

Meeting of Council

Monday 17 December 2012

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, OX15 4AA on Monday 17 December 2012 at 6.30 pm, and you are hereby summoned to attend.



Sue Smith
Chief Executive

Friday 7 December 2012

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** (Pages 1 - 2)

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 (Pages 3 - 8)

To confirm as a correct record the Minutes of Council held on 15 October 2012.

7 Thames Valley Police - Address by Chief Constable

The Chief Constable of Thames Valley Police, Sara Thornton and her supporting officers will be invited to address Council, following which Members will be able to ask questions.

8 Minutes

- a) Minutes of Executive, Lead Member Decisions and Executive Decisions not included in the 28 day notice

The Leader of the Council to formally propose that the minutes of the meetings of the Executive and Lead Member Decisions as set out in the Minute Book (circulated separately) be received and to report that since the last meeting two decisions have been taken by the Executive under urgency procedures where 28 days notice was not given.

- b) Minutes of Committees

The Leader of the Council to formally propose that the minutes of committees as set out in the Minute Book (circulated separately) be received.

9 Questions

- a) Written Questions

To receive any written questions and answers which have been submitted with advance notice in accordance with the constitution. A written response to the question will be circulated at the meeting.

- b) Questions to the Leader of the Council

The Chairman to invite questions to the Leader of the Council (including any matters arising from the minutes).

Following a response to their question being provided members will be entitled to a follow up or supplementary question.

c) **Questions to Committee Chairmen on the minutes**

The Chairman to invite questions to Chairmen of Committees on any matter arising from the minutes of their committee (if any).

10 Motions

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

Council Business Reports

11 Appointments to Committees

Council is asked to agree the following request of the Labour Group to appoint Councillor Gordon Ross to the following vacancies arising from the resignation of Councillor George Parish:

Full Committee Member

- Licensing Committee
- Personnel Committee
- Planning Committee

Substitute Committee Member

- Overview and Scrutiny Committee
- Resources and Performance Scrutiny Board
- Joint Personnel Committee

12 Community Governance Review 2012 (Pages 9 - 14)

Report of Chief Executive

Summary

To update Members on progress of the Community Governance Review, to outline timetables for consultation and consideration of responses and to appoint a Working Group to carry out detailed work on the Review.

Recommendations

Council is recommended:

- (1) To note the contents of the report.
- (2) To delegate authority to the Head of Law and Governance, in consultation with Group Leaders, to appoint two Members per Political Group to a Community Governance Review Working Group.

- (3) To delegate authority to the Head of Law and Governance to arrange dates of meetings for the Working Group.

13 Adoption of Joint Contract Procedure Rules and Financial Procedure Rules
(Pages 15 - 110)

Report of Head of Law and Governance

Summary

The purpose of this report is to enable Council to adopt a common set of Contract Procedure Rules and Financial Procedure Rules with South Northamptonshire Council in order to ensure that the joint procurement and accountancy teams are working to a common set of rules and procedures and to mitigate the risk arising from having different procedural rules at the two Councils.

Recommendations

Council is recommended, subject to South Northamptonshire Council resolving in similar terms at its meeting on 19 December 2012, to:

- (1) Adopt the joint Contract Procedure Rules at Appendix 1.
- (2) Adopt the joint Financial Procedure Rules at Appendix 2.

14 Calendar of Meetings Municipal Year 2013/14 (Pages 111 - 118)

Report of Head of Law and Governance

Summary

Council is asked to consider the calendar of meetings for the municipal year 2013/14.

Recommendations

Council is recommended to:

- (1) Approve the calendar of meetings for the municipal year 2013/14.

15 Developments in Elections and Electoral Registration - Update Report
(Pages 119 - 126)

Report of Chief Executive (as Returning Officer and Electoral Registration Officer)

Summary

The purpose of this report is to provide Members with an update on the, changes in electoral registration and the annual canvass and to seek delegated power for the Chief Executive to resource Individual Electoral Registration in light of these

developments. A similar report is being taken to South Northamptonshire Council on 19 December 2012.

Recommendations

Council is recommended to:

- (1) Note the further developments in the electoral and electoral registration programme to 2015 and request that Council receives future reports as appropriate.
- (2) Note the publication of the Electoral Registration and Administration Bill.
- (3) Give delegated authority to the Chief Executive to recruit and appoint a 0.5 FTE Project Co-ordinator from May 2013 and processing and canvass staff as required in order to meet the new statutory requirements placed upon the Council with the costs being shared between this Council and South Northamptonshire Council.

16 Exclusion of the Press and Public

The Chairman, will if necessary, move the exclusion of the press and public if members have indicated (under the relevant agenda item) they wish to ask a question on any matter arising from an exempt minute.

In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their decision members should also be mindful of the advice of Council Officers.

Should members decide not to discuss the issue 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 of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs of Schedule 12A of that Act, as set out in the Minute Book.”

17 Questions on Exempt Minutes

Members of Council will ask questions on exempt minutes, if any.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.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.

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.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact James Doble, Democratic and Elections
james.doble@cherwellandsouthnorthants.gov.uk, 01295 221587