

Date: 27 November 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, 5TH DECEMBER, 2008** at **2.30 PM**.

Yours faithfully



Carole Nicholl
Head of Democratic Services

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 6 - 7)

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 a correct record the public minutes of the meeting of the Executive held on 17 October 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. **Financial Monitoring**

(Pages 8 - 9)

Members are requested to consider and approve requests for virements or permanent budget adjustments.

OTHER MATTERS

8. **Accessible Information Policy**

(Pages 10 - 37)

To receive and consider report 123/08 of the Deputy Director (Organisational Development) and the Equalities Officer.

Introduction and Report Summary

The Council is committed to the principle of equal opportunities and aims to deliver accessible services and employment opportunities which meet the needs of all residents and employees.

To help it achieve this, it needs to ensure that its service information is accessible to everybody. The Council needs to pay particular attention to the needs of disabled people, older people and people who have English as a second or other language.

The Accessible Information Policy sets out what the Council will do to meet the information needs of these groups, in terms of providing alternative formats, translations and interpreters (including sign language interpreters). It also highlights the need for all Council service information to be in Plain English, in an accessible font style and size and following a clear layout. These aspects should improve overall readability of Council information for the wider community.

This approach aims to be proportionate, practical and clear. It will also help the Council to meet its legal duties in terms of promoting disability and race equality.

This report summarises the purpose and need for the AIP and outlines what it covers. It explains what shaped the Policy and how it would be rolled out if approved by Council. This report also asks for the Executive Committee to recommend that Council adopts the Accessible Information Policy, with an implementation date of April 2009.

The contact officers for this report are Helen Bishop, Deputy Director (Organisational Development and Support), telephone 01235 520202, email helen.bishop@whitehorsedc.gov.uk and Katharine Doherty, Equalities Officer, 01235 520202, email katharine.doherty@whitehorsedc.gov.uk

Recommendation

that the Executive recommends that Council adopts the Accessible Information Policy, with an implementation date of April 2009.

9. Corporate Governance - Second Quarter 2008/09

(Pages 38 - 52)

To receive and consider report 124/08 of the Senior Management Team.

Introduction and Report Summary

The Corporate Governance Report looks at the key areas of:

Corporate Priorities

National Indicators

Progress against Service Prioritisation Plans

Key staffing data (sickness levels and turnover)

Progress with Business Process Improvement Reviews

A Financial commentary

At its meeting on 20th October 2008 the Senior Management Team (SMT) considered a second quarter corporate governance exception report. SMT agreed the exceptions, comments and actions to be included in this report where performance / actions were not on target. The full versions of the individual reports are available on the Council's website. They can be accessed through the 'about your Council / performance' section 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 be considered and that any further action be taken which needs to be taken to improve performance.

10. Half Year Reports on the 2008/09 Service Plans

Copies of Service Area Half Year Reports, covering the period 1 April 2008 to 30 September 2008, have already 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 (a template has been provided) on any significant issues for the service areas for which they are responsible.

All Members of the Executive are asked to bring their copies of the reports to the meeting.

11. 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 12 Minutes
(Category 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information.)
- Item 13 Joint Waste Procurement
(Category 3)

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

STANDING ITEMS

12. Minutes

To adopt and sign as a correct record the Exempt minutes of the meeting of the Executive held on 17 October 2008, (previously circulated).

KEY DECISIONS

13. Joint Waste Procurement

To receive and consider report 125/08 of the Deputy Director (Contracts and Procurement). **REPORT WILL FOLLOW**