



## **Council Minute Book**

**Monday 22 February 2021**

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There have been no Lead Member decisions

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

3. Minutes of meeting Wednesday 20 January 2021 of Accounts, Audit and Risk Committee (Pages 17 - 20)

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## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held as a virtual meeting, on 7 December 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 Jorden, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer  
Jason Russell, Director Community Operations  
Claire Taylor, Corporate Director Customers and Organisational Development  
Jane Portman, Corporate Director (Interim)  
Lorna Baxter, Director of Finance & Section 151 Officer  
Ed Potter, Assistant Director: Environmental Services  
Belinda Green, Operations Director - CSN Resources  
Sukdave Ghuman, Head of Legal Services  
Louise Tustian, Head of Insight and Corporate Programmes  
Celia Prado-Teeling, Performance Team Leader  
Samantha Taylor, Principal Planning Officer  
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.

71 **Minutes**

The minutes of the meeting held on 2 November 2020 were agreed as a correct record and signed by the Chairman.

72 **Chairman's Announcements**

There were no Chairman's announcements.

73 **Monthly Performance, Risk and Finance 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 October 2020.

**Resolved**

- (1) That the monthly performance, finance and risk 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.

**Alternative options**

Option 1: This report illustrates the Council's performance against the 2020-2021 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.

74 **Council Tax Reduction Scheme 2021-2022**

The Executive Director Finance submitted a report to provide Members with a review of Council Tax discounts and to seek approval to recommend to Council the proposed levels of Council Tax discounts for the financial year 2021-2022.

The report also provided an update on the Council Tax Reduction Scheme for 2020-2021 and sought approval to recommend to Council a Council Tax Reduction Scheme for the financial year 2021-2022.

## **Resolved**

- (1) That the contents of the report and any financial implications for the Council be noted.
- (2) That Full Council be recommended to agree the option of a no-change Council Tax Reduction income banded scheme for working age customers for 2021-2022, to amend the Working Age Regulations in line with annual uprating and to amend the Council Tax Regulations for pensioners in line with uprating announced by Minister for Housing Communities and Local Government (MHCLG).
- (3) That, having given due consideration, Full Council be recommended to agree the following levels of Tax discounts and premiums for 2021-2022:
  - 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 each year.

## **Alternative options**

Option 1: To not recommend any of the options for a scheme for 2021-2022. This would have financial implications for the Council and those residents affected by Welfare Reform.

75

## **Civil Parking Enforcement**

The Assistant Director Environmental Services submitted a report to support a proposed application to the Department for Transport (DfT) for the introduction of a Special Enforcement Area (SEA) and bus lane enforcement powers across this district, South Oxfordshire and Vale of White Horse to provide Civil Parking Enforcement (CPE) managed by Oxfordshire County Council.

In response to a comment regarding the need to ensure local Ward Members were consulted as part of the process, the Leader Member for Clean and Green, Councillor Sames, confirmed that this had already been requested.

## **Resolved**

- (1) That the application to the Department for Transport (DfT) for civil parking enforcement be supported.
- (2) That the approval by the Oxfordshire County Council Cabinet to go forward with an application be noted.

## **Reasons**

The plan for an application to be made for the introduction of CPE has been done with our partners Vale of White Horse, South Oxfordshire & the County Council. Agreement with officers at all four councils have been made to proceed to our respective Executive/Cabinet to approve an application being made to DfT. The County Council have approved the approach with our other partners due to consider this matter on 3 & 4 December respectively.

If an application is successful CPE could be implemented from late 2021.

The new arrangements offer several benefits for this Council. More resources, up to 3 FTEs will be engaged in on street parking enforcement this is an increase from the current 1 FTE provided by PCSOs. Increase enforcement will address many of the issues related to car & other vehicles parking in prohibited locations in the three urban centres and should lead to a greater churn in those spaces which are time limited.

## **Alternative options**

Option 1: To support the application to the DfT

Option 2: To reject the application to the DfT & continue with the current arrangements

(Councillor Reynolds requested that his vote against the recommendations be recorded in the Minutes)

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## **(Draft) Strategic Vision for Oxfordshire**

The Assistant Director – Growth and Economy submitted a report which introduced a first draft of a Strategic Vision for Oxfordshire. It explained the purpose of this unique approach, the scope and content of the Vision and the timeline for the current engagement and finalising the Vision which the Oxfordshire Growth Board is undertaking.

The Assistant Director – Growth and Economy advised Executive of the comments of the Overview and Scrutiny Committee, who had considered the report at their 1 December 2020 meeting. The Committee had supported the overall approach and vision and made the following comments: the vision statement should be more succinct and accessible; an action plan and

milestones would need to be drafted in order to monitor progress of the vision; for regular reviews/refresh of the vision due to the long timescale; and, to ensure the vision is embedded in future relevant future plans and strategies.

### **Resolved**

- (1) That, having given due consideration, the (Draft) Strategic Vision for Oxfordshire be supported and endorsed.
- (2) That the views expressed at Overview and Scrutiny Committee be noted.
- (3) That responsibility be delegated to the Assistant Director – Growth and Economy to develop a response to the Strategic Vision engagement exercise, in consultation with the Leader, reflecting the views expressed at the Executive and Overview and Scrutiny Committee meetings

### **Reasons**

The development of a Strategic Vision for Oxfordshire, which encompasses the shared ambitions of local councils and key organisations, provides a unique opportunity to bring together a clear and unambiguous statement about what it is we want to achieve in Oxfordshire. This bold and striving approach is being developed as part of a wider engagement process with Growth Board partners, councillors and residents. The recommendation is for the Executive to provide feedback on the draft Strategic Vision, and delegate responsibility to agree the final wording of a response to Assistant Director for Growth and Economy in consultation with the Leader before 3 January 2021.

### **Alternative options**

Option 1: Do nothing

This was rejected as the Draft Strategic Vision is a unique opportunity to respond to the emerging strategic direction of the District and the Council is actively engaged in the Strategic Vision preparation. By not responding to the offer to comment on the Draft Strategic Vision, it could limit the impact of the partnership approach.

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### **Infrastructure Funding Statement 2019/20**

The Assistant Director Planning and Development submitted a report to seek approval of the Council's first Infrastructure Funding Statement 2019/20 for publication and for an accompanying data submission to the Ministry for Housing, Communities and Local Government.

On behalf of Executive, the Chairman thanked the Principal Planning Officer for her hard work in putting together all of the information. The Chairman commented that it was good discipline to have to complete and submit such a Statement and explained that this would now need to be completed annually.

In response to Members' questions, the Lead member for Planning, Councillor Clarke, explained that the requirement to produce an Infrastructure Funding Statement applied to planning authorities, so district and county councils rather than town and parish councils. The Lead Member for Planning confirmed that the Infrastructure Funding Statement would be published on the council's website and parishes notified. It was however important to note that the Statement was a snapshot and the figures moved on a frequent basis.

### **Resolved**

- (1) That the Infrastructure Funding Statement 2019/20 (annex to the Minutes as set out in the Minute Book) be approved for publication by 31 December 2020, subject to any final changes considered to be necessary by the Assistant Director – Planning and Development in consultation with the Lead Member for Planning.
- (2) That the Assistant Director – Planning and Development be authorised to publish and submit the associated Infrastructure Funding Statement data as required by the Ministry for Housing, Communities and Local Government.

### **Reasons**

The publication of an Infrastructure Funding Statement (IFS) is a new statutory requirement that will increase the transparency and accessibility of information about s.106 developer contributions required for the grant of planning permission. The proposed IFS encapsulates the data that officers propose to publish and submit for 2019/20 to MHCLG to meet that requirement. The information is considered to be the most robust available at this time. Officers will prepare a statement annually and continue to develop monitoring systems on an on-going basis.

### **Alternative options**

Option 1: Not to bring forward an Infrastructure Funding Statement  
This is not a lawful option as it would mean that the Council would be in breach of its statutory duty

Option 2: Seek review of the key statistics and proposed Infrastructure Funding Statement.  
Officers consider that this is not required as the information is the most robust available at this time.



would be leaving Cherwell District Council and Oxfordshire County Council after working for the CDC for extended periods over the past three years.

On behalf of Members, the Chairman thanked the Corporate Director Place and Growth for his service to the council and wished him all the best for the future.

79 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.25pm

Chairman:

Date:

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## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Virtual meeting, on 4 January 2021 at 6.30 pm

#### Present:

Councillor Barry Wood (Chairman), Leader of the Council  
Councillor George Reynolds (Vice-Chairman), Deputy Leader of the Council and Lead Member for Leisure and Sport  
Councillor Colin Clarke, Lead Member for Planning  
Councillor Ian Corkin, Lead Member for Customers and Transformation  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony 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  
Councillor Lucinda Wing, Chairman of the Overview and Scrutiny Committee - for agenda item 7  
Councillor John Broad, for agenda items 7 and 8

#### Officers:

Yvonne Rees, Chief Executive  
Steve Jorden, Corporate Director Commercial Development, Assets & Investment  
Lorna Baxter, Director of Finance & Section 151 Officer  
Anita Bradley, Director Law and Governance & Monitoring Officer  
Nicola Riley, Assistant Director: Wellbeing  
David Peckford, Assistant Director: Planning and Development  
Sukdave Ghuman, Head of Legal Services  
Louise Tustian, Head of Insight and Corporate Programmes  
Maria Dopazo, Acting Planning Policy, Conservation & Design Manager  
Sue Marchand, Community Nature Officer: Wellbeing  
Chris Thom, Principal Planning Policy Officer  
Yuen Wong, Principal Planning Policy Officer  
Heather Seale, Planning Research and Monitoring Officer  
Natasha Clark, Governance and Elections Manager

80 **Declarations of Interest**

There were no declarations of interest.

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

The Chairman advised there were no petitions.

The Chairman advised that Councillor Wing, Chairman of the Overview and Scrutiny Committee, would address Executive on agenda item 7, Community Nature Plan 2020 – 2022 – A natural environment for people and wildlife, to report the feedback of the Committee which had considered the Community Nature Plan 2020 – 2022 at their 1 December 2020 meeting.

The Chairman further advised that he had agreed to a request from Councillor John Broad to address Executive on agenda item 7, Community Nature Plan 2020 – 2022 – A natural environment for people and wildlife, and agenda item 8, Annual Monitoring Report 2020 and Regulation 10A Review of Local Plan Policies.

82 **Minutes**

The minutes of the meeting held on 7 December 2020 were agreed as a correct record and would be signed by the Chairman in due course.

83 **Chairman's Announcements**

The Chairman welcomed the Director of Law and Governance and Monitoring Officer, Anita Bradley, to her first meeting of Executive and first meeting at Cherwell District Council as she had started her role that day. The Chairman explained that the role was a joint position with Oxfordshire County Council.

The Director of Law and Governance and Monitoring Officer thanked the Chairman and commented that she was looking forward to working with Members.

84 **Monthly Performance, Risk and Finance 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 November 2020.

**Resolved**

- (1) That the monthly performance, finance and risk 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.

## **Alternative options**

Option 1: This report illustrates the Council's performance against the 2020-2021 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 Community Nature Plan 2020-2022 - A natural environment for people and wildlife**

The Assistant Director – Wellbeing submitted a report to seek approval for the 2020-2022 Community Nature Plan and its approach to addressing the Council's statutory biodiversity duty. The report also highlighted the resource implications of the Environment Bill in terms of nature and biodiversity and sought recognition for the vital role of the Council's key biodiversity partners in delivering the Plan.

In presenting the report, the Lead Member for Health and Wellbeing, Councillor McHugh, thanked the Community Nature Officer: Wellbeing for her hard work drafting the Plan and associated documents.

Councillor Wing, Chairman of the Overview and Scrutiny Committee addressed Executive to present the feedback of the Committee, which had considered the Plan at its 1 December 2020 meeting. Councillor Wing advised that the Committee had supported and endorsed the Plan and suggested that an All Member Seminar be held ahead of the next review and iteration of the Plan to ensure Member engagement in the process at an early stage. The Committee had also requested to receive an annual update on progress against the Action Plan.

The Chairman thanked Councillor Wing and the Overview and Scrutiny Committee for their feedback and commented that he supported earlier Member engagement in the process ahead of the next review of the Plan.

At the discretion of the Chairman, Councillor Broad addressed Executive.

The Chairman thanked Councillor Broad for his comments, and, in response, explained that recommendations acknowledged the need to consider resource implications. In terms of the role of partners to deliver the Plan, the Chairman undertook to work with partners to take forward the establishment of the Local Nature Partnership.

## **Resolved**

- (1) That the 2020-2022 Community Nature Plan (annex to the Minutes as set out in the Minute Book) and its approach to addressing the Council's statutory biodiversity duty be approved.
- (2) That officers be instructed to investigate the resource implications of the provisions of the Environment Bill in terms of nature and biodiversity and develop recommendations.
- (3) That the essential role of key partners in the delivery of the Community Nature Plan be recognised.

### **Reasons**

Restoring and enhancing the natural environment and green spaces for the benefit of people and wildlife is a crucial element of important development and economic decisions. Failure to recognise and assess the multiple benefits of the natural environment will affect community health and wellbeing, important habitats and species and future economic growth. This report presents an updated Community Nature Plan to demonstrate how the Council is addressing its statutory biodiversity duty; and seeks approval for recommendations that support plans, projects and partners that will assist the Council to protect and enhance the District's natural environment and help to contribute to healthy outcomes for people and wildlife

### **Alternative options**

Option 1: To reject the Community Nature Plan 2020-22 and the recommendations in the report.

This is not proposed as, without the Plan, the Council would not be able to clearly demonstrate that it is meeting its NERC Act biodiversity duty and complying with its obligations relating to important wildlife sites, habitats and species under European and national legislation as well as the National Planning Policy Framework (NPPF).

Option 2: To amend the Community Nature Plan 2020-22 and the recommendations in the report

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### **Annual Monitoring Report 2020 and Regulation 10A Review of Local Plan Policies**

The Assistant Director – Planning and Development submitted a report to seek approval of the Annual Monitoring Report (AMR) 2020, and to present 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.

To report further sought approval of a review of policies in the Cherwell Local Plan 2011-2031 (Part 1) in accordance with Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

At the discretion of the Chairman, Councillor Broad addressed Executive.

The Chairman thanked Councillor Broad for his comments. In response to Councillor Broad's address, the Assistant Director Planning and Development gave an overview of the Cherwell Local Plan 2011-2031 (Part 1) policy review process.

### **Resolved**

- (1) That the 2020 Annual Monitoring Report (AMR) (annex to the Minutes as set out in the Minute Book) be approved for publication.
- (2) That the district's housing delivery and five-year housing land supply positions (for conventional housing and for Gypsies and Travellers) as set out in the Annex to the Minutes (as set out in the Minute Book) and the need for updating of the land supply positions should these materially change be noted.
- (3) That the 2020 Infrastructure Delivery Plan (IDP) (annex to the Minutes as set out in the Minute Book) be approved for publication.
- (4) That the 2020 Brownfield Land Register (BLR) (annex to the Minutes as set out in the Minute Book) be approved for publication.
- (5) That the Regulation 10A Review of Local Plan Policies 2020 (annex to the Minutes as set out in the Minute Book) be approved for publication.
- (6) That the Assistant Director for Planning and Development in consultation with the Lead Member for Planning be authorised to make any necessary minor and presentational changes to the Annual Monitoring Report, Infrastructure Delivery Plan update, Brownfield Land Register and Regulation 10A Review of Local Plan Policies 2020 if required prior to publication.

### **Reasons**

The Annual Monitoring Report 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 4.8 years is still well in excess of the 3 year ministerial flexibility. The AMR is accompanied by an updated 2020 Infrastructure Delivery Plan and a 2020 Brownfield Land Register which must be reviewed annually.

The Regulation 10A Review of Local Plan policies 2020 in Appendix 4 shows that the 2015 Local Plan does not require updating and continues to provide a sustainable strategy for growth in Cherwell to 2031. Nevertheless, the council has committed in its latest Local Development Scheme to a Cherwell Local

Plan Review and to joint working on the Oxfordshire Plan 2050 in the interest of sustainably planning for future needs. Work on both plans is on-going.

Applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise and it will be up to the decision-maker to decide the weight to give to the policies which have been reviewed.

It is recommended that all four documents presented to Members be approved for publication.

### **Alternative options**

Option 1: Amendment of the 2020 Annual Monitoring Report, Infrastructure Delivery Plan, Brownfield Land Register or Regulation 10A Review of Local Plan Policies 2020 in consultation with the Lead Member for Planning.

This is not recommended as 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 for publication

This is not recommended as the production of an authorities monitoring report and local plan policy review is a statutory requirement.

The AMR is 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.

The five-year review of local plans from adoption is a statutory requirement. By not publishing the review in Appendix 4 the Council would not meet its requirements and be open to allegations that the plan needs updating with consequences for decision making through the planning application process.

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### **Council Tax Base 2021-2022**

The Director of Finance submitted a report to provide the Council Tax Base for 2021-2022

#### **Resolved**

- (1) That the report of the Director of Finance for the calculation of the Council's Tax Base for 2021-2022 be agreed and:
  - (a) That pursuant to the 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 2021-2022 shall be **55,615.9**



- (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 2021-2022 in respect of special items shall be as indicated in the column titled Tax Base 2021-2022.
- (c) As for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2021-2022 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	53,290.8
Anglian (Great Ouse) Flood Defence Area	1,885.1
Severn Region Flood Defence Area	440.0
<b>TOTAL</b>	<b>55,615.9</b>

### 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 2021) 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

None. The Council has to set a tax base in order to set its council tax for 2021-2022.

## 88 **Notification of Decisions taken by the Chief Executive under Urgency Powers**

The Chief Executive submitted a report to inform the Executive of decisions she taken under urgency powers as part of the Council's response to the Covid-19 pandemic.

### Resolved

- (1) That the urgent decisions taken by the Chief Executive 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.

89 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.55 pm

Chairman:

Date:

## **Cherwell District Council**

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

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Virtual meeting, on 20 January 2021 at 6.30 pm

Present:

Councillor Mike Kerford-Byrnes (Chairman)  
Councillor Hugo Brown (Vice-Chairman)  
Councillor Hannah Banfield  
Councillor Conrad Copeland  
Councillor Tom Wallis  
Councillor Sean Woodcock  
Councillor Barry Wood

Substitute Members:

Councillor Barry Wood (for Councillor Mawer)

Also Present:

Councillor Tony Illott; Lead Member for Financial Management and Governance  
Maria Grindley, Associate Partner, Ernst & Young (external audit)  
Sue Gill, Ernst & Young (external audit)

Apologies for absence:

Councillor Nathan Bignell  
Councillor Nicholas Mawer

Officers:

Lorna Baxter, Director of Finance & Section 151 Officer  
Anita Bradley, Director Law and Governance & Monitoring Officer  
Michael Furness, Assistant Director Finance  
Sarah Cox, Chief Internal Auditor  
Gillian Douglas, Assistant Director: Social Care Commissioning and Housing  
Ian Dyson, Assistant Chief Finance Officer  
Rob Ducker, Senior Investigation Officer  
Joanne Kaye, Strategic Business Partner  
Shaista Moughal, Strategic Business Partner  
Sharon Hickson, Democratic and Elections Officer

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### **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

45 **Minutes**

The Minutes of the meeting of the Committee held on 18 November 2020 were agreed as a correct record and signed by the Chairman.

46 **Chairman's Announcements**

There were no chairman's announcements.

47 **Urgent Business**

There were no items of urgent business.

48 **Progress of Counter Fraud Service**

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

**Resolved**

- (1) That the current performance of the work of the Corporate Fraud team be noted.
- (2) That the future work plans as described and the impact that this will have on future performance and income to the authority be noted.

49 **Internal Audit 2020/21 Progress Report**

The Director of Finance submitted a report which presented the Internal Audit Progress for 2020/21.

The Chief Internal Auditor highlighted the significant reduction of outstanding management actions for 2018/19 and 2019/20, informing Members that the remaining outstanding actions would continue to be reviewed and followed up with senior management.

The Chief Internal Auditor and Assistant Director Social Care Commissioning and Housing responded to all questions regarding the Disabled Facilities Grants (DFG) Processes 2020/21 raised by the Committee. The Committee

requested updates to be given at future meeting on the progress on the new Disabled Adaptations Policy currently being drafted.

### **Resolved**

- (1) That the progress with the 2020/21 Internal Audit Plan and the outcome of the completed audits be noted
- (2) That, having given due consideration the recommended best practice within CIPFA Audit Committee Guidance (2018) and additions to the Accounts, Audit and Risk Committee work programme be agreed.

50

### **Capital, Investment and Treasury Management Strategies 2021-22**

The Director of Finance submitted a report which presented the draft Capital and Investment Strategy and the Treasury Management Strategy for 2021-22.

The Assistant Director Finance provided an overview of each strategy and proposed changes within:

Capital Strategy;	table 1, correction of column heading dates. mitigation table, alteration of text in upward only rent reviews to rent reviews to maximise income.
Investment Strategy;	paragraph B3.5, additional bullet point. paragraph B5.4, be removed.

### **Resolved**

- (1) That, subject to the inclusion of the amendments, full Council be recommended to adopt the draft Treasury Management Strategies 2021-2022.

51

### **2019/20 Accounts**

The Director of Finance advised the Committee that due to uncertainty of whether a revised set of accounts would be available for the meeting this item has been listed as a verbal update on the agenda. A written report had subsequently been submitted requesting that the Committee consider changes to be incorporated to the draft statement of accounts.

The Director of Finance highlighted the most significant change, which was due to the adjustment of an asset and it now being classed as a different type of asset which meant it had a different valuation.

Ernst & Young, the council's external auditor updated members on the status of the audit, advising that two areas requiring third party responses remained before the audit could be completed.

### **Resolved**

- (1) That the Statement of Accounts 2019/20 be endorsed and once the final audit opinion was received the Director of Finance (S151 Officer), in consultation with the Chairman of the Accounts, Audit and Risk Committee (or Vice Chairman in case the Chairman was unavailable) be authorised to sign the accounts and it be noted that if any material changes to the accounts were required, then an additional committee meeting would be convened to consider the changes.
- (2) That it be agreed that the Director of Finance, in consultation with the Chairman of the Accounts, Audit and Risk Committee (or Vice Chairman in their absence), can make any further changes to the letters of representation that may arise during completion of the audit.

52 **Work Programme**

The Committee considered the workplan for the coming year.

**Resolved**

- (1) That the work programme be noted.

The meeting ended at 7.38 pm

Chairman:

Date:

## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held as a Virtual meeting, on 15 December 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 Andrew McHugh  
Councillor Barry Richards  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Lucinda Wing  
Councillor Sean Woodcock

Also Present:

Councillor Ian Corkin - Lead Member for Customers and Transformation  
Councillor Tony Illott - Lead Member for Financial Management and Governance  
Councillor Barry Wood – Leader of the Council

Officers:

Yvonne Rees, Chief Executive  
Stephen Chandler, Corporate Director Adults & Housing Services  
Steve Jordan, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer  
Jane Portman, Corporate Director (Interim)  
Jason Russell, Director Community Operations  
Claire Taylor, Corporate Director Customers and Organisational Development  
Lorna Baxter, Director of Finance & Section 151 Officer  
Michael Furness, Assistant Director Finance  
Emma Faulkner, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

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### **Declarations of Interest**

There were no declarations of interest.

27 **Minutes**

The Minutes of the meeting of the Committee held on 10 November 2020 were confirmed as a correct record, to be signed by the Chairman in due course.

28 **Chairman's Announcements**

There were no Chairman's announcements.

29 **Urgent Business**

There were no items of urgent business.

30 **Budget Proposals 2021/22 - 2025/26**

The Committee considered a report from the Director of Finance that detailed savings proposals and budget pressures for Cherwell District Council for the period 2021/22 to 2025/26.

The Director of Finance explained that the Government's spending review announcement on 25 November had provided some clarity with regards to funding, however the Local Government Finance Settlement had not yet been announced so there was still an unknown element in figures for 2021/22. A provisional settlement figure was due to be announced this week (week commencing 14 December), but due to a consultation linked to some of the elements the final figure would not be known until February 2021.

Regarding the pressures and proposed savings, the Assistant Director – Finance explained to the Committee that full Impact Equality Assessments would be completed for each savings proposal, taking into account the results of the public consultation that was currently underway. The assessments would then be included with the full budget papers to be considered by Executive in February 2021.

In response to questions from the Committee relating to the predicted reduction in rental income from Castle Quay, the Director of Finance confirmed that the figures given in the report were recent and reflected the current situation.

The Corporate Directors then gave more detail of the pressures and proposed savings for their directorates, and answered questions from the Committee.

Following questions to the Corporate Director Adults and Housing Services on the possible staffing implications of the housing service proposals, the Corporate Director Customers and Organisational Development explained to the Committee that there were a number of proposals across directorates which involved staffing. The legally required formal consultation processes



had not yet taken place, and it was therefore not possible for any further detailed information to be given to the Committee at this stage. Once the relevant processes had been completed, more information would be brought to Budget Planning Committee.

The Corporate Director Customers and Organisational Development added that the Personnel Committee would consider detailed staffing implications of any proposal, as per its remit detailed in the Council's constitution.

Regarding the savings proposals for the Place and Growth directorate, the Corporate Director clarified that the rental increase of 3% for affordable homes and shared ownership properties was incorrect. The increase proposed was 1%, which was in line with Government guidelines. The correct increase had been included in the revised appendix that had been published as a supplement to the agenda.

In response to questions from the Committee on the possible impact of a rent increase on tenants, the Corporate Director agreed to provide further information in writing after the meeting.

Regarding savings proposals for the Communities directorate, the Committee questioned how the introduction of a food waste collection and a chargeable green waste service would be received by residents. Any changes to the existing service could lead to confusion, and a reduction in the amount of green waste collected. Members also queried which Committee would consider whether or not the changes be introduced.

The Corporate Director – Communities clarified that the proposals were part of the overall budget proposals and would therefore be agreed by Full Council as part of the overall budget. The Committee was advised that legally the council could not charge for food waste collections. It was therefore proposed to introduce a weekly food waste collection, and move to a chargeable green waste collection from July 2021. The proposed fee for the garden waste collection was £36 a year, which was comparable with services offered by neighbouring authorities. If these changes to services were made, they would be phased in from April 2021 and a detailed communications plan would be put in place to help residents understand the changes.

The Committee requested that, in light of the proposal to introduce a food waste collection, consideration be given to introducing kerbside glass recycling. It was an area that was regularly raised with members in terms of residents asking if such a service could be introduced, and Committee felt that if new vehicles would be needed for the food waste collections, it would be sensible to consider glass collections at the same time.

### **Resolved**

- (1) That the 2021/22 Budget Consultation proposals be noted.
- (2) That the Executive be advised of the following comment from the Budget Planning Committee:

- That high level discussions take place to determine whether or not kerbside collection of glass recycling would be possible alongside the proposed food waste collection service.
- (3) That officers be requested to provide the following additional information to inform further Budget Planning Committee comments to Executive:
- Additional information regarding the impact of the proposed rental increase for affordable homes and shared ownership properties
- (4) Where suggested savings involve the potential for staffing reductions, further information regarding the value of reductions will be provided to Budget Planning Committee members when the formal consultation process has been completed and figures are confirmed and available. It was noted that Personnel Committee has the remit to review staffing implications as per the Council's constitution and that this is the appropriate body for these deliberations.

31 **Review of Committee Work Plan**

The Assistant Director – Finance gave a verbal update regarding the work plan for the rest of the 2020/2021 Municipal Year.

An additional meeting had been scheduled for 5 January 2021 to consider Capital Bids, with the provisional settlement, reserves and fees and charges being considered at the meeting on 19 January 2021.

**Resolved**

- (1) That the update be noted.

The meeting ended at 9.23 pm

Chairman:

Date:

## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Virtual meeting, on 5 January 2021 at 6.30 pm

#### Present:

Councillor Nicholas Mawer (Chairman)  
Councillor Carmen Griffiths (Vice-Chairman)  
Councillor Phil Chapman  
Councillor Conrad Copeland  
Councillor David Hughes  
Councillor Andrew McHugh  
Councillor Barry Richards  
Councillor Lucinda Wing  
Councillor Sean Woodcock

#### Substitute Members:

Councillor Les Sibley (In place of Councillor Fraser Webster)

#### 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 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

#### Apologies for absence:

Councillor Nathan Bignell  
Councillor Douglas Webb  
Councillor Fraser Webster

#### Officers:

Yvonne Rees, Chief Executive  
Ansaf Azhar, Corporate Director of Public Health & Wellbeing  
Stephen Chandler, Corporate Director Adults & Housing Services  
Steve Jorden, Corporate Director Commercial Development, Assets & Investment  
Jason Russell, Corporate Director Communities  
Claire Taylor, Corporate Director Customers and Organisational Development  
Lorna Baxter, Director of Finance & Section 151 Officer  
Anita Bradley, Director Law and Governance & Monitoring Officer  
Michael Furness, Assistant Director Finance

Nicola Riley, Assistant Director: Wellbeing  
Paul Nicol, New Business & Systems Implementation Manager  
Natasha Clark, Governance and Elections Manager  
Emma Faulkner, Democratic and Elections Officer

32 **Declarations of Interest**

There were no declarations of interest.

33 **Minutes**

The Minutes of the meeting of the Committee held on 15 December 2020 were confirmed as a correct record, to be signed by the Chairman in due course.

34 **Chairman's Announcements**

The Chairman welcomed Anita Bradley, Director of Law and Governance and Monitoring Officer, to her first meeting of the Committee.

35 **Urgent Business**

There were no items of urgent business.

36 **2021/22 Capital Bids**

The Committee considered a report from the Director of Finance which detailed proposed Capital Bids for 2021/22, and those schemes which had been planned for 2020/21 which would be delayed until 2021/22 (slippage).

The Assistant Director – Finance explained that if all bids and slippage were approved, the Capital programme for 2021/22 would total £22.8 million.

The Committee then heard more details from each Director regarding bids and slippage in their directorates.

In response to questions regarding bid reference CAP2115 – IT Shared Services, the Business and Systems Implementation Manager explained that the bid would cover a mixture of service implementation, costs of third party providers, a small amount of hardware and cloud based technology.

In connection with bid reference CAP2116 – new chargeable garden & food waste, the Corporate Director - Communities explained that work was ongoing regarding the proposal to introduce food waste collection, but the bid had been included to ensure funding was available to implement the service if the proposal was approved.

In response to questions from the Committee regarding new refuse collections vehicles, the Corporate Director - Communities explained that the policy of the Council was to purchase vehicles rather than lease them, as they were maintained by an in-house Fleet Management team. Electric vehicles were being considered as an alternative to diesel vehicles, however choices were limited as larger capacity vehicles were not yet readily available as electric.

The Committee requested that Executive give consideration to running a pilot food waste collection scheme, to ascertain the level of interest from residents and also any impact on the level of green waste collected.

In relation to the compost resulting from the green waste collections, the Committee asked if consideration could be given to using smaller filters, to give an improved quality of compost that could potentially be used in the domestic market.

With regard to slippage of the vehicle replacement programme, the Committee asked that consideration be given to hydrogen powered vehicles as well as electric vehicles.

In connection with the slippage of the on street recycling bins scheme, the Committee requested that discussions take place with Town/Parish Councils regarding the possibility of siting additional recycling bins across the district, as there were some high usage areas public areas that currently did not have recycling bins.

With regard to bid reference CAP2105 - Bicester Dovecote, the Leader of the Council clarified that the site had come in to the ownership of Cherwell District Council as a result of the transfer of the old library site in Bicester. The Committee felt that as an historical asset Bicester Town Council may wish to take ownership of the Dovecote, and requested that relevant discussions take place.

In relation to bid reference TBC – solar panels at Castle Quay, the Corporate Director – Commercial Development, Assets & Investment explained that the scheme would be funded via an external grant so there would be no cost to the council. The bid did however need to be included on the Capital programme.

Regarding the slippage of the Disabled Facilities Grants (DFG) scheme, the Corporate Director – Adults & Housing Services advised the Committee that a delay of three months was anticipated. This was as a result of the Coronavirus pandemic and the first national lockdown in March 2020 when work on all schemes had stopped. There were also ongoing issues with the supply chain as a result of the pandemic.

The Committee having considered the Capital bids and slippage, the Assistant Director – Finance presented the draft Capital Strategy for 2021/22. It was a requirement of the Prudential Code for Capital Finance for the Council to have a strategy, that gave an overview of the capital programme,

how it would be financed and the overall levels of debt the Council would have.

### **Resolved**

- (1) That the Capital Bids for the 2021/22 Budget, and the schemes that have not been completed or started in 2020/21 and are proposed to be taken into 2021/22, be noted.
- (2) That the Executive be provided with the following feedback in relation to the Capital Bids and 2020/21 schemes not yet started (slippage):
  - Bid CAP2116 – New Chargeable Garden & Food Waste - That consideration be given to a pilot for food waste collections
  - Bid CAP2116 – New Chargeable Garden & Food Waste - The use of smaller filters be considered in relation to compost recycling, to allow use of the compost in the domestic market as well as agriculture
  - On street Recycling Bins (slippage) - That discussions take place with Town/Parish Councils regarding the possibility of siting additional recycling bins across the district
  - Vehicle Replacement Programme (slippage) - That consideration be given to hydrogen powered replacement vehicles, as well as electric vehicles
  - Bid CAP2105 Bicester Dovecote - That discussions take place with Bicester Town Council regarding ownership of the Dovecote
  - Bid TBC – Solar Panels at Castle Quay - Acknowledgement that the proposed solar panels will be externally funded but the item needs to remain on the Capital programme
- (3) That the proposed Capital Strategy for 2021/22 be noted.

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### **Review of Committee Work Plan**

The Assistant Director – Finance gave a verbal update regarding the work plan.

It was anticipated that the following items would be considered at the next meeting of the Committee on 19 January 2021:

- Review of Reserves
- Fees and Charges
- Financial Management Code and Self-Assessment
- Provisional Local Government Finance Settlement

### **Resolved**

- (1) That the verbal update be noted.

The meeting ended at 7.57 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 Virtual meeting, on 1 December 2020 at 6.30 pm

Present:

Councillor Lucinda Wing (Chairman)  
Councillor Tom Wallis (Vice-Chairman)  
Councillor Mike Bishop  
Councillor Phil Chapman  
Councillor Chris Heath  
Councillor Shaida Hussain  
Councillor Tony Mephram  
Councillor Ian Middleton  
Councillor Perran Moon  
Councillor Les Sibley  
Councillor Douglas Webb  
Councillor Bryn Williams

Also Present:

Councillor Ian Corkin - Lead Member for Customers and Transformation  
Councillor Barry Wood - Leader of the Council

Officers:

Paul Feehily, Executive Director: Place and Growth (Interim)  
Claire Taylor, Corporate Director Customers and Organisational Development  
Steve Jordan, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer  
Robert Jolley, Assistant Director: Growth & Economy  
Nicola Riley, Assistant Director: Wellbeing  
Sue Marchand, Community Nature Officer: Wellbeing  
Glenn Watson, Principal Governance Officer  
Emma Faulkner, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

#### 25 **Declarations of Interest**

There were no declarations of interest.

#### 26 **Minutes**

The Minutes of the meeting of the Committee held on 7 October 2020 were confirmed as a correct record, to be signed by the Chairman in due course.

27 **Chairman's Announcements**

There were no Chairman's announcements.

28 **Urgent Business**

There were no items of urgent business.

29 **(Draft) Strategic Vision for Oxfordshire**

The Committee considered a report from the Assistant Director – Growth and Economy which presented the first draft of a Strategic Vision for Oxfordshire.

The Strategic Vision was part of the existing portfolio approach to plan and strategy development in Oxfordshire. The Vision had a specific role and a clearly defined non-statutory status. While it was similarly looking forward to 2050 was intended to support the development of the Oxfordshire Plan indirectly, it was not part of the Oxfordshire Plan 2050 itself.

The Assistant Director – Growth and Economy explained that a public engagement exercise was currently underway on the draft Vision, as the Growth Board wanted to engage the public and other stakeholders early in the process. The deadline for feedback and ideas was 3 January 2021, and Overview and Scrutiny were asked to make comments to Executive to help inform a response from Cherwell District Council.

In response to questions from the Committee, the Assistant Director – Growth and Economy confirmed that individual Members and residents could submit their own responses if they wished, and agreed to circulate the link to Members.

The Committee supported the overall approach outlined in the draft Vision, but commented that they felt the statement should be more succinct and accessible, to make it clear what the overall aim of the strategy was.

Due to the timescales involved with the Vision, the Committee also felt that it would be necessary for regular reviews to be carried out, as well as having a clear action plan and milestones to monitor progress.

In response to questions from the Committee the Corporate Director – Customers and Organisational Development explained that the Strategic Vision would be incorporated into relevant future plans and strategies across Oxfordshire.

**Resolved**

- (1) That Executive be advised that the Overview and Scrutiny Committee support the overall approach and vision and make the following comments to be shared with Executive:
  - the vision statement should be more succinct and accessible.
  - An action plan and milestones would need to be drafted in order to monitor progress of the vision
  - for regular reviews/refresh of the vision due to the long timescale
  - to ensure the vision is embedded in future relevant future plans and strategies.

30 **Community Nature Plan 2020-2022 - A natural environment for people and wildlife**

The Committee considered a report from the Assistant Director – Wellbeing which presented the Community Nature Plan for 2020-2022.

The Community Nature Officer - Wellbeing explained that the plan was produced to address the Council's statutory biodiversity duty. Previously the Council had a requirement to produce a corporate biodiversity plan, and this had evolved into a Community Nature Plan in 2018.

Executive would be considering the new plan at its January 2021 meeting, and Overview and Scrutiny were asked to endorse the plan.

In response to questions from the Committee, the Community Nature Officer agreed to signpost further information for Members regarding the DEFRA standard metrics that were used to calculate various aspects of the plan, and details around the policy to protect Swifts across the district.

The Committee requested that officers give a further update on progress of the new Nature Plan in around 12 months' time. The Committee also requested that when the Community Nature Plan was next due to be updated that there be Member engagement at an earlier stage in the drafting process through an all Member briefing and consideration by the Overview and Scrutiny Committee.

**Resolved**

- (1) That the 2020-2022 Community Nature Plan and its approach to addressing the Council's statutory biodiversity duty be endorsed.
- (2) That the instruction of officers to investigate the resource implications of the provisions of the Environment Bill in terms of nature and biodiversity and development of recommendations be endorsed.
- (3) That the essential role of key partners in the delivery of the Community Nature Plan be recognised.

- (4) That officers be requested to provide an update on progress of the Community Nature Plan to Overview and Scrutiny Committee in December 2021.

### 31 **Safeguarding**

The Assistant Director – Wellbeing gave a verbal update in relation to Safeguarding.

The Committee was advised that due to the current Coronavirus situation, the timetable regarding submission of an annual safeguarding audit to the Oxfordshire Safeguarding Board had been pushed back.

The Assistant Director – Wellbeing reassured the Committee that all safeguarding policies and processes were in place and were being followed. The number of safeguarding reports that had been submitted was at a similar level to 2019.

A recent change to the staff training system meant that it was now easier to track who had completed the mandatory training. Current completion numbers for the Prevent module, which focussed on extremism, stood at 89%.

Whilst the training was not mandatory for Members, it was highly recommended. At present, 50% of Members had completed the training. The Assistant Director – Wellbeing agreed to circulate the details to all Members after the meeting.

#### **Resolved**

- (1) That the verbal update be noted.

### 32 **Constitution Review**

The Committee considered a report from the Corporate Director – Commercial Development, Assets and Investment & (Interim) Monitoring Officer that presented recommendations from the Constitution Review Working Group on the ‘areas for further consideration’ to enable the Committee to make recommendations for constitutional change to Full Council to consider on 14 December.

The Chairman advised the Committee that the recommendations would be taken in turn, with the opportunity for debate on each one. In the course of discussion a number of amendments were proposed, debated and voted on.

In relation to recommendation 1.4, reducing the length of speeches for seconder, it was proposed by Councillor Perran Moon and seconded by Councillor Ian Middleton that the limit remain at 5 minutes as this would offer consistency across all elements of speaking.

On being put to the vote, the proposed amendment was lost and subsequently fell.

It was proposed by Councillor Doug Webb and seconded by Councillor Phil Chapman that the length of speeches for seconder, and seconder of amendments and all other speakers be reduced to three minutes (from current 5 minutes), as set out in the report. On being put to the vote, this was agreed.

With regard to recommendation 1.6, increasing the word limit for amendments to motions to 350 (from the current 250), Councillor Ian Middleton proposed that the limit be increased to 500 words explaining that he was also in favour of an increase to the motion word limit. Increasing the word limit for amendments would allow the proposers of amendments to add and explain their reasoning. There was no seconder for the proposal.

It was subsequently proposed by Councillor Lucinda Wing and seconded by Councillor Phil Chapman to maintain the current word limit for amendments to motions at 250 words as maintaining the current limit would stop amendments taking over the motion. On being put to the vote, this was agreed.

In relation to recommendation 1.12, making no changes to the existing order of business for Full Council, it was proposed by Councillor Doug Webb and seconded by Councillor Lucinda Wing to change the order of business for Full Council so that motions are taken after questions and reports (noting that the Constitution allows the Chairman to amend the order of business in any case in any given instance). Some Committee members commented that by moving motions to the end of the agenda it would prevent public engagement, as residents may not be able to stay to the end of a long meeting. Other Committee members commented that, whilst it was a difficult balance, council business had to take priority.

On being put to the vote the recommendation was agreed.

With regard to recommendation 1.13, not introducing a finish/cut off time for Full Council, it was proposed by Councillor Lucinda Wing and seconded by Councillor Phil Chapman that an 11pm finish time be introduced. Councillor Wing explained that the introduction of a cut off time would help the welfare of all involved with a full Council meeting, particularly as meetings started at 6:30pm and some recent meetings had lasted over 4 or 5 hours.

Some members of the Committee felt that introducing a cut-off time, particularly following the recommendation to move motions to the end of the agenda, would mean that some issues would not be debated.

In response to the concerns from the Committee the Corporate Director – Commercial Development, Assets and Investment & (Interim) Monitoring Officer advised that the meeting would not automatically finish at 11pm. The Chairman would have discretion to allow the meeting to continue past 11pm, in the event that an item or motion was mid-discussion at that time. A system

would also be introduced to schedule any motions that needed to be carried over to the next meeting.

On being put to the vote, the recommendation was agreed.

In relation to recommendation 1.14, allowing remote tools such as drones to facilitate site visits for Planning Committee, the Committee felt that this was a good idea in light of recent events with Covid, but that it needed to be managed to ensure footage shown to the Planning Committee was impartial.

It was therefore proposed by Councillor Lucinda Wing and seconded by Councillor Les Sibley to allow remote tools (drones) in facilitating site visits, but to be clear that this does not replace the option for physical site visits and any such footage and usage should be approved by Planning Officers to ensure impartiality.

On being put to the vote, the recommendation was agreed.

Regarding point ii) of recommendation 1.18, the use of the word Chairman (with the proviso that a person chairing a committee may call themselves by whichever term), it was proposed by Councillor Perran Moon and seconded by Councillor Ian Middleton that references should be changed to 'Chair'. On being put to the vote the proposed amendment was lost and subsequently fell.

It was then proposed by Councillor Ian Middleton and seconded by Councillor Perran Moon that references should be changed to 'Chairperson'. On being put to the vote the proposed amendment was lost and subsequently fell.

It was then proposed by Councillor Lucinda Wing and seconded by Councillor Phil Chapman that references should remain as 'Chairman', as set out in the report. On being put to the vote, this was agreed.

In relation to point i) of recommendation 1.20, it was proposed by Councillor Perran Moon and seconded by Councillor Lucinda Wing that the recommendation be amended to read 'at its October and December meetings', rather than 'October/December' as had been included in the report. This would allow the Overview and Scrutiny Committee sufficient time to put together a working group if required, to work through a first draft of any changes required. On being put to the vote this was agreed.

## **Resolved**

That the following changes to the Constitution be recommended to Full Council:

Rules of debate:

- (1) to make no changes to the current process as regards the order of speakers in a debate but to clarify that the seconder can speak at any point if they have reserved their right and that this does not mean they must be the penultimate speaker;

- (2) to make no change to the existing rule that once the proposer of a motion or amendments begins summing up, no further speakers will be heard

Length of speeches (including all committees):

- (3) to reduce the length of speeches for proposers to and proposers of amendments to five minutes (from current 10 minute)
- (4) to reduce the length of speeches for seconder, and seconder of amendments and all other speakers to three minutes (from current 5 minutes);

Deadlines for submitting amendments to motions

- (5) to make no changes to the existing deadlines (5pm, two working days before the meeting)
- (6) to maintain the current word limit for amendment to motions as 250 words

Process for dealing with motions with budgetary implications

- (7) to encourage members to submit motions early and discuss with officers to enable a review in the light of budgetary implications, with the introduction of a threshold of “£10,000 or more” to inform what “significant” means in terms of the current budget or capital expenditure
- (8) to allow amendments to motions deferred for budgetary reasons to be amended when resubmitted to Council

Motions without notice/procedural motions:

- (9) to make no changes to the current arrangement that a procedural motion, once proposed and seconded, requires only a simple majority to succeed

Recorded vote:

- (10) to make no changes to the current arrangement that a request for a recorded vote needs only a proposer and seconder to succeed

Public addresses (not Planning Committee)

- (11) to make no changes to current arrangements for
  - i) public speakers to register by noon on the working day before the meeting
  - ii) five minutes per public speaker
  - iii) no time limit on the number of public speakers or the time allowed for the public address item

Order of business/finish time for Full Council

- (12) to change the order of business for Full Council so that motions are taken after questions and reports (noting that the Constitution allows the Chairman to amend the order of business in any case in any given instance)
- (13) to introduce a finish time of 11pm for Full Council meetings with the provisos that the meeting would not stop mid-way through an item; the Chairman of the Council has discretion to continue the meeting to conclude business if, in the opinion of the Chairman this would be

appropriate; and, that any motions not considered would be carried forward to be considered at the next scheduled Full Council meeting.

#### Planning Committee

- (14) to allow remote tools (drones) in facilitating site visits but to be clear that this does not replace the option for physical site visits and any such footage and usage should be approved by Planning Officers to ensure impartiality
- (15) to retain current arrangements whereby
  - i) there is no separate slot for councillor questions of clarification to the officer after a presentation of a planning application
  - ii) County councillors are allowed to speak as members of the public (i.e. no separate right to speak)
- (16) to introduce a ten-minute time limit for non-committee ward members in addressing the Committee

#### Terminology and glossary

- (17) to introduce a glossary to the Constitution to bring clarity to members of the public, officers and councillors
- (18) to achieve consistency within the Constitution by using the following words:
  - i) Executive (not Cabinet)
  - ii) Chairman of a meeting (with the proviso that a person chairing a committee may call themselves by whichever term e.g. Chair)
  - iii) Resident (rather than citizen)
- (19) to continue to use the following terms but provide contextual clarity (and explanation in the glossary) for the use of each:
  - i) Councillor and member
  - ii) Chief Executive and Head of Paid Service
  - iii) Chief Finance Officer and S151 Officer

#### Annual Review of the Constitution

- (20) to introduce an annual review of the Constitution whereby
  - i) At its October and December meetings, the Overview & Scrutiny Committee will consider and make recommendations to Full Council to agree in December
  - ii) Such a review to include a notice of any changes made in year under officer delegations to reflect legislation and transfers of functions
  - iii) Any significant changes would be submitted to Full Council as necessary for consideration

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### **Work Programme 2020/2021**

The Committee considered the indicative work programme for the remainder of the 2020/2021 Municipal Year.

As agreed during the discussions on previous agenda items, a Community Nature Plan update would be added to the October 2021 meeting, and the



Annual Constitution Review would be added to both October and November 2021.

With regards to the Covid update scheduled for the January 2021 meeting, the Governance and Elections Manager asked that Members submit any specific queries to the Democratic and Elections Team in advance, so that the officers presenting the item could gather the required information.

**Resolved**

- (1) That the indicative work programme and topic sheet updates be noted, subject to the following amendments (as agreed under earlier agenda items)
- Add Community Nature Plan update to October 2021
  - Add Annual Constitution Review to October and December 2021

The meeting ended at 9.30 pm

Chairman:

Date:

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