

## **Cherwell District Council**

### **Council**

Minutes of a meeting of the Council held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 18 May 2022 at 6.30 pm

Present:

Councillor Hannah Banfield (Chair)  
Councillor Les Sibley (Vice-Chairman)  
Councillor Andrew Beere  
Councillor Rebecca Biegel  
Councillor Nathan Bignell  
Councillor Maurice Billington  
Councillor Mike Bishop  
Councillor John Broad  
Councillor Hugo Brown  
Councillor Phil Chapman  
Councillor Mark Cherry  
Councillor Patrick Clarke  
Councillor Jean Conway  
Councillor Ian Corkin  
Councillor Gemma Coton  
Councillor Nick Cotter  
Councillor Andrew Crichton  
Councillor Sandy Dallimore  
Councillor John Donaldson  
Councillor Donna Ford  
Councillor Ian Harwood  
Councillor David Hingley  
Councillor Matt Hodgson  
Councillor Simon Holland  
Councillor Kieron Mallon  
Councillor Fiona Mawson  
Councillor Ian Middleton  
Councillor Perran Moon  
Councillor Richard Mould  
Councillor Adam Nell  
Councillor Dr Chukwudi Okeke  
Councillor Angus Patrick  
Councillor Lynn Pratt  
Councillor Chris Pruden  
Councillor Eddie Reeves  
Councillor George Reynolds  
Councillor Dan Sames  
Councillor Jason Slaymaker  
Councillor Katherine Tyson  
Councillor Dorothy Walker  
Councillor Amanda Watkins  
Councillor Douglas Webb

Councillor Fraser Webster  
Councillor Barry Wood

Apologies for absence:

Councillor Colin Clarke  
Councillor Nicholas Mawer  
Councillor Bryn Williams  
Councillor Sean Woodcock

Officers:

Yvonne Rees, Chief Executive  
Nathan Elvery, Interim Chief Operating Officer  
Michael Furness, Assistant Director of Finance & S151 Officer  
Shahin Ismail, Monitoring Officer (Interim)  
Natasha Clark, Governance and Elections Manager

## 1 **Welcome**

The Chair welcomed councillors, past Chairman, former councillors, guests and officers to the first Annual Council being held in the Council Chamber since at Bodicote House since May 2019.

The Chair welcomed newly elected councillors, Councillor David Hingley, Councillor Ian Harwood, Councillor Dr Chukwudi Okeke, Councillor Rebecca Biegel, Councillor Andrew Crichton, Councillor Amanda Watkins, Councillor Donna Ford, Councillor Chris Pruden, Councillor Eddie Reeves, Councillor Fiona Mawson, Councillor Jean Conway, Councillor Gemma Coton and Councillor Angus Patrick, and congratulated them and all other councillors who were returned at the recent election. The newly elected councillors each introduced themselves to Council.

## 2 **Declarations of Interest**

There were no declarations of interest.

## 3 **Communications**

The Chair made the following announcements:

### **Former Councillors**

On behalf of Council, the Chair extended paid tribute and thanked those councillors who stood down or were not re-elected at the May elections for their service to the council, their wards and the district.

### **Annual Council**

By convention, the minutes of Committees, questions, petitions and motions were not considered at Annual Council. These would be included on the agenda of the next scheduled Council meeting on Monday 18 July.

### **Revised Register of Interest Form**

Councillors who were not elected or re-elected at the May elections had an updated register of interest form on their desk and were requested to complete and return the form to the Monitoring Officer via the Democratic and Elections team as soon as possible.

### **Chair's Engagements**

A copy of the events attended by the Chair or Vice-Chairman was published with the agenda.

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

There were no petitions or requests to address the meeting.

#### **5 Urgent Business**

There were no items of urgent business.

#### **6 Minutes of Council**

The minutes of the meeting held on 28 February 2022 were agreed as a correct record and signed by the Chairman.

#### **7 Election of Chairman for the Municipal Year 2022/2023**

(The outgoing Chair, Councillor Hannah Banfield, presided for the consideration of this matter and those preceding)

It was moved by Councillor Wood and seconded by Councillor Webster, that Councillor Les Sibley be appointed as Chairman for the municipal year 2022/2023. There were no other nominations.

### **Resolved**

- (1) That Councillor Les Sibley be appointed Chairman of Cherwell District Council for the Municipal Year 202/2023.

#### **8 Investiture of Chairman**

Councillor Les Sibley, having made and signed the required Declaration of Acceptance of Office took the Chair.

Councillor Sibley thanked Members for his appointment and addressed Council.

The Chairman advised that his wife, Mary, would be his consort for the year and presented her with the Consort's badge.

The Chairman explained that he would confirm the charity he would be supporting and raising funds for during his term of office in due course.

9 **Vote of Thanks to Immediate Past Chair**

The Chairman paid tribute to the outgoing Chair, Councillor Banfield, thanking her for her dedication to the Council and residents.

Members paid tribute to Councillor Banfield for her term of office commending her for the dedication and commitment she had shown representing the Council both in person and virtually during the ongoing pandemic. Members also commended Councillor Banfield for chairing Council meetings in a fair and calm way.

Councillor Banfield accepted her past Chair's badge as a token of her term of office.

10 **Past Chair's Response**

Councillor Banfield addressed Council to report on her term of office as Chair.

Councillor Banfield thanked her Vice-Chairman, Councillor Sibley, her PA, Liz Matthews, the Chief Executive, the former Monitoring Officer, Anita Bradley, and current interim Monitoring Officer and the Governance and Elections Manager for their support during her year as Chair. Councillor Banfield also extended her thanks to all Members, for supporting her as Chair.

Councillor Banfield explained that due to the ongoing COVID-19 pandemic and restrictions she had not been able to hold a main fundraising event for her charities. She had agreed with the former Chairman, former Councillor David Hughes, that they would combine the money raised over their terms of office and she would advise of monies raised for her charities at the July Council meeting.

11 **Election of Vice-Chairman for the Municipal Year 2022/2023**

It was proposed by Councillor Wood and seconded by Councillor Corkin, that Councillor Jason Slaymaker be appointed as Vice-Chairman for the Municipal Year 2022/2023. There were no other nominations.

**Resolved**

- (1) That Councillor Jason Slaymaker be appointed Vice-Chairman of the Council for the municipal year 2022/2023.

12 **Investiture of Vice-Chairman**

Councillor Jason Slaymaker, having made and signed the required Declaration of Acceptance of Office was invested with the Vice-Chairman's Chain.

Councillor Slaymaker addressed Council and thanked Members for his appointment.

13 **Annual Business Report**

The Chief Executive submitted a report for Council to note the results of the 5 May 2022 district elections and agree the governance arrangements for the council following the elections to ensure for the municipal year 2022/2023.

**Resolved**

- (1) That the results of the District Elections held on 5 May 2022 be noted:

Ward	Elected	Party
Adderbury, Bloxham and Bodicote	David Hingley	Liberal Democrats
Banbury Calthorpe and Easington	Ian Harwood	Conservative
Banbury Cross and Neithrop	Chuk Okeke	Labour
Banbury Grimsbury and Hightown	Rebecca Biegel	Labour & Co-operative
Banbury Hardwick	Andrew Crichton	Labour
Banbury Ruscote	Amanda Watkins	Labour
Bicester East	Donna Ford	Conservative
Bicester North and Caversfield	Nick Mawer	Conservative
Bicester South and Ambrosden	Christopher Pruden	Liberal Democrats
Bicester West	John Broad	Independent
Cropredy, Sibfords and Wroxton	Phil Chapman	Conservative
Deddington	Eddie Reeves	Conservative

Fringford and Heyfords	Barry Wood	Conservative
Kidlington East	Fiona Mawson	Green
Kidlington West	Jean Conway	Liberal Democrat
Launton and Otmoor	Gemma Coton (elected 4 year term)	Liberal Democrats
	Angus Patrick (elected 1 year term)	Liberal Democrats

- (2) That the current constitution of the Council (48 Members) be noted:
- 25 Conservative (52.08%)
  - 10 Labour / Labour & Co-operative Party (20.83%)
  - 7 Liberal Democrat (14.58%)
  - 4 Independent (8.34%)
  - 2 Green (4.17%)
- (3) That the constitution of Political Groups and notification of Group Leaders.
- Conservative Group – 25 members (all Conservative councillors)
    - Group Leader: Councillor Barry Wood
  - Progressive Oxfordshire Group – 11 members (comprising 7 Liberal Democrat, 2 Green and 2 Independent (Cllrs Broad and Cotter) councillors)
    - Group Leader: Councillor Katherine Tyson
  - Labour Group – 10 members (comprising all Labour / Labour & Co-operative councillors)
    - Group Leader: Councillor Sean Woodcock
  - Independent Group – 2 members (comprising 2 Independent councillors, Cllrs Sibley and Webster)
    - Group Leader: Councillor Les Sibley
- (4) That Councillor Barry Wood be appointed Leader of the Council.
- (5) That the appointment of Councillor Ian Corkin as Deputy Leader of the Council and the membership of the Executive and the Executive portfolios for Municipal Year 2022/2023 be noted.

Councillor	Portfolio
Councillor Barry Wood	Leader of the Council and Portfolio Holder for Policy and Strategy
Councillor Ian Corkin	Deputy Leader and Portfolio Holder for Regeneration and Economy
Councillor Phil Chapman	Portfolio Holder for Healthier

	Communities
Councillor Colin Clarke	Portfolio Holder for Planning
Cllr Nick Mawer	Portfolio Holder for Housing
Councillor Richard Mould	Portfolio Holder for Corporate Services
Councillor Adam Nell	Portfolio Holder for Finance
Councillor Eddie Reeves	Portfolio Holder for Safer Communities
Cllr Lynn Pratt	Portfolio Holder for Property
Cllr Dan Sames	Portfolio Holder for Cleaner and Green Communities

- (6) That the allocation of seats on committee that are subject to the political balance requirements be agreed:

Committee	TOTAL	Conservative	Progressive Oxfordshire	Labour	Independent
Accounts, Audit & Risk Committee	8	4	2	2	0
Appeals Panel	10	6 (+1)	2	2	0
Budget Planning Committee	12	6	3	2 (-1)	1
Joint Appeals Committee	3	2	0 (-1)	1	0
Joint Shared Services & Personnel Committee	5	3	1	1	0
Licensing Committee	12	6	3	2 (-1)	1
Overview & Scrutiny	12	6	3	3	0 (-1)
Personnel Committee	12	6	3	2 (-1)	1
Planning Committee	18	9	4	4	1
Standards Committee	8	4	2	2	0
<b>Proportional Total by Committee</b>	<b>100</b>	<b>51</b>	<b>24</b>	<b>24</b>	<b>5</b>
<b>Aggregate Entitlement</b>	<b>100</b>	<b>52</b>	<b>23</b>	<b>21</b>	<b>4</b>
<b>Adjustment Required</b>	<b>N/A</b>	<b>Plus 1</b>	<b>Minus 1</b>	<b>Minus 3</b>	<b>Minus 1</b>

- (7) That members (and where appropriate, substitute members) to serve on each of the committees as set out below in accordance with the nominations to be made by political groups:

*(NB. The number in brackets indicates the number of seats for the Group on the Committee. All Group nominations are listed alphabetically by councillor surname)*

**Accounts, Audit and Risk Committee**

Membership (8 members with unnamed substitutes who can be any member of the relevant Group. All committee members must have received training prior to attending a meeting)

<b>Conservative (4)</b>	<b>Progressive Oxfordshire (2)</b>	<b>Labour (2)</b>	<b>Independent (0)</b>
Cllr Hugo Brown	Cllr Chris Pruden	Cllr Andrew Crichton	
Cllr Patrick Clarke	Cllr Ian Middleton	Cllr Sean Woodcock	
Cllr Donna Ford			
Cllr Barry Wood			

**Appeals Panel**

Membership (10 members with no substitutes – must NOT be Personnel Committee members)

<b>Conservative (6)<sup>1</sup></b>	<b>Progressive Oxfordshire (2)</b>	<b>Labour (2)</b>	<b>Independent (0)</b>
Cllr Patrick Clarke	Cllr Nick Cotter	Cllr Hannah Banfield	
Cllr Sandy Dallimore	Cllr Dorothy Walker	Cllr Perran Moon	
Cllr John Donaldson			
Cllr Ian Harwood			
Cllr Richard Mould			
Cllr Eddie Reeves			

**Budget Planning Committee**

Membership (12 members with unnamed substitutes who can be any member of the relevant Group)

<b>Conservative (6)</b>	<b>Progressive Oxfordshire (3)</b>	<b>Labour (2)<sup>2</sup></b>	<b>Independent (1)</b>
Cllr Hugo Brown	Cllr David Hingley	Cllr Matt Hodgson	Cllr Fraser Webster
Cllr Phil Chapman	Cllr Angus Patrick	Cllr Sean Woodcock	

<sup>1</sup> 1 additional seat to meet proportionality requirements

<sup>2</sup> 1 seat given up to meet proportionality requirements



Cllr Patrick Clarke	Cllr Chris Pruden		
Cllr John Donaldson			
Cllr Donna Ford			
Cllr Douglas Webb			

**Joint Appeals Committee**

Membership (3 seats, named substitutes - neither full nor substitute members may be members of the Joint Shared Services and Personnel Committee)

<b>Conservative (2)</b>	<b>Progressive Oxfordshire(0)</b>	<b>Labour (1)</b>	<b>Independent (0)</b>
Cllr Sandy Dallimore		Cllr Hannah Banfield	
Cllr John Donaldson			

**Substitutes**

<b>Conservative (2)</b>	<b>Progressive Oxfordshire(1)</b>	<b>Labour (1)</b>	<b>Independent (0)</b>
Cllr Richard Mould	Cllr Dorothy Walker	Cllr Perran Moon	
Vacant			

**Joint Shared Services and Personnel Committee**

Membership (5 members, named substitutes – neither full nor substitute members may be members of the Joint Appeals Panel)

<b>Conservative (3)</b>	<b>Progressive Oxfordshire(1)</b>	<b>Labour (1)</b>	<b>Independent (0)</b>
Cllr Ian Corkin	Cllr Ian Middleton	Cllr Sean Woodcock	
Cllr Jason Slaymaker			
Cllr Barry Wood			

**Substitutes**

<b>Conservative (3)</b>	<b>Progressive Oxfordshire(1)</b>	<b>Labour (1)</b>	<b>Independent (0)</b>
Cllr Phil Chapman	Cllr David Hingley	Cllr Andrew Crichton	

Cllr Patrick Clarke			
Cllr Lynn Pratt			

### Licensing Committee

Membership (12 seats, with unnamed substitutes who can be any member of the relevant Group)

<b>Conservative (6)</b>	<b>Progressive Oxfordshire (3)</b>	<b>Labour (2)<sup>3</sup></b>	<b>Independent (1)</b>
Cllr Mike Bishop	Cllr Angus Patrick	Cllr Hannah Banfield	Cllr Fraser Webster
Cllr Eddie Reeves	Cllr Chris Pruden	Cllr Andy Beere	
Cllr George Reynolds	Cllr Katherine Tyson		
Cllr Jason Slaymaker			
Cllr Douglas Webb			
Cllr Barry Wood			

### Overview and Scrutiny Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Executive)

<b>Conservative (6)</b>	<b>Progressive Oxfordshire (3)</b>	<b>Labour (3)</b>	<b>Independent (0)<sup>4</sup></b>
Cllr Maurice Billington	Cllr John Broad	Cllr Matt Hodgson	
Cllr Mike Bishop	Cllr David Hingley	Cllr Perran Moon	
Cllr Sandy Dallimore	Cllr Ian Middleton	Cllr Dr Chukwudi Okeke	
Cllr John Donaldson			
Cllr Ian Harwood			
Cllr Douglas Webb			

### Personnel Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Appeals Panel)

<sup>3</sup> 1 seat given up to meet proportionality requirements

<sup>4</sup> 1 seat given up to meet proportionality requirements

<b>Conservative (6)</b>	<b>Progressive Oxfordshire (3)</b>	<b>Labour (2)<sup>5</sup></b>	<b>Independent (1)</b>
Cllr Ian Corkin	Cllr Gemma Coton	Cllr Andy Beere	Cllr Les Sibley
Cllr Simon Holland	Cllr Fiona Mawson	Cllr Amanda Watkins	
Cllr Lynn Pratt	Cllr Chris Pruden		
Cllr Jason Slaymaker			
Cllr Douglas Webb			
Cllr Barry Wood			

### **Planning Committee**

Membership (18 members, 12 named substitutes. All committee members and named substitutes must have received planning training prior to attending a meeting)

<b>Conservative (9)</b>	<b>Progressive Oxfordshire (4)</b>	<b>Labour (4)</b>	<b>Independent (1)</b>
Cllr Maurice Billington	Cllr John Broad	Cllr Andy Beere	Cllr Les Sibley
Cllr Hugo Brown	Cllr Jean Conway	Cllr Rebecca Biegel	
Cllr Ian Corkin	Cllr Fiona Mawson	Cllr Amanda Watkins	
Cllr Ian Harwood	Cllr Dorothy Walker	Cllr Sean Woodcock	
Cllr Simon Holland			
Cllr Richard Mould			
Cllr Lynn Pratt			
Cllr George Reynolds			
Cllr Barry Wood			

Named Substitutes (12 – not included in the proportionality calculations, all Groups to be represented)

<b>Conservative (5)</b>	<b>Progressive Oxfordshire (3)</b>	<b>Labour (3)</b>	<b>Independent (1)</b>
Cllr Mike Bishop	Cllr Gemma Coton	Cllr Andrew Crichton	Cllr Fraser Webster

<sup>5</sup> 1 seat given up to meet proportionality requirements

Cllr Colin Clarke	Cllr David Hingley	Cllr Matt Hodgson	
Cllr Donna Ford	Cllr Ian Middleton	Cllr Dr Chukwudi Okeke	
Cllr Adam Nell			
Cllr Douglas Webb			

**Standards Committee**

Membership (8 members with unnamed substitutes who can be any member of the relevant Group)

<b>Conservative (4)</b>	<b>Progressive Oxfordshire (2)</b>	<b>Labour (2)</b>	<b>Independent (0)</b>
Cllr Patrick Clarke	Cllr John Broad	Cllr Hannah Banfield	
Cllr John Donaldson	Cllr Ian Middleton	Cllr Amanda Watkins	
Cllr Simon Holland			
Cllr George Reynolds			

- (8) That Councillor Jason Slaymaker be appointed as Cherwell District Council's representative to the Oxfordshire Joint Health Overview and Scrutiny Committee for the municipal year 2022/2023.
- (9) That Councillor Eddie Reeves be appointed as Cherwell District Council's appointed representative Councillor Barry Wood be appointed as Cherwell District Council's substitute to the Police and Crime Commissioner Scrutiny Panel for the municipal year 2022/2023.
- (10) That Councillor Barry Wood be appointed as Cherwell District Council's representative and Councillor Ian Corkin be appointed as Cherwell District Council's substitute to the Future Oxfordshire Partnership for the municipal year 2021/2022.
- (11) That Councillor Sandy Dallimore and Councillor Sean Woodcock be appointed as Cherwell District Council's representatives to the Future Oxfordshire Partnership Scrutiny Panel for the municipal year 2022/2023 and it be noted that the Progressive Oxfordshire Group Leader, Councillor Tyson, would confirm the name of the Progressive Oxfordshire Group member to be the third Cherwell District Council representative in due course.
- (12) That Executive members be appointed as Cherwell District Council's representative and substitute to each of the Future Oxfordshire Partnership advisory sub-groups as set out below:

Advisory Sub-Group	Representative	Substitute
Housing	Councillor Nick Mawer	Councillor Barry Wood
Infrastructure	Councillor Ian Corkin	Councillor Barry Wood
Oxfordshire Plan 2050	Councillor Colin Clarke	Councillor Barry Wood
Environment	Councillor Dan Sames	Councillor Barry Wood

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### **Adoption of Revised Members' Code of Conduct**

The Interim Monitoring Officer submitted a report for Council to adopt a revised Members' Code of Conduct as unanimously recommended by the Standards Committee.

#### **Resolved**

- (1) That the revised Members' Code of Conduct (Annex to the Minutes as set out in the Minute Book) be adopted.
- (2) That it be agreed that:
  - it be mandatory for all Councillors to complete Code of Conduct training within 6 months of the adoption of the revised code (i.e. by mid-November).
  - It be mandatory for all Councillors to undertake Code of Conduct training within 6 months of their election (newly or re-elected) and attend a refresher at least once during their term of office.
- (3) That the revised Members' Code of Conduct be endorsed for adoption by the Town and Parish Councils in the Cherwell District.

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### **Standards Arrangements - Appointment of Independent Person**

The Interim Monitoring Officer submitted a report to appoint an Independent Person in light of the resignation of a current Independent Person.

In introducing the report, the Chairman of the Standards Committee in 2021/22, Councillor Holland, paid tribute and thanked Mr Graham Matthews for his service to the Council as an Independent Person since his initial appointment to the role in July 2013 and wished him all the best for the future.

#### **Resolved**

- (1) That Dr Sadie Reynolds be appointed as an Independent Person, to be appointed for a term expiring on the date of the December Council meeting in 2025.

- (2) That it be noted that the appointment of the Independent Person may be renewable in 2025 for a further term of four years subject to the Independent Person wishing to continue in the role and Council agreeing the renewal of the appointment.

16 **Community Governance Review - results of first consultation stage and recommendations for second consultation stage**

The Chief Executive submitted a report to update Council on the outcome of the stage one consultation that was held between 22 November 2021 and 31 January 2022; to consider recommendations for the second consultation stage that is due to be held from 4 July to 9 September 2022; to delegate authority to the Chief Executive to confirm membership of the Parliamentary Boundary and Community Governance Review Working Group (the Working Group) in light of 5 May 2022 district elections.

In response to Member comments regarding the proposal to consult on proposed amendments to the Banbury and Bodicote parish boundaries and that this should not go forward and were opposed by Bodicote Parish Council, Councillor Mallon, Chairman of the County Governance Review Working Group, advised that in reaching its recommendations the Working Group had considered all responses received during the first consultation and had regard to national guidance in reaching its recommendations for the second consultation stage. The recommendations to Council had been unanimously agreed by the working group which included representatives of all political groups.

It was proposed by Councillor Hingley and seconded by Councillor Cotter that a separate vote on recommendation 1.3 be taken. The separate vote having been duly proposed and seconded. Council voted on all recommendations excluding recommendation 1.3 and held a separate vote on recommendation 1.3.

**Resolved**

- (1) That no changes be made to the boundary between Kidlington and Gosford & Water Eaton as part of the current Community Governance Review.
- (2) That a second stage consultation be carried out on amendments to the parish boundaries between Ambrosden and Blackthorn, area A as shown on map 2 (Annex to the Minutes as set out in the Minute Book).
- (3) That a second stage consultation be carried out on amendments to the parish boundaries between Banbury and Bodicote, areas E and F as shown on map 3, and areas F1 and F2 as shown on map 4 (Annex to the Minutes as set out in the Minute Book).

- (4) That a second stage consultation be carried out on amendments to the parish boundaries between Banbury and Drayton, areas C and D as shown on map 5 (Annex to the Minutes as set out in the Minute Book).
- (5) That a second stage consultation be carried out on amendments to the parish boundaries between Bicester, Ambrosden, Blackthorn and Launton, area L as shown on map 6 (Annex to the Minutes as set out in the Minute Book).
- (6) That a second stage consultation be carried out on amendments to the parish boundaries between Chesterton, Bucknell and Bicester, areas G and H as shown on map 7 (Annex to the Minutes as set out in the Minute Book).
- (7) That a second stage consultation be carried out on amendments to the parish boundaries between Horley and Wroxton, and Horley and Hanwell, areas N and O as shown on map 8 (Annex to the Minutes as set out in the Minute Book).
- (8) That second stage consultation be carried out on an increase of parish councillors in Chesterton, Begbroke and Somerton Parish Councils.
- (9) That authority be delegated to the Chief Executive, in consultation with Group Leaders, to confirm representatives to the Parliamentary Boundary and Community Governance Review Working Group for the remainder of the Community Governance Review (CGR) and Parliamentary Boundary Review Process.

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### **IT Provision for Members**

The Interim Assistant Director Law, Governance & Democratic Services and Interim Monitoring Officer submitted a regarding IT provision for Members.

In introducing the report, the Portfolio Holder for Corporate Services, Councillor Mould, explained that the review of Members' Allowances that had been considered by the 28 February 2022 Council meeting had included a proposal from the Independent Remuneration Panel to introduce an IT allowance to ensure a consistent approach for all councillors. Members had requested officers to review this proposal and submit a revised proposal to this meeting.

Accordingly, the report sought approval of the proposed approach to IT provision for Members. The proposals were designed to ensure that Members were equipped with the IT support they need to perform their role as CDC councillors. The IT provision and IT support needed to be sufficiently robust to safeguard CDC and individual Members from cyber-attacks and data security breaches.

**Resolved**

- (1) That the following principles governing the provision of IT be approved:
  - i. All Members should have access to a consistent level of IT equipment;
  - ii. The IT support should enable Members to properly carry out their role;
  - iii. IT officer support should be available to ensure the IT equipment runs smoothly, and software is updated on a regular basis;
  - iv. CDC and Members individually should be protected against the risk of cyber-attack, malware being brought into CDC systems and from data security breaches;
  - v. IT support should be complimentary to the Council's other policies on cyber security, data security and climate change;
  - vi. Members should have the same level of IT flexibility as officers.
- (2) That the establishment of a dedicated budget for Members' IT be agreed.
- (3) That authority be delegated to the Interim Assistant Director Law, Governance & Democratic Services and Interim Monitoring Officer and Director of Digital & IT, in consultation with the Lead Member whose portfolio includes IT, to draft a Members' IT Policy, setting out acceptable IT usage and the support Members can expect.
- (4) That it be agreed to roll out the provision of laptops and mobile phones to all new Members following the elections in May 2022.

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## **Constitution Updates**

The Interim Monitoring Officer submitted a report which presented updates to the Constitution which had arisen either from the end of the formal partnership working between Cherwell District Council and Oxfordshire County Council or to incorporate within the Constitution procedures that were currently followed as custom but not included in the Constitution.

The Constitution is the document by which, in accordance with the law, the Council exercises all its powers and duties. It is essential that it is reviewed to ensure it remains fit for purpose.

### **Resolved**

- (1) That the inclusion in the Constitution of the custom to allow the proposer of the budget, Group Leaders and proposers of amendments to speak for up to 10 minutes when Council considers the annual budget setting report be endorsed.
- (2) That the revised Financial Procedure Rules (Annex to the Minutes as set out in the Minute Book) be adopted and authority delegated to the Monitoring Officer, in consultation with the Section 151 Officer, to make



any further changes required arising from the separation from Oxfordshire County Council.

- (3) That the Officer Scheme of Delegation Transfer of Functions (Annex to the Minutes as set out in the Minute Book) be noted and it be further noted that the Monitoring Officer would undertake a detailed review of the Officer Scheme of Delegation to reflect the Cherwell District Council Leadership Team following the end of the formal partnership working arrangements with Oxfordshire County Council.

## 19 **Annual Report of the Accounts, Audit & Risk Committee 2021/22**

The Assistant Director of Finance & Section 151 Officer submitted a report which presented the annual report of the Accounts, Audit & Risk Committee 2021/22 and sought agreement to amend the Terms of Reference of the Committee.

In introducing the report, Councillor Brown, Vice-Chairman of the Accounts, Audit & Risk Committee in 2021/22, paid tribute to former Councillor Mike Kerford-Byrnes who had been Chairman of the Committee in 2021/22 and had stood down as a councillor as the May 2022 elections.

Councillor Brown echoed the former Chairman's comments in his Introduction to the Annual Report and thanked officers and Committee members who had contributed and supported the work of the Committee in a positive and meaningful way during 2021/22.

In relation to proposed amendments to the Committee's Terms of Reference, Councillor Brown advised that these related to removing the requirement for substitutes to be trained prior to attending a meeting in that capacity and adding an Independent Person (non-voting) to the Committee membership.

### **Resolved**

- (1) That the Annual Report of the Accounts, Audit & Risk Committee 2021/22 (Annex to the Minutes as set out in the Minute Book) be noted.
- (2) That the updated Terms of Reference for the Accounts, Audit and Risk Committee (Annex to the Minutes as set out in the Minute Book) be agreed.

The meeting ended at 7.50 pm

Chairman:

Date: