



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

**Summary of the decisions taken at the meeting
of the Executive held on Monday 3 July 2023**

1. Date of publication of this summary: 4 July 2023
2. Decisions (if any) taken as a matter of urgency under Overview and Scrutiny Procedure Rules as set out in the Constitution (and not therefore subject to the call-in procedure): None
3. Date by which notice of call-in of any of the following decisions must be received in writing by the Chief Executive (see notes below):- Noon on Friday 7 July 2023
4. Notes:-
 - (a) For background documentation to the following decisions, please refer to the agenda and supporting papers (copies of which are available on the Council's website (www.cherwell.gov.uk) or from Democratic Services);
 - (b) Notice of call-in must be submitted in writing, by email or text to the Chief Executive by the deadline specified above, and must state the reason or reasons why "call-in" has been requested;
 - (c) Call-in can be requested by any six non-executive members of the Council.
However, if at any point during a municipal year the total number of opposition councillors is six or less the total number of non-executive members required to call-in a decision shall be the total number of opposition councillors less two.
 - (d) Decisions not called-in by the deadline specified above will become effective immediately the deadline has expired (unless they are recommendations to the Council).
 - (e) The Council has stipulated that the call-in procedure should not be used to challenge decisions as a matter of course and should be used only when fully justified.

**Yvonne Rees
Chief Executive**

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>Agenda Item 6 Performance, Risk and Finance Monitoring Report End of Year 2022 - 2023</p> <p>Report of Assistant Director of Finance and Assistant Director – Customer Focus</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the Performance, Risk and Finance Monitoring Report for End of year 2022- 2023.</p> <p>1.2 To note the Annual Report 2022 – 2023 (Appendix 9).</p> <p>1.3 To approve the carry forward of funding into</p>	<p>Resolved</p> <p>(1) That the Performance, Risk and Finance Monitoring Report for End of year 2022-2023 be noted.</p> <p>(2) That the Annual Report 2022 – 2023 be noted.</p> <p>(3) That the carry forward of funding into reserves be approved and the allocations being released for use in 2023/2024 (Annex to the Minutes as set out in the Minute Book - Appendix 6 of the report) be agreed.</p> <p>(4) That the capital carry forwards (Annex to the</p>	<p>This report provides a summary of the council's delivery against its business plan priorities including its, risk, and financial positions for the 2022/23 financial year.</p>	<p>This report summarises the council's performance, risk and financial positions for the 2022/23 financial year, therefore there are no alternative options to consider.</p>	<p>None</p>

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<p>reserves and agree the allocations being released for use in 2023/2024 as set out in Appendix 6.</p> <p>1.4 To approve the capital carry forwards described in Appendix 1.</p> <p>1.5 To approve the Use of / Contributions to Reserves as set out in Appendix 5.</p> <p>1.6 To note the outturn underspend for 2022/2023.</p>	<p>Minutes as set out in the Minute Book - Appendix 1 of the report) be approved.</p> <p>(5) That the Use of / Contributions to Reserves (Annex to the Minutes as set out in the Minute Book - Appendix 5 of the report) be approved.</p> <p>(6) That the outturn underspend for 2022/2023 be noted.</p>			
<p>Agenda Item 7 Monthly Performance, Risk and Finance Monitoring Report May 2023</p> <p>Report of Assistant Director of</p>	<p>Resolved</p> <p>(1) That the Performance, Risk and Finance Monitoring Report for May 2023 be noted.</p>	<p>This report provides an update on progress made during May 2023, to deliver the council's priorities through reporting on its performance, risk and</p>	<p>This report summarises the council's performance, risk, and financial positions up to the end of May, therefore there are no alternative options to</p>	<p>None</p>

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<p>Finance and Assistant Director – Customer Focus</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the Performance, Risk and Finance Monitoring Report for May 2023.</p> <p>1.2 To note the Budget Management Report.</p> <p>1.3 To approve the proposed changes in use of reserves in Appendix 5.</p> <p>1.4 To Note the Virements agreed under S151 delegations in Appendix 3.</p>	<p>(2) That the Budget Management Report be noted.</p> <p>(3) That the proposed changes in use of reserves (Annex to the Minutes as set out in the Minute Book – Appendix 5 to the report) be approved,</p> <p>(4) That the Virements agreed under Section 151 Officer delegations be noted.</p>	<p>financial positions.</p>	<p>consider. However, members may wish to request further information from officers or for inclusion.</p>	

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<p>Agenda Item 8 Cherwell Digital Futures Strategy</p> <p>Report of ICT and Digital Lead</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To approve the Digital Futures Strategy.</p>	<p>Resolved</p> <p>(1) That the Digital Futures Strategy be approved.</p>	<p>Embracing the digital approaches proposed in this strategy will align our services with the evolving expectations and daily digital interactions of our customers. By automating routine tasks, we empower our council officers to devote their expertise to more complex cases and to community members who would benefit from a more personal touch. Our commitment to gradual and strategic "evolution" rather than abrupt "revolution" allows us to manage the cost implications effectively. As such, most expenses related to the digital transformation will seamlessly integrate within our existing transformational budget or coincide with our planned system replacement</p>	<p>Option 1: To request the creation of a more traditional IT Strategy. Due to the drivers for transformation, a traditional IT Strategy would not provide the framework required to support radical change if needed.</p>	<p>None</p>

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		schedules. This thoughtful approach ensures a smoother transition towards our digital future, minimising disruption while maximising benefits and value for our community.		
<p>Agenda Item 9 Discretionary Housing Payments Policy reviewed 2023/2024</p> <p>Report of Assistant Director of Finance</p> <p>Recommendations</p> <p>The meeting is recommended to:</p> <p>1.1 Note the contents of the reviewed policy for Discretionary Housing Payments.</p>	<p>Resolved</p> <p>(1) That the contents of the reviewed policy for Discretionary Housing Payments be noted.</p> <p>(2) That policy for Discretionary Housing Payments be approved.</p>	<p>Discretionary Housing Payments are vital for residents in the current economic climate and help to support our most vulnerable residents with housing costs. It is recommended that the policy is endorsed by Executive to continue delivering support to these customers.</p>	<p>Option 1: Returning the funds to Department for Works and Pensions and Oxfordshire County Council has been rejected as this would not be in line with Cherwell's objectives of responding to the cost of living crisis and working to prevent homelessness.</p>	<p>None</p>

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<p>1.2 Approve the policy for Discretionary Housing Payments (appendix one).</p>				
<p>Agenda Item 10 Implementation of Car Parking Pricing</p> <p>Report of Assistant Director Environmental Services</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the proposed changes below:</p> <ul style="list-style-type: none"> • Increase the 1st hour from £1.10 to £1.20. This will increase income broadly in line with inflation. 	<p>Resolved</p> <p>(1) That the following proposed car parking changes be noted:</p> <ul style="list-style-type: none"> • Increase the 1st hour from £1.10 to £1.20. This will increase income broadly in line with inflation. • Keep the 2nd and 3rd hour unchanged as parking usage has demonstrated that use has declined and is not competitive with 	<p>The proposed changes protect against inflation pressures of car parking operational costs and income, and to reflect market forces and changes in use.</p>	<p>Option 1: To raise charges in line with the MTFP. This is not recommended as it is anticipated to have an adverse impact on use and therefore income due to competing offers from other car park providers in Banbury and Bicester, and to a lesser extent from competing towns outside of Cherwell.</p>	<p>None</p>

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<ul style="list-style-type: none"> • Keep the 2nd and 3rd hour unchanged as parking usage has demonstrated that use has declined and is not competitive with alternative car parking offers. • Increase the daily charge from £5.00 to £5.50 – an increase of 10p per hour - in line with inflation and as long stay car parks are showing increasing demand from increasing numbers of workers returning to office. • Increase the ultra short stay from £1.10 to £1.20 for ½ hour. Increase the hour rate from 	<p>alternative car parking offers.</p> <ul style="list-style-type: none"> • Increase the daily charge from £5.00 to £5.50 – an increase of 10p per hour - in line with inflation and as long stay car parks are showing increasing demand from increasing numbers of workers returning to office. • Increase the ultra short stay from £1.10 to £1.20 for ½ hour. Increase the hour rate from £1.60 to £1.70 in ultra short stay car parks, where it is evidenced that there is increasing demand. 			

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<p>£1.60 to £1.70 in ultra short stay car parks, where it is evidenced that there is increasing demand.</p> <p>1.2 To approve the publishing of the revised charges.</p>	<p>(2) That the publishing of the revised charges be approved.</p>			
<p>Agenda Item 11 Budget and Business Planning Process 2024/25 - 2028/29</p> <p>Report of Assistant Director of Finance</p> <p>Recommendations</p> <p>The meeting is recommended to:</p> <p>1.1 Approve the Budget and Business Planning</p>	<p>Resolved</p> <p>(1) That the Budget and Business Planning Process for 2024/25 be approved.</p> <p>(2) That the base assumptions to be used for the 2024/25 budget be approved.</p> <p>(3) That a five-year period for the Medium-Term Financial Strategy to</p>	<p>The Council has a legal obligation to set a balanced budget and ensure it maintains a suitable level of reserves each year. The process laid out in this report will allow CDC to develop budget proposals that will allow it to meet these legal obligations.</p>	<p>The Council has a legal obligation to set a balanced budget and evaluate its level of reserves to ensure they are held at a suitable level. Therefore, there are no alternative options other than to carry out a budget process that reviews the levels of reserves and identifies a budget proposal that can be delivered within the overall level of resources</p>	<p>None</p>

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<p>Process for 2024/25.</p> <p>1.2 Approve the base assumptions to be used for the 2024/25 budget.</p> <p>1.3 Approve a five-year period for the Medium-Term Financial Strategy to 2028/29 and five-year period for the Capital Programme to 2028/29.</p> <p>1.4 Approved the revised Reserves Policy at Appendix 4.</p>	<p>2028/29 and five-year period for the Capital Programme to 2028/29 be approved.</p> <p>(4) That the revised Reserves Policy (Annex to the Minutes as set out in the Minute Book) be approved.</p>		available to the Council.	
<p>Agenda Item 12 Award of Contract for the Repair and Refurbishment of Town Centre House</p> <p>Report of Assistant Director Wellbeing and Housing</p>	<p>Resolved</p> <p>(1) That authority be delegated to Assistant Director Wellbeing and Housing to award the contract for the repair and refurbishment of</p>	<p>To agree to delegating authority for procuring contractors and entering into a contract to complete the necessary works on Town Centre House following a competitive tendering exercise and formal costed</p>	<p>Option 1: Do not award a contract over the summer. This option has been rejected because Cherwell District Council must meet its financial and housing obligations in order to receive the Local Authority</p>	<p>None</p>

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<p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To delegate authority to Assistant Director Wellbeing and Housing to award the contract for the repair and refurbishment of Town Centre House in consultation with the Monitoring Officer and s151 Officer.</p> <p>1.2 To delegate authority to the Monitoring Officer to enter into the agreement with the successful tenderer.</p>	<p>Town Centre House in consultation with the Monitoring Officer and s151 Officer.</p> <p>(2) That authority be delegated to the Monitoring Officer to enter into the agreement with the successful tenderer.</p>	<p>evaluation of the bids received.</p>	<p>Housing Fund (LAHF) grant.</p> <p>Option 2: Not to take the LAHF grant This option has been rejected because Cherwell District Council is committed to supporting refugees as well as delivering where possible quality homes at local housing allowance rents.</p>	
<p>Agenda Item 13 Updates to Terms of Reference of the Future Oxfordshire Partnership</p>	<p>Resolved</p> <p>(1) That the Future Oxfordshire</p>	<p>The revised governance documents are required to set out how the councils in the Future Oxfordshire</p>	<p>Option 1: Do not approve the adjustments to the Terms of Reference. Rejected as it would not</p>	<p>None</p>

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<p>Report of Monitoring Officer</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To approve the Future Oxfordshire Partnership's revised Terms of Reference and Memorandum of Understanding.</p>	<p>Partnership's revised Terms of Reference and Memorandum of Understanding be approved.</p>	<p>Partnership will meet the requirements set out in the DLUHC letter dated 5 December 2022, securing the final £30 million of funding for infrastructure to support the accelerated delivery of new homes.</p>	<p>meet the requirements set out by central government to secure the funding for infrastructure. It would mean that the Council would not benefit from the opportunities that are presented from joint working with other councils in the Future Oxfordshire Partnership.</p>	
<p>Agenda Item 14</p> <p>Pledges to Oxfordshire Inclusive Economy Partnership's Charter</p> <p>Report of Assistant Director - Growth and Economy</p> <p>Recommendations</p> <p>The meeting is recommended:</p>	<p>Resolved</p> <p>(1) That Cherwell District Council's commitment to the adoption of twelve pledges (Annex to the Minutes as set out in the Minute Book) aligned with Oxfordshire Inclusive Economy Partnership</p>	<p>The OIEP has developed a Charter as a statement of shared commitment to creating a more inclusive local economy, reflecting the ambitions of partners from throughout the county to enable everybody to be economically active within stronger, more sustainable communities. To enact the</p>	<p>Option 1: Not to pledge towards delivering Oxfordshire Inclusive Economy Partnership's Charter. This was rejected because it would suggest that the Council is not committed to the creation of an inclusive economy. By not gaining external recognition of its own</p>	<p>None</p>

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<p>1.1 To re-confirm Cherwell District Council's commitment to the adoption of twelve pledges (Appendix Two) aligned with OIEP 2023-24 and to support delivery of the pledges through appropriate services areas.</p> <p>1.2 To delegate engagement with and membership of the OIEP Steering Group and Working Groups on behalf of the Council to Corporate Director – Communities, in conjunction with the Portfolio Holder for Regeneration.</p>	<p>(OIEP) 2023-24 and to support delivery of the pledges through appropriate services areas.</p> <p>(2) That engagement with and membership of the OIEP Steering Group and Working Groups on behalf of the Council be delegated to the Corporate Director – Communities, in conjunction with the Portfolio Holder for Regeneration.</p>	<p>Charter, partners are invited to make pledges towards it and this Council has led by example.</p> <p>The Council's Inclusive Communities plan will ensure that the Council can commit to delivering its pledges in 2023-24.</p> <p>By implementing these pledges, the Council will demonstrate good practice and encourage other organisations and businesses through continuing its active participation in the OIEP.</p>	<p>inclusive policies, it would also miss an opportunity to encourage others to engage and would therefore restrict its ambition to tackle the significant issues being faced by residents who are not currently benefitting as fully as they might from any increasing prosperity within the local economy.</p> <p>Option 2: To make alternative pledges to Oxfordshire Inclusive Economy Partnership's Charter. This was rejected because the Council should firstly identify pledges that are realistically achievable within existing resources. It is expected that in future years, additional pledges could be considered,</p>	

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			subject to resource availability.	