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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 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 April 2013

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 5 March 2013 at 6.30 pm

Present: Councillor Douglas Webb (Vice-Chairman, in the Chair)

Councillor Jon O'Neill

Councillor Nigel Randall

Councillor Lawrie Stratford

Councillor Sean Woodcock

Apologies for absence:

Councillor Nicholas Mawer

Councillor Alyas Ahmed

Councillor Maurice Billington

Councillor Patrick Cartledge

Councillor Margaret Cullip

Councillor Neil Prestidge

Councillor Douglas Williamson

Officers:

Ed Potter, Head of Environmental Services

Nicola Jackson, Corporate Finance Manager

Beth Baines, Strategic Finance Accountant

Claire Taylor, Corporate Performance Manager

Louise Tustian, Senior Performance & Improvement Officer

Natasha Clark, Team Leader, Democratic and Elections

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Declarations of Interest

There were no declarations of interest.

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Urgent Business

There was no urgent business.

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Minutes

The Minutes of the meeting held on 15 January 2013 were agreed as a correct record and signed by the Chairman.

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2012/13 Quarter 3 Finance Report

The Board considered a report of the Head of Finance and Procurement to which was appended the 2012/13 Quarter 3 Finance Report, considered at the 4 March 2013 Executive meeting, which summarised the Council's

Revenue, Capital, Procurement action plan and Treasury performance for the first 9 months of the financial year 2012/13 and projections for the full 2012/13 period.

The Corporate Finance Manager provided an update on the deletion of vacant posts which had been discussed at the previous meeting. The Board was advised that from a finance perspective, budget holders were challenged about vacant posts and equality and the potential impact on service provision was considered prior to deletion of a vacant post which required authorisation by a Director.

In introducing the report, the Strategic Finance Accountant reported that the variances on the revenues and capital projections were within the Council's stated tolerances. The Council had a General Fund Reserve to meet any budgetary surplus or deficit however the current position was positive with all services reporting underspends and higher than budgeted investment received.

Resolved

- (1) That the report be noted.

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Performance Management Framework Third Quarter 2012/13 Report

The Board consider a report of the Corporate Performance Manager to which was appended the Performance Management Framework Third Quarter 2012/13 report, which was considered at the 4 March 2013 Executive meeting. The report covered the Council's performance for the period 1 October to 31 December 2012 as measured through the Performance Management Framework.

In response to Members' questions regarding Banbury Brighter Futures, which had reported amber for two quarters, the Corporate Performance Manager explained that whilst the programme was on track the amber signified on-going changes with theme leads missing data from partners which affected reporting and could represent a risk in the longer term. The Director of Community and Environment was working with Oxfordshire County Council to address the issues. The Board noted that Brighter Futures was on the Overview and Scrutiny Committee (OSC) work programme and requested that a further update also be provided to Board members in due course.

In relation to planning performance, the Corporate Performance Manager confirmed that this was one of the few areas local authorities still had a statutory duty to report.

The Board noted that the performance area "Delivering 500 new homes in year" was reporting as red. Members commented that this was an ambitious target and that whilst planning permissions had been granted developers were not building properties. The Board suggested that the figures relating to the approvals granted should be included in the commentary column on the report.

In terms of processing of major applications within 13 weeks (NI 157a) which was still reporting red, the Board suggested that the performance report commentary should reflect the view that Members and officers acknowledged quality rather than quantity and ensuring the right decision was reached was more important than processing within 13 weeks.

The Board noted that the target to increase the household recycling rate to 60% was reporting as amber. The Head of Environmental Services explained that this was largely due to a change in policy from the Environment Agency whereby street sweepings could no longer be composted.

Resolved

- (1) That the Performance Management Framework Third Quarter 2012/13 report be noted.

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Resources and Performance Scrutiny Board Work Programme

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.

Oxfordshire Waste Partnership (OWP)

The Head of Environmental Services provided an update on the Oxfordshire Waste Partnership financial arrangements advising the Board that the five districts would receive the same payments from the County Council in 2013/14 as in 2012/13 but they would subsequently be a phased reduction of 25% in 2014/15, 2015/16 and 2016/17. The new arrangements would result in less money for collection authorities and cease payments for performance.

The Board thanked the Head of Environmental Services and his team for their support and service provided to Members.

Oxfordshire Rural Community Council (ORCC)

The Board considered an update on progress against the recommendations arising from their scrutiny review of the Council's partnership with ORCC. Members noted that a new Service Level Agreement would be agreed for 2013/14 and that ORCC continued to have a community transport role, partnering Banbury CAB in the development and delivery of Cherwell's volunteer driver schemes and hosting the Oxfordshire Community Transport Advisory Group.

In considering the update, the Board commented that the Overview and Scrutiny Committee should consider the ORCC community transport role when it considers community transport as part of its work programme in due course.

Work Programme Items

Members noted the updates on Contracts Review: Spiceball Sports Centre, Tourist Information Centres, Courtyard and Banbury Museum and agreed that as they were not suitable topics for scrutiny and should therefore be deleted from the work programme. In relation the Banbury Museum, Members

requested that officers provide an update to all Members on the Banbury Museum Trust arrangements at an appropriate time

Resolved

- (1) That the Resources & Performance Scrutiny Board work programme 2012/13 be noted.
- (2) That the update on the Council's partnership with Oxfordshire Waste Partnership be noted.
- (3) That the update on the Council's Partnership with Oxfordshire Rural Community Council (ORCC) be noted.
- (4) That the updates on other work programme items be noted and that Contracts Review: Spiceball Sports Centre, Tourist Information Centres, Courtyard and Banbury Museum be deleted from the work programme.
- (5) That officers be requested to provide an update to all Members on the Banbury Museum Trust arrangements at an appropriate time.

The meeting ended at 8.30 pm

Chairman:

Date:

Agenda Item 6

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

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Agenda Item 8

LANDSCAPE MAINTENANCE CONTRACT - PRE-TENDER PREPARATION PROGRAMME

DATE	MARCH 13	APRIL 13	MAY 13	JUN 13	JUL 13	AUG 13	SEP 13	OCT 13	NOV 13	DEC 13	JAN 14	FEB 14	MAR-14
1 CDC PROJECT DELIVERY TEAM													
a) Project Manager - Paul Almond													
b) Landscape & Arboricultural Officers													
c) Procurement - Vivi Hitchens													
d) Legal - Richard Hawtin													
e) Finance - Karen Curtin													
f) Head of Environmental Services - Ed Potter													
g) Lead Member - Councillor Morris													
2 KEY STAGES													
a) Plan Programme													
b) Outline Programme to Clients													
c) Request Client Feedback and Future Requirements													
d) Investigate/Explore Delivery Options													
e) Feed Back Delivery Options and Outcomes													
f) Confirm External Client Buy In													
g) Consult on Contract Standards and Documentations													
h) Consult on Draft Service Level Agreements													
i) Agree Changes to Contract Documents													
j) Agree Draft Service Level Agreements													
k) Prepare Documentation													
l) Report to Executive													
3 SCRUTINY COMMITTEE ENGAGEMENT													
a) Committee Report - Outline Programme													
b) Appoint Working Group Members													
c) Working Group - Progress/Input Meetings													
d) Committee Report - Outcomes													
4 CLIENT ENGAGEMENT													
a) External Clients													
Bicester Town Council													
Kidlington Parish Council													
Oxfordshire County Council													
b) Internal Clients													
Car Parks													
Regeneration & Estates													
Sports & Recreation													
Arts & Tourism													
Housing													

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Resources & Performance Scrutiny Board

Trade Recycling

16 April 2013

Report of Head of Environmental Services

PURPOSE OF REPORT

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

This report is public

Recommendations

The meeting is recommended to consider:

- (1) 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.

Details

Introduction

- 1.1 Nationally the government aims to encourage councils to help provide recycling services for small and medium enterprises (SMEs).
- 1.2 In Policy 6 of the Oxfordshire Joint Municipal Waste Management Strategy the Oxfordshire Waste Partnership have committed to encourage businesses to reduce, reuse & recycle by providing good quality recycling services, information and advice.
- 1.3 Currently Cherwell District Council operates a trade waste (also known as Commercial Waste) service. The service provides small businesses in the centre of Banbury, Bicester and Kidlington with a trade waste & trade recycling service using pre-paid sacks. Until 2009/10 the service

was the collection of trade waste only using orange pre-paid sacks.

- 1.4 In 2009/10 a pre-paid trade recycling sack was introduced. For a roll of 25 sacks for recycling a customer pays £29.50 and for refuse £39.50. No wheelie bins are used by the trade waste service hence most customers are very small businesses.
- 1.5 At present around 90-100 tonnes of trade waste and 35-40 tonnes of trade recycling is collected. In comparison domestic collections covering waste and recycling account for around 57,000 tonnes.
- 1.6 Trade waste has a high recycled content especially with large volumes of paper and cardboard. However for convenience many small and medium sized enterprises (SMEs) just take a trade waste service or their waste service provider only offers trade waste services.
- 1.7 With trade landfill disposal costs exceeding £100/tonne and continuing to rise each year, trade recycling can bring some financial savings for businesses. Hence encouraging businesses to use trade recycling services can bring some savings for those organisations but also could offer an opportunity for the Council especially as the Council has access to a very favourable recycling processing contract.
- 1.8 Until recently the Landfill Allowance Trading Scheme (LATS) made the development of trade waste services unattractive. The LATS system was a mechanism which would fine councils for each tonne of waste sent to landfill above a certain target. Oxfordshire County Council, the disposal authority, indicated that any trade refuse which pushed landfill tonnages above targets would result in LATS fines being passed onto those authorities with trade waste services. However LATS has now been abolished
- 1.9 South Northants Council (SNC) operates a larger trade waste service which generates an annual surplus after disposal costs of around £250k. However SNC offers no trade recycling service. A potential opportunity exists by bringing together SNC's experience of running a larger trade waste service with CDC's trade recycling experience. This could result in an overall expanded service for CDC and a new trade recycling service for SNC. This forms part of but is not reliant on the shared service business case recently approved by the Joint Arrangements Steering Group and is currently being consulted on.
- 1.10 The development of Eco Bicester with a commitment to low carbon emissions and to environmental good practice creates an opportunity for the provision of trade recycling services. With a depot in Bicester, trade refuse disposal at nearby Ardley and trade recycling disposal at Helmdon or Cassington, collections costs should be low.
- 1.11 The costs to launch a trade recycling service using wheelie bins are relatively small and are largely around provision of containers since existing vehicles and staff would be used. Additionally a service initially centred on Bicester would mean small travel distances and

hence low fuel costs. The collections would not require any additional investment in vehicles as the existing vehicle fleet would be used. No additional staff would be required.

- 1.12 The investment in containers is estimated at around £15k and can be funded within existing container budgets. In the event of a service being unsuccessful the containers can be used on domestic collections, particularly flats. Hence the risks to the launch of any scheme are low.
- 1.13 To make a new service financially viable in the medium term around 30 customers are needed. Attracting more than 30 customers would make the service rapidly contribute towards fixed costs.
- 1.14 The fees and charges associated with such a service need to make it financially attractive for businesses to recycle. Having more than one type of container and having to sort waste maybe difficult for some businesses. However if waste costs for the business are reduced then there are good reasons to recycle.
- 1.15 The proposed fees for a new service would make recycling much more attractive than landfill. In nearby Oxford City charges are around £17 per lift for an 1100 residual waste bin and around £9 per lift for a commingled dry recycling 1100 bin.
- 1.16 The proposed fees and charges for trade residual waste and trade recycling would be more attractive than Oxford City and will be brought forward to the Lead Member for Clean and Green later this month.

Proposals

- 2.1 Launch a trade recycling service in Bicester which offers wheelie bins in addition to pre-paid sacks. The service would concentrate on recycling services but would offer trade refuse collection as well.
- 2.2 Set a range of competitive services with prices encouraging trade recycling. These prices would be put forward in a fees and charges report to the Lead Member for Clean and Green.

Conclusion

- 3.1 A new trade recycling scheme initially centred on Bicester will bring both environmental and financial benefits to small and medium sized businesses as well developing a new income stream which can offset waste collection costs.

Implications

Financial:	Trade income currently represents a small income stream. The proposed expansion of trade recycling is a low risk strategy which should produce additional income in 2014/15
	Comments checked by Joanne Kaye, Service Accountant 01295 221545
Legal:	There are no legal implications with this report
	Comments checked by Kevin Lane, Head of Law and Governance 0300 003 0107
Risk Management:	The risks associated with this project are very small
	Comments checked by Clare Taylor, Corporate Performance Manager 0300 003 0113

Wards Affected

Bicester Wards

Corporate Plan Themes

Clean and Green

Executive Portfolio

Councillor Nigel Morris
Portfolio Holder for Clean and Green

Document Information

Appendix No	Title
None	N/A
Background Papers	
None	
Report Author	Ed Potter, Head of Environmental Services
Contact Information	0300 003 0105 ed.potter@cherwellandsouthnorthants.gov.uk

Resources & Performance Scrutiny Board

Resources & Performance Scrutiny Board Work Programme 2012/13

16 April 2013

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 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.

1.4 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 2012/13

Resources & Performance Scrutiny Board	No further meetings scheduled in 2012/13
Finance Scrutiny Working Group	No further meetings scheduled in 2012/13
Performance Scrutiny Working Group	No further meetings scheduled in 2012/13
Overview and Scrutiny Committee	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

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Resources and Performance Scrutiny Board

Work Programme 2012/2013

(Updated: 8 April 2013)

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
Items to be allocated in 2013/14				
Concessions Policy Page 23	To work on concessions principles would be ongoing with a view to a policy being implemented in due course.	Policy Development - As part of a 2012/13 budget scrutiny process, Members had identified the need for a consistent approach to concessions across the authority. As part of the 2013/14 budget scrutiny process this work had begun nominated Board Members had met with Finance Officers to reviews the concessions currently offered by the council and third parties. It had been noted that there were discrepancies and focus should be developing overarching principles taking into consideration services CDC delivers, services externally delivered and which groups were currently in receipt of concessions.	Head of Finance and Procurement	The concessions review can only give guidance for services delivered by CDC and guide through Service Level Agreements for third party providers. An equality impact assessment will need to be undertaken
Budget Scrutiny 2013/14 – review of progress against	To receive an update on progress against the 2013/14 budget scrutiny	Monitoring – to consider progress against the recommendations arising from the budget 2013/14	Head of Finance and 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
recommendations	recommendations	scrutiny review		
Capital Pot – review of levels	To consider a scrutiny review regarding the capital pot levels and possible replenishment of the capital reserves	Scrutiny Review - During the budget scrutiny, the Board recognised the reduction in the capital pot levels and agreed that this should be added to their 2012/13 work programme to undertake a review.	Head of Finance and Procurement	
Budget Scrutiny 2014/15	Annual budget scrutiny review to agree recommendations to Executive for consideration as part of the 2014/15 budget	Scrutiny Review – Annual budget scrutiny review	Head of Finance and 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