

**Committee:** Resources and Performance Scrutiny Board  
**Date:** Tuesday 16 October 2012  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### Membership

<b>Councillor Nicholas Mawer (Chairman)</b>	<b>Councillor Douglas Webb (Vice-Chairman)</b>
<b>Councillor Alyas Ahmed</b>	<b>Councillor Maurice Billington</b>
<b>Councillor Patrick Cartledge</b>	<b>Councillor Margaret Cullip</b>
<b>Councillor Jon O'Neill</b>	<b>Councillor Neil Prestidge</b>
<b>Councillor Nigel Randall</b>	<b>Councillor Lawrie Stratford</b>
<b>Councillor Douglas Williamson</b>	<b>Councillor Sean Woodcock</b>

### Substitutes

<b>Councillor Andrew Beere</b>	<b>Councillor Surinder Dhesi</b>
<b>Councillor Mrs Diana Edwards</b>	<b>Councillor Tim Emptage</b>
<b>Councillor David Hughes</b>	<b>Councillor Alaric Rose</b>
<b>Councillor Rose Stratford</b>	

## AGENDA

Overview and Scrutiny Members should not normally be subject to the party whip. Where a member is subject to a party whip they must declare this at the beginning of the meeting and it should be recorded in the minutes.

- 1. Apologies for Absence and Notification of Substitute Members**
- 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. Urgent Business**

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

**4. Minutes (Pages 1 - 4)**

To confirm as a correct record the Minutes of the meeting of the Committee held on 4 September 2012.

**5. Exclusion of the Public and Press**

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

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

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting 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 the 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.”

**6. Capital Budget 2013-14 to 2016-17 (Pages 5 - 8)**

\*\* Please note that the appendix to the report will be circulated separately from the main agenda pack as it is A3 \*\*

Exempt Report of Director of Resources

**7. Environmental Services and Homelessness Budgets**

At the Board meeting of 4 September 2012 Members received an overview of the Environmental Services and homelessness budgets. Members will wish to refer to the restricted briefing note circulated with the 4 September 2012 Board meeting agenda and the minutes of that meeting which are attached to this agenda.

Members will wish to reflect on the evidence and frame recommendations to the Executive as part of the budget 2013/14.

## **Recommendations**

The Board is recommended to consider the information and frame appropriate recommendations for consideration by Executive as part of the 2013/14 budget.

### **8. Readmittance of the Public and Press**

The Board is requested to resolve:

“That the press and public be readmitted to the meeting.”

### **9. Resources and Performance Scrutiny Board Work Programme 2012/13 (Pages 9 - 16)**

Report of Head of Law and Governance

#### **Summary**

This report presents the Resources and Performance Scrutiny Board work programme 2012/13 for consideration.

#### **Recommendations**

The Resources and Performance Scrutiny Board is recommended:

- (1) To consider the Resources & Performance Scrutiny Board work programme 2012/13 as set out at Appendix 1 of the attached report.

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

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01295 221589 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 Natasha Clark, Democratic and Elections  
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

**Sue Smith**  
**Chief Executive**

Published on Monday 8 October 2012

# Agenda Item 4

## Cherwell District Council

### Resources and Performance Scrutiny Board

Minutes of a meeting of the Resources and Performance Scrutiny Board held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 September 2012 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor Alyas Ahmed  
Councillor Maurice Billington  
Councillor Patrick Cartledge  
Councillor Margaret Cullip  
Councillor Jon O'Neill  
Councillor Neil Prestidge  
Councillor Nigel Randall  
Councillor Sean Woodcock

Apologies for absence: Councillor Douglas Webb  
Councillor Lawrie Stratford  
Councillor Douglas Williamson

Officers: Karen Curtin, Head of Finance and Procurement  
Ed Potter, Head of Environmental Services  
Natasha Clark, Team Leader, Democratic and Elections

#### 25 **Declarations of Interest**

There were no declarations of interest.

#### 26 **Urgent Business**

There was no urgent business.

#### 27 **Minutes**

The Minutes of the meeting held on 17 July 2012 were agreed as a correct record and signed by the Chairman.

#### 28 **Exclusion of the Public and Press**

##### **Resolved**

That, in accordance with Section 100A(4) of the 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.

29

## **Budget Scrutiny 2013/14**

The Chairman welcomed the Head of Environmental Services and the Head of Finance and Procurement to the meeting and explained that the Members would receive an overview of the Environmental Services and homelessness and temporary accommodation budgets and frame recommendations to the Executive as part of the budget 2013/14.

### **Environmental Services**

The Head of Environmental Services advised Members that Environmental Services delivered many of the front line services of the Council including Waste Collection, Street Cleansing, Public Conveniences, and Landscape Management. These services were the services that the Council is most well known for amongst its residents and accounted for a significant percentage of overall Council expenditure. The overall revenue budget for Environmental Services for 2012/13 was £5.86 million

The Head of Environmental Services provided an overview of the restricted briefing note on Environmental Services finances which covered revenue and income within the service, future revenue and capital cost pressures and opportunities.

### Waste Recycling

In terms of fuel costs for vehicles, Members noted that officers sought to address the rising cost of fuel through various means such as reviewing waste collection and street cleansing routes, purchasing more fuel efficient vehicles and stockpiling fuel.

The Board was advised that vehicle repair costs were kept under control, through better procurement, more robust vehicles and better maintenance practices. Additionally, the replacement cycle for replacing vehicles had increased from six years to seven years reducing capital requirements but repair costs had been kept under control.

In terms of compost gate fees, Members noted that following the introduction of a garden waste/food waste mixture collection in the brown bin, during late 2009/10, this was processed via a contract with Oxfordshire County Council (OCC) contract. At present CDC did not receive credits due to the waste/food mix. In the course of the discussion, the Board heard that some other local authorities in Oxfordshire offered a separate weekly food waste collection and received compost credits from OCC. In response to Members comments that regarding the financial viability of a weekly food waste collection in CDC, the Head of Finance and Procurement explained that preliminary calculations had indicated that the cost of implementing such a scheme would greatly outweigh any compost credits received.

Members commented that a potential source of income for the service could be through the collection of commercial waste and agreed that consideration should be given to this.

In response to Members' queries regarding the feasibility of cross county waste collection routes, the Head of Environmental Services explained that there were opportunities for cross county working however there were also many difficulties due to dealing with disposal authorities and collection services being different.

The Board was advised that future capital pressures included the replacement of green residual bins and future vehicle replacement programmes. Various options were currently under consideration.

The Board was advised that there were around 90 recycling banks in Cherwell which accounted for 6% of the overall recycling rate in the district. In response to Members' questions, the Head of Environmental Services confirmed that satisfaction with recycling banks was generally high.

At the 10 July 2012 meeting, the Board had received an update on the Oxfordshire Waste Partnership (OWP) at which time the Head of Environmental Services had provided an overview of the financial arrangements that existed in the OWP, which were developed to encourage collection authorities to invest in collection systems to reduce the amount of waste going to landfill. The Board was advised that the payment of landfill credits was currently under debate within the Oxfordshire Waste Partnership as the County Council was seeking to remove these payments. The Board noted that this item was already on the work programme and agreed it should be retained and the Head of Environmental Services be requested to report back to the Board at the appropriate time on the proposed new arrangements to allow Members to consider and provide comments to the Executive/Lead Member.

#### Street Cleansing

The Head of Environmental Services advised the Board that the budget for street cleansing services had remained relatively consistent in recent years. Consideration was currently being given to shared working opportunities for this service. The Board had received a briefing on street cleansing performance at their 10 July 2012 meeting and had commended the work of the team.

#### **Homelessness Budget**

The Head of Finance and Procurement advised the Board that the council's homelessness budget had remained at the same level for the previous two years. The Government had confirmed that the council's homelessness grant would remain the same for the next two years but this was not ring fenced.

It was anticipated that the need for homelessness support would increase as a result of the Government's Local Government Resources Review and Welfare Reforms. This could cause budget pressures for the council and Finance and Housing Officers were currently considering various scenarios. The Board agreed that they should retain a watching brief through the Finance Scrutiny Working Group.

#### **Budget Scrutiny Timetable**

The Board noted the budget scrutiny timetable. The September meetings of the Performance Scrutiny Working Group and the Finance Scrutiny Working Group would be used to review the capital bids. At the October meeting, Members would consider recommendations to the Executive for consideration on the capital bids and the Environmental Services and Homelessness budgets.

**Resolved**

- (1) That the briefing on the Environmental Services budget be noted.
- (2) That the update on the Homelessness budget be noted and the Finance Scrutiny Working Group retain a watching brief on the budget.
- (3) That the timetable for the budget scrutiny 2013/14 be noted,

30 **Readmittance of the Public and Press**

**Resolved**

That the press and public be readmitted to the meeting.

31 **Resources and Performance Scrutiny Board Work Programme 2012/13**

The Board considered a report of the Head of Law and Governance which presented the Resources and Performance Scrutiny Board work programme 2012/13 for consideration.

**Resolved**

- (1) That the Resources & Performance Scrutiny Board work programme 2012/13 be noted.

The meeting ended at 8.10 pm

Chairman:

Date:

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

## Resources & Performance Scrutiny Board

### Resources & Performance Scrutiny Board Work Programme 2012/13

16 October 2012

### Report of Head of Law and Governance

#### PURPOSE OF REPORT

This report presents the Resources and Performance Scrutiny Board work programme 2012/13 for consideration.

This report is public

#### Recommendations

---

The Resources and Performance Scrutiny Board is recommended:

- (1) To consider the Resources & Performance Scrutiny Board work programme 2012/13 as set out at Appendix 1 of the attached report.

#### Details

---

##### **1 Resources and Performance Scrutiny Board Work Programme 2012/13**

- 1.1 The Resources and Performance Scrutiny Board Work Programme 2012/13 is attached at appendix 1.
- 1.2 Each future agenda item includes an overview of the item and reason for consideration by the Board.

##### **Work Programme Items**

- 1.3 The attached work programme only refers to budget scrutiny 2013/14 items that will be considered at formal Resources and Performance Scrutiny Board.
- 1.4 Members are reminded that December meetings of the Finance

Scrutiny Working Group and Performance Scrutiny Working Group will be used for budget scrutiny work.

- 1.5 Board Members may wish to suggest other items for inclusion on the work programme during 2012/13. Members are reminded that in considering the suggestions for the work programme and prioritising topics, it is important to consider the resources available to support the work and the timescales. The Board should also reflect on the demands that scrutiny reviews place on the resources in the individual service areas.
- 1.6 The Board will also wish to consider the priority checklist. The current, informal criteria applied to all suggestions for a scrutiny review are that it must:
- be of concern to a group of people living within the Cherwell District;
  - relate to a service, event or issue in which the Council has a significant stake or over which the Council has an influence;
  - not be an issue which scrutiny has considered during the last 12 months;
  - not relate to an individual service complaint;
  - not relate to an individual planning or licensing application.

## 2 Future Meetings Schedule

<b>Resources &amp; Performance Scrutiny Board</b>	16 October 2012, 6.30pm 20 November 2012, 6.30pm 15 January 2013, 6.30pm 5 March 2013, 6.30pm 16 April 2013, 6.30pm
<b>Finance Scrutiny Working Group</b>	4 December 2012, 6.30pm 19 February 2013, 6.30pm
<b>Performance Scrutiny Working Group</b>	1 December 2012, 6.30pm 26 February 2013, 6.30pm
<b>Overview and Scrutiny Committee</b>	27 November 2012, 6.30pm 22 January 2013, 6.30pm 12 March 2013, 6.30pm 23 April 2013, 6.30pm

## Implications

---

- Financial:** There are no financial implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.  
Comments checked by Sarah Best, Service Accountant, 01295 221982
- Legal:** There are no legal implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.  
Comments checked by Paul Manning, Solicitor Advocate 01295 221691
- Risk Management:** If too many items are included on the work programme there is a risk that scrutiny agendas become overloaded. This undermines effective scrutiny because Members are unable to concentrate on the key issues and officer resources are over-stretched. It may be necessary to hold further meetings during the year if the risk of not achieving the work programme becomes apparent. The report of the individual scrutiny reviews will address any specific risk issues.  
Comments checked by James Doble, Democratic and Elections Manager, 01295 221587

## Wards Affected

---

Each scrutiny review will identify the wards affected

## Corporate Plan Themes

---

Each scrutiny review will identify the relevant corporate plan themes

## Document Information

---

Appendix No	Title
Appendix 1	Resources and Performance Scrutiny Board Work Programme 2012/13
Background Papers	
None	
Report Author	Natasha Clark, Team Leader, Democratic & Elections
Contact Information	01295 221589 natasha.clark@cherwellandsouthnorthants.gov.uk

This page is intentionally left blank

# Resources and Performance Scrutiny Board Work Programme 2012/2013

(Updated: 8 October 2012)

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
<b>Date of Meeting: 16 October 2012</b>				
Budget Scrutiny 2013/14	To consider recommendations to the Executive on the Capital Programme 2013-14 to 2016-17 and the Environmental Services and Homelessness budgets.	Scrutiny review – the R&PSB undertakes budget scrutiny annually	Beth Baines, Strategic Finance Accountant	Restricted item
R&PSB Work Programme 2012/13	To consider the Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
<b>Date of Meeting: 20 November 2012</b>				
Budget Scrutiny 2013/14	To undertake a review of scrutiny budget proposals over the last 3 years and consider any recommendations for Draft 1 of the Budget for December Executive	Scrutiny review – the R&PSB undertakes budget scrutiny annually	Karen Curtin, Head of Finance & Procurement	

**Key to Reason for Consideration:**

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy; Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
<b>R&amp;PSB Work Programme 2012/13</b>	To consider the Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
<b>Date of Meeting: 15 January 2013</b>				
<b>Budget Scrutiny 2013/14</b>	To consider any further recommendations on the 2013/14 budget	Scrutiny review – the R&PSB undertakes budget scrutiny annually	Karen Curtin, Head of Finance & Procurement	
<b>R&amp;PSB Work Programme 2012/13</b>	To consider the Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
<b>Date of Meeting: 5 March 2013</b>				
<b>Draft R&amp;PSB Work Programme 2012/13</b>	To consider the Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
<b>Date of Meeting: 16 April 2013</b>				
<b>Landscapes Maintenance Contract</b>	To consider the process for the procurement of the landscape maintenance contract	Scrutiny review – contract scrutiny	Ed Potter, Head of Environmental Services	Members requested the inclusion of this item at the

**Key to Reason for Consideration:**

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy; Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
				10.07.12
<b>Draft R&amp;PSB Work Programme 2012/13</b>	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
<b>Items to be allocated</b>				
<b>Oxfordshire Waste Partnership (OWP) – Funding arrangements</b>	To receive a further update available, advising the Board on the proposals for the revised financial arrangements for the OWP.	Monitoring – Members have retained this item on the work programme in light of uncertainty regarding the financial arrangements	Ed Potter – Head of Environmental Services	
<b>Performance of Street Cleansing Services</b>	To receive a further update once the 2012 customer satisfaction results are available.	Monitoring – Members reviewed the reduction of customer satisfaction with street cleansing that had been highlighted in the Performance Management Framework at the 10 July 2012 meeting	Ed Potter – Head of Environmental Services	
<b>Partnership Scrutiny: Oxfordshire Rural Community Council (ORCC)</b>	To receive an update on progress against the recommendations arising out of the R&PSB review of the scrutiny review of	Monitoring – progress against recommendations accepted by Executive in April 2010	Chris Rothwell – Head of Community	

**Key to Reason for Consideration:**

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy;  
Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
	the Council's partnership with ORCC in 2009/10		Services	
<b>Contracts Review: Spiceball Sports Centre</b>	To nominate Members to work with officers during the procurement process	Scrutiny review - During the 2012/13 budget scrutiny, the Board noted that the contract would be reviewed in 2012/13 and requested that officers attend a meeting of the R&PSB at the appropriate time and members of the Board be nominated to work with officers on the procurement process.	TBC	
<b>Tourist Information Centres / Courtyard</b>	To be reviewed as part of the 2012/13 work programme	Scrutiny Review - During the budget scrutiny, the Board agreed to make no recommendation in this area but recognised the reduction in support costs. The Board agreed that this should be added to their 2012/13 work programme to undertake a review.	TBC	
<b>Banbury Museum</b>	To be reviewed as part of the 2013/14 work programme	Scrutiny Review - During the budget scrutiny, the Board agreed to make no recommendation in this area as it had been subject to a value for money review and implementation of trust status considered. It was agreed that this item should be added to the work programme for 2013/14.	TBC	

**Key to Reason for Consideration:**

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy; Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item