



Adjourned Meeting of Council

Tuesday 23 May 2023

Members of Cherwell District Council,

The reconvening of the adjourned Annual Council meeting will be held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA on Tuesday 23 May 2023 at 6.30 pm, and you are hereby summoned to attend.

**Yvonne Rees
Chief Executive**

Thursday 18 May 2023

AGENDA

1 Apologies for Absence

2 Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

Council Business Reports

3 Annual Council Business Report 2023/2024 (Pages 7 - 22)

**** Recommendations 1.1 and 1.2 were agreed at the 17 May 2023 prior to the adjournment of the meeting. Recommendation 1.13 added ****

Report of Chief Executive

Purpose of report

To note the results of the 4 May 2023 district elections and agree the governance arrangements for the council following the elections for the municipal year 2023/2024.

Recommendations

The meeting is recommended:

- 1.1 To note the results of the District Elections held on 4 May 2023.
- 1.2 To note the constitution of Political Groups and notification of Group Leaders.
- 1.3 To appoint the Leader of the Council (if required).
- 1.4 To note the appointment of Deputy Leader of the Council, the membership of the Executive and the Executive portfolios for Municipal Year 2023/2024.
- 1.5 To agree the allocation of seats on committees that are subject to the political balance requirements as set out in Appendix 2.
- 1.6 To appoint members (and where required, substitute members) to serve on each of the committees in accordance with the nominations made by political groups (Appendix 3).
- 1.7 To appoint a non-Executive representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.
- 1.8 To appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel.
- 1.9 To appoint an Executive member representative and Executive member substitute to the Future Oxfordshire Partnership.
- 1.10 To appoint three non-Executive representatives to the Future Oxfordshire Partnership Scrutiny Panel.
- 1.11 To appoint an Executive member and an Executive member substitute to each of the Future Oxfordshire Partnership Advisory Groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group (subject to approval by the Future Oxfordshire Partnership at its meeting of 13 June including confirmation of final title).
- 1.12 To appoint members to the Boundary Review Working Group.
- 1.13 To appoint a representative and named substitute to the Health and Wellbeing Board.

4 Member Development Framework (Pages 23 - 36)

Report of Monitoring Officer / Assistant Director Law & Governance

Purpose of report

To consider and agree the Member Development Framework and note the Member Development Programme for 2023/24.

Recommendations

The meeting is recommended to:

- 1.1 Agree the Member Development Framework (Appendix 1).
- 1.2 Note the Member Development Programme for 2023/2024 (Appendix 2).
- 1.3 Note that the Monitoring Officer/Assistant Director Law & Governance will regularly review and amend the Programme where necessary throughout the Municipal Year to ensure it remains relevant and fit for purpose.

5 Annual Report of the Accounts, Audit and Risk Committee 2022/23 (Pages 37 - 48)

Report of Assistant Director of Finance

Purpose of report

This report presents the annual report of the Accounts, Audit & Risk Committee 2022/23

Recommendations

The meeting is recommended:

- 1.1 To note the contents of the Annual Report of the Accounts, Audit & Risk Committee 2022/23.

6 Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

For information

Please note:

Members are advised that written questions and motions for the next scheduled Council meeting on Monday 17 July must be submitted to the Monitoring Officer and Assistant Director Law and Governance, democracy@cherwell-dc.gov.uk, by noon on Wednesday 5 July.

FIRST MEETINGS OF COMMITTEES

Appointments of Chairmen and Vice-Chairmen of Committees

At the conclusion of the Council's proceedings all Members are asked to remain in their seats in the Council Chamber while Committees meet for the purpose of electing their Chairmen and Vice-Chairmen.

The Monitoring Officer will ask the Members on each Committee to stand in turn and those Members are asked to stand (where able)/sit as appropriate:

- Accounts, Audit and Risk Committee
- Appeals Panel
- Budget Planning Committee
- Licensing Committee
- Overview and Scrutiny Committee
- Personnel Committee
- Planning Committee
- Standards Committee

The Monitoring Officer will seek nominations for Chairman. Once appointed, the Chairman of each Committee will seek nominations for Vice-Chairman.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

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Cherwell District Council

Council

17 May 2023 (Adjourned to 23 May 2023)

Annual Council Business Report 2023/2024

Report of Chief Executive

This report is public

Purpose of report

To note the results of the 4 May 2023 district elections and agree the governance arrangements for the council following the elections for the municipal year 2023/2024.

1.0 Recommendations

** The recommendations are also included in the relevant section of the report **

The meeting is recommended:

- 1.1 To note the results of the District Elections held on 4 May 2023.
- 1.2 To note the constitution of Political Groups and notification of Group Leaders.
- 1.3 To appoint the Leader of the Council (if required).
- 1.4 To note the appointment of Deputy Leader of the Council, the membership of the Executive and the Executive portfolios for Municipal Year 2023/2024.
- 1.5 To agree the allocation of seats on committees that are subject to the political balance requirements as set out in Appendix 2.
- 1.6 To appoint members (and where required, substitute members) to serve on each of the committees in accordance with the nominations made by political groups (Appendix 3).
- 1.7 To appoint a non-Executive representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.
- 1.8 To appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel.
- 1.9 To appoint an Executive member representative and Executive member substitute to the Future Oxfordshire Partnership.

- 1.10 To appoint three non-Executive representatives to the Future Oxfordshire Partnership Scrutiny Panel.
- 1.11 To appoint an Executive member and an Executive member substitute to each of the Future Oxfordshire Partnership Advisory Groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group (subject to approval by the Future Oxfordshire Partnership at its meeting of 13 June including confirmation of final title).
- 1.12 To appoint members to the Boundary Review Working Group.
- 1.13 To appoint a representative and named substitute to the Health and Wellbeing Board.

2.0 Introduction

- 2.1 The Council's Constitution requires that at the annual meeting, Council shall:
- Note the results of the District Elections, if held, and the constitution of Political Groups and Group Leaders and elect the Leader of the Council if required
 - Conduct any business concerning the establishment of and appointments to the Executive, including the appointment of Deputy Leader and the allocation of functions to Portfolio Holders
 - Conduct any business concerning the establishment of, and appointment to:
 - The Overview and Scrutiny Committee
 - The Standards Committee
 - Such other Committees as the Council consider appropriate

3.0 Report Details

4 May 2023 District Election Results

- 3.1 Councillors were elected to district wards as set out below. All councillors will serve a four year term.

Ward	Elected	Party
Adderbury, Bloxham and Bodicote	Robert Pattenden	Liberal Democrats
Banbury Calthorpe and Easington	Lynne Parsons	Labour
Banbury Cross and Neithrop	Becky Clarke	Labour
Banbury Grimsbury and Hightown	Sean Woodcock	Labour & Co-operative
Banbury Hardwick	Besmira Brasha	Labour
Banbury Ruscote	Isabel Amelia Creed	Labour
Bicester East	Tom Beckett	Green

Bicester North and Caversfield	Simon Lytton	Liberal Democrats
Bicester South and Ambrosden	Nick Cotter	Liberal Democrats
Bicester West	Harry Knight	Independent – Bicester West Resident
Cropredy, Sibfords and Wroxton	Doug Webb	Conservative
Deddington	Andrew McHugh	Conservative
Fringford and Heyfords	Nigel Simpson	Conservative
Kidlington East	Ian Middleton	Green
Kidlington West	Lesley McLean	Liberal Democrat
Launton and Otmoor	Julian Nedelcu	Liberal Democrats

Recommendation

1.1 To note the results of the District Elections held on 4 May 2023.

Constitution of the Council and Constitution of Political Groups and Political Group Leaders

3.2 The current constitution of the Council (48 Members) is:

20 Conservative (41.67%)
 12 Labour / Labour & Co-operative Party (25.00%)
 10 Liberal Democrat (20.83%)
 3 Independent (6.25%)
 3 Green (6.25%)

3.3 Political Groups that have been formed will be notified to the Chief Executive. Where appointed by Political Groups, Group Leaders will also be notified. At the time of agenda publication, Political Groups had not been notified and will be published as an addendum.

Recommendation

1.2 To note the constitution of Political Groups and notification of Group Leaders.

Leader of the Council

3.4 The appointment of the Leader of the Council is a Council function in accordance with provisions of the Local Government Act 2000 as amended. The Leader of the Council comes from the majority political grouping.

3.5 In accordance with the provisions of the Local Government Act 2000 as amended, the Leader of the Council, must be re-appointed every four years.

- 3.6 The Leader will hold office until:
- they resign from the office
 - they are suspended from being a Councillor under Part III of the Local Government Act 2000 (although he may resume office at the end of the period of suspension)
 - the expiration of their term of office
 - they are no longer a councillor
 - they are removed from office by resolution of the council,
- 3.7 Following the 4 May 2023 elections, an addendum will be published advising once political discussions have concluded and Council will appoint a Leader, if required.
- 3.8 The Leader of the Council shall be the Chairman of the Executive and it is their responsibility to determine the size and membership of the Executive (providing the membership comprises between two and nine members, not including the Leader). The Leader shall also determine the remit of each portfolio. Council does not have any decision-making in this regard.
- 3.9 All executive functions are vested in the Leader and it is the Leader's responsibility to determine how such functions shall be delegated. This responsibility can be a simple re-affirmation of the existing delegation of executive functions to Executive, and Officers. The Council does not have any decision making role in this regard.

Recommendation

- 1.3 To appoint the Leader of the Council (if required).

Deputy Leader of the Council and Executive 2023/2024

- 3.10 The Leader of the Council will advise Council of their appointment of Deputy Leader and the Executive Portfolios for the Municipal Year 2023/24.

Recommendation

- 1.4 To note the appointment of Deputy Leader of the Council, the membership of the Executive and the Executive Portfolios for 2023/24.

Committee Appointments 2023/2024

- 3.11 The current constitution of the Council is set out at paragraph 3.2. The constitution of Political Groups will be published as an addendum to this report.
- 3.12 The Council is required by the Local Government and Housing Act 1989 to review the political balance on its committees on an annual basis. Appendix 1 summarises how the rules operate.
- 3.13 Appendix 2 (to follow) sets out the arithmetical product of the rules for the Council's committees. The figures in Appendix 2 show the adjustments which are necessary to achieve the balance across and within committees to comply with the rules.
- 3.14 There are currently no committees on which the allocation of seats are not subject to the political balance requirements.

- 3.15 Appendix 3 (to follow) sets out Group nominations to serve on each of the committees in accordance with the political balance requirements.

Recommendations

- 1.5 To agree the allocation of seats on committees that are subject to the political balance requirements as set out in Appendix 2.
- 1.6 To appoint members (and where required, substitute members) to serve on each of the committees in accordance with the nominations made by political groups (Appendix 3).

Appointment of Representatives

- 3.16 Council is asked to appoint a representative to the Oxfordshire County Council Health Overview and Scrutiny Committee for the municipal year 2023/2024. The representative cannot be a member of the Executive.
- 3.17 Council is asked to appoint a representative to the Police and Crime Commissioner Scrutiny Panel for the municipal year 2023/2024.
- 3.18 Council is asked to appoint members as the council's representative (by precedent and custom across all Oxfordshire councils, the Leader) and named substitute (an Executive member) to the Future Oxfordshire Partnership for the municipal year 2023/2024.
- 3.19 Council is asked to appoint members to the Future Oxfordshire Partnership Scrutiny Panel. The Scrutiny Panel comprises 18 councillors, three appointed annually by each constituent Council of the Future Oxfordshire Partnership. Three non-Executive members should be appointed by each constituent council having regard to the council's own political balance. It is a requirement at Panel meetings that at least one member from each of the partners is in attendance for the meeting to be quorate.
- 3.20 The Future Oxfordshire Partnership has four advisory groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group *subject to approval by the 13 June Future Oxfordshire Group meeting including confirmation of final title. The membership of each Advisory Group includes an Executive member of each partner authority and an Executive member substitute. It is custom across Oxfordshire councils that the Executive member whose portfolio most closely fits the role of the group is appointed to the respective Advisory Group.

Recommendations

- 1.7 To appoint a non-Executive representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.
- 1.8 To appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel.
- 1.9 To appoint an Executive member representative and Executive member substitute to the Future Oxfordshire Partnership.

- 1.10 To appoint three non-Executive representatives to the Future Oxfordshire Partnership Scrutiny Panel.
- 1.11 To appoint an Executive member and an Executive member substitute to each of the Future Oxfordshire Partnership Advisory Groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group (subject to approval by the Future Oxfordshire Partnership at its meeting of 13 June including confirmation of final title).

Boundary Review Working Group

- 3.21 Council established an informal Community Governance & Boundary Review Working Group at the time the district wide community governance review commenced. The remit of the working group includes agreeing responses on behalf of the Council on boundary reviews. Oxfordshire County Council is currently undergoing a boundary review and this Council will have an opportunity to comment on the proposals.
- 3.22 The Working Group is not subject to proportionality but does reflect the political make up of the council, whilst ensuring each Group has a representative.
- 1.12 To appoint members to the Boundary Review Working Group.

Health and Wellbeing Board

- 3.23 Council is asked to appoint a representative and named substitute to the Oxfordshire Health and Wellbeing Board.
- 1.13 To appoint a representative and named substitute to the Health and Wellbeing Board.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The Council is required to note the results of the District Council elections, appoint a new Leader (if required), agree the allocation of seats on committees that are subject to the political balance requirements and to agree the appointments to each of the Committees in accordance with the nominations made by political groups.

5.0 Consultation

Group Leaders

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To amend the appointments. This is not recommended as nominations have been submitted by Group Leaders following consultation with their Groups and in accordance with the proportionality calculations.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising directly from this report.

Comments checked by:

Michael Furness, Assistant Director of Finance & S151 Officer, 01295 221845

Michael.furness@cherwell-dc.gov.uk

Legal Implications

- 7.2 It is a legal requirement for Council to appoint a Leader, agree proportionality after an election and make appointments to committees. It is for the Council Leader to appoint the Deputy Leader and the other Executive members, and to allocate Lead Member responsibilities.

Comments checked by:

Shiraz Sheikh, Monitoring Officer and Assistant Director Law & Governance

shiraz.sheikh@cherwell-dc.gov.uk

Risk Implications

- 7.3 In ensuring the legal requirements are met risk to the authority is mitigated.

Comments checked by:

Shona Ware, Assistant Director Customer Focus,

shona.ware@cherwell-dc.gov.uk

Equalities and Inclusion Implications

- 7.4 Appointments are made using the principles of proportionality as set out in the Local Government and Housing Act 1989 (Section 15). Each Group appoints whomever it wishes to serve on a committee to fulfil its proportional entitlement.

Comments checked by:

Shona Ware, Assistant Director Customer Focus,

shona.ware@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

None, this report is pursuant to a statutory requirement

Lead Councillor

None

Document Information

Appendix number and title

- Appendix 1 – Local Government & Housing Act 1989 – Political Balance
- Appendix 2 - Allocation of seats on committees subject to political balance requirements
- Appendix 3 – Committee appointments

Background papers

None

Report Author and contact details

Natasha Clark, Governance and Elections Manager, 01295 221589,
natasha.clark@cherwell-dc.gov.uk

Appendix 1

Local Government & Housing Act 1989 - Political Balance

General Description of the Rules

1. For most local authority committees and sub-committees and for certain other appointments, the 1989 Act requires the Council to allocate seats to political groups in accordance with the groups' proportionate strength on the Council as a whole.
2. The political balance requirement applies only where political groups have been set up, but where it does apply the allocation to committees has to be reviewed annually. A review is also required on the formation of a new political group or if requested by a member newly joining a group.
3. A committee must review the allocation of seats on its sub-committees following any change in the committee's membership as a result of a 1989 Act review.

The Allocation

4. The allocation process depends on the proportionate strengths of the political groups and the nature of the committee, sub-committee or other body concerned. The following rules apply:
 - (i) Where a group has an overall majority on the Council, that group is entitled to a majority of the seats on each committee and sub-committee.
 - (ii) Each political group is entitled to its proportion of the total number of seats on all the committees added together, according to the ratio of the number of members of the group to the number of members of the Council.
 - (iii) Subject to (i) and (ii) above, each group is entitled to its proportion of the number of seats on each individual committee.
 - (iv) For sub-committees and some other bodies, a group is entitled to its proportion of the number of seats regardless of the total number of seats involved (but still subject to the majority rule in (i) above).
 - (v) The allocations of seats to political groups are rounded up or down to the nearest whole number. Where the allocations leave a seat or seats unfilled on a committee, sub-committee or other body those seats must be allocated to any independent members of the Council.
5. Except where a "no dissent" alternative (as described below) is adopted, application of these principles, "so far as reasonably practicable", is mandatory. Once the allocations have been agreed under this procedure, the appointment of individual members must then be made in accordance with the wishes of the respective groups.

Alternatives where "No Dissent"

6. The requirement to allocate seats according to political groups' proportionate strengths can be overridden by some other arrangement, either in relation to all committees, sub-committees and other bodies or in relation to any individual committee, sub-committee or other body, provided that no councillor votes against the alternative arrangement when it is proposed.

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Appendix 2

Proportionality Calculations

- 1.1 Under the Local Government (Committees and Political Groups) Regulations 1990 made pursuant to the Local Government and Housing Act 1989, allocations of committee seats are made to political groups and any member not in a political group is consequently not automatically entitled to seats on committees. There are no such members currently and the committee allocations take account of the Groups notified to the Chief Executive as set out below.
- Conservative Group, 20 Members (41.67%)
 - Leader: Cllr Barry Wood
 - Progressive Oxfordshire Group, 14 members (29.17%)
 - Leader: Cllr David Hingley
 - Labour Group, 12 members (25.00%)
 - Leader: Cllr Sean Woodcock
 - Independent Group, 2 members (4.17%)
 - Leader: Cllr Les Sibley
- 1.2 The proportionality calculations require the following adjustments to achieve the required balance across and within Committee. The adjustments are indicated in italics in Table 1.
- Progressive Oxfordshire gives up one seat to the Independent Group. This is on Licensing Committee.
- 1.3 Table 1: Allocation of Seats to Proportional Committees

Committee	TOTAL	Conservative	Progressive Oxfordshire	Labour	Independent
Accounts, Audit & Risk Committee	8	3	2	2	1
Appeals Panel	10	4	3	3	0
Budget Planning Committee	12	5	4	3	0
Licensing Committee	12	5	3 (-1)	3	1 (+1)
Overview & Scrutiny	12	5	4	3	0
Personnel Committee	12	5	4	3	0
Planning Committee	18	8	5	4	1
Standards Committee	8	3	2	2	1
Proportional Total by Committee	92	38	28	23	3
Aggregate Entitlement	92	38	27	23	4
Adjustment Required	N/A	0	Minus 1	0	Plus 1

Appendix 2

- 1.4 The Constitution sets out that the Planning Committee has 12 named substitutes. These appointments are not included in the main committee proportionality calculations above but the number of substitutes per Group should reflect the political makeup of the Committee with the adjustment to ensure each Group has a named substitute. Groups should appoint the number of named substitutes as set out below:
- Conservative Group - 5
 - Progressive Oxfordshire - 3
 - Labour - 3
 - Independent - 1
- 1.5 Political Groups must have regard to the following when nominating Committee members:
- Overview and Scrutiny Committee must not include any members of the Executive
 - Personnel Committee members must include at least one member of the Executive and may not include members of the Appeals Panel
 - Appeals Panel members may not serve as members of the Personnel Committee

Committee Appointments 2023/2024

Proportional Committees

(NB. The number in brackets indicates the number of seats for the Group on the Committee. All Group nominations are listed alphabetically by councillor surname)

Accounts, Audit and Risk Committee

Membership (8 members with unnamed substitutes who can be any member of the relevant Group. All committee members must have received training prior to attending a meeting)

Conservative (3)	Progressive Oxfordshire (2)	Labour (2)	Independent (1)
Cllr Donna Ford	Cllr Simon Lytton	Cllr Besmira Brasha	Cllr Harry Knight
Cllr Simon Holland	Cllr Ian Middleton	Cllr Andrew Crichton	
Cllr Nick Mawer			

Appeals Panel

Membership (10 members with no substitutes – must NOT be Personnel Committee members)

Conservative (4)	Progressive Oxfordshire (3)	Labour (3)	Independent (0)
Cllr Sandy Dallimore	Cllr Nick Cotter	Cllr Mark Cherry	
Cllr John Donaldson	Cllr Rob Pattenden	Cllr Matt Hodgson	
Cllr Simon Holland	Cllr Dorothy Walker	Cllr Sean Woodcock	
Cllr Adam Nell			

Budget Planning Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group)

Conservative (5)	Progressive Oxfordshire (4)	Labour (3)	Independent (0)
Cllr Patrick Clarke	Cllr Tom Beckett	Cllr Rebecca Clarke	
Cllr Donna Ford	Cllr David Hogg	Cllr Matt Hodgson	

Appendix 3

Cllr Nick Mawer	Cllr Simon Lytton	Cllr Sean Woodcock	
Cllr Adam Nell	Cllr Dorothy Walker		
Cllr Doug Webb			

Licensing Committee

Membership (12 seats, with unnamed substitutes who can be any member of the relevant Group)

Conservative (5)	Progressive Oxfordshire (3)	Labour (3)	Independent (1)
Cllr Phil Chapman	Cllr Nick Cotter	Cllr Andy Beere	Cllr Les Sibley
Cllr Andrew McHugh	Cllr Lesley McLean	Cllr Rebecca Biegel	
Cllr George Reynolds	Cllr Chris Pruden	Cllr Mark Cherry	
Cllr Doug Webb			
Cllr Bryn Williams			

Overview and Scrutiny Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Executive)

Conservative (5)	Progressive Oxfordshire (4)	Labour (3)	Independent (0)
Cllr Maurice Billington	Cllr Tom Beckett	Cllr Isabel Creed	
Cllr Ian Harwood	Cllr Ian Middleton	Cllr Dr Chukwudi Okeke	
Cllr Simon Holland	Cllr Rob Pattenden	Cllr Lynne Parsons	
Cllr Doug Webb	Cllr Dorothy Walker		
Cllr Bryn Williams			

Personnel Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Appeals Panel)

Conservative (5)	Progressive Oxfordshire (4)	Labour (3)	Independent (0)
Cllr Ian Harwood	Cllr Gemma Coton	Cllr Dr Chukwudi Okeke	
Cllr Lynn Pratt	Cllr David Hingley	Cllr Lynne Parsons	
Cllr George Reynolds	Cllr Fiona Mawson	Cllr Amanda Watkins	
Cllr Doug Webb	Cllr Chris Pruden		
Cllr Barry Wood			

Planning Committee

Membership (18 members, 12 named substitutes. All committee members and named substitutes must have received planning training prior to attending a meeting)

Conservative (8)	Progressive Oxfordshire (5)	Labour (4)	Independent (1)
Cllr Maurice Billington	Cllr John Broad	Cllr Andy Beere	Cllr Les Sibley
Cllr Phil Chapman	Cllr Jean Conway	Cllr Rebecca Biegel	
Cllr Ian Harwood	Cllr Fiona Mawson	Cllr Rebecca Clarke	
Cllr Simon Holland	Cllr Lesley McLean	Cllr Amanda Watkins	
Cllr Lynn Pratt	Cllr Julian Nedelcu		
Cllr George Reynolds			
Cllr Nigel Simpson			
Cllr Barry Wood			

Named Substitutes (12 – not included in the proportionality calculations, all Groups to be represented)

Conservative (6)	Progressive Oxfordshire (3)	Labour (3)	Independent (1)
Cllr Sandy Dallimore	Cllr David Hingley	Cllr Matt Hodgson	Cllr Harry Wright

Appendix 3

Cllr John Donaldson	Cllr Ian Middleton	Cllr Sean Woodcock	
Cllr Andrew McHugh	Cllr Dorothy Walker		
Cllr Dan Sames			
Cllr Doug Webb			
Cllr Bryn Williams			

Standards Committee

Membership (8 members with unnamed substitutes who can be any member of the relevant Group)

Conservative (3)	Progressive Oxfordshire (2)	Labour (2)	Independent (1)
Cllr Sandy Dallimore	Cllr Julian Nedelcu	Cllr Lynne Parsons	Cllr Harry Wright
Cllr Lynn Pratt	Cllr Dorothy Walker	Cllr Amanda Watkins	
Cllr George Reynolds			

Cherwell District Council

Council

17 May 2023

Member Development Framework

Report of Monitoring Officer / Assistant Director Law & Governance

This report is public

Purpose of report

To consider and agree the Member Development Framework and note the Member Development Programme for 2023/24.

1.0 Recommendations

The meeting is recommended to:

- 1.1 Agree the Member Development Framework (Appendix 1).
- 1.2 Note the Member Development Programme for 2023/2024 (Appendix 2).
- 1.3 Note that the Monitoring Officer/Assistant Director Law & Governance will regularly review and amend the Programme where necessary throughout the Municipal Year to ensure it remains relevant and fit for purpose.

2.0 Introduction

- 2.1 The LGA Corporate Peer Review Report noted that “Cherwell District Council’s member development programme continues to be developed, it is recognised and appreciated by members. There is a positive focus on continuous improvement.”
- 2.2 Following elections, all Members, but particularly newly elected Members, are provided with an initial induction programme of training following the Election. A Programme of Member Development is also run in the remainder of the year to brief all Members on relevant current issues.

3.0 Report Details

- 3.1 The Member Development Framework is attached at Appendix 1. It emphasises the purpose and importance of Member development, the approach and opportunities to support Members in gaining the skills and knowledge needed to fulfil their various roles effectively.
- 3.2 The Member Development Programme 2023/24 is attached at Appendix 2. The programme includes the topics agreed as part of the 2023/24 meeting calendar by Council in October 2022. It includes key induction sessions that will be mandatory for newly elected Members, and are open to all Members to attend. Equally, as always, some development sessions remain mandatory for some or all Members.
- 3.3 The Political Group Leaders (PGL) met on 20 April 2023 and gave consideration to the Member Development Framework and the Programme for 2023/24. Group Leaders unanimously endorsed the Framework.
- 3.4 The Monitoring Officer / Assistant Director Law & Governance will regularly keep the Programme regularly reviewed and amend it where necessary to ensure it remains fit for purpose. This will ensure that the Programme retains flexibility with additional development sessions being added as and when a need is identified.

4.0 Conclusion and Reasons for Recommendations

- 4.1 Council is recommended to agree the Member Development Framework and note the Programme. The Programme will be kept under review, training dates will be added and made available to Members as soon as possible.

5.0 Consultation

Corporate Leadership Team
Political Group Leaders

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not to agree the Member Development Framework. This is not recommended as the Framework was endorsed by Political Group Leaders.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no budget implications arising directly from this report.

Comments checked by:

Michael Furness, Assistant Director of Finance, Michael.furness@cherwell-dc.gov.uk

Legal Implications

- 7.2 There are no direct legal implications arising from this report.

Comments checked by:

Shiraz Sheikh, Monitoring Officer / Assistant Director Law & Governance,
shiraz.sheik@cherwell-dc.gov.uk

Risk Implications

- 7.3 Failing to put a Member Development programme in place potentially leaves elected Members unable to fulfil their electoral mandate and poor decision making and potential for challenge.

Comments checked by:

Shona Ware, Assistant Director Customer Focus, shona.ware@cherwell-dc.gov.uk

Equalities and Inclusion Implications

- 7.4 Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:
A public authority must, in the exercise of its functions, have due regard to the need to –
(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.5 The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. The Member Development Framework will be sensitive to the protected characteristics of the councillor cohort, and considerate of their diverse needs (e.g. making training sessions accessible). In addition, equality will continue to be one of the components of member training in order to ensure that the organisation fully understands its responsibilities under the Equality Act 2010.

Comments checked by:

Shona Ware, Assistant Director Customer Focus, shona.ware@cherwell-dc.gov.uk

Sustainability Implications

- 7.6 There are no sustainability implications arising directly from this report.

Comments checked by:

Jo Miskin, Climate Action Manager, jo.miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision N/A

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

N/A

Document Information

Appendix number and title

- Appendix 1 – Member Development Framework
- Appendix 2 – Member Development Programme 2023/24

Background papers

None

Report Authors and contact details

Natasha Clark, Governance and Elections Manager

Emma Faulkner, Principal Officer – Scrutiny & Democratic Lead

Tel: 01295 221534,

Email: democracy@Cherwell-dc.gov.uk

Members' Development Framework

1. Strategic aims of the framework

1.1 This development framework aims to:

- promote the purpose and importance of councillor development and ensure buy-in from all councillors and officers.
- promote a positive and inclusive culture of learning, development and continual improvement.
- ensure the needs of councillors including individual learning styles are understood and catered for.
- provide a high quality and engaging programme of learning and development to ensure councillors can be effective and confident in their role.
- strengthen councillor-officer relationships.
- enhance democracy, participation and councillor diversity.
- celebrate achievements and impact.

2. Identifying training needs

2.1. The key roles and functions of councillors can be summarised as:

- policymaker
- community leader and networker
- community leader/representative/advocate
- ward representative
- Council representative
- decision-maker
- scrutiniser
- regulator
- spokesperson

2.2. Additional responsibilities of Portfolio Holders include:

- promoting the objectives and values of the Council
- ensuring the development of new policies
- providing guidance on budget and political priorities
- contributing to effective decision-making
- promoting reports and answering questions from other elected members and the public

3. How learning and development opportunities will be provided

3.1. The learning and development programme will aim to support councillors through the various stages of their political careers from induction through comprehensive ongoing learning and development.

- 3.2. Councillors will be required to attend learning events where these relate to the regulatory functions of the Council, such as planning and licensing matters (see section 6). They will be encouraged to attend other learning and development events to enhance their skills and knowledge.
- 3.3. All Councillors will be expected to attend mandatory development events on key topics as identified in the Member Development Programme. These may include sessions on:
 - Equalities and Diversity
 - Safeguarding
 - Mandatory Committee specific – Planning, Accounts, Audit & Risk
 - Committee specific – Scrutiny, Personnel
 - Local government finance
 - Code of Conduct (mandatory within 6 months of election/re-election)
 - Community engagement
 - Information Governance
 - Risk management
- 3.4. Additional learning events will be provided specifically for Portfolio Holders, Chairs and other councillors as appropriate. These may include:
 - Chairing meetings
 - Dealing with the Media
- 3.5. Councillors will be informed of forthcoming learning and development events by member updates.
- 3.6. Where practicable and appropriate, learning events will be recorded and evaluation feedback will be obtained.
- 3.7. Individual requests made by Councillors for specific development activities will be accommodated wherever possible, subject to the relevance to their role and utilising the training budget to maximise training opportunities for all councillors.
- 3.8. Requests for training should be made to the Democratic and Elections team. Approval of external training will be made by the Monitoring Officer, in consultation with the relevant Group Leader subject to budget. Copy of the course notes and feedback should be provided to Monitoring Officer after attending external training.

4. Induction

- 4.1. Induction will be provided for all new Councillors soon after the elections and attendance is mandatory for all new Councillors.
- 4.2. Induction will provide:

- the opportunity to meet with the Council's Corporate Leadership Team and key officers who will explain their roles within the Council
- an introduction to the Council's key strategies and priorities
- an outline of the policies and procedures of the Council
- information on the support and facilities available for Councillors
- an introduction to the Members' Code of Conduct and protocols

5. IT and mod.gov

- 5.1. Electronic communication, specifically through e-mail and the Council's website, is an essential medium for the efficient and effective delivery of services by the Council. Consequently, there is an increasing expectation that councillors will be proficient and confident in its use.
- 5.2. All councillors will be provided with laptops for use when conducting council business. Mobile phones are available on request for council business.
- 5.3. Dependent on their level of proficiency, councillors are expected to take advantage of the range of IT skills development courses provided by the Council.
- 5.4. The IT team will provide bespoke IT training to Councillors in small groups on request.
- 5.5. Specific training will be given to all councillors on using the mod.gov app, in order to limit the need for printed paper agendas and reports.

6. Regulatory and specialist learning

- 6.1. Members of those Committees with a regulatory role, such as Planning, Licensing and Standards, will be required to attend specialist training in these disciplines.
- 6.2. It is essential and mandatory that Councillors participate in these learning events in order to contribute to effective and lawful decision-making in these areas.

7. Councillor Briefings

- 7.1. The Council will continue to provide a comprehensive programme of briefings for all councillors covering a broad range of topics from policy issues through to specific service matters. These form an integral part of the Councillor development programme and all councillors will be expected to attend.
- 7.2. Priority will be given to subjects directly relevant to the Council's strategic themes.

- 7.3. Briefings will generally be undertaken by Council officers but partners and representatives of other organisations may be invited to address councillors from time to time.

8. External conferences and learning and development events

- 8.1. Attendance will normally be restricted to councillors with special responsibilities, requiring other specialist knowledge or skills which it is not cost-effective to provide in-house.
- 8.2. Whenever the opportunity presents itself, joint development events will be held with neighbouring authorities.

9. Resources

- 9.1 Each year the Council sets a budget and member training is included within that budget.

10. Monitoring and evaluation

- 10.1. The Councillor Development Framework will be reviewed and the outcome of learning and development events will be used to inform the future learning and development programme and the format and content of future events.

Member Development Programme 2023/2024

For the period May 2023 – August 2023

Topic and content	Date, time and venue / virtual / hybrid	Delivered by
Mandatory Sessions for New Members		
Welcome to Cherwell District Council Introduction to Local Government Introduction to Cherwell District Council Practical Information for newly elected councils Overview of departments and services The bigger picture - partnerships The CDC workforce and the assistance you can expect.	4pm – 5.30pm, Wednesday 17 May In person	Chief Executive CLT/ ELT
Surviving the first three months – what Members really need to know Part 1 – Constitution Basics Constitution Overview by section The Council's decision making structure – what each Committee does and how it operates Overview of meetings and what to expect at meetings The roles of back benchers and Executive Members Access to information (public and exempt/restricted papers)	4pm - 6pm, Monday 15 May Virtual	Monitoring Officer / Governance & Elections Manager
Surviving the first three months – what Members really need to know Part 2 – Meeting Procedures	6.30pm - 8.30pm, Monday 12 June Virtual	Monitoring Officer / Governance & Elections Manager

Topic and content	Date, time and venue / virtual / hybrid	Delivered by
Meeting and Council procedure rules Rules of debate Motions and amendments Questions at Full Council		
Introduction to Local Government Finance How the Council is funded and how performance is reported The Investment and Borrowing Strategy The Medium Term Financial Strategy The Capital Strategy The Revenue Budget	6.30pm - 8.30pm, Tuesday 6 June Virtual	S151 Officer
Introduction to the Council's Policy Framework This session will be led by the Performance and Insight Team and provide an overview of the council's key policies and strategies	To be scheduled	Performance and Insight Team
Mandatory Training for all Members		
IT Training session for all Members Trainig to be provided to all Members before collecting their IT equipment	By appointment	IT
Security and registration with the Information Commissioner An explanation of Freedom of Information, Data Protection and Information Security issues	To be scheduled	Data Protection Officer / Information Governance Manager
The Rules of Conduct and Standards Decision making and the law The Council's Constitution	6.30pm - 8.30pm, Monday 22 May Virtual	Monitoring Officer / Governance & Elections Manager

Topic and content	Date, time and venue / virtual / hybrid	Delivered by
The Code of Conduct including Social Media Protocol Declaration of Interests, Gifts and Hospitality		
Safeguarding - Everybody's business. Safeguarding for adults and children	6.30pm - 7.30pm, Thursday 20 July	Assistant Director Housing & Wellbeing
Equalities, Diversity and Inclusion	To be scheduled	Assistant Director Customer Focus
Committee Specific Training		
Mandatory Session for all Planning Committee Members and named subs (All Members welcome) (NB. It is mandatory for Planning Committee members and named subs to have attended Planning Committee training before attending a meeting)		
An introduction to the Planning Process The planning process and legislation Planning policy at the national level The role of Members and Officers The role of Ward Members and Executive Members How planning applications are dealt with Committee meetings, call ins, site visits Planning Appeals	10am – 12noon, Thursday 18 May Hybrid (Held after Annual Council on 17 May when Committee appointed and before 18 May Planning Committee meeting)	Planning and Legal
Mandatory Session for all Accounts, Audit & Risk Committee Members (All Members Welcome) (NB. It is mandatory for Accounts, Audit & Risk Committee members to have attended Accounts, Audit & Risk Committee training before attending a meeting)		
The role and functions of the Accounts, Audit & Risk Committees	6.30pm - 8.30pm, Tuesday 30 May Virtual	S151 Officer, Monitoring Officer, Chief Internal Auditor
Additional sessions on committee specific areas, e.g. Treasury Management will be scheduled after committee meetings	As per AARC meeting schedule	Topic dependent

Topic and content	Date, time and venue / virtual / hybrid	Delivered by
Overview and Scrutiny – mandatory session for Overview & Scrutiny Committee members (All Members welcome)		
The role and functions of the Overview and Scrutiny Committee	5.30pm - 7.15pm, Tuesday 23 May (the training is scheduled ahead of the first Overview & Scrutiny Committee meeting at 7.30pm on 23 May) Hybrid	External trainer - CfGS
Effective Scrutiny and Challenge (Overview & Scrutiny Committee members only)	To be scheduled	External trainer - CfGS
Personnel Committee – mandatory session for Personnel Committee members (All Members welcome)		
The role and functions of the Personnel Committee	6.30pm - 7.15pm, Tuesday 13 June (the training is scheduled ahead of the first Overview & Scrutiny Committee meeting at 7.30pm on 13 June) Hybrid	Assistant Director Human Resources
Licensing Committee - Mandatory Session for all Licensing Committee Members (All Members welcome) (NB. Licensing Sub-Committee membership is drawn from the membership of the parent company. Members must have attended Licensing Committee training to sit on a sub-committee)		
An introduction to the Licensing Process Overview of the Licensing Act 2003 Overview of the Gambling Act 2005 The Members' role and how Sub-Committees operate	To be scheduled	TBC - Assistant Director Regulatory Services & Community Safety / External
Appeals Panel - Mandatory Session for all Appeals Panel Members (All Members welcome)		
A guide to: HR disciplinary appeals (dismissal of employees) Statutory Officer disciplinary process	To be scheduled	Assistant Director Human Resources

Topic and content	Date, time and venue / virtual / hybrid	Delivered by
Chairing Skills – Mandatory Session for all Committee Chairs and Vice-Chairs		
An effective meeting needs an effective Chair. This session will cover the key roles of the Chair, handling the meeting and handling conflict.	To be scheduled	TBC – external trainer
Non-Mandatory Session for all Members		
Bitesize briefings (all 45 mins and virtual)		
Waste Collection	6.30pm, Thursday 8 June	Assistant Director Environmental Services
Customer Services	6.30pm, Tuesday 20 June	Assistant Director Customer Focus & Customer Services Manager
Fleet Management	6.30pm, Thursday 22 June	Assistant Director Environmental Services
Landscape and Street Scene	6.30pm, Thursday 29 June	Assistant Environmental Services
Street Cleansing bitesize briefing	6.30pm, Thursday 29 June	Assistant Director Environmental Services
Revenues and Benefits	6.30pm, Monday 10 July	Assistant Director Finance & Revenues & Benefits Manager
Emergency Planning	6.30pm, Wednesday 12 July	Paul Mann, Emergency Planning Officer, Oxfordshire County Council
Wellbeing	6.30pm, Wednesday 19 July	Assistant Director Wellbeing & Housing
Housing	6.30pm, Thursday 20 July	Assistant Director Wellbeing & Housing

Topic and content	Date, time and venue / virtual / hybrid	Delivered by
Digital training (making best use of ICT and accessing information)	TBC	IT
Procurement Rules	TBC	Monitoring Officer / Procurement Manager
Legal, Democratic & Elections	TBC	Monitoring Officer, Governance & Elections Manager, Head of Legal Services
LGA training		
<p>LGA Councillor workbooks www.local.gov.uk/councillor-workbooks</p> <p>The LGA has produced various workbooks on different topics, including “Being an effective ward councillors”, “Handling Casework”, “Neighbourhood and community engagement”, “Stress management and personal resilience”, “Supporting residents with complex issues” and “Working with town and parish councils”.</p> <p>Members can access the workbooks at the link above and read / complete as they wish.</p>		
<p>LGA Webinars</p> <p>Members to visit www.local.gov.uk/events to access upcoming events. Details of free webinars that may be of interest to Members will be included in the Chief Executive’s weekly Member Update email.</p>		

Cherwell District Council

Council

17 May 2023

Annual Report of the Accounts, Audit & Risk Committee 2022/23

Report of Assistant Director of Finance

This report is public

Purpose of report

This report presents the annual report of the Accounts, Audit & Risk Committee 2022/23

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the contents of the Annual Report of the Accounts, Audit & Risk Committee 2022/23.

2.0 Introduction

- 2.1 The Accounts, Audit & Risk Committee Annual Report 2022/23 is attached at Appendix 1.
- 2.2 The Annual Report contains information relating to the work of Accounts, Audit & Risk Committee during 2022/23.

3.0 Report Details

- 3.1 Within recommended practice for Audit Committees (CIPFA, Chartered Institute of Public Finance and Accountancy – Audit Committees Practical Guidance 2022), the committee should report on an annual basis to Council on how the committee has discharged its responsibilities.
- 3.2 The Annual Report 2022/23 was approved at the March Accounts, Audit & Risk Committee.

4.0 Conclusion and Reasons for Recommendations

- 4.1 Council is invited to note the content of the Accounts, Audit & Risk Committee Annual Report 2022/23.

5.0 Consultation

None.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: No alternative options have been identified as this report is for information only.

7. Implications

Financial and Resource Implications

There are no financial implications arising directly from this report.

Comments checked by:

Michael Furness, Assistant Director of Finance, 01295 221845

michael.furness@cherwell-dc.gov.uk

Legal Implications

There are no legal implications arising directly from this report.

Comments checked by:

Shiraz Sheikh, Monitoring Officer & Assistant Director – Law, Governance & Democratic Services

shiraz.sheikh@cherwell-dc.gov.uk

Risk Implications

There are no risk management issues arising directly from this report. Any arising risks will be managed through the service Operational Risk and escalated to the Leadership Risk Register as and when necessary.

Comments checked by:

Comments checked by:

Celia Prado-Teeling, Performance & Insight Team Leader, 01295 221556

Celia.prado-teeling@cherwell-dc.gov.uk

Equalities and Inclusion Implications

There are no equalities and inclusion implications arising directly from this report.

Comments checked by:

Celia Prado-Teeling, Performance & Insight Team Leader, 01295 221556

Celia.prado-teeling@cherwell-dc.gov.uk

Sustainability Implications

There are no sustainability implications arising directly from this report.

Comments checked by:

Jo Miskin, Climate Action Manager, 01295 221748,

jo.miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision N/A

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All wards are affected

Links to Corporate Plan and Policy Framework

All corporate plan themes.

Lead Councillor

Councillor Donna Ford, Chair of the Accounts, Audit & Risk Committee 2022/23

Document Information

Appendix number and title

- Appendix 1: Annual Report of the Accounts, Audit & Risk Committee 2022/23

Background papers

None

Report Author and contact details

Michael Furness, Assistant Director of Finance, michael.furness@cherwell-dc.gov.uk

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Appendix 1

Accounts, Audit & Risk Committee Annual Report

Report of the work of the Accounts, Audit & Risk Committee during 2022-23

Contents

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Role of the Accounts, Audit & Risk Committee	4
Key Activities	5

Annex

1. Accounts, Audit & Risk Committee Functions (terms of reference)

Chair's Introduction

As the Chair I am very pleased to present this annual report which sets out the role of the Accounts, Audit & Risk Committee and summarises the work we have undertaken during the financial year 2022/23.

The Committee is a key component of the council's governance framework, providing independent support to ensure good governance and strong public financial management.

The Committee continues to be well supported by Officers, providing a high standard of reports and presentations. I would like to thank the Finance Team, Risk & Performance Team, Internal Audit and External Audit for their input.

I should like to take this opportunity to give my personal thanks to all the officers, my Vice Chairman Cllr Hugo Brown and without exception, all fellow Committee members who have contributed and supported the work of the Committee in such a meaningful and positive way throughout the past year.

COUNCILLOR DONNA FORD

Chair, Accounts, Audit & Risk Committee

Role of the Accounts, Audit & Risk Committee

The Accounts, Audit & Risk Committee operates in accordance with the “Audit Committees, Practical Guidance for Local Authorities” produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) in 2022. The Committee complies with the CIPFA’s position statement. The Guidance defines the purpose of an Audit Committee as follows:

Audit committees are a key component of an authority’s governance framework. Their purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. The committee’s role in ensuring that there is sufficient assurance over governance risk and control gives greater confidence to all those charged with governance that those arrangements are effective.

The committee has oversight of both internal and external audit together with the financial and governance reports, helping to ensure that there are adequate arrangements in place for both internal challenge and public accountability.

The key functions of the Account’s Audit & Risk Committee are defined within its terms of reference, which is included within the council’s constitution.

How the Committee has discharged its responsibilities during 2022/23

Key AARC Activities	May 22	July 22	Sept 22	Nov 22	Jan 23	March 23
Financial Reporting						
2022/23 Accounting Policies						
Treasury Management update						
Capital and Investment Strategy 2023/24						
Treasury Management Strategy 2023/24						
Treasury Management Training						
Review of Support to Subsidiaries						
Internal Audit						
Annual Report of the Chief Internal Auditor 2021/22						
Internal Audit Strategy and Plan 2022/23						
Review of Internal Audit Reports and monitor of in-year progress						
Review of Internal Audit Charter and Quality Assurance Programme						
External Audit						
External Audit – Planning Report 2021/22						
External audit progress updates						
Governance & Risk Management						
Risk Management Report						
Approval of Annual Governance Statement (AGS) for 2021/22						
Annual Governance Statement – review of actions						
AARC – draft annual report						
Local Code of Corporate Governance						
Local Government and Social Care Ombudsman annual report						
Regulatory Compliance Report						
Counter-Fraud						
Approval of Counter-Fraud Strategy and plan for 2022/23						
Counter-Fraud Plan update						
Counter-Fraud Training						

Our work in 2022/23

The key activities of the Committee are captured in the table above. In summary:

Financial Reporting

The Committee reviewed the proposed accounting policies for the 2022/23

statement of accounts and considered the external auditors progress update report on the audit of the accounts.

The Committee receives reports on Treasury Management throughout the year, exercising its stewardship role, including the Treasury Management Outturn Report for 2021/22 and quarterly Treasury Management monitoring reports for 2022/23. Additionally, the Committee considered the draft Capital and Investment Strategy and the draft Treasury Management Strategy 2023/24. The Committee have provided effective scrutiny of the treasury management strategy and policies through receiving regular reports of activity, reviewing the treasury risk profile and adequacy of treasury risk management. The Committee received Treasury Management training from its external treasury advisers.

The Committee was also kept updated on the support the Council provides to its subsidiary companies.

Internal Audit

The Committee approved the Internal Audit Strategy for 2022/23, including the annual audit plan.

The Committee receives regular progress reports from the Chief Internal Auditor, including summaries of the outcomes from Internal Audit work.

The Committee has continued to review, and monitor material weaknesses identified from the internal audit reports with Senior Managers attending to provide assurance on how the issues were being addressed. This has supported the implementation of the actions plans to deliver the required improvements in key areas for the Council.

The completion of the Internal Audit Plan and the annual statement of the Chief Internal Auditor is produced for the Committee at the end of the financial year. Based on the evidence of the reports presented to the Committee, the internal audit team continues to provide an effective challenge and therefore assurance on the key risk activities.

The Committee also met with the Chief Internal Auditor in a private session during November 2022 and are satisfied Internal Audit are free to carry out their duties without restrictions.

The Committee approves the Internal Audit Charter on an annual basis, this was approved at the July 2022 meeting.

External Audit

The Council's external auditors, Ernst and Young, attended some of the committee meetings during 2022/23, providing their work plan for the 2021/22 audit and a progress update in March 2023, along with any matters arising.

The Committee met with the external auditors in a private session in January 2023.

The Committee is satisfied that they are free to carry out their duties without restrictions. We are also assured that if identified they would bring any material issues to the attention of the Committee.

Governance & Risk Management

The Committee approved the Annual Governance Statement (AGS) for 2021/22 to sit alongside the Council's 2021/22 accounts.

The Committee receives quarterly updates on risk management, considering the Leadership Risk Register element of the Performance, Risk and Finance Monitoring Report.

Counter-Fraud

The Committee receives regular updates from the Counter Fraud Team on outcomes of investigations. The Committee plays a key role in monitoring the effectiveness of the Council's counter fraud arrangements.

Overall, the Council has a strong system of internal control, so as expected, there is very little fraud identified; however nationally statistics show that fraud is on the increase, so it is important that the Council remains vigilant.

Accounts, Audit & Risk Committee self-assessment 2023

At the end of 2022, CIPFA (The Chartered Institute of Public Finance & Accountancy), issued updated guidelines and position statement to local authority audit committees. As part of those guidelines it is recommended that the committee undertake a regular self-assessment exercise against the recommended standards set out in the CIPFA 2022 guidelines. The Accounts, Audit and Risk Committee met in February 2023 and completed the self-assessment of good practice, which included review of core knowledge and skills.

The self-assessment exercise concluded that the committee has a high degree of performance against good practice principles, that it is soundly based and has in place knowledge membership. The committee complies with the CIPFA position statement 2022 and has fulfilled its terms of reference and the key issues escalated during the year.

Where matters for improvement were identified, these have been captured within an action plan. The Chair of the Accounts, Audit & Risk Committee and the Assistant Director of Finance are overseeing the completion of the planned actions.

One of the key recommendations of the CIPFA 2022 guidance is that all audit committees within local authorities have two independent members. The Accounts,

Audit & Risk Committee had already identified this as a required action and reported to Council at the 27 February 2023 meeting that those two independent members have been appointed. The two new independent members attended their first meeting in March 2023.