

Council Agenda



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Date: 6 February 2018
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Summons to attend a meeting of Council

to be held on Wednesday 14 February 2018 at 7.00 pm
The Ridgeway, The Beacon, Portway, Wantage, OX12 9BY

A handwritten signature in black ink, appearing to read "M Reed".

Margaret Reed
Head of Legal and Democratic Services

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Agenda

Open to the public including the press

Council's vision

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

1. Apologies for absence

To record apologies for absence.

2. Minutes

(Pages 8 - 17)

To adopt and sign as a correct record the Council minutes of the meeting held on 13 December 2017.

3. Declarations of disclosable pecuniary interest

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

4. Urgent business and chairman's announcements

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, and to receive any announcements from the chairman.

5. Public participation

To receive any questions or statements from members of the public that have registered to speak.

6. Petitions

At its meeting on 13 December 2017 Mr David Surnam of the Kingfisher Canoe Club in Abingdon presented a petition in support of a new home for the club to operate from land at Rye Farm (see minute 41/12/2017).

The council's Petition Scheme provides the following regarding petition debates at Council meetings:

When petitions containing more than 500 signatures are submitted, the petition organiser will be given three minutes to present the petition and the petition will then be discussed by councillors. Council will decide how to respond to the petition at this meeting.

In response to the petition, Council may decide

- not to take the action requested for reasons put forward in the debate;
- to refer the matter to Cabinet and decide whether to make recommendations to inform that decision.

Any Council recommendation will be reported to Cabinet.

7. Housing and growth deal for Oxfordshire

Cabinet, at its meeting on 9 February 2018, will consider a report and recommend Council on whether to approve the Oxfordshire Housing and Growth Deal. If approved by the constituent authorities, delivery of the Deal will be overseen by the Oxfordshire Growth Board. The Growth Board is a statutory joint committee of the six Oxfordshire local authorities, the Local Enterprise Partnership and key strategic partners.

The Deal, as announced by Government in November 2017, provides £215 million of additional government funding for Oxfordshire, to deliver the key infrastructure required to underpin proposed housing development, and additional funds to increase the supply of affordable housing. This funding is comprised of £150 million for infrastructure, £60 million for affordable housing and £5 million capacity funding.

The additional funding will support Oxfordshire's ambition to plan for and support the delivery of up to 100,000 new homes across Oxfordshire between 2011 and 2031 to address the county's housing shortage and expected economic growth. This level of housing growth is that identified by the Oxfordshire Strategic Housing Market Assessment 2014, and is consistent with that planned for in existing and emerging Oxfordshire Local Plans.

The Deal also includes a proposed package of planning "freedoms and flexibilities" to help Oxfordshire to plan collectively for the long-term, sustainable development of the county by offering some protection from the risk of unplanned speculative development for the duration of development of a joint spatial plan and early years of its implementation.

If approved by all constituent authorities, confirmation, in writing, will go to the Secretary of State along with submission of the agreed Delivery Plan.

The Deal brings with it additional funds for Oxfordshire. It is proposed that Oxfordshire County Council acts as the Accountable Body for the deal and provides relevant reports to the Growth Board on a quarterly basis.

Following decisions from Government expected on 5 and 7 February, the Housing and Growth Deal Delivery Plan as well as a full report for the Cabinet meeting will be published and circulated to all councillors.

Cabinet's recommendations will be circulated to all councillors prior to the Council meeting.

8. Treasury management mid-year monitoring 2017/18

(Pages 18 - 29)

Cabinet, at its meeting on 9 February 2018, will consider a monitoring report on the

treasury management activities for the first six months of 2017/18 and an update on the current economic conditions with a view to the remainder of the year.

The Joint Audit and Governance Committee considered the report at its meeting on 29 January 2018 and had not recommended any adjustments to the strategy as a result of the first six months' activities.

The report of the head of finance, which Cabinet will consider on 9 February 2018, is attached. Cabinet's recommendations will be circulated to all councillors prior to the Council meeting.

9. Treasury management strategy 2018/19

(Pages 30 - 55)

Cabinet, at its meeting on 9 February 2018, will consider a report on the council's treasury management strategy (TMS) for 2018/19 to 2020/21 and set out the expected treasury operations for this period.

The Joint Audit and Governance Committee considered the report at its meeting on 29 January 2018 and had not recommended any adjustments to the strategy.

The report of the head of finance, which Cabinet will consider on 9 February 2018, is attached. Cabinet recommendations will be circulated to all councillors prior to the Council meeting.

10. Revenue budget 2018/19 and capital programme to 2022/23

Cabinet, at its meeting on 9 February 2018, will consider the report of the head of finance on the draft revenue budget 2018/19, and the capital programme to 2022/23.

The report of the head of finance, which Cabinet will consider on 9 February 2018, has been circulated to all councillors. Please bring this to the Council meeting.

The Scrutiny Committee will consider this report at its meeting on 8 February 2018. Any views or recommendations will be reported to Council.

Cabinet's recommendations will be circulated to all councillors prior to the Council meeting.

11. Council tax 2018/19

To consider the report of the head of finance on the setting of the council tax for the 2018/19 financial year - report to follow.

12. Pay policy statement 2018/19

(Pages 56 - 59)

To consider the report of the head of corporate services on the adoption of a pay policy statement to meet the requirements of the Localism Act - report **attached**.

13. Review of membership of the Planning Committee and the political balance on committees

(Pages 60 - 64)

To consider the report of the head of legal and democratic on the membership of the Planning Committee and the political balance of committees – report attached.

14. Report of the leader of the council

(Pages 65 - 66)

(1) Urgent cabinet decisions

In accordance with the Cabinet arrangements and procedure rules, a cabinet 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.

On 21 December 2017, the Cabinet member for corporate services took an urgent decision to award a contract to purchase a software licence. The decision had not been advertised on the Cabinet work programme for 28 days before it was made as the council's IT contractor and the council's procurement contractor were leading on the re-procurement of the licences for which a budget was in place and the timing of completion and contract award was not fully appreciated. This decision was urgent and could not be deferred because the council's software licences expired at the end of December and new licences needed to be in place by then to enable the council to continue to operate its IT solution. The agreement of the Scrutiny Committee chairman was sought and received before the Cabinet member made this decision.

(2) Delegation of cabinet functions

To note changes to the leader's scheme of delegation (attached). The changes involve the continuation of Councillor Eric Batts as cabinet's representative on both the Safer Oxfordshire Partnership Oversight Committee and the South and Vale Community Safety Partnership. These changes took effect on 12 January 2018.

(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. Questions on notice

To receive questions from councillors in accordance with Council procedure rule 33.

1. From Councillor Catherine Webber to Councillor Matthew Barber, Cabinet member for Partnership and Insight

Residents are asking about the Five Council Partnership deal and why the expectant savings for tax payers of £50million has now dropped drastically to only £20 million. Can the Cabinet Member help members, and the public, to understand what's gone wrong by

publishing the relevant information? After all, this is public money we're talking about. The deal seems to be shrouded in secrecy, so anyone seeking information is forced to file a Freedom of Information (FOI) request. Responding to FOI requests is costly to the Council, and frustrating for our residents. How can the administration improve transparency and ensure the public have access to more detailed information about the Five Council Partnership?

2. From Councillor Debby Hallett to Councillor Matthew Barber, Cabinet member for Partnership and Insight

Whenever a decision is made to outsource public services to an external provider, we outsource the work but not the responsibility. It is Vale that must meet payroll, manage HR issues, keep the IT systems working, and replace batteries in officers' mobile telephones. Cabinet decided to trust Capita with much of this work.

News of Capita's fall in share price after profits warnings are of huge concern to this council. Their announced strategic and operational changes raise the question of whether Capita are still willing and able to carry out their performance commitments to us. This council is just a small part of their world, but they are a big part of ours.

When Cabinet decided to outsource this work, it appears no one was designated as Contract Manager. Who **at Vale** is now responsible for managing the contract with Capita? What is the true savings per year for Vale now that we have so many of our senior officers dedicating so much of their time to this outsourcing scheme? What has been the cost of officers in addressing issues arising? And what is the level of service now, compared to what it was before 5CP?

Where can members and the public see what contingency plans Vale has put in place to mitigate the risk of Capita's services to Vale ceasing?

3. From Councillor Emily Smith to Councillor Roger Cox, Cabinet member for Planning:

In terms of the Housing Test imposed by Government, here are the targets, as I understand them to be, for house building Vale must achieve, or face consequences in our planning policies or processes:

Year	If housing delivery falls below x% of target	Action
2017	95%	LPAs will need to develop an action plan to address shortfall
2017	85%	LPAs will need to plan for a 20% buffer in their annual housing land supply calculations
2018	25%	The presumption in favour of Sustainable development will automatically apply.
2019	45%	The presumption in favour of Sustainable development will automatically apply.
2020	65%	The presumption in favour of Sustainable development will automatically apply.

I understand the 2020 target is likely to actually be 75%.

Can the Cabinet member explain to Council how we measure and report our figures, how we are doing so far, and what steps are being taken to ensure we do not regress into the situation where we've been for most of the time he's been in charge, where speculative developers have the upper hand?

4. From Councillor Judy Roberts to Councillor Mike Murray, Cabinet member for Development and Regeneration

What funding is allocated in the 2018-19 Vale budget specifically to the Housing Enabler role as outlined in the Joint Housing Delivery Strategy?

5. From Councillor Debby Hallett to Councillor Matthew Barber, Leader of the council

Can the leader please provide a simple list of the explicit benefits to Vale in this Growth Deal, and the explicit costs to Vale (or expectations from Government on Vale)? We are not (yet) a unitary authority, and therefore we are making decisions for the Vale, as opposed to Oxfordshire County in general. I think it's important that members know exactly what's promised to Vale, and what's expected from Vale, before we vote on this deal.

16. Motions on notice under Council procedure rule 38

No motions have been received from councillors in accordance with Council procedure rule 38.

17. Exclusion of the public

To consider whether to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

18. Minutes

To adopt and sign as a correct record the confidential Council minutes of the meeting held on 13 December 2017.

Minutes

of a meeting of the

Council



held on Wednesday 13 December 2017 at 7.00 pm
at the The Ridgeway, The Beacon, Portway, Wantage, OX12 9BY

Open to the public, including the press

Present:

Members: Councillors Reg Waite (Chairman) in the chair from item Co 45, Monica Lovatt (Vice-Chairman) in the chair for items Co37 to Co44, Alice Badcock, Mike Badcock, Eric Batts, Matthew Barber, Ed Blagrove, Yvonne Constance, Roger Cox, Charlotte Dickson, St John Dickson, Robert Hall, Debby Hallett, Jenny Hannaby, Anthony Hayward, Dudley Hoddinott, Simon Howell, Vicky Jenkins, Bob Johnston, Mohinder Kainth, Sandy Lovatt, Ben Mabbett, Chris McCarthy, Chris Palmer, Helen Pighills, Julia Reynolds, Judy Roberts, Robert Sharp, Emily Smith, Elaine Ware and Catherine Webber

Officers: Steven Corrigan, Andrew Down, William Jacobs, Adrianna Partridge, Margaret Reed and Mark Stone

Co.37 Apologies for absence

Apologies for absence were submitted on behalf of Councillors Margaret Crick, Stuart Davenport, Gervase Duffield, Katie Finch, Mike Murray, Janet Shelley and Henry Spencer.

Co.38 Minutes

RESOLVED: to approve the minutes of the meetings of Council held on 27 September and 11 October 2017 as correct records and agree that the Chairman sign them as such.

Co.39 Declarations of disclosable pecuniary interest

None.

Co.40 Urgent business and chairman's announcements

The Chairman provided housekeeping information. In recognition of the fact that not all councillors had had an opportunity to read the confidential reports marked to follow on the agenda, the Chairman proposed that councillors have the opportunity to read these following the adoption of the confidential minutes.

Co.41 Public participation

Mr David Surnam of the Kingfisher Canoe Club in Abingdon, addressed Council in support of a petition for a new home for the club to operate from on land at Rye Farm. He explained that following eviction from land in Wilsham Road the club is homeless and unable to operate. The club had identified an alternative location at Rye Farm, received planning permission but was not granted a lease to operate from Vale of White Horse District Council. Without a suitable venue to operate from the club would cease to exist in the spring of 2018.

Councillor Barber, Leader of the council, noted the excellent work provided by the club and advised that work was ongoing to find a solution.

The Chairman thanked Mr Surnam for his address and petition and advised that officers would contact him regarding how the petition will be dealt with.

Co.42 Petitions

At its meeting on 11 October 2017 Council received a petition regarding the toilets at Abbey Meadows. The petition called for “excellent, accessible loos at Abbey Meadows”. In accordance with the council’s petition scheme, which provides for a Council debate if a petition is signed by in excess of 500 people, Council considered the petition and agreed to refer it to Cabinet for consideration.

RESOLVED: to refer the petition to Cabinet for consideration.

Co.43 Council tax base 2018/19

Council considered Cabinet’s recommendations, made at its meeting on 8 December 2017, on the council tax base for 2018/19.

RESOLVED:

1. To approve the report of the head of finance to Cabinet on 8 December 2017 for the calculation of the council’s tax base and the calculation of the tax base for each parish area for 2018/19;
2. That, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Vale of White Horse District Council as its council tax base for the year 2018/19 be 50,451.8; and
3. That, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Vale of White Horse District Council as the council tax base for the year 2018/19 for each parish be the amount shown against the name of that parish in Appendix 1 of the report of the head of finance to Cabinet on 8 December 2017.

Co.44 Community governance reviews

Council considered a recommendation from the Community Governance and Electoral Issues Committee to rescind a Council resolution agreed at the Council meeting on 16 July 2014 (minute 28(j) /07/14 refers) in respect of an automatic trigger for a

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community governance review. As an alternative, the committee had agreed to undertake a review every four years with changes agreed for implementation at the next scheduled elections.

RESOLVED: to rescind the following resolution:

“that a significant development proposal that sits adjacent to or straddles a parish boundary should automatically trigger a community governance review, such a review to take place on the inclusion of a site in a document that forms part of the approved Local Plan or when planning permission has been granted for the development of the site”.

Co.45 Review of the council's constitution

Council considered the report of the head of legal and democratic services and monitoring officer on proposed changes to the council's constitution.

RESOLVED: to

1. agree to amend the constitution in the Summary and Explanation section and the Cabinet Arrangements and Procedure Rules to update the key decision definition by removing reference to strategic directors;
2. agree to amend the Summary and Explanation section and the Joint Audit and Governance, Planning and Scrutiny Committees' procedure rules to make explicit that councillors have the right to attend committee meetings where they are not a member, including where confidential or exempt information is being discussed;
3. agree to amend paragraph 15 of the Planning Committee Procedure Rules so that “no meeting shall exceed two and a half hours in duration unless the committee, prior to the expiry of the period, votes for the meeting to continue to complete the item under discussion”;
4. authorise the Head of Legal and Democratic Services to update the scheme of delegation to officers in Schedule 1 to specifically reflect the Council's changes to officers' responsibilities under the revised management structure;
5. agree to amend the scheme of delegation to the head of planning to:
 - (i) add the following text to paragraph 1.1(a)ii regarding ward councillors' right to call-in planning applications for consideration by Planning Committee: “This request must be in writing and deal with the planning issues to ensure that the audit trail for making that decision is clear and unambiguous.”
 - (ii) change paragraph 11.9 to read “To deal with the recovery of the Community Infrastructure Levy including stop notices, liability orders and other enforcement mechanisms under Regulation 89 to 94 and 111 of the Community Infrastructure Levy Regulations 2010.”
 - (iii) add the following paragraph “To express the opinion of the council as local planning authority on whether a neighbourhood plan requires Strategic Environmental Assessment (Environmental Assessment of Plans and Programmes Regulations 2004) and/or an appropriate assessment (Conservation of Habitats and Species Regulations 2010 (as amended 2011)).”

6. agree to amend paragraph 14.3 of the scheme of delegation to the interim head of waste, leisure and environmental health “To give authority to police community support officers to issue fixed penalty notices in respect of litter and dog fouling offences under the Clean Neighbourhoods and Environment Act 2005.”
7. agree to amend the Joint Staff Committee Procedure Rules as set out in appendix 1 of the head of legal and democratic services and monitoring officer’s report to Council on 13 December 2017;
8. agree to amend the Officer Employment Procedure Rules as set out in appendix 2 of the head of legal and democratic services and monitoring officer’s report to Council on 13 December 2017;
9. authorise the head of legal and democratic services to update the constitution to reflect the agreed amendments with effect from 1 January 2018; and
10. authorise the head of legal and democratic services to make any minor or consequential amendments to the constitutions for consistency and to reflect the council’s style guide.

Co.46 Report of the leader of the council

The Leader of the council advised Council that he had made changes to the Cabinet member portfolios to align these with the proposed new head of service staffing structure responsibilities. Councillor Ed Blagrove had also joined Cabinet.

He provided updates on the Oxfordshire Growth/Housing Deal for Oxfordshire which would come before Council in February 2018 for a final decision and the Joint Spatial Plan.

Co.47 Questions on notice

A. Question from Councillor Emily Smith to Cabinet Member for environmental health, Councillor Elaine Ware

In the 2015 Air Quality Management Action Plan the 11 district wide actions were:

1. Creation of a ‘low emission strategy’ and ‘low emission zone’ feasibility study (target date 2017)
2. Installation of electric vehicle recharging points
3. Parking permit and pricing incentives for green vehicles (target date 2016)
4. Feasibility study for freight transport consolidation centre (FCC) / freight quality partnership (target date 2016)
5. Taxi licensing incentives for green vehicles (target date 2016)
6. Improved use and enforcement of traffic regulation orders (target date 2016)
7. Review of the council and contractors fleet
8. Eco driver training (trial to be complete by 2016)
9. Air quality planning guidance (target date 2015)
10. Community involvement projects
11. Introduce south facing slip roads to Lodge Hill interchange

Please can the Cabinet member confirm which of these actions are complete and provide an update of those which are not? What evidence do we have that each of these measures has been successful or otherwise?

Answer

Councillor Ware undertook to provide a detailed written response in view of the number of points and complexity of the points raised.

B. With the agreement of Council Councillor Debby Hallett asked the following question on behalf of Councillor Helen Pighills (who was delayed due to traffic) to the Cabinet Member for housing, Councillor Elaine Ware

At the last Council meeting on 11 October, we were told that Old Abbey House in Abingdon would be transformed into council-owned social housing. Please can you update us on progress? I am especially interested in the outcome of the feasibility study in terms of costs, whether the scheme will involve renovation or a complete rebuild and which Vale officer is leading on this project?

Answer

Officers are currently assessing various options for funding the project and aim to produce a development brief and associated feasibility study as soon as possible. Once available officers will seek to appoint a suitable company to undertake the development. A lead officer will be identified once the council's current re-organisation process has been completed. In the meantime the project is being progressed by a group of senior officers drawn from the property and development teams.

Supplementary question

In response to a supplementary question the Cabinet member stated that Old Abbey House could only be considered as an asset of community value, and alternative uses assessed, if there was a proposal to sell the property.

C. With the agreement of Council Councillor Bob Johnston asked the following question on behalf of Councillor Catherine Webber (who was delayed due to traffic) to the Cabinet Member for waste, Councillor Charlotte Dickson

Food waste is recycled to form fertiliser and electricity, according to Vale's website. Until recently we were told to use the light green compostable bin liners, which are biodegradable, and which residents purchase at our own expense especially for our food recycling bins. Now we're told we can use ordinary plastic bags, such as the 5 pence bags from the supermarkets, or even bread bags. I thought plastic bags weren't biodegradable. So how are these non-biodegradable plastic bags used in recycling our food waste?

Answer

Food waste collected in the Vale of White Horse is sent to an anaerobic digestion facility. Previously the advice was to use biodegradable bags. However, Agrivert, who run the facility, have found that the biodegradable bags were not breaking down in the process and were having to be removed. This involves a machine which pulverises the bags using metal plates that rotate incredibly fast leaving only food behind. As they were having to remove the biodegradable bags there was no reason for residents not to be allowed to use ordinary plastic bags if they wished.

The plastic bags along with the biodegradable bags are taken to an energy recovery facility, where they are incinerated to produce electricity.

Supplementary question

In response to a supplementary question regarding the use of the food waste the Cabinet member stated that the plastic free food is digested by bacteria which

produces methane biogas used to create electricity. The leftover liquid, a high quality fertiliser, is spread on local farmland to grow crops.

D. Question from Councillor Emily Smith to Leader of the council, Councillor Matthew Barber

Could the Leader of the council explain how elected members and members of the public will be involved in the development of the Joint Spatial Plan for Oxfordshire? Given that the County, City and district councils have different community involvement policies, which body will be responsible for coordinating public engagement to ensure consultation is meaningful and the process is transparent?

Answer

Councillor Barber responded that The Joint Spatial Plan will follow the same plan-making process as the council's Local Plan, but on a countywide scale. The district council would retain responsibility including consultation.

E. Councillor Debby Hallett to Cabinet Member for the corporate services contracts, Councillor Robert Sharp

Could the Cabinet member please clarify where in the five councils outsourcing negotiations and when scrutiny members were warned we would no longer have control of our own emails and be forced to use a Microsoft Outlook solution? Even if Council agreed to this, surely the timing could have come between administrations so a 'new council, new method' would apply? Why would Vale sign up to an email system where members cannot have our emails forwarded to us so we can manage our own workloads? If the answer includes something about risk, I'd like to hear about the evidence of any security breaches we've had altogether per year in the past 5 years, and how many of those are due to members using their own email servers to manage their emails? To precisely what problem is this the best solution?

Answer

The new mailbox restrictions are a part of the council's planning for the introduction in May of the new General Data Protection Regulations (GDPR). The new regulations will prohibit councillors from holding third parties' personal information relating to council business in their own email systems. The use of private mailboxes for council work is not best practice even under the current Data Protection Act, and can make it very difficult for officers to respond to requests made under the Freedom of Information Act.

This is a change we have to make before May next year, and the recent mailbox migration was the ideal opportunity to do it. I understand that this has been inconvenient for us all, but responsibility on this occasion does not lie with the five councils contract or with the contractor.

F. Question from Councillor Palmer to the Leader of the council, Councillor Matthew Barber

Two years ago I asked Councillor Barber about how the Vale was going to respond to the Syrian Refugee Crisis. At the time as a council we were unsure how to respond but I believe in the interim there has been a positive response. Would the Leader give an update?

Answer

Councillor Barber responded that the housing team, supported by the generosity of volunteers and church groups, had resettled six families.

Co.48 Motions on notice

Council considered the following motion proposed by Councillor Catherine Webber and seconded by Councillor Debby Hallett:

“This council has statutory obligations to measure and monitor air quality in the district, to declare Air Quality Management Areas (AQMAs) where pollution is high, and to produce Air Quality Action Plans (AQAPs).

This council also has an obligation to facilitate and implement the actions recommended in AQAPs, wherever possible.

This Council recognises the importance of taking action to reduce air pollution. To that end, Council requests Cabinet to do two things:

- Include in its proposed budget for 2018/19 funding for all projects recommended in our 2015 AQAP that are not yet completed, and
- Ensure this council has a low emissions strategy similar to that of South Oxfordshire District Council, which will focus the council’s efforts to reduce air pollution, particularly in Vale’s AQMAs”.

Councillors who spoke in support of the motion expressed the view that the district council had not taken the issue of air pollution seriously, had not addressed the actions previously agreed in the council’s AQAP and provided little support to community groups monitoring air pollution levels. Poor air quality had a detrimental impact on the health of residents, particularly the young and the old, and the cumulative impact of certain housing developments without appropriate mitigation measures had added to the problem. The district council should work with Oxfordshire County Council to address the problem.

A number of councillors spoke against the motion. Air quality in the district is generally good and the number of deaths relating to air quality is well below the national average. The council recognises the need to take action and, whilst there had been slippage in addressing actions due to the difficulty in the recruitment of suitable qualified staff, work was ongoing to address air quality including the monitoring of pollution levels and joint working with Oxfordshire County Council.

In accordance with Council Procedure Rule 67, which provides for a recorded vote if three members request one, the Chairman called for a recorded vote on the motion which was declared lost with the voting as follows:

For	Against	Abstentions
Councillors	Councillors	Councillors
Debby Hallett	Alice Badcock	Vicky Jenkins
Jenny Hannaby	Mike Badcock	Mohinder Kainth
Dudley Hoddinott	Matthew Barber	Julia Reynolds
Bob Johnston	Eric Batts	
Helen Pighills	Edward Blagrove	
Judy Roberts	Yvonne Constance	

For	Against	Abstentions
Emily Smith	Roger Cox	
Catherine Webber	Charlotte Dickson	
	St John Dickson	
	Robert Hall	
	Anthony Hayward	
	Simon Howell	
	Monica Lovatt	
	Sandy Lovatt	
	Ben Mabbett	
	Chris McCarthy	
	Chris Palmer	
	Robert Sharp	
	Reg Waite	
	Elaine Ware	
Total: 8	Total: 20	Total: 3

Co.49 Exclusion of the public

RESOLVED: to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraphs 1,2 and 3 of Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Co.50 Minutes

RESOLVED: to approve the confidential minutes of the meeting held on 11 October 2017 as a correct record and agree that the Chairman sign them as such.

Co.51 Staffing matters (appointment of a permanent chief executive)

Mark Stone left the meeting during the consideration of this item.

Council considered the recommendations of the Joint Staff Committee on the appointment of a permanent chief executive.

RESOLVED: to

1. to note that at its meeting on 23 November 2017, South Oxfordshire District Council resolved, pending a decision on permanent changes to the officer employment procedure rules, to waive the advertisement requirements of the current officer employment procedure rules to allow the permanent chief executive post to be advertised exclusively to the acting chief executive and current permanent heads of service;

2. that pending permanent changes to the officer employment procedure rules coming into effect, to waive the advertisement requirements of the current officer employment procedure rules in relation to the appointment of a permanent chief executive and head of paid service for Vale of White Horse District Council and endorse the process followed by South Oxfordshire District Council to advertise the post exclusively to the acting chief executive and current permanent heads of service;
3. to note that the Joint Staff Committee is recommending South Oxfordshire District Council at its meeting on 14 December 2017 to appoint Mark Stone as permanent chief executive and head of paid service of South Oxfordshire District Council with effect from 1 January 2018, on the terms and conditions set out in the report of the interim head of corporate services to the Joint Staff Committee on 6 December 2017;
4. to note that the Joint Staff Committee is recommending South Oxfordshire District Council at its meeting on 14 December 2017 to authorise the interim head of corporate services to finalise the terms and conditions and the contract of employment of the chief executive in accordance with the terms agreed by the Joint Staff Committee;
5. to note that the Joint Staff Committee is recommending South Oxfordshire District Council at its meeting on 14 December 2017 to agree to place the chief executive at the disposal of Vale of White Horse District Council and to share the employee costs in accordance with the existing agreement between the two councils under section 113 of the Local Government Act 1972;
6. that subject to South Oxfordshire District Council at its meeting on 14 December 2017 agreeing recommendations (c), (d) and (e) above, agree to the chief executive appointed by South Oxfordshire District Council being placed at the disposal of Vale of White Horse District Council and to act as its permanent chief executive and head of paid service with effect from 1 January 2018 and to share the employee costs in accordance with the existing agreement between the two councils under section 113 of the Local Government Act 1972;
7. authorise the chief executive and head of paid service to nominate appropriate officers to deputise in his absence;
8. authorise the interim head of corporate services to make any necessary amendments to the council's published pay policy statement arising from the agreed terms and conditions of appointment of the chief executive.

Co.52 Corporate services contract (see separate confidential minute)

Council considered the recommendations of Cabinet, made at its meeting on 8 December 2017, on the corporate services contracts. Council agreed the confidential recommendations.

Co.53 Management restructure

Andrew Down, William Jacobs, Adrianna Partridge and Margaret Reed left the meeting during the consideration of this item as officers affected by the management restructure.

Council considered the recommendations of Cabinet, made at its meeting on 8 December 2017, on a revised management structure. In moving Cabinet's recommendations Councillor Barber, Leader of the council, proposed the following to provide the chief executive with the flexibility to implement the restructure on a phased basis:

"Council notes that the implementation of the restructure will be phased due to the nature of the appointments process, and that the retention of interim arrangements may be required in the short term, and authorises the Chief Executive to make any interim arrangements that may be necessary to support the full implementation of the approved structure."

RESOLVED: to

1. approve the revised management structure attached as appendix 3 to the chief executive's report to Cabinet on 8 December 2017 and the costs associated with it; and
2. authorise the head of finance to include the ongoing costs associated with the restructure as identified in paragraph 16 of the chief executive's confidential report to Cabinet on 8 December 2017 in the budgets and medium term financial plans as essential growth.
3. note that the implementation of the restructure will be phased due to the nature of the appointments process, and that the retention of interim arrangements may be required in the short term, and authorise the chief executive to make any interim arrangements that may be necessary to support the full implementation of the approved structure.

The meeting closed at 8.45pm

Joint Audit and Governance Committee



Report of Head of Finance



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To: **Joint Audit and Governance Committee; Cabinet; Council**

DATE: 29 Jan 18 by Joint Audit and Governance Committee
9 Feb (V) / 12 Feb 18 (S) by Cabinet
14 Feb 18 (V) / 15 Feb 18 (S) by Council

Treasury management mid-year monitoring report 2017/18

Recommendations

That Joint Audit and Governance Committee:

- (a) notes the treasury management mid-year monitoring report 2017/18, and
- (b) is satisfied that the treasury activities are carried out in accordance with the treasury management strategy and policy.

That Cabinet:

considers any comments from Joint Audit and Governance Committee and recommends council to approve the report.

Purpose of report

1. The report fulfils the legislative requirements to ensure the adequate monitoring of the treasury management activities and that each council's prudential indicators are reported to their respective council mid-year (ie: as at 30 September). The report provides details of the treasury activities for the first six months of 2017/18 and an update on the current economic conditions with a view to the remainder of the year.

Strategic objectives

- Managing the finances of the authority in accordance with the treasury management strategy will help to ensure that resources are available to deliver its services and meet the council's strategic objectives.

Background

- The council's treasury activities are strictly regulated by legislation. The CIPFA Prudential Code and CIPFA Code of Practice for Treasury Management requires a monitoring report to be provided mid-year to council. The report covers the treasury activity for the period 1 April 2017 to 30 September 2017.
- The 2017/18 treasury management strategy was approved by each council in February 2017. This report summarises the treasury activity and performance for the first six months of 2017/18 against those prudential indicators and benchmarks set for the year. It also provides an opportunity to review and subsequently revise limits if required. Full council is required to approve this report and any amendments to the Treasury Management Strategy.
- Link Asset Services are the councils' retained treasury advisors. Capita Asset Services was sold by Capita to Link Group during the early part of the year and the business has been rebranded. There are no implications for the councils in terms of service provision.

Treasury activity

- The mid-year performance of the two councils is summarised in the tables below¹.

	South	Treasury investments £000	Non treasury loan £000	Sub Total £000	Property investment £000	Overall total £000
1	Average investment balance	127,151	15,000	142,151	5,075	147,226
2	Budgeted investment income	789	311	1,100		
3	Actual investment income	1,350	312	1,662	218	1,880
4	surplus/(deficit) (3) - (2)	561	1	562		
5	Annualised rate of return	2.12%	4.16%	2.34%	8.59%	2.55%

	Vale	Treasury investments £000	Property investment £000	Overall total £000
1	Average investment balance	58,185	8,455	66,640
2	Budgeted investment income	190		
3	Actual investment income	279	287	566
4	surplus/(deficit) (3) - (2)	90		
5	Annualised rate of return	0.96%	6.79%	1.70%

¹ For property, the balance shown is the fair value of investment properties as at 31 March 2017.

7. The forecast outturn position as at September 2017, based on known investments and maturities and an estimate for future earnings is shown in the table below:

	South Oxfordshire District Council	Vale of White Horse District Council
Annual budget as per MTFP	£2,201,300	£379,160
Forecast outturn	£2,604,771	£393,280
Variance against budget	£403,471	£14,120
Borrowing	Nil	Nil

8. The Councils remain restricted regarding financial institutions meeting their investment criteria. When it is possible, investments will be placed with highly rated institutions for a longer duration with a view to increasing the weighted average maturity of the portfolio, but this has meant that overall there are less suitable counterparties available to the councils to deposit with.
9. **SODC.** The latest estimate is that income receivable on cash investments will be above budget by £403,471 by the end of the year. Cash balances have been higher than expected as a result of grant receipts relating to Didcot Garden Town and re-profiling of the capital programme due to delays in expenditure.
10. Officers monitor the performance of the unit trust holding on a regular basis. When the value reaches £14 million, a disposal of £2 million is made. During the first six months of 2017/18 the value of unit trusts has been just below the £14 million threshold and no disposals have been made.
11. **VWHDC.** The latest estimate is that income receivable on cash investments will be above budget by £14,120. This is due to higher than budgeted cash balances relating to grant funding from the EZ building foundations for growth that was received at the end of 2014/15 and has been invested pending disbursement, and the re-profiling of the capital programme as a result of delays in expenditure.
12. Following the TUPE transfer of accountancy staff to Capita in August 2016, a review of treasury management practice has commenced. The service is currently provided on a business as usual basis.

Performance measurement

13. A list of current investments as at 30 September is shown in Appendices A1 and A2. All investments were with approved counterparties. The average return on these investments is shown above in the table at paragraph 5. South has performed better than Vale because it holds more long term loans at higher rates and equities as a result of its larger investment base.
14. The councils' performance against benchmarks for the first six months of the year are detailed in Appendices A3 and A4. All benchmarks have been achieved except the CCLA benchmark which measures performance from the investment date rather than performance in the year. Performance for the year to date of 4.88% is higher than the short term benchmark of 4.58%.

Treasury management limits on activity

15. Each council is required by the Prudential Code to report on the limits set each year in their respective Treasury Management Strategies. The purpose of these limits is to

ensure that the activity of the treasury functions remain within certain parameters, thereby mitigating risk and reducing the impact of an adverse movement in interest rates. However, if these limits are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The limits for both councils are shown in appendices B1 and B2.

Debt activity during 2017/18

16. During the first six months of 2017/18 there has been no need for either of the councils to borrow. The s151 officer will continue to take a prudent approach to the councils' debt strategies. The prudential indicators and limits set out in appendices B1 and B2 provide the scope and flexibility for either of the councils to borrow in the short-term up to the maximum limits, if ever such a need arose within the cash flow management activities of the authority in order to achieve its service objectives.

Financial implications

17. Uncertainty following the referendum on EU membership in June 2016 remains. The depreciation of sterling has resulted in a rise in inflation (CPI) and this is predicted to remain above the two per cent target for some time. The Bank of England's Monetary Policy Committee increased interest rates by 0.25 per cent in November 2017 and has hinted that interest rates could rise further in 2018. Rates are not likely to reach pre-2008 levels for some considerable time (if at all).

Legal implications

18. There are no significant legal implications as a result of the recommendations in this report. Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services and the CLG Local Government Investment Guidance provides assurance that the council's investments are, and will continue to be, within its legal powers.

Conclusion

19. This report provides details of the treasury management activities for the period 1 April 2017 to 30 September 2017 and the mid-year prudential indicators to each respective council.
20. Treasury activities at both councils have operated within the agreed parameters set out in their respective approved treasury management strategies.
21. This report also provides the monitoring information for joint audit and governance committee to fulfil its role of scrutinising treasury management activity at each council.

Background papers

- CIPFA Treasury Management in the Public Services Code of Practice and Cross Sectoral Guidance Notes (revised 2011)
- CIPFA Prudential Code for Capital Finance in Local Authorities (2011 edition)
- Various committee reports, principally:-
 - Treasury Management Investment Strategy 2017/18
 - SODC – council 16 February 2017
 - VWHDC – council 15 February 2017

Appendices

- A1 – SODC List of investments as at 30 September 2017
- A2 – VWHDC List of investments as at 30 September 2017
- A3 – SODC Performance against benchmark
- A4 – VWHDC Performance against benchmark
- B1 – SODC Prudential Indicators
- B2 – VWHDC Prudential Indicators
- C1 – Note on Prudential Indicators

South Oxfordshire District Council

Investments as at 30 September 2017						
Counterparty	Deposit type	Investment date	Maturity date	Investment duration in days	Principal	Rate
National Counties Building Society	Fixed	16/12/2016	16/10/2017	304	1,500,000	0.69%
Goldman Sachs International Bank	Fixed	21/12/2016	20/12/2017	364	2,000,000	0.78%
Progressive Building Society	Fixed	23/12/2016	23/10/2017	304	1,000,000	0.70%
Progressive Building Society	Fixed	03/01/2017	03/11/2017	304	2,000,000	0.66%
Goldman Sachs International Bank	Fixed	08/02/2017	07/02/2018	364	2,000,000	0.88%
National Counties Building Society	Fixed	15/02/2017	15/12/2017	303	1,500,000	0.70%
Principality Building Society	Fixed	13/03/2017	13/03/2018	365	2,000,000	0.77%
Goldman Sachs International Bank	Fixed	15/03/2017	14/03/2018	364	3,000,000	0.80%
Close Brothers	Fixed	30/03/2017	29/03/2018	364	1,000,000	0.80%
Progressive Building Society	Fixed	03/04/2017	03/04/2018	365	3,500,000	0.75%
Progressive Building Society	Fixed	03/04/2017	29/03/2018	360	1,000,000	0.75%
Goldman Sachs International Bank	Fixed	03/04/2017	03/04/2018	365	2,000,000	0.92%
National Counties Building Society	Fixed	03/04/2017	03/04/2018	365	2,500,000	0.77%
Skipton Building Society	Fixed	03/04/2017	03/04/2018	365	2,000,000	0.75%
Monmouthshire Building Society	Fixed	04/04/2017	15/03/2018	345	2,000,000	0.75%
Monmouthshire Building Society	Fixed	12/04/2017	11/04/2018	364	1,000,000	0.75%
Newcastle Building Society	Fixed	27/04/2017	27/04/2018	365	2,000,000	0.78%
Newcastle Building Society	Fixed	02/05/2017	02/05/2018	365	2,000,000	0.77%
National Counties Building Society	Fixed	04/05/2017	04/05/2018	365	1,000,000	0.77%
Newcastle Building Society	Fixed	05/05/2017	04/05/2018	364	2,000,000	0.77%
Close Brothers	Fixed	08/05/2017	09/04/2018	336	2,000,000	0.80%
National Counties Building Society	Fixed	15/05/2017	15/02/2018	276	2,000,000	0.66%
Monmouthshire Building Society	Fixed	15/05/2017	15/02/2018	276	2,000,000	0.66%
National Counties Building Society	Fixed	23/05/2017	22/05/2018	364	1,500,000	0.80%
Monmouthshire Building Society	Fixed	23/05/2017	22/05/2018	364	1,500,000	0.78%
Principality Building Society	Fixed	30/05/2017	29/05/2018	364	2,000,000	0.78%
Nottingham Building Society	Fixed	06/06/2017	15/02/2018	254	2,000,000	0.60%
Monmouthshire Building Society	Fixed	06/06/2017	15/03/2018	282	2,000,000	0.66%
Principality Building Society	Fixed	12/06/2017	11/06/2018	364	3,000,000	0.77%
Nottingham Building Society	Fixed	12/06/2017	11/06/2018	364	1,000,000	0.76%
Goldman Sachs International Bank	Fixed	26/06/2017	25/06/2018	364	2,000,000	0.78%
Newcastle Building Society	Fixed	29/06/2017	28/06/2018	364	1,500,000	0.78%
Principality Building Society	Fixed	03/07/2017	02/07/2018	364	4,000,000	0.77%
Principality Building Society	Fixed	10/07/2017	09/07/2018	364	2,000,000	0.75%
Nottingham Building Society	Fixed	11/07/2017	10/07/2018	364	2,000,000	0.81%
Progressive Building Society	Fixed	17/07/2017	16/07/2018	364	2,500,000	0.78%
Skipton Building Society	Fixed	19/07/2017	18/07/2018	364	2,000,000	0.77%
Nottingham Building Society	Fixed	19/07/2017	16/10/2017	89	3,000,000	0.35%
Goldman Sachs International Bank	Fixed	24/07/2017	23/07/2018	364	2,000,000	0.91%
Newcastle Building Society	Fixed	30/08/2017	30/08/2018	365	2,000,000	0.80%
Newcastle Building Society	Fixed	31/08/2017	30/08/2018	364	2,000,000	0.80%
Goldman Sachs International Bank	Fixed	28/09/2017	27/09/2018	364	2,000,000	0.97%
Santander	Call *				417,756	0.15%
Royal Bank of Scotland	Call *				2,329	0.15%
Royal Bank of Scotland	Call *				95,101	0.15%
Goldman Sachs	MMF *				5,060,000	0.17%
Blackrock	MMF *				690,000	0.13%
Total short term cash investments (<1 yr duration)					89,265,186	
Kingston upon Hull City Council	Fixed	19/08/2013	19/08/2020	2557	3,500,000	2.70%
Kingston upon Hull City Council	Fixed	19/08/2013	19/08/2020	2557	1,500,000	2.70%
Kingston upon Hull City Council	Fixed	15/01/2014	15/01/2021	2557	2,000,000	2.50%
Royal Bank of Scotland	Fixed	20/01/2015	22/01/2018	1098	2,000,000	1.50%
Royal Bank of Scotland	Fixed	16/02/2015	18/02/2019	1463	2,000,000	1.20%
Close Brothers	Fixed	26/11/2015	27/11/2017	732	3,000,000	1.60%
Royal Bank of Scotland	Fixed	08/04/2016	08/04/2019	1095	3,000,000	1.31%
Bury MBC	Fixed	18/07/2016	19/07/2021	1827	5,000,000	1.50%
Lloyds Bank	Fixed	10/03/2017	13/03/2018	368	2,000,000	0.90%
Close Brothers	Fixed	03/04/2017	03/04/2019	730	2,000,000	1.10%
Total long-term cash investments (>1 yr duration)					26,000,000	
CCLA	Property				6,591,099	Variable
Legal & General Equities	Unit Trust				13,851,988	Variable
Total Investments					135,708,273	

* Rates are variable. Returns shown represent prevailing rates at end Q2 2017.

Above figures exclude balance outstanding from Kaupthing Singer and Friedlander and SOHA loan

Vale of White Horse District Council

Investments as at 30 September 2017						
Counterparty	Deposit type	Investment date	Maturity date	Total investment duration in days	Principal	Rate
Goldman Sachs International Bank	Fixed	31/10/2016	30/10/2017	364	2,000,000	0.90%
Newcastle Building Society	Fixed	08/12/2016	06/12/2017	363	1,000,000	0.80%
Goldman Sachs International Bank	Fixed	23/03/2017	19/12/2017	271	1,500,000	0.80%
National Counties Building Society	Fixed	29/03/2017	15/01/2018	292	2,000,000	0.70%
Progressive Building Society	Fixed	04/05/2017	15/02/2018	287	2,000,000	0.67%
Newcastle Building Society	Fixed	12/05/2017	15/11/2017	187	2,000,000	0.57%
Monmouthshire Building Society	Fixed	17/05/2017	19/03/2018	306	1,000,000	0.69%
National Counties Building Society	Fixed	22/05/2017	19/02/2018	273	1,000,000	0.68%
Principality Building Society	Fixed	02/06/2017	27/11/2017	178	1,000,000	0.49%
Places for People Homes (HA)	Fixed	19/06/2017	18/06/2018	364	2,000,000	1.25%
Santander UK	Fixed	15/06/2017	15/12/2017	183	3,000,000	0.70%
Cumberland Building Society	Fixed	26/06/2017	04/10/2017	100	1,000,000	0.37%
Goldman Sachs International Bank	Fixed	30/06/2017	29/06/2018	364	2,000,000	0.94%
Skipton Building Society	Fixed	28/06/2017	27/06/2018	364	5,000,000	0.77%
Nottingham Building Society	Fixed	28/06/2017	04/01/2018	190	2,000,000	0.51%
Principality Building Society	Fixed	05/07/2017	19/03/2018	257	2,000,000	0.60%
Monmouthshire Building Society	Fixed	19/07/2017	15/03/2018	239	2,000,000	0.62%
Close Brothers Ltd	Fixed	29/09/2017	28/09/2018	364	2,000,000	0.90%
Cumberland Building Society	Fixed	31/07/2017	30/10/2017	91	2,000,000	0.36%
Nottingham Building Society	Fixed	01/08/2017	15/02/2018	198	1,500,000	0.54%
Goldman Sachs International Bank	Fixed	19/09/2017	18/09/2018	364	2,000,000	0.99%
LGIM	MMF *				7,000,000	0.19%
Goldman Sachs	MMF *				3,200,000	0.13%
Total short term cash investments (<1 yr duration)					50,200,000	
Kingston Upon Hull City Council	Fixed	19/08/2013	19/08/2020	2,557	2,000,000	2.70%
Kingston Upon Hull City Council	Fixed	15/01/2014	15/01/2021	2,557	2,000,000	2.50%
Close Brothers	Fixed	16/11/2015	16/11/2017	731	2,000,000	1.60%
Places for People Homes (HA)	Fixed	15/06/2016	15/06/2018	730	2,000,000	1.70%
Total long-term cash investments (>1 yr duration)					8,000,000	
CCLA	Property				2,636,676	variable
Total Investments					60,836,676	

* Rates are variable. Returns shown represent prevailing rates at end Q2 2017.

South Oxfordshire District Council

Investment returns achieved against benchmark				
	Benchmark Return	Actual Return	Growth (Below)/above Benchmark	Benchmarks
Bank & Building Society deposits - internally managed	0.18%	2.12%	1.94%	3 Month LIBID
Equities	1.50%	5.12%	3.62%	FTSE All Shares Index

- All benchmarks managed by the treasury team were met in the first six months of the year.

CCLA

Annualised total return performance			
Performance to 31 March 2017	1 year	3 years	5 years
The local authorities property fund	3.07%	10.55%	9.81%
Benchmark - IPD property index	4.58%	10.69%	8.81%

- The CCLA investment is a long term holding. The above table shows the performance of the fund as a whole and the longer term performance should be used as a guide to returns achievable in the medium term.
- South invested £5 million into the fund and in the first six months of 2017/18, achieved a return of 4.88 per cent calculated as a ratio of income over the market value held as at 30 September 2017. This is not the same basis upon which the performance of the fund above is calculated.

Vale of White Horse District Council

Investment returns achieved against benchmark				
	Benchmark return	Actual return	Growth (below)/above benchmark	Benchmarks
	%	%	%	
Internally managed - Bank & Building Society deposits	0.18%	0.96%	0.78%	3 month LIBID

- All benchmarks managed by the treasury team were met in the first six months of the year.

CCLA

Annualised total return performance			
Performance to 31 March 2017	1 year	3 years	5 years
The local authorities property fund	3.07%	10.55%	9.81%
Benchmark - IPD property index	4.58%	10.69%	8.81%

- The CCLA investment is a long term holding. The above table shows the performance of the fund as a whole and the longer term performance should be used as a guide to returns achievable in the medium term.
- Vale invested £2 million into the fund and in the first six months of 2017/18, achieved a return of 4.88 per cent calculated as a ratio of income over the market value held as at 30 September 2017. This is not the same basis upon which the performance of the fund above is calculated.

South Oxfordshire District Council

Prudential indicators as at 30th September 2017		
	2017/18 Original Estimate	Actual as at 30-Sep
	£m	£m
Debt		
Authorised limit for external debt		
Borrowing	30	0
Other long term liabilities	0	0
	30	0
Operational boundary for external debt		
Borrowing	25	0
Other long term liabilities	0	0
	25	0
Interest rate exposures		
Maximum fixed rate borrowing	100%	0
Maximum variable rate borrowing	100%	0
Investments		
Interest rate exposures		
Limits on fixed interest rates	100%	80%
Limits on variable interest rates	50	6
Principal sums invested > 364 days		
Upper limit for principal sums invested >364 days	70	26

Vale of White Horse District Council

Prudential indicators as at 30th September 2017		
	2017/18	Actual as at
	Original estimate	30-Sep
	£m	£m
Authorised limit for external debt		
Borrowing	30	0
Other long term liabilities	5	0
	35	0
Operational boundary for external debt		
Borrowing	25	0
Other long term liabilities	0	0
	25	0
Interest rate exposures		
Maximum fixed rate borrowing	100%	0
Maximum variable rate borrowing	100%	0
Investments		
Interest rate exposures		
Limits on fixed interest rates	100%	79%
Limits on variable interest rates	50	10
Principal sums invested > 364 days		
Upper limit for principal sums invested >364 days	40	8

Prudential indicators – explanatory note

Debt

There are two limits on external debt: the 'Operational Boundary' and the 'Authorised Limit'. Both are consistent with the current commitments, existing plans and the proposals in the budget report for capital expenditure and financing, and with approved treasury management policy statement and practices. They are both based on estimates of most likely, but not worst case scenario.

The key difference is that the Authorised Limit cannot be breached without prior approval of the Council. It therefore includes more headroom to take account of eventualities such as delays in generating capital receipts, forward borrowing to take advantage of attractive interest rates, use of borrowing in place of operational leasing, "invest to save" projects, occasional short term borrowing to cover temporary revenue cash flow shortfalls as well as an assessment of risks involved in managing cash flows.

The Operational Boundary is a more realistic indicator of the likely position.

Interest rate exposures

The maximum proportion of interest on borrowing which is subject to fixed/variable rate of interest.

Investments

Interest rate exposure

The purpose of these indicators is to set ranges that will limit exposure to interest rate movement. The indicator required by the Treasury Management Code considers the net position of borrowing and investment and is based on principal sums outstanding.

Principal sums invested

This indicator sets a limit on the level of investments that can be made for more than 364 days.

Report to:

Joint Audit & Governance Committee Cabinet Council

Report of Head of Finance

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Wards affected: all

Cabinet member responsible: Councillor Robert Sharp

Tel: 01367 710549

E-mail: Robert.sharp@whitehorsedc.gov.uk

To:	JOINT AUDIT & GOVERNANCE COMMITTEE on	29 January 2018
	CABINET on	9 February 2018
	COUNCIL on	14 February 2018

Treasury management and investment strategy 2018/19

Recommendations

The joint audit and governance committee recommends to cabinet and council:

1. To approve the treasury management strategy set out in appendix A to this report;
2. To approve the prudential indicators and treasury limits for the period 2018/19 to 2020/21 as set out in table 2, appendix A;
3. To approve the annual investment strategy set out in appendix A (paragraphs 18-59) and the lending criteria detailed in table 5.

That cabinet:

Considers any comments from committee and recommends council to approve the report.

Purpose of report

1. This report presents the council's Treasury Management Strategy (TMS) for 2018/19. This sets out how the council's treasury service will support capital investment decisions, and how the treasury management operates day to day. It sets out the limitations on treasury management activity governed by the prudential indicators, within which the council's treasury function must operate. The strategy is included as appendix A to the report. This report includes the three elements required by legislation as follows:
 - The **prudential indicators** required by the CIPFA Prudential Code for Capital Finance in Local Authorities;
 - The **annual investment strategy**. This sets out the council's criteria for selecting counterparties and limiting exposure to the risk of loss on its investments. This strategy is in accordance with the DCLG investment guidance and forms part of the treasury management strategy. (appendix A, paragraphs 18-59);
 - A statutory duty to approve a **minimum revenue provision** policy statement (Appendix A, paragraphs 51-55).

It is a requirement of the CIPFA Treasury Management Code 2011 that this report is approved by full Council on an annual basis.

Strategic objectives

2. Managing the finances of the authority in accordance with the treasury management strategy will help to ensure that resources are available to deliver its services and meet the council's strategic objectives.

Background

3. 'Treasury management' is the planning of the council's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
4. The funding of the council's capital expenditure is also a function of treasury management. The capital programme provides a guide to the funding needs of the council and the long term cash flow plans to ensure that the council can meet its capital spending obligations.
5. Treasury investments are effectively what the council does with its cash resources before it is spent on the provision of services and the funding of the capital programme. All expenditure of a capital nature is managed through the council's capital programme and is not covered by this report. The council's property investment policy no longer forms part of this report.
6. The treasury management and annual investment strategy set out the council's policies for managing investments and confirms the council gives priority to the security and liquidity of those investments. It also includes the prudential indicators for the next three years; these demonstrate that the council's capital investment plans are affordable, prudent and sustainable.

7. The council's treasury management strategy 2018/19 is attached in appendix A. Whilst every attempt has been made to minimise the technical content of this report, it is, by its very nature and due to the need for compliance with associated guidance, technical in parts. A glossary of terms in appendix F should aid understanding of some of the technical terms used in the report.
8. CIPFA is currently conducting a review of the "Prudential Code" and the "Treasury Management Code of Practice". This review is particularly focused on 'non-treasury' investments, especially the purchase of investment property and other commercial activities that aim to generate income; but may require external borrowing (or the use of existing cash balances) to raise the cash to finance such activities.
9. The finalised codes are not expected until January 2018 and therefore the treasury management strategy set out in appendix A to this report, has been prepared in accordance with the current codes of practice.
10. To ensure the council's treasury management strategy is compliant with the new CIPFA Codes, a revised treasury management strategy will produced during 2018 if required. This will be subject to the same process of approvals as the current strategy.

Recommended changes to the treasury management strategy

11. Council approved the 2017/18 treasury management strategy on 15 February 2017. The proposed strategy for 2018/19 includes the changes detailed below, which cabinet is asked to recommend to council:

Counterparty limits

Over the last year, the council's treasury balances have exceeded the historical levels upon which the treasury limits were based. As a result temporary increases in treasury limits were required to be sought, through delegated powers to allow the council to continue to manage its treasury function effectively. This situation is expected to continue into the future and to ensure that the council's treasury limits now reflect the organisations needs the following changes are proposed:

- To raise the investment limit with building societies with assets over £1 billion to £4 million from £3 million.
- To raise the investment limit with building societies with assets over £3 billion to £5 million from £3.5 million.
- To raise the investment limit with building societies with assets over £5 billion to £7 million from £5 million.
- To raise the investment limit with institutions with a minimum F1 rating to £10 million from £7.5 million.

Investment type addition

Adding another investment type will allow the council wider choice of investment in the future as the pool of low risk counterparties reduces. There are no plans currently to invest in this vehicle.

- To add Non-UCITS Retail Schemes (NURS) to the strategy with a limit of £3 million.

Financial implications and risk assessment

12. This report and all associated policies and strategies set out clearly the parameters the council must work within. It is important that the council follows the approved treasury management strategy which is designed to help protect the council's finances by managing its risk exposure.
13. In the last few years investment income has fallen due to lower interest rates. In the medium term interest rates are expected to remain low. The Bank of England's Monetary Policy Committee increased interest rates by 0.25 per cent in November 2017 and has hinted that rates could rise further in 2018. Any rate rises are expected to be slow and gradual given the continued uncertainty in the economy
14. The table below gives an estimate of the investment income achievable for the next five years.

Table 1: Medium term investment income forecast					
	2018/19	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000	£000
Forecast as at December 2017	450	469	452	412	372

The 2018/19 budget setting report and medium term financial plan will take into account the latest projections of anticipated investment income.

Legal implications

15. There are no significant legal implications as a result of the recommendations in this report. Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services, the CLG Local Government Investment Guidance provides assurance that the council's investments are, and will continue to be, within its legal powers.
16. The council must approve any amendment to the treasury management strategy and annual investment strategy in accordance with the Local Government Act 2003 (the Act), the CIPFA Code of Practice for Treasury Management in the Public Services and the CLG Local Government Investment Guidance under Section 15(1) (a) Local Government Act 2003 and CIPFA Prudential Code for Capital Finance.

Conclusion

17. This report provides details of the proposed changes to the treasury management strategy and the annual investment strategy for 2018/19 which are appended to this report, together with the prudential indicators for approval to council. These documents provide the parameters within which the council's treasury management function will operate.

Background papers

- CIPFA Treasury Management in the Public Services Code of Practice and Cross Sectoral Guidance Notes (revised 2011)

- CLG Local Government Investment Guidance under Section 15(1) (a) Local Government Act 2003 and CIPFA Prudential Code for Capital Finance.
- Treasury Management Investment Strategy 2017/18 (cabinet 3 February 2017, council 15 February 2017)

Appendices

Appendix A	Treasury Management Strategy 2018/19
Appendix B	Economic conditions and prospects for interest rates
Appendix C	Risk and performance benchmarking
Appendix D	Explanation of prudential indicators
Appendix E	TMP1 extract
Appendix F	Glossary of terms

Treasury Management Strategy 2018/19

Introduction

1. The Local Government Act 2003 and supporting regulations require the council to 'have regard to' the CIPFA Prudential Code and to set Prudential Indicators for the next three years to ensure that the council's capital investment plans are affordable, prudent and sustainable.
2. The Act requires the council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (as required by Investment Guidance issued subsequent to the Act). This sets out the council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
3. The strategy in respect of the following aspects of the treasury management function is based on treasury officers' views on interest rates, supplemented with market forecasts provided by the council's treasury advisor, Link Asset Services. The strategy covers:
 - Prudential and treasury indicators in force that will limit the treasury risk and activities of the council;
 - Current treasury position
 - Prospects for interest rates;
 - Borrowing strategy
 - Policy on borrowing in advance of need;
 - Investment strategy;
 - Counterparty selection and limits;
 - Policy on use of external service providers;
 - Minimum revenue provision (MRP) statement;
 - Treasury management scheme of delegation and Section 151 role.
4. It is a statutory requirement under Section 32 of the Local Government Finance Act 1992, for the council to produce a balanced budget. In particular, Section 32 requires a local authority to calculate its budget requirement for each year to include the revenue costs that flow from capital financing decisions. This means that increases in capital expenditure must be limited to a level where any increases in charges to revenue are from:
 - Increases in interest charges caused by increased borrowing to finance additional capital expenditure, and
 - Any increases in running costs from new capital projects are identified and limited to a level which is affordable.

A key requirement of this report is to explain the risks, and the management of those risks, associated with providing the treasury service. Legislation requires that as a minimum two further treasury reports are provided: a mid-year monitoring report and an outturn report after the year-end that reports on actual activity for the year.

Treasury Limits for 2018/19 to 2020/21

5. It is a statutory duty, under Section 3 of the Act and supporting regulations for the council to determine and keep under review how much it can afford to borrow. The

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amount so determined is called the “Affordable Borrowing Limit”. The Authorised Limit is the legislative limit specified in the Act.

6. The council must have regard to the Prudential Code when setting the Authorised Limit, which essentially requires it to ensure that total capital expenditure remains within sustainable limits and in particular, that the impact upon its future council tax is ‘acceptable’.
7. The Authorised Limit is set on a rolling basis, for the forthcoming financial year and two successive financial years.
8. The following indicators set the parameters within which we manage the overall capital investment and treasury management functions. There are specific treasury activity limits, which aim to contain the activity of the treasury function in order to manage risk and reduce the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The limits are set out in table 2 below.

Cabinet is asked to recommend council to approve the limits:

Table 2: Prudential indicators				
	2017/18	2018/19	2019/20	2020/21
Debt	£m	£m	£m	£m
Authorised limit for external debt				
Borrowing	30	30	30	30
Other long term liabilities	5	5	5	5
	35	35	35	35
Operational boundary for external debt				
Borrowing	25	25	25	25
Other long term liabilities	5	5	5	5
	30	30	30	30
Interest rate exposures				
Maximum fixed rate borrowing	100%	100%	100%	100%
Maximum variable rate borrowing	100%	100%	100%	100%
Investments	£m	£m	£m	£m
Interest rate exposures				
Limits on fixed interest rates	100%	100%	100%	100%
Limits on variable interest rates	50	50	50	50
Principal sums invested > 364 days				
Upper limit for principal sums invested >364 days	40	40	40	40

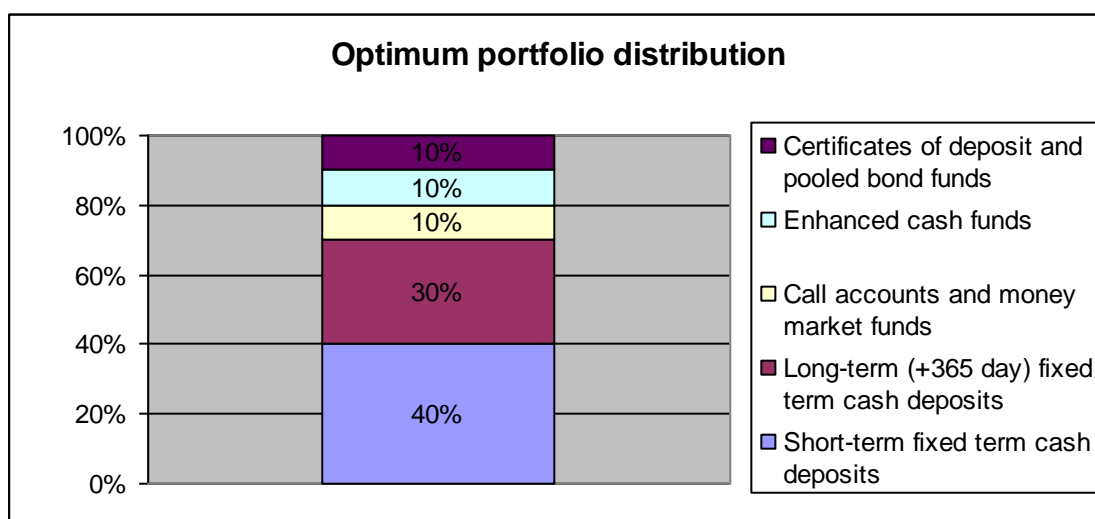
Current position

9. The maturity structure of the council’s investments at 31 October 2017 was as follows:

Table 3: Maturity structure of investments:				
	Classification of investment at deal date		Classification as at 31/10/2017	
	£'000		£'000	
Call	0	0%	0	0%
Money market fund	5,840	10%	5,840	10%
Less than 6 months	3,000	5%	25,000	44%
6 months to 1 year	37,000	66%	17,000	30%
1 year + (loans to other local authorities)	8,000	14%	6,000	11%
CCLA - property fund	2,000	4%	2,541	5%
Total investments	55,840		56,381	

10. The council currently holds all of its investments in the form of either cash deposits or a managed property fund (£2 million with CCLA), the majority of which have been placed for fixed terms with a fixed investment return.

11. The council's considerations for investment will remain security, liquidity and yield – in that order. Within this framework an possible portfolio distribution of cash investments could be considered as follows:



This represents officer interpretations of a diversified portfolio and from time to time actual holdings will vary from this significantly.

Investment performance for the year to 31 October 2017.

12. The council’s budgeted investment return for 2017/18 is £0.471 million, and the actual interest received to date is shown as follows:

Table 4: Investment interest earned to date and outturn estimate				
Investment type	Interest Earned			
	Annual Budget	Actual to date	Annual Forecast	Forecast Variation
	2017/18	2017/18	2017/18	2017/18
	£000	£000	£000	£000
Position at end December 2017	379	400	564	185
Total interest	379	400	564	185

Borrowing Strategy 2018/19

13. The annual treasury management strategy has to set out details of the council's borrowing requirement, any maturing debt which will need to be re-financed, and the effect this will have on the treasury position over the next three years. This council currently has no external debt and in general, the council will borrow for one of two purposes:
- to support cash flow in the short-term;
 - To fund capital investment over the medium to long term.

Any borrowing undertaken will be within the scope of the boundaries given in the prudential indicators shown in Table 2, which allow for the council to borrow up to a maximum of £30 million, if such a need arose. This also allows short-term borrowing for the cash flow management activities of the authority.

14. The existing capital programme can be financed primarily from internal resources. either by use of reserves or internal borrowing or externally (through prudential borrowing). Any decision on borrowing will be taken by the Head of Finance based on the optimum cost to the council.
15. Any borrowing for capital financing purposes will be assessed by the Head of Finance to be prudent, sustainable and affordable
16. This strategy allows the Head of Finance to determine the most suitable repayment terms of any borrowing to demonstrate affordability and sustainability in the medium term financial plan if required. As a general rule, the term of any borrowing will not be longer than the expected life of the capital asset being created.

Policy on borrowing in advance of need

17. The council will not borrow more than or in advance of its needs, purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within approved Capital Financing Requirement estimates, and will be considered carefully to ensure value for money can be demonstrated and that the council can ensure the security of such funds. In determining if any borrowing will be undertaken in advance of need, the council will:
- consider the impact of borrowing in advance on investment cash balances and the exposure to counterparty risk. Any risk associated with any borrowing in

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advance of activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting process.

- consider the optimum point to borrow in advance of need to obtain the most beneficial rates on any loan raised to minimise the cost of borrowing over the duration of the loan.

Annual investment strategy

18. The primary aim of the council's investment strategy is to maintain the security and liquidity of its investments; yield or return on the investment will be a secondary consideration, subject to prudent security and liquidity. The council will ensure:
 - It has sufficient liquidity in its investments to cover cash flow. For this purpose it has set out parameters for determining the maximum periods for which funds may prudently be committed.
 - It maintains a policy covering the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security.
19. The strategy aims to provide a high degree of flexibility to take appropriate lending decisions, with a view to producing a portfolio with an even spread of maturity periods. This aim is to provide a more even and predictable investment return in the medium term.
20. The council's Head of Finance will ensure a counterparty list (a list of named institutions) is maintained in compliance with the recommended credit rating criteria (table 5) and will revise the criteria and submit any changes to the credit rating criteria to council for approval as necessary.

Investment types

21. The types of investment that the council can use are summarised below. These are split under the headings of 'specified' and 'non-specified' in accordance with the statutory guidance.

Specified investment instruments

22. These are sterling investments of not more than one year maturity, or those where the council has the right to be repaid within 12 months if it wishes. These would include sterling investments with:
 - UK government Debt Management Agency Deposit Facility (DMADF)
 - UK government – treasury stock (Gilts) with less than one year to maturity
 - Supranational bonds of less than one year's duration
 - Deposits with UK local authorities
 - Pooled investment vehicles such as Money Market Funds (MMF) (AAA rated)
 - Deposits with banks and building societies (minimum F1/A- rated)
 - Certificates of deposits issued by banks and building societies (minimum rating as above)

Non-specified investment instruments

23. These are any other type of investment (i.e. investments not defined as specified, above). Examples of non-specified investments include any sterling investments with:
- Supranational bonds of 1 to 10 years to maturity
 - UK treasury stock (Gilts) with a maturity of 1 to 10 years
 - Unrated building societies (minimum asset value £1 billion)
 - Bank and building society cash deposits up to 5 years (minimum F1/A- rated)
 - Deposits with UK local authorities up to 25 years to maturity
 - Corporate bonds
 - Pooled property, pooled bond funds and UK pooled equity funds
 - Non-UCITS Retail Schemes (NURS)

Other Non-specified investment instruments

24. Other non-specified investment instruments include:
- Fixed term deposits with variable rate and variable maturities

Approach to investing

25. The council holds approximately £14 million core cash balances which are available to invest for more than one year. This is expected to reduce over the medium term as the approved capital expenditure is incurred and not replenished by capital receipts. In addition the council has funds that are available on a temporary basis to invest. These are held pending payment over to another body such as precept payments and council tax. The amount can vary between £5 million and £15 million throughout the year and should only be invested short term (under one year). Investments will be made with reference to known cash flow requirements (liquidity).
26. While rates remain historically low the council will aim to keep investments relatively short term, but will continue to look for opportunities to fix lending in the medium term with highly rated institutions when possible for core cash balances. The aim is to increase the weighted average maturity of the portfolio in order to reduce maturity risk.
27. Officers will continue to implement an operational strategy which provides tight controls on the investments placed. Where possible, opportunities to spread the investment risk over different types of instruments will be considered.
28. Should market conditions deteriorate suddenly to the extent that the council is unable to place money with institutions with the necessary credit rating, it will make use of the UK Government deposit account (DMADF).
29. The council has the authority to lend to other local authorities at market rates. Current investments include £4 million of lending to Kingston upon Hull City Council, which matures in 2020/21. Whilst investments with other local authorities are considered to be supported by central government, officers will consider the financial viability and sustainability of the individual local authority before any funds are advanced.

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30. Further investment in property funds will be looked at in more detail for consideration. In 2013/14 the council invested £2 million in the Churches Charities and Local Authorities pooled property investment fund (CCLA).
31. Money market funds are mainly used for liquidity; they also provide security and spread portfolio risk. Officers will always monitor the council's exposure to these funds in order to manage our security risk.
32. Currently the council does not make use of an external fund manager. Whilst there are presently no plans for this situation to change, this will continue to be kept under review.
33. Bond funds can be used to diversify the portfolio, whilst maintaining an element of liquidity and security. These will be considered and reviewed as an investment possibility to spread portfolio risk.
34. One option to offer diversification in the council's investment portfolio would be to make use of enhanced cash funds. Possible use of such funds would be intended for longer term investments than with traditional money market funds (i.e. for possible investment durations of three – six months). Investments placed with enhanced cash funds are callable and so offer the option to be withdrawn before maturity, although this is likely to have an adverse impact on the return on the investment.
35. Unlike money market funds, enhanced cash funds have a variable net asset value (VNAV). This means the assets are 'marked to market' (re-valued to current market value) on a daily basis and the fund unit price adjusted accordingly. Under this calculation basis the unit price fluctuates and could, therefore, be higher or lower than the original investment when it is redeemed. Any use of enhanced cash funds would be restricted to the high quality counterparty credit criteria as set out in Table 5 below.
36. The council does not currently make use of certificates of deposit. Consideration will be given to their use to assist diversification of the investment portfolio. Certificates of deposit have the same level of ranking and security as ordinary fixed term deposits but have the option of being traded before maturity. Certificates of deposit are bought and sold on the stock market and their price can go up or down prior to their redemption date. If held to maturity the investment will return their issue value. The council would only normally look to enter into such investments on a held to maturity basis.

Counterparty selection

37. Treasury management risk is the risk of loss of capital to the council. To minimise this risk, the council uses credit rating information when considering who to lend to. Link Asset Services provide the council with credit rating updates from all three ratings agencies – Standard & Poors, Fitch and Moodys.
38. The council will not use the approach suggested by CIPFA of using the lowest rating from all three rating agencies in evaluating investment opportunity. This is because adopting this approach could leave the council with too few counterparties for the strategy to be workable. Instead, counterparty investment limits will be set by reference to all of the assigned ratings.

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39. Where counterparties fail to meet the minimum required criteria (Table 5 below) they will be omitted from the counterparty list. Any rating changes and rating watches (notification of a rating change) are provided to officers almost immediately after they occur and this information is considered before any deal is entered into. Extreme market movements may result in a downgrade of an institution or removal from the council's lending list.
40. Additional requirements under the CIPFA Treasury Management Code require the council to supplement the credit rating data with operational market information such as credit default swaps (CDS), negative watches and outlooks, which are considered when assessing the security of counterparties. This additional information is used so that the council does not rely solely on the current credit ratings of counterparties.
41. Where it is felt the council would benefit from utilising government guarantees provided by countries with an AAA rating, the council may lend to institutions covered by such guarantees. Any decision to lend in this way will be subject to consultation with the agreement of the cabinet member responsible for finance.

Country and sector considerations

42. The council has determined that it will only use approved counterparties outside the UK from countries with a minimum sovereign credit rating of AAA from Fitch Ratings.

Counterparty limits

43. In the normal course of the council's cash flow operations it is expected that both specified and non-specified investments will be used for the control of liquidity as both categories allow for short term investments. The use of longer term instruments (greater than one year from inception to repayment) will fall in the non-specified investment category. These instruments will be used where the council's liquidity requirements are safeguarded. The council will lend to institutions that meet the following criteria:

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Table 5: Counterparty limits				
Counterparty	Minimum Fitch Rating (or equivalent)	Counterparty Limit	Max. maturity period	Maximum % of total investment
		£m		
Banks - house bank	n/a	£5.0m	3 months	20%
Bank - part nationalised UK	UK Sovereign	£15.0m	3 years	100%
Building societies - assets > £1,000m	n/a	£4.0m	12 months	50%
Building societies - assets > £3,000m	n/a	£5.0m	12 months	60%
Building societies - assets > £5,000m	n/a	£7.0m	12 months	70%
Institutions with a minimum rating	F1/A-	£10.0m	2 years	80%
Local Authorities / parish councils	n/a	£20.0m	25 years	20%
Money Market Fund (CNAV)	AAA	£20.0m	liquid	100%
Pooled property fund - CCLA	n/a	£3.0m	variable	10%
Corporate bonds	AA-	£5.0m	variable	40%
Enhanced cash funds (VNAV)	AAA/V1	£15.0m	variable	50%
Institutions with a minimum rating	F1+/AA-	£10.0m	5 years	100%
Institutions with a minimum rating	F2/BBB	£5.0m	1 year	70%
Non-UCITS Retail Scheme (NURS)	n/a	£3.0m	variable	10%
Managed bond fund	n/a	£5.0m	1 year	40%
Share capital/Equities	n/a	£3.0m	variable	20%
Supranationals	AAA	£10.0m	10 years	50%
UK government - gilts	UK Sovereign	no limit	25 years	20%
UK government - treasury bills	UK Sovereign	no limit	12 months	50%
UK Govt & DMADF	UK Sovereign	no limit	6 months	100%

44. The criteria for choosing counterparties provides a sound approach to investment. Whilst councillors are asked to approve the criteria in table 5, under exceptional market conditions the head of finance may temporarily restrict further investment activity to those counterparties considered of higher credit quality than the minimum criteria set out for approval.

Fund managers

45. The council does not currently employ any external fund managers. However in the event of such an appointment, appointees will comply with this and subsequent treasury strategies. This strategy empowers the Section 151 officer to appoint such an external manager to manage a proportion of the council's investment portfolio if this is advantageous. Situations in which this might be advantageous include benchmarking the performance of the treasury team; benefiting from the often extensive credit risk and economic modelling resources of external fund managers and resources necessary to hold liquid instruments for trading.

Risk and performance benchmarks

46. A requirement of the Code is that security and liquidity benchmarks are considered and approved. This is in addition to yield benchmarks which are used to assess performance. The benchmarks are guidelines (not limits) so may be breached depending on the movement in interest rates and counterparty criteria. Their purpose is to allow officers to monitor the current trend position and amend the operational strategy depending on any changes. Any breach of the benchmarks will be reported, with an explanation in the mid-year or annual report to audit and corporate governance committee. Detailed information for the assessment of risk is shown in appendix C.

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47. Performance indicators are set to assess the adequacy of the treasury function over the year. These are distinct historic performance indicators, as opposed to the predominantly forward looking prudential indicators. The indicators used to assess the performance of the treasury function are:
- Cash investments - 3 month LIBID rate.
 - Property related investments – IPD Balance Property Unit Trust Index.
48. The results of these indicators will be reported in both the annual mid-year and year-end treasury reports.

Policy on the use of treasury management advisors

49. The council has a joint contract for treasury management advisors with South Oxfordshire District Council. Link Asset Services (was Capita Asset Services) provides a range of services which include:
- technical support on treasury matters, capital finance issues, statutory reports;
 - economic forecasts and interest rate analysis;
 - credit ratings / market information service involving the three main credit rating agencies;
 - strategic advice including a review of the investment and borrowing strategies and policy documents.
50. The council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills, resources and up to date market information.

Minimum Revenue Provision (MRP) policy statement 2018/19

51. MRP is the amount out of revenues set aside each year as a provision for debt i.e. the provision in respect of capital expenditure financed by borrowing.
52. The council is required by regulation to approve an annual MRP policy before the start of the year to which it relates. Any in-year changes must also be submitted to the council for approval.
53. A variety of options are provided to councils for the calculation of MRP. The council has chosen the “asset life method” as being most appropriate. Using this method MRP will be based on the estimated life of the asset, in accordance with the regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction). Repayments included in annual PFI or finance leases are applied as MRP.
54. Currently, the council’s MRP liability is nil. This will remain the case unless capital expenditure is financed by external or internal borrowing.
55. The council’s current capital programme will primarily be financed from internal resources. If borrowing is undertaken then the council will be required by statute to set aside funds in the annual revenue budget to amortise the principal element of any borrowing – this is the MRP. There will also be a requirement to set aside revenue

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budget for the interest payments on any borrowing raised. Loans will generally be taken over the life of the assets being financed and amortised accordingly. The Head of Finance will determine the most appropriate repayment method, term of borrowing and duration of borrowing. As a general illustration, Table 6 below gives an example of the annual revenue costs associated with borrowing an amount of £2.5 million over a 50 year period, based on the current district tax base of 50,452 Band D equivalents:

Loan amount	£2,500,000	
Loan duration	50 years	
PWLB interest rate	2.45 per cent	
2018/19 Taxbase	50,452	
	£	£ per band D
MRP element	50,000	0.99
Annual interest cost	61,250	1.21
Total	111,250	2.21

Councillor and officer training

56. The requirement for increased councillor consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept up to date requires a suitable training process for councillors and officers. In compliance with the current CIPFA Code, the council provided treasury management training to councillors in January 2017. Further training will be provided as soon as practical during 2018/19 as expected changes in the CIPFA code become available. Other training is available on request.

Treasury management scheme of delegation and the role of the Section 151 officer

57. The treasury management scheme of delegation and the role of the Section 151 officer is as follows:

I. Council

- Receiving and approval of reports on treasury management policies, practices, outturn and activities;
- Approval of annual strategy

II. Joint Audit and Governance Committee / Cabinet

- Approval of amendments to the organisations, adopted clauses, treasury management policy statements and treasury management practices;
- Receiving and reviewing monitoring reports and acting on recommendations;
- Ensuring effective scrutiny of the treasury management function

III. Section 151 Officer / Head of Finance

- Recommending clauses, treasury management policies/practices for approval, review and monitoring compliance;
- Submitting regular treasury management information reports;
- Submitting budgets and budget variations;
- Reviewing the performance of the treasury management function;
- Ensuring adequacy of treasury management resources and skills and the effective division of responsibilities within the treasury management function;

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- Ensuring the adequacy of internal audit and liaising with external audit;
- Approving the selection of external service providers and agreeing terms of appointment.

Summary

58. Prior to the beginning of each financial year the council must approve the treasury management strategy. The strategy sets the parameters within which officers can manage the council's cash flows and invest any surplus funds.
59. This strategy provides a commentary on the current financial climate and sets out the council's lending strategy in response to this.

Economic conditions and interest rate forecasts

1. In order to put the investment strategy into context it is necessary to consider the strength of the UK economy, external factors in the financial markets and their impact on interest rate forecasts.

UK economy

2. Since the second quarter of 2013 the UK has reported rising levels of GDP. However, following the result of the EU referendum, growth has become volatile. Indicators suggest we will still see growth thanks to low unemployment and household spending, but the rate of growth will be slower than previously forecast.
3. Consumer Price Inflation is expected to peak very soon at 3.2 per cent. Forward indications are that rates of inflation will fall once the devaluation effect of sterling starts to fall out of the 12 month statistics.
4. Uncertainty over Brexit is weighing heavy on economic data. Little agreement over trade terms from 2019 is creating a lack of confidence with UK firms and is holding back investment.
5. Bank rate rose by 0.25 per cent in November 2017 to 0.50 per cent. Forward guidance from the Bank of England states that they expect rates to rise twice more in the next three years, to reach 1.00 per cent by 2020.

Eurozone economy

6. Growth has slowed during quarter three of 2017 in the Eurozone, however growth remains at an annualised rate of 3 per cent. Consumer confidence is rising, especially in Germany. The Euro has slipped in value against the dollar due to expectations that there will be an interest rate rise in the US. Rates in Europe are not expected to change.

Link Asset Services forward view

7. Economic forecasting continues to be difficult given the number of external influences affecting the UK. Key areas of risk include:
 - Geopolitical risks, especially North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows;
 - UK economic growth and inflation;
 - Rising protectionism under President Trump;
 - A resurgence of the Eurozone sovereign debt crisis;
 - Weak capitalization of some European banks;
 - A sharp Chinese downturn and its impact on emerging market countries.
8. The view of Link Asset Services is that the overall balance of risks to economic recovery in the UK is currently to the downside. Risks to increases in bank rate are on the upside and depend on how strong growth turns out, how quickly inflation pressures rise and how quickly the Brexit negotiations move forward positively.

Prospects for interest rates

1. The bank base rate is forecast to remain unchanged at 0.50 per cent, rising in Q4 in 2018. Link Asset Service's central view for bank rate forecasts is shown below:

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20
Bank of England base rate	0.50	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00
PWLB rates										
5 year borrowing	1.50	1.60	1.60	1.70	1.80	1.80	1.90	1.90	2.00	2.10
10 year borrowing	2.10	2.20	2.30	2.40	2.40	2.50	2.60	2.60	2.70	2.70
25 year borrowing	2.80	2.90	3.00	3.00	3.10	3.10	3.20	3.20	3.30	3.40
50 year borrowing	2.50	2.60	2.70	2.80	2.90	2.90	3.00	3.00	3.10	3.20

Benchmarking and Monitoring Security, Liquidity and Yield in the Investment Service.

1. These benchmarks are targets and so may be exceeded from time to time. Any variation will be reported, along with supporting reasons, in the Annual Treasury Report.
2. **Yield.** The local benchmark currently used to assess the performance of cash investments is the level of returns contrasted against the London Interbank Bid (LIBID) three month rate. This is the interest rate a bank would be willing to pay to borrow from another bank for three months.

Property related investments are benchmarked against the IPD Balanced Property Unit Trust Index.
3. **Liquidity.** Liquidity is defined as the council “having adequate, though not excessive, cash resources, borrowing arrangements, overdrafts or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives” (CIPFA Treasury Management Code of Practice).
4. In respect of this area, the council shall seek to:
 - maintain a minimal balance held in the council’s main bank account at the close of each working day. Transfers to the councils call accounts, MMF and investments will be arranged in order to achieve this, while maintaining access to adequate working capital at short notice.
 - use the authorised bank overdraft facility or short term borrowing where there is clear business case for doing so, to cover working capital requirements at short notice
5. **Security of the investments.** In the context of benchmarking, assessing security is very much more a subjective area to assess. Security is currently evidenced by the application of minimum credit quality criteria to investment counterparties, primarily through the use of credit ratings supplied by the three main credit rating agencies (Fitch, Moody’s and Standard and Poor’s). Whilst this approach embodies security considerations, benchmarking levels of risk is more problematic. One method to benchmark security risk is to assess the historic level of default against the minimum criteria used in the Council’s investment strategy. The table beneath shows average defaults for differing periods of investment grade products for each Fitch long term rating category over the last 20-30 years.

Average defaults for differing periods of investment

Long term rating	1 year	2 years	3 years	4 years	5 years
AA	0.01%	0.02%	0.08%	0.16%	0.23%
A	0.07%	0.19%	0.36%	0.55%	0.78%
BBB	0.15%	0.46%	0.82%	1.26%	1.73%

6. The council’s minimum long term (i.e. plus 365 day duration) rating criteria is currently “A-”. For comparison, the average expectation of default for a two year investment in a counterparty with an “A” long term rating would be 0.19 per cent of the total investment (e.g. for a £1m investment the average loss would be £1,900). **This is an average** - any specific counterparty loss is likely to be higher. These figures act as a proxy benchmark for risk across the portfolio.

Explanation of Prudential Indicators

Prudential borrowing permits local government organisations to borrow to fund capital spending plans provided they could demonstrate their affordability. Prudential indicators are the means to demonstrate affordability.

Authorised limit for external debt – this is the maximum limit for external borrowing. This is the statutory limit determined under section 3(1) of the Local Government Act 2003. This limit is set to allow sufficient headroom for day to day operational management of cash flows.

Operational boundary for external debt – this is set as the more likely amount that may be required for day to day cash flow.

Upper limit for fixed and variable interest rate exposure – these limits allow the council flexibility in its investment and borrowing options.

Upper limit for total principal sums invested for over 364 days – the amount it is considered can be prudently invested for periods in excess of a year.

Treasury Management Practice (TMP) 1 – credit and counterparty risk management

The CLG issued Investment Guidance in 2010, and this forms the structure of the council's policy below.

The key aim of the guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective the guidance requires this council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. In accordance with the code, the head of finance has produced its treasury management practices (TMPs). This part, TMP1(1), covering investment counterparty policy requires approval each year.

The key requirements of both the Code and the guidance are to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of the following:

- the strategy guidelines for decision making on investments, particularly non-specified investments.
- the principles to be used to determine the maximum periods for which funds can be committed.
- specified investments the council will use. These are high security (i.e. have a high credit rating, although this is defined by the council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

The investment policy proposed for the council is:

Strategy guidelines – The main strategy guidelines are contained in the body of the treasury strategy statement.

Specified investments – These investments are sterling investments of not more than one year maturity, or those which could be for a longer period but where the council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments with:

- UK government Debt Management Agency Deposit Facility (DMADF)
- UK government – treasury stock (Gilts) with less than one year to maturity
- Supranational bonds of less than one year's duration
- Deposits with UK local authorities
- Pooled investment vehicles such as Money Market Funds (MMF) (AAA rated)
- Deposits with banks and building societies (minimum F1/A- rated)
- Certificates of deposits issued by banks and building societies (minimum rating as above)

Within these bodies, and in accordance with the Code, the council has set additional criteria to set the time and amount of monies which will be invested in these bodies. These criteria are as stated in Table 5 to this report.

Non-specified investments

These are any other type of investment (i.e. not defined or specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are as set out in Table 5.

GLOSSARY OF TERMS

Authorised Limit	The maximum amount of external debt at any one time in the financial year.
Basis Point (BP)	1/100th of 1%, i.e. 0.01%
Base Rate	Minimum lending rate of a bank or financial institution in the UK.
Benchmark	A measure against which the investment policy or performance of a fund manager can be compared.
Bill of Exchange	A financial instrument financing trade.
Callable Deposit	A deposit placed with a bank or building society at a set rate for a set amount of time. However, the borrower has the right to repay the funds on pre agreed dates, before maturity. This decision is based on how market rates have moved since the deal was agreed. If rates have fallen the likelihood of the deposit being repaid rises, as cheaper money can be found by the borrower.
Cash Fund Management	Fund management is the management of an investment portfolio of cash on behalf of a private client or an institution, the receipts and distribution of dividends and interest, and all other administrative work in connection with the portfolio.
Certificate of Deposit (CD)	Evidence of a deposit with a specified bank or building society repayable on a fixed date. They are negotiable instruments and have a secondary market; therefore the holder of a CD is able to sell it to a third party before the maturity of the CD.
Commercial Paper	Short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations and other borrowers. Such instruments are unsecured and usually discounted, although some may be interest bearing.
Corporate Bond	Strictly speaking, corporate bonds are those issued by companies. However, the term is used to cover all bonds other than those issued by governments in their own currencies and includes issues by companies, supranational organisations and government agencies.
Counterparty	Another (or the other) party to an agreement or other market contract (e.g. lender/borrower/writer of a swap/etc.)
CDS	Credit Default Swap – a swap designed to transfer the credit exposure of fixed income products between parties. The buyer of a credit swap receives credit protection, whereas the seller of the swap guarantees the credit worthiness of the product. By doing this, the risk of default is transferred from the holder of the fixed income security to the seller of the swap.
CFR	Capital Financing Requirement.
CIPFA	Chartered Institute of Public Finance and Accountancy.
CLG	Department for Communities and Local Government.
Derivative	A contract whose value is based on the performance of an underlying financial asset, index or other investment, e.g. an option is a derivative because its value changes in relation to the performance of an underlying stock.
DMADF	Deposit Account offered by the Debt Management Office, guaranteed by the UK government.

Appendix F

ECB	European Central Bank – sets the central interest rates in the EMU area. The ECB determines the targets itself for its interest rate setting policy; this is the keep inflation within a band of 0 to 2 per cent. It does not accept that monetary policy is to be used to manage fluctuations in unemployment and growth caused by the business cycle.
Enhanced Cash Funds	A pooled investment fund. Longer dated investment than a MMF and, unlike a MMF, enhanced cash funds have variable asset value. Assets are marked to market on a daily basis and the unit prices vary accordingly. Investments can be withdrawn on a notice basis (the length of which depends on the fund) although such funds would typically be used for investments of 3 to 6 month duration.
Equity	A share in a company with limited liability. It generally enables the holder to share in the profitability of the company through dividend payments and capital gain.
Forward Deal	The act of agreeing today to deposit funds with an institution for an agreed time limit, on an agreed future date, at an agreed rate.
Forward Deposits	Same as forward dealing (above).
Fiscal Policy	The government policy on taxation and welfare payments.
GDP	Gross Domestic Product.
Gilt	Registered British government securities giving the investor an absolute commitment from the government to honour the debt that those securities represent.
Mark to Market Accounting	Accounting on the basis of the “fair value” of an asset or liability, based on the current market price. As a result, values will change with market conditions.
Minimum Revenue Provision	This is a prudent sum set aside each year to offset the principal repayment of any loan to smooth the impact on the local taxpayer.
Money Market Fund	A well rated, highly diversified pooled investment vehicle whose assets mainly comprise of short-term instruments. It is very similar to a unit trust, however a MMF relies on loans to companies rather than share holdings.
Monetary Policy Committee (MPC)	Government body that sets the bank rate (commonly referred to as being base rate). Their primary target is to keep inflation within plus or minus 1 per cent of a central target of 2.5 per cent in two years time from the date of the monthly meeting of the committee. Their secondary target is to support the government in maintaining high and stable levels of growth and employment.
Non-UCITS Retail Scheme (NURS) –	Undertakings for collective investments are funds authorised to be sold in the UK that are required to meet standards set by the UK services regulator. An example is property funds.
Operational Boundary	The most likely, prudent but not worst case scenario of external debt at any one time.
Other Bond Funds	Pooled funds investing in a wide range of bonds.
PWLB	Public Works Loan Board.
QE	Quantitative Easing.

Appendix F

Retail Price Index	Measurement of the monthly change in the average level of prices at the retail level weighted by the average expenditure pattern of the average person.
Sovereign Issues (Ex UK Gilts)	Bonds issued or guaranteed by nation states, but excluding UK government bonds.
Supranational Bonds	Bonds issued by supranational bodies, e.g. European Investment Bank. The bonds – also known as Multilateral Development Bank bonds – are generally AAA rated and behave similarly to gilts, but pay a higher yield (“spread”) given their relative illiquidity when compared with gilts.
Treasury Bill	Treasury bills are short-term debt instruments issued by the UK or other governments. They provide a return to the investor by virtue of being issued at a discount to their final redemption value.

Council



Report of Head of Corporate Services
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To: Council
Date: 11 January 2018



Pay policy statement 2018-19

Recommendation

That Council approve the attached statement of pay policy for 2018-19.

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 Vale of White Horse District Council.

Recommendation

6. Council is asked to approve the pay policy statement for 2018-19.

Background papers

None

Pay Policy Statement for 2018-19

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, heads of service, service managers, the head of paid service, the monitoring officer and the chief finance officer.
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.

MANAGEMENT STRUCTURE

6. A new management structure was agreed during 2017-18 and is currently being implemented. This may continue into 2018-19.

REMUNERATION OF CHIEF OFFICERS

7. The chief executive and heads of service are paid a spot salary. The salaries which apply for the whole of 2018-19 after the increase of 2.8 per cent are as follows:
 - chief executive: £143,920.
 - heads of service: £92,109.
 - service managers: £51,817 to £64,199

8. Chief officers do not receive any performance-related pay or bonuses.
9. The chief executive has been designated as the councils' head of paid service. No additional remuneration is payable for that designation.
10. The head of finance has been designated as the councils' chief finance (section 151) officer. No additional remuneration is payable for that designation.
11. The head of legal and democratic has been designated as the councils' monitoring officer. No additional remuneration is payable for that designation.
12. The head of legal and democratic has been appointed as the councils' returning officer. In this role they receive additional remuneration, which varies from year to year. They may also employ other officers to support them in their work. Fees payable for district and parish council elections are 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.
13. Chief officers do not receive essential car user allowances, overtime, on-call or stand-by payments. The chief executive, at their discretion, may make additional responsibility payments as required.
14. On recruitment of a new service manager within the current management structure, the gross base salary on recruitment will be within the range stated in paragraph 7, though this may be varied if an interim appointment is made.
15. On recruitment of a new head of service within the current management structure, the gross base salary on recruitment will be the spot salary stated in paragraph 7, though this may be varied if an interim appointment is made.
16. On recruitment of a new chief executive, the gross base salary will be determined by the Joint Staff Committee.
17. 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 councils' 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.
18. 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 and paying contributions on the whole of their salary, service managers currently pay between 8.5 and 9.9 per cent depending on salary, heads of service currently pay 9.9 per cent of their salary into the scheme, while the chief executive pays 11.4 per cent.
19. 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 Joint Audit and Governance Committee.

20. 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

21. The lowest-paid employees are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the council's grading structure. There is one post which is an exception to this due to the nature of the role, which is paid a spot salary and as at 1 April 2018, this is £16,575 per annum. The chief executive's salary is thus 8.7 times the salary of the lowest-paid member of staff.

REMUNERATION OF CHIEF OFFICERS COMPARED WITH OTHER OFFICERS

22. Employees who are not chief officers are paid according to locally agreed pay scales, with annual increments paid subject to performance until the employee reaches the top of the scale. These pay scales will increase by 2.8 per cent with effect from 1 April 2018.

23. The Department of Communities and Local Government (DCLG) published in February 2015 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 this council the median salary during 2018-19 will be £34,155 (based on current data). The pay multiple defined above is thus 4.1.

Council report



Report of Head of Legal and Democratic

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To: COUNCIL

DATE: 14 February 2018

Review of membership of the Planning Committee and the political balance on committees

Recommendations

That Council:

1. reduces the size of the planning committee from 11 members to nine members;
2. allocates seats to each political group in accordance with paragraphs 8 - 11 of this report;
3. allocates one of the Conservative Group seats on the Planning Committee to the Liberal Democrat Group to ensure the overall political balance;
4. appoints councillors and substitutes to sit on the planning committee as set out in the schedule circulated at the meeting;
5. authorises the head of legal and democratic to make appointments to any vacant committee or panel seat and substitute positions in accordance with the wishes of the relevant group leader.

Purpose of report

1. The leaders of the Conservative and Liberal Democrat Groups have agreed that the democracy and governance of the council and the efficiency of its decision making in planning, would best be served by a reduction in the size of the planning committee by two. This reflects the frequency and complexity of the work of the Planning Committee and the need to have regularly available, well trained and experienced councillors on that committee, and also a properly trained and regularly available pool of substitutes.
2. This report invites Council to review the size of the Planning Committee and the resultant political balance and consider proposed changes to the make-up and membership of that committee.

Background

3. The Council is required by the Local Government and Housing Act 1989 to appoint committees, review the political balance and to appoint councillors to the committees annually, which it did at its annual meeting in May.
4. In summary, the Council has a duty to ensure the following principles are adhered to:
 - (i) not all seats are allocated to the same political group
 - (ii) a majority group should get the majority of seats on each committee
 - (iii) the seats allocated to groups on a committee reflect the membership of the Council as a whole
 - (iv) the allocation of the total number of seats on all committees reflects the membership as a whole.
5. The council has a very heavy workload of planning committees, meeting as frequently as three times per month. In addition, there are a number of site visits and a large amount of related information to be read and understood. It is accepted that not all members are able to meet this requirement and so it is suggested that the committee is reduced in numbers by two. This would allow for a smaller group of dedicated councillors to regularly attend the Planning Committee and also for a pool of committed and well trained substitutes to be available should those members not be available for every meeting.
6. In order to make the best use of councillor availability and area of interest, it is proposed that one of the Conservative Group seats is allocated to the Liberal Democrat Group and to maintain overall political balance.

Strategic Objectives

7. This report supports the council's corporate plan in that it ensures the council manages its business effectively. It is also in line with the council's requirement to review the political complexion of committees and other bodies, having regard to the Local Government and Housing Act 1989.

Composition of committees

8. The ordinary committees and panels that are required to be politically balanced both individually, and overall, are set out below.
9. This reflects Includes reduction in planning committee from 11 to nine members.

Committee	Members	Comments
Vale Scrutiny Committee	9	
Joint Scrutiny Committee	5	10 in total with South Oxfordshire District Council
Joint Audit and Governance Committee	4	8 in total with South Oxfordshire District Council
Planning Committee	9	Reduction from 11
General Licensing Committee	12	
Community Governance and Electoral Issues Committee	6	
Appeals Panel	3	
Joint Staff Committee	3	6 in total with South Oxfordshire District Council
Five Councils' Partnership Scrutiny Committee	2	
Totals	53	

10. The revised political balance calculation and the entitlements to seats on committees are set out in the tables below. Fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up

Total Seat Allocations by Political Group

Group	Group members	Total of council	Total number of committee seats
Conservative	29	76.32%	40
Liberal Democrat	9	23.68%	13
TOTAL	38	100%	53

Overall Committee Allocations (figures as present in brackets, where different)

Committee	Total number of seats	Conservative	Liberal Democrat
Scrutiny	9	7	2
Planning	9 (11)	7 (9)	2 (3)
General Licensing Committee	12	9	3
Appeals Panel	3	2	1
Joint Scrutiny	5	4	1
Joint Audit and Governance	4	3	1
Community Governance and Electoral Issues Committee	6	5	1
Joint Staff Committee	3	2	1
Five Councils' Partnership Scrutiny Committee	2	2	0
Total	53	41 (-1)	12 (+1)

* The Liberal Democrat Group need to gain an additional seat, and the Conservative Group need to lose a seat in order to ensure that the political balance is correct overall. The Council is asked to consider allocating one of the Conservative Group seats on the Planning Committee to the Liberal Democrat Group to achieve this.

Substitutes

11. Each political group is entitled to the same number of preferred substitutes as the number of ordinary seats it holds on a committee or panel, and up to a maximum of three preferred substitutes where it has fewer than three members on a committee or panel. All substitutes for regulatory committees must have met the relevant training requirement, regardless of whether they are preferred or other substitutes.

Eligibility to Sit on Committees and Panels.

12. Any member of the council may be appointed to any committee with the following exceptions and caveats:
- No member of Cabinet may sit on any Scrutiny Committee;
 - No member of Cabinet may sit on the Joint Audit and Governance Committee;
 - No member of Cabinet may sit on the Planning Committee;
 - The Chairman or Vice Chairman of Council may not be the Chairman or Vice Chairman of any committee or panel;
 - No Cabinet member may be the Chairman or Vice Chairman of any committee or panel.

Appointments

13. Officers have invited group leaders to submit the names of councillors they wish to sit on the Planning Committee as members and substitutes.

Financial implications

14. There are no direct financial implications.

Legal implications

15. These are set out in the body of the report.

Conclusion

16. Following the instruction by the leaders of the two political groups, a review of the allocation of seats available to each of the political groups represented on the council has been undertaken, based on the premise of a reduced Planning Committee membership. Council is invited to appoint councillors to the Planning Committee. If the committee and substitute places are not filled at the meeting, Council is invited to delegate authority to the head of legal and democratic to make appointments in accordance with the wishes of the relevant group leader.

Background Papers:

None

Vale of White Horse District Council

SCHEME OF DELEGATION OF THE LEADER OF THE COUNCIL TO CABINET MEMBERS AND OFFICERS

Introduction

1. The Local Government Act 2000 provides that the leader may discharge any executive functions or may arrange for the discharge of any of those functions by the cabinet, by another member of the cabinet, by a committee of the cabinet or by an officer of the council.
2. This scheme of delegation to cabinet members and to officers is made pursuant to the Local Government Act 2000 and was approved by the leader of the council on 15 December 2017 and came into force immediately. This scheme replaces all previous schemes.
3. The scheme may be amended by the leader of the council at any time during the year. The scheme is subject to the general terms and conditions described below.

Terms and conditions

4. Any decision taken by a cabinet member under this scheme of delegation shall only be taken having regard to any advice from the head of service responsible for the relevant function associated with the decision.
5. Any decision which could attract to the council adverse legal consequences shall be taken after consultation with the monitoring officer.
6. Any decision which could attract adverse financial implications shall be taken after consultation with the chief finance (section 151) officer.
7. Where functions may be discharged by a cabinet member under this scheme of delegation the cabinet member may arrange for the discharge of any of those functions by an officer of the council.
8. Any cabinet member exercising any delegated powers under this scheme also has the power to do anything which is calculated to facilitate or is conducive or incidental to the exercise of such delegated powers.
9. Once a cabinet member has exercised any delegated power under this scheme, he or she shall make a record of the decision which shall include the views of any officer consulted on the issue. The record of the decision shall be forwarded by the cabinet member or officer immediately to democratic services.

Responsibility for executive functions

10. The following cabinet members are responsible and are delegated authority to take decisions in respect of the functions and projects set out below until they are amended or withdrawn by the leader in writing.

Councillor Matthew Barber	Leader, partnership and insight
Councillor Eric Batts	Legal and democratic services
Councillor Ed Blagrove	Corporate services
Councillor Roger Cox	Deputy Leader, planning
Councillor Charlotte Dickson	Community services
Councillor Mike Murray	Regeneration and development
Councillor Robert Sharp	Finance
Councillor Elaine Ware	Housing and environment

11. I delegate authority to the chief executive to discharge all executive functions and to request any member of the cabinet to act on behalf of the leader in the leader's and deputy leader's absence.

12. I delegate authority to officers to discharge executive functions as set out in schedule 1 of the scheme of delegation in part 2 of the constitution.

Executive joint committee/partnership appointments

13. I appoint Cabinet members to the following:

Oxfordshire Growth Board – Matthew Barber with all other cabinet members as substitutes

Safer Oxfordshire Partnership Oversight Committee – Eric Batts

South and Vale Community Safety Partnership – Eric Batts

Scrap Metal Sub-Committee

14. I establish a Scrap Metal Sub-Committee (known as a Panel) comprising any three members of the Cabinet, to include the Cabinet member for housing and environment if he/she is available, to consider contested applications and authorise the head of legal and democratic services to invite an appropriate panel to conduct a scheduled hearing.

Councillor Matthew Barber, Leader of Vale of White Horse District Council
12 January 2018