

Bicester Town Council



Policy Committee Meeting

Ref: POL05/2122

**Tuesday 15th February 2022
at 19:00hrs**

**The Chamber Room, Bicester Town Council, The
Garth, Launton Road, Bicester, Oxon OX26 6PS**

Members:

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

Other Circulation, Substitute Members:

Cllr Nick Cotter, Cllr Sandy Dallimore, Cllr Donna Ford,
Cllr Harry Knight, Cllr James Metcalf

Other Circulation:

Cllr Calum Miller (OCC), Cllr Michael Waine (OCC),
Cllr Tom Wallis (CDC), Cllr Lucinda Wing (CDC)



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08 February 2022

To all Members of the Policy Committee

You are hereby summoned to attend a meeting of the **Policy Committee** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS** on **Tuesday 15th February 2022** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Chief Officer (Acting)

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify Bicester Town Council (enquiries@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. 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.

- 4. Minutes of the Policy Committee** (Pages 5 - 7)
To confirm the MINUTES and RESOLUTIONS of the following Policy Committee meeting: **Monday 20th December 2021 – POL04/2122**
- 5. Major Town Initiatives** (Pages 8 - 15)
Committee is requested to **NOTE** and comment as appropriate on the minutes from the following meetings:

5.1 Bicester Vision CIC Meeting – 2nd December 2021
5.2 Bicester Vision CIC Executive Board Meeting – 13th January 2022
- 6. Health and Safety Audit** (Page 16)
Committee is asked to **NOTE** the update.
- 7. Fraud and Corruption Policy Statement DRAFT (GP3)** (Pages 17 - 21)
Committee is asked to review the attached policy and adopt version 2 amendments.
- 8. Grant Aid Awarding Policy DRAFT (GP7)** (Pages 22 - 25)
Committee is asked to review the attached policy and adopt version 2 amendments.
- 9. Hire of Rooms at the Garth DRAFT (GP9)** (Page 26)
Committee is asked to review the attached policy and adopt version 2 amendment.
- 10. Snow Clearance Policy DRAFT (GP10)** (Pages 27 - 28)
Committee is asked to review the attached policy and adopt version 2 amendment.
- 11. Complaints Policy DRAFT (GP11)** (Pages 29 - 34)
Committee is asked to review the attached policy and adopt version 2 amendment.
- 12. Consultation - Proposed Virtual Residents Parking** (Pages 35 - 38)
Committee is **RECOMMENDED** to **NOTE** the Proposed Virtual Residents Parking Permits.
- 13. Forward Plan** (Page 39)
Committee is asked to review the forward plan.
- 14. Exclusion of Press and Public**
RECOMMENDED
That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

15. Lease Renewal

(Page 40)

Committee is asked to consider the attached reports and recommendations for **APPROVING** the proposed lease renewals.

16. Date of Next Meeting

Tuesday 5th April – 7.30pm – Garth House

Close of Meeting :

Minutes of the Bicester Town Council Policy Committee Meeting

A meeting of the **Bicester Town Council Policy Committee** was held Monday 20th December 2021 19.00 hrs at the Council Chambers, Garth House, Launton Rd, Oxon, OX26 6PS.

Present:

Cllr Richard Mould – Chairman
Cllr Lynn Pratt – Vice-Chairman
Cllr Dan Hallett
Cllr Nicholas Mawer
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Alex Thrupp
Cllr Freaser Webster

In Attendance:

Phil Evans – Service Manager
Julie Trinder – Administration Officer
Cllr Calum Miller – Oxfordshire County Council
Daza Usher – Bicester Boxing Club
Wayne Michael – Bicester Boxing Club

1. 409/2122 Apologies for Absence

RESOLVED apologies were received from Cllr Dan Sames and Cllr Zoe McLernon.

2. 410/2122 Declarations of Interest

RESOLVED that declarations of interest were made by Cllr Lynn Pratt regarding Agenda Item 14 Bicester Town Council Leases under her portfolio for Cherwell District Council.

3. 411/2122 Minutes of Policy Committee

RESOLVED to confirm the minutes of the Policy Committee meeting **POL03/2122** held on **Wednesday 20th October 2021 at 20.00hrs.**

4. 412/2122 Public Session

RESOLVED that the following representations were received:

4.1 Cllr Calum Miller, had the following questions:

1. Has independent advice given to Bicester Town Council been sorted?
2. What actions have been taken to restore faith in Bicester Town Council?
3. Have references been given for the previous Chief Officer by Bicester Town Council?

In response to Cllr Calum Miller's questions, The council sought and accepted legal advice that no action should be taken against the Chief Officer in respect of misfeasance in a public office; that no references for the Chief Officer were requested or given; and that Bicester Town Council had changed its FOI procedure.

4.2 A presentation was given by Bicester Boxing Club regarding the growth of their club and the need for larger premises. A question-and-answer session followed the presentation, Cllrs thanked Bicester Boxing Club for their time.

5. 413/2122 Major Town Initiatives

RESOLVED that Committee **NOTED** the minutes from:

5.1 Bicester Vision CIC Executive Board Meeting: 4th November 2021

5.2 Bicester Vision CIC Meeting: 2nd December 2021

6. 414/2122 Bicester Boxing Club

Committee listened to a presentation given by the Bicester Boxing Club.

7. 415/2122 Bicester Health and Safety Policy (GP2) Policy Review

RESOLVED that the Committee requested an **AMENDMENT** to the **RECOMMENDATION** to go to tender using the suggested budget of £2500.

8. 416/2122 Freedom of Information Policy (GP12)

RESOLVED that the Committee **NOTED** the Freedom of Information Policy (GP12).

9. 417/2122 Freedom of Information Activity Report

RESOLVED that the Committee **NOTED** the Freedom of Information Activity Report.

10. 418/2122 Mayors Events Policy

RESOLVED that Committee **APPROVED** the adoption of a new policy – Mayor's Events.

11. 419/2122 Draft Budget

RESOLVED that Committee:

- a) **AGREED** the proposed 22/23 draft budget
- b) **RECOMMENDED** the budget be approved at Council 24th January 2022.

The Committee felt the Christmas events had been a great community achievement and thanked Bicester Town Council Staff for working on the Christmas Light Switch on and the Christmas Light Trail. Committee extended their thanks to all Bicester Town Council staff, Volunteers and Councillors, to Tesco for their kind donations and to Anytime Fitness for supporting the Santa Fun Run.

12. 420/2122 Forward Plan

RESOLVED that Committee **NOTED** the forward plan and requested that the Closure Policy for the Cemetery be an agenda item at the next Policy Committee Meeting.

13. 421/2122 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 transacted.

14. 422/2122 Bicester Town Council Lease

RESOLVED that Committee **AGREED** Cllr Richard Mould and the Acting Chief Officer contact Cherwell District Council and bring this item back to Policy Committee at a later date.

15. 423/2122 Date of Next Meeting: 15th February 2022 at 19.00 hrs

Close of Meeting: 20:12 hrs.



Meeting	BICESTER VISION CIC MEETING - https://youtu.be/GX6G88bPAdY
Date of meeting	Thursday 2 December 2021
Venue	Via Zoom
Circulation	All partners
Dates of next meetings	➤ Executive Board – Thurs 13 January 2022, 10am-12pm, possibly via Zoom ➤ Partnership meeting – Thurs 3 February 2022, 12-2pm, venue tbc

M I N U T E S

1 WELCOME

Grae Laws welcomed those attending the Bicester Vision CIC Partnership meeting and offered apologies for non-attendance from Bicester Vision's Chairman due to broadband connection issues.

2 CHERWELL BUSINESS AWARDS 2022

Peter Cox reported Cherwell Business Awards will be continuing in 2022. The launch date for applications will be 2 March 2022; closing date being 29 April 2022. Finalists will be confirmed in early July, with the final gala evening announcing winners on 16 September 2022 (venue tbc but this will be somewhere in Bicester).

It was confirmed award categories will remain as in previous years. Sponsors are still sought and those on the call were urged, if interested in sponsoring, to contact Grae Laws (info@bicestervision.co.uk) or Peter Cox (pacox@grangemews.co.uk).

3 ARCH – “Improving literacy skills of the future workforce” (Presentation attached)

Jane Rendle and Elaine Adams shared a presentation on the inspirational work of ARCh (Assisted Reading for Children in Oxfordshire), a charity established in 2008 which has helped many thousands of children develop a love of reading since that time; developing literacy skills in the workforce of the future. A number of those present highly endorsed the work being undertaken by ARCh.

The following was noted in answer to questions raised:

- The relationship built between volunteers and children is very important and, therefore, consistency in volunteers attending sessions is important. However, it is recognised that committing x1 hour per week to the scheme may be difficult for those working full time and, therefore, volunteers are given a ‘buddy’ to work with to try and ensure all sessions are covered.
- Children involved in the scheme cite the time spent reading with volunteers as “their favourite time of the week (not just the school week)” and volunteers, therefore, become very important people in these children’s lives.
- ARCh currently covers 120 of the 320 primary schools in Oxfordshire. It is often the more deprived areas of the county where it is most difficult to find local volunteers; this may be due to lack of awareness of the organisation. Volunteers are often prepared to travel to these areas but there has to be a limit to the level of travel expenses/cost that ARCh can support. Businesses local to these areas could help in this regard, allowing volunteering as part of their corporate social responsibility agenda.

3.1 Action

- Adrian Lockwood, Chair of Oxfordshire's Skills Board, offered to broker a meeting for representatives from ARCh with key partners in the county involved in skills to look at how to broaden the support offered by ARCh to all primary schools.
- All those on the call were encouraged to contact ARCh if they are interested in volunteering (either as an individual or as a business), or can offer support in any other way info@archoxfordshire.org.uk.

4 **OXFORDSHIRE CAREERS HUB** (Presentation attached)

Nikki Wakefield, Susan Ledgard-Hoile and Eleanor Gordon-Martin provided an update on the work of the Oxfordshire Careers Hub and Oxfordshire LEP's work with The Careers & Enterprise Company and how this relates to schools in Bicester.

4.1 Workshop: "Working together to improve engagement with Bicester schools"

Plenary feedback from breakout rooms focussed on discussion on the above:

- There is lots of activity taking place already with Bicester schools but more would be welcomed.
- It would be good to hold a Careers Fair in the area in the New Year. Bicester Village are in discussion with OxLEP around holding a "Careers in Bicester" event in the future.
- It would be helpful if schools could do more in preparing children in advance of engagement with businesses and in keeping businesses in the loop with regards to opportunities to meet students; there needs to be flexibility for businesses to engage as they are able with schools.
- More needs to be done in general to ensure students are properly prepared for the world of work.
- Businesses are short of time. Any time investment needs to work for both the school and business.
- The ability of business people to attend sessions with schools may depend on the role that person is fulfilling at work ie it is more difficult for a warehouse operative or production personnel.
- More work shadowing opportunities would help to show students what is involved in particular roles.

5 **PARTNER UPDATES**

5.1 Town Centre Group – "Welcome Back" Project - Miranda Markham

- The Welcome Back project has been supported by Bicester Town Council, Cherwell District Council, Bicester Village and Dragonfly Framing.
- A pop up art gallery opened 2 weeks ago in the town centre and has received a constant stream of visitors and positive feedback, demonstrating 'culture' is alive and kicking in Bicester and that there is an ambition for more pop up/permanent events/exhibitions (special thanks to Graham Perryman for all the time devoted to the project).
- This work has benefitted from better engagement with the town centre landlords who have allowed space to be used for the benefit of all.

5.2 Mediation Zone – Shaun Jardine

- Having retired from Brethertons Shaun reported he has now set up "Mediation Zone" with access to support for those involved in disputes across a wide variety of disciplines: family, education, etc.

5.3 OxLEP – Adrian Lockwood

- OxLEP will be running their Annual Event webinar on the morning of Tuesday 7 December; those present were encouraged to join this free event to hear about achievements during the past year and what is planned for 2022.

6 **CLOSE**

Grae Laws offered his thanks to all speakers and all those attending.

7 3 OUTPUTS FOR SOCIAL MEDIA

- ARCh (Assisted Reading for Children in Oxfordshire) provided Bicester Vision CIC supporters with a presentation on their inspirational work with children across Oxfordshire; with an open invitation to any Bicester Vision CIC supporters wishing to volunteer or offer support to enable this wonderful charity to continue and expand their work, to contact ARCh.
- Oxfordshire Careers Hub are working closely with Bicester schools to prepare students for the careers of the future.
- The Welcome Back Project is in full swing in Bicester's town centre; if you haven't been into town lately then why not make the trip?

8 DATES OF FUTURE MEETINGS

- **Executive Board** – Thursday 13 January 2022, 10am-12pm
- **Full Partnership** – Thursday 3 February 2022, 12-2pm, venue tbc
- **Executive Board** – Thursday 3 March 2022, 10am-12pm
- **Executive Board** – Thursday 7 April 2022, 10am-12pm
- **Full Partnership and AGM** – Thursday 12 May 2022, 12-2pm, venue tbc
- **Executive Board** – Thursday 9 June 2022, 10am-12pm
- **Executive Board** – Thursday 21 July 2022, 10am-12pm
- **Full Partnership** – Thursday 15 September 2022, 12-2pm, venue tbc
- **Executive Board** – Thursday 6 October 2022, 10am-12pm
- **Executive Board** – Thursday 3 November 2022, 10am-12pm
- **Full Partnership** – Thursday 1 December 2022, 12-2pm, venue tbc

Meeting	BICESTER VISION CIC EXECUTIVE BOARD MEETING	
Directors/Members Present	Lt Col (Ret'd) Lyndon Robinson (Chair) (LR) Cllr Duncan Enright (Oxfordshire County Council) (DE) Shaun Jardine (Big Yellow Penguin/Mediation Zone) (SJ) Graeme Laws (Business Manager) (Director only) (GL) 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) Steve Thornton (Brita UK) (ST)	
Observers Present	Lt Col Alex Atherton (Bicester Garrison) (AA) Richard Byard (OxLEP) (Part meeting) (RB) Jacqui Cox (Oxfordshire County Council) (Part meeting) (JC) Peter Cox (Grange Mews/Bicester Chamber) (PC) Sarah-Jane Curtis (Bicester Motion) (SJC) James Metcalf (Metcalf Security Group Ltd) (Part meeting) (JM)	
Apologies	James Hill (Adalta Real), Robert Jolley (Cherwell District Council), William Knighton (Chiltern Railway), Paul Reeve (Bullingdon Prison), Amrik Manku (Oxfordshire County Council), Phil Shadbolt (Zeta), Cllr Michael Waine (Oxfordshire County Council)	
In attendance	Sarah Fraser	(SF)
Date of meeting	Thursday 13 January 2022	
Venue	Via Zoom	
Circulation	All Supporters	
Dates of next meetings	Executive Board – Thursday 3 February 2022, 12-2pm , via Zoom Full Partnership – Thursday, 3 March 2022, time and venue tbc	

MINUTES

ACTION

1 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 4 November 2021 were agreed as an accurate record.

1.1 Matters arising (not covered elsewhere on the agenda)

Future funding: Bicester Vision CIC continues to run a balanced budget, however this has been made more difficult in the current year with some supporter payments outstanding, notably the payment from Cherwell District Council (CDC) which has been delayed pending finalisation of the funding agreement between Bicester Vision and CDC.

The Board considered the involvement of both private and public sector organisations in the Bicester Vision network to be an essential USP for the organisation. This symbiosis offers Local Authorities an extremely valuable and unique forum for engagement with the Bicester community (and vice versa), allowing sharing of intelligence, best practice and insight into the local economy; something not provided through any other forum. However, the pressure on Local Authority budgets was acknowledged.

The Board considered Bicester Vision CIC to be a force for good in Bicester. The organisation's outputs being the economic, emotional, environmental and health prosperity of those living and working in Bicester.

It was agreed:

- **LP will investigate progress on the CDC Funding Agreement and confirm when payment for 2021/22 invoice will be received.**
- **GL will provide an update on likely Local Authority funding for 2023/24 at the October 2022 Executive Board meeting.**

LP

GL

All other actions had been undertaken or were covered by the agenda.

2 CHAIRMAN AND BUSINESS MANAGER UPDATE

LR/GL provided an overview of the projects Bicester Vision CIC is progressing currently:

2.1 Bullingdon Prison Initiative

This initiative is aimed at reducing reoffending rates for those serving custodial sentences at Bullingdon Prison. Further to discussions at the last Bicester Vision CIC Board meeting, it was confirmed that representatives of the Lieutenancy have now secured the funding needed to appoint to the post of Community Connections Worker within the prison. This role will be actively involved in building links between the prison and the Bicester community, and Bicester Vision CIC is facilitating this by providing access through the BV network.

The Board noted the request by Lieutenancy representatives for Bicester Vision CIC to act as a repository for the funds secured, making agreed payments to the Home Office at the prison's behest to cover the cost of the Community Connections Worker. It was suggested that if, after taking legal/financial advice, this was not considered appropriate, then it may be a role Bicester Town Council could assume, the council having undertaken similar services in the past for other organisations.

The Board:

- **Delegated authority to LR/GL to progress discussions with lieutenancy representatives around the possibility of Bicester Vision CIC acting as the repository for funds secured for the Community Connections Worker initiative, taking appropriate legal and financial advice to ensure no risk, detriment, or financial liability will accrue to Bicester Vision CIC should the decision be taken to accept this role.**

LR/GL

2.2 Town Centre Task Group

Bicester Vision CIC continues to facilitate/support the work of the Town Centre Task Group.

2.3 Literacy initiative

Bicester Vision CIC is working in partnership with Nigel French of Coles Books to run an event for Bicester Vision CIC supporters and the wider Bicester community centred around literacy.

It was agreed:

- **To change the date of the next full Partnership meeting, moving this to 3 March (currently 3 February) to allow the current Covid-19 situation to calm, running the above literacy event as the central piece of this meeting. Timing and venue for the meeting is tbc but may be an evening event.**

SF

- The meeting scheduled for 3 February will now be an Executive Board meeting. SF to update calendar invitation.

SF

3 OXFORDSHIRE LEP LABOUR MARKET INTELLIGENCE UPDATE (Presentation attached)

RB provided an update on the latest labour market intelligence figures for Oxfordshire released since the last Board meeting (as attached).

Further to the presentation it was noted:

- The visitor economy accounts for 51% of redundancies in the county during the pandemic.
- The Kickstart programme closes to new apprentices at the end of March 2022 and OxLEP will monitor how this affects the county's young people.
- The increase in the use of food banks appears to be as a result of a number of factors over a prolonged period of time: Covid-19, Brexit, the rise of zero hours contracts, etc. Oxfordshire has robust infrastructure in place to support the changing demographic and growing numbers using food banks and where there is additional support that can be offered to these people, then this will be progressed.
- Work continues on the planned apprenticeship incentives to try and improve take up numbers. Incentives will be modest (likely up to £1k) and will be aimed particularly at encouraging young people, removing barriers that prevent them taking up these opportunities, eg travel bursaries to offset travel costs, but having a mind for the implications any bursaries granted may have on overall household incomes.
- Overall, the Oxfordshire economy appears to be bouncing back quite quickly as Covid-19 moves from pandemic to endemic, and growth has been seen in some of the key sectors that have coped well with the pandemic.

4 STANDING AGENDA ITEMS UPDATES

4.1 Development

- CDC Planning Committee is due to be considering the below at its meeting on 13 January:
 - New health centre at Graven Hill
 - Additional housing at Upper Heyford
 - Churchill retirement homes on St John's Street
 - Development at Bicester Motion
- SJC reported Bicester Motion has been unable to assist South Central Ambulance Services with requests for office space but has confirmed space is available for parking if required.
- SJC also reported public engagement for the proposed 'Wilderness Quarter' development took place prior to Christmas. Attendance was slightly disappointing but the majority of those that did visit were positive about the proposed development. Issues have been voiced around increased traffic, noise and ecological effect. Bicester Motion will continue to work with the local community on the proposals for a park to benefit the local area. **SJC to provide a presentation on the proposals for the Wilderness Quarter, etc at a future Board meeting.**

GL/SJC

4.2 Town Centre Task Group

- Welcome Back funding has been deployed successfully in the town centre providing a pop up Art Gallery, which has received overwhelmingly positive reviews, and installing vinyls in 5 empty units in the town centre. Thanks were offered to MM/GP for the work to ensure the success of the pop up Art Gallery; to Bicester Town Council for providing funding/support; and to the landlord, Sarah Gadsden, who had been extremely supportive throughout.
- A further pop up Art Gallery event is planned, again supported by Sarah Gadsden, with interest expressed by approaching 150 local artists.

- Market Square:
 - The outcome of a bid is awaited for funding to support work in Market Square.
 - Market Square will form a key part of discussions on the Area Transport Strategy.
 - JC will confirm when the future plans for Market Square will be unveiled.

JC

4.3 Recruitment

- Discussion are ongoing with:
 - Sladen Estates, as referred by SJC.
 - Ignite Sport UK group via Steph McNeil, formerly of Bicester Technology Studio.

4.4 OxLEP update

- Publication of the Levelling Up White Paper and the linked outcome of the LEP Review have both been delayed to end Jan/early Feb, but it appears the future of LEPs may be looking more positive than had previously been thought.

5 **BOARD MEMBER UPDATES**

5.1 Cherwell District Council – Cllr Lynn Pratt

- LP provided an update on work completed to develop Castle Quay in Banbury, which has been highly successful. It was suggested the regeneration undertaken and the success of the museum as a 'hub' may prove a useful case study when looking at the regeneration of Bicester's town centre

5.2 Bicester Town Council – Cllr Richard Mould

- Interviews are now being held to appoint a new chief officer at the Town Council, replacing Sam Shippen. It is hoped to make an appointment by the end of February 2022.
- The Christmas Lights Trail held at the Garth in December was a great success and received a lot of positive feedback on social media channels.

5.3 Grange Mews/Bicester Chamber – Peter Cox

- Cherwell Business Awards will be launching on 2 March 2022. Sponsors are still sought for some remaining categories. **PC was asked to forward the invoice for Bicester Vision CIC's sponsorship of the Micro Business Award to GL as soon as possible so that this might be paid before the year end.**
- Station Road in Launton is due to reopen on 11 March; East West Rail works continue to cause disruption in the area.
- Grange Mews has now seen the last compulsory purchase order from Network Rail on Grange Mews land.

PC

5.4 Brita – Steve Thornton

- Recruitment continues for Warehousing and Production staff.
- The company is about to start a major office refurbishment which will run until August 2022.
- Orders are still holding up well and exports are increasing back to Germany.

6 **BICESTER VISION CIC BOARD MEMBERSHIP**

6.1 James Metcalf

The Board heard from James Metcalf who has been a loyal supporter of Bicester Vision CIC for many years and has now forwarded an application to join the Executive Board to provide even greater support for the organisation.

James outlined his experience, both in the private sector in his own, highly successful business, and in the public sector as a Councillor with Bicester Town Council, and confirmed he had both the capacity and desire to serve on the Board. (JM left the meeting to allow Board discussion.)

Noting that JM's application is to join the Bicester Vision CIC Board in a private sector capacity, Directors present unanimously voted to appoint JM to the Board. LR/GL were asked to confirm the same to JM and to liaise with Azets on Companies House requirements.

LR/GL

6.2 Shaun Jardine

The Board noted SJ's move to his new companies: Big Yellow Penguin, and Mediation Zone and that he is no longer insured to offer legal advice, having retired from Brethertons.

The Board:

- Agreed that it would be beneficial to have a lawyer on the Executive Board and asked GL to instigate discussions with appropriate individuals/organisations to progress this aim. GL
- Agreed there is a strong desire to retain SJ's knowledge, experience and expertise on the Executive Board if at all possible. GL was asked to review the organisation's Memorandum and Articles of Association around the maximum number of directors permitted. GL

7 3 OUTPUTS FOR SOCIAL MEDIA AND THE WEBSITE

- Bicester Vision is seeking to deliver a literacy event at the next full Partnership meeting, focussed on books and reading, in partnership with Coles Books.
- Bicester Vision CIC has appointed a new director to the Executive Board, James Metcalf of Metcalf Security Group.
- Bicester Vision works in partnership to support Bicester Town Council, Bicester Village and Dragonfly Framing to deliver the enormously successful Pop Up Art Gallery pre-Christmas. A further event is planned, benefitting from the enormous support of town centre landlord, Sarah Gadsden.

8 FUTURE MEETINGS

Future dates

- | | |
|---|--------|
| ➤ Executive Board – Thursday 3 February 2022, 12-2pm | Board |
| ➤ Full Partnership – Thursday 3 March 2022, time and venue tbc | P/Ship |
| ➤ Executive Board – Thursday 7 April 2022, 10am-12pm | Board |
| ➤ Full Partnership and AGM – Thursday 12 May 2022, 12-2pm, venue tbc | P/Ship |
| ➤ Executive Board – Thursday 9 June 2022, 10am-12pm | Board |
| ➤ Executive Board – Thursday 21 July 2022, 10am-12pm | Board |
| ➤ Full Partnership – Thursday 15 September 2022, 12-2pm, venue tbc | P/Ship |
| ➤ Executive Board – Thursday 6 October 2022, 10am-12pm | Board |
| ➤ Executive Board – Thursday 3 November 2022, 10am-12pm | Board |
| ➤ Full Partnership – Thursday 1 December 2022, 12-2pm, venue tbc | P/Ship |

The meeting closed at 12.05pm

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Tuesday 15th February 2022

Bicester Health & Safety Audit

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Acting Chief Officer

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Overview

- 1.1 The Town Councils Locum had taken an initial look at the current H&S policy Making the following recommendation at the previous meeting held at 4th December 2021.
- 1.2 Given that it is clear that the council is in need of a thorough review on this policy it is considered a wise move to involve a third-party audit supplier be brought in to review the working process' from start to finish. The cost for this is estimated at £2425 we currently have this available against budget code 105 – 4015 Health and Safety (£2500).
- 1.3 The Policy Committee – Agreed to the recommendation with a view to collating 3 quotes. Tasking officers to undertake the action of bringing in the most cost-effective supplier for this task

2. Update

A supplier has been sourced with three quotes received. The first in person review is scheduled for the 2nd February – the finding for this audit will be brought to the following Policy Committee Meeting

3. Recommendation

Committee is asked to **NOTE** the above update.



FRAUD & CORRUPTION POLICY STATEMENT

GP3

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Various changes after adoption – last adopted/reviewed 28 th Jan 2019			
V2			Removed title of Chief Officer & replaced with Town Clerk. Reflected split role of Town Clerk & Responsible Finance Officer	Jan 24

Bicester Town Council
The Garth
Launton Road
Bicester
OX26 6PS

Section 1 – Introduction

1. The Council is committed to an effective anti-fraud and corruption strategy designed to:
 - Encourage prevention,
 - Promote detection, and
 - Identify a clear pathway for investigation.
2. The Council requires Members and staff at all levels to lead by example in ensuring adherence to legal requirements, rules, procedures and practices.
3. The Council also requires all individuals and organisations that it deals with, e.g. suppliers, contractors, service providers, to act with integrity towards it and without thought or actions involving fraud and corruption.
4. The Council's anti-fraud and corruption procedures are designed to frustrate any attempted fraudulent or corrupt act. These cover:
 - Culture (Paragraphs 7 to 14)
 - Prevention (Paragraphs 15 to 26)
 - Detection and Investigation (Paragraphs 27 to 34)
 - Training (Paragraphs 35 to 37)

5. The Council's affairs are scrutinised by a variety of bodies and people including:

External Auditors
The Public/Local Government Electors – Annual Inspection of Accounts
The Public/Service Users – The Council's Complaints Procedure
Central Government Departments
HM Customs and Excise
Inland Revenue
External Inspectorates

In addition, there is internal scrutiny applied by the Town Clerk, and through internal audit and internal controls under Proper Practices.

6. The Council's internal auditor is also required to ensure that the Council has adequate arrangements for the prevention and detection of fraud and corruption.

Section 2 – Culture

7. Bicester Town Council is determined that the culture of the organisation is one of honesty and opposition to fraud and corruption.
8. There is an expectation and requirement that all individuals and organisations associated in whatever way with the Council, will act with integrity. Council Members and staff, at all levels, will lead by example in these matters.
9. The Council's staff are an important element in its stance on fraud and corruption. They are positively encouraged to raise any concerns that they may have on these issues where they are associated with the Council's activities. They can do this in the knowledge that such concerns will be treated in confidence and properly investigated. If necessary a route other than a line manager may be used to raise such concerns. Examples of possible routes are:
- Town Clerk
 - Responsible Finance Officer,
 - Chairman of Finance Committee
 - Mayor
10. Members of the public are also encouraged to report concerns through any of the above routes or, if appropriate, through the Council's complaints procedure.
11. If staff feel unable to raise their concerns through any of the internal routes, then they may wish to raise them through Protect (telephone 020 31172520 <https://www.pcaw.org.uk/contact-us/>). This is a registered charity whose services are free and strictly confidential.
12. Managers are responsible for following up any allegations of fraud and corruption received and will do so through agreed procedures and will
- deal promptly with the matter,
 - record all evidence,
 - ensure that evidence is sound and adequately supported,
 - ensure security of all evidence collected,
 - contact the Town Clerk, Responsible Finance Officer, Chairman Finance, or Mayor and arrange for the allegation to be investigated. Where appropriate, the police will be notified,

- where appropriate, notify the Council's insurers
 - implement Council disciplinary procedures, as necessary.
13. Managers are expected to deal swiftly and firmly with those who defraud the Council, or are corrupt. This includes using the Council's disciplinary procedures where appropriate. The Council will be robust in dealing with malpractice.
14. There is, of course, a need to ensure that any investigation process is not misused. Therefore, any deliberate or malicious abuse of the process, may be dealt with as a disciplinary matter and could also leave the complainant open to an action for defamation of character.

Section 3 – Prevention Staff

15. The Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record of all potential staff, in terms of their honesty and integrity. Written references will be obtained for all staff offered employment with the Council.
16. Staff of the Council are required to follow any code of conduct related to their Professional Institute and also to abide by the Codes of Conduct adopted by the Council.
17. The Council has in place Disciplinary Procedures for all categories of its staff.
18. The role that appropriate staff are required to play in the Council's framework of internal control will be covered in staff training.
19. Staff are required under the Council's Standing Orders to operate within Section 117 of the Local Government Act, 1972. This requires staff to disclose any pecuniary (of or relating to money) interests in contracts relating to the Council and not to accept any fees or rewards whatsoever for their Council work other than their proper remuneration.
20. Staff are required to operate within the Council's guidelines relating to gifts and hospitality.

Members

21. Members are required to operate within the:
- National Code of Local Government Conduct,
 - Sections 94-96 of the Local Government Act 1972,
 - Localism Act 2011 and the Council's Code of Conduct,
 - Council Standing Orders,
 - Council's guidelines relating to gifts and hospitality.

Internal Control Systems

22. The Council has Standing Orders and Financial Regulations in place that put a requirement on staff, when dealing with the Council's affairs, to act in accordance with best practice.
23. The Responsible Finance Officer has a statutory responsibility under Section 151 of the Local Government Act, 1972 to ensure the proper arrangements of the Council's financial affairs. The Council's Standing Orders and Financial Regulations are designed to provide a

framework of procedures, which assist the Responsible Financial Officer in fulfilling this obligation. In addition, the operation, of an adequate system of internal control is an integral part of the provision of proper financial arrangements. The existence, appropriateness and effectiveness of internal controls are independently monitored by the Council's Internal Audit.

24. The Council has developed and is committed to continuing with systems and procedures, which incorporate efficient and effective internal controls. This includes adequate separation of duties to ensure that error, or impropriety are prevented. Under Financial Regulations, Members are required to ensure that such controls are properly maintained and reflective. It is also good practice to ensure that these matters are adequately documented.

Combining with others

25. Arrangements are in place to encourage the continued development of exchange of information between the Council and other agencies on both national and local fraud and corruption activity relating to local authorities.
26. With the rapid increase in recent years of fraud perpetrated against a variety of local authorities and benefit agencies, which usually involve fraudsters having multiple identities and addresses, the necessity to liaise between organisations has become paramount. Some of these include:
- Police
 - National Audit Office and External Auditors

Section 4 – Detection and Investigation

27. The array of preventative systems, particularly internal control systems within the Council, has been designed to provide indications of any fraudulent activity, although generally they should be sufficient in themselves to deter fraud.
28. It is the responsibility of Management to prevent and detect fraud and corruption. However, it is often the alertness of staff and the public to such indications that enables detection to occur. Appropriate action can then be taken where there is evidence that fraud or corruption may have been committed, or is in progress.
29. Many frauds are discovered by chance or “tip off” and the Council has arrangements in place to enable such information to be properly dealt with. These are shown within this statement in Section 2.
30. Managers and supervisors of the Council are required by Financial Regulations to report to the Town Clerk or the Responsible Finance Officer, any matter which involves, or is thought to involve, irregularities concerning cash, stores or other property of the Council or any suspected irregularity in the exercise of the functions of the authority. The Town Clerk and/or the Responsible Financial Officer shall then take such steps, as s/he considers necessary by way of investigation. Reporting is essential to the Council's anti-fraud strategy and ensures:
- consistent treatment of information about fraud and corruption.
 - proper investigation by an independent and experienced audit team ,
 - the proper implementation of a fraud investigation plan,
 - the best protection of the Council's interests.

31. Depending on the nature and the anticipated extent of the allegations, the Town Clerk will normally work closely with other agencies, such as the police. This is to ensure that all allegations are properly investigated and reported upon and where appropriate, maximum recoveries are made for the Council.
32. The Council's Disciplinary Procedures will be used where the outcome of the investigation establishes misconduct by staff. Fraud and corruption constitute gross misconduct under the Council's Disciplinary Procedures, with summary dismissal applying.
33. Where financial irregularities are discovered, the Council's presumption is that the police will be called in and arrangements made, where appropriate, for the prosecution of offenders by the Crown Prosecution Service. Referral to the police is a matter for the Town Clerk in consultation with the Chairman of Finance and the Chairman of Personnel.

Section 5 – Training

34. The Council recognises that the continuing success of its anti-fraud and corruption strategy and its general credibility, will depend largely on the effectiveness of its training programmes and the responsiveness of staff throughout the organisation.
35. As part of training requirements all existing and new Members and staff of the Council should be issued with a copy of this policy statement.
36. The investigation of fraud and corruption centres on the Council's Internal controls. It is apparent, therefore, that managers must ensure that staff involved in this work are properly and regularly trained. Training plans for staff will reflect this requirement.

Section 6 – Conclusion

37. The Council has in place a clear network of systems and procedures to assist in the fight against fraud and corruption. It is determined that these arrangements will keep pace with any future developments, in both prevention and detection techniques regarding such activities that may affect its operation or related responsibilities.
38. To this end the Council maintains a continuous overview of such arrangements through its Responsible Finance Officer, Standing Orders, Financial Regulations, various Code of Conduct and audit arrangements. All Managers/supervisors are similarly required to keep departmental procedures under continuous review and to report to the Responsible Finance Officer where new risks are identified or changes in procedures are required.
39. As part of their activities, the Town Clerk will monitor the operation of this Policy Statement. The Town Clerk and/or the Responsible Finance Officer will report to the Policy Committee on the operation of the Policy Statement and any proposed change to it.



GRANT AID AWARDING POLICY

GP7

Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Various changes after adoption Adopted /last reviewed 9 th July 2018.			
V2			Removed Chief Officer title & replaced with Town Clerk	Jan 24

Bicester Town Council
The Garth
Launton Road
Bicester
OX26 6PS

I. GENERAL

Each year the Town Council reserves a sum of money for disbursement on grants to such voluntary organisations and community groups that provide a service that benefits the residents of Bicester.

These grants are limited and can only be made available to those organisations that can demonstrate a need for assistance for activities that fall within the above statement.

To ensure fair and proper consideration is given to requests for this funding, the Council requires the following to be submitted to the Town Clerk by the official closing date:

- A completed application form
- An up to date set of accounts
- A constitution or set of rules
- Any additional evidence that the organisation considers will support their application.



GRANT AID AWARDING POLICY GP7

2. APPLICATIONS WILL BE CONSIDERED UNDER THE FOLLOWING CRITERIA:

- 2.1. Applications will only be considered from constituted voluntary organisations, registered charities or established community groups who have a bank account in the name of the group and can demonstrate that they have a set of rules which govern their operation, including what happens to funds if they cease to operate.
- 2.2. Applicants must be Bicester based or proven to benefit the residents of Bicester Town Council area (details of which are available from the council).
- 2.3. Bicester Town Council will only consider applications from individuals, charities operating overseas, or funds established to help persons outside the UK in exceptional circumstances, where there is a wider benefit to residents of the town.
- 2.4. Organisations will need to demonstrate that they are applying for the funds to support a specific project and not supporting day to day running costs.
- 2.5. Applications up to a maximum of £1,000 will be considered, but awards will commonly not exceed £500.
- 2.6. Bicester Town Council will assess each application in terms of
 - How effectively the group will use the grant
 - How well the grant will meet the needs of the community
 - Whether the costs are appropriate and realistic
 - Level of contributions raised locally
 - Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
 - How the group is managed
 - How the grant positively benefits residents residing within the town of Bicester
 - Whether it meets equality social inclusion and community inclusion aims
- 2.7. The closing date is published in the local press and on the council's website. It is normally, but not exclusively, the second Friday in March each year.
- 2.8. The application form, accounts and other information will be placed on the public agenda of the Finance & General Purposes Committee meetings. No personal data will be disclosed.
- 2.9. Applicants will be advised of their success or otherwise by the end of April.
- 2.10. Should organisations apply during the remainder of the year, their application may be received and considered by the Finance Committee should there be any grant aid funding still available.

3. FURTHER INFORMATION

- 3.1. Applications cannot be made retrospectively for projects already completed.



GRANT AID AWARDING POLICY GP7

- 3.2. It is expected that grant money will be spent during the year of receipt.
- 3.3. The Council reserve the right to request copies of invoices and/or other documentation as evidence that the expenditure has been incurred.
- 3.4. Successful organisations are required to submit a report within 12 months of the award being made to demonstrate how the funds were expended.
- 3.5. If the organisation dissolves, the Council expects the funds to be reimbursed.
- 3.6. The grant will be repayable to the Council should the project that the grant was granted for not materialise.
- 3.7. There is no restriction to the number of times an organisation may apply for grant funding, however, the history of previous applications will be considered in the decision-making process. Priority will be given to first time applicants who fulfil the criteria.
- 3.8. The giving of grant aid in one year does not set a precedent for another year.
- 3.9. Recognition of the grant from Bicester Town Council must be made in any publicity and acknowledged on any letterheads and promotional documents.



GRANT AID AWARDING POLICY GP7

4. BICESTER TOWN COUNCIL COMMITMENT:

- 4.1 Bicester Town Council acknowledges that new community organisations often have difficulty sourcing funding from other sources and so will give special consideration to applications from such groups.
- 4.2 Bicester Town Council will publicise the availability of grant aid throughout the town, via the media, websites, publications and posters.
- 4.3 Bicester Town Council will review the grant aid budget annually as part of the overall budgeting process.
- 4.4 Bicester Town Council will periodically review the criteria for grant aid awards.

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HIRE OF ROOMS AT THE GARTH GP9

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Originally adopted 16 th Dec 2014		Reviewed 26 th Nov 2018	
V2			Removed Chief Officer title & replaced with Town Clerk	Jan 24

Bicester Town Council
The Garth
Launton Road
Bicester
OX26 6PS

1. Introduction

Bicester Town Council is committed to making the best possible use of assets at its disposal. This includes maximising room use and income at The Garth.

2. Charges

- 2.1 The Council, via the Policy Committee, shall set or review charges on an annual basis, including any discounts to be given to community or voluntary organisations.
- 2.2 Where the Council is working in partnership with others and has an appointed representative(s), consideration will be given to free use of rooms for meetings on a case-by-case basis.
- 2.3 All charges made will be exclusive of VAT as the Council has made an option to tax on services at The Garth.

3. Reporting

The Town Clerk shall be required to report room use on an annual basis to the Policy Committee.



SNOW CLEARANCE POLICY GP10

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Originally adopted 8 th March 2010		Reviewed 26 th Nov 2018	
V2			Format change	Jan 24

Bicester Town Council
The Garth
Launton Road
Bicester
OX26 6PS

RESPONSIBILITIES OUTLINED:

- County Council as the Highway Authority has responsibility for the road and footpath networks (including Sheep Street).
- Cherwell District Council has responsibility for the off street car parks.
- Bicester Town Council has responsibility for open spaces, play areas and the Cemetery.

POLICIES:

- Oxfordshire County Council (the Highway Authority) undertakes a salting and gritting policy to prioritise the road networks across the County.
- Oxfordshire County Council (the Highway Authority) does not salt footpaths anywhere in the County.
- Cherwell District Council's policy reflects that of the County, in that footpaths leading to and from car parks are not treated, but with a review option should conditions warrant it.
- Bicester Town Council's policy reflects that of the other authorities and does not treat footpaths but has a review option should conditions warrant it. (See below).

SNOW CLEARANCE POLICY GP10

REVIEW OPTION:

If snow conditions are likely to be adversely affected by lying snow turning to ice, then clearing and gritting be undertaken wherever practicable and reasonable, if the resources are available to do so. This would particularly apply to the cemetery area, in order to facilitate funerals etc. In extreme circumstances, the Council may consider closing play areas, football pitches and parks until deemed safe for them to re-open. This could also apply if the conditions are predicted to remain for a number of days.

Town Council Officers will determine whether or not to invoke this option by liaising with fellow officers from County and District in order to achieve a co-ordinated programme.

Town Council Officers will liaise with others, as appropriate in adverse weather conditions, to facilitate access to local shopping facilities for residents.

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COMPLAINTS POLICY GP11

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Adopted 20 th August 2020			
V2			Remove Chief Officer title & replace with Town Clerk.	Jan 24

Bicester Town Council
The Garth
Launton Road
Bicester
OX26 6PS

1. Scope

Bicester Town Council aims to provide the best possible service to the residents of Bicester.

The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There is also the opportunity to raise your concerns in the public participation section of Council meetings.

If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

We greatly value your continued support and goodwill and, therefore, if you have a complaint, we would like to hear about it.

The Local Government Ombudsman has no jurisdiction over Town, Parish and Community Councils. Therefore, this Complaints procedure has been adopted by the Council in order to allow members of the public the opportunity to submit a complaint regarding the administration of the Council or its procedures, and have the complaint dealt with in a fair and timely manner.

COMPLAINTS POLICY GP11

2. Purpose

This complaints policy has been designed to do the following:

- **Listen** to you, ask for your views, find out what you need and agree a clear plan of action.
- **Respond** to your complaint, deal with complaints more effectively and provide support and advice when you complain
- **Improve** our services, use information to make our services better and improve training and learning for staff.

3. What can I complain about?

You may want to complain about any of the following:

- If we don't offer you a service that meets your needs.
- If we decide that you can't use one of our services.
- If we take too long to do our job or provide a service.
- If our staff do not behave in the way that you expect, for example if they are rude or you think you have been treated unfairly.
- If you do not agree with a decision we have made.
- If you think we have not involved you enough.

4. Your rights

You have the right to be treated fairly, with respect and dignity, whatever your ethnic group, sexuality, disability, age, culture, sex, sexual orientation, religion or belief when you contact us about your views. Our staff have a responsibility to help people who use our services, and their carers, to tell us how they feel about the service they get.

5. What should I do if I want to make a complaint?

5.1 Informal Complaint

You may want to talk about your complaint informally with the staff member providing the service. We encourage you to do this, as we may be able to sort the problem out at this stage.

5.2 Formal Complaint - Stage 1

If you have already complained informally and are not satisfied with the outcome or wish to make a formal complaint directly to us, please fill in the form at the end of this policy.

We will confirm to you in writing that your complaint has been received within five

COMPLAINTS POLICY GP11

working days and arrange for your complaint to be investigated. A full written response will be provided within a further fifteen working days. If more time is needed, we will contact you and provide reasons for the delay and advise of the amended date for the response.

5.3 Formal Complaint - Stage 2

If you are not satisfied with the Council's response at Stage 1 you may request that your complaint progresses to Stage 2. You will have fifteen working days from receipt of the outcome letter to notify the Town Clerk of this.

At Stage 2 the Mayor will arrange for a further independent investigation. The Mayor will acknowledge the complaint within five working days and provide a full written response within a further fifteen working days. If more time is needed a letter will be sent giving reasons for the delay and a date by which you can expect the matter to be resolved.

5.4 Submitting your formal complaint

Complaints must be submitted in writing this includes email. However, in line with the requirements of the Equality Act 2010, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing. We can also help if English is not your first language. If you need support in completing a complaint form please let us know.

6. Exceptions

The Council does not accept anonymous complaints.

The Council does not accept the following type of complaints:-

- Something you knew about more than 12 months before you raised it with the council.
- Requests for information or explanation of council policy or practice.
- Complaint about a council policy.
- Matters for which you already have a right of appeal or you could have gone to a Court, Tribunal or Government Minister.
- Something which affects all or most of the people of Bicester.
- Personnel matters.
- Contracts for the supply of goods and services

COMPLAINTS POLICY GP11

COMPLAINT FORM

Bicester Town Council hopes that the services you receive are of the quality you expect. However, there may be times when you feel unhappy with the service you receive. The more information you can provide, the easier it will be for us to investigate your complaint efficiently and effectively.

FORMAL COMPLAINT

STAGE 1/STAGE 2* (*Delete as applicable*)

YOUR CONTACT DETAILS

(General Data Protection Regulations - We will only use your contact details to process your complaint. We will not pass your contact details to a third party without your permission. We will keep your data for six years following the resolution of your complaint. The legal basis for processing this data is compliance with a legal obligation. Bicester Town Council is the Data Controller.)

Your Full Name	Your Correspondence Address
Your email Address	Your Contact Phone Number (s)

DETAILS OF YOUR COMPLAINT

Please include as much information as you can, including the names of Council Officers you have been in contact with (if known) and relevant dates, events, location etc.

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COMPLAINTS POLICY GP11

DESIRED OUTCOME

Please tell us what you would like us to do to rectify the issue(s) set out in your complaint.

Date of submission:

Your Signature:



COMPLAINTS POLICY GP11

Please send your completed form to:
Town Clerk, Bicester Town Council, The Garth, Launton Road, BICESTER,
OXFORDSHIRE, OX26 6PS
email: enquiries@bicester.gov.uk

DRAFT

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Tuesday 15th February 2021

Consultation – Proposed Virtual Residents Parking Permits

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Acting Chief Officer

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Overview

Oxfordshire County Council are writing to seek views on the proposal to make administrative changes to the Traffic Regulation Orders in respect of existing and proposed Oxfordshire parking areas and the Controlled Parking Zones (CPZs) in Oxford City. The proposals seek to modernise the issue of Residents Parking Permits as 'Virtual Permits' in an electronic form, which will not have to be physically displayed on vehicles. This will allow applications to be more efficiently dealt with, and with a reduction in the preparation and production of printed documents, cost savings will be made.

This is an alternative to the current postal applications and the need to issue, and display permits on vehicles. Enforcement officers will have necessary access to the issue records of both physical and virtual permits. In light of this, please find the following consultation documents attached:

- Public Notice,
- Statement of Reasons, and
- Draft Traffic Regulation Orders.

The proposed Traffic Regulation Order is scheduled to have been advertised in the Oxford Times today, Thursday 20th January 2022, and details are also available to view on the Councils new consultation portal at the address below:

https://letstalk.oxfordshire.gov.uk/oxfordshire_virtualresidentspermits2022

As stated on the notice, any objections or other representations on the proposal should be submitted by **Friday 18th February 2022**.

2. Recommendation

Committee is **RECOMMENDED** to **NOTE** the Proposed Virtual Residents Parking Permits.



OXFORDSHIRE COUNTY COUNCIL

OXFORDSHIRE COUNTY COUNCIL

- 1. (OXFORD – MODIFICATION OF CONTROLLED PARKING ZONE ORDERS TO ENABLE ONLINE APPLICATIONS FOR VIRTUAL PARKING PERMITS) ORDER 20****
- 2. (VARIOUS ROADS – CHERWELL DISTRICT) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.4) ORDER 20****
- 3. (VARIOUS ROADS - SOUTH OXFORDSHIRE) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) ORDER 2021 (VARIATION No.4*) ORDER 20****
- 4. VALE OF WHITE HORSE DISTRICT EXCLUDING THE PARISH OF NORTH HINKSEY) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.3*) ORDER 20****

STATEMENT OF REASONS

The Council continues to consider the provision of suitable and adequate parking and to facilitating the expeditious, convenient and safe movement of vehicles and other traffic, and parking for residents and visitors and procedures in support.

Administrative changes to orders in respect of existing and proposed Oxfordshire parking areas and the Controlled Parking Zones (CPZs) in Oxford City are proposed. Each of the CPZ orders subject of amendment are listed in order 1. named above.

The proposals seek to modernise the issue of Residents Parking Permits as Virtual Permits in electronic form, which will not have to be physically displayed on vehicles. Applications will be more efficiently dealt with, and with a reduction in the preparation and production of printed documents savings will be made.

This is an alternative to current postal applications and the need to issue, and to display permits on vehicles. Enforcement officers will have necessary access to the issue records of physical and virtual permits.

The proposed measures - detailed in the attached documentation - are in accordance with the Councils policies on traffic management and parking restraint.

Dated: January 2022

Traffic Regulation Team
for the Corporate Director for Environment & Place
Oxfordshire County Council
County Hall
New Road
Oxford OX1 1ND

**THE OXFORDSHIRE COUNTY COUNCIL
(VARIOUS ROADS – CHERWELL DISTRICT) (MAP BASED)
(PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING)
(VARIATION No.4) ORDER 20****

The Oxfordshire County Council ("the Council") in exercise of its powers under Sections 1(1) and 2(1), (2) & (3) 4(2), 32(1), 35(1), 37, 45, 46, 49(4) and 53 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order.

1. This Order may be cited as the Oxfordshire County Council (Various Roads – Cherwell) (Map Based) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.4) Order 20** and shall come into force on the day of 20**.
2. Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment.
3. The Oxfordshire County Council (Various Roads – Cherwell) (Map Based) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2021, as amended by the Oxfordshire County Council (Various Roads – Cherwell) (Map Based) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.1) Order 2021, and the Oxfordshire County Council (Various Roads – Cherwell) (Map Based) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.2) Order 2021 ("the 2021 Order") is amended in the manner and to the extent specified in the Schedule to this order.

GIVEN UNDER the Common Seal of the Oxfordshire County Council

this day of 20**.

SCHEDULE

Amendments to the "2021 Order":

1.)

New definition to be added:

"Virtual Parking Permit" means a permit issued by the County Council in electronic format only, not requiring same to be displayed on a Resident Permit Holders Vehicle";

2.)

Definition to be amended:

"Permit Parking Place" means any length of road specified as such in the Map Schedule to this Order which is authorised to be used as a parking place, subject to the provisions of this Order, by a Permitted Vehicle which displays in the Relevant Position a Valid Permit, *or to which a Resident has been issued a Virtual Parking Permit";*

Amendments to article or sub-paragraphs of articles:

3.)

Application Process (Residents)

45. "(1) An application for a Residents' Permit must be made on a form issued by and obtainable from the Council, *or via the online portal* and include the particulars and information required by such form and must be accompanied by a remittance for the Residents' Permit Charge;"

4.)

Application Process (Visitors)

51. "(1) An application for an allocation (25) of Visitors' Permit must be made on a form issued by and obtainable from the Council, *or via the online portal* and include the particulars and information required by such form."

THE COMMON SEAL of THE OXFORDSHIRE COUNTY COUNCIL

was hereunto affixed in the presence of:

Solicitor / Designated Officer

BICESTER TOWN COUNCIL POLICY COMMITTEE FORWARD PLAN

Tuesday 15th February 2022

Date/ Item/ Comment

1. Pending: Closure policy for cemetery
2. Pending: Retention of assets policy
3. Pending: Future management of 'new' open space play areas
4. April 2021: New burial ground and memorial policy
5. On-going: Working on town centre group
6. Pending: Review Equality policy (GP15)

By virtue of the Public Bodies (Admission to Meetings) Act 1960 s1

Document is Restricted