

Council Minute Book

Thursday 29 September 2011

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 26 July 2011 at 5.30 pm

Present: Councillor Barry Wood (Chairman)
Councillor G A Reynolds (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor John Donaldson
Councillor Michael Gibbard
Councillor James Macnamara
Councillor Nigel Morris

Also Present: Councillor Leslie F Sibley
Councillor Tim Emptage
Councillor Kieron Mallon

Apologies for absence: Councillor D M Pickford
Councillor Nicholas Turner

Officers: Sue Smith, Chief Executive
Ian Davies, Strategic Director Environment & community
Chris Rothwell, Head of Safer Communities, Urban & Rural Services
Karen Muir, Corporate System Accountant
Nigel Bell, Team Leader - Planning and Litigation / Interim Monitoring Officer
Natasha Clark, Senior Democratic and Scrutiny Officer

27 **Declarations of Interest**

There were no declarations of interest.

28 **Petitions and Requests to Address the Meeting**

The Chairman reported that Councillor Sibley, Leader of the Opposition, would be submitting a petition on behalf of residents and businesses of Banbury regarding evening and bank holiday parking charges. The petition would be submitted at agenda item 4, Car Park Provision and Charges.

Car Park Provision and Charges

The Strategic Director Environment and Community submitted a report which sought consideration of the recommendations of the joint meeting of the Overview and Scrutiny Committee and Resources and Performance Scrutiny Board regarding car park provision and charges.

Councillor Kieron Mallon, Chairman of the Overview and Scrutiny Committee, presented the recommendations of the Joint Meeting of the Overview and Scrutiny Committee and the Resources and Performance Scrutiny Board. The meeting had noted that a review had been due to take place in the autumn and had commended the Executive for recommending that the scrutiny committees undertake an early review of the revised parking charges in light of public concern and interest. Councillor Mallon explained that the recommendations would benefit residents in the district whilst ensuring that any future loss in income could be accommodated.

The Deputy Leader of the Council requested that all officers who had been involved in the work relating to car parking charges be thanked for their hard work. He paid particular thanks to staff in Parking Services and Customer Services for their hard work in dealing with the queries and calls in relation to parking charges.

Councillor Les Sibley, Leader of the Labour Group, presented a petition to the Executive on behalf of residents and businesses in Banbury opposing evening and Bank Holiday charges. He also addressed the Executive regarding the proposals from the Joint Scrutiny meeting

Councillor Tim Emptage, Leader of the Liberal Democrats, addressed the Executive commending their decision to review car parking charges and regarding the proposals from the Joint Scrutiny meeting.

The Executive noted that whilst they were in agreement about adjusting parking charges and policies, the correct legal processes would need to be followed and no changes could be implemented until such time as these were complete and therefore Excess Charge Notices would continue to be issued. Members also noted that no mistakes had been made in applying Excess Charge Notices since the implementation of the revised parking charges as the charge changes had been correctly introduced.

Resolved

- (1) That the following recommendations of the Joint Meeting of the Overview and Scrutiny Committee and the Resources and Performance Scrutiny Board be endorsed:
 - That there is a need to make some adjustments to the new car parking charges and policies in recognition of concerns raised by Councillors and the public.
 - That any adjustments must try to balance real benefit to car park users and town traders with the accepted effects on the Council's limited and reducing finances.

- That the current charges for evening parking be changed to charging to 1900hrs only on current hourly tariffs and free thereafter.
 - That there should be free parking for blue badge holders in designated disabled spaces but blue badge holders should be charged in all general parking spaces.
 - That there should be a 10 minute maximum period of grace for parking period expiry and non purchase of tickets.
 - That the discount for early payment of excess charge notices within 14 days be increased to 50% for all contraventions.
 - To note the withdrawal of the current £16 administration charge for appeals which are upheld but where the ECN was issued correctly.
 - That the effects of the redevelopment of Bicester Town Centre warrant an adjustment to the current charging regime until the new development is complete (anticipated summer 2013) by reducing the current charges by 10p per hour.
 - That officers determine the earliest implementation of the changes agreed by the Executive according to the appropriate legal processes.
 - That a detailed communications plan be compiled to signify these changes which takes into account the lessons learnt from the April changes.
 - That the loss of income of the above (estimated to be £93,000 per annum) be met from the additional income and lower cost arising from the transfer of some treasury management functions in house; and the fixed term Bicester loss of income (estimated to be £80,000 per annum over two years) from the additional interest secured from the later £10m investment of the Council's contribution to the Bicester Town Centre Redevelopment Scheme due to the delay in its start.
- (2) That Sunday and Bank Holiday parking be charged at £1 for all day and that parking on Good Friday, Easter Sunday, Christmas Day, and Boxing Day remain free.

Reasons

The Overview and Scrutiny Committee and Resources and Performance Scrutiny Board have recognised the need to make some adjustments to the new car parking charges and policies in light of the concerns expressed by members and the public to the car parking charging changes introduced in April. This does acknowledge that any adjustments must balance real benefit to car park users and town traders with the accepted effects on the Council's limited and reducing finances.

Options

- Option One** Agree the recommendations of the joint scrutiny meeting.
- Option Two** Not accept the recommendations of the joint scrutiny meeting and to retain the current charging arrangements.
- Option Three** Agree in part the recommendation of the joint scrutiny meeting or other changes to current charging arrangements.

30

ICT Service Development

The Strategic Director Environment and Community submitted a report which sought consideration of the principles of a shared ICT service with South Northamptonshire Council.

Resolved

- (1) That a shared ICT service with South Northamptonshire Council be agreed in principle.
- (2) That a full business case for such a proposal to include estimated costs, benefits and risks prior to final commitment be received.
- (3) That external validation and assurance of the technical and service proposals assuming a clear conclusion in the Business Case to progress to a shared service in some form be supported.
- (4) That funding from the Council's Corporate ICT Reserve of up to £20,000 for this external validation and assurance be approved.

Reasons

A shared ICT service has the potential to offer significant benefits, both financial and through service support, to both councils. However, this needs a clear business case with risk factors evaluated and external validation.

Options

- Option One** To explore the benefits, estimated costs and risks of a shared ICT service.
- Option Two** To retain separate ICT services other than those already programmed in a shared way

The meeting ended at 6.25 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 5 September 2011 at 6.30 pm

Present: Councillor Barry Wood (Chairman)
Councillor G A Reynolds (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor John Donaldson
Councillor Michael Gibbard
Councillor James Macnamara
Councillor D M Pickford
Councillor Nicholas Turner

Also Present: Councillor Leslie F Sibley, Leader of the Labour Group
Councillor Tim Emptage, Leader of the Liberal Democrat Group
Councillor Kieron Mallon

Apologies for absence: Councillor Nigel Morris

Officers: Sue Smith, Chief Executive
Ian Davies, Strategic Director - Environment and Community
John Hoad, Strategic Director - Planning, Housing and Economy
Philip Clarke, Head of Planning Policy and Economic Development
Gillian Greaves, Head of Housing Services
David Marriott, Head of Regeneration & Estates
Paul Marston-Weston, Head of Recreation & Health
Ed Potter, Head of Environmental Services
Chris Rothwell, Head of Safer Communities, Urban & Rural Services
Alison Davies, Project Manager
Claire Taylor, Corporate Strategy and Performance Manager
Karen Muir, Corporate System Accountant
Steven Newman, Economic Development Officer
Nigel Bell, Team Leader - Planning and Litigation / Interim Monitoring Officer
Natasha Clark, Senior Democratic and Scrutiny Officer

31 **Declarations of Interest**

Members declared interests in the following agenda items:

20. Value For Money Review of Public Protection.

Councillor Nicholas Turner, Personal, as the owner of premises inspected and licensed by the department and would leave the room for the duration of the item.

32 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

33 **Urgent Business**

There were no items of urgent business.

34 **Minutes**

The minutes of the meeting held on 4 July 2011 and 26 July 2011 were agreed as a correct record and signed by the Chairman.

35 **Quarter 1 Finance Report**

The Head of Finance submitted a report which summarised the Council's Revenue and Capital performance for the first 3 months of the financial year 2011/12 and projections for the full 2011/12 period. These are measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 2011/12 budget process currently underway.

The report also presented information on treasury management performance and compliance with treasury management policy during 2011/12 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the projected revenue & capital position at June 2011 be noted.
- (2) That the Q1 performance against the 2011/12 investment strategy and the financial returns from each of the 3 funds be noted.
- (3) That the contents and the progress against the Corporate Procurement Action Plan and the Procurement savings achieved at June 2011 be noted.

Reasons

This report illustrates the Council's performance against the 2011/12 Financial Targets for Revenue, Capital, Treasury and Procurement Monitoring.

Options

Option One To review current performance levels and considers

any actions arising.

Option Two

To approve or reject the recommendations above or request that Officers provide additional information.

36

2012/13 Budget Strategy, Service & Financial Planning Process and 2012/13 Budget Guidelines

The Head of Finance and Corporate Strategy and Performance Manager submitted a report which informed the Executive of the service and financial planning process for 2012/13, sought approval of the 2012/13 budget strategy and agreement of budget guidelines for issue to service managers to enable the production of the 2012/13 budget and updated Members on the Medium Term Financial Strategy for 2012/13 onwards.

Resolved

- (1) That the latest forecast for the Council's revenue budget for 2012/13 to 2015/16 be noted.
- (2) That the preliminary results from the public consultation and proposed prioritisation framework be noted.
- (3) That the overall 2012/13 budget strategy and service and financial planning process be endorsed.
- (4) That the proposed budget guidelines and timetable for 2012/13 budget process be agreed.

Reasons

The Council needs to set guidelines and a timetable for the preparation of draft estimates for 2012/13. These guidelines should support the objectives contained in the 5-Year Corporate Plan, Improvement Strategy and in particular the updated Medium Term Financial Strategy.

Council will be asked to agree the 2012/13 budget and corporate plan (and the service plans that underpin delivery) at their meeting in February 2012.

(Councillor Atack left the meeting at the conclusion of this item)

37

Overview and Scrutiny Reports: Commissioning of Advice, Volunteering and Voluntary Car Driving Schemes in Cherwell

The Interim Head of Legal and Democratic Services submitted a report which sought consideration of the overview and scrutiny report on Commissioning of Advice, Volunteering and Voluntary Car Driving Schemes in Cherwell.

The Chairman of the Overview and Scrutiny Committee presented the reports. He explained that that the Committee had held three sessions to consider

each area in detail and presented their findings which fell under three headings: (i) the project was about commissioning not cost cutting; (ii) the commissioning project would offer improvements; (iii) funds needed to be channelled to relevant services. The Committee has concluded that they supported the Executive decision to move forward with the commissioning project. The Overview and Scrutiny Committee Chairman thanked the Strategic Housing Manager and Strategic Housing Officer for their hard work and support to the Committee throughout the review.

The Executive thanked the Overview and Scrutiny Committee for their work on the review. The Lead Member for Housing commended the review and explained that it was important for the Committee's findings to feed into the project. She subsequently tabled revised recommendations for consideration.

Councillor Sibley, Leader of the Labour Party, addressed the Executive to commend the review of the Overview and Scrutiny Committee and sought confirmation about the transition in the funding arrangements for the services.

In response to Councillor Sibley's address, the Chairman confirmed that Members were seeking to protect the service, however the funding arrangements would change from grant aid to commissioning which would involve contractual service provision to meet the requirements of the district.

Resolved

- (1) That the Overview and Scrutiny Committee be thanked for the thorough work it had undertaken in considering the commissioning exercise.
- (2) That Executive confirms earlier signals that existing funding agreements will cease from 2012/13.
- (3) That, following resolution (2) above, officers, as a priority, continue their discussions with Oxfordshire County Council regarding the creation of a county wide Dial-a-Ride scheme, taking full account of ongoing customer surveys and protecting the needs of the most vulnerable customers.

Reasons

The Overview and Scrutiny Committee confirmed their support for the Executive's decision to proceed with the commissioning project and agreed that it was important that the project progressed according to the set timetable to ensure that no residents were disadvantaged in April 2012 because contracts and suppliers were not in place.

Options

- | | |
|-------------------|--|
| Option One | To note the conclusions contained in the Overview and Scrutiny report. |
| Option Two | Not to note the conclusions contained in the Overview and Scrutiny report. |

Cherwell Economic Development Strategy

The Head of Planning Policy and Economic Development submitted a report which asked the Executive to approve a final version of the Economic Development Strategy 2011 – 2016 for subsequent consideration by the Local Strategic Partnership Board.

Councillor Tim Emptage, Leader of the Liberal Democrat Group, addressed Executive regarding elements of the Economic Development Strategy relating to Kidlington.

The Executive noted the importance of the Economic Development Strategy for the district and that the key to maintaining momentum would be through the action plan. Members expressed their thanks to the Economic Development Officer and the Planning Policy team for their hard work.

Resolved

- (1) That the Economic Development Strategy (attached as an annex to these minutes as set out in the minute book) be approved to go forward to the Board of the Local Strategic Partnership (LSP) for final approval.
- (2) That the Head of Planning Policy & Economic Development be authorised, in conjunction with the Lead Member for Estates, to agree any further non substantive changes to the document following this Committee and either prior to, or following, its consideration by the LSP Board at the end of this month.

Reasons

The Economic Development Strategy is an important document for helping shape the economic development priorities of the Cherwell District. It will help us to consider how best to use our resources, and those of our partner organisations within the LSP, to build upon the strengths within our economy and tackle those issues we know that our local economy is facing now, and to respond to issues that our economy will certainly face in future.

Options

- | | |
|---------------------|---|
| Option One | To approve the Economic Development Strategy for consideration by the LSP Board |
| Option Two | To approve the Economic Development Strategy with amendments for consideration by the LSP Board |
| Option Three | Not to approve the Economic Development Strategy. |

Car Park Order Notice

The Head of Safer Communities, Urban and Rural Services submitted a report which advised Members of any objections to the Cherwell District

Council (Off-Street Parking Places) (Banbury, Bicester and Kidlington) Order advertised on 4 August 2011 and to seek authority to make the Order subject to any objections received.

The Deputy Leader advised Executive that fourteen responses had been received via the consultation portal comprising both objections and approvals to each of the proposals. He reported that none of the objections were sufficiently strong to recommend any amendments to the proposals and these would therefore be introduced on, or as soon after, 11 November 2011 as practicable. The Deputy Leader confirmed that all changes would be publicised.

Councillor Sibley, Leader of the Labour Group, sought clarification about the consultation process. The Leader and Deputy Leader of the Council confirmed that the correct legal processes had been followed and the statutory requirements for the consultation met.

Resolved

- (1) That the responses to the Order be noted.
- (2) That formal Order Making on final proposals for implementation on, or as soon after, 11 November 2011 as is practicable be authorised.

Reasons

Subject to any objections received to the Order Notice; the Executive dealing with these objections; and the required implementation works being carried out, the proposals will be implemented on or as soon after 11 November 2011.

Options

Option One Consider and deal with any objections to the Cherwell District Council (Off-Street Parking Places) (Banbury, Bicester and Kidlington) Order

40

Kidlington Pedestrianisation and Traffic Regulation Order

The Head of Regeneration and Estates submitted a report which sought approval to make a new Traffic Regulation Order for Kidlington High Street.

Councillor Emptage, Leader of the Liberal Democrats, addressed Executive and commended the pedestrianisation scheme noting the positive impact it would have on Kidlington. He also thanked officers and particularly the Urban Centres Development Officer for all their hard work progressing the scheme.

Resolved

- (1) That the making of a new Traffic Regulation Order (TRO) for Kidlington High Street be approved.

Reasons

This project is identified as a priority in the Regeneration and Estates Service plan and is a key partnership project undertaken at the request of the Kidlington Village Centre Management Board and Kidlington Parish Council.

Options

Option One Approve the making of the Order for the scheme to move forward.

Option Two Reject the making of the Order. However this will result in the postponement of any further work on the scheme and a failure to meet Service Plan targets.

41 **Bicester Civic Building**

The Head of Regeneration and Estates submitted a report which sought consideration of the brief and options for the procurement of a new civic building for Bicester, and determination of the preferred method of procuring this building.

Resolved

- (1) That the Council pursue the development of the Franklins Yard car park site with a new civic building, to comprise offices and a public library, together with a proposed hotel, on the basis that the Council finances the development in return for a future revenue income, subject to the terms of the pre-letting agreements being approved by this Committee, and completed, prior to the scheme being committed.
- (2) That any costs or expenses incurred in fees and expenses necessary to progress this proposal being met from the existing capital approval for the Bicester town centre redevelopment scheme.
- (3) That £5m of general capital receipts be earmarked to this project and a further report be submitted seeking the necessary capital approval, when the costs and income achievable are known.

Reasons

The key issue is whether the Council wishes to invest further capital in Bicester town centre in return of a commercial rate of return. If it does so it can maintain full control over the project.

If the Council does not wish to invest in this site, it could look to the market to provide the premises required, and secure a capital contribution towards the cost of the proposed new offices. However, it would be necessary to transfer a significant degree of control over the project to the developer selected.

Options

Option One

The Council to act as developer, and to build the new civic building and a hotel, assuming pre-letting agreements can be secured with OCC and a hotel operator, and Bicester Town Council if relevant. The Council will have to commission a degree of design work before it is possible to secure the binding occupier agreements, but beyond that, it would not be required to proceed unless it was reasonably satisfied that the return would be as expected. It would be possible to finance these professional fees from the existing £10m capital approval relating to the town centre scheme, as the terms agreed with the developer of that scheme indicate that the net expenditure which the Council will incur will not exceed £8.55m.

At this stage the projected return on capital appears to be very attractive, and in line with normal commercial expectations. The process of designing the scheme, obtaining planning consent and letting a building contract is likely to take around 18 months, and consequently it would not be necessary to finalise the brief until spring 2012, if a start in autumn 2013 is desired. Autumn 2013 is the time when the existing car park is scheduled to close following the opening of the new town centre scheme car park.

Option Two

To advertise the development opportunity on the open market, and seek to appoint a development partner who would enter into a development agreement with the Council to provide the civic building, in part consideration for the opportunity to develop the remainder of the site. This would be designed to allow the market to identify the most valuable use for the site, but it is likely to be difficult to secure a revenue return rather than a capital contribution. The developer will take a proportion of the development value as profit. This approach is likely to involve a substantial lead in period before development could start, as it would be necessary to select a development partner and negotiate a development agreement. Significant legal costs are likely to be required. The process is likely to take at least two years, and hence, if the development is to commence in the autumn of 2013, an early start is needed. This presents a problem as OCC are not yet able to commit to acquiring the library, and there is no certainty as to the Town Council's possible requirement.

42 **Award of Contracts for the Design, Supply and Installation of Photovoltaic Panels to Six Commercial Buildings for Cherwell District Council**

The Head of Regeneration and Estates submitted a report which sought approval to award six contracts for the Design, Supply and Installation of Photovoltaic Panels to six commercial buildings for Cherwell District Council.

Resolved

- (1) That contracts for Lots 1, 2 and 6 be awarded to the companies identified in the exempt Appendix 1 (as set out in the exempt annex to these minutes as set out in the minute book).
- (2) That, subject to finalising negotiations with Parkwood Leisure Ltd and in consultation with the Lead Member for Financial Management and the Head of Finance, contracts for Lots 3, 4 and 5 be awarded to the companies identified in the exempt Appendix 1 (as set out in the exempt annex to these minutes as set out in the minute book).

Reasons

The approval of this Executive report will benefit the Council with a guaranteed income and savings. This is expected to be a combined sum of £102,322 for year one with a carbon reduction of 198t CO₂ per annum for the next 25 years. The Council will continue to benefit from these systems for a 25 year period but the actual savings will depend on fluctuating electricity costs and the manufacturer's efficiency factors applying to the panels as stipulated in the manufacturer's warranty i.e. 90% minimum power output guaranteed for 10 years and 80% minimum power output guaranteed for a further 15 years

This project is identified in Cherwell's Carbon Management Plan (approved by the May 2011 Executive) and will achieve approximately 3.6% of the overall 22% energy reduction target.

The Council will demonstrate leadership in the community on being environmentally conscious through good value for money procurement with an excellent return on investment. Energy generated will also increase the Council's security against future energy cost increases and allow energy budget savings.

43 **Value For Money Review of Vehicle Maintenance and Fleet Management**

The Strategic Director for Environment and Community, the Head of Environmental Services and the Improvement Manager submitted a report which sought consideration of the findings of the Value for Money Review of Vehicle Maintenance and Fleet Management and the recommendations arising from the report.

Resolved

- (1) That the Value For Money conclusion that the service offers good value for money and has actively driven down its cost base, providing a top performing, high quality service be endorsed.
- (2) That the Service Plan Framework as a guide for the service in future years including areas for future improvements, savings and increased income be adopted.
- (3) That the projected MOT Bay income shortfall in 2011/12 and the plans in place to reduce costs and increase income to address the shortfall in-year be noted.
- (4) That the following recommendations to achieve additional savings and income be agreed:
 - £8k per annum from 2012/13, through improved fleet procurement and reduced spending on parts
 - Potential future revenue savings and income of £12k from a number of sources including working in partnership with other agencies, neighbouring councils and procurement partnerships
 - Additional new capital income source totalling £12k in both 2011/12 and 2012/13, rising to £24k in future years, as a result of improving the re-sale value achieved at auction from Council-owned equipment.

Reasons

Cherwell's Vehicle Maintenance and Fleet Management Service offers good value for money to the Council.

The Service Plan Framework sets out a guide to planning the future service, within which the service can undertake its annual service and budget setting activity.

Agreeing to the level of income and savings proposed by this review assists the Council in delivering its Medium Term Financial Strategy.

44 **Performance and Risk Management Framework 2011/12 First Quarter Performance Report**

The Chief Executive and Corporate Strategy and Performance Manager submitted a report which presented the Council's performance for the period 01 April to 30 June 2011 as measured through the Performance Management Framework.

Resolved

- (1) That the following achievements be noted:

Cherwell: A District of Opportunity

- Job clubs continue to provide a strong service with solid attendance and special events planned for the next quarter to improve accessibility.
- Business support – good progress has been made with support to local business through the advisory service and the investment partnership. In addition a business breakfast in Banbury was held around the theme of apprenticeships, local business were asked to make pledges to improve local opportunities. This resulted in more than 140 pledges including ten apprenticeships and 28 placements lasting from one to eight weeks. The Council is also continuing its successful business apprenticeship scheme.

A Cleaner Greener Cherwell

- Feasibility work has been commissioned to explore potential sites for more bring bank recycling centres.
- A neighbourhood litter blitz has taken place in Kidlington, helping to work with local communities to improve the environmental quality of their areas.

A Safe, Healthy and Thriving Cherwell

- Good progress towards securing the long term future of the Banbury Museum through work to develop a museum trust.
- The Council continues to provide a strong community leadership role for local health provision. During the first quarter the Council has supported the first meeting of the new Community Partnership Network to ensure effective stakeholder engagement in local health issues. The Horton Hospital paediatric appointments and anaesthetic service models are now complete and in place.

An Accessible, Value for Money Council

- Additional resources will be available over the summer to ensure that processing times for housing and council tax benefit claims do not increase. Briefing sessions for voluntary and other agency advisors supporting those affected by benefits changes have continued and been very successful.
- The Council has continued its programme of public engagement and consultation with work to consult on long term budget priorities undertaken. Successful community engagement events aimed at improving the accessibility and delivery of services have taken place, these include the parish, faith and disability forums as well as a number of consultations undertaken using the Council's web based consultation portal.

- (2) That officers be requested to report in the second quarter on the following items where performance was below target or there are emerging issues.

Cherwell: A District of Opportunity

- Number of households living in temporary accommodation: a rise in the figures has occurred during June with 36 households against a predicted number of 33. Preventative and advisory work continues and the implications of national policy changes are being monitored.
- Deliver 500 new homes: performance against this target is off track with 32 completions against a target of 125. During the year it is expected that the rate will increase but the national economic context is still suppressing performance.

A Safe, Healthy and Thriving District

- Leisure centre usage: visitor figures are down in comparison to the same period as last year. Issues such as extended bank holidays are likely to be a cause; however the issue will be reviewed with the provider to ensure there are no other factors.
- (3) That the responses identified to issues raised in the end of year performance report be agreed.
- (4) That officers be requested to produce a one page summary of the Quarter 1 performance highlights for circulation to all Members.

Reasons

This report presents the Council's performance against its corporate scorecard for the first quarter of 2011/12. It includes an overview of our successes, areas for improvement and emerging issues to be considered.

Options

- Option One**
1. To note the many achievements referred to in paragraph 1.3.
 2. To request that officers report in the first quarter on the items identified in paragraph 1.4 where performance was below target or there are emerging issues.
 3. To agree the responses identified to issues raised in the end of year performance report in paragraph 2.1 or to request additional action or information.
- Option Two** To identify any additional issues for further consideration or review.

45 **Exclusion of the Press and Public**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.

46 **Award of Contracts for the Design, Supply and Installation of Photovoltaic Panels to Six Commercial Buildings for Cherwell District Council - Exempt Appendix 1**

The Committee considered the exempt annex to the report of the Head of Regeneration and Estates which detailed the financial appraisal and proposed contract award.

Resolved

(1) That the exempt annex be noted

47 **Woodgreen Leisure Centre - Leisure Management Contract**

The Strategic Director Environment and Community submitted a report which sought consideration of the Woodgreen Leisure Centre leisure management contract.

Resolved

That the resolutions as set out in the exempt minute be approved.

48 **Value For Money Review of Public Protection**

The Strategic Director Environment and Community submitted a report which sought consideration of the findings of the Value for Money Review of Public Protection and the recommendations arising from that report.

Resolved

That the resolutions as set out in the exempt minute be approved.

(Councillor Turner left the meeting for the duration of this item)

The meeting ended at 8.30 pm

Executive - 5 September 2011

Chairman:

Date:

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

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COUNCIL

RECORD OF LEAD MEMBER DECISIONS

SCHEDULE

July 2011 – September 2011

Area of Responsibility	Decision Subject Matter
Leader of the Council	Appointment of Representatives to Outside Bodies 2011/12
Deputy Leader of the Council	Update of the Vehicle Parks Information and Enforcement Policy

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Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 July 2011 at 6.30 pm

Present: Councillor Victoria Irvine (Chairman)
Councillor Lawrie Stratford (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Russell Hurle
Councillor Mike Kerford-Byrnes
Councillor George Parish
Councillor G A Reynolds
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Substitute Members: Councillor Douglas Williamson (In place of Councillor Alaric Rose)

Apologies for absence: Councillor Alaric Rose

Officers: Sue Smith, Chief Executive
Anne-Marie Scott, Head of People and Improvement
James Doble, Democratic, Scrutiny and Elections Manager

3 Declarations of Interest

There were no declarations of interest.

4 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

5 Urgent Business

There was no urgent business.

6 **Minutes**

The minutes of the meetings held on 18 December 2010 and 18 May 2011 were agreed as a correct record and signed by the Chairman.

7 **Review and Implementation of the Joint Senior Management Structure**

The Chief Executive submitted a report which provided the committee with an update on the implementation of the joint shared senior management team structure and in doing so drew the attention of the committee to the report which had been published for Joint Personnel Committee to consider at their meeting on 13 July 2011 setting out the responses to the consultation.

In the course of discussion the committee were clear that any proposed pay structures should stay within the perimeters set within the business case and that proper weight should be given to the market place as it sits today.

Resolved

- (1) That the proposal and timetable as set out within the report be noted.
- (2) That the comments from the Committee as set out above be reported to the Joint Personnel Committee.

8 **Organisational Change Policy**

The Head of People and Improvement submitted a report requesting approval for the new joint policy on Organisational Change to cover all staff employed in both Cherwell District Council and South Northamptonshire Council. It was reported that there had been an amendment to the policy, in that the decision to re-engage anyone who had left through early retirement or voluntary redundancy would be by the Chief Executive and Chairman and Vice-Chairman of the Joint Personnel Committee or Chairman of the Personnel Committees as applicable.

In the course of discussion it was suggested that at a future date the policy should be amended to read that consultation would be entered in to with a view to reaching agreement.

Resolved

- (1) That the Organisational Change Policy (set out in the annex to the minutes, as set out in the minute book) for all staff with immediate effect.
- (2) That at a future date the Joint Personnel Committee be recommended to amend the Organisational Change Policy to read that consultation would be entered in to with a view to reaching agreement.

9 **Car User Policy Update**

The Head of People and Improvement submitted a report to consider the Council's policy in relation to car and mileage allowances. It was noted that following agreement with the unions a flat mileage fee of 60p had been agreed. In place of any usage allowances, for the shared management team it was noted this would be 45p per mile.

Resolved

- (1) That the changes to the Council's car user policy (set out in the annex to the minutes, as set out in the minute book) be approved.

10 **Age Retirement Policy Update**

The Head of People and Improvement submitted a report to consider the Council's policy in relation to age retirement. The committee noted there was no choice but to withdraw this policy due to the change in legislation.

Resolved

- (1) That the Council's age retirement policy be withdrawn.

11 **Employment Statistics Quarter 3 - 2010/11**

The Head of People and Improvement submitted a report detailing employment statistics for Quarter 3 2010/11, by Directorate, for information and monitoring purposes.

Resolved

- (1) That the contents of this report be noted.

12 **Employment Statistics Quarter 4 - 2010/11**

The Head of People and Improvement submitted a report detailing employment statistics for Quarter 4 2010/11, by Directorate, for information and monitoring purposes.

Resolved

- (1) That the contents of this report be noted.

The meeting ended at 7.25 pm

Chairman:

Date:

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 19 July 2011 at 6.30 pm

Present: Councillor Kieron Mallon (Chairman)
Councillor Lynn Pratt (Vice-Chairman)

Councillor Ann Bonner
Councillor Tim Emptage
Councillor Leslie F Sibley
Councillor Daniel Sames
Councillor Lawrie Stratford

Also Present: Councillor George Parish
Councillor D M Pickford

Apologies for absence: Councillor Chris Heath
Councillor Alastair Milne Home
Councillor Neil Prestidge
Councillor Trevor Stevens
Councillor Rose Stratford

Officers: Catherine Phythian, Senior Democratic and Scrutiny Officer
Gillian Greaves, Head of Housing Services
Martyn Swann, Strategic Housing Manager
Helen Town, Strategic Housing Officer
Barbara Horth, Private Sector Housing Inspector

12 **Declarations of Interest**

Members declared interests in the following agenda items:

5. Private Sector Housing Strategy.

Councillor Kieron Mallon, Personal, as a private landlord.

Councillor Lawrie Stratford, Personal, as a Board Member of Sanctuary Housing.

Councillor Leslie F Sibley, Personal, as a Board Member of Sanctuary Housing.

6. Commissioning of Voluntary Sector Services.

Councillor Alastair Milne Home, Personal, as a Banbury Town Councillor and Board Member of Banburyshire Community Transport Association.

Councillor Lawrie Stratford, Personal, as a member of Bicester Citizens Advice Bureau Management Committee.

13 Urgent Business

There was no urgent business.

14 Minutes

The Minutes of the meeting of the Committee held on 14 June 2011 and the Minutes of the Joint Meeting of the Overview and Scrutiny Committee and the Resources and Performance Scrutiny Board on 12 July 2011 were agreed as a correct record and signed by the Chairman.

In the course of considering the minutes of the meeting on 12 July 2011 Councillor Sibley requested that officers be tasked to ensure that the financial information supporting the recommendations to the Executive included figures from June 2011.

15 Private Sector Housing Strategy

The Committee considered a report of the Head of Housing Services which provided an update on the progress made by the Council against the targets set by the Private Sector Housing Strategy 2010 -14.

Officers gave the following responses to specific questions from the Committee:

- **Inspection:** there was a planned inspection programme for licensed Houses in Multiple Occupation (HMOs) but during the year officers inspect additional HMOs as a result of referrals or complaints. The Committee requested a written response setting out the annual split between planned and responsive inspections and what percentage of HMOs were subject to inspection per year.
- **Enforcement Powers:** Certain large HMOs are required to have a licence under the Housing Act 2004. Non-licensable HMOs are assessed using the Housing Health & Safety Rating System under the Housing Act 2004. All HMOs (licensable or not) are subject to the HMO management regulations to ensure the owners of the HMO manage and maintain the property properly. Failure to comply with the requirements of the Housing Act 2004 can result in enforcement action which can include serving improvement notices or in extreme cases making a prohibition order followed by prosecution for non-compliance. The Council can also prosecute landlords for failure to comply with the management regulations.

However, the Council does not always cover its costs when it prosecutes a private sector landlord and so the Housing team are exploring other options for dealing with non-compliance, for example, issuing a formal caution on the condition that the landlord attends a training course. Making a Prohibition Order is the last resort because of the implications for the homeless register. A further option is to issue an interim management order to transfer the control of a property to another body capable of managing the property. But this is particularly difficult for Cherwell as it is not a stock-holding Council and does not have the in-house skills and experience to act as a landlord which means we are reliant on partnership arrangements with our housing organisations. Development of this arrangement to allow the Council to use HMO management orders is currently being explored as part of the Private Sector Housing Development Project.

- Empty Homes Policy: production of this policy document has been delayed mainly because of external events (changes to national benefit payments and the economic recession) which required a re-prioritisation of resources in the housing team. The draft policy is scheduled for completion in the autumn. The Committee requested that they be given the opportunity to review the document prior to its submission to the Executive.
- Numbers of Private Sector Landlords: changes to the national benefits system has resulted in some landlords ceasing to offer property to Council nominated tenants. Options to address this situation and encourage more landlords to work with the Council in order to avoid a significant increase in the number of residents placed in temporary accommodation are being explored as part of the work of the Private Sector Housing Development Project.
- Complaints: the increase in the number of complaints was believed to be a reflection of the economic and social pressures caused by the current economic climate; there were no known or apparent underlying themes or trends in the type of complaint.

In conclusion the Committee agreed that as this was essentially a monitoring item it should be removed from the Overview and Scrutiny work programme. However, they asked officers to ensure that a further update on progress in this area be circulated to all Members at a future date.

Resolved

- (1) That the progress made with achievement of targets set by the Private Sector Housing Strategy 2010 -14 be noted.
- (2) That prior to its submission to the Executive, the Empty Homes Policy be reviewed.
- (3) That the Private Sector Housing Strategy be removed from the work programme.

Commissioning of Voluntary Sector Services

This topic was confirmed as a review item at the meeting on 14 June when Councillors Mallon, Emptage, Pratt, Stevens, L Stratford and R Stratford had volunteered to meet with officers to discuss the specific issues relating to:

- Advice
- Volunteering
- Voluntary Car Transport Schemes

The notes of these informal working group discussions were tabled at the Committee alongside a question and answer statement in response to questions raised by Councillor Cartledge. The Strategic Housing Manager and the Strategic Housing Officer briefed Members on the key issues arising from the informal discussions and explained the details underlying the written answers provided.

In discussion the following points were made:

- That the commissioning project should not be seen as a cost-cutting exercise but as a vehicle to ensure the delivery of transparent, equitable cost effective services to the widest range of residents.
- Statistics and data analysis: the officers explained that statistical data should be treated with caution as it was not always possible to check the source data. For example when looking at call centre volumes for some of the charitable organisations it was not clear whether the figures were all first time callers or included a number of repeat calls. Clearly this had implications for performance assessment and the quality of service provided. This was an area that was targeted for improvement through the commissioning process which would require a more rigorous methodology for data collection and analysis.
- Volunteering: the commissioning project should seek to encourage volunteering from all age groups and backgrounds and replicate good practice from across the county. It was also important to recognise that volunteering schemes should complement service offerings and not be seen as a cheaper alternative delivery option.
- Community Transport: the Committee noted the current status of the County Council's review of dial-a-ride services across Oxfordshire and their intention to provide a base-line service which could be "topped-up" with funding from the individual District Councils. A survey to be led by the County Council of existing Banburyshire Community Transport Association (BCTA) customers was planned which would inform the new service specification to be delivered by either the County Council or a third party. This would also inform the District Council about the appropriate level of "top-up" funding that might be required. Officers also briefed the Members on the current status of the discussions with BCTA and the support that had been offered in the light of the Council's decision in principle to terminate the dial-a-ride funding agreement in March 2012.

In conclusion the Committee agreed that it was important that the Council used the commissioning exercise to ensure that the funds available were channelled towards strategically relevant services and projects which would meet the needs of residents securing positive outcomes for them. It was also acknowledged that the understanding of customer needs will become more refined as the commissioning exercise progresses and in this context a degree of flexibility is required in terms of the amount set aside to support the development of a County Council dial-a-ride service.

The Committee confirmed their support for the commissioning project and agreed that it was important that it progressed according to the set timetable to ensure that no residents were disadvantaged in April 2012 because contracts and suppliers were not in place.

Resolved

- (1) That the Overview and Scrutiny Committee forward a short report to the September meeting of Executive confirming their support for the Council's approach to the Commissioning of Voluntary Sector Services and highlighting some of the observations made as a consequence of this review. The report should include as appendices the three documents of evidence and information submitted to the Overview and Scrutiny Committee meeting and the minutes of this meeting.

17 **Draft Overview and Scrutiny Annual Report 2010/11**

The Board considered a report of the Interim Head of Legal and Democratic Services which presented the draft Overview and Scrutiny Annual Report 2010/11.

Resolved

The Overview and Scrutiny Committee resolved to:

- (1) That the draft Overview and Scrutiny Annual Report 2010/11 be noted.
- (2) That the Democratic, Scrutiny and Elections Manager be delegated, in consultation with the former and current Chairmen of the two scrutiny committees, to complete the foreword and to make any minor amendments to the annual report before submission to Council.

18 **Overview and Scrutiny Work Programme**

The Committee considered the report of the Interim Head of Legal and Democratic Services which updated Members on the Overview and Scrutiny Work Programme 2010/11.

Forward Plan

The Committee noted that a report on the Options for future provision of ICT - South Northamptonshire Council & Cherwell District Council was due to go to the Executive. They agreed that this was a topic of some importance and

that it should be considered at a meeting of the Committee prior to the Executive making any final decision.

Registered Social Landlords Relationship Policy

The Committee considered the draft scoping document for a review of the Registered Social Landlords Relationship Policy. They agreed that this was an important issue and indicated that the Council's approach to the setting, monitoring and enforcement of performance standards would be a particular area of interest as they saw this as a key success factor. The Head of Housing Services explained that regular performance review meetings were held with the individual Registered Social Landlords, and that these meetings looked at the interaction across all of the Council's service areas not just housing.

The Committee agreed that Councillors Bonner, Emptage and Mrs R Stratford would work with officers outside the meeting to develop a briefing pack on the current procedures and policies and to develop the plans for the structure of the review. The topic was scheduled for either the October or November meeting of the Committee.

Agenda for 13 September 2011

The Committee confirmed their intention to review the Council's Equality Framework for Local Government 'Achieving' Self Assessment at this meeting. In view of the importance of this topic and the need to ensure that the self-assessment was subject to a detailed and robust challenge the Committee agreed that Councillors Mallon and L Stratford would work with officers to prepare for the debate at the Committee meeting.

Resolved

- (1) That the current Overview and Scrutiny element of the work programme for 2011/12 be noted.
- (2) That the issue of the future provision of ICT at South Northamptonshire Council & Cherwell District Council should be included on the Overview and Scrutiny work programme for 2011/12 and that officers be requested to bring a report on the options to the Committee prior to the Executive making a final decision.
- (3) That the scoping document for the review of the Registered Social Landlords Relationship Policy be agreed, that it be included on the work programme for October or November 2011 and that Councillors Bonner, Emptage Mrs R Stratford be nominated to work with officers on this topic.
- (4) That it be noted that the 13 September 2011 meeting of the Overview and Scrutiny Committee would review the Councils Equality Framework for Local Government 'Achieving' Self Assessment and that Councillor Mallon and L Stratford had volunteered to work with officers on this topic.

Chairman:

Date:

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Cherwell District Council

Resources and Performance Scrutiny Board

Minutes of a meeting of the Resources and Performance Scrutiny Board held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 18 July 2011 at 7.00 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-Chairman)

Councillor Maurice Billington
Councillor Patrick Cartledge
Councillor Andrew Fulljames
Councillor Patricia Tompson
Councillor Martin Weir
Councillor Douglas Williamson

Apologies for absence: Councillor Margaret Cullip
Councillor Carol Steward
Councillor Lawrie Stratford

Officers: Ed Potter, Head of Environmental Services
Claire Taylor, Corporate Strategy and Performance Manager
Wayne Lewis, Oxfordshire Waste Partnership Co-ordinator
Catherine Phythian, Senior Democratic and Scrutiny Officer
Natasha Clark, Senior Democratic and Scrutiny Officer

13 **Declarations of Interest**

Members declared interests in the following agenda item:

5. Partnership Scrutiny: Oxfordshire Waste Partnership.

Councillor Maurice Billington, Personal, as a member of Oxfordshire County Council.

14 **Urgent Business**

There was no urgent.

15 **Minutes**

The Minutes of the meetings held on 13 June 2011 and 12 July 2011 were agreed as a correct record and signed by the Chairman.

Partnership Scrutiny: Oxfordshire Waste Partnership

The Chairman welcomed the Head of Environmental Services and the Oxfordshire Waste Partnership Coordinator to the meeting. He advised the Board that this was an opportunity for Members to receive a briefing on the council's partnership with the Oxfordshire Waste Partnership (OWP). He explained that he had suggested the OWP as a potential topic for scrutiny in light of its inclusion on the Council's 2011/12 risk register.

The Head of Environmental Services began by giving an overview of the OWP. He explained that it included all of the Oxfordshire district councils and Oxfordshire County Council and had been established under a Memorandum of Understanding in 2003 and formed as a Statutory Joint Committee in April 2007. The OWP membership comprised one member per partner authority with the chairmanship rotating between the six partners biannually.

The Board was advised that the vision of the OWP was to work in partnership to reduce waste and to maximise reuse, recycling and composting. In January 2007 the partnership agreed a Joint Municipal Waste Strategy which set out plans for dealing with Oxfordshire's municipal waste through to 2030. In terms of performance monitoring, a three year rolling action plan was established to deliver against the objectives of the Strategy.

In terms of the financial arrangements, the Head of Environmental Services explained that in 2010/11 each of the five District Councils had contributed £45k and the County Council had contributed £225k. As a result of carry forward and budget reductions, the Partner Council contributions for 2011/12 had been reduced by 40% to £25k for the District Councils and £125k for the County Council.

The Board was advised that the County Council was legally required to pay recycling credits to the District Councils as the collection authorities. However, the partners had also agreed a landfill credits/penalties scheme whereby the County would pay a landfill reduction credit to districts for keeping waste below the residual waste target. Should the districts go above their respective targets, they are required to pay a penalty. The Board was advised that in 2010/11, Cherwell District Council had received £160k in landfill reduction credits.

The Head of Environmental Services and the Oxfordshire Waste Partnership Coordinator explained that Oxfordshire County Council had to make substantial budget savings and had indicated that a saving could be to reduce the landfill reduction credits it pays. It currently paid around £700k to the 5 District Councils and it was anticipated that the payments would increase if the levels of recycling across the county continued to increase. The Board was advised that the overall Joint Municipal Waste Strategy was due for review in 2011/12 and that the opportunity would also be taken to review the financial arrangements.

The Board was advised that the uncertain financial arrangements within the OWP were the reason for its inclusion on the 2011/12 Risk Register. In addition to concerns about the future of the Partnership should the County cease or reduce payments, there was a potential significant loss of income to

Cherwell District Council. The Oxfordshire Waste Partnership Coordinator reported that negotiations were commencing between the Partner Authorities and each authority would need to consider these. Any agreement would not be implemented until 2012/13 at the earliest and therefore would have no immediate budget implications but could have a potentially significant impact on future budgets.

In response to Members' questions, the Head of Environmental Services confirmed that Oxfordshire County Council had entered a contract with Virador Waste Management Ltd, to provide an 'Energy for Waste' (incineration with energy recovery) facility for the county located at Ardley. He explained that as part of the contract the County would have to fund the transport and transfer of waste, however the costs involved in waste collection were variable and subject to fuel increases and actual levels of recycling.

The Chairman thanked the Head of Environmental Services and the Oxfordshire Waste Partnership Coordinator for attending the meeting. The Board agreed that there were three key areas that remained uncertain in the council's partnership with the OWP: budget/financial implications; environmental impact of any future changes; and, the need for new targets for the Joint Municipal Waste Strategy. The Board agreed that they should only include the topic on their work programme if they would be able to add value to the Partnership and requested that the Chairman work with Officers to determine if there was a role for scrutiny. In the meantime, Members requested that they be kept up-to-date on the OWP review of the Joint Municipal Waste Strategy and the financial arrangements.

Resolved

- (1) That the Chairman be requested to work with the Head of Environmental Services, the Oxfordshire Waste Partnership Coordinator and Scrutiny Officers to determine if there was a role for scrutiny.
- (2) That the Head of Environmental Services and the Oxfordshire Waste Partnership Coordinator be requested to update Members on the review of the Joint Municipal Waste Strategy and financial arrangements between the Oxfordshire Waste Partnership Partner Authorities as appropriate.

17

Performance Management Framework 2010/2011 End of Year Performance Report

The Board considered a report of the Corporate Strategy and Performance Manager which presented the Performance Management Framework (PMF) 2010/11 End of Year Performance Report which had been considered by the Executive at their meeting of 4 July 2011.

The Corporate Strategy and Performance Manager advised the Board that work had been undertaken to streamline the Performance Management Framework for 2011/12 in light of national policy changes in 2010/11 that have had an impact on the way in which local authorities were required to

report performance. The Board was advised that whilst local authorities were still required to report some data, there was no longer a formal inspection process of local authorities. It was left to the discretion of individual councils to determine their own performance monitoring procedures.

In terms of the 2010/11 Year End Performance Management report, the Corporate Strategy and Performance Manager reported that significant progress had been made in delivering the Council's strategic and improvement objectives. The Council remained focussed on service delivery whilst reducing costs and bureaucracy and the Board noted the many achievements in 2010/11.

The Board was advised that a number of issues had been identified where performance targets were not being met and that appropriate action was being taken. The 2011/12 PMF Quarter 1 report would include reviews of these areas. In response to Members' questions regarding NI187 (a & b) – Tackling Fuel Poverty, the Corporate Strategy and Performance Manager agreed to liaise with Housing Services Officer to provide additional information on the development of the Housing Strategy that was currently underway.

The Corporate Strategy and Performance Manager reported on progress reports that had been carried out on performance risks and issues that had been raised during 2010/11. Members raised concerns about the slippage of the Local Development Framework (LDF – Core Strategy) and agreed that the it could be a potential topic for scrutiny.

In considering the Local Agreement 2010/11 performance data, Members raised concerns about NI192: Percentage of household waste sent for reuse, recycling and composting, which had remained amber in Quarters 3 and 4. Members agreed that officers be requested to submit and update on this NI to the September meeting of the Performance Scrutiny Working Group.

Members raised concerns on the slippage of the Corporate Plan 2010/11 actions to “develop implementation plans for Civil Parking Enforcement” and “decide on a Banbury Residents' Parking Scheme” which had remained red in Quarter 3 and 4, in particular the revenue that the council was not receiving through the scheme. The Democratic and Scrutiny Officer advised Members that this had been part of the Overview and Scrutiny Committee work programme until recently, however they had agreed to remove this item from the work programme following consideration of a briefing note on the topic. Members requested the Democratic and Scrutiny Officer to liaise with relevant officers to circulate a briefing note to update Board Members on the issue and agreed that their concerns at the slippage should be conveyed via the Chairman to the Lead Member.

Resolved

- (1) That the contents of the Performance Management Framework 2010/2011 End of Year Performance Report be noted.
- (2) That the Board's concern over the slippage of the LDF be noted.

- (3) That officers be requested to submit an update on NI192: Percentage of household waste sent for reuse, recycling and composting be submitted to the September meeting of the Performance Scrutiny Working Group.
- (4) That officers be requested to circulate a briefing note to update Members on Civil Parking Enforcement and that the Chairman be delegated to advise the Lead Member of the Board's concerns regarding the slippage of Civil Parking Enforcement.

18 **Draft Overview and Scrutiny Annual Report 2010/11**

The Board considered a report of the Interim Head of Legal and Democratic Services which presented the draft Overview and Scrutiny Annual Report 2010/11.

Resolved

- (1) That the draft Overview and Scrutiny Annual Report 2010/11 be noted.

19 **Overview and Scrutiny Work Programme**

The Board considered a report of the Interim Head of Legal and Democratic Services which updated Members on the Overview and Scrutiny Work Programme 2011/12.

The Chairman advised the Board that the in 2009/10 the Overview and Scrutiny Committee had undertaken a review of the council's partnership with Bicester Vision. The Committee had passed the topic to the Resources and Performance Scrutiny Board to monitor. The Chairman reported that there had been a number of changes to Bicester Vision in recent months and that it was therefore timely to revisit the partnership. He suggested that he work with the Scrutiny Officer to develop a scoping document for consideration by the Board at its September meeting.

The Chairman reminded Members that one of the conclusions of the Resources and Performance Scrutiny Board budget scrutiny 2011/12 was that a Concessions Policy for the council should be developed. This conclusion was endorsed by the Executive and Councillors Margaret Cullip, Diana Edwards and Tim Emptage were nominated to work with officers to develop the policy which would feed into the budget 2012/13. As Councillors Edwards and Emptage were no longer full members of the Resources and Performance Scrutiny Board, the Board was required to nominate replacement Member(s) to work with to work with Finance Officers on the Concessions Policy development. Councillor Patricia Tompson agreed that she would participate in the work.

Resolved

- (1) That the current Resources and Performance Scrutiny Board element of the work programme for 2011/12 be noted.

- (2) That the agenda items for the 6 September 2011 meeting of the Resources and Performance Scrutiny Board be noted.
- (3) That the Chairman be requested to work with the Scrutiny Officer to develop a scoping document for a review of Bicester Vision for consideration at the Board's September 2011 meeting.
- (4) That Councillor Patricia Tompson be nominated to work with Officers on the development of a Concessions Policy.

The meeting ended at 9.10 pm

Chairman:

Date: