

Meeting of Council

Monday 20 July 2009

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, OX15 4AA on Monday 20 July 2009 at 6.30 pm, and you are hereby summoned to attend.

Mary Harpley
Chief Executive

Friday 10 July 2009

AGENDA

1 Apologies for Absence

2 Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3 Communications

To receive communications from the Chairman and/or the Leader of the Council.

4 Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

5 Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

6 Minutes of Council

To confirm as a correct record the Minutes of Council held on 20 May 2009.

7 Presentation from Alan Webb, Director Service Redesign at Oxfordshire Primary Care Trust (PCT) and Dr Jonathan McWilliam, Director of Public Health, Oxfordshire (Pages 1 - 8)

Alan Webb, Director Service Redesign at Oxfordshire Primary Care Trust (PCT) and Dr Jonathan McWilliam, Director of Public Health, Oxfordshire will be invited to address Council, following which the Leader of the Council will propose that Procedural Rules are lifted to allow questions from members.

8 Questions on Minutes of Council

The Chairman to invite any questions, on matters arising from the minutes of the Council meetings of 20 April 2009 (approved at the previous meeting) and 20 May 2009 (considered at Agenda item 6).

9 Executive Decisions - Special Urgency

The Leader of the Council to report for information, that since the last meeting of Council, no Executive decisions have been taken that were subject to the special urgency provisions of the constitution.

10 Minutes of the Executive

To consider the non-exempt minutes of the meetings of the Executive as set out in the Minute Booklet (**circulated separately**).

11 Investment Strategy (Pages 9 - 29)

Report of Strategic Director for Customer Services and Resources

Summary

The report presents and explains the Executive's recommendations to Council in respect of a revised investment strategy for 2009/10

Recommendations

That the Investment Strategy be approved.

12 Portfolio Holder Decisions (Page 30)

To consider a record of and allow questions on the Portfolio Holder decisions made since the last meeting.

Minutes of Committees

To consider the non-exempt minutes of committees, as set out in the Minute Booklet, **(circulated separately)**.

13 Minutes of Accounts, Audit and Risk Committee

14 Minutes of Overview and Scrutiny Committee

15 Minutes of Personnel Committee

16 Minutes of Resources and Performance Scrutiny Board

17 Minutes of Licensing Committee

18 Written Questions

To receive any written questions and answers which have been submitted with advance notice in accordance with the constitution.

19 Motions

To debate any motions which have been submitted with advance notice, in accordance with the constitution.

20 Proportionality and Committee Appointments (Pages 31 - 32)

Report of Chief Executive

Summary

To gain agreement to the amended constitution of Committees for Municipal Year 2009/10 and to advise Council of political group nominations following the results of the Kidlington North By-election.

Recommendations

- (1) That the allocation of the seats on the Committees that are subject to the political balance requirements be agreed as set out in Table 1 below following the results of the Kidlington North by-election.
- (2) To appoint Members (and, where appropriate, substitute members) to serve on each of the Committees set out in Table 2 of the report in accordance with the nominations made by the Political Groups.

21 Standards Committee Annual Report (Pages 33 - 37)

Report of Head of Legal and Democratic Services/ Monitoring Officer

Summary

This report presents the Standards Committee annual report for 2008/09 which was approved by the Standards Committee on 9 July 2009.

Recommendations

That the Council note the contents of the Standards Committee Annual Report 2008/09

22 Proposed Changes to Full Council (Pages 38 - 41)

Report of the Chief Executive

Summary

To propose some changes to the way Full Council operates in order to free time for additional items for discussion and debate for the benefit of Councillors and residents.

Recommendations

The Council is recommended:

- 1) To approve the following changes to the way Full Council runs:
 - (i) Minutes of previous meetings to be moved in blocks rather than paged through, but with the ability to ask questions arising as now
 - (ii) Recommendations to Council to be considered individually
 - (iii) Leader's 'Question Time' to be introduced
 - (iv) The extra time available to be used to hear presentations from partners and to debate more issues relevant to the District and its future
- 2) To approve the changes proposed to the Council Procedures in the Constitution annotated in Appendix One.
- 3) To delegate the minor consequential changes required to other parts of the Constitution to the Head of Legal and Democratic Services in consultation with the Portfolio Holder, Democratic Services and Member Development.

23 Exclusion of the Press and Public

The following agenda items contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

Paragraph 1 – Information relating to any individual

Paragraph 2 – Information which is likely to reveal the identity of an individual.

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following agenda items have been marked as exempt, it is for Council to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

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

Exempt Minutes

To consider the exempt minutes of committees, as set out in the Minute Booklet, **(circulated separately)**.

- 24 **Exempt Minutes of Executive**
- 25 **Exempt Minutes of the Appeals Panel**
- 26 **Exempt Minutes of the Personnel Committee**
- 27 **Exempt Minutes of the Licensing Committee**

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221587 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item. The definition of personal and prejudicial interests is set out in Part 5 Section A of the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

Personal Interest: Members must declare the interest but may stay in the room, debate and vote on the issue.

Prejudicial Interest: Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Queries Regarding this Agenda

Please contact James Doble, Legal and Democratic Services james.doble@cherwell-dc.gov.uk, (01295) 221587

CHERWELL DISTRICT COUNCIL

COUNCIL MEETING

20 JULY 2009

REPORT OF THE STRATEGIC DIRECTOR ENVIRONMENT & COMMUNITY

IMPROVING HEALTH AND HEALTHCARE SERVICES IN CHERWELL

1. Introduction and Purpose of Report

- 1.1 This agenda item is intended to permit all Members to consider and debate the relevant health issues of Cherwell residents and the provision of healthcare services in the District.
- 1.2 To assist, the Council will receive a presentation from Dr Jonathan McWilliam, Director of Public Health for Oxfordshire, who will present the Cherwell health issues arising from his third annual report. He will be followed by Alan Webb, Director of Service Redesign at Oxfordshire Primary Care Trust (PCT), who will outline the PCT's strategic goals and specific Cherwell healthcare service developments.

2. Wards Affected

- 2.1 All wards.

3. Effect on Policy

- 3.1 One of the Council's strategic priorities is a Safe and Health Cherwell. To achieve this, much of what the Council undertakes it does in partnership with the local health agencies. Its own activities as outlined later in this report and its partnership working previously with the PCT is consistent with the Council's policy framework.

4. Contact Officer

- 4.1 Ian Davies, extension number 1698.

5. Background

- 5.1 The vision for the Health Theme in the Cherwell Community Plan 2006 – 2011 is to: "Co-ordinate, improve and provide more diverse and accessible health provision and advice through improved education, partnership working, better local access and increased choice".
- 5.2 Generally, the health indicators for the local population are good when compared with England. However, the following exemplify the key health indicators and the need for a continuous focus on improving specific health outcomes;
 - Life expectancy is increasing and is above average;
 - Early death rates from Coronary Heart Disease and Stroke are lower than average and, on the whole, people lead healthier lives. However, there are differences in life expectancy between income groups:

- 8,600 people live on means tested benefit;
- 3,000 children live in low income households;
- GCSE achievement is lower than average;
- 170 people per year die from smoking related diseases;
- an estimated 1 in 5 people are obese;
- at least 4,000 people have diabetes.

6. Director of Public Health for Oxfordshire Third Annual Report

- 6.1 Dr Jonathan McWilliam will present his third Annual Report. His recommendations are made for all organisations in Oxfordshire and for the public and these are listed in Annex 1.
- 6.2 The aims of the annual report are simple:
- a) To report on progress made in the last year and set out challenges for the next year;
 - b) To galvanise action on five main threats to the future health, wellbeing and prosperity of Oxfordshire. The five main long-term threats are:
 - Breaking the cycle of deprivation;
 - An Ageing population – the ‘demographic time bomb’;
 - Mental health and wellbeing: avoiding a Cinderella service;
 - The rising tide of obesity;
 - Fighting killer infections.
- 6.3 There is an emphasis throughout this report on two important issues:
- The impact of the credit crunch and the recession;
 - The importance of carers.

7. Oxfordshire PCT

- 7.1 Alan Webb will present the PCT’s strategic goals and the range of initiatives the PCT is undertaking in delivering these. In summary, the PCT’s strategic goals are:
- (a) Ensure that the core services purchased from primary and secondary care providers, continually improve to meet changing health needs, giving patients’ optimum access to satisfactory, timely, high quality care that also offers good value for money.
 - (b) Improve health outcomes and promote independence for the following key population groups:
 - older people
 - those with long term conditions
 - people with mental health problems
 - children and families living in areas of deprivation
 - (c) Improve access to health services by increasing the commissioning of integrated whole care pathways that create a proportionate and appropriate shift of activity from hospital into primary and community care settings.

- (d) Help more local people of all ages to make sustainable healthy lifestyle choices.
 - (e) Reduce health inequalities in Oxfordshire by improving health outcomes for people living in wards with the highest mortality rates at a greater rate than for the PCT population as a whole.
- 7.2 Alan will also focus on the PCT's activities in Cherwell's and current healthcare service developments, namely, the Better Healthcare Programme for Banbury and Surrounding Areas in relation to the Horton General Hospital, Bicester Hospital and the new GP led Health Centre in Banbury.

8. Cherwell District Council's Health Improvement Activities and Partnership Work

- 8.1 The policy framework which shapes the range of service actions the Council undertakes is set out in the Public Health Strategy for Oxfordshire and the Cherwell specific Action Plan. This strategy was agreed in 2007/08 and now provides an excellent basis for the Council's partnership working and targeted annual actions.
- 8.2 Most of the Council's health promotion and improvement work is undertaken in partnership which include: Oxfordshire County Council departments: Social & Health Care, Fire & Rescue, Trading Standards; Age Concern and other voluntary organisations; Parish Councils; Town Councils and the Cherwell Community Sports Network. The Council also hosts two externally funded Health Trainers and their co-ordinator. The 2009/10 annual programmes and resources employed include:
- Eat Well in Cherwell healthy food award for food businesses
 - Junior Citizen
 - Safety Equipment Loan Scheme
 - Electric Blanket Testing
 - Practical cookery for Asian women and young mothers
 - Weight Management and Smoking Cessation classes
 - Co-ordination of Health Walks
 - Delivery of accredited Food Hygiene courses
- 8.3 In addition to the above, the Council's extensive recreation service provides a huge range of opportunities for physical activity which have major benefits for health.
- 8.4 Key health promotion issues in 2009/10 include:
- Review of Eat Well in Cherwell healthy food award scheme to explore possibility of linking to the proposed Food Standards Agency food hygiene scoring system 'Scores on the Doors'.
 - Developing programmes for weight management in line with national Government targets to reduce obesity and increase physical activity.
- 8.5 The Council also offers significant services to older people largely around encouraging independent living and having healthy later years ie ageing successfully. These again fall into the following service categories across the Council:

- recreation activity programmes
 - supporting over 200 older people groups
 - providing information and advice
 - delivering housing need through a specific Older People's Housing Strategy
 - a major Disabled Facilities Grants programme along with other home adaptation services
 - health promotion and healthy lifestyles initiatives
 - volunteering support
 - local transport schemes
- 8.6 The final most significant area of health improvement activity is to address some of the key areas of health inequalities in the District. Despite the general picture of good and above average health, the gap between the worst and best areas of the District in terms of life expectancy is widening. This means that a focus must be given to improving the worst areas to reduce this gap. These areas are in certain parts of Banbury and will be the subject of a long-term, multi-agency programme of work starting later this year. This programme will cover many aspects of wider social, economic and environmental issues, all of which affect general health and life expectancy.
- 8.7 Members will be aware of the strong support the Council is providing the PCT in delivering the Better Healthcare programme for Banbury and Surrounding Areas. This is essentially about the future service make up of the Horton General Hospital. Most of this support is provided through the Chief Executive and Strategic Director in the form of hosting and membership of the programme Board and the Community Partnership Forum. This is planned to continue well into 2010. The Council also supports the PCT with numerous accommodation and meeting support requirements.
- 8.8 In 2008, the Revenues and Benefits service vacated the Town Centre offices in Banbury which meant the Council were seeking a tenant. This was also at a time when the PCT were seeking appropriately located premises for their new GP led Health Centre. As a consequence, the Council supported the PCT with the reuse of its premises for this new function with a design and build contract procurement, project management, on site construction, procuring equipment and providing facility management to include security, cleaning and maintenance. The new service is due to commence early Autumn 2009.
- 8.9 The Council submitted an expression of interest to the PCT for the re provision of services and facilities regarding Bicester Community Hospital. Regrettably, the Council was unsuccessful in being invited to the next round of the procurement process. The nature of the Council's bid was one of promoting the SW Bicester site as the best location for delivering co located current and future healthcare needs of the people of Bicester and surrounding areas. At the time of writing, further information is being provided but not yet analysed regarding where the Council was found to be unsuitable for further dialogue and which direction the project is now being taken by the PCT.
- 8.10 The Council plays a full and active part in the Oxfordshire Health and Well Being Partnership. This is attended by the Portfolio Holder for Environment, Recreation and Health accompanied by the Strategic Director Environment and Community. In addition, the Council's Health Strategy and Improvement Officer plays a very active part in the officer group supporting and delivering

the many Cherwell health initiatives in partnership with many others. This is important as it is through this partnership that the strategic and priority issues outlined above by the Director of Public Health and the PCT are addressed plus any resource issues determined.

9. Risk Assessment, Financial Effects and Contribution to Efficiency Savings

- 9.1 The following details are approved by Rosemary Watts (Ext 1566) and Karen Muir (Ext. 1545).
- 9.2 Risk Assessment – there are no direct risks associated with the content of the report. Failure to address over the long term issue of the declining health issues in the District is likely to worsen the current health inequalities gap.
- 9.3 Financial Effects – there are no direct financial consequences arising from this report. Additional county-wide funding is being secured for the targeted health inequalities work in Banbury with the expectation that the Council will direct its current activity and resources to supplement.
- 9.4 Efficiency Savings – none.

10. Recommendations

- 10.1 It is recommended that the Council:
- (1) Receives the Third Annual Report of the Director of Public Health and considers the recommendations.
 - (2) Includes in its annual service and financial planning process consideration of the Council's response to the key health issues for the Cherwell District.
 - (3) Continues to support the PCT in its healthcare service improvement activities in Cherwell.

Background Papers:

- 3rd Annual Report of the Director of Public Health for Oxfordshire
- The 5 year PCT Strategic Plan
- CDC's Recreation & Health Improvement Service Plan 2009/10

Annex 1

Director of Public Health Third Annual Report 2009 Recommendations

Older People and the Demographic Time Bomb: The Need to go Further, Faster

Recommendation 1

The Health & Wellbeing Partnership, through the Director for Social and Commissioning Services and PCT Director of Commissioning, should produce a clear map of services for older people in Oxfordshire and a clear strategic direction for each component of those services by the end of March 2010.

Recommendation 2

The Health & Wellbeing Partnership, through the Director for Social and Commissioning Services and PCT Director of Commissioning, should have agreed clear outcome measures for each component of older people's services by the end of December 2009. These should include specific outcome measures for:

- Approaching old age in good health with minimum disability;
- Early detection and early treatment of diseases and disability;
- The support of wider society for older people including support for carers;
- Specific health and social care services;
- End of life care;
- Use of community's own resources.

Recommendation 3

During 2009/10 Oxfordshire county Council and Oxfordshire PCT should appoint a senior, dedicated, joint commissioner for older people and healthy ageing.

Recommendation 4

Oxfordshire PCT, through its Medical Director and Director of Public Health, should review and improve its strategic work on carers as highlighted within the text above. This should include the identification of direct support for carers, strengthening the role of general practice, clarification of investment and making a full contribution to the existing carers' strategy for Oxfordshire. Progress should be evident and quantifiable by March 2010.

Breaking the cycle of deprivation in children, young people and families

Recommendation 1

The Oxfordshire Children's Trust through the Director of Children, Young People and Families should draw together all existing work on 'deprivation and narrowing the gap' into a single comprehensive workstream.

This workstream should be highly visible in 4 places:

- As a major section of the new Children & Young People's Plan to be produced during 2009/10;
- As a major workstream of the Children's Trust commissioning sub-group;
- As a major workstream of each of the new North, Central and South Partnerships;
- In the PCT's Operational Plan for 2010/11 which should be identical with the Children & Young People's Plan.

Recommendation 2

Oxfordshire PCT and Oxfordshire County Council should take active steps to merge their commissioning of all children's services during 2009/10, through the Director for Children, Young People and Families and the PCT Director of Commissioning. The ultimate goal should be unification of all children's service commissioning under the umbrella of the Children's Trust. Concrete progress should be made by March 2010.

Recommendation 3

The Director of Public Health should take steps to improve the targeting of breastfeeding services so as to close the inequality gap by March 2010.

Mental health in adults: avoiding a Cinderella service

Recommendation 1

Oxfordshire PT as the lead commissioner for mental health is recommended to use its newly created post of joint mental health commissioner as the senior focal point for all aspects of adult mental health commissioning across the county during 2009/10. This should ensure there is a smooth interface with mental health commissioning for older people. This arrangement should be agreed by the PCT Director of Commissioning and the County Council Director for Social and Community Services by September 2009.

Recommendation 2

The PCT Director of Commissioning should lead the production of clear, multi-agency local outcome measures for mental health of adults of working age and the mental health of older people by the end of December 2009.

Recommendation 3

Particular emphasis should be placed on commissioning services for older people's mental health to ensure this does not fall between the two stools of work on either older people or mental health.

It is recommended that the PCT Director of Commissioning and the County Council Director for Social & Community Services ensure that there is a separate and comprehensive older people's mental health strategy agreed and signed off by the Health & Well Being Partnership as part of the strategic approach to older people in general by the end of March 2010.

Recommendation 4

Recommendations made about carers in Chapter 2 should also include those caring for people with mental health problems.

The Rising Tide of Obesity

Recommendation 1

The Health and Wellbeing Partnership should evaluate progress against the County Obesity Strategy by December 2009.

Recommendation 2

All public sector organisations should identify an obesity champion by December 2009. This would strengthen the multi-agency work that is needed across the County. This should be coordinated by Oxfordshire PCT through the Director of Public Health.

Recommendation 3

The Health and Wellbeing Partnership should ensure that true levels of obesity can be measured in Oxfordshire's adults by the end of March 2010. This work should be led by Oxfordshire PCT.

Fighting Killer Diseases

Recommendation 1

The Director of Public Health and the local Health Protection Agency must work closely together to maintain surveillance of communicable diseases during 2009/10 and take appropriate steps to control these diseases.

Recommendation 2

Oxfordshire PCT must be ready and prepared to make investment as required in infection control services and health protection, throughout 2009/10 and into 2010/11. This should include a review of hepatitis C infection as a priority.

Recommendation 3

During 2009/10 the work to separate PCT into commissioning functions and a provider arm (e.g. community hospitals, district nurses, health visitors, family planning services etc) must include high standards of infection control and emergency planning and emergency response and must include a properly constituted infection control service.

CHERWELL DISTRICT COUNCIL

REPORT TO COUNCIL

20 JULY 2009

REPORT OF THE STRATEGIC DIRECTOR FOR CUSTOMER SERVICE AND RESOURCES

INVESTMENT STRATEGY 2009/10

1 Introduction and Purpose of Report

- 1.1 The report presents and explains the Executive's recommendations to Council in respect of a revised investment strategy for 2009/10
- 1.2 This report sets out the revised investment Strategy for treasury operations for 2009/10 and replaces the previous strategy approved by the Council.

Whilst the formal regulatory framework has not changed and the Council's consistent compliance has not been compromised in any regard, a substantial amount of further guidance alongside the approval of a new medium term financial strategy has emerged since the approval of the current strategy earlier in the year.

The revised strategy attached has been formulated with due regard to:

- The guidance issued by CIPFA entitled 'Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes';
- The findings contained in the report issued by the Audit Commission in March 2009 entitled 'Risk and return, English local authorities and the Icelandic banks'; and
- The Council's own Medium Term Financial Strategy (MTFS) approved by the Executive on 6th April 2009.
- The Select Committee report on Local Authority Investments 11 June 2009

- 1.3 At its meeting on 6 July 2009 the Executive Committee resolved to recommend as follows: **That the revised Investment Strategy 2009/2010, should be recommended to Council for approval.**

2 Wards Affected

- 2.1 All wards

3 Effect on Policy

- 3.1 The report does not propose any changes to Council policy. It proposes changes to the way Council conducts its treasury management and adherence to best practice and the Council's appetite for risk.

4 Contact Officer(s) and Portfolio Holder

- 4.1 Julie Evans (Ext 7967) and Karen Curtin (ext 1551)
- 4.2 Councillor James Macnamara
Portfolio Holder for Resources

5 Supporting Information - Executive Summary

5.1 The highest standard of stewardship of public funds remains of the utmost importance to the Council. The combined effects of the turbulence in the financial markets associated with the banking crises and the unprecedented fall in interest rates impact directly on the Council's investment strategy: The former driving a re-iteration of the Council's main priority to protect the security of funds. The latter driving a change in the Council's medium term financial strategy to reduce vulnerability to movements in interest rates by eliminating dependency on investment income to support revenue funding.

5.2 In March 2009, as part of our on-going commitment to regular review and maintaining best practice the Executive supported an independent review of the investment strategy. The Portfolio Holder for Resources and the Strategic Director for Customer Service and Resources commissioned Price Waterhouse Coopers (PWC) to undertake the review.

5.3 The process involved consultation with a wide range of Members and Senior Officers covering the full range of Treasury activities in order to establish views and synchronise the parameters of the strategy accordingly. The review covered all aspects of the investment strategy and in the light of recent guidance referenced above, gave particular regard to the following specific aspects:

Ownership and accountability; risk appetite; the monitoring of performance and compliance; the role of the external advisors, the in house team and the external fund managers; the nature of the investment instruments ; the counterparty criteria; the use of credit reference agencies and the management of working capital.

5.4 The assessment of risk appetite was the main driver of the emerging priorities at the highest level of the strategy of Security, Yield (subject to cash-flow) and Liquidity in that order. These priorities in turn set the parameters for the specific investment instruments, duration, exposure and counter party criteria reflected in the attached strategy.

The security of principal remains the top priority for members. The strategy also reflects Member's recognition that they feel further obligated to ensure Council funds work hard and some element of return is required to ensure the Council's ability to incur capital expenditure for the community is sustainable in the future. As a result, it is accepted that some element of risk is prevalent within the investment portfolio by the very nature of the activity of "investing".

5.5 Adopting this revised strategy will drive a change to the profile of our investment portfolio. The current investments remain sound and as such there is no need for any of the changes to be retrospective. A smooth transition over time will be achieved by applying the new criteria to investments entered into after the effective date of adoption.

6 Supporting Information - Background

6.1 PWC facilitated two separate workshops; participants included Members from the Councils' Accounts Audit & Risk Committee, Scrutiny and the Executive. The information gained and views expressed by Members involved in relation to the full range of related subject matters directly shaped the recommended strategy.

6.2 In considering risk, and the priority for security of principal, the consultation exercise considered the role of external advisors, fund managers and the in house finance team. The recognition for appropriate expertise (given the complexity of the nature of some financial

instruments) alongside the desire for diversification (not “putting all eggs in one basket”) influences the provision within the strategy for retaining external advisors alongside a combination of external fund management and internally managed investments. The expertise of the internal team in relation to cash-flow management is recognised and investment activity of the team focused on specifically set out, less complex shorter term investments.

- 6.3 The portfolio of investments remains grouped into 2 categories, “specified” (short term lower risk instruments) and “non specified” – covering longer term more complex investments. A minimum of 50% of the portfolio is restricted to the “specified instrument” group. Within each group express reference is made to the individual allowable instruments. Investment activity by fund managers is restricted to the instruments listed.
- 6.4 Outside the scope of this strategy, The Council will continue to engage in non cash investment activity as set out in the asset management strategy and remains committed to participating in community finance arrangements with appropriate public and voluntary sector partners. The financial areas of these activities will be supported by the In house finance team.
- 6.5 A key component of managing risk and performance is the assurance and evaluation framework. The strategy provides for monitoring in 3 distinct areas: Compliance, which will be overseen by the Councils Account Audit and Risk Committee. Quantitative financial performance in relation to budgeted outcomes, which is an integral element of the Councils performance management framework reported to the Executive. Qualitative and comparative performance monitoring of responsible parties which will be reported to the Resources and Performance Scrutiny function.
- 6.6 The agreed priorities drive the provisions within the strategy relating to counter-party criteria and appropriate bodies for investment. The strategy sets express criteria relating to credit ratings. Firstly the highest ratings from 3 agencies are pre-requisite to investment in specific bodies and additionally provision is made in relation to establishing credit worthiness of sovereignty as being pre-requisite to any investments in non UK domiciled bodies.

All elements of the recommended strategy relating to non UK domiciled bodies, investment in UK building societies and the permitted instruments within the specified and non specified list have been considered in the light of the investment activities of other Councils as an additional measure of assurance.

7 Risk Assessment, Financial Effects and Contributions to Efficiency Savings

- 7.1 **Financial Effects** – Closer management of the Council’s cash-flows and working capital will increase the level of short-term investment income. This will be monitored during the year and budgets amended accordingly.

It is possible that with falling interest rates and the tightening of the counterparty strategy this could impact significantly on the level of interest income.

Each 0.25% fall in interest rates has a potential impact of £138,000 on revenue budget. In order to mitigate this risk an interest rate reserve has been generated.

The additional requirements for quarterly compliance statements from the Retained Advisors and phased increase in external investment activity could have a small financial impact on the contract costs price in the short term, however this will be an integral element budgeted accordingly in the re-tendered specification and any extended contractual

arrangements.

7.2 **Efficiency Savings** – None is arising direct from this report.

7.3 **Risk Effects**

a) Risk of capital loss – the prime objective of treasury management activities is to ensure the security of the amounts invested. In the past this has primarily been managed by using a counterparty list which only includes organisations having a suitable credit rating and which has a maximum amount that can be invested with each organisation at any one time. The revised strategy provides additional measure relating to credit worthiness of sovereignty, further limitations in time and exposure limits and a clear framework for monitoring and compliance.

7.4 **Legal Effects** - There is a requirement for the Council to fulfil two key requirements of the Local Government Act 2003:-

- approval of the Treasury Management Policy in accordance with the CIPFA Code of Practice on Treasury Management; and
- approval of the Investment Strategy in accordance with the DCLG investment guidance.

The revised strategy attached has been formulated with regard to the following recently published guidance:

- The guidance issued by CIPFA entitled 'Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes';;
- The findings contained in the report issued by the Audit Commission in March 2009 entitled 'Risk and return, English local authorities and the Icelandic banks'; and
- The Council's own Medium Term Financial Strategy (MTFS) approved in 6th April, 2009
- Select Committee Report, Communities and Local Government, Local Government Investments (June 2009).

The recommendations arising from the guidance above are not regulated by statute and compliance is not mandatory but regard to such guidance is evidence of good practice.

8 **Reasons for Recommendation**

8.1 The strategy fulfils the Council's requirement under the Local Government Act 2003 and guidance subsequently issued by the Office of the Deputy Prime Minister (now CLG) in March 2004, to prepare an annual investment strategy.

- (a) Appendix 1 – Revised Investment Strategy 2009/10
- (b) Appendix 2 – Counterparties
- (c) Appendix 3 - Glossary

Background Papers:

Reports of the Strategic Director, Customer Service and Resources on Investment Strategy – Executive Committees March 2009 and 6 July 2009

CIPFA Treasury Management Code of Practice
2008/09 Treasury Management Strategy
2009/10 Budget
Medium Term Financial Strategy

Cherwell District Council

Revised Investment Strategy 2009/10

Introduction

The highest standard of stewardship of public funds remains of the upmost importance to the Council.

This document sets out the Council's priorities and policies for making, and managing, investments made by the Council in the course of undertaking treasury management activities during the 2009/10 financial year and fulfils the Council's requirement under the Local Government Act 2003, and guidance subsequently issued by the Office of the Deputy Prime Minister (now CLG) in March 2004, to prepare an annual investment strategy.

Relevant guidance

In preparing this document, in addition to the requirements noted above, the Council has also had regard to:

- The guidance issued by CIPFA entitled 'Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes';
- The findings contained in the report issued by the Audit Commission in March 2009 entitled 'Risk and return, English local authorities and the Icelandic banks';
- The findings contained in the June 2009 report on local authority investments by the Parliamentary Select Committee for Communities and Local Government; and
- The Council's own Medium Term Financial Strategy (MTFS).

Scope of this document

The scope of this document does not extend to other investment activities undertaken by the Council, including investments made in local properties/community projects. Such investments are governed by the Council's Asset Management Strategy.

Transitional arrangements

Where investment policies are being introduced by this document for the first time, or amendments have been made to policies already in place, a transitional approach will be adopted in complying with these policies such that any new investment entered into after the effective date of this document must adhere fully to the policies set out below. Otherwise, it is not intended that pre-existing investments should be liquidated/terminated in advance of the anticipated maturity dates, or otherwise restructured, purely as a result of annual revisions to this document.

Ownership, roles and responsibilities

Ownership of the Council's investment strategy, and accountability for all investments made by the Council, resides fully with the members of the Council.

Responsibility for ensuring compliance with the regulatory framework rests with the Council's Chief Financial Officer ("Statutory 151 Officer"). The investment strategy, and any changes to it, must receive approval of the Statutory 151 Officer. In relation to the element of the Council's investments managed by the in-house Finance team, the Head of Finance is responsible for compliance with the parameters set out in this strategy.

To assist in executing the approved investment strategy, the Council relies on the professional input from the in-house Finance team and from external Treasury Advisors and Investment Managers. The Council's policies governing the basis of selection of these external organisations, their contractual arrangements, and the monitoring of the quality of service they provide are set out in the Council's procurement rules.

In-house Finance team

The Finance team will be responsible for:

- Managing the Council's overall cashflow requirements,
- Coordinating and monitoring the structure and performance of the aggregate portfolio of investments, including adherence to the strategy, and liaising with the external Treasury Advisors and investment managers, and
- Directly managing a small proportion of the Council's investments

Treasury Advisor

This role is currently fulfilled by Butlers who are contracted to provide accurate information and informed, up-to-date, guidance to the Council, specifically including:

- Interest rate forecasting and economic information;
- Counterparty credit ratings information;
- Guidance on Local Government Finance (Capital) legislation, the CIPFA Code of Practice and the Prudential Code; and
- Information on investment performance

Notwithstanding the above, it is fully recognised that the Council is required to apply judgement in determining the use of information and guidance received from the Treasury Advisor. The Council remains accountable for all investment decisions made.

External investment managers

It is envisaged that the responsibility for managing the Council's portfolio of investments will be split between the Council's in-house Finance team and the external investment managers. Direct management of the majority of the investment portfolio will be performed by the external professional investment managers. Currently, the external managers engaged by the Council are Investec and TUK.

The use of a combination of internal and external resources recognises that, whilst the Council's own Finance personnel are competent in and best placed to understand the cash-flow and working capital requirements of the Council, they do not have the expertise to manage the full range of investment instruments in which

the Council is permitted to invest. Additionally, this blend of internal and external resources provides an element of diversification and “resilience” because the Council is not completely dependent on one organisation, or one or two key individuals, for the performance of investment management activities.

The external investment managers will be contractually obliged to adhere to the overall parameters of the Council’s investment strategy, which are set out below. As such, the approved investment strategy document will be communicated annually to the external managers by the Council’s Chief Financial Officer. Any changes to the strategy in-between the formal annual review dates will also be communicated to the investment managers by the Chief Financial Officer.

Monitoring of Investment Strategy

Monitoring and evaluation of the application and performance of the investment strategy will take place at 3 levels:

1. The Accounts Audit and Risk Committee (AARC) will receive a quarterly report from the Chief Financial Officer on compliance of the Council’s investments with the objectives and parameters set out in this document. This report will be at an aggregate portfolio level and so will summarise the position relating to both in-house and externally-managed investments.

In recognition of the dynamic nature of the financial markets and the impact of change in the economic environment, the Chief Financial Officer, in consultation with the Portfolio Holder for Resources and Organisational Development, may take emergency actions outside of the framework of the investment strategy where necessary to enhance the security of amounts invested. Any action taken under this provision will be reported by the Chief Financial Officer to the next quarterly AARC meeting.

2. Performance against financial targets, including actual investment income versus budget, will be reported to the Executive on a quarterly basis and to full Council on an annual basis as an integral element of the Council’s financial statements.
3. The performance of the Treasury Advisors against the specification agreed in the contractual documentation with those parties will be reported annually to the Resource and Performance Scrutiny Board, as part of the Council’s contract management framework. In addition, the Board will receive reports that allow comparison of the respective investment performance of the in-house team and each of the external investment managers, as well as the performance of each group against relevant benchmarks.

Investment objectives and priorities

The Council’s priorities in executing its investment strategy are security, yield (interest receivable) and liquidity. These priorities are further articulated below.

- **Security** - in considering the suitability of investments, the Council’s overriding objective is to ensure the security of amounts invested and to minimise the risk of loss of investment principal, though it is accepted that the total elimination of risk is not achievable or desirable. This reflects the expressed views of the Members on their appetite for investment risk.

- **Yield** – Whilst security of principal is the primary priority, the Members have expressed the view that the Council’s investments should, to some extent, be “put to work” to generate a return to support the Council’s ability to undertake capital expenditure on projects that benefit the community.

Subject to adhering to the restrictions and parameters set out in this document governing the security of investments, and the requirement described below for a small element of the portfolio to be retained as “on-call cash”, investments can be made by the Council with the objective of generating an income stream in support of the Council’s MTFS. A target investment yield will be specified as part of the Council’s annual budget.

The current MTFS, approved on 6 April 2009 by the Executive, directed a change in the use of investment income. In previous years, a key objective of the Council’s investment strategy has been to provide an income stream from investment returns to support annual revenue expenditure. The current MTFS provides that this reliance on investment returns to fund expenditure will reduce over the next three years, such that by 2012/13 there will be no reliance on investment returns to support the revenue account. From 2010/11, an increasing proportion of the investment income will be available to fund growth and one-off projects, such that from 2012/13 100% of investment income will be available for such projects.

- **Liquidity** – investment decisions will be made in the context of known future cash flows to ensure sufficient funds are available as and when they are required. Cash flows are monitored on a daily basis by Finance with detailed forecasts prepared by time periods. In order to provide the necessary flexibility, and as a contingency for unexpected events, an element of the Council’s funds (£1m) will be maintained on-call, with no notice requirement.

Permitted Investments

The Council’s investment portfolio will be comprised of ‘Specified’ investments and ‘Non-specified’ investments.

Specified Investments

A Specified Investment is defined as an investment that:

- that is denominated in Sterling, and any payments or repayments in respect of the investment are payable only in Sterling;
- is not a *long term investment*;
- is not *capital expenditure*; and
- is made with a body, *which is described as having a strong or superior ability to meet its short term financial commitments by a range of credit rating agencies*, or is made with the UK Government.

For the purpose of applying the above criteria, the following definitions will be applied:

- *Long Term Investment* - any investment other than one that is due to be repaid within 12 months from the date of transaction, or one that may be required by the Council to be paid within 12 months from the date of transaction. The date of transaction refers to the date the investment principal is actually invested. For clarity, any commitments given to a

counterparty to make investments on a forward basis are "Non-Specified" investments.

- *Capital Expenditure* - capital expenditure will have the definition as set out in regulation 25(1)(d) of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146 as amended]
- *A body that has been described as having a strong or superior ability to meet its short term financial commitments* – these are investment counterparties that meet the selection requirements set out below
- *Credit Rating Agency* - a body that assesses the financial strength of companies and governments, both domestic and foreign, particularly their ability to meet the interest and principal payments on their bonds and other debt. Rating information will be obtained from 3 agencies: Fitch, Moody's and Standard and Poor's.

In addition to the above definitions, Specified Investments will be restricted to the following list of permitted instruments:

- Cash deposits
- Certificates of deposit
- UK Government investments – Debt Management Office (DMO) deposits and bonds (gilts) for which maturity date at time of purchase is less than 365 days away

Non-specified Investments

Non-specified Investments are defined as any investments that do not meet the criteria set out above for Specified Investments. The Council's investment objectives and priorities, as set out above, have been used to determine the selection of the types of investments that are permitted.

Non-specified Investments will be restricted to the following list of permitted instruments:

- Cash deposits
- Callable deposits
- Certificates of deposits
- Money market funds
- UK Government investments, sovereign and supranational bonds
- Investments with UK building societies that do not meet the criteria for Specified Investments
- Loans to other public sector bodies – local authorities, parish/community councils, Registered social landlords ("RSLs") and Primary Care Trusts ("PCTs")

For clarity, the Council's in-house Finance team will not be permitted to make any investments other than those designated as "Specified Investments", with the exception of:

- Building society investments – for which further specific credit risk criteria are set out below.

- Loans to other public sector bodies. The initiation of such loans will require Council approval on a case-by-case basis, in accordance with separately-documented procedures.

Investment Parameters and Restrictions

In managing the Council's investment portfolio (both Specified and Non-specified investments), certain overarching restrictions and parameters will apply. These are set out in the remainder of this section. Adherence to the restrictions and parameters will be monitored on an ongoing basis by Finance, and before new investments are undertaken, with assistance and information from the Treasury Advisors.

Portfolio Diversification

It is expected that, at any point in time:

- A minimum of 50% of the total value of the Council's investment portfolio will be comprised of Specified Investments, as defined above
- In aggregate, across all categories of investments and taking in-house and externally-managed investments together, a maximum of £8m will be invested with any individual UK-domiciled investment counterparty (or group of related counterparties). A maximum of £5m will apply in respect of investment with counterparties (or groups of related counterparties) domiciled outside the UK.

Duration – maturity profile

Available on-call, no notice	Minimum £1m
Maturing in more than 6 months but less than 1 year	Minimum 30%
Maturing in more than 1 year but less than 3 years	Maximum 30%
Maturing in more than 3 years but less than 5 years	Maximum 15%
Maturing in more than 5 years	Maximum 5%

Geography:

It is expected that, at any point in time:

- in aggregate, a maximum of 30% of the portfolio will be exposed to non-UK countries
- a maximum of 15% of the portfolio will be exposed to any single country, other than the UK

Investment Type

It is expected that, at any point in time, the amount invested in the following types of investment instrument will not exceed the following limits:

	Maximum
Callable Deposit	£5m
Certificates of deposit	£30m
Money market funds	£10m
Government/supranational bonds	£20m
Loans to public sector bodies	£5m
“Forward” commitments	£5m

Credit risk – criteria for selection of investment counterparties

A list of approved investment counterparties will be maintained by Finance. Approval of investment counterparties will be subject to the potential counterparties satisfying the minimum credit rating criteria set out below.

The credit ratings of individual counterparties will be monitored daily by Finance using information received from Butlers. Any counterparty that no longer meets the minimum criteria for approval will be removed from the list immediately and no further investments will be made with that counterparty until such time that the criteria are again met.

Where investments are currently held with a counterparty that has been “downgraded”, consideration will be given to whether it is prudent to immediately liquidate that investment – this may include breaking a term deposit before maturity. Such considerations and decisions will be documented.

It is fully recognised by the Council that credit ratings and comments from Butlers are only one source of information that can be used to build an understanding of risks in the financial markets and with counterparties. Credit rating information should be viewed within the context of wider financial and economic information and advice. This information will be supplemented by information gathered through active research by Finance staff of counterparties and the markets, for example through reading of newspapers, internet research, and networking with staff from other Public Sector bodies. It is expected that the approved counterparty list will be managed proactively - and not merely in response to rating changes.

In order for an investment opportunity to be eligible to be a Specified Investment, the investment counterparty must have been awarded a minimum of the following credit ratings.

	Fitch	Moody’s	Standard & Poor’s
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Short term rating (Note - only short term ratings are used since the duration of all investments in this category will be less than 12 months).	F1	P-1	A-1
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Non-specified Investments may only be placed with counterparties that have been awarded a minimum credit rating, as set out below. A lowest common denominator approach will be applied to consideration of the three credit ratings referred to below i.e. the lowest agency rating will be applied to determine whether the counterparty meets the criteria to be on the Council's lending list.

Criteria	Fitch	Moody's	Standard & Poor's
Short Term Rating	F1+	P-1	A-1+
Long Term Rating	AA-	Aa3	AA-
Individual Rating/FSR	B	B	n/a
Support Rating	3	n/a	n/a

In addition, investments may only be placed with non-UK domiciled counterparties where the sovereign rating of the counterparty's country of incorporation is at least "AA".

Investments with building societies not meeting the criteria for "Specified Investments" are only permitted if the society has a minimum asset size of £1,000m; the duration of the investment is no more than 12 months and the maximum amount invested is £1m. These investments will fall into the category of non specified instruments for the purposes of monitoring the Council's exposure.

Supporting Information

Appendix 1 details the Counterparties that currently meet the above requirements.

Appendix 2 contains a glossary of terms that may help the reader to understand financial terms used in this report.

**Current Counterparty Report for
Cherwell DC (LCD) 09-10 (Council 02/03/09)**

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List of Approved Counterparties for Lending

	Fitch Ratings				Moody's Ratings			S&P Ratings		Limits	
	S. Term	L. Term	Indiv.	Support	S. Term	L. Term	Fin.Stgth	S. Term	L. Term	Time	Money
UK BANKS											
United Kingdom											
BANCO SANTANDER CENTRAL HISPANO GROUP											
Abbey National Plc	F1+	AA-	B	1	P-1	Aa3 (N)	C-	A-1+	AA	1 YEARS	8
Alliance & Leicester	F1+	AA-	B/C	1	P-1	Aa3 (N)	E+	A-1+	AA	1 YEARS	8
CITIGROUP											
Citibank International Bank	F1+	A+	NR	1	P-1	A2	C-	A-1	A+	1 YEARS	8
HSBC GROUP											
HSBC Bank plc	F1+	AA	A/B	1	P-1	Aa2	C+	A-1+	AA	1 YEARS	8
LOYDS BANKING GROUP											
Bank of Scotland Plc	F1+	AA-	E	1	P-1	Aa3	C-	A-1	A+	1 YEARS	8
Lloyds TSB Bank	F1+	AA-	E	1	P-1	Aa3	C (D)	A-1	A+	1 YEARS	8
NATIONAL AUSTRALIA BANK GROUP											
Clydesdale Bank	F1+	AA-	B/C (N)	1	P-1	A1	C-	A-1+	AA-	1 YEARS	8
ROYAL BANK OF SCOTLAND GROUP											
National Westminster Bank	F1+	AA-		1	P-1	Aa3	C-	A-1	A+		Council's Bank 8
Royal Bank of Scotland	F1+	AA-	E	1	P-1	Aa3	C-	A-1	A+	1 YEARS	8
Ulster Bank Ltd	F1+	A+	C/D	1	P-1 (N)	A2 (N)	D (N)	A-1	A+	1 YEARS	8
Allied Irish Bank (GB)	F1+	A-	D (N)	1				A-1	A (N)	1 YEARS	8
Barclays Bank	F1+	AA-	B (N)	1	P-1	Aa3	C	A-1+	AA-	1 YEARS	8
Bradford & Bingley	F1+	A-	F	1	P-1 (U)	A2 (U.P)		A-1		1 YEARS	8
Close Brothers	F1	A	B	5	P-1	A2	C+			1 YEARS	8
Co-operative Bank plc	F1 (N)	A (N)	B/C (N)	3	P-1 (N)	A2 (N)	C- (N)			1 YEARS	8
Credit Suisse First Boston International	F1+	AA-		1	P-1	Aa1		A-1	A+	1 YEARS	8
N M Rothschild & Sons	F1	A	B/C	5						1 YEARS	8

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		S. Term	L. Term	Indiv.	Support	S. Term	L. Term	Fin.Stgth	S. Term	L. Term	Time	Money
UK BANKS												
United Kingdom												
	Northern Rock PLC	F1+	A-	F	1 (N)	P-1	A2	E	A-1 (N)	A (N)	1 YEARS	8
	Schroders Plc	F1	A+	B	5				A-1	A	1 YEARS	8
UK BUILDING SOCIETIES												
United Kingdom												
1	Nationwide Building Society	F1+	AA-	B	1	P-1	Aa3	C-	A-1	A+	1 YEARS	8
3	Yorkshire Building Society	F2	A-	B/C	3	P-2	Baa1	D+	A-1	A	1 YEARS	1
4	Coventry Building Society	F1	A	B	3	P-2	A3	C-			1 YEARS	1
5	Chelsea Building Society	F2	BBB+	C	3	P-3	Baa3	E+			1 YEARS	1
6	Skipton Building Society	F2 (D)	A- (D)	B/C	3	P-2	Baa1	D+ (N)			1 YEARS	1
7	Leeds Building Society	F1	A	B/C (D)	3	P-1	A2	C+			1 YEARS	8
10	Norwich & Peterborough Building Society	F2	A-	B/C	3	P-2	Baa2	D			1 YEARS	1
12	Stroud & Swindon Building Society										1 YEARS	1
13	Nottingham Building Society										1 YEARS	1
14	Kent Reliance Building Society										1 YEARS	1
15	Progressive Building Society										1 YEARS	1
16	Cumberland Building Society										1 YEARS	1
17	National Counties Building Society										1 YEARS	1

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	S. Term	L. Term	Indiv.	Support	S. Term	L. Term	Fin.Stgth	S. Term	L. Term	Time	Money
OVERSEAS BANKS											
Australia											
NATIONAL AUSTRALIA BANK GROUP	F1+	AA+				Aaa		A-1+	AAA		
National Australia Bank	F1+	AA	B	1	P-1	Aa1	B	A-1+	AA	3 YEARS	5
Australia & New Zealand Banking Group	F1+	AA-	B	1	P-1	Aa1	B	A-1+	AA	3 YEARS	5
Commonwealth Bank of Australia	F1+	AA	A/B	1	P-1	Aa1	B	A-1+	AA	3 YEARS	5
Westpac Banking Corporation	F1+	AA-	B	1	P-1	Aa1	B	A-1+	AA	3 YEARS	5
Belgium											
KBC BANK GROUP											
KBC Bank	F1	A	C/D	1	P-1	Aa3	C+	A-1	A	1 YEARS	5
Nexia Bank											
Nexia Bank	F1+	A+	C/D (N)	1	P-1	A1	D+	A-1	A	1 YEARS	5
Fortis Bank	F1+	AA-	D	1	P-1	A1	C-	A-1+	AA-	1 YEARS	5
Canada											
CANADIAN IMPERIAL BANK OF COMMERCE GROUP											
Canadian Imperial Bank of Commerce	F1+	AA-	B	1	P-1	Aa2	B-	A-1	A+	1 YEARS	5
Bank of Montreal	F1+	AA-	B	1	P-1	Aa1	B	A-1	A+	1 YEARS	5
Bank of Nova Scotia	F1+	AA-	B	1	P-1	Aa1	B	A-1+	AA-	3 YEARS	5
National Bank of Canada	F1	A+	B	2	P-1	Aa2	B-	A-1	A	1 YEARS	5
Royal Bank of Canada	F1+	AA	A/B	1	P-1	Aaa	B+	A-1+	AA-	3 YEARS	5
Toronto-Dominion Bank	F1+	AA-	B	1	P-1	Aaa	B+	A-1+	AA-	3 YEARS	5
Denmark											
Danske Bank											
Danske Bank	F1+	A+	B/C	1	P-1	Aa3	C	A-1	A+	1 YEARS	5

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	S. Term	L. Term	Indiv.	Support	S. Term	L. Term	Fin.Stgth	S. Term	L. Term	Time	Money
OVERSEAS BANKS											
Finland	F1+	AAA				Aaa		A-1+	AAA		
NORDEA GROUP											
Nordea Bank Finland	F1+	AA-	B	1	P-1	Aa1	B	A-1+	AA-	3 YEARS	5
France	F1+	AAA				Aaa		A-1+	AAA		
CREDIT AGRICOLE GROUP											
Calyon	F1+	AA-	C	1	P-1	Aa3	D	A-1+	AA-	1 YEARS	5
Credit Agricole	F1+	AA-	B	1	P-1	Aa1	B-	A-1+	AA-	1 YEARS	5
BNP Paribas	F1+	AA	B	1	P-1	Aa1	B	A-1+	AA	3 YEARS	5
Credit Industriel et Commercial	F1+	AA-	B/C	1	P-1	Aa3	C-	A-1	A+	1 YEARS	5
Credit Lyonnais	F1+	AA-	B/C	1	P-1	Aa1	C+	A-1+	AA-	1 YEARS	5
Dexia Credit Local	F1+	A+	C/D (N)	1	P-1	A1	D+	A-1	A	1 YEARS	5
Societe Generale (SG)	F1+	A+	B/C	1	P-1	Aa2	C+	A-1	A+	1 YEARS	5
Germany	F1+	AAA				Aaa		A-1+	AAA		
BANKGESELLSCHAFT GROUP											
Landesbank Berlin	F1+	AA-	D	1	P-1	A1	D+			1 YEARS	5
COMMERZBANK GROUP											
Commerzbank	F1+	A+	D/E	1	P-1	Aa3	C-	A-1	A	1 YEARS	5
Dresdner Bank, AG					P-1	Aa3				3 YEARS	5
BHF-Bank	F1 (N)	A (N)	B/C (N)	1 (N)						1 YEARS	5
Bayerische Hypo- und Vereinsbank AG	F1+	A+	C (N)	1	P-1	A1	C-	A-1	A	1 YEARS	5
Deutsche Bank AG	F1+	AA- (N)	B/C	1	P-1	Aa1	B	A-1	A+	1 YEARS	5
Landesbank Hessen-Thuringen Girozentrale	F1+	A+		1	P-1	Aa2	C-	A-1	A	1 YEARS	5

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	S. Term	L. Term	Indiv.	Support	S. Term	L. Term	Fin.Stgth	S. Term	L. Term	Time	Money
OVERSEAS BANKS											
Germany											
BANKGESELLSCHAFT GROUP											
Landesbank Berlin	F1+	AA-	D	1	P-1	A1	D+			1 YEARS	5
COMMERZBANK GROUP											
Commerzbank	F1+	A+	D/E	1	P-1	Aa3	C-	A-1	A	1 YEARS	5
Dresdner Bank, AG					P-1	Aa3				3 YEARS	5
DFB-Bank	F1 (N)	A (N)	B/C (N)	1 (N)						1 YEARS	5
Bayerische Hypo- und Vereinsbank AG	F1+	A+	C (N)	1	P-1	A1	C-	A-1	A	1 YEARS	5
Deutsche Bank AG	F1+	AA- (N)	B/C	1	P-1	Aa1	B	A-1	A+	1 YEARS	5
Landesbank Hessen-Thüringen Girozentrale	F1+	A+		1	P-1	Aa2	C-	A-1	A	1 YEARS	5
Ireland											
LLOYDS BANKING GROUP											
Bank of Scotland (Ireland)					P-1 (N)	A2 (N)	D (N)			1 YEARS	5
ROYAL BANK OF SCOTLAND GROUP											
Ulster Bank Ireland Limited	F1+	A+	C/D	1	P-1 (N)	A2 (N)	D (N)	A-1	A+	1 YEARS	5
Allied Irish Banks, p.l.c.	F1+	A-	D (N)	1	P-1	Aa3 (N)	D	A-1	A (N)	1 YEARS	5
Bank of Ireland	F1+	A-	C/D (N)	1	P-1	Aa3 (N)	D	A-1	A (N)	1 YEARS	5
Merrill Lynch International Bank Ltd	F1+	A+	D	1						1 YEARS	5
Italy											
Banca Monte dei Paschi di Siena											
Banca Monte dei Paschi di Siena	F1	A	B/C	2	P-1	Aa3 (N)	C (N)	A-1	A	1 YEARS	5
Intesa Sanpaolo	F1+	AA-	B	1	P-1	Aa2	B-	A-1+	AA-	1 YEARS	5
Unicredit Italiano	F1	A	C	1	P-1	Aa3	C+ (N)	A-1	A	1 YEARS	5
Japan											
MIZUHO CORPORATE BANK LTD											
MIZUHO CORPORATE BANK LTD	F1	A	C (N)	1	P-1	Aa3 (N)	D+ (N)	A-1	A+	1 YEARS	5

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	S. Term	L. Term	Indiv.	Support	S. Term	L. Term	Fin.Stgth	S. Term	L. Term	Time	Money
OVERSEAS BANKS											
Netherlands											
ING BANK GROUP											
Internationale Nederlanden Bank/ING Bank	F1+	AAA									
	F1+	AA-	B	1	P-1	Aa3	C+	A-1+	AA-	1 YEARS	5
ABN AMRO Bank	F1+	AA-		1	P-1	Aa2 (N)	B- (N)	A-1	A+	1 YEARS	5
Rabobank	F1+	AA+	A	1	P-1	Aaa	B+	A-1+	AAA	3 YEARS	5
Portugal											
BANCO COMERCIAL PORTUGUES GROUP											
Banco Comercial Portugues	F1	A+	B	2	P-1	Aa3	C+	A-1	A	1 YEARS	5
Banco Espirito Santo	F1	A+	B/C	2	P-1	Aa3	C+	A-1	A	1 YEARS	5
Saudi Arabia											
RIYAD BANK											
	F1+	AA-									
	F1	A+	B/C	1	P-1	A1	C	A-1	A+	1 YEARS	5
Singapore											
Development Bank of Singapore											
	F1+	AAA									
	F1+	AA-	B	1	P-1	Aa1	B	A-1+	AA-	3 YEARS	5
OVERSEA CHINESE BANKING CORP											
	F1+	AA-	B	2	P-1	Aa1	B			3 YEARS	5
UNITED OVERSEAS BANK											
	F1+	AA-	B	1	P-1	Aa1	B	A-1	A	1 YEARS	5
Spain											
BANCO SANTANDER CENTRAL HISPANO GROUP											
Banco Santander Central Hispano	F1+	AAA									
	F1+	AA	A/B	1	P-1	Aa1 (N)	B (N)	A-1+	AA	3 YEARS	5
Banco Bilbao Vizcaya Argentaria	F1+	AA-	A/B	1	P-1	Aa1 (N)	B (N)	A-1+	AA	3 YEARS	5

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**Current Counterparty Report for
Cherwell DC (LCD) 09-10 (Council 02/03/09)**

Report run on: 29/06/2009 11:54:12

BUTLERS

List of Approved Counterparties for Lending

	Fitch Ratings				Moody's Ratings			S&P Ratings		Limits	
	S. Term	L. Term	Indiv.	Support	S. Term	L. Term	Fin.Stgth	S. Term	L. Term	Time	Money
OVERSEAS BANKS											
Sweden											
ForeningsSparBanken (Swedbank)	F1+	AAA									
	F1	A	B/C	1	P-1	A1 (N)	C- (N)	A-1	A	1 YEARS	5
Skandinaviska Enskilda Banken	F1	A+	B/C	1	P-1	A1	C-	A-1	A	1 YEARS	5
Svenska Handelsbanken	F1+	AA-	B	1	P-1	Aa1	B	A-1+	AA-	3 YEARS	5
Switzerland											
CREDIT SUISSE GROUP											
Credit Suisse First Boston	F1+	AA- (N)			P-1	Aa3		A-1	A+	1 YEARS	5
UBS AG	F1+	A+	D	1	P-1	Aa2 (N)	B- (N)	A-1	A+	1 YEARS	5
United Arab Emirates											
Emirates Bank International PJSC											
	F1+	AA-	C	1	P-1	A1	C-	A-1 (N)	A (N)	1 YEARS	5
NATIONAL BK OF ABU DHABI	F1+	AA-	B/C	1	P-1	Aa3	C	A-1	A+	1 YEARS	5
United States											
BANK AMERICA CORPORATION											
Bank of America, N.A.	F1+	A+	D	1	P-1	Aa3	D (P)	A-1	A+	1 YEARS	5
BANK OF NEW YORK CO, INC GROUP											
Bank of New York	F1+	AA-	A/B	2	P-1	Aaa	B+	A-1+	AA	3 YEARS	5
CITIGROUP											
Citibank, N.A.	F1+	A+	E	1	P-1	A1	C-	A-1	A+	1 YEARS	5
JP Morgan Chase Bank	F1+	AA-	B	1	P-1	Aa1	B	A-1+	AA-	3 YEARS	5
State Street Bank & Trust Company	F1+	A+	C	1	P-1	Aa2	B	A-1+	AA-	1 YEARS	5
Wachovia Bank, N. A.	F1+	AA (N)	A/B (N)	1	P-1	Aa2	C-	A-1+	AA (D)	1 YEARS	5

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**Current Counterparty Report for
Cherwell DC (LCD) 09-10 (Council 02/03/09)**

Report run on: 29/06/2009 11:54:12

BUTLERS

List of Approved Counterparties for Lending

	Fitch Ratings				Moody's Ratings			S&P Ratings		Limits	
	S. Term	L. Term	Indiv.	Support	S. Term	L. Term	Fin.Stgth	S. Term	L. Term	Time	Money
OTHERS											
United Kingdom	F1+	AAA			Aaa			A-1+	AAA		
DMO											
Local Authorities										5 YEARS	5 (M)
Money Market Funds											10 (M)

Key

Upgraded (U)	Positive Rating Watch (P)	Upgraded Positive Rating Watch (U.P)	Upgraded Negative Rating Watch (U.N)
Downgraded (D)	Negative Rating Watch (N)	Downgraded Positive Rating Watch (D.P)	Downgraded Negative Rating Watch (D.N)

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Agenda Item 12

**COUNCIL MEETING –
RECORD OF PORTFOLIO HOLDER DECISIONS**

SCHEDULE

20 July 2009

**Portfolio and Decision
Reference Number**

Subject Matter

**Community, Health and
Environment**

CHE 12

Grants to Voluntary Organisations

CHE 13

Grants to Arts 2009 - 2010

CHE 14

2009/2010 Grants to Playschemes/ Play Organisations

Customer Services and ICT

CS & ICT 1

ICT Disaster Recovery Works

**Economic Development and
Estates**

EDE 6

58 Bridge Street, Banbury - Restricted

EDE 7

Former Claypits Site, Bicester - Restricted

EDE 8

Parsons St Environment Improvements Scheme – Report
Restricted

CHERWELL DISTRICT COUNCIL

20 JULY 2009

PROPORTIONALITY AND COMMITTEE APPOINTMENTS REPORT

REPORT OF THE CHIEF EXECUTIVE

1 Purpose of Report

- 1.1 To gain agreement to the amended constitution of Committees for Municipal Year 2009/10 and to advise Council of political group nominations following the results of the Kidlington North By-election.

2 Wards Affected

- 2.1 All Wards

3 Effect on Policy

- 3.1 Nil.

4 Contact Officers

- 4.1 Mary Harpley (Extension 1573)
James Doble(Extension 1587)

RECOMMENDED

- (1) That the allocation of the seats on the Committees that are subject to the political balance requirements be agreed as set out in Table 1 below following the results of the Kidlington North by-election.
- (2) To appoint Members (and, where appropriate, substitute members) to serve on each of the Committees set out in Table 2 of the report in accordance with the nominations made by the Political Groups.

1) Proportionality Calculations Following Kidlington North By-election

Table 1: Allocation of Seats of Proportional Committees

Committees	Con	Lab	LD	TOTAL
Overview and Scrutiny Committee	10*	1*	1	12
Resources and Performance Scrutiny Board	11	0	1	12
Planning Committee	16	1	1	18
Licensing Committee	10*	1*	1	12
Personnel Committee	11	0	1	12
Appeals Panel	9	0	1	10
Accounts, Audit and Risk Committee	10	0	1	11
Proportional Total by Committee	79	1	7	87
Aggregate Entitlement	77	3	7	87
Adjustment Required	- 2	+ 2	0	

The Leader of the Conservative Group has informed the Chief Executive that the seats to be offered to the Labour Group are on the Overview and Scrutiny and Licensing Committees.

The above figures marked by an asterisk take account of this adjustment.

2) Changes to Committee Membership

Based on the calculation of proportionality as set out above political groups have made the following alterations and allocations. Additionally Councillor Hughes has been nominated to fill the Conservative vacancy on the Appeals Panel

Table 2: Nominations from Political Groups

		Appeals Panel	Personnel Committee	Overview & Scrutiny Committee	Licensing Committee	Standards Committee
Remove	Members	Cllr Sibley	Cllr Parish	Cllr Prestidge	Cllr Hughes	Cllr Rae
	Substitutes					
Add	Members	Cllr Hughes Cllr Rae	Cllr Williamson	Cllr Sibley	Cllr Parish	Cllr Williamson
	Substitutes			Cllr Parish	Cllr Sibley	

CHERWELL DISTRICT COUNCIL

COUNCIL

20 JULY 2009

REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICE/MONITORING OFFICER

STANDARDS COMMITTEE ANNUAL REPORT 2008/09

1 Introduction and Purpose of Report

- 1.1 This report presents the Standards Committee annual report for 2008/09 which was approved by the Standards Committee on 9 July 2009.

2 Wards Affected

- 2.1 All Wards

3 Effect on Policy

- 3.1 None

4 Contact Officer(s)

- 4.1 Liz Howlett, Head of Legal and Democratic Services/Monitoring Officer (01295 221 686)

5 Annual Report – 2008/09

- 5.1 The Standards Committee Annual Report is attached (Annex 1). The Annual Report contains information relating to the work of the Standards Committee in monitoring the ethical framework.

6 Risk Assessment, Financial Effects and Contributions to Efficiency Savings

- 6.1 The following details approved by Denise Westlake 01295 221559

6.2 Risk assessment – none

6.3 Financial effects – none

6.4 Efficiency savings – none

7 Recommendation

- 7.1 It is **RECOMMENDED**:-

- (1) That the Council note the contents of the Standards Committee Annual Report 2008/09

The Cherwell Standard

A review of the work of the Standards Committee in 2008/09

The Local Government Act 2000 established standards committees in local authorities to promote good conduct by Councillors and Staff.

Local Assessment of Complaints

All cases involving misconduct allegations are now dealt with locally by the Standards Committee. The Standards Committee can investigate cases, refer cases to the Standards Board for England or resolve cases through other means such as mediation or training.

All code of conduct complaints must be sent to Liz Howlett, the Monitoring Officer, Bodicote House, Bodicote, Banbury, OX15 4AA

Training

During 2008/09 the Standards Committee arranged training in four different areas.

Local Filtering of Complaints

In March 2008 Members of the Standards Committee attended this county wide training session facilitated by Peter Keith Lucas who is a nationally renowned expert on matters relating to the Code of Conduct. It is a mandatory requirement that Standard Committee Member receive training on the local filtering of complaints before they can adjudicate on cases relating to alleged breaches of the Code of Conduct.

Conduct and Governance

In May 2008 Liz Howlett, Monitoring Officer held a training session for all Councillors providing guidance on the Code of Conduct and explaining what personal and prejudicial interests are and when they should be declared. The session also covered the role of the Standards Committee, the Standards Board for England and the Corporate Governance framework.

Standards Board Training

The County hosted an Oxfordshire wide training session on the Local Assessment of complaints, in June 2008, facilitated by the Standards Board for England. This was another opportunity for members of the Standards Committee to take part in a mandatory training session on the local filtering of complaints. A similar event was held in January 2009.

Planning Training

In order for Councillors to participate in planning decisions they must attend Planning Training. A training session was held on 14 May 2009 to explain and guide Councillors through the often complex system so that they can make sound decisions, and explain them to their constituents. Another Planning Training Session has been arranged for June 2009.

Governance, Code of Conduct and Declaring Interests
Liz Howlett, Monitoring Officer will be leading a further code of conduct session open to all Councillors in June 2009. Training for parish councils will also be arranged later in the year by the Standards Committee following publication of the anticipated revised Code of Conduct.

Meetings of the Standards Committee 2008/09

Number of times a general meeting of the Standard Committee has been held	7
Number of times an Assessment Sub-Committee has met	4
Number of times a Review Sub-Committee has met	0
Number of Consideration Meetings	1
Number of Hearings	0

Complaints

During 2008/09 we received 4 complaints. All of these complaints have been made against parish or town councillors. 3 of the complaints were referred to the Monitoring Officer to take other action, all 3 of these complaints related to alleged breaches of the Weston-on-the-Green Parish Council's Code of Conduct. One complaint has been referred to the Monitoring Officer for investigation this complaint related to an alleged breach of Bicester Town Council's Code of Conduct.

Appointments to the Standards Committee

Cherwell District Council appointed a new independent member to serve on the Standards Committee, Mr Kenneth Hawtin, bringing the total number of independent members on the committee to 4. The committee agreed to appoint a new independent to assist in the local assessment of complaints.

Revised Code

The Department for Communities and Local Government published "Communities in Control: Real People, Real Power, Codes of Conduct for Local Authority Members and Employees – A Consultation" in October 2008. The consultation paper set out proposals to revise the Code of Conduct to cover Members in their non-official capacity and to introduce a model code of conduct for local government employees. The Committee felt that if the code was to be applied to Members in their non-official capacity and related to criminal offences this would need to be clearly defined. The Committee suggested that whether a Councillor's behaviour brings the authority into disrepute would be a clearer test than criminal activity.

The Standards Committee also advised that they felt the Code of Conduct should not be extended to Council employees as this was already covered by employee terms and conditions, disciplinary procedures and ultimately action under employment law. A revised Code of Conduct has not yet been published.

Monitoring of Ethical Framework

42 of 66 Parish Councils in the District responded to the ethical framework questionnaire. The questionnaire is designed to judge how well the ethical framework is being applied across the District. A number of parish councils indicated they would be interested in receiving assistance from the District Council on familiarisation with the code of conduct and Code of Conduct Training. The Standards Committee will address this in more detail when a revised Code is published.

35 parishes felt the Code of Conduct helped the way they worked and 32 parishes provided new parish Councillors with a copy of the Code. The questionnaire responses indicated that Parish Clerks were the first stop for advice on the Code. The responses also provided some useful suggestions on how the Standards Committee might assist Parishes with the operation of the Code.

Annual Assembly

The Seventh Annual Assembly of the Standards Committee was held on 13 and 14 October 2008. The theme of the Assembly this year was "Delivering the Goods: Local Standards in Action" Mr Greenslade Hibbert and Mr McBeth, independent members of the committee, attended the conference for a day each. The dates of the next Annual Assembly are 12 and 13 October 2009.

Complaints to the Local Government Ombudsman

A total of 14 enquiries and complaints were received about the Council in 2008/2009:

- 5 related to Planning and Building Control, of which 4 were passed for investigation (all concerned planning applications)
- 3 related to housing, of which one was forwarded for investigation
- 2 related to benefits, of which one was forwarded for investigation
- 1 enquiry related to local taxation but was not referred for investigation
- 3 other contacts, of which one about environmental health and one about standards committees were passed for investigation.

Of the decisions taken during 2008/2009

- In 3 cases the Ombudsmen found no evidence of maladministration
- One complaint was not pursued at the Ombudsman's discretion
- One complaint was outside of the Ombudsman's jurisdiction
- One case resulted in a published report.

The published report was in connection complaint received in 2006/07 concerning land. The Ombudsman decided that the Council had wrongly determined that the complainant's properties were in the curtilage of a listed building and that this amounted to maladministration with injustice. He recommended that the Council pay the complainants £10,000 compensation and review all charges placed on the land charges register without reference to the property owner. The Council did not accept that it was guilty of

maladministration but in a spirit of co-operation agreed to pay £10,000 to the complainants. The Ombudsman also recommended that the Council review all charges placed on the land charges register without reference to the property owner but subsequently accepted that to review all listed buildings (approximately 3,000) in the Council's area was too onerous. The Council assured the Ombudsman that it had improved its liaison between its land charges and planning services.

Member Expenses

Each year the Council is required to publish information relating to allowances received and expenses claimed by Councillors. This year the information was published on the Council website (www.cherwell.gov.uk) making the information more accessible to members of the public. The levels of the allowance and expenses are set by an Independent Remuneration Panel who report to Council each year. Although this is not the responsibility of the Standards Committee, members of the committee felt the publication of expenses claimed would be of interest to members of the public especially in light of recent press coverage of expenses claimed by MPs.

Agenda Item 22

CHERWELL DISTRICT COUNCIL

20 JULY 2009

PROPOSED CHANGES TO FULL COUNCIL

REPORT OF THE CHIEF EXECUTIVE

1 Purpose of Report

- 1.1 To propose some changes to the way Full Council operates in order to free time for additional items for discussion and debate for the benefit of Councillors and residents.

2 Wards Affected

- 2.1 All Wards

3 Effect on Policy

- 3.1 Nil.

4 Contact Officers

- 4.1 Mary Harpley (Extension 1573)
James Doble(Extension 1587)

5 Background

The current practice of paging through the minutes of all the Committee meetings which have taken place since the previous Full Council takes up much of the time available at the four regular meetings of Full Council we have each year. Many of the meetings have happened some time ago by the time we do this and there are rarely many questions arising as a result. The proposal is to handle these minutes in a slightly different way to free up more meeting time for other purposes.

It is proposed that we no longer page through the entire minute book but take the minutes of the Executive meetings in one block and the minutes of all other meetings in a second block. Any Member who has a question arising from any minutes would still be able to ask a question as now.

By doing this we would free up time for a number of new items:

- Consideration of recommendations to Council individually, supported by separate reports. Councillors currently approve recommendations within the minute book but this new approach will allow for fuller consideration and debate of each recommendation. Full Council has recently considered specific recommendations in this way (and the Investment Strategy on this meeting's agenda is such an example), but this would now be done systematically for all recommendations to Council.
- Presentations from key partners and the opportunity for Councillors to ask questions afterwards. The presentation from and discussion with the Chief Constable at the April meeting is a good example of this type of session and we hope that this meeting's presentation from and questions to the Director of Public Health and the Primary Care Trust will prove to be as valuable.

- A Leader's 'Question Time' and the opportunity to ask the Leader of the Council questions without notice on any subject. The ability to ask questions in writing and receive written answers remains. If this 'Question Time' proves valuable it could be extended in time to Portfolio Holders, perhaps on a rotating basis.
- Time for some more debates on the District and its future. For example, a 'State of the District' debate in October will be very well timed to inform the corporate and service planning which will be starting then.

6 Recommendations

The Council is recommended:

- 1) To approve the following changes to the way Full Council runs:
 - (i) Minutes of previous meetings to be moved in blocks rather than paged through, but with the ability to ask questions arising as now
 - (ii) Recommendations to Council to be considered individually
 - (iii) Leader's 'Question Time' to be introduced
 - (iv) The extra time available to be used to hear presentations from partners and to debate more issues relevant to the District and its future
- 2) To approve the changes proposed to the Council Procedures in the Constitution annotated in Appendix One.
- 3) To delegate the minor consequential changes required to other parts of the Constitution to the Head of Legal and Democratic Services in consultation with the Portfolio Holder, Democratic Services and Member Development.

2.1 Council Procedure Rules

The following Procedure Rules shall apply to meetings of full Council.

Agenda for Ordinary Meetings of Council

The agenda for ordinary meetings shall be to:-

- elect a person to preside if the chairman and vice-chairman are not present;
- receive any apologies for absence;
- receive any announcements from the Chairman of the Council and/or the Leader;
- receive any declarations of interest from members;

To approve the minutes of the last meeting;

To receive questions from members on any matters arising from the minutes; to deal with any business remaining from the last meeting;

- to report any petitions and requests to address the Council on an item on the agenda, or to receive an address, from an organisation, which is of importance to the District;
- consider and resolve any issues called in to the Council in accordance with the constitution;
- receive minutes from the Executive and receive questions and answers on any of those minutes;
- receive a report from the Leader of the Council containing details of executive decisions taken since the last meeting which were cases of special urgency;
- receive a record of decisions made by Executive Portfolio Holders, and receive questions and answers on that record;
- receive minutes from the Council's Committees on block and receive questions and answers on those minutes;
- receive written questions and answers submitted by Members
- put questions to the Leader on any matter affecting the district, the Leader will provide responses but may, where necessary or appropriate, provide a written response in due course
- consider motions of which notice has been given in the order in which they have been received,

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- consider any other business or motions which the Chairman has decided are urgent and which are not included in the agenda;
- receive reports from the Executive and the Council's committees containing recommendations to Council for decision
- any other business on the agenda
- If necessary to pass a resolution to exclude the public for any items involving the likely disclosure of exempt or confidential information
- to receive any Minutes and reports from the Executive and Committees as appropriate containing exempt or confidential information and receive questions and answers on any of those minutes and reports
- any other exempt or confidential business on the agenda

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