



Council Minute Book

Monday 17 July 2023

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 6 February 2023 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council and Portfolio Holder for Policy and Strategy
Councillor Ian Corkin (Vice-Chairman), Deputy Leader of the Council and Portfolio Holder for Regeneration and Economy
Councillor Phil Chapman, Portfolio Holder for Healthy 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 Dan Sames, Portfolio Holder for Cleaner and Greener Communities

Apologies for absence:

Councillor Eddie Reeves, Portfolio Holder for Safer Communities

Also Present:

Councillor Sean Woodcock, Leader of the Labour Group
Councillor Sandy Dallimore, Chairman Overview and Scrutiny Committee
Councillor John Broad

Officers:

Yvonne Rees, Chief Executive
Ian Boll, Corporate Director Communities
Michael Furness, Assistant Director Finance & S151 Officer
Shiraz Sheikh, Assistant Director Law and Governance & Monitoring Officer
David Peckford, Assistant Director Planning & Development
Nicola Riley, Assistant Director Wellbeing & Housing
Richard Webb, Assistant Director Regulatory Services & Community Safety
Eleanor Gingell, Planning Policy Team Leader
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Stephen Hinds, Corporate Director Resources
Shona Ware, Assistant Director Customer Focus
Richard Smith, Housing Services Manager

Joanne Kaye, Strategic Finance Business Partner
Kevin Larnar, Healthy Communities Manager

86 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

88 **Minutes**

The minutes of the meetings held on 9 January 2022 and 19 January 2022 were agreed as correct records and signed by the Chairman.

89 **Chairman's Announcements**

There were no Chairman's announcements.

90 **Urgent Business**

There were no items of urgent business.

91 **Budget Setting for 2023/24 and the Medium-Term Financial Strategy up to 2027/28**

The Assistant Director of Finance (S151 Officer) submitted a report which was the culmination of the Budget and Business Planning process for 2023/24 to 2027/28 and set out the Executive's proposed Business Plan and related revenue budget for 2023/24, medium term financial strategy to 2027/28, capital programme to 2027/28 and all supporting policies, strategies, and information to recommend to full Council.

In introducing the report, the Portfolio Holder for Finance explained that the Council adopted a forward looking and anticipatory approach to its financial management, which was acknowledged by the recent Peer Review in November 2022. The Council planned for, and continued to succeed in, encouraging and facilitating economic growth across the district. This success flowed through to the Council's finances, reflected in the level of income received from business rates and the New Homes Bonus grant.

The Council had proactively monitored both the economic situation and Government announcements over the past 12 months and devised and implemented a budget and business planning strategy that had delivered

within the constraints identified, consulting on a proposed balanced budget in November 2022. The Portfolio Holder thanked all who had responded to the budget consultation.

The Portfolio Holder for Finance reported that the Council was able to identify the risk of interest rate rises at an early stage, locking in low interest rates for all of its planned borrowing requirements, meaning only new borrowing requirements would need to be taken at higher rates.

The proposed net budget for the Council was £28.2m, which was an increase of £4.6m from 2022/23. A Band D Council Tax of £148.50 was proposed for the year which was an increase of £5 compared to 2022/23. The Capital Programme for the period 2023/24 – 2027/28 was proposed to be £35.9m. The Council planned to fund £2.0m of budget pressures and would deliver £1.0m of savings proposals as part of the 2023/24 budget.

The Portfolio Holder for Finance paid tribute to the Assistant Director of Finance and Finance Officers who worked hard to put together a balanced budget. The comments were echoed by the Leader and Deputy Leader on behalf of Executive.

Resolved

- (1) That authority be delegated to the Section 151 Officer (S151), following consultation with the Leader of the Council and Portfolio Holder for Finance, to complete the legal Council Tax calculations once all the information required has been received and submit a separate report to Council.
- (2) That authority be delegated to the S151, following consultation with the Leader of the Council and Portfolio Holder for Finance, to make appropriate changes to the Executive's proposed budget to Council.
- (3) That Council be recommended to approve the proposed Fees and Charges schedule for 2023/24 and agree that statutory notices be placed where required.
- (4) That Council be recommended to consider and note the Equality Impact Assessment of the Budget.
- (5) That Council be recommended to approve a pension fund prepayment for the years 2023/24 – 2025/26 of £5.7m.
- (6) That, in relation to the Business Plan, Council be recommended to approve the Business Plan and Annual Delivery Plan.
- (7) That, in relation to the Revenue Budget and Medium Term Financial Strategy (MTFS), Council be recommended to approve:

- i. The net revenue budget for the financial year commencing on 1 April 2023, as set out in the table below and further analysed in the Budget Book.

Directorate	Net budget 2023/24 £m
Communities	8.693
Resources	5.097
Chief Executive	5.460
Service Sub-total	19.250
Corporate Costs	3.695
Policy Contingency	5.229
Net Cost of Services	28.174

- ii. The MTFs and Revenue Budget 2023/24, including the Savings Proposals, and Pressures.

(8) That, in relation to Council Tax, Council be recommended to approve:

- i. An increase in the Basic Amount of Council Tax for Cherwell District Council for the financial year beginning on 1 April 2023 of £5, resulting in a Band D charge of £148.50 per annum.
- ii. For long term empty properties, an additional Council Tax premium will be charged of 100 percent for properties empty for two years or more, 200 percent for properties empty 5 years or more and 300 percent for properties empty 10 years or more.
- iii. Removal of the 25 percent discount currently available for 12 months to properties that are uninhabitable or undergoing structural repairs.

(9) That, in relation to the Capital Programme and related strategies, Council be recommended to approve:

- i. The Capital Bids and Capital Programme.
- ii. The Capital and Investment Strategy 2023/24 and revised 2022/23 including the Minimum Revenue Provision (MRP) Policy.
- iii. The Treasury Management Strategy, including the Prudential Indicators, and Affordable Borrowing Limit for 2023/24.

(10) That, in relation to reserves, Council be recommended to approve:

- i. A minimum level of General Balances of £6m.
- ii. The Reserves Policy.
- iii. The medium-term reserves plan.

- (11) That, in relation to the Pay Policy Statement, Council be recommended to approve the Pay Policy Statement, as required by the Localism Act 2010.

Reasons

This report provides information around the various building blocks that make up the proposed budget for 2023/24 and beyond, allowing members to consider and scrutinise the elements of the budget and provide advice and guidance to Council to help further shape both budget setting for 2023/24 and the MTFs up to 2027/28.

Alternative options

Option 1: To reject the current proposals and make alternative recommendations. Members will not be aware of the medium-term financial forecast or implications of alternatives if they choose to take this option.

92

Financial Management, Performance and Risk Monthly Update

The Assistant Director of Finance and Assistant Director – Customer Focus submitted a report to update Executive on the council's performance, risk and financial positions for the period up to the end of December 2022.

Resolved

- (1) That the Performance, Risk and Finance Monitoring Report for December 2022 be noted.
- (2) That the return of £0.025m to the Country Parks Reserve as it is no longer required this financial year be approved.
- (3) That the return of £0.023m of unspent Queens Jubilee Grant fund back to reserves be approved.

Reasons

This report provides an update on progress made during December 2022, to deliver the council's priorities through reporting on its performance, risk and financial positions

Alternative options

This report summarises the council's performance, risk and financial positions up to the end of December, therefore there are no alternative options to consider. However, Members may wish to request further information from officers or for inclusion.

Annual Monitoring Report 2022

The Assistant Director – Planning and Development submitted a report to seek approval of the Annual Monitoring Report (AMR) 2022 and the accompanying updates to the Local Plan’s Infrastructure Delivery Plan and the Brownfield Land Register.

In introducing the report, the Portfolio Holder for planning thanked the Planning Policy Team for their hard work in putting together the documents. The Chairman, on behalf of Executive, echoed the comments.

At the discretion of the Chairman, Councillor Broad addressed Executive. In response to the address, the Chairman advised that he would ask officers to respond the points Councillor Broad had raised.

Resolved

- (1) That the 2022 Annual Monitoring Report (AMR) (annex to the Minutes as set out in the Minute Book) be approved for publication.
- (2) That the 2021/22 Infrastructure Delivery Plan (IDP) update (annex to the Minutes as set out in the Minute Book) be approved for publication.
- (3) That the 2021/22 Brownfield Land Register (BLR) (annex to the Minutes as set out in the Minute Book) be approved for publication.
- (4) That the Assistant Director - Planning and Development, in consultation with the Portfolio Holder for Planning, be authorised to make any necessary minor and presentational changes to the Annual Monitoring Report, Infrastructure Delivery Plan update, Brownfield Land Register if required prior to publication.

Reasons

The Annual Monitoring Report provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery.

Its most significant conclusions are that Cherwell is continuing to deliver homes and employment land despite the widely reported national pressures faced by the industry such as disrupted supply chains and labour shortages. Completions are broadly following similar patterns and trends as previous years.

Unlike previous years, this AMR does not present the 5 Year Land Supply position for the district. This is reported separately in a Housing Land Supply Position Statement on this agenda.

It is recommended that all three documents be approved for publication.

Alternative options

Option 1: Deferment to seek significant amendment of the: 2022 Annual Monitoring Report, Infrastructure Delivery Plan or Brownfield Land Register. Officers consider the documents to comprise robust factual reporting and updating against relevant indicators and requirements, supported by data and research. Presentation of the documents to the Executive has been unavoidably delayed and Members are therefore asked to consider amendment through delegation and consultation with the Portfolio Holder should they consider significant changes to be necessary.

Option 2: Not to approve the documents for publication
Production of an Authorities Monitoring Report is a statutory requirement and the AMR's wider information supports the Local Plan implementation and review. Updating the Brownfield Land Register is also a statutory requirement. The Infrastructure Delivery Plan is required to monitor and support delivery of the adopted Cherwell Local Plan 2011-2031 and its Partial Review.

94

'Regulation 10A' Planning Policy Review and Housing Land Supply Statement

The Assistant Director – Planning and Development submitted a report to seek approval of an updated review of planning policies under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 and a Housing Land Supply Statement for publication.

In considering the report, Executive members commented that it was positive for the district that the five year housing land supply had increased.

At the discretion of the Chairman, Councillor Broad addressed the meeting. In response to Councillor Broad's query regarding the Oxford unmet housing need, the Portfolio Holder for Planning explained that this needed to be kept separate to the Cherwell District Council figure. The Partial Review of the Local Plan, which provided for housing to help meet Oxford's unmet housing needs, was not yet five years old (having been adopted in September 2020). The policy of the National Planning Policy Framework (NPPF) at paragraph 74 and footnote 39, to apply local housing need where the strategic policies were more than five years old and to use the standard method, was therefore not applicable to that Plan.

Resolved

- (1) That the review of planning policies under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (Annex to the Minutes as set out in the Minute Book) be approved.
- (2) That, noting the implications and conclusions of the report to Executive (Annex to the Minutes as set out in the Minute Book), the Housing

Land Supply Statement (Annex to the Minutes as set out in the Minute Book) be approved for publication.

- (3) That the Assistant Director - Planning and Development, in consultation with the Portfolio Holder for Planning, be authorised to make any necessary minor and presentational changes to the Regulation 10A Review and the Housing Land Supply Statement if required prior to publication in consultation with the Portfolio Holder for Planning.

Reasons

A Housing and Economic Needs Assessment (2022) has been produced which is materially different to that in the 2014 Strategic Housing Market Assessment (SHMA). It indicates that the 2014 SHMA is now out of date. The Cherwell Local Plan 2011-2031 is over five years old and a new 'Regulation 10A' Review of Local Plan Policies has been undertaken (February 2023). This shows that nearly all policies are generally consistent with government policy and/or local circumstances do not indicate that the policy needs updating at this time with the exception of Policy BSC1 District-wide Housing Distribution.

In accordance with the National Planning Policy Framework and planning guidance a Housing Land Supply Statement has been produced which applies the national defined 'Standard Method' of calculating local housing need for the purposes of land supply monitoring for Cherwell's needs. A comprehensive review of expected housing delivery has also been undertaken. It is shown that the district now has a 5.4 year housing land supply (for 2022-2027) which will need to be taken into account in decision making.

The Partial Review of the Local Plan is less than five years old and its housing requirements continue to apply for housing land supply monitoring. Although the sites allocated in that Plan are progressing, there is presently a negligible land supply assessment of 0.2 years (for 2022-2027). Whilst regard to that should be made in decision making, the Partial Review has a specific policy (Policy PR12b) requiring the Council to make a formal decision that additional land beyond that allocated in the Partial Review is required to ensure the requisite housing supply. For the reasons, set out at paragraph 3.29 of this report, officers do not recommend that such a decision is taken.

Members are invited to approve the Regulation 10A Review and the Housing Land Supply Statement.

Alternative options

Option 1 - Not to approve the Regulation 10A Review or Housing Land Supply Statement

Officers consider the material change in circumstances arising from publication of the HENA 2022 to have been appropriately considered and the

Regulation 10A Review and the Housing Land Supply Statement to be in accordance with national planning policy and guidance and to be robust and defensible positions.

Not to approve the Review and Statement would leave the 2021 Regulation 10A Review and the Housing Land Supply position set out in the 2021 AMR unchanged. Officers would need to take further advice in the Council's interest.

95

Tenants Charter

The Assistant Director Wellbeing and Housing submitted a report to endorse the approach of a Tenants Charter for the tenants within the Council's housing stock portfolio and to agree to receive a draft proposed Charter for approval at a future meeting of the Executive. The report also sought agreement to receive a further report to update Executive on the engagement of Registered Social Landlords and Private Landlords.

At the discretion of the Chairman, Councillor Woodcock addressed the meeting and advised that he did not support the proposal as it did not reflect the motion he had submitted to the 19 December 2022 Council meeting.

In response to Councillor Woodcock's address, the Portfolio Holder for Housing advised he disagreed with the comments and explained that the whole district, not just the council's tenants, would benefit in line with the motion that had been agreed by Council.

Resolved

- (1) That the drafting of a Tenants Charter, which will set out a new service standard that all tenants can expect to receive from the Council whilst they are living within properties the Council manages and will be developed in consultation with our tenants, be approved.
- (2) That it be noted that as part of the drafting and future adoption of the Charter, the Council and its Officers will engage with Registered Social Landlords and Private Landlords to seek improvements in the services that they are providing to their residents in Cherwell.

Reasons

Further to the Motion at Council on 19 December 2022, the Tenants Charter will be implemented during 2023 for Cherwell District Council tenants.

Alternative options

Option 1: Not to bring forward a Tenants Charter.
This option would be contrary to a Motion from Council

Option 2: To bring forward a Tenants Charter for all tenants in Cherwell, regardless of their landlord

This option would not be practical. It is up to the landlord to manage their own tenancies in accordance with the contractual relationships they have with their own tenants. The Council can instead look to encourage and influence good practice within the District and enforce poor practice where legally necessary.

96

A Grant scheme for Parishes for the Coronation of King Charles III

The Assistant Director Wellbeing and Housing submitted a report to consider a grant scheme and other arrangements to encourage community celebrations of His Majesty King Charles III's coronation, ensuring communities in Cherwell have sufficient time to get plans in place to celebrate; especially for road closures and large-scale town or village-wide events.

Resolved

- (1) That the grant scheme for Parishes for the Coronation of King Charles III and the promotional measures be agreed.
- (2) That it be agreed to work with colleagues from neighbouring authorities and the Lord Lieutenants office to coordinate and join up support for communities planning celebrations,
- (3) That it be agreed to promote the available local and national funding streams through a co-ordinated communications plan and dedicated webpage.

Reasons

The proposed grant scheme will allow local communities to celebrate and pay tribute to King Charles III. It will encourage community cohesion and neighbourliness in Cherwell's parishes and urban communities.

Alternative 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 Coronation weekend. 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 from April to June 2023.

Option 3: Not to establish a grants scheme to celebrate the Coronation of King Charles III.

Revisions to the Council's Taxi and Private Hire Licensing Policy

The Assistant Director of Regulatory Services and Community Safety submitted a report to provide a summary of the background to the proposed changes to the Council's Taxi and Private Hire Licensing Policy, the consultation process being followed, a summary of consultation responses to date and the proposed revisions to the policy resulting from those responses. Changes to the policy require approval by Full Council and the proposed changes would be submitted to the 28 February 2023 Full Council meeting.

The Council had a statutory duty to ensure the proper administration of taxi licensing legislation in the district. Taxi services are an important part of the local economy and therefore fulfilling this statutory duty contributes to the Council's priority to ensure the district has an enterprising economy with strong and vibrant local centres. The primary purpose of the licensing regime is to promote public safety and therefore the Council's work to licence taxi drivers, vehicles and operators also supports the commitment to work with partners to reduce crime and antisocial behaviour. Further, the proposed revisions to the licensing policy include measures to reduce the carbon emissions of the taxi fleet in support of the council's commitment to protect the environment and to help achieve net zero targets.

In October 2022 the Executive had agreed to commence consultation on proposed changes to the Council's Taxi and Private Hire Licensing Policy ('the policy'). This public consultation commenced on 1 December 2022 and closed on 31 January 2023.

The Assistant Director Regulatory Services and Community Safety advised Executive of submissions to the consultation that had been received before the deadline but after the papers for the meeting had been published. In light of these responses, seven further changes were recommended to the Policy. There were a further ten submissions which were not recommended for inclusion. Executive endorsed the further changes and it was proposed by Councillor Wood that authority be delegated to the Assistant Director Regulatory Services and Community Safety, in consultation with the Portfolio Holder for Safer Communities, to incorporate these areas and finalise the Policy for submission to Council.

At the discretion of the Chairman, Councillor Broad addressed Executive commending the addition of paragraphs relating to the protection of the environment.

In considering the report, Executive members commended officers for the hard work on the report and in particular the consultation and engagement with taxi drivers and those in the trade to build the Policy.

Resolved

- (1) That having given due consideration to the proposed changes to the Council's Taxi and Private Hire Licensing Policy and the comments received during the consultation process, the proposed policy revisions

be endorsed for submission to Full Council on 28 February 2023 and Full Council be recommended to adopt the Taxi and Private Hire Licensing Policy.

- (2) That authority be delegated to the Assistant Director Regulatory Services and Community Safety, in consultation with the Portfolio Holder for Safer Communities, to incorporate the endorsed policy revisions and finalise the Taxi and Private Hire Licensing Policy for submission to Full Council.

Reasons

In order to effectively discharge the Council's taxi licensing legal obligations a policy framework is required. The current policy requires updating. The proposed new policy reflects changes to the statutory standards, provides clearer guidance on the taxi and private hire licensing process, and explains how the Council will make decisions in relation to the licensing of vehicles, drivers and operators. It also seeks to reduce the carbon emissions of the taxi fleet in the district.

It is recommended that the Executive review the proposed policy revisions shown in the Appendices and agree the final policy proposals recommendation to Full Council in February 2023.

Alternative options

Option 1: Not review the policy. It is a requirement that the policy is reviewed at least every five years, so this option is rejected.

Option 2: Re-issue the policy with no changes. This option was rejected since revisions of the policy were considered necessary to take into account changes in policy and guidance and commitments provided.

The Chairman advised Executive that this was the last Executive meeting the Assistant Director Regulatory Services and Community Safety would be attending as he was leaving the council to take up a new role. On behalf of Executive, the Chairman thanked the Assistant Director Regulatory Services and Community Safety for all of his hard work and efforts for Cherwell District Council and wished him all the best in his new role.

The Oxford to Cambridge Partnership

The Chief Executive submitted a report regarding the Oxford to Cambridge Partnership. Proposals for a locally led Partnership for the Oxford to Cambridge region had been formally approved by government. The Partnership's role would be to champion the region as a world leader in research and innovation in hi-tech, high-performance technology and manufacturing, acting to achieve environmentally sustainable and inclusive growth. It would strengthen cross-boundary collaboration among its partners

to focus on tackling the issues that matter to the people who live and work in the region.

The Partnership's initial programme was to develop a set of propositions to attract international investment and profile the region on a global stage; and continue the work underway to embed shared Environment Principles.

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

Resolved

- (1) That it be agreed for Cherwell District Council to be part of the Oxford to Cambridge Partnership as it becomes formally recognised and funded by Government as a Pan-Regional Partnership (PRP).
- (2) That the Leader be appointed as the Council's representative on the Pan Regional Partnership.

Reasons

Cherwell District Council supports partnership working locally, across Oxfordshire and beyond as there are real benefits to be achieved through potentially more efficient working, effective delivery at scale as well as access to additional funding and strength in working with and influencing central Government.

The Oxford to Cambridge region is an area of economic success and will continue to be so. It has been the consistent view of the Council to try its best to positively influence that growth and seek the greatest benefits for our communities. By working with other sector partners, as well as key stakeholders who directly influence that economic growth but who also seek to gain benefits for our local natural environment, we can benefit from sharing best practice, learning and also engage directly with those who have the most influence on our places and people. For these reasons it is recommended the Council continues to not only remain as a local partner, but to actively engage and where beneficial to the district, to lead wider partnership activity.

Alternative options

The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not to be part of the PRP. This was rejected as the ability to positively influence collaboration across this geography and the access to resulting additional funding would be lost, to the detriment to the communities of Cherwell District Council.

The meeting ended at 8.20 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 March 2023 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council and Portfolio Holder for Policy and Strategy
Councillor Ian Corkin (Vice-Chairman), Deputy Leader of the Council and Portfolio Holder for Regeneration and Economy
Councillor Phil Chapman, Portfolio Holder for Healthy Communities
Councillor Colin Clarke, Portfolio Holder for Planning
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 Richard Mould, Portfolio Holder for Corporate Services

Officers:

Yvonne Rees, Chief Executive
Ian Boll, Corporate Director Communities
Stephen Hinds, Corporate Director Resources
Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer
Nicola Riley, Assistant Director Wellbeing & Housing
Joanne Kaye, Head of Finance and Deputy S151 Officer
Celia Prado-Teeling, Performance Team Leader
Aaron Hetherington, Democratic and Elections Team Leader

Officers Attending Virtually:

Richard Webb, Assistant Director Regulatory Services & Community Safety
Shona Ware, Assistant Director Customer Focus

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Declarations of Interest

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

101 **Minutes**

The minutes of the meeting held on 6 February 2023 were agreed as a correct record and signed by the Chairman.

102 **Chairman's Announcements**

There were no Chairman's announcements.

103 **Monthly Performance, Risk and Finance Monitoring Report January 2023**

The Assistant Director of Finance and Assistant Director – Customer Focus submitted a report to update Executive on the council's performance, risk and financial positions for the period up to the end of January 2023.

Resolved

- (1) That the Performance, Risk and Finance Monitoring Report for January 2023 be noted.

Reasons

This report provides an update on progress made during January 20223, to deliver the council's priorities through reporting on its performance, risk and financial positions.

Alternative Options

This report summarises the council's performance, risk and financial positions up to the end of January, therefore there are no alternative options to consider. However, members may wish to request further information from officers or for inclusion.

104 **Reducing Food Insecurity in Cherwell**

The Assistant Director Wellbeing and Housing submitted a report to share the progress the council had already made across the district towards reducing food insecurity through a wide-ranging support package that had included a food voucher scheme and new community food grant programme. This was in addition to the work the council delivers in partnership, which included Winter Warmers, Play: Full and expanding the number of growing spaces across the district. The report also set out further steps the council could take such as contributing to the Good Food Oxfordshire Strategy.

On behalf of Executive, the Chairman thanked officers for the work undertaken to reduce food insecurity in the district.

Resolved

- (1) That the progress made over the last 7 months to reduce food insecurity across the district through coproducing projects, enabling community food network partners to make their offer more sustainable and accessible to residents experiencing difficulty in securing food be acknowledged.
- (2) That Cherwell District Councils input into a Food Strategy for the district; promoting partnerships with volunteer groups and charities, businesses and system partners to improve outcomes for residents be endorsed.
- (3) That the continuation of the Community Food Grant for 2023-2024 financial year at £20,000 be approved.

Resolved

The progress made to date in this area of work has to a great extent fulfilled the ambitions of the July 2022 Council Motion. Putting residents at the centre of the tasks enabled improvements in access, information, and delivery. Working with a range of partners is central to how Cherwell District Council enables and supports improvement in the outcomes of programmes. Results are cost effective and more sustainable. The working group recognise the interconnected nature of food insecurity, the cost-of- living crisis and health inequalities.

The Executive is invited to endorse the proposed approach to developing a Food Strategy for the District, articulating what the District Council can offer to enable the delivery of a local food strategy in conjunction with Good Food Oxfordshire. The Food Action Working Group (FAWG) will begin its work in Cherwell on 7 March. The Food Insecurity Working Group will provide oversight and consider the developing data to shape future action plans.

Alternative options

Option 1: Not to endorse the response to the Food Strategy developed by the Food Insecurity Working group – Rejected. This work has brought together a cross party group who have considered what the District Council could offer to enable partners and use its influence to best effect, to improve the food security of many local residents.

Option 2: Not to approve the continuation of the Community Food Grants – Rejected. The small-scale contribution of funds enables community groups to develop new offers and respond to local need.

Consultation on a New Public Spaces Protection Order for Banbury Town Centre

The Assistant Director Regulatory Services and Community Safety submitted a report which advised that the Public Spaces Protection Order (PSPO) for Banbury town centre had lapsed in December 2022. Following conversations with Thames Valley Police, proposals had been developed for a revised PSPO for Banbury. The report outlined the proposals and sought Executive agreement to commence a public consultation on introducing a new PSPO for Banbury town centre.

The proposed PSPO would 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 would also contribute towards the Enterprising Economy with Strong and Vibrant Local Centres priority. Tackling anti-social behaviour was also consistently identified as a priority in residents surveys.

Resolved

- (1) That it be agreed that Cherwell District Council will commence a public consultation on the introduction of a new Public Space Protection Order (PSPO) for Banbury town centre covering the area shown in the annex to the Minutes (as set out in the Minute Book) and including the prohibitions as outlined in the annex to the Minutes (as set out in the Minute Book).

Reasons

Discussions with the Police and Banbury Town Council confirmed that there is support for a further PSPO for Banbury town centre. Limitations with the previous PSPO led to a decision not to seek to renew that Order. A new PSPO has been developed addressing those limitations and encompassing a wider geographic area to support the work of the Council and partners in tackling Anti-Social Behaviour.

In order to introduce a new PSPO for Banbury town centre it is necessary to undertake a public consultation on the proposals. Therefore, it is recommended that a consultation is undertaken on the proposed new PSPO, with the outcome of the consultation informing the proposals that are then further reviewed by the Executive before a final decision is made on any new PSPO for Banbury town centre.

Alternative options

Option 1: To not seek to introduce a new PSPO for Banbury town centre. Key stakeholders have indicated that they support the introduction of a new PSPO and therefore this option has been rejected.

Option 2: Re-issue the PSPO with no changes. Given that the previous PSPO has lapsed a public consultation would be required to reintroduce it. Since it is recognised that the previous PSPO could be improved, this option is option was rejected.

106 **Urgent Business**

There were no items of urgent business.

The meeting ended at 6.51 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 3 April 2023 at 6.30 pm

Present:

Councillor Barry Wood (Chairman, Leader of the Council and Portfolio Holder for Policy and Strategy)
Councillor Ian Corkin (Vice-Chairman), Deputy Leader of the Council and Portfolio Holder for Regeneration and Economy
Councillor Phil Chapman, Portfolio Holder for Healthy 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

Also Present:

Councillor Sandy Dallimore, Chairman Overview and Scrutiny Committee

Also Present Virtually:

Councillor Dorothy Walker

Apologies for absence:

Councillor Eddie Reeves, Portfolio Holder for Safer Communities
Councillor Dan Sames, Portfolio Holder for Clean and Green

Officers:

Ian Boll, Corporate Director Communities
Stephen Hinds, Corporate Director Resources
Shiraz Sheikh, Assistant Director Law, Governance & Democratic Services/Monitoring Officer
Nicola Riley, Assistant Director Wellbeing & Housing
Ed Potter, Assistant Director Environmental Services
Joanne Kaye, Head of Finance and Deputy S151 Officer
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Yvonne Rees, Chief Executive
Mark Mills, Policy Officer

107 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

The Chairman welcomed Councillor Dallimore, Chairman of Overview & Scrutiny Committee, and Councillor Walker to the meeting. Councillor Dallimore would be speaking on item 7, Equalities, Diversity and Inclusion (EDI) Action Plans. Councillor Walker would be speaking on item 10, Environment, Social and Governance (ESG) Investment, as she had proposed the motion to the 19 December 2022 Council meeting.

109 **Minutes**

The minutes of the meeting held on 6 March 2023 were agreed as a correct record and signed by the Chairman.

110 **Chairman's Announcements**

The Chairman paid tribute to Councillors Clarke, Mould and Corkin who were standing down at the May local elections and this was therefore their last Executive meeting.

Councillor Clarke had been a district councillor for 19 years. The Chairman personally thanked Councillor Clarke for his hard work on the Executive and as Portfolio Holder for Planning.

Councillor Mould had been a district councillors for 8 years. The Chairman personal thanked Councillor Mould for his diligence and hard work in each of the various portfolios he had held.

Councillor Corkin had been a district councillor for 9 years. The Chairman personally thanked Councillor Corkin for his hard work and diligence on the Executive and was particularly grateful for the personal support from Councillor Corkin as Deputy Leader.

Councillors Clarke, Mould and Corkin each responded to the Leader's comments thanking him for his leadership and friendship and wishing Members and officers all the best for the future.

111 **Oxfordshire Net Zero Route Map & Action Plan**

The Climate Action Manager submitted a report to provide an overview of the "Oxfordshire Net Zero Route Map and Action Plan". The report set out the

context for the production of the Route Map and Action Plan, along with detail of the structure and key areas of activity, such as decarbonising buildings and transport across the district.

During recent years, Cherwell District Council had worked collaboratively on the climate change agenda with Oxfordshire County Council and other authorities in Oxfordshire leading to successful outcomes, such as the Park & Charge EV infrastructure in our car parks. This approach had led to investment in the district, whilst minimising the resource impact upon staff, e.g. to deal with procurement, project management etc. The Route Map and Action Plan focussed on the areas of activity which could be enabled through joint working with our local authority partners.

Resolved

- (1) That the proposed Route Map and Action Plan which seeks to deliver the ambitions of the Pathways to a Zero Carbon Oxfordshire (PaZCO) 2021 report be supported.
- (2) That, for the avoidance of doubt, it be agreed that this Council does not support the closure of the level crossing at London, Road, Bicester.

Reasons

This Action Plan and Pathway which aim to achieve a zero carbon Oxfordshire, is a detailed study of the work and actions needed to achieve the county-wide 2050 target. The actions are based on the most 'ambitious' pathway to achieve 2050, with an interim target of reducing our emissions by half by 2030. It has been written with Cherwell in mind, and there are many aspects that we will be responsible for delivering ourselves.

By working jointly with our local authority partners on this Route Map and Action Plan, we place ourselves in the strongest position possible to meet our climate change objectives.

Examples of areas of work where working collaboratively is particularly beneficial include regional retrofitting of homes, conserving and enhancing our natural capital and planning to meet future energy needs.

The entire body of work required to achieve the 2050 target is not contained within this study, although there is a wider programme of work already taking place, of which this study is a part.

The delivery of significant and high impact decarbonisation solutions is dependent on building and sustaining successful and productive co-working relationships across the public, private and third sectors. Oxfordshire is fortunate enough to have strong existing partnerships and collaborations on which to build.

Securing the appropriate funding to execute the priority actions is an integral part of Oxfordshire's net zero journey, with finance acting as either a key

enabler or barrier to success. Whilst a fundamental component, finance is historically difficult to secure. It requires ongoing attention, critically taking forward the enabling action to identify innovative approaches to sit alongside conventional funding sources (including grants from national government and the allocation of local authority budgets).

An innovative approach to delivering the actions will be needed. This includes sourcing and accessing alternative funding opportunities, supporting and bringing inventive technology into the mainstream, and encouraging communities to adopt novel solutions to local problems.

Opposition to the closure of the level crossing at London Road, Bicester is agreed for the avoidance of doubt.

Alternative options

Option 1: Not support the Pathway and Action Plan. This work supports our own ambitions around reducing greenhouse gas emissions and is an important body of evidence that can underpin our own action planning for carbon net zero.

Pursuing Option 1 however, would mean that CDC would not benefit from wider opportunities that are presented from joint working with other local authorities. Climate action is almost always more effective when taken collaboratively leading to joint benefits achieved at a greater scale.

112

Equalities, Diversity and Inclusion (EDI) Action Plans

The Assistant Director – Customer Focus submitted a report which sought agreement of the action plans for delivering the council's equality, diversity and inclusion (EDI) commitments for creating inclusive communities, services and an inclusive workforce, which were set out in its Equalities Framework, Including Everyone.

Councillor Dallimore, Chairman of the Overview and Scrutiny Committee, which had nominated Members to the EDI working group and had reviewed the Inclusive Communities and Inclusive Services draft action plans at their 14 March meeting addressed Executive. Councillor Dallimore commended the work that had been undertaken to date by the working group and officers.

Resolved

- (1) That the draft action plans for Inclusive Communities, Inclusive Services and Inclusive Workplaces be approved.
- (2) That the addition to the Inclusive Communities plan of an action to “use our participation in the Oxfordshire Inclusive Economy Charter as a spur to further activities which promote equality, diversity and inclusion locally” be approved.

- (3) That the recommendation from the Overview and Scrutiny Committee to amend the Inclusive Communities to include an additional action to *“develop and agree a policy for supporting national events that further our corporate priorities and reflect the diversity of our communities”* and provide further clarification under commitment 1.03 that the review of our support to refugees, asylum seekers and other vulnerable migrants would consider the impact on migrants *“of all nationalities”* be approved.
- (4) That authority be delegated to the Assistant Director for Customer Focus in consultation with the Portfolio Holder for Corporate Services and the Chair of the Equality, Diversity and Inclusion working group, to make minor amendments to the agreed action plans and to update on a rolling basis.

Reasons

The council is committed to going above and beyond our statutory responsibilities in creating inclusive communities and services and an inclusive workforce. To do this effectively we need to have the right resources and infrastructure in place to:

- capture the latest EDI data and trends
- use the data available to identify and address any barriers
- ensure EDI implications are identified and considered at the earliest opportunities through our service planning and decision making processes

The Inclusive Communities, Inclusive Services, and Inclusive Workplaces Action Plans provides a structure in which this can be delivered and a basis on which further more specific, substantive work on this topic can be delivered.

Alternative options

Option One: To continue to deliver the original action plan. This option has been rejected as the council is now a standalone authority and therefore the action plan needs to reflect its single council status.

113

Performance Outcomes Framework 2023-2024

The Assistant Director – Customer Focus submitted a report to present the approach for measuring, monitoring, and reporting on the council’s performance and progress towards its priorities and objectives for 2023/24.

Resolved

- (1) That the proposed approach for measuring and monitoring the council’s performance against achieving its desired outcomes for 2023/24 be approved.

Reasons

This report sets out a suggested framework for measuring and monitoring the council's performance and progress towards achieving better outcomes for its communities. This framework will ensure there is a clear pathway to achieving success, hence the recommendation for approval of the proposed framework.

Alternative options

Option One: Not to agree a performance management framework, but without one the council cannot monitor its progress towards its desired outcomes and therefore agree any corrective action that might be necessary to keep them on track. Therefore, the council would risk not delivering its desired outcomes for its communities. This option has therefore been rejected.

114 **Integrated Care Board 5-year Strategic Plan Update**

The Assistant Director Wellbeing and Housing submitted a report to share the draft 5-year strategy of the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Partnership (ICP).

Resolved

- (1) That the 5 year strategic plan of the Integrated Care Partnership for Buckinghamshire, Oxfordshire and Berkshire West be endorsed.
- (2) That the opportunity to participate in the development of the Oxfordshire specific plan and the importance of the Health and Wellbeing Board in shaping that for residents' benefit be welcomed.

Reasons

This is a significantly influential strategy that may impact on the development of the Local Plan and Healthy Place Shaping policies as well as the developing Wellbeing Strategy for Cherwell.

Alternative options

Option 1: Not endorse the future strategy of the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Partnership (ICP). Rejected as there is a significant synergy with our own developing plans and past place-based plans that have shaped the direction of travel for our policies over the last 5 years.

115 **Environmental, Social and Governance (ESG) Investment**

The Assistant Director of Finance (S151) submitted a report to provide information to Executive on ESG in the context of Local Government and to allow for consideration of the motion referred by Council 19 December 2022 to the Executive.

Councillor Walker, as proposer of the motion to the Council meeting, addressed Executive. Councillor Walker thanked Executive for the detailed report and requested that updates be provided at appropriate times.

The Portfolio Holder for Finance thanked Councillor Walker for her comments and assured that updates would be provided at appropriate times.

Resolved

- (1) That the Local Government context for the application of ESG principles and how the Council will respond to the motion relating to Environmental, Social and Governance (ESG) principles be noted.
- (2) That, in response to proposal 1, "Holding transparent annual audits of all our investments to be measured against ESG principles which will be published alongside the annual accounts", officers be requested to update the Executive on ESG audit requirements following the outcome of the Financial Reporting Council (FRC) and subsequent CIPFA requirements.
- (3) That, in response to proposal 2, "To divest as soon as practicable from any investment that runs contrary to ESG principles and any other standards set by the council, particularly with respect to any funds connected with fossil fuels, unfair labour practices or exploitation of workers", it be agreed to agree to continue to comply with the current Council approved Capital and Investment and Treasury Management Strategies until such time as there is more information available about defining ESG principles within a Capital and Investment or Treasury Management Strategy.
- (4) That in response to proposal 3, "To urge the Oxfordshire Pension Fund to further divest from fossil fuel investments at the earliest opportunity with a firm timetable for complete divestment from such funds by 2030", it be agreed that the Leader initially write to the Pension Fund to understand how the pension fund invests in its assets and then act appropriately based on the information received.

Reasons

The report sets out ESG in the context of Local Government and the proposed actions in response to the motion received by Council and referred to the Executive.

Alternative options

No alternative options have been identified and rejected.

The Assistant Director of Finance (Section 151 Officer) submitted a report to inform the Executive of the urgent decision that was taken by the Corporate Director Resources to accept the outcome for the insurance tender and appoint the insurers for three years, with the option to extend for a further 2 years, so that the necessary insurances would be in place on 1 April 2023.

Resolved

- (1) That the urgent decision taken by the Corporate Director Resources on 13 March 2023 in relation to the award of insurance be noted.

Reasons

In line with the Constitution, this report is informing Executive of the decision which were taken by the Corporate Director Resources to ensure that the Council has insurance in place on 1 April 2023.

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.

117 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.10 pm

Chairman:

Date:

Council

Record of Portfolio Holder Decisions for the period 18 February 2023 to 7 July 2023

Municipal Year 2022/2023

Area of Responsibility	Decision Subject Matter
None	N/A

Municipal Year 2023/2024

Area of Responsibility	Decision Subject Matter
Leader of the Council	Appointment of Outside Body Representative, Member Champions, Shareholder Committee and Advisory Groups

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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 22 March 2023 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
Harry Lawson (Independent Person – no voting rights)
Sarah Thompson (independent Person - no voting rights)

Substitute Members:

Councillor Andrew Beere (In place of Councillor Andrew Crichton)

Apologies for absence:

Councillor Andrew Crichton

Also Present:

Councillor Adam Nell, Portfolio Holder for Finance

Also Present Virtually:

Alison Kennett, Audit Manager, Ernst & Young (External Audit)

Officers:

Michael Furness, Assistant Director Finance & S151 Officer
Joanne Kaye, Head of Finance and Deputy S151 Officer
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Sarah Cox, Chief Internal Auditor
Declan Brolly, Senior Counter Fraud Officer (internal Audit)
Celia Prado-Teeling, Performance & Insight Team Leader

58 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

60 **Minutes**

The Minutes of the meeting of the Committee held on 25 January 2023 were agreed as a correct record and signed by the Chairman.

61 **Chairman's Announcements**

Independent Persons

On behalf of the Committee, the Chairman welcomed Sarah Thompson and Harry Lawson to their first Accounts, Audit and Risk Committee meeting. Independent persons did not have voting rights in the same way as councillors on the committee but brought their knowledge and expertise in an advisory manner and would be fully involved in our discussions.

The Independent Persons, Committee Members and officers introduced themselves.

Councillor Hugo Brown

The Chairman paid tribute her Vice-Chairman, Councillor Brown, who was attending his last Accounts, Audit and Risk Committee meeting as he was standing down at the May elections.

62 **Urgent Business**

There were no items of urgent business.

63 **January 2023 - Risk Monitoring Report**

The Assistant Director – Customer Focus which summarised the Council's Risk monitoring position of January 2023.

In introducing the report, the Performance and Insight Team Leader advised that there were two score changes in the leadership risk register during January. The residual score had been decreased from 12 (medium risk) to 6 (low risk) for both, L04 – Business continuity and L05 – Emergency planning.

In response to Members' comments regarding risk L04 – Business Continuity and L08 – Cyber Security, the Performance and Insight Team Leader

explained that business continuity was now based on agile working. Whilst there were links between the two risks, they were deliberately kept separate. Due to the high impact associated with cyber security, it was unlikely it could be mitigated to a green rating.

Resolved

- (1) That the monthly risk monitoring report for January 2023 be noted.

64

Update on Counter Fraud Annual Plan 2022/23

The Assistant Director of Finances submitted a report which presented a summary of activity against the Annual Plan for the Counter-Fraud service at CDC for 2022/23, which was previously presented to the Accounts, Audit & Risk July 2022 committee. The Plan supported the Council's Anti-Fraud and Corruption Strategy by ensuring that the Council had in place proportionate and effective resources and controls to prevent and detect fraud as well as investigate those matters that did arise.

In response to Members' questions regarding how the service could be more proactive, the Chief Internal Auditor explained that pro-active work undertaken to date had focussed on staff training and awareness sessions. The match data for the 2022/23 National Fraud Initiative (NFI) exercise had been received and a programme of work was now in place to review matches and undertake any necessary investigations.

In response to Members' questions regarding whistleblowing, the Assistant Director for Finance confirmed that the council did have a Whistleblowing Policy. The Monitoring Officer and/or Section 151 Officer may refer allegations relating to financial matters may be referred to the internal audit team to support the review, any such referrals would be recorded by the Monitoring Officer.

Resolved

- (1) That, having given due consideration, the summary of activity against the Counter Fraud Annual Plan 2022/23 be noted.

65

Draft Annual Report of Accounts, Audit and Risk Committee

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

The Chairman advised that the report would be updated prior to submission to the 17 May Annual Council meeting to reflect the appointment of two Independent Persons to the Committee.

Resolved

- (1) That, having given due consideration and subject to the report being updated to reflect that the Independent Persons had attended their first meeting, the Annual Report of the Accounts, Audit and Risk Committee be endorsed to be finalised for submission to Council.

66 **External Audit Progress 2021/22**

The Audit Manager (External Audit) gave a verbal update on external audit progress for 2021/2022. The majority of work was complete with no major areas outstanding.

In response to Members' questions regarding the feasibility of undertaking multiple years simultaneously, the Audit Manager (External Audit) explained that this was not possible. The Audit Manager (External Audit) confirmed that there would be no financial penalties for the late completion of the audit.

Resolved

- (1) That the external audit verbal update be noted.

67 **Work Programme**

The Head of Finance provided an update on the Committee work programme.

Resolved

- (1) That the work programme verbal update be noted.

The meeting ended at 7.20pm

Chairman:

Date:

Cherwell District Council

Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 23 May 2023 at 6.55 pm

Present:

Councillor Lynn Pratt (Chairman)
Councillor Simon Holland (Vice-Chairman)
Councillor Besmira Brasha
Councillor Andrew Crichton
Councillor Donna Ford
Councillor Harry Knight
Councillor Simon Lytton
Councillor Ian Middleton

1 Appointment of Chairman for the municipal year 2023/2024

It was proposed by Councillor Ford and seconded by Councillor Holland that Councillor Pratt be elected Chairman of the Accounts, Audit and Risk Committee.

There were no further nominations.

Resolved

- (1) That Councillor Pratt be elected Chairman of the Accounts, Audit and Risk Committee for the municipal year 2023/2024.

2 Appointment of Vice-Chairman for the municipal year 2023/2024

It was proposed by Councillor Pratt and seconded by Councillor Ford that Councillor Holland be elected Vice-Chairman of the Accounts, Audit and Risk Committee.

There were no further nominations.

Resolved

- (1) That Councillor Holland be elected Vice-Chairman of the Accounts, Audit and Risk Committee for the municipal year 2023/2024.

The meeting ended at 6.56 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 7 March 2023 at 6.30 pm

Present:

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

Committee Members Present Virtually (no voting rights):

Councillor Angus Patrick

Substitute Members:

Councillor Andrew Crichton (In place of Councillor Sean Woodcock)

Apologies for absence:

Councillor John Donaldson
Councillor Sean Woodcock

Officers:

Joanne Kaye, Head of Finance and Deputy S151 Officer
Leanne Lock, Strategic Business Partner - Business Support and Reporting
Matt Swinford, Democratic and Elections Officer

30 **Declarations of Interest**

There were no declarations of interest.

31 **Minutes**

The minutes of the meeting held on 17 January 2023 were agreed record and signed by the Chairman.

32 **Chairman's Announcements**

There were no Chairman's announcements.

33 **Urgent Business**

There were no items of urgent business.

34 **Monthly Finance Performance Report**

The Committee considered a report from the Assistant Director of Finance (Section 151 Officer) that summarised the Council's forecast revenue and capital outturn for 2022/2023 as of 31 December 2022.

In response to Members queries regarding the car parks variance, the Chairman advised the Committee that as car parking was an item that was frequently raised as car park income had reduced due to a drop in usage. The Chairman commented that it may be helpful for the Budget Planning Committee to look at these areas in more detail.

Resolved

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

35 **Review of Committee Work Plan**

The Strategic Business Partner - Business Support & Reporting gave a verbal update on the Budget Planning Committee Work Plan.

The Strategic Business Partner - Business Support & Reporting advised that at the next scheduled meeting on 25 July, the Committee would consider the Council Tax Reductions Scheme, financial monitoring for the year end 2022/23 and the committee work programme for 2023/24.

Resolved

(1) That the verbal update on the Committee Work plan be noted.

The meeting ended at 6.44 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 23 May 2023 at 6.58 pm

Present:

Councillor Patrick Clarke (Chairman)
Councillor Douglas Webb (Vice-Chairman)
Councillor Becky Clarke MBE
Councillor Donna Ford
Councillor David Hingley
Councillor Matt Hodgson
Councillor Simon Lytton
Councillor Adam Nell
Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence:

Councillor Tom Beckett
Councillor Dorothy Walker

1 Appointment of Chairman for the municipal year 2023/2024

It was proposed by Councill Ford and seconded by Councillor Wood that Councillor Patrick Clarke be elected Chairman of the Budget Planning Committee.

There were no further nominations.

Resolved

- (1) That Councillor Patrick Clarke be elected Chairman of the Budget Planning Committee for the municipal year 2023/2024.

2 Appointment of Vice-Chairman for the municipal year 2023/2024

It was proposed by Councill Ford and seconded by Councillor Wood that Councillor Webb be elected Vice-Chairman of the Budget Planning Committee.

There were no further nominations.

Resolved

- (1) That Councillor Webb be elected Vice-Chairman of the Budget Planning Committee for the municipal year 2023/2024.

The meeting ended at 6.59 pm

Chairman:

Date:

Cherwell District Council

Licensing Committee

Minutes of a meeting of the Licensing Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 23 May 2023 at 6.59 pm

Present:

Councillor Douglas Webb (Chairman)
Councillor Bryn Williams (Vice-Chairman)
Councillor Andrew Beere
Councillor Rebecca Biegel
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Nick Cotter
Councillor Andrew McHugh
Councillor Lesley McLean
Councillor Chris Pruden
Councillor George Reynolds
Councillor Les Sibley

1 Appointment of Chairman for the municipal year 2023/2024

It was proposed by Councill Reynolds and seconded by Councillor Williams that Councillor Webb be elected Chairman of the Licensing Committee.

It was proposed by Councillor Biegel and seconded by Councillor Beere that Councillor Cherry be appointed Chairman of the Licensing Committee.

There being two nominations for Chairman of the Licensing Committee, it was put to the vote. There were six votes for Councillor Webb, three votes for Councillor Cherry and five abstentions.

Resolved

- (1) That Councillor Webb be elected Chairman of the Licensing Committee for the municipal year 2023/2024.

2 Appointment of Vice-Chairman for the municipal year 2023/2024

It was proposed by Councill Reynolds and seconded by Councillor Webb that Councillor Williams be elected Chairman of the Licensing Committee.

There were no further nominations.

Resolved

- (1) That Councillor Williams be elected Vice-Chairman of the Licensing Committee for the municipal year 2023/2024.

The meeting ended at 7.02 pm

Chairman:

Date:

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 14 March 2023 at 6.30 pm

Present:

Councillor Douglas Webb (Vice-Chairman, in the Chair)
Councillor Mike Bishop
Councillor John Broad
Councillor Ian Harwood
Councillor David Hingley
Councillor Perran Moon
Councillor Dr Chukwudi Okeke
Councillor Bryn Williams

Substitute Members:

Councillor Amanda Watkins (In place of Councillor Matt Hodgson)

Apologies for absence:

Councillor Sandy Dallimore (Chairman)
Councillor Maurice Billington
Councillor Matt Hodgson
Councillor Ian Middleton

Officers:

Ed Potter, Assistant Director Environmental Services
Emma Faulkner, Principal Officer - Scrutiny and Democratic Lead
Matt Swinford, Democratic and Elections Officer

Officers Attending Virtually:

Richard Webb, Assistant Director Regulatory Services & Community Safety
Shona Ware, Assistant Director Customer Focus
Mark Mills, Policy Officer
Celia Prado-Teeling, Performance & Insight Team Leader
Ian Boll, Corporate Director Communities
Jo Miskin, Climate Action Manager
Emily James, Community Safety Manager
Katey Humphris, Community Safety Development and Engagement Officer

65 **Declarations of Interest**

9. Oxfordshire Net Zero Route Map and Action Plan.

Councillor Perran Moon, Other Registerable Interest, advised that he works for an electrical vehicle charging company and the subject of EV charging may be discussed during the agenda item.

66 **Minutes**

The Minutes of the meetings of the Committee held on 11 January 2023 and 24 January 2023 were agreed as correct records and signed by the Chairman.

67 **Chairman's Announcements**

The Vice-Chairman, in the Chair for the meeting, made the following announcements:

1. That agenda item 9, Oxfordshire Net Zero Route Map and Action plan would be brought forward and heard before agenda item 6. The rest of the agenda order would stay the same.
2. On behalf of the Overview and Scrutiny Committee Chairman, Councillor Dallimore, thanked everyone for their work during the year.

68 **Urgent Business**

There were no items of urgent business.

69 **Community Safety Update**

The Assistant Director Environmental Health and Licensing, Assistant Director Regulatory Services and Community Safety and Engagement and Deployment Officer gave a presentation updating the Committee on work being undertaken in relation to Community Safety.

The Assistant Director Environmental Health and Licensing advised the Committee that the Council's in-house Community Safety Team consisted of four Community Wardens, a Community Safety Development and Engagement Officer and a Team Manager. The team worked with and supported county-wide strategic community safety partnerships and thematic groups.

The Assistant Director Regulatory Services and Community Safety explained that the Community Safety Wardens had received additional training and vetting to obtain accreditation from the Thames Valley Police Community

Safety Accreditation Scheme. The accreditation gave the Wardens extra powers to deal with issues within the community.

The Committee was advised that, following consultation, in June 2022 the Executive has agreed to introduce a Public Spaces Protection Order (PSPO) in Bicester Town Centre to deal with nuisance or problems that could cause harm to the quality of life of the local community. The Assistant Director Regulatory Services and Community Safety advised that there was an existing PSPO for Banbury Town Centre, and a consultation would be starting in due course to refresh the Order. The Bicester PSPO differed to the Banbury PSPO as different issues affected the two towns.

In response to questions from the Committee, the Assistant Director Environmental Health and Licensing explained that the power delegated from the Police for the Council to issue penalty notices for cycling on a pavement could only be issued when cycling was taking place on a designated pavement, not in a pedestrianised area that was restricted to vehicular traffic for certain times of the day.

Resolved

- (1) That the verbal update be noted.

70

Equality, Diversity and Inclusion (EDI) Action Plans

The Assistant Director – Customer Focus submitted a report to seek the Committee’s views on the draft action plans for delivering the council’s equality, diversity and inclusion commitments for creating inclusive communities and inclusive services, which were set out in its Equalities Framework, Including Everyone.

In introducing the report, Councillor Hingley, Chair of the Equality, Diversity and Inclusion (EDI) working group, advised the Committee that the EDI working group was a joint working group with the Personnel Committee. The working group had reviewed the three draft action plans – Inclusive Communities, Inclusive Services and Inclusive Workforce.

Councillor Hingley explained that the Overview and Scrutiny Committee was asked to provide comments on the Inclusive Communities and Inclusive Services action plans. The Personnel Committee would be considering the Inclusive Workforce action plan at their meeting on 15 March. All three action plans would be considered by Executive at their meeting on 3 April.

Councillor Hingley proposed the following comments be referred to the Executive in relation to the Inclusive Communities Action Plan, this was seconded by Councillor Broad:

- An additional action be added to EDI 1.02, Promote inclusive behaviour with residents and service users:
 - ‘to develop and agree a policy for supporting national events that support our corporate priorities’.

- Additional wording in italics below be added to EDI 1.03, Work directly with communities to identify inequality and tackle disadvantage:
 - Second action listed: “Review our approach to supporting refugees, asylum seekers and other vulnerable migrants *of all nationalities* in the district...”.

In response to questions from Councillor Okeke querying why suggested actions he had put forward at working group meetings not being included in the plans before Committee, the Assistant Director for Customer Focus explained that the proposed additional actions would change the action plans quite considerably. They would have required detailed consideration of budgetary and personnel implications to enable full consideration of the proposals.

The Assistant Director for Customer Focus added that officers were aware of the comments and it maybe they could be included in the future however this would be subject to the necessary information and due process being followed for a business case to be developed.

Resolved

- (1) That the following comments be made to the Executive in relation to the Inclusive Communities Action Plan
 - a. An additional action be added to EDI 1.02, Promote inclusive behaviour with residents and service users: *to develop and agree a policy for supporting national events that support our corporate priorities.*
 - b. Additional wording, in italics, be added to the second action of EDI 1.03, Work directly with communities to identify inequality and tackle disadvantage: “Review our approach to supporting refugees, asylum seekers and other vulnerable migrants *of all nationalities* in the district...”
- (2) That Executive be recommended to delegate authority to the Assistant Director for Customer Focus to make minor amendments to the agreed Inclusive Communities and Services action plans, in consultation with the Portfolio Holder with responsibility for equalities and the Chair of the EDI working group.

71

Performance Outcomes Framework 2023/24

The Performance & Insight Team Leader gave a presentation presented on the proposed performance outcomes framework for the financial year 2023/24.

The Performance & Insight Team Leader explained that business and service planning took place once a year to determine the Council’s goals and objectives. The performance management framework outlined how progress against the goals and objectives would be monitored and reported to this Committee and the Executive.

The Committee was advised that 2023/24 was the last year of the current business plan. A new business plan and annual delivery plan would be developed for 2024/25, informed by budget requirements and census data.

Resolved

- (1) That the presentation be noted.

72

Oxfordshire Net Zero Route Map and Action Plan

The Assistant Director Environmental Services submitted a report to provide an overview of the "Oxfordshire Net Zero Route Map and Action Plan". The report set out the context for the production of the Route Map and Action Plan, along with detail of the structure and key areas of activity, such as decarbonising buildings and transport across the district. The Route Map and Action Plan sought to deliver the ambitions of the Pathways to a Zero Carbon Oxfordshire (PaZCO) 2021 report.

In introducing the report, the Climate Action Manager explained that the document detailed three scenarios for reaching the zero net carbon target by 2050. Key performance indicators had been proposed within the action plan to track progress which would be included in an annual update to Future Oxfordshire Partnership (FOP) FOP was the responsible body for the Action Plan, with advisory groups as sponsors providing oversight and guidance to each of the five areas highlighted for phase 1 actions.

Councillor John Broad, Chairman of the climate action working group, advised the Committee that the working group would be working through the PaZCO report and supporting officers where possible.

In response to Committee questions regarding the existing County Council electric vehicle charging points and whether Cherwell District Council had sought its own advice on projects that would affect the district, the Corporate Director Communities explained that if an authority proposed a particular project within the route map then a detailed business case, assessment and legal advice would need to be developed for consideration.

In response to questions from the committee seeking clarification on the goal for carbon net zero for Cherwell District Council, the Assistant Director Environmental Services explained that the goal of 2030 related to the Council's own operations, and the target of 2050 was for the whole of Oxfordshire.

Resolved

- (1) That the proposed Route Map and Action Plan be supported.

73

Working Groups Update

The Principal Officer – Scrutiny and Democratic Lead updated the Committee on the work of the food insecurity working group.

The group had assisted officers with the food voucher scheme and work on the new food strategy had recently started. An update report had been submitted to the Executive in March, and the proposed approach to the food strategy had been endorsed.

The Principal Officer – Scrutiny and Democratic Lead advised that all three working groups - the food insecurity, EDI and climate action - would have work to continue in the new municipal year.

Resolved

- (1) That the update be noted.

74

Work Programme 2023/24

The Committee considered the indicative work programme for 2023/24.

The Principal Officer – Scrutiny and Democratic Lead advised the Committee that more items would be added to the work programme at the next Overview and Scrutiny Committee meeting.

Following questions from the Committee regarding the introduction of Voter ID and a working group to discuss publicity of Voter ID, the Principal Officer – Scrutiny and Democratic Lead explained that national and local communication was underway, including information in different languages.

Resolved

- (1) That the indicative work programme be noted.

The meeting ended at 9.00 pm

Chairman:

Date:

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 23 May 2023 at 7.02 pm

Present:

Councillor John Broad (Chairman)
Councillor Isabel Creed (Vice-Chairman)
Councillor Maurice Billington
Councillor Ian Harwood
Councillor Simon Holland
Councillor Ian Middleton
Councillor Dr Chukwudi Okeke
Councillor Lynne Parsons
Councillor Rob Pattenden
Councillor Douglas Webb
Councillor Bryn Williams

Apologies for absence:

Councillor Dorothy Walker

1 Appointment of Chairman for the municipal year 2023/2024

It was proposed by Councillor Middleton and seconded by Councillor Webb that Councillor Broad be appointed Chairman of the Overview and Scrutiny Committee.

It was proposed by Councillor Parsons and seconded by Councillor Okeke that Councillor Creed be appointed Chairman of the Overview and Scrutiny Committee.

There being two nominations for Chairman of the Overview and Scrutiny Committee, it was put to the vote. There were eight votes for Councillor Broad, three votes for Councillor Creed and no abstentions.

Resolved

- (1) That Councillor Broad be elected Chairman of the Overview and Scrutiny Committee for the municipal year 2023/2024.

2 Appointment of Vice-Chairman for the municipal year 2023/2024

It was proposed by Councillor Parsons and seconded by Councillor Okeke that Councillor Creed be appointed Vice-Chairman of the Overview and Scrutiny Committee.

There were no further nominations.

Resolved

- (1) That Councillor Creed be elected Vice-Chairman of the Overview and Scrutiny Committee for the municipal year 2023/2024.

The meeting ended at 7.04 pm

Chairman:

Date:

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 15 March 2023 at 10.00 am

Present:

Councillor Jason Slaymaker (Chairman)
Councillor Simon Holland (Vice-Chairman)
Councillor Andrew Beere
Councillor Ian Corkin
Councillor Gemma Coton
Councillor Fiona Mawson
Councillor Lynn Pratt
Councillor Chris Pruden
Councillor Les Sibley
Councillor Amanda Watkins
Councillor Douglas Webb

Substitute Members:

Councillor Adam Nell (In place of Councillor Barry Wood)

Apologies for absence:

Councillor Barry Wood

Officers:

Susan Blunsden, HR Manager
Ruth Wooldridge, Health and Safety Manager
Aaron Hetherington, Democratic and Elections Team Leader

Officers Attending Virtually:

Celia Prado-Teeling, Performance & Insight Team Leader
Mark Mills, Policy Officer

38 **Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

40 **Urgent Business**

There were no items of urgent business.

41 **Minutes**

The Minutes of the meeting of the Committee held on 31 January 2023 were confirmed as a correct record and signed by the Chairman.

42 **Chairman's Announcements**

The Chairman advised the Committee that the year-end Workforce Profile Statistics would be submitted to the next meeting and requested that Members provide feedback to the Assistant Director Human Resources regarding information they would like included in the report.

43 **Policy Updates**

The Chief Executive submitted a report to seek approval on proposed changes to the following existing HR policies: Corporate Health, Safety and Wellbeing Policy; Probation Policy; and, Honorarium Policy.

The HR Manager gave an overview of the proposed changes to the Probation Policy and Honorarium Policy. The Health and Safety Manager gave an overview of the proposed changes to the Corporate Health, Safety and Wellbeing Policy.

Resolved

(1) That the following policies be approved for implementation:

- Corporate Health, Safety and Wellbeing Policy
- Probation Policy
- Honorarium Policy

44 **Equalities, Diversity and Inclusion (EDI) Action Plans**

The Assistant Director for Customer Focus submitted a report to seek the Committee's views on the draft action plans for delivering the council's equality, diversity and inclusion commitments for creating an inclusive workplace, which are set out in its Equalities Framework, Including Everyone.

In introducing the report, The Assistant Director for Customer Focus, advised the Committee that the Equality, Diversity and Inclusion (EDI) working group was a joint working group with the Overview and Scrutiny Committee. The working group had reviewed the three draft action plans – Inclusive Communities, Inclusive Services and Inclusive Workforce.

The Personnel Committee was asked to provide comments on the Inclusive Workforce action plan.. The Overview and Scrutiny Committee considered the Inclusive Communities and Inclusive Services action plans at their 15 March meeting. All three action plans would be considered by Executive at their meeting on 3 April.

In considering the report, the Committee noted the excellent work in respect of all Action Plans. In respect of the Inclusive Workforce the Committee commented that there should be more reference in relation to age discrimination.

Resolved

- (1) That the following comment on the draft action plan for an Inclusive Workplace Information be made to Executive:
 - There should be more reference to age discrimination within the plan.
- (2) That Executive be recommended to delegate authority to the Assistant Director for Customer Focus to make minor amendments to the agreed Inclusive Workplace Action Plans in consultation with the portfolio holder and Chair of the EDI working group.

The meeting ended at 10.33 am

Chairman:

Date:

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Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 23 May 2023 at 7.04 pm

Present:

Councillor Ian Harwood (Chairman)
Councillor Lynn Pratt (Vice-Chairman)
Councillor Gemma Coton
Councillor David Hingley
Councillor Fiona Mawson
Councillor Dr Chukwudi Okeke
Councillor Lynne Parsons
Councillor Chris Pruden
Councillor George Reynolds
Councillor Amanda Watkins
Councillor Douglas Webb
Councillor Barry Wood

1 Appointment of Chairman for the municipal year 2023/2024

It was proposed by Councillor Reynolds and seconded by Councillor Webb that Councillor Harwood be elected Chairman of the Personnel Committee.

It was proposed by Councillor Parsons and seconded by Councillor Okeke that Councillor Watkins be appointed Chairman of the Personnel Committee.

There being two nominations for Chairman of the Personnel Committee, it was put to the vote. There were five votes for Councillor Harwood, two votes for Councillor Watkins and five abstentions.

Resolved

- (1) That Councillor Harwood be elected Chairman of the Personnel Committee for the municipal year 2023/2024.

2 Appointment of Vice-Chairman for the municipal year 2023/2024

It was proposed by Councillor Reynolds and seconded by Councillor Webb that Councillor Pratt be elected Vice-Chairman of the Personnel Committee.

There were no further nominations.

Resolved

- (1) That Councillor Pratt be elected Vice-Chairman of the Personnel Committee for the municipal year 2023/2024.

The meeting ended at 7.06 pm

Chairman:

Date:

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 13 June 2023 at 7.30 pm

Present:

Councillor Lynn Pratt (Vice-Chairman)
Councillor Gemma Coton
Councillor David Hingley
Councillor Fiona Mawson
Councillor Dr Chukwudi Okeke
Councillor Lynne Parsons
Councillor Chris Pruden
Councillor George Reynolds
Councillor Amanda Watkins
Councillor Douglas Webb
Councillor Barry Wood

Also Present:

Councillor Sandy Dallimore, Portfolio Holder for Corporate Services

Apologies for absence:

Councillor Ian Harwood

Officers:

Claire Cox, Assistant Director Human Resources
Susan Blunsden, HR Manager
Aaron Hetherington, Democratic and Elections Team Leader

3 Declarations of Interest

There were no declarations of interests.

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

The Minutes of the meetings of the Committee held on 15 March 2023 and 23 May 2023 were confirmed as correct records and signed by the Chairman.

7 **Chairman's Announcements**

There were no Chairman's announcements

8 **Policy Review**

The Committee considered a report from the Chief Executive that sought approval on proposed changes to existing HR policies.

In introducing the report, the Assistant Director of Human Resources explained the changes in the policies were due to changes in the Council's Constitution. The Assistant Director of Human Resources also stated that there would be a continuation to review policies to bring them in line with the Council's constitution when required.

In response to Members' questions, the Assistant Director Human Resources confirmed that the policies were compliant with national legislation and that any further change would be brought to the Personnel Committee for update and review.

Resolved

(1) That the following policies be approved for implementation:

- Sickness Absence Policy
- Organisational Change Policy
- Disciplinary Policy and Procedure
- Capability Policy
- Stand-by and on-call Policy
- Market Supplement Policy
- Car User Policy

9 **Workforce Profile Statistics**

The Committee considered a report from the Chief Executive that provided the Personnel Committee with an update on Cherwell District Council's workforce including measuring staff well-being and to highlight the actions officers were taking to address any issues.

In introducing the report, The Assistant Director of Human Resources provided an overview on the workforce data for Quarter 4 of 2022/23.

In response to members questions in regard to the decrease in headcount across the council from quarter 1, the Assistant Director of Human Resources confirmed that this was due to the decoupling from OCC.

Regarding agency staff, the Assistant Director of Human Resources explained that there were circumstances where the Council would need to use agency staff where it could not be avoided. For example, in Waste Services, where three manned crews were required to collect the waste in the district, agency staff would be used to help the service.

In response to queries from the Committee regarding actions to increase diversity of the workforce, the Assistant Director of Human Resources explained that a new recruitment module was being introduced from July 2023. The module would provide information regarding the reach of recruitment advertising, which would allow the HR team to review effectiveness.

In response to members questions regarding Local Government Association and District Council's Network graduate trainee schemes and if the council invested in them, the Assistant Director of Human Resources confirmed that the council had taken on two LGA graduates and would continue to monitor going forward.

Resolved

- (1) That the workforce data for Quarter 4 of 2022/23 be noted.

10 **Equalities, Diversity and Inclusion (EDI) Working Group**

The Committee were asked to nominate representatives to the Equalities, Diversity and Inclusion (EDI) working group, which was proposed to continue as a joint working group with Overview and Scrutiny Committee.

Resolved

- (1) That Councillor Coton, Councillor Okeke and Councillor Pruden be nominated to represent the Personnel Committee at the Equalities Diversity and Inclusion (EDI) Working Group.

11 **Work Programme 2023/2024**

The Committee considered the indicative work programme for 2023/2024

Resolved

- (1) That the work programme 2023/2024 be noted.

The meeting ended at 8.01 pm

Chairman:

Date:

Cherwell District Council

The Standards Committee

Minutes of a meeting of the Standards Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 23 May 2023 at 7.08 pm

Present:

Councillor George Reynolds (Chairman)
Councillor Lynn Pratt (Vice-Chairman)
Councillor Sandy Dallimore
Councillor Harry Knight
Councillor Lynne Parsons
Councillor Amanda Watkins

Apologies for absence:

Councillor Julian Nedelcu
Councillor Dorothy Walker

1 Appointment of Chairman for the municipal year 2023/204

It was proposed by Council Dallimore and seconded by Councillor Pratt that Councillor Reynolds be elected Chairman of the Standards Committee.

There were no further nominations.

Resolved

- (1) That Councillor Reynolds be elected Chairman of the Standards Committee for the municipal year 2023/2024.

2 Appointment of Vice-Chairman for the municipal year 2023/204

It was proposed by Council Dallimore and seconded by Councillor Reynolds that Councillor Pratt be elected Vice-Chairman of the Standards Committee.

There were no further nominations.

Resolved

- (1) That Councillor Pratt be elected Vice-Chairman of the Standards Committee for the municipal year 2023/2024.

The meeting ended at 7.09 pm

Chairman:

Date: