

Date: 29 May 2008

TO: All Members of the Executive
FOR ATTENDANCE

TO: All Other Members of the Council
FOR INFORMATION

Dear Sir/Madam

Your attendance is requested at a meeting of the **EXECUTIVE** to be held in the **GUILDHALL, ABINGDON** on **Friday, 6th June, 2008** at **2.30 pm**.

Yours faithfully

Terry Stock
Chief Executive

Members are reminded of the provisions contained in the Code of Conduct adopted on 30 September 2007 and Standing Order 34 regarding the declaration of Personal and Prejudicial Interests.

A G E N D A

A large print version of this agenda is available. Any background papers referred to may be inspected by prior arrangement. Contact Steve Culliford, Democratic Services Officer on telephone number (01235) 540307; e-mail: steve.culliford@whitehorsedc.gov.uk.

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

Open to the Public including the Press

Map and Vision

(Pages 16 - 17)

A map showing the location of the venue for this meeting, together with a copy the Council Vision is attached.

STANDING ITEMS

1. Apologies for Absence

To receive apologies for absence.

2. Minutes

To adopt and sign as correct records the public minutes of the meetings of the Executive held on 4 April and 21 May 2008, (previously circulated).

3. Declarations of Interest

To receive any declarations of Personal or Personal and Prejudicial Interests in respect of items on the agenda for this meeting.

Any Member with a personal interest or a personal and prejudicial interest in accordance with the provisions of the Code of Conduct, in any matter to be considered at a meeting, must declare the existence and nature of that interest as soon as the interest becomes apparent in accordance with the provisions of the Code.

When a Member declares a personal and prejudicial interest he shall also state if he has a dispensation from the Standards Committee entitling him/her to speak, or speak and vote on the matter concerned.

Where any Member has declared a personal and prejudicial interest he shall withdraw from the room while the matter is under consideration unless

- (a) his/her disability to speak, or speak and vote on the matter has been removed by a dispensation granted by the Standards Committee, or
- (b) members of the public are allowed to make representations, give evidence or answer questions about the matter by statutory right or otherwise. If that is the case, the Member can also attend the meeting for that purpose. However, the Member must immediately leave the room once he/she has finished; or when the meeting decides he/she has finished whichever is the earlier and in any event the Member must leave the room for the duration of the debate on the item in which he/she has a personal and prejudicial interest.

4. Urgent Business and Chair's Announcements

To receive notification of any matters which the Chair determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the Chair.

5. Statements and Petitions from the Public Under Standing Order 32

Any statements and/or petitions from the public under Standing Order 32 will be made or presented at the meeting.

6. Questions from the Public Under Standing Order 32

Any questions from members of the public under Standing Order 32 will be asked at the meeting.

7. Referral under the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules

8. Referrals from the Overview and Scrutiny Committees and Other Committees

(a) Personnel Appointments Sub-Committee - 29 April 2008

At its meeting on 29 April 2008, the Personnel Appointments Sub-Committee considered potential mechanisms to recruit to the vacant Strategic Director post. The Sub-Committee has made a recommended "that the Executive be requested to identify the source of funding for the recruitment consultant and the cost of additional interim support".

(b) Council - 21 May 2008

At its meeting on 21 May 2008, the Council received a petition from Age Concern Oxfordshire which contained 932 signatures. It read as follows:

"Age Concern Oxfordshire are very concerned that from April 2008, the Vale of White Horse District Council will not support over 60s and disabled people to use their national concessionary bus travel passes from 9am, instead, they will have to wait until 9.30am before being able to travel. Many older people, particularly in rural areas will not be able to travel until late morning. Disabled people will not be able to attend their day services and work placements on time. People needing to attend hospital appointments will also be affected. Many older and disabled people are already on low incomes and are vulnerable to becoming isolated from the community services that are available to them.

We, the undersigned, are concerned citizens of the Vale of White Horse who urge our political representatives to act now and allow the concessionary bus pass travel time to start from 9am throughout the Vale of White Horse area."

The Council has referred the petition to the Executive for consideration and

determination.

9. Financial Monitoring

(Page 18)

Members are requested to consider any significant budget variances and any requests for virement or permanent budget adjustment.

KEY DECISIONS

10. Forward Plan

(Pages 19 - 23)

To receive the Forward Plan containing Executive decisions to be taken from June to September 2008.

Recommendation

that the Forward Plan be received.

OTHER MATTERS

11. Corporate Plan 2008-2012

(Pages 24 - 47)

(Wards Affected: All Wards)

To receive and consider report 11/08 of the Principal Performance Management Officer.

Introduction and Report Summary

In 2005 the Council's published the first of a new style of Corporate Plan which covered the period 2005-08 and detailed its aims and priorities. Attached to this report (Appendix1) is a draft Corporate Plan 2008-12 which details the Council's priorities, aims and the objectives for the next 4 years.

The contact officer for this report is Robert Woodside, Principal Performance Management Officer, telephone (01235 520202 ext 499). Email address: robert.woodside@whitehorsedc.gov.uk

Recommendations

- (a) *that the Executive approve the draft Corporate Plan 2008-12 (Appendix 1) and recommend it to Council*
- (b) *that authority be delegated to the Chief Executive, in consultation with the Group Leaders, to approve the final version of the Corporate Plan 2008-12*

- (c) *that authority be delegated to the Chief Executive in consultation with the Group Leaders, to approve an annual update to the Corporate Plan 2008-12*

12. Corporate Governance - Fourth Quarter 2007/08

(Pages 48 - 62)

To receive and consider report 12/08 of the Senior Management Team.

Introduction and Report Summary

The Corporate Governance Report looks at the key areas of:

Corporate Priorities
Best Value Performance Indicators
Progress against Service Prioritisation Plans
Key staffing data (sickness levels and turnover)
Progress with Business Process Improvement Reviews
Financial commentary
Risk Management

At its meeting on 19th May 2008 the Senior Management Team (SMT) considered the fourth quarter 2007/08 Business Performance Report. This is an exception report which covers all of the aspects of corporate governance contained within this report. SMT agreed the exceptions (where performance / actions are not on target) to be reported to the Executive and agreed the comments / actions which have been included in this report. The full versions of the individual reports are available on the Council's website. They can be accessed through the 'about your Council - performance' area of the website.

The contact officer for this report is Robert Woodside, Principal Performance Management Officer, telephone (01235 520202 ext 499). Email address: robert.woodside@whitehorsedc.gov.uk

Recommendation

That the Senior Management Team's Corporate Governance exception report and proposals be noted.

13. Council Aspirations for Future Performance Inspections

(Pages 63 - 66)

To receive and consider report 24/08 of the Strategic Director and Chief Finance Officer.

Introduction and Report Summary

The national performance inspection regime for local government is changing. Previously the Council was inspected in accordance with the 'Comprehensive Performance Assessment' (CPA) rules. Under that regime the Council was formally assessed as being 'Fair' in 2004, which is the middle of five categories (Poor, Weak, Fair, Good and Excellent.)

In addition to the full CPA inspection in 2004, the Council has been annually inspected against a Use of Resources checklist, and in 2007 it's usual '2' score (adequate) on a scale of 1 - 4, improved to '3 (satisfactory).

The CPA regime is being phased out to be replaced with the Comprehensive Area Assessment (CAA) regime, which will consider the performance of all Oxfordshire councils together. The precise details are still being formulated by the Government and it is not yet possible to assess whether the duties and obligations arising from the new regime will be any less onerous than the CPA regime.

In the meantime, there are two performance obligations which will continue to fall on individual councils including the Vale. These will be inspected and so will affect the Council's perceived performance. The Council could choose to put more or less effort into them according to its aspirations. This report requests direction from the Executive.

The Contact Officer for this report is Steve Bishop, Strategic Director & Chief Finance Officer (01235 540332). Email: steve.bishop@whitehorsedc.gov.uk

Recommendations

The Executive is requested to agree that:

Either:

(a) No additional effort to that already provided for in service plans is expended by officers on achieving the statutory obligations in respect of the Use of Resources assessment and the Annual Governance Statement;

Or,

(b) The officers expend as much effort as is required to retain the '3' score in Use of Resources and obtain a complementary inspection opinion on the Annual Governance Statement, acknowledging that specific service plan commitments will need to be forsaken in order to free up the necessary staff resource.

14. Consequential Actions Relating to the Floods of July 2007

(Pages 67 - 83)

To receive and consider report 22/08 of the Deputy Director (Commercial Services) and the Strategic Director.

Introduction and Report Summary

This report relates to the developments arising from the floods of July 2007 conveniences and the updates to related Council policies

The contact officer for this report is Bill Farrar, Deputy Director (Commercial Services), telephone: 01235 540356, email address: bill.farrar@whitehorsedc.gov.uk.

Recommendations

that the Executive

- (i) approves the Vale Emergency Response and Recovery Plan 2008*
- (ii) approves the updates to the Vale Flood Management Policy 2008*
- (iii) accepts the recommendations of the Emergency Advisory Group relating to the consequential actions emanating from the Vale Flood Review 2007*
- (iv) notes the overview of the current financial position relating to flooding*
- (v) approves the proposals for future expenditure on flooding matters, as set out in Section 9 of Appendix A.*

15. Commercial Services Fees

(Pages 84 - 104)

To receive and consider report 21/08 of the Strategic Director.

Introduction and Report Summary

This report contains proposals to update this Council's Scheme of Charges relating to:

- Building Regulations
- Direct Services Organisation (DSO) and
- Address Management.

The changes are intended to ensure that the Charges:

- (a) do not fall below the "proper costs" of the service provided
- (b) are maintained at competitive and reasonable levels and
- (c) continue represent best value and the provision of a quality service

The contact officer for this report is Bill Farrar, Deputy Director (Commercial Services). Tel: 01235 540356, email address: bill.farrar@whitehorsedc.gov.uk

Recommendations

that the Executive recommends that the Council sets revised Charges, effective from 17 July 2008, for

- (i) Building Regulations and it adopts the revised "Scheme for the Recovery of Building Regulation Costs and Associated Matters" as its formal scheme, made under the Building (Local Authority Charges) Regulations*

1998, and.

- (ii) *the recovery of DSO and Address Management costs.*

16. Service Area Annual Reports 2007/08

Copies of Service Area Annual Reports have been circulated to Members of the Executive and all Members of Scrutiny Committee. Members of the Executive are asked to report back to this meeting on any significant issues for the service areas for which they are responsible. A template has been provided.

17. Homelessness Strategy 2008-2013

(Pages 105 - 126)

(Wards Affected: All Wards)

To receive and consider report 13/08 of the Strategic Director.

Introduction and Report Summary

The Homelessness Act 2002 introduced a legislative requirement for all local housing authorities to carry out a review of homelessness in their district and to produce a homelessness strategy setting out how homelessness was going to be tackled.

The first strategy was required to be published by July 2003, and strategies must be reviewed at least every 5 years. The Council's first Homelessness Strategy was published in July 2003.

The Council have now produced a second Homelessness Strategy 2008-13, which has been informed by the findings of a review of homelessness in the District carried out over 2007-08.

This report summarises the priority areas that the new Homelessness Strategy will seek to address. The Council is required to publish the Strategy by July 2008.

The Contact Officer for this report is Lyn Scaplehorn,
Lyn.Scaplehorn@whitehorsedc.gov.uk Housing Advice Team Leader (01235 520202 Ext 579).

Recommendations

- (a) *That the Executive adopt the new Homelessness Strategy 2008-13*
- (b) *That the Executive ask the Housing Advice team to implement the action plans developed as part of the Homelessness Strategy 2008-13*

18. Swindon Core Strategy

(Pages 127 - 131)

(Wards Affected: Faringdon and The Coxwells; Shrivenham;)

To receive and consider report 14/08 of the Deputy Director (Planning and Community Strategy).

Introduction and Report Summary

The Swindon Borough Council (SBC) is preparing its Core Strategy. Following the Issues & Options stage, SBC has now published its Preferred Options (PO) document. This will set the context for future growth at Swindon over the next twenty years.

Much of the document addresses matters local to Swindon. However, for the Vale the document touches on issues such as the relationship with villages outside Swindon and the eastern extension to Swindon comprising 12,000 dwellings. The document asks for the public's views on its contents and seeks responses to a number of specific questions, particularly in relation to the vision and objectives which underpin the preferred options.

A report on this matter was considered by the Strategic and Local Planning Advisory Group on 6 May 2008 (Report No.192/08). Based on this report and the comments of the Advisory Committee, see Minute 40 of that Committee, comments on the Core Strategy were submitted to Swindon Borough Council. Due to a deadline of 12 May for these comments, it was not possible for the Executive Committee to consider these comments before they were submitted. The covering letter for the comments explained that this matter would be taken to the Executive Committee for further consideration and ratification.

The comments which were submitted to Swindon Council were amended to take into account Minute 40 and formatted as responses to be consistent with the section headings in the Borough Council's own comments' form. These responses are set out in the body of this report.

Members should note that since this matter was considered by the Advisory Committee, Thames Water has published its draft Water Resources Management Plan (May 2008) which identifies the proposed reservoir in the upper Thames as the preferred option to maintain security of supply from AMP7 onwards. AMP7 is the period 2020 to 2025. The proposed response has been changed accordingly, see paragraph 4.1.33 below.

The contact officer for this report is Nick Burroughs, Principal Planning Officer, telephone (01235 520202).

Email address nick.burroughs@whitehorsedc.gov.uk.

Recommendations

that the Executive Committee consider the Responses to the Swindon Borough Core Strategy as set out in Section 4 of this report and, subject to any further amendments,

agree that these are formally submitted to Swindon Council as the Vale Council's responses in this matter.

19. Local Development Framework: Open Space, Sport and Recreation Supplementary Planning Document - Future Provision

(Pages 132 - 134)

(Wards Affected: All Wards)

To receive and consider report 15/08 of the Deputy Director (Planning and Community Strategy).

Introduction and Report Summary

At the meeting of the Strategic and Local Planning Advisory Group held on 22 October 2007 Members considered the Draft Open Space, Sport and Recreation Supplementary Planning Document (SPD) prior to its publication for consultation. At a subsequent meeting of the Strategic & Local Planning Advisory Group Members considered the comments submitted during the consultation process and agreed to amending the SPD as recommended in this report.

This report summarises the comments received during the consultation period and recommends changes to the Supplementary Planning Document prior to its adoption. Copies of the Supplementary Planning Document have been made available to Members of the Executive.

The contact officer for this report is Alison Blyth, Principle Planning Officer, telephone (01235) 547633. Email address Alison.blyth@whitehorsedc.co.uk.

Recommendations

Members recommend to the Council to adopt the Open Space, Sport and Recreation, Future Provision Supplementary Planning Document subject to the changes set out in the document.

20. Conservation Area Appraisals

(Pages 135 - 138)

(Wards Affected: Abingdon Northcourt; Hendreds; North Hinksey and Wytham;)

To receive and consider report 16/08 of the Deputy Director (Planning and Community Strategy).

Introduction and Report Summary

The purpose of this report is to outline the work that has been carried out to review the conservation areas at Northcourt in Abingdon, East Hendred and Wytham. It outlines

the consultation process and methodology for the three appraisals, responds to the comments received and recommends the adoption of the appraisal documents and the extensions to the boundaries of all three areas. The future programme of work is also set out.

A schedule summarising the comments received during consultation together with officer observations and recommendation made in response to the comments and copies of the appraisals for Northcourt in Abingdon, East Hendred and Wytham incorporating the amendments recommended have been sent to Members of the Executive.

In addition to the recommended changes made in response to public consultation, other changes have been made to the text including factual information and editorial changes. In particular each document contains new sections on the effects of designation and the future management of the areas.

The contact officer for this report is Grant Audley-Miller, Section Head (Environmental Planning and Conservation), telephone (01235 540343). E-mail address: Grant.Audley-Miller@whitehorsedc.gov.uk.

Recommendations

Members note the steps that have been taken to involve the community in the appraisals of the Northcourt in Abingdon, East Hendred and Wytham Conservation Areas and confirm these steps as appropriate for involving communities in future appraisals .

Members are asked to note the responses that have been made to the appraisals of the Northcourt in Abingdon, East Hendred and Wytham Conservation Areas and agree the officer' observations and recommendations.

Members recommend the Executive and the Council to adopt the Conservation Area Appraisals for Northcourt in Abingdon, East Hendred and Wytham and extend the Conservation Areas as set out in Map 4 of the Northcourt appraisal, Map 4 of the East Hendred appraisal and Map 4 of the Wytham appraisal.

Members are asked to note the current programme of Conservation Area appraisals for Cumnor, Bourton and Sutton Courtenay.

21. Provisional Capital Programme Out-turn 2007/08 and Revenue Budget Carry Forward Requests 2007/08

(Pages 139 - 143)

To receive and consider report 17/08 of the Strategic Director.

Introduction and Report Summary

This report forms part of the continuing provision of financial information to allow Members to review the performance of their services. Paragraph 4 of the report sets out the development of the capital budget during the year and Appendix A details

capital expenditure in 2007/08 (subject to audit) on projects in the agreed capital programme and requests budget carry-forward where necessary.

Paragraph 5 refers to a list of budgets requested to be carried forward from the 2007/08 revenue budget. The provisional outturn for the year is set out in the Fourth Quarter Corporate Governance Report for 2007/08 elsewhere on this agenda.

The contact officers for this report are Steve Lawrence, Principal Accountant (Technical) (01235 540321) email address steve.lawrence@whitehorsedc.gov.uk and Alice Brander, Chief Accountant (01235 520202) alice.brander@whitehorsedc.gov.uk or the responsible officers for each scheme as indicated.

Recommendations

- (a) *That Members note the expenditure on capital projects in the financial year 2007/08*
- (b) *That Members agree the revised expenditure profile for capital projects and carry-forward of budgets to 2008/09 (net total £568,040) as shown in Appendix A.*
- (c) *That Members consider the revenue budget carry forward requests and approve the budgets to be carried forward from 2007/08 to 2008/09 (total £64,263).*

22. Setting up an Air Quality Action Plan Working Group

(Pages 144 - 146)

To receive and consider report 18/08 of the Strategic Director and Chief Finance Officer.

Introduction and Report Summary

Under the Environment Act 1990 the Council has a duty to take action to work towards the improvement of local air quality where national objectives are breached at locations where people live. Air Quality Management Areas (AQMA) have now been declared in parts of Abingdon and Botley and Air Quality Action Plans (AQAPs) will now need to be devised and implemented.

By nature AQAPs are broad ranging and require the cooperation of a number of Council Service disciplines and external agencies and require extensive engagement with the public and other stakeholders. This report recommends a Council – wide approach to air quality management including the creation of a project board to oversee the process of AQAP production and implementation.

The contact officer for this report is David Stevens Deputy Director (Environmental Health) tel.(01235540378). Email: david.stevens@whitehorsedc.co.uk.

Recommendations

That Executive:

- (a) *notes the background information concerning current issues that will need to be taken into account in Air Quality Action Planning; and*
- (b) *notes the importance of and implications from adopting a Council-wide approach to the management of local air quality including the creation of an advisory group by the Member with portfolio holder responsibility for Environmental Health..*

23. Bar Services

(Pages 147 - 149)

To receive and consider report 19/08 of the Strategic Director.

Introduction and Report Summary

In February 2007, the external bar contractor providing the bar services at the Guildhall in Abingdon and Civic Hall in Wantage tendered his resignation after being in the post less than one year into a three year contract. The decision to revert back to an in-house operation was taken in consultation with the portfolio holder for Contracts and Procurement and senior officers. The decision created an opportunity for officers to regain direct control on a key part of the Civic Halls service which had become increasingly difficult to resource and direct through external operators.

The Guildhall and Civic Hall are a priority focus for the Council wide Property Review currently being undertaken. It should be noted that any major changes to either building could have significant consequences to the bar operation especially if there was to be any removal or reduction in access to facilities.

By maintaining the service in-house minimises the impact any changes the Property Review may have, compared to using an external contractor and the contractual obligations that could arise.

The in - house team started operations on October 16th 2007 and have successfully provided a full range of bar services for a significant number of functions at both facilities to date.

The Contact Officer for this report is Chris Webb Chris.Webb@whitehorsedc.gov.uk telephone 01235 540358.

Recommendations

That the service continues to be provided in – house until the future of the Civic Halls is confirmed under the property review.

That the halls management team be commended for their efforts in setting up and developing the business to a point where it is generating profits within its first six months of operation.

24. Waste Procurement

(Pages 150 - 154)

To receive report 20/08 of the Deputy Director (Contracts and Procurement).

Introduction and Report Summary

South Oxfordshire DC and the Vale of White Horse DC are jointly procuring new waste collection and street cleansing contract(s) to replace existing contracts when these terminate in June 2009 and October 2010.

The procurement project is being managed by the Deputy Director Contracts and Procurement at the Vale of White Horse DC on behalf of both Councils. The procurement is being carried out in accordance with the Public Contracts Regulations 2006 utilising the Competitive Dialogue process. Timetables for the procurement process are appended at appendices A and B. The published timetable requires a decision on short-listing to be made by 27 June 2008, this decision requires the approval of both Councils executive bodies. Officers will not have completed detailed evaluation of the seven responses in time for the Executive meeting of 6 June

The contact officer for this report is Mike Mackay, Deputy Director (Contracts and Procurement), telephone (01235 540337).

Email: michael.mackay@whitehorsedc.gov.uk.

Recommendation

- (a) *that the Executive invites the Leader to delegate to the Portfolio Holder the approval of the short-list of companies to be invited to proceed to the next stage of the procurement, in consultation with the Leader, Chair of Scrutiny and Vale councillors on the Project Board.*

25. Exclusion of the Public, including the Press

The Chair to move that in accordance with Section 100A(4) of the Local Government Act 1972, the public, including the press, be excluded from the remainder of the meeting to prevent the disclosure to them of exempt information, as defined in Section 100(I) and Part 1 of Schedule 12A, as amended, to the Act when the following items are considered:

- Item 26 Minutes
(Category 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information.)
- Item 27 Waste Procurement
(Category 3)
- Item 28 Corn Exchange, Faringdon

(Category 1 - Information relating to any individual.)

Item 29 Application for a Village Green, Radley

(Category 3)

(Category 5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.)

Item 30 Property Matters

(Category 3)

EXEMPT INFORMATION UNDER SECTION 100A(4) OF THE LOCAL GOVERNMENT ACT 1972

STANDING ITEMS

26. Minutes

To adopt and sign as a correct record the Exempt minutes of the meeting of the Executive held on 4 April 2008, (previously circulated).

OTHER MATTERS

27. Waste Procurement

To receive an oral update.

28. Corn Exchange, Faringdon

(Pages 155 - 157)

(Wards Affected: Faringdon and The Coxwells)

To receive and consider report 25/08 of the Strategic Director.

29. Application for Village Green, Radley Lakes

(Pages 158 - 207)

(Wards Affected: Radley)

To receive and consider report 23/08 of the Head of Legal Services and Monitoring Officer.

30. Property Matters