

Minutes of a meeting of the Policy Committee held on **Monday 9<sup>th</sup> July 2018** at **7.00** in **The Garth, Garth Park, Launton Road, Bicester OX26 6PS** for the transaction of the following business:

**Present:**

Cllr Richard Mould – Chairman  
 Cllr David Magee  
 Cllr Sean Gaul  
 Cllr Przemek Rybka  
 Cllr Dan Sames  
 Cllr Les Sibley  
 Cllr Jason Slaymaker  
 Cllr Lawrie Stratford  
 Cllr Rose Stratford

**In Attendance:**

Sam Shippen – Chief Officer  
 Julie Trinder – Administrator

Minute Number	Agenda Item No	
113/1819	1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>RESOLVED</b> that apologies received from Cllr Lynn Pratt and Cllr David Anderson.</p>
114/1819	2	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations of interest were received.</p>
115/1819	3	<p><b>MINUTES</b></p> <p><b>RESOLVED</b> that the Committee confirmed the minutes of the Policy Committee meeting:</p> <p><b>POL01/1819 – 5<sup>th</sup> June 2018</b></p>
116/1819	4	<p><b>PUBLIC SESSION</b></p> <p>There were no members of the public in attendance.</p>
117/1819	5	<p><b>ASSET MANAGEMENT</b></p> <p><b>5.1 ASSET TASK AND FINISH GROUP</b></p> <p>A report on the next Asset Task and Finish Group will be given at the next Policy Meeting.</p> <p><b>5.2 BURIAL GROUND</b></p> <p>Greenacre are in the process of preparing a pre-application. Once this has been received and following guidance from Cherwell District Council, the scheme will then go out to tender.</p>

Minute Number	Agenda Item No	
118/1819	6	<p><b>MAJOR TOWN INITIATIVES</b></p> <p><b>RESOLVED</b> that Committee noted the minutes from the following meeting:</p> <p><b>Bicester Vision Partnership Meeting:</b> Thursday 7<sup>th</sup> June 2018.</p>
119/1819	7	<p><b>NEW PRIMARY SCHOOL AT GRAVEN HILL</b></p> <p><b>RESOLVED</b> that Committee welcomed the new Primary School due to open in September 2010 at Graven Hill, Bicester.</p>
120/1819	8	<p><b>CONTROLLED LOCALITY (RURALEITY DETERMINATION OF BICESTER AND SURROUNDING TOWNS, VILLAGES AND HAMLETS AS PER NHS PHARMACEUTICAL REGULATIONS</b></p> <p><b>RESOLVED</b> that Committee will comment if appropriate once the review has been completed.</p>
121/1819	9	<p><b>GDPR – DPO SUPPORT</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> that Microshade Business Consultants be appointed to provide a third-party Data Protection Officer service at a cost of £50 + VAT per year in addition to previously agreed costs of Data Audit Advisory Service.</p>
122/1819	10	<p><b>POLICY REVIEW</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> that the Chief Officer produce a scheduled list of review dates.</p>
123/1819	11	<p><b>COMPLAINTS POLICY REVIEW</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> the revised Complaints Policy (GP11) be reviewed in 2020.</p>
124/1819	12	<p><b>DOCUMENT RETENTION POLICY</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> the revised Document Retention Policy be reviewed in 2020.</p>
125/1819	13	<p><b>EQUALITIES POLICY</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> the revised Equalities Policy be reviewed in 2020.</p>
126/1819	14	<p><b>GRANTS POLICY</b></p> <p><b>RESOLVED</b> that Committee <b>APPROVED</b> the revised Grant Aid Awarding Policy (GP7) and the Grant Aid Application Form for 2019 onwards. Committee <b>AGREED</b> the policy be next routinely reviewed in 2022.</p>

Minute Number	Agenda Item No	
127/1819	15	<p><b>ARMED FORCES COVENANT</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> the Chief Officer speak with Garrison Commander, Col Lyndon Robinson and be delegated to agree the final wording of Section 4 before signing the Armed Forces Covenant.</p>
128/1819	16	<p><b>EXCLUSION OF PUBLIC AND PRESS</b></p> <p><b>RECOMMENDED</b> That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.</p>
129/1819	17	<p><b>CONFIDENTIAL REPORT</b></p> <p><b>LEGAL ADVICE</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> to engage a Barrister to advise on the basic of the papers at a cost of £3750 + VAT and disbursements with the support of CDC Legal Team at an additional cost of £200 + VAT.</p>
130/1819	18	<p><b>LEASE</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> to the vacating of the premises as of 28<sup>th</sup> September 2018 or the next quarter day.</p>
131/1819	19	<p><b>FORWARD PLAN</b></p> <p><b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• Retention of Assets policy be reviewed at next Task and Finish Assets Group.</li> <li>• Future Management of open space plays areas on Kingsmere Phase 1 be added.</li> </ul>
132/1819	20	<p><b>DATE OF NEXT MEETING</b></p> <p><b>Monday 24<sup>th</sup> September 2018 – 19.00hrs</b></p> <p><b>CLOSE OF MEETING: 19.45hrs</b></p>