



## **Council Minute Book**

**Monday 18 July 2022**

### **Executive**

1. Minutes of meeting Monday 7 March 2022 of Executive (Pages 3 - 8)
2. Minutes of meeting Monday 6 June 2022 of Executive (Pages 9 - 18)
3. Minutes of meeting Monday 4 July 2022 of Executive (Pages 19 - 24)

Executive Portfolio Holder Decisions

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

4. Minutes of meeting Wednesday 16 March 2022 of Accounts, Audit and Risk Committee (Pages 27 - 32)
5. Minutes of meeting Wednesday 18 May 2022 of Accounts, Audit and Risk Committee (Pages 33 - 34)
6. Minutes of meeting Wednesday 25 May 2022 of Accounts, Audit and Risk Committee (Pages 35 - 38)

### **Budget Planning Committee**

7. Minutes of meeting Tuesday 8 March 2022 of Budget Planning Committee (Pages 39 - 42)
8. Minutes of meeting Wednesday 18 May 2022 of Budget Planning Committee (Pages 43 - 44)

### **Licensing Committee**

9. Minutes of meeting Wednesday 18 May 2022 of Licensing Committee (Pages 45 - 46)

### **Overview and Scrutiny Committee**

10. Minutes of meeting Tuesday 15 March 2022 of Overview and Scrutiny Committee (Pages 47 - 52)

11. Minutes of meeting Wednesday 18 May 2022 of Overview and Scrutiny Committee (Pages 53 - 54)
12. Minutes of meeting Wednesday 1 June 2022 of Overview and Scrutiny Committee (Pages 55 - 58)

**Standards Committee**

13. Minutes of meeting Wednesday 18 May 2022 of The Standards Committee (Pages 59 - 60)

## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 7 March 2022 at 6.30 pm

Present:

Councillor Ian Corkin (Vice-Chairman, in the Chair), Deputy Leader and Lead member for Customers and Transformation

Councillor Phil Chapman, Lead member for Leisure and Sport  
Councillor Colin Clarke, Lead Member for Planning  
Councillor Tony Ilott, Lead Member for Finance and Governance  
Councillor Andrew McHugh, Lead Member for Health and Wellbeing  
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property  
Councillor Dan Sames, Lead Member for Clean and Green  
Councillor Lucinda Wing, Lead Member for Housing

Present Virtually, no voting rights:

Councillor Barry Wood, Leader of the Council

Also Present virtually:

Councillor Sean Woodcock, Leader of the Labour Group

Apologies for absence:

Councillor Richard Mould, Lead Member for Performance

Officers:

Yvonne Rees, Chief Executive  
Nathan Elvery, Chief Operating Officer  
Michael Furness, Assistant Director of Finance & S151 Officer  
David Peckford, Assistant Director: Planning and Development  
Nicola Riley, Assistant Director - Wellbeing  
Shahin Ismail, Interim Monitoring Officer  
Robin Rogers, Programme Director COVID Response  
Celia Prado-Teeling, Performance Team Leader  
Natasha Clark, Governance and Elections Manager

### 106 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

108 **Minutes**

The minutes of the meeting held on 7 February 2022 were agreed as a correct record and signed by the Chairman.

109 **Chairman's Announcements**

The Chairman (Vice-Chairman in the Chair) advised that Councillor Wood as Councillor Wood was joining the meeting virtually, he would not be proposing, seconding or voting on any item but could speak on items.

110 **Oxfordshire Plan 2050 Statement of Community Involvement**

The Assistant Director – Planning and Development submitted a report which provided an update on the preparation of the Oxfordshire Plan and proposed an update to the Statement of Community Involvement. Once adopted, the Oxfordshire Plan would provide a high-level spatial framework to shape the future planning of the county up to 2050 and would sit alongside Local Plan Reviews and Neighbourhood Plans.

**Resolved**

- (1) That the adoption of the revised Oxfordshire Plan Statement of Community Involvement (Annex to the Minutes as set out in the Minute Book) be approved and it be noted that the statement will be kept under regular review as the project continues.

**Reasons**

The Statement of Community Involvement outlines how the community and stakeholders will be consulted during the preparation of the Oxfordshire Plan.

**Alternative options**

Option 1: Not to adopt the proposed Statement of Community Involvement. Officers consider the proposed Statement of Community Involvement (SCI) to be robust and appropriate. An SCI is required to meet statutory requirements.

111 **COVID 19: Oxfordshire System Recovery and Renewal Framework**

The Chief Executive submitted a report to seek Executive support of the joint COVID Recovery and Renewal Framework.

## **Resolved**

- (1) That the Oxfordshire System Recovery and Renewal Framework (Annex to the Minutes as set out in the Minute Book) be adopted as the key partnership document guiding joint programme planning beyond the COVID-19 Pandemic period.
- (2) That final revisions to the Oxfordshire System Recovery and Renewal Framework be delegated to the Chief Executive, in consultation with the Leader of the Council, as partnership organisations complete their engagement and decision-making processes.

## **Reasons**

Effective partnership working across Oxfordshire has been at the heart of the local system response to the COVID-19 pandemic. As the national and local picture improves, agreeing a joint approach for Recovery and Renewal will set overarching common ambitions for the issues and themes to be worked on together as organisations and the community learn from the pandemic. The framework aims to ensure that Cherwell and Oxfordshire are best placed to recover from the immediate impacts of the pandemic, to support the long-term renewal of communities and places, and enhance our joint impact on national and international challenges.

## **Alternative options**

Option 1: Do not adopt the joint framework. Rejected: working in partnership will support Cherwell District Council to deliver on its priorities, as set out in the Council's plan.

112

## **Queen Elizabeth II's Platinum Jubilee**

The Assistant Director Wellbeing submitted a report to seek agreement to establish a new small grants scheme to enable communities across the Cherwell District to celebrate Her Majesty Queen Elizabeth II's Platinum Jubilee. This would give communities in Cherwell sufficient time to get plans in place, including necessary approvals for road closures, temporary event notices and licences.

## **Resolved**

- (1) That a Platinum Jubilee budget to a maximum of £55,000 from reserves be established.
- (2) That the grant scheme and promotional measures be agreed and to authority to administer the grant scheme and enter the grant agreements be delegated as set out below:
  - Decision making: Applications will be assessed by the Healthy Communities Manager, and grant awards made by the Assistant

Director Wellbeing, in consultation with the Assistant Director Finance as the s.151 Officer, Lead Member for Health and Wellbeing and Leader of the Council or his deputy.

- (3) That officers be requested work with colleagues from neighbouring authorities and the Lord Lieutenant's office to coordinate and join up support for communities planning celebrations.
- (4) That officers be requested to curate an online gallery of residents' photographs celebrating Cherwell over the reign of Her Majesty Queen Elizabeth II.
- (5) That officers be requested to promote the available local and national funding streams through a co-ordinated communications plan and dedicated webpage with links to the Department of Levelling Up, Housing and Communities information.

### **Reasons**

The proposed grant scheme will honour Her Majesty Queen Elizabeth. It will encourage community cohesion and neighbourliness in Cherwell's parishes and urban communities.

### **Alternatives options**

Option 1: Consideration has been given to extending eligibility to informal neighbourhood groups. This has not been recommended because the money would be paid over to individuals rather than established, accountable organisations.

Option 2: Consideration has been given to restricting grants to events taking place on the Queen's official Jubilee weekend (02-05 June). Given the work involved in organising an event and the short lead-in times to apply for this grant, it is considered fairer to extend eligibility to events throughout the summer.

Option 3: Not to establish a grants scheme to celebrate the Queen's Platinum Jubilee has been rejected as Cherwell usually supports communities to participate in significant Royal events.

113

### **Monthly Performance, Risk and Finance Monitoring Report**

The Assistant Director of Finance and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring positions as at the end of January 2022.

### **Resolved**

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That the proposed changes in use of reserves as set out in the annex to the Minutes (as set out in the Minute Book) be approved.
- (3) That the revised fees and charge schedule as set out in the annex to the Minutes (as set out in the Minute Book) be approved.

### **Reasons**

This report provides an update on progress made during January 2022, to deliver the Council's priorities through reporting on Performance, Leadership Risk Register and providing an update on the Financial Position. The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis. Executive is recommended to agree a change in the use of reserves in accordance with the Council's Reserves Policy and to agree the revised Con29 Fee for 2022/23 as set by Oxfordshire County Council.

### **Alternative options**

Option 1: This report illustrates the Council's performance against the 2021-22 Business Plan. Regarding the monitoring aspects of the report, no further options have been considered. However, members may wish to request that officers provide additional information. Regarding the recommendation to approve changes in use of reserves, members could choose not to reject the change of use, however, the request is in accordance with the councils Reserves Policy and within existing budgets. If members chose not to agree to the changes in transfers to reserves then this would mean resource would need to be found for these projects separately in future years.

114

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

The Assistant Director – Growth and Economy and Assistant Director of Finance submitted a report to inform the Executive of two decisions taken under urgency powers by the Chief Executive regarding (i) the approval of the adoption of the Additional Restrictions Grant policy 2022; and (ii) the defrayal of residual Additional Restrictions Grant funding to OxLEP.

### **Resolved**

- (1) That the urgent decision taken by the Chief Executive to approve the adoption of the Council's Additional Restrictions Grant policy 2022 be noted.
- (2) That the urgent decision taken by the Chief Executive regarding the transfer of residual Additional Restrictions Grant funds to OxLEP be noted.

## **Reasons**

In line with the Constitution, this report is informing Executive of two decision which 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

## 115 **Urgent Business**

There were no items of urgent business.

## 116 **Exclusion of the Press and Public**

There being no questions on the exempt appendix, it was not necessary to exclude the press and public.

## 117 **Notification of Decisions taken by Chief Executive under Urgency Powers - Exempt Appendix**

### **Resolved**

(1) That the exempt appendix be noted.

The meeting ended at 6.55 pm

Chairman:

Date:



## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 6 June 2022 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council and Portfolio Holder for Policy and Strategy

Councillor Nicholas Mawer, Portfolio Holder for Housing  
Councillor Adam Nell, Portfolio Holder for Finance  
Councillor Lynn Pratt, Portfolio Holder for Property  
Councillor Eddie Reeves, Portfolio Holder for Safer Communities  
Councillor Dan Sames, Portfolio Holder for Cleaner and Greener Communities

Apologies for absence:

Councillor Ian Corkin, Deputy Leader of the Council and Portfolio Holder for  
Councillor Phil Chapman, Portfolio Holder for Healthy Communities  
Councillor Colin Clarke, Portfolio Holder for Planning  
Councillor Richard Mould, Portfolio Holder for Corporate Services

Officers (in person):

Nathan Elvery, Corporate Director - Communities (Interim)  
Michael Furness, Assistant Director of Finance & S151 Officer  
Shahin Ismail, Assistant Director - Law, Governance & Democratic Services & Monitoring Officer (Interim)  
Ed Potter, Assistant Director: Environmental Services  
Celia Prado-Teeling, Assistant Director - Customer Focus (Interim)  
Natasha Clark, Governance and Elections Manager

Officers (virtual):

Yvonne Rees, Chief Executive  
Richard Webb, Assistant Director Regulator Services and Community Safety  
Simon Hope, Interim Head of Communications and Marketing

#### **1       Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

3 **Minutes**

The minutes of the meeting held on 7 March 2022 were agreed as a correct record and signed by the Chairman.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Urgent Business**

There were no items of urgent business.

6 **Executive Performance, Risk and Finance Report 2021-2022**

The Assistant Director of Finance and Interim Assistant Director of Customer Focus submitted a report which summarised the Council's Performance, Risk and Finance monitoring positions at the end of the Financial Year 2021-2022.

In introducing the report, the Portfolio Holder for Finance commended and congratulated officers on the outturn report.

On behalf of Executive, the Chairman commended officers for the performance over the 2021-2022 financial year. The Annual Report was extremely positive and should be distributed widely as it would be of interest Members, residents and stakeholders

In response to questions regarding the Community Project to be funded from S106 within the capital programme, the Assistant Director of Finance undertook to provide additional information on the Project.

**Resolved**

- (1) That the Annual Report 2021-2022 (annex to the Minutes as set out in the Minute Book) be noted.
- (2) That the Risk and Opportunities Management Strategy 2022/23 (annex to the Minutes as set out in the Minute Book) be noted.
- (3) That the carry forward of funding into reserves as set out in the annex to the Minutes (as set out in the Minute Book) be approved and the allocations being released for use in 2022/23 be agreed
- (4) That Capital carry forwards as set out in the annex to the Minutes (as set out in the Minute Book) be approved:

- (5) That authority be delegated to the Assistant Director of Finance, in consultation with the Leader of the Council, to approve the Community Project, spend to be funded from S106 as set out in the annex to the Minutes (as set out in the Minute Book) once additional information on the Project has been provided. .
- (6) That the Use of / (Contributions to) Reserves be approved.
- (7) That the outturn underspend for 2021/2022 be noted.

### **Reasons**

This report provides an update on progress made during January 2022, to deliver the Council's priorities through reporting on Performance, Leadership Risk Register and providing an update on the Financial Position. The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis. Executive is recommended to agree a change in the use of reserves in accordance with the Council's Reserves Policy and to agree the revised Con29 Fee for 2022/23 as set by Oxfordshire County Council.

### **Alternative options**

Option 1: This report illustrates the Council's performance against the 2021-22 Business Plan. Regarding the monitoring aspects of the report, no further options have been considered. However, members may wish to request that officers provide additional information. Regarding the recommendation to approve changes in use of reserves, members could choose not to reject the change of use, however, the request is in accordance with the councils Reserves Policy and within existing budgets. If members chose not to agree to the changes in transfers to reserves, then this would mean resource would need to be found for these projects separately in future years.

## **7 Oxfordshire Food Strategy**

The Assistant Director Wellbeing and Housing Services submitted a report which informed Members of the new Oxfordshire Food strategy and outline how Cherwell District Council will join with partners in its adoption and delivery.

### **Resolved**

- (1) That the Oxfordshire Food Strategy (annex to the Minutes as set out in the Minute Book) be committed to and endorsed.

### **Reasons**

An Oxfordshire wide food strategy has been developed by Good Food Oxfordshire in partnership with Oxfordshire County Council, City and District councils and representatives from Oxfordshire community sector groups. The

strategy supports a broad range of Council priorities and strategies including wellbeing and access to healthy food, Recovery and Renewal, access to green space, addressing food poverty and tackling inequalities.

It is proposed that £65k of funding would be allocated from Oxfordshire County Council to be put towards delivery of actions that will directly impact accessibility to food that can be used internally or put towards community groups within the Cherwell district to endorse and commit to the Oxfordshire Food Strategy and continue only to be a member of the Cherwell Food Network. This however would go against the Cherwell Food Networks ambition to expand its work and impact in the district, becoming more joined up in the bigger picture of food and allowing it to grow alongside a Food Strategy for Oxfordshire. improving food options for many residents and joining up actions with other partners to strengthen the system through reducing food waster, growing projects, and community action.

### **Alternative options**

Option 1: Not to endorse and commit to the Oxfordshire Food Strategy and continue only to be a member of the Cherwell Food Network. This however would go against the Cherwell Food Networks ambition to expand its work and impact in the district, becoming more joined up in the bigger picture of food and allowing it to grow alongside a Food Strategy for Oxfordshire. improving food options for many residents and joining up actions with other partners to strengthen the system through reducing food waster, growing projects, and community action.

## **8 Proposal to Introduce a Public Spaces Protection Order for Bicester Town Centre**

The Assistant Director – Regulatory Services and Community Safety submitted a report regarding a proposal to introduce a Public Spaces Protection Order (PSPO) for Bicester Town Centre.

A consultation was recently undertaken on a proposal to introduce a Public Spaces Protection Order (PSPO) for Bicester town centre. The report provided the background to the proposal, a summary of the consultation undertaken and the feedback from key stakeholders and details of the potential scope of the Order. Executive was requested to decide whether to introduce a PSPO in Bicester Town Centre.

The proposed PSPO will contribute towards the delivery of the council objective to “work with partners to reduce crime and antisocial behaviour” within the Healthy, Resilient and Engaged Communities priority. A reduction in anti-social behaviour in the town centre will also contribute towards the Enterprising Economy with Strong and Vibrant Local Centres priority. Tackling anti-social behaviour was also identified as one of the priorities for the council in the last residents survey.

### **Resolved**

- (1) That, having given due consideration to the outcomes of the public consultation and partner organisations' views, a Public Spaces Protection Order for Bicester town centre be introduced.

### **Reasons**

The results of the consultation show overwhelming support for the introduction of a PSPO in Bicester Town Centre from the public and stakeholder organisations. The responses support including all three prohibitions that were included in the consultation. Crime and incident data from the Police evidence supports the conclusion that prevalent and persistent problem of anti-social behaviour in and around Bicester town centre and that the legal requirements for the introduction of a PSPO are met. Therefore, the Executive is recommended to approve the introduction of the PSPO (subject to any minor amendments advised by the council's solicitors to ensure the order will be effective).

### **Alternative options**

Option 1: Not introduce a PSPO.

This option is not recommended. Crime and incident data from the Police evidence supports the conclusion that prevalent and persistent problem relating to anti-social behaviour in and around Bicester town centre. The consultation outcomes show strong support for the introduction of a PSPO to tackle this problem and stakeholders, including Thames Valley Police, also support the proposal.

Option 2: Introduce a PSPO of more limited scope.

This option is not recommended. The consultation outcomes show support for all aspects of the proposal PSPO and there is data and evidence which justifies the inclusion of all the proposed prohibitions if a PSPO is to be introduced.

9

### **Fixed Penalty Notice Level for Cycling on the Pavement**

The Assistant Director – Regulatory Services and Community Safety submitted a report which sought agreement of the fixed penalty notice fine level for cycling on footpaths.

Action to prevent cycling on pavements will contribute towards the delivery of the council's objective to "work with partners to reduce crime and antisocial behaviour" within the Healthy, Resilient and Engaged Communities priority. It will also contribute towards the Enterprising Economy with Strong and Vibrant Local Centres priority. Tackling anti-social behaviour was also identified as one of the priorities for the council in the last residents survey.

### **Resolved**

- (1) That the fixed penalty notice amount to be applied to the offence of cycling on a footpath be set at £50 to align with Thames Valley Police.

### **Reasons**

The offence for riding on a footpath is included in section 72 of the Highway Act 1835 along with other similar offences. The Police have accredited the council's Community Safety Team officers with the power to issue fixed penalty notices to persons identified as committing this offence normally only available to Police Constables under section 54 of the Road Traffic Offenders Act 1988.

The penalty for an offence under section 72 of the Highway Act 1835 is stated as "any sum not exceeding level 2 on the standard scale". Therefore, the council can determine the level of fine to apply. Level 2 on the standard scale is £500. Thames Valley Police have set the level of fine they apply for this offence at £50.

It is recommended that the council applies the same level of fine for this offence as Thames Valley Police to minimise the chance of challenge on the basis that similar offences in the same location attract different penalties depending on which organisation is issuing the notice.

### **Alternative options**

Option 1: Set an alternative level of penalty to apply for this offence. Since this is a new power available to the accredited officers there is no data or information available to the council at this time to support setting the fine level at a different level to that determined appropriate by Thames Valley Police.

Option 2: To not set a fine level for this offence. This would result in the council being unable to issue fixed penalty notices for cycling on the footpath despite council officers being accredited to do so by Thames Valley Police.

## 10 **Traffic Orders Bus Station & Cherwell Drive**

The Assistant Director Environmental Services submitted a report to seek to introduce new Traffic Orders covering the Bus Station & a new car park at Cherwell Drive.

### **Resolved**

- (1) That the consultation on changing the traffic orders be noted.
- (2) That, while noting the objection from Stagecoach and response from the Council, changing the Traffic Orders at the Bus Station & the new Cherwell Drive car park be approved.

### **Reasons**

The Traffic orders need the approval of the Executive if they are to proceed. If the orders are not changed then the project cannot proceed.

### **Alternative options**

Option 1: To reject the recommendations and ask officers to reconsider the overall project

## **11 Appointment of Outside Body Representatives, Member Champion and Shareholder Committee**

The Assistant Director – Law, Governance and Democratic Services (Interim) submitted a report for Executive to appoint representatives to Partnerships, Outside Bodies and Member Champions where these are executive functions, for the municipal year 2022/2023.

### **Resolved**

- (1) That appointments to partnerships, outside bodies, the Shareholder Committee, Member Champions and advisory groups for 2022/2023 be made and ceased as set out in the annex to the Minutes (as set out in the Minute Book).
- (2) That authority be delegated to the Assistant Director – Law, Governance and Democratic Services (Interim), in consultation with the Leader of the Council, to appoint Members to any outstanding vacancies and make changes to appointments as may be required for the 2022/2023 Municipal Year.

### **Reasons**

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

Delegation to the Assistant Director – Law, Governance and Democratic Services (Interim), in consultation with the Leader provides flexibility for the remainder of the Municipal Year to appoint to any outstanding vacancies, or if amendments are required to any appointments, and ensures they are made in a timely manner.

### **Alternative options**

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

12 **Notification of Urgent Action: Additional Restrictions Grants Policy - Grant payment levels**

The Assistant Director of Finance submitted a report to inform the Executive of the urgent decision that was taken by the Chief Executive to finalise an additional grants policy in response to the Omicron variant in line with Government guidance.

**Resolved**

- (1) That the urgent decision taken by the Chief Executive in relation to grant payment levels for the Additional Restrictions Grants Policy be noted.

**Reasons**

In line with the Constitution, this report is informing Executive of a decision which was 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.

13 **Notification of Decision taken by Chief Executive under Urgency Powers**

The Assistant Director – Growth and Economy submitted a report to inform the Executive of the decision taken under urgency powers by the Chief Executive for the approval of delegated authority to the Assistant Director – Growth and Economy, in consultation with the Council’s s151 officer, to enter into new sales of leases; staircase of shared ownership leases; or resale of leases for residential properties in the Council’s housing assets portfolio.

**Resolved**

- (1) That the urgent decision taken by the Chief Executive for the approval of delegated authority to the Assistant Director – Growth and Economy, in consultation with the Council’s s151 officer, to enter into new sales of leases; staircase of shared ownership leases; or resale of leases for residential properties in the Council’s housing assets portfolio be noted.

**Reasons**

In line with the Constitution, this report is informing Executive of a decision which was 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.

14 **Exclusion of the Press and Public**

There being no questions on the exempt appendix, it was not necessary to exclude the press and public.

15 **Notification of Decision taken by Chief Executive under Urgency Powers - Exempt Appendix**

**Resolved**

(1) That the exempt appendix be noted.

The meeting ended at 7.10 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 4 July 2022 at 6.30 pm

Present:

Councillor Ian Corkin (Vice-Chairman, in the Chair), Deputy Leader of the Council and Portfolio Holder for Economy and Regeneration

Councillor Phil Chapman, Portfolio Holder for Healthier Communities  
Councillor Colin Clarke, Portfolio Holder for Planning  
Councillor Nicholas Mawer, Portfolio Holder for Housing  
Councillor Richard Mould, Portfolio Holder for Corporate Services  
Councillor Adam Nell, Portfolio Holder for Finance  
Councillor Lynn Pratt, Portfolio Holder for Property  
Councillor Eddie Reeves, Portfolio Holder for Safer Communities  
Councillor Dan Sames, Portfolio Holder for Cleaner and Greener Communities

Apologies for absence:

Councillor Barry Wood, Leader of the Council and Portfolio Holder for Policy and Strategy

Officers:

Yvonne Rees, Chief Executive  
Ian Boll, Corporate Director - Communities  
Stephen Hinds, Corporate Director - Resources  
Nathan Elvery, Interim Chief Operating Officer  
Michael Furness, Assistant Director of Finance & S151 Officer  
Shahin Ismail, Assistant Director - Law, Governance & Democratic Services & Monitoring Officer (Interim)  
Simon Hope, Interim Head of Communications and Marketing  
Celia Prado-Teeling, Assistant Director - Customer Focus (Interim)  
Richard Webb, Assistant Director Regulatory Services  
Natasha Clark, Governance and Elections Manager

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

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

18 **Minutes**

The minutes of the meeting held on 6 June 2022 were agreed as a correct record and signed by the Vice-Chairman in the Chair.

19 **Chairman's Announcements**

There were no Chairman's announcements.

20 **Urgent Business**

There were no items of urgent business.

21 **Proposal to Consult on a Hackney Carriage Tariff Increase**

The Assistant Director Regulatory Services & Community Safety submitted a report to seek agreement to consult on a Hackney Carriage tariff increase.

The Council's Licensing Team had been asked by the Cherwell Valley Taxi Association to increase the fare tariff for hackney carriage which requires public consultation. The Executive are asked to agree that the council should commence this consultation and implement the statutory procedure for altering the fare tariff pursuant to the Local Government (Miscellaneous Provisions) Act 1976.

An updated version of the proposed tariffs to be consulted on had been published as a supplement to the agenda as the Cherwell Taxi Association had requested further amendments to the proposed tariffs after publication of the original proposals. .

**Resolved**

- (1) That it be agreed to commence the public consultation on increasing the fare tariff for hackney carriages to the levels as set out on the Annex to the Minutes (as set out in the Minute Book) with a view to increasing the maximum fares that licenced Hackney Carriages can charge.

**Reasons**

Local authorities have a statutory power to set the maximum fares that licensed hackney carriages can charge for a journey. To enable implementation of new tariff as requested by Cherwell Valley Taxi Association it is recommended that the Executive agree to commence public consultation on the revised table of fares (amended appendix 1 to the report).

**Alternative options**

Option 1: To propose alternative tariffs in the table of fares. This was rejected as the proposed revisions were determined in discussion with the trade and appear to meet the balance of ensuring the licensed hackney carriage fares allow drivers to recover costs and make reasonable profit whilst not becoming prohibitive to customers.

Option 2: To retain the current fare tariffs. Given the rises in fuel costs since the current tariffs were set not considering an increase in fares charged by drivers could result in a substantial reduction in the number of taxis operating in the district and therefore impacting on the community.

## 22 Monthly Performance, Risk and Finance Monitoring Report May 2022

The Assistant Director of Finance and Interim Assistant Director – Customer Focus submitted a report which summarised the Council’s Performance, Risk and Finance monitoring positions as at the end of May 2022.

In response to Members’ questions regarding addressing the forecast position for 2022/2023 of an overspend and the impact of inflation, the Portfolio Holder for Finance explained that there were reserves that could be drawn on if required to address any overspend at the year end. In relations to inflation, contingency was built into the budget for inflation.

### Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report May 2022.
- (2) That the following changes in use of reserves be approved:

Directorate	Type	Description	Amount £m
Communities	Ringfenced	Heat Networks Delivery	0.027
		<b>Total Ringfenced</b>	<b>0.027</b>
Communities	Earmarked	Development Management	0.335
Chief Executives	Earmarked	“Improving the Customer Experience” programme of works	0.050
Resources	Earmarked	Member laptops	0.028
Resources	Earmarked	Elections reserve	0.100
Communities	Earmarked	Country Parks	0.025
		<b>Total Earmarked</b>	<b>0.538</b>

- (3) That authority be delegated to the Assistant Director of Finance, in consultation with the Portfolio Holder for Finance, to agree budget adjustments from the Policy Contingency Budget in excess of their £250,000 delegation where the budget adjustment is in accordance with the contingency.

### **Reasons**

This report provides an update on progress made during May 2022, to deliver the Council's priorities through reporting on Performance, Leadership Risk Register and providing an update on the Financial Position. 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 2022-23 Business Plan. Regarding the monitoring aspects of the report, no further options have been considered. However, members may wish to request that officers provide additional information. Regarding the recommendation to approve changes in use of reserves, members could choose not to reject the change of use, however, the request is in accordance with the councils Reserves Policy and within existing budgets. If members chose not to agree to the changes in transfers to reserves, then this would mean resource would need to be found for these projects separately in future years.

## **23 Exclusion of the Press and Public**

### **Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **24 Approval of Delegated Authority to Seal Plans for Residential Properties within the Council's Housing Assets Portfolio**

The Assistant Director – Growth and Economy submitted and exempt report to seek approval to apply the Council's seal for plans to two properties within the Council's housing assets portfolio (as set out on the exempt annex to the Minutes as set out in the Minute Book), which will enable Registration of the transactions at the Land Registry. In addition, Executive was requested to agree to put in place appropriate delegations for similar transactions in the future.

## **Resolved**

- (1) That the applying of seals for plans to two properties within the Council's housing assets portfolio be approved and thereby completion of the transactions enabling Registration at the Land Registry be authorised.
- (2) That the power to authorise the sealing of plans and agreements of similar transactions within the Council's housing assets portfolio be delegated to the Assistant Director – Growth and Economy (or such other Assistant Director or officer with responsibility for the management of the Council's housing assets portfolio), in consultation with the Council's s151 Officer and Monitoring Officer and it be noted that this delegation will be inserted into the Council's Scheme of Delegations.

## **Reasons**

The transactions for the two properties can only be registered at the Land Registry with sealed plans.

By the Executive approving applying of seals for plans to these two properties within the Council's housing assets portfolio, Executive will thereby authorise completion of the transactions enabling Registration at the Land Registry

Providing the delegation to authorise the sealing of plans and agreements of similar transactions within the Council's housing assets portfolio will avoid the need to return to Executive for any future similar transaction.

## **Alternative options**

Option 1: Not to agree to the approval; and to the delegation of authority requested – this has been rejected because to do so would leave uncertainty around the two properties and the Council's management of its housing assets portfolio.

The meeting ended at 7.05 pm

Chairman:

Date:

This page is intentionally left blank



## **Council**

### **Record of Lead Member Portfolio Holder Decisions for the period February to July 2022**

**(As at 8 July 2022)**

<b>Area of Responsibility</b>	<b>Decision Subject Matter</b>
Lead Member for Planning	Requests to Limit Liabilities for Registered Providers in Planning Obligations

This page is intentionally left blank

## **Cherwell District Council**

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

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 16 March 2022 at 6.30 pm

Present:

Councillor Mike Kerford-Byrnes (Chairman)  
Councillor Hugo Brown (Vice-Chairman)  
Councillor Andrew Beere  
Councillor Nicholas Mawer  
Councillor Adam Nell  
Councillor Tom Wallis  
Councillor Sean Woodcock

Also Present: (virtually)

Councillor Barry Wood, Leader of the Council  
Sue Gill, Ernst & Young (external audit)

Apologies for absence:

Councillor Conrad Copeland

Officers:

Michael Furness, Assistant Director of Finance & S151 Officer  
Anita Bradley, Director Law and Governance & Monitoring Officer  
Sarah Cox, Chief Internal Auditor  
Joanne Kaye, Strategic Business Partner  
Kerry MacDermott, Interim Assistant Director for Revenues and Benefits Services  
Louise Tustian, Head of Insight and Corporate Programmes  
Tessa Clayton, Audit Manager  
Celia Prado-Teeling, Assistant Director - Customer Focus (Interim)  
Jacey Scott, Interim Revenues and Benefits Manager  
Sharon Hickson, Democratic and Elections Officer

60

### **Declarations of Interest**

13. Final 2020/21 Audit Results Report.

Councillor Andrew Beere, Non Statutory Interest, as a member of Banbury Town Council.

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

There were no petitions or requests to address the meeting.

62 **Minutes**

The Minutes of the meeting of the Committee held on 19 January 2022 were agreed as a correct record and signed by the Chairman.

63 **Chairman's Announcements**

There were no chairman's announcements.

64 **Urgent Business**

There were no items of urgent business.

65 **Monthly Performance, Risk and Finance Monitoring Report**

The Director of Finance and Head of Insight and Corporate Programmes submitted a report summarising the Council's Performance, Risk and Finance monitoring positions as at the end of January 2022.

In introducing the report, the Assistant Director of Finance explained that in relation to the Re-profile beyond 2021/22 within Commercial Development, Assets & Investments, the narrative for Bodicote House Fire Compliance is incorrect and should read "The scope is being reviewed to ascertain actual requirements. The delay is also linked to prioritisation of the delivery of the Public Sector Decarbonisation Scheme works". The commentary was correct.

**Resolved**

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.

66 **Housing Benefit and Council Tax Reduction Risk Based Verification**

The Interim Assistant Director-Revenues and Benefits submitted a report that provided members with details of the Risk Based Verification (RBV) policy and sought approval for the RBV Policy for 2022-2023.

**Resolved**

- (1) That the contents of this report be noted

- (2) That having given due consideration, the Risk Based Verification Policy for the financial year 2022-2023 be approved.

67 **Update on Counter Fraud Annual Plan 2021/22**

The Assistant Director of Finance submitted a report which summarised the activity against the Annual Plan for the Counter-Fraud service at Cherwell District Council for 2021/22.

**Resolved**

- (1) That the summary of activity against the Annual Counter Fraud Plan for 2021/22 be noted.

68 **General Data Protection Regulation Audit 2021 update**

The Director of Law and Governance submitted a report which set out the current position of the Council with regard to the actions resulting from the General Data Protection Regulation audit in July 2021.

In response to the Committee's question regarding Member's use of personal equipment for Council work, the Director of Law and Governance advised that she would confirm if this was covered in the Information Security Management Policy or included within the ICT policy. The Director of Law and Governance would also advise confirm if Members using personal equipment were exempt from paying an individual Data Protection Controller Fee.

In response to Members' questions regarding data breaches as a result of hacking and if the Council maintained cyber insurance against such risk, the Assistant Director of Finance Director undertook to confirm to the Committee what provision the current policy gives regarding Cyber Insurance.

The Committee requested that a written update of the results of the March Governance Board be forwarded to the Chairman of the Account Audit and Risk Committee to circulate to committee members.

**Resolved**

- (1) That the General Data Protection Regulation Audit 2021 report be noted.

69 **Draft Annual Report of Accounts, Audit and Risk Committee**

The Assistant Director of Finance submitted a report which presented the draft report of the Annual Accounts, Audit & Risk Committee for 2021/22.

The Assistant Director of Finance advised Members that the current Terms of Reference for the Committee required Members and any substitute attending a meeting to have received training before attending. It was proposed that the

training required be removed for substitutes to facilitate their attendance, particularly if asked to substitute at short notice.

The Committee proposed no further changes or amendments to the report and endorsed it and the amendment to the Terms of Reference for submission to Council.

### **Resolved**

- (1) That, having given due consideration, it be agreed that the Annual Report of Accounts, Audit and Risk Committee report be presented to Council.
- (2) That Full Council be recommended to agree a change of the Accounts, Audit and Risk Committee Terms of Reference to remove the mandatory training requirement for appointed substitutes attending a meeting of the Committee

## 70 **Treasury Management Report - Q3 2021-22**

The Director of Finance submitted a report which provided information on treasury management performance and compliance with treasury management policy for 2021-22 as required by the Treasury Management Code of Practice.

In introducing the report, the Strategic Finance Business Partner advised the Committee of two amendments to the report. In relation to the borrowing position the interest payable for the full year was forecast to be £203k under budget (positive variance). In relation to investment performance for the 9 months ending 31 December 2021, the interest receivable for the full year was forecast to be £58k below budget (adverse variance).

### **Resolved**

- (1) That the contents of the Quarter 3 2021-22 Treasury Management Report be noted.

## 71 **Final 2020/21 Audit Results Report**

The Assistant Director of Finance submitted a report which presented the final 2020/21 Audit Results.

In presenting the report, the Strategic Finance Business Partner highlighted that the 2020/21 external audit results report contained an unqualified opinion and the accounts had been signed off on Monday 14 March 2022.

Ernst and Young, the council's external auditor, thanked the Finance team for the hard work provided during this audit

### **Resolved**

- (1) That the final 2020/21 Audit Results Report be noted.

72 **Work Programme**

The Committee considered its work programme and proposed committee training schedule. The Assistant Finance Director highlighted one addition to the May meeting the "Local Code of Corporate Governance".

**Resolved**

- (1) That, subject to the addition of the Local Code of Corporate Governance to the May meeting, the work programme be noted.

73 **Councillor Kerford-Byrnes, Chairman of Accounts, Audit & Risk Committee**

Councillor Kerford-Byrnes addressed the meeting explaining that this was the last meeting of the Committee he would be attending as he was standing down as a councillor. Councillor Kerford-Byrnes thanked all Committee members past and present for their support over the past eleven years.

Councillor Kerford-Byrnes also thanked all officers and the external auditor that worked with the committee for their continuing support and commitment.

Members responded to Councillor Kerford-Byrnes and thanked him for his time and commitment as Chairman of the committee.

The meeting ended at 7.55 pm

Chairman:

Date:

This page is intentionally left blank



## **Cherwell District Council**

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

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 18 May 2022 at 7.50 pm

Present:

Councillor Donna Ford (Chairman)  
Councillor Hugo Brown (Vice-Chairman)  
Councillor Patrick Clarke  
Councillor Andrew Crichton  
Councillor Ian Middleton  
Councillor Chris Pruden  
Councillor Barry Wood

Apologies for absence:

Councillor Sean Woodcock

Officers:

#### **1 Appointment of Chairman for the municipal year 2022/2023**

##### **Resolved**

- (1) That Councillor Donna Ford be appointed Chairman of the Accounts, Audit and Risk Committee for the municipal year 2022/2023.

#### **2 Appointment of Vice-Chairman for the municipal year 2022/2023**

##### **Resolved**

- (2) That Councillor Hugo Brown be appointed Vice-Chairman of the Accounts, Audit and Risk Committee for the municipal year 2022/2023.

The meeting ended at 7.51 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

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

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 25 May 2022 at 6.30 pm

Present:

Councillor Donna Ford (Chairman)  
Councillor Hugo Brown (Vice-Chairman)  
Councillor Patrick Clarke  
Councillor Ian Middleton  
Councillor Chris Pruden  
Councillor Sean Woodcock  
Councillor Barry Wood

Substitute Members:

Councillor Dr Chukwudi Okeke (for Councillor Andrew Crichton)

Also Present:

Councillor Adam Nell, Portfolio Holder for Finance

Apologies for absence:

Councillor Andrew Crichton

Officers:

Michael Furness, Assistant Director of Finance & S151 Officer  
Shahin Ismail, Assistant Director - Law, Governance & Democratic Services & Monitoring Officer (Interim)  
Sarah Cox, Chief Internal Auditor  
Joanne Kaye, Strategic Business Partner  
Katherine Kitashima, Audit Manager  
Sharon Hickson, Democratic and Elections Officer

### **3 Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

5 **Minutes**

The Minutes of the meetings of the Committee held on 16 March 2022 and of the meeting of the Committee held on 18 May 2022 were agreed as a correct records and signed by the Chairman.

6 **Chairman's Announcements**

There were no chairman's announcements.

7 **Urgent Business**

There were no items of urgent business.

8 **2021/22 Accounting Policies**

The Assistant Director of Finance & S151 Officer submitted a report for the Committee to consider and approve the Accounting Policies for inclusion in the 2021/22 Statement of Accounts.

In response to questions from the Committee regarding the inflation rate currently being higher than the 6% predicted in the contingency budget for inflationary pressure throughout the medium term, the Assistant Director of Finance & S151 Officer advised that contract and services already purchased would not be affected by any increase at this time. Budget monitoring would begin in June and would be considered by the Budget Planning Committee.

The Strategic Business Finance Partner explained the asset devaluation of groups advising that the Council used a rolling 5 year asset valuation programme with 20% of different categories valued each year.

**Resolved**

- (1) That having given due consideration, the accounting policies as approved by the Chief Finance Officer be approved.

9 **Annual Governance Statement 2021/22**

The Interim Monitoring Officer submitted a report on the Annual Governance Review process to enable the Committee to fulfil its responsibilities associated with the publication of the Council's Annual Governance Statement 2021/22.

The Interim Monitoring Officer highlighted an error in appendix 1 paragraph 27 "rating of compliance showing as Green for all of the 19 standards" should read "rating of compliance showing as Green for all of the 17 standards."

**Resolved**

- (1) That it be agreed that, subject to the Interim Monitoring Officer making any necessary amendments in the light of comments made by the Committee, after consultation with the Leader of the Council, the Chief Executive and the Section 151 officer that the Annual Governance Statement 2021/22 be approved.
- (2) That it be agreed that the Leader of the Council and the Chief Executive be authorised to sign the Annual Governance Statement on behalf of Cherwell District Council.

10 **Local Code of Corporate Governance**

The Interim Monitoring Officer submitted a report which provided an opportunity for the review of the Local Code of Corporate Governance.

The Interim Monitoring Officer confirmed that the final version would be amended to replace reference to “County” with “District” at Core Principle “E” of the Code.

**Resolved**

- (1) That the Local Code of Corporate Governance be approved.

11 **Annual Report of the Chief Internal Auditor 2021/22**

The Chief Internal Auditor submitted a report that summarised the outcome of the Internal Audit work in 2021/22, and provided an opinion on the Council's System of Internal Control.

**Resolved**

- (1) That, having given due consideration, the report be endorsed

12 **Internal Audit Strategy and Plan 2022/23**

The Assistant Director of Finance submitted a report which presented the Internal Audit Strategy and Plan for 2022/23

**Resolved**

- (1) That the Internal Audit Strategy and Plan for 2022/23 be noted.

13 **Work Programme**

The Strategic Business Partner introduced the work programme and advised the committee that the training programme was under review.

**Resolved**

- (1) That the work programme be noted.

The meeting ended at 7.49 pm

Chairman:

Date:

## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 8 March 2022 at 6.30 pm

Present:

Councillor Carmen Griffiths (Vice-Chairman, in the Chair)

Councillor Phil Chapman  
Councillor John Donaldson  
Councillor Shaida Hussain  
Councillor Andrew McHugh  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Sean Woodcock

Also Present Virtually:

Councillor Tony Ilott – Lead member for Finance and Governance

Apologies for absence:

Councillor Nicholas Mawer  
Councillor David Hughes  
Councillor Lucinda Wing

Officers:

Michael Furness, Assistant Director of Finance & S151 Officer  
Leanne Lock, Strategic Business Partner  
Lesley Farrell, Democratic and Elections Officer

41

### **Declarations of Interest**

#### **6. Monthly Performance, Finance and Risk Monitoring Report.**

Councillor Andrew McHugh, Non Statutory Interest, as a trustee of Banbury Museum.

Councillor Shaida Hussain, Non Statutory Interest, as a trustee of Banbury Museum.

42 **Minutes**

The Minutes of the meeting of the Committee held on 13 July 2021 were agreed as a correct record and signed by the Vice-Chairman, in the Chair.

The Minutes of the meeting of the Committee held virtually on 9 December 2021 and 25 January 2022 were also confirmed as a correct record and signed by the Vice-Chairman, in the Chair.

43 **Chairman's Announcements**

There were no Chairman's announcements.

44 **Urgent Business**

There were no items of urgent business.

45 **Monthly Performance, Finance and Risk Monitoring Report**

The Assistant Director of Finance submitted a report which summarised Cherwell District Council's forecast revenue and capital outturn position for 2021/22 as at January 2022 to give the Committee the opportunity to consider the financial aspects of the report.

The Strategic Business Partner explained that the current review of aged debt was taking longer than usual and involved the legal department. An Aged Debt Report would be brought to the committee at the appropriate time giving the current position and the total amount of right offs.

In response to questions from the committee, the Strategic Business Partner explained that Covid specific financial tasks were coming to an end. The test and trace finished on 24 March and current covid related grant payments were ending on 31 March.

The Committee was advised of an error in appendix 1 of the report. In section 3.29, Re-profile beyond 2021/22, 8, under the Commercial Development, Assets, and Investments information, it stated that work on Bodicote House Fire Compliance "was on hold due to political pressures". This was incorrect and the reason should have been consistent with the information provided at line 40191 of Appendix 2 and read that the work was on hold while scope was being reviewed to ascertain the actual requirements.

In response to Member's comments regarding decarbonisation works, the Assistant Director of Finance explained that there had been an extension to the grant expiry date to end of June/early July due to many councils experiencing problems allocating the grant within the original time frame.



In response to questions from the Committee the Assistant Director of Finance explained that he was unaware of an impact assessment on the delay of projects in progress or not yet started due to decarbonisation and would circulate the information to Members outside of the meeting.

**Resolved**

- (1) That the contents of the report be noted.

46

**Review of Committee Work Plan**

The Assistant Director of Finance explained that the 2022/23 work plan had not been confirmed and once consultation with the Chairman had taken place, the 2022/23 work plan would be circulated to Budget Planning Committee Members.

**Resolved**

- (1) That it be agreed that following consultation with the Chairman the 2022/23 work plan be circulated to Budget Planning Committee Members.

The meeting ended at 6.55 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 18 May 2022 at 7.53 pm

Present:

Councillor Patrick Clarke (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Hugo Brown  
Councillor Phil Chapman  
Councillor John Donaldson  
Councillor Donna Ford  
Councillor David Hingley  
Councillor Matt Hodgson  
Councillor Angus Patrick  
Councillor Chris Pruden  
Councillor Fraser Webster

Apologies for absence:

Councillor Sean Woodcock

#### **1 Appointment of Chairman for the municipal year 2022/2023**

##### **Resolved**

- (1) That Councillor Patrick Clarke be appointed Chairman of the Budget Planning Committee for the municipal year 2022/2023.

#### **2 Appointment of Vice-Chairman for the municipal year 2022/2023**

##### **Resolved**

- (2) That Councillor Douglas Webb be appointed Vice-Chairman of the Budget Planning Committee for the municipal year 2022/2023.

The meeting ended at 7.54 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Licensing Committee**

Minutes of a meeting of the Licensing Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 18 May 2022 at 7.54 pm

Present:

Councillor Douglas Webb (Chairman)  
Councillor George Reynolds (Vice-Chairman)  
Councillor Hannah Banfield  
Councillor Andrew Beere  
Councillor Mike Bishop  
Councillor Angus Patrick  
Councillor Chris Pruden  
Councillor Eddie Reeves  
Councillor Jason Slaymaker  
Councillor Katherine Tyson  
Councillor Fraser Webster  
Councillor Barry Wood

#### **1 Appointment of Chairman for the municipal year 2022/2023**

##### **Resolved**

- (1) That Councillor Douglas Webb be appointed Chairman of the Licensing Committee for the municipal year 2022/2023.

#### **2 Appointment of Vice-Chairman for the municipal year 2022/2023**

##### **Resolved**

- (2) That Councillor George Reynolds be appointed Vice-Chairman of the Licensing Committee for the municipal year 2022/2023.

The meeting ended at 7.55 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Overview and Scrutiny Committee**

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 15 March 2022 at 6.30 pm

Present:

Councillor Tom Wallis (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Sandy Dallimore  
Councillor David Hughes  
Councillor Perran Moon  
Councillor Les Sibley  
Councillor Bryn Williams

Substitute Members:

Councillor Andrew Beere (In place of Councillor Matt Hodgson)  
Councillor John Broad (In place of Councillor Ian Middleton)

Also Present:

Councillor Barry Wood, Leader of the Council (virtual)

Apologies for absence:

Councillor Mike Bishop  
Councillor Matt Hodgson  
Councillor Simon Holland  
Councillor Ian Middleton  
Councillor Adam Nell

Officers:

Celia Prado-Teeling, Performance Team Leader  
Emma Faulkner, Democratic and Elections Officer  
Lesley Farrell, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

#### 43 **Declarations of Interest**

There were no declarations of interest.

#### 44 **Minutes**

The Minutes of the meeting of the Committee held on 1 February 2022 were confirmed as a correct record and signed by the Chairman.

45 **Chairman's Announcements**

There were no Chairman's announcements.

46 **Urgent Business**

There were no items of urgent business.

47 **Monthly Performance, Risk and Finance Monitoring Report**

The Committee considered a report from the Assistant Director of Finance and the Head of Insight and Corporate Programmes that summarised the Council's Performance, Risk and Finance monitoring position as at the end of January 2022.

The Performance Team Leader explained that as of January 2022, 21 performance indicators were reporting green, 3 were reporting amber and 3 reporting red.

The indicators reporting red relating to the amount of time to process new housing benefit claims; percentage of waste recycled and composted; and percentage of council tax collected.

The Committee was advised that the indicator relating to waste composted was as a result of seasonal reductions, with the amount of green waste collected at the end of the calendar year reducing significantly. In response to questions from the Committee the Performance Team Leader advised that discussions were ongoing with the Assistant Director Environmental Services, regarding the best way of recording performance for the waste collection indicators, due to the seasonal implications of the service.

In response to questions from the Committee regarding environmental sustainability performance measures and climate action updates, the Performance Team Leader advised that detailed responses would be sought from the relevant departments.

**Resolved**

- (1) That the performance aspects of the monthly Performance, Risk and Finance Monitoring report be noted.

48 **Overview and Scrutiny Working Groups**



The Committee considered a report from the Director of Law and Governance that presented the final reports of the scrutiny working groups on Members' Education and Training, and Parish Engagement.

With regards to the Members' Education and Training working group, nine recommendations had been made which would be implemented from May 2022 if approved by the Committee. The Lead Member for Finance and Governance would also be requested to endorse the recommendations.

In relation to the Parish Engagement working group, a number of areas for further detailed review had been identified. The recommendation was that the working group should continue in the new Municipal Year, with updated Terms of Reference to reflect the areas identified for further detailed review.

The Chairman of the working groups, Councillor Sandy Dallimore, thanked the Members of both working groups for the work undertaken to date.

### **Resolved**

- (1) That the report of the Education and Training Working Group be noted.
- (2) That the report of the Parish Engagement Working Group be noted.
- (3) That the Lead Member for Finance and Governance be recommended to note and endorse the recommendations of the Members' Education and Training Working Group.
- (4) That the continuation of the Parish Engagement Working Group in the 2022/2023 municipal year be agreed.

49

### **Overview and Scrutiny Committee Annual Report 2021/22**

The Committee considered the draft Overview and Scrutiny Annual report for 2021/22.

The draft report summarised the work of the committee over the Municipal Year, and detailed guests and officers that had attended meetings. As the report had been drafted prior to the final meeting of the year, additional information would need to be added to the report before it was considered by Full Council.

### **Resolved**

- (1) That the Overview and Scrutiny Committee Annual report for 2021/22 be noted
- (2) That authority be delegated to the Director – Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee,

to finalise the areas highlighted in the report following the final meeting of the municipal year, prior to its submission to Council.

## 50 **Work Programme**

The Committee considered its indicative work programme for 2022-23, and received an update on items previously submitted to the Committee.

With regard to the Constitution Annual Review, the Committee were advised that the decision to end the formal partnership working between Cherwell District Council and Oxfordshire County Council (OCC) had impacted on the proposed work of the group. An interim Monitoring Officer (MO) had been appointed and full Council had delegated authority to the MO to undertake amendments to the Constitution required as a result of the termination of the section 113 partnership agreement with OCC.

As the delegations granted did not incorporate all areas initially identified as forming part of the annual review, it was proposed that further delegated authority be granted to the interim Monitoring Officer, to review further aspects of the Constitution. Changes proposed would be presented to full Council at the annual meeting in May 2022.

In response to questions from the Committee, the Governance and Elections Manager assured the Committee that all Group Leaders would be kept updated.

With regard to the work programme, two suggestions were put forward as additional items for the Committee to consider.

The first related to the current situation with Ukrainian refugees, and a CDC specific response. The Chief Executive was providing regular updates to Members through her weekly emails and additional emails as required, for example, to signpost to the Government website, however Councillor Perran Moon requested scrutiny consideration of the issue from a local Cherwell perspective.

The Governance and Elections Manager advised that a specific Scrutiny review may not be the most effective way to address the issue, as the Committee were not due to meet again until June 2022. An emergency motion expressing support to refugees had been unanimously agreed at full Council in February 2022. Councillor Moon requested that an update on Cherwell District Council's support to Ukrainian refugees be added to the work programme.

The second suggestion was in relation to transparency and providing information for residents on how elections were run. Councillor Moon requested in particular that information on the process and procedure for an election count be made available on the Cherwell District Council website.

In response to the request the Governance and Elections Manager explained that the Returning Officer role was separate to the day-to-day running of the Council, but that the request would be relayed to the Returning Officer.

### **Resolved**

- (1) That responsibility be delegated to the Monitoring Officer, in consultation with the named officer where necessary, to review the following aspects of the Constitution to submit to the 18 May Council meeting with a view to their adoption:
  - Contract Procedure Rules and Financial Procedure Rules, in consultation with the S151 Officer
  - Members' Planning Code of Conduct and Councillor call-in of planning applications, in consultation with the Assistant Director Planning and Development
  - Addition of the Council budget debate speaking procedures (currently based on custom) and general review of all sections to ensure consistency of language, accessible format and layout
- (2) That it be agreed that the Monitoring Officer be requested to keep Group Leader, relevant Lead Members and Committee Chairman updated on the Constitution review work.
- (3) That subject to the addition of an item to provide an update on Cherwell District Council's support to Ukrainian Refugees, the work programme update be noted.
- (4) That the update on topics previously suggested for review be noted.
- (5) That the update on items previously submitted to the Overview and Scrutiny Committee be noted.

The meeting ended at 8.12 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Overview and Scrutiny Committee**

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 18 May 2022 at 7.55 pm

Present:

Councillor Sandy Dallimore (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Maurice Billington  
Councillor Mike Bishop  
Councillor John Broad  
Councillor John Donaldson  
Councillor Ian Harwood  
Councillor David Hingley  
Councillor Matt Hodgson  
Councillor Ian Middleton  
Councillor Perran Moon  
Councillor Dr Chukwudi Okeke

#### **1 Appointment of Chairman for the municipal year 2022/2023**

##### **Resolved**

- (1) That Councillor Sandy Dallimore be appointed Chairman of the Overview and Scrutiny Committee for the municipal year 2022/2023.

#### **2 Appointment of Vice-Chairman for the municipal year 2022/2023**

##### **Resolved**

- (2) That Councillor Douglas Webb be appointed Vice-Chairman of the Overview and Scrutiny Committee for the municipal year 2022/2023.

The meeting ended at 7.57 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Overview and Scrutiny Committee**

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 1 June 2022 at 6.30 pm

Present:

Councillor Sandy Dallimore (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Mike Bishop  
Councillor John Broad  
Councillor Ian Harwood  
Councillor David Hingley  
Councillor Matt Hodgson  
Councillor Ian Middleton  
Councillor Dr Chukwudi Okeke

Substitute Members:

Councillor Andrew Beere (In place of Councillor Perran Moon)  
Councillor Bryn Williams (In place of Councillor John Donaldson)

Apologies for absence:

Councillor Maurice Billington  
Councillor John Donaldson  
Councillor Perran Moon

Officers:

Celia Prado-Teeling, Assistant Director - Customer Focus (Interim)  
Shahin Ismail, Assistant Director - Law, Governance & Democratic Services & Monitoring Officer (Interim)  
Natasha Clark, Governance and Elections Manager  
Lesley Farrell, Democratic and Elections Officer

### **3 Declarations of Interest**

There were no declarations of interest.

### **4 Minutes**

The minutes of the meetings of the Committee held on 15 March 2022 and 18 May 2022 were agreed as a correct record and signed by the Chairman.

5 **Chairman's Announcements**

The Chairman set out his vision for Overview and Scrutiny and the Committee. He explained that it was important to him to speak with Committee members and he would therefore contact all Overview and Scrutiny Committee Members outside of the meeting to discuss the work programme and what he would like the Committee to achieve over the coming year.

6 **Urgent Business**

There were no items of urgent business.

7 **Introduction to Performance Monitoring**

The Interim Assistant Director of Customer Focus gave a presentation on the performance monitoring framework and reporting cycle, and the role of Overview and Scrutiny in performance monitoring.

In the course of discussion, Members of the Committee commented that they understood that a function of the committee was to scrutinise the performance aspects of the report but asked if there was a procedure where any concerns about risk and/or finance could be relayed to the committees which considered these parts of the report.

Noting the comments of the Committee, the Interim Assistant Director Law, Governance and Democratic Services Monitoring Officer agreed that clarity was needed and that if a report was considered by a Committee, it should be considered in totality. From a Governance perspective, the Interim Monitoring Officer would review which reports were considered by which Committee and at what stage of the process.

**Resolved**

- (1) That the presentation on the Performance Monitoring Framework and reporting cycle be noted.

8 **Work Programme Planning 2022-23**

The Committee considered the indicative work programme for 2022-2023.

The Committee noted that the Oxfordshire Plan 2050 was listed as an item to be scheduled on the work programme and requested that an update on the Oxford-Cambridge Arc and the Growth Deal be included with this item when submitted to the Committee.



In response to Members' comments regarding consideration of reports by the Committee prior to consideration by Executive, the Governance and Elections Manager advised that all councillors received email notification when the Executive Forward Plan was published. If there were items the Committee wished to scrutinise, it was important that Members requested items be added to their agenda in a timely manner to allow sufficient time for Overview and Scrutiny comments to be considered by Executive before items were finalised.

The Committee considered the list of "Topics for Scrutiny" suggested by Committee Members. Highlighting that "Planning Policy for the District including the Growth Deal" had been on the Topic list for a considerable time, it was requested that the item be scheduled for consideration.

The Committee agreed that the Member Education and Training Working Group and the Parish Engagement Working Group should be re-established and submit scoping documents to the July meeting of the Committee.

### **Resolved**

- (1) That the indicative work programme 2022-2023 be agreed.
- (2) That it be agreed that the Member Education and Training Working Group be re-established and authority be delegated to the Assistant Director Law, Governance and Democratic Services, in consultation with the Chairman of Overview and Scrutiny Committee to liaise with the Group Leaders regarding membership of the Working Group and a Scoping Document be submitted to the next meeting of Overview and Scrutiny Committee for agreement.
- (3) That it be agreed that the Parish Engagement Working Group be re-established and authority be delegated to the Assistant Director Law, Governance and Democratic Services, in consultation with the Chairman of Overview and Scrutiny Committee to liaise with the Group Leaders regarding membership of the Working Group and a Scoping Document be submitted to the next meeting of Overview and Scrutiny Committee for agreement.
- (4) That the update on items previously submitted to the Overview and Scrutiny Committee be noted.

The meeting ended at 7.20 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **The Standards Committee**

Minutes of a meeting of the Standards Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 18 May 2022 at 7.59 pm

Present:

Councillor Simon Holland (Chairman)  
Councillor John Donaldson (Vice-Chairman)  
Councillor Hannah Banfield  
Councillor John Broad  
Councillor Patrick Clarke  
Councillor Ian Middleton  
Councillor George Reynolds  
Councillor Amanda Watkins

#### **1 Appointment of Chairman for the municipal year 2022/2023**

##### **Resolved**

- (1) That Councillor Simon Holland be appointed Chairman of the Standards Committee for the municipal year 2022/2023.

#### **2 Appointment of Vice-Chairman for the municipal year 2022/2023**

##### **Resolved**

- (2) That Councillor John Donaldson be appointed Vice-Chairman of the Standards Committee for the municipal year 2022/2023.

The meeting ended at 8.00 pm

Chairman:

Date:

This page is intentionally left blank