

Council Minute Book

21 February 2011

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Council Minute Book

Monday 21 February, 2011

Contents

Executive

1. Minutes of meeting Monday 6 December 2010 (Pages 1 - 14)
2. Minutes of meeting Monday 10 January 2011 (Pages 15 - 22)

Executive Portfolio Holder Decisions

There were no Executive Portfolio Holder Decisions taken in the period December 2010 – February 2011.

Accounts Audit and Risk Committee

3. Minutes of meeting Monday 13 December 2010 (Pages 23 - 26)
4. Minutes of meeting Wednesday 19 January 2011 (Pages 27 - 30)

Licensing Committee

5. Minutes of meeting Thursday 9 December 2010 (Pages 31 - 34)

Personnel Committee

6. Minutes of meeting Wednesday 15 December 2010 (Pages 35 - 38)

Overview and Scrutiny Committee

7. Minutes of meeting Monday 6 December 2010 (Pages 39 - 42)
8. Minutes of meeting Wednesday 5 January 2011 (Pages 43 - 48)

9. Minutes of meeting Tuesday 25 January 2011 (Pages 49 - 54)

Resources and Performance Scrutiny Board

10. Minutes of meeting Tuesday 30 November 2010 (Pages 55 - 62)

11. Minutes of meeting Tuesday 11 January 2011 (Pages 63 - 68)

Standards Committee

12. Minutes of meeting Thursday 18 November 2010 (Pages 69 - 70)

Cherwell District Council

Executive

Minutes of a meeting of the Executive held in at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 December 2010 at 6.30 pm

Present: Councillor Barry Wood (Chairman)

Councillor G A Reynolds
Councillor Ken Attack
Councillor Norman Bolster
Councillor Colin Clarke
Councillor Michael Gibbard
Councillor James Macnamara
Councillor Nigel Morris
Councillor D M Pickford
Councillor Nicholas Turner

Also present: Councillor Nicholas Mawer

Officers: Mary Harpley, Chief Executive and Head of Paid Service
Ian Davies, Strategic Director - Environment and Community
John Hoad, Strategic Director - Planning, Housing and Economy
Liz Howlett, Head of Legal & Democratic Services and Monitoring Officer
Karen Curtin, Head of Finance
Tony Brummell, Head of Building Control & Engineering Services
Gillian Greaves, Head of Housing Services
Paul Marston-Weston, Head of Recreation & Health
Chris Rothwell, Head of Safer Communities, Urban & Rural Services
Claire Taylor, Corporate Strategy and Performance Manager
Andy Bowe, Implementation Officer
James Doble, Democratic, Scrutiny and Elections Manager

78 **Declarations of Interest**

Members declared interests in the following agenda items:

6. Eco Bicester One Shared Vision.

Councillor Barry Wood, Personal, as persons known to him have a land interest in the area of, but outside the ecotown.

Councillor G A Reynolds, Personal, as a County Councillor due to the County Council holding a land interest at Gowells Farm.

Councillor Michael Gibbard, Personal, as a County Councillor due to the County Council holding a land interest at Gowells Farm.

Councillor Nicholas Turner, Personal, as a County Councillor due to the County Council holding a land interest at Gowells Farm.

Councillor Norman Bolster, Personal, as a County Councillor due to the County Council holding a land interest at Gowells Farm.

16. Budget 2011/12 Draft 1.

Councillor James Macnamara, Personal, as a Magistrate.

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

The Chairman confirmed he had agreed to a request to address the meeting from Ben Jackson, Bicester Chamber of Commerce in respect of agenda item 17, Pre Order Consultation – Car Parking Proposals.

80 **Urgent Business**

There were no items of urgent business.

81 **Minutes**

The minutes of the meeting held on 1 November 2010 were agreed as a correct record and signed by the Chairman.

82 **Pre Order Consultation - Car Parking Proposals**

The Head of Safer Communities, Urban and Rural Services submitted a report to advise Members on the feedback from the Pre Order consultation on car parking proposals and to enable them to decide on final proposals.

Ben Jackson, on behalf of Bicester Chamber of Commerce, addressed the meeting in opposition to the proposals due to what he perceived would be an adverse impact on Bicester.

Resolved

- (1) That the feedback from the pre Order consultation be noted.
- (2) That officers be authorised to begin formal Order Making on the final proposals set out in the annex to these minutes (as set out in the minute book) for implementation on, or as soon after, 1 March as is possible, with the amendments that evening parking be at a flat rate of 80p for Banbury and 70p for Bicester and that there should be no parking charges on religious bank holidays and New Years Day.

Reasons

A range of car parking proposals have been considered as part of service development for 2011/12, and through the budget preparation process. These were advertised informally in October with key agencies and consultees in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

Options

Option One Consider the feedback from pre-Order consultation to assist in determining final car park proposals.

Option Two Disregard the feedback.

83 **Eco Bicester One Shared Vision**

The Strategic Director Planning, Housing and Economy submitted a report which outlined the Revised Eco Bicester One Shared Vision as approved by the Strategic Delivery Board meeting on 8 November 2010, reported the consultation feedback and sought approval for the revised document to be approved for development control purposes for planning proposals in Eco Bicester.

Resolved

- (1) That the report be noted.
- (2) That the proposed changes following the consultation on the Draft document be noted.
- (3) That the Revised One Shared Vision document (annex to the minutes as set out in the minute book) be approved as informal planning guidance for development control purposes.

Reasons

One of the aims of the SDB was to develop a clear vision for Bicester for the next 30 years. The preparation of a shared vision was agreed by the SDB at its first meeting in April 2010. It clearly defines the aims and objectives of the SDB in delivering the eco development at North West Bicester and integrating it with the long term aspirations for the existing town. It is designed to be a clear and concise summary of the key issues affecting the town as it continues to grow. The purpose of the shared vision is summarised as follows:

- To provide a shared vision for the whole of Bicester supported by partners
- To guide the local delivery of the eco-town of national, if not international, significance with the private sector
- To articulate key infrastructure needs to support the eco town
- To inform engagement between the local authority partners, Government departments and agencies on where they can help deliver the project

Options

- Option One** To note the contents of the report and agree the recommendations to approve the vision as informal planning guidance for development control purposes
- Option Two** To amend the recommendations and make further amendments to the vision
- Option Three** To reject the recommendations

84

Local Transport Plan

The Head of Planning Policy and Economic Development submitted a report which presented information to the Executive with a view to the council making a formal response to the public consultation on the Draft Local Transport Plan (LTP).

Resolved

- (1) That the County Council be commended on the general format of the LTP which addresses concerns raised by this Council previously that the LTP should be organised in a way which focuses on proposals for particular settlements and creates a stronger spatial link with Local Development Frameworks.
- (2) That in general, subject to the detailed recommendations made in the report, the policies and area strategies in the LTP be supported.
- (3) That the various detailed recommendations set out in paragraphs 1.16, 1.27, 1.43, 1.52 and 1.58 (with the exception of the reference to major new road links in Banbury) as set out in the annex to the minutes as set out in the minute book be submitted as the Council's formal response to the Local Transport Plan. in particular the Council's comments on:-
 - approach taken by the LTP towards the HS2 proposals in policy PT6
 - the ways in which the vision for eco-Bicester can best be supported through the LTP
 - the proposed Water Eaton Parkway station, and how (a) this can best be implemented in a manner that makes it accessible to local communities in Kidlington and Gosford, and (b) future congestion concerns can best be mitigated.

With the amendments that:

- the strategy for the rural areas should acknowledge the importance of providing footpath links both within and between villages to public transport and employment areas.
- The references in the LTP to major new road links (South East and South West Relief Roads) in Banbury should not be deleted.

Reasons

Oxfordshire County Council is currently preparing its third Local Transport Plan (LTP) for Oxfordshire. The LTP sets out a vision, objectives and outcomes for transport in the whole of the county. It also includes a programme of investment in new transport schemes and maintenance of the existing network.

Options

Option One To endorse the recommendations in the report as the Council's formal response to the Draft Local Transport Plan

Option Two To add or amend the proposed response as the Council's formal response to the Draft Local Transport Plan

Option Three Not to respond to the consultation.

85 **Disabled Facilities Grant Policy**

The Head of Housing Services submitted a report which sought approval for a new policy setting out the Council's approach to the assessment of eligibility for Disabled Facilities Grants, those adaptations which it is appropriate to fund and how it will manage a waiting list if demand exceeds the available budget.

Resolved

- (1) That the Disabled Facilities Grant Policy (annex to the minutes as set out in the minute book) be approved.
- (2) That the proposal that Registered Providers (RPs) (formerly called RSLs or Housing Associations) should be asked to sign-up to a protocol committing themselves to the principles in the Policy and to making a specified financial contribution towards the cost of adaptations for their tenants be endorsed.

86 **Final business case for a shared management team between Cherwell District Council and South Northamptonshire Council**

The Portfolio Holder for Resources and Communications, Leader of the Council and Chief Executive submitted a report to consider the final business case for a shared management team between Cherwell District Council and South Northamptonshire Council.

Resolved

- (1) That Council be recommended at its meeting on 8 December 2010 to approve the business case and the eighteen specific recommendations

included in it, (annex to the minutes as set out in the minute book) for putting in place a shared management team between Cherwell District Council and South Northamptonshire Council by the end of September 2011.

- (2) That Council be recommended to endorse the view of the Executive that, once a shared senior management team is in place, the Council can aspire to continued excellent performance.
- (3) That, it be confirmed following consultation with the Chairman of Overview and Scrutiny Committee, that it is in the Council's interest for this decision to be taken urgently and the right to call-in is waived to enable a binding decision to be taken by Council on 8 December 2010.

Reasons

The Joint Working Group recommends that Cherwell District Council and South Northamptonshire Council put a shared management team in place by the end of September 2011. It is proposed that the Executive accept this recommendation and recommend this in turn to full Council who will take the final decision on whether to go ahead on 8 December 2010.

Options

Option One

Not to recommend the business case to full Council. However, the financial benefits are clear and the risks of delivery are manageable. If this case was not to be recommended to full Council the £3.430m saving generated directly by the business case would have to be found from making cuts to the council's own management team, from out-/in-sourcing a range of corporate services and almost certainly from cuts to other services, in light of the greater difficulty and time required in securing these alternative savings. Future savings of the type identified in the business case would also be foregone.

87

Cherwell/South Northamptonshire Building Control Shared Service Proposals

The Head of Building Control and Engineering Services submitted a report to consider whether it was appropriate and beneficial to Cherwell District Council and South Northamptonshire Council to merge their Building Control services into a jointly managed operation.

Resolved

- (1) That subject to the endorsement of the Cabinet of South Northamptonshire Council, who are concurrently considering this report, to agree in principle to implementing joint management

arrangements for the Building Control services of Cherwell District Council and South Northamptonshire Council.

- (2) That the Head of Building Control and Engineering Services, and Head of People and Improvement be instructed to carry out the recruitment of the joint Building Control Manager and Team Leaders for each of the Councils as set out in the report and its appendices (annex to the minutes as set out in the minute book).

Reasons

The key reasons for proposing this venture are that it will give both Cherwell and South Northamptonshire Building Control Services a more assured future and over a relatively short period of time the revenue costs borne by both Authorities to fund the non fee element of building control work will decrease.

Options

- Option One** Adopt the shared service approach contained and recommended in this report.
- Option Two** Not to form a shared service but for each Building Control service to continue to operate entirely separately. The risk of this do-nothing approach is that each service would continue to struggle in the face of increasing private sector competition, losing flexibility and resilience, and perhaps unable to recruit replacement staff effectively. This would hasten a decline to each service becoming one of last resort and without the ability to contribute effectively to other relevant services of both Councils. Cherwell would probably have to seek shared service elsewhere where it might have to become the third or fourth partner in an already formed and established alliance,
- Option Three** To agree to a joint venture in principle but to delay bringing it about. There is a strong prognosis that if conditions change for the two services they will worsen. The reasoning behind a shared service would be less compelling and the net benefits may be lost if a decision to proceed is delayed.

88 Update report and request for approval of funding for Dashwood Road Primary School

The Head of Housing Services submitted a report to update Members on progress on the Dashwood Road Primary School site following a report submitted on the 24 May 2010. Significant progress had been made to deliver this scheme and a smaller amount of funding from the capital reserves for affordable housing was now required.

Resolved

- (1) That the progress made with partnership working at Dashwood Road Primary School, Banbury be noted and funding for the scheme from the capital reserves for affordable housing of £200,000 be approved.

Reasons

Following the report to Executive in May 2010 regarding the Dashwood Road Primary School, staff from the council, Oxfordshire County Council, Paradigm Housing Group and the Homes and Communities Agency (HCA) have met to agree how this scheme can be funded. Since the report the scheme has been granted planning permission. The scheme comprises of 18 units of housing to be let at social rents (current HCA target rent levels). These meetings have led to the parties agreeing a reduction in the land price for the scheme of £200,000 plus a reduction in the S106 commuted sums costs of around £100,000. CDC has agreed that five of the units can be let as supported housing for people with a learning disability. These people will be assessed as in need of housing via the District's Housing Register. This is a group that needs specialist provision and there is currently insufficient provision in the District.

Options

- | | |
|-------------------|---|
| Option One | To fund the Dashwood Road Primary School site from the CDC capital reserves |
| Option Two | Not to fund the Dashwood Road Primary School site from the CDC capital reserves |

89 **Corporate Improvement Plan Fear of Crime and Anti Social Behaviour**

The Head of Safer Communities, Urban and Rural Services submitted a report to advise the Executive of the outcomes of the Corporate Improvement Plan Project: Fear of Crime and Anti Social Behaviour and to consider the proposed future priorities and actions for the service arising from the Project.

Resolved

- (1) That the findings and conclusions from the Corporate Improvement Plan Project: Fear of Crime and Anti Social Behaviour be noted.
- (2) That the future priorities and draft action plan which should form the basis of the 2011/12 Service Plan (annex to the minutes as set out in the minute book) be agreed.

Reasons

Anti social behaviour (ASB) is a blight on the lives of individuals who are directly affected; on the perceptions of communities for whom it signals

neglect in their neighbourhoods; and on the reputation of the agencies who are often thought to be unconcerned or ineffectual.

Options

Option One Approve the Key Priorities, Aims and Objectives set out in this report

Option Two Amend the Key Priorities, Aims and Objectives.

90

Value for Money Review Corporate and Democratic Core

The Chief Executive submitted a report to consider the findings of the Value for Money (VFM) Review Corporate and Democratic Core report and the recommendations arising from the report.

Resolved

- (1) That the overall conclusions of the review be endorsed.
- (2) That it be agreed improvements in value for money be sought in Democratic Services and Elections and approve the following recommendations to achieve savings of £124,803;
 1. Merge the Democratic Services and Elections teams to provide greater resilience and achieve further efficiencies
 2. Achieve the schedule of savings (annex 9 to the minutes as set out in the minute book)
- (3) To agree that improvements in value for money be sought in Corporate Strategy, Performance and Partnerships and approve the following recommendations to achieve savings of £68,270;
 1. Delete the post of Performance Officer and restructure the team to accommodate the loss of this post, reallocating roles and responsibilities to reflect revised local priorities and changes in the national performance regime
 2. Reduce the budget for research and consultation, focusing the remaining resources on high priority areas and supporting in house consultation
 3. Change the operating arrangements for performance management software to scale back its costs and provide better value for money
- (4) To agree that improvements in value for money be sought in Treasury Management and approve the following recommendations to achieve minimum savings of £30,000;
 1. Review the Council's declining investment funds and allocate over two funds, rather than three.

2. Ensure that this allocation is in place by 31 March 2011.

Reasons

This review forms part of the Value for Money programme of reviews for 2010/11, which aims to cover all services within the council and improve the value of services offered to residents of Cherwell, and contributes to meeting the Council Promise of securing £800,000 of new savings by 1 April 2011.

Options

The report contains options for achieving efficiency and value for money.

91

Value for Money review of Recreation and Sport

The Strategic Director Environment and Community submitted a report to consider the findings of the Value for Money (VFM) Review of Recreation and Sport report and the recommendations arising from the report.

Resolved

- (1) That the overall conclusion of the review that the service is below average cost for the operation of its leisure centres, according to national benchmarking, has good performance in terms of its sports development assessment, and is high quality in terms of good and improving levels of customer satisfaction be endorsed.
- (2) That it be agreed improvements in value for money be sought and the following approved;
 1. Further grants to village halls be withdrawn from 2011/12, saving £39,000 per annum
 2. Reductions be made in the service establishment through reduced hours and the deletion of a vacant project officer post, saving £56,817 per annum
 3. Additional savings of £33,077 be progressed through reductions to the Leisure Development and Sports Development budgets,
- (3) That it be noted the target savings of £80,000 from the joint use agreements at Coopers School and North Oxfordshire Academy are currently part of the Council's scrutiny activities and subject to negotiation with the management of the two education sites.
- (4) That it be agreed to progress negotiations with the sports centres contract operator to achieve savings through changes to the contract specification and through income benchmarking.
- (5) That a capital bid be requested as part of 2011/12 budget setting for electricity generation at leisure centres outlining its costs and likely savings.

Reasons

This review forms part of the Value for Money programme of reviews for 2010/11, which aims to cover all services within the council and improve the value of services offered to residents of Cherwell.

Options

The report contains options for achieving efficiency and value for money.

92

Value for Money Review of Urban and Rural Services

The Strategic Director Environment and Community submitted a report to consider the findings of the Value for Money (VFM) Review of Urban and Rural Services report and the recommendations arising from the report.

Resolved

- (1) That the overall conclusion of the review that the service is low cost in terms of benchmark expenditure comparisons and is good quality in terms of overall positive levels of customer satisfaction be endorsed.
- (2) That it be agreed improvements in value for money be sought and approval given to:
 1. Implement the Medium Term Financial Strategy savings proposals, saving £73,194 per annum
 2. Secure a net saving of £60,000 per annum currently charged for the provision of specialist advice to the planning service by exploring options to achieve this, such as a reduction in the staff establishment, increasing fee income from planning advice and securing new clients to offset costs
 3. Create a Bus Station Safety Officer post to release a Vehicle Parks Warden post to achieve a net income of £16,000 per annum
- (3) That the recommendations of Scrutiny with regard to increases to car park charges be noted. That the recommendation of the inclusion of an evening tariff to generate further income of £39,640 per annum in addition to the £480,289 already recommended also be noted.
- (4) That the scrutiny process associated with the introduction of a pay and display parking scheme in Watts Way, Kidlington and the need for further negotiations with a view to implementing the scheme within 12 months if these are successful be noted.
- (5) That the proposal to extend the landscape maintenance contract for a further three years to 2015 and secure potential savings of £135,461 through negotiations with the contractor and an extended client base be noted.

- (6) That the provision of a Shopmobility scheme in Bicester be continued and it be agreed in future seek to offset a proportion of its costs through service charges to tenants on completion of the town centre redevelopment
- (7) That the feasibility of charging residents for tree inspections to offset costs of arboricultural staff be explored.

Reasons

This review forms part of the Value for Money programme of reviews, which aims to cover all services within the council and improve the value of services offered to residents of Cherwell.

Options

The report contains options for achieving efficiency and value for money.

93

Budget 2011/12 Draft 1

The Head of Finance submitted a report, providing the first of three opportunities for the Executive to shape and refine the interaction between the Corporate Plan, the service plans that underpin the corporate plan and financial matters before the final budget is presented to Council on the 21 February 2011.

Resolved

- (1) That the draft Corporate Plan for 2011-12 (annex to these minutes as set out in the minute book) be endorsed.
- (2) That the proposed service priorities for 2011-12 (annex to these minutes as set out in the minute book) be endorsed.
- (3) That the draft budget be noted in the context of the Council's service objectives and strategic priorities.
- (4) That the areas of unavoidable revenue growth (annex to these minutes as set out in the minute book) be noted.
- (5) That the areas of additional income or cost reductions that will be considered in order to get to a balanced 2011/12 budget (annex to these minutes as set out in the minute book) be noted.
- (6) That the proposal on Council Tax for 2011-12 be noted.
- (7) That the outcome of the pay negotiations on 2011/12 pay deal be noted.
- (8) That officers be requested to prepare a response to the New Homes Consultation and a report detailing the implications.

- (9) That officers be requested to give consideration to the impact of the recent planning fees consultation and the implications on income generation.
- (10) That the approach to the overall capital programme and 2011/12 expenditure profile (annex to these minutes as set out in the minute book) be agreed.
- (11) That it be noted that the recommendations of the scrutiny reviews of training, fees and charges and capital programme that were considered at the Resources and Performance Scrutiny Board on 30th November 2010 and all the recommendations (annex to these minutes as set out in the minute book) be approved.
- (12) That at this stage no other matters be taken into consideration in producing a balanced budget for the meeting of the Executive on 10 January 2011.
- (13) That the draft revenue and capital budget and corporate plan be approved as the basis for consultation.

Reasons

The budget will form the financial expression of the Council's strategic priorities and service delivery plans for 2011/12; the allocation of resources against agreed service priorities and is necessary in order to achieve its strategic priorities.

Options

Option One To review draft revenue and capital budget to date and consider actions arising.

Option Two To approve or reject the recommendations above or request that Officers provide additional information.

94

Chief Executive

The Executive noted that this would be the Chief Executive's last Executive meeting as she was leaving Cherwell District Council to take up a new role as Chief Executive at the London Borough of Hounslow in January 2011. The Executive and Officers wished the Chief Executive all the best for her new role.

The meeting ended at 9.00 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 10 January 2011 at 6.30 pm

Present: Councillor Barry Wood (Chairman)
Councillor G A Reynolds (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Colin Clarke
Councillor Michael Gibbard
Councillor James Macnamara
Councillor Nigel Morris
Councillor D M Pickford
Councillor Nicholas Turner

Also Present: Councillor Daniel Sames
Councillor Leslie F Sibley

Officers: Ian Davies, Interim Chief Executive and Head of Paid Service
John Hoad, Strategic Director - Planning, Housing and Economy
Liz Howlett, Head of Legal & Democratic Services and Monitoring Officer
Martin Henry, Chief Finance Officer / Section 151 Officer
Karen Curtin, Head of Finance
Gillian Greaves, Head of Housing Services
Richard McIntyre, Senior Housing Options Officer
Martyn Swann, Strategic Housing Manager
Kate Winstanley, Strategic Housing Officer
James Doble, Democratic, Scrutiny and Elections Manager

95 **Declarations of Interest**

Members declared interests in the following agenda items:

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

There were no petitions or requests to address the meeting.

97 **Urgent Business**

There were no items of urgent business.

98 **Minutes**

The minutes of the meeting held on 6 December 2010 were agreed as a correct record and signed by the Chairman.

99 **Housing in Cherwell and the Current Economic Climate**

The Head of Housing Services submitted a report to:

- Update the Executive on the progress made in implementing the Affordable Housing and the Recession Action Plan approved by Executive in January 2009
- Advise the Executive on the Government's proposed housing policy changes and housing and welfare benefit reform and its potential impact on the Council's housing function in the current economic climate
- Recommend to Executive a Housing & Current Economic Climate Action Plan to steer the Council through these changes until the new Housing Strategy is in place in April 2012.
- Advise Executive on plans to bring forward a new Cherwell Housing Strategy in 2012 that will respond to the new policy context and financial climate
- Endorse a Cherwell District Council response to the Government consultation "Local Decisions: a fairer future for social housing"

In the course of discussion it was noted that there were significant changes to both the terminology and delivery of social housing and Members requested a seminar be arranged to clarify these changes.

Resolved

- (1) That the progress and completion of the Affordable Housing and the Recession Action Plan be noted.
- (2) That the Housing and the Current Economic Climate Action Plan for moving forward as set out in the annex to the minutes (as set out in the minute book) be endorsed.
- (3) That the response to the Government consultation paper as set out in the annex to the minutes (as set out in the minute book) be endorsed.
- (4) That the current and proposed housing and welfare benefit changes and the potential impact upon the Housing Service be noted.
- (5) That the plans to bring forward a Cherwell Housing Strategy and approve the structure for Member involvement in the Housing Strategy Programme Board be approved.

Reasons

The Coalition Government is proposing changes which will substantially affect the provision of housing services and housing related support. To support

members in understanding the local impacts of these changes, this report outlined the work that was being proposed to ensure the Council is able to continue to respond to its Corporate Plan priorities, and deliver housing services within a value for money context.

Options

- Option One** Accept the recommendations contained in this report, thereby endorsing the response to Government housing consultation, instructing officers to implement the Housing and Current Economic Climate Action Plan and approving medium term plans to bring forward a new Cherwell Housing Strategy
- Option Two** Accept the recommendations contained in this report subject to any amendments by Members
- Option Three** Not to approve plans to bring forward a Cherwell Housing Strategy. This would require new plans being produced for Members, and is not recommended.

100

Planning Obligations Supplementary Planning Document

The Strategic Director Planning, Housing and Economy submitted a report to consider the Planning Obligations Draft Supplementary Planning Document (SPD) and sought approval for the use of the draft SPD as informal guidance with immediate effect.

During the course of the debate members made a number of detailed comments and observations, in light of which it was agreed would be considered prior to public consultation. Therefore recommendation 2 as set out in the report was withdrawn and recommendation 1 amended to enable the timing of the consultation to be at the discretion of the Portfolio Holder.

It was also requested that members of the Executive should be provide with full copies of any documents that they were being asked to consider for public consultation.

Resolved

- (1) That the Planning Obligations Draft Supplementary Planning Document be noted and subject to the consideration of observation raised at the meeting endorsed for public consultation, the timing of which to be at the discretion of the Portfolio holder.
- (2) That the Strategic Director, Planning, Housing and Economy, be authorised in consultation with the Portfolio Holder Planning and Housing, to make any further minor non-substantive changes as are necessary to the draft Supplementary Planning Document prior to the publication for public consultation.

Reasons

A Planning Obligations Draft Supplementary Planning Document has been prepared to offer more detailed guidance to supplement the policies in the Core Strategy on how the Council (as Local Planning Authority - LPA) will decide what new infrastructure and facilities need to be provided as a consequence of development and assess requirements for "in kind" provision and / or financial contributions towards provision. Existing guidance on the Council's requirements for planning obligations is given in the document 'Interim Guidance on Planning Obligations' approved in April 2007.

Options

- Option One** To endorse the SPD for public consultation and approve the use of the draft SPD as informal guidance for development control purposes with immediate effect.
- Option Two** To endorse the SPD for public consultation with amendments and to approve the use of the draft SPD as informal guidance for Development Control purposes following amendment.
- Option Three** Not to endorse the SPD for public consultation and not to approve the use of the draft SPD as informal guidance for Development Control purposes.

101

Recommendations from Overview and Scrutiny Committee- Car Parking Charges Call-in

The Executive considered a referral back to them for reconsideration following consideration of a Call-in by the Overview and Scrutiny Committee, as set out below

We the named Councillors and non-executive members of Cherwell District Council hereby give notice that we wish to call in for further scrutiny the Executive decision's of Monday 6th December 2010 regarding the proposals to increase Car Parking Fees, the extension of car parking hours, the introduction of parking fees for Blue Badge Holders and the decision to begin negotiations with regards to Watts Way, Kidlington.

Councillor Sames, Chairman of the overview and Scrutiny Committee presented the referral as set out below:

That the proposals of the Executive to increase Car Parking Fees, the extension of car parking hours, the introduction of parking fees for Blue Badge Holders and the decision to begin negotiations with regards to Watts Way, Kidlington be referred back to the Executive and that in reconsidering the decision the Executive should take note of the concerns expressed at the Overview and Scrutiny Committee meeting and the following 5 points:

1. *Ensure proper consultation on Watts Way, Kidlington*
2. *Request the Executive investigate alternative ways to find funds (e.g. £39k to offset the introduction of evening charges)*
3. *Investigate the feasibility of barrier parking/pay on exit*
4. *Study the economic impact of parking charges*
5. *Investigate the number of disabled bays across the district, the ratio of short to long stay spaces and motorcycle parking availability*

As Labour Group Leader Councillor Sibley addressed the meeting.

In considering the referral, the Executive welcomed the detailed consideration the Committee had given to the issue and noted that there had been the opportunity for all interested parties at the meeting to contribute.

Resolved

- (1) That the decisions of the Executive on 6 December 2010 in connection with the implementation of car parking proposals be reaffirmed , in order to achieve a balanced budget, and for these to be introduced on or as soon after 4 April 2011 as is practicable:
- (2) That the decision of the Executive on 6 December 2010 to begin negotiations with Eames with regard to the covenant for Watt's Way car park, Kidlington be reaffirmed
- (3) That the Overview and Scrutiny Committee be requested to take forward in its work programme in 2011/12 further investigation of the following strategic parking issues:
 - The balance and location of long stay/short stay parking in Banbury, Bicester and Kidlington
 - The wider economic impact of Parking Policy on the Districts urban centres
 - The cost benefit of alternative management arrangements for car parks, including 'Pay on Exit'.
- (4) That the Overview and Scrutiny Committee be requested to report back to the Executive at the end of 2011 the outcome of its findings from 3 above and any recommendations for change.

Reasons

The Executive consider that on balance taking in to consideration all the evidence presented at the Overview and Scrutiny Committee, that their decisions on 6 December 2010 remain justified.

Options

- | | |
|---------------------|----------------------------------|
| Option One | To agree the recommendations |
| Option Two | Not to agree the recommendations |
| Option Three | To amend the recommendations |

102

Budget 2011/12 Draft 2

The Head of Finance submitted a report which provided the second opportunity for the Executive to shape and refine the interaction between corporate plan service plans and financial matters before the final budget is presented to the Council on the 21 February 2011.

Resolved

- (1) That the outcome of the 2011/12 provisional settlement be noted;
- (2) That the draft revenue budget 2be noted in the context of the Council's service objectives and strategic priorities
- (3) That the draft corporate plan for 2011/12 which is currently subject to consultation, be noted;
- (4) That the approach to the overall capital programme and 10/11 expenditure profile set out in the annex to the minutes (as set out in the minute book) be agreed;
- (5) That no further matters be taken into consideration in producing a balanced budget for the next meeting of the Executive at this time ;
- (6) That the Tax Base Report set out in the annex to the minutes (as set out in the minute book) be noted and
 - that, in accordance with the Regulations, as amended, the amount calculated by the Cherwell District Council as its council tax base for the year 2011/2012 shall be 50,337; and
 - the report of the Head of Finance, made pursuant to the Local Authorities (Calculation of Tax Base) Regulations 1992, as amended, and the calculations referred to therein for the purposes of the Regulations be approved; and
 - that the tax base for parts of the area be in accordance with the figures shown in column 13 in the annex to the minutes (as set out in the minute book).
 - the council continue with the discretionary awards that it resolved to give on December 1 2008.

Reasons

The Council has to adopt a budget for 2011/12 as the basis for calculating its level of Council Tax and has to base that budget on its plans for service

delivery during the year, recognising any changes in service demand that may arise in future years.

Options

Option One To review draft revenue and capital budget to date and consider actions arising.

Option Two To approve or reject the recommendations above or request that Officers provide additional information.

103

Culture and Heritage Value for Money Review

The Interim Chief Executive submitted a report to consider the findings of the Value for Money (VFM) Review of Culture and Heritage report and the recommendations arising from the report

Resolved

- (1) That the overall conclusion of the review that the service is low cost for the Museum but high cost for its Arts service, has high performance in terms of visitor numbers to the museum and is high quality in terms of user satisfaction for the museum be endorsed.
- (2) That improvements in value for money be sought and that the following recommendations for achieving savings of £81,130 in 2011/12 be approved;
 1. Introduce single staffing at Banbury Museum, saving £13,385
 2. Reduce the Museum exhibitions budget and operational costs, saving £15,476
 3. Reduce arts funding by £31,906, ending grant aid support for all provision other than The Mill, Banbury
 4. Reduce Arts Officer hours to 43 per week, saving £15,108
 5. Reduce the operational revenue budget for Arts officers by 26%, saving £5,255
- (3) That core service funding of The Courtyard, Bicester be ceased due to the intended change in use of the facility from a dedicated youth arts centre which, prima facie, negates the operational agreement the Council is party to. However, retain the provision of a dedicated arts officer to the facility to continue support for the remaining youth arts provision. Subject to further negotiation with OCC and the Arts Council Lottery Unit, this will enable further savings of £38,000 in 2011/12.
- (4) That subject to further assessment, it be agreed in principle to transfer the operation of the Museum and Tourist Information Centre (TIC) into a bespoke Trust developed for the purpose from 2013/14, saving an estimated £64,000 in NNDR.

- (5) That officers be requested to bring a detailed report on the creation of a Trust for the Museum and TIC to a future meeting.

Reasons

This review forms part of the Value for Money programme of reviews, which aims to cover all services within the Council and improve the value of services offered to residents of Cherwell. Culture and Heritage was selected as an area for a 'health check' review during 2010/11 along with a number of other services as these had not previously been covered by the VFM programme but account for a high level of expenditure. The aim of such reviews is to quickly identify potential savings using information that is readily available.

Options

Option One To make savings of £183,130 as set out in the recommendations, which will significantly reduce the costs of the service, including arts funding, while still retaining a reasonable level of service provision

Option Two To make further savings of £66,000 in arts development funding to bring it in line with the average spend of comparator authorities. This would require the loss of two posts and the end of funding to The Mill, putting the sustainability of the service in question.

The meeting ended at 8.55 pm

Chairman:

Date:

Cherwell District Council

Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 13 December 2010 at 6.30 pm

Present: Councillor John Donaldson (Chairman)
Councillor Trevor Stevens (Vice-Chairman)

Councillor Ken Atack
Councillor Tim Emptage
Councillor Nicholas Mawer
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Barry Wood

Also Present: Maria Grindley, District Auditor, Audit Commission
Nicola Jackson, Audit Manager, Audit Commission

Officers: Mary Harpley, Chief Executive and Head of Paid Service
Martin Henry, Chief Finance Officer / Section 151 Officer
Karen Curtin, Head of Finance
Chris Dickens, Chief Internal Auditor
Jeff Brawley, Benefits Investigation Manager
Rosemary Watts, Risk Management & Insurance Officer
Jessica Lacey, Technical Accountant
Natasha Clark, Senior Democratic and Scrutiny Officer

36 Declarations of Interest

There were no declarations of interest.

37 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

38 Urgent Business

There was no urgent business.

39 Minutes

The Minutes of the meeting held on 22 September 2010 were agreed as a correct record and signed by the Chairman.

40 **Annual Audit Letter 2009/10**

The Committee considered a report of the Head of Finance which informed Members of the Annual Audit Letter as prepared by the Audit Commission and summarised the findings from the 2009/10 audit of the financial statements and an assessment of the arrangements to achieve value for money in the Council's use of resources.

The District Auditor explained that the opinion of the financial statements related to the Statement of Accounts, approved by the Committee in September, and the annual governance report issued. She reported that the Council received an unqualified opinion on the statements and value for money conclusion.

Resolved

- (1) That the contents of the Annual Audit Letter be noted.

41 **Fraud Update**

The Benefits Investigation Manager gave a presentation updating Members on the work of the Benefit's Investigation Team and provided an overview of legislative changes in the area in 2010 and Government proposals for the coming years.

The Committee was advised that the Internal Audit team had undertaken corporate fraud audit review and had given a medium level of assurance and identified no high risks. The Benefits Investigation Manager reported on the Benefits Investigation Teams performance to 30 November 2010 and explained that the Team worked closely with the Corporate Debt Recovery Team which sought to recover the debt that had been identified and recommended for recovery by the Benefits Investigation team.

The Committee commended the work of the Benefits Investigation and Corporate Debt Recovery Teams and commented that seeing such systems in place provided assurance to Members.

42 **Internal Audit Progress Report**

The Committee considered a report of the Chief Internal Auditor which summarised the progress made against the internal audit plan for 2010/11 for the period from September to December 2010. The Committee was advised that 53% of the plan had been completed and the remainder would be completed by the end of the financial year.

The Chief Internal Auditor reported that since the Committee's September meeting one final report had been issued and draft reports had been issued and/or fieldwork had commenced in eight areas.

The Committee was advised that preliminary discussions for the 2011/12 internal audit plan were underway and a draft plan would be submitted to the Committee in due course.

The Chief Internal Auditor reported on the amendments to the Internal Audit Charter which had been made to address the requirements of the Audit Commission Triennial Review.

In response to Members' questions regarding the shared senior management arrangements with South Northamptonshire Council, the Chief Internal Auditor explained that his team had worked with officers during the development of the business case and were satisfied with the final version. He advised the Committee that the 2011/12 internal audit plan would include areas relating to shared working.

Resolved

- (1) That the Internal Audit progress report be approved.

43 **Update on International Financial Reporting Standards (IFRS)**

The Committee considered a report of the Head of Finance which provided a brief update to Councillors on the Councils progress towards International Financial Reporting Standards (IFRS) and completing the 2010/11 Statement of Accounts under these new standards.

Resolved

- (1) That the contents of this report and the officers' proposed actions to deal with the implementation of IFRS be noted.

44 **Risk Management Principles and Core Risks**

The Committee considered a joint report of the Corporate Strategy and Performance Manager and the Risk Management & Insurance Officer which sought endorsement of the underlying principles of risk and opportunity management, updated the Committee on the management of Strategic, Corporate and Partnership Risks (Core Risks) and sought endorsement of the proposed reporting timetable for 2011/2012.

Resolved

- (1) That the underlying principles for risk management be endorsed.
- (2) That the Strategic, Corporate and Partnership (Core) Risk Register be endorsed.
- (3) That the proposed reporting timetable to the Executive and the Accounts Audit & Risk Committee for 2011/2012 be endorsed.

45

Risk Management Strategy 2011/12

The Committee considered a joint report of the Corporate Strategy and Performance Manager & the Risk Management and Insurance Officer which presented the Risk Management Strategy for 2011/12 for consideration and comment by the Accounts, Audit & Risk Committee in advance of its consideration by the Council's Executive in 2011.

Members commented that partnership risks were more significant in light of the decision to enter shared senior management arrangements with South Northamptonshire Council and that the Risk Management Strategy and Register should be amended to reflect this.

Resolved

- (1) That the Risk Management Strategy 2011/12 be endorsed.
- (2) That it be noted that the views of the Accounts, Audit & Risk Committee will be reported to the Executive when they consider this item.

46

Work Programme Updates

1. Chartered Institute of Public Finance and Accountancy (CIPFA) Training - Effective Audit Committee

The Chairman reported that he had attended the CIPFA Effective Audit Committee training course on 17 November 2010 which had been very interesting and useful. The focus of the days discussion had been budget cuts and how authorities were addressing these.

2. The Head of Finance updated Members on the Accounts, Audit and Risk Committee work programme and proposed that the January meeting focus on risk which was duly agreed by Members.

The meeting ended at 8.00 pm

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, OX15 4AA, on 19 January 2011 at 6.30 pm

Present: Councillor John Donaldson (Chairman)
Councillor Trevor Stevens (Vice-Chairman)

Councillor Ken Atack
Councillor Nicholas Mawer
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Barry Wood

Also Present: Nicola Jackson, Audit Manager, Audit Commission
Katherine Bennett, Audit Team Leader, PricewaterhouseCoopers

Apologies for absence: Councillor Tim Emptage

Officers: Martin Henry, Chief Finance Officer / Section 151 Officer
Chris Dickens, Chief Internal Auditor
Karen Curtin, Head of Finance
Claire Taylor, Corporate Strategy and Performance Manager
Natasha Clark, Senior Democratic and Scrutiny Officer

47 Declarations of Interest

There were no declarations of interest.

48 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

49 Urgent Business

There was no urgent business.

50 Minutes

The Minutes of the meeting held on 13 December 2010 were agreed as a correct record and signed by the Chairman.

51 **Update on International Financial reporting Standards (IFRS) and the 2010/11 Year-end Closedown**

The Committee considered a report of the Head of Finance which provided a brief update to Members on the Council's progress towards International Financial Reporting Standards (IFRS) and completing the 2010/11 Statement of Accounts under these new standards.

The Head of Finance advised the Committee that the Chartered Institute of Public Finance and Accountancy (CIPFA) had issued its guidance notes for the Code of Practice on Local Authority Accounting (The Code) which would be used to confirm the detail of the accounting processes and transactions which need to be undertaken for the 2010/11 Statement of Accounts.

The Committee was advised that the IFRS Steering Group had met on 19 January 2011 to review progress and further meetings were scheduled in March and April. The Steering Group would subsequently submit a brief report to the June meeting of the Accounts, Audit and Risk Committee alongside the Statement of Accounts 2010/11.

The Committee considered the first draft of the closedown timetable 2010/11 and commented that it was very comprehensive and were confident that the process would run smoothly.

Resolved

- (1) That the contents of the report and the officers' proposed actions to deal with the implementation of International Financial Reporting Standards (IFRS) be noted.

52 **Internal Audit Progress Report**

The Committee considered a report of the Chief Internal Auditor which summarised the progress made against the internal audit plan for 2010/11 for the period from December 2010 to January 2011. The Committee was advised that 61% of the plan had been completed and the remainder would be completed by the end of the financial year.

The Audit Team Leader reported that since the Committee's September meeting four final reports had been issued and draft reports had been issued and/or fieldwork commenced in five areas.

In response to Members' questions regarding the final report on debtors, the Chief Internal Auditor and Head of Finance agreed to supply Members with further information on the debtors whose debt was over one year old and how it was intended this would be rectified. Members noted that the internal audit team had given moderate assurance in this area as they had been confident in the systems the council had in place.

The Head of Finance advised the Committee that with regard to the moderate assurance opinion on creditors, the high risk identified related to inconsistency

in raising purchase orders before invoices were paid. The Chief Internal Auditor reported that whilst he was confident a good system was in place, including training for users, it was not being used efficiently and individuals were not following the processes. Members were advised that in response to this matter, a policy was being developed. The Committee requested Officers bring this policy to the Committee's March meeting and requested the Finance Scrutiny Working Group add the issue to the performance matrix they consider quarterly.

Resolved

- (1) That the Internal Audit progress report be approved.
- (2) That Officers be requested to bring the policy on purchase order procedures and an update on this issue to the March meeting of the Committee.

53

External Audit: Audit Plan 2010/11

The Committee considered a report of the Head of Finance which set out the work that the Audit Commission would undertake in order to form an opinion on the financial statements for 2010/11 taking into account risk which satisfies their responsibilities under the Audit Commission's Code of Audit Practice.

The Audit Manager reported on the changes in the approach the External Auditor would apply when auditing the council's 2010/11 financial statements and the new arrangements in place for auditing the council's value for money arrangements in light of the Government's decision to abolish the scored assessment (Use of Resources).

The Audit Manager reported on the Audit Commission fee for the Council. She explained that the Commission Board would meet in February to set the work programme and fees and would report this to the March meeting of the Committee.

Resolved

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

54

Verbal Updates

a) Corporate Risk Register

The Head of Finance advised the Committee that shared management arrangements with South Northamptonshire Council had been added to the corporate risk register which would be reviewed regularly by the Committee.

b) Accounts, Audit and Risk Committee Work Programme 2011/12

The Head of Finance reported that she had met with the Chairman of the Accounts, Audit and Risk Committee to discuss the Committee's Work Programme for 2011/12 and would bring a draft to the March meeting for Members to consider.

The meeting ended at 7.30 pm

Chairman:

Date:

Cherwell District Council

Licensing Committee

Minutes of a meeting of the Licensing Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 9 December 2010 at 6.30 pm

Present: Councillor Michael Gibbard
Councillor P A O'Sullivan
Councillor G A Reynolds
Councillor Douglas Webb

Apologies for absence: Councillor Kieron Mallon
Councillor Tony Ilott
Councillor Fred Blackwell
Councillor Nick Cotter
Councillor Timothy Hallchurch MBE
Councillor George Parish
Councillor Lawrie Stratford
Councillor Rose Stratford

Officers: Chris Rothwell, Head of Safer Communities, Urban & Rural Services
Claire Bold, Licensing Team Leader
Natasha Barnes, Licensing & Vehicle Parks Manager
Paul Manning, Solicitor
Natasha Clark, Senior Democratic and Scrutiny Officer

3 Appointment of Chairman

Resolved

That Councillor Michael Gibbard be appointed Chairman for the meeting.

4 Declarations of Interest

There were no declarations of interest.

5 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

6 Urgent Business

There was no urgent business.

7 **Minutes**

The Minutes of the meeting held on 15 December 2009 and 19 May 2010 were agreed as a correct record and signed by the Chairman.

8 **Minutes of meeting Monday 30 November 2009 of Licensing Sub Committee**

The Minutes of the meeting of the Licensing Sub-Committee held on 30 November 2009 were noted.

9 **Minutes of meeting Friday 15 January 2010 of Licensing Sub Committee**

The Minutes of the meeting of the Licensing Sub-Committee held on 15 January 2010 were noted.

10 **Minutes of meeting Wednesday 24 March 2010 of Licensing Sub Committee**

The Minutes of the meeting of the Licensing Sub-Committee held on 24 March 2010 were noted.

11 **Minutes of meeting Friday 20 August 2010 of Licensing Sub Committee**

The Minutes of the meeting of the Licensing Sub-Committee held on 120 August 2010 were noted.

12 **Minutes of meeting Friday 22 October 2010 of Licensing Sub Committee**

The Minutes of the meeting of the Licensing Sub-Committee held on 22 October 2010 were noted.

13 **Licensing Act 2003 Statement of Licensing Policy**

The Committee considered a report of the Head of Safer Communities, Urban and Rural Services which sought final approval of the Statement of Licensing Policy.

The Licensing and Vehicle Parks Manager advised Members that the development and adoption of the Statement of Licensing Policy was a statutory requirement under the Licensing Act 2003. The function of approving the Statement and the subsequent reviews of it are the responsibility of the Licensing Committee in accordance with Cherwell District Councils Constitution and Scheme of Delegation. The current Statement was approved by Full Council for a period of three years on 22 October 2007 and was published on 1 January 2008. Once published the Licensing Authority must review the Statement triennially.

The Committee was advised that a consultation had taken place between 8 September and 15 November 2010. Further to this consultation a number of amendments had been made to the current policy statement. As with the development of the current policy statement the council had liaised with the other district councils in Oxfordshire and had, where appropriate, incorporated amendments suggested as a result of the consultation process.

The Licensing and Vehicle Parks Manager gave an overview of the consultation responses and any resulting proposed amendments. Members asked a number of questions to seek clarity to which answers were duly given.

Resolved

- (1) That the schedule of responses and proposed alterations on the draft statement of licensing policy be noted.
- (2) That the Head of Safer Communities, Urban & Rural Services be delegated, in consultation with the Chairman of the Licensing Committee, to make any minor alterations to the policy should the publication of regulations make expressed policies inconsistent with the regulations (NB – this would only apply up to the point of publication on Wednesday 5 January 2011, thereafter any alterations would be subject to full consultation in accordance with the Licensing Act 2003).

14

Exception to Licensed Vehicle Policy - Head of Service Guidelines

The Committee considered a report of the Head of Safer Communities, Urban and Rural Services which advised Members of the consideration given him when exercising his delegated powers in determining an application for exception to Licensed Vehicle Policy.

Resolved

- (1) That the consideration given by the Head of Safer Communities, Urban and Rural Services when determining applications for exception to Licensed Vehicle Policy be noted and endorsed.

The meeting ended at 7.20 pm

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 15 December 2010 at 6.30 pm

Present: Councillor Ken Atack (Chairman)
Councillor Russell Hurle
Councillor G A Reynolds
Councillor Lawrie Stratford
Councillor Barry Wood

Substitute Members: Councillor Patricia Tompson (In place of Councillor Norman Bolster)

Apologies for absence: Councillor Victoria Irvine
Councillor Rick Atkinson
Councillor Norman Bolster
Councillor Chris Smithson
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Douglas Williamson

Officers: AnneMarie Scott, Head of People and Improvement
Stephanie Rew, HR Manager
James Doble, Democratic, Scrutiny and Elections Manager

28 Appointment of Chairman

In the absence of the Chairman and Vice-Chairman the committee agreed unanimously that Councillor Atack be appointed Chairman for the meeting.

29 Declarations of Interest

There were no declarations of interest.

30 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

31 Urgent Business

There were no items of urgent business.

32 **Minutes**

The minutes of the meetings held on 18 November 2010 were agreed as a correct record and signed by Chairman.

33 **Employment Statistics Quarter 2 - 2010/2011**

The Head of People and Improvement submitted a report detailing employment statistics, by Directorate, for information and monitoring purposes.

Resolved

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

34 **Terms of Reference of Joint Personnel Committee and Joint Appeals Committee**

The Head of People and Improvement submitted the Terms of Reference of the Joint Personnel Committee and Joint Appeals Committee and the resultant effect on the Cherwell District Council Personnel Committee.

Resolved

(1) That the Terms of Reference be noted.

35 **Staff Liaison Coordinator**

The Head of People and Improvement submitted a report to approve the extension of the current secondment to the post of Staff Liaison Coordinator.

Resolved

(1) That the extension of the current secondment to the post of Staff Liaison Coordinator be approved.

36 **Exclusion of Public and Press**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Schedule 12A of that Act.

37 **Redundancy of Staff in Engineering Team (part of Building Control and Engineering Service)**

The committee considered an exempt report of the Head of People and Improvement regarding the redundancy of staff in the engineering team (part of Building Control and Engineering Services).

Resolved

- (1) That the voluntary redundancies (or compulsory redundancies where voluntary redundancies cannot be mutually agreed) holders of posts BC0001 and BC0022 be approved.
- (2) That the redeployment arrangements and deferred redundancy position for the holder of post BC0023 be noted and the Head of People and Improvement, be delegated in consultation with the Committee Chairman to delegate the decision on any necessary redundancy terms.

The meeting ended at 7.05 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 December 2010 at 6.30 pm

Present: Councillor Daniel Sames (Chairman)
Councillor Lynda Thirzie Smart (Vice-Chairman)

Councillor Alastair Milne Home
Councillor Chris Smithson
Councillor Trevor Stevens
Councillor Keith Strangwood

Apologies for absence: Councillor Ann Bonner
Councillor Nick Cotter
Councillor John Donaldson
Councillor Andrew Fulljames
Councillor Leslie F Sibley
Councillor Lawrie Stratford

Officers: Philip Clarke, Head of Planning Policy and Economic Development
Catherine Phythian, Senior Democratic and Scrutiny Officer

31 **Declarations of Interest**

There were no declarations of interest.

32 **Urgent Business**

There was no urgent business.

33 **Minutes**

The minutes of the meeting held on 26 October 2010 were agreed as a correct record and signed by the Chairman.

34 **Built Environment Conservation Area Policy**

The Head of Planning Policy and Economic Development presented the draft conclusions and recommendations of the scrutiny review into the Council's Built Environment Conservation Area Policy. The Committee was satisfied

with the evidence presented in the report and agreed that it should be submitted to the Executive.

The Committee noted that the Localism Bill would have a significant impact in this area and that there would be an opportunity to discuss this with John Howell, Member of Parliament for Henley who would be visiting the Council on 28 January 2011.

Resolved

- (1) That the contents of the report be noted.
- (2) That the conclusions and recommendations of the scrutiny investigation as set out in the report be agreed.
- (3) That the Head of Legal and Democratic Services be delegated, in consultation with the Chairman of the Overview and Scrutiny Committee, to make any amendments to the report prior to its submission to the Executive.
- (4) That the agenda for the meeting on 25 January 2011 should include an opportunity for the Committee to identify any questions which they wished to present to John Howell, Member of Parliament for Henley during his visit to the Council on 28 January 2011.

35

Overview and Scrutiny Work Programme

The Committee considered the report on the Overview and Scrutiny Work Programme 2010/11.

Forward Plan

The Committee agreed that there were no items on the Forward Plan for December 2010 to March 2011 which they wished to include on their work programme in 2010/11.

Houses in Multiple Occupation

The Committee considered a briefing report on the options for local authorities to apply for discretionary powers to implement additional licensing arrangements. They agreed to retain this topic on the work programme and to take a progress report in about six months time unless any significant issues were identified following the publication of the Localism Bill.

Overview and Scrutiny Committee Meeting 25 January 2011

The Committee noted that the Chairman would be presenting a scoping document on Secondary School Education Attainment Levels in Cherwell at the next meeting. This would be the basis for a decision on whether to proceed with a full scrutiny review of the topic. The Committee also discussed the status of the Banbury Brighter Futures project and agreed to invite the relevant Portfolio Holder and Strategic Director to their next meeting to brief them on the progress of this important initiative. Following a brief discussion on youth services the Committee decided to invite the relevant Strategic Director and Service Head to attend the March meeting of the

Committee to discuss the Council's youth services and to take an update on the Youth Democracy and Crime and Anti-Social Behaviour scrutiny reviews.

Resolved

- (1) That the current Overview and Scrutiny Committee element of the work programme for 2010/11 be noted.
- (2) That there were no items in the current version of the Forward Plan (December 2010 - March 2011) to be included on the work programme for 2010/11.
- (3) That the update on Houses in Multiple Occupation be noted and that the topic should remain on the work programme for further monitoring.
- (4) That the agenda items for the 25 January 2011 meeting of the Overview and Scrutiny Committee should include Secondary School Education Attainment Levels in Cherwell and a briefing on the Banbury Brighter Futures project.
- (5) That the agenda items for the 8 March 2011 meeting of the Overview and Scrutiny Committee should include consideration of the Council's youth services and an update on the Youth Democracy and Crime and Anti-Social Behaviour scrutiny reviews.

The meeting ended at 7.10 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 5 January 2011 at 6.30 pm

Present: Councillor Daniel Sames (Chairman)
Councillor Lynda Thirzie Smart (Vice-Chairman)

Councillor Ann Bonner
Councillor Nick Cotter (Call-in Secunder)
Councillor John Donaldson
Councillor Andrew Fulljames
Councillor Alastair Milne Home
Councillor Leslie F Sibley (Call-in Proposer)
Councillor Chris Smithson
Councillor Trevor Stevens
Councillor Keith Strangwood
Councillor Lawrie Stratford

Also Present: Councillor Alaric Rose (Call-in Signatory)
Councillor Douglas Williamson (Call-in Signatory)
Councillor Barry Wood (Leader of the Council)
Councillor Nigel Morris (Portfolio Holder Safer Communities, Urban and Rural)
Councillor Nicholas Mawer
Councillor Tim Emptage
Councillor Tony Ilott
Councillor Colin Clarke
Councillor Rick Atkinson
Councillor Carol Steward
Councillor Russell Hurle

Apologies for absence: Councillor James Macnamara, Portfolio Holder Resources and Communication

Officers: Ian Davies, Interim Chief Executive and Head of Paid Service
Chris Rothwell, Head of Safer Communities, Urban & Rural Services
Karen Curtin, Head of Finance
James Doble, Democratic, Scrutiny and Elections Manager
Natasha Clark, Senior Democratic and Scrutiny Officer

36 **Declarations of Interest**

Members declared interest in the following agenda item:

3. Call In: Car Parking.

Councillor Alaric Rose, Personal, as an employee of MidCounties Co-operative who may have contracts with the Council.

Councillor Daniel Sames, Personal, as a family member is a blue badge holder.

37 **Call In: Car Parking**

The Chairman welcomed Members, Officers and members of the public to the meeting. He explained that three Executive decisions taken on 6 December 2010 were called in by Councillors Sibley, Cotter, Williamson and Rose taken. The decisions called-in were regarding:

Executive Minutes	Report to Executive
82	Pre Order Consultation - Car Parking Proposals
92 (4)	Value for Money Review of Urban and Rural Services
93 (13)	Budget 2011/12 Draft 1

The Call-in stated:

We the named Councillors and non-executive members of Cherwell District Council hereby give notice that we wish to call in for further scrutiny the Executive decision's of Monday 6th December 2010 regarding the proposals to increase Car Parking Fees, the extension of car parking hours, the introduction of parking fees for Blue Badge Holders and the decision to begin negotiations with regards to Watts Way, Kidlington.

*Cllr. Les Sibley – proposer
Cllr Nick Cotter – seconder
Cllr. Doug Williamson
Cllr Alaric Rose*

On the proposal of the Chairman, the meeting resolved to adjourn for 15 minutes to consider supplementary information that had been tabled at the meeting in response to advance questions submitted by members of the Overview and Scrutiny Committee. The meeting adjourned at 6.45pm and reconvened at 7.00pm.

The call-in signatories explained their reasons for calling in the decisions. In particular the Councillors raised queries and concerns regarding the decision to increase charges in the current economic climate; what the income generated by parking charges was used for; the high number of Excess Charge Notices issued; the effect of increased charges, evening charges, the introduction of charges in Kidlington and charges for blue badge holders; the issue of charges deterring people from going to the urban centres in the district and the potential increase parking on private roads.

The Portfolio Holder for Safer Communities, Urban and Rural Services and the Leader of the Council responded to the Call-in signatories. They outlined the process to date and assured the meeting that due consideration had been given to all savings that were included in the proposed 2011/12 budget including the taking of professional advice from officers.

In response to questions from the Call-in signatories, the Leader advised the meeting that £369k of the Government grant for the eco-town project had been allocated to develop a travel change policy in Bicester which would seek to alter travel behaviour in light of the predicted increase in the Bicester population. In terms of Excess Charge Notices, the Portfolio Holder Safer Communities, Urban and Rural Services explained that they were only issued in line with the Council's policy that had been agreed by Members.

The Leader explained that the car parking fee proposals were part of a the budget setting process that included a review of all fees and charges to ensure the Council reached a balanced budget whilst maintaining a high level of service provision. He explained that were Cherwell District Council to offer free car parking in council operated car parks, the loss of income would result in a council tax increase of 22.5% to maintain a balanced budget.

The Committee discussed each of the elements of the call-in. Members of the Committee queried whether the income generated through the introduction of charges for blue badge holders and evening charges would represent value for money given the potential implementation and enforcement costs. Members of the Committee expressed concern that the additional charges would deter people from visiting Banbury, Bicester and Kidlington or car drivers would park in private streets rather than pay the additional charges. In response, the Leader and Portfolio Holder Safer Communities, Urban and Rural explained that some of the new proposals were new initiatives in the district and therefore based on estimated projections. The Leader explained that it was important that all policy changes were reviewed and if evidence suggested that the change had been detrimental to people, further changes could be made, however policy would not be amended on hearsay.

Members suggested the number of disabled bays across the district, the ratio of short to long stay spaces and motorcycle parking availability should be investigated.

In response to questions from other Members present at the meeting, the Portfolio Holder Safer Communities, Urban and Rural Services reported that to change the Council's pay and display car parks to pay on exit parking would require substantial capital expenditure and the practicalities of the option would need to be considered in detail.

In response to comments from other Members present at the meeting regarding the lack of consultation on the Watts Way proposals and concerns that introducing parking charges in Kidlington would have a detrimental effect on traders and discourage people from visiting Kidlington, the Leader and Portfolio Holder Safer Communities, Urban and Rural acknowledged that lessons could be learnt regarding the timing of consultations, particularly with regard to budget setting where there was the need for confidentiality. Members were reminded that it could be viewed inequitable that there were

parking charges in Banbury and Bicester whilst parking was free in Kidlington. It was noted the introduction of parking charges in Kidlington had first been considered in 1983 and revisited on a number of occasions since, however due to the restrictive covenant on the Watts Way car park the proposal had not been deemed feasible.

At the discretion of the Chairman, Mr Ben Jackson, Chairman of Bicester & District Chamber of Commerce and Mr Paul Jobling, Bicester & District Chamber of Commerce Executive Portfolio for Economic Development addressed the meeting. They expressed concerns about the timing of the proposals, the impact on Bicester of the proposals to increase car park fees, the introduction of evening charges and charges for blue badge holders.

On the proposal of the Chairman, the meeting resolved to adjourn for 5 minutes to allow the Call-in signatories to reflect on the evidence and consider any proposals they would wish the Committee to consider. The meeting adjourned at 9.35pm and reconvened at 9.40pm.

It was proposed and seconded that the decisions of the Executive to increase Car Parking Fees, the extension of car parking hours, the introduction of parking fees for Blue Badge Holders and the decision to begin negotiations with regards to Watts Way, Kidlington be referred back to the Executive and that in reconsidering the decision the Executive should take note of the concerns expressed at the Overview and Scrutiny Committee meeting. By way of an amendment, it was proposed, seconded and subsequently agreed that the Executive consider five additional points: 1. Ensure proper consultation on Watts Way, Kidlington; 2. Request the Executive investigate alternative ways to find funds (e.g. £39k to offset the introduction of evening charges); 3. Investigate the feasibility of barrier parking/pay on exit; 4. Study the economic impact of parking charges; 5. Investigate the number of disabled bays across the district, the ratio of short to long stay spaces and motorcycle parking availability.

Resolved

- (1) That the proposals of the Executive to increase Car Parking Fees, the extension of car parking hours, the introduction of parking fees for Blue Badge Holders and the decision to begin negotiations with regards to Watts Way, Kidlington be referred back to the Executive and that in reconsidering the decision the Executive should take note of the concerns expressed at the Overview and Scrutiny Committee meeting and the following 5 points:
 1. Ensure proper consultation on Watts Way, Kidlington
 2. Request the Executive investigate alternative ways to find funds (e.g. £39k to offset the introduction of evening charges)
 3. Investigate the feasibility of barrier parking/pay on exit
 4. Study the economic impact of parking charges
 5. Investigate the number of disabled bays across the district, the ratio of short to long stay spaces and motorcycle parking availability

The meeting ended at 10.04 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 25 January 2011 at 6.30 pm

Present: Councillor Daniel Sames (Chairman)
Councillor Lynda Thirzie Smart (Vice-Chairman)

Councillor Ann Bonner
Councillor Nick Cotter
Councillor Leslie F Sibley
Councillor Chris Smithson

Also Present: Councillor Colin Clarke
Councillor Michael Gibbard

Apologies for absence: Councillor John Donaldson
Councillor Andrew Fulljames
Councillor Alastair Milne Home
Councillor Trevor Stevens
Councillor Keith Strangwood
Councillor Lawrie Stratford

Officers: Ian Davies, Interim Chief Executive and Head of Paid Service
John Hoad, Strategic Director - Planning, Housing and Economy
Philip Clarke, Head of Planning Policy and Economic Development
Catherine Phythian, Senior Democratic and Scrutiny Officer

38 **Declarations of Interest**

There were no declarations of interest.

39 **Urgent Business**

There was no urgent business.

40 **Minutes**

The minutes of the meetings held on 6 December 2010 and 5 January 2011 were agreed as a correct record and signed by the Chairman.

Visit of John Howell, MP

The Chairman introduced this agenda item as an opportunity for members of the Committee to frame any questions that they might wish to put to John Howell, MP during his visit to the Council on 28 January 2011 to talk about "Localism and the Coalition Government's approach to planning". The Chairman welcomed the Portfolio Holder for Planning and Housing, the Strategic Director Planning, Housing and Economy and Head of Planning Policy & Economic Development to the meeting.

The Committee noted that Mr Howell (MP for Henley) had played a leading role within the Conservative Party in helping to shape the Party's emerging ideas on reform of the planning system in the run-up to the general election and in shaping the Coalition Government's localism bill.

The Committee agreed that the following issues should be raised at the meeting with Mr Howell:

- What do we mean by "local" and "localism" in a planning context?
- What role does the local planning authority have as a "local" representative body?
- How will Local Planning Authorities cover any costs arising from measures introduced by the localism bill? Are any new measures being proposed to help us meet additional costs?
- What does the Government see as the main implications for the planning system of the requirement for Local Planning Authorities to produce "lists of assets of community value"?
- Many local authorities prepare local planning guidance (often prepared informally – i.e. outside the Local Development Framework) to help deal with local issues. Under "localism", will such policies generally expect to be given more weight by planning inspectors at appeals than has previously been the case?
- How can we be sure that referendums on Neighbourhood Plans genuinely reflect the views of local people?
- What is the future of the South East Plan?

Banbury Brighter Futures

The Chairman welcomed Councillor Colin Clarke, Portfolio Holder for Breaking the Cycle of Deprivation and Ian Davies, Interim Chief Executive to the meeting to brief the Committee on the status of the Banbury Brighter Futures project.

The Portfolio Holder for Breaking the Cycle of Deprivation referred the Committee to the briefing paper which set out the objectives of the Banbury Brighter Futures project and provided details of particular projects and activities. He said that he was especially proud of the success and impact the project had made in Banbury in a relatively short time since May 2010. He stressed that this was a long term programme and that in many cases the real results of the various activities would not be seen for decades or generations. He highlighted three particular activities which illustrated the breadth of achievement of the project so far:

- **Support for NEETs (Not in Employment, Education or Training)** and the transition from school to employment or training. Involving Oxford and Cherwell Valley College, Banbury Schools, OCC, CDC, Connexions, local employers and Job Centre Plus, there have been numerous events and new initiatives attempting to reduce the number of long term NEETS and prevent further NEETS in the future.
- **Miller Road** is an innovative development which will comprise ten single person units for affordable rent which will be developed by Sanctuary Housing Association and Southwark Habitat for Humanity (a registered charity) and involves a self build element for two cohorts of ten young people each. The young people will be selected from those who are not currently in education, employment, or training (NEETS), and will receive on site and off site tuition from the Oxford and Cherwell Valley College towards the gaining of a Construction Skills Award which will serve them well in terms of entry to further education and training opportunities, or employment. In addition throughout the development the young people will receive support from a life coach / mentor to equip them with the necessary life skills to sustain a successful tenancy and independent living in the future.
- **Make a Difference Youth Day** was held on 19 October 2011 to inform young people of the variety of volunteering opportunities within Banbury and the surrounding areas, to highlight the benefits of volunteering and what value it can add to their resume and to recruit volunteers. The venue was the Oxford and Cherwell Valley College where 12 local voluntary groups took part, over 300 youngsters attended and 78 gave commitments to volunteer.

The Committee commended the Banbury Brighter Futures project for its achievements and in particular praised the great success of the Job Club, the support for apprenticeship schemes and the work with Thames Valley Police on drugs.

The Committee suggested that in view of the success of this project it could be regarded as a template for further initiatives elsewhere in the district or indeed county. The Portfolio Holder for Breaking the Cycle of Deprivation reminded the Committee that the decision had been taken to focus on the Grimsbury, Neithrop and Ruscote wards of Banbury because, using the government indices of Multiple Deprivation (IMD), they were in the top 20% of deprivation in the UK. The Interim Chief Executive explained that wider replication of the project was a desire shared by those involved in the Banbury Brighter Futures project which would be kept under review. He stressed that all agencies involved in the Banbury Brighter Futures project were facing future funding constraints and so there were concerns about future funding levels and it would be increasingly difficult to deliver as many activities unless there was effective targeting of resources.

The Chairman thanked the Portfolio Holder for Breaking the Cycle of Deprivation and the Interim Chief Executive for and expressed the Committee's admiration and encouragement for the Banbury Brighter Futures project.

Overview and Scrutiny Work Programme 2010 - 2011

The Committee considered the report on the Overview and Scrutiny Work Programme 2010/11.

Forward Plan

The Committee agreed that there were no items of the Forward Plan for February to May 2011 which they wished to include on their work programme in 2010/11.

Secondary School Education Attainment Levels

After a lengthy discussion the Committee agreed that although education was not a statutory responsibility of a district council it was nevertheless reasonable for the Committee to add a review of this topic to the work programme for the summer of 2011/12. Such a review would allow the Committee to explore the issues underpinning the relatively low attainment levels in Oxfordshire's schools and to determine the extent to which these related to the wider issues facing the residents of the district such as deprivation, crime and anti-social behaviour and economic prosperity.

In particular the Committee felt it would be important to establish the facts and obtain some historic data on attainment levels in Oxfordshire and comparative data for other local education authorities. They also wished to explore what steps were being taken to improve the attainment levels and in particular to look at federation and partnership work, the role of the headteachers and governors and subject choice. They also felt that it was important not to focus on the schools with the lowest attainment levels and that the review should look at schools across the whole spectrum of attainment levels to fully understand the issues.

The Committee acknowledged that this was a large and sensitive topic and agreed that it would be best to start the review with a select committee style question and answer session, possibly in June 2011. Participants should include the County Council Cabinet Member for Education, headteachers and governors from some of the schools in the district and possibly pupils from the Youth Forum or school councils. It was recognised that this would take some time to arrange and the Scrutiny Officer was asked to bring proposals to the March meeting of the Committee.

Executive consideration of the recommendations from the Overview and Scrutiny Committee - Car Parking Charges Call-in.

The Committee noted that the Executive had considered the recommendations of the Overview and Scrutiny Committee with regard to the Car Parking Charges Call-in at the meeting on 10 January 2011.

The resolution reached by the Executive at that meeting was to:

- 1 Reaffirm the decisions of the Executive on 6 December 2010 in connection with the implementation of car parking proposals, in order to get a balanced budget, and for these to be introduced on or as soon after 4 April 2011 as is practicable.

- 2 Reaffirm the decision of the Executive on 6 December 2010 to begin negotiations with Eames with regard to the covenant for Watt's Way car park, Kidlington.
- 3 Request the Overview and Scrutiny Committee to take forward in its work programme in 2011/12 further investigation of the following strategic parking issues:
 - The balance and location of long stay/short stay parking in Banbury , Bicester and Kidlington
 - The wider economic impact of Parking Policy on the Districts urban centres
 - The cost benefit of alternative management arrangements for car parks, including 'Pay on Exit'.

The Committee confirmed that these three strategic parking issues should be added to the work programme for 2011/12 and noted that the importance, scale and complexity of the topic meant that it would represent the bulk of the workload. With this in mind the Committee determined that it would be best for the review to be undertaken in its entirety by the Overview and Scrutiny Committee itself and not be delegated to a Task and Finish Group or split with the Resources and Performance Board. However, this decision could be revisited once the exact scale and nature of the scrutiny review was known. The Committee were concerned about the time needed to conduct a successful review and were anxious not to delay the start. They agreed that there should be a select committee style briefing, ideally in May or June. The Committee requested that officers be requested to bring more detailed proposals for such a review to the March meeting of the Committee.

In relation to this issue the Committee further agreed that they would wish to review the Call-In procedure and asked that the Democratic, Scrutiny and Elections Manager be requested to bring proposals to a future meeting of the Committee.

Overview and Scrutiny Committee meeting 8 March 2011

The Committee confirmed that the agenda items for the 8 March 2011 meeting of the Committee should include consideration of the County Council's Youth Services, in particular the introduction of youth hubs, and an update on the Youth Democracy and Crime and Anti-Social Behaviour scrutiny reviews. The Committee asked that representatives from Oxfordshire County Council and Thames Valley Police be invited to the meeting.

Resolved

- (1) That the current Overview and Scrutiny Committee element of the work programme for 2010/11 be noted.
- (2) That there were no items of interest in the current version of the Forward Plan (February - May 2011) to be included them on the work programme for 2010/11.

- (3) That a review of Secondary School Education Attainment Levels should be added to the work programme for 2011/12 and an initial briefing discussion scheduled for the June meeting of the Committee.
- (4) That the Executive's consideration of the recommendations from the Overview and Scrutiny Committee - Car Parking Charges Call-in be noted and that a review of strategic parking issues be added to the Overview and Scrutiny Committee work programme for 2011/12.
- (5) That the agenda items for the 8 March 2011 meeting of the Committee should include consideration of the County Council's Youth Services and an update on the Youth Democracy and Crime and Anti-Social Behaviour scrutiny reviews.
- (6) That the Democratic, Scrutiny and Elections Manager be requested to bring proposals for a review of the Call-In procedure to a future meeting of the Committee.

The meeting ended at 8.45 pm

Chairman:

Date:

Cherwell District Council

Resources and Performance Scrutiny Board

Minutes of a meeting of the Resources and Performance Scrutiny Board held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 30 November 2010 at 7.00 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor David Hughes (Vice-Chairman)

Councillor Alyas Ahmed
Councillor Maurice Billington
Councillor Margaret Cullip
Councillor Tim Emptage
Councillor Neil Prestidge
Councillor Carol Steward
Councillor Douglas Webb

Also Present: Councillor Nigel Morris

Apologies for absence: Councillor Rick Atkinson
Councillor Patricia Tompson
Councillor Martin Weir

Officers: Chris Rothwell, Head of Safer Communities, Urban & Rural Services
Karen Curtin, Head of Finance
Natasha Clark, Senior Democratic and Scrutiny Officer
Michael Sands, Democratic and Scrutiny Officer

25 **Declarations of Interest**

Members declared interest with regards to the following agenda item:

5. Budget Scrutiny 2011/12

Councillor Alyas Ahmed, Personal, as a family member is a blue badge holder.

Councillor Margaret Cullip, Personal, as a family member is a blue badge holder.

Councillor David Hughes, Personal, as a family member is a blue badge holder.

Councillor Carol Steward, Personal, as a family member is a blue badge holder.

Councillor Tim Emptage, Personal, as a member of Kidlington Parish Council and the Kidlington Village Centre Management Board.

26 **Urgent Business**

There was no urgent business.

27 **Minutes**

The minutes of the meeting held on 7 September 2010 and the extraordinary joint meeting of the Overview and Scrutiny Committee and Resources and Performance Board held on 6 October 2010 were agreed as a correct record and signed by the Chairman.

28 **Budget Scrutiny 2011/12**

The Chairman opened the discussion with a brief resume of the work that the Resources and Performance Scrutiny Board had undertaken to review the 2011/12 budget. The Chairman said that they had held three meetings to review the budget proposals in detail. Nevertheless the Board had still come up against time pressures to complete their analysis due to changes to the budget scrutiny timetable. The Chairman reminded Members that the drafting of the 2011/12 budget was taking place in a very difficult economic climate with the Council potentially having to find £16.8m in savings over 4 years which had to be balanced against the Councils responsibilities to the community.

The Resources and Performance Scrutiny Board then reflected on the areas considered as part of the budget scrutiny process and the draft recommendations, conclusions and comments based on the outcomes of the budget scrutiny working group meetings.

i. Capital Programme 2011/12

Members were satisfied with the evidence for 20 of the 23 bids: Bid 1: Replacement Voicemail Service; Bid 3 Highfield Depot Repairs; Bid 4: Fees of Future Regeneration Schemes; Bid 5: Solar Photovoltaics at Bodicote House and Banbury Museum; Bid 6: Orchard Way Museum; Bid 7: Community Intelligence Hub; Bid 8: CCTV Internet Protocol Transmission; Bid 9: Extended contract for Website Hosting; Bid 11: Virtual Server Infrastructure Expansion; Bid 12: SAN Expansion; Bid 13: Core Business System Integration; Bid 14: Uniform & Corporate GIS Database and Application Upgrades; Bid 17 Mini MRF (Materials Recovery Facility); Bid 18: Recycling Bins Programme; Bid 19: Vehicle Replacement Programme; Bid 20: Solar Photovoltaics at Thorpe Lane Depot ; Bid 21: Solar Photovoltaics at Sports Centres; Bid 22; Delegated Affordable Housing Pot; Bid 23: Discretionary House Condition Grants; Bid 24: Mandatory Disabled Facilities Grants (DFGs), and agreed that these should be recommended for inclusion the capital programme 2011/12.

Members had requested further information on each of the remaining 3 bids: Bid 10: SMS Text Messaging Functionality; Bid 15: Contact Centre Call Recording; and, Bid 25: Kidlington Pedestrianisation.

With regard to Bid 10: SMS Text Messaging, the Head of Finance explained that implementation of SMS text messaging could generate positive revenue of between £10 - £23k on the basis that it would reduce the number of calls into the contact centre and open up another low cost access channel.

Members agreed that the bid should be recommended for inclusion in the capital programme 2011/12 due to the savings that would be generated. The Head of Finance advised the Board that Bid 15: Contact Centre Call Recording would not have any tangible revenue benefits and was also being considered as part of the Customer Services Value for Money Review.

Members agreed that whilst the proposal would be useful as it would bring no revenue benefits and an alternative means of implementing contact centre call recording was being considered they would not recommend Bid 15 for inclusion in the capital programme 2011/12.

The Head of Safer Communities, Urban and Rural Services explained that Bid 25 related to a request by the Kidlington Village Centre Management Board that a capital bid be put forward for the installation of a rising bollard as it was felt that this would be the best means of implementing the pedestrianised zone, the introduction of which was currently being investigated. The Board was advised that at present there was no external funding for the bid but that discussions were scheduled with partners, including Kidlington Parish Council, to discuss funding options. Members discussed whether or not the bid should be recommended without external funding. Some Board Members commented that it should go forward irrespective of external funding as the bid supported the entire Kidlington pedestrianisation process. The Head of Finance suggested that the bid could be deferred to the 2011/12 budget process or deferred pending the outcome of discussions with external partners when it could be submitted as a separate capital estimate. Members considered each of the suggestions and agreed that the best option would be to recommend deferral of the bid until such time that more information was available and the bid could be considered as a separate capital estimate.

ii. Staff Training

The Chairman reminded Members that they had considered staff training at the first budget scrutiny working group. Members had acknowledged that learning and development was important to the council's people management strategy and that the service managed a central budget to maintain reduced levels of spending. Members raised concerns about the budget allocation for staff attending external conferences and agreed that this should be reduced by 50% and the authorisation of attendance at external conferences tightened.

iii. Member Training

The Chairman reminded Members that they had considered Member training at the first budget scrutiny working group. Members had noted that the Member training budget had been under spent for a number of years and that the budget could be reduced. In light of the Council's commitment to achieving the Charter for Elected Member Development, Members agreed that the budget should not be reduced any further at the present time but

should be reviewed again as part of the 2012/13 budget build once the Charter is achieved.

iv. Environmental Services ~ Fees and Charges

As part of the Environmental Services budget scrutiny process, Members had considered the fees and charges relating to pest control, bulky waste collection, blue bins and boxes, trade recycling and trade waste and MOTs.

Members noted that with regard to bulky waste collection, blue bins and boxes and trade recycling and trade waste any initiatives that would encourage and increase recycling in the district should be applauded.

In considering the fees and charges for pest control Members had reflected on the Council's statutory duty and the concessions that were currently in place. Members had agreed that the concessions for wasps should be removed but that the concessions for rats and mice should be maintained. The Head of Finance had advised the Board that the Council did not have a consistent concessions policy and Members had agreed to work with Finance Officers to develop a Concessions Policy.

v. Finance ~ Fees and Charges

The Chairman advised Members of the draft recommendations relating to Finance which were to recharge customers for the fees incurred by Cherwell District Council for processing credit card payments and to increase court fees for Council Tax and National Non-Domestic Rates issue of summons and liability orders. Members were satisfied with the proposals as they brought Cherwell District Council in line with many other Local Authorities.

vi. Safer Communities, Urban and Rural Services ~ Fees and Charges

The Chairman explained that as part of the Safer Communities, Urban and Rural Services fees and charges budget scrutiny process, the Board had considered parking fees, licensing fees and the fees for public path orders. Members had been satisfied with the proposal not to increase licensing fees as fees were already being recovered and the proposal to increase the fee for Public Path Orders to £1200 with immediate effect as this would bring Cherwell District Council in line with other Local Authorities.

The Chairman advised the Board that they would consider the parking fees and charges proposals and draft recommendations in turn as Members had requested additional information on some areas.

- **Introduction of Charges for Blue Badge Holders**

The Chairman reminded Members that they had first considered the proposals for the introduction of charges for Blue Badge Holders in the second budget scrutiny meeting. Members discussed the proposals in detail and questioned the Portfolio Holder for Safer Communities, Urban and Rural, the Head of Safer Communities, Urban and Rural Services and the Head of Finance about the building block. Members noted that there were various options for the introduction of charging blue badge holders within the building block including permitting blue badge holders an additional hours parking free of charge and introducing a new season ticket discount scheme for blue badge holders.

Whilst acknowledging the need for the Council to generate income in the current economic climate, noting that blue badges are not means tested, that a number of Local Authorities in the country charge blue badge holders to park and that privately operated car parks in Banbury already charge blue badge holders, some Members of the Board raised the following concerns about the introduction of parking charges for blue badge holders and agreed they should be submitted to the Executive to consider during their deliberations.

- A potential increase in parking on double yellow lines (as this is permitted for blue badge holders in certain circumstances)
- Additional pressure on vulnerable people
- Financial implications, notably the cost of engineering works making the pay and display machines accessible
- No other Oxfordshire districts currently have parking charges for blue badge holders (although Members noted that Oxford City applies blue badge charging in the city centre)

- Car Park Tariff rise

The Chairman reminded Members that they had considered the proposal to increase the car park tariffs by 10p per hour (Banbury £0.70 to £0.80/hr, Bicester £0.60 - £0.70/hr) at their second budget scrutiny meeting. The Board noted that the 2009 fees and charges review recommended that car park tariffs be reviewed biannually and acknowledged that the proposed increase takes account of the rise in VAT from 17.5% to 20% from January 2011.

The majority of the Board agreed to endorse the proposal however Members raised concerns about the impact of the parking increases on businesses and the local economy in Banbury and Bicester. With reference to Bicester, Board Members requested that the Executive take into consideration the redevelopment currently underway in Bicester which is causing disruptions and impacting on the town centre.

- Excess Charge Notices

Members were satisfied with the proposals to increase the Excess Charge Notice by £10 for each contravention as the current charges were set in 2009 on the basis the Council would move to Civil Parking Enforcement (CPE). This has not happened and is unlikely to be implemented for at least 18 months. The Council can set 'fine' levels as it sees fit and the proposed increase maintains the fees in line with expected Civil Parking Enforcement charges. The Board was also satisfied with the proposal to introduce a 'premium' charge for failure to pay within the specified time scale in line with the Civil Parking Enforcement regime but set at £100 as it moves Excess Charge Notice charge for failure to pay within a specified timescale in line with the Civil Parking Enforcement 'Charge Certificate' process.

- Season Tickets

The Board was satisfied with the proposal to retain the pricing structure for season tickets in line with increases in pay and display charges as season ticket prices would remain significantly below competitor rates and offer generous discounts on the daily tariff.

- Charging Period

The Chairman explained that the proposals relating to the charging period would each be reviewed in turn.

Unifying the Charging Period for Sundays and Bank Holidays

The Board had considered the proposal to bring the charging period for Sundays and Bank Holidays in line with the rest of the week and introduce hourly charging on the same basis and agreed that it should be recommended as it would unify car park tariffs.

Introduction of Evening Charges

The Board had considered the proposal to introduce evening charges and noted that it would generate additional income however Members of the Board raised concerns about the impact of these charges on the night-time economy in Banbury and Bicester. Members agreed that they would recommend to Executive that a flat rate evening parking charge be introduced but request that when determining the fee the Executive be mindful of the impact of the effect of the charges on the night time economy and existing businesses.

Extend the Chargeable Period from 08.00 – 07.00

The Board had considered the proposal to extend the chargeable period from 08.00 to 07.00 and agreed that it should not be recommended as it would not generate significant income.

Introduction of charges on Good Friday, Easter Sunday, Christmas Day, Boxing Day and New Years Day

Members had considered the proposals for the introduction of charges on Good Friday, Easter Sunday, Christmas Day, Boxing Day and Easter Sunday and agreed that they should not be recommended as this would not generate significant income and would be difficult to enforce.

- Parking in Kidlington

The Chairman reminded Members that they had considered the proposals relating to parking charges at Watts Way in Kidlington at the first and third budget scrutiny working group meetings. The Board had been advised that the main part of the Watts Way car park in Kidlington was subject to a covenant requiring the council to permit public car parking free of charge unless certain conditions were met.

Members had been advised that the Head of Safer Communities, Urban and Rural Services had discussed the matter with the Head of Regeneration and Estates and the Head of Legal and Democratic Services and it would be difficult to assess the costs and benefits of the proposal as discussion with the owner of Watts Way car park had not yet taken place.

Members agreed that officers should be requested to approach the owners to explore the position with the covenant and to understand the legal costs that any negotiations may entail. The Board agreed that as any negotiations were likely to take 12 months, consideration of charging proposals should be deferred pending the outcome of the negotiations and considered as part of the 2012/13 budget process. Members also requested officers to include

Kidlington Parish Council and the Kidlington Village Centre Management Board in the discussions in relation to Watts Way car park.

Resolved

- (1) That the recommendations, conclusions and comments as set out at appendix 1 to these minutes be submitted to the Executive for consideration as part of draft 1 of the 2011/12 budget at their meeting on 6 December 2010.

29

Overview and Scrutiny Work Programme 2010/11

The Board considered a report of the Head of Legal and Democratic Services which presented the Overview and Scrutiny Work Programme 2010/11. Members noted the Board's elements of the work programme.

Performance Scrutiny Working Group

The Board noted that the Performance Scrutiny Working Group had met on 21 September 2010 and considered the draft Development Control and Major Developments Value for Money report, the 2009/10 year end and the 2010/11 Quarter 1 Performance Management Framework reports and a briefing note on absenteeism/staff sickness.

Future Meetings Schedule

Members considered the meeting schedule and agreed that the meeting scheduled for 7 December 2010 should be cancelled as the item of business for the meeting: concluding the budget scrutiny process and agreement of recommendations and conclusions/comments for the Executive had been undertaken at this meeting.

Members of the Board considered topics for the January 2011 meeting and agreed that in addition to consideration of the Cherwell Safer Communities Partnership draft report, the meeting should focus on contract scrutiny. The Members who had participated in the Bodicote Old House tender process would provide an update for the Board and the Head of Finance and Strategic Procurement Manager should be invited to provide an initial briefing on the Council's landscape maintenance contract.

Resolved

- (1) That the Resources and Performance Scrutiny Board element of the work programme for 2011/12 be noted.
- (2) That the update from the Performance Scrutiny Working Group be noted.
- (3) That the meeting scheduled for 7 December 2010 be cancelled.
- (4) That the following items be included on the agenda for the January 2011: Consideration of the Cherwell Safer Communities Partnership draft report; Bodicote Old House tender process feedback; Briefing on the Council's landscape maintenance contract.

- (5) That the Head of Finance and Strategic Procurement Manager be invited to attend the January 2011 meeting of the Board to give an initial briefing on the Council's landscape maintenance contract.

The meeting ended at 8.45 pm

Chairman:

Date:

Cherwell District Council

Resources and Performance Scrutiny Board

Minutes of a meeting of the Resources and Performance Scrutiny Board held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 11 January 2011 at 7.00 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor Alyas Ahmed
Councillor Rick Atkinson
Councillor Maurice Billington
Councillor Margaret Cullip
Councillor Tim Emptage
Councillor Carol Steward
Councillor Patricia Tompson
Councillor Douglas Webb

Also Present: Councillor Nigel Morris

Apologies for absence: Councillor David Hughes
Councillor Neil Prestidge
Councillor Martin Weir

Officers: Chris Rothwell, Head of Safer Communities, Urban & Rural Services
Karen Curtin, Head of Finance
Paul Almond, Street Scene & Landscape Manager
Natasha Clark, Senior Democratic and Scrutiny Officer

30 **Declarations of Interest**

Members declared interest in the following agenda items:

5. Contract Scrutiny ~ Landscape Maintenance.

Councillor Carol Steward, Personal, as Chairman of the Environment Committee at Bicester Town Council.

6. Update on Budget Scrutiny 2011/12.

Councillor Maurice Billington, Personal, as a member of Kidlington Village Centre Management Board.

31 **Urgent Business**

There was no urgent business.

32 **Minutes**

The minutes of the meeting held on 30 November 2010 were agreed as a correct record and signed by the Chairman.

33 **Contract Scrutiny ~ Landscape Maintenance**

The Chairman welcomed the Portfolio Holder Safer Communities, Urban and Rural, the Head of Safer Communities, Urban and Rural Services, the Head of Finance and the Street Scene and Landscape Services Manager to the meeting. He advised the Board that this was an opportunity for Members to receive an initial briefing on the council's landscape maintenance contract.

The Portfolio Holder Safer Communities, Urban and Rural and Head of Safer Communities, Urban and Rural Services began by giving an overview of the background to the council's landscape maintenance contract. They explained that following a tender exercise in 2005 the council had entered into a six year contract with Continental Landscapes with an option to extend the contract for a further three years. The Board was advised that the contract was worth £807,044 per annum which expenditure being split between scheduled ground maintenance (£641,774) and arboricultural and landscape variation work (£166,088).

The Street Scene and Landscape Services Manager advised Members that the council has five external clients (Oxfordshire County Council, Kidlington Parish Council, Bicester Town Council, Gosford & Water Eaton Parish Council and Parkwood) which brings in an annual income of around £500k. The council has service level agreements with Bicester Town Council, Kidlington Parish Council and Gosford & Water Eaton Parish Council, an agency agreement with Oxfordshire County Council and a contract with Parkwood.

In terms of performance monitoring, the Board was advised that whilst there had been some operation issues over the last five years, Continental Landscapes had performed to a consistently high standard. As a direct reflection of the contractor's performance, Banbury, Bicester and Kidlington Councils have had success in both the Regional and National Britain in Bloom competitions.

The Street Scene and Landscape Services Manager explained that performance was reported monthly and a mechanism on the contract allowed for financial deductions to be imposed where performance has not been up to the contract standard. The Board was advised of the staff responsible for managing the Landscape Maintenance contract and the methods used to monitor performance, which included site inspections, client feedback and formal monthly contract meetings.

The Head of Safer Communities, Urban and Rural Services explained that as part of a wider value for money exercise of Safer Communities, Urban and Rural Services, and in tandem with the Comprehensive Spending Review, the landscape service had been thoroughly reviewed. A benchmarking exercise was carried out to evaluate whether the contract as still delivering value for money. The review found that the cost of the contract and the service

provided was very competitive compared to neighbouring authorities and whilst rates were already relatively low, it identified opportunities for cost reduction. The Board was advised that £61k of savings had been identified for the 2011/12 budget. In addition, the value for money review had recommended that provision in the contract to extend for a further 3 years be pursued. The Executive considered the value for money review in December 2010 and endorsed the recommendation to pursue the option to extend the contract. The Board was advised of the approach that would be taken in light of the Executive's recommendation to explore the option to extend the contract.

In response to Members' questions, the Street Scene and Landscape Services Manager explained that the performance monitoring did not include specified timeframes for issues to be corrected, rather this was determined on a case-by-case basis.

The Board commended the improvement in the district that had been delivered by Continental Landscape and agreed that moving forward the key objectives were to ensure value for money and good service.

The Board agreed to nominate Cllrs Emptage and Steward to work with officers during the contract review process and requested officers to bring an update to the Board's July meeting on the contract review process and any impact of the service reduction.

Resolved

- (1) That Cllrs Emptage and Steward be nominated to work with Officers during the contract review process.
- (2) That Officers be requested to bring an update on the contract review process and performance in light of the reduction in service.

34

Update on Budget Scrutiny 2011/12

The Portfolio Holder Safer Communities, Urban and Rural, the Head of Finance and the Head of Safer Communities, Urban and Rural Services were present to update Members on the status of the 2011/2012 budget process. They paid particular regard to the outcome of the Executive's consideration of the recommendations (attached at appendix 1 to these minutes) submitted by the Resources and Performance Scrutiny Board in November 2010 following their budget scrutiny work in the autumn.

The Head of Finance reported that on 6 December 2010 the Executive had agreed the first draft of the 2011/2012 budget which included the Board's recommendations. The Board was advised that the following areas had subsequently been called in:

- Proposal to increase car parking fees
- Extension of car parking charging hours
- Introduction of parking fees for blue badge charges
- Begin negotiations with regards to Watts Way, Kidlington

The Overview and Scrutiny Committee had considered the call-in on 5 January 2011 and resolved to refer the decisions back to the Executive to reconsider. The Committee had also made five further recommendations for the Executive to consider.

The Executive had considered the referral on 10 January 2011 and resolved to:

1. *Reaffirm the decisions of the Executive on 6 December 2010 in connection with the implementation of car parking proposals, in order to get a balanced budget, and for these to be introduced on or as soon after 4 April 2011 as is practicable.*
2. *Reaffirm the decision of the Executive on 6 December 2010 to begin negotiations with Eames with regard to the covenant for Watt's Way car park, Kidlington.*
3. *Request the Overview and Scrutiny Committee to take forward in its work programme in 2011/12 further investigation of the following strategic parking issues:*
 - *The balance and location of long stay/short stay parking in Banbury, Bicester and Kidlington*
 - *The wider economic impact of Parking Policy on the Districts urban centres*
 - *The cost benefit of alternative management arrangements for car parks, including 'Pay on Exit'.*
4. *Report back to the Executive at the end of 2011 the outcome of its findings from 3 above and any recommendations for change.*

The Board agreed that they would monitor progress on the negotiations with regards to the Watts Way car park in Kidlington and should a business case be developed, it would be submitted to the Board for consideration.

The Head of Finance advised Members that the savings and income generated by the Board's recommendations equated to between £850 and £900k which would be built into the budget and help achieve a balanced budget.

The Board noted that the Executive had considered the second draft of the budget on 10 January 2011 and would consider the third draft in February 2011. The final version of the budget and the final Corporate Plan targets and promises would be presented to Council on 21 February 2011.

In response to Members' questions, the Head of Finance advised the Board that recent legislative proposals had indicated that local authorities would be able to set their own planning fees. The Board agreed that the Finance Scrutiny Working Group should consider planning application charges at its February meeting.

The Board was advised that the Medium Term Financial Strategy (MTFS) forecast would be included in the budget book being submitted to Council for consideration on 21 February 2011. The Head of Finance reported that it would be necessary to revisit the MTFS in light of the reduced grant the

council would be receiving from central government. She agreed that she would bring some recommendations on areas the Finance Scrutiny Working Group could choose to monitor in advance of the budget scrutiny 2012/13 process.

35

Overview and Scrutiny Work Programme 2010/11

The Board considered a report of the Head of Legal and Democratic Services which updated Members on the Overview and Scrutiny Work Programme 2010/11.

Partnership Scrutiny – Cherwell Safer Communities Partnership (CSCP)

The Chairman introduced the draft report on the Board's question and answer session with representatives of the Cherwell Safer Communities Partnership. In light of the session Members had commended the work of the partnership for its work on addressing crime and community safety matters in the district. The Board endorsed the report and agreed that it should be submitted to the Portfolio Holder Safer Communities, Urban and Rural. Members also confirmed that the representatives should be invited to a future Board meeting to update Members on the Partnership following the end of the Government's consultation on policing reform and once the budget positions of the partners were clearer.

Disabled Facilities Grants Policy

Councillors Billington, Cullip and Steward, who had worked with officers during the development of the Disabled Facilities Grants Policy, reported that the Policy had been approved by the Executive in December 2010 who had also endorsed the proposal that Registered Providers should be asked to sign-up to a protocol committing themselves to the principles in the Policy and to making a specified financial contribution towards the cost of adaptations for their tenants.

The Board agreed that they should retain the issue on the work programme to monitor the implementation of the policy and to consider any wider issues related to Disabled Facilities Grants that may emerge. Members agreed to invite officers to a summer meeting of the Board to provide this update.

Bodicote Old House Tender Process

Councillors Emptage and Steward reported on their involvement during the Bodicote Old House tender process. Whilst the initial stages of the process had been completed prior to their involvement, they explained that they joined three meetings during the process which included reviewing the shortlisted bids, a clarification meeting with bidders and award of the tender. Cllrs Emptage and Steward commended the officers for the work undertaken during the process that, in their opinion, followed a good purchasing process and consequently gave them confidence in the final decision regarding the award of tender.

Overview and Scrutiny Work Programme

The Board considered the Resources and Performance Scrutiny Board elements of the work programme. Members noted that Cllr Atkinson had suggested the cost and use of external consultants by Cherwell District

Council as a potential topic for scrutiny and agreed that he be requested to bring a scoping document to the Board's June meeting.

Resolved

- (1) That the Resources and Performance Scrutiny Board element of the work programme for 2010/11 be agreed.
- (2) That the report on the partnership scrutiny of the Cherwell Safer Communities Partnership for submission to the Portfolio Holder Community Safety, Street Scene and Rural be agreed.
- (3) That the update on the Disabled Facilities Grants Policy be noted and that officers be requested to provide a further update to a summer meeting of the Board.
- (4) That the update on the Bodicote Old House tender process be noted.

The meeting ended at 9.10 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 18 November 2010 at 9.30 am

Present: Councillor Victoria Irvine (Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Russell Hurle
Councillor G A Reynolds
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Barry Wood

Apologies for absence: Councillor Rick Atkinson
Councillor Chris Smithson
Councillor Lynda Thirzie Smart
Councillor Douglas Williamson

Officers: James Doble, Democratic, Scrutiny and Elections Manager
AnneMarie Scott, Head of People and Improvement
Mary Harpley, Chief Executive and Head of Paid Service

22 Declarations of Interest

There were no declarations of interest.

23 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

24 Urgent Business

There were no items of urgent business.

25 Minutes

The minutes of the meeting held on 30 September 2010 were agreed as a correct record and signed by the Chairman.

26 **Exclusion of the Public and Press**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.

27 **Recruitment Interviews for Interim Chief Executive**

The committee considered the applications that had been received for the post of interim Chief Executive and Head of Paid Service. The committee saw each applicant in term and asked them a number of questions.

Following the interviews the committee evaluated the applications.

Resolved

That Council be recommended to appoint Ian Davies as Interim Chief Executive and Head of Paid Service.

The meeting ended at 12.00 pm

Chairman:

Date: