

**Council Minute Book**  
**Monday 24 February 2014**

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## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 2 December 2013 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Management  
Councillor Norman Bolster, Lead Member for Estates and the Economy  
Councillor John Donaldson, Lead Member for Banbury Brighter Futures  
Councillor Michael Gibbard, Lead Member for Planning  
Councillor Tony Ilott, Lead Member for Public Protection  
Councillor Nigel Morris, Lead Member for Clean and Green  
Councillor D M Pickford, Lead Member for Housing

Apologies for  
Absence: Councillor Nicholas Turner, Lead Member for Performance and Customers

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Tim Emptage, Leader of the Liberal Democrat Group  
Councillor Nicholas Mawer, Chairman Budget Planning Committee

Officers: Sue Smith, Chief Executive  
Calvin Bell, Director of Development  
Ian Davies, Director of Community and Environment  
Adrian Colwell, Head of Strategic Planning and the Economy  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Tim Madden, Interim Head of Finance and Procurement  
Ed Potter, Head of Environmental Services  
Chris Stratford, Head of Regeneration and Housing  
Claire Taylor, Corporate Performance Manager  
Natasha Clark, Team Leader, Democratic and Elections

#### 56 **Declarations of Interest**

There were no declarations of interest.

#### 57 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

58 **Urgent Business**

There were no items of urgent business.

59 **Minutes**

The minutes of the meeting held on 4 November 2013 were agreed as a correct record and signed by the Chairman.

60 **Chairman's Announcements**

There were no Chairman's announcements.

61 **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 paragraph 3 of Schedule 12A of that Act.

62 **Bicester Community Building**

The Head of Regeneration and Housing submitted an exempt report relating to the Bicester Community Building.

**Resolved**

- (1) As set out in the exempt minute.
- (2) As set out in the exempt minute.
- (3) As set out in the exempt minute.

**Reasons**

As set out in the exempt minute.

**Options**

As set out in the exempt minute.

63 **Recycling Processing Contract**

The Head of Environmental Services submitted an exempt report relating to the recycling processing contract.

**Resolved**

- (1) As set out in the exempt minute.
- (2) As set out in the exempt minute.
- (3) As set out in the exempt minute.

**Reasons**

As set out in the exempt minute.

**Options**

As set out in the exempt minute.

64 **Re-Admittance of the Public and Press**

**Resolved**

That the public and press be re-admitted to the meeting.

65 **Neighbourhood Planning - Area Designations**

The Head of Strategic Planning and the Economy submitted a report which sought approval of the designation of Neighbourhood Planning Areas at Merton and Deddington Parishes and to update members on progress made in the preparation of Neighbourhood Plans.

**Resolved**

- (1) That the formal designation of two further Neighbourhood Areas under Section 61G of the Town and Country Planning Act 1990 (as amended) be approved:
  - a. Merton Neighbourhood Area
  - b. Deddington Neighbourhood Area
- (2) That the Head of Strategic Planning and the Economy be authorised to issue Notifications of Decisions pursuant to resolution (1).

**Reasons**

The Parish Councils of Merton and Deddington have made applications for the designation of their administrative areas as Neighbourhood Areas for the purposes of preparing Neighbourhood Development Plans. Each application has been publicised and a number of representations have been received. None of the comments made raised are considered to warrant the refusal of the applications and it is considered that in each case designation would be coherent, consistent and appropriate.

### **Options Available**

Option 1: To approve the designation of the Neighbourhood Plans

Option 2: To refuse and amend the designation of the Neighbourhood Areas providing reasons why

Option 3: To defer consideration

### 66 **Cherwell Town Centre Initiatives - Use of the Town Centre Innovation Fund (Portas Monies)**

The Head of Strategic Planning and Policy submitted a report which proposed a series of projects in Banbury, Bicester and Kidlington for the use of the Town Centre Innovation Fund (Portas Monies).

### **Resolved**

- (1) That the following projects be approved and resources released from the Town Centre Initiatives Fund:
  - Bicester: Promoting local trade through effective marketing; Enabling traders in Bicester to develop their website so it can be viewed on smart phones.
  - Banbury: Adding Town Team Co-ordination to provide overview and action to create town centre vitality; Improved signage - in car parks (maps highlighting tourist attractions and old town), from the coach park, St Mary's, The Cross and the Tourist Information Centre.
  - Kidlington: Environmental improvement works to Watts Way (near the Kidlington Centre).

### **Reasons**

The Town Centre Innovation funding is proposed for specific activities that contribute to the individual needs of Bicester, Banbury and Kidlington, to promote the vibrancy of businesses and the long-term strength of the centres. The plan for each proposed project is attached as appendices for approval.

In the light of the consultation and engagement with local partnerships within each settlement the proposed approach is believed to be the best way for use of the available funding.

### **Options Available**

Option 1: To take no action and retain the funding for other purposes.

Option 2: To be more prescriptive about what can be funded

Option 3: To change the proposed allocation of funding

67

## **Local Government Pension Scheme Automatic Enrolment**

The Interim Head of Finance & Procurement and Head of Transformation submitted a report which informed the Executive about the changes to Local Government Pension Scheme legislation amendments that relate to auto enrolment, and the potential future resource implications arising.

### **Resolved**

- (1) That the information in the report and the potential for additional resource implications be noted.
- (2) That it be noted that the scheme, including an officer recommendation to apply a transitional period for eligible jobholders, would be considered by the Council's Personnel Committee at its meeting on 11 December 2013.

### **Reasons**

Auto-enrolment has potential future resource implications for the Council depending upon the extent to which current non-LGPS members do not opt out. However it is possible to apply a transitional period expiring in September 2017 and the Personnel Committee is being recommended to do this.

### **Options**

As this report is bringing the potential future resource implications of a legislative requirement to Executive's attention there are no alternative options.

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## **Performance Report 2013 - 2014 Quarter Two**

The Head of Transformation submitted a report which presented the Council's performance for the period 01 July to 30 September 2013 as measured through the Performance Management Framework.

In considering the report, Members' agreed that it was encouraging that there were few red indicators. In relation to red and amber indicators, Members requested that information be included in future reports detailing the mitigations and how they were being addressed.

### **Resolved**

- (1) That the following achievements be noted:

Cherwell: A District of Opportunity

- Contribute to creation/safeguarding of 200 jobs is reporting as Green\*, 330 jobs were created/safeguarded during Quarter two exceeding the annual target. The £70m Bicester Town Centre development opened with phase one creating 30 jobs at Sainsbury's and 30 at Vue cinema. Further jobs are being created in adjacent shop and restaurant units.

- Processing of major applications within 13 weeks is reporting as Green\*, Improvement measures introduced earlier this year have resulted in a successive rise in performance this year to date. Quarter two performance of 76.47% represents sustained and significant progress and is a tremendous improvement on historic performance.
- Processing of minor applications within 8 weeks although reporting Amber is an improvement on the last quarter performance. Whilst still below target and as in last quarter, this is in part due to delays in registration. These delays are due to a number of factors, including major applications now taking precedence, a general increase in the number of major applications, which are more complex and take longer to register and recent changes in legislation and working practices. Priority action was taken to clear the backlog (from 3 weeks to 5 days) by seconding Development Management staff and together with new appointments to the team there has been a gradual improvement. With the backlog addressed and vacancies now filled, the overall performance is expected to be on target next quarter.

#### A Cleaner Greener Cherwell

- Reduce the amount of waste sent to landfill is reporting as Amber, this illustrates an improvement on last quarter. The amount of waste sent to landfill is slightly below target both for Quarter 2 and year to date (Actual: 12,926 against Target 11,800), mainly due to street sweepings going to landfill. In order to address this issue, we will start to recycle a percentage of sweepings from October 2013.
- Ensure opportunities for local people to participate in the Eco-Bicester programme is reporting as Green. Summer events such as the Bicester Bike day were well attended with the Eco Bicester project promoting cycling in the town. Also continue opportunities for participation through social media (twitter), the Eco Bicester newsletter, website and emerging consultation strategy for NW Bicester.

#### A Safe, Healthy and Thriving District

- Maintain current levels of visits/usage to Woodgreen Leisure Centre, North Oxfordshire Academy and Cooper School is reporting as Green\*. Up 9118 on same period in 2012. The majority of this attributed to an increase in visitors to Woodgreen Leisure Centre pool due to exceptionally good weather during July and August and also an increase in dry side use (up by 2,282). Year to date performance 75,604 against target 57,663.
- Reduce chronic Anti-Social Behaviour cases is reporting as Green. Successful conclusion to two cases in Banbury: - whereby in Case 1, one tenant was evicted and in Case 2 suitable advice was given to both parties to resolve the issue. Private Closed Circuit Television (CCTV) to be extended. Regulation of Investigatory Powers Act (RIPA) to be obtained to use police CCTV. An emerging case in Bicester - impact of family involved in criminal behaviour and frequent domestic incidents being considered for inclusion.



#### An Accessible Value for Money Council

- Continue to implement and embed an effective approach to address the financial impact of Government welfare reform is reporting as Green. Welfare Reform Project group has been set up with a number of work streams which are addressing the on-going impact of the government's welfare reforms and identifying where financial issues are arising.
- Consult with local residents in a cost effective manner to ensure the Council has a good understanding of local priorities is reporting as Green, an improvement on last quarter. Corporate consultation programme complete, satisfaction ratings show trend improvement and budget consultation has been used by Executive to begin planning for next year's budget and business plan.

- (2) That the following performance related matters be identified for review or consideration in future reports:

#### Cherwell: A District of Opportunity

- Planning appeals allowed against refusal decision is reporting as Red for the second quarter running. The performance measure is volatile as it is based on low overall appeal numbers and therefore each decision can impact on the performance measure for appeals. There is no evidence of poor performance, though this continues to be carefully monitored. It should be noted that, compared with the government's stated threshold for the quality of a local planning authority's performance (i.e. no more than 20 per cent of an authority's decisions on applications for major development should be overturned at appeal) measured over a two year period, the current performance is 7%.

#### An Accessible Value for Money Council

- Percentage of Council Tax collected (cumulative) is reporting as Amber for the second quarter. Behind target but in line with previous years collection figure.

- (3) That the progress on issues raised in the Quarter One performance report be noted.

### **Reasons**

This report presents the Council's performance against its corporate scorecard for the first quarter of 2013/14. It includes an overview of successes, areas for improvement and emerging issues to be considered.

### **Options Available**

Option 1: To note the report

Option 2: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.

## **Quarter 2 2013/14 Finance Report**

The Director of Resources submitted a report which summarised the Council's Revenue and Capital performance for the first six months of the financial year 2013-14 and projections for the full 2013-14 period. These were measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 2013-14 budget process currently underway.

The report also presented information on treasury management performance and compliance with treasury management policy during 2013-14 as required by the Treasury Management Code of Practice.

### **Resolved**

- (1) That the projected revenue and capital position at September 2013 be noted.
- (2) That the quarter 2 (Q2) performance against the 2013-14 investment strategy and the financial returns from the two funds be noted.
- (3) That the contents and the progress against the Corporate Procurement Action Plan and the procurement savings achieved at September 2013 be noted.

### **Reasons**

This report illustrates the Council's performance against the 2013/14 Financial Targets for Revenue, Capital, Treasury and Procurement Monitoring.

### **Options**

Option 1: As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## **2014/15 Draft 1 Revenue and Capital Budget**

The Interim Head of Finance and Procurement and Head of Transformation submitted a report which provided the first of two opportunities for the Executive to shape and refine the draft 2014/15 revenue and capital budget and business plan before the final budget was presented to the Council on 24 February 2014.

Councillor Nicholas Mawer, Chairman of the Budget Planning Committee, presented the Committee's recommendations in relation to capital bids. In introducing the recommendations, he explained that the Committee had requested a report be submitted in due course advising on the suitability of alternative funding methods such as loans and rural grants which could support capital bid proposals. The Committee was also considering establishing a Working Review Group to understand how the IT bids linked to the priorities within the Council's IT Strategy.

In response to the address of Councillor Sean Woodcock, Leader of the Labour Group, regarding the IT bids and Cooper School roof replacement bid, the Leader and Deputy Leader confirmed that bids were only submitted if the Lead Member was confident they would be of benefit to residents in Cherwell.

### **Resolved**

- (1) That the draft revenue budget be noted.
- (2) That the recommendations of the Budget Planning Committee review of the capital programme that was considered at the Budget Planning Committee meetings in November 2013 be supported, subject to the programme being open to any other appropriate bids.
- (3) That it be noted that the final local government finance settlement had still not yet been announced and that the implications of this would need to be fully considered once the announcement has been made
- (4) That no other matters to be taken into consideration in producing a balanced budget for the meeting of the Executive on 3 February 2014 be identified.
- (5) That the passporting of the Council Tax Reduction Scheme (CTRS) grant to local preceptors be endorsed.
- (6) That the draft medium term strategic priorities be agreed for public consultation.

### **Reasons**

The Council has to adopt a budget and business plan for 2014/15 as the basis for calculating its level of Council Tax and has to base that budget on its plans for service delivery during the year, recognising any changes in service demand that may arise in future years.

### **Options Available**

This is the draft budget and options for the overall budget for the council will be considered at its meeting in February.

## **71 Transformation Bid Acceptance and Accountable Body Arrangements**

The Chief Executive submitted a report which sought delegated authority to formally accept the offer of government funding under the Transformation Challenge Award, agree the accountable body arrangements, delegate the necessary authority to enable draw down and utilisation of the funding and establish a Joint Working Group of elected members.

## **Resolved**

- (1) That authority be delegated to the Chief Executive, in consultation with the Leader, to accept the offer of funding, subject to the detailed Terms and Conditions of the Grant.
- (2) That it be agreed that following the agreement of Stratford-on-Avon district council (given on 2 December 2013) and South Northamptonshire Council (given on 14 October 2013) Cherwell District Council, be the accountable body for the Transformation Challenge Award funding.
- (3) That authority be delegated to the Chief Executive (Cherwell District and South Northamptonshire Councils) in consultation with the Chief Executive (Stratford-on-Avon District Council), the Director of Resources (Cherwell District and South Northamptonshire Councils) and the Assistant Chief Executive (Stratford-on-Avon District Council) to:
  - (i) secure the formal draw down of the grant funding from Department of Communities and Local Government and
  - (ii) allocate the funding for appropriate purposes in pursuance of the submitted bid and consistent with the grant conditions.
- (4) That agreement be given to appoint 2 Councillors and 2 substitutes to the Transformation Joint Working Group.
- (5) That it be agreed that the Terms of Reference of the Transformation Joint Working Group be considered at its first meeting and then recommended to Executive for approval.

## **Reasons**

Given the unique opportunity provided by the Transformation Challenge Award and the need to ensure that appropriate governance arrangements are in place, it is recommended that Executive support the recommendations as set out in the report.

## **Options Available**

Option 1: To agree the recommendations and accept the funding. This option is perceived to be in the best interests of the Council.

Option 2: Not to accept to the funding. This would not be in the interests of the council, will prohibit the achievement of savings and carries reputational risks for the council.

The meeting ended at 8.20 pm

Chairman:

Date:

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 January 2014 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Management  
Councillor Norman Bolster, Lead Member for Estates and the Economy  
Councillor John Donaldson, Lead Member for Banbury Brighter Futures  
Councillor Michael Gibbard, Lead Member for Planning  
Councillor Tony Ilott, Lead Member for Public Protection  
Councillor Nigel Morris, Lead Member for Clean and Green  
Councillor D M Pickford, Lead Member for Housing  
Councillor Nicholas Turner, Lead Member for Performance and Customer

Also Present: Councillor Gordon Ross, representing the Leader of the Labour Group  
Councillor Tim Emptage, Leader of the Liberal Democrat Group

Apologies for absence: Councillor Sean Woodcock, Leader of the Labour Group

Officers: Ian Davies, Director of Community and Environment  
Karen Curtin, Director (Bicester)  
Adrian Colwell, Head of Strategic Planning and the Economy  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Tim Madden, Interim Head of Finance and Procurement  
Ed Potter, Head of Environmental Services  
Natasha Clark, Team Leader, Democratic and Elections

#### 72 **Declarations of Interest**

There were no declarations of interest.

#### 73 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

74 **Urgent Business**

There were no items of urgent business.

75 **Minutes**

The minutes of the meeting held on 2 December 2013 were agreed as a correct record and signed by the Chairman, subject to the following amendment:

Record apologies for Councillor Nicholas Turner

76 **Chairman's Announcements**

The Chairman had no announcements.

77 **Local Plan Annual Monitoring Report**

The Head of Strategic Planning and the Economy submitted a report which sought approval of the Local Plan's Annual Monitoring Report (AMR) including a review of the District's Five Year Housing Land Supply Position.

In introducing the report, the Lead Member for Planning explained that the AMR had been prepared for the period 1 April 2012 to 31 March 2013 and presented information on development that took place or was permitted over that period and provided a comprehensive review of housing land supply. The AMR also reports on progress in preparing the Local Plan and associated policy documents.

The Lead Member for Planning reported that a comprehensive review of housing land supply had been undertaken for the AMR which took account of the Inspector's conclusions, housing completions and permissions as at 31 March 2013, appeal decisions, the up-to-date position on all anticipated housing sites in consultation with developers and agents, and current market conditions.

The application of the 'Sedgefield' approach had produced a housing land supply of 4.7 years (including the additional 20% as required by the National Planning Policy Framework). This meant that the district was in a 'shortfall' position of 357 dwellings in the current 5 year land supply period, but falling to 94 homes (and a supply of 4.9 years) for the period 2014-19 which would commence from 1 April 2014.

In response to Members' questions and request for an update on the timetable for the Banbury Masterplan and Kidlington Framework Masterplan, the Head of Strategic Planning and the Economy confirmed that both draft Masterplans were scheduled to be submitted to the February Executive meeting to seek approval to release for public consultation.

## **Resolved**

- (1) That the Annual Monitoring Report be approved and the Head of Strategic Planning and the Economy be authorised to make any necessary minor amendments in consultation with the Lead Member for Planning.
- (2) That the district's housing delivery position be noted and the review of the District's Five Year Housing Land Supply be endorsed.
- (3) That the need for the Head of Strategic Planning and the Economy to consider potential implications for current planning applications in consultation with the Head of Development Management and to advise the Planning Committee as required be noted.

## **Reasons**

An Annual Monitoring Report is presented to Members for formal approval to ensure there is up to date monitoring information available to inform policy making, consideration of planning applications and Council decision-making.

A comprehensive review of housing land supply taking into account the conclusions of a recent appeal decision (Deddington) shows that the district presently has a 4.7 year housing land supply and a shortfall of some 357 dwellings. This up-to-date position will need to be reported in relevant planning application cases.

## **Alternative Options**

Option One: To approve the Annual Monitoring Report as recommended

Option Two: To seek partial reconsideration of the Annual Monitoring Report.

Option Three: Not to approve the Annual Monitoring Report

Option One is recommended. Options Two and Three would create delay and/or uncertainty with potential adverse consequences for decision making.

78

## **Council Tax Base for 2014/15**

The Interim Head of Finance and Procurement submitted a report which sought consideration of the calculation of the Council Tax base for 2014/15.

## **Resolved**

- (1) That the report of the Head of Finance and Procurement, made pursuant to the Local Authorities [Calculation of Tax Base] [England] regulations and the calculations referred to therein for the purposes of the Regulations (annex to the Minutes as set out in the Minute Book) be approved.

- (2) That it be resolved that, in accordance with the Regulations, as amended, the amount calculated by Cherwell District Council as its council tax base for the year 2014/15 shall be 47,609.
- (3) That it be resolved that the tax base for parts of the area be in accordance with the figures shown in column 13 of appendix 2 to the report (annex to the Minutes as set out in the Minute Book).
- (4) That it be resolved to continue with any discretionary and locally set discount awards which the Executive previously has resolved to give.

### **Reasons**

The collection rate used is a best estimate of the percentage of the total amount due for 2014/15. It is based on previous year's collection rates. Over the most recent years, the amount collected has been steady at between 98.25% and 98.5% and there is no suggestion that this will change for 2013/14.

The change from council tax benefit to a local reduction scheme has had little impact on ability to pay and as the scheme remains the same for 2014/15 there should be no effect on the collection levels. New homes and businesses are being created across the district which should aid the economic situation generally.

It is therefore recommended to maintain the 98% collection rate used in previous years.

The estimate of adjustments applied to take account of new properties likely to become available during the year could be varied. However, the estimate is based on conversations with developers and known planning approvals and is factored downwards to allow for delays and other unforeseen problems.

The appendices to the report show the most up to date position of the Council Tax base and the adjustments have been made to take account of changes during 2014/15.

### **Alternative Options**

Option 1: To reject the tax base calculation. The figures in this report could be rejected and a new calculation made. However, this would result in further delays for all preceptors in calculating their own precept to be levied on the Council. The figures used are taken from the Northgate i-World council tax system and are all accurate as at 1 December 2013. All other adjustments and estimates have been calculated using previous years methods.

### **South West Bicester Sports Village Progress Update**

The Head of Community Services submitted a report which provided a progress report on the Bicester Sports Village project.



## **Resolved**

- (1) That the progress on the construction of Phase 1 (grass pitches, cycle track and landscaping) and the appointment of a contractor to progress the design and planning application for Phase 2 (pavilion and car park) and Phase 3 (Athletics track, synthetic grass pitch, tennis courts, etc...) be noted.

## **Reasons**

This is a Project Board update report to advise Executive of progress.

## **Alternative Options**

The Project has been approved and is progressing in accordance with these approvals. There are no other Options being considered.

## 80 **City Deals**

The Chairman report that information relating to city deals was still awaited and the item was therefore deferred.

## 81 **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 item(s) 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.

## 82 **Proposed Business Case for Implementing Phase Two of a Shared Service for Environmental Services**

The Head of Environmental Services submitted an exempt report which sought approval for the implementation of stage 2 of Shared Services for Environmental Services.

### **Resolved**

- (1) That implementation of the Shared Environmental Service Stage 2 Business Case be approved.

## **Reasons**

There are two different structures used to deliver the services at the two councils. A fully integrated shared service will require a common management and supervisory structure which spans both councils. This offers the opportunity for financial savings whilst still retaining a resilient structure.

The consultation period has given staff the opportunity to the proposed business case. A number of minor changes have been made to the business case following staff comments and questions.

**Alternative Options**

Option 1: Support the proposed Business Case in Appendix 2.

Option 2: Not support the Business Case

Option 3: Ask officers to develop alternative options

The meeting ended at 7.10 pm

Chairman:

Date:

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 3 February 2014 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Manager  
Councillor Norman Bolster, Lead Member for Estates and the Economy  
Councillor John Donaldson, Lead Member for Banbury Brighter Futures  
Councillor Michael Gibbard, Lead Member for Planning  
Councillor Tony Ilott, Lead Member for Public Protection  
Councillor Nigel Morris, Lead Member for Clean and Green  
Councillor D M Pickford, Lead Member for Housing  
Councillor Nicholas Turner, Lead Member for Performance and Customers

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Tim Emptage, Leader of the Liberal Democrat Group  
Councillor Les Sibley

Officers: Sue Smith, Chief Executive  
Calvin Bell, Director of Development  
Karen Curtin, Director (Bicester)  
Martin Henry, Director of Resources / Section 151 Officer  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Helen Town, Regeneration and Housing Development Team Manager  
Louise Tustian, Senior Performance & Improvement Officer  
Natasha Clark, Team Leader, Democratic and Elections

#### 83 **Declarations of Interest**

There were no declarations of interest.

#### 84 **Petitions and Requests to Address the Meeting**

The Chairman reported that he had agreed to allow Councillor Sibley to address Executive on agenda item 6: Graven Hill Potential Acquisition and Redevelopment Update.

85 **Urgent Business**

There were no items of urgent business.

86 **Minutes**

The minutes of the meeting held on 6 January 2014 were agreed as a correct record and signed by the Chairman.

87 **Chairman's Announcements**

There were no Chairman's announcements.

88 **Graven Hill Potential Acquisition and Redevelopment Update**

The Director (Bicester) submitted a report which provided an update on the due diligence process for the potential acquisition and redevelopment of Graven Hill.

At the discretion of the Chairman, Councillor Sibley addressed Executive.

**Resolved**

- (1) That the progress to date on due diligence be noted.
- (2) That the procurement process and timetable in relation to the proposed Fulfilment Centre be noted.

**Reasons**

This report is for information and provides an update on the due diligence process for the potential acquisition and redevelopment of Graven Hill.

**Alternative Options**

Option 1: To approve the recommendation

Option 2: To reject the recommendation

89 **Draft Budget and Business Plan 2014-15**

The Interim Head of Finance and Procurement submitted a report which provided the second and final opportunity for the Executive to shape and refine the interaction between corporate service plans and financial matters before the final budget would be presented to full Council on 24 February 2014.

Executive thanked and commended the Lead Member for Financial Management and Finance Officers for their hard work in producing a balanced budget.

In introducing the draft 5 year strategy, 2014-15 business plan and public pledges, the Lead Member for Performance highlighted the tabled amended public pledges that had been updated to include "Delivery of the Local Plan to provide a framework for sustainable housing, employment and infrastructure" and "Extend the Joint Working Programme to include new methods of service delivery and more services included in partnership". A savings target of £500k within the agreed timescales had also been set.

### **Resolved**

- (1) That the draft budget in the context of the Council's service objectives and strategic priorities be approved.
- (2) That the balanced budget be approved.
- (3) That Full council be recommended to approve a Council tax freeze.
- (4) That the proposed 2014-15 capital programme (annex to the minutes as set out in the Minute Book) be approved.
- (5) That agreement be given to use 2013-14 retained business rates of £75,000 to pump prime the business rates support team.
- (6) That the draft 5 year strategy, 2014-15 business plan and public pledges, amended as tabled at the meeting (annexes to the minutes as set out in the Minute Book) be endorsed and authority delegated to the Director of Resources in consultation with the Leader of the Council and the Lead Member for Performance and Customers to make any minor amendments to the plan or pledges as required before final publication in March 2014.
- (7) That the 2014-15 Business Plan and Budget Equality Impact Assessment be noted.
- (8) That it be noted that the latest MTFs financial forecast was currently being refreshed and would be reported back to the Executive once this exercise had been completed.
- (9) That officers be requested to produce the formal 2014-15 budget book on the basis of the report and associated appendices (annex to the minutes as set out in the Minute Book).
- (10) That the updated budget be recommended for adoption by the Council on 24 February 2014.
- (11) That authority be delegated to the Head of Finance and Procurement, in consultation with Director of Resources and the Lead Member Financial Management to amend the contributions to or from general fund balances to allow the Council Tax increase to remain at the level

recommended by Executive to full Council following the announcement of the final settlement figures and as a result of any financial implications arising from resolution (10).

### **Reasons**

The Council is required to produce a balanced budget for 2014-15 as the basis for calculating its level of Council Tax. It has to base that budget on its plans for service delivery during the year, recognising any changes in service demand that may arise in future years.

The report and appendices represent the draft budget for approval by the Executive. If agreed, this will be taken onto Council on 24 February and will be considered alongside the setting of the 2014-15 Council Tax.

### **Alternative Options**

It is a legal requirement to set a balanced budget and the recommendations as set out represent what is believed to be the best way of achieving this. Alternative options are:

To reject the current proposals and to make alternative recommendations or ask officers for further information.

## **90 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 item 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.

## **91 Build! ® Programme Update and Next Steps**

The Head of Regeneration and Housing submitted an exempt report which provided an update on the Council's Build! ® programme and proposed next steps.

### **Resolved**

- (1) That the progress to date in the following be noted:
  - Establishing Cherwell District Council as a Registered Provider and developer
  - Establishing Cherwell Community Land Trust as an Industrial and Provident Society
  - Assembling challenging brownfield sites
  - Securing substantial Homes and Communities Agency (HCA) grant funding
  - Developing a robust model for the delivery of self-build housing schemes

- Raising Cherwell's profile locally and nationally as an innovative and proactive local authority
- (2) That the fact that Build! ® works best as 'as a programme' with cross-subsidy within the programme and not as individual sites be noted.
  - (3) That the creation of a Council Build! ® Project board (with members appointed by the Leader and officer representation) to oversee the delivery of Build! ® and which would report into the Place Programme Board be approved.
  - (4) That the following be noted:
    - a) Detailed due diligence was being undertaken on a proposed model for delivery and final ownership of the Build! ® Schemes and the Council's wider development function going forward.
    - b) A report would be brought to the March Executive setting out this proposed model
  - (5) That increased delegated authority to the Procurement Steering Group, in consultation with the Head of Regeneration and Housing and the Lead Member for Financial Management to award contracts up to the value of £1.5m for the Build! ® programme be approved to enable delivery on schedule.

## **Reasons**

This report updates the Executive on the progress to date in establishing the Build! ® programme and 'sets the scene' for the way forward.

The creation of an internal member and officer Build! ® Project board to oversee the delivery of Build! ® and report into the Place Programme Board is considered best practice and important for accountability

## **Alternative Options**

Option 1: To do nothing. This is rejected for the following reasons:

- The Council would own a number of undeveloped sites which would cause maintenance liabilities, additional costs and have a negative impact on reputation with local residents
- The Council would be reneging on its contractual commitment to the HCA and in turn lose funding and credibility
- The HCA would not give a grant as it is only eligible for schemes which deliver housing
- The Council would not optimise the social and financial return on its investment.
- The Council would lose its opportunity to further build its reputation within Government and Industry as a leader in this field.

The meeting ended at 7.50 pm

Chairman:

Date:



## COUNCIL

### RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD DECEMBER 2013 TO FEBRUARY 2014

14 February 2014

**Area of Responsibility**

**Decision Subject Matter**

**Deputy Leader of the  
Council**

**Recreation and Health Fees and Charges  
2014/15**

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## Cherwell District Council

### Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 December 2013 at 6.30 pm

Present: Councillor Trevor Stevens (Chairman)  
Councillor Mike Kerford-Byrnes (Vice-Chairman)

Councillor Andrew Beere  
Councillor Ray Jelf  
Councillor Nicholas Mawer  
Councillor Lawrie Stratford  
Councillor Barry Wood

Also Present: Councillor Ken Atack, Lead Member for Financial Management

Guests: Cecilie Booth, Capita Asset Services, Treasury Advisor  
Alastair Rankine, Ernst & Young, External Audit  
Ed Cooke, PriceWaterhouseCooper, Internal Audit

Apologies for absence: Councillor Rose Stratford

Officers: Tim Madden, Interim Head of Finance and Procurement  
Nicola Jackson, Corporate Finance Manager  
Karen Muir, Technical & Project Accountant  
Natasha Clark, Team Leader, Democratic and Elections  
Sharon Hickson, Assistant Democratic and Elections Officer

#### 30 **Declarations of Interest**

There were no Declarations of Interest.

#### 31 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

#### 32 **Urgent Business**

There was no urgent business.

33 **Minutes**

The Minutes of the meeting of the Committee held on 18 September 2013 were agreed as a correct record and signed by the Chairman.

34 **Chairman's Announcements**

The Chairman announced that, in light of the training session held before the meeting, he had asked officers to amend the work programme and submit the Purchase Orders Update and IT Access reports to the January meeting of the Committee instead of this meeting.

35 **Q2 Treasury Management Report and Draft Treasury Management Strategy 2014/15**

The Committee considered a report of the Interim Head of Finance and Procurement on the Council's treasury management performance and compliance with the treasury management policy for 2013/14, and the review of the draft of the Treasury Management Strategy for 2014/15.

In introducing the report, the Corporate Finance Manager advised the Committee that as at the end of September the Council had £11.8m invested with fund manager Investec and £57m managed in-house. At this point in the year, the council was projecting to be on target for its investment performance.

The Committee noted that the Investec rate of return was very low and interest received was minimal. In response to Members' queries regarding the feasibility of moving all investment in-house, the Technical and Project Accountant explained that the Council would need to review its Investment Strategy to ensure that it was relevant for the additional amounts of money that would be available to invest. The Committee was advised that a number of the investments held by Investec had maturity dates and it was recommended the investments be retained until maturity to accrue the best interest possible.

The Treasury advisor explained that in the current economic climate, whilst other fund managers may have better rates than Investec, none would match the current In-House rate. She suggested Members may wish to give consideration to bringing external investments in-house upon maturity and re-investigate fund managers when the market improved.

The Committee agreed it was important to review the Investment Strategy and requested officers to bring a report setting out options and recommendations to the Committee's January meeting.

**Resolved**

- (1) That the contents of the Quarter 2 (Q2) Treasury Report be noted.

- (2) That the draft Treasury Management Strategy 2014/15 be noted.
- (3) That Officers be requested to submit an updated Treasury Management Strategy 2014/15 to the January meeting, addressing the issues raised by members.

36 **Exclusion of 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 paragraph 3 of Part 1, Schedule 12A of that Act.

37 **Q2 Treasury Management Report and Draft Treasury Management Strategy 2014/15 - Exempt Appendices 1, 2 and 3**

The Committee considered the exempt annexes to the report of the Interim Head of Finance and Procurement on the Council's Quarter 2 Treasury Management Report.

**Resolved**

- (1) That the exempt appendices be noted.

38 **Readmittance of the Public and Press**

Resolved

That the public and press be readmitted.

39 **External Audit - Annual Audit Letter**

The Committee considered a report of the Interim Head of Finance and Procurement which sought consideration of the Ernst and Young LLP Annual Audit Letter summarising their external audit work for 2012-13.

In introducing the report, the External Auditors reported that the issues raised were the same as those raised in the results phase.

The External Auditors reassured members of the adequate provisions in place to pick up any areas of concern, the Governance statement with individual officers responsible for different areas should provide warning of any potential issues.

The External Auditor reported that the Housing Benefit grant had received certification in November with minimal adjustments. A certification report would be submitted to the Committee's January meeting together with the Audit Plan and fees which were currently being finalised.

The audit fees previously quoted in September meeting will be presented by letter at the January 2014 meeting.

**Resolved**

- (1) That the contents of the Annual Audit Letter be noted.
- (2) That the Ernst Young local government audit committee briefing be noted

40 **Internal Audit Progress Report**

The Committee considered a report of the Interim Head of Finance and Procurement which sought consideration of Internal Audit report which summarised their internal audit work to date.

In presenting the report the Internal Auditor reported the change in the number of planned contingency days available was due to movement of days to other areas the committee were assured that the remaining days were adequate.

**Resolved**

- (1) That the report be noted

41 **Anti Fraud and Corruption plus Whistle Blowing Update**

The Interim Head of Finance and Procurement provided a verbal update on anti-fraud and corruption plus whistle blowing. The Committee was advised that investigations into Fraud were on going and fines being recorded and that there had been no occurrence of Whistle Blowing within the authority since 1 October 2013.

42 **Committee Work Programme 2013/14**

The Committee considered its Work Programme 2013-14.

**Resolved**

- (1) That the work programme 2013-14 be noted

The meeting ended at 7.50 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Accounts, Audit and Risk Committee**

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 22 January 2014 at 6.30 pm

Present: Councillor Trevor Stevens (Chairman)  
Councillor Mike Kerford-Byrnes (Vice-Chairman)

Councillor Andrew Beere  
Councillor Ray Jelf  
Councillor Nicholas Mawer  
Councillor Lawrie Stratford  
Councillor Barry Wood

Also Present: Councillor Ken Atack, Lead Member for Financial Management

Guests Ed Cook, PriceWaterhouseCooper, Internal Audit  
Alastair Rankine, Audit Manager, Ernst & Young, External Audit  
Mick West, Audit Director, Ernst & Young, External Audit

Apologies for absence: Councillor Rose Stratford

Officers: Tim Madden, Interim Head of Finance and Procurement  
Nicola Jackson, Corporate Finance Manager  
Denise Taylor, Corporate Accountant  
Jeff Brawley, Investigations Manager  
Louise Tustian, Senior Performance & Improvement Officer  
Natasha Clark, Team Leader, Democratic and Elections  
Sharon Hickson, Assistant Democratic and Elections Officer

#### **43 Declarations of Interest**

There were no Declarations of Interest.

#### **44 Petitions and Requests to Address the Meeting**

There were no Petitions or Requests to Address the Meeting.

45 **Urgent Business**

There was no Urgent Business

46 **Minutes**

The Minutes of the meeting of the Committee held on 4 December 2013 were agreed as a correct record and signed by the Chairman.

47 **Chairman's Announcements**

The Chairman advised the Committee that he had to leave the meeting at around 7.15pm and the Vice-Chairman would take the Chair.

48 **Third Quarter Risk Review**

The Committee considered a report of the Head of Transformation on the management of Strategic, Corporate and Partnership Risks during the third quarter of 2013/14 and highlight any emerging issues for consideration.

**Resolved**

- (1) That the quarter 3 Strategic, Corporate and Partnership Risk Register be noted and no issues for further consideration have been identified.

49 **Anti Fraud and Corruption plus Whistle Blowing Update**

The Committee considered the verbal update from the Investigations Manager on Anti-Fraud and Corruption plus Whistle Blowing.

The Investigations Manager reported that there had been no new cases of Whistle Blowing since the start of the Financial Year and provided a detailed overview of work undertaken by the Fraud Investigation team.

In response to Members' questions, the Investigations Manager explained that if an individual suspected someone of fraud, they could report via telephone, the council's website or email.

In the course of the discussion Members queried if the council's systems were adequate and requested that a report on fraud control be submitted to a future meeting.

**Resolved**

- (1) That the Verbal Update be noted.

(Councillor Stevens left the meeting at the conclusion of the item and Councillor Kerford-Byrnes took the Chair).

50 **Use of Purchase Orders**

The Committee considered a report of the Interim Head of Finance and Procurement on the use of purchase orders.

In introducing the report the Corporate Accountant advised the Committee that there had been improvement in the use of purchase orders. More staff had been trained to create Purchase Orders, service areas were instructed not to raise a purchase order before committing money and a “no purchase order no payment policy” had been implemented. There was nonetheless room for further improvement,

The Committee requested a further report be submitted providing a month’s analysis of purchase orders detailing department, supplier and amount.

**Resolved**

- (1) That the contents of the report on the progress the Council is making to improve the use of purchase orders be noted.

51 **Design & Operation of the IT General Controls within Agresso**

The Committee considered a report of the Interim Head of Finance and Procurement on the Design and Operation of the IT General Controls within Agresso.

**Resolved**

- (1) That the report be noted.

52 **External Audit: Annual Audit Plan 2013-14 and Grants Certification Annual Report 2012-13**

The Committee considered a report of the Interim Head of Finance and Procurement which sought consideration of the Ernst and Young LLP Report setting out the Annual Audit Plan 2013-14, and summarised external audit’s certification work on grants claims for 2012-13.

In introducing the Annual Audit Plan 2013-14, the Audit Director reported that as part of the planning work two risks to the audit of the financial statements. Work in this area would therefore focus on misstatement due to fraud or error and implementation of a new payroll system.

One significant risk and two other risks had been identified for the value for money conclusion on the Council’s use of resources. Work in this area would focus on management of capital projects, financial resilience and delivering services.

The Audit Manager confirmed that one claim, Housing and council tax benefits subsidy claim and National non-domestic rates return had been certified in 2012/13. In 2013/14 only benefits would be certified and consequently there would be a reduction in the certification fees going forward.

**Resolved**

- (1) That the Ernst Young Fee Letter 2013-14, Annual Audit Plan 2013-14, Grants Certification Annual Report 2012-13 be noted.

53 **Internal Audit Progress Report**

The Committee considered a report of the Chief Internal Auditor which summarised their Internal Audit work since the Committee's meeting in December.

**Resolved**

- (1) That the Internal Audit progress report be noted.

54 **Public Sector Internal Audit Standards**

The Committee considered a report of the Chief Internal Auditor which detailed the new Public Sector Internal Audit Standards (PSIAS). Since 1 April 2013, internal audit services in local government, central government and health were required to be delivered in accordance with PSIAS.

**Resolved**

- (1) That the Public Sector Internal Audit Standards be noted.

55 **Q3 Treasury Management Report**

The Committee considered a report of the Interim which set out treasury management performance and compliance with treasury management policy for 2013-14 for Quarter 3 as required by the Treasury Management Code of Practice.

In introducing the report the Corporate Finance Manager reported that having taken advice from the Council's treasury advisors, monies held in the Investec funds would be brought in house upon maturity.

**Resolved**

- (1) That the Quarter 3 (Q3) Treasury Management Report be noted.

56 **Updated Treasury Management Strategy 2014-15**

The Committee considered a report of the Interim Head of Finance and Procurement on the updated Treasury Management Strategy for 2014-2015 and actions and proposals in respect of the funds held by fund managers Investec.

In introducing the report, the Corporate Finance Manager explained that there were two significant changes to the Strategy since it had been presented to the Committee in December relating to the return of funds in-house and the method for reinvesting and the addition of the principle of borrowing.

**Resolved**

- (1) That the updated Treasury Strategy for 2014-15 be noted.
- (2) That the action and proposals in respect of funds held with Fund Managers Investec be noted.

57 **Accounts, Audit and Risk Committee Work Programme**

The Committee considered its work programme 2013/14.

**Resolved**

- (1) That the Work Programme be noted subject to the following additions.
  - Purchase Order Analysis
  - Fraud Control

The meeting ended at 8.10 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 3 December 2013 at 6.30 pm

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

Councillor Andrew Beere  
Councillor Margaret Cullip  
Councillor Tim Emptage  
Councillor Russell Hurle  
Councillor Nigel Randall  
Councillor Lawrie Stratford  
Councillor Barry Wood

Apologies for absence: Councillor Ken Atack  
Councillor Maurice Billington  
Councillor Neil Prestidge

Officers: Tim Madden, Interim Head of Finance and Procurement  
Joanne Kaye, Service Accountant - Community & Environment Directorate  
Dave Parry, Democratic and Elections Officer

#### **36 Declarations of Interest**

There were no declarations of interest.

#### **37 Urgent Business**

There was no urgent business.

#### **38 Chairman's Announcements**

The Chairman drew attention to the Treasury Management training session to be held the following day, and encouraged Members to attend.

## **Budget Update 2014 -15**

The Committee considered a report of the Interim Head of Finance and Procurement which provided an update on the 2014-15 budget.

The Committee noted the current projection of a £320k shortfall in the 2014/15 budget and the on-going work being undertaken to address this.

In considering the report, Members noted that whilst it was believed there was sufficient flexibility in the Councils budget to ensure the current shortfall would be bridged, there would be a further reduction in central government funding in 2015/16. As a result, with greater reliance being placed on income from New Homes Bonus and retained Business Rates, the Council would need to encourage appropriate development, whilst being mindful of the increased costs this would generate.

In the course of the discussion, the Committee agreed that capital and revenue reserves should be reviewed, and that where these were earmarked, the period that this had applied for be identified.

Members agreed that both the statutory and discretionary services provided by the Council should also be reviewed as it might be possible to deliver statutory services in a manner that delivered savings.

The Committee agreed that investigations should be undertaken to identify areas where the Council could generate additional income, e.g. planning fees, business opportunities, and Council Tax banding following property improvement, or conversion to house in multiple occupation.

The Committee also suggested that the Council's capital spend should take place within an overall, identifiable strategy.

### **Resolved**

- (1) That the "Draft Budget 1 2014-15 and Business Plan Update" report considered and agreed by the Executive at its meeting on 2 December 2013 agreed be noted.
- (2) That officers be requested to submit a report to the Committee detailing the Council's capital and revenue reserves and, where these were earmarked, the period this had applied for.
- (3) That officers be requested to submit a report to the Committee identifying the statutory and discretionary services provided by the Council.
- (4) That officers be requested to submit a report to the Committee identifying areas where the Council could generate additional income (to include Planning fees, Council Tax banding following property improvements, and business opportunities).
- (5) That the 2014/15 work programme include an item to identify a corporate strategy for capital spending.



The meeting ended at 7.44 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 21 January 2014 at 6.30 pm

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

Councillor Ken Atack  
Councillor Andrew Beere  
Councillor Maurice Billington  
Councillor Tim Emptage  
Councillor Neil Prestidge  
Councillor Nigel Randall  
Councillor Barry Wood

Apologies for absence: Councillor Margaret Cullip  
Councillor Russell Hurle  
Councillor Lawrie Stratford

Officers: Tim Madden, Interim Head of Finance and Procurement  
Jo Pitman, Head of Transformation  
Nicola Jackson, Corporate Finance Manager  
Rakesh Kumar, GIS Manager  
Dave Parry, Democratic and Elections Officer

#### **40 Declarations of Interest**

There were no declarations of interest.

#### **41 Urgent Business**

The Chairman reported that he had agreed to accept one item of urgent business, Review of Capital Process, as a decision was required by the Committee before their next meeting on a matter that had arisen since publication of the agenda. The item would be taken after agenda item 7.

#### **42 Minutes**

The Minutes of the meetings of the Committee held on 26 November and 2 December 2013 were agreed as correct records and signed by the Chairman.

43 **Chairman's Announcements**

The Chairman had no announcements.

44 **Review of IT Capital Bids**

The Committee considered a number of IT Capital Bids and noted that, irrespective of any harmonisation benefits that might accrue in the event of a possible future joint IT team between Cherwell District Council, South Northamptonshire Council and Stratford District Council, these were all considered essential to current business requirements.

The Committee noted that the Transformation Working Group had identified the need for an IT Strategy and that this would be progressed and considered by members in due course.

Members suggested that when future projects were submitted for consideration, reports and bid document contain details of the key reasons why the project might fail and the measures in place or to be taken to prevent this.

**Resolved**

- (1) That the five IT Capital Bids (Citrix – Expansion to Support Agile Working (CDC); Electronic Document and Records Management Pilot jointly with SNC; Aerial Imagery; Microsoft Hyper – V, and VMware virtual centre site recovery software) be recommended to Executive for approval.

45 **2014/15 Base Budget, including Capital Bids**

The Committee considered a report of the Interim Head of Finance and Procurement detailing the latest position for the 2014-15 General Fund Budget.

The Committee that there would be further financial challenges in 2015/16 and acknowledged that the Council's policy of moving away from reliance on the Revenue Support Grant was prudent. The interim Head of Finance and Procurement advised Members that the Joint Management Team continued to investigate every possibility for achieving further efficiency savings.

**Resolved**

- (1) That the report be noted.

46 **Review of Capital Process**

The Committee considered a report of the Interim Head of Finance and Procurement reviewing the process used by the Committee to score capital bids, and considering ways in which the process could be improved.

Member supported the various measures detailed in the report and suggested several further measures regarding the explanation of savings or earnings; use of language; the separation of bids relating to joint arrangements or that were needed for health and safety reasons, or if borrowing was to be required.

**Resolved**

- (1) That the refinements detailed in the report be applied to the 2015/16 capital bid process.
- (2) That consideration also be given to incorporating the following additional refinements:
  - Revenue savings or earnings to be better explained – particularly whether one-off or on-going.
  - Consistency of language and terminology.
  - Separating bids that involve joint arrangements with other bodies or that are necessary to address Health and Safety requirements.
  - If borrowing required, and the costs involved.

The meeting ended at 7.30 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Licensing Committee**

Minutes of a meeting of the Licensing Committee held at Bodicote House,  
Bodicote, Banbury, Oxfordshire OX15 4AA, on 16 December 2013 at 5.00 pm

Present: Councillor Fred Blackwell (Chairman)  
Councillor Diana Edwards (Vice-Chairman)

Councillor Michael Gibbard  
Councillor Tony Ilott  
Councillor Ray Jelf  
Councillor P A O'Sullivan  
Councillor G A Reynolds  
Councillor Alaric Rose

Apologies for absence: Councillor Colin Clarke  
Councillor Kieron Mallon  
Councillor Gordon Ross  
Councillor Douglas Webb

Officers: Claire Bold, Licensing Team Leader  
Claire Thomas, Technical Officer  
Dave Parry, Democratic and Elections Officer

#### **9 Declarations of Interest**

There were no declarations of interest.

#### **10 Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

#### **11 Urgent Business**

There was no urgent business.

#### **12 Minutes**

The Minutes of the meeting of the Committee held on 21 October 2013 were agreed as a correct record and signed by the Chairman.

13 **Minutes of meeting Thursday 11 April 2013 of Licensing Sub Committee**

**Resolved**

That the Minutes of the meeting of the Licensing Sub-Committee held on 11 April 2013 be noted.

14 **Licensing Act 2003**

The Committee considered a report of the Head of Community Services which, following a consultation exercise, sought final approval in respect of an amended Statement of Licensing Policy.

**Resolved**

- (1) That the proposed alterations on the draft statement of licensing policy be agreed.
- (2) That the Head of Community Services, in consultation with the Chairman of the Licensing Committee, be authorised to make any minor alterations to the policy should the publication of regulations make expressed policies inconsistent with the regulations (NB – this would only apply up to the point of publication on Monday 6 January 2014, thereafter any alterations would be subject to full consultation in accordance with the Licensing Act 2003).

15 **Animal Licensing Policy**

The Committee considered a report of the Head of Community Services proposing the adoption of an Animal Licensing Policy, and Animal Licensing Conditions set out within the policy, which would be applied by authorised enforcing officers when determining applications.

In response to Members' concerns regarding who took responsibility for travelling circuses, the Technical Officer advised that direct responsibility lay with Trading Standards. However, the Council also had powers under the Animal welfare Act enabling it to take action if an issue arose.

**Resolved**

- (1) That the proposed policy setting out the Council's approach to governing the operation of Animal Licenced Establishments (annex to the Minutes as set out in the Minute Book), to be adhered to when determining all applications for such premises be adopted.
- (2) That the proposed conditions within the policy governing the operation of Animal Licenced Establishments be approved and that they be attached to all licences issued by the Council.
- (3) That the Head of Community Services in consultation with the Chairman of the Licensing Committee, be authorised to set and make



any minor alterations to the setting of fees and conditions in relation to the processing of applications for Licenced Animal Establishments.

- (4) That it be noted the finalised policy would be published on 6 January 2014.

## 16 **Proposed Stand for Hackney Carriages**

The Committee considered a report of the Head of Community Services which, following a consultation exercise, and in order to assist in the provision of public transport within the town, sought approval to formally adopt a Hackney Carriage stand within the new development in Pioneer Square, Bicester.

The Licensing Team Leader confirmed there had been no responses to the public consultation, and the Police had verbally advised they had no objections.

### **Resolved**

- (1) That the adoption of the new Hackney Carriages stand in Pioneer Square, Bicester be approved.
- (2) That the Head of Community Services be authorised to arrange for the relevant signage to be put in place for the stand to become effective.

## 17 **Licensing Department Updates**

The Committee considered a report of the Head of Community Services advising on a proposed consultation exercise regarding potential changes to the Council's Licensing Policy, and a proposal to produce a consolidated Street Trading Policy.

### **Resolved**

- (1) That the report be noted.

The meeting ended at 5.34 pm

Chairman:

Date:

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## 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 10 December 2013 at 6.30 pm

Present: Councillor Ann Bonner (Chairman)

Councillor Alyas Ahmed  
Councillor Douglas Williamson  
Councillor Sean Woodcock

Also Present: Councillor Michael Gibbard, Lead Member for Planning

Apologies for absence: Councillor Daniel Sames  
Councillor Melanie Magee  
Councillor Alastair Milne Home  
Councillor Jon O'Neill  
Councillor Lynn Pratt  
Councillor Nigel Randall  
Councillor Lawrie Stratford  
Councillor Rose Stratford

Officers: Bob Duxbury, Development Control Team Leader  
Marianne North, Housing Needs Manager  
Natasha Clark, Team Leader, Democratic and Elections  
Hedd Vaughan Evans, Research and Intelligence Officer  
Dave Parry, Democratic and Elections Officer

#### 36 **Declarations of Interest**

There were no declarations of interest.

#### 37 **Urgent Business**

There was no urgent business.

#### 38 **Minutes**

The Minutes of the Overview and Scrutiny Committee held on 7 November 2013 were agreed as a correct record and signed by the Chairman.

39 **Chairman's Announcements**

The Committee held a minutes silence as a mark of respect and to note the death of the former President of South Africa, Nelson Mandela.

40 **Commissioning of Services to Banbury CAB**

The Chairman welcomed the Housing Needs Manager and Barbara Shaw, the Chief Executive of Banbury Citizens Advice Bureau (CAB) to the meeting.

The Chief Executive of Banbury CAB gave a presentation advising on the services provided by the organisation and the operation of the contract with the Council. Debt and money advice services included the mortgage rescue scheme. The scheme within Cherwell was recognised as the most successful in the region.

Debt management plans had been arranged for 1407 families and benefits advice given to clients had resulted in additional income of £3.8m being secured. Additionally, advice to people made redundant and people with disabilities had secured benefit payments which, in-turn, had prevented instances of homelessness.

Support from the Council had helped the CAB facilitate 201 people into volunteering, and the volunteer driver service had already delivered 1191 journeys and was likely to hit its annual target of 2000 journeys (it was already apparent that, with the reduction in ambulance services, demand for the volunteer driver service was increasing).

Monitoring by the Council of the various elements of the contract was undertaken by the Housing Needs Manager and the Countryside and Communities Manager and, rather than simply specifying footfall and client numbers, this related to outcomes, and this ensured the issue of service quality was monitored as well as service volume.

The CAB Chief Executive advised the Committee that pressure on the service was increasing and it was currently running a budget deficit. On average, approximately 19 clients a week were turned away; albeit if their circumstances changed it was possible that they would subsequently be able to be given advice or assistance.

The Committee questioned the Chief Executive on various aspects of the CAB's operations and services, following which the Chairman thanked both the Chief Executive and the Housing Needs Manager for their attendance.

**Resolved**

- (1) That the monitoring being undertaken regarding the provision of debt and money advice services by the Banbury CAB be acknowledged.
- (2) That the item be retained on the Work Programme, and that the Housing Needs Manager and the Countryside and Communities

Manager, together with the Chief Executive of Banbury CAB and the Transport Coordinator (OCC) be invited to attend a future meeting to advise further on the various elements of the contract.

#### 41 **Update on Planning Enforcement Service**

The Chairman welcomed to the meeting Councillor Michael Gibbard, Lead Member for Planning, and the Team Leader, Major Developments.

The Lead Member for Planning and the Team Leader, Major Developments presented the report of the Head of Development Management which gave an update on the impact on the Planning Enforcement service of the allocation of additional staff resources.

The Committee noted the fluctuating number of complaints, which could change from none on one day to several the next and welcomed the intention to adopt a more proactive, rather than reactive approach. Members acknowledged it was only the allocation of additional resources that had improved performance to the point where this could be considered.

The Committee also agreed that, whilst the service was discretionary, it was unquestionably essential to ensuring the credibility and effectiveness of the whole planning process. It was equally acknowledged that the discretionary element allowed the Council to decide against action where this was considered inappropriate, and this helped ensure the Council was seen to act in a fair and reasonable manner, and also make the best use of its resources.

The Chairman thanked the Lead Member for Planning and the Team Leader, Major Developments for their presentation and update.

#### **Resolved**

- (1) That the report be noted.
- (2) That the positive impact of the allocation of additional resources to the Enforcement Service be acknowledged, and that this item be removed from the work programme.

#### 42 **Customer Insight Report Quarter Two**

The Committee considered the report of the Head of Transformation, reviewing the Quarter 2 Customer Insight Report, noting overall satisfaction rates, satisfaction regarding particular services, complaints, media enquiries, social media, and website interaction.

The Committee noted the issue regarding recording complaints within the Council's Lagan (complaint recording) system and welcomed the move to centralise responsibility for complaints management within the Performance and Insight team from 1 January 2014. The Committee also welcomed the intention to update and improve the on-line complaints form and the provision of additional information which would enable complainants to raise their

issues with the appropriate authority/organisation where this was not the Council.

**Resolved**

- (1) That the position and information provided regarding customer complaints be noted.
- (2) That the Corporate Performance Manager submit a further report at Q4, and report on the impact of the new process.

43

**Overview and Scrutiny Work Programme 2013/14**

The Committee considered the report of the Head of Law and Governance, which presented the Overview and Scrutiny Work Programme 2013/14.

**Executive Work Programme**

The Committee agreed that there were no additional items in the Executive Work Programme for December 2013 to March, 2014 that they wished to include on their Work Programme in 2013/

**Air Quality and Draft Cherwell District Council Five Year Business Strategy** – It was noted that these items would be considered at the Committee's January meeting.

**Housing Service Plan** – The Team Leader, Democratic and Elections advised that arrangements were in-hand for a special meeting of the Committee to be held during February, 2014, to review the Housing Service Plan. All members would be invited to attend.

**Resolved**

- (1) That the Overview and Scrutiny Committee Work Programme 2013/14 be noted.
- (2) That no items in the current version of the Executive Work Programme (December 2013 to March 2014) be included on the Work Programme for 2013/14.

The meeting ended at 7.46 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 14 January 2014 at 6.30 pm

Present: Councillor Ann Bonner (Chairman)  
Councillor Daniel Sames (Vice-Chairman)

Councillor Alyas Ahmed  
Councillor Lynn Pratt  
Councillor Lawrie Stratford  
Councillor Douglas Williamson  
Councillor Sean Woodcock

Also Present: Councillor Tony Ilott, Lead Member for Public Protection  
Councillor Nicholas Turner, Lead Member for Performance and Customers

Apologies for absence: Councillor Melanie Magee  
Councillor Alastair Milne Home  
Councillor Jon O'Neill  
Councillor Nigel Randall  
Councillor Rose Stratford

Officers: Jackie Fitzsimons, Interim Public Protection and Environmental Health Manager  
Louise Tustian, Senior Performance & Improvement Officer  
Natasha Clark, Team Leader, Democratic and Elections  
Sean Gregory, Environmental Protection Officer  
Dave Parry, Democratic and Elections Officer

#### 44 **Declarations of Interest**

Members declared interests in the following agenda items:

##### **7. Air Quality.**

Councillor Alyas Ahmed, Non Statutory Interest, as a taxi operator.

##### **8. Overview and Scrutiny Work Programme.**

Councillor Lynn Pratt, Non Statutory Interest, in relation to the Landscape Maintenance Contract update, as Chairman of the Environment Committee at Bicester Town Council.

Councillor Sean Woodcock, Non Statutory Interest, in relation to the Housing Service Plan update, as an employee of one of the council's registered providers.

45 **Urgent Business**

There was no urgent business.

46 **Minutes**

The Minutes of the Overview and Scrutiny Committee held on 10 December, 2013 were agreed as a correct record and signed by the Chairman.

47 **Chairman's Announcements**

There were no Chairman's announcements.

48 **Five Year Business Strategy**

The Chairman welcomed Councillor Nicholas Turner, Lead Member for Customers and Performance, and the Senior Performance and Improvement Officer to the meeting.

The Lead Member for Customers and Performance presented the report of the Head of Transformation reviewing the draft five year Business Strategy and emerging priorities for the annual business plan.

The Committee welcomed the report and presentation but commented that individual service plans were the critical documents for review and, accordingly, these should be made available for Member consideration at the earliest opportunity.

The Committee considered possible additional key objectives and milestones, and potential topics for scrutiny review for inclusion on their work programme.

Additional or amended objectives were identified in respect of b4 ('Reduce our carbon footprint and protect the natural environment'); c2 ('Work with Partners to support financial inclusion and help local people into paid employment'), and c6 ('Provide support to the voluntary and community sector'). Members also agreed that some reference should be included regarding promoting tourism within the district.

a5 ('Develop the role of the Cherwell Investment Partnership, to provide a hub for inward investment') and d5 ('Commission and introduce a new asset management strategy') were identified as potential topics for scrutiny review and added to the Committee's work programme.



The Chairman thanked the Lead Member for Customers and Performance and the Senior Performance and Improvement Officer for their attendance and presentation.

### **Resolved**

- (1) That the strategic priorities be noted.
- (2) That Executive be asked to consider the following additional objectives:
  - Regarding b4 ('Reduce our carbon footprint and protect the natural environment') – add key objective 'Work with partners to reduce carbon emissions across the district.'
  - Regarding c2 ('Work with Partners to support financial inclusion and help local people into paid employment') – amend Brighter Futures bullet point to include for spreading the lessons learnt across the district as a whole.
  - Regarding c6 ('Provide support to the voluntary and community sector') – include some reference to promoting opportunities for young people.
  - Make some reference to promoting tourism within the district.
- (3) That, with respect to key objective and milestone (a5) 'Develop the role of the Cherwell Investment Partnership, to provide a hub for inward investment', the item be placed on the Committees work programme for an officer briefing.
- (4) That, with respect to key objective and milestone (d5) 'Commission and introduce a new asset management strategy', the item be placed on the Committees work programme as a potential topic for a scrutiny review.
- (5) That details of all Service Plans, together with budget information and details of how targets were to be achieved be advised to all members as soon as possible.

49

### **Air Quality**

The Chairman welcomed Councillor Tony Illott, Lead Member for Public Protection, the Interim Public Protection and Environmental Health Manager, and the Environmental Protection Officer to the meeting.

The Environmental Protection Officer presented the briefing note of the Interim Public Protection and Environmental Health Manager, which provided a general update on local air quality management and detailed the current position in respect of Hennef Way, Banbury, which was a declared Air Quality Management Area (AQMA).

The Committee raised concerns that whilst responsibility for monitoring and drawing-up an action plan lay with the Council, most potential remedial actions were the responsibility of other organisations. Particular concern was expressed regarding the apparent absence of penalties should recommended remedial actions fail to be progressed. Accordingly, Members requested

further information in respect of the Hennef Way AQMA Steering Group, and it was suggested that the issue be raised with Oxfordshire County Council and possibly brought to the attention of the appropriate Parliamentary Select Committee.

The Chairman thanked the Lead Member for Public Protection, the Interim Public Protection and Environmental Health Manager, and the Environmental Protection Officer for their presentation and attendance.

### **Resolved**

- (1) That the Environmental Protection Officer be requested to provide Committee members with details of the Hennef Way Air Quality Management Area Steering Group, together with information on measures the Council would consider appropriate if the current additional monitoring showed action was needed.
- (2) That the Democratic and Elections Officer, in consultation with the Chairman, be requested to send letters on behalf of the Committee to Oxfordshire County Council's Banbury County Localities Committee and Bicester County Localities Committee and the Deputy Leader requesting consideration be given to the issue of air quality.
- (3) That this item be retained on the work programme.

50

### **Overview and Scrutiny Work Programme**

The Committee considered the report of the Head of Law and Governance, which presented the Overview and Scrutiny Work Programme 2013/14.

#### **Executive Work Programme**

The Committee agreed that there were no additional items in the Executive Work Programme for February to May, 2014 that they wished to include on their Work Programme in 2013/14.

#### **Housing Service Plan**

Members noted that arrangements were in-hand for an informal meeting of the Committee to be held on 12 February to review the Housing Service Plan, and identified a number of areas for particular consideration, including Homelessness; the empty homes policy; Affordable Housing; self-build; the Build Project; the Council's policy regarding the disposal of property by Registered Social Landlords (RSL's) in order to raise funds and build new properties; the impact of new legislation (Spare room subsidy); the Council's relationship with RSL's (how many properties did they have in the various parts of the district?); actions of private landlords and the subsequent impact on housing need.

#### **Contract Scrutiny: Landscape Maintenance Contract**

Councillor Lawrie Stratford provided an update on the work he and Councillors Woodcock and Williamson had been undertaking in relation to the landscape maintenance contract scrutiny. Options were being considered with

a view to achieving savings and allowing the Council to exercise greater control.

**Resolved**

- (1) That the Overview and Scrutiny Committee Work Programme 2013/14 be noted.
- (2) That no items in the current version of the Executive Work Programme (February 2014 to May 2014) be included on the Work Programme for 2013/14.
- (3) That, with regard to the informal meeting being held on 12 February to review the Housing service plan, officers be requested to provide information on the following areas: Homelessness; the empty homes policy; Affordable Housing; self-build; the Build Project; the Council's policy regarding the disposal of property by Registered Social Landlords (RSL's) in order to raise funds and build new properties; the impact of new legislation (Spare room subsidy); the Council's relationship with RSL's (how many properties did they have in the various parts of the district?); actions of private landlords and the subsequent impact on housing need.
- (4) That the update in respect of the Landscape Maintenance contract be noted.

The meeting ended at 7.59 pm

Chairman:

Date:

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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 11 December 2013 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ken Atack  
Councillor Ann Bonner  
Councillor Norman Bolster  
Councillor Mark Cherry  
Councillor G A Reynolds  
Councillor Alaric Rose  
Councillor Lynda Thirzie Smart  
Councillor Barry Wood

Apologies  
for  
absence: Councillor Melanie Magee  
Councillor Lawrie Stratford  
Councillor Rose Stratford

Officers: Jo Pitman, Head of Transformation  
Ed Potter, Head of Environmental Services  
Paula Goodwin, Human Resources and Organisational  
Development Manager  
Lesley Shore, HR Business Partner - Development and  
Bicester  
Claire Taylor, Corporate Performance Manager  
Denise Taylor, Corporate Accountant  
Mandy Targett, HR Business Partner for Resources  
Natasha Clark, Team Leader, Democratic and Elections  
Lesley Farrell, Assistant Democratic and Elections Officer

#### **22 Declarations of Interest**

There were no declarations of interests.

#### **23 Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

#### **24 Urgent Business**

There were no matters of Urgent Business.

25 **Minutes**

The Minutes of the meeting held on 11 September 2013 were agreed as a correct record and signed by the Chairman.

26 **Chairman's Announcements**

The Chairman announced that there would be a special meeting of the committee on 30 January 2014 at 7.30pm.

27 **Staff Survey Results**

The Head of Transformation submitted a report on the Staff Survey Results.

In introducing the report, the Corporate Performance Manager explained that this was the first joint staff survey. The response rate for CDC had been 75% which was down slightly on previous responses. There were some positive results; line management and team working but also areas for improvement.

The Joint Management Team had reviewed the results twice and asked a Managers Group to draft an Action Plan. A staff suggestion scheme had also been launched.

In considering the report, Members commented that it was good practice to carry out staff surveys. Councillors were committed to ensuring CDC was a good employer and requested that the action plan be submitted to a future meeting.

**Resolved**

- (1) That the Staff Survey Results and the proposed approach to action planning be noted.
- (2) That the following issues be identified to be addressed through the action planning process: results relating to JMT and Councillors; job security and change management.

28 **Auto Enrolment into the Local Government Pension Scheme**

The Interim Head of Finance and Procurement and the Head of Transformation submitted a report on Auto Enrolment into the Local Government Pension Scheme.

The Corporate Accountant explained that the change was due to government legislation. Staff who opted-out of the Local Government Pension Scheme would be re-invited to join every three years. Staff would still be entitled to join the scheme at any time.

All Eligible Jobholders would be contacted with information about the scheme.

**Resolved**

- (1) That the implementation date of the 30 September 2017 for eligible employees be agreed instead of applying the current proposed date of 1 February 2014.

29 **Employment Statistics Second Quarter - July to September 2013**

The Human Resources Business Partner for Development and Bicester presented the report of the Head of Transformation which detailed the employment statistics, by Directorate, for information and monitoring purposes.

**Resolved**

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

30 **Exclusion of the Public and Press**

**Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

31 **Business Case for Implementing Phase Two of a Shared Service for Environmental Services**

The Head of Environmental Services submitted an exempt report on the Business Case for Implementing Phase Two for a Shared Service for Environmental Services.

**Resolved**

- (1) That the consultation comments received during the consultation period 21 October to 8 November 2013 and responses be noted.
- (2) That the staffing aspects of the Business Case for implementing Phase Two for a Shared Service for Environmental Services be approved.
- (3) That authority be delegated to the Director of the Community and Environment in consultation with the Head of Environmental Services and Head of Transformation to implement the staffing aspects of the business case.

The meeting ended at 7.15 pm

Chairman:

Date:



## Cherwell District Council

### Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 30 January 2014 at 7.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ann Bonner  
Councillor Norman Bolster  
Councillor Mark Cherry  
Councillor G A Reynolds  
Councillor Rose Stratford  
Councillor Lynda Thirzie Smart  
Councillor Barry Wood

Apologies  
for  
absence: Councillor Melanie Magee  
Councillor Ken Atack  
Councillor Alaric Rose  
Councillor Lawrie Stratford

Officers: Jo Pitman, Head of Transformation  
Paula Goodwin, Human Resources and Organisational  
Development Manager  
Lesley Shore, HR Business Partner - Development and  
Bicester  
Vicky Claridge, Human Resources Assistant  
Natasha Clark, Team Leader, Democratic and Elections  
Lesley Farrell, Assistant Democratic and Elections Officer

#### 32 **Declarations of Interest**

There were no declarations of interests.

#### 33 **Petitions and Requests to Address the Meeting**

There were no Petitions and Requests to Address the Meeting.

#### 34 **Urgent Business**

There were no items of Urgent Business.

35 **Minutes**

The Minutes of the meeting held on 11 December 2014 were agreed as a correct record and signed by the Chairman.

36 **Chairman's Announcements**

There were no Chairman's announcements.

37 **Joint Honorarium Policy**

The Head of Transformation submitted a report which sought consideration of the new Joint Honorarium Policy, which gave consistency between South Northamptonshire Council and Cherwell District Council.

In introducing the report the Human Resources and Organisational Development Manager confirmed that the new Joint Honorarium Policy had been approved by the South Northamptonshire Council Appointments and Personnel Committee.

**Resolved**

- (1) That the new Joint Honorarium Policy be approved
- (2) That the implementation of the new Joint Honorarium Policy, with effect from 3 February 2014 be approved.

38 **Joint Fixed Term and Temporary Contracts Policy and Procedure**

The Head of Transformation submitted a report which sought consideration of the new Joint Fixed Term and Temporary Contracts Policy and Procedure. Due to the increased number of temporary and fixed term contracts being used by the organisations it was necessary to have a clear policy which clarified responsibilities and rights and offered consistency between Cherwell District Council and South Northamptonshire Council.

The Human Resources Business Partner for Development and Bicester confirmed that the policy had been approved by the South Northamptonshire Council Appointments and Personnel Committee

**Resolved**

- (1) That the new Joint Fixed Term and Temporary Contract Policy and Procedure be approved.
- (2) That the implementation of the new Joint Fixed Term and Temporary Contracts Policy and Procedure, with effect from 3 February 2014 be approved.

The meeting ended at 7.35 pm

Chairman:

Date:

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