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Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

URGENT BUSINESS AND SUPPLEMENTARY INFORMATION

Council

23 February 2015

Agenda Item Number	Page	Title
7.	(Pages 1 - 56)	Council Minute Book

If you need any further information about the meeting please contact Natasha Clark, Democratic and Elections natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

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Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

Council Minute Book

Monday 23 February 2015

Contents

	Executive Lead Member Decisions	(Pages 1 – 3)
	Executive	
1.	Minutes of meeting Monday 1 December 2014 of Executive	(Pages 3 - 18)
2.	Minutes of meeting Monday 15 December 2014 of Executive	(Pages 19 - 22)
3.	Minutes of meeting Monday 5 January 2015 of Executive	(Pages 23 - 30)
4.	Minutes of meeting Monday 2 February 2015 of Executive	(Pages 31 - 34)
	Accounts Audit and Risk Committee	
5.	Minutes of meeting Wednesday 3 December 2014 of Accounts, Audit and Risk Committee	(Pages 35 - 38)
6.	Minutes of meeting Wednesday 21 January 2015 of Accounts, Audit and Risk Committee	(Pages 39 - 42)
	Budget Planning Committee	
7.	Minutes of meeting Monday 19 January 2015 of Budget Planning Committee	(Pages 43 - 46)
	Overview and Scrutiny Committee	
8.	Minutes of meeting Tuesday 13 January 2015 of Overview and Scrutiny Committee	(Pages 47 - 50)
	Personnel Committee	
9.	Minutes of meeting Thursday 4 December 2014 of Personnel Committee	(Pages 51 - 54)

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COUNCIL

RECORD OF LEAD MEMBER DECISIONS
FOR THE PERIOD 6 DECEMBER 2014 TO 13 FEBRUARY 2015

23 February 2015

Area of Responsibility	Decision Subject Matter
Deputy Leader	Amendment to Cherwell District Council (Off-Street Parking Places) (Banbury, Bicester and Kidlington) No 2 Order 2011

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 1 December 2014 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy
Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Clean and Green
Councillor Kieron Mallon, Lead Member for Banbury Developments,
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and IT

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Nicholas Mawer, Chairman, Budget Planning Committee

Officers: Sue Smith, Chief Executive
Karen Curtin, Commercial Director (Bicester)
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Adrian Colwell, Head of Strategic Planning and the Economy
Jo Pitman, Head of Transformation
Natasha Clark, Team Leader, Democratic and Elections

78 **Declarations of Interest**

Members and officers declared interests in the following agenda items:

16. Graven Hill Update.
Councillor Nicholas Turner, Declaration, as he had put his name forward expressing an interest in a plot of the site but had heard nothing yet.

Karen Curtin, Declaration, as a Director of Graven Hill Village Holdings Limited and Graven Hill Village Development Company Limited.

Sue Smith, Declaration, as a Director of Graven Hill Village Holdings Limited.

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

There were no petitions or requests to address the meeting.

80 **Urgent Business**

There were no items of urgent business.

81 **Minutes**

The minutes of the meeting held on 3 November 2014 were agreed as a correct record and signed by the Chairman.

82 **Chairman's Announcements**

The Chairman made the following announcement:

1. Under the Openness of Local Government Bodies Regulations 2014, members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

83 **Workplace Travel Plan 2015**

The Head of Strategic Planning and the Economy submitted a report which updated the Executive on progress in completing the joint Workplace Travel Plan 2015 and to approve and formally adopt the final draft Travel Plan.

In introducing the report, the Lead Member for Planning reported that the Overview and Scrutiny Committee had considered and endorsed the report at their 25 November 2014 meeting. The Committee had stressed the importance of encouraging conference and video calls to reduce travel.

Resolved

(1) That the work of officers in their ongoing efforts to introduce a new joint Workplace Travel Plan for Cherwell District Council and South Northamptonshire Council by January 2015 be supported.

(2) That, as recommended by the Overview and Scrutiny Committee, the final draft Travel Plan (annex to the Minutes as set out in the Minute Book) be approved for adoption.

Reasons

The existing Workplace Travel Plans of the two authorities have reached the end of their intended plan period (published by SNC in 2010, CDC in 2011). The new Plan will supersede and replace both documents.

Alternative options

The alternative to not preparing a new Workplace Travel Plan is to leave SNC and CDC without a current Travel Plan.

84 **Bicester Sports Village Update**

The Director of Community and Environment submitted a report which updated the Executive with the latest project position in delivering the pavilion, car park, access requirements, floodlighting and 3G synthetic sports pitch.

Resolved

(1) That the progress in delivering phase 2 of the Bicester Sports Village project be noted.

Reasons

The Bicester Sports Village project is now being progressed in the agreed form albeit slightly later than expected. The planning application will now be presented in time for determination post May elections which moves the anticipated project completion date to early 2016.

Alternative Options

The project has been approved and is progressing in accordance with these approvals. There are no other options being considered at this time other than proposals to remain within the approved funding envelope.

85 **Performance Report 2014-15 Quarter 2**

The Head of Transformation submitted a report which presented the Council's performance for the period 01 July 2014 – 30 September 2014 as measured through the Performance Management Framework.

In introducing the report, the Lead Member for Banbury Developments, Performance and Communications reported that the Overview and Scrutiny Committee at their meeting of 25 November 2014 at which it had referred to the "red" rating for the number of fly tip enforcement cases be noted.

The Lead Member for Clean and Green explained that the number of fly tipping incidents had decreased and that there were around five prosecutions of big cases every year.

Resolved

(1) That the following many achievements be noted:

Cherwell: A District of Opportunity

- Promote inward investment and support appropriate economic growth within the district is reporting as Green. New marketing material for Local Plan sites is due to be prepared. Existing marketing material maintained on Cherwell Investment Partnership's (CHIP) website - www.cherwell-m40.co.uk. News stories added and e-newsletters sent to all businesses on the database every month. Development of a self-search database of available commercial property also available through website. Distribution of leaflets to promote the Velocity business grants to Cherwell businesses together with an information day for businesses held at Bodicote in June.
- Develop a whole Council 'Better Business' approach to support new and existing businesses is reporting as Green. Progress continues to embed the Regulatory code. Briefing sessions for regulatory staff took place in November. The draft Enforcement Policy has been approved by Executive and is out for consultation. Work continues with the Economic Development Team to improve support to businesses. A successful first workshop resulted in a number of innovative ideas including a checklist for pop-up shops to enable them to "get it right" first time. Economic Development and Environmental Health officers are now meeting through SEMLEP to develop this initiative further. This will include exploring the Better Business for All Initiative across the SEMLEP region and implementation in Cherwell.

Safe, Green and Clean

- Customer satisfaction with Household Recycling services is reporting as Green; this has increased by 5% to a satisfaction rate of 88%. Food and garden waste collection and dry recycling have both increased as reported through the annual satisfaction survey. Our Waste Collection service has recorded customer satisfaction at 82% which is the highest level achieved to date.
- Number of All Domestic Burglary incidents reported is reporting as Green*. Burglary has continued to fall over the year as against last year. Burglary initiatives and communication packages have lifted community awareness. However the most likely positive effect has been the lack of cross border offending. YTD: 86 incidents reported against target of 105 - reduction on same period 13/14 of 20.4%.

Thriving Communities

- Processing of major applications within 13 weeks is reporting as Green*. A figure of 95% has been achieved this quarter. This figure represents sustained and significant progress, compared with historic performance.
- Processing of minor applications within 8 weeks is reporting as Amber, an improvement from last quarter. Performance this quarter is below target but this does not represent a long term trend and is

expected to recover by the end of quarter three. Year to date performance is 73.88%. The figure for October was 75%.

Sound Budgets and Customer Focussed Council

- Increase our use of social media to communicate with residents and local businesses is reporting as Green. Facebook and Twitter are now an integral part of the communications function. A wide range of service areas are using the social media channels to promote their messages and generate sales, with a limited budget. In the last quarter the Communications Team were announced the winners of the APSE (Awards for Public Service Excellence) for the campaign they delivered through Facebook 'A Rubbish Guide to Christmas'. Other successes include the uptake in the Summer Holiday Hubs – which reached a record high attracting 2609 bookings.
- Deliver a new approach to communications for the Bicester Master Plan is reporting as Green, an improvement on the last quarter. A draft marketing and communications strategy for Bicester has now been developed, bringing together all of the different aspects we are trying to promote under the banner of www.all-about.bicester.com. A multi-functional team will now be formed to ensure the delivery of this plan.

(2) That the following performance related matters be identified for review or consideration in future reports:

Cherwell: A District of Opportunity

- Bicester town centre regeneration including the Council Community Building is reporting as Amber. Since July 2014 there has been a prolonged period of seeking clarification and reduction in the construction costs for the Community Building, which have substantially increased due to construction inflation and specification. A report was submitted on 20 Oct to confirm the way forward with a start on site expected in Jan 2015.

Safe, Clean and Green

- Number of fly tips enforcement actions are reporting as Red for this quarter. Despite the number of fly tips to date this year, little evidence has been found thereby reducing the opportunity for enforcement actions. During the quarter, there were two successful prosecutions, one fixed penalty notice and three formal cautions. However performance year to date is on a par with last year. Year to date 123 against target of 120
- Tonnage of waste sent to landfill is reporting as Amber this quarter. Quarter 2 saw a small increase in waste sent to landfill although still on track for the year thanks to good performance in Quarter 1. Year to date: 12,911 tonnes against target of 12,926

Thriving Communities

- Number of visits to Woodgreen Leisure Centre (WGLC), North Oxfordshire Academy (NOA) and Cooper School is reporting as Red for this quarter. Overall an exceptionally good performance for both Quarter 2 and full year to date. Performance was up 45,159 against target in Quarter 2. Full year 739,163 visits up by 90,834 on same

period in 2013 (648,329). This is due to an all-round good performance at the District Leisure Centres but particularly a good performance at Bicester Leisure Centre as a result of the reopening of the play and teaching pool. All centres have seen an increase generally with Health and Fitness performing particularly well. This is a positive position to be in the contract year 5 benchmarking test period. Visits to North Oxfordshire Academy and Cooper are on track but are affected by continued fall in visits to Woodgreen Leisure Centre during Quarter 2.

- This is due to a reduction in several areas:-
  - 3607 less pool users particularly in August due to the inclement weather
  - less event and party bookings, particularly weddings - this year has dropped by c6670
  - Boxing Club has relocated to a dedicated facility with a loss of approximately 2,100 throughputs
  - 250 less on bowling due to a later season start attributed to heater replacement works

Officers are working with Parkwood Leisure to develop the programme to address the fall in throughputs. YTD 62,952 against target of 75,604.

- Processing of minor applications within 8 weeks is reporting as Red for this quarter. Performance this quarter is below target but this does not represent a long term trend and is expected to recover by the end of the next quarter. Year to date performance 73.88%. The figure for October was 75%.

Sound Budgets and Customer Focussed Council

- Identify and remove unnecessary work from service delivery processes to help deliver savings and efficiencies is reporting as Amber this quarter. The planned corporate project to co-ordinate a shift to online channels and with it remove unnecessary work from service delivery processes remains on hold pending decisions about three way service delivery although additional services may be implementing their own process changes and reporting these separately.

(3) That the feedback from the 25 November 2014 meeting of the Overview and Scrutiny Committee during which it considered the quarter two performance report and referred to the “red” rating for the number of fly tip enforcement cases be noted.

Reasons

This report presents the Council’s performance against its corporate scorecard for the second quarter of 2014/15. It includes an overview of successes, areas for improvement and emerging issues to be considered.

Alternative Options

Option 1: To note the report

Option 2: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.

86 **Quarter 2 2014/15 - Revenue and Capital Budget Monitoring Report**

The Head of Finance and Procurement submitted a report which summarised the Council's Revenue and Capital position, treasury management and procurement performance for the first six months of the financial year 2014-15 and projections for the full 2014-15 period.

The report also presented information on treasury management performance and compliance with treasury management policy during 2014-15 as required by the Treasury Management Code of Practice.

Resolved

(1) That the projected revenue and capital position at September 2014 be noted.

(2) That the quarter 2 (Q2) performance against the 2014-15 investment strategy and the financial returns from the funds be noted.

Reasons

This report illustrates the Council's performance against the 2014-15 Financial Targets for Revenue, Capital and Procurement Monitoring. In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is reported monthly to the Joint Management Team and formally to the Budget Planning Committee and Executive on a quarterly basis.

Alternative Options

Option 1: As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

87 **Draft Budget and Business Plan 2015-16**

The Head of Finance and Procurement and Head of Transformation submitted a report which presented the first of two opportunities that the Executive had to shape and refine the draft budget before the final budget is presented to Full Council on 23 February 2015. The report also detailed the draft strategic priorities, the underpinning key objectives, and deliverables for 2015-16 which sit alongside the draft budget and are to be the subject of wider consultation if approved in principle at this meeting.

In introducing the report, the Lead Member for Financial Management reminded Executive that the Council had to adopt a budget as the basis for calculating its level of Council Tax. It had to base this budget on its plans for

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

Resolved

(1) That the draft revenue budget (annex to the Minutes as set out in the Minute Book) be noted and it be agreed that it be subject to a period of consultation with the public and other key stakeholders.

(2) That it be noted the final implications of the local government finance settlement would need to be fully considered once the announcement has been made.

(3) That Executive is not aware of any other matters that need to be taken into consideration in producing a balanced budget for its meeting on 2 February 2015 at this stage.

(4) That the passporting of the Council Tax Reduction Scheme (CTRS) grant to local preceptors be endorsed.

(5) That agreement be given for the proposed medium term strategic priorities, key objectives and key deliverables for 2015-16 to be referred to the Overview and Scrutiny Committee for consultation prior to the 2 February 2015 meeting of the Executive.

Reasons

The Council has to adopt a budget and business plan for 2015/16 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.

Alternative Options

This is the draft budget and options for the overall budget for the Council will be considered at its meeting in February.

88 **Asset Management Strategy Action Plan**

The Commercial Director (Bicester) submitted a report which sought approval to allocate funds from windfall income streams secured in 2014/13 in order to progress the priority actions arising from the Asset Management Strategy Review.

Resolved

(1) That the proposed priority actions arising from the asset management plan be noted (those in bold indicate a 2014/15 priority):

1) **Asset Strategy Resource Plan**
2) Data and Systems Plan
3) **Operational Offices Plan**
4) Operational Depot Plan

5) **Car Parks Plan**
6) Leisure Buildings Plan
7) **Community Buildings Plan**
8) **Local Centres Plan**
9) Commercial Investment Plan

(2) That it be noted the monitoring of the asset management strategy was currently undertaken by the Accommodation Asset Strategy Board who would be asked to review terms of reference and membership as a result of the asset review.

(3) That the allocation of up to £125k from 2014/15 windfall income which would allow the progression of the key activities which focus on the priority actions arising from the Asset Management Strategy Review be approved.

(4) That it be noted a comprehensive action plan was being developed that would ensure the vision set out in the review document would be delivered by 2019. This action plan will be presented to the Executive in March 2015.

Reasons

It is important that a number of specialist reviews are commissioned in this financial year in order to inform the work programme, capital programme and current strategic development projects. It has been estimated that the resources required total £125k in 2014/15 and these costs can be met from windfall income subject to Executive approval.

The draft action plan will be presented to the governing board in Jan 2015 and then to Executive in March 2015.

Alternative Options

There is an option not to provide funding during 2014/15 and submit bids for the 2015/16 budget process. This is not recommended as a number of priority actions require resources now as they impact on other Council projects and priorities.

89 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

90 **Draft Budget and Business Plan 2015-16 - Exempt Appendix**

Councillor Nicholas Mawer, Chairman of the Budget Planning Committee, presented exempt appendix B to agenda item 11, Draft Budget and Business Plan 2015-16.

In introducing the exempt appendix, Councillor Mawer explained that members of the Budget Planning Committee had considered the draft capital programme 2015/16 at an informal briefing and would be reviewing at a future meeting of the Committee to agree recommendations for submission to the February meeting of Executive.

Resolved

(1) That it be noted that final recommendations still needed to be made by the Budget Planning Committee on the Capital Bids.

Reasons

The Budget Planning Committee reviews the Capital Programme and will make recommendations to the Executive.

Alternative Options

The Executive could choose not to receive the recommendations of the Budget Planning Committee. This is not recommended as the Committee undertake a detailed review and submit informed recommendations to Executive and it has yet to meet formally to consider this matter.

91 **Joint Fraud Investigation Team Business Case**

The Head of Finance and Procurement submitted an exempt report which provided an update on the Single Fraud Investigation Service and sought approval for a Joint Fraud Investigation team initially for South Northamptonshire Council and Cherwell District Council (phase 1) and incorporating Stratford on Avon at a later date (phase 2).

Resolved

(1) That the report be noted.

(2) That the introduction of a Joint Fraud Investigation Team be approved.

Reasons

Since 2010 the Government has been committed to the creation of a single integrated fraud investigation service which will investigate welfare benefit fraud across Department for Work and Pension (DWP), HMRC and local authorities.

In early 2013 pilots were established to test a number of proposals and options and by the end of 2013 it was confirmed that a single organisation would be established and that the new Single Fraud Investigation Service (SFIS) would be part of the DWP.

The transfer of Housing Benefit fraud investigation from local authorities to DWP is happening on a phased approach from 1 July 2014 until March 2016. In May 2014 the transfer dates were confirmed. The implementation date for SNC and CDC will be 1 February 2015.

Alternative Options

Option 1: Retain no fraud prevention and detection resource.
This option would see no fraud prevention and detection resource retained across the three Councils following the implementation of the Single Fraud Investigation Service (SFIS). This option has been considered and rejected by officers on the basis the three Councils have a duty to protect the public purse and ensure that fraud and error is minimised.

Option 2: To 'buy in' to one of the regional fraud hubs.
This option would see the three Councils purchase the service from a regional fraud hub following the implementation of the Single Fraud Investigation Service (SFIS). This option has been considered by officers and is not recommended as plans for the regional hubs are very much in the development stage. Officers are also concerned that the hub approach could mean reduced control over resources and outcomes. It should be noted that the hubs could be used to provide resilience to a retained local service if required.

Option3: Implement a Joint Fraud Investigation Team covering SDC/CDC/SNC from 1 February 2015.
This option was considered in detail, and would see a joint team established to cover CDC, SNC and SDC from 1 February 2015, rather than the phased implementation approach proposed in this business case. This option was rejected due to the fact that Housing Benefit fraud investigation at SDC does not transfer to SFIS until February 2016.

92 **Woodgreen Leisure Centre Improvements and New Leisure Management Contract**

The Director of Community and Environment submitted an exempt report relating to Woodgreen Leisure Centre improvements and the new Leisure Management Contract.

Resolved

(1) That it be agreed that a three lot procurement approach be adopted in conjunction with South Northamptonshire Council (SNC) to maintain the option of individual decisions by each council whilst exploring the opportunity for mutual benefit through a combined contract.

(2) That it be agreed that Lot 1 be based on an operating plus investment contract for Woodgreen, Lot 2 be a contract determined by SNC and Lot 3 be the combined option with SNC as a Design Build Operate and Maintain contract subject to further SNC consideration.

(3) That a whole site annual lifecycle maintenance approach through the use of a mandatory contract variant be considered.

(4) That tenders for an 18 year operating contract term to align with the end of the Council's main leisure centres contract be sought

(5) That the requirement for a *very good* BREEAM rating for new internal areas be incorporated in the tender documents.

(6) That the output specification for the contract be prepared based on the approach outlined in the exempt report.

(7) That the use of the residual Sports Centres Modernisation capital budget to fund the appropriate specialist support and technical surveys in 2014/15 be noted and supported.

(8) That a building condition survey be undertaken in 2015/16 as part of the capital investment scheme if approved.

(9) That the joint procurement with SNC of the relevant external technical support and surveys for the project be supported.

(10) As set out in the exempt decisions.

(11) That some flexibility be offered and a non-prescriptive delivery structure within tender documents to seek opportunities for maximum cost efficiency and value for money options from bidders within an agreed overall capital and revenue financial envelope be supported.

(12) That authority be delegated to the Director of Resources and the Director of Community and Environment in consultation with the Deputy Leader and the Lead Member for Resources to take urgent decisions when these are needed and they fall outside the scheduled Executive meetings.

(13) That, subject to the prior seeking of legal and procurement advice as to feasibility, the contract be structured to enable other partner Councils to opt to join the contract during its term.

Reasons

Clarity of the market's appetite for risk, practicable timeframes and different contract options has been achieved through a soft market testing exercise. The conclusions from this are as set out in the exempt decision notice.

Swift decision making will be required throughout the procurement process to adhere to the project plan and meet the tight tender time lines. Although major key decisions and updates will be presented to the Executive regularly, it is

recommended that delegated powers are given to the Director of Resources and Director of Community and Environment in consultation with the Deputy Leader and the Lead Member for Resources to take lesser decisions quickly when required and when the need for these falls outside the scheduled Executive meetings.

A DBOM contract is the market's preferred procurement approach as it provides the operator with design input to maximise income potential and to minimise operating costs. However, this will be dependent on whether one joint contract or separate lots are awarded as the preferred separate option for Woodgreen is an operating contract plus investment. It is therefore recommended that a three lot approach is taken in order to ensure best value for money, test the market and encourage operator innovation. To do this, the procurement documentation should be structured into Lot 1 - based on an operating plus investment contract for Woodgreen,. Lot 2 a contract determined by SNC and Lot 3 the combined option.

As the tender preparation process progresses, a number of key factors have emerged which require a Council direction to enable further preparation to continue. Those identified in this report include - the adoption of an annual lifecycle maintenance approach as a mandatory contract variant so that the Council can assess the financial implications as part of its final decision making process - a contract term of 18 years is proposed to align with the end of the Council's main leisure centres contract and to provide improved value for money along with sufficient annual lifecycle maintenance benefit - to factor in the corporate energy efficient objective of '*very good*' BREEAM rated facilities – to incorporate contract flexibility to seek opportunities for maximum cost efficiency and value for money options from bidders within an agreed overall capital and revenue financial envelope - and to be clear on the basis of the output specification to define what the Council wants over the term of the contract which in turn influences what needs to be monitored and measured.

To meet Project Plan timescales and to inform the tender documentation, the procurement of both the Technical Advisors and survey works is recommended now to be funded from the balance of the 2014/15 Sports Centres Modernisation budget given its suitability and sufficiency for the 2014/15 part of this process.

It is recommended that some flexibility be offered and a non-prescriptive delivery structure within tender documents to seek opportunities for maximum cost efficiency and value for money options from bidders within an agreed overall capital and revenue financial envelope. It is also recommended that, if feasible in legal and procurement terms, scope be offered within the proposed contract to enable other partner Councils to opt in at a later date during the contract term.

Alternative Options

Option 1: Three different contract lots

Option 2: Two different SNC investment strategies to address cost risk

Option 3: The inclusion or not of annual lifecycle maintenance

93 **Graven Hill Update**

The Commercial Director (Bicester) submitted an exempt report which provided an update on the work being undertaken by the Graven Hill Development Company ahead of finalising the Delivery Plan and sought authorisation to take part in a media production to promote self-build on the site.

Resolved

(1) That the work being carried out by the Graven Hill Development Company be noted.

(2) That it be noted the Delivery Plan and Financial model were being updated to reflect latest market intelligence, final S106 position and infrastructure programme and that in accordance with the governance arrangements, the Updated 2015 Delivery Plan and financial appraisal would be presented to the Partnering Board in Jan 2015 for consideration and then onwards to Executive.

(3) That the proposed marketing opportunity be noted and the proposal from the Directors of the Graven Hill Holding/Development Company supported by the Partnering Board to take part in this media production recognising the implications of such an activity be endorsed.

Reasons

As at 19 November 2014 (latest Delivery Team Meeting) the work programme for Graven Hill is on track in terms of programme, budget and risk management.

This is a significant investment for the Council and one that is innovative and delivers many positive benefits to the District. It is therefore imperative that the strong governance that has been put place continues to actively manage the work programme, budgets, risks and mitigations.

Exempt Appendix 2 details an exciting media potential to promote the site and taking into account all risks and mitigations it is recommended that the Company should take part in this programme in order to raise profile and boost the sale of plots.

After the Partnering Board scheduled for January 2015 has taken place an update on the Graven Hill 2015 Business Plan will be presented to the Executive in Q4.

Alternative Options

There is an option not to take part in the media production.

The meeting ended at 7.40 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 15 December 2014 at 4.00 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy
Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Clean and Green
Councillor Kieron Mallon, Lead Member for Banbury Developments, Performance and Communications
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and IT

Officers: Sue Smith, Chief Executive
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Claire Taylor, Business Transformation Manager
Ross Chambers, Solicitor
Natasha Clark, Team Leader, Democratic and Elections

94 **Declarations of Interest**

There were no declarations of interest.

95 **Chairman's Announcements**

The Chairman made the following announcement:

1. Under the Openness of Local Government Bodies Regulations 2014, members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

96 **Developing the approach to Joint Working and the Delivery of Local Authority Service Draft Business Case**

The Chief Executive submitted a report which presented the draft business case for a shared service and/or confederated approach to joint working and the delivery of local authority services following consideration by the three way Joint Arrangements Steering Group (JASG) on 27 November 2014.

In introducing the report, the Leader advised Members that the business case had been endorsed by the South Northamptonshire Council (SNC) Cabinet and considered by the Stratford-On-Avon District Council (SDC) Cabinet who had resolved to recommend amended recommendations, which had been tabled. The Leader confirmed that there would be no amendment to the recommendations to Executive following the decision of the SDC Cabinet.

In considering the report, Members noted that at this stage they were recommending an “in principle” agreement towards scenarios 2 and 4 and that consultation on the business case commence. Executive agreed that it was important to continue being innovative and look at all options. Members noted that the Government had awarded funding to support the work which indicated that it was supportive.

Resolved

(1) That following a review by the Transformation Joint Working Group and agreement by the Joint Arrangements Steering Group, the business case for options to deliver three-way joint working (annex to the minutes as set out in the Minute Book) be endorsed for consideration by Council with the following recommendations.

(2) That, subject to South Northamptonshire and Stratford on Avon District Councils resolving in similar terms, Full Council be recommended to:

I. Agree an ‘in principle’ move towards scenarios 2 and/or 4 as set out in the appended business case and its supporting papers.

II. Agree that the appended business case is used as the basis for public, partner and stakeholder consultation and, subject to the outcome of that consultation not leading Members to a change of view, request that a full and final business case, taking account of the responses received to this consultation, is brought to the February 2015 Council meeting.

III. Agree in principle and subject to consideration of consultation responses to include all services within the potential scope of joint working (as set out in the appended business case scenarios 2 and 4, section 6), subject to prior approval of individual business cases on a service by service basis

IV. Agree in principle and subject to consideration of any consultation responses that any moves towards a confederated approach are undertaken on an incremental basis and that the

first phase of services considered for inclusion are back office or support services.

V. Request that additional tax and pensions advice is sought to ensure that any implementation costs associated with the confederation approach are fully quantified in any final business case.

VI. Request that additional legal advice is sought to prepare governance arrangements for scenarios 2 and/or 4. This is to include arrangements such as a shareholders' agreement and exit strategy and also the necessary transitional requirements (e.g. steering groups, shadow boards or joint committees) to oversee the establishment of joint working and/or confederation approaches. These proposals should be included as an appendix to any final business case.

VII. Request that a full organisational development strategy is developed for adoption to ensure that Members and employees have the requisite skills to operate within a shared service or confederation approach should the final business case be approved.

97 **Exclusion of the Press and Public**

As there were no questions arising on the exempt minutes, it was not necessary to resolve to exclude the press and public.

98 **Developing the approach to Joint Working and the Delivery of Local Authority Service Draft Business Case - Exempt Appendices**

Resolved

(1) That the exempt appendices to agenda item 4, Developing the approach to Joint Working and the Delivery of Local Authority Service Draft Business Case, be noted.

The meeting ended at 4.25 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 5 January 2015 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy
Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Clean and Green
Councillor Kieron Mallon, Lead Member for Banbury Developments, Performance and Communications
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and IT

Also Present: Councillor Sean Woodcock, Leader of the Labour Group

Apologies for absence:

Officers: Sue Smith, Chief Executive
Martin Henry, Director of Resources / Section 151 Officer
Karen Curtin, Commercial Director (Bicester)
Kevin Lane, Head of Law and Governance / Monitoring Officer
Ed Potter, Head of Environmental Services
Paul Almond, Street Scene & Landscape Manager
Natasha Clark, Team Leader, Democratic and Elections

99 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

101 **Urgent Business**

There were no items of urgent business.

102 **Minutes**

The minutes of the meeting held on 1 December 2014 and the Minutes of the special meeting held on 15 December 2014 were agreed as correct records and signed by the Chairman.

103 **Chairman's Announcements**

The Chairman made the following announcement:

1. Under the Openness of Local Government Bodies Regulations 2014, members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

104 **Waste Collection Services**

The Head of Environmental Services submitted a report which sought consideration of the future direction of the Waste Collection Service ensuring that it delivers a high quality service and good value and to ensure that it complies with the Waste Framework Directive from January 2015.

Resolved

(1) That the current high performing waste collection system which delivers high quality recycling and is considered to meet the requirements of the Waste Framework Directive (WFD) be endorsed.

(2) That it be noted the waste collection system is providing good value to residents, reducing the amount of waste going to landfill, while ensuring high quality recycling is collected.

(3) That the proposed changes regarding S106 planning agreement requirements for the waste collection service in new developments be approved.

Reasons

The use of the WFD roadmap has shown that the waste collection scheme produces high quality recycling with low rejection. It also shows that it is not Technically, Environmentally, Economically Practicable to collect the four waste streams separately.

The current system has been successful with residents but it is important that residents' satisfaction levels continue at high levels and further service development and promotion is pursued to improve performance further.

Alternative Options

Option 1: To reject the current waste collection service and consider an alternative

Option 2: To request that officers consider alternative amendments to the current service.

105 **Council Tax Base for 2015/16**

The Head of Finance and Procurement submitted a report to consider the calculation of the Council Tax base for 2015/16.

Resolved

(1) That the report of the Head of Finance and Procurement, made pursuant to the Local Authorities [Calculation of Tax Base] [England] Regulations 2012 and the calculations referred to therein for the purposes of the Regulations (annex to the Minutes as set out in the Minute Book) be approved.

(2) That, in accordance with the Regulations, as amended, the amount calculated by Cherwell District Council as its council tax base for the year 2015/16 shall be 48,253.

(3) That the tax base for parts of the area be in accordance with the figures shown in column 10 of Appendix 2 (annex to the Minutes as set out in the Minute Book).

(4) That Full Council be recommended to continue with any discretionary and locally set discount awards which it previously resolved to give as follows:
   a. Unoccupied and unfurnished discount for maximum period of 6 months without reoccupation of 6 weeks in between – 25% discount.
   b. Unfurnished and uninhabitable discount for a maximum period of 12 months without reoccupation of 6 weeks in between – 50% discount
   c. Second home (non work related) discount – 0% discount.
   d. Furnished properties 0% discount for second homes.
   e. Empty and unfurnished long term empty property discount - 0% discount.

(5) That authority be delegated to the Section 151 Officer, in consultation with the Lead Member for Financial Management, for final approval of the Council Tax Base for 2015-2016.

Reasons

The collection rate used is a best estimate of the percentage of the total amount due for 2015/16. It is based on previous year's collection rates. Over

the most recent years, the amount collected has been steady at between 98.25% and 98.5% and there is no suggestion that this will change for 2015/16.

The change from council tax benefit to a local council tax reduction scheme has had little impact on ability to pay and as the scheme remains the same for 2015/16 there should be no effect on the collection levels. New homes and businesses are being created across the district which should aid the economic situation generally. It is therefore recommended to maintain the 98% collection rate used in previous years.

The estimate of adjustments applied to take account of new properties likely to become available during the year could be varied. However, the estimate is based on conversations with developers and known planning approvals and is factored downwards to allow for delays and other unforeseen problems.

The appendices show the most up to date position of the Council Tax base and the adjustments have been made to take account of changes during 2014/15.

Alternative Options

Option 1: To reject the tax base calculation. The figures in this report could be rejected and a new calculation made. However, this would result in further delays for all preceptors in calculating their own precept to be levied on the Council. The figures used are taken from the Northgate i-World council tax system as at 1 December 2014. All other adjustments and estimates have been calculated using previous years methods.

106 **Bicester Garden Town Announcement**

The Commercial Director (Bicester) submitted a report which updated the Executive regarding Bicester being designated as a Garden Town in the Autumn Statement on 3 December 2014 and the next steps.

Resolved

(1) That the announcement in the Autumn Statement on 3 December 2014 that allocated Bicester as a garden town that could bid for funds to expedite the delivery of key infrastructure required for the planned growth be noted.

(2) That it be noted that that up to £50k from the economic development new homes bonus pot is available to progress the work required to prepare formal infrastructure bids in advance of the Council receiving a capacity grant for this activity.

(3) That regular updates on the garden town status and outcome of the funding bids will be presented to the Executive.

Reasons

Funding to support infrastructure will greatly assist the growth in Bicester and bring benefits to existing residents and new.

We have begun dialogue with DCLG on the process and will continue to provide updates to the Executive as work progresses along with proposals to consult with the residents and businesses of Bicester.

Alternative Options

There is an option not to provide funding during 2014/15 and submit bids for the 2015/16 budget process. This is not recommended as a number of priority actions require resources now.

107 **Exclusion of the Press and Public**

Resolved

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

108 **Landscape Management Contract Re-tender**

The Head of Environmental Services submitted an exempt report to seek approval for the award of a contract for Landscape Management Services to Cherwell District Council.

Resolved

(1) That a contract for Landscape Management Services from 1 April 2015 to 31 March 2021 with the option, purely at the discretion of the Council, to extend by up to a further three years, be awarded to Quadron Services Ltd.

Reasons

As a result of a compliant, competitive and robust procurement process that the most economically advantageous tender for the Council was provided by Quadron Services Ltd for a Bill of Quantities sum of £546,580.70 per annum.

A contract for the provision of Landscape Management Services should therefore be awarded to Quadron Services Ltd for a period of six years from 1 April 2015 with the option, purely at the discretion of the Council to extend the contract by up to three years.

Alternative Options

Option 1: Award to another one of the four tendering companies. None of the rest represented as good value for money in terms of quality and price.

Option 2: Going back out to market via another procurement exercise. There is both insufficient time to undertake another exercise and no reason to doubt that the accepted bid represents value for money.

109 **Bolton Road Multi Storey Car Park Agreement with Vinci Park Services UK Ltd**

The Commercial Director (Bicester) submitted an exempt report regarding the Bolton Road Multi Storey Car Park Agreement with Vinci Park Services UK Ltd.

Resolved

(1) As set out in the exempt minutes.

(2) As set out in the exempt minutes.

(3) As set out in the exempt minutes.

Reasons

As set out in the exempt minutes.

Alternative Options

As set out in the exempt minutes.

110 **Negotiations with Parkwood Leisure Limited Regarding Benchmarking and Contract Structure**

The Director of Community and Environment submitted an exempt report relating to negotiations with Parkwood Leisure Limited regarding Benchmarking and Contract Structure.

Resolved

(1) As set out in the exempt minutes.

(2) As set out in the exempt minutes.

(3) As set out in the exempt minutes.

(4) As set out in the exempt minutes.

Reasons

As set out in the exempt minutes.

Alternative Options

As set out in the exempt minutes.

The meeting ended at 6.50 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 2 February 2015 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy
Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Clean and Green
Councillor Kieron Mallon, Lead Member Banbury Developments, Performance and Communications
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and ICT

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Nicholas Mawer, Chairman, Budget Planning Committee

Officers: Sue Smith, Chief Executive
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Paul Sutton, Head of Finance and Procurement
Jo Pitman, Head of Transformation (for agenda item 7)
Natasha Clark, Team Leader, Democratic and Elections

111 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

113 **Urgent Business**

There were no items of urgent business.

114 **Minutes**

The minutes of the meeting held on 5 January 2015 were agreed as a correct record and signed by the Chairman.

115 **Chairman's Announcements**

The Chairman made the following announcement:

1. Under the Openness of Local Government Bodies Regulations 2014, members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

116 **Draft Budget and Business Plan 2015-16**

The Head of Finance and Procurement and the Head of Transformation submitted a report which presented the draft budget and business plan 2015-16. The Council was required to produce a balanced budget for 2015-16 as the basis for calculating its level of Council Tax. It 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.

The report also detailed the proposed strategic priorities, the underpinning key objectives, and deliverables for 2015-16 which had now been converted into a proposed business plan for the Council. The proposed business plan sits alongside the draft budget so as to demonstrate that the Council adopts a strategic approach to managing all of its resources by aligning the development and delivery of the Council's priorities and key deliverables to the proposed budget.

The first draft budget was reported to the Executive meeting on 1 December 2014, along with the draft strategic priorities and key deliverables for the Council for 2015-16. The draft budget had been reviewed by the Budget Planning Committee and the strategic priorities/key deliverables had since been considered by the Overview and Scrutiny Committee, who proposed no amendments.

The budget information had been updated to reflect changes since the December meeting of Executive and, subject to any further changes, this final draft would be used to prepare an integrated final budget and business plan (detailing the strategic priorities and annual deliverables for 2015-16) to be submitted to Full Council on 23 February 2015.

Resolved

(1) That the draft budget in the context of the Council's service objectives and strategic priorities be approved.

(2) That the balanced budget be approved.

(3) That Full Council be recommended to approve a Council tax freeze.

(4) That the proposed 2015-16 capital programme (annex to the Minutes as set out in the Minute Book) be agreed.

(5) That it be noted the latest Medium Term Financial Strategy (MTFS) financial forecast was currently being refreshed and would be reported back to Executive once this exercise had been completed.

(6) That Full Council be recommended to approve the updated draft revenue budget at its 23 February 2015 meeting.

(7) That authority be delegated to the Head of Finance and Procurement, in consultation with the Director of Resources and the Lead Member Financial Management to amend the contributions to or from general fund balances to allow the Council Tax increase to remain at the level recommended by Executive to Full Council following the announcement of the final settlement figures, and as a result of any financial implications arising from resolution (6).

(8) That Full Council be recommended to approved the draft 5 year business strategy, 2015-16 council objectives, 2015-16 performance pledges and 2015-16 business plan (annexes to the Minutes as set out in the Minute Book).

(9) That the findings of the Equality Impact Assessment that had been undertaken in relation to both the proposed Business Plan and Budget for 2015/16 be noted.

Reasons

This report presents a final analysis of the Council's draft 2015-16 revenue and capital budget. This will be presented to Full Council on the 23 February to support the setting of the Council Tax.

It is a legal requirement to set a balanced budget and the recommendations as set out represent what is believed to be the best way of achieving this.

Alternative Options

To reject the current proposals and to make alternative recommendations or ask officers for further information.

117 **Exclusion of the Press and Public**

Resolved

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

118 **Bicester Leisure Centre**

The Director of Community and Environment submitted an exempt report regarding Bicester Leisure Centre.

Resolved

(1) That the role of Bicester Leisure Centre as the strategic indoor leisure facility for the town be supported.

(2) That negotiations be progressed with Oxfordshire County Council (OCC) for the acquisition of sufficient additional adjacent land to enable the future expansion of the Leisure Centre to fulfil this strategic role.

(3) As set out in the restricted minutes.

(4) As set out in the restricted minutes.

(5) As set out in the restricted minutes.

(6) That a further report on these matters be received following further negotiations.

Reasons

As set out in the exempt minutes

Alternative Options

As set out in the exempt minutes

The meeting ended at 6.56 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 3 December 2014 at 7.30 pm

Present:	Councillor Mike Kerford-Byrnes (Chairman) Councillor Dan Sames (Vice-Chairman) Councillor Ray Jelf Councillor Nicholas Mawer Councillor Barry Richards Councillor Lawrie Stratford Councillor Barry Wood
Also Present:	Councillor Alastair Milne Home (for agenda item 7) Alastair Rankin, Ernst Young External Auditor Edward Cooke, Manager, PriceWaterhouseCoopers Cecelia Booth , Capita Director Treasury Solutions
Apologies for absence:	Councillor Douglas Williamson
Officers:	Nicola Jackson, Corporate Finance Manager Paul Sutton, Head of Finance and Procurement Louise Tustian2, Acting Corporate Performance and Insight Manager Kamal Mehta, Interim Technical and Project Accountant Natasha Clark, Team Leader, Democratic and Elections Sharon Hickson, Assistant Democratic and Elections Officer

32 **Declarations of Interest**

There were no declarations of interest

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

There were no petitions or requests to address the meeting.

34 **Urgent Business**

There was no urgent business.

35 **Minutes**

The Minutes of the meeting of the Committee held on 17 September 2014 were agreed as a correct record and signed by the Chairman.

36 **Chairman's Announcements**

There were no chairman's announcements.

37 **Q2 Treasury Management Report and Draft Treasury Management Strategy 2015/16**

The Committee considered a report of the Head of Finance and Procurement which set out treasury management performance and compliance with treasury management policy for 2014-15 for Quarter 2 as required by the Treasury Management Code of Practice.

The Capita Director Treasury Solutions presented a comprehensive overview of the funding borrowing needs and Interest Rate Forecasts. The forecast of higher interest rates was highlighted to members and the Director Treasury Solutions Capita explained that borrowing funds earlier whilst the interest rate was lower even though it was not yet required could result in a lower amount to be repaid rather than waiting until funds were required as interest rates were expected to rise.

Members thanked the Director Treasury Solutions Capita for the training session that had been held prior to the meeting and her update to the meeting.

Resolved

(1) That the Quarter 2 (Q2) Treasury Report be noted.

(2) That the draft Treasury Management Strategy 2015/16 be noted.

38 **External Audit reports 2013-14: Annual Audit Letter, Certification of Claims and Returns Annual Report, Audit Scale Fee - late variation (Business Rates)**

The Committee considered a report of the Head of Finance and Procurement which summarised the External Audit work for 2013-14.

The External Audit Manager confirmed that one claim, Housing benefits grant had been certified in 2013/14 and reports from third parties had been received with no issue.

Resolved

(1) That the Annual Audit Letter be noted.

(2) That the Certification of Claims and Returns Annual Report be noted.

39 **Internal Audit Progress Report**

The Committee considered a report of the Head of Finance and Procurement which sought consideration of Internal Audit report which summarised their internal audit work to date.

Resolved

(1) That the Report be noted.

40 **Second Quarter Risk Review**

The Committee considered a report of the Head of Transformation and Acting Corporate Performance Manager on the management of Strategic, Corporate and Partnership Risks during the second quarter of 2014/15 and highlighted any emerging issues for consideration.

In introducing the report, the Acting Corporate Performance Manager explained that Bicester Garden City would be placed on the register at the appropriate time.

Resolved

(1) That the report be noted

41 **Anti Fraud and Corruption plus Whistle Blowing Update**

The Committee considered a verbal update from the Head of Finance and Procurement on Anti-Fraud and Corruption plus Whistle Blowing.

The Head of Finance and Procurement informed members that there were no cases of whistle blowing to report and that a fraud case recently presented at court would receive sentencing later in the week.

Resolved

(1) That the verbal update be noted.

The meeting ended at 8.45 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 21 January 2015 at 7.30 pm

Present:	Councillor Mike Kerford-Byrnes (Chairman) Councillor Dan Sames (Vice-Chairman) Councillor Ray Jelf Councillor Nicholas Mawer Councillor Barry Richards Councillor Barry Wood
Also Present:	Councillor Ken Atack, Lead Member for Financial Management Mick West, Director, Ernst Young, External Auditor Edward Cooke, Manager, PriceWaterhouseCooper
Apologies for absence:	Councillor Lawrie Stratford Councillor Douglas Williamson
Officers:	Paul Sutton, Head of Finance and Procurement Nicola Jackson, Corporate Finance Manager Natasha Clark, Team Leader, Democratic and Elections Sharon Hickson, Assistant Democratic and Elections Officer

42 **Declarations of Interest**

11. Parish Councils Grant for Council Tax Reduction Scheme.

Councillor Barry Richards, Non Statutory Interest, as a member of Banbury Town Council.

Councillor Mike Kerford-Byrnes, Non Statutory Interest, as Chairman of Finmere Parish Council

Councillor Nicholas Mawer, Non Statutory Interest, as a member of Bicester Town Council

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

There were no Petitions or Requests to Address the Meeting.

44 **Urgent Business**

There was no urgent Business.

45 **Minutes**

The Minutes of the meeting of the Committee held on 3 December 2014 were agreed as a correct record and signed by the Chairman.

46 **Chairman's Announcements**

There were no Chairman's announcements.

47 **External Audit Update**

The Director, Ernst and Young, gave a verbal update on external audit informing members that there were no significant issues to report and providing an overview of the future areas External Audit would focus their audit plan on; group accounts for Graven Hill, the Council's capital programme, further joint working and the new financial management system.

Resolved

(1) That the verbal update be noted.

48 **Internal Audit Update**

The manager PricewaterhouseCoopers, gave a verbal update on internal audit. The Committee was advised that financial systems work had been completed and were in the review process and there were no significant issues to report. Work on scoping and finalising the joint working and IT reviews was underway.

Resolved

(1) That the verbal update be noted.

49 **Money Laundering Avoidance Policy, Anti Fraud and Corruption Update**

The Committee considered the report of the Director of Resources requesting endorsement of the Council's Money Laundering Avoidance Policy.

The Committee was advised that all staff working in areas more susceptible to this issue had received training on money laundering and the policy. Training on whistle blowing, money laundering and risk would be incorporated into the induction training for new staff.

Anti Fraud and Corruption update: the Head of Finance & Procurement explained that written reports would be submitted to the Committee in future as requested. At the next meeting in March, this update would be linked to the report on the new Corporate Fraud Team arrangements. The work programme for March also includes an update to the Whistle Blowing policy and Anti Fraud and Corruption Strategy.

Resolved

(1) That the Money Laundering Avoidance Policy be endorsed.

50 **Q3 Treasury Management Report & Draft Treasury Management Strategy 2015-16**

The Committee considered a report of the Head of Finance and Procurement on treasury management performance and compliance with treasury management policy for 2014-15 for Quarter 3 ending 31 December 2014 as required by the Treasury Management Code of Practice.

In response to Members' comments, the Head of Finance and Procurement confirmed that officers continue to liaise with Capita Asset Services to ensure that the most up to-date advice was used in the Treasury Management Strategy.

Resolved

(1) That the contents of the Quarter 3 (Q3) Treasury Report be noted

(2) That the draft Treasury Management Strategy 2015-16 be noted

51 **Parish Councils Grant for Council Tax Reduction Scheme**

The Committee considered the report of the Director of Resources on the Parish Councils Council Tax Reduction Scheme.

The Head of Finance and Procurement explained that Parish councils received their annual letter regarding Parish Precepts and their grant for Council Tax Reduction Scheme (CTRS) on 18 December 2014. It subsequently came to light that calculations for the Grant for CTRS were not correct. The grants calculated and notified for 2015-16 had not followed the same principle as previous years and therefore needed to be amended. A revised letter was sent to all parish councils on 9 January 2015, offering assistance if required. The Head of Finance and Procurement confirmed that a number of Parishes had already been in contact.

Resolved

(1) That the report be noted.

52 **Review of Work Programme**

The Committee considered its work programme 2014/15.

Resolved

(1) That the work programme be noted, subject to the addition of New Corporate Fraud Team arrangements together with the and Annual Review of Fraud and Corruption Strategy to March

53 **Nicola Jackson, Corporate Finance Manager**

The Chairman advised the Committee that this was the Corporate Finance Manager's last meeting as she would be leaving the authority in March 2015.

The Committee thanked the Corporate Finance Manager for her hard work and support to the Committee and wished her every success in the future.

The meeting ended at 8.21 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 19 January 2015 at 6.30 pm

Present:	Councillor Nicholas Mawer (Chairman) Councillor Douglas Webb (Vice-Chairman) Councillor Ken Atack Councillor Carmen Griffiths Councillor Mike Kerford-Byrnes Councillor Melanie Magee Councillor Alastair Milne Home Councillor Nigel Randall Councillor Barry Richards Councillor Barry Wood Councillor Sean Woodcock
Apologies for absence:	Councillor Timothy Hallchurch MBE
Officers:	Karen Curtin, Commercial Director (Bicester) Paul Sutton, Head of Finance and Procurement Nicola Jackson, Corporate Finance Manager Emma Faulkner, Democratic and Elections Officer

61 **Declarations of Interest**

There were no declarations of interest.

62 **Urgent Business**

There were no items of urgent business.

63 **Minutes**

The Minutes of the meeting of the Committee held on 18 November 2014 were confirmed as a correct record and signed by the Chairman.

64 **Chairman's Announcements**

There were no Chairman’s Announcements.

65 **Provisional Local Government Finance Settlement 2015-16**

The Committee considered the report of the Head of Finance and Procurement, which outlined the provisional local government finance settlement for 2015-16.

Resolved

(1) That the report and the impact of the provisional local government finance settlement be noted

(2) That it be noted that the final settlement announcement was expected towards the end of January 2015

(3) That the impact of the provisional local government finance settlement upon the Council in consideration of its budget preparation for 2015-16 and beyond be noted

66 **Work Programme 2014-15**

The Committee considered the draft work programme for the 2014/15 year.

Officers advised the Committee that the date of the next meeting needed changing, in order to allow them to consider the Quarter 3 Budget Monitoring report ahead of its consideration by Executive on 2 March 2015.

Resolved

(1) That, subject to the next meeting being moved to Tuesday 17 February from Tuesday 10 March 2015, the work programme be noted

67 **Exclusion of Press and Public**

Resolved

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

68 **Medium Term Revenue Plan and draft 2015-16 Revenue and Capital Budgets - Exempt Presentation and Appendices**

The Committee considered the exempt presentation and appendices of the Head of Finance and Procurement, relating to the Medium Term Revenue Plan and Revenue and Capital Budget Proposals for 2015-16.

The Commercial Director (Bicester) answered the Committee's questions in relation to Capital bids.

It was proposed by Councillor Nick Mawer and seconded by Councillor Barry Richards that Capital bid 3 be amended and be recommended to Executive for approval.

Resolved

(1) That the exempt presentation and appendices be noted

(2) That, subject to amendments as set out in the exempt minute, Capital bid 3 be recommended to Executive for approval

69 **Re-admittance of the Press and Public**

Resolved

That the press and public be re-admitted to the meeting.

70 **Medium Term Revenue Plan and draft 2015-16 Revenue and Capital Budgets**

The Committee considered the report of the Head of Finance and Procurement, which detailed Revenue and Capital budget proposals for 2015-16.

It was proposed by Councillor Nick Mawer and seconded by Councillor Douglas Webb that a 0% Council Tax increase be recommended to Executive for consideration.

Resolved

(1) That the updated Medium Term Revenue Plan be noted

(2) That the Revenue Budget proposals for 2015-16 be noted

(3) That the following Capital bids be recommended to Executive for approval:

Bid number	Project
1	Wood Green Leisure Centre Dry Side Refurbishment
2	Bicester Sports Village
3	The Hill Youth and Community Centre
4	Workshop Brake Rollers
5	Glass Recycling Bank Scheme
6	Public Conveniences
7	Vehicle Replacement Programme
8	Banbury museum – Emergency Lighting Replacement
9	Bodicote House – Access Control System

16	Orchard Way Shopping Arcade
19	Unit 21 and 23 Thorpe Place
20	Woodgreen – Condition Survey Works
21	Discretionary Housing Grants
22	Disabled Facilities Grants
23	HR/Payroll System replacement (CDC/SNC)
24	Microsoft Licensing
25	Disaster Recovery
26	Email Archiving
27	5 year rolling Hardware/Software replacement programme
28	Business Systems Harmonisation Programme
29	Visualfiles Upgrade

(4) That Executive be recommended to propose a 0% Council Tax increase to full Council for approval in February 2015

The meeting ended at 8.25 pm

Chairman:

Date:

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 13 January 2015 at 6.30 pm

Present: Councillor Ann Bonner (Chairman)
Councillor David Hughes (Vice-Chairman)

Councillor Claire Bell
Councillor Maurice Billington
Councillor Diana Edwards
Councillor Lynn Pratt
Councillor Neil Prestidge
Councillor Dan Sames
Councillor Lawrie Stratford
Councillor Bryn Williams

Apologies for absence: Councillor Jon O'Neill
Councillor Sean Woodcock

Officers: Louise Tustian2, Acting Corporate Performance and Insight Manager
Natasha Clark, Team Leader, Democratic and Elections
Dave Parry, Democratic and Elections Officer

48 **Declarations of Interest**

There were no declarations of interest,

49 **Urgent Business**

There was no urgent business.

50 **Minutes**

The Minutes of the Overview and Scrutiny Committee held on 25 November, 2014 were agreed as a correct record and signed by the Chairman.

51 **Chairman's Announcements**

There were no Chairman’s announcements.

52 **2015-2016 Business Plan**

The Acting Corporate Performance Manager presented the report of the Head of Transformation detailing the Priorities and Pledges for the 2015-16 Business Plan.

The Committee welcomed the report and raised a number of questions.

Regarding the development of bullet point one ('Deliver a Community Infrastructure Levy (CIL), Bicester, Banbury Town and Kidlington Masterplans and SPDs for strategic sites to guide investment'), to strategic priority 'Cherwell: A District of Opportunity', key objective one, it was requested that further information be provided in order to ensure Members had an opportunity to consider the matter in more detail.

It was also requested that, regarding the reference to delivering 100 self-build housing projects ('Cherwell: Thriving Communities'), clarification be provided in the document as to whether this meant individual properties, or developments of more than one property. Clarification was also needed as to whether self-build housing projects attracted s106 funding.

Finally, a duplication was identified under strategic priority 'Cherwell: Thriving Communities', key objective one ('Provide high quality and accessible leisure opportunities') relating to Bicester Sports Village, and it was suggested that, with respect to the Draft Pledges 2015/16, the wording be amended to reflect that some projects/undertakings were to be delivered over a period of years.

Resolved

(1) That the report be noted.

(2) That further information be reported to a future meeting of the Committee regarding the development of bullet point one ('Deliver a Community Infrastructure Levy (CIL), Bicester, Banbury Town and Kidlington Masterplans and SPDs for strategic sites to guide investment'), to strategic priority 'Cherwell: A District of Opportunity', key objective one.

(3) That, regarding the reference to delivering 100 self-build housing projects ('Cherwell: Thriving Communities'), clarification be provided in the document as to whether this meant individual properties, or developments of more than one property.

(4) That clarification be sought as to whether self-build housing projects attracted S106 funding.

(5) That, under strategic priority 'Cherwell: Thriving Communities', key objective one ('Provide high quality and accessible leisure opportunities') delete duplicated reference to Bicester Sports Village.

(6) That, with respect to the Draft Pledges 2015/16, the wording be amended to reflect that some projects/undertakings were to be delivered over a period of years.

53 **Website - Scoping Document**

The Committee considered a scoping document prepared by Councillor Lawrie Stratford proposing a scrutiny review with respect to the Council's website.

The Committee welcomed the scoping document, and agreed that an informal Task and Finish Panel comprising Councillors Lawrie Stratford, Diana Edwards, David Hughes and Dan Sames, together with appropriate officers, undertake a Scrutiny Review and report back to the March meeting of the Committee.

Resolved

(1) That the draft scoping document in respect of Cherwell District Councils website be approved, and an informal Task and Finish Panel comprising Councillors Lawrie Stratford, Diana Edwards, David Hughes and Dan Sames, together with appropriate officers, undertake a Scrutiny Review and report back to the March meeting of the Committee.

54 **Overview and Scrutiny Work Programme 2014/15**

The Committee considered the report of Head of Law and Governance, which presented the Overview and Scrutiny work programme 2014/15.

The Committee was reminded that a special, informal meeting of the Committee would take place on 4 February 2015 to review the Street Cleansing and Waste Collection Service Plans.

The Committee then considered the various topics currently included on the work programme and agreed a number of scheduling changes.

Resolved

(1) That the Overview and Scrutiny Committee Work Programme 2014/15 be noted.

(2) That no items in the current version of the Executive Work Programme (February to May, 2015) be included on the Work Programme 2014/15.

(3) That the item 'Recycling' (report of Task Panel), be rescheduled to the March meeting of the Committee.

(4) That the items 'Dial-a-Ride Scheme - Future', 'Review of Local Plan Process' and 'Wind Turbines and their locations, and the application of

the fracturing mining technique', continue to be included on the Work Programme, but with no Committee date identified.

The meeting ended at 7.00 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 4 December 2014 at 7.15 pm

Present:	Councillor Barry Wood (Chairman for the meeting)
	Councillor Ken Atack Councillor Norman Bolster Councillor Mark Cherry Councillor Surinder Dhesi Councillor G A Reynolds
Substitute Members:	Councillor Nicholas Turner (In place of Councillor Timothy Hallchurch MBE)
Apologies for absence:	Councillor Lynn Pratt Councillor Lynda Thirzie Smart Councillor Ann Bonner Councillor Timothy Hallchurch MBE Councillor Simon Holland Councillor Melanie Magee
Officers:	Jo Pitman, Head of Transformation Balvinder Heran, Joint Head of ICT Business Services Claire Cox, HR Business Partner for Community Services Mandy Targett, HR Business Partner for Resources Belinda Green, Benefits Manager Natasha Clark, Team Leader, Democratic and Elections Lesley Farrell, Assistant Democratic and Elections Officer

23 **Appointment of Chairman for the Meeting**

Resolved

(1) That in the absence of the Chairman and the Vice-Chairman, Councillor Barry Wood be appointed Chairman for the duration of this meeting.

24 **Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

26 **Urgent Business**

There were no matters of urgent business.

27 **Minutes**

The minutes of the meeting held on 10 September 2014 were agreed as a correct record and signed by the Chairman.

28 **Chairman's Announcements**

There were no Chairman's Announcements.

29 **Probation policy**

The Head of Transformation submitted a report which sought approval of a 3-way Probation Policy for Cherwell District Council, South Northamptonshire Council and Stratford-on-Avon District Council.

In introducing the report, the Human Recourses Business Partner for Recourses explained that each of the three partner Councils currently had their own specific probation policy. With the continued increase of shared teams it was essential to have a single probation policy which was applied consistently regardless of which Council was the employer. The policy would only apply to new employees.

The Committee was advised that the policy had already been approved at South Northamptonshire Council and Stratford-on-Avon District Councils.

Resolved

(1) That the 3-way probation policy be approved.

30 **Draft Partnership Organisational Development Strategy**

The Head of Transformation submitted a report on the development of a draft Partnership Organisational Development Strategy to provide a framework to support the partnership work of Cherwell District Council, South Northamptonshire Council and Stratford-on-Avon District Council

In introducing the report, the Human Recourses Business Partner for Development and Bicester Directorates explained that Strategy had been developed to provide a mechanism for setting out the Councils commitment to

supporting change and to identify how the support should be delivered. The Strategy would be underpinned by an action plan.

The Committee was advised that feedback from Senior Managers had not yet been incorporated and the draft Partnership Organisational Development Strategy would be reviewed when all feedback had been received.

Resolved

(1) That the Draft Partnership Organisational Development Strategy be approved.

31 **Employment Statistics Quarter 2: 01 July 2014 to 30 September 2014**

The Head of Transformation submitted a report which detailed employment statistics for information and monitoring purposes and compared the South Northamptonshire Council position against the wider employment market.

The Committee requested that future reports include more information about why people leave the organisation and commented that the use of Agency Workers should be minimised due to the extra cost involved.

Resolved

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

32 **Exclusion of the Public and Press**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

33 **Employment statistics - exempt appendices**

The Committee considered the exempt appendices to the report of the Head of Transformation which detailed employment statistics for the first quarter of the financial year (1 July 2014 to 30 September 2014).

Resolved

(1) That the exempt appendices be noted.

34 **Joint Fraud Investigation Team Business Case**

The Head of Finance and Procurement submitted an exempt report which provided an update on the Single Fraud Investigation Service and sought approval to create a Joint Fraud Investigation team initially for South Northamptonshire Council and Cherwell District Council (phase 1) and incorporating Stratford-On-Avon District Council at a later date (phase 2).

The committee congratulated the Benefits Manager on the report and the securing of £147,000 funding towards the project.

Resolved

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

(2) That the creation of a new Joint Fraud team and recruitment to the posts within the team on a permanent basis be approved.

35 **Joint ICT Business Service - Staffing Structure**

The Head of Joint ICT Business Service presented an exempt report which sought endorsement from the committee on the staffing re-structure within the Joint ICT Business Service.

Resolved

(1) That the consultation log be noted.

(2) That the revised staffing structure proposed for the Joint ICT Business Service be approved and Officers be instructed to complete the necessary assimilation and recruitments as soon as possible.

(3) That authority be delegated to the Director of Resources for Cherwell District Council and South Northamptonshire Council in consultation with the Chairman to make any minor alterations to the proposed structure.

The meeting ended at 8.10 pm

Chairman:

Date: