

Council Minute Book

Monday 18 July 2016

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 March 2016 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 Housing
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Public Protection
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Change Management, Joint Working and ICT

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

Apologies for absence: Councillor Kieron Mallon, Lead Member for Banbury Futures

Officers: Ian Davies, Director of Operational Delivery
Martin Henry, Director of Resources / Section 151 Officer
Scott Barnes, Director of Strategy and Commissioning
Adrian Colwell, Head of Strategic Planning and the Economy, for agenda item 7
Andy Preston, Head of Development Management, for agenda item 8
Kevin Lane, Head of Law and Governance / Monitoring Officer
Jon Westerman, Development Services Manager, for agenda item 8
David Peckford, Senior Planning Officer, for agenda item 7
Natasha Clark, Team Leader, Democratic and Elections

127 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

129 **Urgent Business**

There were no items of urgent business.

130 **Minutes**

The minutes of the meeting held on 1 February 2016 were agreed as a correct record and signed by the Chairman.

131 **Chairman's Announcements**

The Chairman made the following announcements:

1. Members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.
2. The Chairman welcomed Scott Barnes to his first meeting of Executive. Scott had been appointed as the Director of Strategy and Commissioning for Cherwell District Council and South Northamptonshire Council following the recent management restructure.
3. The Chairman explained that this would be Martin Henry's, the Director of Resources, last meeting of Executive as he was leaving Cherwell District Council and South Northamptonshire Councils. On behalf of the Executive, the Chairman thanked the Director of Resources for the contribution he had made to the council and wished him all the best for the future.
4. The Chairman noted that Calvin Bell, Director of Development, would also be leaving Cherwell District Council and South Northamptonshire Councils at the end of March and conveyed Executive's gratitude for his contribution to the council and best wishes for the future.

132 **Kidlington Masterplan - Draft Supplementary Planning Document**

The Head of Strategic Planning and the Economy submitted a report which sought approval of a draft Kidlington Masterplan for formal consultation.

Resolved

- (1) That the draft Kidlington Framework Masterplan be approved for formal public consultation.
- (2) That the Head of Strategic Planning and the Economy be authorised to make any necessary minor and presentational changes to the issues paper before formal consultation commences.

Reasons

A Draft Kidlington Masterplan has been prepared for the purpose of public consultation. The Masterplan expands and provides further details to the

objectives and policies contained in Local Plan Part 1 and benefits from extensive research carried out by the appointed consultants.

Preparation of the Masterplan has been supported by stakeholder engagement and detailed discussions with Kidlington Parish Council's strategy group. There is now a need for a formal period of public consultation to obtain wider views and to meet statutory requirements for the preparation of Supplementary Planning Documents. Members are recommended to approve the Draft Masterplan for that purpose.

Alternative options

Option 1: To delay consultation: A consultation now will provide officers with the opportunity to progress the Masterplan to completion. There has been some delay due the need to consider Local Plan Part 1 in its adopted form. Kidlington Parish Council's strategy group is supportive of a public consultation being undertaken as soon as possible.

Option 2: To reconsider the content of the Masterplan: The Draft Masterplan has been produced having regard to an extensive evidence base and stakeholder engagement. It is considered by officers to be an appropriate consultation document. Following the consultation, there is the potential for further refinement in the light of representations received.

133

Local Enforcement Plan

The Head of Development Management submitted a report which sought consideration of the Local Enforcement Plan.

Resolved

- (1) That the Local Enforcement Plan (annex to the Minutes as set out in the Minute Book) be adopted.

Reasons

Paragraph 207 of the National Planning Policy Framework (NPPF) recommends that local planning authorities consider publishing a Local Enforcement Plan (LEP) to manage enforcement proactively, in a way that is appropriate to their area.

Alternative options

Not to agree to adopt the LEP. This would inhibit the Planning Enforcement Team's ability to effectively manage breaches of planning control. It would also forego the opportunity to improve the public's understanding of the planning enforcement system.

134

Queen Elizabeth II's 90th Birthday Celebration Grants

The Director of Operational Delivery submitted a report which sought consideration of a grant scheme to encourage community celebrations of Her Majesty Queen Elizabeth II's 90th year.

Resolved

- (1) That the Queen Elizabeth II's 90th Birthday Celebration grants scheme be approved.

Reasons

The proposed grant scheme will honour Her Majesty Queen Elizabeth II. It will encourage community cohesion and neighbourliness in Cherwell's parishes and urban communities.

Alternative options

Option 1: Consideration has been given to extending eligibility to informal neighbourhood groups. This has not been recommended because the money would be paid over to individuals rather than established, accountable organisations.

Option 2: Consideration has been given to restricting grants to events taking place on the Queen's birthday (21 April), or her official birthday weekend (10-12 June). Given the work involved in organising an event and the short lead-in times to apply for this grant, it is considered fairer to extend eligibility to events throughout the summer.

Option 3: Not to establish a grants scheme to celebrate the Queen's 90th year.

135

New Homes Bonus Draft Consultation Response

The Director of Resources submitted a report which sought consideration of a draft response to the Government's consultation exercise on New Homes Bonus.

Resolved

- (1) That the Government's consultation document "New Homes Bonus: Sharpening the Incentive" be noted.
- (2) That the draft response to be submitted by this Council (annex to the Minutes as set out in the Minute Book) be endorsed.
- (3) That authority be delegated to the Director of Resources, in consultation with the Lead Member for Financial Management, to finalise the response for submission to the Government by 10 March 2016.

Reasons

On 17 December 2015 the Government released a consultation paper on New Homes Bonus called "New Homes Bonus: Sharpening the Incentive". The report sets out a number of options that are being considered and seeks views on them.

It is recommended that the draft response to the consultation paper is considered and delegated authority granted to finalise the submission prior to the deadline which is 10 March 2016.

Alternative options

Executive could decide not to consider the attached draft response but this is rejected as it is in the Council's interest to respond to such a document.

136

Performance Management Framework 2015/16 Quarter 3 Report

The Head of Transformation submitted a report which presented the Council's performance for the period 01 October – 31 December 2015 (quarter three), as measured through the performance management framework.

Resolved

- (1) That the following achievements be noted: CBP1 2.4: Complete Bicester Town Centre regeneration including the Council's Commercial Building; CBP3 1.1a Deliver 150 units of affordable housing (Pledge); CBP 3 1.3a Provide housing/grant advice to encourage private sector landlords to improve their stock; CBP3 2.5: Contribute to the creation and/or safeguarding of 200 jobs; CBP3 7.3 Processing of Major Applications within 13 weeks; CBP3 7.4 Processing of Minor Applications within 8 weeks; and, CBP3 7.5 Processing of Other Planning Applications within 8 weeks.
- (2) That the following performance related matters be identified for review or consideration in future reports: CBP1 4.3 Establish new management arrangements for Stratfield Break Sports Group; CBP2 2.1b: Number of fly tips recorded; CBP4 6.1 Percentage of Council Tax collected; and, CBP4 6.2 Percentage of NNDR collected.
- (3) That it be noted that there was no feedback or referrals on performance issues from the Overview & Scrutiny Committee at its meeting on 23 February 2016 provided directly to the Leader.

Reasons

This is a report of the Council's performance in the third quarter of 2015/16 measured through the performance management framework. The report covers key areas of performance against the Council's Business Plan, incorporating its public pledges, Corporate Equalities Plan and Partnerships.

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

137

Quarter 3 2015-16 - Revenue and Capital Budget Monitoring Report

The Director of Resources submitted a report which summarised the Council's Revenue and Capital position as at the end of the first nine months of the financial year 2015-16 and projections for the full 2015/16 period.

Resolved

- (1) That the projected revenue and capital position at December 2015 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 Budget Planning Committee on a quarterly basis.

The revenue and capital expenditure in Q3 has been subject to a detailed review by Officers and reported monthly to management as part of the corporate dashboard.

Alternative options

Option 1: This report illustrates the Council's performance against the 2015-16 Financial Targets for Revenue and Capital. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

The meeting ended at 7.10 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 April 2016 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 Housing
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Public Protection
Councillor D M Pickford, Lead Member for Clean and Green
Councillor Nicholas Turner, Lead Member for Change Management, Joint Working and IT

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

Apologies for absence: Councillor Kieron Mallon, Lead Member for Banbury Futures

Officers: Sue Smith, Chief Executive
Karen Curtin, Commercial Director (Bicester)
Ian Davies, Director of Operational Delivery
Scott Barnes, Director of Strategy and Commissioning
Kevin Lane, Head of Law and Governance / Monitoring Officer
Paul Sutton, Head of Finance and Procurement
Ed Potter, Head of Environmental Services
Natasha Clark, Team Leader, Democratic and Elections

138 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

140 **Urgent Business**

There were no items of urgent business.

141 **Minutes**

The minutes of the meeting held on 7 March 2016 were agreed as a correct record and signed by the Chairman.

142 **Chairman's Announcements**

The Chairman made the following announcements:

1. Members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.
2. This was the last Executive of the municipal year and the last Executive meeting Councillor Gibbard would be attending as he is not standing at the forthcoming election. The Leader thanked Councillor Gibbard for his hard work and valuable contributions to Executive and the Council, in particular, the delivery of the Local Plan.

143 **Upper Heyford Masterplan**

The Chairman advised Members that consideration of this item was deferred to the next meeting of Executive.

144 **Construction Apprenticeship and Skills Interim Planning Policy Guidance**

The Commercial Director (Bicester) submitted a report which sought approval of the Interim Position Statement relating to the securing of construction apprenticeships and skills through the land use planning system.

Resolved

- (1) That the Draft Cherwell District Council Interim Position Statement on Planning Obligations for Construction Apprenticeships and Skills, April 2016 be approved as guidance which will operate informally to secure construction apprenticeships and skills through the processing of planning applications by the Council, prior to informing a relevant policy within the Cherwell District Council Local Plan Part 2 and the Planning Contributions Supplementary Planning Document, which are currently in the early stages of preparation.
- (2) That, after the Annual Council meeting in May 2016 the Leader nominates a Cherwell District Council representative on to the Apprenticeship and Training Company Apprenticeship and Training Agency (ATA) Board.

Reasons

Increasing the number of new apprenticeships in England is a high profile Government objective. Cherwell District Council supports this aspiration. The amount of new development taking place in the District over the next 20 years or so, coupled with the evidenced shortage of construction skills provides both an incentive and opportunity to secure the provision of new construction related apprenticeships through the land use planning system.

The Cherwell District Council Local Plan Part 1 as well as CDC's Economic Strategy contains strategic aspirations relating to the need to support an increase in skills and training within the District. The Guidance provides detail on how this overarching strategic aim can be achieved through the land use planning process.

CDC is anticipating that developers will generally support the approach being promoted in this Guidance as an important and progressive initiative designed both increase the number of local skilled construction operatives available to support the building industry, as well as promoting the construction trades generally as a valuable future career path for young people. As such, the Executive is recommended to approve Appendix 1 to operate as informal guidance to secure construction apprenticeships and skills through the processing of planning applications by the Council, prior to informing a relevant policy within the Cherwell District Council Local Plan Part 2 and the Planning Contributions Supplementary Planning Document, which are currently in the early stages of preparation.

The setting up and operating of The Apprenticeship and Training Company to manage apprenticeships on behalf of developers and their contractors is a key element of delivering the apprenticeships. This is because it will make the whole process easier for developers by acting as the apprentices' employer - rather than the developer needing to. Given that the OXLEP grant is supporting the first year or so of the Company's operation and CDC is the accountable body for this grant, as well as its strategic commitment to support skills and training, it would seem appropriate that there is a CDC representative to sit on the Board.

Alternative options

Option 1: Not to progress the interim informal guidance but wait until a relevant policy can be included in Local Plan Part II and Planning Contributions Supplementary Planning Document. Rejected as this will present an opportunity lost and would potentially put the Council in breach of one of the key deliverables tied to the funding, which is to demonstrate measures undertaken to roll out this approach more widely than at NW Bicester.

Option 2: Not to seek a representative on the Board of the Apprenticeship and Training Company from Cherwell District Council. Rejected as this would potentially lead to some risk for the Council in terms of being the accountable body for the OxLEP grant. A key deliverable of the funding is that each

relevant delivery partner in the project should have representation on the Board.

145 **District Wide Cleansing Service**

The Head of Environmental Services submitted a report which updated the Executive on the actions and strategies being followed to ensure the district had a good level of cleanliness.

Resolved

- (1) That the good levels of customer satisfaction (69% in 2015) with the Council's Street Cleansing service be noted.
- (2) That the enforcement actions to combat fly tipping, littering and dog fouling be supported.
- (3) That the combination of education, enforcement and operational efficiency to keep the District clean be supported.

Reasons

To keep the District clean a range of activities are required. Removing litter & fly tips quickly is important but if residents can be educated to be responsible with their waste the amount of fly tipping and litter can be reduced. For those who wish to ruin the environment through selfish actions, an enforcement team investigates all fly tipping and helps to reduce littering by the issuing of fixed penalty notices.

Customer satisfaction is good with 69% achieved in 2015 a rise from 67% in 201

To keep the District clean a range of activities are required. Removing litter & fly tips quickly is important but if residents can be educated to be responsible with their waste the amount of fly tipping and litter can be reduced. For those who wish to ruin the environment through selfish actions, an enforcement team investigates all fly tipping and helps to reduce littering by the issuing of fixed penalty notices.

Customer satisfaction is good with 69% achieved in 2015 a rise from 67% in 2014.

Alternative options

Option 1: To support the activities to keep the district clean

Option 2: To reject the activities used to keep the district clean

Option 3: To ask officers to consider alternative improvements

146

Hampton Gay and Poyle Parish Meeting Section 109 Order

The Head of Law and Governance submitted a report to seek approval for the making of an order pursuant to section 109 of the Local Government Act 1972 in respect of Hampton Gay and Poyle Parish Meeting in order to vest in it certain powers of a parish council.

Resolved

- (1) That the making of an order in the form appended pursuant to section 109 of the Local Government Act 1972 in respect of Hampton Gay and Poyle Parish Meeting be approved.

Reasons

A valid request has been made to the Council by the parish meeting and it is recommended that the request is granted.

Alternative Options

Executive could reject the request but there are no justifiable reasons for doing so.

147

Devolution - Update

The Chief Executive submitted a report to provide an update on devolution and to authorise further joint working in support of it.

Resolved

- (1) That agreement be given to work with the other District Councils and partners to further develop the initial unitary devolution proposals.
- (2) That it be agreed that independent consultants should be jointly appointed by the Districts to undertake detailed work on viability and sustainability and governance; specialist work on collaboration around Children and Adult services; public consultation and involvement; and preparation of a revised Devolution Deal and that Full Council be recommended to approve the addition of the pursuance of a devolution bid to the adopted policy framework and a contribution of up to £50k to be made to facilitate those studies, which will be funded from General Fund balances.
- (3) That in view of the need to confirm the Council's commitment to the joint appointment of consultants prior to the next scheduled council meeting the Chief Executive be requested to exercise her urgency action powers to implement the recommendations to Full Council in resolution (2) above in consultation with the Chairman of Council.

Reasons

There is clearly a lot of detail to be worked through over the coming months. The next step will be to jointly commission independent experts with our partners to produce detailed, costed plans for the preferred option and test them against other options to ensure the best and most cost-effective solutions. It is proposed that our Council contribute up to £50,000 to jointly commission this detailed work.

Detailed proposals will be considered by each of the Councils prior to full public consultation in the summer. We would need to be certain of the benefits for the residents of the district.

The approval of £50,000 to fund the collective pot for the unitary bid needs Full Council approval as there is no specific approved budget that Executive can call upon – General Fund balances being the source. In addition the CDC business plan does not identify anything specific relating to the allocation of resources to devolution in general and the unitary bid in particular so Full Council needs to approve the addition of the pursuance of devolution to the adopted policy framework so that Executive can deal with any future decisions itself.

In view of the need to confirm the Council's commitment to the joint appointment of consultants prior to the next scheduled council meeting the Chief Executive is requested to exercise her urgency action powers to implement the recommendations to Full Council in consultation with the Chairman of Council.

Alternative options

Option 1: Not to support the study – This is not supported as it is important that the councils are able to make an informed decision based on a sound evidence base

148 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.

149 New Woodgreen Leisure Centre Management Contract and Facility Improvements

The Director of Operational Delivery submitted an exempt report to consider the award of a long term contract for operation of Woodgreen leisure Centre and facility improvements.

Resolved

- (1) That a contract be awarded to Parkwood Leisure Ltd for the operation of Woodgreen Leisure Centre for up to 18 years and agreed facility improvements.
- (2) That authority be delegated to the Director of Operational Delivery, the Head of Finance and Procurement and the Head of Law and Governance in consultation with the Deputy Leader and the Lead Member for Resources to finalise the contractual detail.

Reasons

The Council through the Executive have effectively agreed a preferred scheme which only now needs approval for contract award which this reports seeks to achieve.

Alternative options

Option 1: To reject or delay the contract award. This is not recommended due to the process already undertaken and the service benefits realised through accelerating the new contract delivery timescale

The meeting ended at 7.15pm

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 6 June 2016 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 Colin Clarke, Lead Member for Planning
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Public Protection
Councillor Kieron Mallon, Lead Member for Banbury Futures
Councillor D M Pickford, Lead Member for Clean and Green
Councillor Lynn Pratt, Lead Member for Estates and the Economy
Councillor Nicholas Turner, Lead Member for Change Management, Joint Working and IT

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

Officers: Sue Smith, Chief Executive
Scott Barnes, Director of Strategy and Commissioning
Ian Davies, Director of Operational Delivery
Paul Sutton, Chief Finance Officer / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Jackie Fitzsimons, Shared Public Protection Manager, for agenda item 7
Nicola Riley, Shared Interim Community Partnerships and Recreation Manager, for agenda item 9
Nicholas Sutcliffe, Licensing Manager, for agenda item 7
Tim Mills, Private Sector Housing Manager, for agenda item 8
Natasha Clark, Team Leader, Democratic and Elections

1 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

3 **Urgent Business**

There were no items of urgent business.

4 **Minutes**

The minutes of the meeting held on 4 April 2016 were agreed as a correct record and signed by the Chairman.

5 **Chairman's Announcements**

The Chairman made the following announcement:

1. Members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

6 **Private Hire Licensing and Hackney Carriage Policy 2016**

The Public Protection Manager submitted a report to seek approval of the joint draft Cherwell and South Northamptonshire Council Private Hire and Hackney Carriage Licensing Policy prior to public and stakeholder consultation.

Resolved

- (1) That the joint draft Cherwell and South Northamptonshire Council Private Hire and Hackney Carriage Licensing Policy (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That authority be delegated to the Public Protection Manager to consider responses and, if necessary amend the policy in consultation with the Lead Member for Public Protection.

Reasons

By approving the joint draft Private Hire and Hackney Carriage Licensing Policy we will be able to consult and then implement a policy which will improve and strengthen our taxi licensing regime, ensuring public safety.

Alternative options

Option 1: Not to approve the joint draft Cherwell and South Northamptonshire Council Private Hire and Hackney Carriage Licensing Policy. This is not recommended as the proposed policy includes a number of updates and improvements with a clear policy statement.

7 **Disabled Facilities Grants and Better Care Funding**

The Head of Regeneration and Housing submitted a report to provide an update on changes to Disabled Facilities Grant (DFG) funding and to seek the

Executive's direction on suggested opportunities to improve the Council's service to disabled residents that arise from those funding changes.

The Chairman requested that officers submit an update report to Executive in due course.

Resolved

- (1) That the Council's capital contribution for Disabled Adaptations be left unchanged.
- (2) That it be confirmed that any of the total Disabled Facilities Grants (DFGs) capital budget in excess of what is required to deliver mandatory DFGs should be utilised to make identified improvements to the delivery of adaptations and assistance to eligible disabled residents.
- (3) That it be noted that, in accordance with the Scheme of Delegation to Officers and its Private Sector Housing Grants and Assistance Policy, the Head of Regeneration & Housing and the Lead Member for Housing will determine what additional forms of grants and loans may be appropriate to improve DFG service and delivery.

Reasons

The total DFG budget resulting from an increased HWB contribution will allow services to disabled households to be improved beyond the scope of what can be achieved through the established mandatory grants. Officers believe, in particular, that there are opportunities to simplify operations and speed up delivery. Although a suggested range of possible improvements will all require further investigation and working-up, they do not require additional funding by the Council, simply for the existing capital allocation to be maintained for 2016-17.

Alternative options

Option 1: To reduce the Council's £375k capital allocation for 2016-17, by a sum to be determined, and thereby reduce the total DFG budget. This option would result in the Council foregoing some, or all, of the opportunities to develop and enhance the service provided to disabled residents.

8 Safeguarding Policy and Internal Review Update

The Director of Operational Delivery submitted a report to consider an update of the Council's joint safeguarding policy and receive an update on the progress made to date on implementing the recommendations from the internal safeguarding review.

Resolved

- (1) That the updated joint Safeguarding policy (annex to the Minutes as set out in the Minute Book) be approved.

- (2) That the work carried out to date to implement the agreed recommendations from the internal review be noted.

Reasons

The revised joint policy is comprehensive and makes reference to the latest legislation providing a robust and thorough Safeguarding Policy document. The procedures for reporting a concern are clear and reference the new See it Report it intelligence gathering system.

Alternative options

Option 1: Not to update the policy; this is not a viable alternative given the change in duties placed upon Local Authorities

9

Bicester Healthy New Town Status

The Director of Operational Delivery submitted a report to consider Bicester's participation in the NHS England Healthy New Town Programme.

Resolved

- (1) That Bicester's participation in the NHS England Healthy New Town Programme be supported.
- (2) That agreement be given for the Council to act as the lead and accountable body for the Bicester Healthy New Town Programme.
- (3) That the inclusion of this activity in the consideration by the Bicester Strategic Delivery Board be supported.
- (4) That agreement be given to a Healthy New Town Cherwell fund of £20,000 to serve as an enabling fund to secure further external funding for the Bicester initiatives beyond 2016/17.

Reasons

The scale and nature of Bicester's development has provided an excellent opportunity to be enhanced through the NHS England Healthy New Town programme. NHS England has recognised in its shortlisting of Bicester to participate along with the offer of a range of support including financial.

A wider multi-disciplinary and multi-sector partnership group from Bicester and Oxfordshire has also responded very positively to this initiative and is now in the process of preparing a detailed set of proposals which turn intent into action. This requires a programme lead which is proposed to be undertaken by this Council and it is this which is reflected in the report recommendations.

Alternative options

Option 1: Not to engage in the NHS England HNT Programme and withdraw for these activities. This is not proposed due to the relevance and benefits of this programme to Bicester

10

Performance Report 2015-2016 Quarter 4 / End of Year

The Director of Strategy and Commissioning to provide information relating to quarter four of the annual performance year, for the period 1 January - 31 March 2016. The report also reflected end of year outturns as measured through the performance management framework.

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 96% of all the performance targets outlined in its performance management framework.
- (2) That it be noted that there was no feedback on performance issues from the Overview & Scrutiny Committee at its meeting on 31 May 2016 provided directly to The Leader.
- (3) That the Annual report (annex to the Minutes as set out in the Minute Book) be approved for publication.

Reasons

This is a report of the Council's performance in the fourth quarter of 2015/16 measured through the performance management framework. The report covers key areas of performance against the Council's 12 public pledges and the 2015/16 business plan. The report also contains performance information around the Corporate Equalities Plan and Significant Partnerships.

In this final quarter report we show that the Council has made strong progress towards delivering its ambitions to improve the services delivered to the public and against key projects and priorities, despite tough performance targets, a challenging economic environment, and on-going policy and organisational change. It also demonstrates the Council's proactive performance management of issues raised and the inclusive role of Overview and Scrutiny in supporting performance review.

With a 96% delivery rate against the key strategic priorities and the deliverables that sit underneath them the report clearly demonstrates that the council's performance is excellent, and that together we are making a significant and positive difference to the District, our residents, businesses and other key stakeholders. There can be no other recommendations to make, other than to commend everyone who has contributed to such excellent performance, of which we should all be proud.

Alternative options

Option 1: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.

11 **2015/16 Draft Revenue Outturn**

The Chief Finance Officer / Section 151 Officer submitted a report to provide an initial draft update on the Council's revenue outturn for 2015/16.

In response to comments from Councillor Woodcock, Leader of the Labour Group, regarding the reported shortfall in rental income from Castle Quay, the Chairman requested that the Town Centre Managers submit a report to the September or October Executive on the matter and the reasoning.

Resolved

- (1) That the report be noted.

Reasons

The Executive has the responsibility for managing the Council's resources. A key element of this is budgetary control, and the final outturn for the year is the measure of the accuracy of budgeting and budgetary control throughout the year.

Alternative options

Option 1: To not note the report but members will not be aware of the likely outturn and performance against budget for 2015/16 if they choose to take this option.

12 **Proposal for a Joint Revenues and Benefits Service with South Northamptonshire Council**

The Chief Finance Officer / Section 151 Officer submitted a report which presented the final business case following consultation for a joint Revenues and Benefits service across Cherwell District and South Northamptonshire Councils and sought approval for the non-staffing elements of the business case.

The proposal was part of the wider transformation programme across the two Councils.

Resolved

- (1) That the final business case for a Joint Revenues and Benefits Service with South Northamptonshire Council (SNC) and the consultation responses in relation to non-staffing matters be considered.
- (2) That it be noted that the business case was approved by the Joint Commissioning Committee with regard to staffing matters on 26 May

2016 and that this included consideration of consultation responses from affected staff and trade union representatives.

- (3) That the proposed final business case to share a joint Revenues and Benefits Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet on 13 June 2016, be approved and implemented.
- (4) That authority be delegated to the Chief Finance Officer, in consultation with the Leader of the Council, to make any non-significant amendment that may be required to the business case following the decision by SNC Cabinet.
- (5) That the allocation of £200,000 from general fund balances to cover 50% of the implementation costs be approved.

Reasons

The proposal is to establish a Joint Revenues and Benefits service between CDC and SNC which will deliver significant financial and operational benefits. The business case sets out the significant financial and operational benefits to establishing the proposed joint service.

Alternative options

Option1: Status Quo (No Change)

Following the decision taken by CDC Executive on 7 September 2015, retaining the status quo is no longer an option for CDC who will be insourcing the Revenues and Benefits service in 2017. While retaining the status quo is an option for SNC, it is not considered an appropriate option given the benefits and savings associated with delivering a joint service with CDC.

Option 2: Three-way Shared Service with Stratford-on-Avon District Council (SDC)

A three-way shared service with SDC is no longer a realistic option although serious consideration was previously given to this option.

Due to the different visions and strategic priorities of the three Councils regarding how to meet the financial challenges and respond to regional opportunities for devolution it has been agreed that no further three-way business cases are prepared.

13

Proposal for a Joint Community and Leisure Service with South Northamptonshire Council

The Director of Operational Delivery submitted a report which presented the final business case following consultation for a Joint Community and Leisure service across Cherwell District Council and South Northamptonshire Council and sought agreement for the non-staffing elements of the business case.

The proposal was part of the wider transformation programme across the two Councils.

Resolved

- (1) That the final business case for a Joint Community and Leisure Service with South Northamptonshire Council and the consultation responses in relation to non-staffing matters be considered.
- (2) That it be noted that the business case was approved on 26 May 2016 by the Joint Commissioning Committee (JCC) with regard to staffing matters and that this included consideration of consultation responses from affected staff and trade union representatives.
- (3) That the proposed final business case to share a Joint Community and Leisure Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet, be approved and implemented.
- (4) That authority be delegated to the Director of Operational Delivery in consultation with the Leader of the Council any non-significant amendment that may be required to the business case following the decision by SNC Cabinet.

Reasons

The business case represents a significant step in the revised transformation programme across CDC and SNC. The proposed joint service would provide realigned delivery teams designed to meet the agendas for each district.

Alternative options

Not to approve the recommendations. This is not recommended as the business case remodels the existing services at both councils into a new joint service and as a result delivers savings in excess of the guidance targets set out in the February 2015 business case.

14 **Exclusion of the Press and Public**

There being no questions on the exempt appendices to the Proposals for a Joint Revenues and Benefits Service with South Northamptonshire Council and a Joint Community and Leisure Service with South Northamptonshire Council, it was not necessary to exclude the press and public.

15 **Proposal for a Joint Revenues and Benefits Service with South Northamptonshire Council - Exempt Appendix**

Resolved

- (1) That the exempt appendix be noted.

16 **Proposal for a Joint Community and Leisure Service with South Northamptonshire Council - Exempt Appendices**

Resolved

- (1) That the exempt appendices be noted.

The meeting ended at 7.30pm

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 23 March 2016 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)

Councillor Andrew Beere
Councillor Ray Jelf
Councillor Nicholas Mawer
Councillor Barry Richards

Apologies for absence: Councillor Rose Stratford
Councillor Colin Clarke
Councillor Lawrie Stratford

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer
George Hill, Corporate Finance Manager
James Doble, Democratic and Elections Manager
Belinda Green, Welfare and Debt Advice Manager
Louise Tustian, Senior Performance and Improvement Officer
Neil Harris, Ernst and Young
Cathy O'Carroll, Ernst and Young
Ed Cooke, PWC
Lucy Fenton, PWC

63 Declarations of Interest

There were no declarations of interest.

64 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

65 Urgent Business

There were no items of urgent business.

66 Minutes

The Minutes of the meeting of the Committee held on 20 January 2016 were agreed as a correct record and signed by the Chairman.

67 **Chairman's Announcements**

There were no Chairman's announcements.

68 **Third Quarter Risk Review 2015-16 and update on Development of Risk & Opportunities Management Strategy**

The Committee considered a report of the Head of Transformation which provided an update on the management of Strategic, Corporate and Partnership risks during the third quarter of 2015/16 and to report the progress made on the 2015/16 Risk & Opportunities Management Strategy review and Risk Training programme.

Resolved

- (1) That the quarter three Strategic, Corporate and Partnership Risk Register be noted and no issues be identified for further consideration or referral to Executive.
- (2) That it be noted that there have been changes to four common risks' scores: two increases and two decreases.
- (3) That the progress made on the 2015/16 Risk and Opportunities Management Strategy review and the Risk Training programme be noted.

69 **Corporate Fraud Team Update**

The Committee considered a report of the Head of Finance and Procurement which provided an update on the joint Corporate Fraud team and sought consideration and endorsement of the joint Whistleblowing and Anti-Fraud and Anti-Corruption Policies which had been reviewed. The report also sought consideration and endorsement of the new Fraud Response Plan Policy.

Resolved

- (1) That the report be noted.
- (2) That the policy changes to the Joint Whistleblowing Policy and the Anti-Fraud and Anti-Corruption Strategy and the new Fraud Response Policy be endorsed.

70 **External Audit: Certification of Claims 2014/15 and Annual Audit Plan 2015/16**

The Committee considered a report of the Head of Finance and Procurement which presented the council's external auditor, Ernst Young's report setting out external audit's Annual Audit Plan for the financial year 2015/16.

Resolved

- (1) That the Ernst Young reports on the Annual Audit Plan 2015/16 and Certification of Claims 2014/15 be noted.

71 **Internal Audit Progress Report 2015/16, Annual Plan 2016/17 and Internal Audit Charter**

The Committee considered a report of the Head of Finance and Procurement which presented the councils internal auditor, PwC's progress report summarising their internal audit work to date, the Draft Internal Audit Plan for next year and the draft Internal Audit Charter.

Resolved

- (1) That the 2015/16 internal audit progress report be noted.
- (2) That the 2016/17 Draft Internal Audit Plan be noted.
- (3) That the Internal Audit Charter be noted.

72 **Q3 Treasury Management Report**

The Committee considered a report of the Head of Finance and Procurement which presented information on treasury management performance and compliance with treasury management policy for 2015/16 for Quarter 3 as required by the Treasury Management Code of Practice.

Resolved

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

73 **Closedown Update 2015/16**

The Committee considered a report of the Head of Finance and Procurement which informed Members of the progress which had been made towards the preparation of the Council's annual Statement of Accounts and sought consideration of the proposed summary timetable for production.

Resolved

- (1) That the summary closedown timetable be noted.

74 **Review of Work Programme 2016/17**

The Committee considered the proposed work programme for 2016/17.

Resolved

- (1) That the proposed work programme for 2016/17 be noted.

75 **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 grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, 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.

76 **Q3 Treasury Management Report - Exempt Appendix**

Resolved

- (1) That the exempt appendix be noted.

77 **Finance Improvement Plan**

The Committee considered an exempt report of the Head of Finance and Procurement which presented the Finance Improvement Plan, which was an outcome of the KPMG Review of NNDR Overpayment report adopted by the Committee on 20 January 2016.

Resolved

- (1) That the Finance Improvement Plan (exempt annex to the Minutes as set out in the Minute Book) be noted.

The meeting ended at 8.10 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 17 May 2016 at 7.16 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)
Councillor Ian Corkin (Vice-Chairman)

Councillor Hugo Brown
Councillor Sean Gaul
Councillor Nigel Randall
Councillor Barry Richards
Councillor Sean Woodcock

Apologies for absence: Councillor Tom Wallis

1 Appointment of Chairman for the Municipal Year 2016-2017

Resolved

That Councillor Mike Kerford-Byrnes be appointed Chairman of the Accounts, Audit and Risk Committee for the Municipal Year 2016-2017.

2 Appointment of Vice-Chairman for the Municipal Year 2016-2017

Resolved

That Councillor Ian Corkin be appointed Vice-Chairman of the Accounts, Audit and Risk Committee for the Municipal Year 2016-2017.

The meeting ended at 7.18 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 February 2016 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Nigel Randall (Vice-Chairman)

Councillor Ken Atack
Councillor Colin Clarke
Councillor Russell Hurle
Councillor Barry Richards
Councillor Douglas Webb
Councillor Sean Woodcock

Apologies for absence: Councillor Ian Corkin
Councillor Carmen Griffiths
Councillor Mike Kerford-Byrnes
Councillor Barry Wood

Officers: Paul Sutton, Head of Finance and Procurement
George Hill, Corporate Finance Manager
Richard Stirling, Corporate Procurement Manager
Natasha Clark, Team Leader, Democratic and Elections

62 **Declarations of Interest**

There were no declarations of interest.

63 **Urgent Business**

There were no items of urgent business.

64 **Minutes**

The Minutes of the meeting of the Committee held on 19 January 2016 were agreed as a correct record and signed by the Chairman.

65 **Chairman's Announcements**

There were no Chairman's announcements.

66 **Review of Procurement Strategy Progress**

The Head of Finance and Procurement submitted a report which summarised the Council's Procurement Strategy progress for Quarter 3 of the financial year 2014-15.

Resolved

- (1) That the progress made during Quarter 3 2014-15 in implementing the Council's Procurement Strategy be noted.

67 **Quarter 3 2015-16 - Revenue and Capital Budget Monitoring Report**

The Head of Finance and Procurement submitted a report which summarised the Council's Revenue and Capital position as at the end of the third quarter of the financial year 2015-16 and projections for the full 2015-16 period.

Resolved

- (1) That the projected revenue and capital position at December 2015 be noted.

68 **2015-2016 Business Rates Quarterly Monitoring Report**

The Head of Strategic Planning and the Economy submitted a report which provided an update on the business rates position as at the end of Quarter 3 of the 2015-2016 financial year.

Resolved

- (1) That the report be noted.

69 **Review of Committee Work Plan**

The Committee considered its work plan 2015/16.

Resolved

- (1) That the Work Plan be noted.

The meeting ended at 7.05 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 17 May 2016 at 7.20 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Nigel Randall (Vice-Chairman)

Councillor David Anderson
Councillor Ken Atack
Councillor Hugo Brown
Councillor Ian Corkin
Councillor Carmen Griffiths
Councillor Alan MacKenzie-Wintle
Councillor Barry Richards
Councillor Douglas Webb
Councillor Sean Woodcock

Apologies for absence: Councillor Tom Wallis

1 Appointment of Vice-Chairman for the Municipal Year 2016-2017

Resolved

That Councillor Nicholas Mawer be appointed Chairman of the Budget Planning Committee for the Municipal Year 2016-17.

2 Appointment of Chairman for the Municipal Year 2016-2017

Resolved

That Councillor Nigel Randall be appointed Vice-Chairman of the Budget Planning Committee for the Municipal Year 2016-17.

The meeting ended at 7.22 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 May 2016 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Nigel Randall (Vice-Chairman)

Councillor David Anderson
Councillor Hugo Brown
Councillor Carmen Griffiths
Councillor Barry Richards
Councillor Douglas Webb
Councillor Sean Woodcock

Substitute Members: Councillor Tony Ilott (In place of Councillor Ken Atack)
Councillor G A Reynolds (In place of Councillor Ian Corkin)

Apologies for absence: Councillor Ken Atack
Councillor Ian Corkin
Councillor Alan MacKenzie-Wintle
Councillor Tom Wallis

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer
George Hill, Corporate Finance Manager
Lesley Farrell, Democratic and Elections Officer

3 Declarations of Interest

There were no declarations of interest.

4 Urgent Business

There were no items of urgent business.

5 Minutes

The Minutes of the meetings of the Committee held on 24 January 2016 and 17 May 2016 were agreed as a correct record and signed by the Chairman

6 Chairman's Announcements

There were no Chairman's announcements.

7 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

8 Medium Term Revenue Plan - 2017/18 to 2021/22

The Head of Finance and Procurement submitted and exempt report on the Medium Term Revenue Plan – 2017/18 to 2021/22 to start the process of developing the medium term revenue plan. The committee was advised that now there was a four year settlement for the Formula Grant, the emphasis had changed from concentration on the following year to a four year efficiency plan.

The Head of Finance and Procurement gave a presentation on the Medium Term Revenue Plan and new Committee Members an insight to the functions of the committee.

The Committee congratulated the Head of Finance and Procurement and his team on the amount and quality of information which was now being brought to the committee.

Resolved

(1) That the report be noted

9 Revenue Reserves Update

The Head of Finance and Procurement submitted an exempt report which provided members of the Budget Planning Committee with an update on Revenue Reserves.

In considering the report members commented on the budget reserves for wheeled bin replacements and agreed that the Head of Environmental Services and the Lead Member for Clean and Green be invited to the next meeting of the Committee regarding this matter.

Resolved

(1) That the report be noted.

10 **Re-admittance of Press and Public**

Resolved

That the Press and Public be re-admitted.

11 **Review of Committee Work Plan**

The Committee considered its work plan 2016/17.

Resolved

- (1) That the Head of Environmental Services and the Lead Member for Clean and Green be invited to the meeting of 26 July 2016 to discuss Wheeled Bin replacement reserves.
- (2) That subject to resolution (1) the contents of the Work Programme be noted.

The meeting ended at 7.45 pm

Chairman:

Date:

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Cherwell District Council

Licensing Committee

Minutes of a meeting of the Licensing Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 17 May 2016 at 6.35 pm

Present: Councillor Douglas Webb (Chairman)
Councillor Bryn Williams (Vice-Chairman)

Councillor Hannah Banfield
Councillor Nick Cotter
Councillor Surinder Dhesi
Councillor Richard Mould
Councillor D M Pickford
Councillor G A Reynolds
Councillor Sandra Rhodes
Councillor Nigel Simpson
Councillor Jason Slaymaker

Apologies for absence: Councillor Tony Ilott

10 **Appointment of Chairman for the Municipal Year 2016-2017**

Resolved

That Councillor Douglas Webb be appointed Chairman of the Licensing Committee for the Municipal Year 2016-17.

11 **Appointment of Vice-Chairman for the Municipal Year 2016-2017**

Resolved

That Councillor Bryn Williams be appointed Vice-Chairman of the Licensing Committee for the Municipal Year 2016-17.

The meeting ended at 7.24 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 23 February 2016 at 6.30 pm

Present: Councillor Lynn Pratt (Vice-Chairman, in the Chair)

Councillor Claire Bell
Councillor Timothy Hallchurch MBE
Councillor Chris Heath
Councillor Matt Johnstone
Councillor Alastair Milne Home
Councillor James Porter

Also Present: Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence: Councillor David Hughes
Councillor Neil Prestidge
Councillor Sandra Rhodes
Councillor Lawrie Stratford
Councillor Bryn Williams

Officers: Louise Tustian², Senior Performance and Improvement Officer, for agenda item 7
Paul Nicol, New Business & Systems Implementation Manager, for agenda item 6
Natasha Clark, Team Leader, Democratic and Elections
Emma Faulkner, Democratic and Elections Officer

46 **Declarations of Interest**

There were no declarations of interest.

47 **Urgent Business**

There were no items of urgent business.

48 **Minutes**

The Minutes of the meeting of the Committee held on 12 January 2016 were confirmed as a correct record and signed by the Chairman.

49 **Chairman's Announcements**

There were no Chairman's announcements.

50 **Website Upgrade Project Update**

The New Business & Systems Implementation Manager gave a verbal update on progress regarding the website upgrade project.

Work on the upgrade had been temporarily put on hold, whilst decisions were made regarding the future of the 3-way ICT Team. The impact of the decision to disband the team would need to be considered, and once it was known how the team would operate on a 2-way basis between Cherwell and South Northamptonshire, the project would be able to proceed.

Resolved

- (1) That the verbal update be noted

51 **Quarter 3 Performance Report**

The Committee considered a report from the Head of Transformation which detailed performance for Quarter three, from 1 September to 31 December 2015.

In response to queries from the Committee, the Senior Performance and Improvement Officer agreed to seek further information from relevant officers with regard to indicators CBP2 2.1c – number of flytip enforcement actions; CBP3 2.2a, b & c – average time to process Housing Benefit claims, change of circumstances, new Housing Benefit claims and changes; and CBP3 7.3, 7.4 & 7.5 – processing of Major, Minor and Other applications.

With regard to indicator CBP3 5.1 b – number of visits to Woodgreen Leisure Centre, North Oxfordshire Academy and Cooper School, the Senior Performance and Improvement Officer clarified that a break down between dry side and wet side visitors would be provided during the summer months.

Resolved

- (1) That the report be noted
- (2) That no performance related matters be referred to Executive

52 **Draft Overview and Scrutiny 2015/16 Annual Report**

The Committee considered the first draft of the Overview and Scrutiny Annual report for 2015-16.

In response to a query from the Committee, the Democratic and Elections Officers agreed to investigate how many Community Transport projects had been established in the district, using Oxfordshire County Council's pump prime funding.

Resolved

- (1) That the first draft of the Overview and Scrutiny Annual Report for 2015-16 be noted

53

Work Programme 2015/16

The Committee considered the work programme for the remainder of the 2015-16 Municipal Year.

Resolved

- (1) That the work programme be noted

The meeting ended at 7.10 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 5 April 2016 at 6.30 pm

Present: Councillor David Hughes (Chairman)
Councillor Timothy Hallchurch MBE
Councillor Chris Heath
Councillor Matt Johnstone
Councillor Neil Prestidge
Councillor Bryn Williams

Substitute Members: Councillor James Macnamara (In place of Councillor Lynn Pratt)

Also Present: Councillor Michael Gibbard, Lead Member for Planning

Apologies for absence: Councillor Lynn Pratt
Councillor Claire Bell
Councillor Alastair Milne Home
Councillor James Porter
Councillor Sandra Rhodes
Councillor Lawrie Stratford

Officers: Adrian Colwell, Head of Strategic Planning and the Economy
Natasha Clark, Team Leader, Democratic and Elections
Emma Faulkner, Democratic and Elections Officer

54 **Declarations of Interest**

There were no declarations of interest.

55 **Urgent Business**

There were no items of urgent business.

56 **Minutes**

The Minutes of the meeting of the Committee held on 23 February 2016 were confirmed as a correct record and signed by the Chairman.

57 **Chairman's Announcements**

There were no Chairman's announcements.

58 **Overview and Scrutiny Annual Report 2015/16**

The Committee considered the final draft of the Overview and Scrutiny Annual report for 2015/16.

In connection with the Youth Engagement Review, Councillors Prestidge and Williams advised the Committee that they would be reviewing the way schools were contacted regarding the Champion scheme, to try and increase response and sign-up to the scheme.

Resolved

- (1) That the Overview and Scrutiny Committee Annual report 2015/16 be approved for submission to Council.
- (2) That authority be delegated to the Head of Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee, to make any minor amendments to the annual report before submission to Council

59 **Review of Local Plan Process**

The Head of Strategic Planning and the Economy attended the meeting to give a verbal update regarding the Local Plan process.

The Head of Strategic Planning and the Economy reminded the Committee of the process and time taken for Part 1 of the Local Plan, before going on to outline the stages for Part 2A which had recently been started

In response to questions from the Committee regarding the shortfall in housing in Oxford, the Head of Strategic Planning and the Economy advised that anywhere in the Cherwell District could be argued for use towards meeting the Oxford requirement, but it was hoped a resolution would be reached in the coming months. Other areas of the country experiencing similar issues included Birmingham and Cambridge.

The Head of Strategic Planning and the Economy also advised the Committee that a short briefing paper would be circulated to them after the meeting, which summarised the key points from his update.

The Committee thanked the Head of Strategic Planning and the Economy for the update.

Resolved

- (1) That the verbal update be noted

60 **Wind Turbines and their locations, and the application of the fracturing mining technique**

The Head of Strategic Planning and the Economy gave a verbal update on Wind Turbines and their locations.

The Head of Strategic Planning and the Economy advised that the National Planning Policy Framework allowed the creation of acceptable 'zones' for wind turbines through the Local Plan process. This had not been undertaken during Part 1 of the Local Plan for Cherwell, but there would be a specific question on the proposal as part of the Part 2 consultation.

The Head of Strategic Planning and the Economy added that a briefing note on the subject would be circulated after the meeting, which detailed the key points covered, as well as a further note regarding Fracking.

The Committee thanked the Head of Strategic Planning and the Economy for the verbal updates given, and for the explanation of the complexities involved.

Resolved

- (1) That the verbal update be noted

61 **Work Programme 2015/16**

The Committee considered the work programme for the remainder of the Municipal Year.

The Chairman thanked the Committee for their time and work during the year.

Resolved

- (1) That the work programme be noted

The meeting ended at 7.50 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 May 2016 at 6.35 pm

Present: Councillor Neil Prestidge (Chairman)
Councillor Jolanta Lis (Vice-Chairman)

Councillor Chris Heath
Councillor David Anderson
Councillor Claire Bell
Councillor Mike Bishop
Councillor Hugo Brown
Councillor Mark Cherry
Councillor Nicholas Mawer
Councillor Sandra Rhodes
Councillor Jason Slaymaker
Councillor Bryn Williams

1 Appointment of Chairman for the Municipal Year 2016-2017

Resolved

That Councillor Neil Prestidge be appointed Chairman of the Overview and Scrutiny Committee for the Municipal Year 2016-17.

2 Appointment of Vice-Chairman for the Municipal Year 2016-2017

Resolved

That Councillor Jolanta Lis be appointed Vice-Chairman of the Overview and Scrutiny Committee for the Municipal Year 2016-17.

The meeting ended at 7.27 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 31 May 2016 at 6.30 pm

Present: Councillor Jolanta Lis (Vice-Chairman, in the Chair)

Councillor Chris Heath
Councillor David Anderson
Councillor Mike Bishop
Councillor Hugo Brown
Councillor Mark Cherry
Councillor Nicholas Mawer
Councillor Sandra Rhodes
Councillor Jason Slaymaker
Councillor Bryn Williams

Substitute Members: Councillor Andrew Beere (In place of Councillor Claire Bell)

Also Present: Councillor Barry Wood, Leader of the Council

Apologies for absence: Councillor Neil Prestidge
Councillor Claire Bell

Officers: Edward Bailey, Corporate Performance Manager
Louise Tustian², Acting Corporate Performance and Insight Manager
James Doble, Democratic and Elections Manager
Natasha Clark, Team Leader, Democratic and Elections
Emma Faulkner, Democratic and Elections Officer

3 Declarations of Interest

There were no declarations of interest.

4 Urgent Business

There were no items of urgent business.

5 Minutes

The Minutes of the meetings of the Committee held on 5 April and 17 May 2016 were confirmed as correct records and signed by the Chairman.

6 Chairman's Announcements

There were no Chairman's announcements.

7 Scrutiny Briefing

The Chairman welcomed the Democratic and Elections Manager, who gave a short presentation on how the Overview and Scrutiny function would work, and gave guidance on how the Committee could decide which areas to focus on.

The Democratic and Elections Manager also clarified the role of Executive Members in the Scrutiny process. Although it wasn't possible for an Executive Member to be a member of an Overview and Scrutiny Committee, it didn't mean that they couldn't attend meetings or be asked questions during a scrutiny investigation.

The Democratic and Elections Manager added that historically the Committee had a very good working relationship with the Executive, and most recommendations made to Executive in the past as a result of Overview and Scrutiny reviews had been accepted.

In response to questions from the Committee, the Democratic and Elections Manager advised that areas of responsibility of other authorities such as County Council or Highways Authority could still be looked at, as joint scrutiny was an option.

The Committee thanked the Democratic and Elections officer for his briefing.

8 Performance Management Framework 2015/16 Quarter 4/Year End Report

The Committee considered a report from the Head of Transformation that detailed performance monitoring for Quarter 4 of 2015-2016, and the end of year report.

In response to questions from the Committee, the Corporate Performance Manager and the Senior Performance and Improvement Officer agreed to circulate a link to the Council's business plan to the Committee.

In connection with indicators CBP2 2.1b and 2.1c, recorded fly tips and number of fly tip enforcement actions, the Committee noted the scheduled consideration of a fly tipping report by Executive at its September meeting, and requested that the relevant officers be invited to a future meeting of the Committee prior to the report being submitted to Executive. Officers also agreed to circulate details of the recently appointed enforcement officer, as well as feedback on the number of prosecutions.

The Committee noted that work on redeveloping the website (pledge CBP4 2.2) had been put on hold whilst the future of working with Stratford was

discussed. They requested that the item be kept on the work programme to enable a further update in the future.

With regard to indicator CBP4 4.3, develop a car parking strategy, the Committee noted the scheduled consideration of the item at the September meeting of Executive, and requested that it be added to the work programme for the Committee ahead of the Executive meeting.

The Committee also requested that when partnerships or working groups were referred to in the report, a brief definition be included to remind people what each one does.

In connection with indicator CBP3 8.2, "Rural Proof" significant new policies, officers agreed to circulate a definition of "Rural Proof".

With regard to the format of future performance reports, the Corporate Performance Manager demonstrated two possible options. The first was an online based 'dashboard' approach, which would provide key headlines and statistics at a glance. The second was a website based on the business plan, which would link from the main Council website and give the option of summary information, or more detailed statistics behind the headlines if users so wished.

The Corporate Performance Manager advised that links to both options would be circulated to the Committee before the next meeting the team were due to attend, and feedback would be invited ahead of consideration by the Executive.

Resolved

- (1) That the report be noted
- (2) That the red performance of flytipping be noted from the performance monitoring, as well as the scheduling of a report to Executive in September and the item be added to the Committee work programme to consider the report prior to its submission to Executive
- (3) That the development of a parking strategy be noted from the performance monitoring, as well as the scheduling of a report to future meeting of Executive and the item be added to the Committee work programme to consider the report prior to its submission to Executive

9 Committee Work Programme

The Committee considered the work programme for the Municipal Year.

With regard to the on-going Youth Engagement Review, the Committee agreed to defer consideration of the item to the next meeting of the Committee in July.

Following consideration of end of year performance at item 7 on the agenda, it was agreed that reports relating to flytipping and creation of a parking strategy

from the Executive work programme should be considered by Overview and Scrutiny prior to their consideration by Executive.

In response to concerns raised by the Committee, a working group was established comprising of Councillors Brown, Bishop, Heath and Williams to draft a scoping document relating to the A361 through the district, for consideration by the Committee ahead of a possible Scrutiny review.

The Committee also expressed an interest in updates relating to the redevelopment of the Council website, and the possible introduction of the Community Infrastructure Levy (CIL).

The Committee Chairman had requested that consideration be given to the start time of future meetings being changed to 6:45pm, due to his work commitments. The Committee agreed to the change, with effect from the next meeting.

Officers also requested that the meeting of the Committee scheduled for Tuesday 6 September 2016 be brought forward to Thursday 1 September. This would allow the Committee to consider the Quarter 1 performance figures and make any comments to Executive, ahead of their consideration of the item at the meeting on Monday 5 September.

Resolved

- (1) That consideration of the continuation of the Youth Engagement Review be deferred to the July meeting of the Committee.
- (2) That, as per the resolution from item 7 (Performance Monitoring), reports relating to flytipping and the creation of a parking strategy from the Executive Work Programme be considered by Overview and Scrutiny prior to consideration by Executive.
- (3) That a working group be established comprising of Councillors Brown, Bishop, Heath and Williams to draft a scoping document relating to the A361.
- (4) That updates relating to the Cherwell District Council Website redevelopment and the Community Infrastructure Levy (CIL) be added to the work programme.
- (5) That the start time of future meetings be changed to 6:45pm.
- (6) That the September meeting of the Committee be moved from Tuesday 6 September to Thursday 1 September at 6:45pm, to enable the Committee to consider Quarter 1 Performance ahead of its submission to Executive.

The meeting ended at 8.35 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 9 March 2016 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ken Atack
Councillor Andrew Beere
Councillor Mark Cherry
Councillor Melanie Magee
Councillor G A Reynolds
Councillor Bryn Williams

Apologies for absence: Councillor Lynda Thirzie Smart
Councillor Norman Bolster
Councillor Ian Corkin
Councillor James Porter
Councillor Barry Wood

Officers: Paula Goodwin, Human Resources and Organisational Development Manager
Janine Dean, HR Business Partner - Environmental Services
Lesley Farrell, Democratic and Elections Officer

12 **Declarations of Interest**

There were no declarations of interests.

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

There were no Petitions or requests to address the meeting

14 **Urgent Business**

There we no items of urgent business.

15 **Minutes**

The minutes of the meeting of the Committee held on 9 December 2015 were agreed as a correct record and signed by the Chairman.

16 **Chairman's Announcements**

There were no Chairman's announcements.

17 **Employment Statistics Quarter 3: 01 October to 31 December 2015**

The Head of Transformation submitted a report on Employment Statistics for quarter 3, 1 October 2015 to 31 December 2015 which detailed employment statistics for information and monitoring purposes.

The Human Resources and Organisational Development Manager explained that the high numbers of vacancies were due to the departmental restructures taking place and vacant posts were being filled by temporary and agency staff. There were no targets for numbers of agency staff but it was anticipated that the number would be greatly reduced once the reorganisation had been completed.

Resolved

(1) That the report be noted

18 **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 grounds 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.

19 **Employment Statistics Quarter 3: 01 October to 31 December 2015 exempt appendices**

The Committee considered the exempt appendices to the report of the Head of Transformation which detailed employment statistics for quarter 3, 1 October 2015 to 31 December 2015.

Resolved

(1) That the exempt appendices be noted.

20 **CDC Sickness Absence Monitoring Committee Report - Quarter 3 2015-16**

The Head of Transformation submitted an exempt report on Sickness Absence Monitoring for quarter 3, 1 October 2015 to 31 December 2015 which set of sickness data and compared performance with previous years.

Resolved

(1) That the exempt report be noted.

The meeting ended at 7.00 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 17 May 2016 at 7.28 pm

Present: Councillor Timothy Hallchurch MBE (Chairman)
Councillor James Macnamara (Vice-Chairman)

Councillor Andrew Beere
Councillor Sean Gaul
Councillor Jolanta Lis
Councillor Les Sibley

Apologies for absence: Councillor Simon Holland
Councillor Nigel Morris

1 Appointment of Chairman for the Municipal Year 2016-2017

Resolved

That Councillor Timothy Hallchurch be appointed Chairman of the Standards Committee for the Municipal Year 2016-17.

2 Appointment of Vice-Chairman for the Municipal Year 2016-2017

Resolved

That Councillor James Macnamara be appointed Vice-Chairman of the Standards Committee for the Municipal Year 2016-17.

The meeting ended at 7.30 pm

Chairman:

Date:

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