BICESTER TOWN COUNCIL

POLICY COMMITTEE MEETING

Ref: POL02/2021

Monday 24th August 2020 at 7.00pm

THE GARTH
LAUNTON ROAD
BICESTER
OX26 6PS

Circulation:
Town Mayor: Councillor Jason Slaymaker

Members

Cllr Richard Mould – Chairman
Cllr Lynn Pratt – Vice Chairman
Cllr Nick Cotter
Cllr Dan Hallett
Cllr Nick Mawer
Cllr Dan Sames
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Alex Thrupp
Cllr Fraser Webster

Substitute Committee Members

Cllr Harry Knight
Cllr Zoe McLernon
Cllr James Metcalf
Cllr Robert Nixon

Other Circulation

Cllr Lawrie Stratford – OCC
Cllr Michael Waine – OCC
Cllr Tom Wallis – CDC
Cllr Lucinda Wing – CDC

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk

Monday 17th August 2020

To: **All members of the Policy Committee**

You are hereby summoned to attend a meeting of the Policy Committee to be held on **Monday 24th August 2020** at **7.00pm** by **ZOOM** for the transaction of the following business.

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities' meetings, the Council will be holding this meeting via the online video conference facility, Zoom.
To join the Zoom meeting follow this link https://us02web.zoom.us/j/87497263426

Meeting ID: 874 9726 3426
Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email enquiries@bicester.gov.uk for the password at least 24 hours before the scheduled meeting date)
Telephone number to join by audio only: 0203 051 2874 (you will be prompted to enter the meeting ID and password before joining the meeting)

Samantha Shippen
Chief Officer

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

Copy Attached	Agenda Item No	**AGENDA**
	1	**APOLOGIES FOR ABSENCE**
	2	**DECLARATIONS OF INTEREST** Committee is reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
✓	**3**	**MINUTES** **POL05 - 27th January 2020**
	4	**PUBLIC SESSION** In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda. Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

Copy Attached	Agenda Item No	AGENDA
✓	5	**ASSETS MANAGEMENT UPDATE** Committee is requested to consider the attached report.
✓	6	**MAJOR TOWN INITIATIVES** Committee is requested to note and comment as appropriate on the minutes from the following meetings:
✓		**Bicester Strategic Delivery Board Meeting:** • **16th January 2020** • **29th July 2020 - *Draft to be confirmed***
✓		**Bicester Vision Executive Board Meeting:** • **9th January 2020** • **6th February 2020** • **2nd April 2020** • **21st May 2020** • **23rd July 2020**
✓		**Bicester Vision Partnership Meeting**: • **5th March 2020** • **4th June 2020**
✓	7	**PERSONNEL SUB-COMMITTEE** To confirm the minutes and recommendations of the meeting: **PSCO2/2021** – 3rd August 2020
✓	8	**ASSETS OF COMMUNITY VALUE** Committee is requested to consider the attached report.
✓	9	**ALLOTMENTS INSPECTION SOFTWARE** Committee is requested to consider the attached report.
✓	10	**TREE MANAGEMENT POLICY** Committee is requested to consider the attached report.
✓	11	**INVESTMENT POLICY REVIEW** Committee is requested to consider the attached report.
✓	12	**COMPLAINTS POLICY REVIEW** Committee is requested to consider the attached report.
✓	13	**VEXATIOUS COMPLAINTS POLICY REVIEW** Committee is requested to consider the attached report.

Copy Attached	Agenda Item No	AGENDA
✓	14	**EQUALITIES POLICY REVIEW** Committee is requested to consider the attached report.
✓	15	**FLAG FLYING POLICY REVIEW** Committee is requested to consider the attached report.
✓	16	**STANDING ORDERS REVIEW** Committee is requested to consider the attached report.
✓	17	**WEBSITE** Committee is requested to consider the attached report.
✓	18	**FREEDOM OF INFORMATION REQUEST APPEAL PANEL** Committee is requested to consider the attached report.
✓	19	**FORWARD PLAN** Committee is requested to note and comment on the forward plan.
	20	**DATE OF NEXT MEETING – Monday 3rd November 2020 – 7pm**
		CLOSE OF MEETING:

Minutes of the Policy Committee meeting held on **Monday 27th January 2020** at **7.00pm** in **The Garth, Garth Park, Launton Road, Bicester, OX26 6PS**.

Present:
Cllr Richard Mould - Chairman
Cllr Harry Knight
Cllr Nick Mawer
Cllr Lynn Pratt
Cllr Dan Sames - (arrived at 7.13pm)
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Alex Thrupp
Cllr Fraser Webster

In Attendance:
Samantha Shippen – Chief Officer
Julie Trinder - Administration Officer

Minute Number	Agenda Item No	
361/1920	**1**	**APOLOGIES FOR ABSENCE** **RESOLVED** that apologies received from Councillor Dan Hallett. Cllr Harry Knight substituted for Cllr Dan Hallet.
362/1920	**2**	**DECLARATIONS OF INTEREST** **RESOLVED** that a declaration of interest be received regarding Agenda Item 8 from Cllr Jason Slaymaker due to Nai's House being one of his chosen charities in his Mayoral year, Agenda Item number 10 as CDC's Lead Member for Economy, Regeneration and Property from Cllr Lynn Pratt and Agenda Item 14 from Cllr Nick Mawer as the Captain of the Bicester Tennis club has undertaken work on his private residence.
363/1920	**3**	**MINUTES** **RESOLVED** that the Committee **CONFIRMED** the minutes of the Policy Committee meeting: **POL04/1819** – 25th November 2019
364/1920	**4**	**PUBLIC SESSION** A member of the public gave an overview of Nai's House and their need to seek alternative accommodation at the The Garth as a potential temporary base. *Chairman requested to bring Agenda Item 8 forward to this point.*
365/1920	**8**	**USE OF GARTH HOUSE BY NAI'S HOUSE** **RESOLVED** that this item be discussed in more detail at the next Task & Finish Assets Working Group, meeting to be organised by the Chief Officer as soon as possible and bring back to Committee.

Signed ....

Minute Number	Agenda Item No	
366/1920	**5**	**ASSET MANAGEMENT UPDATE** Committee considered the report on Asset Management. The Chairman advised that the Developer for the Burial Ground site is sympathetic with the proposal. **RESOLVED** that the Committee **NOTED** the updates.
367/1920	**6**	**MAJOR TOWN INITIATIVES** **RESOLVED** that Committee **NOTED** the minutes from: • **Bicester Strategic Delivery Board Meeting - 31st October 2019** • **Bicester Vision Executive Board Meeting - 7th November 2019** • **Bicester Vision Partnership Meeting - 15th December 2019**
368/1920	**7**	**PERSONNEL SUB-COMMITTEE** **RESOLVED** that Committee **CONFIRMED** the minutes and recommendations of the meeting: **PSC05/1920** – 3rd September 2019
369/1920	**9**	**FEES AND CHARGES 2020/21** **RESOLVED** that Committee **AGREED** the following fees and charges for 2020/21 as recommended by Environment Committee.

Sports Pitches

Description	Cost incl VAT
Adult Pitch Only	£49
Adult Pitch & Pavilion	£55
Junior Pitch Only	£36
Junior Pitch & Pavilion	£40
Intermediate Pitch Only	£25
Intermediate Pitch & Pavilion	£29
Mini Pitch Only	£22
Mini Pitch & Pavilion	£25
Pavilion Only – Charity Organisation	£16
Pavilion Only – Commercial Organisation	£27

Open Spaces

Description	Cost incl VAT
Hire of Open Spaces Non-Working Day	Min charge £130
Hire of Open Spaces Working Day	Min charge £260

Allotments

Description	Cost (per year)
Plot Range	Small (4m x 10m) £22.00

Signed ....

Minute Number	Agenda Item No	

	Standard (5m x 12m) £33.00 Large (6m x 14m) £44.00 ***Discount of 25% to be given to recipients of state pension with proof.**
Rotivation/maintenance of Plots. Excludes materials and specialist hire tools.	**£25.00 per hour** and per employee.

Cemetery	**Fees and Charges**
Interments – full bodies and ashes:	
Under one month (including stillborn)	£89 *
One month – 12 years	£89 *
*Fees and charges for child burials will be reclaimed by the Council from the Government Child Burials Fund	
Single 4'6" Double 6'6" Treble	£89
Reopen	£89
Exclusive Right of Burial – 99 year lease of plot	A standard fee of £300 per plot
Monuments and Monumental Inscriptions: • Headstones, flatstones, base for headstone (including vase provision, under 3ft high) • Monument for Cremated Remains • Cases on graves – permanent or moveable • Additional inscription	A standard fee of £115 for any item in this section
General: • Transfer or replacement of deed of grant • Searching register of burials	£25
Weekend Burials: Weekend burials available upon request. Bank Holiday Burials: Bank Holiday burials available upon request.	Double fees Treble fees

370/1920 **10** **CHERWELL DISTRICT COUNCIL PARTNERSHIP CONTRIBUTIONS**

RESOLVED that Committee would await further information from CDC and **AGREED** to bring this item back to Committee along with suitable recommendations.

Minute Number	Agenda Item No	
371/1920	**11**	**FREEDOM OF INFORMATION REQUEST APPEALS** **RESOLVED** that Committee **AGREED** the Chief Officer sets a date of a meeting inviting at least 3 Councillors to attend an Appeals Panel Meeting as soon as possible.
372/1920	**12**	**FORWARD PLAN** **RESOLVED** that Committee made the following amendments to the forward plan: • Remove November from London Road Level Crossing • Add Nai's House
373/1920	**13**	**EXCLUSION OF PRESS AND PUBLIC** **RESOLVED** 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 transferred.
374/1920	**14**	**LEASES UPDATE** **RESOLVED** that Committee **AGREED**: 1. The Chairman of Policy to meet with Chairman of the Tennis club. 2. The Chief Officer to obtain legal advice from Solicitors regarding an increase in rent and bring back to Policy Committee.
375/1920	**15**	**DATE OF NEXT MEETING – Monday 23rd March 2020 - 7pm** **CLOSE OF MEETING – 7.56pm**

Signed ....

Agenda Item 5

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 24th August 2020

ASSET MANAGEMENT UPDATE

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Garth House

There is no significant update, other than to report that damp in the Registrar's Office has been completed by Ridge.

2. The Garth Stables

There is no significant update to report.

3. Burial Ground

The details of the land availability is still awaited.

4. Garth Lodge

The property has been remarketed with Alexander & Co. we were expecting new tenants at the end of February, however they withdrew shortly after the last meeting. Since lockdown there has been a couple of enquiries but both wanted a substantial rent reduction.

Committee view is sought.

5. Recommendation

The Committee is recommended to advise on views in respect of Garth Lodge and **NOTE** the other updates.

AGENDA ITEM 6.

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 16 JANUARY 2020

MEETING: Bicester Strategic Delivery Board **DATE AND TIME: 16 January 2020 at 10:30am** **VENUE: Meeting Room, 1st Floor, Franklins House, Wesley Lane, Bicester, OX26 6JU**	**Board Members:** Cllr Barry Wood (CDC) (Chairman) Cllr Ian Hudspeth (OCC) Cllr Colin Clarke (CDC) Cllr Richard Mould (BTC) Cllr Lynn Pratt (CDC) Cllr Jason Slaymaker (BTC) Cllr Sean Gaul (BTC) Cllr Lawrie Stratford (OCC) Cllr Michael Waine (OCC) David Crook (Homes England) Robert Jolley (Cherwell District Council (CDC)) Graham Perryman (Bicester Chamber of Commerce) Rosie Rowe (NHS Clinical Commissioning Group (CCG)) Phil Shadbolt (Bicester Vision) Lesley Tims (Environment Agency (EA)) Attendance as required (MHCLG)

	TOPIC	PURPOSE	RESP.
1.	**Apologies**	Councillor Colin Clarke, Councillor Jason Slaymaker, Councillor Sean Gaul, Lesley Tims Graham Perryman, new Chairman, Bicester Chamber of Commerce. The Chairman welcomed Graham Perryman to the meeting.	
2.	**Notes of previous meeting and matters arising**	To the notes of 31 October 2019 were agreed with the following amends: • Page 1 – meeting date - amend the date to 31 October, not 31 March. • Page 3, item 5, London Road Level Crossing - Cllr Wood to contact Victoria Prentis MP re an update. • Page 4, item 7, Task and Finish Panel – Healthy Bicester – noted that Bicester Town Councillors were not at a position to make a Youth Fund bid and will wait for a future round of funding. The Chairman advised to prepare a bid in advance. • Page 6, item 10, Bicester Project update – the Bicester Team are helping Bicester Town Council to organise the Volunteer Forum on Friday, 14 February. • Page 6, item 10, Bicester Project update, Bicester Inward Investment report – an updated report to be presented at the next meeting and include an update on the Cherwell Investment Strategy. **Action: (i) that an update on the Inward Investment report come to the next SDB; (ii) a presentation will be given on the Cherwell Industrial Strategy at the next**	***Completed*** ***Completed*** **Bicester Delivery Team**

		SDB.	
3.	**Presentation/feedback on evaluation for Graven Hill site choice**	As requested by the Board, GPs from Alchester and Montgomery House Practices, gave a presentation on the evaluation process carried out for the Graven Hill site choice. The Clinical Commissioning Group were also invited to attend but gave their apologies and a paper was circulated as part of the Healthy Bicester Programme report on 'Oxfordshire Primary Care Estates – an update'. Board member discussion followed and the Chairman thanked the GPs for the presentation. **Action:** • **GPs to forward number of journeys expected to Phil Shadbolt to include as part of the data for the Maas:CAV project (Mobility as a Service and Connected Autonomous Vehicles).** • **Discussion to be arranged between the Chairman and Lt Col Lyndon Robinson re the future Garrison demands at Graven Hill.**	**Bicester Delivery Team (for Bicester GPs)** ***Completed***
4.	**Elmsbrook Post Occupancy Monitoring**	Presentation given by Steve Hornblow, A2Dominion. This is the third update on monitoring and lessons learned. The car club is currently not running to capacity to make it viable. Plans in place for significant promotion this year and currently in discussion with the Eco Business Centre to work with their tenants. The Chairman thanked Steve Hornblow for the presentation. **Action: Rosie Rowe to forward contact details for social care colleagues for potential pool car use.**	**Rosie Rowe**
5.	**Oxford Cambridge Expressway**	Update given by OCC. Timing and next steps unknown. The Government are currently reviewing the scope of the project. Board to be updated when outcome known.	
6.	**London Road Level Crossing**	Update given by OCC. Liaising with officers of the East West Rail Consortium and a paper to be submitted to the consortium end January. Board to be updated when outcome	

		known.	
7.	**Update on Healthy Bicester Programme**	Healthy Bicester Programme report, Oxfordshire Primary Care Commissioning Committee paper and Oxfordshire Primary Care Estates – an update, papers previously circulated. **Go Active for diabetes –** beginning to receive evidence from patients of improved quality of life and activity levels from the new models of care being tested in Bicester. Programme to be rolled out across the county. **Activities for Bicester's Teenagers –** A scoping review which established the case for the need to improve provision of free activities for teenagers was reported at the October SDB meeting. The evidence from this review was used by two community groups – OYAP and Kingsmere Community Association in their bids to secure funding from Oxfordshire County Council's Youth Opportunity Fund. Decisions regarding funding to be announced on 28 January 2020. **Thrive at Work –** pilot programme in Bicester progressing with a number of SMEs already signed up to The Thrive at Work Wellbeing Award and Accreditation Scheme. **Primary School Outdoor Learning –** training being funded to teachers to enable them to provide outdoor learning which is important in promoting mental health wellbeing and physical activity. Project will be evaluated. **Annual Healthy Bicester Partner Workshop –** scheduled for 12 March. The Board noted the progress. **Action: Thrive information to be forwarded to Graham Perryman, Bicester Chamber of Commerce.**	**Rosie Rowe**
8.	**Garden Town Programme**	**Garden Town Capital funding -** being used to help delivery of infrastructure in Bicester. Some of the funding can be recouped through S106 developer funding to deliver walking and cycling infrastructure projects, which currently has no mechanism to fund. Additional capacity of £320k awarded. **Bicester Air Quality Management Area (AQMA) –** following a formal procurement process, Applied Landscape Design, a local company, have been appointed to develop	

		options for the design and implementation of a planting scheme for the town's AQMA. An update to be provided at the next meeting. **Southern connectivity in the town for walking and cycling improvements**- between major developments at Graven Hill, Wretchwick Green, Kingsmere and commercial sites on the southern side of the town. Outcome subject to discussions with the Bicester Bike Users Group and OCC regarding the A41. **Graven Hill community house –** work has taken place with Graven Hill Development Company, Bromford Housing Association and the Communities team to provide a temporary community facility in advance of the permanent community hall being built. Developer funding has also enabled a part time community development worker to be secured to support the growing community. Robert Jolley advised the Board that Jenny Barker is leaving at the end of January. The Chairman and Board gave appreciation and thanked Jenny for her work. The Board noted the report. **Action: Bicester Delivery Team to provide an update on the Bicester Air Quality management Area (AQMA) planting scheme at the next meeting.**	**Bicester Delivery Team**
9.	**Development Update**	Updates shown in bold on the previously circulated report. The Board noted the report.	
10.	**Bicester Project update**	• **Park and Charge -** delay in IUK issuing grant offer letter which limited availability of work. Grant offer letter now received. CDC in discussion with OCC with regards to accessing resource and joint agreements. • **Burnehyll community woodland –** land transfer expected shortly. The Board noted the report.	
11.	**Project Bids**	Updates shown in red and further Garden Town capacity funding awarded of £320k. The Board noted the report.	

12.	**Risk Log**	Updates shown in bold at: Risk 1a, 1b, 1d, 3a, 4b, 5b The Board noted the report and no comments were made.	
13.	**Press release summary and agreed communication messages**	The Board noted the report.	
14.	**Forward Plan**	The Board noted the Forward Plan, with the following to be included: • Add the womens' cycling tour event – to be aware of comms and the impact.	
	Date of next meetings	2020 dates: 19 March, 23 July, 29 October Venue: Franklins House, Bicester	All to note

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 29 JULY 2020

MEETING: Bicester Strategic Delivery Board **DATE AND TIME: 29 July 2020 at 10:30am** **VENUE: Virtual meeting**	**Board Members:** Cllr Barry Wood (CDC) (Chairman) Cllr Ian Hudspeth (OCC) Cllr Colin Clarke (CDC) Cllr Richard Mould (BTC) Cllr Lynn Pratt (CDC) Cllr Jason Slaymaker (BTC) Cllr Lawrie Stratford (OCC) Cllr Michael Waine (OCC) David Crook (Homes England) Robert Jolley (Cherwell District Council (CDC)) Graham Perryman (Bicester Chamber of Commerce) Rosie Rowe (NHS Clinical Commissioning Group (CCG)) Lyndon Robinson (Bicester Vision) Veronica James (Environment Agency (EA)) Attendance as required (MHCLG)

	TOPIC	Note	Action by
	Note	Due to the number of key strategic infrastructure projects on the agenda, the Chairman focussed on these items for the meeting to enable discussions and queries to be raised. Agenda items not discussed are shown as 'This item was not discussed'.	
1.	**Apologies**	Cllr Ian Hudspeth represented by Cllr Ian Corkin; Lesley Tims replaced by Veronica James, Environment Agency; and David Crook, Homes England. Noted: Cllr Sean Gaul no longer a Bicester Town Council member.	
	Welcome	The Chairman welcomed Cllr Les Sibley to the meeting for item 3. Robert Jolley, Assistant Director – Growth & Economy, introduced Dean Fischer, interim Bicester Delivery Team Manager.	
2.	**Notes of previous meeting and matters arising**	The notes of 16 January 2020 were agreed with updates in agenda items below.	
3.	**NWB Rail Underbridges**	Presentation by Alan Cook, CDC and Jacqui Cox, OCC. The project is being achieved through partnership working with Oxfordshire County Council to deliver a significant infrastructure project at NW Bicester of two underbridges and the realignment of Howes Lane, which are key to the delivery of Bicester's housing allocation, along with sustainable walking and cycling connectivity. A fixed timetable is in place with Network Rail enabling track possession Easter 2021.	

		Completion of the underbridges in June 2021. The project remains on schedule. **Realignment of Howes Lane A4095 –** OCC advised there is currently no funding available for the delivery of the road realignment. Oxfordshire County Council and Cherwell District Council are working together to identify likely funding that will allow this road to be progressed and reviewing the design due to the high cost of the number of signalled junctions currently planned. Highlighted that the realignment work is key to unlocking further housing development with three planning permissions already granted on site, which require the road to be fully built out. Updates will be presented at future Board meetings. The Chairman and Board thanked Officers for the presentation.	
Governance			
4.	**Review of SDB:** **I. Terms of Reference** **II. Timetable**	Presentation by Dean Fischer, interim Bicester Delivery Manager. The report sets out the scope, approach and timeline for the review of the Bicester Strategic delivery Board (SDB) to consider whether changes, if any, need to be made to its current membership, role and function. It also considers what the key themes of the review will be, what will not be included in the review and provides an overview of who will be involved in the review and how. The Board approved the scope and approach to the review of its role and functions as set out in the report. Noted at item 2 Recommendation - the reference to 'Growth Board' should be the 'Strategic Delivery Board'. The Chairman thanked Dean Fischer for the presentation.	
Development and Investment			
5.	**COVID-19; Recovery; and Cherwell Industrial Strategy**	A presentation was given by Robert Jolley, Assistant Director – Growth and Economy, with updates below.	

		The Cherwell Industrial Strategy (CIS) is currently in progress following workshops with partners and key stakeholders. It is likely that the CIS will be renamed as the COVID-19 Recovery Strategy as a large part of the work already undertaken is directed towards recovery and regeneration for the Cherwell District. As part of Cherwell District Council's (CDC) response to the pandemic, CDC's Chief Executive established a Business Community Response Cell which has been key in dispersing a number of finance grants, which has benefitted over 2,000 businesses in the district. Recovery options have also been set up by the Oxfordshire Local Enterprise Partnership (OxLEP) and CDC has set up an Economic Recovery Group led by Paul Feehily, Executive Director – Place & Growth, which also links with other services including health. The Board highlighted that to assist with the recovery process a focus on ultrafast broadband is required for the county. **Action: Board Members to forward any questions and queries on the report to Sue.Cavalier@cherwell-dc.gov.uk** The Chairman thanked Robert Jolley for the presentation and update.	**Board Members**
6.	**Update on the Bicester Town Centre Task Group work**	This item was not discussed.	
7.	**Inward Investment to Bicester**	Update added after the meeting from Cherwell District Council: At the last meeting, Board Members requested an update on the 2015 – 2017 Inward Investment report. Montagu Evans, the consultants, have completed the report for 2017 – 2019, as circulated, using the same criteria to ensure consistency in reporting. Data sources used included CDC's Annual Monitoring Report, residential and commercial completions provided by CDC's Planning Policy Team; and property market research carried out by Montagu Evans. The total amount of inward investment delivered for: 2016 – 2017 = £125m. For comparison, the 2014 – 2015 figure was = £75m.	

Garden Town			
8.	**Programme update**	This item was not discussed.	
Healthy Bicester			
9.	**Programme update**	Report and Appendices previously circulated. Verbal update on key updates given by Rosie Rowe: Prior to the lockdown a successful Partners' meeting was held with 55 local stakeholders. Great support continues across the town in sustaining the programme and work to promote healthy living and reduce social isolation. The Healthy Bicester Newsletter Appendix and the media coverage shown in Appendix B give details of projects and ways in which Healthy Bicester have worked together with local organisations to assist during the lockdown. The programme will continue to work closely with Healthy Bicester Partners to gain further understanding of the impact of the pandemic and continue to address emerging needs. The Chairman thanked Rosie Rowe for the report.	
Infrastructure			
10.	**Oxford Cambridge Expressway**	Update added after the meeting from Oxfordshire County Council: • the Expressway project is on hold; • strategic regional connectivity work is going on though via… • …England's Economic Heartland (EEH) connectivity studies are planned to be progressed, with the Northampton to Oxford and Oxford-Silverstone-Aylesbury studies needing to take into account strategic multi-modal connectivity issues in and around Bicester.	

		• the proposed EEH Draft Transport Strategy is currently out to consultation	
11.	**London Road Level Crossing**	Presentation by Jacqui Cox, OCC on the London Road Options Appraisal Report (OAR). In a previous meeting, Members expressed a request to look for a solution to potential traffic problems in light of increased rail timetabling through Bicester. The purpose of the report is to look at the benefits of a number of options against each other objectively to find out what measures are needed to allow continued access to Bicester town centre once additional train services have been implemented. A number of options are currently being tested with finalising for the OAR report for reporting back to the East West Rail Consortium (funders of the work) in December. Updates will be presented at future Board meetings. The Chairman thanked Jacqui Cox for the presentation.	
12.	**Press release summary and agreed communication messages**	This item was not discussed.	
13.	**Any Other Business**	No items raised.	
	Date of next meetings	2020 dates: 29 October	

BICESTER VISION

Meeting	BICESTER VISION EXECUTIVE BOARD MEETING
Partners Present	Phil Shadbolt (Zeta) (Chair) **(PS)** Graeme Laws (BV Partnership Manager) **(GL)** Tiggy Atkinson (Bicester Motion/Bicester Heritage) **(TA)** Hannah Battye (Oxfordshire County Council) **(HB)** James Hill (Adalta Real) **(JH)** Shaun Jardine (Brethertons) **(SJ)** William Knighton (Chiltern Railway) **(WK)** John Liggins (Ziran Land Limited) **(JL)** Miranda Markham (Value Retail/Bicester Village) **(MM)** Cllr Richard Mould (Bicester Town Council) **(RM)** Graham Perryman (Bicester Chamber) **(GP)** Cllr Lynn Pratt (Cherwell District Council) **(LP)** Lt Col Lyndon Robinson RLC (Bicester Garrison) **(LR)** Sam Shippen (Bicester Town Council) **(SS)** Cllr Lawrie Stratford (Oxfordshire County Council) **(LS)**
Apologies	Richard Byard (OxLEP), Jonty Ashworth/Dan Geoghegan (Bicester Motion), Jacqui Cox (Oxfordshire County Council), Robert Jolley (Cherwell District Council)
In attendance	Sarah Fraser
Date of meeting	Thursday 9 January 2020
Venue	Bicester Town Council, The Garth, Launton Road, Bicester OX26 6PS
Circulation	All partners
Dates of next meetings	**Executive Board** - Thurs 6 Feb 2020, 10am-12pm, Bicester Town Council **Full Partnership** - Thurs 5 Mar 2020, 12-2pm, Bicester Hotel and Spa

MINUTES

ACTION

1 **MINUTES OF PREVIOUS MEETING**

The minutes of the last meeting were agreed as an accurate record.

2 **BICESTER VISION INCORPORATION**

2.1 Companies House Documentation - Form CIC36

GL tabled a document outlining the varying responsibilities associated with Director/Member /Observer status in the new Bicester Vision CIC.

It was agreed:

- **JL/WK will confirm in writing to GL what role they will be taking within the new organisation.** **JL/WK**
- **LS will clarify with OCC legal team whether he should be a Director (rather than a Member).** **LS**
- **LR's successor at the garrison will be offered Observer status on the new Board.** **GL**
- **LR will take on Director status upon retirement from the Armed Forces.** **LR**
- **TA will confirm whether Jonty Ashworth or Dan Geoghegan will take on Director status.** **TA**

ACTION

- **GL will amend Peter Cox's status (following discussion with Peter) to be an Observer (when deputising for GP).** **GL**
- **GL will add HB as an Observer (alternating with Jacqui Cox).** **GL**
- **GL to recirculate the CIC36 Roles document listing each Board member and who they will represent at future meetings once incorporated.** **GL**

2.2 Companies House Documentation - Form IN01

It was confirmed the IN01 form to register the new company with Companies House will be completed once the CIC36 form has been finalised. Bicester Vision CIC's registered address will be via Bicester Town Council, with Baldwins taking on the role of Company Secretary.

Once submitted to Companies House notification should be received within 7 days, following which the newly incorporated company will have been established and will be able to apply for a new bank account.

2.3 Company Secretary/Financial Arrangements

Ngage Solutions Ltd, who currently provide all accounting/financial administration services, have been notified Bicester Vision will not be renewing the arrangement at the end of the current contract (end March 2020) and GL will take over responsibility for this function.

It was noted there will be a seamless transition for Bicester Vision partners, although some may be a need to set Bicester Vision up as a new supplier as payments will be made to a different organisation. Reserves are held to cover company expenditure for 6 months to allow for any delays/issues in payments being received.

It was agreed:

- **GL will confirm the new company's correspondence address will be at Baldwins.** **GL**
- **GL/SJ will arrange for the new company to be registered with the Information Commissioner.** **GL/SJ**
- **The Board will need to consider how data is managed going forward to ensure compliance with GDPR etc.** **ALL**
- **Board members will send copies to GL of policy documents that may be relevant to Bicester Vision CIC going forward, so that these may be adapted.** **ALL**
- **To have incorporation completed by 1 February 2020 (even if this means some director appointments are not completed until after this date).** **GL**

3 **TOWN CENTRE GROUP UPDATE**

The Board received an update on progress made with regards to the Town Centre Group work and noted that it is hoped to provide feedback in February/early March, to all those involved in the original workshop, on the Vision/Delivery Plan/Funding Schedule etc produced, recognising that a tremendous amount of work has been done in the intervening 6/7 months in looking at the business, leisure, cultural and heritage elements of the town centre.

The Board noted the various opportunities presenting themselves to undertake feasibility studies etc accessing heritage funding from central government and it is hoped to be able to progress an application/bid prior to 1 March 2020 deadline linked to the town centre work.

It was suggested RM/MM/RJ present the Town Centre group's work to the Bicester Vision Executive Board meeting on 6 February as a dry run, providing a "sanity check" in advance of the information being shared with the wider Town Centre Group. **RM/MM/RJ**

ACTION

It was agreed:

- **MM will speak to RJ re the presentation to the Bicester Vision Board on 6 February.** **MM**
- **MM/RJ will discuss the possibility of using the BV Partnership meeting at Bicester Hotel & Spa on 5 March as the opportunity to share information with the wider Town Centre group.** **MM/RJ**
- **It is important to establish baseline information (footfall etc) for the town centre and then measure increases/improvements going forward, review what has worked well and where success has been achieved.** **ALL**
- **Consideration should be given to instituting a professional event management role for Bicester, co-ordinating activity to better effect.** **ALL**
- **To pursue SJ's offer to produce a webinar on the progress of the Town Centre group, etc.** **GL**

4 MaasCAV UPDATE

PS provided an update on the MaasCAV project, part funded by Innovate UK and looking at how to improve travel around the town, recognising Bicester's growth projections, the anticipated increase in the number of journeys taking place, and that existing infrastructure will not be fit for purpose.

Meetings have been held with two companies manufacturing autonomous pods who have indicated they would be keen to come to Bicester to work on a test bed.

It was reported the project is coming to the end of its feasibility study period and it is hoped to move to a pilot under a phased approach, initially linking Bicester Village with Bicester Station, extending out to the town centre in the second phase and to Bicester Motion in the third, and possibly for residential use thereafter. The routes under discussion would use the main road (there will be an infrastructure requirement) and will be a paid for service. Current legislation requires the presence of a safety driver, which will add significantly to costs in the short term.

The project has been well-thought through and has significant support from Innovate UK, who may provide further funding (which will require match); the hope being to secure grant funding longer term. The scope of the project includes consideration of on demand busses etc and seeks the best solution to address congestion, ensuring pods do not increase rather than reduce congestion.

Board members commented:

- It would be useful to understand the impact grid capacity may have on limiting future growth.
- The MaasCAV project should be considered within the context of a wider transport strategy for Bicester, including travel plans associated with being a Healthy Town, and in line with development of LTP5.
- Chiltern Railway will be trialling different forms of rolling stock with the ability to switch between diesel and battery, particularly in areas of poor air quality. Information on this trial will be shared when available.
- It would be good to encourage the use of electric bikes/scooters eg through the Wheels To Work scheme, recognising the need for infrastructure such as cycle lanes to support this.
- Funding is available for e-cargo bikes which may be useful to Bicester Vision partners https://energysavingtrust.org.uk/transport/freight-and-retrofit/ecargo-bike-grant-fund

It was agreed:

- **PS will invite SSE to a future Board meeting to discuss power requirements.** **PS**
- **WK will look into progress made on the bike hire scheme considered by Chiltern Railway and Bicester Green.** **WK**

ACTION

5 STANDING AGENDA ITEMS UPDATES

5.1 Development

The following was reported:

- North West Bicester's Community Centre gained planning permission before Christmas.
- No further news is available for David Lloyd, Wolf Resorts or Bicester Sports Association developments.
- Marks & Spencer's move will likely be delayed due to issues with shop fitters.
- Bicester Motion submitted their application for "Fast Motion" before Christmas.

5.2 Recruitment

- Bicester Property Services and Grange Mews have now signed up as members.
- Information has been shared with Motorsport UK and a decision re membership is awaited as the company does not commence on site until April 2020.
- Discussions with Great Wolf and HS2 re becoming members continue.

It was agreed:

- **GL/PS/LR will review the pitch document prepared outlining the benefits of membership to ensure this is tailored appropriately, and recirculate this to all Board members for info.** **GL/PS/LR**
- **WK will pursue discussions with East West Rail re membership.** **WK**
- **GL to invite the Governor of Bullingdon Prison to the next Partnership meeting to share discussions around employment opportunities, training and skills requirements, etc.** **GL**
- **GL to invite the Head Teacher of the new Kingsmead school to the next Partnership meeting.** **GL**
- **To encourage membership referrals from the development community.** **JH/GL**
- **GL to approach Jazz Edwards of Blue Diamond re Bicester Vision membership.** **GL**
- **MM to approach Richard Cutler at Bloombridge re membership.** **MM**
- **GL to encourage attendance at the March Partnership meeting of all suggested new members.** **GL**
- **GL/PS/LR/GP to discuss how best to funnel Chamber/Vision new members to best advantage for both organisations.** **GL/PS/LR/GP**
- **GL/GP to approach Richard Gould re advertising membership of Bicester Vision/Bicester Chamber to stallholders on the Bicester market.** **GL/GP**

5.3 Local Industrial Strategy (LIS)

It was reported work is underway on the investment prospectus supporting the LIS with workshops ongoing to inform this work which it was hoped will be completed by the time of the next meeting.

5.4 Funding

It was confirmed once Bicester Vision incorporates relevant bidding opportunities will be actively sought to bring benefit to Bicester. It was anticipated Board members will both forward intelligence on possible opportunities and will assist in the preparation of bidding documents.

It was noted discussions are already underway with OXLEP re funding opportunities; and that, once incorporated, Bicester Vision will be eligible to join Oxford First accessing bidding opportunities that may arise through this source.

6 BOARD MEMBERS' BRIEF UPDATES

6.1 Oxfordshire County Council

- HB (Growth Manager, Central Oxfordshire and interim Cherwell & West) provided an update on road/rail infrastructure improvements in design and underway.

ACTION

- Network management staff are working hard to ensure all road closures etc are notified in a timely manner and that the network keeps moving, recognising there are additional pressures being brought to bear by the likes of HS2.
- OCC will be creating a pilot 'red zone' in the centre of Oxford to address air quality issues. If this is successful the pilot may be extended out.
- A public consultation on yellow lines and 'no parking' areas has taken place which will go to council next week to try and implement restrictions in problem areas.
- Manorsfield Road in Bicester continues to see traffic issues; a positive plan is needed to encourage traffic to bypass this area.
- There is a local cycle and walking infrastructure plan being developed for Bicester which will be included within LTP5 and will form part of the transport strategy for Bicester.
- OCC is working closely with Cherwell District Council, many senior management appointments now being joint across the two authorities. Discussions continue about how to better integrate and align services eg planning. Interim officers will be in place in some roles until final appointments are in place.
- Growth Deal funding is being deployed to meet 2023 deadlines. Government are keen that all funding granted (from whichever source) is appropriately deployed in a timely manner and OCC are reviewing processes and procedures to ensure this happens.
- The council's budget is in the process of going through scrutiny; OCC will be delivering a balanced budget, helped by a small amount of additional funding that has been released following the General Election.

6.2 Cherwell District Council

- The next phase of the CDC Industrial Strategy takes place on 23 January for larger businesses – SJ/LR/GP are due to be attending this workshop and will be able to provide feedback.

6.3 Bicester Town Council

- The Mayor's Dinner will be 14 March. As previously agreed, Bicester Vision will take a table of 10 at the dinner – discussion to be held at the next Executive Board meeting on invitation list. **ALL**
- The Council has a number of job vacancies: a Service Manager; and x2 apprenticeship vacancies (x1 in Finance, a developmental role; and x1 as a fixed term Information Management apprenticeship). Partners were asked to contact the Council if they knew of anyone interested in these roles. **ALL**

6.4 Chiltern Railways

- WK shared information on funding available for improvements to cycling facilities around railway stations for storage etc which may be useful in supporting the cycling infrastructure plan. WK/HB to discuss further. **WK/HB**
- Mary Hewitt has been appointed as Interim Managing Director following Dave Penney's move to Network Rail as Central Region Route Director.

6.5 Brethertons

- Brethertons will be running a work experience scheme for two weeks from 20 July 2020 for undergraduates interested in a career in the law. Partners were encouraged to contact SJ if they knew of anyone locally who may be interested. **ALL**

6.6 Bicester Garrison

- HS2 will be taking over the north parcel of H Site, increasing its footprint on the base.
- The regiment will be leaving St David's barracks in 2021 but will likely be replaced.
- The base has seen a break in at Costcutter; this is now a matter for the local police.

ACTION

6.7 Bicester Chamber

- The Chamber is working through a number of things, mainly related to communications and events. A plan is being developed for Bicester for the next 12 months. Partners interested in speaking at events were asked to contact GP. **ALL**
- The Chamber is also developing a programme to engage with local businesses who have previously expressed an interest in the Chamber.

6.8 Bicester Motion

- Bicester Motion submitted a planning application for its 'Fast Zone' before Christmas. This will be focused on automotive, motor, speed and technology and will be a 200sq ft facility looking at future tech.
- The new tech site on Skimmingdish Lane should be completed in Spring 2020 but not fully open until the summer. A significant amount of the space available has been pre-let.
- Sarah Jane Curtis has joined Bicester Motion as Property Director; the organisation will continue to work with Bicester Village and look at synergies between the two companies.
- The first Scramble of the year took place on Sunday 5 January and went well with some minor traffic congestion.
- Bicester Heritage will be launching a volunteering programme in 2020 (Volunteer Squadron – details attached). Partners were asked to share details with anyone who may be interested. **ALL**
  SS/TA to discuss Bicester Town Council's Volunteer Fair. **SS/TA**

6.9 Bicester Village

- MM reported Bicester Village had had an excellent Christmas and New Year trading period with no issues being reported. The partnership between Bicester Village and Chiltern Railways has been very positive.

7 **ANY OTHER BUSINESS**

Nothing of note.

8 **3 OUTPUTS FOR SOCIAL MEDIA AND THE WEBSITE**

- Town Centre Group to provide feedback on progress and discussions for the town centre at the Bicester Vision Partnership meeting on 5 March.
- Bicester Vision to meet utilities companies to discuss Bicester's future energy requirements.
- Bicester Vision is now ready to incorporate as a Community Interest Company enabling it to bid to bring additional funding to the town.

9 **2019/2020 MEETINGS**

- **Executive Board** – Thurs 6 February 2020, 10am-12pm, Bicester Town Council **Board**
- **Full Partnership meeting** – Thurs 5 March 2020, 12-2pm, Bicester Hotel & Spa **P/Ship**
- **Executive Board** – Thurs 2 April 2020, 10am-12ppm, Bicester Town Council **Board**
- **Executive Board** – Thurs 21 May 2020, 10am-12pm, Bicester Town Council **Board**
- **Full Partnership meeting** – Thurs 4 June 2020, 12-2pm, Venue tbc **P/Ship**
- **Executive Board** – Thurs 23 July 2020, 10am-12pm, Bicester Town Council **Board**
  No meetings in August or September
- **Full Partnership** – Thurs 8 October 2020, 12-2pm, Venue tbc **P/Ship**
- **Executive Board** – Thurs 5 November 2020, 10am-12pm, Bicester Town Council **Board**
- **Full Partnership meeting/AGM** – Thurs 3 December 2020, 12-2pm, venue tbc **P/Ship**

The meeting closed at 12.20pm

BICESTER VISION

Meeting	BICESTER VISION EXECUTIVE BOARD MEETING	
Partners Present	Phil Shadbolt (Zeta) (Chair) Graeme Laws (BV Partnership Manager) Tiggy Atkinson (Bicester Motion/Bicester Heritage) Richard Byard (OxLEP) James Hill (Adalta Real) Robert Jolley (Cherwell District Council) Miranda Markham (Value Retail/Bicester Village) Cllr Richard Mould (Bicester Town Council) Graham Perryman (Bicester Chamber) Cllr Lynn Pratt (Cherwell District Council) Sam Shippen (Bicester Town Council)	(PS) (GL) (TA) (RB) (JH) (RJ) (MM) (RM) (GP) (LP) (SS)
Apologies	Lt Col Lyndon Robinson RLC (Bicester Garrison) **(LR)**, Shaun Jardine (Brethertons), John Liggins (Ziran Land Limited), William Knighton (Chiltern Railway), Cllr Lawrie Stratford (Oxfordshire County Council), Jacqui Cox (Oxfordshire County Council), Cllr Michael Waine (Oxfordshire County Council), Jonty Ashworth/Dan Geoghegan/Sarah-Jane Curtis (Bicester Motion)	
In attendance	Tom Leeming (Tritax Symmetry) Sarah Fraser	(TL) (SF)
Date of meeting	Thursday 6 February 2020	
Venue	Bicester Town Council, The Garth, Launton Road, Bicester OX26 6PS	
Circulation	All partners	
Dates of next meetings	**Full Partnership** - Thurs 5 Mar 2020, 12-2pm, Bicester Hotel and Spa **Executive Board** – Thurs 2 April 2020, 10am-12pm, Bicester Town Council	

MINUTES

ACTION

1 **DEVELOPER ACTIVITY UPDATE** (Presentation attached)

Further to the presentation given on Tritax Symmetry and wider developer activity, it was noted:

- There are continuing concerns to ensure adequate connection to/supply from the national grid.
- Tritax Symmetry continue to go to great lengths to ensure buildings constructed are even more efficient than required by current legislation.
- Tritax is in the process of establishing a Community Benefit Fund supporting local groups to the benefit of the wider community. **It was agreed TL will forward details of the Community Benefit Fund to SS to share with members of the Voluntary Community Group (and voluntary sector workers more generally) within Bicester.** TL
- TL/GL will liaise re how to leverage the Community Benefit Fund to greater effect, ensuring all activity is aligned. TL/GL
- TL/GL will liaise re enrolment in the Workplace Wellbeing scheme. TL/GL
- TL will forward details of the logistics research work being undertaken, once this is published. TL
- The Bicester Vision Board is keen to ensure an appropriate mix of employment space is available in the town and surrounding area and encouraged the inclusion of incubator/grow on space, at the right price, within business parks/logistics centres being built.

EQUALITIES POLICY GP15

BICESTER
TOWN COUNCIL

Equality Policy Statement

The Council recognises the diversity of its local community and the value which this diversity brings to community life. The Council will ~~aim to~~ provide each member of the community with fair and equal treatment in all its activities. The Council will ~~make every effort to~~ ensure that no-one who is entitled to a service from the Council receives less favourable treatment on grounds of any relevant consideration, including: age, disability, gender, marital status, nationality, race, religious beliefs, sexual orientation or trade union membership. The same applies to Council employees and job applicants. The Council aims to treat people it serves or employs fairly, consistently, impartially and with respect. It also expects its Councillors, employees and service users to treat each other in the same way.

Equality Commitment

The Council will:

1. Ensure that equality is brought into the mainstream of all Council activities by planning and delivering a high standard of service which will underpin the Council's commitments to improving the quality of life in Bicester in accordance with the Public Sector Duty.

2. Provide services that are accessible, meaningful, responsive and appropriate to everyone, with particular regard to the needs and diversity of the community. Welcome, encourage and work to promote its community engagement role ensuring at all times that opportunities to communicate with the Council, influence or participate in its decision making, are equally and openly available to people from all sections of the community.

3. ~~Seek to~~ Develop ways of promoting and achieving equality of access and outcomes in its services. It will act in accordance with all appropriate legislation and will ensure that it does not subject any person to conditions or requirements that cannot be justified.

4. Encourage and~~, where possible,~~ require its partner organisations, companies and others who work with it, to abide by the spirit and terms of the Equality Policy Statement.

5. Ensure that services are regularly monitored and reviewed to assess effectiveness, secure continuous improvements, deliver good value and ensure that the way services are delivered is consistent with the Equality Policy Statement.

6. Ensure that all employees and potential employees have equality of opportunity in employment and are not unfairly discriminated against. The Council will take all appropriate and reasonable steps to remove all barriers and obstacles to equal opportunities to gain employment with the Council and progress within the Council's employment at all levels.

Policy originally adopted: 9 July 2018
Policy reviewed: *Date*
Review: 2024

Agenda Item 15

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 24th August 2020

FLAG FLYING POLICY (GP22)

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

1.1 The Flag Flying Policy was adopted by this Committee on 18 September 2017 and was due for review in September 2021.

1.2 Councillors have requested a review and have suggested amendments as indicated (Appendix 1)

1.3 As this is a renewed policy, it is suggested that the policy is next reviewed in 2024, or earlier should it be required.

2. Recommendation

The Committee is recommended to **ADOPT** the Flag Flying Policy (GP22) for review in 2024 at the latest.

FLAG FLYING POLICY
GP22

BICESTER
TOWN COUNCIL

GENERAL

1. The flying of flags is a national tradition in the UK. The Government made changes to regulations in 2012 to ease controls over flag flying which are reflected in this policy.

2. All flags flown will be maintained in good condition and shall be replaced when they become worn and begin to fray.

3. The Council has ~~four~~ three flag poles all ~~in The Garth. One projecting from Garth House above the main door and three~~ located to ~~in~~ the front ~~lawn~~ of Garth House. ~~Park.~~

~~FLAG POLE ON GARTH HOUSE~~

~~The Town Council flag will fly continuously. As it is not appropriate to fly a flag at half-mast on this flagpole, the flag will be flown at full mast at all times.~~

FLAGPOLES IN GARTH PARK

Flagpole 1.

4. The Union Flag shall fly continuously from flagpole 1.

Flagpole 2.

~~The flag of the European Union shall fly from flagpole 2 on dates not utilised for other purposes, until such date as the UK leaves the EU. The use of this flagpole shall be reviewed at that time.~~

5. The flag of The Town Council flag shall fly from flagpole 2 on dates not utilised for other purposes.

6. Flagpole 2 will be used to fly other flags as determined by the Council to be flown on special dates.

Flagpole 3.

7. The English flag of St George shall fly continuously on flagpole 3, other than at times determined in this policy.

FLAGS OF OTHER COUNTRIES

Flags of the countries within the UK

8. The flags of Wales, Northern Ireland and Scotland shall be flown on their respective Saint's days (1st March, 17th March and 30th November) from flagpole 2.

BICESTER
TOWN COUNCIL

FLAG FLYING POLICY
GP22

Flags of other countries with which there is an established connection

9. The flags of those countries with which Bicester has twinning connections shall be flown on the national day of each country. France – Bastille Day (14th July), and Germany - German Unity Day (3rd October) on flagpole 2; Poland – Poland National Independence Day (11th November) on flagpole 3.

10. In recognition of the connection to the USA via RAF Croughton, the national flag shall be flown on USA Independence Day (4th July) on flagpole 2.

OTHER FLAGS

Commonwealth Flag

11. The Commonwealth Flag shall be flown on Commonwealth Day second Monday in March from flagpole 2.

Armed Forces Day Flag

12. The Armed Forces Day flag shall be flown from flagpole 2 for one week commencing on the Friday before Armed Forces Day (last Saturday in June).

Remembrance Flag

13. The Royal British Legion Remembrance Flag shall be flown from flagpole 2 from 1st November to 12th November or until the day after Remembrance Sunday (whichever is later).

Pride Flag

14. The Pride Flag shall be flown from flagpole 2 for two weeks prior to the Friday before armed forces day during the month of June to celebrate pride month

Flags not covered by this policy

~~Any flag not covered in the Policy will not be flown.~~

15. Ad hoc request to fly flags that are not covered by this policy will be determined by the Chief Officer in consultation with the Mayor if presented to the policy committee or the council for approval. This could also be considered in terms of the number of formal requests from residents of Bicester, made to the Town Council, individual councillors or Chief Officer. In cases where a particular flag will need to be purchased (e.g. as a welcome to overseas visitors) then requestor will need to give adequate notice and if agreed to be flown, the Chief Officer has the authority to purchase an appropriate flag.

BICESTER
TOWN COUNCIL

FLAG FLYING POLICY
GP22

LOWERING OF FLAGS TO HALF-MAST

16. On receiving a formal announcement by Buckingham Palace or Downing Street, the Chief Officer in consultation with the Mayor will authorise the Union Flag outside Garth House to be lowered to half-mast**. The Union flag will fly in line with the agreed action plan within the marking of the Death of a Senior National Figure.

17. ** Half-mast – the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the mast. When flag is flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When the flag is lowered from the half-mast position, it should be raised to the top of the mast for a second before being fully lowered.

18. Such occasions may include but are not limited to:

i) Upon the announcement of the death of the Sovereign;
ii) The funeral of a member of the Royal Family;
iii) The funeral of a foreign ruler;
iv) The funeral of a Prime Minister or former Prime minister of the UK;
v) The death of prominent individuals who have influenced the social, economic or cultural life of Bicester;
vi) Times of national or international tragedy as notified by the Government (usually via Oxfordshire County Council);
vii) Times of national mourning.

POLICY REVIEW

19. This policy shall be reviewed at least every four years to ensure fitness for purpose.

Policy adopted: Monday 18th September 2017
Review : September 2021

Agenda Item 16

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 24th August 2020

STANDING ORDERS REVIEW

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

1.1 The Council's Standing Orders were last reviewed in 2017/18 with adoption by Council on 18 May 2018.

1.2 Shortly after adoption, NALC issued a new model document to take account of changes to data protection and improved advice around both public recording and code of conduct changes.

1.3 The Chief Officer has undertaken a review of existing Standing Orders against the NALC model and produced a Draft Standing Orders V20 for consideration (Appendix 1). The review has included some re-organisation of the order of items. Bicester Town Council's existing (version 19) and the draft (version 20) do not follow the same order as the NALC Model.

1.4 In order to indicate exact changes, background documents have been provided to councillors of the NALC Model, existing Standing Orders (version 19) and a full tracked changes of the version 19 to 20.

1.5 Standing Orders may only be made by the Town Council following a recommendation of this Committee (Standing Order 28b).

2. Recommendation

The Committee is recommended to **REVIEW** Standing Orders for **RECOMMENDATION** to the Town Council for **ADOPTION.**

BICESTER TOWN COUNCIL

STANDING ORDERS

These Standing Orders were approved by a Meeting of the Council held on ***DATE***

Some of the standing orders are compulsory as they are laid down in Acts of Parliament. These are printed in ***CAPITAL, BOLD, ITALICS*** type. These standing orders cannot be altered.

Signed

Mrs S Shippen
Chief Officer

Date ... **DATE**

Version No 20

Index of standing orders TO BE REVIEWED

1 Meetings

Mandatory for full Council meetings *
Mandatory for committee meetings **
Mandatory for sub-committee meetings ***

* a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

* ** b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**

c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**

* ** d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Subject to standing order 1(d) above, members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda.

f The period of time which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 10 minutes unless directed by the chairman of the meeting.

g Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 2 minutes unless directed by the chairman of the meeting.

h In accordance with standing order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

i In accordance with standing order 1(e) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an officer for a written or oral response.

j A record of a public participation session at a meeting shall be included in the minutes of that meeting.

k A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chairman may at any time permit an individual to be seated when speaking.

l Any person speaking at a meeting shall address his comments to the Chairman.

m Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.

n Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

o A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission

* ** p In accordance with standing order 1(d) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

q Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman (Town Mayor) may in his absence be done by, to or before the Vice-Chairman (Deputy Mayor).

* r The Town Mayor if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

* ** *** s Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. .

* ** *** t The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing orders 2 (h) and (i) below.*)

* ** *** u Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is taken.

* ** *** a The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent, reporting those who have conveyed apologies;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting

Commented [SS1]: More explicit that current It rights;

vi. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vii. if there was a public participation session; and

v the resolutions made.

*
**
*** w **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

*
**
*** x **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

*
** y **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 5.**

Commented [SS2]: Consideration should be given to reverting to 3 as per legislation

*** z Sub-committees shall have a quorum of 3

*
**
*** aa **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

bb Meetings shall not exceed a period of 2 hours unless specifically agreed otherwise.

*
**
*** cc The Chief Officer may change the date of a meeting in consultation with the Chairman of the meeting concerned.

2 Rules of debate

Commented [SS3]: Previously Section 6 INSERTED FROM MODEL

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

Commented [SS4]: BTC .... For reasons of expedience b A motion (including an amendment) shall not be progressed unless it has been proposed and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

Commented [SS5]: removes right of reply

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the chairman of the meeting.

3 Ordinary Council meetings

See also standing order 1 above

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.**

c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

e The election of the Town Mayor and Deputy Town Mayor of the Council shall be the first business completed at the annual meeting of the Council.

f The Chairman of the Council, (Town Mayor) unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

g The Vice-Chairman of the Council, (Deputy Town Mayor) unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

h In an election year, if the current Chairman of the Council (Town Mayor) has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council (Town Mayor) has been elected. The current Chairman of the Council (Town Mayor) shall not have an original vote in respect of the election of the new Chairman of the Council (Town Mayor) but must give a casting vote in the case of an equality of votes.

i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

j Following the election of the Chairman of the Council (Town Mayor) and Vice-Chairman (Deputy Town Mayor) of the Council at the annual meeting of the Council, the order of business can be as follows.

In an election year, delivery by the Chairman of the Council and

Commented [SS6]: More substantial wording than BTC 2ji councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.

iii. Appointment of standing committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them, including the appointment of Chairman to each.

iv. Review of representation on or work with external bodies and arrangements for reporting back.

v. In a year of elections, if a Council's period of eligibility to exercise the power of competence being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.

vi. Setting the dates, times and place of ordinary meetings of the Council and committees for the year ahead.

4 Committees and Sub-Committees

Commented [SS7]: Previously 13 & 14

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

Commented [SS8]: Do we want to include this?

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

Commented [SS9]: Do we want to include this?

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ~~( ) days before the meeting~~ that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

vii. shall determine if the public may participate at a meeting of a committee;

viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

x. may dissolve a committee or a sub-committee.

5 Extraordinary Meetings of The Council, Committees and Sub-Committees

Commented [SS10]: Previously 15 BUT only c

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee (or a sub-committee).

6 Motions for a meeting that require written notice to be given to the Proper Officer

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents b In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear working days before the next meeting.

c The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear working days before the meeting.

e If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

f Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

g Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and appropriate records kept which shall be open to inspection by all councillors.

h Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection. Appropriate records shall be kept and shall be open to inspection by all councillors.

i Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

7 Motions at a meeting that do not requirewritten notice

a Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.
ii. to move to a vote .
iii. To correct an inaccuracy in the minutes of the previous meeting.
iv. To alter the order of business on the agenda for reasons of urgency or expedience.
v. To proceed to the next business on the agenda.
vi. To close or adjourn debate.
vii. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

viii. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
ix. To receive nominations to a committee or sub-committee.
x. To require a report and/or recommendations be made by a committee or a sub- committee or an employee.
xi. To require a report and/or recommendations made by a professional advisor, expert or consultant.
xii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
xiii. To extend the time limit for speeches.
xiv. To exclude the press and public for all or part of a meeting.
xv. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
xvi. To give the consent of the Council if such consent is required by standing orders.
xvii. To suspend any standing order except those which are mandatory by law.
xviii. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
xix. To answer questions from councillors.
xx. to temporarily suspend the meeting.
xxi. To adjourn the meeting.
xxii. to close the meeting.

b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

8 Code of conduct and dispensations

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 8(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h **A dispensation may be granted in accordance with standing order 8(e) above if having regard to all relevant circumstances the following applies:**

a. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
b. **granting the dispensation is in the interests of persons living in the council's area or**
c. **it is otherwise appropriate to grant a dispensation.**

9 Code of Conduct Complaints

a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the

Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

10 Draft Minutes

a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 7(a)(iii) above.

c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

11 Disorderly conduct

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion. .

c If a resolution made in accordance with standing order 11(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

12 Previous resolutions

a A resolution (whether affirmative or negative) shall not be reversed within 6 months except either by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer, or by a motion moved in pursuance of the report or recommendation of a committee.

b When a special motion or any other motion moved pursuant to standing order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months.

13 Voting on appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

14 Management of Information

Commented [SS11]: New section for GDPR

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal**

data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

15 Execution and sealing of legal deeds

a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

b **In accordance with a resolution made under standing order 15(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.**

16 Proper Officer

a The Council's Proper Officer shall be either (i) the Chief Officer or-such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

b The Council's Proper Officer shall do the following.

i. **At least three clear days before a meeting of the council, a committee or a sub-committee, serve on the councillors, by email delivery or post at their residences, a signed summons confirming the time, place and the agenda, (provided the councillor has consented to service by email). .**

ii. **Provide, in a conspicuous place, public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a**

meeting of a committee or a sub-committee **(provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them)**.

iii. Subject to standing orders 6(a)–(e) above , include in the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it.

iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.**

v. **facilitate inspection of the minute book by local government electors;**

vi. **Receive and retain copies of byelaws made by other local authorities.**

vii. Receive and retain declarations of acceptance of office from councillors.

viii. Hold a copy of every councillor's register of interests.

ix. Keep proper records required before and after meetings;

x. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures; .

xi. liaise, as appropriate, with the Council's Data Protection Officer

xii. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

xiii. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

Commented [SS12]: BTC 3b xii

xiv. Arrange for legal deeds to be executed.

xv. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

xvi. Record every planning application notified to the Council and the Council's response to the local planning authority in the electronic system for such purpose.

xvii. Refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.

xviii. manage access to information about the Council via the publication scheme; and

xix. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.

xx. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

17 Responsible Financial Officer

The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18 Accounts and Accounting Statements

a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide (England)].

b All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed regularly and at least bi-annually by the Finance Committee.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable a statement to summarise in reports to the Finance Committee:

i. the Council's receipts and payments (or income and expenditure) for each period;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the period being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last period and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19 Financial controls and procurement

a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, following review by the Finance Committee, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;
ii. the assessment and management of financial risks faced by the council;
iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b Financial regulations shall be reviewed regularly ~~and at least annually~~ for fitness of purpose.

c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;
ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective

contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised via the Public Procurement website and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

20 Handling Staff Matters

a A matter personal to a member of staff that is being considered by a meeting of Council or a committee or a sub-committee is subject to standing order 14.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Policy Committee or, if he is not available, the vice-chairman of the Policy Committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel sub-committee at its next meeting.

c Councillors appointed by the Personnel Sub-Committee shall conduct a review of the performance and annual appraisal of the work of the Chief Officer. The reviews and appraisal shall be reported in Personnel Sub-Committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Policy

Committee or in his absence, the vice-chairman of the Policy Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Sub-Committee

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Chief Officer relates to the chairman or vice-chairman of the Policy Committee, this shall be communicated to another member of the Personnel Sub-Committee], which shall be reported back and progressed by resolution of the Personnel Sub-Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 14(a), persons with line management responsibilities shall have access to staff records referred to in standing order 20(f).

21 Responsibilities to provide information

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**

22 Responsibilities under data protection legislation

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

23 Relations with the press/media

All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

24 Restrictions on councillor activities

Commented [SS13]: Moved down to new 24

Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

25 Variation, revocation and suspension of standing orders

a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion to the Council on the recommendation of the Policy Committee.

29 Standing orders to be given to councillors

a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

b The Chairman's decision as to the application of standing orders at meetings shall be final.

Agenda Item 17

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 24th August 2020

WEBSITE

Chairman: Councillor Richard Mould
01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

1.1 As the Committee is aware, staff have been working with Navitas Design Ltd, the Council's website provider to develop a new website.

1.2 Changes to legislative requirements under the Public Sector Bodies (Website and Mobile Applications) Regulations 2018 mean that we need to launch the new website not later than 23 September 2020 as our existing website is not compliant.

1.3 The Administration Officer (Events and Marketing) has lead the website renewal project, including attendance at training courses on website accessibility and making documents accessible. She has concentrated on providing a site with information currently held and reviewed this. She has done an excellent job to date and is also training other staff.

1.4 Although work is still ongoing with Navitas, a link to the new site has been emailed to councillors to enable review ahead of the committee meeting.

1.5 One area which is suggested to have additional information is the Councillors page. It is suggested that the following be added upon which views are sought.

additional information within the contact info which could be useful to residents:

- Political party;
- Which committee(s) they sit on;
- Appointments to external organisations;
- Declaration of interests (via link to Cherwell DC).

1.6 In order to launch the website in the timescale, councillors are requested to indicate any changes directly to the Administration Officer (Events and Marketing).

1.7 Once launched, work will be undertaken to provide stepped improvements to the website. Views are sought on suggested improvements and a further report will come to the Policy Committee.

2. Recommendation

The Committee is recommended to **REVIEW** the draft website for launch on or before 23 September 2020.

Agenda Item 18

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 24th August 2020

FREEDOM OF INFORMATION REQUEST APPEAL PANEL

Chairman:	Councillor Richard Mould ☎ 01869 245917 richard.mould@bicester.gov.uk
Contact Officer:	Samantha Shippen – Chief Officer ☎ 01869 252915 samantha.shippen@bicester.gov.uk
Ward Affected:	All

1. Background

1.1 Following response to a recent Freedom of Information (FOI) request an appeal has been raised by the resident.

1.2 An Appeals Panel has been established consisting of Councillors Nick Cotter, James Metcalf, Lynn Pratt and Dan Sames from whom three councillors may form a Panel under the direction of the Policy Committee in respect of FOI Appeals. The Panel was established as five members, since the resignation of Sean Gaul it is short of an additional member. The Committee may wish to consider a substitute, not being a member of the Personnel Sub-Committee.

1.3 The Committee is requested to approve an Appeals Panel Meeting and set the date, time and membership in order to consider the appeal as soon as possible.

2. Recommendation

The Committee is recommended to **APPROVE** an Appeals Panel to meet as soon as possible to hear an FOI appeal.

FORWARD PLAN: 2020/2021

AGENDA ITEM 19

POLICY COMMITTEE

MEETING DATE	ITEM	COMMENT
	Closure policy for cemetery	Pending
November	London road Level Crossing	Watching brief
	Retention of Assets Policy	Pending
	NW Bicester	
	Future management of open space play areas	
	New burial ground and memorial policy	
	Working of Town Centre Group	On-going

FINANCE COMMITTEE

MEETING DATE	ITEM	COMMENT
16/2/2021	Business continuity plan	

ENVIRONMENT COMMITTEE

MEETING DATE	ITEM	COMMENT
2019	Wheelchair Swing	Referred to Sean Gaul
March 2020	Summer Bedding Update	
May/June 2020	Tree Policy	
May/June 2020	Play Area Improvement Programme	
May/June 2020	Garth Park Improvement Programme	

PLANNING COMMITTEE

MEETING DATE	ITEM	COMMENT
Dec 2020	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
	London Road Level Crossing	Ongoing – Live issue
Sept 2020	Bicester Motion	Invite to Sept meeting