

URGENT BUSINESS AND SUPPLEMENTARY INFORMATION

Council

20 July 2015

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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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Council Minute Book

Monday 20 July 2015

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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 March 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 D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and ICT

Also Present: Councillor Barry Richards, on behalf of Councillor Sean Woodcock, Leader of the Labour Group

Apologies for absence: Councillor Kieron Mallon, Lead Member for Banbury Developments, Performance and Communications

Officers: Ian Davies, Director of Community and Environment
Kevin Lane, Head of Law and Governance / Monitoring Officer
Paul Sutton, Head of Finance and Procurement
Jo Pitman, Head of Transformation (for agenda item 9)
Andy Preston, Head of Development Management (for agenda item 8)
Jon Westerman, Development Services Manager (for agenda item 8)
Natasha Clark, Team Leader, Democratic and Elections

119 **Declarations of Interest**

The Head of Law and Governance advised that all Members of Executive had a notional interest in agenda item 8, Graven Hill: MOD Bicester, Site D & E Ambrosden Road, Proposals for a Local Development Order, due to the Council's residual interest in the Graven Hill site. Dispensation to all Members had been granted by the Director of Resources on behalf of the Head of Paid Service.

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

There were no petitions or requests to address the meeting.

121 **Urgent Business**

There were no items of urgent business.

122 **Minutes**

The minutes of the meeting held on 2 February 2015 were agreed as a correct record and signed by the Chairman.

123 **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.

124 **Mobile Homes Act 2013 Fees Policy**

The Interim Public Protection and Environmental Health Manager submitted a report to seek approval of a joint draft Cherwell and South Northamptonshire Council Mobile Homes Fee Policy prior to public and stakeholder consultation.

Resolved

- (1) That the joint draft Cherwell and South Northamptonshire Council Mobile Homes Fee Policy be approved for consultation.
- (2) That authority be delegated to the Interim Public Protection and Environmental Health Manager to consider responses and, if necessary amend the policy in consultation with the Deputy Leader.

Reasons

By approving the adoption of this legislation, officers will be able to carry out their statutory duties and collect fees on a cost recovery basis.

Alternative Options

The Executive could reject the recommendations and not set a fee structure. Officers would still have to licence, inspect and enforce the provisions of the Act but would not be able to recover costs.

125

Graven Hill: MOD Bicester, Site D & E Ambrosden Road, Proposals for a Local Development Order

The Head of Development Management submitted a report to seek the agreement of Executive to prepare a Local Development Order for phase 0 and part of phase 1a of Graven Hill.

Resolved

- (1) That, in principle, the proposals for a Local Development Order (LDO) for Graven Hill be agreed.
- (2) That a pilot LDO for phase 0 and part of phase 1a of Graven Hill be implemented.
- (3) That authority be delegated to the Head of Development Management (in consultation with the Lead Member for Planning to agree an appropriate number of houses (between 100 and 200) to be included in the LDO, from within phase 1a.

Reasons

Local Development Orders give a grant of planning permission to specific types of development within a defined area. They can enable the planning process to be streamlined by removing the need for developers to make a planning application.

At Graven Hill, an LDO would allow prospective purchasers of the self-build plots to know that if they meet the requirements of a set design framework. (e.g., maximum height and built area within the plot), they can proceed with development without further cost or delay.

Alternative Options

On the basis that this will be the first LDO to deliver new build residential development in the UK, together with the risks and uncertainty associated with both delivery and the quality of the build environment, Members could consider running a pilot project in respect of only phase 0 of the Graven Hill development. Phase 1 could then be delivered through the traditional planning system with a PPA in place, ensuring certainty and transparency in both the process and the quality of built development. This would enable the success of both delivery methods to be measured.

This option is rejected because it would not allow full delivery of enough houses via the LDO approach and could result in a detrimental impact on prospective self build purchasers.

Members could consider delivering the entire the entire self-build development at Graven Hill through the traditional planning system with a PPA in place, ensuring certainty and transparency in both the process and the quality of built development.

This option is rejected because it would not allow delivery of any houses via the LDO approach and could result in a detrimental impact on prospective self build purchasers.

126 Performance Report 2014-15 - Third Quarter

The Head of Transformation submitted a report is to present the Council's performance for the period 01 October 2014 – 31 December 2014 as measured through the Performance Management Framework.

Resolved

(1) That the following achievements be noted:

Cherwell: A District of Opportunity

- Continue to support skills development, apprenticeships and job clubs/contribute to the creation and safeguarding of jobs measures are both reporting green. 346 jobs have been created/safeguarded this year to date (against target of 150), 135 of these in quarter 3.
- Develop the role of the Cherwell Investment Partnership (CHIP) is also reporting green with 20 formal business enquiries being answered and assistance given to many businesses seeking to move, expand or contract. The Banbury Town Team co-ordination project has contributed to a reduction of vacant shop units from 53 to 40 during quarter three.
- Good progress continues against "Develop a whole Council 'Better Business' approach to support new and existing businesses". All regulatory staff have been trained on the Regulator's code and the Enforcement Policy consultation is complete. In addition, £5000 funding was sought and agreed by the BIS Better Regulation Delivery Office (BRDO) to improve regulatory support in a pilot in Banbury.

Safe, Green and Clean

- Waste sent to Landfill figures have improved in quarter three, and it is anticipated that at year end we will be 250 tonnes down on last year's residual waste to landfill. An excellent result following a rise in landfill over the past two years.
- Number of All Domestic Burglary incidents reported is again reporting as Green* with 59 incidents being reported against 74 in same period last year, continuing the downward trend this year.

Thriving Communities

- The total number of visits to the Council's Leisure facilities (including District Leisure Centres, Woodgreen Leisure Centre, North Oxfordshire Academy and Cooper School Bicester) has significantly exceeded the year to date target 961,609 by 138,501 visits. This is despite a fall in numbers of visits, year to date at Woodgreen
- Processing of major applications within 13 weeks is again reporting as Green* at 89.29% (91.25% year to date). This figure represents sustained and significant progress, compared with historic performance.

- Processing of minor applications within 8 weeks has improved from Amber in quarter two to green in quarter three – reporting right on target at 65%.

Sound Budgets and Customer Focussed Council

- Increase our use of social media to communicate with residents and local businesses is again reporting as Green with Facebook likes now standing at 6363 and Twitter at 5042. By using advertisements we have extended our reach into our non-follower audience which has proved successful.
- Deliver a new approach to communications for the Bicester Master Plan is reporting as Green with a new sub-site being developed at www.all-about-bicester.co.uk which pulls all the information about Bicester together.

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

Cherwell: A District of Opportunity

- Delivery in North West Bicester of the Eco Business Centre is again reporting Amber as a result of project delays due to external factors relating to the delivery of the local centre on phase 1. The delay has not however had an impact on timescales or budget.

Safe, Clean and Green

- 151 Violence against the Person (without injury) incidents were reported in quarter three (Red) compared with 102 in same period 2013/14. It is important to note that recent changes (classifications) in the way Police crime statistics are compiled make it difficult to compare directly against those recorded in the same period last year.

Thriving Communities

- Number of visits to Woodgreen Leisure Centre, North Oxfordshire Academy and Cooper School (Bicester) is now reporting Amber. Although there is improvement in performance this quarter, seasonal variations should be taken into account when comparing quarterly performance. At WGLC we have moved from the pool season to the indoor bowls season (more consistent usage) and at NOA and Cooper are into the peak astro turf winter season. The year to date figure is down overall (15,743) and this is due to several contributing factors including lower outdoor pool figures due to a wetter summer, loss of Boxing Club booking (relocation), less functions at WGLC and athletics track refurbishment closure at NOA. The Council have been working in partnership with Parkwood Leisure at WGLC to address the drop in their figures and now have Lead Member approval to expand the gym provision at the centre. This will see an increase in footfall but not until mid-March and so will not impact on this year's shortfall.
- Processing of Other planning applications is reporting Amber - a slight improvement over quarter two. Performance 78.57% against target 80.00% with year to date performance 75.32%.

Sound Budgets and Customer Focussed Council

- Several objectives relating to 3-way working/further shared services are reporting Amber. These are awaiting consideration/approval by Cherwell and South Northants Councils at the end of February.
- A service level measure relating to Car Park Income has been escalated for inclusion in this report due to an overspend, predominantly as a result of reduced car parking income of £312,000. The projection takes into account the impact of the Sainsbury's car park in Bicester and falling demand generally which is also compounded by falling Excess Charge Notices and £73,000 refunds due to Meteor Parking Ltd from overcharging. These are mitigated in part by salary savings of (£121,000), and additional income from grants, contributions and fees and charges of (£140,000).

- (3) That it be noted there was no feedback from the February meeting of the Overview and Scrutiny Committee during which it considered the quarter three performance report.

Reasons

This report presents the Council's performance against its corporate scorecard for the third 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.

127

Quarter 3 2014-15 - Revenue and Capital Budget Monitoring Report

The Director of Resources submitted a report which summarised the Council's Revenue and Capital position and treasury management performance for the first nine months of the financial year 2014-15 and projections for the full 2014-15 period.

The report also present 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 December 2014 be noted.
- (2) That the quarter 3 (Q3) performance against the 2014-15 investment strategy and the financial returns from the funds be noted.

Reasons

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 on a quarterly basis.

The revenue and capital expenditure in Q3 has been subject to a detailed review by Officers and reported monthly to management as part of the corporate dashboard.

The CIPFA Code of Practice on Treasury Management which this Council has adopted requires a regular budget monitoring report. This full report was reviewed by the Accounts Audit and Risk Committee on the 21 January 2015.

Alternative Options

Option 1: This report illustrates the Council's performance against the 2014-15 Financial Targets for Revenue and Capital. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

128 Bicester Sports Village Update

The Director of Community and Environment submitted a to update 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 continues to progress with a slightly adjusted programme 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.

129 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 3 and 5 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.

130 **Recycling Contract**

The Head of Environmental Services submitted an exempt report relating to the recycling contract.

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 7.15 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 April 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 ICT

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

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

131 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

133 **Urgent Business**

There were no items of urgent business.

134 **Minutes**

The minutes of the meeting held on 2 March 2015 were agreed as a correct record and signed by the Chairman.

135 **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.

136 **Joint ICT Business Development Strategy**

The Head of Joint ICT Business Services submitted a report to present the Joint ICT Business Development Strategy which sets out the vision and direction for the Joint ICT Business Service for Cherwell, South Northamptonshire and Stratford-on-Avon Councils.

Resolved

- (1) That the Joint ICT Business Development Strategy (annex to the Minutes as set out in the Minute Book) be approved.

Reasons

The Strategy sets a clear direction for the partnership in respect of harmonising and joining up all business areas shaped around the needs of customers and to maximise opportunities to reduce cost and increase income. To deliver it successfully requires an ICT Business service that is shaped towards delivering on the priorities identified in the Strategy. All three councils have already approved and implemented the Joint ICT Business Service staffing re-structure so the foundations are in place to fully exploit the opportunities that ICT offers in respect of new ways of working and to maximise efficiencies.

Alternative options

If the strategy is not adopted then the full range of efficiencies and cost savings identified in the business case may not be delivered so this is not recommended.

137 **Neighbourhood Planning: Application for the designation of a Neighbourhood Area for a Proposed 'Mid-Cherwell' Neighbourhood Plan**

The Head of Strategic Planning and the Economy submitted a report to consider the designation of a 'Mid-Cherwell' Neighbourhood Area comprising eleven parishes.

Resolved

- (1) That the formal designation of the specified 'Mid-Cherwell Neighbourhood Area' under Section 61G of The Town and Country Planning Act 1990 (as amended) be approved.
- (2) That the Head of Strategic Planning and the Economy be authorised to issue a Notification of Decision pursuant to resolution (1).

Reasons

The area application presented would, if approved, result in the designation of a 'Mid-Cherwell' Neighbourhood Area comprising the parishes of Ardley with Fewcott, Kirtlington, Duns Tew, Lower Heyford, Middleton Stoney, Somerton, Steeple Aston, Middle Aston, North Aston, Fritwell and Upper Heyford. For the reasons set out in section 3 of this report it is considered that the specified area would be coherent logical, notwithstanding the challenges of producing a Neighbourhood Plan for such an extensive area and including the district's largest strategic development site – Former RAF Upper Heyford. The specified parishes represent a reasonable 'sphere of influence' on which to collectively base the plan, albeit with wider community and stakeholder consultation and potentially a much wider referendum being required.

The Council has a statutory duty to provide advice or assistance to a parish council, neighbourhood forum or community organisation that is producing a neighbourhood plan. The PPG advises that local planning authorities must be proactive in providing information to communities about neighbourhood planning and constructively engage with the community throughout the process.

The involvement of 11 Parish Councils and the district's largest strategic development site means that this Neighbourhood Plan process will particularly require the close involvement of officers and regular reports to the Joint Management Team and to Members.

Alternative options

Option 1 - to refuse to designate the proposed area, provide reasons and to designate an alternative area based on separately designating individual parishes

Option 2 - to refuse to designate the proposed area, provide reasons and to designate an alternative area based on removing the former RAF Upper Heyford site

Were the Executive minded to refuse the application, an alternative area would need to be designated. Designating individual parishes would, in this case, not provide for the collective working being proposed. Excluding the Former RAF Upper Heyford site from the Neighbourhood Area would still allow for a collective approach among the parishes but would remove the principal reason for the joint working. Local Plan Part 2 would provide an alternative mechanism for collective working but the application expresses the

local support for progressing a Neighbourhood Plan and the NPPF makes clear that local planning authorities should facilitate neighbourhood planning.

138

Neighbourhood Planning: Hook Norton Neighbourhood Plan Examiner's Report

The Head of Strategic Planning and the Economy submitted a report which presented the Neighbourhood Plan, the background to the Examination and the process followed. The report outlined the next stages in the process which included the holding of a referendum. On completion the Neighbourhood Plan would become part of the Development Plan and decisions on planning applications would then be made in accordance with the Plan.

Resolved

- (1) That the modifications to the Hook Norton Neighbourhood Plan in accordance with the Examiner's recommendations be approved, and the issue of a decision statement to that effect be authorised.
- (2) That all of the Examiner's recommendations and modifications to enable the Plan to proceed to a referendum be approved.
- (3) That the area for the referendum as recommended by the examiner to be the Hook Norton parish council area (which is the approved designated neighbourhood area) and that there will be no extension to the area be approved.

Reasons

The Hook Norton Neighbourhood Plan (HNNP) as recommended for modification by the Examiner would satisfy the basic conditions, the preparation has been in accordance with the legislation and it complies with the definition of a Neighbourhood Plan.

The Examiner's modifications involve additions and amendments which do not raise issues of major concern. The majority of the recommended modifications are intended to provide more clarity particularly in relation to compliance with the strategic policies of the submitted and examined Cherwell Local Plan. The HNNP as recommended for modification by the Examiner should therefore proceed to a referendum.

Alternative options

Option One: Not to approve some of the Examiners recommendations and to proceed to a referendum. Where a LPA proposes to make a decision that differs from the Examiner's recommendation then there would need to be another round of consultation including notifying all those on the consultation statement of the Parish Council. This would take more time and would have cost implications.

Option Two: Not to accept the examiner's report of recommendations and not to proceed to a referendum. This option can only be justified if the Examiner

recommends that the Plan should not proceed to a referendum, or the Council is not satisfied that the plan has met the procedural and legal requirements.

Option Three: To extend the area in which the referendum is to take place. Under the neighbourhood planning legislation the LPA cannot make a decision that differs from the Examiner's recommendation about the referendum area.

Option Four: To adopt the course of action proposed in this report. This is consistent with both the Hook Norton Neighbourhood Plan, the Examiners proposed modifications and the Regulations that apply to Neighbourhood Plans.

139

Connecting Oxfordshire: Local Transport Plan (LTP4) 2015-2031 Draft for Consultation

The Head of Strategic Planning and the Economy submitted a report to inform members of the consultation by Oxfordshire County Council on the Oxfordshire Local Transport Plan 4; to advise on the potential implications for Cherwell and ask for the endorsement of officers comments as the Cherwell District Council formal response to the consultation.

Resolved

- (1) That the content of LTP4 relevant to Cherwell be noted and the officers' comments as the Council's response to the consultation be endorsed. The officer response recommends general support but highlights a number of issues which need to be resolved.

Reasons

The draft LTP4 is expected to be adopted by summer 2015. While officers note and support the County Council's approach to prioritise and address areas of change in the County and the focus on managing sustainable modes of transport to manage transport demand, officers have a number of significant concerns that need to be addressed. In its current form draft LTP4 does not provide a comprehensive strategy which clearly sets out what the LTP4 is meant to comprise now and what it will cover in the future. It does not address transport implications required to inform Local Plan Part 2 (Development Management Policies, Non-Strategic allocations across the District including the rural areas) nor other land-use plans in the Local Development Scheme and emerging Neighbourhood Plans.

The LTP4 seems southern centric (apart from the Banbury Area Strategy), more could be done within LTP4 Volume 1 to reflect corridors and economic priorities in the northern part of Cherwell and connections outside the County boundaries.

The LTP4 approach to transport options does not clearly set out how the County Council intends to assess the specific options proposed and their social, economic and environmental impacts.

Without a clear program to finalise options and an implementation plan, it is unclear how the policy objectives for sustainable transport and specific transport initiatives will be delivered and how this is going to inform Cherwell's local plan process.

Alternative options

Option 1: Not to comment on the LTP4 consultation. The adoption of a LTP4 in its current form would reduce its effectiveness as a material consideration to be used when deciding planning applications and would not inform key land use decisions as part of forthcoming Local Development Documents in Cherwell.

Option 2: Object to LTP4. There may be scope to work with the County Council to address the shortcomings of the LTP4.

140

Cherwell Local Plan 2011-2031 (Part 2): Development Management Policies and Sites

The Head of Strategic Planning and the Economy submitted a report to advise members on the commencement of work on Local Plan Part 2 and the project timetable.

Resolved

(1) That the report be noted.

Reasons

A Local Plan Part 2 is needed to ensure that non-strategic development provided for by the modified Submission Local Plan (Part 1) is appropriately planned and sustainably delivered. The Council's non-strategic allocations and its detailed development management policies are in need of review. This report is presented to ensure that the Executive is kept fully informed of the process and timetable for producing the Part 2 plan in the interest of ensuring that the plan is produced efficiently and in accordance with Council priorities.

Alternative options

Not applicable. This report is for noting only.

141

Community Infrastructure Levy (CIL) and Developer Contributions SPD

The Head of Strategic Planning and the Economy submitted a report to advise Members on the process and on-going work for the setting of a Community Infrastructure Levy (CIL) and on the preparation of a new Developer Contributions Supplementary Planning Document (SPD).

Resolved

(1) That the report be noted.

Reasons

The Council needs to consider the potential adoption of CIL, and an up-to-date Developer Contributions SPD needs to be prepared, in the interest of securing the delivery of infrastructure to support planned growth. This report is presented to ensure that the Executive is kept fully informed of the process and timetable for the two parallel projects in the interest of ensuring that the plan is produced efficiently and in accordance with Council priorities.

Alternative options

Not applicable. This report is for noting only.

142 **NW Bicester Apprenticeships Scheme**

The Commercial Director (Bicester) submitted a report to update the Executive on the successful outcome of a recent bid to OxLEP to support the NW Bicester Apprenticeship Scheme, in order that Cherwell District Council can receive the funding as the accountable body.

Resolved

- (1) That the report be noted and Cherwell District Council's role as accountable body for this grant award be approved.

Reasons

The Eco Bicester Team submitted a bid to OxLEP's City Deal Initiative in December 2014 for funding to support the set-up of the Apprenticeship Training Agency (ATA) and its early operation. The bid was successful and a £50,000 grant has been awarded by OxLEP, subject to the signing of a legal agreement which the Eco Bicester Team are in the processes of negotiating. The funding is anticipated to be awarded in April 2015 and needs to be spent over 2 years during 2015/2016 and 2016/2017.

The aim is to set up the ATA by summer 2015 so that it can be referred to in future S106 agreements attached to any consents for NW Bicester, as a preferred route to enable developers to deliver apprenticeships.

The £50,000 funding was bid for specifically to set up the ATA in the first year and then to fund its operation in the second year. CDC will be using the funding to carry out the necessary research and background work into the options for the ATA and to support the ATA becoming accredited by the Skills Funding Agency (SFA) so it can operate as a bone fide organisation. The actual setting up of the setting and registering it as a company will be carried out by a third party rather than CDC which is preferable in terms of minimising exposure of CDC to any associated risks. So although the funding will rest with CDC, it will be used to support a third party set up of the organisation.

There will be regular monitoring of the outcomes against the grant award with regular updates being given to the One Vision Steering Group.

Alternative options

Option 1: Not to accept the funding

143 **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.

144 **Additional Capital bids for CCTV at Thorpe Lane Depot and Bodicote House**

The Head of Finance and Procurement submitted an exempt report relating to additional Capital bids for CCTV at Thorpe Lane Depot and Bodicote House.

Resolved

- (1) That the recommendation from the Budget Planning Committee on the 17 February 2015 for two additional 2015-16 capital bids (annex to the Minutes as set out in the Minute Book) be supported and Full Council be recommended to add them to the approved 2015-16 Capital Programme.

Reasons

This report provides the additional information as requested by the Budget Planning Committee at the meeting on 19 January 2015. Members of the Executive are asked to consider the recommendations.

Alternative options

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

The meeting ended at 7.35 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 1 June 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 Norman Bolster, Lead Member for Estates and the Economy

Councillor John Donaldson, Lead Member for Housing

Councillor Michael Gibbard, Lead Member for Planning

Councillor Tony Ilott, Lead Member for Public Protection

Councillor Kieron Mallon, Lead Member for Banbury Futures

Councillor D M Pickford, Lead Member for Clean and Green

Councillor Nicholas Turner, Lead Member for Change Management, Joint Working and IT

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Mike Kerford-Byrnes, for agenda item 7
Councillor Les Sibley, for agenda item 9
Councillor Lawrie Stratford

Apologies for absence: Councillor Ken Atack, Lead Member for Financial Management

Officers: Sue Smith, Chief Executive
Martin Henry, Director of Resources / Section 151 Officer
Adrian Colwell, Head of Strategic Planning and the Economy, for agenda item 9
Jo Pitman, Head of Transformation, for agenda item 10
Chris Stratford, Head of Regeneration and Housing, for agenda item 7
Paul Sutton, Head of Finance and Procurement
Kevin Lane, Head of Law and Governance / Monitoring Officer
Natasha Clark, Team Leader, Democratic and Elections

1 **Declarations of Interest**

Members declared interests in the following agenda items:

7. Revision to Housing Allocation Scheme (as approved in November 2012).

Councillor Sean Woodcock, Declaration, as an employee of a registered provider.

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

The Chairman reported that he had agreed to requests from Councillor Kerford-Byrnes to address the Executive on agenda item 7, Revision to Housing Allocation Scheme (as approved in November 2012) and Councillor Sibley on agenda item agenda item 9, North West Bicester Supplementary Planning Document (SPD).

3 **Urgent Business**

There were no items of urgent business.

4 **Minutes**

The minutes of the meeting held on 7 April 2015 were agreed as a correct record and signed by the Chairman.

5 **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.

6 **North West Bicester Supplementary Planning Document (SPD)**

The Head of Strategic Planning and the Economy submitted a report which provided an update on the progress in preparing a Supplementary Planning Document (SPD) for the North West Bicester strategic development identified in the modified Submission Cherwell Local Plan as Policy Bicester 1 and sought approval for the Draft North West Bicester SPD to be used as informal interim planning guidance in the determination of planning applications.

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

Resolved

- (1) That the progress in preparing the North West Bicester Supplementary Planning Document (SPD) be noted.
- (2) That the response to the representations received and resulting changes to the Draft SPD be agreed.
- (3) That the latest version of the Draft SPD to be used on an interim basis for development management purposes be approved.

- (4) That the further steps to complete the SPD, as follows, be noted:
 - a) Consult on the revised Statement of Consultation
 - b) Consult the statutory consultation bodies on the Strategic Environmental Assessment (SEA) screening
- (5) That the Head of Strategic Planning and the Economy be authorised to make any necessary minor amendments to the SPD to be made in consultation with the Lead Member for Planning.
- (6) That the need for the final SPD to be presented to the Executive for formal adoption at a future meeting in the light of the Local Plan Inspector's Report and the cancellation of the Eco-towns Planning Policy Statement (PPS) be noted.

Reasons

This report sets out the current position on the preparation of the North West Bicester SPD. The consultation on the Draft SPD has not identified any fundamental issues. It is recommended that the Council use the SPD as informal interim guidance in guiding the preparation and determination of planning applications prior to its formal adoption. In order to complete the SPD and progress it towards adoption, the report has identified areas of work which require further attention including the formal SEA screening opinion, Statement of Consultation and further review of the document following confirmation that the Eco-town PPS is to be cancelled. It is proposed to report back to the Executive with a further update following the receipt of the Inspector's Report should this raise new issues that have not already been considered in the production of the draft SPD.

The Executive is recommended to note the progress that has been made with the SPD, approve the draft SPD as amended for development management purposes and authorise officers to carry out further consultation on the SEA and Statement of Consultation. Officers will consult with the Lead Member for Planning on any further minor amendments. The Executive's formal adoption of the SPD will be sought following adoption of the Local Plan.

Alternative options

Option 1: To not progress the preparation of the NW Bicester SPD and rely only on the Submission Cherwell Local Plan Policy Bicester 1 (as Proposed to be Modified) – rejected given the general support for the policies in the SPD, and its role in guiding the preparation of planning applications and as informal detailed guidance in determining planning applications.

Option 2: To await the adoption of the Local Plan before continuing to progress the preparation of the SPD – rejected due to the timescales involved and the necessity for informal planning guidance when determining the outline planning applications in 2015.

7 **Revision to Housing Allocation Scheme (as approved in November 2012)**

The Head of Regeneration and Housing submitted a report which sought approval of revisions to the Council's Allocation Scheme (as approved in November 2012).

In introducing the report, the Lead Member for Housing explained that The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 came into force on 20 April 2015 and the Scheme would be amended to reflect the Regulations.

At the discretion of the Chairman, Councillor Kerford-Byrnes addressed the Executive.

Resolved

- (1) That the revisions to the Housing Allocations Scheme be accepted, subject to the following amendment: Keyworker definitions – amend fourth bullet to read “a teacher working in one of the district's state maintained schools”.
- (2) That it be noted the scheme would be amended to reflect The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 which came into force on 20 April 2015.
- (3) That the Overview and Scrutiny Committee be recommended to undertake a review of the council's policy on rural exception sites.

Reasons

In November, 2012, the Council implemented a new and innovative Allocation Scheme taking account of the changes to legislation, namely the Localism Act 2011 and the new Allocation of Accommodation Code of Guidance developed as a consequence of that. The new scheme met all of the Council's strategic priorities within its Housing Strategy 2012-17.

As agreed when the Allocation Scheme was approved the Council has reviewed the current Scheme to ensure that it meets not only the needs of the most vulnerable within the District but also the supply of accommodation that is coming available to ensure that we meet our nomination requirements, namely the percentage of void stock that registered providers have to give to the Council to let each year.

The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 are made by the Secretary of State under section 160ZA(8)(b) and 172(4) of the Housing Act 1996, under which the Secretary of State has the power to set out in regulations criteria which local housing authorities may not use to decide what classes of persons are not qualifying persons for an allocation of housing accommodation. The Regulations came into force on 20 April 2015.

The Overview & Scrutiny Committee is recommended to undertake a review of rural exception sites to consider any disconnect between planning policy and the Allocations Policy.

Alternative options

Option 1: Not to accept any revisions to Cherwell's Allocation Scheme 2012

8 Corporate Biodiversity Action Plan 2015/16 Protecting and Enhancing Cherwell's Natural Environment

The Interim Community Partnerships & Recreation Manager submitted a report which sought approval of the 2015/15 Corporate Biodiversity Action Plan (BAP).

Resolved

- (1) That the Corporate Biodiversity Action Plan (BAP) 2015/16 be approved.

Reasons

The annual Corporate BAP provides a framework of aims, actions and targets, the delivery of which ensures that the Council complies with both legislative and planning policy requirements relating to important wildlife sites, habitats and species and good quality connected green spaces.

Alternative options

Option 1: To reject the Corporate BAP 2015/16 – but the Council would not be able to demonstrate that it is meeting biodiversity legislation and planning policy requirements.

Option 2: To amend the Corporate BAP 2014/15

9 Performance Report 2014-2015 Quarter 4 / End of Year

The Head of Transformation submitted a report which provided information relating to quarter four of the annual performance year, for the period 1 January - 31 March 2015. The report also reflected end of year outturns as measured through the performance management framework.

Resolved

- (1) That it be noted that despite tough performance targets, a challenging economic environment, and on-going policy and organisational change, Cherwell District Council has met or made satisfactory progress on 96% of all the performance targets outlined in its performance management framework.

- (2) That it be noted that any feedback on performance issues from Overview and Scrutiny Committee at its meeting on 2 June 2015 would be provided directly to the Leader.

Reasons

In this final quarter report we show that the Council has made strong progress towards delivering its ambitions to improve the services delivered to the public and against key projects and priorities, despite tough performance targets, a challenging economic environment, and on-going policy and organisational change. It also demonstrates the Council's proactive performance management of issues raised and the inclusive role of Overview and Scrutiny in supporting performance review.

With a 96% delivery rate against the key strategic priorities and the deliverables that sit underneath them the report clearly demonstrates that the council's performance is excellent, and that together we are making a significant and positive difference to the District, our residents, businesses and other key stakeholders. There can be no other recommendations to make, other than to commend everyone who has contributed to such excellent performance, of which we should all be proud.

Alternative options

Option 1: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.

10

Provisional 2014-15 Revenue and Capital Outturn Report

The Head of Finance & Procurement submitted a report which summarised the Council's provisional Revenue and Capital performance for the financial year 2014-2015 and reported on performance against the procurement action plan. The figures were still subject to further validation work to ensure compliance with statutory requirements and proper accounting practices

Resolved

- (1) That the carry forward of budget underspends from 2014-2015 to 2015-2016 (annex to the Minutes as set out in the Minute Book) be agreed.
- (2) That the review of reserves (annex to the Minutes as set out in the Minute Book) be agreed.
- (3) That the provisional capital out-turn position for 2014-2015 (annex to the Minutes as set out in the Minute Book) be noted.
- (4) That the balances on capital schemes which have slipped in 2014-2015 to be carried forward into the 2015-2016 capital programme (annex to the Minutes as set out in the Minute Book) be agreed.
- (5) That the Treasury out-turn position for 2014-15 be noted.

- (6) That progress against the Council's Procurement Action Plan be noted.
- (7) That responsibility be delegated to the Director of Resources and Head of Finance and Procurement in consultation with the Lead Member for Financial Management to consider and implement further changes relating to all aspects of the closedown of the accounts for 2014-15 including: realigning reserves; the transfer of costs from revenue to capital; amendments of the revenue and capital budgets; and implementation of a minimum revenue provision accordingly.

Reasons

This report illustrates the Council's provisional performance against the 2014-15 Revenue and Capital Budget and progress achieved against our Procurement action plan and targets.

The financial performance for revenue reflects an underspend whilst capital reflects an overspend due to Graven Hill, which was known. The performance demonstrates the Council's ability to respond positively and actively to changing economic circumstances and deliver sizeable capital programmes and effective financial management.

The variances on the revenue outturn were within the Council's stated tolerances although capital outturn was outside for the reasons stated in the report.

Alternative options

Option 1: To reject the current proposals and to make alternative recommendations or ask officers for further information.

11 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.

12 Leisure Contract

The Director of Community and Environment submitted an exempt report relating to negotiations with Parkwood Leisure Ltd over changes to the contract to operate the Council's main leisure centres.

Resolved

- (1) That the outcome of the negotiations over a change to the benchmark contract price and the incorporation of Legacy Leisure into the leisure management contractual framework be endorsed.
- (2) That the net financial benefit of these changes be incorporated into the revised 2015/16 revenue estimates and the full savings effect into the base budget for 2016/17.

Reasons

The package is regarded by officers as a very positive outcome from negotiations where the Council will;

- Achieve a greater annual cost saving than that originally offered.
- Achieve a substantial annual reduction in the cost of operating its three primary leisure centres.
- Address in full one of the outstanding 2008 contract anomalies and another in part.
- Address some of the 2015/16 budget challenges associated with the Spiceball bridge.

Alternative options

Option 1: To reject the linked outcomes of the negotiations and revert to the current contract structure and cost. This will not deliver any financial savings to the Council

The meeting ended at 8.00 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 July 2015 at 6.30 pm

- Present: Councillor Barry Wood (Chairman), Leader
Councillor G A Reynolds (Vice-Chairman). Deputy Leader
- Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy
Councillor John Donaldson, Lead Member for Housing
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Public Protection
Councillor D M Pickford, Lead Member for Clean and Green
Councillor Nicholas Turner, Lead Member for Change Management, Joint Working and IT
- Also Present: Councillor Sean Woodcock, Leader of the Labour Group
- Apologies for absence: Councillor Kieron Mallon, Lead Member for Banbury Futures
- Officers: Sue Smith, Chief Executive
Karen Curtin, Commercial Director (Bicester)
Kevin Lane, Head of Law and Governance / Monitoring Officer
Jo Pitman, Head of Transformation (for agenda item 7)
Andy Preston, Head of Development Management (for agenda item 9)
Philip Rolls, Recreation & Health Improvement Manager (for agenda item 8)
Jon Westerman, Development Services Manager (for agenda item 9)
Natasha Clark, Team Leader, Democratic and Elections

13 **Declarations of Interest**

Interests were declared in the following agenda items:

9. Graven Hill Local Development Order.

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

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

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

There were no petitions or requests to address the meeting.

15 **Urgent Business**

There were no items of urgent business.

16 **Minutes**

The minutes of the meeting held on 1 June 2015 were agreed as a correct record and signed by the Chairman.

17 **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.

18 **Annual Equalities Report for 2014/2015**

The Head of Transformation submitted a report to review the performance of the Equalities Annual Work Programme and to agree the planned work programme following the Achieving Standard under the Equality Framework for Local Government.

Resolved

- (1) That the evidence and information be noted.
- (2) That the equalities action plan for 2015/16 be agreed and the areas of good practice upon which it builds and the areas for development that it addresses be noted.
- (3) That the 3 year rolling plan of Equality Impact Assessments be agreed.

Reasons

Cherwell District Council has made significant progress delivering against the equalities agenda in recent years and has continued during 2014/2015 and continues to adopt a proportionate approach to equality performance with meaningful and relevant Corporate Action Plans to support this work.

The updated action plan demonstrates how the Council will continue to deliver its equalities objectives over the coming year. Progress will be reported via the performance management framework on a quarterly basis.

The three year impact assessment rolling plan also provides assurance that the Council is mindful of policy change and seeks to understand and address the impacts of service and policy change where appropriate.

Alternative options

Option 1: To note the report

Option 2: To request additional information on items within this report

19 **South West Bicester Sports Village Update**

The Director of Community and Environment submitted a report which updated Executive on 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 continues to progress with a slightly adjusted programme which moves the anticipated project completion date to summer 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.

20 **Graven Hill Local Development Order**

The Head of Development Management submitted a report to seek the agreement of Executive to consult on the draft Local Development Order (LDO) prepared by officers in respect of Phase 0 and part of Phase 1 of the redevelopment of Graven Hill.

Resolved

- (1) That the draft Local Development Order (LDO) (annex to the Minutes as set out in the Minute Book) be agreed for the purpose of public consultation.

- (2) That the statement of reasons for preparing the LDO (annex to the Minutes as set out in the Minute Book) be agreed.
- (3) That it be agreed to carry out consultation on the draft LDO as required by Article 38 of The Town and Country Planning (Development Management Procedure) Order 2015.
- (4) That it be noted that the Head of Development Management would adopt a screening opinion in respect of the LDO as required by Regulation 29 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended).
- (5) That officers be requested to submit a report on the outcome of the consultation process to a future meeting.

Reasons

The draft Local Development Order would facilitate and encourage self-build and custom build housing at Graven Hill by simplifying the planning process whilst providing certainty that individuality and variety in design would be supported within the parameters set by the Masterplan and Design Code to be approved under the outline planning permission.

It is therefore recommended that Executive agree the draft LDO and the statement of reasons for making the LDO. Officers can then proceed to preparing and adopting a screening opinion in respect of the LDO, before carrying out consultation on the draft LDO as required by legislation.

Alternative Options

Not to agree the draft LDO. Delivering the development through the traditional reserved matters route would not facilitate the desired level of individuality and variety in design.

21 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

22 Eco Business Centre Procurement

The Commercial Director (Bicester) submitted an exempt report relating to the Eco Business Centre procurement.

Resolved

- (1) That the exempt report and staged approach being considered to deliver the project be noted.
- (2) As set out in the exempt minutes.
- (3) That it be noted that external funding would continue to be sought to deliver this project.

Reasons

The exempt report sets out the current position on the proposed Eco Business Centre for North West Bicester. Funding for the building has been secured through the Eco-town programme and the report seeks the approval of the Executive to use the funding to deliver the project through the Council's procurement of a design, build and operate services.

Alternative options

Option 1: A full competitive procurement for the development and management of the building, with CDC providing the site and funding for the design and build. This may lead to delay and additional costs to the project

Option 2: Use the Scape Framework or a similar procurement framework to accelerate the procurement process and minimise some of the risk. However, this may not provide best value and may not allow for flexibility in terms of design and operation

Option 3: CDC to procure the development and management through a staged internal project management approach and competitive tender process. This is the preferred option at this stage.

The meeting ended at 6.50 pm

Chairman:

Date:

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COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD 14 FEBRUARY 2015 TO 9 JULY 2015

20 July 2015

Area of Responsibility	Decision Subject Matter
Leader	Appointment of Representatives to Partnerships and Outside Bodies 2015/16
	Appointment of Member Champions
	Appointment of Representatives to Outside Bodies 2015/16
Deputy Leader	Recreation and Health Fees and Charges 2015/16

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Cherwell District Council

Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 26 March 2015 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)

Councillor Ray Jelf
Councillor Barry Richards
Councillor Barry Wood

Apologies
for
absence: Councillor Dan Sames
Councillor Nicholas Mawer
Councillor Lawrie Stratford
Councillor Douglas Williamson

Officers: Paul Sutton, Head of Finance and Procurement
Chris Dickens, Chief Internal Auditor
Louise Tustian, Acting Corporate Performance and Insight
Manager
Belinda Green, Benefits Manager
Natasha Clark, Team Leader, Democratic and Elections
Sharon Hickson, Assistant Democratic and Elections Officer

54 Declarations of Interest

There were no declarations of Interest.

55 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

56 Urgent Business

There was no urgent business.

57 Minutes

The minutes of the meeting of the Committee held on 21 January 2015 were agreed as a correct record and signed by the Chairman.

58 Chairman's Announcements

The Chairman made the following Announcements.

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.
2. Councillors were requested to remain after closure of the meeting for a Council Tax Reduction update.

59 **External Audit: Annual Audit Plan 2014-15 and Local Government Sector Briefing**

The Committee considered a report of the Head of Finance and Procurement which presented the External Auditors Annual Audit Plan 2014-15 and Local Government Sector Briefing.

In presenting the report the Director, Ernst and Young, informed members that there were no significant issues to report and provided 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, attention would also be given to the new ledger.

Members were advised that the 2015-2016 audit fee was still in the process of being agreed, the additional work required for the Councils group accounts would be reflected in the final fee.

In response to Members' questions the Head of Finance and Procurement confirmed that best endeavours would be made to ensure the Assets Register was correct and up to date.

Resolved

- (1) That the Ernst Young's report be noted.

60 **Internal Audit - Progress Report 2014-15 and Draft Internal Audit Plan 2015-16**

The Committee considered a report of the Head of Finance and Procurement which presented the Internal Audit Progress report 2014-15 and Draft Internal Audit Plan 2015-16

In presenting the report, the Chief Internal Auditor advised the Committee that the scope for the new financial system had now been agreed. Members were advised that the review of Risk Management had been completed with no significant issues to report.

Resolved

- (1) That the contents of the 2014-15 progress report be noted.
- (2) That the details of the 2015-16 Draft Internal Audit Plan be noted.

61 **Closedown Update 2014-15**

The Committee considered a report of the Head of Finance and Procurement which presented the Internal Audit Progress report 2014-15 and Draft Internal Audit Plan 2015-16

The Head of Finance and Procurement advised Members that he would manage the closedown project working closely with the Corporate Accountant and Auditors.

Resolved

- (1) That the closedown timetable summary as set out be approved.
- (2) That the response to external to external audits request for management assurances from those charged with Governance (annex to the Minutes as set out in the Minute Book) be approved.

62 **Third 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 third quarter of 2014/15.

Resolved

- (1) That the report be noted.

63 **Corporate Fraud Team**

The Committee considered a report of the Head of Finance and Procurement introducing the new joint Corporate Fraud team including the team's business plan for 2015-16.

In presenting the report the Benefits Manager updated Members on the progress of new joint Corporate Fraud team following the transfer of Housing Benefit fraud investigation to the Department for Work and Pensions under the Single Fraud Investigation Service. The Benefits Manager informed Members that for the first six months the team would be bedding in, raising awareness of corporate fraud and establishing internal and external partnerships. Team targets for 2015-16 would be reviewed and monitored on a monthly basis.

Resolved

- (1) That the contents of the report be noted.
- (2) That the changes to the joint Anti-Fraud and Corruption Policy be endorsed.
- (3) That the changes to the joint Whistleblowing Policy be endorsed.

64 **Work Programme 2015-2016**

The Committee considered its work programme 2015/16.

Resolved

- (1) That the Work Programme 2015-16 be noted.

The meeting ended at 7.45 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 19 May 2015 at 7.31 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)
Councillor Rose Stratford (Vice-Chairman)

Councillor Colin Clarke
Councillor Ray Jelf
Councillor Nicholas Mawer
Councillor Barry Richards
Councillor Lawrie Stratford
Councillor Barry Wood

1 Appointment of Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Mike Kerford-Byrnes be appointed Chairman of the Accounts, Audit and Risk Committee for the municipal year 2015/16.

2 Appointment of Vice-Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Rose Stratford be appointed Vice-Chairman of the Accounts, Audit and Risk Committee for the municipal year 2015/16.

The meeting ended at 7.32 pm

Chairman:

Date:

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Cherwell District Council

Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 24 June 2015 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)
Councillor Rose Stratford (Vice-Chairman)
Councillor Ray Jelf
Councillor Nicholas Mawer
Councillor Barry Richards
Councillor Lawrie Stratford
Councillor Barry Wood

Also Present: Mark SurrIDGE, Ernst Young, External Audit
Ed Cook, PwC, Internal Audit

Apologies for absence: Councillor Colin Clarke

Officers: Paul Sutton, Head of Finance and Procurement
Louise Tustian, Acting Corporate Performance and Insight Manager
James Doble, Democratic and Elections Manager

3 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

5 **Urgent Business**

There was no urgent business.

6 **Minutes**

The minutes of the meetings of the Committee held on 26 March 2015 and 19 May 2015 were agreed as a correct record and signed by the Chairman.

7 **Chairman's Announcements**

The Chairman reminded Councillors that filming and broadcasting of the meeting was permitted, subject to the efficient running of the meeting not being affected.

8 **External Audit Progress Report**

Mark Surridge, Ernst Young, the council's external auditor, introduced the Audit Fee Letter 2015-16 and gave a verbal update on progress to date for 2014-15. It was noted that the audit fee would be 25% lower following a national procurement exercise.

In the course of discussion it was noted that whilst the total figure quoted in the letter was correct, the individual figures did not add up to the total.

Resolved

- (1) That the Audit Fee Letter and the progress update from Ernst Young be noted.

9 **Internal Audit Progress Report and Annual Plan**

Ed Cook, PwC, the council's internal auditor, introduced the Internal Audit Annual Report. It was noted that whilst the council was ranked as 'improvement required', this was the second highest category, with the highest being 'adequate'.

Resolved

- (1) That the Internal Audit Annual Report be noted.

10 **Corporate Risk Register Annual Report**

The Acting Corporate Performance and Insight Manager, submitted a report to update the Committee on the management of Strategic, Corporate and Partnership Risks during the fourth and final quarter of 2014/15 and to report the progress made on the 2015/16 Risk & Opportunities Management Strategy review, Risk Training programme and Internal Audit review.

The Committee noted that there had been a decrease in the residual risk with regard to Joint Working (three-way) and the Dry Recycling Contract, however both issues were likely to change and risk would be reassessed as required.

In the course of discussion it was queried whether Bicester Gateway had been identified as a risk duty to the potential impact on Pioneer Square in terms of lost trade and revenue. The Acting Corporate Performance Manager agreed to clarify this with the Commercial Director (Bicester).

Resolved

- (1) That the quarter 4 Strategic, Corporate and Partnership Risk Register be noted.
- (2) That it be noted that there had been changes to three of the risk scores, one of which was Cherwell District Council (CDC) specific, the other two were joint risks across both councils.
- (3) That it be noted that three risks have been closed since the last meeting; two of which are CDC specific, one is a joint risk across both CDC and South Northamptonshire Council.
- (4) That it be noted that one new joint strategic risk had been added to the register since the last meeting.
- (5) That the progress made on the 2015/16 Risk and Opportunities Management Strategy review, the 2015/16 Risk Training Programme and the 2014/15 Risk Audit be noted.

11

Q4 Treasury Management Report

The Head of Finance and Procurement submitted a report providing information on treasury management performance and compliance with treasury management policy for 2014-15 for Quarter 4 ending 31 March 2015 as required by the Treasury Management Code of Practice, in considering the report members noted the exempt appendix.

In the course of discussion members expressed concern regarding the amount of capital slippage where no spend had occurred. It was agreed that it would be appropriate to refer the retrospective issue of capital slippage in 2014/15 to the Overview and Scrutiny for them to investigate why this had not occurred and if there were issues with either the management of services or problems with business planning where staff time for capital schemes should be allocated.

It was also agreed that there should be a referral to the Budget Planning Committee to enable them to consider procedures to monitor capital spend in year and so that measures can be taken at the budget planning stage so that in future only those schemes where there are resources to deliver the scheme are approved.

Resolved

- (1) That the contents of the Quarter 4 (Q4) Treasury Report be noted.
- (2) That a referral be made to the Overview and Scrutiny Committee requesting the Committee investigate the retrospective issue of capital slippage where no spend had occurred and if there were issues with either the management of services or problems with business planning where staff time for capital schemes should be allocated

- (3) That a referral be made to the Budget Planning Committee to request they consider procedures to monitor capital spend in year so that measures could be taken at the budget planning stage so that in future only those schemes where there were resources to deliver the scheme were approved.

12 **Statement of Accounts Review**

The Head of Finance and Procurement submitted a report for members to consider and endorse the pre-audit Statement of Accounts for 2014-15.

Resolved

- (1) That the carry forward of budget underspends from 2014-2015 to 2015-2016 (annex to the minutes as set out in the minute book) be approved.
- (2) That the balances on capital schemes which have slipped in 2014-2015 to be carried forward into the 2015-2016 capital programme (annex to the minutes as set out in the minute book) be approved.
- (3) That the Statement of Accounts be noted.
- (4) That the outcomes from the informal review undertaken on 25 June immediately prior to the formal meeting at 5.00pm be noted.

13 **Annual Governance Statement 2014-15**

The Head of Finance and Procurement submitted the Annual Governance Statement to the meeting. In the course of discussion members agreed that reference to the Budget Planning Committee should be included within the description of the governance framework.

Resolved

- (1) That the Annual Governance Statement 2014-15 be endorsed with reference to the Budget Planning Committee should be included within the description of the governance framework.

The meeting ended at 7.29 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 17 February 2015 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman, for agenda items 6 - 8 and 11 as apologies given for later arrival)
Councillor Douglas Webb (Vice-Chairman, in the Chair for agenda items 1 - 5 and 10)

Councillor Ken Atack
Councillor Carmen Griffiths
Councillor Timothy Hallchurch MBE
Councillor Alastair Milne Home
Councillor Nigel Randall
Councillor Barry Wood
Councillor Sean Woodcock

Substitute Members: Councillor Mark Cherry (In place of Councillor Barry Richards)

Apologies for absence: Councillor Mike Kerford-Byrnes
Councillor Melanie Magee
Councillor Barry Richards

Officers: Karen Curtin, Commercial Director (Bicester)
Paul Sutton, Head of Finance and Procurement
Chris Honey, Facilities Manager
Emma Faulkner, Democratic and Elections Officer

71 **Declarations of Interest**

There were no declarations of interest.

72 **Urgent Business**

There were no items of urgent business.

73 **Minutes**

The Minutes of the meeting of the Committee held on 19 January 2015 were confirmed as a correct record and signed by the Chairman.

74 **Chairman's Announcements**

The Chairman announced that agenda items 10 and 11, Proposed Capital Bids for CCTV at Thorpe Lane Depot and Bodicote House and the Hill Community Centre, would be moved up the agenda and taken as the first two items.

75 **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 items of business on the grounds that, if the public and press were present, it would likely be 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.

76 **Proposed Capital Bids for CCTV at Thorpe Lane Depot and Bodicote House**

The Committee considered the exempt report of the Commercial Director (Bicester), which detailed Capital bids relating to Thorpe Lane Depot and Bodicote House.

The Facilities Manager answered specific technical questions from the Committee.

Resolved

- (1) That the report be noted
- (2) That the Capital bids relating to Thorpe Lane Depot and Bodicote House be recommended to Executive for consideration

77 **The Hill Community Centre**

The Commercial Director (Bicester) gave an exempt verbal update to the Committee on the progress of work relating to The Hill Community Centre.

Resolved

- (1) That the update be noted

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

Resolved

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

79 **Discretionary Rate Relief - amendment to Retail Relief Policy and introduction of Transitional Relief Policy**

The Committee considered a report from the Head of Finance and Procurement which detailed an amendment to the Retail Relief Policy and proposed the introduction of a Transitional Relief Policy, following the Chancellor's Autumn Statement.

Resolved

- (1) That full Council be recommended to approve the proposed amendments to the Business Rates Retail Relief Policy and the introduction of a Transitional Relief Policy

80 **Quarter 3 2014-15 - Revenue and Capital Budget Monitoring Report**

The Committee considered the report of the Director of Resources which detailed Revenue and Capital budget monitoring for Quarter 3 of 2014-2015.

The Head of Finance and Procurement answered budget specific questions asked by the Committee.

Resolved

- (1) That the projected revenue and capital position at December 2014 be noted
- (2) That the Quarter 3 performance against the 2014-15 investment strategy and financial returns from the finds be noted

81 **Work Programme 2014-15**

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

Following the verbal update on The Hill Community Centre from the Commercial Director (Bicester), the Committee requested that further updates on the project be added to the work programme.

Resolved

- (1) That, subject to the inclusion of updates regarding The Hill Community Centre, the Work Programme be noted

The meeting ended at 7.50 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 May 2015 at 6.35 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Nigel Randall (Vice-Chairman)

Councillor Ken Atack
Councillor Colin Clarke
Councillor Ian Corkin
Councillor Carmen Griffiths
Councillor Russell Hurle
Councillor Mike Kerford-Byrnes
Councillor Barry Richards
Councillor Douglas Webb
Councillor Barry Wood
Councillor Sean Woodcock

Officers: Martin Henry, Director of Resources / Section 151 Officer
Natasha Clark, Team Leader, Democratic and Elections

1 Appointment of Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Nicholas Mawer be appointed Chairman of the Budget Planning Committee for the Municipal Year 2015/16.

2 Appointment of Vice-Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Nigel Randall be appointed Vice-Chairman of the Budget Planning Committee for the Municipal Year 2015/16.

The meeting ended at 7.00 pm

Chairman:

Date:

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Cherwell District Council

Licensing Committee

Minutes of a meeting of the Licensing Committee held at Bodicote House,
Bodicote, Banbury, Oxfordshire OX15 4AA, on 11 May 2015 at 6.35 pm

Present: Councillor Rose Stratford (Chairman)
Councillor Douglas Webb (Vice-Chairman)

Councillor Fred Blackwell
Councillor Colin Clarke
Councillor Michael Gibbard
Councillor Tony Ilott
Councillor Ray Jelf
Councillor Matt Johnstone
Councillor Richard Mould
Councillor Lawrie Stratford
Councillor G A Reynolds
Councillor Bryn Williams

Officers: Natasha Clark, Team Leader, Democratic and Elections

1 Appointment of Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Rose Stratford be appointed Chairman of the Licensing Committee for the municipal year 2015/16

2 Appointment of Vice-Chairman for the Municipal Year 2015-16

Resolved

That Councillor Douglas Webb be appointed Vice-Chairman of the Licensing Committee for the municipal year 2015/16.

The meeting ended at 6.45 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 24 February 2015 at 6.30 pm

Present: Councillor David Hughes (Vice-Chairman, in the Chair)

Councillor Claire Bell
Councillor Diana Edwards
Councillor Lynn Pratt
Councillor Dan Sames
Councillor Lawrie Stratford
Councillor Bryn Williams
Councillor Sean Woodcock

Apologies for absence: Councillor Ann Bonner
Councillor Maurice Billington
Councillor Jon O'Neill
Councillor Neil Prestidge

Officers: Louise Tustian, Acting Corporate Performance and Insight Manager
Natasha Clark, Team Leader, Democratic and Elections
Dave Parry, Democratic and Elections Officer
Lesley Farrell, Assistant Democratic and Elections Officer

55 **Declarations of Interest**

There were no declarations of interest.

56 **Urgent Business**

There was no urgent business.

57 **Minutes**

The Minutes of the Overview and Scrutiny Committee held on 13 January 2015 were agreed as a correct record and signed by the Chairman.

58 **Chairman's Announcements**

There were no Chairman's announcements.

Quarter 3 Performance Report

The Head of Transformation submitted a report which detailed a summary of the Quarter 3 performance report. Prior to presenting the report, the Acting Corporate Performance and Insight Manager updated the committee on questions raised from the Quarter 2 performance report.

The Committee had requested further information on 'Deliver a Community Infrastructure Levy, Bicester, Banbury Town and Kidlington Masterplans and Supplementary Planning Documents for strategic sites to guide investment' to strategic priority 'Cherwell: A District of Opportunity' key objective one. The Corporate Performance team would liaise with the Head of Strategic Planning and the Economy and advise the Committee accordingly.

Regarding the reference to deliver 100 self-build housing projects ('Cherwell: Thriving Communities'), the Committee had requested that clarification be provided as to whether this meant individual properties or developments of more than one property. It had been confirmed that it was 100 individual properties which did not attract s106 funding.

The Quarter 3 Performance report detailed the areas where the performance of Council services were strong and performing well, along with areas of review, as measured through the Performance Management Framework. The report and appendix provided an opportunity to reflect upon the Council's performance and determine whether there was a need to review performance in any of the services, or to refer any specific points to the Executive for consideration.

The Acting Corporate Performance and Insight Manager updated the committee on the Amber performances and confirmed that they would all be amber at the end of the year.

The Committee noted that a growth bid had been submitted relating to car park income and that this would be considered in 2015/16. Members commented that lessons be learnt from free supermarket car parking in Bicester when considering town centre supermarkets in Banbury. The Committee suggested that a review of Council car parking charges, including statistics from individual car parks so that income could be compared against the cost of maintenance, should be undertaken by the Budget Planning Committee, Overview and Scrutiny Committee or a group comprising members from both Committees.

Topics were discussed from the Quarter 3 report. Members commented that all Councillor should have an understanding of the Graven Hill project and the Democratic and Elections Officer undertook liaise with the Commercial Director (Bicester) about the dissemination of information to Members. The Committee also commented on Fly Tipping and thought the Councils success should be promoted.

Resolved

- (1) That the highlighted areas in the report be noted.

- (2) That a possible review of Council car parking charges be considered as part of the Budget Planning Committee and/or Overview and Scrutiny Committee work programme 2015/16 setting.
- (3) That, regarding 'Graven Hill: deliver the Councils vision for this strategic site' officers be requested to advise Overview and Scrutiny Committee members about the circulation of information from the respective Board meetings.

60

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.

At the informal meeting of the committee on 4 February 2015, Bulky waste removal for pensioners and vulnerable persons was discussed. The Committee suggested that there should be a review of fees and charges by the Budget Planning Committee. The Committee also suggested that a publicity campaign to promote the use of Blue Bins should be considered.

Ways to utilise technology were discussed by the Committee who suggested that it could play a greater part to assist the Councillors work more efficiently.

The Committee then considered some minor changes to the work programme timetable as a review of the timetable would be considered by the new committee members in June.

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 (March to June, 2015) be included on the Work Programme 2014/15.
- (3) That the issue arising from the informal meeting of the Committee held on 4 February, 2015 – ' Bulky waste removal – means of providing assistance to pensioners and vulnerable persons', be referred to the Budget Planning Committee to take into consideration when reviewing Fees and Charges.
- (4) That the issue arising from the informal meeting of the Committee held on 4 February, 2015 – 'Consideration of publicity campaign to further promote the use of Blue Bins', be considered by the Recycling Scrutiny Panel.
- (5) That the report of the Recycling Scrutiny Panel be rescheduled for consideration at the June meeting of the Committee.
- (6) That an item be included on the Work Programme regarding a possible review of Council car parking charges.

- (7) That an item be included on the Work Programme regarding a possible review of the use of IT to enable Members to undertake their role more efficiently.

The meeting ended at 6.36 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 19 May 2015 at 7.351 pm

Present: Councillor David Hughes (Chairman)
Councillor Lynn Pratt (Vice-Chairman)

Councillor Claire Bell
Councillor Chris Heath
Councillor Matt Johnstone
Councillor Alastair Milne Home
Councillor James Porter
Councillor Neil Prestidge
Councillor Sandra Rhodes
Councillor Lawrie Stratford
Councillor Bryn Williams

Apologies for absence: Councillor Timothy Hallchurch MBE

1 Appointment of Chairman for the Municipal Year 2015-2016

Resolved

That Councillor David Hughes be appointed Chairman of the Overview and Scrutiny Committee for the municipal year 2015/16.

2 Appointment of Vice-Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Lynn Pratt be appointed Vice-Chairman of the Overview and Scrutiny Committee for the municipal year 2015-16.

The meeting ended at 7.32 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 2 June 2015 at 6.30 pm

Present: Councillor David Hughes (Chairman, for agenda item 8 only as apologies given for late arrival)
Councillor Lynn Pratt (Vice-Chairman, in the Chair for agenda items 1 - 7)
Councillor Claire Bell
Councillor Timothy Hallchurch MBE
Councillor Matt Johnstone
Councillor Alastair Milne Home
Councillor Sandra Rhodes
Councillor Lawrie Stratford
Councillor Bryn Williams

Also Present: Councillor Barry Wood, Leader of the Council
Alexandra Bailey, Oxfordshire County Council

Apologies for absence: Councillor Chris Heath
Councillor James Porter
Councillor Neil Prestidge

Officers: Jo Pitman, Head of Transformation
Kevin Larnar, Countryside and Communities Manager
Natasha Clark, Team Leader, Democratic and Elections
Emma Faulkner, Democratic and Elections Officer

3 Declarations of Interest

8. Draft Work Programme 2015/16.
Councillor Lawrie Stratford, Declaration, as a Member of the County Council, and would not be taking part in the debate on the supported transport/Dial-a-Ride item.

8. Draft Work Programme 2015/16.
Councillor Timothy Hallchurch MBE, Declaration, as a member of the County Council.

4 Urgent Business

There were no items of urgent business.

5 **Minutes**

The Minutes of the meetings of the Committee held on 24 February and 19 May 2015 were agreed as correct records and signed by the Chairman.

6 **Chairman's Announcements**

There were no Chairman's announcements.

7 **Performance Report 2014-15 Quarter 4 / End of Year**

The Head of Transformation submitted a report which detailed the Quarter 4/end of year performance details for 2014-2015.

With regard to social media indicators CBP4 2.1a and CBP4 2.1b, Facebook 'likes' and Twitter followers, updated figures were circulated to the Committee.

In response to questions from the Committee, the Head of Transformation explained that social media was a high value resource, and it was an excellent way of getting important messages out to a high volume of people quickly, and therefore it was important for the Council to establish a presence.

With regard to indicator CBP3 5.1a, number of visits to District leisure centres, the Head of Transformation agreed to follow up with officers to try and find out the number of individuals that the visits referred to, to see if it was an overall increase in people or the same people making more visits.

Resolved

(1) That the report be noted.

8 **Draft Overview and Scrutiny Annual Report 2014/15**

The Committee considered the draft Annual Report for the Committee for the 2014-2015 year.

The Committee paid tribute to former Chairman, Councillor Ann Bonner and thanked her for her hard work in the role.

In response to a request from the Committee, officers agreed that future annual reports would be submitted to the last meeting of the Municipal Year, in order to allow the current committee to sign off the details.

Resolved

(1) That the draft Overview and Scrutiny Committee Annual Report 2014/15 be noted.

- (2) That authority be delegated to the Head of Law and Governance, in consultation with the Chairman of the Committee, to complete the foreword before submission to Council.

9 **Draft Work Programme 2015/16**

The Committee considered a report of the Head of Law and Governance which presented the draft Overview and Scrutiny Work Programme for information.

Supported Transport and Dial-a-Ride

Kevin Lerner, Countryside and Communities Manger for Cherwell District Council, and Alexandra Bailey, Service Manager for Supported Transport at Oxfordshire County Council (OCC), attended to update the Committee on the County Council's position regarding funding for Supported Transport and Dial-a-Ride.

A report had been submitted to the 26 May 2015 OCC Cabinet meeting which set out how the county council was intending to realise the total targeted savings of £6.25m in supported transport by 2017/8. OCC were proposing to withdraw funding for Dial-a-Ride, and instead help community transport groups set up an equivalent service with OCC provided 'pump-prime' funding, a one-off payment to help establish or extend existing services.

The OCC Service Manager for Supported Transport explained that the proposals were subject to consultation, which would start in June.

Council Website

Councillor Lawrie Stratford advised the Committee that he and the Chairman of the Committee had met with Balvinder Heran, Head of Joint ICT Business Service, to discuss the current Council website. A review of the existing website would be taking place in the next 12 months, and Councillor Stratford had requested that the Committee be involved in the review at the relevant time.

Councillor Johnstone agreed to replace former councillor and committee member Diana Edwards and former committee member Councillor Dan Sames on the website panel.

Youth Engagement

Councillor Bryn Williams provided an update to the Committee and members noted that former committee member Cllr Dan Sames and former councillor and committee member Alaric Rose would no longer sit on the Youth Engagement Panel.

Recycling Review

Councillor Claire Bell reported that she had met with the Head of Environmental Services to discuss the Council's performance in terms of

recycling. The highest achieving Councils were achieving a 66% recycling rate, and Cherwell was not far off that figure. To achieve any further significant increase in performance would require financial input.

At the request of the Committee Councillor Bell agreed to produce a short report summarising her findings so far, for the Committee to consider at a future meeting.

With regard to other items on the work programme, the Committee decided to remove the following items:

Report and proposed actions from LGA Growth Study into Business Growth; Oxfordshire Growth Board; Combating Female Genital Mutilation in the Thames Valley area; and Council car parking charges.

With regard to the proposed item on Joint three-way scrutiny, the Committee agreed to amend it to a general update on joint working, as three-way working would not be progressing at the moment.

The Democratic and Elections Team Leader advised the Committee that at their 1 June meeting, the Executive had considered a report on revisions to the Housing Allocation Scheme. The Executive had resolved to recommend to the Overview and Scrutiny Committee that it undertake a review of rural exception sites to consider any disconnect between planning policy and the Allocations Policy. The Committee agreed to add the item to its work programme as a potential scrutiny review and requested that relevant officers be invited to a future meeting to brief the Committee on the current position.

In considering other potential topics for Scrutiny review, the Committee noted that the Cherwell Communities Safer Partnership would be reviewing the Safer Communities Strategy and agreed that this should be added to the work programme for consideration at the appropriate time.

Resolved

- (1) That the work programme updates be noted
- (2) That the following items be removed from the work programme: report and proposed actions from LGA Growth Study into Business Growth; Oxfordshire Growth Board; Combating Female Genital Mutilation in the Thames Valley area; and Council parking charges
- (3) That the following items be added to the work programme for consideration at the appropriate time: Safer Communities Strategy; and Rural Exception Sites and Allocations Policy

The meeting ended at 8.20 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 11 March 2015 at 7.15 pm

Present: Councillor Lynn Pratt (Chairman)
Councillor Lynda Thirzie Smart (Vice-Chairman)

Councillor Norman Bolster
Councillor Mark Cherry
Councillor Surinder Dhesi
Councillor Melanie Magee
Councillor Barry Wood

Apologies
for
absence: Councillor Ken Atack
Councillor Ann Bonner
Councillor Timothy Hallchurch MBE
Councillor Simon Holland
Councillor G A Reynolds

Officers: Jo Pitman, Head of Transformation
Ed Potter, Head of Environmental Services
Paula Goodwin, Human Resources and Organisational
Development Manager
Claire Cox, HR Business Partner for Community Services
Janine Dean, HR Business Partner - Environmental Services
Lana Holman, Interim HR Business Partner
Natasha Clark, Team Leader, Democratic and Elections
Lesley Farrell, Assistant Democratic and Elections Officer

36 Declarations of Interest

There were no declarations of interests.

37 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

38 Urgent Business

There were no items of urgent business.

39 **Minutes**

Subject to the correction of typographical errors, the minutes of the meeting held on 4 December 2014 were agreed as a correct record and signed by the Chairman.

40 **Chairman's Announcements**

There were no Chairman's announcements

41 **Draft Drugs and Alcohol Policy**

The Human Resources Business Partner for Environmental Services presented a report of the Head of Transformation which sought approval of a revised Drugs and Alcohol Policy to be used across both Cherwell District Council and South Northamptonshire Council.

In response to Member's concerns that random drugs and alcohol testing was not included in the policy, the Human Resources Business Partner for Environmental Services explained that a business case was being prepared to go before the Joint Management Team requesting approval of random testing.

Resolved

- (1) That the revised shared Drugs and Alcohol Policy be approved.

42 **Draft Shared Capability Policy**

The Interim Human Resources Business Partner presented a report of the Head of Transformation which sought approval of a revised Capability Policy to be used across both Cherwell District Council and South Northamptonshire Council.

Resolved

- (1) That the draft two-way shared Capability Policy be approved.

43 **Draft Sickness Absence Policy & Procedure**

The Human Resources and Organisational Development Manager presented a report of Head of Transformation which sought approval to implement a shared and revised Sickness Absence Policy for Cherwell District Council and South Northamptonshire Council.

Resolved

- (1) That the draft Sickness Absence Policy and Procedure be approved.

44 **Family Friendly Policy**

The Interim Human Resources Business Partner presented a report of Head of Transformation which sought approval of a revised Family Friendly Policy which brought together a number of policies from across Cherwell District Council and South Northamptonshire Council which related to maternity, paternity, adoption leave, time off for dependants and parental leave. The revised policy also incorporated recent changes in regulations.

Resolved

- (1) That the revised Family Friendly policy guidance documents be approved.

45 **Draft Flexi-time Policy**

The Interim Human Resources Business Partner presented a report of the Head of Transformation which sought approval to implement a shared Flexi-time Policy for Cherwell District Council and South Northamptonshire Council.

Resolved

- (1) That the revised two-way Flexi-time policy be approved.

46 **Employment Statistics Quarter 3: 01 October 2014 to 31 December 2014**

The Head of Transformation submitted a report which detailed employment statistics for information and monitoring purposes.

In presenting the report, the Human Resources Business Partner for Environmental Services explained that data on why staff leave the council's employ, was currently being compiled and would be available for the next meeting of the committee.

Resolved

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

47 **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.

48 **Exempt Appendices of Employment Statistics Quarter 3: 01 October 2014 to 31 December 2014**

The Committee considered the exempt appendices to the report of the Head of Transformation which detailed employment statistics for the third quarter of the financial year (1 October 2014 to 31 December 2014).

Resolved

- (1) That the contents of the exempt appendices be noted.

The meeting ended at 8.15 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 19 May 2015 at 7.15 pm

Present: Councillor Lynn Pratt (Chairman)
Councillor Lynda Thirzie Smart (Vice-Chairman)

Councillor Ken Atack
Councillor Andrew Beere
Councillor Norman Bolster
Councillor Mark Cherry
Councillor Ian Corkin
Councillor Melanie Magee
Councillor James Porter
Councillor G A Reynolds
Councillor Bryn Williams
Councillor Barry Wood

Officers: Sue Smith, Chief Executive
Jo Pitman, Head of Transformation
Natasha Clark, Team Leader, Democratic and Elections

1 Appointment of Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Lynn Pratt be appointed Chairman of Personnel Committee for the municipal year 2015/16

2 Appointment of Vice-Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Lynda Thirzie Smart be appointed Vice-Chairman of Personnel Committee for the municipal year 2015/16.

The meeting ended at 7.30 pm

Chairman:

Date:

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Cherwell District Council

The Standards Committee

Minutes of a meeting of the The Standards Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 19 May 2015 at 6.35 pm

Present: Councillor Chris Heath (Chairman)
Councillor Rose Stratford (Vice-Chairman)

Councillor Andrew Beere
Councillor Fred Blackwell
Councillor James Macnamara
Councillor Nigel Randall
Councillor Lawrie Stratford
Councillor Lynda Thirzie Smart

Officers: Kevin Lane, Head of Law and Governance / Monitoring Officer
Natasha Clark, Team Leader, Democratic and Elections

1 Appointment of Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Chris Heath be appointed Chairman of the Standards Committee for the municipal year 2015/16

2 Appointment of Vice-Chairman for the Municipal Year 2015-2016

Resolved

That Councillor Rose Stratford be appointed Vice-Chairman of the Standards Committee for the municipal year 2015/16.

The meeting ended at 6.50 pm

Chairman:

Date:

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