

Council Minute Book
Monday 17 December 2018

Executive

1. Minutes of meeting Monday 5 November 2018 of Executive (Pages 1 - 8)
2. Minutes of meeting Monday 3 December 2018 of Executive (Pages 9 - 14)
Executive Lead Member Decisions (Pages 15 – 16)

Accounts Audit and Risk Committee

3. Minutes of meeting Wednesday 12 September 2018 of Accounts, Audit and Risk Committee (Pages 17 - 20)

Budget Planning Committee

4. Minutes of meeting Tuesday 6 November 2018 of Budget Planning Committee (Pages 21 - 24)

Overview and Scrutiny Committee

5. Minutes of meeting Thursday 15 November 2018 of Overview and Scrutiny Committee (Pages 25 - 30)

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 5 November 2018 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader
Councillor G A Reynolds (Vice-Chairman), Deputy Leader and Lead Member for Sport and Leisure

Councillor Colin Clarke, Lead Member for Planning
Councillor Ian Corkin, Lead Member for Customers and Transformation
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Richard Mould, Lead Member for Performance
Councillor D M Pickford, Lead Member for Housing
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

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

Officers: Yvonne Rees, Chief Executive
Adele Taylor, Interim Executive Director: Finance and Governance
Jane Carr, Executive Director: Wellbeing
Paul Feehily, Interim Director
Gillian Douglas, Assistant Director: Housing
Robert Jolley, Assistant Director: Economy and Regeneration
Hedd Vaughan Evans, Assistant Director Performance and Transformation
James Doble, Assistant Director: Law and Governance / Monitoring Officer
Natasha Clark, Governance and Elections Manager

51 Declarations of Interest

There were no declarations of interest.

52 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

53 **Minutes**

The minutes of the meeting held on 1 October 2018 were agreed as a correct record and signed by the Chairman.

54 **Chairman's Announcements**

There were no Chairman's announcements.

55 **2018 District Sports Study Playing Pitch Strategy**

The Executive Director Wellbeing submitted a report to note the findings of the District Sports Study 'Playing Pitch Strategy', a part of the commissioned 2018 Open Space, Sport and Recreation Assessment. These findings would be used to create the Sports & Leisure Strategy for Cherwell which would be brought to Executive in early 2019. The study models sport facility needs in Cherwell up to 2031.

Resolved

- (1) That the findings from the District Sports Study Playing Pitch Strategy Executive Summary (annex to the Minutes as set out in the Minute Book) be noted.
- (2) That the production of a Council Sports and Leisure strategy and subsequent delivery plan, in response to the Sports Studies findings and recommendations be supported.

Reasons

Members are asked to note the information contained in The District Sports Study Playing Pitch Strategy as it will provide an evidence base for the full Sports & Leisure Strategy. From this, producing a delivery approach for the development of further sports facilities where needed and to ensure the effective provision of sport and leisure opportunities across the District. Our main aim is to ensure that a network of sports facilities is in place to cater for the health and wellbeing of the current and future population.

Alternative options

Option 1: To reject the findings of the District Sports Study Playing Pitch Strategy, and to seek an alternative means of assessing current and future facility provision. This is not recommended, as it will be costly and will not meet Sport England assessment criteria, which is required for planning compliance and funding bids.

56

Revised Housing Allocations Scheme

The Executive Director Wellbeing submitted a report to agree a revised Housing Allocations Scheme for the allocation of affordable rented housing in Cherwell District.

In response to comments from the Leader of the Labour Group regarding the change in policy for people moving on from supported accommodation, the Lead Member for Housing confirmed that this would be kept under review and changes made accordingly if needed as was the case for the policy as a whole.

Resolved

- (1) That the revisions to the Housing Allocations Scheme as set out in the annex to the Minutes (as set out in the Minute Book) be agreed.
- (2) That authority be delegated to the Assistant Director Housing, in consultation with the Lead Member for Housing, to make any future amendments to the Council's Housing Allocations Scheme that are deemed to be necessary and do not constitute a major policy change.

Reasons

The changes would give greater clarity to applicants, greater coherence to the Scheme and make the processing of applications more efficient. The changes are relatively modest with the key principles of the Scheme remaining unchanged.

Alternative options

Option 1: Make no changes to the Scheme. This is rejected on the basis that over the last 3 years changes have been identified that would make the Scheme work better.

Option 2: Make selective changes to the Scheme but reject those changes that some consultees objected to. Specifically the banding for people in supported accommodation. However we believe band 2 is the appropriate banding in terms of consistency of approach with other homeless households while preserving band 1 for the most urgent cases. We will avoid disadvantaging people who are ready to move on through joint working with the supported accommodation providers and proper exit planning.

57

Removal of Cherwell District Council (CDC) Geographical Overlap in Relation to Oxfordshire Local Enterprise Partnership (OxLEP) and South East Midlands Local Enterprise Partnership (SEMLEP)

The Assistant Director – Economy and Regeneration submitted a report to gain approval from the Executive, following the recent Ministerial Local Enterprise Partnership (LEP) Review (and co-incident with the formal separation between CDC and SNC), that Cherwell District Council (CDC) should leave the South East Midlands Local Enterprise Partnership

(SEMLEP) and should only, from 1 April 2019, be part of the Oxfordshire Local Enterprise Partnership (OxLEP).

Resolved

- (1) That the contents of the report and key developments relating to the recent Ministerial Local Enterprise Partnership (LEP) Review be noted.
- (2) That approval be given to Cherwell District Council (CDC) leaving South East Midlands Local Enterprise Partnership (SEMLEP) by 1 April 2019, hence removing the geographical overlap where CDC is a member of both SEMLEP and Oxfordshire Local Enterprise Partnership (OxLEP).
- (3) That it be noted that, to assist with the transitional process, the Leader of CDC will remain on the Board of SEMLEP in his capacity as Chair of the Cross Corridor (Oxford-Milton Keynes-Cambridge) Leaders' Group as observer after the April 2019 changes take place.
- (4) That it be noted that CDC will continue as a full and active member (with board representation) of OxLEP.

Reasons

Over recent months, there has been a Ministerial Review of all 38 of the UK's Local Enterprise Partnerships (LEPs). The Review called for a number of changes to LEPs, which included the: Removal of geographical overlaps; Consolidation of geographical focus, including consideration of LEP mergers; and, Improvement of diversity of board membership.

It is a good idea for CDC to withdraw from SEMLEP and focus upon their membership of OxLEP. The decision is a sad one but also aligns with the changing circumstances related to local government reorganisation.

There are a number of potential implications and risks associated with the move which appear to be manageable and it seems the benefits, especially to the local business community outweigh the risks.

Alternative options

Option 1: There is one alternative option identified and this is to stay as we are (with CDC remaining a member of both OxLEP and SEMLEP). This is rejected for two reasons: Firstly, the Ministerial Review was looking to eliminate geographical overlaps and there was an incidence of this with Cherwell. Secondly, due to local government reorganisation the joint working and formal link to Northamptonshire has been removed.

Towards creating a Cherwell Industrial Strategy

The Assistant Director – Economy and Regeneration submitted a report to seek the Executives' endorsement for the development of a 10 year district industrial strategy for Cherwell; the Cherwell Industrial Strategy (CIS).

Resolved

- (1) That the process to prepare a ten year industrial strategy for Cherwell be supported and endorsed.
- (2) That the approach for Cherwell be agreed.
- (3) That the programme and indicative timeline for delivery be noted.

Reasons

This programme is ambitious and provides the opportunity to mobilise, motivate and inspire participants including internal teams, members throughout CDC and external partners. The methodology is proven. The iterative and incremental approach to gaining internal and external buy-in has been shown to deliver successful strategies elsewhere. The process will ensure that the final strategies have the support of the various groups and partners. The time is right to prepare a ten year economic strategy for CDC as the current strategy has expired. The strategy will realise real benefits including enabling an organisation-wide approach to delivering economic growth. The strategy development process will ensure the interests and input of a wide range of organisations are represented enabling effective delivery.

Alternative options

Option 1: Do nothing; this was rejected because the District's current plan for the economy expired in 2016 and a replacement is overdue.

Option 2: Undertake producing a three year plan for the economy adopting traditional and prosaic methods. This was rejected because the time is right for an ambitious ten year strategy which aligns with the national Industrial Strategy and the work being undertaken by the LEPs and their LIS trailblazers. Furthermore, with the Growth Deal and the Ox-Cam corridor there is currently a mood of ambition and positivity which makes producing a much more progressive district industrial strategy the right thing to do for our times.

Option 3: Produce a joint economic strategy with South Northamptonshire. This option was rejected on two grounds. The first is the imminent split with SNC through local government reorganisation and secondly because the economies are not sufficiently similar. It was, initially, proposed to pursue a "twin-track" approach where Cherwell and South Northants would develop concurrent strategies following the same, progressive, strategy development methodology. Things have moved on since then and the creation of a three way (South Northants, Daventry and Northampton) West Northamptonshire Industrial Strategy is currently being considered. This development creates a situation that puts Cherwell at the forefront of this process because the West Northamptonshire strategy will, unavoidably, now be some months behind.

59 **Monthly Performance, Finance and Risk Monitoring Report - September 2018**

The Assistant Director: Performance and Transformation and Assistant Director: Finance and Procurement submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of each month.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.

Reasons

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

This report provides an update on progress made so far in 2018-19 to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.

Alternative options

Option 1: This report illustrates the Council's performance against the 2018-19 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

60 **Notification of Urgent action: The Hill Youth and Community Centre, Banbury**

The Interim Executive Director Finance and Governance submitted a report to advise Executive of the urgent action taken by the Executive Director: Finance and Governance in consultation with the Leader to approve the demolition of The Hill Community Centre, Banbury on 11 July 2018 and the decision to construct a new youth and community centre in its place, the award of the construction contract having been made on 25 September 2018.

Resolved

- (1) That the urgent action taken by the Interim Executive Director Finance and Governance to approve the demolition of The Hill Community Centre, Banbury and to construct a new youth and community centre in its place be noted.

Reasons

This report confirms the urgent action taken by the Interim Executive Director Finance and Governance in consultation with the Leader to approve the demolition of The Hill Youth and Community Centre, Banbury on 11 July and

the decision to construct a new youth and community centre in its place, the award of the construction contract having been made on 25 September 2018.

Alternative options

None as this is an information report for Executive to note.

61 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.06pm

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 3 December 2018 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council and Lead Member for Leisure and Sport

Councillor Colin Clarke, Lead Member for Planning
Councillor Ian Corkin, Lead Member for Customers and Transformation
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Richard Mould, Lead Member for Performance
Councillor D M Pickford, Lead Member for Clean and Green
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property

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

Officers: Yvonne Rees, Chief Executive
Adele Taylor, Interim Executive Director: Finance and Governance
Jane Carr, Executive Director: Wellbeing
Claire Taylor, Director: Customers and Service Development
Paul Feehily, Interim Director
Nick Graham, Director of Law and Governance / Monitoring Officer
Gillian Douglas, Assistant Director: Housing
Hedd Vaughan Evans, Assistant Director Performance and Transformation
Natasha Clark, Governance and Elections Manager

62 Declarations of Interest

There were no declarations of interest.

63 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

64 **Minutes**

The minutes of the meeting held on 5 November 2018 were agreed as a correct record and signed by the Chairman.

65 **Chairman's Announcements**

There were no Chairman's announcements.

66 **Draft Housing Strategy 2018 - 2023 : 'Cherwell - A Place to Prosper'**

The Assistant Director Housing submitted a report to consider and approve the draft Housing Strategy 2018-2023 and Action Plan 2019-20 for public consultation for 7 weeks from December 2018 to January 2019.

In considering the report and in response to comments from the Leader of the Labour Group regarding the consultation process, the Chairman and Lead Member for Housing confirmed that a pragmatic approach to consultation on the Strategy would be taken.

Executive thanked and commended officers for their hard work on the Draft Housing Strategy.

Resolved

- (1) That the draft Housing Strategy 2018 – 2023: 'Cherwell – A Place to Prosper' be approved as an accurate reflection of Cherwell District Council's priorities and ambitions for meeting the housing needs of our communities.
- (2) That the draft Housing Strategy Action Plan which sets out key actions for delivery in 2019/20 be approved.
- (3) That the proposals for the public consultation phase before adoption of the final Strategy in March 2019 be approved.

Reasons

The Housing Strategy is an important document in setting out the council's ambitions and priorities against Housing which is a key Business Plan priority (relates directly to priorities: Deliver Affordable Housing, Prevent Homelessness and Deliver Innovative and Effective Housing Schemes but also to wider priorities such as Promote Health and Wellbeing, Enhance Community Resilience and Support and Safeguard Vulnerable People).

It is important that the Strategy is consulted on publicly for a reasonable time period before the final Strategy is brought to Executive for adoption in March 2019.

The Strategy is supported by a preliminary equalities impact assessment. A fuller assessment which takes account of consultation responses will support the final Strategy.

Alternative options

Not to agree to update and consult on the draft Housing Strategy. This is rejected as the Housing Strategy is an important document in setting out the council's ambitions and priorities against Housing which is a key Business Plan priority.

67

Local Development Scheme

The Interim Executive Director - Place and Growth submitted a report to seek approval of an updated Local Development Scheme (LDS) for the production of the Council's planning policy documents.

Resolved

- (1) That the updated Local Development Scheme (LDS) (annex to the Minutes as set out in the Minute Book) be approved.

Reasons

An updated Local Development Scheme (LDS) has been prepared. It provides a programme for the preparation of the Council's key planning policy documents that will be relevant to future planning decisions and, where applicable, the public examination of those documents. The Council has a statutory responsibility to prepare and maintain an LDS. The LDS will be used by officers, the public, partners, developers and other stakeholders to monitor the production of documents to plan for associated consultations. Approval of the LDS is needed to assist project management and ensure that the Council meets its statutory responsibilities for plan-making.

Alternative options

Option One: Not to approve the LDS: The Council has a statutory responsibility to maintain an LDS. Not to approve the LDS could undermine the confidence of the public and stakeholders about the Council's plan-making programme. The LDS would need to be re-presented to the Executive at a future meeting or to the Lead Member for Planning.

Option Two: To reconsider the content of the LDS - The LDS has been prepared having regard to the Council's statutory responsibilities and current resources. It is considered by officers to be appropriate for the present and foreseeable circumstances.

68

Annual Monitoring Report 2018

The Interim Executive Director: Place and Growth submitted a report to seek approval of the Annual Monitoring Report (AMR) 2018 and to present the

District's current housing land supply position. The report also sought approval of accompanying updates to the Local Plan's Infrastructure Delivery Plan and the Brownfield Land Register.

Executive thanked and commended officers for their hard work in producing the Annual Monitoring Report 2018.

Resolved

- (1) That the 2018 Annual Monitoring Report (AMR) (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That the district's housing delivery and five year housing land supply positions (for conventional housing and for Gypsies and Travellers) at Section 5 (Theme 2) of the AMR be noted and it be further noted that these positions will be reported to Development Management officers and Planning Committee as required.
- (3) That the 2018 Infrastructure Delivery Plan (IDP) update (annex to the Minutes as set out in the Minute Book) be approved.
- (4) That the 2018 Brownfield Land Register (BLR) (annex to the Minutes as set out in the Minute Book) be approved.
- (5) That the Assistant Director for Planning Policy and Development be authorised to make any necessary minor and presentational changes to the Annual Monitoring Report, Infrastructure Delivery Plan update and Brownfield Land Register if required prior to publication.

Reasons

The Annual Monitoring Report provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery. Its most significant conclusion is that the district continues to demonstrate a five year housing land supply. Five year supply calculations for sites for travelling communities are also presented. The AMR is accompanied by an updated 2018 Infrastructure Delivery Plan and a 2018 Brownfield Land Register which must be reviewed annually.

Alternative options

Option One: Amendment of the 2018 Annual Monitoring Report, Infrastructure Delivery Plan and Brownfield Land Register in consultation with the Lead Member for Planning - Officers consider the documents to be a robust, supported by data and research. Delay could lead to uncertainty within the development industry and risks for decision making.

Option Two: Not to approve the documents - Production of an authorities monitoring report is a statutory requirement and necessary to monitor implementation of the Local Plan. Updating the Brownfield Land Register is also a statutory requirement. The Infrastructure Delivery Plan is required to monitor and support delivery of the adopted Cherwell Local Plan 2011-2031.

69 **Monthly Performance, Risk and Finance Monitoring Report - October 2018**

The Assistant Director: Performance and Transformation and Assistant Director: Finance and Procurement submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of each month.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.

Reasons

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

This report provides an update on progress made so far in 2018-19 to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.

Alternative options

Option 1: This report illustrates the Council's performance against the 2018-19 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

70 **Urgent Business**

There were no items of urgent business.

71 **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.

72 **Notification of Urgent Action - Maintenance Options at Spiceball**

The Executive Director: Wellbeing submitted and exempt report to notify Executive of the urgent decision taken by the Executive Director: Wellbeing, in

consultation with the Leader and Deputy Leader of the Council with regards maintenance options at Spiceball Leisure Centre and to outline the rationale for the variation to the decision taken by the Executive on 1 October 2018.

Resolved

- (1) That the urgent decision taken by the Executive Director: Wellbeing in consultation with the Leader and Deputy Leader (who has responsibility for sport and leisure) to accept Option 2 as outlined in the exempt Executive Report of 1 October 2018 and thereby agreeing to the timescales for maintenance work at Spiceball Leisure Centre be noted.

Reasons

This report is submitted as required by the Constitution to inform Members of an urgent decision taken by the Executive Director: Wellbeing.

Alternative options

This report is notifying Executive of an urgent decision already taken.

The meeting ended at 7.15 pm

Chairman:

Date:

COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD NOVEMBER to DECEMBER 2018

17 December 2018

Area of Responsibility

Decision Subject Matter

Lead Member for Planning

Williamscot Conservation Area Appraisal

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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 12 September 2018 at 7.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)

Councillor Hannah Banfield
Councillor Hugo Brown
Councillor Nicholas Mawer
Councillor Tom Wallis
Councillor Sean Woodcock

Substitute Members: Councillor Tony Ilott (In place of Councillor Sean Gaul)
Councillor Barry Wood (In place of Councillor Ian Corkin)

Also Present: Steve Bladen, Engagement Partner, Ernst & Young, External Audit
Neil Harris, Engagement Partner, Ernst & Young, External Audit

Apologies for absence: Councillor Sean Gaul
Councillor Ian Corkin

Officers: Adele Taylor, Interim Executive Director: Finance and Governance
Kelly Watson, Assistant Director: Finance and Procurement
Isaac Aisu, Closedown Project Manager
Louise Tustian, Team Leader, Insight Team
Aaron Hetherington, Democratic and Elections Officer

26 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

28 **Minutes**

The Minutes of the meeting of the Committee held on 25 July 2018 were agreed as a correct record and signed by the Chairman.

29 **Chairman's Announcements**

There were no Chairman's announcements.

30 **Review by Those Charged with Governance**

The Executive Director, Finance & Governance submitted a report which set out the External Audit Opinion for 2017/18.

Resolved

- (1) That, following approval given at the Committee on 30 May 2018 it be agreed that the Chairman of the Accounts, Audit and Risk Committee sign the response relating to management assurances from Those Charged with Governance (annex to the Minutes as set out in the Minute Book).

31 **External Audit - Annual Audit Opinion 2017/18**

The Executive Director, Finance & Governance submitted a report which presented the External Audit Opinion for 2017/18.

In introducing the report, the External Auditor expressed their appreciation to the closedown team for their hard work during the process. The Committee added their appreciation to the closedown team.

Resolved

- (1) That the contents of the External Audit Opinion (ISA260) for 2017/18 from the External Auditor, Ernst & Young (EY) be noted.

32 **Statement of Accounts, Annual Governance Statement 2017/18 and Letter of Representation**

The Executive Director, Finance & Governance submitted a report for members to consider the Statement of Accounts 2017/18, the Annual Governance Statement 2017/18, and the Letter of Representation 2017/18.

Resolved

- (1) That the Statement of Accounts 2017/18 be approved.
- (2) That the Annual Governance Statement 2017/18 be endorsed.
- (3) That the Letter of Representation 2017/18 be approved.

33 **Monthly Performance, Risk and Finance Monitoring Report - July 2018**

The Assistant Director: Performance and Transformation and Assistant Director: Finance and Governance submitted a report which summarised Council's Performance, Risk and Finance monitoring position as at the end of each month.

Resolved

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That having given due consideration, the Leadership Risk Register be noted and no issues be identified for further consideration.

34 **Treasury Management Report - July 2018**

The Executive Director of Finance and Governance (Interim) submitted a report which presented information on treasury management performance and compliance with treasury management policy for 2018/19 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the contents of the July 2018 Treasury Management Report be noted.

35 **2018/19 Work Programme**

The Assistant Director: Finance and Procurement advised that it was anticipated that there would be training on treasury management prior to the November meeting of the Committee.

Resolved

- (1) That the work programme be reviewed.
- (2) That the updated work programme for 2018/19 be approved.

36 **Urgent Business**

There were no items of urgent business.

37 **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

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.

38 **Treasury Management Report - July 2018 - Exempt Appendix**

Resolved

- (1) That the exempt appendix be noted.

The meeting ended at 9.32 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 6 November 2018 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor Phil Chapman
Councillor David Hughes
Councillor Andrew McHugh
Councillor Tony Mepham
Councillor Barry Richards
Councillor Alaric Rose
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Sean Woodcock
Councillor Barry Wood

Substitute Members: Councillor Barry Wood (For Councillor Lucinda Wing)

Apologies for absence: Councillor Carmen Griffiths
Councillor Lucinda Wing

Officers: Adele Taylor, Interim Executive Director: Finance and Governance
Kelly Watson, Assistant Director: Finance and Procurement
Emma Faulkner, Democratic and Elections Officer
Richard Woods, Assistant Democratic and Elections Officer

27 **Declarations of Interest**

There were no declarations of interest.

28 **Urgent Business**

There were no items of urgent business.

29 **Minutes**

The minutes of the meeting of the Committee held on 25 September 2018 were confirmed as a correct record and signed by the Chairman.

30 **Chairman's Announcements**

There were no Chairman's announcements.

31 **Finance Monitoring Report - August 2018**

The Committee considered a report from the Assistant Director – Finance and Procurement, which summarised the Council's Finance Monitoring position at the end of August 2018.

In introducing the report, the Assistant Director – Finance and Procurement advised the committee that a total overspend of £481k to the end of August was forecast. No additional financial risks had been identified in September or October.

In response to questions from the Committee regarding the current underspend in Disabled Facilities Grants, the Assistant Director – Finance and Procurement advised that work on internal Cherwell District Council processes was being undertaken to ensure that Disabled Facilities Grants were better utilised, however reiterated that the process was reliant on referrals for such grants from Oxfordshire County Council.

Resolved

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

32 **2019/20 Budget and Medium Term Financial Strategy Update**

The Committee considered a report and presentation from the Interim Executive Director – Finance and Governance, which provided an update on the current financial position and progress being made towards setting the budget for 2019/20 and the Medium Term Financial Strategy.

The Interim Executive Director – Finance and Governance advised the Committee that details of the financial settlement from central Government were expected around 6 December 2018.

In response to Members' questions, the Interim Executive Director – Finance and Governance confirmed that due to the volatility of some areas of income, such as planning application fees, the actual position regarding income was taken into account when setting the new budget.

Resolved

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

33 **Response to the Value for Money Judgement in 2017/18 accounts**

The Committee considered a report from the Interim Executive Director – Finance and Governance, which detailed Cherwell District Council’s response to the Value for Money Judgement on the 2017/18 accounts.

In introducing the report, the Interim Executive Director – Finance and Governance advised the Committee that the report would also be presented to the Board of Crown House Banbury Ltd, as agreed with the external auditors.

The Interim Executive Director – Finance and Governance assured the Committee that there was no indication in the judgement that the acquisition of Crown House should not have happened.

As a result of the Value for Money judgement, other transactions had been reviewed and no issues had been found. In response to the report, the Committee commented that the report had given Members and officers a number of learning points for future transactions.

Resolved

- (1) That the actions taken to date in relation to address any concerns within the value for money judgement in our 2017/18 accounts in relation to the acquisition of assets be noted.

34 **Review of Committee Work Plan**

The Committee considered its Work Plan.

Resolved

- (1) That the Committee Work Plan be noted, subject to the inclusion of an additional item relating to Business Rates Overview and the removal of the item relating to S106 Monitoring from the 27 November 2018 meeting.

The meeting ended at 8.11 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 15 November 2018 at 6.45 pm

- Present: Councillor Neil Prestidge (Chairman)
- Councillor Mike Bishop
Councillor Mark Cherry
Councillor Chris Heath
Councillor Tony Mepham
Councillor Cassi Perry
Councillor Sandra Rhodes
Councillor Les Sibley
Councillor Bryn Williams
- Substitute Members: Councillor Nicholas Mawer (In place of Councillor Lucinda Wing)
- Also Present: Chief Inspector Emma Garside
- Apologies for absence: Councillor Sean Gaul
Councillor Phil Chapman
Councillor Lucinda Wing
- Officers: Jane Carr, Executive Director: Wellbeing
Adele Taylor, Interim Executive Director: Finance and Governance
Chris Hipkiss, Property and Investment Consultant
Hedd Vaughan Evans, Assistant Director Performance and Transformation
Nicola Riley, Assistant Director: Communities
Colin Wilderspin, Interim Community Safety Manager
Maria Wareham, Safeguarding Officer
Lesley Farrell, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

26 **Declarations of Interest**

There were no declarations of interest.

27 **Urgent Business**

There were no items of urgent business.

28 **Minutes**

The Minutes of the meeting of the Committee held on 9 September 2018 were agreed as a correct record and signed by the Chairman.

29 **Chairman's Announcements**

There were no Chairman's announcements.

30 **Show and Tell - Community Safety**

The Chairman welcomed Chief Inspector Emma Garside, the Executive Director; Wellbeing, The Assistant Director; Communities and the Interim Community Safety Manager to the meeting.

The Interim Community Safety Manager gave a presentation to the Committee giving details of the current work and challenges of community safety in the Cherwell District.

The presentation included information on Cherwell District Councils' Statutory responsibilities and current challenges such as Organised Crime, Street Gangs and County Lines.

Chief Inspector Garside gave a verbal update on the perspective of the police force and their work with regards to community safety in the district.

The Chief Inspector explained that 'Stronghold', the Thames Valley's response to Serious and Organised Crime and commitment to fighting organised crime with a shared partnership approach, aims to increase awareness with front line staff, partner agencies, business and third sector within our communities through education, enforcement and community activity.

In response to Members concerns regarding the initial response time of the 111 call centre, the Chief Inspector explained that she was aware of the problem and online reporting of non-urgent crime was now available and would improve efficiency in the call centre.

In response to questions from the Committee on "cuckooing", where drug dealers take over the homes of vulnerable people in exchange for free drugs, the Interim Community Safety Manager explained that leaflets were available to help recognition of vulnerable people open to "cuckooing" and would be circulated to Members for their information and reference.

In the course of the discussion, Members commented on the lack of youth provision and designated youth workers in the district. The Interim Community

Safety Manager explained that a lot of multi-agency work was being carried out for the prevention of crime. Safeguarding was a priority and funding was available from the Police and Crime Commissioner for drama workshops in schools which were having very positive results. The arrangements in place were working but the measures had not been in place for sufficient time to give comparisons.

The Assistant Director Communities suggested that this item come back to Committee in 12 months when more information would be available.

Resolved

- (1) That the Community Safety presentation be noted.
- (2) That a Community Safety update in 12 months be added to the work programme.

31 **Oxfordshire Safeguarding Children Board/Oxfordshire Safeguarding Adult Board Section 11 Review and Endorsement**

The Committee considered a report of the Executive Director, Wellbeing which gave details of the draft Cherwell District Council Section 11 return ahead of its submission to the Oxfordshire Safeguarding Children Board (OSCB) and Oxfordshire Safeguarding Adults Board (OSAB).

In response to Members' comments regarding the number of councillors who had completed the Safeguarding training, the Assistant Director, Communities confirmed that if Members provided copies of certificates of the Home Office e-learning Prevent Training completed through their employment, figures in the report would be adjusted to reflect this. The Safeguarding Officer confirmed that a training seminar was scheduled for 7 February 2019 on safeguarding which would also cover Prevent training.

Resolved

- (1) That the contents of the report be noted.
- (2) That the Cherwell District Council Section 11 return be endorsed for submission alongside a summary of the outcomes of a practitioner survey carried out on front line staff and a summary of safeguarding training.

32 **Monthly Performance, Risk and Finance Monitoring Report - September 2018**

The Assistant Director: Performance and Transformation presented a report summarising the Council's Performance, Risk and Finance monitoring position as at the end of September 2018.

Resolved

- (1) That the monthly Performance, Risk and finance Monitoring report be noted.
- (2) That it be noted that the Performance, Risk and Finance Monitoring was considered by Executive on a monthly basis.
- (3) That having reviewed the performance update for September no areas for further consideration by the Executive be identified.

33

Work Programme - 2018-2019

The Democratic and Elections Officers gave an update on the status of topics suggested for potential scrutiny review. Following the presentation given on Community Safety, an update of community safety in 12 months was added to the work programme and Youth Provision was added to the potential topics for scrutiny review.

The Democratic and Elections Officer advised Members that officers had requested that the Customer Services Improvement Plan and Draft Housing Strategy be added to the Work Programme for 2019/2020. The Committee endorsed both requests.

Resolved

- (1) That, as agreed at agenda item 5, Community Safety be added to the work programme for 2019/2020.
- (2) That Youth Provision be added to the topics to be considered in 2019/2020
- (3) That the Customer Service Improvement Project be added to the work programme for 26 March 2019 meeting.
- (4) That consideration of the draft Housing Strategy following consultation be added to the work programme under items to be allocated at the appropriate time.
- (5) That subject to resolutions (1), (2), (3) and (4) the work programme be noted.

34

Exclusion of the Press and Public

Resolved

- (1) 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 provision of Schedule 12A, Part I, Paragraphs 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.

35

Update on Castle Quay

The Interim Property Investment Manager, Regeneration and Estates gave an exempt presentation and update on Castle Quay. Members asked a number of questions to which answers were duly provided.

Resolved

- (1) That the exempt presentation be noted.

The meeting ended at 9.00 pm

Chairman:

Date:

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