



Meeting of Council

Monday 18 July 2022

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA on Monday 18 July 2022 at 6.30 pm, and you are hereby summoned to attend.

Yvonne Rees
Chief Executive

Friday 8 July 2022

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 7 - 8)

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.

Addresses may be presented by:

- A Local Government elector for the area,
- A person who is wholly or mainly resident in the area,
- A Council Taxpayer or National Non-Domestic Ratepayer for the area

Addresses must be on an item on the Agenda before the meeting and not exceed 5 minutes. No person may address more than one meeting on any particular issue.

Requests to address the meeting (including the reason for the address) should be submitted to democracy@cherwell-dc.gov.uk The deadline for petitions and requests to address this meeting is noon on Friday 15 July 2022.

Full details of public participation at meetings is available in the Constitution.

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 9 - 26)

To confirm as a correct record the Minutes of Council held on 18 May 2022 .

7 Minutes

- a) Minutes of Executive, Portfolio Holder 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 Portfolio Holder Decisions as set out in the Minute Book (circulated separately) be received and to report that since the last meeting of Council at which it was reported, 28 February 2022, one key decision has been taken by Executive, in relation to a Proposal to Consult on a Hackney Carriage Tariff Increase.

- 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.

8 Questions

- a) Written Questions

No written questions have been submitted with advance notice in accordance with the Constitution. The deadline to submit written questions has now passed.

- 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).

Council Business Reports

9 Disbanding of Joint Shared Services and Personnel Committee and Joint Appeals Panel (Pages 27 - 32)

Report of Assistant Director Law, Governance and Democratic Services and Monitoring Officer (interim)

Purpose of report

To agree to disband the Joint Shared Services and Personnel (JSSP) Committee as from 31 August 2022 following the end of the formal partnership arrangements between Cherwell District Council (CDC) and Oxfordshire County Council (OCC) and the conclusion of business for the Committee.

Recommendations

The meeting is recommended:

- 1.1 to disband the Joint Shared Services and Personnel Committee with effect from 31 August 2022 and note the conclusion of its business.
- 1.2 to disband the Joint Appeals Panel with effect from 31 August 2022.
- 1.3 to request that the interim Monitoring Officer update the Constitution to reflect the disbanding of the Joint Shared Services and Personnel Committee and Joint Appeals Panel accordingly effective 1 September 2022 and to add into the Chief Executive's delegations the power to terminate, extend or vary the new arrangements.
- 1.4 to request that the interim Monitoring Officer submit revised proportionality calculations with the Joint Shared Services and Personnel Committee removed from the calculations and any committee allocation and appointment adjustments made accordingly to the 17 October Full Council meeting.
- 1.5 to note that at its meeting of 4 July 2022, the Joint Shared Services and Personnel Committee noted that operational oversight of the new arrangements for service areas would be undertaken by each respective Chief Executive and agreed delegated powers to terminated, extend or vary the new arrangements.

10 Overview and Scrutiny Committee Annual Report 2021/22 (Pages 33 - 70)

Report of Assistant Director – Law, Governance and Democratic Services (Interim)

Purpose of report

This report presents the Overview and Scrutiny Annual Report for 2021/22

Recommendations

The meeting is recommended:

- 1.1 To note the report.

11 Amendments to Committee Membership

Group Leaders to advise of any changes, if any, to Committee membership for their political group for Council to note.

12 Motions (Pages 71 - 74)

To debate the following motions which have been submitted with advance notice, in accordance with the Constitution (to be debated in the order submitted).

Topic	Proposer	Seconder
Motion to declare a Food Poverty Emergency	Councillor Perran Moon	Councillor Rebecca Biegel
Cost of Living Crisis	Councillor David Hingley	Councillor Ian Middleton
Campsfield House, Kidlington, Motion	Councillor Ian Middleton	Councillor Gemma Coton
Refugee Crisis Motion	Councillor Ian Middleton	Councillor Angus Patrick

(For information: The Constitution sets out that no Motion to rescind or vary an agreed Motion can be considered within a 6 month period unless signatures or email from a recognised source from 8 councillors is received. Council considered and agreed a motion in relation to the Ukraine Crisis and support for refugees at its 28 February 2022 meeting. The Assistant Director Law, Governance and Democratic Services and Monitoring Officer (interim) has received 8 signatures and therefore confirms that the Refugee Crisis motion is valid.)

Please note that the deadline to submit motions has passed. The deadline for Members to submit amendments to motions is noon on Thursday 14 July 2022. No amendments will be permitted after this deadline.

Any amendments submitted will be published as a supplement to the agenda on the afternoon of Friday 15 July 2022. Amendments for motions will be dealt with in the order submitted.

For information

Please note:

Members are advised that written questions and motions for the next scheduled Council meeting on Monday 17 October 2022 must be submitted to the Assistant Director Law, Governance & Democratic Services & Monitoring Officer, democracy@cherwell-dc.gov.uk, by noon on Wednesday 5 October 2022.

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@cherwell-dc.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 democracy@cherwell-dc.gov.uk, 01295 221589

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CHAIRMAN/VICE CHAIRMAN'S ATTENDANCE

18 May 2022 – 17 July 2022

25 May

The first event attended as Chairman was to join staff and pupils at Gagle Brook Primary School in Bicester for their Jubilee Picnic Lunch.

2 June

The Chairman and his wife attended a short Reception hosted by Bicester Town Council, followed by a Platinum Jubilee Concert at St. Edberg's Church in Bicester.

On the same evening the Chairman and his wife attended a Beacon Lighting Ceremony at Bicester Heritage where the beacon was lit by Miranda Markham, Deputy Lieutenant Oxfordshire. This was one of 1500 beacons which were lit throughout the UK and Commonwealth countries in recognition of The Queen's long service.

4 June

The Chairman and his wife, at the invitation of the Lord-Lieutenant of Oxfordshire and the Chapter of Christ Church, attended a Service of Celebration for Oxfordshire to mark HM The Queen's Platinum Jubilee.

5 June

The last event to celebrate the Platinum Jubilee attended by the Chairman and his wife was a Songs of Praise Service at St Edberg's Church in Bicester.

8 June

The Chairman attended and chaired the latest Parish Liaison meeting at Bodicote House. This was attended by representatives from numerous parishes in the district.

9 June

At the invitation of SERFCA (Reserve Forces' & Cadets' Association South East Region), the Chairman attended the Oxfordshire and Buckinghamshire Armed Forces' Briefing at RAF Benson.

The aim of the evening was to provide a tri-Service briefing in the County and to build and nurture relationships between Defence and the wider community. This year's theme was around 'Resilience and Reserves' and included details about the Cadets and their current activities in the local community. There are currently 1288 Reservists, 3192 Cadets, 459 Cadet Force Adult Volunteers, 15 Combined Cadet Force Units and 66,000 Veterans.

11 June

The Vice Chairman, attended Stage Six Start of the Women's Cycling Tour in Chipping Norton in the morning and then later in the day was in St Giles, Oxford for the finish. *(Unconfirmed)*

20 June

At the invitation of the Chair of Oxfordshire County Council, the Chairman attended a Flag Raising Ceremony in central Oxford to commemorate Armed Forces Day. The ceremony took place at Oxford Castle and included regular, reserve and cadet forces from across Oxfordshire. The salute was taken by the OCC Chair, Lord Lieutenant, High Sheriff and senior military commanders.

22 June

The Chairman and his wife attended two concerts, one at lunchtime and one in the evening, at Dorchester Abbey. The concerts formed part NAPE's (National Association of Primary Education) 37th series of Festival of Voices which were held over seven days. The concerts attended were chosen as they involved choirs from two schools within the Cherwell district who formed part of a massed choir of 120 children from several other Oxfordshire Primary Schools, accompanied by a youth band and young guest players.

30 June

The Chairman and his wife attended a Reception and Musical Evening at the invitation of the Oxfordshire Chairman & Committee of ABF The Soldiers' Charity. The event was held at St. Edward's School in Oxford and featured the British Army Band, Sandhurst and the Concert Band of St. Edward's School. ABF The Soldiers' Charity supports serving soldiers, veterans and their families to avoid hardship and enjoy independence and dignity. Through donations, their charitable expenditure in 2020/21 was £8.3m, supporting 60,000 members of the Army family and also funding 43 other charities across 63 countries worldwide.

7 July

In conjunction with The Light at Castle Quay Waterfront in Banbury, the Chairman and his wife attended an event to experience the new cinema and entertainment offering which represent an important milestone for Banbury and was an opportunity to learn more from the people behind the transformation of the canal side.

8 July

At the invitation of the Chair of Oxfordshire County Council, the Chairman and his wife attended Oxfordshire County Music Service Gala Concert at Dorchester Abbey.

****Details correct at time of printing.***

Cherwell District Council

Council

Minutes of a meeting of the Council held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 18 May 2022 at 6.30 pm

Present:

Councillor Hannah Banfield (Chair)
Councillor Les Sibley (Vice-Chairman)
Councillor Andrew Beere
Councillor Rebecca Biegel
Councillor Nathan Bignell
Councillor Maurice Billington
Councillor Mike Bishop
Councillor John Broad
Councillor Hugo Brown
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Patrick Clarke
Councillor Jean Conway
Councillor Ian Corkin
Councillor Gemma Coton
Councillor Nick Cotter
Councillor Andrew Crichton
Councillor Sandy Dallimore
Councillor John Donaldson
Councillor Donna Ford
Councillor Ian Harwood
Councillor David Hingley
Councillor Matt Hodgson
Councillor Simon Holland
Councillor Kieron Mallon
Councillor Fiona Mawson
Councillor Ian Middleton
Councillor Perran Moon
Councillor Richard Mould
Councillor Adam Nell
Councillor Dr Chukwudi Okeke
Councillor Angus Patrick
Councillor Lynn Pratt
Councillor Chris Pruden
Councillor Eddie Reeves
Councillor George Reynolds
Councillor Dan Sames
Councillor Jason Slaymaker
Councillor Katherine Tyson
Councillor Dorothy Walker
Councillor Amanda Watkins
Councillor Douglas Webb

Councillor Fraser Webster
Councillor Barry Wood

Apologies for absence:

Councillor Colin Clarke
Councillor Nicholas Mawer
Councillor Bryn Williams
Councillor Sean Woodcock

Officers:

Yvonne Rees, Chief Executive
Nathan Elvery, Interim Chief Operating Officer
Michael Furness, Assistant Director of Finance & S151 Officer
Shahin Ismail, Monitoring Officer (Interim)
Natasha Clark, Governance and Elections Manager

1 **Welcome**

The Chair welcomed councillors, past Chairman, former councillors, guests and officers to the first Annual Council being held in the Council Chamber since at Bodicote House since May 2019.

The Chair welcomed newly elected councillors, Councillor David Hingley, Councillor Ian Harwood, Councillor Dr Chukwudi Okeke, Councillor Rebecca Biegel, Councillor Andrew Crichton, Councillor Amanda Watkins, Councillor Donna Ford, Councillor Chris Pruden, Councillor Eddie Reeves, Councillor Fiona Mawson, Councillor Jean Conway, Councillor Gemma Coton and Councillor Angus Patrick, and congratulated them and all other councillors who were returned at the recent election. The newly elected councillors each introduced themselves to Council.

2 **Declarations of Interest**

There were no declarations of interest.

3 **Communications**

The Chair made the following announcements:

Former Councillors

On behalf of Council, the Chair extended paid tribute and thanked those councillors who stood down or were not re-elected at the May elections for their service to the council, their wards and the district.

Annual Council

By convention, the minutes of Committees, questions, petitions and motions were not considered at Annual Council. These would be included on the agenda of the next scheduled Council meeting on Monday 18 July.

Revised Register of Interest Form

Councillors who were not elected or re-elected at the May elections had an updated register of interest form on their desk and were requested to complete and return the form to the Monitoring Officer via the Democratic and Elections team as soon as possible.

Chair's Engagements

A copy of the events attended by the Chair or Vice-Chairman was published with the agenda.

4 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

5 Urgent Business

There were no items of urgent business.

6 Minutes of Council

The minutes of the meeting held on 28 February 2022 were agreed as a correct record and signed by the Chairman.

7 Election of Chairman for the Municipal Year 2022/2023

(The outgoing Chair, Councillor Hannah Banfield, presided for the consideration of this matter and those preceding)

It was moved by Councillor Wood and seconded by Councillor Webster, that Councillor Les Sibley be appointed as Chairman for the municipal year 2022/2023. There were no other nominations.

Resolved

- (1) That Councillor Les Sibley be appointed Chairman of Cherwell District Council for the Municipal Year 202/2023.

8 Investiture of Chairman

Councillor Les Sibley, having made and signed the required Declaration of Acceptance of Office took the Chair.

Councillor Sibley thanked Members for his appointment and addressed Council.

The Chairman advised that his wife, Mary, would be his consort for the year and presented her with the Consort's badge.

The Chairman explained that he would confirm the charity he would be supporting and raising funds for during his term of office in due course.

9 **Vote of Thanks to Immediate Past Chair**

The Chairman paid tribute to the outgoing Chair, Councillor Banfield, thanking her for her dedication to the Council and residents.

Members paid tribute to Councillor Banfield for her term of office commending her for the dedication and commitment she had shown representing the Council both in person and virtually during the ongoing pandemic. Members also commended Councillor Banfield for chairing Council meetings in a fair and calm way.

Councillor Banfield accepted her past Chair's badge as a token of her term of office.

10 **Past Chair's Response**

Councillor Banfield addressed Council to report on her term of office as Chair.

Councillor Banfield thanked her Vice-Chairman, Councillor Sibley, her PA, Liz Matthews, the Chief Executive, the former Monitoring Officer, Anita Bradley, and current interim Monitoring Officer and the Governance and Elections Manager for their support during her year as Chair. Councillor Banfield also extended her thanks to all Members, for supporting her as Chair.

Councillor Banfield explained that due to the ongoing COVID-19 pandemic and restrictions she had not been able to hold a main fundraising event for her charities. She had agreed with the former Chairman, former Councillor David Hughes, that they would combine the money raised over their terms of office and she would advise of monies raised for her charities at the July Council meeting.

11 **Election of Vice-Chairman for the Municipal Year 2022/2023**

It was proposed by Councillor Wood and seconded by Councillor Corkin, that Councillor Jason Slaymaker be appointed as Vice-Chairman for the Municipal Year 2022/2023. There were no other nominations.

Resolved

- (1) That Councillor Jason Slaymaker be appointed Vice-Chairman of the Council for the municipal year 2022/2023.

12 **Investiture of Vice-Chairman**

Councillor Jason Slaymaker, having made and signed the required Declaration of Acceptance of Office was invested with the Vice-Chairman's Chain.

Councillor Slaymaker addressed Council and thanked Members for his appointment.

13 **Annual Business Report**

The Chief Executive submitted a report for Council to note the results of the 5 May 2022 district elections and agree the governance arrangements for the council following the elections to ensure for the municipal year 2022/2023.

Resolved

- (1) That the results of the District Elections held on 5 May 2022 be noted:

Ward	Elected	Party
Adderbury, Bloxham and Bodicote	David Hingley	Liberal Democrats
Banbury Calthorpe and Easington	Ian Harwood	Conservative
Banbury Cross and Neithrop	Chuk Okeke	Labour
Banbury Grimsbury and Hightown	Rebecca Biegel	Labour & Co-operative
Banbury Hardwick	Andrew Crichton	Labour
Banbury Ruscote	Amanda Watkins	Labour
Bicester East	Donna Ford	Conservative
Bicester North and Caversfield	Nick Mawer	Conservative
Bicester South and Ambrosden	Christopher Pruden	Liberal Democrats
Bicester West	John Broad	Independent
Cropredy, Sibfords and Wroxton	Phil Chapman	Conservative
Deddington	Eddie Reeves	Conservative

Fringford and Heyfords	Barry Wood	Conservative
Kidlington East	Fiona Mawson	Green
Kidlington West	Jean Conway	Liberal Democrat
Launton and Otmoor	Gemma Coton (elected 4 year term)	Liberal Democrats
	Angus Patrick (elected 1 year term)	Liberal Democrats

- (2) That the current constitution of the Council (48 Members) be noted:
- 25 Conservative (52.08%)
 - 10 Labour / Labour & Co-operative Party (20.83%)
 - 7 Liberal Democrat (14.58%)
 - 4 Independent (8.34%)
 - 2 Green (4.17%)
- (3) That the constitution of Political Groups and notification of Group Leaders.
- Conservative Group – 25 members (all Conservative councillors)
 - Group Leader: Councillor Barry Wood
 - Progressive Oxfordshire Group – 11 members (comprising 7 Liberal Democrat, 2 Green and 2 Independent (Cllrs Broad and Cotter) councillors)
 - Group Leader: Councillor Katherine Tyson
 - Labour Group – 10 members (comprising all Labour / Labour & Co-operative councillors)
 - Group Leader: Councillor Sean Woodcock
 - Independent Group – 2 members (comprising 2 Independent councillors, Cllrs Sibley and Webster)
 - Group Leader: Councillor Les Sibley
- (4) That Councillor Barry Wood be appointed Leader of the Council.
- (5) That the appointment of Councillor Ian Corkin as Deputy Leader of the Council and the membership of the Executive and the Executive portfolios for Municipal Year 2022/2023 be noted.

Councillor	Portfolio
Councillor Barry Wood	Leader of the Council and Portfolio Holder for Policy and Strategy
Councillor Ian Corkin	Deputy Leader and Portfolio Holder for Regeneration and Economy
Councillor Phil Chapman	Portfolio Holder for Healthier

	Communities
Councillor Colin Clarke	Portfolio Holder for Planning
Cllr Nick Mawer	Portfolio Holder for Housing
Councillor Richard Mould	Portfolio Holder for Corporate Services
Councillor Adam Nell	Portfolio Holder for Finance
Councillor Eddie Reeves	Portfolio Holder for Safer Communities
Cllr Lynn Pratt	Portfolio Holder for Property
Cllr Dan Sames	Portfolio Holder for Cleaner and Green Communities

- (6) That the allocation of seats on committee that are subject to the political balance requirements be agreed:

Committee	TOTAL	Conservative	Progressive Oxfordshire	Labour	Independent
Accounts, Audit & Risk Committee	8	4	2	2	0
Appeals Panel	10	6 (+1)	2	2	0
Budget Planning Committee	12	6	3	2 (-1)	1
Joint Appeals Committee	3	2	0 (-1)	1	0
Joint Shared Services & Personnel Committee	5	3	1	1	0
Licensing Committee	12	6	3	2 (-1)	1
Overview & Scrutiny	12	6	3	3	0 (-1)
Personnel Committee	12	6	3	2 (-1)	1
Planning Committee	18	9	4	4	1
Standards Committee	8	4	2	2	0
Proportional Total by Committee	100	51	24	24	5
Aggregate Entitlement	100	52	23	21	4
Adjustment Required	N/A	Plus 1	Minus 1	Minus 3	Minus 1

- (7) That members (and where appropriate, substitute members) to serve on each of the committees as set out below in accordance with the nominations to be made by political groups:

(NB. The number in brackets indicates the number of seats for the Group on the Committee. All Group nominations are listed alphabetically by councillor surname)

Accounts, Audit and Risk Committee

Membership (8 members with unnamed substitutes who can be any member of the relevant Group. All committee members must have received training prior to attending a meeting)

Conservative (4)	Progressive Oxfordshire (2)	Labour (2)	Independent (0)
Cllr Hugo Brown	Cllr Chris Pruden	Cllr Andrew Crichton	
Cllr Patrick Clarke	Cllr Ian Middleton	Cllr Sean Woodcock	
Cllr Donna Ford			
Cllr Barry Wood			

Appeals Panel

Membership (10 members with no substitutes – must NOT be Personnel Committee members)

Conservative (6)¹	Progressive Oxfordshire (2)	Labour (2)	Independent (0)
Cllr Patrick Clarke	Cllr Nick Cotter	Cllr Hannah Banfield	
Cllr Sandy Dallimore	Cllr Dorothy Walker	Cllr Perran Moon	
Cllr John Donaldson			
Cllr Ian Harwood			
Cllr Richard Mould			
Cllr Eddie Reeves			

Budget Planning Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group)

Conservative (6)	Progressive Oxfordshire (3)	Labour (2)²	Independent (1)
Cllr Hugo Brown	Cllr David Hingley	Cllr Matt Hodgson	Cllr Fraser Webster
Cllr Phil Chapman	Cllr Angus Patrick	Cllr Sean Woodcock	

¹ 1 additional seat to meet proportionality requirements

² 1 seat given up to meet proportionality requirements

Cllr Patrick Clarke	Cllr Chris Pruden		
Cllr John Donaldson			
Cllr Donna Ford			
Cllr Douglas Webb			

Joint Appeals Committee

Membership (3 seats, named substitutes - neither full nor substitute members may be members of the Joint Shared Services and Personnel Committee)

Conservative (2)	Progressive Oxfordshire(0)	Labour (1)	Independent (0)
Cllr Sandy Dallimore		Cllr Hannah Banfield	
Cllr John Donaldson			

Substitutes

Conservative (2)	Progressive Oxfordshire(1)	Labour (1)	Independent (0)
Cllr Richard Mould	Cllr Dorothy Walker	Cllr Perran Moon	
Vacant			

Joint Shared Services and Personnel Committee

Membership (5 members, named substitutes – neither full nor substitute members may be members of the Joint Appeals Panel)

Conservative (3)	Progressive Oxfordshire(1)	Labour (1)	Independent (0)
Cllr Ian Corkin	Cllr Ian Middleton	Cllr Sean Woodcock	
Cllr Jason Slaymaker			
Cllr Barry Wood			

Substitutes

Conservative (3)	Progressive Oxfordshire(1)	Labour (1)	Independent (0)
Cllr Phil Chapman	Cllr David Hingley	Cllr Andrew Crichton	

Cllr Patrick Clarke			
Cllr Lynn Pratt			

Licensing Committee

Membership (12 seats, with unnamed substitutes who can be any member of the relevant Group)

Conservative (6)	Progressive Oxfordshire (3)	Labour (2)³	Independent (1)
Cllr Mike Bishop	Cllr Angus Patrick	Cllr Hannah Banfield	Cllr Fraser Webster
Cllr Eddie Reeves	Cllr Chris Pruden	Cllr Andy Beere	
Cllr George Reynolds	Cllr Katherine Tyson		
Cllr Jason Slaymaker			
Cllr Douglas Webb			
Cllr Barry Wood			

Overview and Scrutiny Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Executive)

Conservative (6)	Progressive Oxfordshire (3)	Labour (3)	Independent (0)⁴
Cllr Maurice Billington	Cllr John Broad	Cllr Matt Hodgson	
Cllr Mike Bishop	Cllr David Hingley	Cllr Perran Moon	
Cllr Sandy Dallimore	Cllr Ian Middleton	Cllr Dr Chukwudi Okeke	
Cllr John Donaldson			
Cllr Ian Harwood			
Cllr Douglas Webb			

Personnel Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Appeals Panel)

³ 1 seat given up to meet proportionality requirements

⁴ 1 seat given up to meet proportionality requirements

Conservative (6)	Progressive Oxfordshire (3)	Labour (2)⁵	Independent (1)
Cllr Ian Corkin	Cllr Gemma Coton	Cllr Andy Beere	Cllr Les Sibley
Cllr Simon Holland	Cllr Fiona Mawson	Cllr Amanda Watkins	
Cllr Lynn Pratt	Cllr Chris Pruden		
Cllr Jason Slaymaker			
Cllr Douglas Webb			
Cllr Barry Wood			

Planning Committee

Membership (18 members, 12 named substitutes. All committee members and named substitutes must have received planning training prior to attending a meeting)

Conservative (9)	Progressive Oxfordshire (4)	Labour (4)	Independent (1)
Cllr Maurice Billington	Cllr John Broad	Cllr Andy Beere	Cllr Les Sibley
Cllr Hugo Brown	Cllr Jean Conway	Cllr Rebecca Biegel	
Cllr Ian Corkin	Cllr Fiona Mawson	Cllr Amanda Watkins	
Cllr Ian Harwood	Cllr Dorothy Walker	Cllr Sean Woodcock	
Cllr Simon Holland			
Cllr Richard Mould			
Cllr Lynn Pratt			
Cllr George Reynolds			
Cllr Barry Wood			

Named Substitutes (12 – not included in the proportionality calculations, all Groups to be represented)

Conservative (5)	Progressive Oxfordshire (3)	Labour (3)	Independent (1)
Cllr Mike Bishop	Cllr Gemma Coton	Cllr Andrew Crichton	Cllr Fraser Webster

⁵ 1 seat given up to meet proportionality requirements

Cllr Colin Clarke	Cllr David Hingley	Cllr Matt Hodgson	
Cllr Donna Ford	Cllr Ian Middleton	Cllr Dr Chukwudi Okeke	
Cllr Adam Nell			
Cllr Douglas Webb			

Standards Committee

Membership (8 members with unnamed substitutes who can be any member of the relevant Group)

Conservative (4)	Progressive Oxfordshire (2)	Labour (2)	Independent (0)
Cllr Patrick Clarke	Cllr John Broad	Cllr Hannah Banfield	
Cllr John Donaldson	Cllr Ian Middleton	Cllr Amanda Watkins	
Cllr Simon Holland			
Cllr George Reynolds			

- (8) That Councillor Jason Slaymaker be appointed as Cherwell District Council's representative to the Oxfordshire Joint Health Overview and Scrutiny Committee for the municipal year 2022/2023.
- (9) That Councillor Eddie Reeves be appointed as Cherwell District Council's appointed representative Councillor Barry Wood be appointed as Cherwell District Council's substitute to the Police and Crime Commissioner Scrutiny Panel for the municipal year 2022/2023.
- (10) That Councillor Barry Wood be appointed as Cherwell District Council's representative and Councillor Ian Corkin be appointed as Cherwell District Council's substitute to the Future Oxfordshire Partnership for the municipal year 2021/2022.
- (11) That Councillor Sandy Dallimore and Councillor Sean Woodcock be appointed as Cherwell District Council's representatives to the Future Oxfordshire Partnership Scrutiny Panel for the municipal year 2022/2023 and it be noted that the Progressive Oxfordshire Group Leader, Councillor Tyson, would confirm the name of the Progressive Oxfordshire Group member to be the third Cherwell District Council representative in due course.
- (12) That Executive members be appointed as Cherwell District Council's representative and substitute to each of the Future Oxfordshire Partnership advisory sub-groups as set out below:

Advisory Sub-Group	Representative	Substitute
Housing	Councillor Nick Mawer	Councillor Barry Wood
Infrastructure	Councillor Ian Corkin	Councillor Barry Wood
Oxfordshire Plan 2050	Councillor Colin Clarke	Councillor Barry Wood
Environment	Councillor Dan Sames	Councillor Barry Wood

14 **Adoption of Revised Members' Code of Conduct**

The Interim Monitoring Officer submitted a report for Council to adopt a revised Members' Code of Conduct as unanimously recommended by the Standards Committee.

Resolved

- (1) That the revised Members' Code of Conduct (Annex to the Minutes as set out in the Minute Book) be adopted.
- (2) That it be agreed that:
 - it be mandatory for all Councillors to complete Code of Conduct training within 6 months of the adoption of the revised code (i.e. by mid-November).
 - It be mandatory for all Councillors to undertake Code of Conduct training within 6 months of their election (newly or re-elected) and attend a refresher at least once during their term of office.
- (3) That the revised Members' Code of Conduct be endorsed for adoption by the Town and Parish Councils in the Cherwell District.

15 **Standards Arrangements - Appointment of Independent Person**

The Interim Monitoring Officer submitted a report to appoint an Independent Person in light of the resignation of a current Independent Person.

In introducing the report, the Chairman of the Standards Committee in 2021/22, Councillor Holland, paid tribute and thanked Mr Graham Matthews for his service to the Council as an Independent Person since his initial appointment to the role in July 2013 and wished him all the best for the future.

Resolved

- (1) That Dr Sadie Reynolds be appointed as an Independent Person, to be appointed for a term expiring on the date of the December Council meeting in 2025.

- (2) That it be noted that the appointment of the Independent Person may be renewable in 2025 for a further term of four years subject to the Independent Person wishing to continue in the role and Council agreeing the renewal of the appointment.

16 **Community Governance Review - results of first consultation stage and recommendations for second consultation stage**

The Chief Executive submitted a report to update Council on the outcome of the stage one consultation that was held between 22 November 2021 and 31 January 2022; to consider recommendations for the second consultation stage that is due to be held from 4 July to 9 September 2022; to delegate authority to the Chief Executive to confirm membership of the Parliamentary Boundary and Community Governance Review Working Group (the Working Group) in light of 5 May 2022 district elections.

In response to Member comments regarding the proposal to consult on proposed amendments to the Banbury and Bodicote parish boundaries and that this should not go forward and were opposed by Bodicote Parish Council, Councillor Mallon, Chairman of the County Governance Review Working Group, advised that in reaching its recommendations the Working Group had considered all responses received during the first consultation and had regard to national guidance in reaching its recommendations for the second consultation stage. The recommendations to Council had been unanimously agreed by the working group which included representatives of all political groups.

It was proposed by Councillor Hingley and seconded by Councillor Cotter that a separate vote on recommendation 1.3 be taken. The separate vote having been duly proposed and seconded. Council voted on all recommendations excluding recommendation 1.3 and held a separate vote on recommendation 1.3.

Resolved

- (1) That no changes be made to the boundary between Kidlington and Gosford & Water Eaton as part of the current Community Governance Review.
- (2) That a second stage consultation be carried out on amendments to the parish boundaries between Ambrosden and Blackthorn, area A as shown on map 2 (Annex to the Minutes as set out in the Minute Book).
- (3) That a second stage consultation be carried out on amendments to the parish boundaries between Banbury and Bodicote, areas E and F as shown on map 3, and areas F1 and F2 as shown on map 4 (Annex to the Minutes as set out in the Minute Book).

- (4) That a second stage consultation be carried out on amendments to the parish boundaries between Banbury and Drayton, areas C and D as shown on map 5 (Annex to the Minutes as set out in the Minute Book).
- (5) That a second stage consultation be carried out on amendments to the parish boundaries between Bicester, Ambrosden, Blackthorn and Launton, area L as shown on map 6 (Annex to the Minutes as set out in the Minute Book).
- (6) That a second stage consultation be carried out on amendments to the parish boundaries between Chesterton, Bucknell and Bicester, areas G and H as shown on map 7 (Annex to the Minutes as set out in the Minute Book).
- (7) That a second stage consultation be carried out on amendments to the parish boundaries between Horley and Wroxton, and Horley and Hanwell, areas N and O as shown on map 8 (Annex to the Minutes as set out in the Minute Book).
- (8) That second stage consultation be carried out on an increase of parish councillors in Chesterton, Begbroke and Somerton Parish Councils.
- (9) That authority be delegated to the Chief Executive, in consultation with Group Leaders, to confirm representatives to the Parliamentary Boundary and Community Governance Review Working Group for the remainder of the Community Governance Review (CGR) and Parliamentary Boundary Review Process.

17

IT Provision for Members

The Interim Assistant Director Law, Governance & Democratic Services and Interim Monitoring Officer submitted a regarding IT provision for Members.

In introducing the report, the Portfolio Holder for Corporate Services, Councillor Mould, explained that the review of Members' Allowances that had been considered by the 28 February 2022 Council meeting had included a proposal from the Independent Remuneration Panel to introduce an IT allowance to ensure a consistent approach for all councillors. Members had requested officers to review this proposal and submit a revised proposal to this meeting.

Accordingly, the report sought approval of the proposed approach to IT provision for Members. The proposals were designed to ensure that Members were equipped with the IT support they need to perform their role as CDC councillors. The IT provision and IT support needed to be sufficiently robust to safeguard CDC and individual Members from cyber-attacks and data security breaches.

Resolved

- (1) That the following principles governing the provision of IT be approved:
 - i. All Members should have access to a consistent level of IT equipment;
 - ii. The IT support should enable Members to properly carry out their role;
 - iii. IT officer support should be available to ensure the IT equipment runs smoothly, and software is updated on a regular basis;
 - iv. CDC and Members individually should be protected against the risk of cyber-attack, malware being brought into CDC systems and from data security breaches;
 - v. IT support should be complimentary to the Council's other policies on cyber security, data security and climate change;
 - vi. Members should have the same level of IT flexibility as officers.
- (2) That the establishment of a dedicated budget for Members' IT be agreed.
- (3) That authority be delegated to the Interim Assistant Director Law, Governance & Democratic Services and Interim Monitoring Officer and Director of Digital & IT, in consultation with the Lead Member whose portfolio includes IT, to draft a Members' IT Policy, setting out acceptable IT usage and the support Members can expect.
- (4) That it be agreed to roll out the provision of laptops and mobile phones to all new Members following the elections in May 2022.

18

Constitution Updates

The Interim Monitoring Officer submitted a report which presented updates to the Constitution which had arisen either from the end of the formal partnership working between Cherwell District Council and Oxfordshire County Council or to incorporate within the Constitution procedures that were currently followed as custom but not included in the Constitution.

The Constitution is the document by which, in accordance with the law, the Council exercises all its powers and duties. It is essential that it is reviewed to ensure it remains fit for purpose.

Resolved

- (1) That the inclusion in the Constitution of the custom to allow the proposer of the budget, Group Leaders and proposers of amendments to speak for up to 10 minutes when Council considers the annual budget setting report be endorsed.
- (2) That the revised Financial Procedure Rules (Annex to the Minutes as set out in the Minute Book) be adopted and authority delegated to the Monitoring Officer, in consultation with the Section 151 Officer, to make

any further changes required arising from the separation from Oxfordshire County Council.

- (3) That the Officer Scheme of Delegation Transfer of Functions (Annex to the Minutes as set out in the Minute Book) be noted and it be further noted that the Monitoring Officer would undertake a detailed review of the Officer Scheme of Delegation to reflect the Cherwell District Council Leadership Team following the end of the formal partnership working arrangements with Oxfordshire County Council.

19 **Annual Report of the Accounts, Audit & Risk Committee 2021/22**

The Assistant Director of Finance & Section 151 Officer submitted a report which presented the annual report of the Accounts, Audit & Risk Committee 2021/22 and sought agreement to amend the Terms of Reference of the Committee.

In introducing the report, Councillor Brown, Vice-Chairman of the Accounts, Audit & Risk Committee in 2021/22, paid tribute to former Councillor Mike Kerford-Byrnes who had been Chairman of the Committee in 2021/22 and had stood down as a councillor as the May 2022 elections.

Councillor Brown echoed the former Chairman's comments in his Introduction to the Annual Report and thanked officers and Committee members who had contributed and supported the work of the Committee in a positive and meaningful way during 2021/22.

In relation to proposed amendments to the Committee's Terms of Reference, Councillor Brown advised that these related to removing the requirement for substitutes to be trained prior to attending a meeting in that capacity and adding an Independent Person (non-voting) to the Committee membership.

Resolved

- (1) That the Annual Report of the Accounts, Audit & Risk Committee 2021/22 (Annex to the Minutes as set out in the Minute Book) be noted.
- (2) That the updated Terms of Reference for the Accounts, Audit and Risk Committee (Annex to the Minutes as set out in the Minute Book) be agreed.

The meeting ended at 7.50 pm

Chairman:

Date:

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Cherwell District Council

Council

18 July 2022

Disbanding of Joint Shared Services and Personnel Committee and Joint Appeals Panel

Report of Assistant Director Law, Governance and Democratic Services and Monitoring Officer (interim)

This report is public

Purpose of report

To agree to disband the Joint Shared Services and Personnel (JSSP) Committee as from 31 August 2022 following the end of the formal partnership arrangements between Cherwell District Council (CDC) and Oxfordshire County Council (OCC) and the conclusion of business for the Committee.

1.0 Recommendations

The meeting is recommended:

- 1.1 to disband the Joint Shared Services and Personnel Committee with effect from 31 August 2022 and note the conclusion of its business.
- 1.2 to disband the Joint Appeals Panel with effect from 31 August 2022.
- 1.3 to request that the interim Monitoring Officer update the Constitution to reflect the disbanding of the Joint Shared Services and Personnel Committee and Joint Appeals Panel accordingly effective 1 September 2022 and to add into the Chief Executive's delegations the power to terminate, extend or vary the new arrangements.
- 1.4 to request that the interim Monitoring Officer submit revised proportionality calculations with the Joint Shared Services and Personnel Committee removed from the calculations and any committee allocation and appointment adjustments made accordingly to the 17 October Full Council meeting.
- 1.5 to note that at its meeting of 4 July 2022, the Joint Shared Services and Personnel Committee noted that operational oversight of the new arrangements for service areas would be undertaken by each respective Chief Executive and agreed delegated powers to terminated, extend or vary the new arrangements.

2.0 Introduction

- 2.1 In February 2022, Cherwell District Council and Oxfordshire County Council agreed to the required six months' notice for the termination of the s.118 Agreement dated 18 August 2012 which gives joint working between the two councils.
- 2.2 In the decision agreeing to terminate the agreement, both councils agreed an ongoing role of the Joint Shared Services and Personnel Committee (JSSP Committee) with revised terms of reference, to provide suitable oversight and decision-making concerning the termination of the agreement. A Joint Officer Transition Working Group (JOTWG) has been established and a programme of due diligence and service reviews is underway, with the aim of keeping the best interests of residents at the centre of decision making.
- 2.3 The JSSP decision-making to consider the arrangements with regards the end of the formal partnership concluded at its 4 July 2022 meeting. At the meeting, JSSP resolved to recommend to the respective CDC and OCC Full Council meetings that JSSP be disbanded with effect from 31 August 2022.

3.0 Report Details

- 3.1 Following the February 2022 decisions of Cherwell District Council and Oxfordshire County Council as set out at paragraphs 2.1 and 2.2, the Joint Shared Services and Personnel Committee has met on four occasions to consider and agree the future working arrangements for the joint service areas. Papers for the meetings are available at the following link: [JSSP Committee papers](#)
- 3.2 The JSSP has agreed future arrangements in respect of all joint services. Of the 24 services in the previous partnership arrangements, 16 (67%) services have been fully de-coupled; 2 (8%) services will be provided by OCC to CDC under an SLA; 5 (21%) elements of service support will be brought from OCC under an SLA and 1 (4%) service will remain in partnership.
- 3.3 At its meeting on 4 July 2022, the JSSP accepted that whilst Regulatory Services and Community Safety will continue to be shared under a new s113 arrangement, other forms of partnership and collaboration agreements are being put in place for other areas where there is ongoing provision of services between councils. The service areas therefore that will be shared under new s113 arrangements are of much more limited scope and impact across both Councils. No statutory officers will be shared under the new arrangements.
- 3.4 In these circumstances, the JSSP Committee concluded that the new s113 arrangements did not require member-level oversight, but would be overseen at an operational level by each respective Chief Executive, with each Chief Executive being given delegated powers to terminate, extend or vary the new arrangements.
- 3.5 Accordingly, JSSP resolved to recommend to the respective Full Council meetings that the JSSP be disbanded as from 31 August 2022. The Committee will consequently be removed from the Constitution and committee allocation proportionality calculations.

- 3.6 Alongside the JSSP, a Joint Appeals Panel (JAP) had been established to meet, if required, in relation to matters concerning shared Chief Officer posts. As the formal partnership working will conclude on 31 August 2022, the functions of the JAP insofar as they relate to discipline and grievance of shared Chief Officers and statutory officers is not required and is already taken care of in the Constitution for CDC's own Chief and statutory officers.
- 3.7 As JSSP and JAP are formal committees constituted under the Local Government Act 1972 (as amended) and forms part of the proportionality and committee allocations calculations, it will be necessary to review these calculations following the disbanding of JSSP and JAP. A report will be submitted to the October 2022 Council meeting setting out the revised proportionality calculations and any adjustments required to committee membership. Group Leaders will be consulted on the revisions and requested to make any necessary amendments to committee appointments.

4.0 Conclusion and Reasons for Recommendations

- 4.1 Following the decisions at the respective Cherwell District Council and Oxfordshire County Council Full Council meetings in February 2022 to terminate the s.113 Agreement between the councils and agree an ongoing role for the Joint Shared Services and Personnel Committee, the Committee has now concluded its work and has now further business. Accordingly, at its 4 July 2022 meeting, JSSP recommended to Council to agree to disband the Committee as from 31 August 2022. There are no longer shared Chief or Statutory Officers so there is no business for the Joint Appeals Panel and JAP should therefore also be disbanded as from 31 August 2022. .

5.0 Consultation

Joint Shared Services and Personnel Committee

The recommendation to Council disband the Joint Shared Services and Personnel Committee was agreed by JSSP at its 4 July 2022 meeting.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not to disband the Joint Shared Services and Personnel Committee and Joint Appeals Panel. This is not recommended as decisions on future working arrangements for service areas have been taken and there is no longer any business for the Joint Shared Services and Personnel Committee. There are no longer shared Chief or Statutory Officers so there is no business for the Joint Appeals Panel.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising directly from this report.

Comments checked by:

Michael Furness, Assistant Director of Finance & S151 Officer, 01295 221845
Michael.furness@cherwell-dc.gov.uk

Legal Implications

7.2 There are no legal implications arising directly from this report. The Council is required to make Constitutional changes and undertake a review of the proportionality calculations following the disbanding of any formal committee that had been established under the Local Government Act 1972 (as amended). Following the disbanding of JSSP and JAP as from 31 August 2022, a report will be submitted to the 17 October 2022 Council meeting setting out revised proportionality calculations and committee allocations.

Comments checked by:

Shahin Ismail, Interim Assistant Director Law, Governance & Democratic Services & Monitoring Officer, Shahin.ismail@cherwell-dc.gov.uk

Risk Implications

7.3 There are no risk implications arising directly from this report.

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director Customer Focus, 01295 221556, Celia.prado-teeling@cherwell-dc.gov.uk

Equalities and Inclusion Implications

7.4 There are no equalities and inclusion implications arising directly from this report.

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director Customer Focus, 01295 221556, Celia.prado-teeling@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

N/A

Lead Councillor

Councillor Barry Wood, Leader of the Council and Portfolio Holder for Policy and Strategy

Document Information

Appendix number and title

- None

Background papers

None

Report Author and contact details

Natasha Clark, Governance and Elections Manager
natasha.clark@cherwell-dc.gov.uk, 01295 221589

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Cherwell District Council

Council

18 July 2022

Overview and Scrutiny Committee Annual Report 2021/22

Report of Assistant Director – Law, Governance and Democratic Services (Interim)

This report is public

Purpose of report

This report presents the Overview and Scrutiny Annual Report for 2021/22

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the report.

2.0 Introduction

- 2.1 The Overview and Scrutiny Committee has a constitutional obligation to “report annually to Council on the function of their workings” (Constitution Part 2, Committee Terms of Reference, section 2.12 point C).

3.0 Report Details

- 3.1 The report summarises the work undertaken by the Overview and Scrutiny Committee (the committee) during the 2021/22 Municipal Year.
- 3.2 The Committee considered a draft of the report at their final meeting of the year in March 2022.
- 3.3 The report was approved, subject to additions being made to reflect the decisions taken at the March 2022 meeting.

Key outcomes achieved - Working Groups

- 3.4 Two cross party working groups were established to work on two subjects during the year; member training and education, and improving the council's relationship with town and parish councils across the district.
- 3.5 The member training and education group comprised 6 councillors who had been elected in May 2021 and made nine recommendations ([Minute 48 refers](#)), which included creating a series of 'how to' reference guides and frequently asked question documents, to help newly elected members get to grips with and understand their role as elected members.
- 3.6 The parish working group undertook preliminary work exploring the statutory roles of district and parish councils and mapping current interactions between Cherwell District Council and the parishes in the district. The working group identified a number of areas for further work ([Minute 48 refers](#)), including a survey of parish councils to gather views on their interactions with the district council, and investigating IT interactions and integrations.
- 3.7 Both working groups were well supported by the committee and wider council membership, and both will carry on during 2022/23 to continue the work and implement the recommendations.

Pre-decision Scrutiny - Oxfordshire Plan 2050

- 3.8 Officers from the Oxfordshire Plan 2050 team attended two meetings during the year, to present details of the Regulation 18 consultation stage of the Oxfordshire Plan preparations, prior to their consideration by Executive.
- 3.9 The committee requested a clear communications strategy for the local plan, ongoing updates and future involvement of Overview and Scrutiny during the remainder of the process, as well as raising awareness of the need for more social rented housing.
- 3.10 The Chairman of the committee attended the Executive meeting in July 2021 to give the feedback during the Executive discussions.
- 3.11 The committee also considered changes to the council's Housing Allocation Scheme and draft Tenancy Strategy and Affordability Statement 2021 prior to their consideration by Executive. The committee endorsed all proposed changes, and both documents were subsequently approved.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The outgoing Chairman of the committee Tom Wallis, who stood down as a district councillor at the May 2022 elections, has used his Chairman's foreword to sum up the conduct of the meetings across the year "there were high levels of contribution from members in every meeting. Passions were often expressed but every meeting was conducted in a spirit of seriousness and fairness, which greatly enhanced our ability as a group to scrutinise council business".
- 4.2 The recommendations as set out are in the best interests of the Council and ensures the Overview and Scrutiny committee fulfils its constitutional obligation.

5.0 Consultation

Overview and Scrutiny committee, 15 March 2022 – approved the report.

6.0 Alternative Options and Reasons for Rejection

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not to agree the recommendations. This is rejected, as this would lead to the Committee not meeting its constitutional obligation.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising from this report.

Comments checked by:

Michael Furness, Assistant Director of Finance, 01295 221845,
michael.furness@cherwell-dc.gov.uk

Legal Implications

7.2 There are no legal implications arising from this report. The annual report meets the constitutional obligation for the Overview and Scrutiny committee to report annually to full Council.

Comments checked by:

Shahin Ismail, Interim Assistant Director – Law, Governance & Democratic Services and Monitoring Officer. Shahin.ismail@cherwell-dc.gov.uk

Risk Implications

7.3 There are no risk implications arising from this report.

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director – Customer Focus, 01295 221556
Celia.Prado-Teeling@Cherwell-dc.gov.uk

Equalities and Inclusion Implications

7.4 There are no equalities and inclusion implications arising from this report.

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director – Customer Focus, 01295 221556
Celia.Prado-Teeling@Cherwell-dc.gov.uk

8.0 Decision Information

Key Decision N/A as not an Executive report

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

N/A

Links to Corporate Plan and Policy Framework

The Corporate Plan themes addressed by each scrutiny topic are detailed in the draft Overview and Scrutiny Annual report 2021/22.

Lead Councillor

None

Document Information

Appendix number and title

- Appendix 1 – Overview and Scrutiny Committee Annual Report 2021/22 and annexes

Background papers

None

Report Author and contact details

Emma Faulkner, Democratic and Elections Officer. 01295 221534,
democracy@cherwell-dc.gov.uk



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Overview and Scrutiny Annual Report 2021/22

Foreword

This annual report for overview and scrutiny at Cherwell District Council outlines the work of the Overview and Scrutiny Committee in 2021/22.

The committee this year covered a wide range of topics. These included: The Oxfordshire Plan, Constitution Review, Teenage Mental Health Services, New Member Education, 5G District Coverage and others.

There were high levels of contribution from members in every meeting. Passions were often expressed but every meeting was conducted in a spirit of seriousness and fairness, which greatly enhanced our ability as a group to scrutinise council business. All in all I deeply enjoyed the experience of chairing the committee and would like to thank all members for both their contributions and hard work throughout the year.

Finally I would like to extend my personal thanks to all attending Officers, namely Natasha, Emma & Lesley. Without their patience and regular assistance during meetings, as well as in pre-meeting preparation, I have no shame in saying that I would have struggled.

I finish by wishing the new committee and new elected Chairman all the best in the coming year.

Councillor Tom Wallis
Chairman, Overview and Scrutiny Committee
2021/22

Overview & Scrutiny Committee

Membership

Councillor Tom Wallis (Chairman)
Councillor Mike Bishop
Councillor Matt Hodgson
Councillor David Hughes
Councillor Perran Moon
Councillor Les Sibley

Councillor Douglas Webb (Vice-Chairman)
Councillor Sandy Dallimore
Councillor Simon Holland
Councillor Ian Middleton
Councillor Adam Nell
Councillor Bryn Williams

Substitutes

Councillor Andrew Beere – July 2021, March 2022
Councillor John Broad – September 2021, March 2022
Councillor Shaida Hussain – February 2022
Councillor George Reynolds – October 2021

Guests in attendance

Councillor Barry Wood, Leader of the Council – July 2021, September 2021, October 2021, November 2021, February 2022, March 2022
Councillor Colin Clarke, Lead Member for Planning – July 2021
Councillor Ian Corkin, Lead Member for Customers and Transformation
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Lucinda Wing, Lead Member for Housing – September 2021
Councillor John Broad, February 2022

External Guests

Craig Bower, Digital Programme Manager, Oxfordshire County Council – February 2022
Adrian Colwell, Oxfordshire Plan 2050 Central Team – July 2021 and February 2022
Andrew Thompson, Oxfordshire Plan 2050 Central Team – July 2021

Officers

Claire Taylor, Corporate Director Customers, Organisational Development and Resources. November 2021 for 2020-2022 Community Nature Plan Progress update and Safeguarding Self-Assessment Audit

Anita Bradley, Director Law and Governance & Monitoring Officer. July 2021, September 2021, October 2021 as Monitoring Officer support

Tim Spiers, Director of Digital and IT. February 2022 for Digital Infrastructure update.

Vicki Jessop, Interim Assistant Director Housing and Social Care Commissioning. September 2021 for Draft Tenancy Strategy and Affordability Statement 2021 and Changes to Cherwell District Council's Housing Allocation Scheme

David Peckford, Assistant Director – Planning and Development. July 2021 and February 2022 for Oxfordshire Plan 2050

Ed Potter, Assistant Director – Environmental Services. November 2021 for Climate Action Programme Update

Nicola Riley, Assistant Director – Wellbeing. November 2021 for 2020-2022 Community Nature Plan Progress update and Safeguarding Self-Assessment Audit

Louise Tustian, Head of Insight and Corporate Programmes. October 2021, November 2021 for Performance Monitoring.

Frances Evans, Housing Strategy and Development Team Leader – September 2021 for Draft Tenancy Strategy and Affordability Statement 2021

Celia Prado-Teeling, Performance Team Leader - July 2021 and March 2022 for Performance Monitoring.

Sandra Fisher-Martins, Climate Action Mobilisation Manager – November 2021 for Climate Action Programme Update

Tom Gubbins, Sport and Physical Activity Manager – October 2021 for Teenage Mental Health Services within Cherwell

Andrew Maxted, Planning Policy, Conservation and Design Manager – February 2022 for Oxfordshire Plan 2050 update

Susan Asbury, Safeguarding Officer – November 2021 for Safeguarding Self-Assessment Audit

Paul France, Senior Housing Officer – September 2021 for Changes to Cherwell District Council's Housing Allocation Scheme

Sarah Gilbert, Team Leader Climate Action – November 2021 for Climate Action Programme Update

Sue Marchand, Community Nature Officer – Wellbeing – November 2021 for 2020-2022 Community Nature Plan Progress update

Sharon Whiting, Principal Planning Policy Officer – July 2021 for Oxfordshire Plan 2050 update

Scrutiny Topics 2021/22 and their links to Corporate Priorities

Performance, Risk and Finance Monitoring – *all priorities*

Oxfordshire Plan 2050 – *all priorities*

Constitution Review 2021 – *all priorities*

Changes to Cherwell District Council's Housing Allocation Scheme – *Housing that meets your needs*

Draft Tenancy Strategy and Affordability Statement 2021 – *Housing that meets your needs*

Teenage Mental Health Services within Cherwell – *Healthy, resilient and engaged communities*

Safeguarding Self-Assessment Audit – *Healthy, resilient and engaged communities*

Climate Action Programme Update – *Leading on environmental sustainability*

2020-2022 Community Nature Plan Progress update – *Leading on environmental sustainability*

Digital Infrastructure Update – *An enterprising economy with strong and vibrant local centres*

Training Session and Work Programme Planning

In May 2021 a scrutiny skills training session was delivered to the Committee by David McGrath of Link Support Services. The session covered the purpose and role of a Councillor in the scrutiny process, and provided tips and guidance on how the Committee could best prepare for the coming year.

Following on from the training, an informal work programme planning session was held in June 2021. Committee members were asked to propose subjects for potential consideration throughout the Municipal Year.

The subjects proposed by the Committee at the informal sessions and the actions proposed are included at **annex a**.

Scrutiny Reviews

Two subjects were proposed for in-depth Scrutiny reviews; member education and training, and the relationship between the district council and parish councils.

Member education and training

A working group was established in September 2021, with all five Councillors who had been elected in May 2021 – Patrick Clarke, Sandy Dallimore, Matt Hodgson, Adam Nell and Dorothy Walker.

The working group considered the information, training and induction programme that had been in place following the May 2021 elections, and made recommendations relating to the induction programme and ongoing training for the May 2022 elections.

The report and recommendations were presented to the Committee in March 2022 (**annex c**). The recommendations were noted, and the working group will liaise with the Director – Law and Governance to implement the recommendations.

The relationship between Cherwell District Council and the parish councils

A working group was established in September 2021, consisting of Councillors Sandy Dallimore, Tim Hallchurch, David Hughes, Kieron Mallon and Bryn Williams. Councillor Andrew McHugh had a standing invitation to the meetings of the group, as the appropriate Executive Lead Member.

The review looked at the working relationship between CDC and parishes in the district. It mapped the various interactions, highlighting areas that work well and where there may be areas for improvement in the relationship and working practices.

The working group recommended to the Committee that the review continue in the new Municipal Year, with a new scoping document being submitted to the Committee in June 2022 with revised areas of focus for the review.

The Committee considered the report in March 2022 (**annex d**) and approved the recommendation to continue.

Summary of the topics considered

Performance Monitoring

Quarterly monitoring of the Council's Performance Framework remains an important part of the ongoing work programme for the Committee.

The Committee has continued to concentrate on the performance element of the reports, as the risk and finance sections fall under the remit of the Accounts, Audit and Risk and Budget Planning Committees respectively.

Oxfordshire Plan 2050

The Committee considered the Oxfordshire Plan 2050 at two meetings, in July 2021 and February 2022.

The Oxfordshire Plan 2050 is being jointly produced by the five local planning authorities (Cherwell District Council, Oxford City Council, West Oxfordshire District Council, Vale of White Horse District Council and South Oxfordshire District Council) in Oxfordshire, working in partnership with Oxfordshire County Council and OxLEP. A central officer team is preparing the plan, and each of the five local planning authorities need to formally approve each stage of preparation. Prior to consideration by each council's Cabinet/Executive, the scrutiny committees in each authority reviewed and provided feedback.

In July 2021 the Committee considered the Regulation 18 Part 2 consultation document, and were asked to provide observations on it before it was considered by Executive. The report included the draft consultation document, and a number of supporting documents.

The Committee made a number of observations to Executive, including a request for a clear communications strategy, and for progress updates and further involvement of both the Overview and Scrutiny Committee specifically, and more general briefings for all Members during the course of work on the plan following the Regulation 18 consultation. A request was also made for later stages of the Plan process to focus on the Affordable Homes aspect, specifically social housing and social rented housing, acknowledging an explanation from the Assistant Director – Planning and Development that in planning terms ‘affordable’ does include social rented housing.

In February 2022, a consultation feedback report was provided to the Committee from the central plan team. The report gave an update on the preparation of the plan, and included a summary of comments receiving during the Regulation 18 consultation.

The Committee were asked to note the report, and recommend to Executive the adoption of a revised Statement of Community Involvement (SCI), which detailed how consultation would be undertaken. The SCI had been updated to reflect changes to Coronavirus regulations.

The Committee emphasised the need for more social rented housing rather than Government defined affordable house, and queried whether it would be possible for affordable rented houses to be linked to local wages rather than the national market formula. The Assistant Director – Planning and Development said that discussions on the possibility of such a link could be held at the relevant time.

Executive considered the updated SCI at the March 2022 meeting, and approved the adoption of the revised document.

Constitution Review

A resolution of the 2020 Constitution review was that an annual review of the Constitution be introduced whereby, the Overview and Scrutiny Committee would consider and make recommendations to Full Council for agreement, with the potential for the Committee to convene a Constitution Review Working Group to offer advice if appropriate. The annual review would also include notice of any changes required by law.

Whilst the Committee agreed to establish a working group and agreed terms of reference for the group at its 30 November 2021 meeting, the Labour and Progressive Oxfordshire Groups did not wish to participate in the working group. Notwithstanding, the annual review was due to commence its work in early 2022 with a view to submitting proposals to the March Overview & Scrutiny Committee to make recommendations to Full Council. However, the decisions of Cherwell District

Council and Oxfordshire County Council (OCC) to formally serve notice to terminate the formal partnership working arrangements between the two councils has impacted the review.

As part of the decision to terminate the partnership with OCC, a new Monitoring Officer was appointed for CDC and given delegated authority to undertake a review of the existing Scheme of Delegation. The delegations granted did not however incorporate all areas that had been initially agreed as the scope of the 2021/2022 annual Constitution review, and the Committee was requested to grant a further delegation to enable the Monitoring Officer to complete the review, in consultation with appropriate officers, Lead Members and Committee Chairmen.

The Committee approved the delegation, and proposed amendments will be presented to full Council in May 2022 for consideration.

Changes to Cherwell District Council's Housing Allocation Scheme

In September 2021 the Committee considered a report which detailed proposed changes to the Council's Housing Allocation Scheme. Committee was asked to consider the changes prior to approval being sought from Executive.

The proposed changes offered clarity to wording and definitions in a number of sections of the scheme, as well as adding a new section that dealt with the potential implications of Oxford's unmet housing need.

The Committee supported the proposed changes, and Executive subsequently approved the amendments at their meeting in November 2021.

Draft Tenancy Strategy and Affordability Statement 2021

Also in September 2021 the Committee considered a report which outlined changes to the Tenancy Strategy and Affordability Statement.

The proposed changes included reflecting changes to legislation that had occurred since the statement was initially adopted in 2017 and reflecting the council's ambition to deliver more social rented housing.

The Housing Strategy and Development Team Leader explained that the Localism Act 2011 required the Council to promote the consultation to all Registered Providers (RPs) in the district. Two consultation workshops had been held with RPs, in addition the Housing Team had promoted the consultation to stakeholders, voluntary and community groups.

In response to questions from the Committee, the Housing Strategy and Development Team Leader explained that current residents had not directly been encouraged to respond to the consultation, but the consultation was a full public consultation and advertised in line with the council's Consultation and Engagement Strategy.

The Committee were asked to contribute to the consultation via the Slido online polling app, which asked three questions:

- To what extent do you agree/disagree that more social rented homes should be provided?
- To what extent do you agree/disagree that the vision and aims of the new draft strategy are the right one for Cherwell District?
- What challenges might be we in delivering this new strategy for Cherwell District?

The Committee submitted two comments to Executive for their consideration:

- For all future consultations, a mechanism for ensuring residents directly affected by a consultation are contacted and encouraged to respond
- A continuous effort is required to improve quality and standard of housing in the district

Executive considered and approved the changes at their meeting in November 2021.

Teenage Mental Health Services within Cherwell

In October 2021 the Committee received a presentation that explained the work of the Wellbeing and Physical Activity Team in relation to mental health wellbeing.

The subject had been raised by Councillor Perran Moon at the informal work programming session held at the start of the Municipal Year.

The Sport and Physical Activity Manager explained that whilst the team was not directly responsible for delivering mental health provision, physical activity had been shown to have a positive impact on mental health.

Cherwell District Council had contributed to the mental health prevention framework, which was delivered through the mental health concordat.

Part of the work of the concordat included a mental wellbeing needs assessment, that looks at the current situation with adults and children across Cherwell.

During 2020 the assessment showed that 1 in 6 people had a probable mental health disorder, an increase from 1 in 9 people in 2019. The assessment also showed an increasing percentage of year 7 to year 13 students who reported they often struggled to sleep.

The FAST (Families Active Sporting Together) programme currently had 7000 individuals on the programme across 2500 families, and through information gathered it showed that 20% of young people on the programme had highlighted a mental health concern. The programme was being used to highlight activities and techniques to help young people and their families improve their mental health.

The main work of the team had involved developing a physical activity and mental health programme in partnership with Oxfordshire MIND, that had been delivered in primary schools.

The youth activators had delivered the programme in schools during the pandemic, to year 6 children. Year 6 had been highlighted as an important age group due to the imminent transition to secondary school, and an age group most impacted by the effects of the pandemic.

A 6-week programme had been developed that covered six different themes: Introduction to mental wellbeing; stress and anxiety; anger; goal setting; resilience; and self-esteem. Hour long sessions had covered physical activity and mental wellbeing.

The programme had been delivered by youth activators and Oxfordshire Mind initially, with youth activators being trained by MIND to deliver the mental health aspect. Resource and guidance packs were also provided to the schools, to continue work once the initial 6-week programme had ended.

The programme had been delivered to 424 children across 16 schools, with 48% of those who had attended rating their wellbeing as 'much better'.

Climate Action Programme Update

In November 2021 the Committee received an update on progress delivering the Climate Action Programme. Came back following updates in September 20 and March 21.

The Climate Action Mobilisation Manager explained that 20 homes suffering from fuel poverty had been approved for 'green homes' grant funding, which would include provision of insulation and in some cases solar powered generation solutions.

The Climate Action Mobilisation Manager explained that the team had secured a £6m government grant from the Public Sector Decarbonisation Scheme. The grant was being used to focus on heat decarbonisation of council buildings, through methods such as the replacement of boilers with heat pumps or solar thermal systems.

Once all replacements had been completed it was anticipated the changes would save 1000 tonnes of CO2 emissions.

The next steps for the programme included the continued rollout of park and charge points in Bicester, Banbury and Kidlington, and Carbon Literacy training during 2022 for senior officers and members.

Community Nature Plan 2020-2022

In November 2021 the Committee received a progress update regarding the Community Nature Plan.

The Committee had considered a draft plan in December 2020, prior to it being considered and approved by Executive in January 2021.

The wellbeing team had launched a 'Connect to nature initiative' during the COVID-19 lockdowns, which gave a monthly theme for residents across the district to engage with nature. The November theme was 'be kind', and focussed on looking after hibernating creatures such as ladybirds and hedgehogs.

Work would be starting during 2022 on the next iteration of the plan, and the Assistant Director – Wellbeing explained that Members would be involved in the drafting of the new plan via a workshop that would take place during March.

During the workshop it was agreed that an update on progress of the new plan would be presented to the September 2022 meeting of the Committee.

Safeguarding Self-Assessment Audit

In November 2021 the Committee received a presentation from the Safeguarding Officer that detailed the work of the Safeguarding Team during 2020/21, and gave an overview of the Safeguarding Self-Assessment audit.

The self-assessment audit had to be completed annually, and the 2021 assessment was submitted to the Oxfordshire Safeguarding Children and Adults Board on 3 December. It included evidence of working with the Domestic Abuse Partnership and the Neglect Strategy Group to raise awareness.

The Safeguarding Officer reported that actions from the 2020 audit included improving the level of training and awareness of safeguarding responsibilities amongst staff and elected Members.

Mandatory Safeguarding training for staff had been moved to the online iHasco platform in December 2020, which meant that staff received email reminders to complete the required modules, and the Safeguarding Team could monitor completion levels. Elected Members had also been added to the online platform, with 44% having completed "Prevent" training and 10% "Safeguarding" training.

Digital Connectivity in Cherwell

In February 2022 the Committee received an update on Digital Connectivity in the district, following an initial report that had been considered in July 2020.

The Programme Director of Digital Infrastructure Oxfordshire explained that 98.5% of the district had connected to superfast broadband services. This was an increase from 63% when the digital infrastructure programme started in 2014.

In October 2021 a new project had started called 'Gigahubs'. 24 public service buildings across the district had been identified as hub sites, which would have fibre connections installed that could then be used to extend fibre connectivity to local residents and businesses.

In relation to mobile digital signal, the Programme Director of Digital Infrastructure Oxfordshire explained that the team had a focus on 'small cell' improvements. This involved the installation of small units on street furniture such as lampposts, to increase the available mobile signal. Initially the project would be rolled out to a small number of lampposts in Oxford, but it was hoped that by the end of 2023 up to 70 lampposts across the county would have the technology, including some in Banbury and Bicester.

Rolling Topic Sheet and previous items considered

The Committee continued to use the rolling topic sheet throughout the year, to keep track of subjects raised as possible areas of scrutiny.

A new document was introduced, to update Committee on items they had made recommendations/given feedback to Executive.

Both documents are attached, at **annex a and b**.

Topic and suggested by	Update
<p>Teenage Mental Health - In Grimsbury & Hightown, I've seeing a sharp increase in casework relating to children's mental health issues, following the pandemic lockdowns.</p> <p>I would really like to understand what, if anything, is within scope of CDC O&SC to support our 13-19 year olds with mental health issues.</p> <p>Raised by Councillor Perran Moon at the informal session held on 30 June 2021</p>	<p>Initial information was gathered from the Wellbeing Team to respond to Councillor Moon's query.</p> <p>Cherwell District Council is part of the Oxfordshire mental health prevention concordat. The mental health work that CDC delivers is often in partnership with other organisations and other mental health initiatives that are delivered around the District are commissioned either via OCC Public Health, OCC Children's services or through the CCG. We have been a partner of the MH concordat partnership since it was formed in 2019 and have helped to shape the recently launched framework. The framework has been set out by all of the concordat's partnership organisations. The framework outlines how we will work together for everyone in Oxfordshire. For residents to have the opportunity to achieve good mental health and wellbeing over the next 3 years. The Mental Health Prevention Framework - 2020-2023. Here is a link to a round up of what the partnership has achieved since it was formed https://vimeo.com/551507662/e9978902ad.</p> <p>CDC's Youth Activators (in partnership Oxfordshire Mind and Resilient Young Minds) have been delivering a successful mental health programme in a number of Schools around the District. Initially this has been solely in primary schools but it is soon to be expanded to older age groups. This work is funded by schools.</p> <p>The Sport and Physical Activity Manager attended the October meeting of the Committee to give a detailed presentation on the work of the team. The presentation answered Councillor Moon's query and the subject was removed from the topic list.</p>
Homelessness within the LGBT community	The Housing Options and Allocations Manager advised that during a homeless application one of the questions asked related

<p>Raised by Councillor Sandy Dallimore at the informal session held on 30 June 2021</p>	<p>to sexual orientation, and the customer could choose a response. There was no specific data collected on anyone who may be made homeless due to their sexual orientation, although if this were the case it would be picked up as part of the ongoing casework with the customer.</p> <p>Councillor Dallimore asked for further information as to why information on sexual orientation was not specifically requested, and if it could be in future.</p> <p>The Housing Options and Allocations Manager explained that the questions asked during a homelessness application were linked to information that had to be collected for an annual statistical return for the Ministry of Housing, Communities and Local Government (as it was at the time of the query). It was not possible to ask any additional questions.</p> <p>Following the receipt of this information Councillor Dallimore agreed that there was no further work that could be undertaken in relation to the query and therefore it could be removed from the topic list.</p>
<p>The relationship between the District council and our parishes Raised by Councillor Sandy Dallimore at the informal session held on 30 June 2021</p>	<p>The Healthy Communities Manager provided a brief overview of the work of the Healthy Communities Team in relation to interaction with parishes. Twice a year the council hosted a conference style parish liaison meeting to consult, inform and inspire parishes, and give them the opportunity to network with each other and senior council members and officers. Since July 2021 the meeting had been virtual due to coronavirus restrictions.</p> <p>A fortnightly parish bulletin had also been started as a result of the first coronavirus lockdown, which included items such as</p>

grant opportunities, consultations and changes to government guidance that would be useful for parishes.

In response to the information provided by the Healthy Communities Manager, Councillor Dallimore proposed that a fact finding working group be established, to investigate and understand the interactions between CDC and the parishes. The focus of the group would be to look for easy gains in communication and relationship, and identify areas of value.

The working group was established in September 2021, and the recommendations of the group are due to be considered in March 2022.

Update on items previously submitted to Overview and Scrutiny Committee

This document will be used to track progress of items that have been considered by Overview and Scrutiny Committee prior to submission to another meeting, such as Executive or Full Council.

Item Description	Resolution from Overview & Scrutiny	Outcome
<p>Oxfordshire Plan 2050: Summary of responses from Regulation 18 Part 2 Consultation and next steps</p> <p>(Considered 1 February 2022, Minute 41 refers)</p>	<ol style="list-style-type: none"> 1. That the summary results from the recent regulation 18 (part 2) consultation be noted. 2. That the revised scope of the Oxfordshire Plan, with clarification over its relationship to city and district Local Plans and supporting evidence base be noted. 3. That the next steps of the Oxfordshire Plan process be noted. 4. That Executive be recommended to adopt the revised Statement of Community Involvement for the Oxfordshire Plan (Annex to the minutes as set out in the Minute Book) when it considers a report on this matter at its March 2022 meeting. 	<p>The item is due to be considered by Executive at its meeting on 7 March 2022. A verbal update will be given to Overview and Scrutiny at the meeting on 15 March 2022.</p>
<p>2020-2022 Community Nature Plan Progress update</p> <p>(Considered 30 November 2021, Minute 33 refers)</p>	<ol style="list-style-type: none"> 1. That the 2020-2022 Community Nature Plan progress report and its approach to addressing the Council's statutory biodiversity be noted. 	<p>This item was considered by Executive at its 10 January 2022 meeting.</p> <p>Executive resolved:</p> <ol style="list-style-type: none"> 1. That The 2020-2022 Community Nature Plan progress report and its approach to addressing the

	<p>2. That the essential role of key partners in the delivery of the Community Nature Plan be recognised.</p> <p>3. That it be noted that the development of the 2022-2024 Community Nature Plan (CNP) will include an all-member seminar in 2022 involving planners, as requested by Overview & Scrutiny in December 2020, and it be noted that the implications of the Environment Act will be taken into account in this next iteration of the CNP.</p>	<p>Council's statutory biodiversity duty be noted.</p> <p>2. That the essential role of key partners in the delivery of the Community Nature Plan be recognised.</p> <p>3. That it be noted that the development of the 2022-2024 Community Nature Plan (CNP) will include an all-member seminar in 2022 involving planners, as requested by the Overview and Scrutiny Committee December 2020 and the implications of the provisions of the Environment Act will be taken into account in this next iteration of the Community Nature Plan.</p>
<p>Changes to Cherwell District Council's Housing Allocation Scheme (Considered 7 September 2021, Minute 16 refers)</p>	<p>1. That the proposed changes to the Housing Allocation Scheme be supported</p>	<p>This item was considered by Executive at its 1 November 2021 meeting, and the comments of the Committee were reported.</p> <p>Executive resolved:</p> <ol style="list-style-type: none"> 1. That the proposed changes to the Housing Allocation Scheme be approved and the scheme (Annex to the Minutes as set out in the Minute Book) be adopted. 2. That authority be delegated to the Interim Assistant Director, Housing

<p>Draft Tenancy Strategy and Affordability Statement 2021 (Cherwell District Council)</p> <p>(Considered 7 September 2021, Minute 17 refers)</p>	<p>1. That the draft Tenancy Strategy and Affordability Statement be noted</p> <p>2. That the following comments be submitted to the Executive:</p> <ol style="list-style-type: none"> a. For all future consultations, a mechanism for ensuring residents directly affected by a consultation are contacted and encouraged to respond b. A continuous effort is required to improve quality and standard of housing in the district 	<p>and Social Care Commissioning in consultation with the Lead Member for Housing, to make any minor editorial amendments to the Scheme as needed prior to publication.</p>
		<p>This item was considered by Executive at its 1 November 2021 meeting, and the comments of the Committee were reported</p> <p>Executive resolved:</p> <ol style="list-style-type: none"> 1. That the changes to the draft Tenancy Strategy and Affordability Statement in response to the feedback and officer responses set out in the Consultation Report be noted 2. That the final draft Tenancy Strategy and Affordability Statement (Annex to the Minutes as set out in the Minute Book) be approved to ensure that the council meets statutory requirements and complies with good practice 3. That authority be delegated to the Assistant Director, Housing and Social Care Commissioning in consultation with the Lead Member for Housing, to make any minor editorial amendments to the strategy as needed prior to publication; and, to approve

Constitution Review 2021 (Considered 7 September 2021 , Minute 18 refers)	<ol style="list-style-type: none"> 1. That the process for the 2021 annual review of the Constitution be endorsed. 2. That the establishment of a cross-party Constitution Review working group be agreed. 3. That the Director Law and Governance be requested to liaise with Political Group Leaders to agree the practical steps and process for the review. 		<p>annual updates to the Tenancy Strategy appendices to ensure the data remains relevant.</p> <p>Following liaison with Political Group Leaders, the Terms of Reference for the review have been submitted to the 30 November meeting of the Committee for consideration.</p>
The Oxfordshire Plan Regulation 18 Part 2 Consultation Document (Considered 14 July 2021 , Minute 10 refers)	<ol style="list-style-type: none"> 1. That the draft Executive report and the Regulation 18 (Part 2) consultation document for public consultation be noted. 2. That the following observations of the Overview and Scrutiny Committee be reported to the Executive: <ol style="list-style-type: none"> 1. A feeling of discontent amongst the Committee regarding the volume of information relating to the consultation, and the length of time Members had to go through it (acknowledging that it was within statutory legal timescales for agenda publication but not ideal). The Committee felt unable to sufficiently scrutinise the documentation in the available time. 	<p>Considered by Executive on 19 July 2021 Minute 37 refers.</p> <p>Councillor Wallis attended the meeting to present the feedback from the Overview & Scrutiny Committee. The Committee was thanks for its contribution.</p> <p>Executive resolved:</p> <ol style="list-style-type: none"> 1. That the Regulation 18 (Part 2) consultation document be approved for public consultation 2. That an updated Statement of Community Involvement (SCI), which will become the formal basis for the forthcoming Regulation 18 Part 2 Consultation be adopted 3. That the Assistant Director be authorised to make any necessary editorial corrections and minor 	

	<ol style="list-style-type: none"> 2. A request for a clear communications strategy, and for progress updates and further involvement of both the Overview and Scrutiny Committee specifically, and more general briefings for all Members during the course of work on the plan following the Regulation 18 consultation 3. A request for an understanding as to how the plan will address the estimated annual cost to the economy in relation to Mental Health, as detailed in the table in paragraph 248 of the consultation document (Committee supplement part 1, page 87). 4. A request for the later stages of the Plan process to focus on the Affordable Homes aspect, specifically social housing and social rented housing, acknowledging the explanation from the Assistant Director – Planning and Development that in planning terms ‘affordable’ does include social rented housing. 5. A request for clarity regarding how the preferred and alternative options will be presented in the final consultation document, to avoid possible confusion for those reading it. 	<p>amendments to the documents, and to agree the final publication style, in liaison with the Lead Member for Planning and subject to agreement with their counterparts in the other four partner Local Planning Authorities.</p> <p>The consultation document was also approved by the four other Local Planning Authorities, and the consultation opened at the end of July and will run for 10 weeks, to Friday 8 October. Any individuals wishing to submit a consultation response can do so through the Consultation website.</p>
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6. In relation to Policy Option 01: Sustainable Design and Construction, the removal of caveats such as 'this policy would be subject to viability and deliverability testing' (Committee supplement part 1, page 52) as they could be used as 'get outs' by land owners/developers later in the plan process
7. Concerns around the Oxfordshire Growth Needs Assessment documents and the accuracy of the figures
8. Natural growth is not referred to through the document, trajectory graphs provided are all straight lines and do not seem to take account for natural growth to decrease as well as increase.
9. Within Policy Option 10 – Green Belt (Paragraph 258, Committee supplement 1 page 89), National Planning Policy Framework guidelines are frequently referred to but the messages are mixed. In some cases there seems to be a suggestion of making it easier to build on Green Belt, and in others discussion is around enhancing Green Belt.

Annex b

<p>Draft Homelessness and Rough Sleeping Strategy 2021 to 2026 – considered on 12 January 2021, Minute 41 refers</p>	<ol style="list-style-type: none"> 1. That the draft strategy be noted. 2. That Executive be advised the strategy should focus on Social Housing provision rather than Affordable Housing. 3. That the Executive be requested to explore the potential of housing co-operatives. 	<p>Considered by Executive on 1 March 2021, Minute 105 refers.</p> <ol style="list-style-type: none"> 1. The amended Homelessness and Rough Sleeping Strategy 2021 – 2026 be approved <p>In addition to the resolution the then Lead member for Housing Councillor John Donaldson confirmed that increasing social housing was a priority.</p>
<p>Draft Statement of Licensing Policy – considered on 12 January 2021, Minute 42 refers</p>	<ol style="list-style-type: none"> 1. That the proposed Statement of Licensing Policy be supported <p>The Committee also requested clarity on the process for notifying Councillors and town/parish councils of Licensing applications in their areas.</p>	<p>Considered by Executive on 1 February 2021, Minute 96 refers.</p> <ol style="list-style-type: none"> 1. The proposed changes to the policy were endorsed 2. Officers were requested to provide feedback to the Overview and Scrutiny Committee in response to their comments regarding...notification to ward members of licensing applications
<p>Overview and Scrutiny Committee Annual Report 2020/21 – considered on 16 March 2021, Minute 52 refers</p>	<ol style="list-style-type: none"> 1. That the draft Overview and Scrutiny Committee Annual Report for 2020/21 be noted. 	<p>Considered by full Council on 19 May 2021, Minute 16 refers.</p> <ol style="list-style-type: none"> 1. The report was noted <p>The Committee fulfilled their Constitutional obligation to provide an annual report.</p>



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Members' Education and Training

Overview and Scrutiny Committee Working Group Report

March 2022

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Councillor Tom Wallis (Chairman)

Councillor Mike Bishop

Councillor Matt Hodgson

Councillor David Hughes

Councillor Perran Moon

Councillor Les Sibley

Councillor Doug Webb (Vice-Chairman)

Councillor Sandy Dallimore

Councillor Simon Holland

Councillor Ian Middleton

Councillor Adam Nell

Councillor Bryn Williams

Membership of the Working Group

Councillor Patrick Clarke

Councillor Matt Hodgson

Councillor Dorothy Walker

Councillor Sandy Dallimore

Councillor Adam Nell

Executive Summary and Recommendations

The Education and Training Working Group was established in September 2021, to review and evaluate the induction programme and general training offered to Members following the May 2021 elections.

The working group met on four occasions and have made nine recommendations regarding future induction programmes and ongoing training.

The working group believe that approval and subsequent implementation of the recommendations will help newly elected Members quickly get to grips with the workings of the council as an organisation and specifically their role as an elected representative, whilst also building a general knowledge bank of information and resources for returning and longer serving Members.

The recommendations of the group are:

1. That the Member Education and Training Working Group (“the working group”) be a standing working group that reviews induction/training on an ongoing basis. The group will be formed of existing and newly elected members, with newly elected members automatically receiving an invite to join the group. Maximum membership of the group to be capped at 7, reviewed annually with existing Members (e.g. 2021 new Members) to have the option to continue with the group or stand down.
2. The current working group to continue to operate to support the ongoing Member training programme.
3. A library of FAQ/crib sheet/information documents be produced by relevant officers, in consultation with the working group, as a brief introduction and overview to the key aspects of being an elected Member, including but not limited to:
 - Attending a full Council meeting
 - IT matters, including the mod.gov app
 - Dealing with residents
 - Dealing with officers
 - Departments available to shadow
 - Dealing with planning queries
 - Dealing with frequent resident queries i.e. hedge/footpath/pothole queries
 - Dealing with more complicated resident issues i.e. highways
 - Safeguarding
4. A library of short guidance documents to be produced by relevant officers, in consultation with the working group, covering topics including but not limited to:
 - Dealing with fellow elected Members
 - Working with town and parish councils

- The role of a Committee member
 - The role of the Committee Chair(man)
 - The role of an Executive Member
 - The role of the Chair(man) of the Council
 - The role of the Leader of the Council
 - The role of the council's statutory officers: S151 Officer, Monitoring Officer and Head of Paid Service
5. Where practicable, the trialling of short committee specific training sessions held immediately before/after scheduled Committee meetings, similar to the training programme in place for Planning Committee. Sessions to be 15/20 minutes in length and based on one of three areas:
 - Relevant – linked to an item on the agenda
 - Reminder – a refresh of information previously provided
 - Requested – by Members in advance of considering a particular item
 6. Production of information for each service/department, including details of the areas covered by the service/department, the preferred method of contact, structure and managers/teams.
 7. Development and promotion of the Members' portal.
 8. Delegation to the Director of Law and Governance, in consultation with the working group, to agree an induction and training programme for the May – July 2022 period following the May 2022 elections.
 9. Delegation to the Director of Law and Governance, in consultation with the working group, to agree the welcome pack for councillors elected at the May 2022 elections.

The working group suggests that each political group give consideration to the information and guidance provided to their respective election candidates, to help them prepare for the role of an elected Member. The working group acknowledge that they and the Overview and Scrutiny Committee have no remit over the working of individual political groups, and the decision of whether or not this suggestion is taken up would be down to each individual group.

Councillor Sandy Dallimore, Chairman of Education and Training Working Group

Introduction

At the September 2021 meeting of the Overview and Scrutiny Committee, Councillor Sandy Dallimore proposed that a working group be established to review education and training for Members, to gather views and feedback on the induction process and ongoing member training, to identify any areas of development or improvement.

The Committee supported the suggested topic and agreed to establish a working group, with a scoping document (Appendix 1) being considered and agreed by the Committee in October 2021.

Objectives and context of the review

The induction programme for newly elected Members has expanded since 2018, and in May 2021 was combined with the County Council induction programme due to both authorities holding elections in the same year, as a one off as a result of the Coronavirus pandemic.

Member training has recently been given a better focus, with Members receiving several quality training sessions at the beginning of the 2021/22 municipal year.

Reviewing the training and looking at improvements and focus is on benefit to all, as is looking at the ongoing needs of member training. Looking at and understanding the knowledge needs of Members is key to the future deliverable training and council operations.

There is an obvious need for Members to understand their role and scope within the organisation and the wider community. This leads to a better and more efficient working environment, and Members are able to fulfil all aspects of their role.

Conclusion

The recommendations of this review are aimed at improving the annual induction and ongoing training available for Members, and giving an understanding of the information and knowledge needed by all Members to allow them to fulfil their role effectively and efficiently.

The working group acknowledge that each Member will have different reasons for standing for election and the amount of time they can commit to carrying out the role. The recommendations relating to guidance documents are designed to cover the basics of the role of member, to act as an initial knowledge base to be built on during the term(s) of office served.

The working group have also made a suggestion relating to the role of the political groups in preparing their candidates for a possible role as an elected Member. All members of the working group are from different political groups and have different experiences regarding their selection and subsequent election, but all agreed that it would be useful for each group to consider the information they give to their candidates during the election process, and ongoing support to those who are elected.



Parish Engagement
Overview and Scrutiny Committee Report
March 2022

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1.0 Membership of the Overview and Scrutiny Committee

Councillor Tom Wallis (Chairman)	Councillor Douglas Webb (Vice-Chairman)
Councillor Mike Bishop	Councillor Sandy Dallimore
Councillor Matt Hodgson	Councillor Simon Holland
Councillor David Hughes	Councillor Ian Middleton
Councillor Perran Moon	Councillor Adam Nell
Councillor Les Sibley	Councillor Bryn Williams

Membership of the Overview and Scrutiny Committee Parish Working Group

Councillor Sandy Dallimore	Councillor David Hughes
Councillor Bryn Williams	Councillor Tim Hallchurch
Councillor Kieron Mallon	

Councillor Andrew McHugh had a standing invite to this review as Executive Lead Member whose portfolio the review scope sits within.

2.0 Acknowledgements

The Committee would like to thank Kevin Larner, Healthy Communities Manager for his contribution to the Parish Working Group

3.0 Executive Summary & Recommendation

- 3.1 The Parish Working Group (PWG) review looked at the working relationship between Cherwell District Council (CDC) and Parishes within the District. It started to map the various interactions, highlighting areas that work well and where there may be areas for improvement in the relationship and working practices.
- 3.2 The first meeting of the Working Group was on 7 January 2022 with a subsequent meeting on 26 January 2022. Due to time constraints with the review starting late in the municipal year, whilst mapping and preliminary work has been undertaken, it has not been possible to undertake a deep dive review of areas of potential improvement. As a result, the PWG is recommending that the review continue in 2022/23 to enable the areas it has identified for further work, as set out below, to be completed.
- 3.3 The PWG has liaised with a few parishes and a notification was put in the Parish Bulletin that the review was taking place. From information received so far, it has been ascertained that, in general, there is a good working relationship between District and Parish. The PWG consider that a full survey of Parishes within Cherwell should be undertaken as this would identify more accurately the feelings of Parish Councils and highlight areas for possible research.
- 3.4 When discussing areas for review, the PWG agreed that larger towns and parishes had a different relationship with the District Council than smaller parishes. It was agreed that three meetings should be arranged with the different sized parishes. One being for small parishes, one for medium sized and a third for the three large parishes of Banbury, Bicester, and Kidlington to discuss their interactions with the District Council.
- 3.5 It was also agreed that it would be beneficial for a two Parish Clerks to be extended a standing invitation to the Working Group to ensure that ideas and views from the parish perspective were represented.
- 3.6 One area brought to the attention of the Working Group was that better communication was required between council departments and district councillors, in particular to support district councillors in their interaction with parishes in their ward, including attending parish council meetings. It was agreed that a mapping exercise of all current interactions between the district and parishes be undertaken covering both statutory/formalised and more general.
- 3.7 Our recommendations:**
- (1) That the Overview and Scrutiny Committee agree to continue the work of the Parish Working Group in 2022/2023.

- (2) The 2022/2023 Working Group should submit a scoping document (Terms of Reference) to the May/July Overview & Scrutiny Committee meeting which should incorporate the areas set out below with a view to extending the good working relationship between District and Parish Councils and seeking to find solutions where any discord is found.
- Further clarity and work on Statutory roles, responsibilities and interactions
 - Feedback to be invited from Parishes via the Parish Bulletin
 - A Consultation with Customer Services re signposting should take place
 - Provision of information to ward councillors regarding parishes in their ward
 - Survey of Parishes to ascertain parish views on their interactions with the district
 - Organise three meetings with Parishes (large, medium and small)
 - Investigate legal interactions and IT Interaction/integration
 - Invite 2 parish clerks to join the group

Councillor Sandy Dallimore, Chairman of the Overview and Scrutiny Parish Working Group.

4.0 Introduction

- 4.1 At the November meeting of the Overview and Scrutiny Committee, a scoping document (appendix 1) for a review of the relationship between Cherwell District Council and the Parishes within the district was agreed by the Committee.
- 4.2 Councillor Dallimore had brought the topic to the attention of the Committee and along with Councillors Hughes and Williams formed a working group. An invitation was sent to all non-executive members of the council to join the working group and Councillors Mallon and Hallchurch came forward and agreed to join.
- 4.3 Kevin Lerner, Healthy Communities Manager had also been contacted by Councillor Dallimore and also agreed to be involved in the work of the group.
- 4.4 Councillor Andrew McHugh, Lead Member for Health and Wellbeing was also given a standing invitation to meetings of the group.

5.0 Objectives of the review

- 5.1 CDC and parishes in the district interact in many ways. The review would look at the working relationship between CDC and parishes in the district. It would map the various interactions highlighting areas that worked well and where there may be areas for improvement in the relationship and working practices.

- 5.2 The Working Group also wanted to establish the perspective of the parish councils and sought to consult all of the parishes within the district. Consultation would take place firstly by way of survey and also through meetings with groups of large, medium, and small parishes. The Working Group also agreed that two parish clerks would be encouraged to join the work of the group.
- 5.3 The group agreed that their work should continue in the 2022/23 municipal year with some work ongoing and other work being rolled into next year. New members would be invited when considered by the Overview and Scrutiny Committee.

6.0 Context and Background Information

- 6.1 Within Oxfordshire there is a three tier system of local government: county; districts and city council; and town/parish councils.
- 6.2 Each tier/local authority is responsible for delivering different services:

County – Responsible for services across the whole of the County including:

- Education
- Transport
- Planning
- Fire and public safety
- Social care
- Libraries
- Waste management
- Trading standards

District – Responsible for services across the whole District including:

- Rubbish collection
- Recycling
- Council Tax collections
- Housing
- Planning applications
- Elections

Parish – Responsible for local issues including:

- Allotments
- Public clocks
- Bus shelters
- Community centres

- Play areas and play equipment
- Grants to help local organisations
- Consultation on neighbourhood planning

They also have the power to issue fixed penalty fines for

- Litter
- Graffiti
- Fly posting
- Dog offences

6.4 The District Council provides support to Parish Councils but support is also available through the National Association of Local Councils (NALC), Oxfordshire Association of Local Councils (OALC) and the Society of Local Council Clerks (SLCC) which provide training for clerks and a high level of support. It is highly recommended that all clerks join at least one of these associations.

6.5 The district council has a statutory responsibility to monitor vacancies and run elections for parish councils. The district council is responsible for carrying out community governance reviews.

6.6 The Monitoring Officer is responsible for providing support in upholding the Code of Conduct of Councillors, and maintains a record of all parish councillors Register of Interests, which are published on the district council website.

6.7 CDC Planning department consults with parish councils.

6.8 The Wellbeing Team run Parish Liaison Meetings and send regular communications to each parish clerk.

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Council

Monday 18 July 2022

Agenda Item 11, Motions

Motion Proposer: Councillor Perran Moon

Motion Seconder: Councillor Rebecca Biegel

Topic: Motion to declare a Food Poverty Emergency

Motion

“The long-term effects of the COVID pandemic, spiralling inflation and stagnant wages are leaving many adults and children across our communities hungry. Over 2m people in the UK are now reliant on food banks.

Many residents throughout Cherwell are facing the terrible choice of heating or eating. The situation this coming winter is set to get worse. Fuel bills and the cost of food are both likely to increase again in the autumn. The knock-on effects on declining mental health will increase the burden on the NHS.

This Council acknowledges the suffering of residents struggling to feed themselves and their families and declares a Food Poverty Emergency.

We commit to:

- Designating a Food Champion: a lead member for food poverty at Cherwell District Council
- Establishing and reporting to Overview and Scrutiny Committee on the scale of the food poverty crisis in Cherwell
- Drawing up a Cherwell Food Action Plan that supports local communities in helping to relieve the food poverty emergency, in line with the new countywide food strategy
- Developing a promotional campaign that raises awareness of underclaimed Healthy Start food vouchers
- Supporting local communities to reduce food waste and improve the food choices of residents and continuing to be an active member of the Cherwell Community Food Network.”

Motion Proposer: Councillor David Hingley

Motion Seconder: Councillor Ian Middleton

Topic: Cost of Living Crisis

Motion

“There is a pressing need to address the cost-of-living crisis.

Inflation is squeezing already stretched household budgets – propelled largely by energy price increases. On 1 April 2022, Ofgem increased the household energy price cap by 54 per cent - this excludes homes using solid fuel oil or bottled gas. However, the cap does not protect businesses. Energy cost rises affect all aspects of life: from logistics and food production to home heating and cooking. Many Cherwell families face the hard choice between heating and eating.

This crisis demonstrates the need to change our energy supply, not only to prevent a climate catastrophe, but also to maintain a functioning economy for all. The UK Government has announced tax reliefs for companies investing in "UK extraction". This move is encouraging more investment in North Sea oil and gas extraction, whilst hampering energy decarbonisation plans.

This Council therefore declares a ‘Cost of Living Crisis’ and calls on the Leader to write to the Government to:

1. Put in place schemes for subsidising bus and train travel, to ensure people can travel affordably and sustainably
2. Urgently review the energy cap to cover all types of domestic fuels and provide protection to SMEs.
3. Expand the coverage of the Rural Fuel Duty Rate Relief.
4. Provide immediate financial support for councils to aid the most vulnerable.
5. Demonstrate a real and immediate increase of investment in UK renewables to decarbonise the energy sector and prevent a future energy fuelled cost of living crisis.”

Motion Proposer: Councillor Ian Middleton

Motion Seconder: Councillor Gemma Coton

Topic: Campsfield House, Kidlington, Motion

Motion

“The Home Office intends to reopen Campsfield House Immigration Removal Centre in Kidlington, as part of the newly signed migrant deportation agreement signed with the Rwandan Government.

Before its closure in 2018, Campsfield detained hundreds of migrants - some for years. There were weekly demonstrations, prison protests, hunger strikes, two suicides, escapes and scores of legal challenges. Management switched between three of the UK’s main private prison providers before the closure, following a damning enquiry into conditions.

The UK’s ‘Economic and Development Partnership’ with Rwanda has been condemned as inhumane and illegal by international bodies, the UNHCR, politicians from all parties, legal experts and a large part of the British population. Not one migrant has yet been deported, due to legal challenges.

Reopening Campsfield is cruel, ineffective, and costly. Instead of criminalising and deporting migrants out of Cherwell, the government should re-invest in many of the aid projects working to mitigate the key drivers of migration. If the government does reopen Campsfield House, then this council should commit to ensuring that Cherwell District provides no direct support for it.

This Council therefore condemns the re-opening of Campsfield House and calls on the leader to write to the Government to:

1. Cancel the Campsfield House reopening as a detention centre.
2. Create safe havens and legal routes to apply for asylum in the United Kingdom.
3. Restore the UK’s commitment to spend 0.7% of its Gross National Income on overseas aid to support countries to tackle the key drivers of migration.”

Motion Proposer: Councillor Ian Middleton

Motion Seconder: Councillor Angus Patrick

Topic: Refugee Crisis Motion

Motion

“The UK government response to the Ukrainian refugee crisis has been criticised for its slow start and unnecessary bureaucracy at a time of extreme stress for people fleeing a war zone.

Many of the problems associated with the Homes for Ukraine Scheme have been piled on to local authorities already dealing with the fallout from the pandemic and the emerging cost of living crisis.

Nevertheless, the generosity of our residents and the dedication and hard work of our housing team has ensured that hundreds of guests have been placed with hosts in Cherwell. But there is now some uncertainty about the longer-term prospects for these people as the conflict in their home country continues.

Ukrainian support groups such as the Opora network have reported that finding longer term accommodation may be hampered by requirements from landlords and lettings agencies for extensive reference checks, including proof of earnings in the UK going back some years along with other documentation. According to reports, many refugees have been told point blank that they have no chance of renting in the UK. This is a problem that may impact all refugees.

This Council therefore re-affirms its commitment to providing as much support as we are able to all refugees in Cherwell and calls on the leader to write urgently to the Home Secretary seeking reassurances on long-term support packages, including national agreements with landlords and lettings organisations to prevent another major crisis that our housing and homeless agencies will have to deal with.”