

Council Minute Book

Monday 21 July 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 3 March 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 Michael Gibbard, Lead Member for Planning
Councillor Tony Illott, Lead Member for Public Protection
Councillor Nigel Morris, Lead Member for Clean and Green
Councillor D M Pickford, Lead Member for Housing

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

Apologies for absence: Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Nicholas Turner, Lead Member for Performance and Customers

Officers: Sue Smith, Chief Executive
Calvin Bell, Director of Development
Karen Curtin, Director (Bicester)
Martin Henry, Director of Resources / Section 151 Officer
Adrian Colwell, Head of Strategic Planning and the Economy (for agenda item 8)
Tim Madden, Interim Head of Finance and Procurement
Jo Pitman, Head of Transformation (for agenda item 11)
Chris Rothwell, Head of Community Services (for agenda item 7)
Helen Town, Regeneration and Housing Development Team Manager (for agenda item 19)
Richard Hawtin, Team Leader Property & Contracts
Natasha Clark, Team Leader, Democratic and Elections

92 **Declarations of Interest**

There were no declarations of interest.

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

The Chairman advised that he had agreed to a request from the Chairman of Finmere Parish Council to address the meeting on agenda item 8, Petitioning the Hybrid Bill on High Speed 2 (HS2).

94 **Urgent Business**

There were no items of urgent business.

95 **Minutes**

The minutes of the meeting held on 3 February 2014 were agreed as a correct record and signed by the Chairman.

96 **Chairman's Announcements**

There were no Chairman's announcements.

97 **Child Sexual Exploitation and Safeguarding**

The Head of Community Services submitted a report which set out the role the Council played in Safeguarding children and vulnerable adults, advised on the Council's response to the issues around Child Sexual Exploitation (CSE), and informed the Executive on the Community Safety Partnership's CSE action plan.

Resolved

- (1) That the work across Oxfordshire and through the Oxfordshire Safeguarding Children's Board in relation to Child Sexual Exploitation and Safeguarding children and vulnerable adults be noted.
- (2) That the Council's role in Safeguarding and the Community Safety Partnership's action plan developed in response to Child Sexual Exploitation be noted.

Reasons

Safeguarding practices within the Council are well developed. Safeguarding Policy has been reviewed and training and awareness raising is maintained.

Work on Child Sexual Exploitation has been picked up in Cherwell by the Community Safety Partnership (CSP) and an Action Plan established that the CSP Board will be responsible for.

Alternative Options

Given the nature of the report no alternatives have been considered

98

Petitioning the Hybrid Bill on High Speed 2 (HS2)

The Head of Strategic Planning and the Economy sought consideration of the need to petition during the passage of the Hybrid Bill on High Speed 2 (HS2) and recommending to Full Council that a resolution is passed opposing the HS2 Bill.

At the discretion of the Chairman, Parish Councillor Mike Kerford-Byrnes, Chairman of Finmere Parish Council addressed Executive.

In response to the address by Councillor Tim Emptage, Leader of the Liberal Democrat Group, and comments by Councillor Sean Woodcock, Leader of the Labour Group regarding the council's HS2 reserve and expenditure on HS2 matter, the Leader confirmed that the remainder of the existing reserve originally allocated would be utilised to fund the petitioning and if more funds were required the request would be submitted to Members for consideration.

Resolved

- (1) That it be agreed that Cherwell District Council petition to oppose the hybrid bill for High Speed 2 (HS2).
- (2) That the following petitioning matters be endorsed:
 - Noise Standards
 - Visual Impact and Intrusion
 - Local Design Standards
 - Construction Issues
 - Height of Line
- (3) That the Chief Executive be requested to call an additional meeting of Council at which Full Council be recommended to pass a resolution opposing the hybrid bill pursuant to section 239 of the Local Government Act 1972 as a necessary pre-requisite to formal petitioning.
- (4) That officers be requested to include the financial effects in relation to recommendation to Full Council relating to the passing a resolution to oppose the hybrid bill.
- (5) That officers be requested to look into a separate workstream to address opportunistic traffic through the villages of north Oxfordshire that may result from the construction phase and how that problem is to be addresses with Oxfordshire County Council highways.

Reasons

The impact upon the district and its residents of proposed mitigation measures is anticipated to be very high. Officers do not feel that the published

material provides sufficient reassurance that adequate mitigation will be implemented.

Alternative Options

The alternative is not to petition. This option is not recommended as the impact upon the district and its residents of proposed mitigation measures is anticipated to be high.

99 **Oxfordshire Strategic Economic Plan**

Executive agreed that due to the late receipt of this report to withdraw the item from the agenda.

100 **Oxford and Oxfordshire City Deal**

The Director of Development submitted a report which enabled Executive to note the City Deal and, in particular, to have regard to those aspects of the document which would have an impact on this Authority.

Resolved

- (1) That the report and in particular those aspects which will have a potential impact on Cherwell be noted.
- (2) That the intention to create a Joint Committee under the Local Government Act 1972 and the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012 be noted.

Reasons

The deal brings with it a significant number of challenges, but also a significant amount of funding which would not normally have been available. By signalling ambition in this way, it also paves the way for the production of the Local Enterprise Partnerships Strategic Economic Plan and, ultimately, a Growth Fund Bid.

Alternative Options

Option 1: To note the plan and the envisaged governance arrangements. This is the preferred option and supported by the information in the report.

Option 2: Executive could refuse to support the document or engage in the process, but this is not recommended in view of the fact that the City Deal has already been agreed and there are significant amounts of funding involved.

Performance and Risk Management Framework 2013/14 Third Quarter Performance Report

The Head of Transformation submitted a report which presented the Council's performance for the period 1 October 2013 – 31 December 2013 as measured through the Performance Management Framework.

Resolved

(1) That the following achievements be noted:

Cherwell: A District of Opportunity

- Support vulnerable residents, focussing on homelessness prevention & housing advice is reporting as Green*. We have maintained good performance in delivering homeless prevention focused services. In this quarter the Housing Needs Team opened 233 prevention cases, of these, 101 only required advice, 11 did become homeless and 116 were prevented from becoming homeless through casework intervention. In the period a total of 31 homeless applications were taken and 10 full duties accepted. This represents only 13% of those approaching the Housing Needs Team stating they are in housing crisis.
- Number of households living in temporary accommodation is reporting as Green*. At the end of December 13 there were 28 Households in Temporary Accommodation, the number has gone down mainly as a result of being able to successfully discharge our duties and enable applicants to move on to secure settled accommodation, whilst keeping the numbers of those presenting for homeless duties low due to the continued focus on homeless prevention.
- Processing of major applications within 13 weeks (%) is reporting as Green*. The improvement measures have resulted in a sustained increase in performance this year to date. Quarter 3 performance of 80% represents a significant improvement on historic performance.
- Processing of minor applications within 8 weeks is reporting as Green. Performance this quarter has continued to show improvement, following the action taken during the previous quarter improved. As anticipated, the backlog in registration took some time to take effect, but the improvement is now expected to be maintained. This reported as Amber last quarter.
- Average time taken to process new Housing Benefit Claims (days) is reporting as Green. A further improvement reflecting the fact that the backlog from summer has been cleared. Performance year to date: 16.74. This reported as Amber last quarter.
- Protect and enhance the quality of the built environment by completion of Conservation Area Reviews and strong design guidance for all new developments is reporting as Green. The issues reported in the last quarter have now largely been resolved. A new conservation officer has been recruited, who is proving to be a real asset to the team. The level of pre application advice and planning and listed building applications being managed by the team is very high at the moment, which has led to some of the

strategic, longer term projects taking longer than initially planned. Conservation Area Appraisals are on target and there are four appraisals and management plans which are very close to being published and should be signed off in the next month. This reported as Amber last quarter.

- % houses developed on previously developed land is reporting as Green*. 34 of the 74 houses completed in Quarter 3 were on previously developed land. This brings the number to 103 out of 275 year to date. This reported as Red last quarter.

A Cleaner Greener Cherwell

- Work with partners to improve the energy efficiency of homes & enable more residents to achieve affordable energy bills is reporting as Green. Work to engage with the Cherwell public included :- reprinting and distributing the leaflet on how to reduce energy wastage at home and save money; roadshows to engage with residents directly as part of the Christmas lights events in Kidlington, Banbury and Bicester; funding application for heat district network (DECC) to explore the feasibility of using the heat from the energy generated from waste at the Ardley plan; setting up a working group for solar community pv scheme by approaching businesses in Bicester to have solar panels installed and to use the feed in tariff for further retrofit /energy saving work with Bicester residents.
- Work with partners to progress the delivery of the Masterplan for Bicester is reporting as Green. The Masterplan is making considerable progress and is on track for the initial presentation of the plan to CDC for end Quarter 1, 2014/15. There remain some issue such as traffic modelling that are yet to be completed and could impact on timescales for completion of the masterplan.

A Safe, Healthy and Thriving District

- Number of risk based food premises inspections completed is reporting as Amber. The team remain on target to finish at 100% despite lower than anticipated figures for Quarter 3. This was due in part to a number of food poisoning outbreaks and food alerts from the Foods Standard Agency Year to date performance 458 against target of 436. This had reported as Red last quarter.
- % nuisance cases responded to within the prescribed period (a maximum of 48 hours) is reporting as Green. During the quarter 250 service requests were responded to within the time frame out of 251 received

An Accessible Value for Money Council

- Improve levels of satisfaction with and access to information provided by the Council is reporting as Green. Engagement via social media continues to increase with Facebook likes up almost 1.5k on the last quarter to 2223. Twitter followers have also increased to 4173. Additional services have been made available online and URL's are being changed to ensure they are 'friendly' and more customer focussed.

- Deliver a council tax increase in 2014/15 which is below inflation is reporting as Green. The Council tax increase will be set in February but will be below inflation at 0%
- (2) That the following performance related matters be identified for review or consideration in future reports:

Cherwell: A District of Opportunity

- Deliver 500 new homes including through planned major housing projects is reporting as Red. House building in the district has been slow due to the recent market conditions therefore it is possible that the end of year target would not be met. However the Council had released a number of large strategic sites in 2013 which have either received planning permission or resolution to approve, with a view to improving delivery. These sites include: Land east and west of Southam Road, North of Hanwell Fields and West of Bretch Hill. Work has also commenced on the Bankside site at Banbury, and other sites in the rural areas such as Arncott and Milcombe are well underway.

A Cleaner, Greener District

- Tonnage of waste sent to landfill is reporting as Amber. The amount of residual waste sent to landfill is above target. Total waste sent to landfill this year to-date is 19,326 tonnes against a target of 17,700. At the same time last year 18,304 tonnes had been sent to landfill. The Environment Agency introduced changes last year which requires street sweepings to be landfilled whereas previously they were recycled. Discussions are being held with Oxfordshire County Council to seek alternative arrangements for these to be recycled. Note: December figures are provisional.
- Number of flytips is reporting as Amber. There has been a small rise in flytipping following a small fall last year. Comparable year to date figure for 2011/12 was 272. This was reporting as Red last quarter.

A Safe, Healthy & Thriving District.

- Reduce domestic burglary incidents reported by 2% (per 1000 Popn.) is reporting as Red. December tends to be the turning point in all crime and therefore a reduction in burglary is anticipated during next quarter.

An Accessible Value for Money Council

- Car parking revenue (Cash machines & Ringgo) is reporting as Red. Quarter 3 saw a further reduction in car park income. This is in the main due to income reduction from operating a reduced number of car parks in Bicester and the opening of Sainsbury's, a greater impact than was initially projected.
- Sickness absence - Average days sickness absence per FTE – we are unable to report this quarter due to changes in the Payroll system and not being able to run reports at this time. We will report on Quarter 3 and Quarter 4 together.

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

Reasons

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

Alternative Options

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.

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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 nine 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). 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 December 2013 be noted.
- (2) That the quarter 3 (Q3) 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 December 2013 be noted.

Reasons

In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is reported monthly to the Joint Management Team and formally to the Executive on a quarterly basis. This report includes the position at Q3.

Alternative Options

Option 1: This report illustrates the Council's performance against the 2013-14 Financial Targets for Revenue, Capital, Treasury and Procurement Monitoring. As this is a monitoring report, no further options have been

considered. However, members may wish to request that officers provide additional information.

103 **Transformation Working Group Terms of Reference**

The Chief Executive submitted a report to adopt formal terms of reference for the Transformation Working group involving members and officers of this Council (SNC), Cherwell District Council (CDC) and Stratford-on-Avon District Council (SDC).

Resolved

- (1) That the terms of reference for the Transformation Working Group (annex to the minutes as set out in the Minute Book) be adopted.

Reasons

The draft Terms of Reference have been considered and endorsed by the Transformation Working Group and CDC/SNC/SDC Joint Arrangements Steering Group and are being recommended to all three councils for adoption.

Alternative Options

Option 1: To amend the proposed terms of reference, but this is not recommended as they have the support of all three sets of Council members on the Transformation Working Group and CDC/SNC/SDC Joint Arrangements Steering Group and would delay the Group carrying out its functions.

104 **Acquisition of Graven Hill**

The Director (Bicester) submitted a report which provided an update on the negotiations with the MOD on the potential acquisition of Graven Hill and the options for developing the site.

The Executive thanked officers for their hard work and the DCLG for their support for their project.

In response to Members' comments, the Leader confirmed that committing to this project would not prevent CDC committing to other projects across the district

Resolved

- (1) That the business case for the acquisition of Graven Hill (subject to due diligence being completed) in order to enable the development of the UKs first large scale self build housing scheme (exempt annex to the minutes as set out in the Minute Book) be approved.
- (2) That the synergies between the Eco Bicester One Shared Vision and the vision for a Graven Hill community that includes a low carbon

energy strategy, improved health and wellbeing outcomes, and community led leisure outcomes that include public access to properly managed 38.5 hectare woodland be noted.

- (3) That the potential of delivering the Graven Hill vision to create 2000 new jobs including apprenticeships be noted.
- (4) That the acquisition of Graven Hill (annex to the minutes as set out in the Minute Book) at the agreed purchase price detailed in the exempt annex to the minutes (as set out in the Minute Book) be approved and that the scheme be added to the Council's capital programme.
- (5) That the use of internal capital resources to meet the payments due at exchange and completion of contract be approved.
- (6) That the use of borrowing to fund the phased payments for Phase 1 and Phase 2 of the site acquisition as detailed in the exempt annex to the minutes (as set out in the Minute Book) be approved.
- (7) That the setup of a "Graven Hill Equalisation reserve" to minimise the borrowing impact on the Council's net revenue budget as stated in exempt annex to the minutes (as set out in the Minute Book) be endorsed.
- (8) That officers be requested to submit a further report to the June 2014 meeting of the Executive, setting out the business case for the governance model for the delivery of the site and proposed legal structure to facilitate the Council's role as "strategic developer"
- (9) That the appointment of EC Harris as lead consultant (supported by sub consultants) to continue to provide technical support with the pre-development work necessary to support the acquisition which is wholly funded through the CLG capacity grant be approved.
- (10) That officers be requested to arrange a site visit for Executive members and Group Leaders to the Graven Hill site.

Reasons

The business case sets out why officers are recommending that the Council acquires Graven Hill. It is likely that this is a 'once in a lifetime' opportunity for the Council to make an investment with this level of financial return and deliver such far reaching social and economic outcomes for local people. All development carries risk and this proposal brings with it the requirement for significant investment from the council. The financial return on investment speaks for itself in the business case. This financial return on investment will put the council in a much stronger position in the future and the return can be invested into other opportunities across the district. The return on investment is of course more than just financial. The vision for Graven Hill has an opportunity to deliver far reaching social and economic outcomes that are unlikely to be delivered to the same extent or within the same timescales if led by a private sector developer.

Therefore the recommendation of this report is for the Council to acquire Graven Hill in order to gain control of the land to realise the full potential this vision has to offer.

Options

Due to the Statement of Intent, there are really only two options available to the Council: to acquire the site or not to acquire the site. A 'compromise' of say the council acquiring with another organisation would require the site to be advertised on the open market which would trigger an updated valuation. This is because the Statement of Intent signed in 2013 related to an off-market sale to Cherwell District Council, further reinforced by Crichel Down rules mean that this can only be to the Council as it has Compulsory Purchase Powers.

Option 1: The recommended option is for the council to acquire Graven Hill.

Option 2: The alternative option is that the Council can choose to not acquire Graven Hill. As set out in section 6.1 this is possible but not recommended as this will be a missed opportunity and risks yet another site securing planning permission with a long time before homes are actually built.

105 **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

106 **Graven Hill Site Acquisition - Exempt Appendices 2 - 6**

Executive considered the exempt appendices to the report at agenda item 14, Acquisition of Graven Hill.

Resolved

(1) That the exempt appendices be noted.

107 **Proposal for a Three Way Shared ICT Service and Harmonisation of ICT Business Applications with South Northamptonshire Council and Stratford-On-Avon District Council**

The Director of Resources submitted an exempt report which sought consideration of a proposal for a three way shared ICT service and harmonisation of ICT business applications with South Northamptonshire Council and Stratford-On-Avon District Council.

Resolved

- (1) That the proposed final business case to share a three way ICT Service, and the associated harmonisation of corporate and local service business applications between Cherwell District Council (CDC), South Northamptonshire Council (SNC) and Stratford-on-Avon District Council (SDC) be approved for implementation, subject to agreement of the Personnel Committee in relation to the staffing implications, and subject also to similar consideration and approval by the respective decision making bodies of SNC and SDC.
- (2) That the responses to the consultation process with the affected staff and trade union representatives received to date as detailed in the consultation log be noted.
- (3) That it be noted that the business case would be considered by the Personnel Committee on 12 March, where a decision on the personnel implications will be made

Reasons

This business case marks a major step towards a culture change; where we deliver as many of our services through technology as we can and harmonising our business ICT applications, with a view to stripping out costs wherever possible.

The introduction of a three way shared ICT service will continue to build upon the existing shared service model between CDC and SNC, whilst supporting the principle of transformation of services with a third partner, SDC. It will provide increased resilience to all partners and ensure that specialisms and best practice can be developed internally to be shared across all partners.

It will deliver improvements, increase efficiency, avoid duplication and ultimately represents the key enabler of all transformational change across all three Councils.

It will deliver significant financial savings to all three Councils in the medium to longer term through the harmonisation of ICT business applications, whilst in the short term, a proportion of financial savings will be delivered through existing vacancies within the current teams

Alternative Options

Option One: To reject the proposal meaning the two services continue to operate independently. This would not deliver the benefits or financial savings to any of the three Councils, the improvements to the customer, or the transformational change that is associated with the DCLG funding identified in the business case.

Option Two: Approve the business case as attached.

Build! ® Programme Phased Delivery

The Head of Regeneration and Housing submitted an exempt report which followed up to the report submitted to the February meeting of Executive and sets out the Build! ® Programme phased delivery.

Resolved

- (1) That agreement be given to the Council taking on the role of developer for the first 200 homes of the Council's Build! ® programme subject to resolution (6).
- (2) That agreement be given to sell 66 homes direct to individuals on an equity loan basis subject to resolution (6). These will be on the sites set out in the exempt minute.
- (3) That agreement be given to sell 49 homes on a shared ownership basis, with the unsold shares being transferred to Cherwell Community Land Trust (CCLT), on the basis that the Council receives 100% income from first sales and future stair casing receipts up to a cap of 80% subject to resolution (6). This will also be subject to CCLT :
 - Confirming their intent to acquire these homes and re-invest any receipts back into affordable housing within Cherwell.
 - Securing Registered Provider Status with the Homes and Communities Agency (HCA)
 - Producing a robust business plan to evidence capacity to successfully own and manage the homes.
 - Securing sufficient external finance to support the acquisition.

These will be on the sites set out in the exempt minute.

- (4) That agreement be given to sell 30 homes (for affordable rent) to CCLT subject to resolution (6). This will be subject to CCLT:
 - Confirming their intent to acquire these homes and re-invest any receipts back into affordable housing within Cherwell.
 - Securing Registered Provider Status with the Homes and Communities Agency (HCA)
 - Producing a robust business plan to evidence capacity to successfully own and manage the homes.
 - Securing sufficient external finance to support the acquisition.

These will be on the sites set out in the exempt minute.

- (5) That officers be requested to submit a further report setting out recommendations for:
 - The final ownership and management arrangements for the remaining 55 units in the Phase One Build! ® Programme
 - The delivery and ownership options for the 62 units in the Phase Two Build! ® Programme
- (6) That authority be delegated to the Director of Resources and the Head of Law and Governance in consultation with the Head of Regeneration

and Housing, Head of Finance and Procurement, Lead Member for Financial Management, Lead Member for Housing and Lead Member for Regeneration to make the final decisions on all aspects of this report (exempt annex to the minutes as set out in the Minute Book) once they have considered the outcome of the necessary financial and legal due diligence that is currently taking place.

- (7) 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 £3m for the Build! ® programme to enable delivery on schedule subject to resolution (6) be approved.

Reasons

As set out in the exempt minute.

Alternative Options

As set out in the exempt minute.

The meeting ended at 9.00 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 April 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 Future
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Public Protection
Councillor Nigel Morris, Lead Member for Clean and Green

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

Councillor Surinder Dhesi
Councillor Russell Hurle
Councillor Alastair Milne Home
Councillor Les Sibley
Councillor Lawrie Stratford

Apologies for absence: Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Performance and Customers

Officers: Sue Smith, Chief Executive
Tim Madden, Interim Head of Finance and Procurement
Kevin Lane, Head of Law and Governance / Monitoring Officer
Chris Rothwell, Head of Community Services
Natasha Clark, Team Leader, Democratic and Elections

109 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

111 **Urgent Business**

There were no items of urgent business.

112 **Minutes**

The minutes of the meeting held on 3 March 2014 were agreed as a correct record and signed by the Chairman.

113 **Chairman's Announcements**

There were no Chairman's announcements.

114 **Presentation by Local Police Area Commander for Cherwell**

The Chairman Local Police Area Commander for Cherwell, Superintendent Colin Paine to the meeting.

Superintendent Colin Paine addressed the meeting regarding a presentation on local policing matters in Cherwell. A number of Executive Members and, at the discretion of the Chairman, other Members in attendance, asked questions and answers were duly provided.

The Chairman thanked Superintendent Colin Paine for his attendance.

115 **Horton General Hospital Update**

The Director of Community and Environment submitted a report which provided the latest position to Members on service changes at the Horton General Hospital.

Resolved

(1) That the report be noted.

Reasons

The report reflects the most recent information from the Oxford Universitys Hospital Trust regarding service developments at the Horton General Hospital.

Alternative Options

None – report submitted for information

116 **Joint Corporate Procurement Strategy and Action Plan 2014/15**

The Interim Head of Finance and Procurement submitted a report which sought consideration of the Joint Corporate Procurement Strategy and Action Plan 2014/15.

Resolved

- (1) That the Cherwell District Council and South Northamptonshire Council Joint Corporate Procurement Strategy and Action Plan 2014/15 (annex to the minutes as set out in the minute book) be approved.

Reasons

The Joint Corporate Procurement Strategy and Action Plan has a fundamental role in helping the Council reduce its services budget and protect front line services. Executive is therefore recommended to approve the 2014/15 iteration.

Alternative Options

The alternative is not to approve the Joint Corporate Procurement Strategy and Action Plan. This is not recommended as the Strategy and Action Plan have a fundamental role in helping the Council reduce its services budget and protect front line services.

117 **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 paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.

118 **Oxfordshire Waste Partnership**

The Head of Environmental Services submitted a report which sought approval for the future of the Oxfordshire Waste Partnership in light of the decision taken by the Partnership Board on 4 April 2014.

Resolved

- (1) That the following decisions taken at the Oxfordshire Waste Partnership (OWP) meeting on the 4 April 2014 be ratified:
 1. To terminate the agreement under which the Oxfordshire Waste Partnership is constituted (under paragraph 25.1 of the partnership agreement) with effect from the earliest possible date after:

- a. contracts have either been terminated, or responsibility for management and funding of any ongoing contracts has been transferred to Oxfordshire County Council; and
 - b. all contractual obligations to staff employed by the Oxfordshire Waste Partnership have been discharged and their employment properly terminated.
2. That the termination date shall be the date 1a and 1b above have been or will be completed and shall be notified to all partner authorities by the host authority.
 3. That committed Oxfordshire Waste Partnership budgets for 2014/15 will not be redeployed by the partner authorities until after the agreed date of termination.
 4. To note that as set out in paragraphs 25.1, 25.4, 25.5 and 25.7 of the Oxfordshire Waste Partnership agreement, the agreement shall not terminate until all contracts have been or can be terminated without incurring any avoidable costs; and each partner authority remains liable for any accrued obligations and liabilities properly incurred as a result of its membership as well as liabilities and costs arising from the decision to terminate the agreement; and that the formula for determining contributions shall apply to determining payments towards these costs.
 5. That the agreement between partner authorities as set out in the Deed of Variation dated 5 September 2013 relating to waste management financial arrangements (principles, revenue and administration), attached to this decision, shall continue.
 6. That each partner authority shall continue to support the Joint Municipal Waste Management Strategy, recognising that joint implementation shall cease on termination of the Oxfordshire Waste Partnership agreement.
 7. That informal arrangements to ensure partnership working shall continue as follows:
 - the officers' strategy group shall continue to meet regularly;
 - the Cabinet/Executive members with responsibility for waste and environmental matters shall continue to meet at least twice per year;
 - the terms of reference, meeting dates, and administration of these two groups shall be decided at the next meeting of the officers' strategy group, currently scheduled for 30 May 2014.
 8. That all partner authorities shall offer the Oxfordshire Waste Partnership staff assistance in finding alternative employment.
 9. That in addition to the publication of this decision by each authority within two working days of receipt, this decision shall be published by each partner authority as an individual cabinet/executive member decision or if necessary taken as a decision of Cabinet/Executive in accordance with their constitutions.

10. That the tremendous contribution that Wayne Lewis has made, not just to the work of the OWP and to reducing waste in the county, but also nationally be recorded.
 11. That the tremendous contribution Paul Mcroft has made to the work of the OWP and to note the reputation ha has built up nationally within the industry be recorded.
 12. That David Dodds be thanked for his chairmanship of the partnership since June 2012 and for his support for its work.
- (2) That, in light of the dissolution of the OWP has been dissolved, support to informal working arrangements to continue a co-ordinated approach to waste management in Oxfordshire be agreed.

Reasons

The Oxfordshire Waste Partnership has helped reduce the amount of waste being sent to landfill and increased the recycling rates across the County. However with new treatment facilities in place and all collection authorities having implemented new collection systems over the past few years many of the significant waste management issues have been addressed.

Dissolving the Oxfordshire Waste Partnership would save each collection authority £25k/year and the disposal authority £125k/year. The partners agreed unanimously to dissolve the partnership at their meeting of 4 April 2014.

It is appropriate for the Executive to formally ratify the decisions taken by the OWP on 4 April 2014.

Alternative Options

The following alternative options have been identified.

Option 1: Support the decision to resign from March 2015 and continue with an informal Oxfordshire Waste Partnership.

Option 2: Continue to support a formal Oxfordshire Waste Partnership

Option 3: Ask officers to develop alternative options

The meeting ended at 7.50 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 16 June 2014 at 7.30 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 Illott, Lead Member for Clean and Green
Councillor Kieron Mallon, Lead Member for Performance and Communications
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and IT

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Lawrie Stratford

Apologies for absence: Councillor Douglas Williamson, Leader of the Liberal Democrat Group

Officers: Sue Smith, Chief Executive
Karen Curtin, Director (Bicester)
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Ed Potter, Head of Environmental Services
Tim Madden, Interim Head of Finance and Procurement
Paul Almond, Street Scene & Landscape Manager
Natasha Clark, Team Leader, Democratic and Elections

1 **Declarations of Interest**

There were no declarations of interest.

2 **Urgent Business**

There were no items of urgent business.

3 **Minutes**

The minutes of the meeting held on 7 April 2014 were agreed as a correct record and signed by the Chairman.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Graven Hill Optimum Delivery Model**

The Director (Bicester) submitted a report which set out the options available and a recommendation for the optimum delivery model that will deliver the Graven Hill Vision set out in the March 2014 report that approved the acquisition of the MOD land in order to deliver housing and employment opportunities.

Resolved

- (1) That the comprehensive piece of work undertaken including the utilisation of industry experts to assist in determining the optimum delivery model for delivering the Graven Hill vision set out in the report to the March 2014 Executive be noted.
- (2) That the powers being used to set up the company and provide funding as detailed in exempt Appendix 3 (exempt annex to the Minutes as set out in the Minute Book) be noted.
- (3) That the creation of companies (limited by shares) comprising Graven Hill Village Holding Company - wholly owned by the Council and Graven Hill Village Development Company – owned 99% by the Graven Hill Village Holding Company and 1% by the Council to own and deliver Graven Hill as set out in exempt Appendix 2 (exempt annex to the Minutes as set out in the Minute Book) be approved.
- (4) That the Company Boards be established as set out in exempt Appendix 2 (exempt annex to the Minutes as set out in the Minute Book).
- (5) That authority be delegated to the Director of Resources, in consultation with the Leader of the Council to identify and approve the appointment of four elected Members as Directors of one or both of the companies detailed in exempt Appendix 2 (exempt annex to the Minutes as set out in the Minute Book) and to appoint replacement elected Member Directors should any vacancies arise in the future.
- (6) That authority be delegated to the Director of Resources to invite three members of the Joint Management Team (JMT) to become Directors of one or both of the companies detailed in exempt Appendix 2 (exempt annex to the Minutes as set out in the Minute Book) and to approve

and confirm their appointment to the roles and that such delegation should also extend to appointing replacement Officer Directors should any vacancies arise in the future.

- (7) That the protocol on dealing with conflicts of interest at exempt Appendix 5 (exempt annex to the Minutes as set out in the Minute Book) be adopted on behalf of the Council.
- (8) That the establishment of a Partnering Board comprising the Company Directors, three elected members (to be nominated by the Director of Resources / Section 151 officer in consultation with the Leader of the Council), the section 151 officer and the Council's Monitoring Officer be approved and it be noted this group would have responsibility for safeguarding the Council's equity investment and lending to the Company by undertaking more detailed monitoring of the Business Plan and providing advice and recommendations to Executive.
- (9) That the financial implications for the Council and Companies as detailed in exempt Appendix 6 (exempt annex to the Minutes as set out in the Minute Book) be noted.
- (10) That the draft business case for the companies detailed in exempt Appendix 2 (exempt annex to the Minutes as set out in the Minute Book) be approved and authority be delegated to the Director of Resources, in consultation with the Leader of the Council and the Lead Member for Financial Management, to complete final sign off of the business case as being compliant with legislation, due diligence and commercially sustainable.
- (11) That authority be delegated to the Director of Resources, in consultation with the Leader of the Council and the Lead Member for Financial Management, to approve the financing of acquisition and development costs through a mix of state aid compliant equity investment and loans (funded from prudential borrowing) in accordance with the Council's Investment Strategy.
- (12) That authority be delegated to the Director of Resources, in consultation with the Lead Member for Financial Management to ensure that there is no adverse impact on the Council's revenue budget during the initial years of the project when the company will not be generating profits and that the establishment of the Graven Hill Equalisation Reserve which will be included in the 2013/14 out turn report at the Executive meeting on 23 June 2014 be noted.
- (13) That a simultaneous completion of the acquisition of Graven Hill and the onward sale to the Graven Hill Village Development Company be approved.
- (14) That authority be delegated to the Director of Resources, in consultation with the Head of Law and Governance / Monitoring Officer, to approve the articles of association of the companies.

- (15) That agreement be given to further work being undertaken by officers to develop a detailed implementation plan for pre-development and phase one delivery of Graven Hill including a communications strategy to be presented at the October 2014 meeting of the Executive.
- (16) That agreement be given to finance the balance of match funding of up to £697,000 related to the Capacity grant received from DCLG in 2014/15 in relation to the delivery of growth in Bicester as set out in Paragraph 7.4 of the report (annex to the Minutes as set out in the Minute Book).
- (17) That agreement be given to passport any grants received (e.g. capacity grant) obtained for pre-development costs or sales promotion at Graven Hill to the company if the grant provider agrees and subject to state aid compliance as detailed in Paragraph 7.5 of the report (annex to the Minutes as set out in the Minute Book).
- (18) That the amendments required to the Council's Treasury Strategy as detailed in Paragraph 7.3 of the report (exempt annex to the Minutes as set out in the Minute Book) be noted.
- (19) That the procurement of required consultants to continue to provide technical support and the pre-development work necessary to support the acquisition whilst the company is being incorporated be approved and it be noted all procurement would be in accordance with procurement rules and fully funded from the capacity funding.
- (20) That authority be delegated to the Director of Resources, in consultation with the Lead Member for Financial Management, to appoint any officer(s) or Member(s) to represent the Council's interest as shareholder at general meetings of the Graven Hill Village Holding Company and the Graven Hill Village Development Company.

Reasons

The work which has been undertaken to develop the business case in exempt Appendix 2 and the Financial Implications in exempt Appendix 6 (exempt annexes to the Minutes as set out in the Minute Book) concludes that the proposal set out in this report is financially viable as far as can be reasonably tested against a range of assumptions and sensitivities.

The business case demonstrates that if we don't take on direct responsibility for developing Graven Hill then the likelihood of the vision being diluted, delays in delivery and reduced return (financially and socially) becomes a greater risk.

This proposal will enable the Council to deliver its vision for Graven Hill, which fully meets the objectives of all of the Council's Strategic Objectives:

- **District of Opportunity** - housing growth, employment and infrastructure
- **Thriving Communities** – affordable housing, self-build
- **Safe Green and Clean** - sustainability measures, reduce carbon footprint, Bicester "One Vision"

– **Sound Budgets and Customer Focused Council** - financial returns on investment that can be used to fund other projects district wide, deliver New Homes Bonus and business rates.

It is also at the heart of the wider vision for the district set out in the Submission Local Plan and Cherwell's Sustainable Communities Strategy.

“A diverse economy with opportunities for all, vibrant communities connected by a sense of pride, place and purpose.”

Cherwell is an innovative forward thinking Council and if the Council wants to *continue* to maintain momentum for successful growth it needs to stay 'ahead of the curve' and keep a competitive advantage. This proposal has the necessary 'ingredients' to make this happen.

The Graven Hill Project Board has reviewed the work undertaken and scrutinised the outcomes. They believe there continues to be a compelling legal, financial and strategic case to set up the company and implement the proposal.

There are a number of pieces of work underway that need to be completed ahead of completing the acquisition of the land. The recommendations in section 1 are in essence 'building blocks' to take this proposal forward and are therefore viewed as necessary.

Section 8 of the Business Case in exempt Appendix 2 (exempt annex to the Minutes as set out in the Minute Book) provides a table indicating the work / deliverables that will be required if the recommendations are approved during the next 4 months.

A further report to Executive in October 2014 will provide an update on the completion, company incorporation and a detailed implementation plan for pre-development and phase one delivery of Graven Hill including a communications strategy.

Alternative Options

Appendix 1 of this report (annex to the Minutes as set out in the Minute book) sets out the different options that were considered and the reason why the proposal for the Council to act as Strategic Developer through a 100% owned Company Limited by Shares is considered by the Project Team to be viable from a commercial, regulatory and constitutional perspective and is thus the recommended structure underpinning the proposal in this report.

6 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 5 of Schedule 12A of that Act.

7 **Graven Hill Optimum Delivery Model - Exempt Appendices 2 - 8**

Executive considered the exempt appendices to the report at agenda item 6, Graven Hill Optimum Delivery Model.

8 **Landscape Management Re-tender Process**

The Head of Environmental Services submitted an exempt report which sought approval for the delivery of Landscape Maintenance Services from April 2015.

Resolved

- (1) That the re-tender of the Landscape Maintenance contract be approved.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.

Reasons

As set out in the exempt minutes

Options

As set out in the exempt minutes

The meeting ended at 8.10 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 23 June 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 Kieron Mallon, Lead Member for Performance and Communications
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and IT

Also Present: Councillor Sean Woodcock, Leader of the Liberal Democrat Group

Apologies for absence: Councillor Tony Ilott, Lead Member for Clean and Green

Officers: Sue Smith, Chief Executive
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Natasha Clark, Team Leader, Democratic and Elections

9 **Declarations of Interest**

Members declared interests in the following agenda items:

10. Brighter Futures in Banbury 2013/14 Annual Report.

Councillor Sean Woodcock, Declaration, as his employer was the provider to CDC of the Mortgage Rescue Scheme, and should this be discussed he would not participate.

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

There were no petitions or requests to address the meeting.

11 **Urgent Business**

The Chairman advised the meeting he had agreed to one item of urgent business, Superfast Broadband. The report not envisaged at time of agenda publication due to on-going discussions, however a decision was required to ensure the matter could progress. The item would be considered at agenda item 11.

12 **Minutes**

The minutes of the meeting held on 16 June 2014 were agreed as a correct record and signed by the Chairman.

13 **Chairman's Announcements**

There were no Chairman's announcements.

14 **Corporate Equalities Annual Update**

The Head of Transformation submitted a report which reviewed the completion of the annual Self-Assessment undertaken by the Council against the Achieving Standard under the Equality Framework for Local Government.

Resolved

- (1) That the evidence and information submitted in the Council's Self-Assessment against the 'Achieving Standard' under the Equality Framework for Local Government be noted.
- (2) That the equalities action plan for 2014/15 noting the areas of good practice upon which it builds and the areas for development that it addresses be noted.

Reasons

Cherwell District Council has made significant progress delivering against the equalities agenda in recent years. This year the Council received the findings and recommendations following the Public Sector Equality Duty Review (PSED) and its impact upon the work of Corporate Equality Performance. The review arose from the Government's Red Tape Challenge and was established to examine whether the PSED is operating as intended. A key aim of the PSED was to sensitise public bodies to equality while addressing the bureaucracy associated with the previous duties on race, disability and gender.

Based on the conclusions drawn by the PSED Steering Group and suggestions for improvements raised by participants in the review, the PSED Steering Group developed nine recommendations split across different sectors with the clearest being:

- It is too early to make a final judgement about the impact of the PSED. Government should consider conducting a formal evaluation of the Duty in three years' time. This would enable the PSED to embed more thoroughly and should consider whether the Duty is an effective means of achieving the goal of sensitising public bodies to equality issues and what alternatives there might be. This work could also be informed by the Equality and Human Rights Commission (EHRC) medium-term work on how the PSED and the more prescriptive specific duties operate in Scotland and Wales.

Cherwell District Council continues to adopt a proportionate to equality performance with meaningful and relevant Corporate Action Plans to support this work.

The self-assessment identifies areas of strength and key developmental priorities and has been undertaken in line with a nationally agreed self-assessment model.

The updated action plan demonstrates how the Council will continue to deliver its equalities objectives over the coming year. Progress will be reported via the performance management framework on a quarterly basis.

The three year impact assessment rolling plan also provides assurance that the Council is mindful of policy change and seeks to understand and address the impacts of service and policy change where appropriate.

Alternative Options

Option 1: To note the report

Option 2: To request additional information on items within this report

15 **Performance Management Framework 2013/14 Annual Performance Review**

The Head of Transformation submitted a report which covered the Council's performance review for 2013/14 as measured through the Performance Management Framework.

In considering the report, Members commented on the robustness of performance monitoring and stressed the need for this to be maintained to ensure on-going high levels of performance.

The Executive thanked the Performance and Insight Team for their hard work coordinating the Performance Management Framework and all officers for their hard work during 2013/14 resulting in very good year end performance results.

Resolved

- (1) That it be noted that, despite tough performance targets, a challenging economic environment, and on-going policy and organisational change,

Cherwell District Council has met or made satisfactory progress on 95% of all the performance targets outlined in its performance management framework.

- (2) That the draft Annual Performance Report be agreed and authority be delegated to the Head of Transformation, in consultation with the Lead Member for Performance and Communications, to make any minor changes to the document as required before publication.

Reasons

In this annual report we show that the Council continues to make strong progress on delivering its ambitions to improve the services delivered to the public and against key projects and priorities. It also demonstrates the Council's proactive performance management of issues raised and the role of Overview and Scrutiny in supporting performance review.

Alternative Options

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.

16

Provisional 2013-14 Revenue and Capital Outturn Report

The Interim Head of Finance and Procurement submitted a report which summarised the Council's provisional Revenue and Capital performance for the financial year 2013-2014 and reports on performance against the procurement action plan. The figures were still subject to further validation work to ensure compliance with statutory requirements and proper accounting practices.

Resolved

- (1) That the carry forward of budget underspends within 2013-2014 to 2014-2015 as detailed in Appendix 1 (annex to the Minutes as set out in the Minute book) be agreed.
- (2) That the review of reserves as detailed in Appendix 3 (annex to the Minutes as set out in the Minute book) be agreed.
- (3) That the provisional capital out-turn position for 2013-2014 detailed in Appendix 2 (annex to the Minutes as set out in the Minute book) be noted.
- (4) That it be agreed that the balances on capital schemes which have slipped in 2013-2014 be carried forward into the 2014-2015 capital programme as set out in Appendix 2 (annex to the Minutes as set out in the Minute book).
- (5) That the Treasury out-turn position for 2013-14 be noted.

- (6) That progress against the Council's Procurement Action Plan be noted.
- (7) That authority be delegated to the Director of Resources, in consultation with the Interim Head of Finance and Procurement and Lead Member for Financial Management, to consider and implement further changes relating to all aspects of the closedown of the accounts for 2013-14 including: realigning reserves; the transfer of costs from revenue to capital; amendments of the revenue and capital budgets; and implementation of a minimum revenue provision accordingly.

Reasons

The financial performance in terms of both capital and revenue are underspent on capital or within set tolerance targets (once revenue carry forwards are processed). The performance demonstrates the Council's ability to respond positively and actively to changing economic circumstances and deliver sizeable capital programmes and effective financial management.

The continued focus on monthly budget monitoring and continued use of the "dashboard" has enabled more efficient use of the Council's resources.

The variances on the revenue out-turns is within the Council's stated tolerance of 2% of budget. Capital was outside the tolerance of 5% of budget.

Alternative Options

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

17

Brighter Futures in Banbury 2013/14 Annual Report

The Director of Community and Environment submitted a report which sought consideration of the progress made in 2013/14 of the long term and multi-agency Brighter Futures in Banbury Programme and the proposed priorities for 2014/15.

Resolved

- (1) That the good progress made in the fourth year of the Brighter Futures in Banbury Programme be noted.
- (2) That the areas of emphasis and proposed activity in 2014/15 be supported.

Reasons

The Brighter Futures in Banbury Programme has seen continued progress and development in 2013/14. There have been notable achievements in most of the six themes and a number of new initiatives relevant to supporting those most in need.

2014/15 requires a continued focus and the need to look at new and innovative means of delivering more effective and targeted services involving a greater range of organisations. In particular, will be the need to review and respond to the emerging changes in the make-up of the ward population arising from the recent census information to ensure that the priorities and activities within each theme are still appropriate. It is also expected that the benefits of the Council's Build Programme will begin to emerge in 2014/15 as three developments sit within the target Banbury wards. In addition, specific proposals are being developed for improved support for the over 50s unemployed, encouraging via the Banbury and Bicester College the skills and talents of primary school children and additional mentoring for young people.

The Brighter Futures in Banbury programme as a Council priority falls within the Council's Place Programme governance arrangements set up to manage multiple projects across both Cherwell and South Northants councils. As such, the Executive will receive further high level reports on this subject through that process along with the quarterly performance reporting requirements.

Alternative Options

Option 1: Adopt the recommendations as set out

Option 2: Amend/add to the areas of focus for 2014/15

18

Urgent Business - Superfast Broadband

The Chief Executive submitted a report which sought consideration of the level of financial support to be provided for the roll out of superfast broadband across the District.

Resolved

- (1) That £783,000 of the 2014-15 New Homes Bonus Allocation be allocated for Economic Development across the District.
- (2) That £500,000 be invested for the provision of superfast broadband across the District.
- (3) That it be noted that a further £500,000 will remain available to consider funding other solutions for the areas of the District not covered.

Reasons

The Council is working closely with the County Council who in turn are working closely with BDUK to increase the coverage of Superfast Broadband throughout the District.

A proposal has been received by the County Council which seeks to increase coverage across the County and for Cherwell will extend coverage and requests a contribution of £500,000 from Cherwell District Council.

Alternative Options

Option 1: To not invest £500,000 in the County Council's Superfast Broadband project and miss the opportunity to improve communication infrastructure across the District with the resultant impact on the local economy.

19 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, 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.

20 **Proposal for a Joint Legal Service with South Northamptonshire Council and Stratford-On-Avon District Council**

The Head of Law and Governance submitted an exempt report which outlined the proposal for a three way joint Legal service between Cherwell District Council (CDC), South Northamptonshire Council (SNC) and Stratford on Avon District Council (SDC). The proposal was part of the wider transformation programme across the three Councils and driven by a need to ensure that the three Councils not only survive the financial challenges of the future years, but go on to grow and prosper as individual sovereign bodies.

Resolved

- (1) That the responses to the consultation process with the affected staff and trade union representatives be noted.
- (2) That it be noted that the business case would be considered by the Personnel Committee on 2 July 2014.
- (3) That approval be given for the implementation of the proposed final business case to share a joint Legal service between Cherwell District Council (CDC), South Northamptonshire Council (SNC) and Stratford-On-Avon District Council (SDC), subject to similar consideration and approval by the respective decision making bodies of SNC and SDC.

Reasons

The business case represents a major milestone in the transformation programme across CDC, SNC and SDC. The proposed joint team will increase resilience (including in the Land Charges function), improve the quality and broaden the range of services provided, increase income earning opportunities and reduce external legal expenditure across the three Councils.

Alternative Options

Option One: To reject the proposal meaning the three Legal services continue to operate independently. This would not deliver the benefits or financial savings to any of the three Councils, the improvements to the customer, or the transformational change that is associated with the DCLG funding awarded to the Councils as part of the Transformation Challenge award.

Option Two: Approve the business case as attached.

The meeting ended at 7.45 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 July 2014 at 7.20 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 Clean and Green
Councillor Kieron Mallon, Lead Member for Performance and Communications
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and IT

Also Present: Councillor Sean Woodcock, Leader of the Labour Group

Officers: Sue Smith, Chief Executive
Calvin Bell, Director of Development
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Chris Stratford, Head of Regeneration and Housing
Natasha Clark, Team Leader, Democratic and Elections

21 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

23 **Urgent Business**

There were no items of urgent business.

24 **Minutes**

The minutes of the meeting held on 23 June 2014 were agreed as a correct record and signed by the Chairman.

25 **Chairman's Announcements**

There were no Chairman's announcements.

26 **Community Woodland at South West Bicester**

The Head of Development Management submitted a report which advised of the potential to acquire land south of Vendee Drive at Bicester, and to enable the consideration of the options for the future use of the land. The land was identified in the Submission Cherwell Local Plan as a Green Buffer (ESD15) and as a potential location for community woodland (BIC7). The land was currently owned by Countryside Properties who were developing North of Vendee Drive at Kingsmere (SW Bicester).

Resolved

- (1) That it be agreed that the council seeks to acquire the land South of Vendee Drive as part of the S106 Agreement connected to the planning application for Phase 2 Kingsmere.
- (2) That it be agreed that discussions take place with Chesterton Parish Council and Bicester Town Council over the future use of the land for informal recreational purposes.

Reasons

The potential to control the future of the Green Buffer south of Vendee Drive, through ownership of the land, is attractive and could secure long term the gap between Bicester and Chesterton as undeveloped land and an attractive rural setting.

The land has the potential to be a significant recreational asset for the area and a community woodland would widen the recreational resources for the area. The uncertainty about the availability of the land has to date restricted the progress on developing proposals and seeking funding. Once there is certainty it would be possible to progress proposals with more certainty.

If for any reason the community woodland proposal did not progress the land could continue in agricultural use and this option would minimize risk and costs to the land owner whilst maintaining the land undeveloped.

Other recreational or land uses compatible with keeping the land open could be considered if proposals for the community woodland did not progress but would require time to explore and develop to see if they were viable.

Alternative Options

Option 1: The developer retains ownership of the land. Whilst the land is currently farmed there would be the potential for further planning applications to be made in the future. Whilst the Council is likely to be the planning authority some decisions are made on appeal and therefore this would not provide the level of certainty over future use.

Option 2: Transfer land direct to Chesterton Parish Council. This would necessitate the Parish Council being a party to the S106 agreement and would require them to work to agreed timescales for completion of the agreement and if this was not achieved it would delay the issue of planning permission. A transfer to the Council would not preclude onward transfer to the Parish or a lease arrangement.

27

South West Bicester Sports Village Bi-monthly 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, the initial design work for Phases 2 (Pavilion and Car Park) and Phase 3 (Athletics Facility, 3G Synthetic Pitch, Tennis Courts and Floodlighting) be noted.
- (2) That the next stage of the project undertake a value engineering exercise and the development of a planning application for Phase 2 and 3A be committed to.
- (3) That officers be requested to liaise with Bicester Athletics Club and offer the club a meeting with the Leader, Deputy Leader and officers to update the club on the current situation.

Reasons

Construction of Phase 1 is on target for completion in November 2014 and pitches will be available to play on from September 2015.

The initial design work for Phase 2 has produced an outline cost plan which exceeds the available budget. However, the Design team are currently working on approaches to bring the cost within budget including a value engineering exercise and considering the options/implications of a smaller building. As the detailed design work is completed, building supplier costs are confirmed and planning conditions are known there will be more certainty to the cost plan. Officers will report the outcome of the Design Teams work to the Executive meeting in September.

Uncertainty with guaranteed access onto school sites and the lack of financial support for athletics has led the Project Board to reduce the scope of the planning application to just Phase 2 (pavilion and car parking) and Phase 3A

(synthetic pitch and tennis courts). Phase 3B (athletics facility and multi-use games area) will be progressed when the school site is being planned and access issues have been resolved.

Some funding opportunities for Phase 3A facilities have been identified and will be pursued in the next available funding round.

The current programme for Phases 1 and 2 to be operational from September 2015 is on target however, this could be subject to change if the value engineering exercise is unable to produce the necessary cost reductions and the cost implication of a reduced building need further consideration. Revenue modelling work has been commissioned and will be reported to the next meeting.

Procurement documents are currently being produced to appoint a management contractor in June 2015

Alternative Options

The project has been approved and is progressing in accordance with these approvals. There are no other options being considered at this time other than proposals to remain within the approved funding envelope.

28

Medium Term Financial Strategy

The Director of Resources submitted a report which set out the latest Medium Term Financial Strategy (MTFS) for the council for the 5 year period from 2015/16. It set the scene and is based on current assumptions which will inform the budget setting process for 2015/16 and the longer term decisions of the council.

Resolved

- (1) That the contents of the report and the current MTFS position for the council be noted.

Reasons

The above represents the start of the budget process and consideration of the future financial environment and the decisions which will need to be taken by the council. At present, the Executive is asked to note the current position but this will be subject to further reports as the budget strategy and preparation of the budget continues.

In order to address the scale of the deficit set out in this report it is likely that there will need to be a fundamental change to the Council's budget strategy and this work will and change in strategy will feed into the detailed budget process for 2015-16.

Alternative Options

Not to consider the current position. This is not recommended as it is important that medium term financial decisions are considered at the earliest opportunity to ensure the council's finances are resilient and robust.

29 **Oxfordshire Growth Board - Terms of Reference and Appointment of Member**

The Head of Law and Governance submitted a report which sought approval of the Terms of Reference of, and the delegation of appropriate executive functions to, the Oxfordshire Growth Board, and appointment of an Executive Member to represent the Council on the Board.

In response to a query from Councillor Woodcock, Leader of the Labour Group, regarding how the Board would be scrutinised, the Chairman suggested that the Overview and Scrutiny Committee be requested to consider adding the Oxfordshire Growth Board and South East Midlands Local Enterprise Partnership (SEMPLEP) to their work programme. He would be happy to attend a future meeting of the Overview and Scrutiny Committee with lead officers.

Resolved

- (1) That the Terms of Reference of the Oxfordshire Growth Board (annex to the minutes as set out in the Minute Book) be approved.
- (2) That the Council's executive functions in respect of matters within the Terms of Reference to the Oxfordshire Growth Board pursuant to Sections 101(5) and 102 of the Local Government Act 1972, Section 9 EB of the Local Government Act 2000 and the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012 be delegated.
- (3) That the Leader of the Council be appointed to represent the Council on the Board and the Deputy Leader be appointed as substitute.
- (4) That the Overview and Scrutiny Committee be requested to consider adding the Oxfordshire Growth Board and South East Midlands Local Enterprise Partnership (SEMPLEP) to their work programme.

Reasons

As part of the Oxford and Oxfordshire City Deal bid the constituent bidding parties have agreed to establish the Oxfordshire Growth Board as a joint executive committee of the constituent local authorities.

In order to ensure that Cherwell District Council plays its appropriate part it is necessary for the recommendations to be approved.

The Growth Board terms of reference set out that decisions made by the Committee shall be subject to the scrutiny arrangements of each constituent authority.

Alternative Options

Option 1: To approve the recommendations.

Option 2: Not to agree the proposed Terms of Reference of the Board at Appendix 1 but suggest amendments. This is not recommended because the draft Terms of Reference have been collectively agreed by the groups mentioned in paragraph 5.2 above. All constituent local authorities are going through a process of approving the Terms of Reference as set out.

Option 3: Not to delegate the appropriate executive functions, nor appoint a member to the Board. This is rejected because the Board is being established with the support and endorsement of all of the constituent bidding parties to the Oxford and Oxfordshire City Deal bid which included Cherwell District Council.

30 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 3 and 5 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 **Development Agreement Objectives Castle Quay Phase Two Redevelopment**

The Head of Regeneration and Housing submitted an exempt report relating to development agreement objectives for the Castle Quay Phase Two redevelopment.

Resolved

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.
- (4) As set out in the exempt minutes.
- (5) As set out in the exempt minutes.

Reasons

As set out in the exempt minutes.

Alternative Options

As set out in the exempt minutes.

32 **Woodgreen Leisure Centre Redevelopment and Leisure Centre Procurement**

Item withdrawn from agenda

33 **Land Acquisition**

The Head of Regeneration and Housing submitted an exempt report relating to land acquisition.

Resolved

- (1) As set out in the exempt minutes
- (2) As set out in the exempt minutes
- (3) As set out in the exempt minutes
- (4) As set out in the exempt minutes

Reasons

As set out in the exempt minutes

Alternative Options

As set out in the exempt minutes

34 **Finance Management System Tender**

The Interim Head of Finance and Procurement submitted an exempt report which sought approval of the strategy for the procurement of a three-way Financial Management System.

Resolved

- (1) That the progress to date in the procurement of a three-way financial management system for Cherwell District Council (CDC), South Northamptonshire Council (SNC) and Stratford-on-Avon District Council (SDC) be noted and the continuation of the process pursuant to the Joint CDC/SNC Contract Procedure Rules be authorised.
- (2) That authority to award the contract be delegated to the Joint Procurement Steering Group in consultation with the Lead Member for Financial Management subject to approved funding streams being in place to meet the costs at each of the three authorities.

Reasons

As set out in the exempt minutes.

Alternative Options

As set out in the exempt minutes.

The meeting ended at 8.40 pm

Chairman:

Date:

COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD 20 FEBRUARY 2014 TO 10 JULY 2014

21 July 2014

Area of Responsibility	Decision Subject Matter
Deputy Leader	Banbury Bus Station Departure Charges
Lead Member for Clean and Green (as at 2013/14)	Environmental Services Fees and Charges 2014/15
Lead Member for Financial Management	War Memorials Grants

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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 26 March 2014 at 6.30 pm

Present: Councillor Trevor Stevens (Chairman)
Councillor Mike Kerford-Byrnes (Vice-Chairman)
Councillor Andrew Beere
Councillor Nicholas Mawer
Councillor Lawrie Stratford
Councillor Barry Wood

Apologies for absence: Councillor Ray Jelf
Councillor Rose Stratford

Officers: Nicola Jackson, Corporate Finance Manager
Denise Taylor, Corporate Accountant
Claire Taylor, Business Transformation Manager
Chris Dickens, Chief Internal Auditor
Gavin Lane, Democratic and Elections Officer

58 **Declarations of Interest**

There were no Declarations of Interest.

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

There were no Petitions or Requests to Address the Meeting.

60 **Urgent Business**

In accordance with Section 100B (4) (b) of the Local Government Act 1972, the Chairman ruled that a verbal report on a recent error in Council Tax billing should be considered at the meeting as a matter of urgency.

Resolved

- (1) That officers be requested to submit a report to the next meeting on the recent error in Council Tax billing (produced by an external supplier). The report will outline what, when and how it occurred, how much officer time was spent in resolving the error and the number of complaints from residents.

61 **Minutes**

The minutes of the meeting of the Committee held on 22 January 2014 were agreed as a correct record and signed by the Chairman.

62 **Chairman's Announcements**

There were no Chairman's Announcements.

63 **External Audit: Audit Commission Fraud Briefing**

The Committee considered a report of the Interim Head of Finance and Procurement on the Audit Commission fraud briefing.

Resolved

- (1) That the content of the presentation be noted.
- (2) That an item be added to the Committee Work Programme on how the Council engages with local housing associations and partners to tackle social housing fraud.

64 **Anti-Fraud and Corruption Plus Whistleblowing Update**

The Committee considered a verbal update of the Corporate Finance Manager on anti-fraud and corruption activities as well as whistleblowing.

Resolved

- (1) That the verbal update be noted.

65 **Risk Strategy Update 2014-15**

The Committee considered a report of the Interim Head of Finance and Procurement on the updated Council risk strategy for 2014/15.

Resolved

- (1) That the Risk Strategy 2014/15 be agreed.

66 **Review of Draft Accounting Policies 2013-14 and Closedown Update**

The Committee considered a report of the Interim Head of Finance and Procurement on the review of draft accounting policies and closedown for 2013-14.

Resolved

- (1) That the Draft Accounting Policies 2013-14 be approved.
- (2) That authority be delegated to the Interim Head of Finance and Procurement to make any further changes to the Draft Accounting Policies 2013-14 in preparation for the forthcoming accounts closure for 2013-14.
- (3) That the Closedown Timetable Summary 2013-14 be noted.

67 **External Audit Progress Update 2013-14 and Local Government Sector Briefing**

The Committee considered a report of the Interim Head of Finance and Procurement on the work of External Audit and the Local Government Sector Briefing.

Resolved

- (1) That the report be noted.

68 **Internal Audit Progress Report 2013-14 and Internal Audit Plan 2014-15**

The Committee considered a report of the Interim Head of Finance and Procurement that summarised its Internal Audit work since its last meeting in January.

Resolved

- (1) That the content of the Internal Audit Progress Report 2013-14 be noted.
- (2) That the detail of the Internal Audit Risk Assessment and Plan 2014/15 be noted.

69 **Use of Purchase Orders**

The Committee considered a report of the Interim Head of Finance and Procurement on the Council's use of Purchase Orders.

Resolved

- (1) That the progress made by the Council in improving the use of Purchase Orders be noted.

70 **Review of Committee Work Programme**

The Committee considered its Work Programme 2013/14.

Resolved

- (1) That the Work Programme be amended as follows:
 - (a) the 'Statement of Accounts Review' and 'Statement of Accounts Approval' would be considered by the meeting on 25 June 2014.
 - (b) a report on the recent error in Council Tax billing be added to the Work Programme for the meeting on 25 June 2014.
 - (c) a progress report on the Use of Purchase Orders be added to the Work Programme for the meeting on 17 September 2014.
 - (d) a report on how the Council engages with local housing associations and partners to tackle social housing fraud be added to the Work Programme.

The meeting ended at 8.20 pm

Chairman:

Date:

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 16 June 2014 at 7.24pm

Present: Councillor Mike Kerford-Byrnes (Chairman)
Councillor Daniel Sames (Vice-Chairman)

Councillor Ray Jelf
Councillor Nicholas Mawer
Councillor Lawrie Stratford
Councillor Douglas Williamson
Councillor Barry Wood

Apologies for absence: Councillor Barry Richards

1 Appointment of Chairman for the Municipal Year 2014/15

Resolved

That Councillor Mike Kerford-Byrnes be appointed Chairman of the Accounts, Audit and Risk Committee for the municipal year 2014/15.

2 Appointment of Vice-Chairman for the Municipal Year 2014/15

Resolved

That Councillor Daniel Sames be appointed Vice-Chairman of the Accounts, Audit and Risk Committee for the municipal year 2014/15.

The meeting ended at 7.25 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 25 June 2014 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)
Councillor Dan Sames (Vice-Chairman)

Councillor Barry Richards
Councillor Lawrie Stratford
Councillor Barry Wood

Also Present: Alistair Rankine, Ernst Young, External Auditor
Chris Baston, Ernst Young, External Auditor

Apologies for absence: Councillor Ray Jelf
Councillor Nicholas Mawer
Councillor Douglas Williamson

Officers: Tim Madden, Interim Head of Finance and Procurement
Nicola Jackson, Corporate Finance Manager
Chris Dickens, Chief Internal Auditor
Sharon Hickson, Assistant Democratic and Elections Officer
Natasha Clark, Team Leader, Democratic and Elections

3 Declarations of Interest

There were no declarations of interest.

4 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

5 Urgent Business

There was no urgent business.

6 Minutes

The Minutes of the meetings of the Committee held on 26 March 2014 and 16 June 2014 were agreed as correct records and signed by the Chairman.

7 **Chairman's Announcements**

There were no announcements from the Chairman.

8 **External Audit: Audit Fee Letter 2014-15 and Progress Update 2013-14**

The Committee considered a report of the Head of Finance and Procurement on the External Auditors' annual audit fee letter for 2014/15 and an update on the work undertaken by external audit.

In presenting the report the External Auditor confirmed the fee for 2014-15 remained as agreed within the Audit Commission's fee scales.

The Committee was informed that the audit of the statutory accounts would begin the week commencing 30 June 2014.

Resolved

- (1) That the Audit Fee Letter and the progress update from Ernst Young be noted.

9 **Internal Audit - Annual Report 2013-14**

The Committee considered a report of the Head of Finance and Procurement on the Internal Audit Annual report 2013/14.

In introducing the report, the Chief Internal Auditor advised the committee that the 24 internal audit reviews had been completed which had resulted in the identification of 16 moderate and 38 low risk rated findings. The Chief Internal Auditor advised the committee that this was a positive annual report for the Council.

The Internal Auditor reported that during 2013/14 5 days had been assigned to follow up work to assess whether actions in response to recommendations raised during 2012/13 had been implemented. The Committee was advised that a number of issues had been re-raised during 2013/14 and that failure to implement actions and ensure issues were not raised again would be flagged in the 2014-15 Annual Report.

Resolved

- (1) That the Internal Audit Annual Report 2013-14 be noted.

10 **Fourth Quarter Risk Review**

The Committee considered a report of the Head of Transformation and Corporate Performance Manager on the management of Strategic, Corporate and Partnership Risks during the final quarter of 2013/14.

In introducing the report, the Interim Head of Finance and Procurement advised the Committee that the Risk Register 2014/15 was currently being worked on and would be completed by the end of June.

The Committee agreed that due to the high values and complexity of the project, consideration should be given to placing the Graven Hill project on the Risk Register.

Resolved

- (1) That the quarter 4 Strategic, Corporate and Partnership Risk Register be noted.
- (2) That officers be requested to give consideration of the inclusion of Graven Hill on the risk register.

11 **Anti Fraud and Corruption plus Whistle blowing Update**

The Interim Head of Finance and Procurement gave a verbal update on Anti-Fraud and Corruption plus Whistle Blowing.

The Committee was informed that there were no issues to bring to their attention.

Resolved

- (1) That the verbal update be noted.

12 **Annual Governance Statement 2013 - 14**

The Committee considered a report of the Interim Head of Finance and Procurement which sought approval of the Annual Governance Statement 2013-14.

Resolved

- (1) That the Annual Governance Statement 2013/14 be approved.

13 **Update to Existing 2014-15 Treasury Strategy**

The Committee considered a report of the Interim Head of Finance and Procurement on the proposed amendments to the existing Treasury Strategy for 2014-15 which were required to facilitate the proposals for the development of the Graven Hill and other projects.

The Committee was advised that the amended Treasury Strategy would be submitted to full Council in July for approval.

Resolved

- (1) That the proposed amendments to the existing Treasury Strategy for 2014/15 be noted.
- (2) That the proposal to provide delegated authority to the Director of Resources in the application of Minimum Revenue Provision (MRP) be noted.

14 **Statement of Accounts**

The Committee considered a report of the Interim Head of Finance and Procurement which sought consideration and endorsement of the Statement of Accounts for 2013-14 (subject to audit).

The Corporate Finance Manager reported that the informal review meeting, held prior to this meeting had considered the Statement of Accounts in details and recommended minor updates to the report which would be incorporated in the final version.

The Committee thanked the Interim Head of Finance and Procurement and the finance team for their hard work in producing the accounts.

Resolved

- (1) That the Statement of Accounts be noted.
- (2) That the outcomes of the informal review undertaken on 25 June be noted.
- (3) That it be agreed that the sign off of the "subject to Audit" Statement of Accounts be delegated to the Chief Financial Officer for signing on or before the 30 June 2014.
- (4) That the arrangements for the budget carry forward and capital slippage requests to be submitted to Full Council in July be noted.
- (5) That Full Council be recommended to agree an amendment to paragraph 2.4.6 of the Council's Financial Procedure Rules whereby relevant carry forward requests require the approval of the Accounts, Audit and Risk Committee rather than Council.

15 **Public Interest Report - Corby Borough Council**

The Committee considered a report of Director of Resources on the Public Interest Report that was issued by KPMG in relation to "Managing Capital Regeneration Projects" at Corby Borough Council using the report to critically appraise arrangements at Cherwell District Council.

Resolved

- (1) That the report be noted.

16 **Accounts, Audit and Risk Committee Annual Report 2013-14**

The Committee considered a report of the Interim Head of Finance and Procurement summarising the work of the Accounts, Audit and Risk Committee during 2013-14.

Resolved

- (1) That, subject to the inclusion of attendance details, the report be noted.

17 **Work Programme**

The Committee considered its Work Programme 2014-15.

Resolved

- (1) That the work programme 2014-15 be noted.
- (2) That Officers be requested to add training sessions at appropriate times for Committee members.

18 **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 Part 1, Schedule 12A of that Act .

19 **Council Tax Billing Update**

The Committee considered a report of the Interim Head of Finance and Procurement informing members of the issues arising with the annual billing process for Council Tax.

Resolved

- (1) That the report be noted.

The meeting ended at 8.15 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 11 March 2014 at 6.30 pm

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

Councillor Ken Atack
Councillor Andrew Beere
Councillor Tim Emptage
Councillor Russell Hurle
Councillor Nigel Randall
Councillor Lawrie Stratford
Councillor Barry Wood

Substitute Members: Councillor Rose Stratford (In place of Councillor Margaret Cullip)

Also Present::

Apologies for absence: Councillor Maurice Billington
Councillor Margaret Cullip
Councillor Neil Prestidge

Officers: Tim Madden, Interim Head of Finance and Procurement
Nicola Jackson, Corporate Finance Manager
Dave Parry, Democratic and Elections Officer

47 **Declarations of Interest**

There were no declarations of interest.

48 **Urgent Business**

There was no urgent business.

49 **Minutes**

The Minutes of the meeting of the Committee held on 15 January, 2014 were agreed as a correct record and signed by the Chairman.

50 **Chairman's Announcements**

The Chairman had no announcements.

51 **Capital Programme 2013-14**

The Committee considered a report of Interim Head of Finance and Procurement which provided a summary update on the Council's current capital programme.

In considering the report, Members noted the level of slippage and commented that it appeared some projects required a longer period to achieve completion than had been originally anticipated, which may have been due to some bids being a little ambitious. The Committee agreed that consideration should be to some form of Member review process that would allow closer scrutiny of progress throughout the year.

The Committee requested that further information should be submitted in respect of the following projects: Football Development Plan in Banbury; Car Park Refurbishments; Energy Efficiency Projects; Recycling Bins: Access to Highfield Depot / Highfield Depot – develop office & welfare facilities; Land at Claypits Lane, Bicester.

Resolved

- (1) That the report be noted.
- (2) That officers be requested to submit a report to the next meeting detailing further information in respect of the schemes: Football Development Plan in Banbury; Car Park Refurbishments; Energy Efficiency Projects; Recycling Bins: Access to Highfield Depot / Highfield Depot – develop office & welfare facilities; Land at Claypits Lane, Bicester.

52 **Quarter 3 Financial Performance**

The Committee considered a report of the Interim Head of Finance and Procurement (previously presented to Executive on 3 March 2014) which summarised the Council's Revenue and Capital performance for the first nine months of the financial year 2013-14, and providing projections for the full 2013-14 period.

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

In considering the report, the Committee acknowledged the impact of the Sainsbury's development in Bicester on the reduction in car parking income, and requested that further information be submitted in due course.

In response to Members' queries regarding monies the Council still held in Icelandic investments, the Committee was advised that, whilst these were currently held in an escrow account, the interest rate received was favourable, and the Council remained fully engaged with the Local Government Associations negotiations to receive eventual full repayment.

Resolved

- (1) That the recommendations detailed below, made to Executive on 3 March, 2014 be noted:
 - To note the projected revenue and capital position at December 2013.
 - To note the quarter 3 (Q3) performance against the 2013-14 investment strategy and the financial returns from the two funds.
 - To note the contents and the progress against the Corporate Procurement Action Plan (detailed in Appendix 1) and the procurement savings achieved at December 2013 (detailed in Appendix 2).

53 **Review of Reserves**

The Committee considered a report of Interim Head of Finance and Procurement which detailed a review of earmarked reserves for 2014-15.

In considering the report, Members commented that two schemes ('Brighter Futures' and 'Brighter Futures Reserve Account') appeared to be the same and requested further information, including whether the two items should be consolidated into one.

The Committee queried the income received from Section 106 Planning Agreements by both the Council and the Oxfordshire County Council, and whether the District Council could be left with any funding gaps once the monies were exhausted.

Resolved

- (1) That the review of earmarked reserves 2014-15 be noted.
- (2) That further information be provided in respect of the schemes 'Brighter Futures' and 'Brighter Futures Reserve Account', including whether the two items should be consolidated.
- (3) That a report be submitted to a future meeting regarding Section 106 Agreement income.

54 **Fees and Charges Review 2014-15**

The Committee considered a report of the Interim Head of Finance and Procurement which summarised the fees and charges that had been built into the 2014-15 revenue budget for council products and services.

The Committee noted that the Overview and Scrutiny Committee had previously undertaken a review regarding the introduction of a policy in respect of concessions, and queried whether the report should make some reference to this. The Interim Head of Finance and Procurement undertook to investigate the matter.

In considering the report, the Committee discussed the charge applied regarding requests to investigate high hedges and raised concern that a person suffering as a result of a high hedge was further penalised by having to meet the fee. Members suggest that consideration should be given to the principle of making a charge.

The Committee requested that future reports should include additional information on rental/lease income and how frequently reviews were undertaken; that increases should be expressed both in percentage terms and in the actual monetary amount, and that it be identified where fees levels were set by statute.

Resolved

- (1) That the contents of the report be noted.
- (2) That officers be requested to ensure future reports include information on rental / lease income and how frequently reviews are undertaken; that increases be expressed both in percentage terms and in the actual monetary amount, and it be identified where fees levels were set by statute.

55

Work Programme

The Committee reviewed the Work Programme 2013/14.

Resolved

- (1) That, subject to the addition of items relating to Capital Programme update; Earmarked Reserves: 'Brighter Futures' and 'Brighter Futures Reserve Account', and Section 106 Agreement income, the work programme be noted.

The meeting ended at 7.52 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 16 June 2014 at 7.27pm

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

Councillor Ken Atack
Councillor Carmen Griffiths
Councillor Timothy Hallchurch MBE
Councillor Mike Kerford-Byrnes
Councillor Melanie Magee
Councillor Alastair Milne Home
Councillor Nigel Randall
Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence: Councillor Barry Richards

1 Appointment of Chairman for the Municipal Year 2014/15

Resolved

That Councillor Nicholas Mawer be appointed Chairman of the Budget Planning Committee for the Municipal Year 2014/15.

2 Appointment of Vice-Chairman for the Municipal Year 2014/15

Resolved

That Councillor Douglas Webb be appointed Vice-Chairman of the Budget Planning Committee for the Municipal Year 2014/15.

The meeting ended at 7.28 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 24 June 2014 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor Ken Atack
Councillor Timothy Hallchurch MBE
Councillor Mike Kerford-Byrnes
Councillor Melanie Magee
Councillor Alastair Milne Home
Councillor Nigel Randall
Councillor Barry Richards

Apologies for absence: Councillor Douglas Webb
Councillor Carmen Griffiths
Councillor Barry Wood
Councillor Sean Woodcock

Officers: Tim Madden, Interim Head of Finance and Procurement
Nicola Jackson, Corporate Finance Manager
Dave Parry, Democratic and Elections Officer

3 Declarations of Interest

There were no declarations of interest.

4 Urgent Business

The Chairman reported that he had agreed to accept one item of urgent business in respect of the Annual Report of the Committee, 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 8.

5 Minutes

The Minutes of the meetings of the Committee held on 11 March and 16 June, 2014 were agreed as a correct record and signed by the Chairman.

6 Chairman's Announcements

The Chairman had no announcements.

7 **Capital Programme Monitoring**

The Committee considered a report of Interim Head of Finance and Procurement providing additional information following the capital programme monitoring report considered by the Committee at its last meeting, and particular comments were raised as follows:

Energy Efficiency Projects – Noting the reference to the use of LED lighting, the Committee enquired whether Zeta Specialist Lighting Ltd., based in Bicester, had been contacted in this respect.

Recycling Bins – The Committee queried the age of the green bins stated in the report, and also requested further information on the reasoning for replacing the current 240 litre capacity bins with bins of only 180 litre capacity.

Highfield Depot – Redevelop Office and Welfare Facilities – Noting the information in the report, it was recalled that the original bid had been approved on the basis that some of the monies were to be used to ascertain whether a relocation was feasible. It was agreed that the appropriate Head of Service be asked to brief the Chairman of the Committee, who would then take a view on whether the matter should be given further consideration by the Committee.

Land at Claypits Lane, Bicester – The Committee expressed concern that the monies originally allocated to this scheme appeared to have been reallocated without the matter being reviewed. It was therefore agreed that the 2014/15 Revenue and Capital Budget Monitoring – Quarter 1 report to the July meeting of the Committee include a new capital bid in respect of the funding originally allocated to the site 'Land at Claypits Lane, Bicester'

Resolved

- (1) That the 2014/15 Revenue and Capital Budget Monitoring – Quarter 1 report to the July meeting of the Budget Planning Committee include a new capital bid in respect of the funding originally allocated to the site 'Land at Claypits Lane, Bicester'.
- (2) That, subject to (1) above, the report be noted.

8 **Provisional 2013-14 Revenue and Capital Outturn Report**

The Committee considered a report of the Interim Head of Finance and Procurement summarising the Council's provisional Revenue and Capital performance for the financial year 2013-2014 and reporting on performance against the procurement action plan. The figures were still subject to further validation work to ensure compliance with statutory requirements and proper accounting practices.

The Committee noted that the report had been presented to Executive on the 23 June and its recommendations approved.

Noting that some of the directorate budget underspends came from salary savings resulting from vacant posts, the Committee queried whether mechanisms were in place to ensure residual staffing resources were not being over-stretched. In response, the Interim Head of Finance and Procurement advised that various measures were taken to ensure workloads were not excessive, and the Chairman observed that the situation was monitored by the Personnel Committee and the Council and Employee Joint Committee.

Resolved

- (1) That the report be noted.

9 **Work Programme 2014-15**

The Committee reviewed the Work Programme 2014/15. Following agreement that an update item be added regarding the introduction of a policy in respect of concessions, concern was expressed that additional meetings might be required in order to give capital bids proper consideration later in the year. It was suggested that a training event for Committee members would be useful, and support the bid consideration process. The Chairman undertook to discuss the matter with officers.

Resolved

- (1) That the work programme be noted.

10 **Urgent Business - Annual Report**

The Committee considered a report which presented the draft Annual Report for the Budget Planning Committee (annex to the minutes as set out in the Minute Book). It was agreed that members of the Committee be asked to submit any suggestions for amendments prior to the report being finalised for submission to Council in July.

Resolved

- (1) That, subject to the inclusion of any further comments from members of the Committee, the Director of Resources, in consultation with the Chairman of the Committee, be granted delegated authority to finalise the Annual Report of the Committee prior to submission to July Council.

11 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that

exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 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.

12 **Medium Term Revenue Plan Update**

The Committee considered an exempt report of the Interim Head of Finance and Procurement detailing the latest position for the 2015-16 budget and beyond. It was noted that, for future meetings, a spread sheet would be available into which alternative options could be input to produce different outputs for consideration.

The Chairman suggested that, at a future meeting, the Committee could give detailed consideration to a specific service budget and, in this respect, he asked members to let him have their suggestions.

Resolved

- (1) That the report be noted.

The meeting ended at 8.00 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 18 February 2014 at 6.30 pm

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

Councillor Alyas Ahmed
Councillor Melanie Magee
Councillor Alastair Milne Home
Councillor Jon O'Neill
Councillor Lynn Pratt
Councillor Nigel Randall
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Douglas Williamson
Councillor Sean Woodcock

Also Present: Councillor D M Pickford, Lead Member for Housing

Officers: Tim Mills, Private Sector Housing Manager
Shirley Vaughan, Performance and Planning Officer
Natasha Clark, Team Leader, Democratic and Elections
Dave Parry, Democratic and Elections Officer

51 **Declarations of Interest**

Members declared interests in the following agenda items:

7. Housing Services Plan.

Councillor Nigel Randall, Non Statutory Interest, as a Custodian Trustee on behalf of CDC of the Cherwell Community Land Trust.

52 **Urgent Business**

There was no urgent business.

53 **Minutes**

The Minutes of the Overview and Scrutiny Committee held on 14 January, 2014 were agreed as a correct record and signed by the Chairman.

54 **Chairman's Announcements**

There were no Chairman's announcements.

55 **Draft Quarter 3 Exceptions Report**

The Policy and Performance Officer presented the report of the Head of Transformation which set out the areas the Performance team had extracted from the Quarter 3 performance report as areas of concern and achievement, as measured through the Performance Management Framework.

In considering the report, the Committee noted the poor performance with regard to car parking revenue (performance reference CBP43.3L) and that this had largely been attributed to operating a reduced number of car park in Bicester and a greater impact from the opening of Sainsbury's that had been anticipated. Members commented that the projections may have been too ambitious and mindful of future development across the district that would reduce parking provision, requested that further information be provided to Members on projections, taking this factor into account.

With respect to the target for paying invoices within 30 days (CBP43.3h), whilst the recent slight under-performance had been expected in light of the increase in the number of purchase orders being raised and requirement for all invoices to reference a purchase order, it was anticipated performance would improve. The Committee noted that the Accounts, Audit and Risk Committee was monitoring the use of purchase orders across the authority and requested that Members of the Overview and Scrutiny Committee be provided with further information should be provided.

The Committee noted the excellent performance with regard to the delivery of affordable homes across the district (CBP12.2), but commented with regard to the delivery of 500 new homes, (performance reference CBP12.1), whilst the Council might grant approval for the required level of development, failure to meet the target was due to developers not building properties.

The Committee requested further information be provided regarding the identification of the parties involved in the implementation of new policy for developer contributions (CBP13.3); retrospective sickness absence figures (HR001); savings accruing from printing committee papers in black and white only; and the percentage of people taking part in the Council's surveys.

Resolved

- (1) That the areas highlighted in the draft report be noted.
- (2) That further information be provided to Members regarding: Car Parking revenue – projections taking future development into account (CBP43.3L); Invoices paid within 30 days (CBP43.3h); identification of the parties involved regarding implementation of new policy for developer contributions (CBP13.3); retrospective sickness absence

figures (HR001); savings accruing from printing committee papers in black and white only; and the percentage of people taking part in the Council's surveys.

56 **Housing Services Plan**

The Chairman welcomed Councillor Pickford, Lead Member for Housing, and the Private Sector Housing Manager to the meeting.

The Lead Member for Housing presented the report of the Head of Regeneration and Housing, which provided an update on the work of Housing Services, including key challenges and achievement, and which had been given initial consideration at the informal meeting of the Committee, held the previous week.

In considering the report and having regard to the presentations made at the informal meeting, the Committee commended the work of Housing Services, and commented in particular on the excellent level of the cooperation coordination between the teams within the section.

The Committee supported the establishment of a Credit Union and appointment of a Credit Union Development Officer (shared post with South Northamptonshire Council) on a three year contract, and requested that further information be provided in this regard, and that consideration be given to the issuing of a press release.

The Committee considered a suggestion that any budget underspends at the end of the current financial year be allocated to Homelessness support. However, it was agreed that more information would be required before such a decision which, in any event, should be looked at during the next budget round.

The Chairman thanked the Lead Member for Housing for her presentation.

Resolved

- (1) That the admirable progress to date in preventing homelessness, delivering and enabling housing development, improving housing standards and commissioning housing related services be noted.
- (2) That the challenging financial context in which services are being delivered be noted.
- (3) That information be provided to the Committee in respect of those areas identified at the meeting of the Overview and Scrutiny Committee held on 14 January, 2014 (Minute 50) not now addressed in the report.
- (4) That the provision of a Credit Union Development Officer be supported, and that further information be provided with regard to the establishment of a Credit Union, including the issuing of a press release.

- (5) That the principle of undertaking annual inspections of licensed Houses in Multiple Occupation (HMO's) be supported.
- (6) That the benefits of the Build! Programme, in the context of not just housing, but training, education, health and economic activity be noted, and the continuation of the programme in the context of delivering new and improved homes be supported.

57

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 March to June, 2014 that they wished to include on their Work Programme in 2013/14.

Wind Turbines and their locations – Councillor O'Neill advised that consideration of this subject was currently on hold whilst a planning appeal was in progress. Depending upon the outcome of the appeal, a review might be unnecessary, and he would report further to the April meeting.

Contract Scrutiny: Landscape Maintenance Contract – Councillor Lawrie Stratford reported that progress continued to be made with regard to the letting of the new Landscape Maintenance Contract, and he would continue to keep the Committee advised.

Items for inclusion on Work programme – The Committee agreed that the management of the self-build element of the Graven Hill development, and the possible development of a policy regarding the application of the mining technique known as 'Fracking' within the district be added to the Committee work programme as potential items for scrutiny review.

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 (March 2014 to June 2014) be included on the Work Programme for 2013/14.
- (3) That the management of the self-build element of the Graven Hill development, and the possible development of a policy regarding the application of the mining technique known as 'Fracking' within the district be added to the Committee work programme as potential items for scrutiny review.

The meeting ended at 7.57 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 16 June 2014 at 7.30pm

Present: Councillor Ann Bonner (Chairman)
Councillor David Hughes (Vice-Chairman)

Councillor Claire Bell
Councillor Maurice Billington
Councillor Diana Edwards
Councillor Jon O'Neill
Councillor Lynn Pratt
Councillor Neil Prestidge
Councillor Daniel Sames
Councillor Lawrie Stratford
Councillor Sean Woodcock

Apologies for absence: Councillor Bryn Williams

1 **Appointment of Chairman for the Municipal Year 2014/15**

Resolved

That Councillor Ann Bonner be appointed Chairman of the Overview and Scrutiny Committee for the Municipal Year 2014/15.

2 **Appointment of Vice-Chairman for the Municipal Year 2014/15**

Resolved

That Councillor David Hughes be appointed Vice-Chairman of the Overview and Scrutiny Committee for the Municipal Year 2014/15.

The meeting ended at 7.31 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 17 June 2014 at 6.30 pm

- Present: Councillor Ann Bonner (Chairman)
Councillor David Hughes (Vice-Chairman)
- Councillor Claire Bell
Councillor Dan Sames
Councillor Lawrie Stratford
Councillor Bryn Williams
- Substitute Members: Councillor Andrew Beere (In place of Councillor Sean Woodcock)
- Also Present: Councillor Nicholas Turner, Lead Member for Joint Working and IT
Councillor Barry Wood, Leader of the Council
- Apologies for absence: Councillor Maurice Billington
Councillor Diana Edwards
Councillor Jon O'Neill
Councillor Lynn Pratt
Councillor Neil Prestidge
Councillor Sean Woodcock
- Officers: Natasha Clark, Team Leader, Democratic and Elections
Louise Tustian, Senior Performance & Improvement Officer
Dave Parry, Democratic and Elections Officer

3 **Declarations of Interest**

There were no declarations of interest.

4 **Urgent Business**

There was no urgent business.

5 **Minutes**

The Minutes of the Overview and Scrutiny Committee held on 18 February and 16 June, 2014 were agreed as a correct record and signed by the Chairman.

6 **Chairman's Welcome**

The Chairman welcomed Members to the Overview and Scrutiny Committee, and particularly those serving on the Committee for the first time.

The Chairman advised Members of the key functions of the Committee: Policy development and review, External Scrutiny, Performance Management and Review and Holding the Executive to account.

All Committee Members could suggest topics for review, and that the key consideration for undertaking any review was always on what outcomes could be achieved for the benefit of Cherwell residents. It was important that potential reviews were scoped to ensure that the remit and outcomes of the review were clearly identified. She was confident the Committee would enjoy another busy, interesting and successful year.

7 **Annual Performance Report 2013/2014**

The Chairman welcomed Councillor Nicholas Turner, Lead Member for Joint Working and IT (formerly Lead Member for Performance and Customers), and the Senior Performance and Improvement Officer to the meeting

The Lead Member for Lead Member for Joint Working and IT and the Senior Performance and Improvement Officer presented the report of the Head of Transformation which detailed the Annual Performance Report for 2013 – 2014, as measured through the Performance Management Framework.

The Committee welcomed the report, noting the positive overall performance of the Council in meeting challenging performance targets. Particular consideration was given to a number of service areas:

Planning Appeals (CBP1 3.5c) – Although showing as below target, the Committee acknowledged the volatility of this area and the particular reasons the target being missed.

Delivering 500 new homes (CBP1 2.1) – Although still below target, the Committee welcomed the improvement and direction of travel, and it was acknowledged that, whilst the Council might grant sufficient planning consents to achieve the target, problems occurred when developers did not subsequently commence construction. The Committee was particularly pleased to note the Council had exceeded its target with respect to the percentage of houses developed on previously developed (brown field) land (CBP1 3.5f).

Reduce the amount of waste sent to landfill (CBP2 1.2) and **Number of Flytips** (CBP2 2.3) – Acknowledging the negative impact of a change in the Regulations regarding street sweepings, the Committee nevertheless identified recycling as an area that might be the subject of a scrutiny review. Regarding flytipping, the Senior Performance and Improvement Officer advised that further information was being sought with a view to identifying trends, and additional commentary would be included in future reports. Noting

this, the Committee emphasised the need to ensure prosecutions received media attention.

Car Parking Revenue (CBP4 3.3i) – The Committee noted the reduction in income and that the budget had not been adjusted to take into account the impact of free parking with the new Sainsbury's store in Bicester. The Bicester tariffs had also remained at the reduced rate, originally implemented for the duration of the towns' redevelopment. The Committee suggested that where future developments included the provision of free parking facilities, the potential impact on income to the Council should be identified earlier and budgets adjusted accordingly.

The Leader of the Council reminded the Committee that Performance Management had only been introduced to the Council relatively recently, but had already reached the point where improvements and efficiencies were generating further performance improvements. There was, however, always room for further improvement, and the Councils approach meant that even areas currently rated as green were scrutinised for improvements.

Noting that Councillor Turner was attending his last meeting in his former Lead Member for Performance and Customers role (Councillor Mallon henceforth taking the role), the Chairman thanked him for always attending meetings of the Committee when discussing performance reports, and giving valuable background information.

Resolved

- (1) That it be noted that, despite tough performance targets, a challenging economic environment, and on-going policy and organisational change, Cherwell District Council has met or made satisfactory progress on 95% of all the performance targets outlined in its performance management framework.
- (2) That Recycling be added to the Overview and Scrutiny Work Programme as a potential item for a future scrutiny review.

8 Equalities Self-Assessment and Action Plan for 2013/14

The Chairman welcomed Councillor Barry Wood, Leader of the Council and the Senior Performance and Improvement Officer to the meeting.

The Leader of the Council and the Senior Performance and Improvement Officer presented the report of Head of Transformation reviewing the completion of the annual Self-Assessment undertaken by the Council against the Achieving Standard under the Equality Framework for Local Government.

Welcoming the report, the Committee identified youth engagement as an area for potential scrutiny review, whilst recognising the work already being done through the 'Connecting Communities' events.

Resolved

- (1) That the evidence and information submitted in the Council's Self-Assessment against the 'Achieving Standard' under the Equality Framework for Local Government be noted.
- (2) That the equalities action plan for 2014/15 be agreed, and the areas of good practice upon which it builds and the areas for development that it addresses be noted.

9 **Draft Overview and Scrutiny Annual Report 2013/14**

The Committee considered the report of the Head of Law and Governance which presented the draft Overview and Scrutiny Annual Report 2013/14.

Noting the report, it was suggested that former members of the Committee be asked for their comments and the report reformatted to list the activities under the corporate priority headings.

Resolved

- (1) That, subject to the inclusion of a schedule listing the activities against the corporate priorities, the draft Overview and Scrutiny Annual Report 2013/14 be noted.
- (2) That authority be delegated to the Head of Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee, to complete the foreword and to make any minor amendments to the annual report before submission to Council.

10 **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 2014/15.

Executive Work Programme

The Committee agreed that there were no additional items in the Executive Work Programme for July to October, 2014 that they wished to include on their Work Programme in 2014/15.

Committee Work Programme

The Committee gave consideration to its current Work Programme, and agreed the following:

New items for inclusion: Recycling and Youth Engagement. Councillors Hughes and Bell to complete a scoping document with respect to recycling, and Councillors Sames and Williams to complete a scoping document with respect to Youth Engagement.

Items for removal: Electronic Document and Records Management project; Wind Turbines and their locations (to be included in Review of Local Plan

Process item); CDC Employment Initiatives; Contract Scrutiny: Landscape Maintenance Contract; Application of Fracturing ('Fracking') mining technique (to be included in Review of Local Plan process item); Commission and introduce a new Asset Management Strategy; Five Year Business Strategy item – Develop the role of the Cherwell Investment Partnership to provide a hub for inward investment.

Amendments to current items: Commissioning of Services to Banbury CAB; including Community Transport and Dial-a-Ride – reschedule to September meeting;

Resolved

- (1) That, subject to the amendments detailed in resolutions (2) and (4), the Overview and Scrutiny Committee Work Programme 2014/15 be noted.
- (2) That recycling and youth engagement be added to the Work Programme as potential scrutiny review topics.
- (3) That Councillors Hughes and Bell be nominated to work with Democratic and Elections Officers to complete a scoping document for the potential scrutiny review of recycling for consideration by the Committee at a future meeting.
- (4) That Councillors Sames and Williams be nominated to work with Democratic and Elections Officers to complete a scoping document for the potential scrutiny review of youth engagement for consideration by the Committee at a future meeting.
- (5) That the following items be removed from the Work Programme: Electronic Document and Records Management project; Wind Turbines and their locations (to be included in Review of Local Plan Process item); CDC Employment Initiatives; Contract Scrutiny: Landscape Maintenance Contract; Application of Fracturing ('Fracking') mining technique (to be included in Review of Local Plan process item); Commission and introduce a new Asset Management Strategy; Five Year Business Strategy item – Develop the role of the Cherwell Investment Partnership to provide a hub for inward investment.
- (6) That no items in the current version of the Executive Work Programme (July to October 2014) be included on the Work Programme for 2014/15.

The meeting ended at 8.35 pm

Chairman:

Date:

Cherwell District Council

Licensing Committee

Minutes of a meeting of the Licensing Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 16 June 2014 at 7.29pm

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

Councillor Colin Clarke
Councillor Michael Gibbard
Councillor Tony Ilott
Councillor Ray Jelf
Councillor Matt Johnstone
Councillor Nigel Morris
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Douglas Webb
Councillor Bryn Williams

1 Appointment of Chairman for the Municipal Year 2014/15

Resolved

That Councillor Fred Blackwell be appointed Chairman of the Licensing Committee for the municipal year 2014/15.

2 Appointment of Vice-Chairman for the Municipal Year 2014/15

Resolved

That Councillor Diana Edwards be appointed Vice-Chairman of the Licensing Committee for the municipal year 2014/15.

The meeting ended at 7.30 pm

Chairman:

Date:

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Cherwell District Council

Standards Committee

Minutes of a meeting of the Standards Committee held at Bodicote House,
Bodicote, Banbury, OX15 4AA, on 16 June 2014 at 6.35 pm

Present: Councillor Chris Heath (Chairman)
Councillor Rose Stratford (Vice-Chairman)

Councillor Andrew Beere
Councillor Fred Blackwell
Councillor James Macnamara
Councillor Nigel Randall
Councillor Lawrie Stratford
Councillor Lynda Thirzie Smart

1 Appointment of Chairman for the Municipal Year 2014/15

Resolved

That Councillor Chris Heath be appointed Chairman of the Standards Committee for the municipal year 2014/15.

2 Appointment of Vice-Chairman for the Municipal Year 2014/15

Resolved

That Councillor Rose Stratford be appointed Vice-Chairman of the Standards Committee for the municipal year 2014/15.

The meeting ended at 7.34 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 12 March 2014 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)
Councillor Melanie Magee (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Mark Cherry

Apologies for absence: Councillor Ann Bonner
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Officers: Martin Henry, Director of Resources / Section 151 Officer
Mandy Targett, HR Business Partner for Resources
Natasha Clark, Team Leader, Democratic and Elections
Lesley Farrell, Assistant Democratic and Elections Officer

39 Declarations of Interest

There were no declarations of interests.

40 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

41 Urgent Business

There were no items of urgent business.

42 Minutes

The minutes of the meeting held on 30 January 2014 were agreed as a correct record and signed by the Chairman.

43 **Chairman's Announcements**

There were no Chairman's announcements.

44 **Exclusion of the Public and Press**

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

45 **Proposal for a Three Way Shared ICT Service and Harmonisation of ICT Business Applications with South Northamptonshire District Council and Stratford on Avon District Council**

The Director of Resources presented a report on the Proposal for a Three Way Shared ICT Business Service and Harmonisation of ICT Business Applications with Cherwell District Council and Stratford on Avon District Council.

The Committee was advised that there were two stages to the proposal, the first being an implementation of a shared service and the second stage would be a harmonisation of applications used across all three Councils

The staff consultation period had been extended by one week at the request of Trade Union Representatives. Some additional questions had been asked during the extension to the consultation and the Director of Resources had circulated an updated consultation log prior to the meeting of the Committee.

All questions/comments entered in the consultation log had been answered and no concerns remained.

The proposal was currently under consideration at all three Councils, and had already been approved by Cherwell District Council Executive, endorsed by South Northamptonshire Council, Council and Employee Local Joint Committee, approved by Stratford on Avon District Council Cabinet, South Northamptonshire Council Cabinet and South Northamptonshire Appointments and Personnel Committee.

Resolved

- (1) That the implementation of the personnel elements of the proposed final business case to share a three way ICT Service, and the associated harmonisation of corporate and local service business applications between South Northamptonshire Council (SNC), Cherwell District Council (CDC) and Stratford-on-Avon District Council (SDC), and subject to similar consideration and approval by the respective decision making bodies of SNC and SDC be approved.

- (2) That the responses to the consultation process with the affected staff and trade union representatives be noted.
- (3) That it be noted that the business case the non-personnel elements had been approved by Executive on 3 March 2014.

The meeting ended at 6.50 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 16 April 2014 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ken Atack
Councillor Ann Bonner
Councillor Mark Cherry
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Barry Wood

Apologies
for
absence: Councillor Melanie Magee
Councillor Norman Bolster
Councillor Lynda Thirzie Smart

Officers: Ed Potter, Head of Environmental Services
Jo Pitman, Head of Transformation
Janine Dean, HR Business Partner - Environmental Services
Louise Aston, Team Leader, Democratic and Elections
Lesley Farrell, Assistant Democratic and Elections Officer

46 Declarations of Interest

There were no declarations of interests.

47 Petitions and Requests to Address the Meeting

There were no Petitions and Requests to Address the Meeting.

48 Urgent Business

There were no items of urgent business.

49 **Minutes**

The minutes of the meeting held on 12 March 2014 were agreed as a correct record and signed by the Chairman.

50 **Chairman's Announcements**

There were no Chairman's announcements.

51 **Exclusion of the Public and Press**

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

52 **Oxfordshire Waste Partnership Staffing**

The Head of Environmental Services presented an exempt report on Oxfordshire Waste Partnership Staffing, which sought consideration of the staffing implications of the dissolution of the Oxfordshire Waste Partnership and associated redundancy payments and requests for discretionary payments that would be met by the Oxfordshire Waste Partnership in the event of alternative employment not being found for the two directly affected employees.

The Committee considered the discretionary policy criteria and agreed that having due regard for the policy they would offer no further discretionary payments beyond the statutory weeks at full pay.

Resolved

- (1) That the good service provided by the two staff who have worked for the Oxfordshire Waste Partnership be noted.
- (2) That the decision made by the Oxfordshire Waste Partnership on the 4 April 2014, and the subsequent decision of the Executive, following a period of consultation with the two affected staff, to dissolve the partnership with immediate effect and confirm the consequent compulsory redundancy of the two affected employees with effect from 31 May 2014 (if not redeployed) be noted.
- (3) That it be noted the redundancy costs and remaining PILON from the termination of employment date (if not redeployed) as 31 May 2014 would be met by the Oxfordshire Waste Partnership.
- (4) That authority be delegated to the Head of Transformation in consultation with the Director of Resources and the Head of Law and

Governance to negotiate and conclude settlement agreements with each affected employee (if not redeployed).

- (5) That, having considered and evaluated the submission from the employees concerned and the advice from Officers, the Council should not exercise its discretion to award a discretionary payment.

The meeting ended at 7.00 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 16 June 2014 at 6.35 pm

Present: Councillor Lynn Pratt (Chairman)
Councillor Lynda Thirzie Smart (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Ann Bonner
Councillor Mark Cherry
Councillor Surinder Dhesi
Councillor Timothy Hallchurch MBE
Councillor Simon Holland
Councillor Melanie Magee
Councillor G A Reynolds
Councillor Barry Wood

1 Appointment of Chairman for the Municipal Year 2014/15

Resolved

That Councillor Lynn Pratt be appointed Chairman of Personnel Committee for the municipal year 2014/15.

2 Appointment of Vice-Chairman for the Municipal Year 2014/15

Resolved

That Councillor Lynda Thirzie Smart be appointed Vice-Chairman of Personnel Committee for the municipal year 2014/15.

The meeting ended at 7.32 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 2 July 2014 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Mark Cherry
Councillor Melanie Magee
Councillor G A Reynolds
Councillor Barry Wood

Apologies for absence: Councillor Ann Bonner
Councillor Surinder Dhesi
Councillor Timothy Hallchurch MBE
Councillor Simon Holland

Officers: Kevin Lane, Head of Law and Governance / Monitoring Officer
Paula Goodwin, Human Resources and Organisational Development Manager
Mandy Targett, HR Business Partner for Resources
Lesley Farrell, Assistant Democratic and Elections Officer
Natasha Clark, Team Leader, Democratic and Elections

3 Declarations of Interest

There were no declarations of interests.

4 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

5 Urgent Business - LGPS 2014 Discretions Policy

The Chairman reported that she agreed to add one item of urgent business to the agenda: Local Government Pension Scheme 2014 Discretions Policy, as there was a requirement for the council to have the necessary policies in place as soon as possible after 30 June 2014.

The Shared Human Resources and Organisational Development Manager presented the report of the Head of Transformation which informed the

Committee of the changes following the implementation of the Local Government Pension Scheme (LGPS) 2014, and requested approval to the proposed additional discretions as a result of this change.

Resolved

- (1) That the discretions as detailed in the report (annex to the minutes as set out in the Minute Book) be supported and approved.

6 **Minutes**

The minutes of the meeting held on 16 April 2014 were agreed as a correct record and signed by the Chairman.

7 **Chairman's Announcements**

There were no Chairman's announcements.

8 **Employment Statistics 3rd and 4th Quarter - 1 October 2013 to 31 March 2014**

The Human Resources Business Partner for Resources presented the report of the Head of Transformation which detailed employment statistics 3rd and 4th Quarter 1 October 2013 to 31 March 2014 by Directorate, for information and monitoring purposes and compared the Cherwell District Council position against the wider employment market.

The statistics from the 3rd quarter had been included as they were not available for the meeting of the committee in January 2014.

The Human Resources Business Partner for Resources reported that South Northamptonshire Council's equivalent committee had requested data from neighbouring councils and shared services be included in the report for comparison and this data comparison would be included in future reports.

Resolved

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

9 **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 item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, 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

10 **Employment Statistics 3rd and 4th Quarter - 1 October 2013 to 31 March 2014 - Exempt Appendix**

The Committee considered the exempt appendix to the report of the Head of Transformation which detailed employment statistics 3rd and 4th Quarter 1 October 2013 to 31 March 2014.

Resolved

- (1) That the exempt annex be noted.

11 **Proposal for a Joint Legal Service with Cherwell District Council and Stratford-On-Avon District Council**

The Head of Law and Governance submitted an exempt report which outlined the proposal for a three way Joint Legal Service between Cherwell District Council (CDC), South Northamptonshire Council (SNC) and Stratford on Avon District Council (SDC). The proposal was part of the wider transformation programme across the three Councils.

It was proposed that, if approved, the Joint Legal Service would commence on 1 October 2014. The commencement of the Joint Legal Service was highly dependant on the ICT being live and would possibly be delayed if not in place at that time.

The Head of Law and Governance informed the Committee that South Northamptonshire Council's Appointments and Personnel Committee had raised concerns that the proposed new posts would be on fixed term contracts as there may be difficulties in recruiting and had agreed that they should be permanent posts.

In considering the comments of the SNC Appointments and Personnel Committee, the Committee noted the reasoning in the business case for the posts being fixed term and agreed that recruitment should be undertaken for fixed term posts but if this proves unsuccessful, the posts should be recruited to on a permanent basis.

Resolved

- (1) That the responses to the consultation process with the affected staff and trade union representatives be noted.
- (2) That it be noted that the business case was approved by Executive on 23 June 2014.
- (3) That the staffing aspects of the business case to share a joint Legal Service between, Cherwell District Council (CDC) South Northamptonshire (SNC) Council and Stratford-On-Avon District

Council (SDC) be approved, subject to similar consideration and approval by the respective decision making bodies of SNC and SDC.

- (4) That authority be delegated to the Head of Law and Governance in consultation with the Head of Transformation to recruit to the proposed new posts on a permanent basis should recruitment on a fixed term basis prove to be unsuccessful.

12

Business Support Unit

The Head of Law and Governance presented a report of the Director of Resources which sought consideration of a proposal to create a business support unit in order to be able to maximise income streams at Cherwell District Council and South Northamptonshire Councils.

Resolved

- (1) That the creation of three new posts for a Business Support Unit, initially covering and Cherwell District Council and South Northamptonshire Council be supported.
- (2) That it be noted the new posts would be augmented by the transfer of some current staff into the unit to provide dedicated and co-ordinated resources to enable the authorities to maximise income streams but that any transfers regarding current members of staff would be subject to a separate consultation exercise.
- (3) That authority be delegated to the Director of Resources to finalise and implement all aspects of the Business Support Unit to enable it to be implemented as soon as possible.

The meeting ended at 7.30 pm

Chairman:

Date: