

Council Minute Book
Monday 20 October 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 1 September 2014 at 6.30 pm

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

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy
Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for 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 ICT

Also Present: Councillor Barry Richards (representing Councillor Sean Woodcock, Leader of the Labour Group)
Councillor Lawrie Stratford
Councillor Les Sibley

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

Officers: Sue Smith, Chief Executive
Karen Curtin, Commercial Director (Bicester)
Martin Henry, Director of Resources / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Chris Rothwell, Head of Community Services
Chris Stratford, Head of Regeneration and Housing
Natasha Clark, Team Leader, Democratic and Elections

35 **Declarations of Interest**

Interests were declared in the following agenda items:

11. Graven Hill.

Sue Smith, Declaration, as a Director of Graven Hill Village Holdings Limited.

Chris Stratford, Declaration, as a Director of Graven Hill Village Development Company Limited.

Karen Curtin, Declaration, as a Director of Graven Hill Village Holdings Limited and Graven Hill Village Development Company Limited.

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

The Chairman reported that he had agreed to a request from Councillor Sibley to address the Executive on agenda items 11, Graven Hill, and 13, South West Bicester Sports Village.

37 **Urgent Business**

There were no items of urgent business.

38 **Minutes**

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

39 **Chairman's Announcements**

There were no Chairman's announcements.

40 **Air Quality Management Areas for Banbury and Kidlington**

The Head of Community Services submitted a report to declare Air Quality Management Areas in Banbury and Kidlington.

Resolved

- (1) That an Air Quality Management Area in Horsefair/North Bar/South Bar, Banbury be declared.
- (2) That an Air Quality Management Area in Bicester Road, Kidlington be declared.
- (3) That the declaration of an Air Quality Management Area in Kings End/Queens Avenue, Bicester be deferred so that additional monitoring and assessment can be carried out following the changes to the road layout.

Reasons

Due to exceedances of the annual mean air quality objective for nitrogen dioxide it is recommended that AQMA's are declared for Horsefair/North Bar/South Bar in Banbury and Bicester Road in Kidlington.

Due to significant changes to the road layout in Bicester during 2013 it is recommended that the declaration of an AQMA in the Kings End/Queens Avenue area of Bicester be deferred until additional monitoring and assessment has been undertaken, so that the impact of these changes on air quality can be assessed. This course of action has been agreed with Defra.

Options

Option 1: An alternative option would be to not declare the areas as AQMA's. However, if an air quality objective is not being met then the Council is required to declare that area as an AQMA and so for this reason this is not an alternative option.

41 Joint Draft Cherwell District Council and South Northamptonshire Council Enforcement Policy

The Head of Community Services submitted a report which sought approval of the joint draft Cherwell and South Northamptonshire Council Noise Enforcement Policy prior to public and stakeholder consultation.

Resolved

- (1) That the joint draft Cherwell and South Northamptonshire Council Enforcement Policy (annex to the minutes as set out in the minute book) be approved for consultation.
- (2) That authority be delegated to the Head of Community Services to consider responses and, if necessary amend the policy in consultation with the Lead Member.

Reasons

Local authorities must comply with the requirements of the Regulators Code. One of the requirements is a requirement to publish information about our enforcement policy and our response to non-compliance.

If the policy is approved and implemented the local authority will meet that requirement of the Code and will demonstrate a transparent approach to our regulatory activities.

Alternative Options

Option 1: The committee can approve the recommendations.

Option 2: The committee can reject the recommendations but the absence of an up to date policy could place the local authority at risk of legal challenge and lead to inconsistency in our approach to regulation.

42 **Joint Draft South Northamptonshire and Cherwell District Council Noise Investigation Policy and Procedure**

The Head of Community Services submitted a report which sought approval of the joint draft Cherwell and South Northamptonshire Council Noise Investigation Policy prior to public and stakeholder consultation.

Resolved

- (1) That the joint draft Cherwell and South Northamptonshire Council Noise Investigation Policy (annex to the Minutes as set out in the Minute Book) be approved for consultation.
- (2) That authority be delegated to the Head of Community Services to consider responses and, if necessary amend the policy in consultation with the Lead Member.

Reasons

The Policy and procedure pulls together existing good practice from both councils and provides clear guidance and assistance for complainants, those subject to regulation, partners and officers.

By approving the draft policy and agreeing to consultation amendments by subsequent delegation to the Head of Community Services, South Northamptonshire and Cherwell District Council can show that they are following DEFRA guidance and can provide a transparent policy on our approach to noise complaints.

It also shows that the Council is complying with the Regulators Code and means that the Council has a robust policy in place should it be subject to legal challenge.

Alternative Options

Option 1: The committee can approve the recommendations

Option 2: The committee can reject the recommendations but the absence of an up to date complaint policy could place the local authority at risk of legal challenge.

The absence of a comprehensive policy reduces the Council's opportunity to provide clear guidance to potential complainants which promotes self-help and reduces the burden on Council resources.

43 **Head of Community Services**

The Vice-Chairman reported that this would be the Head of Community Service's last meeting as he was leaving Cherwell District Council. On behalf of the Council, the Executive thanked the Head of Community Services for his hard work and contribution to the authority and wished him all the best for the future.

44 **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 items 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.

45 **Graven Hill**

The Commercial Director (Bicester) submitted an exempt report which updated members on the acquisition of the MOD land and the financial appraisal of the Graven Hill project, and set out how the project would be governed going forward.

Resolved

- (1) That the creation of 2 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 have been set up and Directors appointed be noted.
- (2) That the updated financial implications for the Council and Companies be noted.
- (3) That it be noted that the acquisition of the MOD land was completed on 11 August 2014 by Cherwell District Council and then simultaneously sold to the Graven Hill Village Development Company.
- (4) That the proposed membership of the Partnering Board (5 Elected Members - former members of the Graven Hill Project Board and Leader of the Opposition group and the Council's S 151 Officer and the Monitoring Officer) be noted and it be further noted that this group will 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.
- (5) That it be noted that the Graven Hill delivery plan will be presented to the Executive in November 2014.

Reasons

There were a number of pieces of work underway that needed to be completed ahead of completing the approved acquisition of the land. These tasks have now been completed and the land transaction has been completed.

This is a significant investment for the Council and one that is innovative and delivers many positive benefits to the District. It is therefore imperative that the strong governance that has been in place up to now continues and these proposals will ensure that governance remains strong and is appropriate in relation to the project risks.

After the Partnering Board scheduled for October 2014 has taken place an update on the Graven hill Business Plan will be presented to the Executive in November 2014.

Alternative Options

Alternative options were given in the June 2014 report and these were rejected. If required by the Executive then governance proposals can be reviewed and amended as necessary.

46 Bicester Community Building Construction Progress Update

The Commercial Director (Bicester) submitted an exempt report which gave an progress update on the Bicester Community Building construction.

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.

47 South West Bicester Sports Village Update

The Head of Community Services submitted an exempt report which provided an update of the South West Bicester Sports Village.

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

Resolved

- (6) As set out in the exempt minutes.
- (7) As set out in the exempt minutes.
- (8) That the procurement and legal advice on how best to proceed with the project be noted.
- (9) As set out in the exempt minutes.
- (10) As set out in the exempt minutes.
- (11) As set out in the exempt minutes.

Reasons

As set out in the exempt minutes.

Alternative Options

As set out in the exempt minutes.

48

Woodgreen Leisure Centre Redevelopment and Leisure Centre Procurement

The Head of Community Services submitted an exempt report in relation to the Woodgreen Leisure Centre redevelopment and Leisure Centre procurement.

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.

Reasons

As set out in the exempt minutes.

Alternative Options

As set out in the exempt minutes.

49

Report of Bolton Road Multi Storey Car Park Agreement with Vinci Park Services UK Ltd

The Head of Regeneration and Housing submitted an exempt report in relation to the Bolton Road Multi Storey Car Park Agreement with Vinci Park Services UK Ltd.

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.

Reasons

As set out in the exempt minutes.

Alternative options

As set out in the exempt minutes

The meeting ended at 8.20 pm

Chairman:

Date:

COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD 21 JULY 2014 TO 10 OCTOBER 2014

20 October 2014

Area of Responsibility	Decision Subject Matter
Deputy Leader	Corporate Biodiversity Action Plan 2014/15 Protecting and Enhancing Cherwell's Natural Environment

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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 17 September 2014 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)

Councillor Ray Jelf
Councillor Nicholas Mawer
Councillor Barry Richards
Councillor Lawrie Stratford
Councillor Barry Wood

Also Present: Councillor Ken Atack, Lead Member for Financial Management
Mick West, Director, Ernst Young, External Auditor
Alastair Rankine, Manager, Ernst Young, External Auditor
Chris Baston, Ernst Young, External Auditor

Apologies for absence: Councillor Dan Sames
Councillor Douglas Williamson

Officers: Martin Henry, Director of Resources / Section 151 Officer
Nicola Jackson, Corporate Finance Manager
Chris Dickens, Chief Internal Auditor
Louise Tustian², Acting Corporate Performance and Insight Manager
Natasha Clark, Team Leader, Democratic and Elections
Sharon Hickson, Assistant Democratic and Elections Officer

20 **Declarations of Interest**

There were no declarations of interest

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

There were no petitions or requests to address the meeting.

22 **Urgent Business**

There was no urgent business.

23 **Minutes**

The Minutes of the meeting of the Committee held on 25 June 2014 were agreed as a correct record and signed by the Chairman.

24 **Chairman's Announcements**

There were no Chairman's announcements.

25 **Statement of Accounts 2013/14**

The Committee considered a report of the Director of Resources which sought agreement of the audited Statement of Accounts 2013/14.

In introducing the report, the Corporate Finance Officer explained the changes that had been made from the preliminary "subject to audit" version circulated and considered by the Committee in June 2014. The Corporate Finance Officer summarised the most significant amendments: Castle Quay lease classification, Pioneer Square revaluation, increase in provisions that reduces General Fund balances and income classification within the Collection Fund.

In response to Members' questions, the Director of Resources confirmed that the amendments had no impact on Council Tax or the financial position of the authority, they were simply the movement of figures from one heading to another in order to ensure the accounts were presented in line with the presentation required this year. The council's external auditors had reviewed the financial statements and would be reporting their opinion at the next agenda item.

Resolved

- (1) That the amendments to the draft 2013/14 financial statement be approved.
- (2) That subject to reviewing the contents of the Audit Results Report, the 2013/14 financial statements be approved.
- (3) That authority be delegated to the Director of Resources, in consultation with the Chairman, to finalise the 2013/14 financial statements prior to signing by the Chief Financial Officer and Chairman.

26 **External Audit: Audit Results Report 2013-14**

The Committee considered a report of the Director of Resources which presented the External Auditors Results Report 2013-14.

In presenting the report, the External Auditor reported that the financial statement audit had been carried out. There were no issues to report from the

risk areas listed in the Audit Plan: risk of management override and implementation of new payroll system.

The Committee was advised that the External Auditor anticipated issuing an unqualified auditor's report in respect of the Council's financial statements.

The External Auditor had concluded that the Council had made proper arrangements to secure economy, efficiency and effectiveness in its use of resources and expected to present an unqualified value for money conclusion for these arrangements.

As part of the Value for Money review, the External Auditor had paid particular interest to the Bicester Regeneration and Graven Hill projects with no issues to report.

The Committee was advised that in terms of financial resilience, the External Auditor had highlighted a funding gap in the medium term financial planning, underlining that no detailed plans had yet been made to address this and consideration needed to be given imminently.

Members thanked the auditors for their work.

Resolved

- (1) That the matters raised in the External Audit Results Report, prior to approval of 2013/14 financial statements be noted.
- (2) That the adjustments to the financial statements be noted.
- (3) That the letter of representation on behalf of the Council be approved and duly signed by the Chairman and Chief Financial Officer/Director of Resources.

27

First Quarter Risk Review

The Committee considered a report of the Head of Transformation and Acting Performance and Insight Manager on the management of Strategic, Corporate and Partnership Risks during the first quarter of 2014/15 and highlighted any emerging issues for consideration.

In introducing the report, the Acting Performance and Insight Manager highlighted new additions to the risk register: Graven Hill, Horton Hospital, Build! and the Waste Framework Directive.

Resolved

- (1) That the quarter 1 Strategic, Corporate and Partnership Risk Register be noted.

28 **Internal Audit - Progress Report 2014-15**

The Committee considered a report of the Director of Resources which presented the Internal Audit Annual progress report 2014/15.

In introducing the report, the Chief Internal Auditor advised the committee that discussions had been held with management on the 2014/15 audit plan and individual review scopes would be completed in due course. The 2014/15 plan remained on course to be delivered by 31 March 2015.

The Committee was advised that three additional pieces of work had been delivered against the 2014/15 plan. The Internal Auditor was also undertaking a follow up review from the 2013/14 plan, as requested by Members, and the findings would be reported to the Committee's December meeting.

Resolved

- (1) That the report be noted.

29 **Q1 Treasury Management Report**

The Committee considered a report of the Director of Resources on the Council's treasury management performance and compliance with the treasury management policy for 2014-15 for Quarter 1 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the report be noted.

30 **Anti-Fraud and Corruption plus Whistle Blowing Update**

The Committee considered the verbal update from the Director of Resources on Anti-Fraud and Corruption plus Whistle Blowing.

The Director of Resources reported that there had been one issue of suspected money laundering. The matter had been referred to the National Crime Agency, who had confirmed the money could be accepted.

The Committee was advised that the Internal Auditor had been requested to review the process followed and the outcome would be reported to a future meeting.

Resolved

- (1) That the verbal update be received.

31 **Review of Work Programme**

The Committee considered its work programme 2014/15.

Resolved

- (1) That subject to the addition of Housing Benefits Report to December, the work programme 2014/15 be noted.
- (2) That it be noted that training on treasury management would be held prior to the December meeting and training on risk management would be held prior to the January meeting.

The meeting ended at 7.55 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 29 July 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
Councillor Barry Wood

Substitute Members: Councillor Andrew Beere (In place of Councillor Sean Woodcock)
Councillor Lawrie Stratford (In place of Councillor Douglas Webb)

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

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

13 Declarations of Interest

There were no declarations of interest.

14 Urgent Business

There were no items of urgent business.

15 Minutes

The Minutes of the meeting of the Committee held on 24 June 2014 were confirmed as a correct record and signed by the Chairman.

16 Chairman's Announcements

There were no Chairman's announcements.

17

Capital Programme 2014-15 - Progress on 2013-14 Slippage

The Committee considered a report of the Interim Head of Finance and Procurement which detailed progress on capital schemes which had slipped from the 2013-14 financial year.

In response to concerns raised by the Committee, it was agreed that the sequencing of financial update items to Budget Planning and Executive be looked at by officers to make sure they were considered in a logical order.

The Committee also requested that further information be included in future slippage reports, such as the date the slippage was first requested, in order for them to be able to monitor more accurately the length of time and reasoning for the slippage.

It was agreed that inviting relevant budget holders to future meetings to answer project specific questions would also be useful.

In response to a request from the Committee the Interim Head of Finance and Procurement agreed to draft an outline for a potential central contingency budget, to include how it may be administered, as there was concern that some of the slippage was in fact contingency.

Resolved

- (1) That the report be noted
- (2) That relevant budget holders be invited to future meetings of the Committee to address concerns when budgets are not being spent
- (3) That the Interim Head of Finance and Procurement be requested to draft an outline for a possible central contingency budget, including how any such system would be administered, for consideration at a future meeting

18

Proposed Refinements to the Capital Budget Process 2015-16

The Committee considered a report of the Interim Head of Finance and Procurement which detailed suggested refinements to the Capital budget process for 2015-16.

With regard to the proposed revisions to the Capital Project Appraisal Form, the Committee requested that the 'Highly Recommended' box in section 5 be renamed 'Essential', and that the 'other' box in section 15 be expanded to include reference to any conditions or restrictions attached to funding.

With regard to the revised Capital Scoring Matrix, the Committee requested that the 'Highly Recommended' column be renamed 'Essential', and the section of the matrix referring to 'Efficiency – net revenue implications' be expanded to include a reference to 'per first full year' or similar wording, to make it clear the level of savings and time frame they relate to.

Resolved

- (1) That, subject to the amendments requested by the Committee, the Capital Scoring Matrix for 2015-16 be approved
- (2) That, subject to the amendments requested by the Committee, the Capital Bid pro-forma for 2015-16 be approved
- (3) That the proposed budget timetable for 2015-16 be noted

19 **Work Programme 2014-15**

The Committee considered the draft Work Programme for 2014/15.

The Committee requested that relevant officers be invited to attend the September 2014 meeting of the Committee, to answer questions relating to the IT Strategy.

Resolved

- (1) That, subject to the inclusion of an IT strategy update by Officers at the September 2014 meeting and the addition of an informal meeting on 11 November 2014, the work programme be noted.

20 **Exclusion of 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.

21 **Medium Term Financial Strategy**

The Interim Head of Finance and Procurement gave an exempt presentation detailing the latest position for the 2015-16 budget. The presentation utilised the 'alternative options' spread sheet which had been put together, which allowed Members to input various figures to measure the impact on the five year budget position.

Resolved

- (1) That the update be noted

The meeting ended at 8.15 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 9 September 2014 at 6.30 pm

- Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-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
- Substitute Members: Councillor Matt Johnstone (In place of Councillor Sean Woodcock)
Councillor Nicholas Turner (In place of Councillor Barry Wood)
- Apologies for absence: Councillor Carmen Griffiths
Councillor Barry Wood
Councillor Sean Woodcock
- Officers: Martin Henry, Director of Resources / Section 151 Officer
Balvinder Heran, Joint Head of ICT Business Services
Nicola Jackson, Corporate Finance Manager
Jenny Barker, Major Developments Team Leader
Emma Faulkner, Democratic and Elections Officer

22 Declarations of Interest

There were no declarations of interest.

23 Urgent Business

There were no items of urgent business.

24 Minutes

The Minutes of the meeting of the Committee held on 29 July 2014 were confirmed as a correct record and signed by the Chairman.

25 Chairman's Announcements

There were no Chairman's announcements.

26 **Section 106 Obligations**

The Committee received a report from the Head of Development Management which gave details of the Section 106 process for planning applications.

In response to questions from the Committee, the Team Leader Development Control and Major Developments explained that if management of an asset such as a village hall or green space had not passed to the relevant town or parish Council, or a management company during the time specified in the section 106 agreement then financial responsibility would fall to the District Council. The Director of Resources added that it would be achieved by a growth bid coming forward, and he wasn't aware of any such bids having been made.

Resolved

- (1) That the report be noted

27 **Joint ICT Business Service - Progress with Capital Programmes and Summary of Future Bids**

The Committee received a report which detailed progress on capital programmes and future bids within the joint ICT Business Service.

The Committee agreed that the detailed descriptions provided in section 5 of the report helped provide a clearer understanding of the IT replacement process, and commented that the anticipated savings associated with video conferencing were good to see.

Resolved

- (1) That the report be noted, and appropriate recommendations be made to Executive as part of the 2015/16 budget setting process.

28 **Quarter 1 Financial Performance**

The Committee considered the report of the Director of Resources, which summarised financial performance for the first quarter of the 2014-2015 financial year.

In response to questions from the Committee regarding car park income, the Corporate Finance Manager agreed to circulate more detailed information after the meeting.

The Committee commented that it was helpful to see the history of the slipped capital bids, and agreed that questions needed to be asked of relevant Heads of Service where slippage had occurred over several years.

Resolved

- (1) That the projected revenue and capital position at June 2014 be noted
- (2) That the contents and progress against the Corporate Procurement Action Plan be noted
- (3) That relevant Heads of Service be invited to the October/November meetings of the Committee to discuss capital budget slippage

29 **Work Programme 2014-15**

The Committee considered the draft Work Programme for 2014/15.

Resolved

- (1) That the work plan be noted

30 **Exclusion of 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.

31 **Medium Term Financial Strategy**

The Director of Resources circulated an updated spread sheet showing Medium Term Revenue Plan Assumptions for the period 2015-16 to 2019-20.

Resolved

- (1) That the update be noted

The meeting ended at 8.35 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 22 July 2014 at 6.30 pm

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

Councillor Claire Bell
Councillor Maurice Billington
Councillor Diana Edwards
Councillor Lynn Pratt
Councillor Neil Prestidge
Councillor Lawrie Stratford

Apologies
for
absence: Councillor Jon O'Neill
Councillor Dan Sames
Councillor Bryn Williams
Councillor Sean Woodcock

Officers: Natasha Clark, Team Leader, Democratic and Elections
Louise Tustian, Senior Performance & Improvement Officer
Dave Parry, Democratic and Elections Officer

11 Declarations of Interest

There were no declarations of interest.

12 Urgent Business

There was no urgent business.

13 Minutes

That, subject the reference to the completion of a scoping document in respect of Youth Engagement (Minute 10 – Overview and Scrutiny Work Programme) including a requirement that Councillors Sames and Williams liaise with the Member Champion for Young People, the Minutes of the Overview and Scrutiny Committee held on 17 June, 2014 were agreed as a correct record and signed by the Chairman.

14 **Chairman's Announcements**

There were no Chairman's announcements.

15 **Customer Insights**

The Committee considered the report of Head of Transformation detailing the annual update on customer feedback, including customer complaints.

Welcoming the current report, the Committee nevertheless noted that future reports would provide more detailed information following further analysis of the data gathered to-date. However, the Committee agreed that, in addition, future reports should include: statistics regarding face-to-face customer interactions; information regarding the reasons for the good, indifferent and bad customer responses; effectiveness of links within web-pages; what issues are covered by the complaint heading 'uncategorised'; a link being included between section 4.2 (Complaints by Service area) and the 'Attitude of staff' figure detailed in section 4.3; proportion of customers interacting via the Council's social media, and the uptake of services as a result; statistics detailing the number of people watching Council webcasts (per Committee) – both live and after the event.

The Committee considered the use of incentives to help increase the uptake of services or increase public participation. It was agreed that, although care needed to be taken when considering this option, it was something worth taking into consideration as part of the scoping exercise into youth engagement.

Resolved

- (1) That the position and information provided regarding customer complaints be noted.
- (2) That officers be requested to include detail in future reports in respect of: statistics regarding face-to-face customer interactions; information regarding the reasons for the good, indifferent and bad customer responses; effectiveness of links within web-pages; what issues are covered by the complaint heading 'uncategorised'; a link being included between section 4.2 (Complaints by Service area) and the 'Attitude of staff' figure detailed in section 4.3; proportion of customers interacting via the Council's social media, and the uptake of services as a result; statistics detailing the number of people watching Council webcasts (per Committee) – both live and after the event.

16 **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 the item 'Report and proposed actions from LGA Study into Business Growth' in the current version of in the Executive Work Programme (August to November, 2014) be included on the Overview and Scrutiny Committee Work Programme for 2014/15.

Committee Work Programme

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

New items for inclusion: Council Website - Councillors Edwards, Hughes and Lawrie Stratford to complete a scoping document for a potential scrutiny review of the Council's website; overview presentation on Service Plan process (September), and initial briefing regarding the Oxfordshire Growth Board.

Items for removal: Update on Empty Homes

Resolved

- (1) That the Overview and Scrutiny Committee Work Programme 2014/15 be noted.
- (2) That the following item in the current version of in the Executive Work Programme (August to November, 2014) be included on the Overview and Scrutiny Committee Work Programme for 2014/15: Report and proposed actions from LGA Study into Business Growth.
- (3) That Councillors Edwards, Hughes and Lawrie Stratford be nominated to work with Democratic and Elections Officers and appropriate IT and Communications Officers to complete a scoping document for the potential scrutiny review of the Council's website for consideration by the Committee at a future meeting (November).
- (4) That the following items be added to the Overview and Scrutiny Committee Work Programme: overview presentation on Service Plan process (September); initial briefing regarding the Oxfordshire Growth Board (TBC).
- (5) That the Briefing Note submitted regarding Empty properties be noted, and that the item be removed from the Work Programme.

The meeting ended at 7.20 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 2 September 2014 at 6.30 pm

- Present: Councillor Ann Bonner (Chairman)
Councillor David Hughes (Vice-Chairman)
- Councillor Claire Bell
Councillor Diana Edwards
Councillor Lynn Pratt
Councillor Lawrie Stratford
- Substitute Members: Councillor Andrew Beere (In place of Councillor Sean Woodcock)
Councillor Rose Stratford (In place of Councillor Bryn Williams)
- Also Present: Councillor Kieron Mallon
Councillor D M Pickford
Councillor G A Reynolds
- Apologies for absence: Councillor Maurice Billington
Councillor Jon O'Neill
Councillor Neil Prestidge
Councillor Dan Sames
Councillor Bryn Williams
Councillor Sean Woodcock
- Officers: Louise Tustian, Acting Corporate Performance and Insight Manager
Marianne North, Housing Needs Manager
Kevin Larnar, Countryside & Communities Manager
Michal Gogut, Consultation and Engagement Officer
Natasha Clark, Team Leader, Democratic and Elections
Dave Parry, Democratic and Elections Officer

17 **Declarations of Interest**

There were no declarations of interest.

18 **Urgent Business**

There was no urgent business.

19 **Minutes**

That the Minutes of the Overview and Scrutiny Committee held on 22 July, 2014 were agreed as a correct record and signed by the Chairman.

20 **Chairman's Announcements**

The Chairman advised that Agenda item 13 (Commissioning of Services to Banbury CAB) would now be taken after Agenda item 6 (Community Transport and Dial-a-Ride).

21 **Community Transport and Dial-a-Ride**

The Countryside and Communities Manager presented a briefing note of the Head of Community Services giving an overview of voluntary and community transport provision in the district.

The Committee noted the background and current operation of Dial-a-Ride; Volunteer Car Services; Banbury Volunteer Bureau; Royal Voluntary Service, and the Non-Emergency Patient Transport Service. With regard to the Royal Voluntary Service, the Countryside and Communities Manager advised that the service was available to people over the age of 60 years of age, and not 70 years of age as stated in the briefing note. With regard to the Dial-a-Ride Service, the Committee noted that a further report would be submitted to the October meeting, and the Oxfordshire County Council's Theme Lead Officer, Alexandra Bailey, would be in attendance to advise on the future of the scheme.

Resolved

(1) That the briefing note be noted.

22 **Exclusion of the Press and Public**

Resolved

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

23 **Commissioning of Services to Banbury CAB.**

The Committee considered an Exempt report of the Head of Regeneration and Housing and the Head of Community Services relating to the commissioning of services to Banbury CAB.

Resolved

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

24 **Re-admittance of public and press**

Resolved

That the press and public be readmitted to the meeting.

25 **Overview of Service Plan Process**

The Committee received a briefing from the Acting Corporate Performance and Insight Manager detailing an overview of the Service Plan process. It was noted that details of the eight individual service plans would be submitted to Members with a view to the Committee identifying a particular service for detailed review.

Resolved

- (1) That the overview of the Service Plan process be noted.
- (2) That details of the eight individual Service Plans be provided to Committee members with a view to identifying a particular area for detailed review.

26 **Q1 Performance Monitoring**

The Chairman welcomed Councillor Mallon, Lead Member for Performance and Communications and the Acting Corporate Performance and Insight Manager to the meeting.

The Lead Member for Performance and Communications presented the draft report of the Head of Transformation which set out the areas the Performance team had extracted from the Quarter 1 performance report as areas of concern and achievement, as measured through the Performance Management Framework.

The Committee noted the number of instances of fly-tipping and enquired whether the areas where this occurred could be identified. In response the

Acting Corporate Performance and Insight Manager undertook to look into the matter.

In considering the performance with respect to the processing of minor planning applications, whilst there was some suggestion that additional resources might be allocated, it was acknowledged that much work had been done in this area and, in addition, some officer resources were temporarily allocated to the Local Plan. As such it was anticipated that performance would improve in due course.

The Chairman thanked the Lead Member for Performance and Communications and the Acting Corporate Performance and Insight Manager for their presentation and updates.

Resolved

- (1) That the draft Quarter1 2014/15 Performance Monitoring report be noted.

27

Annual Customer Satisfaction Report

The Chairman welcomed Councillor Mallon, Lead Member for Performance and Communications, the Acting Corporate Performance and Insight Manager and the Consultation and Engagement Officer to the meeting.

The Acting Corporate Performance and Insight Manager presented the results of the Annual Customer Satisfaction survey, which showed overall satisfaction with the Council and perceptions of value for money were now at their highest recorded levels. Notwithstanding this, there were still notable differences across the district, and close monitoring would continue going forward.

The Committee welcomed the results and requested that, where possible, the survey results be broken-down by locality and made available to Councillors. It was also suggested that, for the future, consideration be given to changing some of the descriptions used in order to enable the public to have a better understanding. It was further suggested that the survey results should be included in a future edition of 'Cherwell Link', and they might also be used to help promote the district.

Resolved

- (1) That the results of the annual customer satisfaction survey be noted.
- (2) That, where possible, the annual customer satisfaction survey results be broken-down by locality and made available to Councillors.
- (3) That, following submission to the Executive, the Lead Member for Performance and Communications be recommended to support the results of the annual customer satisfaction survey being publicised via 'Cherwell Link'.

28 **Youth Engagement - Scoping Document**

The Committee considered a scoping document prepared by Councillors Dan Sames and Bryn Williams proposing a scrutiny review with respect to youth engagement.

The Committee was supportive of a review taking place, but it was suggested that the Task and Finish Panel be informal in nature, and that the Member Champion for Youth and one further member be appointed to the Panel along with Councillors Sames and Williams. Caution was also expressed that officer resources required to complete the review should be limited against the benefits likely to accrue.

Resolved

- (1) That the draft scoping document in respect of Youth Engagement be further refined, and submitted to the next meeting of the Committee for approval.

29 **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 September to December, 2014 that they wished to include on their Work Programme in 2014/15.

Resolved

- (1) That the Overview and Scrutiny Committee Work Programme 2014/15 be noted.
- (2) That no items in the current version of the Executive Work Programme (September to December 2014) be included on the Work Programme for 2014/15.

The meeting ended at 8.43 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 10 September 2014 at 7.00 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 Melanie Magee
Councillor G A Reynolds
Councillor Barry Wood

Apologies
for
absence: Councillor Simon Holland

Officers: Jo Pitman, Head of Transformation
Paula Goodwin, Human Resources and Organisational
Development Manager
Angela Chisholm, Human Resources Business Partner -
Development and Bicester
Claire Cox, HR Business Partner for Community Services
Chris Stratford, Head of Regeneration and Housing
Natasha Clark, Team Leader, Democratic and Elections
Lesley Farrell, Assistant Democratic and Elections Officer

13 Declarations of Interest

There were no declarations of interests.

14 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

15 Urgent Business

There were not items of Urgent Business.

16 **Minutes**

The minutes of the meeting held on 2 July 2014 were agreed as a correct record and signed by the Chairman.

17 **Chairman's Announcements**

There were no Chairman's announcements.

18 **Organisational Change Policy**

The Head of Transformation submitted a report which sought approval of proposals to implement a three way (Cherwell District Council (CDC), South Northamptonshire Council (SNC) and Stratford-on-Avon District Council (SDC)) Organisational Change Policy and relating procedures in relation to all elements of employee change management.

In introducing the report, the Human Resources and Organisational Development Manager explained that Stratford-on-Avon District Council had not agreed to the original proposal of 2 years pay protection within the drafted policy. Therefore a new proposal was put forward that meant SDC would be retaining its existing policy, as would SNC and CDC which was currently 2 years. As a result it was proposed that the policy wording should be amended to reflect this. The agreed wording being 'Salary protection, in line with the pay protection policy for the appropriate Council, will be in place for the salaries of employees who are redeployed into roles where the grade for the new role is less than the redundant role'.

The Committee was advised that the policy did cover members of the Joint Management Team. The process for redeployment and dismissals was different although was already recorded as part of the Council's Constitution. There would however be a Guidance Note produced to ensure further clarity.

Resolved

- (1) That, subject to an amendment to the pay protection section to reflect that salary protection would be in line with the existing pay protection policy for each council, the implementation of a three way Organisational Change Policy be approved.
- (2) That authority be delegated to the Head of Transformation, in consultation with the Chairman, to finalise the Organisational Change Policy prior to implementation.
- (3) That it be noted that in the opinion of officers it was expedient to implement the proposed policy at Cherwell District Council and South Northamptonshire Council, even in the absence of approval from Stratford-on-Avon District Council.

19 **Employment Statistics - 1st Quarter: 1 April 2014 to 30 June 2014**

The Head of Transformation submitted a report which detailed employment statistics for the first quarter of the financial year (1 April 2014 to 30 June 2014) for information and monitoring purposes and compared the Cherwell District Council (CDC) position against the wider employment market.

The Committee commented on the high number of vacancies, especially in Development, and noted the detailed information included in the exempt appendix.

Resolved

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

20 **Exclusion of the Public and Press**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the 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 and 2 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

21 **Employment Statistics - 1st Quarter: 1 April 2014 to 30 June 2014 - exempt appendix**

The committee considered the exempt appendix to the report of the Head of Transformation which detailed employment statistics for the first quarter of the financial year (1 April 2014 to 30 June 2014).

Resolved

(1) That the exempt annex be noted.

22 **Housing Restructure**

The Head of Regeneration and Housing submitted an exempt report on the Restructure of the Regeneration and Housing Development Team (previously Delivery Team) and advised of the proposed structural changes to the Regeneration and Housing Delivery Team.

Some Executive members of the Committee raised concern that they were not aware of the report. The Head of Regeneration and Housing clarified that both the Lead Member for Housing and Lead Member for Regeneration and Estates had been fully briefed and informed throughout. It was further clarified

that the decision had not been taken to Executive as the decision, as a personnel matter, was outside their scope and remit.

Resolved

- (1) That the proposed revised structure of the team and the change to the title and description of the team now to be known as the Housing Regeneration and Development Team be noted.
- (2) That, subject to the Director of Resources, in consultation with the Lead Member for Financial Management, being satisfied that existing budgets within Regeneration and Housing had been clearly identified and were vired to address the funding shortfall highlighted in the business case, the revised structure and the proposed approach to implementing the structural amendments be approved.

(Councillor Atack requested that his abstention from the vote be recorded.
Councillor Reynolds asked that his vote against the proposal be recorded.)

The meeting ended at 8.15 pm

Chairman:

Date: