

**Committee:** **Resources and Performance Scrutiny Board**

**Date:** **Tuesday 16 April 2013**

**Time:** **6.30 pm**

**Venue** **Bodicote House, Bodicote, Banbury, OX15 4AA**

### **Membership**

**Councillor Nicholas Mawer (Chairman)**

**Councillor Alyas Ahmed**

**Councillor Patrick Cartledge**

**Councillor Jon O'Neill**

**Councillor Nigel Randall**

**Councillor Douglas Williamson**

**Councillor Douglas Webb (Vice-Chairman)**

**Councillor Maurice Billington**

**Councillor Margaret Cullip**

**Councillor Neil Prestidge**

**Councillor Lawrie Stratford**

**Councillor Sean Woodcock**

### **Substitutes**

**Councillor Andrew Beere**

**Councillor Mrs Diana Edwards**

**Councillor David Hughes**

**Councillor Rose Stratford**

**Councillor Surinder Dhesi**

**Councillor Tim Emptage**

**Councillor Alaric Rose**

## **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 5 March 2013.

**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. Electronic Document and Records Management (EDRM) (Pages 5 - 12)**

Exempt Report of Head of Transformation

**7. Readmittance of the Public and Press**

The Board is requested to resolve:

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

**8. Contract Scrutiny: Landscape Maintenance Contract (Pages 13 - 14)**

To consider a briefing on the contract renewal process and timetable.

The Head of Environmental Services and the Street Scene and Landscape Manager will be present for this item.

The Landscape maintenance contract pre-tender preparation programme will be circulated under separate cover for information.

**9. Trade Waste Recycling (Pages 15 - 18)**

Report of Head of Environmental Services

**Summary**

To inform members about the potential opportunities of launching a Trade Recycling scheme centred on Bicester.

**Recommendations**

The meeting is recommended to consider:

- (1) Supporting the launch a trade recycling service aimed at small and medium sized enterprises (SMEs) in Bicester.
- (2) The rationale for the development of fees and charges which encourage businesses to recycle.

**10. Resources and Performance Scrutiny Board work Programme (Pages 19 - 24)**

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](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk), 01295 221589

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

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