



## **Council Minute Book**

**Monday 21 October 2019**

### **Executive**

1. Minutes of meeting Monday 15 July 2019 of Executive (Pages 1 - 4)
2. Minutes of meeting Monday 2 September 2019 of Executive (Pages 5 - 8)

### **Executive Lead Member Decisions**

There were no Lead Member decisions between July and October 2019

### **Accounts Audit and Risk Committee**

3. Minutes of meeting Wednesday 31 July 2019 of Accounts, Audit and Risk Committee (Pages 9 - 12)
4. Minutes of meeting Wednesday 25 September 2019 of Accounts, Audit and Risk Committee (Pages 13 - 16)

### **Budget Planning Committee**

5. Minutes of meeting Tuesday 23 July 2019 of Budget Planning Committee (Pages 17 - 20)
6. Minutes of meeting Tuesday 24 September 2019 of Budget Planning Committee (Pages 21 - 22)

### **Overview and Scrutiny Committee**

7. Minutes of meeting Tuesday 9 July 2019 of Overview and Scrutiny Committee (Pages 23 - 26)
8. Minutes of meeting Tuesday 3 September 2019 of Overview and Scrutiny Committee (Pages 27 - 30)

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## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 15 July 2019 at 4.30 pm

Present: Councillor Barry Wood (Chairman), 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

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

Apologies for absence: Councillor G A Reynolds, Deputy Leader of the Council  
Councillor Richard Mould, Lead Member for Performance  
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Strategy  
Councillor Dan Sames, Lead Member for Clean and Green

Officers: Yvonne Rees, Chief Executive  
Karen Edwards, Deputy Director Human Resources  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Dominic Oakeshott, Assistant Director (Interim) - Finance  
Joanne Kaye, Strategic Business Partner  
Leanne Lock, Strategic Business Partner  
Natasha Clark, Governance and Elections Manager

#### 24 **Declarations of Interest**

There were no declarations of interest.

#### 25 **Minutes**

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

26 **Chairman's Announcements**

There were no Chairman's announcements.

27 **Urgent Business**

There were no items of urgent business.

28 **Exclusion of the Press and Public**

The Chairman advised the Committee that it had been anticipated the subsequent agenda item would be restricted, however in drafting the report officers had determined that this was not required. It was therefore not necessary to exclude the press and public.

29 **Joint Senior Leadership Posts**

The Deputy Director – Human Resources submitted a report to consider proposed changes to the Senior Management structure and the creation of joint Leadership roles between Cherwell District Council and Oxfordshire County Council.

**Resolved**

- (1) That the proposed change to the Senior Management Structure be endorsed.
- (2) That the proposals to appoint two senior joint posts so as to facilitate further joint working between Oxfordshire County Council and Cherwell District Council be noted.
- (3) That the Joint Shared Services and Personnel Committee be requested to convene as soon as practicable to approve the proposed management structure and to proceed with the recruitment and appointment of the most suitable candidate.
- (4) That the salary package for two Joint Corporate Director roles be approved.

**Reasons**

The recommendations in this report seek to address immediate issues in the CDC and OCC management team and build the opportunity to further develop and enhance the skills and capacity of the joint senior leadership team for both authorities.

**Alternative options**

Option 1: Not to agree the proposed senior leadership changes and creation of joint leadership posts. This is rejected as the recommendations for a new

structure seek to stabilise the senior management arrangements at CDC and OCC.

The meeting ended at 4.45 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 2 September 2019 at 6.30 pm

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

Councillor Colin Clarke, Lead Member for Planning  
Councillor Ian Corkin, Lead Member for Customers and Transformation  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony Illott, 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  
Councillor Dan Sames, Lead Member for Clean and Green

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

Officers: Yvonne Rees, Chief Executive  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Ed Potter, Assistant Director: Environmental Services  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Belinda Green, Operations Director - CSN Resources  
Natasha Clark, Governance and Elections Manager

#### **30 Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

32 **Minutes**

The minutes of the meeting held on 15 July 2019 were agreed as a correct record and signed by the Chairman.

33 **Chairman's Announcements**

There were no Chairman's announcements.

34 **Council Tax Reduction Scheme and Council Tax Discounts 2020-2021**

The Executive Director Finance (Interim) submitted a report to provide members with a review of Council Tax discounts and to seek approval to recommend the proposed level of Council Tax discounts for the 2020-2021 financial year to Council.

**Resolved**

- (1) That the contents of the report and any financial implications for the Council be noted.
- (2) That, having given due consideration, the options for a Council Tax Reduction Scheme for 2020-2021 be noted and Option 1 – A new banded income CTR scheme for those of working age - be recommended for a full consultation process to be undertaken.
- (3) That, having given due consideration, the following proposed level of Council Tax discounts and premiums for 2019-2020 be recommended to Full Council:
  - Retain the discount for second homes at zero.
  - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero.
  - Retain the discount for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.
  - Retain the empty homes premium of an additional 100% for properties that have remained empty for more than 2 years.

**Reasons**

From April 2013 Council Tax Benefit was abolished and replaced with a local Council Tax Reduction Scheme. The Council is required to agree a scheme based on the reduced level of funding from Government

Members are now required to consider the options contained in this report and to approve a consultation process to begin in September 2019.

**Alternative options**

Option 1: To not recommend any of the options for a scheme for 2019-2020. This would have financial implications for the Council and those residents affected by Welfare Reform.



Option 2: To decrease the level of support to Working Age claimants. This would have an impact on some of the most vulnerable residents in the district and may significantly impact on collection rates.

35

### **Car Parking Review**

The Assistant Director: Environmental Services submitted a report to present to Executive the work of the Overview & Scrutiny Committee in developing a car parking strategy with an action plan.

#### **Resolved**

- (1) That the work of the Overview & Scrutiny Committee in developing a Car Parking Strategy be noted.
- (2) That the development of a Car Parking Strategy be supported and the draft strategy and action plan be approved for public consultation.
- (3) That it be agreed to consider the proposed Car Parking Strategy & Car Parking Action Plan again later in the municipal year following consideration of comments from the public consultation.

#### **Reasons**

The Scrutiny Task and Finish group have considered the new car parking arrangement with Apcoa and have developed a proposed Car Parking Strategy and Action Plan.

The proposed strategy has now been brought forward to Executive. Following Executive member comments, a public consultation will take place and finally an equalities impact assessment will also be carried out. The final Strategy and Action Plan will be submitted to Executive for final approval and adoption later in 2019/20.

#### **Alternative options**

Option 1: To recommend the continued development of the new Car Parking Strategy & Action Plan.

Option 2: To reject the Car Parking Strategy & Action Plan and ask officers to reconsider the strategy.

36

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

The Executive Director: Finance (Interim) and Assistant Director: Performance and Transformation submitted a report which summarises 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.

37

**Urgent Business**

There were no items of urgent business.

The meeting ended at 6.50 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 31 July 2019 at 6.30 pm

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

Councillor Nathan Bignell  
Councillor Les Sibley  
Councillor Tom Wallis  
Councillor Sean Woodcock  
Councillor Barry Wood

Also Present: Neil Harris, Ernst Young (External Audit)

Apologies for absence: Councillor Hannah Banfield  
Councillor Nicholas Mawer

Officers: Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Dominic Oakeshott, Assistant Director (Interim) - Finance  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Louise Tustian, Acting Performance and Communications Manager  
Aaron Hetherington, Democratic and Elections Officer

#### 16 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

#### 18 **Minutes**

The Minutes of the meeting of the Committee held on 29 May 2019 were agreed as a correct record and signed by the Chairman.

19 **Chairman's Announcements**

The Chairman made the following announcements:

1. Following discussion with officers, the date of the September meeting would now be held on 25 September 2019.
2. The work programme would be circulated to members at the next meeting, 25 September 2019.

20 **Urgent Business**

There were no items of urgent business.

21 **Review by Those Charged with Governance**

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

**Resolved**

- (1) That it be agreed that the Chairman of the Accounts, Audit and Risk Committee sign the response relating to management assurances from Those Charged with Governance.

22 **External Audit – Annual Audit Opinion 2018-19**

The Executive Director: Finance (Interim) submitted a report which set out the External Audit Opinion for 2018/19.

**Resolved**

- (1) That the contents of the External Audit Opinion (ISA260) for 2018/19 from the council's External Auditors, Ernst & Young (EY) be noted.

23 **Statement of Accounts, Annual Governance Statement 2018-19 and Letter of Representation**

The Executive Director, Finance (Interim) submitted a report to ask members to consider: The Statement of Accounts 2018/19, Annual Governance Statement 2018/19 and the Letter of Representation 2018/19.

In introducing the report, The Executive Director, Finance (Interim) provided an update sheet which set out some clarifications to the Statement.

The Executive Director, Finance (Interim) and the Chairman recorded their thanks to her team: To the former Deputy Section 151 Officer, Kelly Watson, Assistant Director - Finance (Interim), Dominic Oakeshott, Project Manager,

Isaac Aisu and Business Partner, Atilla Pek for their work on the Statement of Accounts 2018/19.

**Resolved**

- (1) That the Statement of Accounts 2018/19 be endorsed and once the final audit opinion is received the Interim Executive Director Finance (S151 Officer), in consultation with the Chairman of the Accounts, Audit and Risk Committee (or Vice Chairman in case the Chairman is unavailable) be authorised to sign the accounts and it be noted that if any material changes to the accounts are required, then an additional committee meeting would be convened to consider the changes.
- (2) That the Annual Governance Statement 2018/19 be endorsed.
- (3) That the Letter of Representation 2018/19 be approved.

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

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

**Resolved**

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

25 **2018-19 Treasury Management Annual Report**

The Report of the Executive Director: Finance (Interim) submitted a report which presented information on treasury management performance and compliance with treasury management policy during 2018/19 as required by the Treasury Management Code of Practice.

**Resolved**

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

The meeting ended at 7.47 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 25 September 2019 at 6.30 pm

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

Councillor Nathan Bignell  
Councillor Nicholas Mawer  
Councillor Les Sibley  
Councillor Sean Woodcock

Also Present: Anand Persaud, CW Audit Services

Apologies for absence: Councillor Hannah Banfield  
Councillor Tom Wallis

Officers: Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Joanne Kaye, Strategic Business Partner  
Sharon Hickson, Democratic and Elections Officer

#### **26 Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

#### **28 Minutes**

The Minutes of the meeting of the Committee held on 31 July 2019 were agreed as a correct record and signed by the Chairman.

#### **29 Chairman's Announcements**

There were no chairman's announcements.

#### **30 Urgent Business**

There were no items of urgent business.

31 **Internal Audit Progress Report 2019/20**

The Executive Director – Finance (Interim) submitted a report to receive the CW Internal Audit Services progress report for 2019/20.

**Resolved**

- (1) That the contents of the 2019/20 internal audit progress report from CW Audit Services be noted.

32 **Work Programme 2019/20 and 2020/21**

The Executive Director – Finance (Interim) submitted a work plan for 2019/20 and 2020/21.

**Resolved**

- (1) That after due consideration the Work Programme 2019/20 and 2020/21 be noted.

33 **Treasury Management Report - Q1 2019/20**

The Executive Director of Finance (Interim) submitted a report which presented information on treasury management performance and compliance with treasury management policy for 2019/20 as required by the Treasury Management Code of Practice.

In presenting the report the Strategic Finance Business Partner highlighted to members that Table 2 in section 3.11 represented Treasury Loans only, the Table in section 3.13 also included finance lease costs.

**Resolved**

- (1) That the contents of the June 2019 Treasury Management Report be noted.

34 **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.

35 **Q1 Treasury report- Appendix 1-EXEMPT**

**Resolved**

(1) That the exempt Appendix be noted.

36 **Closure of Accounts**

The Executive Director of Finance (Interim) provided an exempt verbal update on the Closure of Accounts.

**Resolved**

(1) That the verbal update be noted

The meeting ended at 7.22 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 23 July 2019 at 6.30 pm

- Present: Councillor Nicholas Mawer (Chairman)  
Councillor Carmen Griffiths (Vice-Chairman)  
Councillor Nathan Bignell  
Councillor Phil Chapman  
Councillor Barry Richards  
Councillor Douglas Webb  
Councillor Sean Woodcock
- Substitute Members: Councillor Tony Ilott (In place of Councillor Andrew McHugh)  
Councillor Barry Wood (In place of Councillor Lucinda Wing)
- Apologies for absence: Councillor Conrad Copeland  
Councillor David Hughes  
Councillor Andrew McHugh  
Councillor Fraser Webster  
Councillor Lucinda Wing
- Officers: Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Dominic Oakeshott, Assistant Director (Interim) - Finance  
Belinda Green, Operations Director - CSN Resources  
Tallulah Willis, Systems, Performance and Subsidy Officer  
Adam Bennett, Senior Entitlements Officer  
Emma Faulkner, Democratic and Elections Officer

#### **11 Declarations of Interest**

There were no declarations of interest.

#### **12 Minutes**

The Minutes of the meeting of the Committee held on 4 June 2019 were confirmed as a correct record and signed by the Chairman.

#### **13 Chairman's Announcements**

There were no Chairman's announcements.

#### **14 Urgent Business**

There were no items of urgent business.

15 **Finance Monitoring Report - May 2019**

The Committee considered the report of the Interim Executive Director – Finance that summarised the finance monitoring position as at the end of May 2019.

The Interim Executive Director – Finance explained that detailed forecasts on funding were not available until the end of Quarter one, so future updates would contain more up-to-date information.

In response to Members' questions the Interim Executive Director – Finance explained that there would be a role for the Committee in the reviewing of reserves, which would form part of the budget setting process later in the year.

**Resolved**

- (1) That the report be noted

16 **Council Tax Reduction Scheme 2020-21**

The Committee considered a report and presentation regarding the Council Tax Reduction Scheme for 2020-2021.

The Operations Director – CSN Resources explained that work had been carried out on modelling a banded scheme for possible introduction in 2020-21. The scheme would assess the level of income of applicants and place them in a corresponding Band, with the level of Council Tax Reduction on a sliding scale linked to the level of income.

The presentation provided some anonymised working examples of how a banded scheme could change the level of Council Tax Reduction for existing claimants, however the Operations Director – CSN Resources stressed that as the caseload for Council Tax Reduction fluctuated from day to day, it was difficult to say exactly how existing numbers of claimants could change.

The Committee agreed that the rationale behind the possible introduction of such a scheme was to try to reach more residents who required assistance, but acknowledged that as with any scheme involving means testing, there would be some residents who no longer qualified for a reduction or would have a reduced assessment if such a scheme were introduced.

The Committee and the Interim Executive Director - Finance thanked the officers for the complex work undertaken in modelling a banded scheme for consideration.

It was proposed by Councillor Nick Mawer and seconded by Councillor Carmen Griffiths:

- (1) That the report and financial implications to the Council be noted.

- (2) That Option 1 – A new banded income Council Tax Reduction scheme for those of working age, be recommended to Executive for consultation.
- (3) That Executive also be recommended to consider a transition fund that would be available for those most affected, should a banded income Council Tax Reduction scheme be introduced.

**Resolved**

- (1) That the report and financial implications to the Council be noted.
- (2) That Option 1 – A new banded income Council Tax Reduction scheme for those of working age, be recommended to Executive for consultation.
- (3) That Executive also be recommended to consider a transition fund that would be available for those most affected, should a banded income Council Tax Reduction scheme be introduced.

17 **Verbal Update: Medium Term Financial Strategy**

The Interim Executive Director – Finance gave a verbal update advising the Committee that no detailed information had yet been received regarding possible settlement figures for the coming year from central government, and it was therefore not possible to provide a detailed update as had been the original intention in developing the Medium Term Financial Strategy for the meeting.

The Interim Executive Director – Finance explained that the budget setting process for 2020-21 had already commenced, and there would be work for the Committee to undertake during the coming months.

**Resolved**

- (1) That the verbal update be noted.

18 **Review of Committee Work Plan**

The Committee considered the indicative work programme for 2019-2020.

In response to questions from the Committee regarding Brexit and any financial implications of the UK leaving without a deal, the Interim Executive Director – Finance agreed to incorporate the query into budget setting discussions at the appropriate time.

**Resolved**

- (1) That the work programme be noted.

Budget Planning Committee - 23 July 2019

The meeting ended at 8.10 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 24 September 2019 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)  
Councillor Nathan Bignell  
Councillor Phil Chapman  
Councillor Conrad Copeland  
Councillor Andrew McHugh  
Councillor Barry Richards  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Lucinda Wing  
Councillor Sean Woodcock

Apologies for absence: Councillor Carmen Griffiths (Vice-Chairman)  
Councillor David Hughes

Officers: Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Joanne Kaye, Strategic Business Partner  
Emma Faulkner, Democratic and Elections Officer

#### 19 **Declarations of Interest**

There were no declarations of interest.

#### 20 **Minutes**

The Minutes of the meeting of the Committee held on 23 July 2019 were confirmed as a correct record and signed by the Chairman.

#### 21 **Chairman's Announcements**

There were no Chairman's announcements.

#### 22 **Urgent Business**

There were no items of urgent business.

23 **Finance Monitoring Report - July 2019**

The Committee considered a report from the Executive Director – Finance (Interim) and Assistant Director – Performance and Transformation that detailed Finance Monitoring for July 2019.

In response to questions from the Committee, the Executive Director – Finance (Interim) advised that the re-profile of Capital spend relating to Castle Quay was due to the payment schedules having been fixed.

**Resolved**

(1) That the report be noted.

24 **Medium Term Financial Strategy 2020/2024 Update**

The Committee considered a report regarding the Medium Term Financial Strategy 2020/24.

The Executive Director – Finance (Interim) advised the Committee that detailed figures relating to the 2019 Spending Review would not be known until December.

The budget setting timetable for the 2020/21 Financial year would start later in September.

**Resolved**

(1) That the report be noted.

25 **Review of Committee Work Plan**

The Committee considered the work programme.

**Resolved**

(1) That the work programme be noted.

The meeting ended at 7.02 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 9 July 2019 at 6.30 pm

Present: Councillor Tom Wallis (Vice-Chairman, in the Chair)

Councillor Phil Chapman  
Councillor Shaida Hussain  
Councillor Ian Middleton  
Councillor Perran Moon  
Councillor Les Sibley  
Councillor Bryn Williams

Also Present: Councillor Barry Wood - Leader of the Council

Apologies for absence: Councillor Lucinda Wing  
Councillor Mike Bishop  
Councillor Chris Heath  
Councillor Tony Mephram  
Councillor Sandra Rhodes

Officers: Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Natasha Clark, Governance and Elections Manager  
Emma Faulkner, Democratic and Elections Officer  
Lesley Farrell, Democratic and Elections Officer

#### **9 Declarations of Interest**

There were no declarations of interest.

#### **10 Minutes**

The Minutes of the meeting of the Committee held on 28 May 2019 were confirmed as a correct record and signed by the Chairman.

#### **11 Chairman's Announcements**

There were no Chairman's announcements.

12 **Monthly Performance, Risk and Finance Monitoring Report - March 2019  
- End of year 2018/19**

The Assistant Director Performance and Transformation submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of the municipal year 2018/19. In presenting the report, the Assistant Director Performance and Transformation gave a presentation which explained how performance was assessed against Cherwell District Councils priorities.

In considering the report, Members referred to measure JBP1.1.1 – Maintain High Quality Waste & Recycling Services, and the lower garden waste tonnages, which was largely due to the long hot summer in 2018. Members queried how targets were set and suggested that, in relation to the green waste target, the measurement of green waste should be percentage recycled and not amount collected as this would vary each year, was dependant on the weather and not under the control of Cherwell District Council.

The Assistant Director Performance and Transformation agreed to raise the comments with the Assistant Director Environmental Services and would report back to the Committee.

The Committee further commented on this measure in relation to recycling and agreed the Assistant Director Environmental Services should be invited to a future meeting of the Committee to provide information on Cherwell District Councils recycling contract, including where waste was taken and how it was processed.

**Resolved**

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That it be noted that the Performance, Risk and Finance Monitoring Report is considered monthly by Executive.
- (3) That, having given due consideration to the performance end of year update, no areas for further consideration by Executive be identified.

13 **Committee Work Programme 2019/2020**

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

With regards the Oxfordshire Growth Board, Members noted that there were specific scrutiny arrangements for the Board and Cherwell District Council (CDC) was represented on the Board's Scrutiny Panel. The Leader, Councillor Barry Wood, who sat on the Growth Board for CDC offered to speak with Growth Board officers regarding the attendance of a Growth Board representative at a meeting of the Committee to provide an overview of the Board and answer Members' questions.

**Resolved**

- (1) That, having given due consideration, the updates and actions on the suggested topics for scrutiny be noted.
- (2) That the work programme be noted.

14 **Urgent Business**

There were no items of urgent business.

The meeting ended at 8.20 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 3 September 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 Perran Moon  
Councillor Les Sibley  
Councillor Bryn Williams

Also Present: Councillor Barry Wood

Apologies for absence: Councillor Sandra Rhodes

Officers: Graeme Kane, Chief Operating Officer  
Nicola Riley, Assistant Director: Wellbeing  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Richard Webb, Assistant Director: Regulatory Services and Community Safety  
Louise Tustian, Acting Performance and Communications Manager  
Natasha Clark, Governance and Elections Manager  
Emma Faulkner, Democratic and Elections Officer

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

There were no declarations of interest.

#### 16 **Minutes**

The Minutes of the meeting of the Committee held on 9 July 2019 were confirmed as a correct record and signed by the Chairman.

#### 17 **Chairman's Announcements**

There were no Chairman's announcements.

18 **Monthly Performance, Risk and Finance Monitoring Report - June/Quarter 1 2019/20**

The Committee considered a report from the Executive Director Finance (Interim) and Assistant Director – Performance and Transformation, that detailed the Council’s Performance, Risk and Finance monitoring position at the end of June 2019.

In response to questions regarding the use of signs in Bicester encouraging drivers to switch off their car engines when stationary at the level crossing in the town, the Chief Operating Officer advised the Committee that effectiveness of the signage with regard to air quality was being monitored, and if successful they would be used in other areas of the district.

**Resolved**

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That it be noted that the Performance, Risk and Finance Monitoring Report is considered monthly by Executive.
- (3) That, having given due consideration to the performance update for Quarter One, no areas for further consideration by Executive be identified.

19 **Show and Tell - Wellbeing Directorate**

The Assistant Director Wellbeing gave a presentation that provided an overview of the Wellbeing team.

The Assistant Director Wellbeing explained that the team covered four broad areas – Healthy Communities; Community Development; Leisure Facilities; and Sport and Physical Recreation, and provided a brief summary of the activities covered by each of the areas.

In response to queries regarding Assets of Community Value, the Assistant Director Wellbeing agreed to circulate information to the Committee regarding current assets across the district.

With regard to the Cherwell Lottery scheme, that had recently started, the Assistant Director Wellbeing advised that approximately 40 organisations were currently signed up. A further campaign to advertise the scheme and encourage more organisations to sign up would be undertaken later in the month.

In response to the Intergeneration – Generations Working Together briefing note that had been circulated with the agenda, the Committee congratulated the team on the work undertaken on the project.

**Resolved**

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

20 **Banbury Public Spaces Protection Order**

The Committee considered a briefing note from the Assistant Director Regulatory Services and Community Safety regarding the renewal of the Banbury Public Spaces Protection Order (PSPO), ahead of its consideration by Executive in November 2019.

The Assistant Director Regulatory Services and Community Safety explained that the PSPO had taken effect on 1 December 2016 for a period of three years. It was now necessary for the PSPO to be reviewed, and either renewed or allowed to expire.

A public consultation was currently underway on the potential renewal of the PSPO for a further three year period, however it was proposed to remove the prohibition of rough sleeping provision from the order. The Assistant Director Regulatory Services and Community Safety explained to the Committee that separate provision and guidance was available for the prevention of Rough Sleeping, and it was no longer deemed appropriate to use PSPOs for that purpose. It was therefore proposed that if renewed, the PSPO would cover the prohibition of begging and drinking in the designated area.

The Committee was pleased with the proposal to remove rough sleeping from the renewed order.

**Resolved**

- (1) That the proposed amendments to the Banbury Public Spaces Protection Order be supported.

21 **Committee Work Programme 2019/2020**

The Committee considered the topic sheet and indicative work programme.

With regard to the topics of Kidlington and Bicester Masterplans and Planning Policy for the District, Democratic and Elections Officers advised that discussions had been held with the Assistant Director Growth and Economy, who had committed to attend future meetings of the Committee to discuss progress on the various subjects, at the relevant time.

With regard to mobile phone signal across the district, the Committee requested information concerning signal 'not spots'.

**Resolved**

- (1) That the topic sheet and work programme be noted.

22 **Urgent Business**

There were no items of urgent business.

The meeting ended at 8.15 pm

Chairman:

Date: