

Council Agenda



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Date: 12 February 2013
Website: www.whitehorsedc.gov.uk

Summons to attend a meeting of Council

to be held on Wednesday 20 February 2013 at 7.00pm
Guildhall, Abingdon

A handwritten signature in cursive script, appearing to read 'M Reed'.

Margaret Reed
Head of Legal and Democratic Services

A large print version of this agenda is available. In addition any background papers referred to may be inspected by prior arrangement.

Please note that this meeting will be held in a wheelchair accessible venue. If you would like to attend and have any special access requirements, please let the Democratic Services Officers know beforehand and they will do their very best to meet your requirements.

Note: please remember to sign the attendance register.

Agenda

Open to the Public including the Press

Map and vision

(Page 8)

A map showing the location of the venue for this meeting is attached. A link to information about nearby car parking is

http://www.whitehorsedc.gov.uk/transport/car_parking/default.asp

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Apologies for absence

To receive apologies for absence.

2. Minutes

(Pages 9 - 23)

To adopt and sign as a correct record the Council minutes of the meeting held on 12 December 2012 (previously published and attached).

3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4. Chairman's announcements

To receive any announcements from the chairman.

5. Statements, petitions and questions from the public relating to matters affecting Council

Any statements, petitions and questions from the public under standing order 32 will be made or presented at the meeting.

6. Urgent business

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent.

7. Petitions under standing order No.13

To receive petitions from members of the council under standing order 13 (if any).

8. Questions under standing order 12

To receive questions from members of the council under standing order 12.

1. Question from Councillor Jenny Hannaby to Councillor Reg Waite, Cabinet member for Waste Services:

Will the cabinet member agree with me the loss of the Vale's position as Top Recycling Council in the country is most regrettable?

2. Question from Councillor Jim Halliday to Councillor Matthew Barber, Cabinet member for Grants:

On 5 October 2012 all Councillors were sent details of the Capital Grant bids submitted by local organisations. In December the four area committees considered the majority of the bids and decided what if any grant should be awarded. However, a number of applications were excluded from the area committee agendas as apparently they were considered to be Vale-wide - for example: Age UK Oxfordshire who bid for £2714, Oxfordshire Association for the Blind who bid for £570, and the Oxfordshire Chinese Community Advice Centre who bid for £5000.

Please could the Leader list all such Vale-wide applications and for each state whether a decision has been made whether to award a grant, who made the decision, and the amount awarded?

3. Question from Councillor Tony de Vere to Councillor Matthew Barber, Cabinet member for Grants:

How many festival grant applications were received in 2012/13 and what was the total sum requested?

4. Question from Councillor Tony de Vere to Councillor Matthew Barber, Cabinet member for Finance:

What allowance for inflation have you made in the budget in each of the years 2013/14, 2014/15, 2015/16, 2016/17?

5. Question from Councillor Ron Mansfield to Councillor Roger Cox, Cabinet Member for Environmental Services:

How much money was spent helping low-income families procure the services of pest-control companies in 2011/12 and 2012/13?

6. Question from Councillor Jane Hanna to Councillor Matthew Barber, Cabinet Member for Finance:

Will you undertake to continue to make payments to Parish and Town Councils in 2014/15 and beyond to offset the effects of the new Council tax reduction scheme?

7. Question from Councillor Tony de Vere to Councillor Reg Waite, Cabinet member for Waste Services:

Would the Cabinet Member care to comment on the poor condition of a number of Bring Sites around the Vale?

8. Question from Councillor Jerry Paterson to councillor Mike Murray, Cabinet member for planning policy (including the local Plan):

In what way is the list of strategic housing sites in paragraph 13 of agenda item 11 of 8 February Cabinet agenda, set out in italics below, different to that consulted on by the council over two years ago?

The allocation of the following strategic housing sites (which are in addition to those already identified in the current Local Plan, such as Grove Airfield) and details of the development they will accommodate, and infrastructure and services that will be sought

- *Valley Park, Harwell (2,150 homes)*
- *Crab Hill, north of Wantage and east of Grove (1,500 homes)*
- *Monk's Farm, north of Grove (750 homes)*
- *Land on the northern part of Harwell Oxford Campus (400 homes) and*
- *Land on the south side of Park Road, Faringdon (350 homes)*

9. Recommendations from the Cabinet and committees

(Pages 24 - 29)

To consider recommendations from Cabinet and committees since the Council meeting held in December 2012.

(1) Treasury management mid-year monitoring report 2012/13

The Cabinet, at its meeting on 8 February 2013, considered the treasury management mid-year monitoring report of the head of finance.

The report of the Head of Finance, considered by the Cabinet on 8 February 2013, was circulated to all councillors. Please bring this report to the meeting.

RECOMMENDATION TO COUNCIL: to note that Cabinet is satisfied that the council's treasury activities are being carried out in accordance with the treasury management strategy and policy.

(2) Treasury management and investment strategy 2013/14

The Cabinet, at its meeting on 8 February 2013, considered the report of the head of finance on the approval of the treasury management strategy, the annual investment strategy and the prudential indicators.

The report of the Head of Finance, considered by the Cabinet on 8 February 2013, was circulated to all councillors. Please bring this report to the meeting.

RECOMMENDATION TO COUNCIL to approve:

- (a) approve the treasury management strategy 2013/14 as set out in Appendix A to the head of finance's report, subject to Cabinet keeping the strategy under review;
- (b) approve the prudential indicators and limits for 2013/14 to 2015/16 as set out in table 2, appendix A to the report;
- (c) approve the annual investment strategy 2013/14 set out in appendix A to the report and the lending criteria detailed in table 5.

(3) Budget 2013/14

The setting of the budget is covered in agenda item 10.

(4) Skin piercing

General Licensing Committee, at its meeting on 21 January 2013, considered a report on the adoption of a new single consolidated set of byelaws, produced by the department of health, to regulate acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis.

A copy of the byelaws agreed for recommendation to Council is **attached**.

RECOMMENDATION TO COUNCIL: to

- (a) make new model byelaws under Sections 14 and 15 of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by the Local Government Act 2003) for the regulation of acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis (and revoke existing byelaws); and
- (b) authorise the head of legal and democratic services to take all steps necessary to obtain confirmation of the byelaws from the Secretary of State for Health.

10. Budget 2013/14

The Cabinet, at its meeting on 8 February 2013, considered a report on the council's revenue budget 2013/14, medium term financial plan to 2017/18 and capital programme to 2017/18.

The Cabinet's budget proposal is bound separately and will follow this agenda (blue pages refer).

The Scrutiny Committee will consider this item at its meeting on 14 February 2013. Any

alternative recommendation will be circulated prior to the Council meeting.

11. Council tax 2013/14

To consider the report of the Head of Finance regarding the setting of the council tax for the 2013/14 financial year (**report to follow**).

12. Designating the council's section 151 chief financial officer (Pages 30 - 32)

To consider the report of the strategic director that recommends the designation of the shared head of finance as the section 151 officer for both councils from 4 April 2013 (report **attached**).

13. Pay policy statement 2013/14 (Pages 33 - 37)

To consider the report of the Head of HR, IT and Customer Services on the adoption of a pay policy statement to meet the requirements of the Localism Act (report attached).

14. Report of the leader of the council

(1) Urgent executive decisions

In accordance with the overview and scrutiny procedure rules, an executive decision can be taken as a matter of urgency, if any delay by the call-in process would seriously prejudice the council's or the public's interest. Treating the decision as a matter of urgency must be agreed by the chairman of the Scrutiny Committee and must be reported to the next meeting of the council, together with the reasons for urgency.

To receive any details of urgent executive decisions taken since the last ordinary meeting of the council, (if any).

(2) Delegation of executive functions

To receive details of any changes to the executive scheme of delegation.

(3) Matters affecting the authority arising from meetings of joint committees, partnerships and other meetings

To receive the report of the leader (if any).

15. Notices of motion under standing order 11

To receive the following notice of motion under standing order 11.

Motion to be proposed by Councillor Jenny Hannaby, seconder to be notified:

This Council congratulates officers and contractors responsible for waste and ground maintenance for their excellent efforts in keeping our paths and car parks as safe as possible throughout the recent bad weather.

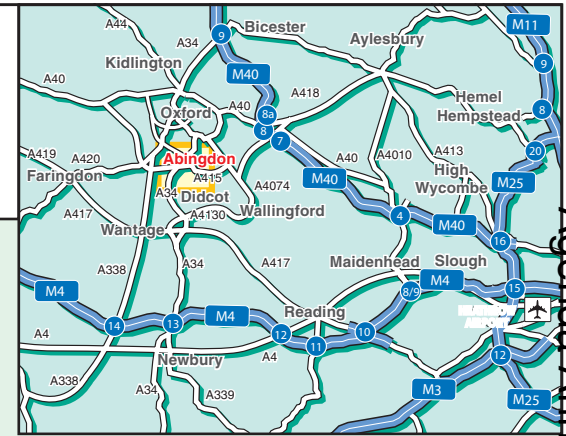
This Council also congratulates all officers responsible for alleviating the threat of flooding to vulnerable homes by delivering sand bags and other flood protection equipment.

This Council acknowledges the efforts made by Oxfordshire County Council (OCC) to keep main roads open during the January snow fall.

However, this council regrets that OCC did not carry out their full statutory duties and keep all roads treated with the resulting impact on the Vale's waste collection service, which were severely disrupted. Council requests the leader to write to the OCC Cabinet member responsible for Highways requesting a review on road clearing policies before the next bout of bad weather.

Exempt information under section 100A(4) of the Local Government Act 1972

None



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| KEY: Car Parks | |
|----------------|----------------------|
| | Abbey Close |
| | Cattle Market |
| | Charter Multi-storey |
| | Civic |
| | Rye Farm |
| | Hales Meadow |
| | Audlett Drive |
| | West St Helen Street |

By rail – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit www.nationalrail.co.uk or call 08457 484950

By bus – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council’s website at www.oxfordshire.gov.uk. Contact details for bus operators can be found on the travel information pages on our website www.whitehorsedc.gov.uk

Parking – details of car parks charges can be found on our website



Minutes

of a meeting of the

Council

held at 7.00 pm on Wednesday 12 December 2012
at the Guildhall, Abingdon

Open to the public, including the press

Present:

Members: Councillor Alison Thomson (Chairman), Mike Badcock (Vice-Chairman), John Amys, Marilyn Badcock, Matthew Barber, Eric Batts, Yvonne Constance, Roger Cox, Tony de Vere, Charlotte Dickson, Gervase Duffield, Jason Fiddaman, Debby Hallett, Jim Halliday, Jenny Hannaby, Dudley Hoddinott, Simon Howell, Bob Johnston, Bill Jones, Mohinder Kainth, Angela Lawrence, Pat Lonergan, Sandy Lovatt, Ron Mansfield, Sue Marchant, Julie Mayhew-Archer, Aidan Melville, Elizabeth Miles, John Morgan, Mike Murray, Jerry Patterson, Helen Pighills, Judy Roberts, Fiona Roper, Robert Sharp, Val Shaw, Janet Shelley, Melinda Tilley, Margaret Turner, Reg Waite, Elaine Ware, Richard Webber and John Woodford

Officers: Steve Bishop, David Buckle, Steven Corrigan, Matt Prosser, Margaret Reed, Anna Robinson and Toby Warren

Number of members of the public: 26

Co.43 Apologies for absence

Apologies for absence were submitted on behalf of Councillors Julia Bricknall, Andrew Crawford, Jane Hanna, Anthony Hayward, Holly Holman, Peter Jones and Gill Morgan

Co.44 Minutes

RESOLVED: to approve the minutes of the meeting held on 24 October 2012 as a correct record and agree that the Chairman sign them as such.

Co.45 Declarations of interest

In respect of agenda item 10 B – Council tax exemptions and discounts, Councillor Jenny Hannaby declared that she received a single person discount. She did not vote on this item.

In respect of the agenda item 10 D - Science Vale UK Enterprise Zone – Milton Park Local Development Order 2012 - Councillor Jim Halliday declared that he works for a

founder partner of Milton Park but works at Harwell and Councillor Mike Badcock declared that he works at Milton Park.

Co.46 Chairman's announcements

The Chairman welcomed the two new councillors representing the Sunningwell and Wootton ward following the by election on 6 December 2012. She congratulated Vale of White Horse District Council on achieving the best recycling rate in the country. She reported that she had attended the funeral of Terry Cox, former councillor, which was well attended.

Co.47 Statements, petitions and questions from the public relating to matters affecting Council

The Chairman of Council asked the following question on behalf of Dr Les Clyne to Councillor Matthew Barber, Leader of Council.

“In view of the continuing poor health of Councillor Peter Jones, when will a by election be called for his seat on the council, so that the residents of his ward in Abingdon can have full representation again”?

In response Councillor Matthew Barber referred to item 9 on the agenda which asked Council to consider a proposal to approve a further period of non-attendance until 22 March and allow for a by-election to be held on 2 May 2013 on the same day as Oxfordshire County Council’s elections if he had not attended a meeting by this time.

Four members of the public had requested to address Council on the proposed local development order for the Science Vale UK Enterprise Zone. Details are recorded in minute 52 D.

Co.48 Urgent business

The Chairman of Council agreed to take an item of urgent business on the distribution of council tax reduction scheme grant to allow Council to agree the methodology for the distribution of the grant to enable the section 151 officer to notify local precepting authorities of their share at the earliest opportunity which in turn will enable those authorities to meet the council’s deadline for receipt of precepts to avoid delays in setting the council tax and starting the billing process. She informed council that this item would be considered with the agenda item 12 – budget and council tax setting 2013/14.

Co.49 Petitions under standing order No.13

None.

Co.50 Questions under standing order 12

1. Question from Councillor Jenny Hannaby to Councillor Matthew Barber:

“Please can he outline the timetable for improving the road network in the Wantage Grove area, which as he is aware is about to see construction of a

large number of new houses, and how he expects these vital road improvement to be paid for?”

Answer

Councillor Barber acknowledged the significant building activity in the area. Any planning permissions would seek to ensure the provision of adequate infrastructure before the completion of sites through section 106 agreements and the community infrastructure levy.

In response to a supplementary question he undertook to raise the concerns of Councillor Hannaby on the timing of infrastructure provision with county council officers.

2. Question from Councillor Simon Howell to Councillor Mike Murray:

“Could those that live on the South Western part of the Vale be assured that Cabinet and Vale officers are in discussion and trying to influence Swindon Borough Council and their Core Strategy? The Swindon plans would significantly impact the roads and other services in the Vale with their plans for significant house building up to the boundary”.

Answer

Councillor Murray responded that Councillors Matthew Barber and Elaine Ware were scheduled to meet with Swindon Borough Council’s Cabinet to discuss the impact of their Core Strategy on the Vale.

3. Question from Councillor Sandy Lovatt to Councillor Elaine Ware:

“Does the portfolio holder think that changing the name of the Abbey Shopping Centre back to its original name of “Bury Street” is merely a cosmetic gesture or will it make a difference to the level of trade taking place in that area?”

Answer

Councillor Ware responded that the decision to change the name was that of the owners and not considered cosmetic as many residents would be familiar with the former name.

The Chairman of Council ruled a supplementary question out of order.

4. Question from Councillor Jason Fiddaman to Councillor Matthew Barber:

“Will the Leader report on the Council's response to the recent flooding?”

Answer

Councillor Matthew Barber responded that agencies across Oxfordshire had learnt lessons from previous flooding incidents and had responded very well to the recent flooding whilst acknowledging that further lessons could be learnt. He paid tribute to officers who had acted to protect property and lives.

In response to a supplementary question he confirmed that he would ensure the relevant organisations were thanked for the role they played.

Co.51 Councillor Peter Jones

At its meeting in May 2012 Council approved the non-attendance of Councillor Peter Jones at meetings of the council until 31 December 2012 due to his ill health and ongoing recovery. Council considered a proposal to approve his absence from any meetings of the authority until 22 March and to authorise the head of legal and democratic services to declare the seat vacant if he has not attended a meeting by this date.

Whilst not opposing the approval of a further period of non-attendance for Councillor Peter Jones from meetings a number of councillors expressed the view that in order to make informed decisions in the future they would require more information on each request and suggested a time limit on the period of non-attendance approved. Council agreed that the Constitution Review Task Group review this matter and report back to Council.

RESOLVED: to

1. approve the non-attendance of Councillor Peter Jones at meetings until 22 March 2013 due to his ill health and ongoing recovery;
2. authorise the head of legal and democratic services to declare the seat vacant if Councillor Peter Jones has not attended a meeting by this date.

Co.52 Recommendations from the Cabinet and committees

A. Council tax reduction scheme

Council considered Cabinet's recommendation, made at its meeting on 7 December 2012, on the adoption and implementation of a new Council Tax Reduction Scheme for the financial year 2013/14.

RESOLVED:

1. to adopt the Council Tax Reduction Scheme for 2013/14 outlined in paragraph 8 of the report of the Head of Finance to Cabinet on 7 December 2012;
2. to authorise the Head of Finance to finalise the scheme for 2013/14;
3. to encourage Oxfordshire authorities to continue to work together to develop and introduce a uniform Council Tax Reduction Scheme for 2014/15.

B. Council tax discounts and exemptions

Council considered Cabinet's recommendation, made at its meeting on 7 December 2012, on the level of council tax discount to apply to second homes, unoccupied and unfurnished dwellings, and dwellings undergoing or requiring structural repair, and the level of premium to apply to long-term empty dwellings.

RESOLVED: That in accordance with the Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012) and the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended)

- (i) from 1 April 2013 the council tax discount to be applied on second homes (Classes A and B in the Regulations) be reduced from ten per cent to nil;
- (ii) from 1 April 2013 (subject to (iii) below) the council tax discount to be applied on unoccupied and unfurnished dwellings (Class C in the Regulations) be 25 per cent for up to six months and zero per cent thereafter;
- (iii) from 1 April 2013 where the unoccupied and unfurnished dwelling is requiring or undergoing structural repair (Class D in the Regulations) the discount to be applied be 50 per cent for up to 12 months and zero per cent thereafter;
- (iv) from 1 April 2013 a premium of 50 per cent (on top of the 100 per cent currently payable) be applied to long term empty dwellings where they have been unoccupied and unfurnished continuously for at least two years (except those falling within Classes E and F in the Regulations where no premium will apply).

C. Council tax base 2013/14

Council considered Cabinet's recommendation, made at its meeting on 7 December 2012, on the council tax base for 2013/14.

Council was advised that subsequent to the Cabinet meeting officers became aware that the tax base calculations for St Helens Without, Shellingford, Shrivensham, South Hinksey and Sparsholt listed in appendix 1 to the Cabinet report were incorrect. The error was a result of the calculation of the effect of the new council tax reduction scheme and came about because of a difference between two different systems. The overall tax base figure was correct. A revised appendix with the correct council tax base for each parish was circulated at the Council meeting.

RESOLVED:

1. to approve the report of the head of finance for the calculation of the council's tax base and the calculation of the tax base for each parish area for 2013/14;
2. that, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by the Vale of White Horse District Council as its council tax base for the year 2013/14 be 45,964.9; and
3. that, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by the Vale of White Horse District Council as the council tax base for the year 2013/14 for each parish be the amount shown against the name of that parish in appendix 1 to these minutes.

D. Science Vale UK Enterprise Zone – Milton Park Local development Order 2012

Mr John Wattam, Mr Anthony Mockler, Brigadier Robin Draper and Mr Philip Campbell addressed Council on this item.

1. Mr Wattam reported that he understood the bigger picture but urged Council not to forget the effect on local people. He was disappointed that Cabinet had

- not addressed the concerns of local residents to reshape the local development order.
2. Mr Mockler expressed concern at the poor public consultation process that left little time for residents to prepare their case. He called for a postponement of the decision for six months to facilitate a proper consultation and informed decision.
 3. Brigadier Draper also raised concern about the public consultation process and believed the idea had not been sold to the local communities. Whilst welcoming the proposed local development order for Milton Park he urged Council to review acceptable uses of the site (e.g. business in the scientific industry, not car dealerships), and stated there was no requirement to intensify activities at the site to achieve the goal of creating a world centre for science and technology.
 4. Mr Campbell, acting as agent for MEPC, Milton Park's owners, addressed Council in support of the proposed local development order. The order encouraged science-based companies to the area. He believed that there were sufficient planning controls in the order that, whilst providing flexibility, provided a clear framework for the development of the site. He reported that the park currently had a few vacancies and there would be no imminent expansion. He believed MEPC had met public consultation requirements and referred to the establishment of a local liaison group.

Council considered Cabinet's recommendation, made at its meeting on 7 December 2012, to adopt a local development order for Milton Park, subject to confirmation that the Secretary of State does not wish to intervene.

Matthew Barber, Leader of council, advised Council of the amendments to the draft local development order agreed by Cabinet to:

- reflect the need to safeguard the scheduled ancient monument and its setting to the north of Milton Park
- reflect the need to maintain appropriate separation between the development and the residential areas of Milton and Sutton Courtenay
- minimise the impact of new green field development on visual amenity
- ensure the lighting and noise conditions also apply to Kelaart's Field
- include an 8 metre buffer between any new development and Moor Ditch

A number of councillors expressed concern about the perceived lack of consultation with parish councils and the lack of regard to local concerns. Although welcoming the establishment of a local liaison group they were of the view that such a body should have been established earlier in the process.

The majority of councillors supported the proposal to simplify planning controls and stimulate economic development at Milton Park and bring benefit to the local community. Councillors welcomed the increased measures to protect the archaeological sites, control noise and light at Kelaart's Field and improve landscaping.

In accordance with standing order 29(4) Councillors Mike Badcock, Gervase Duffield, Jim Halliday, Debby Hallett and Ron Mansfield requested that their abstention from voting on this item be recorded in the minutes.

RESOLVED: to authorise the strategic director, in consultation with the Leader of council, leader of the opposition and local ward councillor, to incorporate the amendments to the Local Development Order to reflect the changes agreed by Cabinet and to adopt the Milton Park Local Development Order 2012, subject to confirmation that the Secretary of State does not wish to intervene.

E. High Street Innovation Fund and Town teams

Council considered Cabinet's recommendation, made at its meeting on 7 December to approve the addition of £155,000 to the economic development budget, from externally received monies, to deliver high street innovation fund projects for the Vale towns, town teams in Abingdon and Faringdon, and the creation of a Vale-wide business partnership.

RESOLVED: to approve the addition of £155,000 to the economic development budget, from externally received monies, to deliver high street innovation fund projects for the Vale towns, town teams in Abingdon and Faringdon, and the creation of a Vale-wide business partnership.

Co.53 Response to the Local Government Boundary Commission's warding proposals for Vale of White Horse

Council considered the report of the chief executive, on the council's response to the Local Government Boundary Commission for England draft recommendations on the new electoral arrangements for Vale of White Horse District Council.

The chief executive reported that the responses received from parish and town councils were broadly supportive of the council's view. Blewbury Parish Council opposed the proposed two member Blewbury and Harwell ward and Milton Parish Council did not support the division of the parish into two district wards. The chief executive emphasised the importance of parish councils responding direct to the Boundary Commission with their views

Councillor Jim Halliday requested that the minutes record his support for single member wards for Abingdon.

Council agreed the proposed response subject to an amendment (moved by Councillor J Shelley and seconded by Councillor J Patterson) to provide for single member wards for Blewbury and Harwell.

RESOLVED: to

- (a) authorise the chief executive to prepare and submit the council's formal response to the Local Government Boundary Commission for England's warding proposal for Vale of White Horse reflecting the outline response set out in appendix A to the report of the chief executive to Council on 12 December 2012, subject to the inclusion of single member wards for Blewbury and Harwell, having first consulted with the members of the electoral review working group; and
- (b) authorise the chief executive in consultation with members of the electoral review working group to agree minor changes to the submission as agreed, where there is clear cross party support for so doing.

Co.54 Budget and council tax setting 2013/14

Council considered the report of the head of legal and democratic services, on the budget and council tax setting timetable, on the implications of new legislation on council tax setting and business rates pooling and on the late receipt of the local government grant settlement figures from central government.

She advised that, due to the consideration of an urgent item on the distribution of council tax reduction scheme grant (see minute 55), recommendation (d) in the report was no longer required.

RESOLVED: to

1. agree to waive the requirement in the budget and policy procedure rules for a six week consultation period for the 2013/14 budget setting process due to the delayed local government grant settlement this year
2. authorise the strategic director (section 151 officer), in consultation with the Cabinet member for finance, to approve and submit the Council's national non-domestic rates 1 form (NNDR1) for 2013/2014
3. authorise the strategic director (section 151 officer), in consultation with the Cabinet member for finance, to sign up to an Oxfordshire business rates pooling arrangement provided that on receipt of the local government grant settlement he is satisfied that it is in the council's interests to do so

Co.55 Urgent item - distribution of council tax reduction scheme grant

The Chairman of Council agreed to take this item as an item of urgent business to allow Council to agree the methodology for the distribution of council tax reduction scheme grant to enable the section 151 officer to notify local precepting authorities of their share at the earliest opportunity, which in turn will enable those authorities to meet the council's deadline for receipt of precepts to avoid delays in setting the council tax and starting the billing process.

Council considered the report of the head of finance that set out the council's approach to distributing the grant attributable to local precepting authorities (town and parish councils) that it will receive from the Government to offset the impact of the new council tax reduction scheme.

RESOLVED: to

1. pay over the full council tax reduction scheme (CTRS) grant attributed to local precepting authorities, but should the total grant exceed local precepting authorities' requirements, payment will only be made up to the level of the total shortfall of each local precepting authority calculated as in Appendix 1 of the report of the head of finance to Council on 12 December 2012.
2. approve the methodology for distributing the CTRS grant attributed to local precepting authorities as set out in paragraphs 10 to 15 and exemplified in Table 2.

3. direct the section 151 officer, on receipt of the actual CTRS grant attributed to local precepting authorities, to calculate the grant due to each local precepting authority based on the methodology agreed in (2) above and notify each local precepting authority of the amount they are to receive.
4. direct the section 151 officer to pay over the sums calculated as a consequence of (3) to local precepting authorities on 3 April 2013.

Co.56 Councillors' allowances 2013/14

Council considered the independent remuneration panel's report on the level of increase to apply to the councillors' basic allowance for 2013/14.

Councillor M Barber stated that the next review of councillors' allowances would revisit the reimbursement of mileage to councillors who visit the council offices for issues other than formal meetings.

RESOLVED: to

1. increase the basic allowance for 2013/14 in line with the staff pay increase for 2013/14; and
2. ask the independent remuneration panel to conduct a fundamental review of the councillors' allowances scheme following the outcome of the Boundary Commission's review of councillor numbers at the council.

Co.57 Sunningwell and Wootton by elections

Council considered the report of the head of legal and democratic services on changes to the make-up and membership of committees following the Sunningwell and Wootton by election held on 6 December 2012.

In response to a question officers provided an assurance that Councillor Aidan Melville would not participate in meetings of the planning committee until he had received the appropriate training.

RESOLVED: to

1. approve the allocation of seats as detailed in the report of the head of legal and democratic services to the Council meeting on 12 December 2012;
2. agree the revised memberships of the Planning Committee, Scrutiny Committee and General Licensing Committee as follows;
 - (a) Scrutiny Committee – 7 Conservative and 5 Liberal Democrat members
 - (b) Planning Committee – 8 Conservative, 5 Liberal Democrat and one non group councillor
 - (c) General Licensing Committee – 8 Conservative, 6 Liberal Democrat and one non-group councillor
3. agree the revised membership of the Licensing Acts Committee as 9 Conservative and 6 Liberal Democrat members;

4. appoint Aidan Melville as a member of the Planning Committee and Angela Lawrence as a member of the General Licensing Committee
5. authorise the head of legal and democratic services to make appointments to committee positions in accordance with the wishes of the relevant group leader.

Co.58 Virements

Council noted details of virements approved by Cabinet.

Co.59 Report of the leader of the council

In accordance with the scrutiny committee procedure rules, an executive decision can be taken as a matter of urgency, if any delay by the call-in process would seriously prejudice the council's or the public's interest.

The Leader of Council reported that he took a confidential decision on amendments to the existing agreements in respect of the Old Gaol, Abingdon and to secure the building of affordable housing at Harcourt Way to meet local housing needs by an earlier date.

Co.60 Notices of motion under standing order 11

Council considered the following motions.

1. Motion proposed by Councillor Julie Mayhew-Archer, seconded by Councillor Jenny Hannaby:

“Council urges the Cabinet to include appropriate sums for maintenance in its proposed capital budget for 2013/14 and subsequent years to permit the Abbey Meadow Swimming Pool to remain open so that Vale residents can continue enjoy this facility.”

Those councillors in support of the motion highlighted the importance of the facility to Vale residents, the increase in usage, the role the facility plays in attracting people into Abingdon and the fact that without the facility some people would enter the river as an alternative. The provision of a capital budget would facilitate improvement works and secure future plans for the facility.

Those councillors opposing the motion referred to the fact that the previous administration had proposed a reduction in funding, that sufficient funding existed for the planned repair works and decisions on budget matters should be taken as part of the budget and not in isolation.

On being put the motion was declared carried.

RESOLVED: to urge Cabinet to include appropriate sums for maintenance in its proposed capital budget for 2013/14 and subsequent years to permit the Abbey Meadow Swimming Pool to remain open so that Vale residents can continue enjoy this facility.

2. Motion proposed by Councillor Jim Halliday, seconded by Councillor Dudley Hoddinott:

“Council urges the Cabinet to include an appropriate sum in its proposed revenue budget for 2013/14 to allow for the community revenue grants scheme to be re-established in order that community groups and organisations may continue to promote the vitality of the District and the well being of the community.”

Councillors in support of the motion referred to the activities supported by revenue grant funding and highlighted what they perceived as the limitations of the current community revenue grants scheme having a total grant of £10,000 and an individual maximum grant of £1,000. The limitations of the current scheme had contributed to the cancellation of the 2013 Abingdon Arts Festival due to the inadequate grant of £1,000. They supported an increase in the revenue budget to facilitate the funding of more schemes to contribute to improved vitality of the towns and improve the health and well being of communities. Revenue grants had a greater impact than capital grants because they usually appeal to a larger proportion of the population across a community. They drew attention to the fact that the Abingdon Area Committee had surplus capital funds due to a lack of applications.

Whilst understanding the sentiments of the motion other councillors expressed the view that the current budget was adequate and any increase in the revenue grants budget could put other services under threat.

In response to concerns that the current capital grants budget was underspent Councillor Matthew Barber agreed to discuss with officers the option to roll capital over to the next financial year to facilitate a further round of applications.

In accordance with standing order 29(3), at the request of more than a fifth of councillors present, the chairman asked for a recorded vote. Votes on the motion were recorded as follows:

| For | Against | Abstentions |
|---------------------|-------------------|--------------------|
| Councillors: | Councillors: | Councillors: |
| Tony de Vere | John Amys | Alison Thomson |
| Debby Hallett | Mike Badcock | Marilyn Badcock |
| Jim Halliday | Matthew Barber | |
| Jenny Hannaby | Eric Batts | |
| Dudley Hoddinott | Yvonne Constance | |
| Bob Johnston | Roger Cox | |
| Angela Lawrence | Charlotte Dickson | |
| Pat Lonergan | Gervase Duffield | |
| Ron Mansfield | Jason Fiddaman | |
| Sue Marchant | Simon Howell | |
| Julie Mayhew-Archer | Bill Jones | |
| Aidan Melville | Mohinder Kainth | |
| Elizabeth Miles | Sandy Lovatt | |
| John Morgan | Michael Murray | |
| Jerry Patterson | Fiona Roper | |
| Helen Pighills | Robert Sharp | |
| Judy Roberts | Janet Shelley | |

| | | |
|----------------|-----------------|---|
| Val Shaw | Melinda Tilley | |
| Richard Webber | Margaret Turner | |
| John Woodford | Reg Waite | |
| | Elaine Ware | |
| Totals: | | |
| 20 | 21 | 2 |

The motion was declared not carried.

3. Motion proposed by Councillor Richard Webber, seconded by Councillor Tony de Vere:

“Council urges the Cabinet to allocate its capital and revenue grants budgets on a per capita basis when making allocations to the area committees.”

Councillors supporting the motion highlighted what they perceived as the unfairness of the current system arising from the unequal area distribution of grant funding between the South East and West areas of Vale and those of Abingdon and the North East areas. They urged Cabinet to reconsider the allocation criteria and base it according to a per capita basis to address this inequality.

Those councillors opposing the motion stated that the current system was based on a complex formula and reflected the rural nature of the district. Some referred to the fact that the Abingdon Area Committee had failed to spend its capital grant allocation.

In accordance with standing order 29(3), at the request of more than a fifth of councillors present, the chairman asked for a recorded vote. Votes on the motion were recorded as follows:

| For | Against | Abstentions |
|---------------------|-------------------|--------------------|
| Councillors: | Councillors: | Councillors: |
| Tony de Vere | John Amys | Mike Badcock |
| Debby Hallett | Marilyn Badcock | Angela Lawrence |
| Jim Halliday | Matthew Barber | Alison Thomson |
| Jenny Hannaby | Eric Batts | |
| Dudley Hoddinott | Yvonne Constance | |
| Bob Johnston | Roger Cox | |
| Pat Lonergan | Charlotte Dickson | |
| Ron Mansfield | Gervase Duffield | |
| Sue Marchant | Jason Fiddaman | |
| Julie Mayhew-Archer | Simon Howell | |
| Aidan Melville | Bill Jones | |
| Elizabeth Miles | Mohinder Kainth | |
| Jerry Patterson | Sandy Lovatt | |
| Helen Pighills | John Morgan | |
| Judy Roberts | Michael Murray | |
| Val Shaw | Fiona Roper | |
| Richard Webber | Robert Sharp | |
| John Woodford | Janet Shelley | |
| | Melinda Tilley | |
| | Margaret Turner | |
| | Reg Waite | |

Vale of White Horse District Council – Council minutes

| | | |
|---------|-------------|---|
| | Elaine Ware | |
| Totals: | | |
| 18 | 22 | 3 |

The motion was declared not carried.

4. Motion proposed by Councillor Cllr Jenny Hannaby, seconded by Councillor Debby Hallett:

“Council asks the Chief Executive to prepare a report for the next Council meeting describing the implications of the Council paying all its employees a living wage as set by Centre for Research in Social Policy, and outlining how the Council may apply to become an accredited living wage employer.”

A number councillors supported the principle of a living wage providing a person with sufficient salary to live decently and to adequately provide for their family. They drew attention to the gap between the legal minimum wage and the income required to support a house and family and the use of benefits and high interest loans by some to fill the gap between what they earn and the level of income required to survive.

In opposing the motion reference was made to the fact that one former member of staff was paid below the living wage criteria. Prior to recruiting to the vacancy additional budget provision would be made to address this. The situation was monitored and there was no need to seek such an accreditation.

On being put the motion was declared not carried.

The meeting closed at 9.35pm

PARISH COUNCIL TAX BASES - 2013/14

| PARISH/TOWN COUNCIL | NUMBER OF PROPERTIES | PARISH TAX BASE 2013-14 | PARISH TAX BASE 2012- 13 |
|------------------------------------|----------------------------|----------------------------------|--------------------------------------|
| ABINGDON | 14,411.0 | 11,580.5 | 12,683.5 |
| APPLEFORD | 140.0 | 151.9 | 158.0 |
| APPLETON WITH EATON | 388.0 | 432.0 | 436.8 |
| ARDINGTON AND LOCKINGE | 218.0 | 202.9 | 215.6 |
| ASHBURY | 237.0 | 239.3 | 255.3 |
| BAULKING | 40.0 | 46.1 | 46.6 |
| BESSELSLEIGH | 30.0 | 38.0 | 38.2 |
| BLEWBURY | 764.0 | 685.0 | 718.9 |
| BOURTON | 129.0 | 134.9 | 146.5 |
| BUCKLAND | 254.0 | 306.8 | 310.7 |
| BUSCOT | 87.0 | 88.9 | 90.4 |
| CHARNEY BASSETT | 120.0 | 144.9 | 143.3 |
| CHILDREY | 221.0 | 232.8 | 247.2 |
| CHILTON | 376.0 | 384.8 | 377.9 |
| COLESHILL | 75.0 | 63.2 | 71.2 |
| COMPTON BEAUCHAMP | 31.0 | 38.4 | 38.4 |
| CUMNOR | 2,440.0 | 2,591.5 | 2,680.5 |
| DENCHWORTH | 78.0 | 80.9 | 84.4 |
| DRAYTON | 981.0 | 895.6 | 958 |
| EAST CHALLOW | 322.0 | 258.8 | 289.8 |
| EAST HANNEY | 341.0 | 366.0 | 388.5 |
| EAST HENDRED | 493.0 | 504.0 | 531.7 |
| EATON HASTINGS | 32.0 | 33.1 | 32.7 |
| FARINGDON | 3,259.0 | 2,474.3 | 2,724.7 |
| FERNHAM | 95.0 | 108.2 | 115.9 |
| FRILFORD | 90.0 | 117.9 | 115.7 |
| FYFIELD AND TUBNEY | 199.0 | 235.3 | 243.1 |
| GARFORD | 69.0 | 80.8 | 82.0 |
| GOOSEY | 55.0 | 65.3 | 65.2 |
| GREAT COXWELL | 129.0 | 151.2 | 155.7 |
| GROVE | 2,994.0 | 2,497.0 | 2,686.1 |
| HARWELL | 1,029.0 | 960.9 | 1,017.1 |
| HATFORD | 35.0 | 43.6 | 46.7 |
| HINTON WALDRIST | 143.0 | 141.1 | 149.7 |
| KENNINGTON | 1,731.0 | 1,629.4 | 1,723.0 |
| KINGSTON BAGPUIZE AND SOUTHMOOR | 926.0 | 947.6 | 984.4 |
| KINGSTON LISLE | 104.0 | 102.5 | 111.7 |
| LETCOMBE BASSETT | 74.0 | 81.6 | 83.9 |
| LETCOMBE REGIS | 332.0 | 334.4 | 342.5 |
| LITTLE COXWELL | 68.0 | 74.6 | 78.0 |
| LITTLEWORTH | 95.0 | 114.1 | 115.8 |
| LONGCOT | 246.0 | 253.7 | 269.6 |
| LONGWORTH | 240.0 | 257.7 | 273.1 |
| LYFORD | 22.0 | 23.6 | 23.4 |
| MARCHAM | 720.0 | 689.4 | 716.4 |

Vale of White Horse District Council – Council minutes

| | | | |
|----------------------|---------|-----------------|----------|
| MILTON | 468.0 | 412.6 | 442.0 |
| NORTH HINKSEY | 1,890.0 | 1,639.6 | 1,740.0 |
| PUSEY | 28.0 | 33.4 | 33.6 |
| RADLEY | 1,004.0 | 849.6 | 911.5 |
| ST HELEN WITHOUT | 825.0 | 804.3 | 804.7 |
| SHELLINGFORD | 79.0 | 78.6 | 81.3 |
| SHRIVENHAM | 978.0 | 967.1 | 1,012.6 |
| SOUTH HINKSEY | 158.0 | 179.1 | 194.2 |
| SPARSHOLT | 135.0 | 147.2 | 147.8 |
| STANFORD IN THE VALE | 901.0 | 828.5 | 879.4 |
| STEVENTON | 653.0 | 588.9 | 634.9 |
| SUNNINGWELL | 368.0 | 431.6 | 437.7 |
| SUTTON COURTENAY | 1,040.0 | 948.0 | 1,009.4 |
| UFFINGTON | 323.0 | 325.5 | 346.2 |
| UPTON | 174.0 | 209.3 | 208.8 |
| WANTAGE | 5,004.0 | 4,093.0 | 4,456.8 |
| WATCHFIELD | 812.0 | 755.7 | 782.8 |
| WEST CHALLOW | 78.0 | 88.0 | 93.9 |
| WEST HANNEY | 222.0 | 242.4 | 247.9 |
| WEST HENDRED | 148.0 | 159.7 | 162.5 |
| WOOLSTONE | 60.0 | 78.3 | 73.3 |
| WOOTTON | 1,185.0 | 1,146.3 | 1,229.6 |
| WYTHAM | 69.0 | 73.4 | 76.7 |
| | - | - | |
| TOTAL | 51,465 | 45,964.9 | 49,075.5 |



BYELAWS

Acupuncture, Tattooing, Semi-Permanent Skin-Colouring, Cosmetic Piercing and Electrolysis

Byelaws for the purposes of securing the cleanliness of premises registered under sections 14(2) or 15(2) or both of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in such premises and of persons registered under sections 14(1) or 15(1) or both of the Act and persons assisting them and of securing the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the practice of acupuncture or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis, or any two or more of such practice and businesses made by the Vale of White Horse District Council in pursuance of sections 14(7) or 15(7) or both of the Act.

Interpretation

1.—(1) In these byelaws, unless the context otherwise requires—

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“client” means any person undergoing treatment;

“hygienic piercing instrument” means an instrument such that any part of the instrument that touches a client is made for use in respect of a single client, is sterile, disposable and is fitted with piercing jewellery supplied in packaging that indicates the part of the body for which it is intended, and that is designed to pierce either—

- (a) the lobe or upper flat cartilage of the ear, or
- (b) either side of the nose in the mid-crease area above the nostril;

“operator” means any person giving treatment, including a proprietor;

“premises” means any premises registered under sections 14(2) or 15(2) of the Act;

“proprietor” means any person registered under sections 14(1) or 15(1) of the Act;

“treatment” means any operation in effecting acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis;

“the treatment area” means any part of premises where treatment is given to clients.

(2) The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2.—(1) For the purpose of securing the cleanliness of premises and fittings in such premises a proprietor shall ensure that—

- (a) any internal wall, door, window, partition, floor, floor covering or ceiling is kept clean and in such good repair as to enable it to be cleaned effectively;

- (b) any waste material, or other litter arising from treatment is handled and disposed of in accordance with relevant legislation and guidance as advised by the local authority;
- (c) any needle used in treatment is single-use and disposable, as far as is practicable, or otherwise is sterilized for each treatment, is suitably stored after treatment and is disposed of in accordance with relevant legislation and guidance as advised by the local authority;
- (d) any furniture or fitting in premises is kept clean and in such good repair as to enable it to be cleaned effectively;
- (e) any table, couch or seat used by a client in the treatment area which may become contaminated with blood or other body fluids, and any surface on which a needle, instrument or equipment is placed immediately prior to treatment has a smooth impervious surface which is disinfected—
 - (i) immediately after use; and
 - (ii) at the end of each working day.
- (f) any table, couch, or other item of furniture used in treatment is covered by a disposable paper sheet which is changed for each client;
- (g) no eating, drinking, or smoking is permitted in the treatment area and a notice or notices reading “No Smoking”, and “No Eating or Drinking” is prominently displayed there.

(2)(a) Subject to sub-paragraph (b), where premises are registered under section 14(2) (acupuncture) or 15(2) (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the 1982 Act, a proprietor shall ensure that treatment is given in a treatment area used solely for giving treatment;

(b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.

(3)(a) Subject to sub-paragraph (b), where premises are registered under section 15(2) (tattooing, semi-permanent skin-colouring and cosmetic piercing) of the 1982 Act, a proprietor shall ensure that the floor of the treatment area is provided with a smooth impervious surface;

(b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.

3.—(1) For the purpose of securing the cleansing and so far as is appropriate, the sterilization of needles, instruments, jewellery, materials and equipment used in connection with treatment—

- (a) an operator shall ensure that—
 - (i) any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in treatment—
 - (aa) is clean and in good repair and, so far as is appropriate, is sterile;
 - (bb) has not previously been used in connection with another client unless it consists of a material which can be and has been adequately cleansed and, so far as is appropriate, sterilized.
 - (ii) any needle, metal instrument, or other instrument or equipment used in treatment or for handling such needle, instrument or equipment and any part of a hygienic piercing instrument that touches a client is sterile;
 - (iii) any jewellery used for cosmetic piercing by means of a hygienic piercing instrument is sterile;
 - (iv) any dye used for tattooing or semi-permanent skin-colouring is sterile and inert;
 - (v) any container used to hold dye for tattooing or semi-permanent skin-colouring is either disposed of at the end of each treatment or is cleaned and sterilized before re-use.
- (b) a proprietor shall provide—
 - (i) adequate facilities and equipment for—

- (aa) cleansing; and
- (bb) sterilization, unless only pre-sterilized items are used.
- (ii) sufficient and safe gas points and electrical socket outlets;
- (iii) an adequate and constant supply of clean hot and cold water on the premises;
- (iv) clean and suitable storage which enables contamination of the articles, needles, instruments and equipment mentioned in paragraphs 3(1)(a)(i), (ii), (iii), (iv) and (v) to be avoided as far as possible.

4.—(1) For the purpose of securing the cleanliness of operators, a proprietor—

- (a) shall ensure that an operator—
 - (i) keeps his hands and nails clean and his nails short;
 - (ii) keeps any open lesion on an exposed part of the body effectively covered by an impermeable dressing;
 - (iii) wears disposable examination gloves that have not previously been used with another client, unless giving acupuncture otherwise than in the circumstances described in paragraph 4(3);
 - (iv) wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with another client;
 - (v) does not smoke or consume food or drink in the treatment area; and
- (b) shall provide—
 - (i) suitable and sufficient washing facilities appropriately located for the sole use of operators, including an adequate and constant supply of clean hot and cold water, soap or detergent; and
 - (ii) suitable and sufficient sanitary accommodation for operators.

(2) Where an operator carries out treatment using only a hygienic piercing instrument and a proprietor provides either a hand hygienic gel or liquid cleaner, the washing facilities that the proprietor provides need not be for the sole use of the operator.

(3) Where an operator gives acupuncture a proprietor shall ensure that the operator wears disposable examination gloves that have not previously been used with another client if—

- (a) the client is bleeding or has an open lesion on an exposed part of his body; or
- (b) the client is known to be infected with a blood-borne virus; or
- (c) the operator has an open lesion on his hand; or
- (d) the operator is handling items that may be contaminated with blood or other body fluids.

5. A person registered in accordance with sections 14 (acupuncture) or 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the Act who visits people at their request to give them treatment should observe the requirements relating to an operator in paragraphs 3(1)(a) and 4(1)(a).

6. The byelaws relating to acupuncture and to ear piercing and electrolysis and to tattooing that were made by the Vale of White Horse District Council on 12 August 1983 and were confirmed by the Secretary of State for Social Services on 26 October 1983 are revoked.

THE COMMON SEAL OF THE VALE OF WHITE
HORSE DISTRICT COUNCIL was hereunto affixed
this day of 2013 under the authentication of:

Margaret Reed
Head of Legal and Democratic Services

The foregoing byelaws are hereby confirmed by the Secretary
of State for Health on and shall come into
operation on

Member of the Senior Civil Service
Department of Health

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on premises. Section 16(9) of the Local Government (Miscellaneous Provisions) Act 1982 provides that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act. A person who contravenes section 16(9) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale (see section 16(10)).

Section 16 of the Local Government (Miscellaneous Provisions) Act 1982 also provides that any person who contravenes these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale. If a person registered under Part VIII of the Act is found guilty of contravening these byelaws the Court may, instead of or in addition to imposing a fine, order the suspension or cancellation of the person's registration. A court which orders the suspension of or cancellation of a person's registration may also order the suspension or cancellation of the registration of the premises in which the offence was committed if such premises are occupied by the person found guilty of the offence. It shall be a defence for the person charged under the relevant sub-sections of section 16 to prove that he took all reasonable precautions and exercised all due diligence to avoid commission of the offence.

Nothing in these byelaws extends to the practice of acupuncture, or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis by or under the supervision of a person who is registered as a medical practitioner, or to premises in which the practice of acupuncture, or business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis is carried out by or under the supervision of such a person.

Nothing in these byelaws extends to the practice of acupuncture by or under the supervision of a person who is registered as a dentist, or to premises in which the practice of acupuncture is carried out by or under the supervision of such a person.

The legislative provisions relevant to acupuncture are those in section 14. The provisions relevant to treatment other than acupuncture are in section 15.

The key differences in the application of requirements in respect of the various treatments are as follows:

*The references in the introductory text to provisions of section 14 (acupuncture) of the Local Government (Miscellaneous Provisions) Act 1982 **only apply to acupuncture.***

*The references in the introductory text to provisions of section 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the Local Government (Miscellaneous Provisions) Act 1982 **do not apply to acupuncture.***

*The references in paragraph 1(1) in the definition of "premises" to provisions of section 14 (acupuncture) **only apply to acupuncture.***

*The references in paragraph 1(1) in the definition of "premises" to provisions of section 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) **do not apply to acupuncture.***

*The requirement in paragraph 2(2) that treatment is given in a treatment area used solely for giving treatment **applies to acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis but not to ear-piercing or nose-piercing using a hygienic piercing instrument.***

*The requirement in paragraph 2(3) that the floor of the treatment area be provided with a smooth impervious surface **applies to tattooing, semi-permanent skin-colouring and cosmetic piercing but not to acupuncture or electrolysis or ear-piercing or nose-piercing using a hygienic piercing instrument.***

*The requirements relating to dye or a container used to hold dye used for treatment in paragraphs 3(1) (a) (iv) and (v) **apply to tattooing and semi-permanent skin-colouring.***

*The requirement in paragraph 4(1)(a)(iii) that an operator wears disposable examination gloves that have not previously been used with another client **does not apply to acupuncture otherwise than in the circumstances described in paragraph 4(3).***

*The provisions of paragraph 4(2) in relation to washing facilities **apply to cosmetic piercing using only a hygienic piercing instrument.***

*The exception whereby the byelaws do not apply to treatment carried out by or under the supervision of a **dentist applies only to acupuncture (see section 14(8) of the Act).***

Council



Report of Strategic Director

Author: Steve Bishop

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E-mail: steve.bishop@southandvale.gov.uk

To: Council

DATE: 20 February 2013

Designating the council's section 151 chief financial officer

Recommendations

- (a) That Council designates William Jacobs, the shared Head of Finance, as the council's section 151 chief financial officer from 4 April 2013;
- (b) That Council authorises the Head of Legal and Democratic Services to make any consequential changes required to the council's constitution to reflect this change.

Purpose of report

1. Section 151 of the Local Government Act 1972 requires each council to designate one of its officers to have responsibility for the proper administration of its financial affairs.
2. This report recommends that William Jacobs, the shared Head of Finance, be designated as the "section 151 officer" for both councils from 4 April 2013.

Corporate objectives

3. The section 151 officer has overall responsibility for the entire financial affairs of the councils, and therefore the satisfactory discharge of that responsibility contributes to all the corporate objectives of the two councils. However, its primary focus is on the 'effective management of resources' objective.

Background

4. The "section 151 officer" (also sometimes referred to as the "chief financial officer" in regulations) is one of three statutory officers at the councils. (The other two

being the “Head of Paid Service” and the “Monitoring Officer”). Every unitary, county and district council must designate these three statutory officers.

5. Since 1 April 2009 Steve Bishop has been the section 151 officer for both councils. That decision followed his appointment as one of the shared strategic directors and reflected the councils’ wishes to designate a senior manager as the section 151 officer for continuity prior to the selection of shared heads of service and further restructuring. The intention was to review the situation after the restructurings were completed.
6. Prior to the creation of shared posts, Steve Bishop had been the section 151 officer for Vale since July 2004. William had been the section 151 officer for South since April 2007.
7. With most of the joint working established between the two councils and most of the team restructurings completed, it is timely to review the arrangement.
8. It is becoming less common among councils to designate a member of the senior management team as a statutory officer. For example the councils’ shared monitoring officer has been the Head of Legal and Democratic Services since April 2009. By designating the Head of Finance as the section 151 officer, this would be more consistent.
9. By transferring the responsibility from the Strategic Director to the Head of Finance, this also provides William with greater development opportunities, creates three generic strategic director posts, which in turn provides the chief executive and councils with greater flexibility in future restructurings.

Options

10. There are other options which the councils may choose to consider, but the strategic management board recommends their rejection for the reasons stated.
11. The councils could choose not to change the current designation. This option would forego the advantages set out in paragraph 9, in particular we would lose the greater flexibility and development opportunities arising from the re-designation.
12. The councils could choose to designate another officer as section 151 officer. It is a statutory requirement that the section 151 officer must be a suitably experienced professionally qualified accountant. There are eight qualified accountants employed at the two councils and the Head of Finance is the most experienced at fulfilling this role after the strategic director. There would be greater risk from re-designating another officer into this role, although for succession planning and resilience, other officers may be designated as ‘deputy section 151 officer(s)’.
13. Each council could designate a different section 151 officer. This option would be less efficient given the high degree of joint-working as two officers would need to be involved on financial issues that currently require only one. Such an arrangement could also lead to confusion and disruption if the two section 151 officers do not agree on a particular matter.

Financial implications

14. There are no direct financial consequences associated with this designation. There would be no change in the affected officers' remuneration.

Legal implications

15. The designation of a section 151 officer is a statutory duty for each council. The proposed designation will require some minor consequential changes to the councils' constitutions.

Risks

16. The objective of section 151 of the Local Government Act 1972 is to reduce financial risk by requiring a designated officer to be responsible for the proper administration of the council's financial affairs. This should reduce the risk of financial malpractice, poor financial planning, fraud, waste and loss.
17. The objective of requiring a professionally qualified and experienced individual to fulfil that role is to promote sound financial management and reduce the risk of financial failure.
18. The shared Head of Finance is an experienced professionally qualified accountant who has held section 151 responsibilities previously. His designation represents a low risk alternative to the current arrangement, which in turn provides positive benefits.

Other implications

19. The two affected staff, the Strategic Director and Head of Finance, support this change.

Conclusion

20. Having reviewed the current section 151 chief financial officer arrangement, the councils are recommended to designate the shared Head of Finance as the section 151 officer for both councils. The proposed designation will require some minor consequential changes to the councils' constitutions. The councils are asked to authorise the Head of Legal and Democratic Services to make these changes.

Background Papers

None

Council Report



Report of Head of HR, IT and Customer Services

Author: Andrew Down

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E-mail: andrew.down@southandvale.gov.uk

To: Council

Date: 20 February 2013

Pay policy statement 2013-14

Recommendation

That Council approve the attached statement of pay policy for 2013-14.

Purpose of report

1. The Localism Act 2011 requires the council to produce and publish annually a pay policy statement. By approving the attached statement the council will discharge this responsibility.

Background

2. The purpose of the pay policy statement is to promote transparency on public sector pay, particularly in relation to remuneration of senior officers. Comparisons are also made with the remuneration of the lowest paid employees and with average salaries.
3. The pay policy statement must be approved by 31 March each year, by a meeting of the full council. The pay policy statement may be amended during the year by further resolution of the council.
4. Once approved, the pay policy statement must be published on the council website and by any other means that the council sees fit.
5. Because officers of each council are placed at the disposal of the other and their costs are shared, the pay policy statement attached has been drafted jointly with South Oxfordshire District Council.

Review of pay and grading

6. Fulfilling its commitment made to employees in 2010, the council is to introduce a harmonised pay and grading system with South Oxfordshire District Council, to take effect from 1 April 2013.

7. Employees of both councils will share a common set of pay scales, ensuring fair treatment across the two authorities.
8. In practice, pay harmonisation has taken effect incrementally over the past three years, as teams have reviewed their structures, and this final step to achieve full harmonisation is a relatively small one. The costs are included within the proposed 2013-14 budgets.

Recommendation

9. Council is asked to approve the pay policy statement for 2013-14.

Background papers

None

Pay Policy Statement for 2013-14

INTRODUCTION

1. This is a joint statement of South Oxfordshire and Vale of White Horse District Councils.
2. The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement must be approved by 31 March each year, by a meeting of the full council, and must then be published on the council's website. The pay policy statement may be amended during the year by further resolution of the council.
3. The pay policy statement must as a minimum include details of the council's policy on:
 - the remuneration of its chief officers
 - the remuneration of its lowest-paid employees
 - the relationship between the remuneration of its chief officers and other officers.
4. For the purposes of the Localism Act 2011 and this statement, the term "chief officers" is defined by Section 2 of the Local Government and Housing Act 1989. For these councils, the term "chief officers" refers to the chief executive, strategic directors, and heads of service.
5. Chief officers may be employed by either council, and are placed at the disposal of the other by means of an agreement made under Section 113 of the Local Government Act 1972.

REMUNERATION OF CHIEF OFFICERS

6. Chief officers are paid a spot salary. The spot salaries which apply for the whole of 2013-14 are increased by 2.0 per cent from 2012-13, and are as follows:
 - chief executive: £131,674
 - strategic directors: £100,515
 - heads of service: £75,300.

7. Where heads of service have previously received additional allowances for the responsibilities of monitoring officer or Section 151 officer, their total salaries may be protected at a higher level.
8. Chief officers do not receive any performance-related pay or bonuses.
9. The chief executive has been appointed as the councils' returning officer. In this role he and other chief officers may receive additional remuneration. Fees payable for district and parish council elections have been agreed by each council. Fees for other types of election are agreed and payable by the government or other bodies such as Oxfordshire County Council.
10. Chief officers do not receive essential car user allowances, overtime, on-call or stand-by payments.
11. On recruitment of a new strategic director or head of service, the gross base salary on recruitment will be the spot salary stated in paragraph 6.
12. On recruitment of a new chief executive, the gross base salary will be recommended by the Joint Cabinet Board and put to the vote at each full council.
13. In the event of a chief officer's post becoming redundant, any severance payment will be made on the same basis as to any other employee, according to the council's managing organisational change policy. Other than any pension to which they are statutorily entitled, no other payments will be made to chief officers on their ceasing to be employees of the council unless in settlement of any dispute.
14. Chief officers' contributions to the Local Government Pension Scheme (LGPS) are determined by their salary and by the rules of the scheme. For those who are members of the LGPS, heads of service in 2012-13 paid 7.2% of their salary into the scheme, while directors and the chief executive paid 7.5%. These rates are not expected to change in 2013-14, though employees' contribution rates are expected to increase in April 2014 with the introduction of a reformed LGPS.
15. No enhancements will normally be paid to chief officers' pensions other than in the event of a chief officer being offered early retirement on efficiency grounds, and only then with the approval of the Audit and Corporate Governance Committee (South), or Council or a committee with delegated authority (Vale).
16. The councils will not re-employ a chief officer who has left their employment and is now drawing a local government pension, unless there are exceptional circumstances.

LOWEST-PAID EMPLOYEES

17. The lowest salary paid for 2013-14 to staff currently on the payroll will be £13,830. The ratio of the chief executive's salary to the salary of the lowest-paid member of staff is thus £131,674 / £13,830, that is 9.52.

REMUNERATION OF CHIEF OFFICERS COMPARED WITH OTHER OFFICERS

18. Employees who are not chief officers are paid according to locally agreed pay scales, with annual increments paid until the employee reaches the top of the scale. These pay scales will increase by 2.0 per cent with effect from 1 April 2013.
19. With effect from 1 April 2013 the councils will adopt a harmonised pay and grading scheme which will remove historic differences in pay scales.
20. The Department for Communities and Local Government (DCLG) published in September 2011 a code of recommended practice for local authorities on data transparency. This code of practice recommends publishing the “pay multiple”, the ratio between the highest paid salary and the median average salary of the whole of the authority’s workforce. For these councils the median salary during 2013-14 will be £31,080 (based on current data). The pay multiple defined above is thus 4.24.