

## **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 16 April 2013 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor Maurice Billington  
Councillor Patrick Cartledge  
Councillor Jon O'Neill  
Councillor Nigel Randall  
Councillor Lawrie Stratford  
Councillor Sean Woodcock

Apologies  
for  
absence: Councillor Douglas Webb  
Councillor Alyas Ahmed  
Councillor Margaret Cullip  
Councillor Neil Prestidge  
Councillor Douglas Williamson

Officers: Ed Potter, Head of Environmental Services  
Paul Almond, Street Scene & Landscape Manager  
Gareth Jones, Information Systems Manager  
Michelle Iddon, Business relationship manager  
Natasha Clark, Team Leader, Democratic and Elections

#### **57 Declarations of Interest**

There were no declarations of interest.

#### **58 Urgent Business**

There was no urgent business.

#### **59 Minutes**

The Minutes of the meeting held on 5 March 2013 were agreed as a correct record and signed by the Chairman.

60 **Exclusion of the Public and Press**

**Resolved**

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

61 **Electronic Document and Records Management (EDRM)**

The ICT Manager presented an exempt report to update the Resources & Performance Scrutiny Board on the current status of the EDRM business case and sought support for an EDRM pilot to enable the secure sharing of electronic information across Cherwell District Council, South Northamptonshire Council and external third parties to enable collaborative working.

In response to Members' comments relating to projected savings, the ICT Manager explained that due to the vastness of the project it was difficult to provide overall figures and they would need to be identified on a service by service basis.

The Board agreed that the proposal to carry out a pilot was logical but stressed the importance of establishing success criteria which would inform any full business case.

**Resolved**

- (1) That support be given to Cherwell District Council and South Northamptonshire Council establishing an EDRM pilot that would provide the opportunity for members and staff at both councils to see the EDRM approach in-situ and mitigate the current risk of fines due to a Data Protection Act breach when sharing information online.
- (2) That support be given to Cherwell District Council and South Northamptonshire Council developing a joint data retention policy to enable secure disposal of information and subsequent obtention of an accurate inventory of data repositories.
- (3) That support be given to Cherwell District Council and South Northamptonshire Council creating a joint EDRM project group with an executive sponsor to report back the EDRM pilot analysis and results with further recommendations for EDRM developments, subject to a the development of a document outlining success criteria.

62 **Readmittance of the Public and Press**

**Resolved**

That the press and public be readmitted to the meeting.

63 **Contract Scrutiny: Landscape Maintenance Contract**

The Chairman welcomed the Streetscene and Landscape Services Manager and Head of Environmental Service to the meeting and advised Members that this was an opportunity for them to receive a briefing on the landscape maintenance contract renewal process and timetable.

The Streetscene and Landscape Services Manager provided an overview of the contract pre-tender preparation programme which would start in April 2013. Discussions would take place with internal and external clients to ascertain their views on the existing arrangements and requirements going forward to enable an informed review of options.

Members commended the programme and requested that an update be provided in due course.

**Resolved**

- (1) That progress and the contract pre-tender preparation programme be noted.

64 **Trade Waste Recycling**

The Head of Environmental Services submitted a report which informed members about the potential opportunities of launching a Trade Recycling scheme centred on Bicester.

In considering the report, Members agreed that the proposal was very positive and there was merit in the scheme.

In response to Members' questions, the Head of Environmental Services explained that it was anticipated that the scheme would be launched at the end of May following a decision by the Lead Member on fees.

**Resolved**

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

65 **Resources and Performance Scrutiny Board work Programme**

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

**Resolved**

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

The meeting ended at 7.15 pm

Chairman:

Date: