

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 3 September 2012 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 Public Protection
Councillor Nigel Morris, Lead Member for Clean and Green
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Performance and Customers

Also Present: Councillor Andrew Beere (in place of Councillor Patrick Cartledge, Leader of the Labour Group)
Councillor Sean Woodcock (in place of Councillor Patrick Cartledge, Leader of the Labour Group)

Apologies for absence: Councillor Patrick Cartledge, Leader of the Labour Group
Councillor Tim Emptage, Leader of the Liberal Democrat Group

Officers: Sue Smith, Chief Executive
Calvin Bell, Director of Development
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Jo Pitman, Head of Transformation
Chris Rothwell, Head of Community Services
Ed Potter, Head of Environmental Services
Gavin Halligan-Davis, Community and Corporate Planning Manager
Pat Simpson, Programme Manager
Stuart Cruickshank, Depot & Transport Manager
James Doble, Democratic and Elections Manager
Lesley Farrell, Assistant Democratic and Elections Officer

Declarations of Interest

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

35 **Urgent Business**

There were no items of urgent business.

36 **Minutes**

The minutes of the meeting held on 2 July 2012 were agreed as a correct record and signed by the Chairman.

37 **Design and Conservation Strategy for Cherwell**

The Head of Strategic Planning and the Economy submitted a report which sought approval of the Design and Conservation Strategy for Cherwell.

In introducing the report, the Lead Member for Planning applauded its content. Cherwell boasts a rich heritage and the purpose of the strategy was to protect local heritage and promote high quality design. The Strategy fitted with the draft Local Plan for development and the National Planning Policy Framework. The Strategy had been subject to public consultation and a number of bodies had been encouraged by content.

Resolved

- (1) That the content of the Design and Conservation Strategy be noted.
- (2) That the Design and Conservation Strategy for Cherwell be adopted.

Reasons

The strategy sets out the Council's remit in the areas of design and conservation, illustrates what has been achieved and what we will strive to achieve in the future. The document covers a three year period from September 2012 to March 2015. The Strategy has been subject to consultation and fits with the draft Local Plan. Accepting the recommendation is believed to be the best way forward.

Options

- | | |
|---------------------|--|
| Option One | To accept the recommendation |
| Option Two | To not accept the recommendation, thereby not establishing and setting clear priorities for the way the Council approaches design and conservation matters for the next three years. |
| Option Three | To not accept the recommendation and refer the |

document back to the Head of Strategic Planning and the Economy for further alterations.

38 **Banbury Museum Trust Project Developments**

The Head of Community Services submitted a report which highlighted the work of the Banbury Museum Trust Project Board in developing an independent organization to run the services and the costs associated with this process.

Executive was advised that the Museum Project Board had agreed to seek trust status. Following an extensive recruitment process, Mr Bob Langton had been recommended as an appropriate appointment for Shadow Board Chairman. In terms ensuring the probity of the transfer of the service to the independent organisation, specialist and independent advice must be made available to the Shadow Board, the costs of which would be met from a fund established specifically for that purpose.

Resolved

- (1) That the selection of Mr Bob Langton to the role of Shadow Board Chairman be approved.
- (2) That the Deputy Leader be approved as the Council's nominated representative on the Shadow Trust Board.
- (3) That a budget of £20,000 to enable the project to be delivered be approved.

Reasons

The Executive at its meeting on 3 October 2011 agreed in principle the transfer of Banbury Museum to independent status, knowing this preserves a valuable and visited cultural asset for local residents whilst securing some financial benefit to the Council.

The first step towards independence is the creation of a Shadow Board. The interview panel for the Shadow Board Chairman considered the candidates against a range of stringent criteria covering previous experience and expertise in a comparable role as well as personal interest in the cultural sector. They selected Mr Bob Langton as their preferred candidate having scored highly against the majority of the person specification for the role.

Specialist and independent advice must be made available to the Shadow Board to ensure the probity of the transfer, the costs of which will be met from a fund established specifically for that purpose.

Options

- Option One** To continue without any further independent and specialist advisors; and to make alternate recommendation on appointment of Shadow Trust

Board Chairman and the Council's nominated representative.

Option Two

To engage external and independent advice and approve the appointment of the Shadow Trust Board Chairman and the Council's representative to the Shadow Board as set out in this report.

39

Update on Major Programmes

The Head of Transformation submitted a report which updated Members on Major Programmes and progress toward implementing robust governance of major change projects.

In introducing the report, the Chairman advised that it was good discipline to have a proper regime to look after projects with the same reporting frame for both Cherwell District Council and South Northamptonshire. As additional time and commitment was necessary by Lead Members, Member Champions should be appointed by the Chief Executive to maintain stability.

Resolved

- (1) That the progress in relation to the implementation of governance standards for the 9 major projects which Members have identified as key to the delivery of regeneration and economic development (the Place Programme) and change (Transformation Programme) for Cherwell District Council and South Northamptonshire Council be noted.
- (2) That the Member champions assigned to each of the programme boards be noted.
- (3) That authority be delegated to the Chief Executive be delegated in consultation with the Leader of the Council to approve member champions as required.

Reasons

Members have already approved the general approach to maximising the effective use of scarce resource through the organisation of projects into programmes. This report seeks simply to update members.

Options

Option One To agree the recommendations as set out

Option One To amend the recommendations

Performance and Risk Management Framework 2012/13 First Quarter Performance Report

The Director of Resources and the Interim Corporate Performance Manager submitted a report which covered the Council's performance for the period 1 April to 30 June 2012 as measured through the Performance Management Framework.

In introducing the report, the Lead Member for Performance Management and Improvement explained that the report showed a full summary of the performance for the first quarter which indicated a satisfactory progress at 93.7%. There was only one red which was on the public perception of street cleanliness for the annual customer satisfaction survey results were due in September/October. Executive was assured that overall standards had not fallen and the results would give an independent third party view.

Members commented that there was considerable repetition of statistics which did not change every quarter and agreed that a review should take place by all Lead Members with their Head of Service to decide which indicators the report should focus on in each quarter.

Resolved

(1) That the following achievements be noted:

Cherwell: A District of Opportunity

- Actions are on-going to promote apprenticeships and other routes to work and education. In June, 6 regular Job Clubs were held: 2 in Banbury, 3 in Bicester and 1 in Kidlington. 4 'Career & Opportunity Gateway' Job Clubs were held at the Mill Cottage on Wednesdays. 4 additional Job Club workshops were introduced in June, on Thursdays at the Mill Cottage. This brings the total number of job clubs for Q1 to 25. A successful Job Fair (to allow job seekers to meet employers) was also held in Banbury in April.
- Progress is currently on track for the delivery of 100 affordable homes in the District and current risks to delivery are being managed, in particular, further assessments are being made of the contribution the South West Bicester development can make by year end. The schemes at Dashwood Road School in Banbury and Bryan House in Bicester are due to complete by early September with official scheme openings happening later that month. 31 homes delivered in Quarter 1 against target of 27.
- Key strategic sites for the provision of new commercial and leisure facilities in Banbury have been clearly identified and initial consideration has been given to potential development strategy through some initial soft market testing. Sites also form on-going process of completing necessary Supplementary Planning Documents and master planning, running alongside the production and publication of the Core Strategy. These sites are being project managed at present through the Banbury Development Group.

- Bicester Town Centre continues to progress well. A name for the Centre is urgently required to progress marketing of the units. Minor changes now required to entrance/layout of the new Cinema due to new operator but these can be accommodated by the contractor.

A Cleaner Greener Cherwell

- Very wet first three months have made garden waste tonnages fluctuate wildly with some weeks low tonnages & some very heavy tonnages. Some Environment Agency changes regarding street sweepings may reduce recycling rates by 1% in the future.
- The Annual customer satisfaction survey results due in September/October. Overall standards haven't fallen - entered in Clean Britain awards - results due September 2012 which should give an independent third party view. The Neighbourhood Blitz programme in Banbury continues successfully.
- The Cocoon scheme has secured additional external funding to provide free cavity wall insulation in all cases and free loft insulation in some cases. The Council has been helping to fund the discount on both types of insulation and, in response to the changes in the Cocoon scheme, has been able to revise the way its contribution is used so that all home owners and private landlords in Cherwell can get insulation free. New leaflets have been produced and promotion is on-going.
- The legal agreement and planning permission have been issued and the developers have appointed contractors and are in the process of clearing conditions and obligation requirements to enable a start on site of the Eco-Bicester houses project this year.

A Safe, Healthy and Thriving Cherwell

- Dates were agreed in May for the initial sign up to the Best Bar None Scheme by participating premises and date agreed for completion (November 2012). Although there has been some slippage against target for sign up with potential participants in June, the project is expected to be brought back on track in July/August.
- On-going effective Partnership working through Cherwell Community Safety Partnership (CCSP), Local Strategic Partnership (LSP) and voluntary sector. Joint Agency Tasking & Co-ordination group (JATAC) working with Oxfordshire County Council (OCC) Hub in identifying individuals and information sharing for future interventions.
- Earthworks at South West Bicester Sports pitches have been delayed by wet weather but still expect to seed and plant the area from September.
- Preferred bidder for the replacement community hospital in Bicester on the existing site announced by the Primary Care Trust (PCT).

Planning application submitted. On-going dialogue between the PCT and Strategic Health Authorities (SHA) to progress the project

An Accessible, Value for Money Council

- Savings of c £600,000 of the £800,000 secured and plans are in place to address the remainder.
 - Customer survey commissioned, we will have a challenge to bring up satisfaction rates in the current economic climate so there is some risk associated with this performance objective.
 - The website improvement project is undertaking final checks with the stakeholders before making it available to the public. Time scales beginning in Quarter 2.
- (2) That officers be requested to report in the second quarter on the following items where performance was below target or there are emerging issues or risks.

Corporate Scorecard – Customer Feedback

Telephone call response rates – Target was reduced to 1min from 1min10 (last year's target) following significant improvements in response times. Appointments moving contact from Face to Face to Phones and a 5 week backlog of Benefit processing work has generated increased customer contact, this combined with reduced staffing has resulted in an increase in response times during the first quarter. A significant increased number of calls received, 3000 on this time last year.

- (3) That the responses to issues raised in the end of year performance report be noted.
- (4) That a review take place of all indicators and the frequency of reporting and that this process includes the lead member meeting with their Heads of Service to consider whether indicators should be reported quarterly, half yearly, annually or no longer measured'.

Reasons

This report presents the Council's performance against its corporate scorecard for the first quarter of 2012/13. It includes an overview of successes, areas for improvement and emerging issues to be considered.

Options

- Option One**
- (1) To note the many achievements referred to in paragraph 1.3.
 - (2) To request that officers report in the second quarter on the items identified in paragraph 1.4 where performance was below target or there are emerging issues or risks..

- (3) To agree the responses identified to issues raised in the end of year performance report in paragraph 2.1 or to request additional action or information.
- (4) To identify any further performance or risk related matters for review or consideration in future reports.

Option Two To identify any additional issues for further consideration or review.

41 **Quarter 1 2012/13 Finance Report and Local Government Resources Review Update**

The Head of Finance and Procurement submitted a report which summarised the Council's Revenue and Capital performance for the first 3 months of the financial year 2012/13 and projections for the full 2012/13 period. The report also considered treasury and procurement performance for the first quarter and compares against strategy and action plans. A short update on the Local Government Resources Review (LGRR) Project was also included.

In introducing the report the Lead Member for Financial Management reported on the many achievements of the first quarter. The variances on the revenue and capital projections were within the Council's stated tolerances of +2% / - 5% and all peaks and troughs should even out over the course of the year.

The Joint Procurement Team had been in place since the beginning of July and has been working together on drawing up a joint forward plan to provide savings targets and support a range of programmes across the Councils. Cashable savings had already been made and procurement exercises were also underway with Stratford District Council which would bring financial benefit.

Members were advised that the LGRR was progressing and that the LGRR project team are continuing to meet to model the financial and other implications so that they can feed into the medium term financial forecast and corporate planning.

Resolved

- (1) That the projected revenue & capital position at June 2012 be noted.
- (2) That the Q1 performance against the 2012/13 investment strategy and the financial returns from each of the 3 funds be noted.
- (3) That the contents and the progress against the Corporate Procurement Action Plan and the Procurement savings achieved at June 2012 be noted. .
- (4) That the latest position on the Local Government Resources Review project be noted.

Reasons

This report illustrates the Council's performance against the 2012/13 Financial Targets for Revenue, Capital, Treasury and Procurement Monitoring.

Options

Option One To review current performance levels and considers any actions arising.

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

42 **Exclusion of the Press and Public**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

43 **Award of Contract for the Provision of Refuse Collection Vehicles**

The Head of Finance and Procurement and Head of Environmental Services submitted an exempt report which sought approval for the purchase of Refuse Collection Vehicles under a Framework until 31 May 2015

In introducing the report the Lead Member for Financial Management advised that the tender had been carried out jointly Oxfordshire City Council and but there was flexibility for other authorities to join in the future.

Members agreed it was a good procurement exercise that showed what could be achieved tendering with other councils.

Resolved

- (1) That the purchase of the Council's 10 refuse collection vehicles from 2013 – 2015 using the Government Procurement Service vehicle procurement framework (ref 859) in collaboration with Oxford City Council be approved.

Reasons

A procurement exercise has been undertaken in the form of a mini competition for orders of refuse collection vehicles until 31 May 2015. Cherwell District Council and Oxford City Council have aggregated their refuse collections vehicles requirements to secure the best possible deal for refuse collection vehicles. The new contract reduces the expected capital and revenue requirements.

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The meeting ended at 7.30 pm

Chairman:

Date: