



Council Minute Book

Monday 20 July 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 24 February 2020 at 5.00 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 Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

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

Apologies for absence: Councillor John Donaldson, Lead Member for Housing
Councillor Richard Mould, Lead Member for Performance
Councillor Dan Sames, Lead Member for Clean and Green

Officers: Yvonne Rees, Chief Executive
Paul Feehily, Executive Director: Place and Growth (Interim)
Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer
Nick Graham, Director of Law and Governance / Monitoring Officer
David Peckford, Assistant Director: Planning and Development
Belinda Green, Operations Director - CSN Resources
Natasha Clark, Governance and Elections Manager

90 **Declarations of Interest**

There were no declarations of interest.

91 **Minutes**

The minutes of the meeting held on 3 February 2020 were agreed as a correct record and signed by the Chairman.

92 **Chairman's Announcements**

There were no Chairman's announcements.

93 **Partial Review of the Cherwell Local Plan 2011-2031 - Oxford's Unmet Housing Needs: Submission of Main Modifications**

The Assistant Director – Planning and Development submitted a report to seek approval for the submission of Main Modifications to the Partial Review of the adopted Cherwell Local Plan 2011-2031 to the Secretary of State for Housing, Communities and Local Government for the continuance of the independent examination.

Resolved

- (1) That, having given due consideration, the responses to the consultation on the Main Modifications summarised in the Statement of Consultation (Annex to the Minutes as set out in the Minute Book) be noted.
- (2) That, having given due consideration, the supporting documents relevant to the preparation of the Main Modifications, Appendices 1 – 17 to the report (attached as Annexes to the Minutes as set out in the Minute Book) and those documents listed below be noted:
 - PR104 Cherwell Green Belt Study Second Addendum (September 2019)
 - PR105 Cherwell Water Cycle Study Addendum (September 2019)
 - PR106 Ecological Advice Cumulative Impacts Addendum (September 2019)
 - PR107 Habitat Regulations Assessment Stage 1 and Stage 2 Addendum (September 2019)
 - PR108 Landscape Analysis for PR09 (September 2019)
 - PR109 Transport Assessment Addendum (September 2019)
 - PR110 Site Capacity Sense Check (September 2019)
 - PR111 Local Plan Viability Assessment Addendum (September 2019)
 - PR112 Site Policy PR7b Stratfield Farm Highways Update (September 2019)
 - PR113a Sustainability Appraisal Addendum Non-technical Summary (September 2019)
 - PR113b Sustainability Appraisal Addendum (September 2019)
 - PR114 Statement of Consultation Amendment (November 2019)
 - PR115 Duty to Cooperate Addendum (September 2019)
 - PR116 Developer Submission PR6a
 - PR117 Developer Submission PR6b
 - PR118 Developer Submission PR6c
 - PR119 Developer Submission PR7a
 - PR120 Developer Submission PR7b
 - PR121a Developer Submission PR8 – Newcore Capital Management

- PR121b Developer Submission PR8 – Smith and Smith
 - PR121c Developer Submission PR8 – The Tripartite
 - PR122 Developer Submission PR9
 - PR123 Developer Submission PR10
 - PR124 Additional Information on the Significance of Trees
 - PR125 Equality Impact Assessment (September 2019)
- (3) That, having given due consideration, the Schedule of Main Modifications (Annex to the Minutes as set out in the Minute Book) be approved.
- (4) That, having given due consideration, the Minor Modifications (Annex to the Minutes as set out in the Minute Book) be approved and the Assistant Director – Planning and Development be authorised to make any further changes he considers appropriate to minor or presentational issues.
- (5) That Full Council be recommended to approve and submit the Modifications to the Secretary of State for Housing, Communities and Local Government for the continuance of the independent examination with all necessary prescribed and supporting documents.

Reasons

The Partial Review has reached a very advanced stage of preparation. The Plan was prepared over the course of 2016-2018 and submitted in March 2018 for Examination. It has been the subject of preliminary and main public hearings. The Inspector provided his preliminary advice. Main Modifications required to make the Plan sound have been prepared and consulted upon for a six-week period. All representations have been considered.

It is recommended that the modifications as presented with this report are approved for subsequent consideration by Council ahead of submission to the Planning Inspector and the completion of the Examination.

Alternative options

Option 1: Do not approve the proposed modifications and develop an alternative set of modifications

This option is not recommended as the modifications presented are evidence based. Alternative modifications could prevent the completion of a sound plan

Option 2: Amend the proposed modifications

This is not recommended as the modifications presented are considered to be the most appropriate. Changes to the Main Modifications may necessitate further consultation and result in delay.

Business Rates Retail Relief Policy

The Executive Director of Finance (Interim) submitted a report to provide members with an update on the retail relief scheme and the forthcoming changes to the scheme as announced in the recent Queen's Speech on 19

December 2019, and to recommend to Council approval of the Business Rates Retail Relief Policy for 2020 -21.

Resolved

- (1) That the contents of the report be noted.
- (2) That, having given due consideration, Full Council be recommended to approve the proposed Business Rates Retail Relief Policy (Annex to the Minutes as set out in the Minute Book).

Reasons

Members are asked to consider the contents of this report and recommend to Council the proposed Business Rates Retail Relief Policy.

Alternative options

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

95

Business Rates Retail Pub Relief Policy

The Executive Director of Finance (Interim) submitted a report to provide members of Executive with an update on the forthcoming changes for Business Rates Relief and to recommend to Council approval for the proposed Pub Relief Scheme.

Resolved

- (1) That the contents of the report be noted.
- (2) That Full Council be recommended to adopt the proposed Business Rates Pub Relief Policy (Annex to Minutes as set out in the Minute Book).

Reasons

Members are asked to consider the contents of this report and recommend to Council the proposed Business Rates Retail Pub Relief Policy

Alternative options

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

96 **Urgent Business**

There were no items of urgent business.

The meeting ended at 5.10 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 March 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 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

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

Officers: Yvonne Rees, Chief Executive
Paul Feehily, Executive Director: Place and Growth (Interim)
Simon Furlong, Corporate Director - Communities
Claire Taylor, Corporate Director Customers and Organisational Development
Lorna Baxter, Director of Finance & Section 151 Officer
Nick Graham, Director of Law and Governance / Monitoring Officer
Gillian Douglas, Assistant Director: Social Care Commissioning and Housing
Robert Jolley, Assistant Director: Growth & Economy
David Peckford, Assistant Director: Planning and Development
Aaron Hetherington, Democratic and Elections Team Leader

Declarations of Interest

6. Future Funding Bicester Vision Community Interest Company (CIC).
Councillor Lynn Pratt, Non Statutory Interest, as Cherwell District Council's appointed outside body representative to Bicester Vision and through that appointment, a Director and member of the Executive Board of Bicester Vision and would leave the meeting for the duration of the item.

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

There were no petitions or requests to address the meeting.

99 **Minutes**

The minutes of the meeting held on 24 February 2020 were agreed as a correct record and signed by the Chairman.

100 **Chairman's Announcements**

There were no Chairman's announcements.

101 **Future Funding Bicester Vision Community Interest Company (CIC)**

Prior to consideration of the report, the outgoing Chairman, Phil Shadbolt, the incoming Chairman, Lyndon Robinson, and the Partnership Manager, Grae Laws, of the newly incorporated, Bicester Vision CIC (Community Interest Company) gave a presentation about how their activities aligned with the Council's business plan and emerging Cherwell Industrial Strategy.

The Assistant Director – Growth and Economy submitted a report to consider whether to fund the company for a three-year period and delegate the final decision to the Corporate Director Communities, in consultation S.151 Officer and Lead Member for Economy, Regeneration and Property.

Resolved

- (1) That the presentation from Bicester Vision about their plans and how these align with the Council's business plan and emerging Cherwell Industrial Strategy be noted.
- (2) That authority be delegated to the Corporate Director Communities, in consultation with the S.151 officer and the Leader of the Council, to determine whether to support the funding of Bicester Vision for a three year term, in the sum of £15,000 per annum.

Reasons

Members are invited to receive the presentation and decide whether to continue the funding of the new CIC for a three year period.

Alternative options

Option 1: Withdraw support for Bicester Vision – this option was rejected because CDC may wish to continue supporting Bicester Vision.

Option 2: Explore other options for participating in some other public-private partnership in Bicester – this option was rejected because there are no other such partnerships in Bicester.

102 **Local Development Scheme**

The Assistant Director – Planning and Development submitted a report to seek approval of an updated Local Development Scheme (LDS) for the production of the Council's planning policy documents.

Resolved

- (1) That the updated Local Development Scheme (LDS) (Annex to the minutes as set out in the Minute Book) be approved.

Reasons

An updated Local Development Scheme (LDS) has been prepared. It provides a programme for the preparation of the Council's key planning policy documents that will be relevant to future planning decisions. The Council has a statutory responsibility to prepare and maintain an LDS. The LDS will be used by officers, the public, partners and developers and other stakeholders to monitor the production of documents and to plan for associated consultations. Approval of the LDS is needed to assist project management and ensure that the Council meets its statutory responsibilities for plan-making.

Alternative options

Option 1: Not to approve the LDS

The Council has a statutory responsibility to maintain an up to date LDS. If the Council did not prepare its own LDS the Secretary of State could impose one. Aside from that legal duty, not to approve the LDS could undermine the confidence of the public and stakeholders about the Council's plan-making programme. The LDS would need to be re-presented to the Executive at a future meeting or to the Lead Member for Planning.

Option 2: To reconsider the content of the LDS

The LDS has been prepared having regard to the Council's statutory responsibilities and current resources. It is considered by officers to be appropriate for the present and foreseeable circumstances.

103 **Housing Standards - Fees and Charges**

The Assistant Director Housing and Social Care Commissioning submitted a report to seek approval: of revised Houses in Multiple Occupation (HMO) licence fees and of those recoverable costs associated with the issue of certain notices and orders; the introduction of fees associated with advisory visits for landlords and for the issue of Empty Homes VAT-exemption letters; for the periodic review and setting of HMO licence fees to, in future, be delegated to the Assistant Director Housing and Social Care Commissioning;

and, of a revised *Recovery of Costs Policy* which sets out how recovery of certain enforcement costs will be applied and which, in future, makes the Assistant Director Housing and Social Care Commissioning responsible for reviewing and setting those costs.

Resolved

- (1) That the proposed House in Multiple Occupation (HOM) licence fee structure be approved.
- (2) That the revised administrative charges the Council can recover for certain notices and orders issued under the Housing Act 2004 be approved.
- (3) That the introduction of a fee for advisory visits be approved.
- (4) That the introduction of a fee for issuing Empty Homes VAT-exemption letters be approved.
- (5) That the delegation of future House in Multiple Occupation (HMO) Licence fee setting in accordance with the Housing Act 2004 and Orders under it to the Assistant Director Housing and Social Care Commissioning and Housing be approved.
- (6) That the Recovery of Costs Policy 2019 (Annex to the Minutes as set put in the Minute Book) which includes future delegation of the setting of recoverable costs to the Assistant Director Housing and Social Care Commissioning to the extent permitted by the Housing Act 2004 and Orders under it be approved.

Reasons

HMO licence fees

Revision of the Council's HMO fees is required as a consequence of legal rulings with which the Council must comply. The costs associated with processing and enforcing HMO licences have been thoroughly reviewed. The proposed HMO licence fee structure incorporates the changes required to ensure the Council is compliant, the newly reviewed costs incurred by the Council in carrying out its licensing function, and also recently determined corporate overheads. The proposed licence fee structure therefore reflects the real cost to the Council of its HMO licensing activity.

HMO licence fee structure also implements the introduction of a higher fee for new HMOs found operating without a licence as provided for by the HMO Licence Policy 2018. This revision reflects a reapportioning of the cost of the enforcement element of HMO licences and ensures landlords are paying proportionately towards enforcement costs, with non-compliant landlords contributing more.

Revised charges for notices and orders

The recoverable charges made by the Council were last set in 2016. They have been reviewed to take account of the Council's increased costs and also to more properly reflect corporate overheads following recent review. The

proposed recoverable costs reflect the true costs incurred by the Council in issuing relevant notices and orders under the *Housing Act 2004*.

Charges for advisory visits

It is judged appropriate for the Council to charge a fee for detailed advice it provides to landlords who are considering setting up new rental property, particularly new HMOs. Essential information about the Council's requirements are available free of cost but detailed, property-specific advice effectively replaces research and planning a landlord would otherwise have to undertake. It is legitimate and appropriate for the Council to charge for the time committed to this discretionary activity.

Charge for VAT-exemption letters

It is judged appropriate for the Council to charge a modest fee for undertaking the necessary research and providing written confirmation about long-term empty property which their owners can use to obtain VAT reductions. The proposed charge is simply intended to reimburse the officer time spent on reviewing the property history and producing each letter.

Setting of future enforcement fees

Delegation of HMO licence fee setting and recoverable costs setting to the Assistant Director, Housing and Social Care Commissioning will ensure these particular charges can be kept under close review, revised as and when required and that the calculations and justifications can be produced as necessary if challenged or appealed. The proposed delegation of recoverable costs is reflected in the proposed *Recovery of Costs Policy 2019* and that policy is dependent upon it. In the absence of such a policy, different arrangements will need to be established in order that recoverable costs can be set.

Alternative options

In connection with HMO licence fees:

Option 1: Failure to revise the HMO licence fees to split the charge associated with the application and enforcement processes would leave the Council open to legal challenge and is not therefore a supportable option. However, whilst accepting the principle of splitting the licence fees, the Executive could, if it wished, implement different fees to those proposed in the report. The proposed fee structure has been set to reflect the costs incurred by the Council and any changes would therefore risk being deemed arbitrary rather than being soundly based.

Option 2: The Executive could opt not to set different licence fees for compliant and non-compliant applicants. That course would fail to reflect the fact that the enforcement costs associated with the enforcement of the licensing regime are higher for poorly performing landlords and would mean all landlords being charged equally.

In connection with recoverable administrative costs:

Option 3: The proposed recoverable costs associated with the issues of enforcement notices etc. have again been based on a careful review of the Council's costs. The Executive could, if it wished, set different charges to

those proposed in the report but that course would leave the Council at risk of challenge that its charges were arbitrary rather than being soundly based.

In connection with charging for advisory visits:

Option 4: The Executive could determine that it will not charge for this activity or it could set different fees.

In connection with charging for VAT-exemption letters:

Option 5: The Executive could determine that it will not charge for this activity or it could set a different fee.

In connection with Setting of future HMO licence fees and recoverable costs

Option 6: The Executive could decide that future HMO licence fees and recoverable enforcement costs could be determined as part of the Council's fee setting process rather than delegated to the Assistant Director Housing and Social Care Commissioning. That would however risk them becoming divorced from the underpinning analysis necessary to support them in the event of challenge. Failure to adopt the revised Recovery of Cost Policy would also necessitate setting a different mechanism for establishing how Work-in-default costs are to be calculated.

104

Monthly Performance, Risk and Finance Monitoring - January 2020

The Executive Director: Finance (Interim) and Head of Insight and Corporate Programmes 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.

105 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.24 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held as a virtual, on 1 June 2020 at 6.30 pm

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

Councillor Colin Clarke, Lead Member for Planning
Councillor Ian Corkin, Lead Member for Customers and Transformation
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Richard Mould, Lead Member for Performance
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

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

Apologies for absence: Councillor Dan Sames, Lead Member for Clean and Green

Officers: Yvonne Rees, Chief Executive
Steve Jorden, Corporate Director Commercial Development, Assets & Investment
Ansaf Azhar, Corporate Director of Public Health & Wellbeing
Nick Graham, Director of Law and Governance / Monitoring Officer
Robert Jolley, Assistant Director: Growth & Economy
Nicola Riley, Assistant Director: Wellbeing
Belinda Green, Operations Director - CSN Resources
Louise Tustian, Head of Insight and Corporate Programmes
Natasha Clark, Governance and Elections Manager

1 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

3 **Minutes**

The minutes of the meeting held on 2 March 2020 were agreed as a correct record and would be signed by the Chairman in due course.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Discretionary Business Grant Fund Policy**

The Executive Director Finance submitted a report to update Members on the recently announced Discretionary Business Grant fund, the work that had been undertaken so far and the options for a scheme for Cherwell District Council. The report also sought consideration of the options for a scheme and approval for the draft Discretionary Business Grant policy.

Resolved

- (1) That the contents of the report and the financial implications for the Council be noted.
- (2) That, having given due consideration, the recommended option (option 3, to introduce 4 categories of businesses to assist and to allocate funding envelope to each category to be allocated at officer discretion) for a scheme be agreed and the adoption of a Discretionary Business Grant Policy (annex to the Minutes as set out in the Minute Book) be approved.
- (3) That delegated authority be granted to the Section 151 Officer in conjunction with the Lead Member for Finance to make amendments to the draft policy as required.

Reasons

In response to the Coronavirus, the Government has announced a Discretionary Business Grant Fund to support small businesses who were not eligible for the original Small Business Grant Fund or the Retail, Leisure and Hospitality Fund

Alternative options

Option 1: Members could choose not to approve the proposed scheme, but this would mean the Council is not complying with Central Government guidance and this would be to the detriment of local businesses and economy

6 Performance, Finance and Risk Monitoring Report

The Director of Finance and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of March 2020.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That the expected costs and loss of income expected relating to Covid-19 in the first quarter of 2020/21 be noted.
- (3) That, having given due consideration, the following carry forward requests from 2019/20 to 2020/21 totalling £217,000 be approved:

<u>Service Area and description</u>	£000s
Law and Governance - to top up the District Election reserve	55
Digital and IT - IT Support for SNC/CDC split	60
Human Resources - Midland HR implementation	15
Property - To fund washroom and Kitchen refurbishment	50
Environmental Services - funding of the Climate Change Consultant	7
Regulatory Services - Primary Authority contractor support services	30
	217

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.

7 Notification of Urgent Action by Chief Executive

The Chief Executive submitted a report to inform the Executive of two decisions taken under urgency powers by the Chief Executive in relation to Park and Charge and Meeting Oxford's Unmet Housing Need.

Resolved

- (1) That the decision taken under urgency powers by the Chief Executive in relation to Park and Charge be noted.
- (2) That the decision taken under urgency powers by the Chief Executive in relation to Meeting Oxford's Unmet Housing Need be noted.

Reasons

In line with the Constitution this report is informing Executive of two decisions that were taken by the Chief Executive under urgency powers.

Alternative options

Option 1: Not to note the report. This is not recommended as the urgent action has been taken and it is a constitutional requirement for it to be reported to Executive.

8 **Urgent Business**

There were no items of urgent business.

9 **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.

10 **Supplier Relief at Leisure Sites in Response to Covid-19**

The Director of Public Health submitted an exempt report to consider supplier relief at leisure sites in response to Covid-19.

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

Reasons

As set out in the exempt minutes

Alternative options

As set out in the exempt minutes

11 **Director Law and Governance & Monitoring Officer**

The Chairman advised Executive that this was the last meeting that the Director Law and Governance & Monitoring Officer would be attending as he was leaving Cherwell District Council on 10 June 2020 to take up a new role at Buckingham Council.

Members thanked the Director Law and Governance & Monitoring Officer for his hard work for the council and support and advice to Members and wished him well in his new post.

The meeting ended at 7.15 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held as a Virtual meeting, on 16 June 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 Members 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
Claire Taylor, Corporate Director Customers and Organisational Development
Steve Jordan, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer
Lorna Baxter, Director of Finance & Section 151 Officer
Sukdave Ghuman, Head of Legal Services
Natasha Clark, Governance and Elections Manager

12 Declarations of Interest

9. CSN.

Claire Taylor, Declaration, as the MD of CSN and would leave the meeting for the duration of the item.

13 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

14 **Minutes**

The minutes of the meeting held on 1 June 2020 were agreed as a correct record and would be signed by the Chairman in due course.

15 **Chairman's Announcements**

There were no Chairman's announcements.

16 **Covid 19 Recovery Planning: Re-start, Re-cover, Re-new**

The Chief Executive submitted a report to set out Cherwell District Council's approach to post COVID-19 planning and recovery following the national period of lockdown and a prolonged period of operation within an emergency response context.

In introducing the report, the Chief Executive explained that the council was planning to adopt a three phased approach to recovery planning, considering the immediate horizon and how services are restarted, the transitional horizon, how we adapt and implement preparedness plans for a local outbreak and the longer term including the economic and social consequences of the pandemic.

At the discretion of the Chairman, Councillor Woodcock addressed Executive. In response to Councillor Woodcock's comments regarding financial uncertainty and ongoing financial challenges, the Chairman commented that it was important to continue planning despite the ongoing financial uncertainties and the report set out the way forward.

Resolved

- (1) That the contents of the report be noted and the approach to planning for recovery for the immediate, transitional and longer term be endorsed.
- (2) That officers be requested to continue to work within the Thames Valley Local Resilience Forum (TVLRF) framework with a specific place-based focus on the needs of Cherwell District within that context.
- (3) That it be agreed that the Joint Cherwell District and Oxfordshire County Council's Member Partnership Working Group co-ordinates all partnership related recovery work.
- (4) That the financial impacts be noted and officers be requested to prepare financial and transformational plans which align with the organisation's policy response to COVID and its impacts and should include refreshing the medium-term financial plan and savings targets, renewing the Council's corporate plan and undertaking consultation and impact assessments as required.

- (5) That it be noted that the Council's workforce has been key to the Cherwell response to the pandemic and senior officers be asked to ensure there are effective organisational development plans in place to engage, support and develop the workforce to address the short, medium and long-term consequences of COVID-19.

Reasons

This report sets out an overarching approach for the Cherwell District Council to shape and coordinate its approach to immediate, transitional and long-term recovery. The council is recommended to continue to work within the Thames Valley resilience forum framework (TVLRF) and contribute to the Oxfordshire response to COVID-19 as part of the Local Health Protection Board. Appendix 4 (annex to the Minutes as set out in the Minute Book) sets out the emergency response, council recovery and Oxfordshire Health Protection Board governance structures to ensure transparency and assurance.

The council recognises that the pandemic will have far reaching consequences in terms of social, economic, health and community impacts and will seek to develop new policy and service delivery arrangements in response. The strategy by which it will do this is set out at appendix 1 (annex to the Minutes as set out in the Minute Book).

The council's staff are essential to the successful delivery of services and as part of recovery and renewal relevant support and organisational development will need to be undertaken. Likewise, the financial impacts of the pandemic are significant, and the council will need to respond with budgetary plans and proposals including a new medium-term financial plan.

The council will seek to engage with partners, communities and stakeholders as part of its response, and the report sets out the use of customer and community engagement as well as impact assessment as part of the process.

Finally the report provides an overview of the current operational status at appendix 3 (annex to the Minutes as set out in the Minute Book) and proposes a policy at appendix 2 (annex to the Minutes as set out in the Minute Book) with regards to how the council's buildings will be opened.

Alternative options

No alternative options have been set out. Recovery, service restart and renewal are essential to the long-term sustainability and wellbeing of the district, failure to plan effectively will likely increase the risk faced by the Council to its long-term sustainability and operational effectiveness.

17 Urgent Business

There were no items of urgent business.

18 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.

19

CSN

The Corporate Director Commercial Development, Assets and Investment submitted an exempt report relating to CSN.

On behalf of Executive, the Chairman thanked all CSN staff for their ongoing hard work and support to residents and businesses across the district during the coronavirus pandemic.

Resolved

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.
- (3) That the exceptional contribution of CSN staff to the delivery of services to both Cherwell District and South Northamptonshire Councils during the Covid outbreak be recorded.

Reasons

As set out in the exempt minutes

Alternative options

As set out in the exempt minutes

The meeting ended at 7.15 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Virtual meeting, on 6 July 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 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
Stephen Chandler, Corporate Director Adults & Housing
Services
Steve Jordan, Corporate Director Commercial Development,
Assets & Investment & (Interim) Monitoring Officer
Paul Feehily, Executive Director: Place and Growth (Interim)
Jason Russell, Director Community Operations
Michael Furness, Assistant Director Finance
Dominic Oakeshott, Assistant Director (Interim) - Finance
Gillian Douglas, Assistant Director: Social Care Commissioning
and Housing
Robert Jolley, Assistant Director: Growth & Economy
David Peckford, Assistant Director: Planning and Development
Ed Potter, Assistant Director: Environmental Services
Sukdave Ghuman, Head of Legal Services
Christina Cherry, Principal Planning Policy Officer (Acting)
Chris Thom, Planning Officer (Policy)
Natasha Clark, Governance and Elections Manager

20 **Declarations of Interest**

15. Bicester Garden Town Capital Funding - Junctions Improvement. Councillor Dan Sames, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company.

15. Bicester Garden Town Capital Funding - Junctions Improvement. Councillor Ian Corkin, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company.

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

There were no petitions or requests to address the meeting.

22 **Minutes**

The minutes of the Special Executive meeting held on 16 June 2020 were agreed as a correct record, to be signed by the Chairman in due course.

23 **Chairman's Announcements**

There were no Chairman's announcements.

24 **Financial Monitoring Report**

The Director of Finance submitted a report which provided an update on the financial impact of the Covid-19 pandemic on Cherwell District Council (CDC) alongside the anticipated forecast outturn as at the end of the May 2020.

Resolved

- (1) That the forecast overspend being reported against Cherwell District Council's budget for 2020/21 relating to the financial impact of Covid-19 be noted.
- (2) That officers be asked to identify plans to address the potential overspend in 2020/21 arising from Covid-19 and report back to the next meeting with recommendations for action.

Reasons

Financial monitoring is an important part of the overall performance management across CDC, allowing officers and members to understand the position and where necessary take early action in order to deliver a balanced budget. The impact of the Covid-19 pandemic is significant and will place CDC under additional pressure managing its finances over the medium term,

especially when taking into account the medium term financial challenges anticipated when the budget was set in February 2020.

Alternative options

No alternative options need to be considered via the recommendations.

25

Move-on Plans for Homeless People Accommodated During the Pandemic and Adoption of an Introductory Tenancies Policy

The Assistant Director, Housing and Social Care Commissioning and Assistant Director, Growth and Economy submitted a report to outline the plans for helping people accommodated in hotels during the pandemic to move on to settled or interim accommodation.

The report also recommended the adoption of a policy for Introductory Tenancies for all new tenants housed by the Council. This policy would enable Housing Services to move on a number of homeless households from emergency and temporary accommodation post-pandemic and in the future.

The Chairman and Leader of the Labour Group commended the Housing Team for their ongoing hard work to support rough sleeper, homeless people and those needing support and assistance during the covid-19 pandemic.

Resolved

- (1) That the cost implications of supporting rough sleepers and single homeless people to move on from accommodation provided during the pandemic be noted and Council be recommended to agree that budget provision be made to cover these costs should alternative funding be unavailable.
- (2) That it be agreed that all future tenants of residential Council properties will be offered an Introductory Tenancy, whether constructed pursuant to the Build! scheme or otherwise.
- (3) That responsibility be delegated to the Assistant Director Growth and Economy to produce and implement the detailed Introductory Tenancies policy and procedure.

Reasons

We expect to make a funding bid to MHCLG for move on support costs but recommend agreeing in principle to fund the necessary move on costs to avoid the risk of rough sleepers returning to the streets.

The use of Introductory Tenancies is common practice within the social housing sector. It allows landlords to monitor the new tenant's behaviour and offer support if there are issues relating to rent arrears and anti-social behaviour which may impact on the Introductory Tenancy becoming a Secure Tenancy after one year, or 18 months with an extension. The Build team housing management staff provide considerable support to help tenants in

their first year with the Council and it is unusual for any action to be taken without exploring many options with external partners such as Connection and Citizens Advice.

It is recommended that Cherwell District Council elect to use this form of tenancy.

Alternative options

If the costs of supporting move on plans are not covered there is a high likelihood of the majority of rough sleepers returning to the streets in July/August 2020.

If a scheme for Introductory Tenancies is not introduced then any tenant offered a tenancy of a Council residential dwelling will potentially enjoy full secure status by default. Introductory Tenancies will help ensure the Council's ability to easily end a tenancy as a result of tenant misconduct during the Introductory period is preserved.

26

Peat Free Compost

The Assistant Director: Environmental Services submitted a report which set out the use of compost in the Landscape Maintenance Contract and how the amount of peat present in the growing medium for the urban centre floral units was being reduced. Peat was a non-renewal resource and using up large amounts of peat can be damaging to the environment in releasing stored carbon and damage finite areas of peat bog land

In introducing the report, the Lead Member for Clean and Green referred to the motion that had been submitted to the 24 February 2020 Council meeting and subsequently adjourned due to budgetary implications to enable consideration by Executive before Council debated the motion. The Lead member for Clean and Green advised that Councillor Banfield, who had submitted the motion, had now withdrawn the motion in light of the additional information submitted to Executive, which he had agreed to as seconder of the motion. Councillor Banfield would be submitting a new motion for the July Council meeting.

Resolved

- (1) That it be noted that the Landscape Maintenance Contractor uses no peat based products in any of the Grounds Maintenance activities.
- (2) That it be noted that in 2020 the floral & bedding plants are grown in 50% peat free compost.
- (3) That it be noted that the percentage of peat free compost used by the floral unit & bedding plant supplier will increase beyond 50% over the next few years and be fully peat free as soon as practicable & well before 2030.

Reasons

The Council is minimising the use of peat based composts with the only area peat is present is in the growing of plants for floral displays & hanging baskets.

Commercial nurseries are moving towards becoming peat free by 2030. Moving too early to peat free is likely to result in a significant risk of additional costs.

Alternative options

Option 1: To reduce the amount of peat in the floral displays and bedding plant production so that they are peat free before 2030.

Option 2: To move to peat free compost early and have additional annual contract costs, a potential reduction in income with the risk of lowering the standard of appearance of the Urban Centres.

27 Oxfordshire Growth Board Terms of Reference and Memorandum of Understanding

The Assistant Director - Growth and Economy submitted a report which proposed a revised Terms of Reference and Memorandum of Understanding for the Oxfordshire Growth Board, which required approval by each of the Oxfordshire Council Cabinets / Executive. These were presented for consideration following a recent public review of the Growth Board's role and functions, which has helped to inform the revisions made.

Similar reports would be considered by respective Cabinets/Executives throughout Oxfordshire during July and early part of August 2020.

Resolved

- (1) That the Terms of Reference (ToR) and Memorandum of Understanding (MoU) (annexes to the Minutes as set out in the Minute Book) be approved.
- (2) That authority be delegated to the Chief Executive, in consultation with the Leader and the Growth Board, to make minor amendments to these documents, the scale and nature of which does not result in terms that are substantially different from those approved in this report, which support the operational efficiency of the Growth Board's work.

Reasons

The Oxfordshire Growth Board carried out a formal review of its role and function to ensure that the most pragmatic and effective arrangements are in place to enable collaboration and delivery on Oxfordshire wide priorities. The revised Terms of Reference and Memorandum of Understanding for the Growth Board have been updated to take account of the conclusions from the review.

Alternative options

Option One: Withdrawal of CDC from ongoing participation from the Growth Board – this was rejected mainly because Cherwell is an integral part of Oxfordshire and it would disadvantage Cherwell residents, communities and businesses from taking advantage of future opportunities, generally, and, in future, possible future funding streams.

Option Two: Keeping the Growth Board as it was – this was rejected because there was evidence that the Growth Board needed to realign itself to changing circumstances and demands.

28

Cherwell Local Plan Review: Planning for Cherwell to 2040 - A Community Involvement Paper

The Assistant Director – Planning and Development submitted a report to seek approval of a community involvement consultation paper for a new district-wide Local Plan Review.

Resolved

- (1) That the community involvement consultation paper (annex to the Minutes as set out in the Minute Book) be approved for the purpose of public consultation.
- (2) That the addendum to the Council's Statement of Community Involvement (annex to the Minutes as set out in the Minute Book) in response to the COVID19 pandemic be approved.
- (3) That the Assistant Director – Planning and Development be authorised to agree the start date for consultation, and any necessary presentational or other minor changes to the documents prior to commencement, with the Lead Member for Planning.

Reasons

An issues consultation paper has been prepared to begin community involvement in reviewing the district wide Cherwell Local Plan. Consultation is planned for July/August in accordance with the Council's approved Local Development Scheme. It is not intended that the consultation paper should capture all of the issues that will require consideration but, rather, to create discussion and invite contributions. It is the start of the plan-making process and Members are invited to approve the paper in the interest of proceeding to public engagement.

Alternative options

Option 1: Not to proceed at this time with the consultation paper
The consultation paper comprises an appropriate discussion document to invite public and stakeholder contributions at the start of the plan-making process. Delay would mean that the LDS programme could not be met.

Option 2: To reconsider the content of the consultation paper
As above. However, if some delay were considered to be acceptable by
Members, officers could re-consider the content following instruction.

29 **Weston-on-the-Green Neighbourhood Plan: Second Examiner's Report**

The Assistant Director - Planning and Development submitted a report to consider a second Examination Report for the Weston-on-the-Green Neighbourhood Plan and determine whether the Plan, incorporating modifications should proceed to a referendum.

Resolved

- (1) That all the Examiner's recommendations and modifications (Annexes to the Minutes as set out in the Minute Book) be approved to enable the Plan, incorporating the recommended modifications (Annex to the Minutes as set out in the Minute Book) to proceed to a referendum.
- (2) That the issue of a 'decision statement' confirming the Executive's decision including that the Plan will now proceed to a referendum be authorised.
- (3) That the Assistant Director – Planning and Development be authorised to make any minor presentational changes and corrections necessary to ready the Plan for referendum.

Reasons

The submission Weston-on-the-Green Neighbourhood Plan has been independently examined. The recommendations of the Examiner were considered by the Executive on 4 November 2019. It approved all the Examiner's recommendations and modifications with the exception of Modifications 15, 21, 24, 26 and 27. It also approved the area for the future referendum as being the designated Neighbourhood Plan area.

Following representations received to the Council's decision statement dated 14 November 2019, a second partial independent examination has been held. The Examiner of this partial examination has recommended that the Neighbourhood Plan proceed to referendum subject to the incorporation of modifications. Officers agree with the Examiner's conclusions. They consider, with his recommended modifications, together with the recommendations of the first examiner accepted by the Executive on 4 November 2019, that the Plan meets the requisite Basic Conditions and should proceed to referendum.

Alternative options

Option 1: Not to accept all the Examiner's recommendations
Where a Local Planning Authority proposes to make a decision that differs from the Examiner's recommendations it is required to set out these reasons in a decision statement which would be subject to further consultation.

30 **Appointment of Representatives to Partnerships, Outside Bodies and Member Champions 2020/21**

The Corporate Director – Commercial Development, Assets and Property (Interim Monitoring Officer) to appoint representatives to Partnerships and Outside Bodies and Member Champions for the municipal year 2020/2021.

In considering the report, it was highlighted that there was no longer a Member Champion for Young People. The Chairman requested officers to advise him when and why this appointment was ceased to enable consideration of the Champion role.

Resolved

- (1) That appointments to partnerships, outside bodies and Member Champions for 2020/2021 as set out in the Annex to the Minutes (As set out in the Minute Book).
- (2) That authority be delegated to the Monitoring Officer, in consultation with the Leader, to appoint Members to outstanding vacancies and make changes to appointments as may be required for the 2020/2021 Municipal Year.

Reasons

It is proposed that representatives are re-appointed to Partnerships, Outside Bodies and as Member Champions 1 to ensure that the Council is represented and maintains links with partnerships and outside bodies.

Delegation to the Monitoring Officer in consultation with the Leader provides flexibility for the remainder of the Municipal Year to appoint to the outstanding vacancies, or if amendments are required to any appointments, and ensures they are made in a timely manner.

Alternative options

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

31 **Urgent Business**

There were no items of urgent business.

32 **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.

33 **Bicester Garden Town Capital Funding - Junctions Improvement**

The Assistant Director - Growth and Economy submitted an exempt report in relation to the Bicester Garden Town Capital Funding – junctions improvement.

Resolved

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

Reasons

As set out in the exempt minutes

Alternative options

As set out in the exempt minutes

The meeting ended at 7.35pm

Chairman:

Date:

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COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD FEBRUARY to JULY 2020

20 JULY 2020

Area of Responsibility	Decision Subject Matter
Lead Member for Housing	Minimum Energy Efficiency Standards in Private Rented Property - Revised policy

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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 28 January 2020 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Carmen Griffiths (Vice-Chairman)
Councillor Nathan Bignell
Councillor Phil Chapman
Councillor Conrad Copeland
Councillor David Hughes
Councillor Barry Richards
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Lucinda Wing
Councillor Sean Woodcock

Apologies for absence: Councillor Andrew McHugh

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

39 Declarations of Interest

There were no declarations of interest.

40 Minutes

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

41 Chairman's Announcements

There were no Chairman's announcements.

42 Local Discretionary Business Rate Relief Scheme for 2020-2021

The Committee considered a report from the Executive Director: Finance (interim) which detailed the proposed Local Discretionary Business Rates Relief Scheme for 2020-2021.

The Executive Director: Finance (interim) advised the Committee that the scheme remained largely unchanged from previous years and had been designed to reduce the administrative burden for eligible businesses by automatically awarding the relief.

Resolved

- (1) That the report be noted.
- (2) That Executive be recommended to endorse and recommend to Council to adopt the Local Discretionary Business Rates Relief Scheme for 2020-2021.

43 **Monthly Performance, Risk and Finance Monitoring Report - November 2019**

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

The Assistant Director of Finance advised the Committee that incorrect figures had been quoted in the report.

Paragraph 3.16, Revenue Position, should have referred to an increase in the overspend by £58k, not from £58k. The one-off underspend in the same paragraph should have read £1.55m, not £1.46m.

With regards to the details relating to the Finance overspend, the figures quoted in the table were correct, however the narrative referred to a £41k overspend rather than £61k.

In paragraph 3.17, the Capital Programme summary, the column headed 'prior period variances' should have read £103k not £21k.

In response to questions from the Committee regarding agency staff costs in Environmental Services, the Executive Director: Finance (Interim) explained that the team had some long-term sickness absence cases that required agency staff to cover.

With regard to queries raised relating to the repair of the biomass heater, and the profitability of the commercial waste collection, the Executive Director: Finance (Interim) agreed to circulate responses to the Committee from relevant officers after the meeting.

Resolved

- (1) That the report be noted.

44 **Review of Committee Work Plan**

The Committee considered the indicative work programme for the rest of the current year.

The Assistant Director: Finance advised the Committee that work would start on the Medium Term Financial Strategy for 2021-22 at the March 2020 meeting, and the Committee would have a bigger role in the budget setting process going forward.

Resolved

- (1) That the Work Plan be noted.

45 **Urgent Business**

There were no items of urgent business.

46 **Executive Director: Finance (Interim)**

The Chairman advised the Committee that it was the last meeting the Executive Director: Finance (Interim) would be attending, as she was leaving the council to start new employment at another Local Authority. The Chairman thanked the Executive Director for her hard work and help during her time at the Council and wished her well in her future employment.

The meeting ended at 7.00 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 30 January 2020 at 6.30 pm.

Present: Councillor Lucinda Wing (Chairman)

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

Also Present: Councillor Barry Wood, Leader of the Council

Apologies for absence: Councillor Tom Wallis
Councillor Ian Middleton

Officers: Louise Tustian, Acting Assistant Director Performance and Transformation
Celia Prado-Teeling, Acting Team Leader Insight Team
Emma Faulkner, Democratic and Elections Officer
Lesley Farrell, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

44 **Declarations of Interest**

There were no declarations of interest.

45 **Minutes**

The Minutes of the meeting of the Committee held on 3 December 2019 were confirmed as a correct record and signed by the Chairman.

46 **Chairman's Announcements**

The Chairman made the following announcements:

1. Further to discussions and Member requested, visits to the Casepak Materials Recovery Facility and Castle Quay had been arranged. Members should contact the Democratic and Elections Team if they wanted to attend.
2. The Chairman updated the Committee on the responses she had received to her scrutiny survey which had been sent to all Cherwell District Council Members. Whilst the number of responses to date had been relatively low, a number of possible scrutiny review topics had been suggested:

- Council Tax
- Co2 emissions
- Sports provision
- Governance of council owned buildings
- Decriminalisation of parking

The survey would be re-sent to encourage more responses.

47

Business Plan 2020/21

The Acting Assistant Director Performance and Transformation gave a presentation on the Business Plan 2020/21 explaining that each year the Council reviewed and updated its annual business plan, which set out the priorities and high-level objectives for the year ahead.

The Committee was advised that there had been a thorough review of the business plan, resulting in four new priorities: Housing that meets your needs; Leading on environmental sustainability; An enterprising economy with strong and vibrant local centres; and, Healthy, resilient and engaged communities. The four priorities were supported by four new themes that would shape and influence the work of every service across the council: Customers; Healthy Places; Partnerships; and, Continuous Improvement.

The Acting Assistant Director Performance and Transformation explained that the priorities built on the council's track record in the areas and reflected the view of residents through the Annual Satisfaction Survey.

In response to questions from the Committee, the Acting Assistant Director Performance and Transformation explained that as this was the draft business plan, she would feed back comments from the committee to senior manager and lead officers for consideration and review when developing service plans. The service plans were currently in development and would shape the performance management framework for 2020-21 and inform a review of the Council's Leadership Risk Register. Individual objectives for employees were set to ensure service plans were met and every member of staff could see how their work contributes to the delivery of that plan.

Resolved

- (1) That the draft Business Plan for 2020-21 be noted.

- (2) That, having given due consideration to the draft business plan, no areas for further consideration by Executive be identified.

48 **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.

Telephony Blackspots had previously been raised as a potential topic to pursue for scrutiny. The particular aspects a review could cover were discussed and the Committee agreed to set up a working group to research mobile phone coverage and what was being done to improve coverage in the Cherwell district. The working group would also examine the rollout of 5G and coverage across the Cherwell district. The Working Group would report back to the next meeting of the Committee.

The Democratic and Elections Officers confirmed that there would be a visit to Casepak Materials on 24 February and, as advised the Chairman under the announcements, any Committee Member wishing to attend should contact the Democratic and Elections team to book a place.

The Chairman reminded Members, as advised under her announcements, that a visit to Castle Quay was also being organised. Information would be emailed to Members in due course.

Resolved

- (1) That, subject to the possible inclusion of a Cherwell Industrial Strategy update at the March 2020 meeting, the work programme be noted.
- (2) That a working group consisting of Councillors Phil Chapman and Bryn Williams be set up to investigate and research mobile phone blackspots and the rollout of 5G network in the Cherwell district and report back to the March meeting.

49 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.44 pm

Chairman:

Date:

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