillor Perran Moon  
Councillor Les Sibley

Officers: Graeme Kane, Chief Operating Officer  
Ed Potter, Assistant Director: Environmental Services  
Natasha Clark, Governance and Elections Manager  
Emma Faulkner, Democratic and Elections Officer  
Lesley Farrell, Democratic and Elections Officer

#### **3 Declarations of Interest**

There were no declarations of interest.

#### **4 Urgent Business**

There were no items of urgent business.

#### **5 Minutes**

The Minutes of the meetings of the Committee held on 26 March and 15 May 2019 were confirmed as correct records and signed by the Chairman.

## 6 **Chairman's Announcements**

The Chairman made the following announcements:

1. A Members workshop on the Cherwell Industrial Strategy would be held on Tuesday 11 June, in the Council Chamber. The workshop would run from 6pm to 9pm, with buffet style refreshments available from 5:30pm. Invitations had been sent to all Members via email in the last few weeks.
2. There would also be a session on Universal Credit, with representatives attending from the Department for Work and Pensions. The session would be held on Wednesday 17 July, and further details would be sent out in due course.

## 7 **Car Parking Task and Finish Group**

The Committee considered a report from the Assistant Director – Environmental Services which detailed the outcome of the Overview and Scrutiny Car Parking Task and Finish Group.

Following a suggestion regarding car parking as a possible subject for the Overview and Scrutiny Committee to review, a task and finish group was established in August 2018.

The group met four times between September 2018 and March 2019. During the course of the meetings the group received information from the Chief Operating Officer, the Assistant Director – Environmental Services, the Landscape Management and Street Scene Services Manager, and the Parking Services Assurance Officer.

The group reviewed performance data relating to the Council's car parking management contract with the car parking provider Apcoa. The group also discussed arrangements regarding decriminalisation of parking across the district, due to differences in existing arrangements across the district.

Consultation was also undertaken with Banbury BID, Bicester Vision and Kidlington Parish Council, to gather feedback and suggestions relating to the current car parking provision.

The group used the information from officers and feedback from consultation to inform a new car parking strategy and action plan, to cover the period from 2019 to 2023. The strategy sets out the Council's approach to the development and provision of car parking across the district, with the action plan detailing actions and improvements to be made during the same four year period.

In response to questions from the Committee, the Assistant Director – Environmental Services explained that increased provision for the charging of electric vehicles was being looked at, as knowledge and experience was being built up through the use of the Council's own electric fleet. However, issues regarding charging points of different sizes, the cost of installing cabling and risk and demand analysis would all need to be taken into

consideration before any decisions were made regarding provision for the longer term.

With regard to a move away from payments for car parking being made in cash, the Assistant Director – Environmental Services explained that there had been an increase in contactless and payment by mobile phone, but the vast majority of payments were still made using cash. All payment equipment in Council owned car parks had the ability to accept cash, and there were no plans to change any of the equipment.

In response to questions regarding the timing of public consultation on the proposed strategy, the Chief Operating Officer explained that the Committee were making recommendations to Executive, and should Executive accept those recommendations the consultation survey would be launched following the Executive meeting.

### **Resolved**

- (1) That the work of the Car Parking Task and Finish group be noted.
- (2) That the continuation of funding a Thames Valley Police PCSO from September 2019 to March 2021 be supported.
- (3) That the proposed Car Parking Strategy & Car Parking Action Plan be supported, and recommended to Executive for approval.

## **8 Scrutiny at Cherwell and Work Programme Planning**

The Committee received a presentation from Democratic and Elections Officers, that explained the role of the Overview and Scrutiny Committee and outlined how different subjects could be added to the work programme.

The Committee worked in small groups to discuss potential subjects for consideration over the course of the new Municipal Year

- Oxfordshire Growth Board
- Planning Policy for the District, including the Growth Deal
- Outside bodies e.g. Local Enterprise Partnerships, and their benefit to the Council
- Green Infrastructure such as verges, green spaces, and maintenance of them
- Young and old – services available to and linking the generations
- Updates on joint working with Oxfordshire County Council (OCC)
- Culture in the wider sense and different aspects of it, what if any activities are taking place
- Wider awareness of what is happening in the district generally
- Telephony blackspots
- Potholes – how to help inform / escalate to OCC
- Mental Health – accessing care (who, what, where, when), support, awareness
- Service delivery and unspent budgets – e.g. occupational health, DFGs

- Management Companies managing new housing developments

The Chairman thanked Members for their suggestions and explained that Democratic and Elections Officers would liaise with officers regarding the suggested topics and provide an update at the next Committee meeting.

**Resolved**

(1) That Democratic and Elections Officers liaise with officers regarding suggested topics for consideration, with a view to providing an update and suggested next steps at the next meeting of the Committee:

- Oxfordshire Growth Board
- Planning Policy
- Outside bodies
- Green Infrastructure
- Young and old
- Updates on joint working with Oxfordshire County Council (OCC)
- Culture
- Wider awareness of what is happening in the district generally
- Telephony blackspots
- Potholes
- Mental Health
- Service delivery and unspent budgets
- Management Companies managing new housing developments

The meeting ended at 8.16 pm

Chairman:

Date:

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 22 October 2018 at 1.00 pm

Present: Councillor Jason Slaymaker (Chairman)

Councillor Mike Bishop  
Councillor Cassi Perry  
Councillor Lynn Pratt  
Councillor G A Reynolds  
Councillor Sandra Rhodes  
Councillor Alaric Rose  
Councillor Douglas Webb  
Councillor Barry Wood

Also Present: David Slatter, Penna

Apologies for absence: Councillor Dan Sames  
Councillor Bryn Williams

Officers: Yvonne Rees, Chief Executive  
Karen Edwards, Assistant Director: HR, OD and Payroll  
Claire Taylor, Director: Customers and Service Development  
Natasha Clark, Governance and Elections Manager

#### **10 Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

#### **12 Urgent Business**

There were no items of urgent business.

#### **13 Minutes**

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

14 **Chairman's Announcements**

There were no Chairman's announcements.

15 **Exclusion of the Public and Press**

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

16 **A Single Management Structure for Cherwell District Council**

The Chief Executive submitted an exempt report which presented final recommendations for the implementation of a single management structure for Cherwell District Council following the process of formal staff consultation.

The Chief Executive introduced David Slatter, Penna, who had been supporting the process.

**Resolved**

- (1) That the senior management structure (exempt annex to the Minutes as set out in the Minute Book) be agreed.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.
- (4) That it be noted that current organisational changes policies had been used to ensure the fair and effective implementation of the restructure.
- (5) As set out in the exempt minutes.

The meeting ended at 1.45 pm

Chairman:

Date:

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 22 October 2018 at 2.00 pm

Present: Councillor Jason Slaymaker (Chairman)

Councillor Mike Bishop  
Councillor Cassi Perry  
Councillor Lynn Pratt  
Councillor G A Reynolds  
Councillor Sandra Rhodes  
Councillor Alaric Rose  
Councillor Douglas Webb  
Councillor Barry Wood

Substitute Members: Councillor D M Pickford (In place of Councillor Dan Sames)

Also Present: David Slatter, Penna

Apologies for absence: Councillor Dan Sames  
Councillor Claire Bell  
Councillor Bryn Williams

Officers: Yvonne Rees, Chief Executive  
Karen Edwards, Assistant Director: HR, OD and Payroll  
Claire Taylor, Director: Customers and Service Development  
Natasha Clark, Governance and Elections Manager

#### **17 Declarations of Interest**

There were no declarations of interests.

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

There were no petitions and requests to address the meeting.

#### **19 Urgent Business**

There were no items of urgent business.

20 **Minutes**

There were no minutes submitted to the meeting for agreement by the Committee due to the previous meeting being held at 1pm, which was immediately prior to this meeting.

Both sets of minutes would be submitted to the next meeting of the Personnel Committee.

21 **Chairman's Announcements**

There were no Chairman's announcements.

22 **Exclusion of the Public and Press**

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 3 and 4 of Schedule 12A of that Act.

23 **A Single Management Structure for Cherwell District Council**

The Chief Executive submitted an exempt report for the Committee to consider an application for the post of Chief Operating Officer.

**Resolved**

- (1) That Graeme Kane be appointed Chief Operating Officer.

The meeting ended at 2.20 pm

Chairman:

Date:



## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 14 May 2019 at 7.42pm

Present: Councillor Jason Slaymaker (Chairman)  
Councillor Mike Bishop (Vice-Chairman)

Councillor Andrew Beere  
Councillor Sean Gaul  
Councillor Lynn Pratt  
Councillor G A Reynolds  
Councillor Barry Richards  
Councillor Les Sibley  
Councillor Katherine Tyson  
Councillor Douglas Webb  
Councillor Barry Wood

Apologies for absence: Councillor Sandra Rhodes

#### **1 Appointment of Chairman for the Municipal Year 2019/20**

##### **Resolved**

- (1) That Councillor Jason Slaymaker be appointed Chairman of the Personnel Committee for the municipal year 2019/2020.

#### **2 Appointment of Vice-Chairman for the Municipal Year 2019/20**

##### **Resolved**

- (1) That Councillor Mike Bishop be appointed Vice-Chairman of the Personnel Committee for the municipal year 2019/2020.

The meeting ended at 7.43 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Standards Committee**

Minutes of a meeting of the Standards Committee held at Bodicote House,  
Bodicote, Banbury, OX15 4AA, on 14 May 2019 at 7.43 pm

Present: Councillor Chris Heath (Vice-Chairman)

Councillor Andrew Beere  
Councillor Mark Cherry  
Councillor Timothy Hallchurch MBE  
Councillor James Macnamara  
Councillor G A Reynolds  
Councillor Bryn Williams

Apologies for  
absence: Councillor Simon Holland

#### **1 Appointment of Chairman for the Municipal Year 2019/2020**

##### **Resolved**

- (1) That Councillor Simon Holland be appointed Chairman of the Standards Committee for the municipal year 2019/2020.

#### **2 Appointment of Vice-Chairman for the Municipal Year 2019/2020**

##### **Resolved**

- (1) That Councillor Chris Heath be appointed Vice-Chairman of the Standards Committee for the municipal year 2019/2020.

The meeting ended at 7.44 pm

Chairman:

Date:

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