



## **Council Minute Book**

**Monday 24 February 2020**

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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 December 2019 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor George 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 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  
Graeme Kane, Chief Operating Officer  
Adele Taylor, Corporate Director: Finance (Interim) & Section 151 Officer  
Claire Taylor, Corporate Director Customers and Organisational Development  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Richard Webb, Assistant Director: Regulatory Services and Community Safety  
Belinda Green, Operations Director - CSN Resources  
Louise Tustian, Acting Performance and Communications Manager  
Natasha Clark, Governance and Elections Manager

#### **61 Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

63 **Minutes**

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

64 **Chairman's Announcements**

There were no Chairman's announcements.

65 **Delegation of Energy-efficiency Enforcement Powers from Oxfordshire County Council to Cherwell District Council**

The Chief Operating Officer submitted a report to seek approval to enforce legislation applicable to Domestic Private Rented Energy Performance Certificates (EPCs) and Commercial Minimum Energy Efficiency Standards (MEES).

**Resolved**

- (1) That the delegation of powers to enable Cherwell District Council to carry out enforcement of Energy Performance Certificate (EPC) provisions under *The Energy Performance of Buildings (England and Wales) Regulations 2012* be accepted.
- (2) That the delegation of powers to enable Cherwell District Council to carry out the enforcement of the Minimum Energy Efficiency Standards (MEES) in commercial property under *The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015* be accepted.
- (3) That the Chief Operating Officer, acting in consultation with the Director Law and Governance and the Corporate Director Finance, be authorised to enter into all necessary and appropriate contracts and agreements to implement the delivery of the enforcement work on behalf of Oxfordshire County Council (OCC).
- (4) That authority be delegated to the Chief Operating Officer to perform the enforcement duties of Oxfordshire County Council (OCC) set out in any such agreements referred to above.

**Reasons**

Accepting the delegation from OCC of the enforcement powers proposed in this report will allow the two councils to develop shared working arrangements that will improve enforcement of the legislation relating to Energy Performance Certificates (EPCs) and Minimum Energy Efficiency Standards

(MEES) and add to our ability to improve conditions in privately rented dwellings and commercial buildings.

The Council will not be obliged to take on any particular enforcement responsibilities as a result of accepting the delegations but will be able to make use of those provisions it deems pertinent in light of its other responsibilities and resources as circumstances and opportunities arise. Any such activities will be subject to the contracts and agreements entered into to implement the delivery of the enforcement work of behalf of Oxfordshire County Council.

### **Alternative options**

Option 1: Adopt none of the powers; – that would prevent the Council from sharing enforcement with OCC to improve either domestic rented or commercial rented premises and would forego the opportunity to enhance the Council's ability to enforce MEES provisions in private rented dwellings.

Option 2: Adopt only those powers relating to domestic premises; - that would prevent shared enforcement in relation to commercial rented premises but still facilitate the Council's enforcement of MEES in private rented dwellings.

Option 3: Adopt only those powers relating to commercial premises; - that course would exclude any enhancement of the Council's current enforcement powers in relation to residential premises.

66

### **Council Tax Reduction Scheme 2020/21**

The Corporate 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.

The report also provided an update on the Council Tax Reduction Scheme for 2019-2020 and sought approval to recommend a Council Tax Reduction Scheme for the financial year 2020-2021 to Council.

### **Resolved**

- (1) That the contents of the report and any financial implications for the Council be noted.
- (2) That Full Council be recommended to approve the option of a Council Tax Reduction income banded scheme for the financial year 2020-2021 and to amend the Council Tax Regulations for pensioners in line with uprating announced by MHCLG and to amend the Working Age Regulations in line with the new income banded scheme and the uprating announced by MHCLG.
- (3) That Full Council be recommended to grant delegated authority to the Executive Director Finance (Interim) to make the required changes to the Council Tax Reduction Scheme Regulations up to and including 31

January 2020 in consultation with the Lead Member for Financial Management.

- (4) That having given due consideration, the following proposed level of Council Tax discounts and premiums for 2020-2021 be recommended to 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 recommend a Council Tax Reductions Scheme for the financial year 2020-2021 to Council.

### **Alternative options**

Option 1: To not recommend any of the options for a scheme for 2020-2021. 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.

## **67 Monthly Performance, Risk and Finance Monitoring Report - October 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.

### **68 Urgent Business**

There were no items of urgent business.

The meeting ended at 6.45 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 6 January 2020 at 5.00 pm

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

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 Dan Sames, Lead Member for Clean and Green

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

Apologies for absence: Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

Officers: Yvonne Rees, Chief Executive  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Adele Taylor, Corporate Director: Finance (Interim) & Section 151 Officer  
Graeme Kane, Chief Operating Officer  
Claire Taylor, Corporate Director Customers and Organisational Development  
Simon Furlong, Corporate Director - Communities  
David Peckford, Assistant Director: Planning and Development  
Ed Potter, Assistant Director: Environmental Services  
Louise Tustian, Acting Assistant Director Performance and Transformation  
Natasha Clark, Governance and Elections Manager

### Declarations of Interest

There were no declarations of interest.

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

There were no petitions or requests to address the meeting from the public, however the Chairman advised Executive that he had agreed to a request from Councillor Broad to address the meeting on agenda item 6, Climate Emergency Update Report.

71 **Minutes**

The minutes of the meeting held on 2 December 2019 were agreed as a correct record and signed by the Chairman.

72 **Chairman's Announcements**

There were no Chairman's announcements.

73 **Climate Emergency Update Report**

The Assistant Director Environmental Services submitted a report to update Executive of progress taken in responding to the Climate Emergency Declaration.

At the discretion of the Chairman, Councillor Broad, Councillor Beere and Councillor Woodcock addressed Executive.

In response to the Councillor addresses, the Chairman explained that whilst the Local Plan was the planning policy until 2031, it was reviewed every five years so there were opportunities to incorporate policies related to the Climate Emergency Declaration. The Chairman commented that there was a role for local government to use its lobbying powers collectively through the Local Government Association, District Councils Network and also local lobbying via MPs.

**Resolved**

- (1) That the progress being made be noted and officers be advised to continue with their approach to tackling the Climate Emergency.

**Reasons**

This paper updates Members on the initial steps the authority has taken to respond to the Climate Emergency. This initial work creates the framework and foundation from which further work can be undertaken to create an action plan for the district and the Council's operations.

It is recommended that Members note the report so that further work can continue as quickly as possible within the existing resources.

**Alternative options**

Option 1: Members advise officers to take a different approach to that outlined in the report.

Option 2: Members advise officers to undertake no further work on this agenda.

## 74 **Resumption of Land Drainage and Flood Risk Management Services**

The Corporate Director Communities submitted a report which highlighted a significant gap that had emerged in the abilities of Cherwell and its Partner Authorities to respond effectively to flooding events. It provided reasons why flood risk in the District had increased over the past few years and recommended how Cherwell can reverse this trend.

### **Resolved**

- (1) That it be agreed to develop a policy to provide land drainage and flood risk management services.
- (2) That it be agreed to allocate a revenue budget of £50,000 per annum to provide a land drainage and flood risk management service for 2020/21 and ensuing years.
- (3) That it be agreed that Cherwell District Council work in partnership with the Lead Local Flood Authority (OCC) and partners to minimise the risk of flooding to the residents and businesses in Cherwell.

### **Reasons**

In 2011 the Flood and Water Management Act 2010 created Oxfordshire County Council as the “Lead Local Flood Authority” (LLFA) for the whole of the County. There was an expectation at that time that the LLFA would take on all the services being undertaken by Cherwell. However, the Act only intended the LLFA to undertake a more strategic role, leaving the day to day management of watercourses and other elements of the service to district authorities but working within the wider strategic partnership. This left a gap in the local community leadership space across the District.

District Council powers in this service area have not diminished as a result of the Flood and Water Management Act. The powers to manage, maintain and where necessary undertake enforcement are still intact and remain largely contained in the Public Health Act 1936, the Land Drainage Act 1976 and the Land Drainage Act 1991.

It is now proposed that Cherwell reviews its land drainage and flood risk management policy in order to mitigate the risk to the local communities.

### **Alternative options**

The proposal is not to replicate the work or role of the Lead Local Flood Authority (LLFA) but instead to ensure that the local services are provided in addition to the largely strategic role provided by the LLFA

The status quo position would expose the residents of Cherwell to increased impact of flooding and with the current forecasting changing weather patterns and increasing likelihood of occurrence. When (not if) the next flood event occurs, the community would first look to Cherwell for local leadership.

75

### **Annual Monitoring Report 2019**

The Assistant Director – Planning and Development submitted a report which sought approval of the Annual Monitoring Report (AMR) 2019 and presented the District's current housing land supply position. The report also sought approval of accompanying updates to the Local Plan's Infrastructure Delivery Plan and the Brownfield Land Register.

The Chairman, on behalf of Executive, commended the Planning Policy team for their hard work producing the AMR. It was a huge mandatory piece of work to be undertaken each but was of great value for Members.

#### **Resolved**

- (1) That the 2019 Annual Monitoring Report (AMR) (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That the district's housing delivery and five year housing land supply positions (for conventional housing and for Gypsies and Travellers) at Section 5 of the Annual Monitoring Report and the need for updating of the land supply positions should these materially change be noted.
- (3) That the 2019 Infrastructure Delivery Plan (IDP) update (annex to the Minutes as set out in the Minute Book) be approved.
- (4) That the 2019 Brownfield Land Register (BLR) (annex to the Minutes as set out in the Minute Book) be approved.
- (5) That the Assistant Director for Planning and Development be authorised to make any necessary minor and presentational changes to the Annual Monitoring Report, Infrastructure Delivery and Brownfield Land Register if required prior to publication.

#### **Reasons**

The Annual Monitoring Report (AMR) provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery. Its most significant conclusion is that although the district is presently unable to demonstrate a five year housing land supply, the identified supply of 4.6 years is still well in excess of the 3 year ministerial flexibility.

The AMR is accompanied by an updated 2019 Infrastructure Delivery Plan and a 2019 Brownfield Land Register which must be reviewed annually. It is recommended that all three documents be approved, and that Development

Management officers and Planning Committee are advised of the latest monitoring information as required.

### **Alternative options**

Option 1: Amendment of the 2019 Annual Monitoring Report, Infrastructure Delivery Plan and Brownfield Land Register in consultation with the Lead Member for Planning Officers consider the documents to be robust, supported by data and research. Delay could lead to uncertainty within the development industry and risks for decision making.

Option 2: Not to approve the documents  
Production of an authorities monitoring report is a statutory requirement and necessary to monitor implementation of the Local Plan. Updating the Brownfield Land Register is also a statutory requirement. The Infrastructure Delivery Plan is required to monitor and support delivery of the adopted Cherwell Local Plan 2011-2031.

76

### **Review of Council Tax Base Setting**

The Executive Director of Finance (Interim) submitted a report to provide Executive with an estimate of the Council Tax Base for 2020-2021 and which sought approval for the final determination of the Council Tax Base to be delegated to the Section 151 Officer in consultation with the Lead Member for Financial Management & Governance.

### **Resolved**

- (1) That having given due consideration to the report of the Executive Director of Finance for the calculation of the Council's Tax Base for 2020-2021, it be resolved:
  - (a) That pursuant to the Executive Director of Finance's report and in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2020-2021 shall be **55,559.9** This shall be subject to final confirmation by the Section 151 Officer in consultation with the Lead Member for Financial Management & Governance.
  - (b) As for the parishes which form part of its area shown in the annex to the Minutes (as set out in the Minute Book), the amount calculated as the Council Tax Base for the year 2020-2021 in respect of special items shall be as indicated in the column titled Tax Base 2020-2021.
  - (c) As for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2020-2021 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area

53,234.4

Anglian (Great Ouse) Flood Defence Area	1,873.2
Severn Region Flood Defence Area	452.3
<b>TOTAL</b>	<b>55,559.9</b>

- (2) That final approval of the Council Tax Base for 2020-2021 be delegated to the Section 151 Officer in consultation with the Lead Member for Financial Management & Governance.

### **Reasons**

For the purposes of Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the Council is required to calculate the tax base (which will be used for tax setting purposes in February 2020) in respect of:

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

### **Alternative options**

Option 1: None. The Council has to set a tax base in order to set its council tax for 2020-2021.

## **77 Monthly Performance, Risk and Finance Monitoring Report - November 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.

At the discretion of the Chairman, Councillor Woodcock, Leader of the Labour Group, asked a question regarding the performance of measure CDC2.2.03 Homes improved through enforcement action. In response to Councillor Woodcock's question, the Lead Member for Housing, Councillor Donaldson, explained that he was confident the annual target would be met as resource had been reallocated within the service and would provide additional information to Councillor Woodcock.

### **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.

### 78 **Urgent Business**

There were no items of urgent business.

The meeting ended at 6.15 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 3 February 2020 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor George 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 Richard Mould, Lead Member for Performance  
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Transformation  
Councillor Dan Sames, Lead Member for Clean and Green

Officers: Yvonne Rees, Chief Executive  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Claire Taylor, Corporate Director Customers and Organisational Development  
Paul Feehily, Executive Director: Place and Growth (Interim)  
Simon Furlong, Corporate Director - Communities  
Belinda Green, Operations Director - CSN Resources  
Robert Jolley, Assistant Director: Growth & Economy  
Joanne Kaye, Strategic Business Partner  
Steven Newman, Senior Economic Growth Officer  
Dominic Oakeshott, Assistant Director (Interim) - Finance  
Louise Tustian, Acting Assistant Director Performance and Transformation  
Aaron Hetherington, Democratic and Elections Team Leader

#### **79 Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

81 **Minutes**

The minutes of the meeting held on 6 January 2020 were agreed as a correct record and signed by the Chairman.

82 **Chairman's Announcements**

There were no Chairman's announcements.

83 **Budget Setting for 2020/21 and the Medium Term Financial Strategy 2020/24**

The Executive Director – Finance (Interim) submitted a report which provided information on the Council's Medium-Term Financial Strategy (MTFS) for 2020/24 along with more detailed information on setting the Council's budget for 2020/21, which would be considered at full Council on 24 February 2020.

**Resolved**

- (1) That, having given due consideration, the Business Plan (annex to the Minutes as set out in the Minute Book) be recommended to Council for approval.
- (2) That the Risk Register Plan be noted.
- (3) That, having given due consideration, Council be recommended to agree an increase in the level of Council Tax for Cherwell District Council of £5 for 2020/21 on a Band D property.
- (4) That, having given due consideration, Council be recommended to approve the Medium Term Financial Strategy (MTFS), Revenue Budget 2020/21 and Capital Programme including the growth and savings proposals included in the annex to the Minutes (as set out in the Minute Book).
- (5) That, having given due consideration, Council be recommended to approve a minimum level of General Fund reserves of £2m.
- (6) That, having given due consideration, Council be recommended to delegate authority 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 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, the proposed Fees & Charges schedule (annex to the Minutes as set out in the Minute Book) be recommended to Council for approval.
- (8) That, having given due consideration, Council be recommended to approve the Treasury Management Strategy, including the Prudential Indicators, Minimum Revenue Provision (MRP) Policy and Affordable Borrowing Limit for 2020/21 (annex to the Minutes as set out in the Minute Book).
- (9) That, having given due consideration, 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 24 February 2020, including changes related to the finalisation of the national Finance Settlement and any associated changes to Parish Precepts and Council Tax resulting from those changes.

### **Reasons**

It is a legal requirement to set a balanced budget and the recommendations as outlined set out a way to achieve this for 2020/2021.

This report provides information around the various building blocks that make up the proposed budget for 2020/21 and beyond, allowing members to consider and scrutinise the elements of the budget and provide advice and guidance to the Executive to help them further shape both budget setting for 2020/21 and the MTFs for 2020/24.

### **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.

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

The Executive Director: Finance (Interim) and Acting 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.

85

### **Local Discretionary Business Rate Relief Scheme**

The Executive Director Finance (Interim) submitted a report for Members to consider the proposed Local Discretionary Relief Policy and to seek approval of the local Discretionary Business Rate Relief Scheme for 2020-2021.

### **Resolved**

- (1) That the contents of the report and any financial implications for the Council be noted.
- (2) That Full Council be recommended to approve the adoption of the Local Discretionary Business Rate Relief Scheme for 2020-2021.

### **Reasons**

The Government expects billing authorities to use their discretionary powers under section 47 of the Local Government Finance Act to deliver a Local Discretionary Relief scheme. Each authority is required to devise its own Discretionary Relief Scheme.

### **Alternative options**

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

86

### **Broadband and Digital Infrastructure**

The Executive Director of Place and Growth (Interim) submitted a report which reviewed the Better Broadband for Oxfordshire Programme for Cherwell District Council to now consider extending its involvement in enabling further development locally through active involvement in the emerging Digital Infrastructure Delivery Partnership for Oxfordshire.

### **Resolved**

- (1) That the success of the Better Broadband for Oxfordshire programme in exceeding the Government's delivery target for 'Superfast' broadband availability in Cherwell and the continuing progress to

extend full fibre and mobile coverage through existing resources be noted.

- (2) That the incorporation of the Oxfordshire Digital Infrastructure Strategy and Delivery Plan alongside the Memorandum of Understanding, recognising its important contribution to the delivery of the Housing and Growth Deal, the Cherwell Industrial Strategy and the Council's other plans and policies, be supported.
- (3) That it be agreed to actively participate in the Oxfordshire Digital Infrastructure Partnership, through its proposed Board, by appointing a Councillor (supported by a senior officer) to represent the interests of the Council, with the councillor appointment delegated to the Director Law and Governance, in consultation with the Leader.

### **Reasons**

CDC is invited to join the Oxfordshire Digital Infrastructure Delivery Partnership to facilitate actions to achieve the goals to be created through the emerging Oxfordshire Digital Infrastructure Strategy and Delivery Plan.

The Partnership will meet and liaise regularly, involving a designated representative from each partner body. This is set-out in a non-legally binding Memorandum of Understanding.

The adoption of the Oxfordshire Digital Infrastructure and Delivery Plan by the end of this financial year would ensure that the Council is prepared – alongside its partners - for the Government to announce significant further funding opportunities.

### **Alternative options**

Option 1: To cease involvement in the partnership provision of digital infrastructure and accept that investment will be delayed (or not delivered at all) in Cherwell, especially in rural areas;

Option 2: As proposed in this paper, to continue to work jointly with Oxfordshire County Council and partners, combining resources and bringing new resources to maximise the investment in digital infrastructure locally.

### **87 Urgent Business**

There were no items of urgent business.

### **88 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.

89 **Ministry of Housing, Communities, and Local Government (MHCLG)  
Garden Town Capital Funding**

The Assistant Director Growth and Economy submitted an exempt report regarding Ministry of Housing, Communities, and Local Government (MHCLG) Garden Town Capital Funding.

**Resolved**

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

**Reasons**

As set out in the exempt minutes.

**Alternative options**

As set out in the exempt minutes.

The meeting ended at 7.12 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 20 November 2019 at 6.30 pm

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

Substitute Members: Councillor Cassi Perry (In place of Councillor Sean Woodcock)

Also Present: Councillor Tony Ilott, Lead Member for Financial Management and Governance  
Councillor Barry Wood, Leader of the Council  
Neil Harris, Engagement Partner, Ernst & Young, External Audit

Apologies for absence: Councillor Sean Woodcock

Officers: Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Dominic Oakeshott, Assistant Director (Interim) - Finance  
Joanne Kaye, Strategic Business Partner  
David Spilsbury, Systems Support and Development Officer  
Sharon Hickson, Democratic and Elections Officer

#### **37 Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

39 **Minutes**

The Minutes of the meeting of the Committee held on 25 September 2019 were agreed as a correct record and signed by the Chairman.

40 **Chairman's Announcements**

There were no Chairman's announcements.

41 **Urgent Business**

There were no items of urgent business.

42 **Monthly Performance, Risk and Finance Monitoring Report - September 2019**

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

Members were informed that changes would shortly be made to the risk register predominantly in reference to the separation from South Northamptonshire Council.

The Applications and Web Team Manager gave a short presentation on Cyber Security, highlighting the steps IT take within the authority.

The Chairman advised the Committee that the Assistant Director, Performance and Transformation would be leaving Cherwell District Council in December to take up a new role in Wales. Members expressed their thanks to the Assistant Director, Performance and Transformation for all the work carried out and wished him well for the future in his new post.

**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.

43 **Accounts Closure 2018/19**

The Assistant Director Finance (Interim) and the External Auditor gave a verbal update on the progress of the closure of the 2018/19 accounts.

Members were informed that preparations for the 2019/20 closure of accounts were progressing and it was possible that they would be ready for sign off in



June 2020. If this were the case, the July Committee meeting would be brought forward to the 24 June 2020. This would be confirmed in due course.

**Resolved**

- (1) That the verbal update be noted.

44 **Corporate Fraud Quarter 1**

The Chairman advised the Committee that consideration of this item would be deferred to a future meeting.

45 **Treasury Management Q2 (September 2019)**

The Assistant Director Finance (Interim) submitted a report which provided information on treasury management performance and compliance with the Treasury Management Policy for 2019/20, highlighting the borrowing performance for the 6 month period ending 30 September 2019 and the investment position during and at the end of the report period.

**Resolved**

- (1) That the contents of the Q2 (September 2019) Treasury Management Report be noted.

46 **Draft Capital, Investment and Treasury Management Strategies 2020-21**

The Executive Director Finance (Interim) submitted a report which presented the draft, capital, investment and treasury management strategies for 2020-21.

The strategies had been drafted using templates provided by Arlingclose, the council's treasury management advisor. Each of the draft strategies were presented in turn to the Committee.

In considering the draft strategies, Members requested that graphs indicating the forecast of debt and borrowing be provided in the Treasury Management Strategy statement.

**Resolved**

- (1) That, subject to the inclusion of graphs in the Treasury Management Strategy statement showing the forecast of the debt and borrowing, the progress on the draft reports be noted.

47 **Work Programme**

The Committee considered its work programme for the remainder of 2019/20 and the indicative work programme for 2020/21.

**Resolved**

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

48 **Exclusion of Press and Public**

**Resolved**

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

49 **Treasury Management- Q2 (September 2019) -Appendix 1 EXEMPT**

**Resolved**

- (1) That the exempt appendix be noted.

The meeting ended at 7.58 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 22 January 2020 at 6.30 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  
Tony Ilott, Lead Member for Financial Management & Governance  
Neil Harris, Associate Partner, Ernst Young, External Auditor  
Anand Persaud, CW Audit Services

Apologies for absence: Councillor Les Sibley

Officers: Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer  
Dominic Oakeshott, Assistant Director (Interim) - Finance  
Sharon Hickson, Democratic and Elections Officer

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

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

#### 52 **Minutes**

The Minutes of the meeting of the Committee held on 20 November 2019 were agreed as a correct record and signed by the Chairman.

53 **Chairman's Announcements**

There were no Chairman's announcements.

54 **Urgent Business**

There were no items of urgent business.

55 **Internal Audit - Progress Report 2019/20**

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

A revised appendix was circulated to the Committee. The Audit Manager, CW Audit Services highlighted the changes to the figures in section 2, the Executive Director, Finance (Interim) reassured members that there were no concerns regarding the numbers contained in the summary table on Implementation of agreed actions and that these were expected to reduce again by the time the next report was considered.

**Resolved**

- (1) That the contents of the 2019/20 progress report from CW Internal Audits Services be noted.

56 **Draft Capital, Investment and Treasury Management Strategies 2020-21**

The Executive Director Finance (Interim) submitted a report which presented the draft, capital, investment and treasury management strategies for 2020-21.

These reports were presented in a draft version to the Committee at the meeting on 20 November 2019 and had subsequently been updated following comments from Members and advice from the Council's treasury management advisers, Arlingclose. They had also been updated with figures from the 31 December 2019 monitoring reports.

**Resolved**

- (1) That the draft Treasury Management Strategies 2020/21 be recommended to Council for adoption.

(Councillor Sean Woodcock requested that his abstention in the vote be recorded in the minutes)

57 **Work Programme**

The Committee considered its work programme for the remainder of 2019/20 and the indicative work programme for 2020/21.

The Assistant Director – Finance (Interim), highlighted the meeting entry for 24 June 2020, explaining that this would only take place if the accounts for 2019/20 were ready for sign off.

**Resolved**

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

58 **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, Paragraphs 3 and 7 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

59 **Progress of Counter Fraud Service**

The Senior Investigation Officer - Corporate Fraud Team submitted a report which provided an overview of the progress of the counter fraud response following the delegation of authority in July 2018 to Oxford City Council.

**Resolved**

- (1) That the exempt report be noted.

60 **Closure of Account 2018/19 Update**

The Executive Director of Finance (Interim) provided an exempt verbal update on the Closure of Accounts 2018/19.

**Resolved**

- (1) That the exempt verbal update be noted.

61 **Executive Director Finance (Interim)**

The Chairman advised the Committee that this was the last meeting of the Committee that the Executive Director, Finance (Interim) would be attending as she was leaving Cherwell District Council at the end of February to take up a new role at another local authority.

The Chairman also advised the Committee that the Engagement Partner, Ernst & Young, External Audit was moving roles within the company and therefore this would be his last meeting.

Members thanked both the Executive Director, Finance (Interim) and the Engagement Partner, Ernst and Young for their hard work supporting the Committee and wished them well in their new posts

The meeting ended at 7.33 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 29 October 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 Andrew McHugh  
Councillor Douglas Webb  
Councillor Lucinda Wing  
Councillor Sean Woodcock

Substitute Members: Councillor Mark Cherry (In place of Councillor Barry Richards)  
Councillor Tony Ilott (In place of Councillor David Hughes)

Also Present: Councillor Tom Wallis

Apologies for absence: Councillor David Hughes  
Councillor Barry Richards  
Councillor Fraser Webster

Officers: Adele Taylor, Corporate 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  
Emma Faulkner, Democratic and Elections Officer

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

There were no declarations of interest.

#### 27 **Minutes**

The Minutes of the meeting of the Committee held on 24 September 2019 were confirmed as a correct record and signed by the Chairman.

#### 28 **Chairman's Announcements**

There were no Chairman's announcements.

29 **Urgent Business**

There were no items of urgent business.

30 **Monthly Performance, Risk and Finance Monitoring Report - August 2019**

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

In response to questions from the Committee, the Executive Director – Finance (Interim) explained that Disabled Facility Grants were linked to referrals from Oxfordshire County Council, therefore any reduction in the amount of appropriate schemes referred would mean a reduced amount of grants being awarded.

**Resolved**

(1) That the report be noted.

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

The Committee considered a report which detailed a proposed new Council Tax Reduction Scheme, and suggested levels of Council Tax discounts and reductions for 2020-2021.

The Operations Director – CSN Resources explained that a comprehensive consultation process had been carried out regarding the proposed changes to the Council Tax Reduction Scheme. Information had been published on the council website and on social media platforms, events had been held in Banbury, Bicester and Kidlington, as well as letters and phone calls to residents already in receipt of discounts.

It was proposed by Councillor Mawer and seconded by Councillor Bignell that Option 1, a new banded income Council Tax Reduction Scheme for those of working age, be recommended to Executive for consideration as the Council Tax Scheme for 2020-2021.

It was proposed by Councillor Mawer and seconded by Councillor Webb that, having given due consideration, Executive be recommended to retain the following level of Council Tax discounts and premiums for 2020-2021:

- Discount for second homes at zero
- Discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero
- The discount for empty homes undergoing major repairs at 25% for 12 months and thereafter at zero
- The empty homes premium of an additional 100% for properties that have remained empty for more than 2 years



**Resolved**

- (1) That the report and financial implications for 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 consideration as the Council Tax Scheme for 2020-2021
- (3) That, having given due consideration, Executive be recommended to retain the following level of Council Tax discounts and premiums for 2020-2021:
  - Discount for second homes at zero
  - Discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero
  - The discount for empty homes undergoing major repairs at 25% for 12 months and thereafter at zero
  - The empty homes premium of an additional 100% for properties that have remained empty for more than 2 years

32

**Review of Committee Work Plan**

The Committee considered the indicative committee work plan.

The Chairman advised the Committee that in the event of a General Election being called on 12 December, he would discuss with officers the possibility of postponing the meeting currently scheduled for 10 December.

Notwithstanding the possible postponement, the Executive Director – Finance (Interim) explained that the management team would be in attendance for the next meeting of the Committee, to go through the draft budget for the 2020-2021 financial year and answer any questions. All Members of the Council would be encouraged to attend.

**Resolved**

- (1) That the verbal update be noted.

The meeting ended at 6.54 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 6 January 2020 at 6.30 pm

- Present:** Councillor Nicholas Mawer (Chairman)  
Councillor Carmen Griffiths (Vice-Chairman)  
Councillor Nathan Bignell  
Councillor Phil Chapman  
Councillor David Hughes  
Councillor Andrew McHugh  
Councillor Barry Richards  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Sean Woodcock
- Substitute Members:** Councillor Hugo Brown (In place of Councillor Lucinda Wing)
- Also Present::** Councillor Barry Wood - Leader of the Council  
Councillor George Reynolds - Deputy Leader of the Council, and Lead Member for Leisure and Sport  
Councillor Colin Clarke - Lead Member for Planning  
Councillor Ian Corkin - Lead Member for Customers and Transformation  
Councillor John Donaldson - Lead Member for Housing  
Councillor Tony Ilott - Lead Member for Financial Management and Governance  
Councillor Richard Mould - Lead Member for Performance  
Councillor Mike Kerford-Byrnes  
Councillor Hannah Banfield  
Councillor Andrew Beere  
Councillor John Broad  
Councillor Shaida Hussain  
Councillor Ian Middleton
- Apologies for absence:** Councillor Conrad Copeland  
Councillor Lucinda Wing
- Officers:** Adele Taylor, Corporate Director: Finance (Interim) & Section 151 Officer  
Dominic Oakeshott, Assistant Director (Interim) - Finance  
Joanne Kaye, Strategic Business Partner  
Yvonne Rees, Chief Executive  
Simon Furlong, Corporate Director - Communities  
Nick Graham, Director of Law and Governance / Monitoring Officer  
Graeme Kane, Chief Operating Officer  
Claire Taylor, Corporate Director Customers and Organisational Development  
Emma Faulkner, Democratic and Elections Officer

33 **Declarations of Interest**

6. Budget Setting for 2020/21 and the Medium Term Financial Strategy 2020/24.

Councillor Nicholas Mawer, Declaration, in any capital bids related to Audio Visual equipment, due to working for a manufacturer of Audio Visual system components.

34 **Minutes**

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

35 **Chairman's Announcements**

There were no Chairman's announcements.

36 **Urgent Business**

There were no items of urgent business.

37 **Budget Setting for 2020/21 and the Medium Term Financial Strategy 2020/24**

The Committee considered a report and presentation from the Executive Director: Finance (Interim) that gave details of the budget setting process for 2020/21, and the Medium Term Financial Strategy (MTFS) 2020/24.

The presentation gave details of the current assumptions around funding based on national headlines, corporate budgets and the medium term financial picture.

The report detailed various Growth, Savings and Spend to Save bids, as well as capital bids that were being proposed for the 2020-2021 financial year. Revenue implications of the Capital bids were also included.

The Executive Director: Finance (Interim) reminded the Committee that a balanced budget was required for the 2020-2021 financial year only, however work was already underway relating to future financial years to help reduce the impact of expected changes to funding.

The Chief Executive and Corporate Directors were in attendance at the meeting, in order to give more details and answer questions from the Committee regarding the Growth, Savings, Spend to Save and Capital bids.

With regard to GRW011 and GRW045, the creation of a Finance and HR Apprentice post, the Committee requested that consideration be given to recruiting apprentices across the Council, not just in Finance and HR.

In response to queries regarding CAP031, Car Parking Action Plan Delivery, the Chief Operating Officer confirmed that details relating to electric vehicle charging points had been included in the plan.

In connection with GRW033, Kidlington masterplan delivery project, the Committee requested that following the successful installation of Changing Place accessible toilets in Banbury and Bicester, consideration be given to providing this facility in Kidlington.

The Committee requested clarification on the 'miscellaneous' title for SAV028. The Executive Director: Finance (Interim) explained that over 100 properties within the Council's property portfolio had had their budgets reviewed, and the subsequent savings had been grouped together under the miscellaneous heading.

With regard to SAV025, increasing car parking charges, the Chief Operating Officer advised the Committee that inflation had risen since 2011, resulting in an increase in the cost of providing Council car parks. Parking charges had however not increased over the same period of time.

In response to a question from the Chairman, the Executive Director: Finance (Interim) confirmed that income from car parking could not be used to subsidise all other areas of a budget, it was only possible for Councils to recover the costs of providing the car parking service and environmental improvements.

The Chief Operating Officer advised the Committee that various options had been considered during the recent Scrutiny review on car parking, and all relevant details had been included in the end of review report submitted to Executive in September 2019.

At the request of the Committee, the Chief Operating Officer agreed to circulate more information relating to the proposed increases in car parking charges.

The Chief Executive reminded the Committee that they could request the removal of any proposals from the budget setting process, however alternative proposals would need to be made in order to replace anything that was removed.

In response to questions regarding GRW006, responding to Climate Emergency, the Chief Operating Officer advised the Committee that a report in response to the Council Motion adopted in July 2019 had been considered at the Executive meeting that had taken place earlier that evening. Details of the upcoming Member workshop on Climate Change were being finalised and would be circulated to Members in due course.

With regards to CAP006, Community Centre works, the Executive Director: Finance (Interim) agreed to circulate information to the Committee regarding which community centres would be having new roofs.

The Committee requested that consideration be given to the provision of solar panels on the replacement roofs of the community centres.

The Executive Director: Finance (Interim) advised the Committee that public consultation on the budget proposals would be undertaken over the coming four weeks, and during that time the Accounts, Audit and Risk Committee would be considering the affordability aspect of the budget setting at its meeting later in January.

Final budget proposals would be presented to Full Council on 24 February 2020, in order to meet statutory deadlines for the issuing of Council Tax bills.

In response to questions from the Committee, the Executive Director: Finance (Interim) advised that the currently projected figures for the reduction in funding from 2021/2022 were estimates based on the consultations that had been underway. Until more details emerged, they remained estimates. However, planning for a possible reduction needed to start now, and a number of options were under consideration.

The Committee thanked the Executive Director: Finance (Interim) for the comprehensive presentation.

It was proposed by Councillor Nicholas Mawer and seconded by Councillor Douglas Webb that the report and presentation of the Executive Director: Finance (Interim) be noted, and that Executive be advised that the Budget Planning Committee support the budget proposals detailed in the report and presentation, subject to the following:

- i. Consideration being given to the provision of a Changing Space toilet in Kidlington
- ii. The provision of solar panels on the replacement roofs of Council owned community centres
- iii. Consideration being given to the recruitment of apprentices across the Council

### **Resolved**

- (1) That the report and presentation of the Executive Director: Finance (Interim) be noted
- (2) That Executive be advised that Budget Planning Committee support the budget proposals detailed in the report and presentation, subject to the following:
  - i. Consideration being given to the provision of a Changing Space toilet in Kidlington
  - ii. The provision of solar panels on the replacement roofs of Council owned community centres

- iii. Consideration being given to the recruitment of apprentices across the Council

38 **Review of Committee Work Plan**

The Executive Director: Finance (Interim) advised the Committee that there were no changes to the indicative work programme previously published with the agenda for the October 2019 meeting.

**Resolved**

- (1) That the verbal update be noted.

The meeting ended at 9.54 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 December 2019 at 6.30 pm

Present: Councillor Lucinda Wing (Chairman)  
Councillor Mike Bishop  
Councillor Phil Chapman  
Councillor Chris Heath  
Councillor Shaida Hussain  
Councillor Ian Middleton  
Councillor Perran Moon  
Councillor Les Sibley

Also Present: Councillor Barry Wood - Leader of the Council  
Councillor Andrew McHugh – Lead Member for Health and Wellbeing

Apologies for absence: Councillor Tom Wallis  
Councillor Tony Mephram  
Councillor Bryn Williams

Officers: Simon Furlong, Corporate Director - Communities  
Robert Jolley, Assistant Director: Growth & Economy  
Nicola Riley, Assistant Director: Wellbeing  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Kevin Larnar, Healthy Communities Manager  
Louise Tustian, Acting Assistant Director Performance and Transformation  
Natasha Clark, Governance and Elections Manager  
Emma Faulkner, Democratic and Elections Officer  
Lesley Farrell, Democratic and Elections Officer

#### 34 **Declarations of Interest**

There were no declarations of interest.

#### 35 **Minutes**

The Minutes of the meeting of the Committee held on 15 October 2019 were confirmed as a correct record and signed by the Chairman.

36 **Chairman's Announcements**

The Chairman requested that Members asked one question and one follow-up question per item, due to the lengthy agenda.

37 **Oxfordshire Growth Board**

The Chairman welcomed Bev Hindle, Director of the Oxfordshire Growth Board, to the meeting to give an overview of the work of the Board.

The Committee was advised that the Growth Board had been established in 2015 as a joint Committee of the six councils of Oxfordshire, together with key strategic partners. The Board was set up to facilitate and enable joint working on economic development, strategic planning and growth.

Mr Hindle explained that a Housing and Growth Deal had been agreed and signed in 2018 between Oxfordshire and the Government. The deal provided a development framework for the county, and included £150 million government funding for infrastructure, and £60 million for affordable housing.

The Board oversees all the projects agreed in the City Deal and Local Housing and Growth Deal that fall to the councils to deliver, and has an overall responsibility to manage programmes of work alongside the Oxfordshire Local Enterprise Partnership. It also advises on matters of collective interest, seeks agreement on local priorities and influences relevant local, regional and national bodies.

The Growth Board had been anticipating an update from Highways England with regards to the proposed Oxford to Cambridge Expressway, however decisions had been delayed due to the General Election.

In response to questions from the Committee, Mr Hindle explained that there had been a lot of growth in the county already due to an increase in jobs, and there were not enough homes to meet the need for the additional jobs.

With regard to proposals around the East-West rail link, Mr Hindle confirmed that the Growth Board did have discussions with relevant authorities regarding the project.

The Committee thanked Mr Hindle for his attendance.

38 **Veterans, Armed Forces Covenant and Remembrance**

The Committee considered a briefing note from the Healthy Communities Manager, which gave details of current and planned future CDC support relating to veterans, the Armed Forces Covenant and remembrance events.

In response to questions from the Committee, the Healthy Communities Manager advised that the guaranteed interview scheme for veterans had only been running for a couple of months, so initial data was still being collected.

The Healthy Communities Manager added that the council would be actively promoting the various policies and schemes available relating to veterans, with the details from the briefing note being sent to parish councils.

**Resolved**

- (1) That the briefing note be noted.

39 **Monthly Performance, Risk and Finance Monitoring Report - September 2019**

The Committee considered a report from the Executive Director: Finance (Interim) and Assistant Director: Performance and Transformation which detailed the monthly performance, risk and finance monitoring for September 2019.

In response to questions from the Committee regarding indicator CDC2.2.08 - % of Council Tax collected, and whether it was being measured correctly, the Assistant Director: Performance and Transformation explained that it was a volatile measure which saw a lot of movement across the year. Due to the amount of development across the district the tax base was increasing, but the timing of properties being allocated a Council Tax band impacted on collection rates each month.

The Assistant Director: Performance and Transformation added that it was possible for residents to pay instalments towards Council Tax whilst they were waiting for bills to be issued. The Committee commented that this option did not seem to be proactively advertised, and suggested it could be useful to some residents. The Assistant Director: Performance and Transformation agreed to feedback the Committee's comments to relevant officers.

The Chairman advised the Committee that it was the last meeting the Assistant Director: Performance and Transformation would be attending, as he was leaving the council to start new employment at another Local Authority. The Committee thanked the Assistant Director for his help and support, and wished him well in his new role.

**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 was considered by Executive on a monthly basis.
- (3) That no areas for further consideration by Executive be identified at this time.

40

## **Oxfordshire Safeguarding Children Board/Oxfordshire Safeguarding Adult Board Section 11 Review and Endorsement**

The Committee considered a briefing note from the Assistant Director: Wellbeing regarding the Section 11 Audit for the Oxfordshire Safeguarding Boards.

The Assistant Director: Wellbeing explained that the self-assessment contained 17 questions across four core standards that the Council had to complete. 15 questions had been graded green, 2 amber, and none had been graded red.

The accompanying action plan for the amber graded questions detailed improvements to be made in relation to training. This included increasing take up of Member training to 60%, and carrying out an impact analysis of staff training.

In response to queries from the Committee, the Assistant Director: Wellbeing confirmed that safeguarding resources were available from the Oxfordshire Safeguarding Children Board website, and from Active Oxfordshire, to assist sports clubs and associations with the various requirements from sports boards and governing bodies.

### **Resolved**

- (1) That the Section 11 Audit for the Oxfordshire Safeguarding Children Board and Oxfordshire Safeguarding Adult Board be endorsed.

41

## **Public Art**

The Committee considered a briefing note from the Assistant Director: Wellbeing which provided an overview of the Council's role in relation to public art.

The Assistant Director: Wellbeing showed examples of public art across the district that the Council had been involved with. With regards to the 'Settlement' sculpture on the Bellway development at Southam Road, Banbury, the Assistant Director: Wellbeing advised that work was ongoing with the art as it was dependent on the correct type of wood being available.

In response to questions from the Committee, the Assistant Director: Wellbeing advised that there wasn't any guidance specifically for privately commissioned art.

### **Resolved**

- (1) That the briefing note be noted.

42

## **Overview and Scrutiny 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 regard to topics suggested for Scrutiny, Democratic and Elections Officers reported that no scoping documents had been submitted by Members who had suggested potential topics for review. As and when scoping documents were received, they would be added to future agendas for discussion.

Regarding the work programme for the January 2020 meeting, officers advised that whilst the item was listed as Budget and Business Planning, the Committee would only be considering the Business Plan for 2020-2021. The Budget element of the item would be considered by Budget Planning Committee at its 6 January 2020 meeting, to which all Members had been invited to attend.

The Chairman advised the Committee that she would be sending out a short survey to all Members of the Council, via the Democratic and Elections team, to find out Members' views of the Overview and Scrutiny function. The results of the survey would be used to help shape the future work of the Committee, and the Chairman encouraged all Members to complete the survey.

### **Resolved**

(1) That the work programme be noted

43

## **Urgent Business**

There were no items of urgent business.

The meeting ended at 8.20 pm

Chairman:

Date:

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