

Committee: Executive

Date: Monday 17 November 2008

Time: 6.30 pm

Venue Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

**Councillor Barry Wood
(Chairman)**

Councillor Norman Bolster

Councillor Michael Gibbard

Councillor James Macnamara

**Councillor G A Reynolds
(Vice-Chairman)**

Councillor Kieron Mallon Councillor Nick Turner

Councillor Nigel Morris

Councillor D M Pickford

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

4. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. Minutes

The Minutes of the meeting held on 3 November 2008 are not available at this time and are recommended for deferral.

Strategy and Policy

6. Proposed Eco-Town at Weston Otmoor - Update (Pages 1 - 54)

6.30 pm

Report of Head of Planning and Affordable Housing Policy

Summary

To update the Executive and present further information on:

(i) Government publication Draft of the Planning Policy Statement on Eco Towns and the Sustainability Appraisal of the Eco Towns Programme, and:

(ii) the Council's involvement in the continuing assessment of the Weston Otmoor Eco-Town proposal.

Recommendations

The Executive is recommended:

(1) To note the contents of the Report and the supporting Appendices.

7. RAF Bicester Conservation Area (Pages 55 - 58)

7.00 pm

Report of Head of Legal and Democratic Services

Summary

This report contains a referral to the Executive from the Overview & Scrutiny Committee.

Recommendations

The Executive is recommended:

(1) to note the Overview and Scrutiny Committee belief that, having regard to the situation and historic status of RAF Bicester it should not be considered as a suitable site for housing, and that the Executive be requested to feed this view into the consultation process for the Local Development Framework.

(2) to confirm and recognise the historic status of the RAF Bicester site and their commitment to ensure that the appropriate bodies ensure the historic buildings are maintained.

(3) That in light of recommendation two above, the Portfolio Holder for Planning and Housing be requested to keep this issue within his consideration and to take action as appropriate.

(4) To welcome proposals such as that of Bomber Command Heritage to raise the profile of the heritage and value of the RAF Bicester site.

8. **Cherwell Rural Strategy** (Pages 59 - 64)

7.15pm

Report of Head of Urban and Rural Services

Summary

To present the initial outcomes and findings from the consultation on the Draft Cherwell Rural Strategy and to consider the adoption of the main themes for the final document.

Recommendations

To present the initial outcomes and findings from the consultation on the Draft Cherwell Rural Strategy and to consider the adoption of the main themes for the final document.

Service Delivery and Innovation

9. **Local Authority Business Grant Incentive Scheme** (Pages 65 - 70)

7.35 pm

Report of Head of Economic Development and Estates

Summary

To advise Members as to the grant awarded to the Council under the Local Authority Business growth Incentive (LABGI) scheme, to seek guidance as to how this grant should be used, and to advise as to future proposed changes to the scheme.

Recommendations

The Executive is recommended:

- (1) That the Council place £45,000 in a reserve account to finance up to £15,000 pa for 3 years from 2009/10 to fund the continuation of the business mentoring service currently administered by Oxfordshire Business Enterprises.
- (2) That the remaining LABGI funds received this year be placed in a reserve account, to be used to finance economic development activities and projects in future years
- (3) That £5,000 be allocated to finance a contribution towards the cost of an employer skills survey being undertaken in this area by the Learning and Skill Council this year.
- (4) That authority to allocate the remaining funds referred to in paragraph (2) above to individual projects be delegated to the Portfolio Holder for Economic Development and Estates.
- (5) That the Council respond to the Government consultation on the future of the LABGI scheme, indicating its view that the method of allocating funds in future be based on increases in NNDR contributions calculated on a sub-regional basis, as defined by Government, divided more equally between County and District Councils.

10. **Sports Centres Modernisation - Update** (Pages 71 - 76)

7.50 pm

Report of Strategic Director – Environment and Community

Summary

To provide an update on the Sport Centre Modernisation project.

Recommendations

The Executive is recommended:

- (1) To note the current position and progress to date; and
- (2) To endorse the approach to contingency planning
- (3) Approve a supplementary capital estimate of £295,154

Value for Money and Performance

11. **2008/09 Projected Revenue & Capital Outturn at 30 September 2008 and 2009/10**
(Pages 77 - 116)

8.10 pm

Report of Strategic Director – Customer Service and Resources and Chief Accountant

Summary

This report summarises the Council's Revenue and Capital performance for the first 6 months of the financial year 08/09 and projections for the full 08/09 period. These are measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 09/10 budget process currently underway

Recommendations

The Executive is recommended:

- 1) To note the revenue & capital position at Sept 08 detailed in Appendix 1 and 2.
- 2) To note the projected revenue position for 08/09 detailed in Appendix 3 and the actions taken to date to reduce the projected overspend.
- 3) To agree that £3,605,367 of capital schemes listed in Appendix 4a approved as part of the 08/09 budget but profiled for expenditure in 2009/10 are bought forward for utilisation in 08/09 as per the revised profiles of the accommodation review and sports centre modernisation project.
- 4) To agree that £607,100 of capital schemes listed in Appendix 4b approved as part of the 08/09 budget are to be delayed and agree that they are carried forward for utilisation in 09/10. This delay will generate additional investment income in 2008/09.
- 5) To agree that £467,833 of schemes listed in Appendix 4c as no longer required and approved as part of the 08/09 budget can be deleted from the capital programme and approve supplementary estimates totalling £135,328 detailed in Appendix 4d for inclusion into the 08/09 capital programme comprising of:
 - £20,000 Data Encryption Software

- £25,000 Service Desk Software
- £35,328 Iclipse Software Licences
- £27,000 Iclipse System Upgrade
- £28,000 Banbury Visitor Management Plan

The net decrease of £332,505 on cashflow projections will generate additional investment income.

- 6) Subject to agreement of points 4-7 inclusive note the projected capital out-turn position for 2008/09 detailed in Appendix 5.
- 7) To consider and recommend whether any of the actions proposed below to further contain expenditure during this period of economic downturn should be further explored by Officers in the Q3 projection.
 - Delete or defer capital schemes that have yet to start as at 31st October 2008 and detailed in Appendix 6
 - To cut any discretionary expenditure planned in the second half of the year
 - To consider a review of reserves and the need to make provision for further economic issues as part of the Q3 projection.

12. **Performance Management Framework 2008/2009 - Second Quarter Progress Report**
(Pages 117 - 170)

8.30 pm

Report of Chief Executive and Head of Improvement

Summary

To report the Council's performance against the Performance Management Framework for the period July – September 2008.

Recommendations

The Executive is recommended:

- 8) To note the progress made in delivering performance against the Corporate Scorecard and the other performance frameworks appended to this report.
- 9) To note the responses to the issues raised in the 1st Quarter Report and to seek further information or a further report in the next Quarterly Report as appropriate.
- 10) To agree that in the next Quarterly Report there will be an update on the impact of the economic downturn on:
 - a) The Council's ability to deliver the 2008/09 corporate targets of 400 new homes, including 100 units of social housing, and the creation of 200 net new jobs.
 - b) The income received through building control, planning applications, and land charges and the budget implications of rising costs (fuel costs for example).
 - c) The progress of key development projects such as Banbury Canalside, Bicester Town Centre, and South West Bicester.
- 11) To agree that in the next Quarterly Report there will be an update on the following:

- a) The time taken to process 'minor and other' planning applications.
- b) Increasing the visitor numbers to Banbury Museum.
- c) Addressing the 2.1% rise in overall crime figures, the failure to meet the target for reducing acquisitive crime and the timetable and process for producing the Anti Social Behaviour Strategy.
- d) Improving the average time taken to process new benefits claims.
- e) Reducing the amount of waste going to landfill (and implementing the Food Waste Pilot).
- f) The progress on delivering Nightsafe Bicester.
- g) The financial impact of the Government's Free Swimming Programme for over 60's and under 16's.

Other Matters

13. Review of Call-in Arrangements (Pages 171 - 186)

9.00 pm

Report of Chief Executive

Summary

To consider the proposals arising from the Overview and Scrutiny Committee review of Call-in arrangements and to make recommendations to Council (via the Executive and Standards Committee).

Recommendations

- (1) that the Executive note the results of the consultation on the review of Call-in and the proposals from the Overview and Scrutiny Committee;
- (2) that the Executive consider the Overview & Scrutiny Committee's preferred Call-in model and decide what recommendations to put to Council.

14. Authorisation of Staff (Pages 187 - 190)

9.15 pm

Report of Head of Safer Communities and Community Development

Summary

To authorise a new member of staff.

Recommendations

The Executive is recommended to:

- (1) Authorise Daniel Rowson for the purposes of the following legislation:-

Building Act 1984
Caravan Sites Act 1968
Clean Air Act 1956, 1968 and 1993
Clean Neighbourhoods and Environment Act 2005
Control of Pollution Act 1974
Dogs (Fouling of Land) Act 1996
Environmental Protection Act 1990
Factories Act 1961
Litter Act 1983
Offices, Shops and Railway Premises Act 1963
Prevention of Damage by Pests Act 1949
Public Health (Control of Disease) Act 1984
Refuse Disposal (Amenity) Act 1978
Sunday Trading Act 1994
Water Acts 1973 and 1989
Water Industry Act 1991

- (2) Invite the Council to authorise Daniel Rowson for the purposes of the following legislation:-

Animal Boarding Establishments Act 1963
Breeding of Dogs Act 1973
Breeding and Sale of Dogs (Welfare) Act 1999
Caravan Sites and Control of Development Act 1960
Dangerous Wild Animals act 1976
Food Hygiene (England) Regulations 2006
Food Safety Act 1990
Health Act 2007
Health and Safety at Work, etc Act 1974
Local Government (Miscellaneous Provisions) Acts 1976 and 1982
Noise and Statutory Nuisance act 1993
Official Feed and Food Controls (England) Regulations 2007
Pet Animals Act 1951
Public Health Acts 1936 and 1961
Riding Establishments Acts 1964 and 1970
Scrap Metal Dealers Act 1964
Zoo Licensing Act 1981

Urgent Business

15. Urgent Business

Any other items which the Chairman has decided is urgent.

16. Exclusion of the Press and Public

The following report(s) contain exempt information as defined in the following paragraph(s) of Part 1, Schedule 12A of Local Government Act 1972.

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In

making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph(s) 2 of Schedule 12A of that Act.”

17. **Sports Centres Modernisation Update - Exempt Financial Appendix** (Pages 191 - 198)

9.20 pm

18. **Banbury Flood Alleviation Scheme** (Pages 199 - 202)

9.25 pm

Report of Head of Economic Development and Estates

(Meeting scheduled to close at 9.45 pm)

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221587 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item. The definition of personal and prejudicial interests is set out in Part 5 Section A of the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

Personal Interest: Members must declare the interest but may stay in the room, debate and vote on the issue.

Prejudicial Interest: Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the

agreed budget for a given year and could affect calculations on the level of Council Tax.

Queries Regarding this Agenda

Please contact James Doble, Legal and Democratic Services james.doble@cherwell-dc.gov.uk (01295) 221587

Mary Harpley
Chief Executive

Published on Friday 7 November 2008

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Executive

Proposed Eco-Town at Weston Otmoor - Update

17 November 2008

Report of the Head of Planning and Affordable Housing Policy

PURPOSE OF REPORT

To update the Executive and present further information on:

- (i) Government publication Draft of the Planning Policy Statement on Eco Towns and the Sustainability Appraisal of the Eco Towns Programme, and:
- (ii) the Council's involvement in the continuing assessment of the Weston Otmoor Eco-Town proposal.

This report is public

Recommendations

The Executive is recommended:

- (1) To note the contents of the Report and the supporting Appendices.

Executive Summary

Overall Process & Timetable

- 1.1 In late October, DCLG wrote to the Council to provide an update on the assessment process timetable (with particular regard to proposed section 106 processes and requirements for the Weston Otmoor proposal). A copy of this letter is attached at Appendix 1.
- 1.2 On 4 November, the Department for Communities and Local Government (DCLG) announced the commencement of the second phase of public consultation in relation to its Eco-Town Programme; following its initial consultation phase and the publication of 'Eco-Towns: Living a Greener Future' earlier this year. The second phase of consultation will continue until February 2009 and is linked to the publication of the draft Planning Policy Statement (PPS) and draft Sustainability Appraisal (SA) of the Eco Towns Programme and locations. Further details in relation to this process are set out in the DCLG letter attached at Appendix 2. Copies of the draft documents have been made available in the Members' Room.

- 1.3 The consultation documents published on 4 November were also accompanied by a statement from the Minister for Housing which is attached at Appendix 3. This statement introduces the draft PPS and SA and provides an indication of the criteria that shortlisted sites will be required to meet. The statement reveals the initial general conclusion of the SA process that grades shortlisted sites from 'A' – 'generally suitable' through 'B' – 'potentially suitable subject to meeting planning and design objectives' to 'C' – 'only suitable with substantial and exceptional innovation'. Of the 12 sites considered within the SA process, Weston Otmoor is the only site graded as 'C', the lowest category. While it is considered that this classification bears out previously expressed local authority (Cherwell and County Council) views on the merits of the Weston Otmoor proposal, it should not be taken as an indication that the site will not be progressed. This is because the proposal is likely to be represented by the promoter in an attempt to address the problems identified.
- 1.4 The SA includes appraisal of a new alternative 'Eco development' at North West Bicester put forward by the Council. As part of the Council's involvement in the overall assessment process there has been considerable discussion of how the SA deals with alternatives such as urban extensions. When the then Housing Minister (Caroline Flint) visited Bicester on 31 July she put a direct question to the Council representatives, to the effect that if local people did not like the Weston Otmoor proposal, then what was their alternative? At the time the question was left hanging. However, the answer – embodied in the Council's approach to date – is that the District should not have to accommodate housing numbers beyond the SE Plan requirements as originally submitted. Further, decisions about the location of development need to be carefully made through the Local Development Framework (LDF). The local view on new 'eco development' is that high standards should be achieved in properly planned LDF proposals, not in an imposed new town that would blight existing towns.
- 1.5 Following the Minister's question, the Leader of the Council wrote to the Minister suggesting that the SA should appraise a specific potential alternative 'eco development' in the form of an urban extension at NW Bicester. Details and copies of correspondence are at Appendix 5. The relevance of the floating of this alternative within the SA is explained in more detail below (paragraphs 1.11 – 1.15).
- 1.6 The NW Bicester site has been graded by Government as 'B'. From the Council's perspective, this represents a welcome recognition of our view that a more sustainable solution could be achieved through an urban extension. The Minister's letter at Appendix 5 is significant in that it confirms a subtle, but very important, change in the Government's position. This is because it gives an indication that 'eco development' numbers will count towards SE Plan requirements. The Council should now seek to consolidate that position as far as possible. Additionally, the Minister offers Government support, and specifically 'Growth Point Funding', for 'eco development' at Bicester. These points can be linked to the potential for planning gains for Bicester (e.g. M40 junction 9 and East/West Rail improvements). All these factors add new dimensions to the eco-town programme issues in Cherwell. They also present more challenges and choices in respect of the LDF.
- 1.7 In making its full, considered, response to the new stage in Government consultation the Council will need to decide how far it wishes to go in

'promoting' an alternative NW Bicester 'eco development'. This decision should be influenced by the degree of commitment by Government to local decisions on levels and locations of development.

- 1.8 A verbal report on an initial assessment of the new CLG documents will be given at the meeting, but due to their recent publication, a full report on content and their implications will be made to the 2nd February meeting of the Executive. This will allow the Council to provide a formal response to the consultation.
- 1.9 As part of the ongoing assessment of the Weston Otmoor proposal, a number of streams of work are still in progress. The paragraphs below provide a summary of these projects. A summary of the findings of these reports (where available) have been placed in the Members' Room. It should be noted that local authority involvement in the eco-towns programme and interface with DCLG is through two DCLG-convened groups; 'Technical' (officers/consultants) and 'Governance' (Members/Chief Executives).

Socio-Economic Impacts

- 1.10 As the Executive will recall, a study was commissioned to assess the potential for impacts upon Bicester and the surrounding area, including Kidlington and nearby rural areas. The study is being jointly led by DCLG, SEEDA and the Councils; Bicester Vision and the Oxfordshire Economic Partnership are also members of the project steering group. The consultants presented their emerging findings to the Governance Group in October and a draft final report has recently been completed by the consultant. Officers are currently considering the content and conclusions of this report and a verbal report will be given to the Executive. The conclusion emerging is that although there is some scope for the Eco-Town to help 'grow' the local economy and offer more housing, there would be significant disbenefits to Bicester's growth and development as it would inevitably have to compete with a strong close neighbour. A copy of the draft final report is available in the Members' Room and a summary is attached as Appendix 6.

Sustainability Appraisal

- 1.11 The Sustainability Appraisal (SA) of the proposed Eco-Town locations is a key component of the overall assessment process in accordance with the requirements of national legislation. DCLG has appointed consultants to undertake this element of the assessment work and officers have previously met with the consultant undertaking this work to provide baseline information and to discuss the 'alternatives' to be assessed as part of the SA process. As part of this discussion, officers were informed that while alternative Eco-Town locations (such as Shipton on Cherwell) and reuse of previously developed land (PDL) would be considered, the appraisal of alternative urban extensions would not.
- 1.12 The Council has made it clear that if the SA process is to be considered a robust and thorough process, it should consider all appropriate alternatives. This assessment should be both generic (i.e.; the general concept of new settlements versus urban extensions) and location specific (i.e.; the alternative of specific, realistic, urban extension options in the vicinity of the various eco-town proposals).

- 1.13 Subsequent to these discussions, the Council wrote to the Housing Minister to set out its suggested approach to the SA process that included the testing of all appropriate alternatives, including the assessment of potential urban extensions. The Council has confirmed that this approach has been made without prejudice to its stated position of strong opposition to the Weston Otmoor proposal and the progression of proposals for major growth outside of the development plan process.
- 1.14 As explained above, within the SA, as an alternative to the Weston Otmoor eco-town proposal, consideration has been given to an 'eco-development' on the edge of Bicester, directly abutting the town. As part of its Core Strategy consultation, 'Options for Growth', the Council has identified two adjacent sites (land at Howes Lane and Lords Lane) as "reasonable alternative strategic sites" which it believes could yield at least 2,600 homes. The sites, which could be expanded and developed together to form the 'eco-development' are on the north-west side of the town and are bounded by the B4030 to the south and the B4100 to the north-west. The farm land here is relatively unconstrained and the nearest settlement is the village of Bucknell 1.9 km away to the north-west. This area could, theoretically, provide for an 'eco-community' of up to 5,000 homes including related employment and community infrastructure. Some work has already been carried out by the Council to explore the constraints on this site, and from this there is no reason to believe that an 'eco-community' of this scale could not be achieved. A plan of the alternative site for assessment within the SA is included at Appendix 4.
- 1.15 In providing the Minister with an alternative proposal for testing, the Council has caveated its suggestion by saying that whilst it is clear that a NW Bicester 'eco-development' would be preferable to the development of Weston Otmoor eco-town, the Council remains very concerned that Government is making an assumption that additional housing growth should be located in Cherwell District without proper consideration through the regional planning process. All comments in the Council's response are therefore without prejudice to our overall view that any strategic planning decision about additional growth locations should be made via the normal regional/development plan process.

An extract from the Council's website that provides further information in relation to the alternative location put forward for testing within the SA process is included at Appendix 5. Associated correspondence between the Council and Housing Ministers is also at Appendix 5.

Water Cycle Strategy

- 1.16 The Council has led on the commissioning of this project on behalf of the Technical Group. A draft report was received from the consultant in late-September and this was reported to the Eco-Town Technical Group on 26 September. The report provides a first stage in the assessment of water related issues and has been prepared in accordance with the requirements of the Eco-Towns Water Cycle Worksheet, compiled by DCLG in association with the Environment Agency and the Town and Country Planning Association to provide guidance on sustainable water management. The report has assessed the following key areas as part of the study.

Flood Risk;
Sustainable Drainage;
Water Efficiency;

Water Quality; and
Water Infrastructure.

A copy of this report is available in the Members' Room.

Landscape and Visual Assessment

- 1.17 The Council has led on the commissioning of this project on behalf of the Technical Group. The report considers the form of the existing landscape, its characteristics and assesses the likely significance of future impacts. The consultant completed a draft report in late September and this has been circulated to members of the Technical Group for comment. Initial comments on the draft report were fed back to the consultant in mid-October; a revised draft of the report has since been received and further comments have also been forwarded to the consultant. A copy of this report is available in the Members' Room.

Ecology

- 1.18 The Council is working with Oxfordshire County Council in the progression of a study to assess the likely impacts of the proposal on sites of ecological value; most notably, the SSSIs that lie on the south western boundary of the site. A consultant has recently been appointed and although a formal programme for the delivery of the project has not been confirmed a final report is expected by late November.

Other Assessment Studies

- 1.19 Other assessment studies are still in progress; particularly important amongst these are the DCLG studies on the viability and deliverability of the Weston Otmoor proposal and continuing joint work with the promoter and the County Council on transport modelling.

Legal Issues

- 1.20 As the Executive is aware, the Eco-Town process has attracted considerable comment and concern and the Council is aware that a number of affected parties have considered the potential for legal challenge. Throughout this process, the Council has maintained a watching brief on the issue and has sought initial views on the potential for legal challenge which were reported to the 7 July meeting.
- 1.21 In the intervening period, a number of bodies have sought legal opinion on the validity of the Eco-Town process; these have included, the Local Government Association at national level and at a local level, the Weston Front action group has also received Counsel's opinion. Outside the District, BARD, the community group opposing the proposed Middle Quinton Eco-Town has been granted permission to proceed with a Judicial Review.

Background Information

- 2.1 The Executive has previously considered reports on 18 February, 7 April and 7 July in relation to the emerging Eco-Towns concept and the shortlisting of

the Weston Otmoor proposal by DCLG. The Council has stated its position of opposition to the proposals in so far as they affect Cherwell and has submitted representations to this effect to DCLG.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 The Executive is invited to consider the supporting material accompanying this report which provides an update on the ongoing assessment of the Weston Otmoor proposal. The Executive is invited to note this report, but may also choose to add further views as it thinks appropriate.

The following options have been identified. The approach in the recommendations is believed to be the best way forward.

Option One To note the contents of the report.

Option Two To add further views as the Executive considers appropriate. Any modifications to be undertaken by the Strategic Director – Planning, Housing and Economy with the endorsement of the Portfolio Holder for Planning and Housing.

Consultations

- 4.1 DCLG has published a number of documents for consultation with interested parties as part of the assessment process; the site promoter, Parkridge has also linked a public consultation exercise to the promotion of its proposal. In addition to the consultation processes being undertaken by DCLG, the Council has sought to proactively involve interested local groups and has met with a number of representatives to explain the nature of the proposal and its associated assessment process.

Implications

Financial: The Council's response to the Eco-Towns appraisal process is currently being accommodated within existing staff and financial resources at this time. As part of the appraisal process, the Council has also commissioned further consultancy advice in relation to the studies detailed within this report. It is intended that the Council will submit a claim for the reimbursement of staff and consultancy costs to DCLG in the near future; any future resource/cost implications arising from this would be the subject of further reports.

Comments checked by Eric Meadows, Service Accountant 01295 221552.

Legal: There are no significant legal issues associated with the Council's ongoing involvement in the Eco-Towns appraisal process. However, there would be significant legal costs associated with the pursuit of a legal challenge to the Government's emerging policy if a decision is taken to challenge this process.

Comments checked by Pam Wilkinson, Principal Solicitor 01295 221688.

Risk Management: No issues arising from this report.

Comments checked by Rosemary Watts, Risk Management & Insurance Officer 01295 221566.

Efficiency Savings None arising from this report.

Comments checked by Eric Meadows, Service Accountant 01295 221552.

Wards Affected

Kirtlington directly, but impact on whole District and sub region.

Corporate Plan Themes

Cherwell: A District of Opportunity, A Cleaner, Greener Cherwell and A Safe and Healthy Cherwell.

Executive Portfolio

Councillor Michael Gibbard
Portfolio Holder for Planning and Housing

Document Information

Appendix No	Title
Appendix 1	Letter from DCLG to CDC dated 20 October 2008.
Appendix 2	Letter from DCLG to local authorities dated 4 November 2008.
Appendix 3	Ministerial Statement issued on 4 November 2008.
Appendix 4	Location Plan Potential - North West Bicester 'Eco development'.
Appendix 5	Extract from the Council website describing potential NW Bicester Eco Community concept and associated correspondence.
Appendix 6	Summary of Draft Assessment Report on Socio-Economic Impacts (ARUP Consultancy)
Background Papers	
1. Executive 18 February 2008 – Eco-Towns 2. Executive 7 April 2008 - Government Consultation – “Eco-Towns (Living a Greener Future)” 3. Executive 7 July 2008 - Proposed Eco-Town At Weston Otmoor - DCLG Consultation: “Eco-Towns (Living a Greener Future)”	
Report Authors	John Hoad, Strategic Director – Planning, Housing and Economy Tony Wilson, Implementation Officer
Contact Information	01295 227980 john.hoad@cherwell-dc.gov.uk 01295 221842 tony.wilson@cherwell-dc.gov.uk

20 October 2008

Our Ref: LPA letter Weston Otmoor

Eco-towns assessment process

John Hoad and **Tony Wilson**, Cherwell DC

Ian Walker and **Frances Fernandes**, Oxfordshire County Council

1. This is to update you on the eco-towns assessment process and to invite you to contribute to the final stages of this, in particular further development of s106 'heads of terms'.
2. As you will know, I asked promoters to fix their proposals at the end of July and to submit their final proposals and additional financial information to CLG by end August. Promoters' strategic transport proposals were due at the end of September.
3. Since this time our assessors have been busy reviewing the additional material and updating their analysis. They will soon be ready to start the final phase of assessment, which includes a final round of meetings with promoters and further work involving promoters and LPAs to develop s106 'heads of terms'.
4. I am planning to hold a series of meetings with promoters in early November. This will be an opportunity for CLG and its technical assessors to discuss the updated analysis and to provide a final opportunity for promoters to respond to any issues that may be critical to the final assessment of their schemes. Before this time I want to ensure that we have heard some more about your views on the proposals in your area and, in particular, to establish your expectations for any s106.
5. As I have said before, a key element of the financial assessment is to ensure that schemes have the potential to deliver a satisfactory s106 package. We also want to put LPAs in a strong position to quickly secure a satisfactory s106 package in the event of any planning application.
6. The s106 'heads of terms' are intended to provide a high level summary of a promoter's s106 proposal; we realise at this stage that further clarity is likely to emerge through discussions further down the line. The purpose at this stage is to assess, in broad terms, what is being offered as part of the bid, and to highlight any significant discrepancies between what is proposed and what is expected.

7. You were previously invited to contribute to this by means of a questionnaire (sent out by DWS in July). Our legal consultants DWS (sub-contractors to PwC) would now like to meet you face to face in order to seek further input from you now that we have more clarity on the development proposal for your area.
8. As preparation for this, we have asked the scheme promoters to share further information with you on their s106 offer as formalised in a standardised template produced by DWS. **I attach an example template for your information.** Parkridge have indicated that they are willing in principle to share this, but are currently working with us to ensure that the DWS template accurately reflects their latest position. A corrected version should be available shortly.
9. Further to this, I have asked scheme promoters to offer their LPAs a presentation on their latest proposals as submitted to CLG for assessment purposes. This would be an opportunity for you to ask questions and seek clarifications.
10. I understand that Parkridge have already offered a presentation. If you do wish to accept this, then please note that ATLAS (Advisory Team on Large Applications) have offered to facilitate if you think this would be helpful. ATLAS is an independent advisory body with a strong reputation working with LPAs and other stakeholders on large planning applications. **Let me know if you would like ATLAS to be involved so that I can make the necessary arrangements.**
11. In terms of timings, we plan to meet hold our technical meeting with Parkridge at some point during the period 12 to 18 November. Ideally we would like you to have the opportunity to share your views with DWS before this time so that we are aware of any critical issues for you, which we may want to raise with Parkridge when we meet with them.
12. I therefore propose a meeting involving you and DWS at some point in the period 27 October to 7 November. Representatives from CLG's technical assessment steering group would also attend any meeting, including some combination of me, John Walker and Stephen Hill (ATLAS). **My colleague Jane Halestrap will be in touch shortly to offer you a meeting date.**
13. 'Statement of intention'. The assessment process will support decisions on a final list of schemes to be announced as 'preferred bidders' in early 2009. In order to be announced as a preferred bidder, schemes must pass the various elements of the assessment process, relating to sustainability, transport and financial viability. They will also be expected to provide a public 'statement of intention'.
14. The statement of intention would describe the steps the promoter intends or needs to take in the formulation of a planning application submission through to the early stages of development. The statement, which we are currently developing guidance on, would incorporate some of the principles of Planning Performance Agreements (see: <http://www.atlasplanning.com/page/ppa.cfm>), with a strong emphasis on collaboration and joint working with the key stakeholders involved.
15. The statement may include some or all of the following.
 - Vision and development objectives;

- Post-announcement strategy up to outline planning permission and the first stages of development;
- Key tasks and stakeholders;
- Project management arrangements;
- Resources;
- Master planning;
- S106 'heads of terms' (described above); and, where appropriate
- Approach to delivery. The default assumption is that schemes would progress through the planning system, with the LPA(s) and planning authority and delivery secured through planning obligations (s106). However, in some cases, it may be appropriate to explore alternatives.

16. The purpose of the statement would be to provide Government and other stakeholders, particularly LPAs, with assurances about key elements a promoter's proposals and their commitment to an agreed and collaborative strategy post-announcement.

17. **We would like to hear your views on the 'statement of intention' concept.** The DWS meeting noted above would provide an opportunity for some discussion on this and other aspects of the assessment process.

18. Timetable. I have included a timetable in the annex, which sets out the main stages for the assessment process. Note that the main elements of the assessment are due to complete this side of Christmas. However, there will be some additional time in early 2009 to finalise statements of intention.

19. And finally, I am including a list of the documents that have so far been submitted to CLG for assessment purposes in relation to the scheme in your area. This is so you can check that any information you may have seen is consistent with the information we are assessing. Please note that some of the information listed may be commercially sensitive and as such has been submitted to us in confidence.

Final Bid Presentation Volume 1 (Non-technical summary)	10 hard copies and 10 CDs, cover letter dated 29/08/08
Final Bid Presentation Volume 2 (Technical Appendices)	
Final Bid Presentation Volume 3 (Technical Appendices)	
Additional information for financial assessment including high level funding and implementation plan.	Email received 31/08/08

Yours sincerely

Paul Chamberlain

Enclosed as separate email attachment: standardised s106 template

Week commencing	25/08/08	01/09/08	08/09/08	15/09/08	22/09/08	29/09/08	06/10/08	13/10/08	20/10/08	27/10/08	03/11/08	10/11/08	17/11/08	24/11/08	01/12/08	08/12/08	15/12/08	22/12/08	29/12/08	05/01/09	12/01/09	19/01/09	26/01/09	02/02/09	09/02/09	16/02/09	23/02/09	02/03/09
1 Promoters submit final, detailed development proposals for assessment	?																											
2 Promoters submit high level funding and implementation plans and additional financial information as requested		?																										
3 ATLAS deliverability assessment submitted to CLG (draft)			?																									
4 PwC financial assessment baseline report (based on promoters' earlier submissions)				?																								
5 Promoters submit strategic transport assessments						?																						
6 Promoters submit strategic environmental assessments (as required)						?																						
7 Finalise Sustainability Appraisal for publication and 12-week consultation (Scott Wilson/CLG)										TBC																		
8 Finalise eco-towns PPS for publication and 12-week consultation (CLG)										TBC																		
9 Consideration of promoters' high level funding and implementation plans (PwC)																												
10 Consideration of final development proposals (as submitted end Aug) and update of baseline financial assessment (PwC)																												
11 Review of final development proposals against the SA and draft PPS minimum standards (PwC)																												
12 Agree approach to s106 'heads of terms' and 'statement of intention' (CLG/PwC)																												
13 Update promoters and LPAs on next steps for the assessment																												
14 Promoters present their updated proposals to LPAs (ATLAS to facilitate)																												
15 Send out 'heads of terms' proforma for consideration by LPAs where agreed																												
16 Meetings with LPAs re: s106 'heads of terms' (PwC/CLG)																												
17 Inform promoters of the 'critical' issues to be resolved by November 2008 (PwC/CLG)																												
18 Meetings with promoters to discuss baseline financial assessment and 'critical' issues to be resolved by early December 2008 (PwC/CLG)																												
19 Promoters respond on 'critical' issues for financial assessment																												
20 DfT/HA consider outputs from strategic transport assessments																												
21 Bilateral discussions around transport proposals and assessments (promoters/HA&DfT)																												
22 Financial implications of transport assessments reflected in financial assessment (PwC/CLG)																												
23 Development of statements of intention (including s106 'heads of terms')																												
24 Final iteration of financial model and appraisal for purposes of the "early 2009" announcement of schemes (PwC)																												
25 Final report to CLG on financial analysis (PwC)																												
26 Finalise "statements of intention" for submission to CLG																												
27 Government decisions/announcement (TBC)																												



Department for Communities and Local Government

HENRY CLEARY - Deputy Director
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concerned with Eco-town proposals

www.communities.gov.uk

4 November 2008

Dear Chief Executive,

Eco-towns: Stage 2 Consultation – Planning Policy Statement and Sustainability Appraisal

We are today publishing a draft Eco-Towns Planning Policy Statement for consultation, together with an accompanying Sustainability Appraisal and a written statement which sets out the updated short-list of locations under consideration. This formally commences our second stage of consultation on the eco-towns programme. I wanted to write to give you some further detail on the documents being published and to set out how we are taking forward our consultation activity to ensure that all interested parties have the opportunity to feed in views.

The **draft Planning Policy Statement (PPS)** provides further detail on the proposed planning process for eco-towns, with detail on the high standards that an eco-town application would need to meet in order to be approved through the planning system. We are seeking people's views directly on the standards proposed in the draft PPS and have set out a number of key consultation questions for respondents to consider.

The **Sustainability Appraisal (SA)** which accompanies the PPS is an evidence based document which we have commissioned from Scott Wilson which sets out the strengths and weaknesses of the locations being considered and the issues which need to be addressed in proposals. It looks in detail at both the national and local picture.

Further details on the process, the consultation questions and how to respond are set out in the draft PPS. I am enclosing some of the most relevant documents and an overview of how the various documents come together. Further details are available at <http://www.communities.gov.uk/housing/housingsupply/ecotowns>.

Next Steps Consultation on the draft PPS and associated documents will run from November 2008 to February 2009 and will be followed by publication of the final PPS and list of locations with the potential to be an eco-town. We have expanded the list to take account of the Sustainability Appraisal, including two additional locations supported by local authorities. As the Minister has indicated it is important that we can secure some good exemplar projects to help guide our response to climate change but we are aware that some of the schemes still have major issues to overcome. The Minister has also stressed that she

is not committed to a particular number of locations for the final list. Going forward, worked-up proposals will still need to be considered through the planning system in the normal way.

Yours sincerely

A handwritten signature in black ink, appearing to read "H Cleary". The signature is written in a cursive style with a horizontal line underlining the name.

HENRY CLEARY

Eco-Towns: Stage 2 Consultation

Launch of Stage 2 consultation sees the publication of several documents. These are summarised below, with details of how to access them and feed in views:

- **Draft Planning Policy Statement (PPS):** provides further detail on the proposed planning process for eco-towns, with detail on the high standards that an eco-town application would need to meet in order to be approved through the planning system. We are seeking people's views directly on the standards proposed in the draft PPS and have set out a number of key consultation questions for respondents to consider. A final PPS is due to be published alongside the final list of prospective locations in 2009.
- **Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA):** an evidence based suite of documents undertaken by Scott Wilson for CLG which set out the strengths and weaknesses of the programme and the locations being considered. Undertaken at a strategic level, it is necessarily broad in its assessment, conclusions, and recommendations. The SA should be read in four parts:
 - i) The **SA of the PPS**
 - ii) The **SA of the Programme – Introduction**
 - iii) The **SA of the Programme - Locational chapters**
 - iv) The **SA of the Programme – Conclusions**

The sections above are accompanied by a **Non-Technical Summary** which summarises the findings of the SA and HRA of the draft Eco-Towns PPS and Programme.

- **Impact Assessment:** assesses the likely costs, benefits and impacts of the eco-towns planning policy statement. This will be updated and published alongside the final PPS following consultation.
- **Summary of consultation responses:** summary of responses received during stage 1 consultation (April to July) and how views have been fed into stage 2.

These documents are subject to a 13-week consultation period (4 November 08 – 19 February 09). Further details on the process, the consultation questions and how to respond are set out in the draft PPS.

Consultation and engagement

Launch of stage 2 consultation is complemented by a range of **supporting communications** activity. A range of exhibition and consultation events will be taking place in venues close to the sites of the potential eco-towns. The events, which will take place in November and early December 2008, will also be aimed at informing members of the public about the purpose of the national programme for eco-towns, in the context of housing pressures and the need to tackle climate change. In addition, stakeholder events will be taking place and enhanced information will be available online including opportunities for users to provide feedback. Details of the public exhibitions will be advertised as soon as they are finalised in advance in the local press, and will be available on the Communities and Local Government website.

All documents are available on the Communities and Local Government website at www.communities.gov.uk/ecotowns and the consultation events at www.direct.gov.uk/ecotownshaveyoursay

If you would like further information on any of the above or hard copies of documents where necessary please contact the Eco-Towns Team at Zone 2/G9, Eland House, London, SW1E 5DU or by email to: ecotowns@communities.gsi.gov.uk.

- Please note that it will take some time for the documents to be uploaded to the internet on the day of publication so please bear with us if you are having difficulty accessing.

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DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT

Eco-towns

The Minister for Housing (the Rt Hon Margaret Beckett MP): I am today announcing the second round of consultation on eco-towns, based on the draft Planning Policy Statement on eco-towns, and the accompanying Sustainability Appraisal which has been carried out for the policy and the shortlisted eco-town locations.

Eco-towns have been developed in response to two major challenges – the threat of climate change and the national housing shortage. They will pioneer more sustainable living so that we can learn the lessons for future developments and help meet housing need in areas where this shortage is particularly acute.

In April, we published a short-list of proposed locations, alongside a consultation document “Living a Greener Future”. A progress report was published in July, to set out our emerging thinking on eco-town standards. The documents being published today are the next stage of consultation in delivering eco-towns successfully. They include an updated programme of shortlisted locations and a summary of responses to the earlier consultation. Copies of these documents will be deposited in the Library of the House and made available on the department’s website at www.communities.gov.uk/ecotowns.

The Sustainability Appraisal indicates that there remain some important outstanding issues which need to be addressed before the draft PPS and list of locations can be finalised. Issues of sustainability, viability and deliverability remain. The eco-town requirements are challenging and I do not expect that all locations will be endorsed. I have no fixed view on the number of locations that will go forward from this process and the next stages in this ongoing assessment and consultation process will ensure that the necessary further work is completed before decisions are taken.

Draft Planning Policy Statement

The draft Planning Policy Statement (PPS) sets out the standards for an eco-town and the planning policy context. The standards set out in this draft PPS are consistent with other relevant planning policies – including PPS1, PPS3 and PPS Planning and Climate Change. However, given our higher expectations for eco-towns, it goes further and sets the highest ever environmental standards for new development, reflecting the aspirations we described in the consultation document “Living a Greener Future.”

The standards set by the eco-towns PPS, on which we are now consulting are, as a package, considerably more stretching than existing standards for development. Eco-towns will be the UK’s first zero carbon towns: over a year the net carbon dioxide emissions from all energy use within the buildings (homes, commercial and public sector buildings) on the developments will be zero or below. Achieving zero carbon status across all the town's buildings, will represent a significantly tougher threshold

than current national targets, pioneering the way for our policies that new homes in England should be zero carbon from 2016, and our ambition that new non-domestic buildings should be zero carbon from 2019. For homes the eco-towns standards go further, in requiring that they achieve carbon reductions (from space heating, hot water and fixed lighting) of at least 70% relative to current Building Regulations. At least 40% of the area of an eco-town will need to be greenspace – half of it publicly accessible and there are ambitious targets on waste and water. These 'hard' green targets are supported by targets designed to support and promote sustainable development and sustainable living more widely; for example, eco-towns will be unique in being built so that, except where there are natural barriers, no home will be further than 800m from a school for children aged under eleven and the design of the town will enable over half of all the trips originating in the town to be made without a car.

The draft PPS also sets out the planning process for eco-towns. Applications for eco-towns are to be considered in the same way as any other major development proposal. The development plan remains the starting point for the determination of these applications. However, where the plan is out of date then any application should be treated on its merits, taking in to account all material considerations which include the PPS.

Sustainability Appraisal and the Eco-towns programme

An Eco-Towns Sustainability Appraisal (SA) Report covering the draft PPS, and the programme, including the proposed eco-town locations is also being published today. The SA report, which has been carried out by consultants Scott Wilson, identifies and evaluates the likely impact of the proposals on the local economy, community and environment and considers reasonable alternatives. It also suggests measures for improving the proposals. Taking account of the Sustainability Appraisal, and of the effect of promoters withdrawing their schemes from the programme, we will be consulting on the following 12 shortlisted locations in this next stage. They have been assessed in the Sustainability Appraisal in three bands:

A: locations that are generally suitable for an eco-town;

B: locations that might be suitable subject to meeting specific planning and design objectives;

C: locations that are only likely to be suitable as an eco-town with substantial and exceptional innovation.

- A Rackheath (Greater Norwich)
- B Pennbury
- B Newton-Bingham (Rushcliffe)
- B Middle Quinton
- B St Austell
- B Rossington
- B North East Elsenham
- B Marston Vale
- B Ford

- B Bordon-Whitehill
- B North West Bicester (alternative to Weston Otmoor).
- C Weston Otmoor

The shortlist includes two local authority schemes, proposed as reasonable alternatives in the course of the Sustainability Appraisal, at Rackheath (Norwich) and North West Bicester (Cherwell). In the case of the two areas of further review identified in April, in Leeds City Region we have agreed to pursue separately the local authorities' proposal for an urban eco-community of similar scale which would pilot eco-town standards, while at Rushcliffe, the Newton/ Bingham scheme has been included for consultation and assessment.

Communications

Public awareness and involvement is crucial to success in this programme. We want to make it as easy as possible for people to have their say in shaping these towns, particularly the first-time buyers, key workers and young families who will particularly benefit from the affordable housing. We have therefore set up a website at www.directgov.uk/ecotownshaveyoursay. This both explains the eco-town concept, and invites comments and ideas through the consultation process. We will also be holding a series of roadshows in public spaces like shopping centres near to the proposed locations. These will be interactive exhibitions and will provide the chance for people to offer their comments and views.

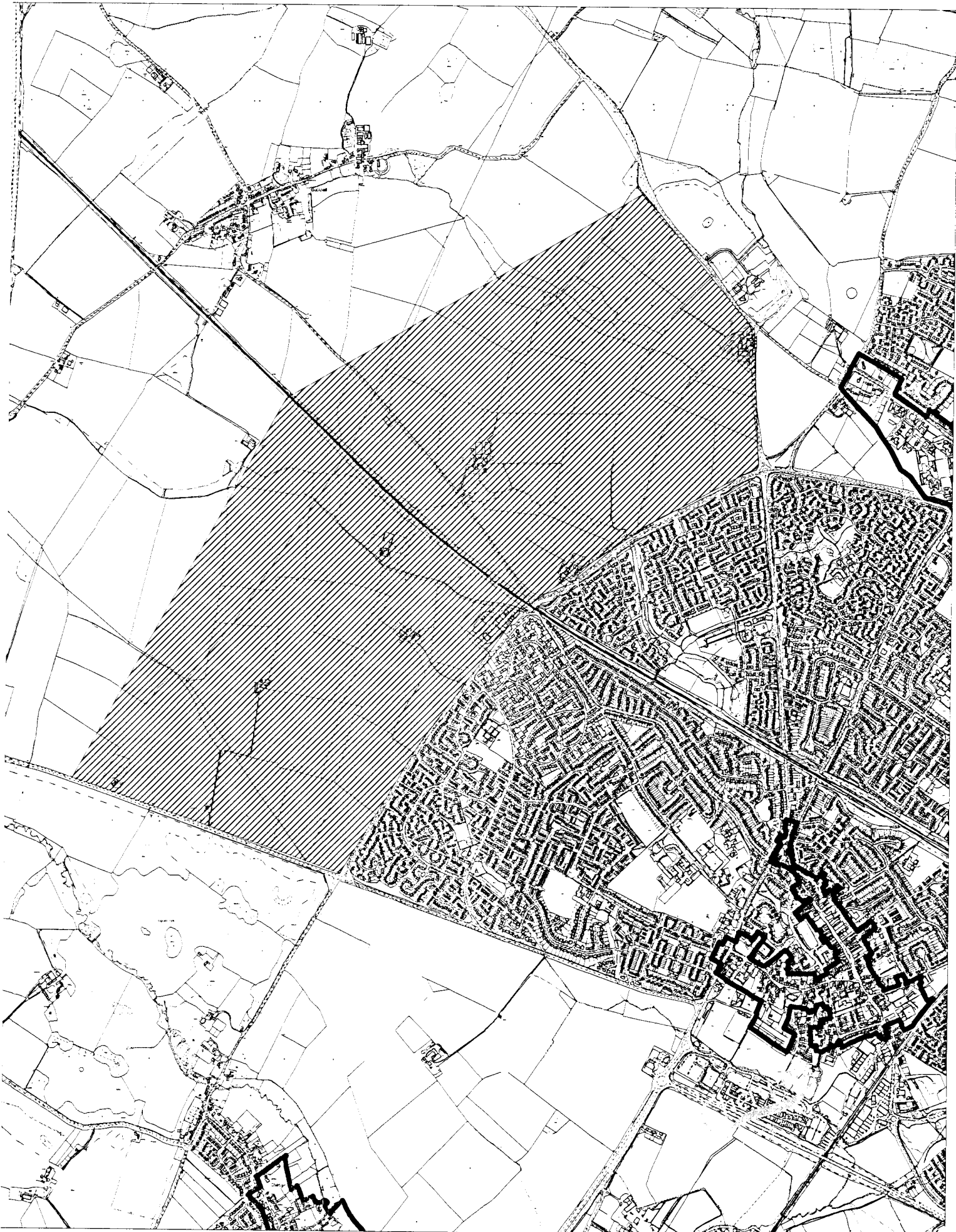
Both the website and the roadshows will concentrate on explaining the national standards and policy. Local scheme promoters are responsible for carrying out full consultation on the individual schemes.

Corrections

The papers published today provide an updated list and description of sites. In this context I wish to correct errors made in the written ministerial statement of 3rd April 2008, *Official Report columns 70-72WS*, made by my Rt Hon Friend the Member for Don Valley. This stated that the majority of development planned for the proposed Curborough development (now withdrawn) would take place on brownfield land. This is incorrect – the majority of the site is on greenfield land. The statement also incorrectly referred to the Weston-Otmoor site as brownfield when it is mainly greenfield. I apologise to the House for these errors.

Finally I want to make clear that while eco-towns have a unique potential for innovation they are only one part of a much wider programme of creating more sustainable communities which can respond to the challenge of climate change. Shortly we will be consulting on the definition of zero carbon for the purposes of the Government's policy that all new homes will be zero-carbon from 2016. The Government also recognises the urgent need to tackle the energy efficiency of existing homes and will shortly be consulting on measures that could help develop this market as part of its review of energy efficiency strategy overall.

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EXTRACT FROM THE COUNCIL'S WEBSITE

Weston Otmoor - Alternative Eco-Development Proposal for Sustainability Appraisal Testing.

As an alternative to the Weston Otmoor eco-town proposal, consideration has been given to an eco-development on the edge of Bicester, directly abutting the town.

Background

Cherwell District Council has opposed the eco-town at Weston Otmoor. It considers that a large free-standing town like that at Weston Otmoor would harm Bicester. The Council has made clear to Government its commitment to making sure that Bicester remains a balanced community, providing new jobs and facilities for the people that live there.

As part of the Government's assessment of its eco town programme in general, and all of the shortlisted schemes, it is carrying out a "sustainability appraisal". This appraisal is looking at the environmental, economic and social effects of each of the eco-town proposals, including Weston Otmoor. In the light of the views on the eco-town previously made by Cherwell District Council, the Government asked the Council whether we could identify any alternative option which should be assessed against the Weston Otmoor proposal in the Sustainability Appraisal. The Council considers that, notwithstanding our opposition to the eco-town in principle, we should see whether, in theory there is an alternative eco-development that is less harmful to local communities than the proposal at Weston Otmoor.

The Council has been working to prepare our own plans for how future housing growth is to be accommodated across the district - based on the figures given to us in the emerging South East Plan (which do not include any eco-town proposal). As part of this we are currently consulting on a series of "options for growth" and have identified a number of possible alternative major housing sites around Bicester. This work has given us a basis for suggesting an alternative theoretical location in accordance with the Government's request.

In putting this alternative forward, the Council would wish to make the following points clear:-

- We are not formally supporting this as an alternative eco-town location. It is being put forward as a means of testing the "sustainability" of the Weston Otmoor proposal in the event that the Government wishes to see an eco-town in Cherwell District. The Council continues to support the view that growth within the district should be decided through a plan-led system, such as the process that has been undertaken on the South East Plan, and not through speculative landowner/developer schemes such as the proposal at Weston Otmoor.
- The Council's current "options for growth" public consultation has identified a number of possible major housing sites around Bicester. These include land at Howes Lane and at Lords Lane. These sites have formed the basis of the alternative proposal. We are not saying that the two sites are therefore the

Council's "preferred sites" at Bicester for further housing growth. They are being put forward now because the Government asked us to identify a possible alternative location which could accommodate at least 5,000 houses. Neither of the other sites around Bicester that we have identified could, in our view, do this. They are, however, reasonable alternatives for accommodating a smaller number of new homes in accordance with the figures in the South East Plan.

- No specific proposal for an eco-development at north west Bicester has been put together. The alternative put forward by the Council is based on an emerging understanding of where, theoretically, further housing growth could take place. It has not been looked at in any detail at this stage and its assumptions and opportunities have not been tested or discussed with other stakeholders.

What follows is the information that was submitted to the Government on the "alternative eco-development proposal". It should be read in the light of the above.



Cherwell District Council, as part of its Core Strategy, has identified two adjacent sites (land at Howes Lane and Lords Lane) as "reasonable alternative strategic sites" which it believes could yield at least 2,600 homes. The sites, which could be developed together to form the eco town, are on the north-west side of the town and are bounded by the B4030 to the south and the B4100 to the north west. The farm land here is relatively unconstrained and the nearest settlement is the village of Bucknell 1.9 km away to the north-west.

The area could, theoretically, provide for an eco-town of 5,000 homes or more including related employment and community infrastructure. Some work has already been carried out by Cherwell District Council to explore the constraints on this site, and from this there is no reason to believe that an eco-town of this scale could not be achieved [1]. The attached plan, together with the schedule in Appendix 1, indicates the main constraints and some of the opportunities on the site.

Whilst the site has the capacity to establish a self contained eco-town, there are also positive benefits in the location of the site. Bicester lies within the Oxford2Cambridge Arc and development in this location would benefit from this initiative. More locally, the proposal may bring positive benefits to Bicester. The town has grown significantly in population in recent years (45% between 1991 and 2001 compared with 5% across Oxfordshire). Whilst historically Bicester has attracted a number of large B8 uses, it now is experiencing a shortage of space for new smaller start-up businesses and a lack of expansion space as businesses grow. There are also high commuting levels with 65% of people in Bicester travelling more than 5 miles to work. Cherwell District Council is seeking to develop the employment base in Bicester to create

opportunities within other employment sectors. There may therefore be a synergy between the employment opportunities being offered at the eco-town and existing identified needs within Bicester.

[1] An area has been plotted on the plan of approximately 330 hectares. This would be capable of accommodating 5,000 houses at a gross density of 15 dwellings/ha.

Appendix 1

Constraints

- Land ownership difficult to assess – no site submissions received for land beyond that assessed for the Reasonable Alternatives identification (see attached plan), so land ownership difficult to identify. Individual farms throughout the area may indicate mixed ownership.
- No major landscape constraints – predominantly farmland with large scale, regularly shaped fields bounded by hedgerows. No landscape designations within this area. No major landscape impact identified during consideration of Howes Lane or Lords Lane – not particularly sensitive locations. An Ecologically Important Landscape to south of B4030 (Middleton Stoney Road) at Bignell Park. No consultee comments on landscape, i.e. comments from Natural England or OCC. Landscape Sensitivity Analysis required.
- Ecology constraints include Ardley Cutting and Quarry SSSI between Bucknell and M40, described as 'good quality'. Also UK BAP Habitat (low calcareous grassland). Records of Great Crested Newt near to Howes Lane. Also records of 'Cherwell notable species' 2 'locally protected species records' in this area, with more around Bignell Park to the south. Individual woodland parcels and hedgerows throughout the site (Ancient Woodland at Upper Farm), identified as 'species rich' and having potential for breeding birds. Watercourses running through this area are potentially rich in ecological value.
- Flood Zones 2 and 3 along the watercourse which crosses the site in the south eastern corner but flooding not a 'show stopper'.
- No Conservation Areas in close proximity. Grade II listed building at Himley Farm within the site, listed buildings in Bucknell as well as National Monuments. Oxfordshire County Council objected during Non Stat Plan preparation regarding high archaeological potential within this area and a field evaluation is required.
- Impact in terms of coalescence with Bucknell – population in 2001 of 249. Category 2 village with 'few services, limited public transport, relatively remote'.

Opportunities

- Conservation Target Area north of Bucknell at Tusmore and Shelswell Park presents an opportunity for biodiversity enhancement.

- Railway runs through site NW – SE – possibility for new rail station. Previously the companies operating this line have not been supportive (Non Stat Plan preparation).
- M40 crosses western corner of site – possibility for new junction? Alternatively access via the A41 and the new perimeter road at SW Bicester.
- Thames Valley Police Authority is promoting land along Howes Lane to be allocated for TVPA operational facilities (currently the Police Traffic Base is within this site), potentially as part of an urban extension, so opportunities exist for employment generating development.
- Also the existing Avonbury Business Park (high tech employment uses) near to the Bucknell Road junction presents opportunities to enhance employment provision, thus increasing balance of provision across Bicester.
- Opportunities exist to improve accessibility in terms of improvements/upgrade to Howes Lane and potentially the Howes Lane/Bucknell Road/Lords Lane junction.

Rt Hon Caroline Flint
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Dear Minister

1 October 2008

**Weston Otmoor EcoTown
Cherwell District Council View on Sustainability Appraisal of Alternatives**

I am writing to follow up issues you raised with local councils during your recent visit to Bicester. In particular you asked the question – “as the local authorities are opposed to the Weston Otmoor Eco town, what do they think is the best alternative way of addressing housing pressures in the area?”

I also refer to subsequent informal officer discussion with Henry Cleary of CLG.

It has been suggested by Henry that I set out my Council’s position on work we have undertaken for our Local Development Framework and possible implications for the Sustainability Appraisal Government is currently undertaking on the eco-town programme (of overall policy – for the proposed PPS - and of the Weston Otmoor proposal in particular).

I do so below:

- CDC has always taken the view that if Government is to conduct a meaningful sustainability appraisal of the eco-town programme it must assess the alternative of meeting the programme’s objectives through urban extensions
- This assessment should be both generic (i.e. the general concept of new settlements versus urban extensions) and location specific (i.e. the alternative of specific, realistic, urban extension options in the vicinity of the various eco-town proposals (where the proposed scale of development gives the potential to create a balanced community with a mix of uses well served by transport and social infrastructure)
- Over the last few months, these views have been consistently put to your appointed consultant working on sustainability appraisal (Scott Wilson). As I understand it the need for generic assessment is acknowledged, but, to date, assessment of specific local alternatives has not featured.

- In parallel with your announcement of the Eco Towns programme, and the submission of the Weston Otmoor bid, my Council has been progressing its Local Development Framework. It should be clear that the eco-towns programme has created serious problems for our LDF work (difficult process and planning strategy questions plus diversion of resources). Effectively my Council feels its scope for proper Local Planning Authority choice is being severely compromised. This applies even if, as it now appears is being suggested (Progress Report Paras 3.8/9), the Eco Town may be taken as counting towards SE Plan housing requirements.
- Clearly the relationship between promotion of any eco “proposal” and meeting housing requirements in the SE Plan through an LDF is a matter that needs clarification in light of the statement in the Progress Report (Para 3.8; “where the LDF has not made provision for an eco town and the plan is up to date, the LA may refuse the application on grounds that it has already provided for all the housing that is needed in a plan that has been found sound by the Planning Inspectorate”). There are clearly important timing and procedural issues here. This is a matter that we would like to discuss further with you and CLG/Government Office for the SE officials.
- Our LDF Core Strategy has to accommodate significant housing growth arising from SE Plan requirements. That will require 3 - 4 major urban extensions at Banbury and Bicester (our main urban areas). We are currently consulting on “Housing Options” (a paper that identifies the reasonable alternative locations for these urban extensions). I have provided a copy of our consultation paper to Henry and your consultants Scott Wilson.
- From our LDF work it is clear that Banbury is most heavily constrained in terms of development options. Bicester presents less in the way of fundamental constraints and there are therefore more choices about reasonable options for urban extensions. It is also of note that there are significant areas of MOD land ownership around Bicester. These areas cannot currently be taken as available for development, but there has been long running discussion about their future.
- As a result of our analysis of growth options for Bicester we have provided your consultants Scott Wilson with information (copy attached) that suggests that an alternative to Weston Otmoor, in the form of an accelerated growth trajectory for Bicester, should be subject to sustainability appraisal. The alternative is suggested as a pattern of growth incorporating a 5000 home “eco-community”, (with a mix of residential and employment uses well connected to the transport opportunities Bicester offers), on the western side of the town. Acceleration of the planned development of Bicester as a growth location would be an effective contribution to meeting sub regional housing pressures around Oxford. The development could be planned to meet all of the Eco Town standards you have set out in your Progress Report and would develop in parallel with, and contribute to, established plans to enhance the east west rail scheme. I would also anticipate opportunities to look at further enhancements of rail services to Oxford and improvements to J9 of the M40.
- It is also important to recognise that planning and implementation of this “eco-community” idea would require significant further work by Government and local councils in partnership. This would involve strong Government policy support that this land is only available for release for development that meets eco-town standards. We would need to work together on detailed survey work, creation of a site planning and design framework and development of infrastructure plans. In addition it will be essential, just as with the Eco Towns, that agreement is reached with the landowners on planning obligations capable of delivering the development to the required standard. We feel that the scale and form of an eco-community is such that it might be

possible to manage delivery through the normal planning application and agreement process. This might mean that a special delivery body would not be needed, albeit funding and Government agency resource support would be essential. I would wish to explore with you all available options in this respect, and am particularly interested in any special mechanisms that might be used by Government working with the local planning authority, to ensure a high level of land value capture and to control the quality of the development.

- It should also be stressed that the willingness of landowners to co operate in this approach to development cannot be guaranteed at this stage.
- In light of current economic conditions it is also necessary to assume that the speed at which a new scheme might be prepared and implemented will be slower than might ideally be the case. Doubtless this consideration also applies to the eco-towns. Indeed it may be a more severe effect due to the scale and momentum of development and the level of pump priming investment involved.

I am happy for this letter to be used in public as an explanation of my Council's position and approach to you on alternatives to Weston Otmoor.

However I must caveat all I say by adding that; whilst it is clear that from my statements above that CDC would favour the development of a Bicester "eco-community" over Weston Otmoor Eco Town, the Council remains unconvinced that Government has yet made a proper strategic planning case for locating additional housing growth in Cherwell District. All comments in this letter are therefore without prejudice to our overall view that any strategic planning decision about additional growth locations should be via the normal regional/development plan process.

I look forward to your response and hope you will be able to confirm that you will seriously consider this alternative as part of the Sustainability Appraisal for Eco-Towns.

We would welcome the opportunity to discuss these suggestions further in due course.

Yours sincerely



Councillor Barry Wood
Leader Cherwell District Council

Attachments:

1. CDC LDF Consultation Paper on Housing Options
2. CDC submission to Scott Wilson for Sustainability Appraisal

Copies to:

Henry Cleary DCLG
Cllr K Mitchell Leader Oxfordshire County Council

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The Rt Hon Margaret Beckett MP
Minister for Housing

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Councillor Barry Wood
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Cherwell District Council
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3 0 OCT 2008

Dear Councillor Wood,

WESTON OTMOOR ECO-TOWN : CHERWELL DISTRICT COUNCIL VIEW ON SUSTAINABILITY APPRAISAL OF ALTERNATIVES

Thank you for your letter of 1 October to Caroline Flint setting out your Council's views on potential alternatives to the Weston Otmoor eco-town.

It is very helpful to have your Council's thinking on this issue and I recognise that this is closely linked to your work on the Local Development Framework and considering the best alternative options for growth across the district.

I very much welcome the proposal for an alternative eco-town option at North West Bicester, that you have put forward as part of the Sustainability Appraisal. A key part of the Sustainability Appraisal is that it should look at reasonable alternatives which would have the necessary critical mass to deliver and test eco-town principles and criteria. North West Bicester scores well in this regard and also fits well with your work on the LDF.

I should also make clear that we are not, as a result of the eco-towns programme, requiring authorities to increase their housing numbers by the size of the eco-town. The housing numbers for Cherwell will, as you know, be set in the framework of the South East Plan and eco-towns will need to fit with that. It also remains our approach, as you indicate, that a local authority has the option, as part of its core strategy, to adopt an eco-town or not in order to meet its housing supply requirement.

I would very much welcome working with your authority on the further development of the Bicester proposal. While the Sustainability Appraisal we have commissioned will identify the strengths of the location at a strategic level, we will need to see a more detailed conceptual study which would evaluate how the site can work as an eco-town in the light of the criteria and standards we will shortly publish.

You will appreciate that we also need to complete the assessment of the Weston Otmoor proposal and other schemes before coming to a final view on locations including North West Bicester, but in any case where a local authority is prepared to support and help deliver an eco-town I would envisage making available growth area funding on a similar basis to that which we have offered New Growth Points and for example the opportunity to bid into the Community Infrastructure Fund. As with the growth areas I would expect to make available support for delivery, which I agree is an area that will require new models and approaches. We will be setting this out in more detail as part of the next phase of work on eco-towns. I know that this issue of delivery mechanism is an area which your authority has highlighted as critical and I am keen that we do more work on it with you.

Sincerely

Margaret Beckett

MARGARET BECKETT

ECONOMIC AND SOCIAL IMPACTS ON BICESTER OF WESTON OTMOOR ECO TOWN

GOVERNANCE MEETING SUMMARY PAPER

1 Overview

The Eco Towns initiative represents a policy response to a requirement for increased housing supply and mitigation and adaptation to climate change. The intention is that the first Eco Towns will begin construction by 2010, with five eco-towns by 2016 and up to ten by 2020. A short list of 15 potential sites for Eco Towns was announced by Communities and Local Government in April 2008 and a programme of evaluation and consultation is currently underway.

One of the shortlisted sites, is the Eco Town proposed at Weston Otmoor on a site located to the west of the M40 and approximately three miles south west from Bicester, and the purpose of this study is to assess its economic and social validity and impact on a sub region including the existing settlements of Kidlington and Bicester. These impacts will be an important consideration, alongside the results of other impact studies, e.g. for transport and deliverability, in determining whether the location is appropriate for an Eco Town and whether the proposed form of development (scale, mix etc) is the most appropriate for the area.

The Eco Town is potentially of considerable scale – creating approximately 10,000-15,000 dwellings and up to 15,000 jobs. As such it would be a very significant change in the area. The proposal also includes retail space; leisure facilities; primary and secondary schools; healthcare provision and other community facilities. A package of transport schemes is also proposed, including investment in the East West rail scheme, a tram network and other public transport schemes, a park and ride facility, improvements to the A34/M40 junction and controls on access to the site by car. A more detailed summary of the proposal is appended to this summary.

Significant forecast levels of demographic and economic growth are expected in the South East. The Secretary of State's proposed changes to the South East Plan reflect this and in particular planned delivery of new housing in the region. The Secretary of State's proposed changes also suggest an increase in the minimum annual average net additional dwelling requirement in Cherwell District from 590 to 670 (and total in period from 11,000 to 13,400).

2 Study Brief

The brief for the study was to assess objectively the potential economic and social impact of the Western Otmoor proposal. The study has been undertaken in two stages.

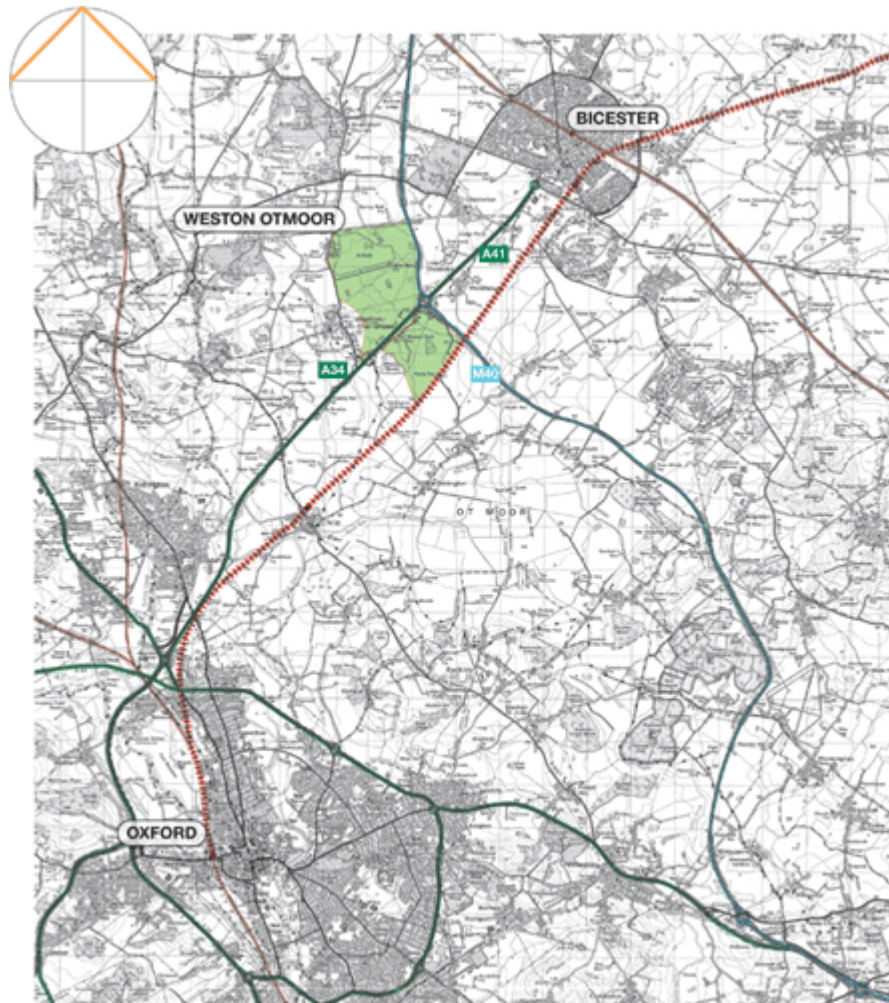
- The first stage of the study identified the existing socio economic conditions and key issues facing Bicester and surrounding settlements, which form the context for assessing the impact of the proposed Eco Town. It was also concerned with assessing the likely deliverability of the current economic development strategy and spatial plan for Bicester and other significant settlements, such as Kidlington, and the anticipated outcomes in the period 2008-2026. It included a workshop with stakeholders.
- The second stage of this study examined the impact of the proposed eco town on Bicester and other nearby settlements. The impact on the deliverability of the current planning and economic development strategy and on existing infrastructure capacity was considered. It also included a workshop with stakeholders.

At the outset a number of limitations of our assessment are worth noting. The first is that the assessment is of a scheme based on only very limited information in an uncertain context based on limited research. The second is that a scheme of the scale of the proposed Eco Town will have clearly have impacts and that it is the significance and potential mitigation of these impacts, which is most critical to any decision to proceed. A third issue is that this type of assessment is normally conducted as a comparison with other growth options in a context where the broad scale of growth has already been established, whereas in this case we are dealing with a single option and its impact on the existing planning strategy. A fourth issue is that even on the basis of best evidence the assessment relies on strong degree of judgement and the 'balance of probabilities' rather than certainty because of uncertainties of the future market and the detail of the scheme.

The results of the study are presented below in terms of addressing a number of key questions.

3 Potential areas of Impact

The main potential area of impact is on the settlements of Bicester and Kidlington. Bicester is a market town of about 30,000 population and Kidlington is a very large village of around 14,000 population



Evidence from the study suggests to us the most intense potential impacts will be on Bicester in terms of housing and jobs and on employment developments in Kidlington. This is because whereas Bicester has significant plans for both new housing and employment, plans for Kidlington mostly relate to employment and the development of science-based activities. We largely rule out any detrimental economic impacts in Oxford City because of the scale and strength of the economy, and in the more rural areas because of the limited potential for new development.

Bicester has experienced significant population growth in the last two decades and benefits from relatively high economic activity rates and a young population. However, the economy has consistently under-performed and there has been difficulty in achieving a desirable balance between housing and employment. In particular, Bicester has struggled to achieve significant employment growth and to attract higher value-added economic activities including those associated with the 'Knowledge' economy in which Oxford is comparatively strong. Part of this problem lies in the poor employment floorspace offer which is dated and unsuitable for the needs of modern

businesses. There is also an under-performance in Level 3 skills or higher – in contrast with the higher level of these skills observed in Oxfordshire as a whole.

Bicester has a relatively high proportion of out-commuting, as a significant proportion of residents travel further away to obtain higher paid positions of employment – evidenced by travel to work data and the difference observed between average full-time wages in Bicester and household incomes. Its road network is also heavily congested (especially the A34 and Junction 9 of the M40) – acting as a constraint against further development.

Most recently there have been tentative signs that Bicester is reaching a turning point in its economic fortunes – with significant new developments in the pipeline including new business space and leisure facilities. It is these improved fortunes that are potentially most vulnerable to the Eco Town or other developments north of Oxford. This view is confirmed by the emerging South East Plan.

Specifically, the RSS for the South East Policy CO1 sets out the Regional Assembly's broad approach to development in the Central Oxfordshire area, which, focuses growth in Bicester, Didcot, Wantage and Grove and the built up area of Oxford, with limited development elsewhere. The aim of strategy is to build on the sub-region's existing economic strengths in education, science and technology. This approach is supported in the Panel Report and the Secretary of State's Proposed Changes. Developing economic activity in Bicester is seen as essential to reduce its current dormitory function. The Panel Report accepts the objective to develop Bicester as a location for high tech growth, however cautions that Bicester's market is currently weak so there is a need to ensure that development to the north of Oxford, (which would include the Eco Town), does not adversely impact on this aspiration.

It must also be acknowledged that the general economic climate in the UK economy has deteriorated significantly recently and therefore it is expected that economic progress in Bicester could also be delayed as much rests on private sector investment.

4 The Future of Bicester and Kidlington without the proposal.

Existing strategy

The Oxford/Central Oxfordshire area has been designated as a 'Diamond for Investment and Growth' in the Regional Economic Strategy, with the potential to 'act as a catalyst to stimulate prosperity across wider areas, and offer scope for further sustainable growth based on targeted investment in their infrastructure'.

A total of eight Diamonds were identified in the RES. All eight were highlighted as a focus for investment in infrastructure in the Regional Funding Allocation (RFA) guidance submitted to central government in January 2006. The RES reports that 'it is the concentrations of people, employment, built assets, knowledge, transport, networking, creativity, leisure, culture and diversity which give [the Diamonds] the potential to be economic catalysts for the region as a whole. This needs to be reinforced by selective infrastructure investment as a stimulus to sustainable growth'.

Bicester is therefore identified as a key location to accommodate future growth in the South East regional economy.

The local economic development strategy for Cherwell sets out the direction for the Cherwell economy over the period 2007-2011¹. It supports and develops themes outlined in the Community Plan. At a broad level, a key cross-cutting objective of the strategy is to appropriately balance Cherwell's population growth, economy and infrastructure. The vision is for a strengthening of the area's technical capacity, building on strengths in motorsports and high technology specialist engineering sectors. On a sectors basis, bio-technology is also expected to become increasingly important, especially in the southern part of the District.

The core economic objectives are to ensure the creation of additional employment to balance predicted population growth, increasing the rate of growth in the 'knowledge' sector and improving the quality and offer of commercial business space.

The key performance indicators set out in the Cherwell Economic Development Strategy include:

- 6,200 net new jobs by the end of 2011;
- Reduce the differential between place-of-work wage rates between Cherwell and the South East from 91.8% of SE average (2005) to 98% by 2011;
- Reduce the numbers of people with no qualifications from 24.5% (2005) to 20% by 2011; and
- Knowledge economy – increase the proportion of people in SOC2000 groups 1-3 from 35.8% (2003/04) to 40% by 2011.

The vision outlined for Bicester is to become a more attractive work location for its more qualified and higher earning residents and for it to become a significant location within the Oxford-Cambridge Arc. This is based on growth in science

¹ Economic Development Strategy 2007-2011, Cherwell District Council.

and technology based businesses, exploiting innovations and spin-outs from academic research. It also aims to build upon its strengths in materials engineering and bio-technology. Overall, there is an emphasis that Bicester should grow its 'knowledge' economy.

The vision for Kidlington builds on its relationship with Oxford, being a quality centre for office and laboratory base businesses especially in the bio-technology sector and other spin-off activities. At the same time, the strategy is to retain its aspects of village life that make up much of its attractiveness as a place to live.

With three years left and in the context of an economy strongly affected by the credit crunch, it now seems unlikely that the Cherwell targets will be met. However, we consider them to be feasible over a longer timescale.

It is anticipated that there will be further growth in the knowledge and high tech sectors in Oxford leading to increased demand for science park and innovation centres. The ELR concludes that under the right conditions growth in Oxford could lead to overspill in surrounding towns, such as Bicester and Kidlington since they are part of the wider local property markets.

At the South East Plan EIP the demand for employment land in Oxford was examined. It was concluded in the Inspectors Report that supply was constrained, with for example, only 4-5 years of supply left at both the Oxford Science Park and Oxford Business Park. In the absence of further sites coming forward in Oxford, this would suggest a high potential for overspill of activity towards Bicester and Kidlington due to availability of sites. However, the EIP report concluded that further employment land is required at Oxford, which is likely to absorb much of the demand. There is a current safeguarded site (Peartree), north of Oxford. This site, referred to as the 'North of Oxford Gateway, land west of A34' in the Bicester and Central Oxfordshire Issues and Options Paper, is identified for the 'Northern Gateway' scheme.

The site was considered as part of the South East Plan EIP and the Inspectors report concluded that this development was likely to go ahead and was likely to be adversely competitive to Bicester's aspirations. The Secretary of State's Proposed Changes states that although the possible use of the land at Peartree will be a matter for local determination, *'land should not be released for employment to the north of Oxford that could adversely affect the future economic buoyancy of Bicester and Witney'*. The City Executive Board of Oxford City Council has recently approved the principle of partnership working with developers for the production of the Northern Gateway Area Action Plan Development Plan Document².

The University of Oxford has a desire to develop land around its existing activities at Begbroke Science Park to the west of Kidlington - although this land is in the Greenbelt. The University of Oxford owns 125.5 hectares of land around its Science Park at Begbroke (4.1 hectares) and made a representation for development in the consultation on the Draft South East Plan. The site is in the so called 'Kidlington and Yerton gap' and referred to as 'Land to the west of Kidlington' in the Bicester and Central Oxfordshire Issues and Options Paper.

The University purchased the site at Begbroke in 1998. The core site extends to around 4 hectares but the total land holding is 129.6 hectares. The rationale for purchase was a desire to expand research activities that do not need to be

² City Executive Board Meeting Notes 23rd July 2008, Oxford City Council.

located in central Oxford, in a less constrained environment. The main building is predominately occupied by university research from the Department of Materials and some Engineering. All of the remainder of the site was taken by spin-off companies and Oxford Innovation Ltd who set up a small innovation centre. The university has built new laboratories within the brownfield boundary.

The University's future vision for Begbroke is to have space for the development of new University research laboratories that operate outside the current 'departmental' structure and reflect 'sectors' of activity. The core of this would be more innovation space. However, it also seeks to provide adequate housing for scientists, technologists and supporting staff. The university does not have any firm plans to locate any of its activities in Bicester.

Evidence of the Bicester Prospects

Within Bicester, the best test of viability is whether or not any development is taking place or planned in the pipeline. In 2006, the allocated employment site, Gavray Drive, was approved on appeal for housing development (500 units) and other associated uses. The Secretary of State (2006) supported the Inspectors conclusions that the employment designation for the site was no longer appropriate given that it has remained undeveloped despite being allocated for nearly 20 years and the unlikely prospects of securing employment development in the near future. It was further concluded that there was a more than adequate supply of employment land and premises in the area to meet Bicester's contribution to the Cherwell's economic development strategy.

In 2007, an appeal was allowed for the land north of Skimmingdish Lane (1.67ha), which approved the use of a former allotment site for B1 development (Figure 2). The Inspector concluded that there had been a change in circumstances since the Gavray Drive decision and that there was shortage of land available for B1 development in the immediate future, which would hamper the 'pressing need to bring forward additional, high quality business developments in Bicester in the short term' and would frustrate the aspiration to redress the population/ employment imbalance in the town.

Skimmingdish Lane Development Site

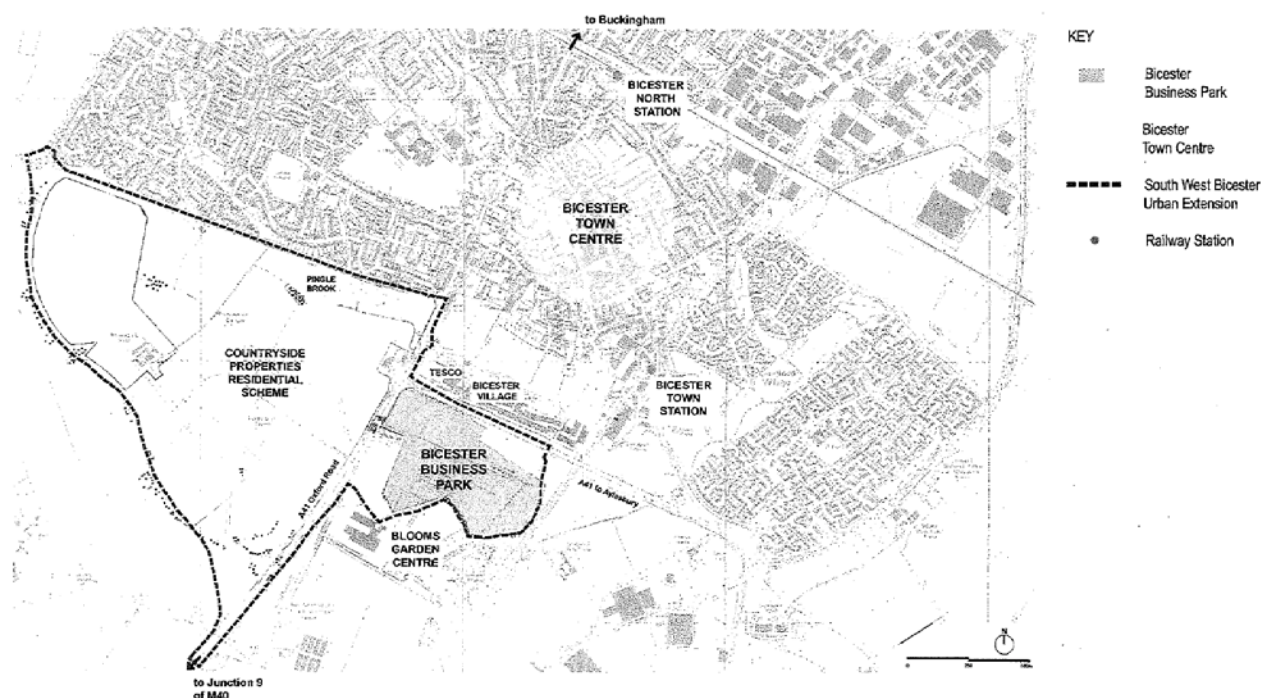


Source: Carter Jonas (2008) Skimmingdish Lane Sale Brochure

Planning permission has also been granted, subject to successful S106 negotiations, for South West Bicester. This is primarily a housing development but it also includes two hectares of employment land. The intention is that the employment area, which is located immediately to the west of the A41, will act as a 'commercial gateway' to Bicester when arriving from the south. At the consultation event, it was suggested that the delivery of this site will be delayed until market conditions have improved.

A business park is also planned, just off the A41 between the existing Wyevale and Bicester Village retail outlets. Resolution to grant subject to S106 negotiations has been given for an outline planning application for the construction of a 60,000sq.m. business park incorporating offices and a 150-bed hotel. The Highways Agency has directed that the planning permission should include a restriction, whereby only 25,000 sq.m. can be built until significant improvements to Junction 9 of the M40 have been undertaken. In discussions, the developer, London and Metropolitan, reported that the site will be delivered over a ten year period and that although some employers have already expressed interest in the site, development would not begin until the market conditions have improved. London and Metropolitan estimate that 3,000 jobs would be created on the business park when fully implemented. When this business park is delivered, it will help to improve Bicester's offer in terms of B1 space.

Bicester Business Park



Source: London Metropolitan (2008) Bicester Business Park Brochure

The current economic climate seems to be subduing the local market generally. The RICS Commercial Market Survey for Quarter 1 2008 reported the following comments from a local surveyor (Christopher White, White Commercial Ltd): 'Bicester – reasonable demand couple with a shortage of supply. Values falling due to illiquidity problems and rate factors.' It is assumed however, that this position will be reversed following improvements to macro economic conditions. In discussions, a local surveyor suggested that there is potential for expansion in Kidlington and Bicester.

Additional Employment Capacity in Bicester and Kidlington

The Cherwell employment land report (ELR) identifies five additional sites in Bicester (38.4 ha) and six sites in Kidlington (3.2 ha) as potentially available for development. The sites were a combination of designated but undeveloped employment sites allocated in the Non-Statutory Cherwell Local Plan 2011 and new sites identified by consultants as part of their survey work.

One of the larger sites in Bicester has subsequently been granted planning permission for a residential scheme and one site in Kidlington has been developed. This has reduced the overall quantum of potential development sites in Bicester to 23.7ha and Kidlington to 2.8ha.

The Bicester and Central Oxfordshire Issues and Options Paper (2007) suggests there is need for further employment land to be identified in order to widen the range of employment opportunities and to support economic growth. A number of sites for employment or mixed use are identified for discussion purposes only at this stage. If all of these sites were to be included in the Development Plan Document, there would be a total allocation of at least 118 hectares of dedicated employment land in Bicester and 12 hectares in Kidlington. However, it is unlikely that all of the proposed sites will come forward in the final Preferred Option for the LDF as more detailed analysis and consultation will mean that some sites are rejected.

Future Economic Challenges

Our view is that the Cherwell Economic Strategy sets ambitious but achievable targets. The delivery of 6,200 net new jobs will require a significant turn around of recent past trends – with ABI data showing a decline in employment in Cherwell over 2000-2006 of 2,893, and rise of only 1,490 more recently in 2003-2006. A major emphasis of the strategy is increasing the value of the economy, and in particular the 'knowledge' economy. The reasoning of this emphasis appears sound – given the local the spatial context of Bicester and expected future out-spill of high-value economic activity from Oxford due to physical constraints to growth. However, an increase in the proportion of those in employment that are employed in 'knowledge' economy jobs to 40% is ambitious – given that Bicester has not yet fully established itself in the 'knowledge' economy market.

Delivering the strategy is feasible but challenging. It is likely that some form of 'step change' will be required for Bicester to make real progress in the 'knowledge' sector. However, discussions undertaken during the consultations suggest that Bicester is at a crucial 'tipping point' in its development which could change its fortunes. Particular issues that need to be tackled to deliver the strategy include:

- Attracting new businesses to Bicester;
- The area's branding; and
- The quality and suitability of the employment floorspace offer.

Realisation of some of new employment proposals is critical to demonstrating the market potential of the available sites within Bicester and Kidlington. We would place particular emphasis on the Bicester business park proposal as having sufficient critical mass to realise this demonstration effect. Over and above this, there is perhaps scope to develop a more proactive approach to marketing Bicester's profile and in strengthening links with Oxford City. This is because it is the Oxford sub-region has world class prestige and visibility, and science and a community of expertise to build on.

Infrastructure Capacity

One of the major challenges facing Bicester is congestion – as identified by the Local Transport Plan (LTP). This identifies particular issues with the A34-M40 to Oxford and A41-King's End, Bicester to M40 as well as the M40 junctions. A greater proportion of Bicester's population travel more than 10km to get to work than other comparator areas. The majority of these individuals get to work by private car, contributing to the problem of congestion. The Bicester Integrated Transport and Land Use Study makes a number of recommendations for rectifying this problem – including highway and rail capacity enhancements. However, there is a need to ensure that sufficient employment opportunities are created within Bicester to reduce the need for travelling long distances to get to work. Clearly, the availability of suitable premises and employment land sites within Bicester to attract the types of businesses and investors that will create the employment that matches the skills and experiences of the resident population is important.

There are advanced plans to increase rail provision – both in the form of East West rail proposals (providing connections Oxford to Cambridge) and Chiltern Railways proposal (for an Oxford to London Marylebone service).

Realisation of motorway junction improvements is also a critical constraint and one that has a direct relationship with Business Park proposals. However, given increasing concerns for sustainability and the scale of planned housing provision it seems unlikely to us that Bicester will continue to be able to meet car-based demand in full and stronger traffic management initiatives will be required.

Retail and Services

The recent retail study commissioned by Cherwell assesses future demand and concludes there is limited capacity for additional convenience floorspace in the Bicester town centre and that this capacity is likely to be taken up by extensions to existing stores or a new town centre format food store. It is also clear that forecast expenditure growth is sufficient to support a moderate increase in comparison goods floorspace in Bicester. This assessment does not take account of the additional growth arising from the South East Plan, nor the scope for linked trips with Bicester Village – particularly for convenience provision. Both of these factors seem to us to strengthen the potential for the successful development of Bure Place and of possible additional developments.

The retail study also concludes that there is scope for significant increases in capacity for additional convenience floorspace in the Kidlington area though the population is likely to remain static. This capacity is likely to be taken up by extensions to existing stores or a new format food store. However, there is probably a lack of suitable sites to accommodate this growth. Forecast expenditure growth is sufficient to support a considerable increase in comparison goods floorspace in Kidlington, although again sites may be limited. There is also capacity for further provision of comparison floorspace including retail warehousing in out of centre locations.

5 Potential Impact of the Eco Town

Housing and Population

The developer has suggested that the proposed Eco Town, when fully completed, would provide housing for 15,000 households – and an approximate population of 35,000 people. Discussions with Parkridge indicate that their intention is for housing (and therefore population) to be delivered over a 20-year period with around 500 to 1,000 dwellings delivered per annum. This implies an additional population of approximately 1,750 people per annum. This is a significant rate of population growth – comparing with population growth in Bicester in 1991-2001 of the equivalent of around 900 people per annum.

Delivery of this level of housing is also highly significant in a wider Oxfordshire context as housing completions have until recently averaged just over 2,000 per annum and on the basis of affordability and existing trends suggest demand for new housing has not been as intense as elsewhere in Oxfordshire. It is therefore possible that build out times may be longer than 20 years.

If the scheme is delivered then adjusting the ONS district population forecasts for Cherwell in 2026 suggests that the population of the Eco Town will mean an increase in population to 192,400 in 2026 compared with an estimated 157,400 without the Eco Town. This implies growth in Cherwell of around 44% over a 2004 base compared with 17.9%. Comparable population growth rates to 2026 for Oxford and Oxfordshire are 21.4% and 13.3% respectively.

In our judgement there would be displacement of future planned growth away from other settlements in Cherwell, if the Eco Town goes ahead. While much depends on the attractiveness of the Eco Town offer, it seems unlikely that the Eco Town will be sufficiently attractive and differentiated from other provision in the district, to mean that it will generate the necessary additional growth in its own right. Our conclusion is thus that while the overall population of Cherwell will increase as a consequence of the Eco Town, it will not increase by the full extent of the Eco Town's population. Our best estimate, based on a comparison of household projections, planned provision, and the ability of the Eco Town to draw from wider area is that about half the Eco Town population will be additional.

Employment Impact

The scale of employment space provision to accommodate 15,000 jobs proposed as part of the Eco Town is substantial. In our judgement the assumptions made by the developer are, of course, largely an 'act of faith' and that this is an area that is fraught with uncertainty.

Our general conclusion on employment impact is that the scale of employment proposed for the Eco Town is of a significant order – catering for approximately 15,000 jobs. In general, it is expected that the employment space at the Eco Town is likely to compete rather than complement provision at Bicester and Kidlington. The scale of growth envisaged at the Eco Town will mean that it will both absorb and displace growth. Take-up is therefore expected to depend on displacement from other locations including Bicester. Some growth displacement may be acceptable as it is from locations where there are capacity constraints (for example, Oxford).

The Eco Town employment offer is likely to be 'better' than Bicester's offer, for example, comprising of more modern stock with closer proximity to the motorway. There are a number of possible scenarios in terms of impacts. However, it seems likely that the sub-region will have more employment growth as a result of the Eco Town but that this will be shared amongst more settlements. This would therefore still mean a reduced share for Bicester.

In terms of the Economic Development Strategy for Cherwell, the Eco Town could both help and hinder the achievement of targets for employment – on the one hand generating a potential negative impact in terms of displacement and on the other a potential positive impact on providing quality employment space and attracting larger scale employers.

It is however possible that the Eco Town could bring some economic benefits and a number of these are set out below.

- There is the potential for the Eco Town to become part of Oxfordshire's branding, and in particular Oxford's brand in terms of an attractive location for businesses. By creating a place in which businesses (and potentially large scale headquarter type offices) want to locate the employment floorspace provided at the Eco Town could help to support and strengthen Oxfordshire's brand and increased economic growth in the County. It could also help to reduce constraints on growth arising from pressures on Oxford.
- The improved employment space offer and branding of the Eco Town may also result in the bringing of one or more major anchor employers to the area that otherwise would not be attracted. As well as reducing the potential for displacement of employment from locations such as Bicester, this may create new closer job and up-skilling opportunities for Bicester residents. It may also provide the opportunity for related companies to locate in Bicester.
- The provision of employment uses at the Eco Town could potentially provide an opportunity to widen the skills base in Bicester therefore having a positive impact for Bicester. In particular, if one or two large scale employers were secured (i.e. headquarter status offices), this may provide residents of the area with more opportunities for up-skilling locally than would otherwise be the case. Large company headquarters could provide more graduate level opportunities and access to the training and career development opportunities afforded by large organisations. Currently, residents in the area typically need to travel longer distances to access employers of this scale.
- In the early phases of the Eco Town, it is likely that new residents will travel to nearby settlements for retail and leisure facilities (as such facilities typically lag the delivery of new housing). This may provide a boost to centres such as Bicester and aid the incentive for some key schemes to be delivered in early years. Consequently, this could promote a period of strengthening in Bicester in the early years which would enable it to deal more effectively with the competition from the Eco Town.

Issues concerning the scale and composition of growth and displacement are also considered in more detail below.

Scale and Composition of Growth

We question the scale and composition of the proposed growth, based on the following concerns.

- The indicative figures from Parkridge suggest that the balance of employment will be dominated by B1 uses with all the employment (excluding retail & leisure) being created by 2020. The suggested quantity of B1 space is approximately 2,400,000 sq ft. Taken over a 20 year time period, this is equivalent to around 120,000 sq ft per annum. This can be compared with Experian forecasts for B1 type sectors which forecast an annual net additional requirement for B1 space in Oxfordshire in the order of 150,000 sq ft. In this context, the proposed quantum of B1 appears implausibly high and equivalent to 65% (on a jobs basis) of the total net increase in the B1 requirement for the whole of Oxfordshire in 2008 to 2026.
- The proposed Eco Town site has good motorway access and is well positioned between London and Birmingham. The nature of the market in the area is also currently B8 orientated. Accordingly, it is expected that a more realistic composition of floorspace is likely to be dominated by B8 distribution uses with a smaller amount of B1.
- There is likely to be a larger amount of retail and services employment – in order of 7,000 to 8,000 jobs rather than 3,000 jobs, although these will not necessarily be located in the Eco Town. We would expect a population of 35,000 to generate eventually (less in the early stages) about 7,000 to 8,000 local service jobs (mostly in health, education, retail, personal services, police fire, waste, construction, transport and some in town centre offices such as banks, estate agents etc.).
- If a larger proportion of employment is accounted for by retail and services, the tendency of this employment type to lag housing development means that on-site employment at the Eco Town may take longer than anticipated to be created. A time horizon of at least 20 years – occurring nearer to the year 2030. The implication of this may be a less favourable balance of jobs to housing in the earlier years of the Eco Town’s development.

Following the above discussion, a revised employment floorspace composition, considered to be a more plausible alternative assumption to Parkridge’s indicative figures is shown in the following table.

Alternative Floorspace Estimates

	GFA (sq ft)	Density	Jobs
B1 (office and R&D)	800,000	250	3,200
B2	520,000	500	1,040
B8	2,680,000	1,000	2,680
B-class uses: total	4,000,000		6,920
Retail & Leisure			7,000-8,000
Total			13,920 – 14,920

Source: Arup

Displacement and Growth Scenarios

Putting both the developers and our alternative assumptions into context, SEEDA commissioned Experian forecasts suggest growth of 6,781 jobs in Cherwell and 39,557 jobs in Oxfordshire as a whole in the period 2008 to 2026.

The projected growth sectors in Cherwell are Health, Business Services, Hotels & Catering, Other Services, and retailing.

The Experian estimate for Cherwell is thus clearly less than half the expected 15,000 jobs in the Eco Town. A key question is the source of potential occupiers (both in terms of use class type and geographical market). The scale of forecast growth also suggests that, if successful new employment space provided at the Eco Town could adversely impact on employment proposals Bicester and Kidlington as employment sites in both are marginal.

Projected Employment Growth in Cherwell and Oxfordshire by Sector, 2008-2026

	Change in Jobs 2008-2026 in Growing Sectors	
	Oxfordshire	Cherwell
Fuel Refining	69	0
Metals	365	386
Electrical & Optical Equipment	285	91
Wood & Wood Products	17	49
Paper, Printing & Publishing	756	191
Other Manufacturing	383	0
Retailing	3,706	1,277
Hotels & Catering	7,874	1,489
Transport	514	197
Communications	329	25
Banking & Insurance	1,032	0
Business Services	10,902	1,513
Other Financial and Business services	6,225	347
Public Admin. & Defence	429	172
Education	4,093	807
Health	8,115	1,642
Other	6,963	1,350
Total	52,057	9,536

Source: Experian forecasts

The analysis implies that the Eco Town would have to not simply absorb the job growth in Cherwell District, but also displace jobs from elsewhere. This would necessarily put at strong risk employment proposals in Bicester. However, in addition, since there is realistically not sufficient growth forecast in Oxfordshire, the Eco Town would need to create its own market capable of attracting new demand and displacing existing occupiers from elsewhere.

This raises the question of where jobs might be displaced from. It is likely that this would occur in the areas of strongest demand – presumably Oxford itself for B1 and high tech uses. For distribution, displacement is likely to occur from

less well located industrial locations (including Bicester) and areas where land is more expensive for these use types (such as south of Oxford).

The scale of B1 floorspace proposed by Parkridge also implies that it could represent a business park of regional scale. In considering the potential role of the employment floorspace at the Eco Town as regional scale business park, a number of comparators can be considered.

Milton Business Park

Milton Business Park, located 12 miles from Oxford, near Abingdon can be considered a good comparator for the potential composition of business space at Weston Otmoor.

The 250 acre site hosts over 165 companies which employ around 6,500 people and has been developed from 1988 onwards. The size of the park is reflected in a wide variety of clients from a range of sectors including construction, distribution, design and print, financial services, telecoms, automotive, IT & technology and R&D and laboratory. The park is currently home to more than 30 science companies with over 500,000 sq ft of science and technology space. Its success is based on the strength of offer – of flexible and innovative space, on short leases – despite the park’s location some distance from Oxford. However, spatially the park does benefit from closeness to Didcot and fast rail access to London.

MEPC who runs Milton Park, has recently announced that it is increasing its support for entrepreneurial technology start-ups by launching a new, purpose-built Innovation Centre.

The Harwell Science and Innovation Campus

The Harwell Science and Innovation Campus is home to science and technology based innovation and enterprise including major national and international science projects and facilities. Over 4,500 people work on the campus in around 100 organisations. Covering some 260 hectares (640 acres), the Campus lies in an Area of Outstanding Natural Beauty in Oxfordshire near the ancient Ridgeway. With good access by road (A34/M4) and rail (Didcot Parkway), and within easy reach of the key regional centres of Oxford, Newbury and Reading, the site is well located for knowledge-based industry.

The campus was chosen as the location for the £350m Diamond Synchrotron, the largest UK-funded science facility to be built for over 30 years, this opened in 2007.

Its attractive location with good access to major transport infrastructure is a key part of its success. In 2000, approximately 65% of staff lived within 10 miles of the campus and another 20% within 11-20 miles,

Cambridge Science Park

Established by Trinity College in 1970, Cambridge Science Park is the UK’s oldest and most prestigious science park. It is now home to over 100 companies and 1,650,000 sq ft of buildings. It continues to attract new businesses, from small start-ups and spin-outs to subsidiaries of multinational corporations.

The main industrial sectors represented at the park are Bio-medical, Computing & Comms, Consulting, Energy, Environmental, Finance and Business Services,

Industrial Technologies and Materials.

Since 2002, the creation of new clusters has begun on the Cambridge Science Park, specifically in the areas of photonics, nanotechnology and materials science. In particular the strength of the photonics cluster is demonstrated by the arrival on the Park of Cambridge University's Centre of Molecular Materials for Photonics and Electronics (CMMPE) which opened in February 2003. The key to the park's success is its strong links to the University of Cambridge.

Cambourne Business Park Phase 1

The park has 50 acres offering up to 750,000 sq ft of advanced business space. As an international business centre, Cambridge has attracted an exceptional range and quality of R&D companies as well as many of the biggest names in IT, telecommunications and other corporate sectors. Just nine miles from the city centre, Cambourne Business Park offers companies the scale and flexibility they need to grow in a Cambridge location.

Since development in 1999, it is now estimated that around 1,000 people work at the business park. Current occupants include Convergys Technology, Citrix Systems, Campbell and Regus Business Centres. Cambourne will eventually become home to around 10,000 people.

Unique to Cambridge, Cambourne's 'open' B1 planning consent means a development on this scale is possible, providing both office and R & D companies with the space they need. The Research Quarter will ultimately feature 3,000 sq m (320,000 sq ft) of the highest quality office and laboratory accommodation to be developed in three major phases.

Cambourne is planned to be an almost self-contained community incorporating all the amenities you would expect to find in a small market town.

These comparators provide examples of the level of spatial significance that the Eco Town employment space would potentially need to achieve. The scale of the proposed employment space is substantial and therefore it is likely that a broad mix of employment uses could be established. In particular, Milton Business Park, one of the largest business parks in Europe, provides a good comparator.

Reference to comparators also highlights the issue of competition – there are other sites which are arguably better located than the proposed Eco Town. These include land at Peartree which is safeguarded in the Local Plan for employment uses. Oxford's Core Strategy preferred Options Paper states that 'the land occupies a strategically important position at the northern edge of Oxford, and offers the opportunity for a high-quality development to create a landmark 'northern gateway' to the City'. This would represent competition within relatively close proximity (and crucially closer to Oxford) to the proposed Eco Town.

Business sites located to the south of Oxford could also represent strong competition, especially for more high-tech and knowledge based employment. An area to south of Oxford has been branded as the 'Quadrant' with the intention of building up further the base of high tech activity in the area. SEEDA chairs the Quadrant Partnership. There is also the question of whether Bicester or Kidlington could offer anything of this nature. There are plans for Bicester Business Park. Construction of this is expected to commence in around 3 years time, although the developer has suggested this may not go

ahead if the Eco Town goes forward. If the Bicester Business Park did go ahead it may have an advantage of being delivered ahead of the majority of business park space at the Eco Town. However, later the two could be in direct competition. The extent of this competition would clearly depend on how similar the floorspace composition of the two is which is uncertain at this point in time.

Social and Community Impacts

Oxfordshire County Council's guide on 'Infrastructure and Service Needs for New Development' states that in general there are no major areas of 'spare capacity' within the existing council services; and the earlier analysis of existing capacity for the identified social and community infrastructure did not identify any significant spare capacity. On the basis of these findings, the assumption is that the Eco Town would need to provide its own social and community infrastructure services and facilities to support its own residential population. Further, it is assumed that the integration of such facilities would be integral to the Eco Town proposals in order to meet sustainability principles and reduce the need to travel. Overall we have drawn the following conclusions.

- The provision of social and community infrastructure within Weston Otmoor would need to be commensurate with the demand created by the new residential population.
- Provision would need to be made for general practitioners and other primary care services, such as children's services, mental health care and community nursing.
- The scale of proposal is not sufficient to justify the provision of a new hospital, however, the additional demand generated by the increase population is likely to mean that the Bicester Community Hospital proposals will need to be reviewed.
- The scale and proximity of Weston Otmoor to Bicester may have a destabilising effect on Bicester's local primary care services, as it would directly compete for investment and may have implications for new infrastructure already planned for Bicester. Mitigation measures would need to be explored.
- Initial modelling undertaken by Oxfordshire County Council suggests that the child yield may be greater than currently assumed in Parkridge's early assumptions, therefore the education offer would need to be increased. There would be a need to plan for the likely short to medium term peak in demand for primary and secondary school places. In the long term, the provision of additional schools at Weston Otmoor could create direct competition for investment. Mitigation measures would need to be explored.
- Weston Otmoor would need to make provision for wider children's services, including social care, integrated services for under 5's, children's centres, early education and childcare. Sufficient provision and flexibility would need to be maintained within the masterplanning process in order to ensure that such facilities can be accommodated as required, for example, in conjunction with community centres or school buildings.
- Investment would be required to ensure adequate local provision for emergency services. Investment may also be needed to deliver services and facilities in the wider area associated with the demand generated by the additional population. Specifically an additional police station would be

required; and either expansion of fire and rescue services at Bicester or an on site fire station at Weston Otmoor. The scale of investment required in fire services could be reduced through the installation of sprinklers across the development, although an uplift in services would still be generated through additional movements on the M40.

- As suggested in the Eco Town proposal, locating community facilities within the heart of the community would be important. The scale and nature of such facilities would need to be directed by the Council, other key stakeholders, service providers and the community. Long term maintenance costs would be an important consideration.
- The scale of development would not be sufficient to justify the provision of high order services; therefore it would be necessary for Weston Otmoor residents to travel to a higher order settlement to meet these requirements.
- Overall, at this stage in the process, it is difficult to assess how the Eco Town proposals might be enhanced or their impact mitigated given the lack of detailed information with regards to social and community infrastructure provision. If Weston Otmoor progresses to the next stage, it will be imperative that detailed demographic forecasting is undertaken by the developer, since this will allow more meaningful discussions to take place as to the likely scale and nature of required services and facilities. Once a more precise proposal has been established, it would then be possible to explore how potential impacts on surrounding communities could be mitigated.
- Detailed discussions with service providers and the wider community would be essential to ensure that provision: meets needs; addresses the quality and capacity of existing services and facilities in surrounding settlements; meets or exceeds policy requirements; fits with strategy aspirations; and to take account of service delivery practices. Such discussions with both providers and users are important to ensure that planned facilities are 'fit for purpose', build on lessons learnt and could help to foster links and with the existing community.
- Key issues that should be explored in any further stage of work, include:
 - Ensuring that sufficient social and community infrastructure would be provided to meet the needs of the new population, potentially in advance of actual demand.
 - The timing of delivery of social and community infrastructure. Early and co-ordinated provision of sufficient infrastructure in advance of new development through effective partnerships and coordinating investment timescales, rather than reactive 'retro fitting', in order to ensure that sufficient services are delivered in the most sustainable locations.
 - Short and medium provision of infrastructure. For example, it may be necessary to secure additional investment in an existing secondary school, until the critical mass of population in Weston Otmoor is sufficient to ensure the viability of such a facility.
 - The need to provide facilities, which do not require standalone facilities, such as childcare, but would require a multi-purpose room in another planned facility, such as school or community centre. Sufficient flexibility would need to be maintained within the masterplanning process to ensure that such facilities can be accommodated as required.

- Co-location of facilities. For example, youth clubs could be provided as part of community centres or secondary schools; or community sports facilities could be provided at secondary schools. Where facilities or services are co-located, the specific requirements of each use would need to be considered. For example, in the event of co-location of youth clubs, separate access must be provided for youth facilities in order to ensure evening access, while if community sports facilities and secondary schools are co-located, additional land or floorspace requirements or need for separate access arrangements would need to be considered when estimating land requirements for the school facility.
- Opportunities to develop links and integrate the new community that would be created at Weston Otmoor and existing communities in the surrounding area.
- Initiatives that would help to build social capital and networks. This could, for example, include the provision of community space for leisure activities or sports. The formation of sport teams, which often happens relatively quickly in the creation of new communities, can be key to establishing internal (i.e. within the new community) and external (i.e. with the wider area) networks.
- The future governance of Weston Otmoor, which could be key in determining the nature and scale of potential impacts. Who would govern Weston Otmoor? Would a new parish council be set up and how would this fit with the existing structure? Could a development trust be set up, which might be responsible for the ongoing delivery of services and maintenance? If so, would assets be transferred to the development trust to enable the future funding of these activities?

6 Overall Findings

Our overall findings can be summarised as follows:

- The Eco Town is a substantial proposal that is likely to have significant impacts on the future development of Bicester and Kidlington. The proposal would create a town as big as Bicester over a twenty year period.
- Bicester has received substantial growth in population over the past twenty years. However, this has not been matched by employment opportunities in the town and investment in infrastructure. Until the recent 'credit crunch' it seemed likely that additional much need investment in Bicester would finally happen, such as the creation of a business park and redevelopment of the town centre. However, without other developments, such as the Eco Town, these developments are still likely to occur in the future when the economy recovers.
- The Eco Town is likely to attract both new population growth and displace some of the planned growth in Bicester. It is estimated that approximately, half the growth will be additional.
- The employment assumptions put forward by Parkridge suggest an end-state of 15,000 jobs, with a high proportion of B1 employment. We considered this to be an 'act of faith'. In our judgement:
 - The proportion of B1 is too high and a more realistic scenario would include more B2, B8 and retail and leisure employment.
 - The space provided in the Eco Town is likely to be 'better' than the current offer in Bicester and possibly in Kidlington – although the latter benefits from its proximity to Oxford. This means displacement of growth from Bicester is likely.
 - The scale of the provision means that it would need to attract growth or relocations from the wider region. This means it would have to compete with established sites in Oxford, South Oxfordshire and the wider area.
 - Under the most optimistic assumptions, the Eco Town could attract new employment to the region. This could reduce the displacement effect.
 - If realised, the Eco Town would help to meet the objectives of the Cherwell Economic Strategy.
- There is little capacity in existing social and community infrastructure. These would need to be met by the scheme.

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Executive

RAF Bicester Conservation Area

17 November 2008

Report of Head of Legal and Democratic Services

PURPOSE OF REPORT

This report contains a referral to the Executive from the Overview & Scrutiny Committee.

This report is public

Recommendations

The Executive is recommended:

- (1) to note the Overview and Scrutiny Committee belief that, having regard to the situation and historic status of RAF Bicester it should not be considered as a suitable site for housing, and that the Executive be requested to feed this view into the consultation process for the Local Development Framework.
- (2) to confirm and recognise the historic status of the RAF Bicester site and their commitment to ensure that the appropriate bodies ensure the historic buildings are maintained.
- (3) That in light of recommendation two above, the Portfolio Holder for Planning and Housing be requested to keep this issue within his consideration and to take action as appropriate.
- (4) To welcome proposals such as that of Bomber Command Heritage to raise the profile of the heritage and value of the RAF Bicester site.

Executive Summary

Introduction

- 1.1 The Overview & Scrutiny Committee met on 7 October 2008 and received a presentation from representatives of Bomber Command Heritage regarding their proposals for a heritage centre at RAF Bicester.
- 1.2 The relevant extract from the draft minutes is set out below:

11. RAF Bicester Conservation Area

The Committee considered a presentation made by Bomber Command Heritage and their proposals for a heritage centre at RAF Bicester. The Portfolio Holder for Planning and Housing also provided the Committee with background information on the site at RAF Bicester and its status as a conservation area. The Committee were advised that as the Conservation Area had been approved by the Executive the site would not be developed for housing. The Portfolio Holder identified the challenges surrounding RAF Bicester including: finding a suitable use for the site and addressing the disrepair of the buildings as a matter of urgency.

The Committee considered the use of the site as a heritage centre and how this would be distinct from other historical sites in the UK. The members also discussed if the site would be a working airfield, representatives from Bomber Command advised the Committee that their proposals included a working airfield for old aircraft and they were keen to repair the hangers on the site in order to safely store historical aircraft.

Bomber Command Heritage assured members that the centre they proposed would be serious in tone, whilst providing learning opportunities for local people. They wanted to make the project interesting and engaging whilst conveying a serious message. They felt the centre could be used to educate the public about the nature of conflicts and also provide practical teaching opportunities in relation to the engineering and machinery of the aircraft which would be on site.

Members of the Committee expressed concerns about the state of the buildings on site and the level of disrepair. The Conservation Officer advised the Committee that the level of problems with the building varied some were high risk with extensive structural problems while others mainly suffered from water damage. The Conservation Officer indicated that the Council had requested access to the site so a structural engineer could ascertain the level of disrepair.

Resolved

(1) That having considered the situation and historic status of RAF Bicester, the Overview and Scrutiny Committee believe that RAF Bicester should not be considered as a suitable site for housing and that the Executive be requested to feed this view into the consultation process for the Local Development Framework.

(2) That the Executive be requested to confirm and recognise the historic status of the site and their commitment to ensure that the appropriate bodies ensure the historic buildings are maintained.

(3) That in light of recommendation two above, the Portfolio Holder for Planning and Housing be requested to keep this issues within his consideration and to take action as appropriate

(4) That the Executive be requested to welcome proposals such as that of Bomber Command Heritage to raise the profile of the heritage and value of this site.

(Councillor Stratford requested that his abstention from the vote be recorded.)

Conclusion

- 1.3 The Overview & Scrutiny Committee made a number of recommendations to the Executive and the Portfolio Holder, Planning, Housing and Economy.

Implications

- Financial:** There are no financial implications arising directly from this report.
Comments checked by Denise Westlake, Service Accountant CS&R 01295 221559
- Legal:** There are no legal implications arising directly from this report.
Comments checked by Pam Wilkinson, Principal Solicitor 01295 221688
- Risk Management:** There are no risk implications arising directly from this report.
Comments checked by Rosemary Watts, Risk Management & Insurance Officer 01295 221566

Wards Affected

Bicester North, Bicester East, Caversfield, Fringford, Launton

Corporate Plan Themes

Theme 6: Protect and enhance the local environment
Theme 8: Rural Focus
Theme 10: Focus on Cherwell's People

Executive Portfolio

Councillor Michael Gibbard
Portfolio Holder for Planning, Housing and Economy

Document Information

	Title
Appendix [X]	None
Background Papers	
RAF Bicester: Responses to the Draft Conservation Area Appraisal, Approval of Final Appraisal and Designation, Report to Executive, 6 October 2008	
Report Author	James Doble, Democratic, Scrutiny and Elections Manager
Contact Information	01295 221587 james.doble@Cherwell-dc.gov.uk

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Executive

Cherwell Rural Strategy

17 November 2008

Report of Head of Urban and Rural Services

Purpose of Report

To present the initial outcomes and findings from the consultation on the Draft Cherwell Rural Strategy and to consider the adoption of the main themes for the final document.

This report is public

Recommendations

The Executive is recommended to:

- (1) Confirm the themes set out in the Draft Cherwell Rural Strategy, with the amendment to Theme C to: Provide Village Homes and Village Infrastructure, and Theme E to: Protect, Enhance & Increase Enjoyment of Cherwell's Natural & Historic Environment, for adoption in the final Cherwell Rural Strategy 2009-2014.
- (2) Receive a further report on the draft Strategy following a full analysis of the detailed responses.

Executive Summary

- 1.1 The need for a Rural Strategy for Cherwell stems from the fact that Cherwell is predominantly rural in character and one third of the District's people live in rural communities. This is recognised in Theme 8 of the Cherwell Community Plan "Rural Focus".
- 1.2 The aim of the Strategy is to provide a framework for improvement across Cherwell's rural communities and countryside. Whilst many of the actions will be led by this Council, it is not solely the Council's plan, rather it is a bringing together of the many and disparate objectives of people and agencies that work, live and have an interest in the countryside and in Cherwell's rural communities. The overall vision is to work towards inclusive, sustainable rural communities in an inclusive, sustainable countryside.
- 1.3 The draft Strategy set out a number of key principles and themes that had emerged from a review of priorities for Cherwell's rural areas. The public consultation has been undertaken to secure feedback and a 'reality check' on

these principles, themes and the emerging issues, and to Identify specific actions required that will contribute to improving lives and the environment in rural Cherwell.

- 1.4 The collation and analysis of all responses will be a lengthy process as many respondents have made detailed comments in addition to indicating their approval or otherwise of the proposed principles, themes and issues. All views and contributions need to be taken into account in the revision process. The task now is to refine and focus the plan, establishing realistic actions and targets that this Council and its partners can deliver.
- 1.5 An initial analysis of the responses received so far indicates that the proposed underpinning principles, themes and issues presented in the draft are recognised by respondents as the key areas of focus for work to achieve the proposals.
- 1.6 In the meantime, the majority of the actions contained in the former Rural Strategy will continue over the intervening period to April 2009 when the new strategy commences as there is a close alignment between these actions and the underpinning principles of the emerging new strategy.
- 1.7 In order to secure better consistency with the developing Local Development Framework , it is proposed that theme C should be re-titled “Provide Village Homes and Village Infrastructure” and theme E should be re-titled “Protect, Enhance & Increase Enjoyment of Cherwell’s Natural & Historic Environment. This does not affect any of the issues identified, but does place some of them under different theme headings.

Background Information

- 2.1 The Council's restructure and the establishment of a small Rural and Countryside Team (2 fte) within Urban and Rural Services has enabled the profile of this area of service to be raised and for the Team to be the catalyst to start effecting change. However, this is only one part of the Team's work with other key priority areas being providing ecological advice on planning applications, delivery of the Bio Diversity Action Plan and managing, promoting and maintaining the Council's circular walks portfolio.
- 2.2 This limited level of resource is a further reason why extensive consultation has been undertaken and why it is so important that the new Strategy is adopted by the wide range of organisations (including those represented on Cherwell Community Planning Partnership) that have an interest in rural life and the countryside. It will only be successful through the combined actions of all partners.
- 2.3 The previous Cherwell Rural Strategy covered the period 2002-2006. Since the 2002-2006 Strategy was written, national rural policies and delivery mechanisms have changed significantly. There are new responsibilities placed on councils through the Natural Environment and Rural Communities Act 2006, and the Countryside and Rights of Way Act 2000. The Council has also undergone considerable change with a refocus on key Strategic Priorities and a restructure into new Service Teams. Despite these changes, the former Rural Strategy is still a robust and relevant strategic framework and most actions arising from are still relevant and continue to be delivered.
- 2.4 During late 2007 and early 2008, research was commissioned and a series of preliminary consultations were undertaken with key partners, agencies and individuals. Based on this evidence, principles, themes and issues were identified and a draft Strategy was written.
- 2.5 In July 2008, the draft of an updated Rural Strategy was put out for public consultation (via the CDC website). Draft strategies and response forms were sent to all Cherwell Parish Councils, Cherwell District Councillors, all organisations belonging to the Cherwell Voluntary Organisations Forum and several other targeted groups and individuals. This consultation process came to an end in mid October 2008.
- 2.6 The draft Strategy contained five underpinning principles which are:
- 1: Rural Proofing – We will seek to ensure that the rural dimension is explicitly considered in the development of all future strategic and service delivery plans (94% of respondents agree).
 - 2: Area Based Approach – we will develop a locality based approach, targeting resources at communities by reference to their particular needs (96% of respondents agree).
 - 3: Community Engagement – We will actively engage with and seek the views of rural residents and countryside users (96% of respondents agree).

- 4: Vulnerable and Disadvantaged People – We will seek to ensure equitable access to services and facilities for vulnerable and disadvantaged people. Where possible we will reduce vulnerability and the effects of disadvantage. (96% of respondents agree).
- 5: Sustainability, Climate Change & Resource Use – We will seek to improve the sustainability of rural communities and the countryside. We will seek to reduce impact on climate change and natural resources (86 % of respondents agree).
- 2.7 It should be noted that these principles have applied to varying degrees in the former Rural Strategy, hence its ongoing relevance. However, these principles are now explicit in the emerging strategy with a high level of community and agency support evident
- 2.8 The five main themes of the strategies are:
- Theme A: Improve rural services and facilities (84% of respondents strongly agree or agree).
 - Theme B: Develop thriving, inclusive rural communities (84.9% of respondents strongly agree or agree).
 - Theme C: Provide village homes and promote sensitive development (76.6% of respondents strongly agree or agree).
 - Theme D: Support a sustainable rural economy (75.6% of respondents strongly agree or agree).
 - Theme E: Protect, enhance and increase enjoyment of Cherwell's countryside. (88.8% of respondents strongly agree or agree).
- 2.9 The next stage of the exercise is to collate and analyse all the consultation responses from which a modified draft Strategy and action plan can be developed. It is intended to report the draft Strategy early in 2009 to the Executive for onward consideration by the Cherwell Community Planning Partnership prior to implementation from April 2009.

Key Issues for Consideration/Reasons for Decision and Options

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- | | |
|-------------------|--|
| Option One | Adopt the proposed Principles and Themes as set out in the Draft Strategy (incorporating the theme title revisions suggested by HPAHP) |
| Option Two | Revise the proposed Principles and Themes based on any key issues arising from the consultation process. |

Consultations

The draft of an updated Rural Strategy was put out for public

consultation (via the CDC website). Draft strategies and response forms were sent to all Cherwell Parish Councils, Cherwell District Councillors, all organisations belonging to the Cherwell Voluntary Organisations Forum and several other targeted groups and individuals.

Implications

Financial: There are no financial effects arising directly from this report. Delivery of the actions will require commitment from partners. Actions that are the responsibility of the Council will be developed through the 2009/10 Service and Financial Planning process which includes a proposal for additional Countryside Officer to assist in delivering the Rural Strategy across Cherwell.

Comments checked by Karen Muir, Service Accountant 01295 221545

Legal: There are no issues arising from this report.

Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686.

Risk Management: There are no significant risks to the Council arising from this report.

Comments checked by Rosemary Watts, Risk Management & Insurance Officer, 01295 221566

Wards Affected

All

Corporate Plan Themes

A District of Opportunity
A Cleaner Greener Council
A Safe and Healthy Cherwell
An Accessible, Value for Money Council

Executive Portfolio

Councillor Nigel Morris
Portfolio Holder for Urban and Rural Services

Document Information

Appendix No	Title
None	
Background Papers	
Draft Rural Strategy 2009-2014	
Report Author	Chris Rothwell, Head of Urban and Rural Services
Contact Information	01295 221712 chris.rothwell@cherwell-dc.gov.uk

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Executive

Local Authority Business Growth Incentive Scheme

17 November 2008

Report of Head of Economic Development and Estates

PURPOSE OF REPORT

To advise Members as to the grant awarded to the Council under the Local Authority Business growth Incentive (LABGI) scheme, to seek guidance as to how this grant should be used, and to advise as to future proposed changes to the scheme.

This report is public

Recommendations

The Executive is recommended:

- (1) That the Council place £45,000 in a reserve account to finance up to £15,000 pa for 3 years from 2009/10 to fund the continuation of the business mentoring service currently administered by Oxfordshire Business Enterprises.
- (2) That the remaining LABGI funds received this year be placed in a reserve account, to be used to finance economic development activities and projects in future years
- (3) That £5,000 be allocated to finance a contribution towards the cost of an employer skills survey being undertaken in this area by the Learning and Skill Council this year.
- (4) That authority to allocate the remaining funds referred to in paragraph (2) above to individual projects be delegated to the Portfolio Holder for Economic Development and Estates.
- (5) That the Council respond to the Government consultation on the future of the LABGI scheme, indicating its view that the method of allocating funds in future be based on increases in NNDR contributions calculated on a sub-regional basis, as defined by Government, divided more equally between County and District Councils.

Executive Summary

Introduction

- 1.1 The LABGI scheme comprises funding provided to Local Authorities by the Treasury to recognise business growth. The funds are drawn from the national non-domestic rate pool, and are distributed to local authorities according to the increase in rateable value in the relevant local authority area. Consequently the grant is received after the growth in the number of business premises in an area has arisen.
- 1.2 This year the Council has received a grant payment of £161,357. This reflects the growth in the total rateable value of the District over the previous year. It is understood to be the first time the Council has received such a grant.
- 1.3 The Council is free to use the grant as it sees fit, although the intention behind the scheme is that it should be used to fund further economic development activities.

Proposals

- 1.4 That the LABGI grant be placed in a fund and used to finance economic development activities over a period of years, in support of the Council's Economic Development Strategy.
- 1.5 That the first priority for funding from the grant should be continued support for the business start up mentoring scheme, currently run by Oxfordshire Business Enterprises.
- 1.6 That other initiatives be developed to promote employment in the District, and seek to mitigate the impact of current economic circumstances. It is apparent that the national economy is facing difficult circumstances, and that at this time, this is likely to have a negative impact on local employers and businesses. Whilst the business mentoring service will play an important part in helping individuals seeking to start up in business, the Council will need to be in a position to pursue other initiatives to support the local economy.

Conclusion

- 1.7 That the LABGI funds should be ring fenced to finance economic development activity, for the benefit of the local economy which has generated the growth, and has resulted in the grant being received.

Background Information

- 2.1 The LABGI funds are paid to the Council as a single payment, and the sum of £161,357 to be received this year relates to 2007/08. The funds are not ring-fenced and can be used by Authorities according to their own priorities. In two tier areas such as Cherwell, the funds are divided between County and District Council, and the figure above represents approximately one third of the total to be paid this year. It is not known whether any further payment can be expected next year.
- 2.2 The LABGI scheme is under review, and the Department of Communities and Local Government are consulting on possible changes. In particular, the consultation proposes that the new LABGI payments will be related to increases in the NNDR contributions to the national pool from authorities in a sub-region (defined in Cherwell's case as the Thames Valley group of Counties). This is not like the existing LABGI scheme, which is based on increases in rateable value. The County Council is understood to favour distribution based on Oxfordshire being treated as a separate economic region, with the majority of any funds being allocated to the County Council. It is proposed that the Council should not support this view.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 It is not proposed that the LABGI funds be used to offset any general financial shortfall in the Council's budget. Instead it is considered proper that it should be allocated to economic development expenditure, so that it can help the Council to support local businesses, and promote the local economy. It is reasonable to take the existence of these funds into account when considering spending priorities for next year and beyond, so that the Council can finance activities which otherwise it may not be able to accommodate in its revenue budget.
- 3.2 One specific project which may be financed from this fund comprises a local skills survey. This is a survey of businesses being undertaken this year by the Learning and Skill Council in Oxfordshire, to establish the areas where work is needed to address skills shortages experienced by employers. The Council has agreed to make a contribution of £5,000 to this survey, (total cost £50,000) in order to increase the coverage of the district, and enhance the data which will provide. It would be appropriate to utilise the LABGI fund to finance this contribution.
- 3.3 A priority for funding in future years is considered to be the start up and small business mentoring scheme known as Oxfordshire Business Enterprises (OBE). This scheme was, in the past, largely financed by Business Link, with annual grant contributions from Council's in Oxfordshire. When Business Link withdrew their funding last year, as an interim measure, the Council agreed to take over the administration of the service, which is delivered by volunteer, unpaid mentors. However, this is not a sustainable solution, and the Council has been working with the other Oxfordshire Authorities, Oxfordshire Economic Partnership (OEP), and Business Link to find a sustainable solution. It is considered of high importance that the service should continue, and that Council funding should be available to support it. Currently a proposal put forward by ngage, Business Link's service provider,

to take on the service is being considered, but this requires funding totalling £25,000 pa from the Oxfordshire Authorities. OEP has indicated its willingness to provide £10,000 pa, and hopefully other Districts will also contribute, but any contribution by this Council may be financed from LABGI.

- 3.4 It is proposed that the remainder of the fund be held to finance future projects, aimed at assisting local businesses during the testing economic circumstances which lie ahead. In particular projects with partners such as promotional activities with the Cherwell M40 Investment Partnership, work with OEP, and other partners such as Bicester Vision, and town and village centre partnerships. Details of such projects aimed at helping the local economy will be brought forward to the Estates and Economic Development Portfolio Holder for approval in the future.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

Option One The preferred option is to keep the LABGI sum in a separate fund and to utilise it over a number of years to finance economic development activities and projects, in particular the continuation of the service currently provided by OBE.

Option Two The alternative of adding the funds the Council's general reserves, or using it to offset other potential overspend, is not considered appropriate, bearing in mind the source of this money.

Implications

Financial: The regulations governing the use of the LABGI funds allow the Council to utilise the money as it sees fit, and there is no reason why it should not be spent over a number of years.

Comments checked by Karen Curtin, Chief Accountant
01295 221551

Legal: There are no legal implications arising from the proposals, as the Council has the power to allocate resources to promoting the economic prosperity of the District.

Comments checked by Liz Howlett, Head of Legal and Democratic Services
01295 221686

Risk Management: No risks have been identified arising for the proposed use of the funds. If the funds are not allocated to activities relating to economic development, there is a risk that the Council could face criticism from the business community,

from whom the funds are originally derived.

Comments checked by Rosemary Watts, Risk Management and Insurance Officer 01295 221566

Wards Affected

All

Corporate Plan Themes

A District of Opportunity

Executive Portfolio

Councillor Norman Bolster
Portfolio Holder for Economic Development and Estates

Document Information

Appendix No	Title
Appendix	None
Background Papers	
None	
Report Author	David Marriott, Head of Economic Development and Estates
Contact Information	01295 221603 david.marriott@Cherwell-dc.gov.uk

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Executive

Sports Centres Modernisation - Update

3 November 2008

Report of Strategic Director - Environment and Community

PURPOSE OF REPORT

To provide an update on the Sport Centre Modernisation project.

This report is Public but has a financial appendix which is exempt from publication by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972

Recommendations

The Executive is recommended:

- (1) To note the current position and progress to date; and
- (2) To endorse the approach to contingency planning
- (3) Approve a supplementary capital estimate of £295,154

Executive Summary

Introduction

- 1.1 The Executive received a Sports Centre Modernisation (SCM) update report on 7 July 2008 including a confidential financial appendix. It was agreed that regular six monthly reports would be submitted to keep the Executive informed of progress and any emerging issues.

Proposals

- 1.2 There are a number of previously outstanding issues which have been resolved during the early part of the project. There is nothing which is project critical which has arisen to date but there are some remaining issues which will be addressed during the next stages of the project and which will provide greater clarity and certainty. It is proposed to submit further periodic reports detailing progress and to raise any issues that need the attention of the Executive.

Conclusion

- 1.3 The sports centre modernisation programme has made good progress with only minor delays to date. The confidential financial appendix reports the current cost and affordability position.

Background Information

- 2.1 Cherwell Leisure Ltd (CLL) took over the sports centre operations on 26 April 2008. In effect, the day to day operation and management of the centres are being undertaken by Parkwood Community Leisure (PCL) and Moss Construction, part of the Kier group, is undertaking the refurbishment work at Bicester Leisure Centre (BLC) and Kidlington and Gosford Leisure Centre (KGLC) and the construction of the new Spiceball Leisure Centre (SLC).
- 2.2 The refurbishment programme at BLC and KGLC requires partial and phased building closures over the next year whilst SLC remains open during the construction of the new leisure centre. The refurbishment of BLC and KGLC are expected to be completed around June/July 2007, and the new SLC should be completed early in 2010.

Contract Monitoring

- 2.3 The contract is managed and monitored in a number of ways. Firstly, an almost daily dialogue takes place between the Council's lead officer and CLL's Project Manager to discuss progress, emerging issues and any matters of concern. Wherever possible issues are dealt with immediately or as soon as practicable following discussions with specialists and/or advisors. In addition, regular contact is maintained directly with the leisure centres management to ensure services are being delivered as required.
- 2.4 Each month a client meeting is held, chaired by CLL's Project Manager, with representatives from the Council, Gleeds - the Council's technical advisors, the Independent Certifier, the Employers Agent, PCL, and Moss Construction. Detailed reports are submitted for the construction contract and the leisure management functions. Detailed minutes are taken and circulated to parties. Shortly after the Client Meeting, the Council's Project Board meets to review progress, consider the strategic and significant issues and make necessary decisions. The Portfolio Holder for Community, Health and Environment is a member of the Project Board. Approximately, every six months or more frequently if the need arises, further reports will be submitted to the Executive to update on progress and to raise any material matters.
- 2.5 A very good rapport has been established between Council officers, CLL, PCL and Moss. Day to day dealings are conducted in an amicable, professional but robust manner, each aware of the others perspective and business position.

Leisure Management - Interim Service Provision (ISP)

- 2.6 After some initial minor teething problems during the bedding in period, PCL has successfully taken over the operation at all three sports centres and is providing the interim services in accordance with the Council's specification. The self monitoring systems and procedures required by the Council are now starting to function as planned and the performance reports have commenced.

Construction and Refurbishment Programme

- 2.7 Due to the nature and scale of this project it has not been possible to transfer all of the risks to CLL. Necessary variations and unforeseen issues have and will continue to crop up during the course of the construction programme that will

need to be addressed. However, all reasonable and cost effective risk transfer measures were included prior to Financial Close, in many cases, adopting a risk share approach to maximise value for money.

2.8 Risks and issues that remain include, any on-site soil contamination, flood compensation works, issues from the pre-commencement building surveys, provision of increased electricity supplies at BLC/KGLC, site/building health and safety and performance of the leisure operator. These have been reported previously to the Executive at the time of contract finalisation. The outstanding risks have been assessed and provisional sums included in the project cost plan and affordability update. The Executive are requested to endorse this approach as a means of accurate budgeting and cost containment within the affordability limits set by the Council.

2.9 To date, a 2 week extension of time (EOT) has been requested by CLL at the SLC site primarily associated with the highway works and site flooding and up to 2 weeks EOT to undertake remedial works at BLC and KGLC associated with issues not identified in the pre-commencement building surveys. The cost implications of these works and delays are included in the confidential financial appendix. These extensions have been assessed as reasonable, within the terms of the contract and agreed with CLL.

2.10 In addition, the capital payments requested to date by Moss for the value of construction work completed and certified is less by some £3.8m than the expected payment profile. A revised profile has been prepared which reveals that payments will slowly catch up between now and December 2009. This revised payment profile has been taken into account by the Council's Finance Team in income and expenditure projections this year and next.

Public Relations and Information

2.11 The Council's website contains a lot of information with regard to the project and weekly updates are being added to inform the public, customers and elected members of the progress to date. Furthermore, regular press releases are being issued as necessary to help inform customers of the latest service developments.

Key Issues for Consideration/Reasons for Decision and Options

3.1 There are no key issues or options arising directly from this report. However, it should be noted that there are outstanding risks that could impact on the final financial position and potentially delays in completion.

Consultations

None N/A

Implications

Financial: The financial effects are set out in the confidential appendix. The current capital cost has increased since financial close by £295,154 due to construction variations and compensation events. A supplementary estimate is required for this amount. This additional capital requirement has resulted in the annual net savings decreasing by £17,000. This is in relation to the additional cost of

capital and a minor increase in the management contract.

As a result of some of the compensation effects the leisure management operator PCL has incurred a loss of income of approx £77,000 which may be passed across to the Council in 2009/10 as part of the compensation event negotiations. A provision for these potential costs will be considered as part of the 2009/10 budget process.

An element of provisional sums for uncertain capital costs and assumptions on compensation events may change the overall position and will be considered in the next update report. This project is being monitored by Finance through the Project Board on a monthly basis.

Additionally the slight delay in draw down of capital funds has resulted in additional investment income at a corporate level of approx £78,000 for the year. This sum has not been included in the project's affordability calculation.

Comments checked by Karen Muir, Service Accountant 01295 221545

Legal: Within the Project Agreement the Council has taken on risks to reduce cost and passed on risk at an increased cost, where appropriate. These were reported to March 2008 Executive.

Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686.

Risk Management: Due to the scale and nature of the project, a separate risk analysis has been maintained throughout the project. The Council cannot transfer fully all risks to CLL/building contractor due to the nature of the project. However, all reasonable and cost effective risk transfer measures have been included in the project and, on many occasions, adopting a risk share approach to maximise value for money.

Comments checked by Rosemary Watts, Risk and Insurance Officer, 01295 221566

Wards Affected

All wards.

Corporate Plan Themes

A Safe and Healthy Cherwell

Executive Portfolio

Councillor George Reynolds
Portfolio Holder for Community, Health and Recreation

Document Information

Appendix No	Title
Appendix	Sports Centre Modernisation - Confidential Financial Appendix

Background Papers	
SCM files held in Recreation and Health	
Report Author	Paul Marston-Weston, Head of Recreation and Health
Contact Information	01295 227095 paul.marston-weston@Cherwell-dc.gov.uk

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Executive

2008/09 Projected Revenue & Capital Outturn at 30TH September 2008 and 2009/10

17 November 2008

Report of Strategic Director for Customer Service and Resources and the Chief Accountant

PURPOSE OF REPORT

This report summarises the Council's Revenue and Capital performance for the first 6 months of the financial year 08/09 and projections for the full 08/09 period. These are measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 09/10 budget process currently underway

This report is public

Recommendations

The Executive is recommended:

- 1) To note the revenue & capital position at Sept 08 detailed in Appendix 1 and 2.
- 2) To note the projected revenue position for 08/09 detailed in Appendix 3 and the actions taken to date to reduce the projected overspend.
- 3) To agree that £3,605,367 of capital schemes listed in Appendix 4a approved as part of the 08/09 budget but profiled for expenditure in 2009/10 are bought forward for utilisation in 08/09 as per the revised profiles of the accommodation review and sports centre modernisation project.
- 4) To agree that £607,100 of capital schemes listed in Appendix 4b approved as part of the 08/09 budget are to be delayed and agree that they are carried forward for utilisation in 09/10. This delay will generate additional investment income in 2008/09.
- 5) To agree that £467,833 of schemes listed in Appendix 4c as no longer required and approved as part of the 08/09 budget can be deleted from the capital programme and approve supplementary estimates totalling £135,328 detailed in Appendix 4d for inclusion into the 08/09 capital programme comprising of:
 - £20,000 Data Encryption Software
 - £25,000 Service Desk Software
 - £35,328 Iclipse Software Licences
 - £27,000 Iclipse System Upgrade
 - £28,000 Banbury Visitor Management Plan

The net decrease of £332,505 on cashflow projections will generate additional investment income.

- 6) Subject to agreement of points 4-7 inclusive note the projected capital out-turn position for 2008/09 detailed in Appendix 5.
- 7) To consider and recommend whether any of the actions proposed below to further contain expenditure during this period of economic downturn should be further explored by Officers in the Q3 projection.
 - Delete or defer capital schemes that have yet to start as at 31st October 2008 and detailed in Appendix 6
 - To cut any discretionary expenditure planned in the second half of the year
 - To consider a review of reserves and the need to make provision for further economic issues as part of the Q3 projection.

Executive Summary

Introduction

- 1.1 In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is reported monthly to the Corporate Management Team and formally to the Executive on a quarterly basis. This is the Q2 report for financial year 2008/09.
- 1.2 Due to the downturn in the economy, impact of the credit crunch on Council services and the volatility of the financial markets, the Council has been faced with a number of budget pressures that could not have been foreseen. This has resulted in officers spending additional time on the Q2 projection in order to take compensatory steps to reduce overspends and ensures minimal impact on front line services.

Revenue and Capital Out-turn as at 30th September 2008

- 1.3 The revenue budget position at 30th September 08 shows an underspend of £747k. This can be split between an underspend in services to date of £323k and additional investment income of £423k. The 30th September position did of course pre-date the Icelandic banking crisis which occurred in early October.
- 1.4 Total capital spend to 30th September 2008 including commitments amounts to £10.1m against a 6 month budget of £10.9m. This represents 93% of the profiled budget and 42% of the full year budget.

Revenue and Capital Projections

- 1.5 Projections until the end of the financial year, building on the September position and making reasonable and robust assumptions up to 31st March 2009 indicate an overspend against budget of £173k. This can be split between an overspend in services of £82k and an investment income deficit of £91k with the latter assuming full loss of the Icelandic bank interest for the current and previous financial year.
- 1.6 The capital programme has been subject to a detailed review by Officers and the latest projection indicates a capital outturn of £27.2m.

Conclusion

- 1.7 The variances on the revenue and capital projections are within the Council's stated tolerances of +2% / -5%. Revenue projection of £173k overspent is within 1% of budget provision and capital with proposed amendments agreed is also on track.
- 1.8 The General Fund reserve of £1.95m is adequately funded to meet this deficit.
- 1.9 A number of compensatory actions have been taken to partly offset the impact of the downturn in the economy and the potential interest impact of the investment in the failed Icelandic bank.
- 1.10 A number of issues have been identified that will need to be considered within the 2009/10 budget setting process and the impact of these on the funding of Council services.
- 1.11 If the Glitner interest is returned during the next 6 months there is a potential that this will give rise to an underspend. If this should be the case, officers will make recommendations for reallocating these funds in the Q3 projection report.

Background Information

Economic Climate

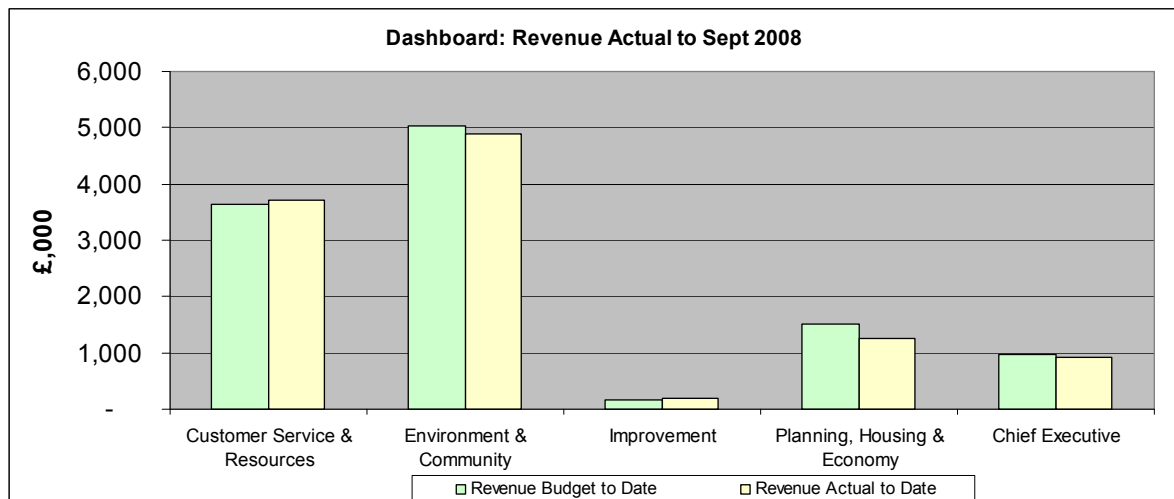
- 2.1 The economy is showing pronounced signs of slowing down and many industry experts have now agreed we are in the midst of a recession. The recent crisis in the financial markets has delivered a sharp and involuntary tightening of monetary policy. This, along with the continued effects of high inflation and decelerating house price inflation is expected to undermine consumer confidence and deliver lower or nil growth. The Bank of England's ability to cut rates (current base rate 4.5%) will be tempered by continued concerns over future inflation performance, with RPI now running at 5% and CPI peaking at 5.2%.
- 2.2 Butlers, the Council's Treasury Management Advisors, are currently of the view that the Bank Rate may decrease by up to 1% to 3.5% by the end of the current financial year. A further cut is expected of 0.25% in quarters 4 of 2008/2009 thus reducing the Bank Rate to 3.5%.
- 2.3 This downturn in the economy has given rise to a number of unanticipated budget pressures. One of the most immediate impacts of the credit crunch in Cherwell, like elsewhere, is the housing market slowing rapidly. This year we expect to be £155k short in land charges income and £320k short in planning fee income. We have also seen fluctuating fuel costs and we are forecasting an extra £70k in the cost of fuel for the full year. This combines to a projected £545k overspend this financial year related to the downturn which we can reasonably say we could not have forecast. The planned reduction in interest rates will also result in a reduction in investment income for the last quarter of 2008/09.

Investments in Iceland

- 2.4 We have £6.5m in one of the failed Icelandic banks - Glitner, with accrued interest to the end of the 2008/09 year due yet to be paid of £551k. These were long term investments and we were not expecting either the capital or the interest imminently. The fact that we have no access to this money at the moment makes absolutely no difference to our ability to deliver services or meet operational costs.
- 2.5 We are working closely with the LGA and Deloitte and Touche, who have been appointed as administrators of Glitner to seek recovery of our principal and accrued investment income.
- 2.6 Whilst this money is currently deemed at risk, we have for the purpose of this projection assumed the worst and assumed £551k of interest accrued relating to these loans for the period up to 31 March 2009 will not be received. The majority of this loss will be compensated for by the interest gains achieved to September 2008 of £460k leaving a very manageable shortfall of around £90k.
- 2.7 We have not as yet made any assumption on the likelihood of repayment of the £6.5m principal sum and await official guidance from CIPFA and will update in the Q3 projection.

Revenue and Capital Out-turn as at 30th September 2008

- 2.8 The revenue position at 30th September 08 is set out in Appendix 1.



- 2.9 The graph above shows a net underspend against budget of £747k. This can be split between an underspend in services to date of £323k and additional investment income of £423k.
- 2.10 A number of the underspends in services relate to timing issues and will correct themselves over the next quarter. However some of the underspends relate to reduced expenditure which has offset overspends relating to reductions in planning & land charge income and the effect of increased fuel

prices. The overspends which have incurred in Q1 and Q2 that are projected to remain for the remainder of the year have been included into projections.

- 2.11 The additional investment income has been achieved as a result of higher than expected balances due to the initial delays in spending the capital programme and benefiting from higher than forecasted interest rates.
- 2.12 Total capital spend to 30 September 2008 including commitments amount to £10.1m against a 6 month budget of £10.9m. This represents 93% of the periodic budget and 42% of the annual budget.
- 2.13 Appendix 2 provides a more detailed statement showing the capital position on a scheme by scheme basis.

Revenue Projection 2008/09

- 2.14 The projected revenue out-turn for 2008/09 is set out in Appendix 3 which summarises the main variances between outturn and the 2008/09 budget by Directorate and variance by category.
- 2.15 Projections until the end of the financial year, building on the September position and making reasonable and robust assumptions up to 31st March 2009 indicate an overspend against budget of £173k. This can be split between an overspend in services of £82k and an investment income deficit of £91k.
- 2.16 The following actions have already been taken in order to minimise the impact of the economic downturn and potential loss of interest relating to the Icelandic investments :
 - a) All directorates have reviewed all income and expenditure based on the 6 month position and made an appropriate forecast releasing underspends where possible.
 - b) A review of current vacancies has resulted in a temporary freeze on 8 posts resulting in a reduction in salary costs. None of these will directly affect the Council's priorities in the next few months but may lead to some delay in work being progressed.
 - c) Agency costs across all services have been reviewed and an additional control procedure will be introduced to ensure posts that are not operationally critical are subject to additional authorisation.
 - d) A review of training budgets has realigned the total costs of training and resources to 3% of salary budget requirement agreed by Personnel and General Committee and therefore reduced budget requirement.
 - e) All consultancy expenditure has been reviewed and where possible future commitments have been delayed.
 - f) Concessionary fares are currently showing additional income of up to £240,000 which can be used to offset expenditure. As Q2 invoices were not available for projection purposes only £100,000 has been built into the projection.

2.17 The overspend can be analysed as follows :

	£,000
Glitner Interest Write Off	551
Economic Reasons	545
Delay in implementing restructure & admin review	117
Additional Expenditure offset partly by savings within service	8
Additional Costs	1,221
Additional Income – Investment and Car Parking	(525)
Vacancy Savings	(229)
Training Savings	(76)
Budget Refinement & Risk Reserve	(118)
Concessionary Fares	(100)
Savings Identified	(1,049)
Net 2008/09 Projected Net Overspend	173

2.18 The medium term financial strategy (MTFS) highlights a number of contingency plans to consider in the event of projected overspends and these have been considered in compiling this Q2 projection.

- Income generation
- Freezing recruitment in low priority areas
- Freeze on non essential spending

2.19 A number of further options have been explored which would further reduce the overspend and help any further detrimental impact of the economic downturn. The Executive is asked to consider whether it wishes to

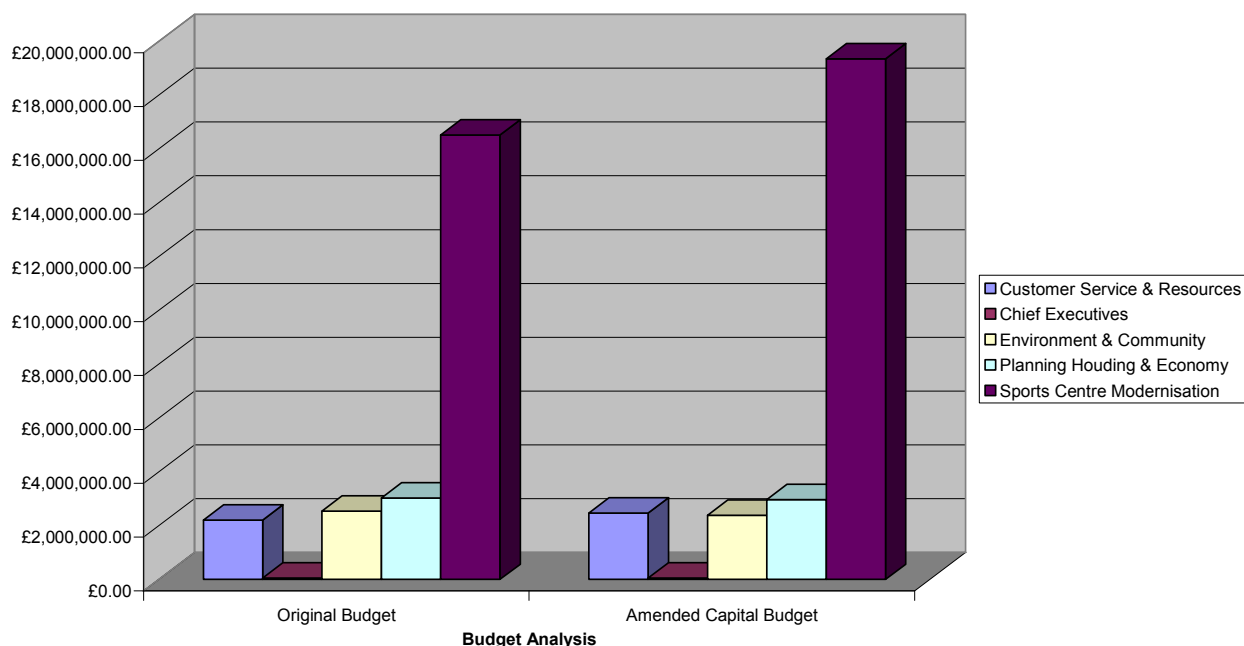
- Delete or defer capital schemes that have yet to start as at 31st October 2008 and detailed in Appendix 6
- To cut any discretionary expenditure planned in the second half of the year
- To consider a review of reserves and the need to make provision for further economic issues as part of the Q3 projection.

Capital Projection 2008/09

2.20 The projected spend for capital schemes in 2008/2009 is £27m of which £19.3m relates to the Sports Centre Modernisation Project. This includes £0.3m of carry forwards from the 2007/08 programme and is compared to a 2008/09 original £24.3m.

	Original Budget	Bring fwd from 09/10 programme	Further funding Required	No Longer required	Delay project to 09/10	Revised Capital Budget
Customer Service & Resources	2,209,551	780,000	107,328	-458,000	-120,000	2,518,879
Chief Executives	50,000	0	0	0	0	50,000
Environment & Community	2,535,353	0	28,000	-9,833	-175,000	2,378,520
Planning Housing & Economy	3,027,661	0	0	0	-312,100	2,715,561
Sports Centre Modernisation	16,515,000	2,825,367	0	0	0	19,340,367
	24,337,565	3,605,367	135,328	-467,833	-607,100	27,003,327

2008/09 Revised Capital Programme



2.21 Appendix 5 summarises the main variances between outturn and the 2008/09 budget together with an analysis of the outcome of the capital review.

2.22 The Council has a General Fund Revenue reserve to meet any budgetary surplus or deficit.

2.23 The current reserve is £1.95m and adequately funded to offset the projected overspend of £179k.

Key Issues for Consideration/Reasons for Decision and Options

3.1 This report illustrates the Council's provisional performance against the 2008/09 Revenue and Capital Budget and informs the 2009/10 budget process.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

Option One To review current performance levels and consider any actions arising.

Option Two To approve or reject the recommendations above or request that Officers provide additional information.

Consultations

Extended Management Team 16/09/08

Corporate Management Team 09/11/08, 15/11/08, 22/11/08 and 29/11/08

Implications

- Financial:** Financial Effects – The financial effects are as outlined in the report. It should be noted that the information in this report is in the format used for budget monitoring purposes. Proactive action will continue to be taken as part of the budget monitoring process to identify areas of underspend or additional income that can offset the unavoidable additional costs currently forecast.
- Efficiency Savings – There are no efficiency savings arising from this report however the budget 2008/09 was based on a number of efficiencies carrying forward from Gershon and achieving our targets for 2008/09. In addition to our own internal efficiency targets we also have to meet the Governments 3% efficiency target – National Indicator 179. Not all of our efficiencies can be counted towards this target and the finance team are therefore undertaking an exercise to allow progress against the Government target to be monitored.
- Comments checked by Phil O`Dell, Interim Head of Finance, 01295 227098.
- Legal:** There are no legal implications arising from this report.
- Comments checked by Liz Howlett, Head of Legal and Democratic Services, 01295 221686.
- Risk Management:** The position to date highlights the relevance of maintaining a minimum level of reserves and budget contingency to absorb the financial impact of changes during the year.
- Comments checked by Rosemary Watts, Risk Management and Insurance Officer, 01295 221566.

Wards Affected

All

Corporate Plan Themes

An Accessible and Value for Money Council

Executive Portfolio

Councillor James Macnamara
Portfolio Holder for Resources

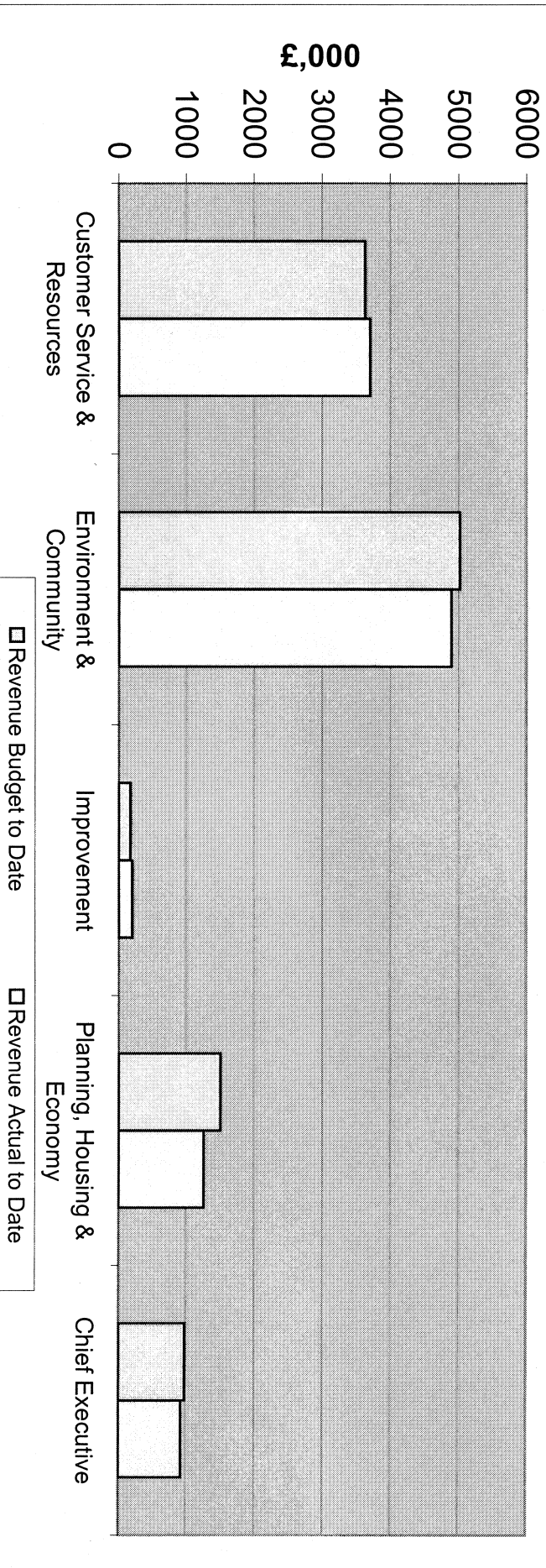
Document Information

Appendix No	Title
Appendix 1	Revenue Position at 30 September 2008
Appendix 2	Capital Position at 30 September 2008
Appendix 3	Revenue Projection 2008/9 and Analysis
Appendix 4a	Capital Analysis – b/f from approved 09/10 Capital Programme
Appendix 4b	Capital Analysis - c/f to 09/10 Capital Programme
Appendix 4c	Capital Analysis - delete from Capital Programme
Appendix 4d	Capital Analysis – Supplementary Estimates
Appendix 5	Provisional Capital Outturn 2007/2008
Appendix 6	Capital Schemes not yet started at 31 st October 2008
Background Papers	
2008/09 Budget Booklet 2008/09 Capital Asset Strategy Medium Term Financial Strategy	
Report Author	Karen Curtin, Chief Accountant
Contact Information	01295 221551 karen.curtin@cherwell-dc.gov.uk

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APPENDIX 1

Dashboard: Revenue Actual to Sept 2008



	Revenue Budget to Date £,000	Revenue Actual to Date £,000	Variance £,000
Customer Service & Resources	3,632	3,706	74
Environment & Community	5,020	4,898	-122
Improvement	171	198	27
Planning, Housing & Economy	1,505	1,257	-248
Chief Executive	980	925	-55
Services	11,308	10,984	-324
Executive Matters	3,512	3,089	-423
Net Position	14,820	14,073	-747

Capital Outturn at 30th September 2008

	<u>Year Budget</u>	<u>Budget Year to Date</u>	<u>Spend Inc Commitments</u> <u>- Pd 6</u>	<u>Variance</u>
Customer Service & Resources				
<u>Business Services</u>				
Tina Poke				
CSRB001	Alterations to Highfield Depot	£50,000.00	£0.00	£0.00
CSRB002	Access to Highfield Depot	£22,100.00	£0.00	£0.00
CSRB003	Depots - Redevelopment/ Changes	£50,000.00	£0.00	£0.00
CSRB004	Town Centre Offices - Refurbishment	£60,000.00	£0.00	£0.00
CSRB005	Town Centre Offices - Roof Repairs	£30,000.00	£0.00	£1,398.00
CSRB006	Bodicote House- Accommodation Changes	£380,000.00	£342,263.89	(£342,263.89)
CSRB007	Bodicote House- Window Replacement	£100,000.00	£607.50	(£607.50)
CSRB008	Old Bodicote House Garage	£30,000.00	£0.00	£0.00
CSRB009	Minor Works	£100,000.00	£0.00	£0.00
CSRB010	Local Land Charges	£24,000.00	£0.00	£0.00
CSRB011	60 Tadmarton Road Bloxham	£0.00	£17,155.80	(£17,155.80)
CSRB012	Bodicote House Toilet Refurb	£0.00	£7,504.60	(£7,504.60)
CSRB013	Bodicote House Roof Safety Measures	£0.00	£1,398.00	(£1,398.00)
Finance				
Karen Curtin				
CSRF001	Commercial Bailiff Service	£35,000.00	£0.00	£0.00
CSRF002	Financial Ledger - Agresso 5.5	£50,000.00	£0.00	£0.00
CSRF003	Budget Module	£25,000.00	£0.00	£0.00
Legal				
Liz Howlett				
CSRL001	Legal/Democratic IT Investment	£20,000.00	£11,238.00	£11,238.00
ICT - Business Services				
Pat Simpson				
ICTB001	Valuebill	£35,000.00	£0.00	£0.00
ICTB002	Uniform Modules (Various)	£52,500.00	£0.00	(£1,750.00)
ICTB003	Environmental Services Migration	£12,764.00	£0.00	£0.00
ICTB004	New Payroll System	£0.00	£4,740.00	(£4,740.00)

<u>ICT - Customer Services</u>		Pat Simpson					
ICTC001	Area Offices Improvements	£25,000.00	£0.00	£17,767.26		(£17,767.26)	
ICTC002	CRM with Backoffice Integration	£25,000.00	£0.00	(£1,450.00)		£1,450.00	
ICTC003	CSC Government Connect	£36,000.00	£0.00	£0.00		£0.00	
ICTC004	Area One Stop Shops	£112,387.00	£0.00	£97,452.24		(£97,452.24)	
<u>ICT - Home and Remote Working</u>		Pat Simpson					
ICTH001	Home & Remote Working	£10,000.00	£5,002.00	(£6,016.40)		£11,018.40	
<u>ICT - Infrastructure</u>		Pat Simpson					
ICTI001	Replacement Air - Conditioning in Data Centre	£30,000.00	£0.00	£0.00		£0.00	
ICTI002	Edge Network Closures	£10,000.00	£0.00	£1,973.36		(£1,973.36)	
ICTI003	Power Over Ethernet (POE) Switches	£10,000.00	£0.00	£883.50		(£883.50)	
ICTI004	Network Recabling	£150,000.00	£0.00	£5,092.50		(£5,092.50)	
ICTI005	Oxfordshire Community Network Upgrades	£10,000.00	£0.00	£4,895.10		(£4,895.10)	
ICTI006	oon Upgrades New Installs/De-install	£10,000.00	£0.00	£0.00		£0.00	
<u>ICT - Operational</u>		Pat Simpson					
ICTO001	Replacement of Server Operating Systems	£50,000.00	£25,010.00	£0.00		£25,010.00	
ICTO002	Renewal of Laptops	£10,000.00	£0.00	£0.00		£0.00	
ICTO003	Network Intrusion Protection	£10,000.00	£5,002.00	£19,503.49		(£14,501.49)	
ICTO004	Replacement Network Switches	£100,000.00	£50,020.00	£92,411.39		(£42,391.39)	
ICTO005	Replacement of Clients PC's	£60,000.00	£30,012.00	£7,560.00		£22,452.00	
ICTO006	Renewal of Corporate Servers & Virtualisation Prog	£50,000.00	£0.00	£49,216.14		(£49,216.14)	
ICTO007	Replacement Server Operating Systems	£10,000.00	£0.00	£0.00		£0.00	
ICTO008	Telephone Handset, Licensing & Devices	£40,000.00	£20,008.00	£19,769.60		£238.40	
ICTO009	Wireless Networking	£20,000.00	£0.00	£1,862.11		(£1,862.11)	
ICTO010	Reserve Servers	£55,000.00	£0.00	£12,779.64		(£12,779.64)	
ICTO011	Renewal of PC's	£60,000.00	£0.00	£5,326.96		(£5,326.96)	
ICTO012	Server Operating System	£5,000.00	£2,501.00	£6,195.43		(£3,694.43)	
ICTO013	Print Strategy	£25,000.00	£0.00	£10,394.00		(£10,394.00)	
ICTO014	Corporate Data Storage & Access (Sharepoint)	£15,000.00	£0.00	£0.00		£0.00	
<u>ICT - Information Services</u>		Pat Simpson					
ICTS001	Integration of Systems for Customer Serviceec Imp	£50,000.00	£0.00	£3,060.00		(£3,060.00)	
ICTS002	Website Extension	£50,000.00	£0.00	£52,834.00		(£52,834.00)	
ICTS003	Ariel Imagery	£18,000.00	£0.00	£10,602.00		(£10,602.00)	
ICTS004	Business System Upgrades	£19,449.00	£9,728.38	£19,240.00		(£9,511.62)	
ICTS005	GIS	£57,351.00	£28,686.98	£2,909.00		£25,777.98	
		£2,209,551.00	£187,208.36	£808,283.11		(£621,074.75)	
<u>Chief Executives</u>		Mary Harpley					
CEXC001	Intranet	£40,000.00	£0.00	£0.00		£0.00	
CEXC002	Renew Survey Software	£10,000.00	£0.00	£0.00		£0.00	
		£50,000.00	£0.00	£0.00		£0.00	

Environment & Community

Safer Community & Community Development

Grahame Helm

EACC001	CCTV	£150,000.00	£10,004.00	(£12,224.54)	£22,228.54
EACC002	Hanwell Fields Community Centre	£7,100.00	£530.00	£531.80	(£1.80)
EACC003	Community Centre Refurbishments	£28,300.00	£500.00	£500.00	£0.00
EACC004	SSCF	£0.00	£0.00	£11,516.00	(£11,516.00)
EACC005	Partnership Initiative Fund	£9,833.00	£4,918.47	£0.00	£4,918.47

Environmental Services

Ed Potter

EACE001	Refurbishment of Claremont Toilets	£75,000.00	£0.00	£0.00	£0.00
EACE002	Fuel Tank	£20,000.00	£0.00	£0.00	£0.00
EACE003	Climate Change Initiatives Fund	£50,000.00	£0.00	£0.00	£0.00
EACE004	Kitchen Waste Scheme	£25,000.00	£0.00	£0.00	£0.00
EACE005	Vehicle Replacement Programme	£949,119.00	£927,568.11	£947,662.81	(£20,094.70)
EACE006	Recycling Bins	£0.00	£0.00	£8,262.52	(£8,262.52)

Health & Recreation

Paul Marston-Weston

EACH001	Toileys/ Museum	£138,500.00	£138,500.00	£11,775.50	£126,724.50
EACH002	North Oxfordshire Academy Track/ Throw Cage	£30,000.00	£0.00	£0.00	£0.00
EACH003	Hanwell Fields Sports Pavilion	£183,935.00	£183,935.00	£220,357.39	(£36,422.39)
EACH004	Village Hall, Recreation Play Grants	£100,000.00	£0.00	£6,133.33	(£6,133.33)
EACH007	Animation Centre -IT Upgrade	£50,000.00	£50,000.00	£0.00	£50,000.00
EACH008	Replacement of Fittings/Lamps to Floodlight Cooper	£15,000.00	£15,000.00	£13,000.00	£2,000.00
EACH009	Refurbishment/Improvement to Willy Freund Youth Ce	£65,000.00	£0.00	£0.00	£0.00
EACH010	Roof Repairs at Spiceball Park Sports Centre	£10,000.00	£0.00	£0.00	£0.00
EACH011	Wheeled Sports Facilities in Banbury	£25,000.00	£0.00	£0.00	£0.00
EACH012	Woodgreen Leisure Centre Inc Car Parks & Footways	£200,000.00	£0.00	£0.00	£0.00
EACH013	Play Well in Cherwell Grant	£0.00	£0.00	(£63,866.50)	£63,866.50
EACH014	Banbury Visitor Management Plan	£0.00	£0.00	£16,934.06	(£16,934.06)
	Woodgreen Bowls Carpet				

Urban & Rural

Chris Rothwell

EACU001	Improvements to Retained Housing Open Spaces	£30,000.00	£0.00	£0.00	£0.00
EACU002	Off Road Parking Facilities	£156,000.00	£0.00	£2,305.53	(£2,305.53)
EACU003	Circular Walks DDA Works	£20,000.00	£2,000.00	£525.60	£1,474.40
EACU004	Town Centre Environmental Improvements	£31,337.00	£27,420.06	£0.00	£27,420.06
EACU005	Street Scene Replacement Programme	£50,000.00	£50,000.00	£0.00	£50,000.00
EACU006	Christmas Illuminations	£30,000.00	£0.00	£2,500.00	(£2,500.00)
EACU007	Off Street Parking	£86,229.00	£43,131.77	£0.00	£43,131.77

Sports Centre Modernisation

Paul Marston-Weston

SCMP001	Sports Centre Modernisation Programme	£16,515,000.00	£8,260,803.00	£7,388,277.91	£872,525.09
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	£19,050,353.00	£9,714,310.41	£8,554,191.41	£1,160,119.00
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Planning, Housing & Economy

Economic Development & Estates

David Marriott

PHEE001	Watts Way Car Park Kidlington	£43,400.00	£43,400.00	£14,319.96	£29,080.04
PHEE002	Banbury Pedestrianisation	£100,000.00	£50,020.00	£28,096.53	£21,923.47
PHEE003	Bicester Cattle Market Car Park Phase 2	£312,100.00	£0.00	£0.00	£0.00
PHEE004	Bicester Pedestrianisation	£25,000.00	£0.00	£0.00	£0.00
PHEE005	St Mary's Churchyard Wall Repairs	£25,000.00	£25,000.00	£18,100.00	£6,900.00
PHEE006	Castle Quay Refurbishment	£675,000.00	£0.00	£0.00	£0.00
PHEE007	Bicester Town Centre Redevelopment	£93,354.00	£46,679.68	£18,228.50	£28,451.18
PHEE008	Future Regeneration Schemes Preliminary Prof Fees	£50,000.00	£25,000.00	£7,997.29	£17,002.71
PHEE009	Access to 60 Tadmarton Road, Bloxham	£0.00	£0.00	£2,560.00	(£2,560.00)

Housing Services

Gillian Greaves

PHEH001	LASHG - Ploughley Road Ambroseeden	£66,800.00	£66,800.00	£0.00	£66,800.00
PHEH002	LASHG - London Road Bicester	£93,600.00	£0.00	£0.00	£0.00
PHEH003	LASHG - Spirit Motor Site	£225,000.00	£0.00	£0.00	£0.00
PHEH004	Choice Based Lettings	£41,180.00	£39,140.00	£17,605.10	£21,534.90
PHEH005	Disabled Facilities Grants	£625,000.00	£349,998.00	£360,320.20	(£10,322.20)
PHEH006	Other Discretionary Grants	£423,703.00	£200,000.00	£204,854.01	(£4,854.01)
PHEH009	Private Sector Golding Strategy	£0.00	£0.00	(£10,368.62)	£10,368.62
PHEH010	Merton Street Flats	£150,000.00	£100,000.00	£100,000.00	£0.00
PHEH011	Local Authority Social Housing Grant	£44,334.00	£22,175.86	£0.00	£22,175.86

Planning & Affordable Housing

Gillian Greaves

PHEP001	Traffic Calming in Villages	£15,000.00	£0.00	£0.00	£0.00
PHEP002	The Granary Manor Farm	£19,190.00	£9,598.85	£14,186.44	(£4,587.59)

GRAND TOTAL

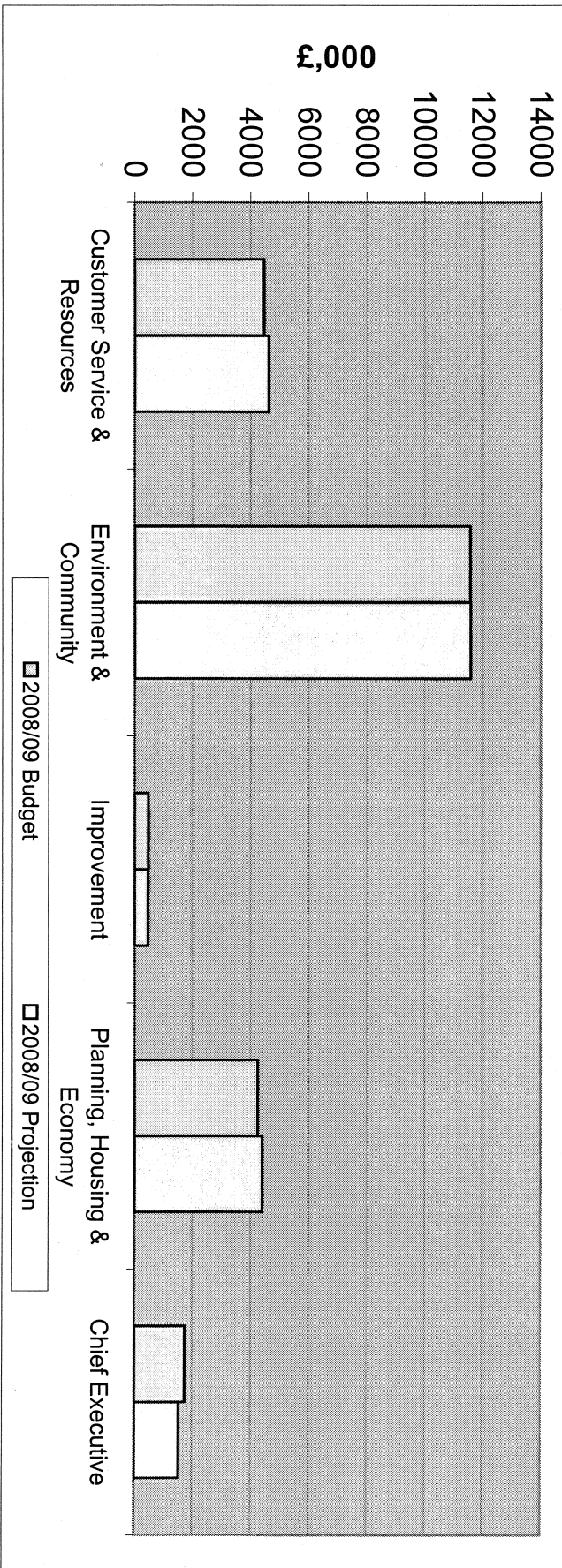
£3,027,661.00	£977,812.39	£775,899.41	£201,912.98
£24,337,565.00	£10,879,331.16	£10,138,373.93	£740,957.23

Capital Expenditure to 30th September 2008



APPENDIX 3

Dashboard: YTD Revenue Projection



	2008/09 Budget	2008/09 Projection	Variance
	£,000	£,000	£,000
Customer Service & Resources	4,459	4,610	151
Environment & Community	11,578	11,588	10
Improvement	472	456	-16
Planning, Housing & Economy	4,243	4,402	159
Chief Executive	1,747	1,525	-222
Services	22,499	22,581	82
Investment Income	(4,815)	(4,724)	91
Net Position - Overspend	17,684	17,857	173

Revenue Projection 2008/09 Variance by Category

	Budget Refinements & Risk Reserve £,000	Economic Reasons £,000	Glitner Interest Reversal £,000	Vacancy Savings £,000	Redeployment Admn review £,000	Additional Expenditure offset by Savings £,000	Additional Income £,000	Additional Income £,000	Training £,000
Postage & Carriage	70								
SCM April 08 Month	104					45			
SCM Risk reserve	-100								
Support Allocation	-220								
NNDR Calculations	28								
Planning Income		320							
Land Charge Income		155							
Additional Fuel Costs		70							
Interest - additional rates & balances							-460		
Reverse Glitner Accrual			551						
CEX Vacancy Savings				-35					
CEX Additional Costs							25		
CEX Savings							-107		-76
CSR HOF Costs							47		
CSR Redeployment					117				
CSR Savings							-51		
CSR Vacancy Savings				-57					
EAC Additional Costs							240		
EAC Concessionary Fares									
EAC Additional Income								-65	
EAC Savings							-118		
EAC Vacancy Savings				-33					
IMP Vacancy Savings				-16					
PHE Additional Costs							139		
PHE Use of Reserves							-80		
PHE Savings							-132		
PHE Vacancy Savings				-88					
	-118	545	551	-229	117	8	-525	-100	-76

Analysis of Variance by Category	Total	CSR	EAC	PHE	IMP	CEX	EXM
	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Glitter Interest Reversal	551						551
Economic Reasons	545	155	70	320			
Additional Expenditure offset by Savings	8	-4	167	7		-82	
Redeployment Admin review	117	117					
Budget Refinements & Risk Reserve	-118	-60	-29			-29	
Vacancy Savings	-229	-57	-33	-88	-16	-35	
Concessionary Fares	-100		-100				
Training Cost Reduction	-76					-76	
Additional Income	-525		-65				-460
	173	151	10	239	-16	-222	91

APPENDIX 4a

Six Month Capital Review

	<u>Year Budget</u>	<u>Bring fwd from 09/10 programme</u>	<u>Amended Capital Budget</u>
Customer Service & Resources			
<i>Business Services</i>			
CSR006	£380,000.00	£380,000.00	£635,000.00
CSR007	£100,000.00	£400,000.00	£375,000.00
<i>Sports Centre Modernisation</i>			
SCMP001	£16,515,000.00	£2,825,367.00	£19,340,367.00
	£16,995,000.00	£3,605,367.00	£20,350,367.00

APPENDIX 4b

Six Month Capital Review

Delay project to 09/10

Customer Service & Resources

Business Services

CSRB001	Alterations to Highfield Depot	(£50,000.00)
CSRB003	Depots - Redevelopment/ Changes	(£20,000.00)
CSRF002	Financial Ledger - Agresso 5.5	(£50,000.00)

Environment & Community

Environmental Services

EACE001	Refurbishment of Claremont Toilets	(£75,000.00)
EACE003	Climate Change Initiatives Fund	(£25,000.00)
EACE004	Kitchen Waste Scheme	(£25,000.00)
EACH007	Animation Centre -IT Upgrade	(£50,000.00)

Planning Housing & Economy

Economic Development & Estates

PHEE003	Bicester Cattle Market Car Park Phase 2	(£312,100.00)
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(£607,100.00)

APPENDIX 4c

Six Month Capital Review

No Longer required

Customer Service & Resources

Business Services

CSRB006 Bodicote House- Accommodation Changes (£125,000.00)
 CSRB007 Bodicote House- Window Replacement (£125,000.00)

Finance

CSRF001 Commercial Bailiff Service (£10,000.00)
 CSRF003 Budget Module (£10,000.00)

ICT

ICTB002 Uniform Modules (Various) (£20,000.00)
 ICTI003 Power Over Ethernet (POE) Switches (£8,000.00)
 ICTI005 Oxfordshire Community Network Upgrades (£5,000.00)
 ICTO002 Renewal of Laptops (£5,000.00)
 ICTO005 Replacement of Clients PC's (£60,000.00)
 ICTO009 Wireless Networking (£5,000.00)
 ICTS001 Integration of Systems for Customer Servicec Imp (£25,000.00)
 ICTS004 Business System Upgrades (£15,000.00)
 ICTS005 GIS (£45,000.00)

Environment & Community

Safer Community & Community Development

EACC005 Partnership Initiative Fund (£9,833.00)

GRAND TOTAL

(£467,833.00)

APPENDIX 4d

Six Month Capital Review

Further funding
Required

Customer Service & Resources

ICT

Service Desk Software	£25,000.00
lclipse Licences	£35,328.00
lclipse Software Upgrade	£27,000.00
Data Encryption Software	£20,000.00

Environment & Community

Health & Recreation

Banbury Visitor Management Plan	£28,000.00
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GRAND TOTAL

£135,328.00

	Year Budget	Bring fwd from 09/10 programme	Further funding Required	No Longer required	Delay project to 09/10	Amended Capital Budget
Customer Services & Resources						
<i>Business Services</i>						
Tina Poke						
CSRB001	Alterations to Highfield Depot	£50,000.00			(£50,000.00)	£0.00
CSRB002	Access to Highfield Depot	£22,100.00				£22,100.00
CSRB003	Depots - Redevelopment/ Changes	£50,000.00			(£20,000.00)	£30,000.00
CSRB004	Town Centre Offices - Refurbishment	£30,000.00				£30,000.00
CSRB005	Town Centre Offices - Roof Repairs	£30,000.00				£30,000.00
CSRB006	Bedcliffe House- Accommodation Changes	£380,000.00	£380,000.00	(£125,000.00)		£535,000.00
CSRB007	Bedcliffe House- Window Replacement	£100,000.00	£400,000.00	(£125,000.00)		£575,000.00
CSRB008	Old Bedcliffe House Garage	£30,000.00				£30,000.00
CSRB009	Minor Works	£100,000.00				£100,000.00
CSRB010	Local Land Changes	£24,000.00				£24,000.00
<i>Finance</i>						
CSRF001	Karen Curtin					
CSRF002	Commercial Bailiff Service	£35,000.00		(£10,000.00)		£25,000.00
CSRF003	Financial Ledger - Agresso 5.5	£50,000.00			(£50,000.00)	£0.00
	Budget Module	£25,000.00				£15,000.00
<i>Legal</i>						
CSRL001	Liz Howlett					
	Legal/Democratic IT Investment	£20,000.00				£20,000.00
<i>ICT - Business Services</i>						
ICTB001	Pat Simpson					
ICTB002	Valuehill	£35,000.00				£35,000.00
ICTB003	Uniform Modules (Various)	£82,500.00		(£20,000.00)		£32,500.00
	Environmental Services Migration	£12,784.00				£12,784.00
<i>ICT - Customer Services</i>						
ICTC001	Pat Simpson					
ICTC002	Area Offices Improvements	£25,000.00				£25,000.00
ICTC003	CRM with Backoffice Integration	£25,000.00				£25,000.00
ICTC004	CSC Government Connect	£36,000.00				£36,000.00
	Area One Stop Shops	£112,387.00				£112,387.00
<i>ICT - Home and Remote Working</i>						
ICTH001	Pat Simpson					
	Home & Remote Working	£10,000.00				£10,000.00
<i>ICT - Infrastructure</i>						
ICTI001	Pat Simpson					
ICTI002	Replacement Air- Conditioning in Data Centre	£30,000.00				£30,000.00
ICTI003	Edge Network Closes	£10,000.00			(£8,000.00)	£2,000.00
ICTI004	Power Over Ethernet (POE) Switches	£10,000.00			(£8,000.00)	£2,000.00
ICTI005	Network Reabling	£150,000.00				£150,000.00
ICTI006	Oxfordshire Community Network Upgrades	£10,000.00			(£5,000.00)	£5,000.00
	on Upgrades New Install/Demistall	£10,000.00				£10,000.00

ICT - Operational

ICT0001	Replacement of Server Operating Systems	£50,000.00			£50,000.00
ICT0002	Renewal of Laptops	£10,000.00	(£5,000.00)		£5,000.00
ICT0003	Network Intrusion Protection	£10,000.00			£10,000.00
ICT0004	Replacement Network Switches	£100,000.00			£100,000.00
ICT0005	Replacement of Clients PCs	£60,000.00	(£60,000.00)		£0.00
ICT0006	Renewal of Corporate Servers & Virtualisation Prog	£10,000.00			£10,000.00
ICT0007	Replacement Server Operating Systems	£40,000.00			£40,000.00
ICT0008	Telephone Handset, Licensing & Devices	£20,000.00			£20,000.00
ICT0009	Wireless Networking	£55,000.00	(£5,000.00)		£50,000.00
ICT0010	Renewal of PCs	£60,000.00			£60,000.00
ICT0011	Server Operating System	£5,000.00			£5,000.00
ICT0012	Print Strategy	£25,000.00			£25,000.00
ICT0013	Corporate Data Storage & Access (Sharepoint)	£15,000.00			£15,000.00
ICT0014	Service Desk Software	£0.00			£0.00
	licpss Software Upgrade	£35,328.00			£35,328.00
	licpss Software Upgrade	£0.00			£0.00
	Data Encryption Software	£0.00			£0.00

ICT - Information Services

ICTS001	Integration of Systems for Customer Service Imp	£50,000.00			£50,000.00
ICTS002	Website Extension	£60,000.00	(£25,000.00)		£35,000.00
ICTS003	Ariel Imaging	£18,000.00			£18,000.00
ICTS004	Business System Upgrades	£19,449.00	(£15,000.00)		£4,449.00
ICTS005	GIS	£97,351.00	(£45,000.00)		£52,351.00

Pat Simpson

		£2,209,551.00	£780,000.00	£107,328.00	(£468,000.00)	£1,220,000.00	£2,518,879.00
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Chief Executives

CEXC001	Intelnet	£40,000.00			£40,000.00
CEXC002	Renew Survey Software	£10,000.00			£10,000.00

Mary Harley

		£50,000.00	£0.00	£0.00	£0.00	£50,000.00
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Environment & Community

Safer Community & Community Development

EACC001	CCTV	£150,000.00			£150,000.00
EACC002	Hamwell Fields Community Centre	£7,100.00			£7,100.00
EACC003	Community Centre Refurbishments	£28,300.00			£28,300.00
EACC005	Partnership Initiative Fund	£9,833.00	(£9,833.00)		£0.00

Environmental Services

EAGE001	Refurbishment of Claremont Toilets	£75,000.00			£75,000.00
EAGE002	Fuel Tank	£20,000.00			£20,000.00
EAGE003	Climate Change Initiatives Fund	£50,000.00			£50,000.00
EAGE004	Kitchen Waste Scheme	£25,000.00			£25,000.00
EAGE005	Vehicle Replacement Programme	£949,119.00			£949,119.00

Health & Recreation

EACH001	Toilets/ Museum	£138,500.00			£138,500.00
EACH002	North Oxonshire Academy Track/ Throw Cage	£30,000.00			£30,000.00
EACH003	Hamwell Fields Sports Pavilion	£183,935.00			£183,935.00
EACH004	Village Hall, Recreation Play Grants	£100,000.00			£100,000.00
EACH007	Animation Centre - IT Upgrade	£90,000.00			£90,000.00
EACH008	Replacement of Filings/Lamps to Floodlight Cooper	£15,000.00	(£30,000.00)		£0.00
EACH009	Refurbishment/Improvement to Willy Freund Youth Ce	£65,000.00			£65,000.00
EACH010	Roof Repairs at Spicetail Park Sports Centre	£10,000.00			£10,000.00
EACH011	Wheeled Sports Facilities in Banbury	£25,000.00			£25,000.00
EACH012	Woodgreen Leisure Centre Inc Car Parks & Footways	£200,000.00			£200,000.00
EACH014	Banbury Visitor Management Plan	£0.00			£0.00

Paul Marston-Weston

		£138,500.00			£138,500.00
		£30,000.00			£30,000.00
		£183,935.00			£183,935.00
		£100,000.00			£100,000.00
		£90,000.00			£90,000.00
		£15,000.00			£15,000.00
		£65,000.00			£65,000.00
		£10,000.00			£10,000.00
		£25,000.00			£25,000.00
		£200,000.00			£200,000.00
		£0.00			£0.00

Urban & Rural

EACU001	Improvements to Retained Housing Open Spaces	£30,000.00				£30,000.00
EACU002	Off Road Parking Facilities	£186,000.00				£186,000.00
EACU003	Circular Walks DDA Works	£20,000.00				£20,000.00
EACU004	Town Centre Environmental Improvements	£31,337.00				£31,337.00
EACU005	Street Scene Replacement Programme	£90,000.00				£90,000.00
EACU006	Christmas Illuminations	£30,000.00				£30,000.00
EACU007	Off Street Parking	£86,229.00				£86,229.00

Sports Centre Modernisation

SCMP001	Sports Centre Modernisation Programme	£16,515,000.00	£2,825,367.00			£19,340,367.00
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Planning, Housing & Economy

Economic Development & Estates

PHEE001	Watts Way Car Park Kidlington	£43,400.00				£43,400.00
PHEE002	Banbury Pedestrianisation	£100,000.00				£100,000.00
PHEE003	Bicester Cattle Market Car Park Phase 2	£312,100.00			(£312,100.00)	£0.00
PHEE004	Bicester Pedestrianisation	£25,000.00				£25,000.00
PHEE005	St Mary's Churchyard Wall Repairs	£25,000.00				£25,000.00
PHEE006	Castle Quay Refurbishment	£675,000.00				£675,000.00
PHEE007	Bicester Town Centre Redevelopment	£93,354.00				£93,354.00
PHEE008	Future Regeneration Schemes Preliminary Prof Fees	£90,000.00				£90,000.00

Housing Services

David Marriott						
Gillian Graeves						
PHEH001	LASHG - Ploughley Road Ambroseiden	£66,800.00				£66,800.00
PHEH002	LASHG - London Road Bicester	£93,600.00				£93,600.00
PHEH003	LASHG - Spirit Motor Site	£225,000.00				£225,000.00
PHEH004	Choice Based Lettings	£41,180.00				£41,180.00
PHEH005	Disabled Facilities Grants	£623,000.00				£623,000.00
PHEH006	Other Discretionary Grants	£423,703.00				£423,703.00
PHEH010	Merton Street Flats	£190,000.00				£190,000.00
PHEH011	Local Authority Social Housing Grant	£44,334.00				£44,334.00

Planning & Affordable Housing

Gillian Graeves						
PHEP001	Traffic Calming in Villages	£15,000.00				£15,000.00
PHEP002	The Granary Manor Farm	£19,190.00				£19,190.00

GRAND TOTAL

£19,050,353.00	£2,825,367.00	£28,000.00	(£9,833.00)	(£175,000.00)	£21,718,887.00
£3,027,661.00	£0.00	£0.00	£0.00	(£312,100.00)	£2,715,561.00
£24,337,656.00	£3,605,367.00	£135,328.00	(£467,833.00)	(£607,100.00)	£27,003,327.00

APPENDIX 6

Customer Service and Resources

Business Services

	Budget year to date	Period actual £	committed	longer required	Agreed no longer required	Agreed delay to 09/10	Balance
CSRB001	Alterations to Highfield Depot	£50,000	£0	£0	£0	(£50,000)	£0
CSRB002	Access to Highfield Depot	£22,100	£0	£0	£0	£0	£22,100
CSRB003	Depots - Redevelopment/ Changes	£50,000	£0	£0	£0	(£20,000)	£30,000
CSRB004	Town Centre Offices - Refurbishment	£60,000	£0	£0	£0	£0	£60,000
CSRB008	Old Bodicote House Garage	£30,000	£0	£0	£0	£0	£30,000
CSRB009	Minor Works	£100,000	£0	£0	£0	£0	£100,000
		£312,100	£0	£0	£0	(£70,000)	£242,100

Finance

CSRF001	Commercial Bailiff Service	£35,000	£0	£0	(£10,000)	£0	£25,000
CSRF002	Financial Ledger - Agresso 5.5	£50,000	£0	£0	£0	(£50,000)	£0
CSRF003	Budget Module	£25,000	£0	£0	(£10,000)	£0	£15,000
		£110,000	£0	£0	(£20,000)	(£50,000)	£40,000

Legal

CSRL001	Legal/Democratic IT Investment	£20,000	£0	£20,000	£0	£0	£40,000
		£20,000	£0	£20,000	£0	£0	£40,000

ICT

ICTB003	Environmental Services Migration	£12,764	£0	£0	£0	£0	£0	£0	£12,764
ICTC003	CSC Government Connect	£36,000	£0	£0	£0	£0	£0	£0	£36,000
ICTH001	Home & Remote Working	£10,000	£0	£0	£0	£0	£0	£0	£10,000
ICTI001	Replacement Air - Conditioning in Data Centre	£30,000	£0	£0	£0	£0	£0	£0	£30,000
ICTI006	ocon Upgrades New Installs/De-Install	£10,000	£0	£0	£0	£0	£0	£0	£10,000
ICTO001	Replacement of Server Operating Systems	£50,000	£0	£0	£0	£0	£0	£0	£50,000
ICTO002	Renewal of Laptops	£10,000	£0	£0	(£5,000)	£0	£0	£5,000	£5,000
ICTO007	Replacement Server Operating Systems	£10,000	£0	£0	£0	£0	£0	£0	£10,000
ICTO014	Corporate Data Storage & Access (Sharepoint)	£15,000	£0	£0	£0	£0	£0	£0	£15,000

Customer Service & Resources

£183,764	£0	£0	(£5,000)	£0	£178,764
£625,864	£0	£20,000	(£25,000)	(£120,000)	£500,864

Chief Executives

CEXC001	Intranet	£40,000	£0	£0	£0	£0	£0	£0	£40,000
CEXC002	Renew Survey Software	£10,000	£0	£0	£0	£0	£0	£0	£10,000

Total for Chief Executives

£50,000	£0	£0	£0	£0	£50,000
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Environment & Community

Safer Community & Community Development

EACC005	Partnership Initiative Fund	£9,833	£0	£0	(£9,833)	£0	£0	£0	£0
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Environmental Services

EACE001	Refurbishment of Claremont Toilets	£75,000	£0	£0	£0	£0	(£75,000)	£0	£0
EACE002	Fuel Tank	£20,000	£0	£0	£0	£0	£0	£0	£20,000
EACE003	Climate Change Initiatives Fund	£50,000	£0	£0	£0	£0	(£25,000)	£0	£25,000
EACE004	Kitchen Waste Scheme	£25,000	£0	£0	£0	£0	(£25,000)	£0	£0

£9,833	£0	£0	(£9,833)	£0	£0
£9,833	£0	£0	(£9,833)	£0	£0

Health & Recreation

EACH002	North Oxfordshire Academy Track/ Throw Cage	£30,000	£0	£0	£0	£0	£0	£30,000
EACH007	Animation Centre -IT Upgrade	£50,000	£0	£0	£0	(£50,000)	£0	£0
EACH009	Refurbishment/Improvement to Willy Freund Youth Ce	£65,000	£0	£0	£0	£0	£0	£65,000
EACH010	Roof Repairs at Spiceball Park Sports Centre	£10,000	£0	£0	£0	£0	£0	£10,000
EACH011	Wheeled Sports Facilities in Banbury	£25,000	£0	£0	£0	£0	£0	£25,000

Urban & Rural

EACU001	Improvements to Retained Housing Open Spaces	£30,000	£0	£0	£0	£0	£0	£30,000
EACU004	Town Centre Environmental Improvements	£31,337	£0	£0	£0	£0	£0	£31,337
EACU005	Street Scene Replacement Programme	£50,000	£0	£0	£0	£0	£0	£50,000
EACU007	Off Street Parking	£86,229	£0	£0	£0	£0	£0	£86,229

Total for Environment & Community

£197,566	£0	£0	£0	£0	£197,566
£557,399	£0	£0	(£9,833)	(£175,000)	£372,566

Planning Housing & Economy

Economic Development & Estates

PHEE003	Bicester Cattle Market Car Park Phase 2	£312,100	£0	£0	£0	(£312,100)	£0	£0
PHEE004	Bicester Pedestrianisation	£25,000	£0	£0	£0	£0	£0	£25,000
PHEE006	Castle Quay Refurbishment	£675,000	£0	£0	£0	£0	£0	£675,000

£1,012,100	£0	£0	£0	(£312,100)	£700,000
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£170,000	£0	£0	£0	(£125,000)	£45,000
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Housing Services

PHEH001	LASHG - Ploughley Road Ambroseden
PHEH002	LASHG - London Road Bicester
PHEH003	LASHG - Spirit Motor Site
PHEH007	Housing Paradigm
PHEH008	LASHG - AYNHO ROAD ADDERBURY
PHEH011	Local Authority Social Housing Grant

	£66,800	£0	£0	£0	£0	£0	£0	£0	£66,800
	£93,600	£0	£0	£0	£0	£0	£0	£0	£93,600
	£225,000	£0	£0	£0	£0	£0	£0	£0	£225,000
	£0	£0	£0	£0	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0	£0	£0	£0	£0
	£44,334	£0	£0	£0	£0	£0	£0	£0	£44,334

	£429,734	£0	£0	£0	£0	£0	£0	£0	£429,734
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Planning & Affordable Housing

PHEP001 Traffic Calming in Villages

	£15,000	£0	£0	£0	£0	£0	£0	£0	£15,000
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	£15,000	£0	£0	£0	£0	£0	£0	£0	£15,000
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Total for Planning Housing & Economy

	£1,456,834	£0	£0	£0	£0	£0	£0	£0	£1,144,734
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Total Capital

	£2,690,097	£0	£20,000	(£34,833)	(£607,100)				£2,068,164
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Summary

CSR	£625,864	£0	£20,000	(£25,000)	(£120,000)				£500,864
CEX	£50,000	£0	£0	£0	£0				£50,000
EAC	£557,399	£0	£0	(£9,833)	(£175,000)				£372,566
PHE	£1,456,834	£0	£0	£0	(£312,100)				£1,144,734
	£2,690,097	£0	£20,000	(£34,833)	(£607,100)				£2,068,164

Executive

Performance Management Framework 2008/2009 – Second Quarter Progress Report

17 November 2008

Report of the Chief Executive and Head of Improvement

PURPOSE OF REPORT

To report the Council's performance against the Performance Management Framework for the period July – September 2008.

This report is public

Recommendations

The Executive is recommended:

- 1) To note the progress made in delivering performance against the Corporate Scorecard and the other performance frameworks appended to this report.
- 2) To note the responses to the issues raised in the 1st Quarter Report and to seek further information or a further report in the next Quarterly Report as appropriate.
- 3) To agree that in the next Quarterly Report there will be an update on the impact of the economic downturn on:
 - a) The Council's ability to deliver the 2008/09 corporate targets of 400 new homes, including 100 units of social housing, and the creation of 200 net new jobs.
 - b) The income received through building control, planning applications, and land charges and the budget implications of rising costs (fuel costs for example).
 - c) The progress of key development projects such as Banbury Canalside, Bicester Town Centre, and South West Bicester.
- 4) To agree that in the next Quarterly Report there will be an update on the following:
 - a) The time taken to process 'minor and other' planning applications.

- b) Increasing the visitor numbers to Banbury Museum.
- c) Addressing the 2.1% rise in overall crime figures, the failure to meet the target for reducing acquisitive crime and the timetable and process for producing the Anti Social Behaviour Strategy.
- d) Improving the average time taken to process new benefits claims.
- e) Reducing the amount of waste going to landfill (and implementing the Food Waste Pilot).
- f) The progress on delivering Nightsafe Bicester.
- g) The financial impact of the Government's Free Swimming Programme for over 60's and under 16's.

Executive Summary

Introduction

- 1.1 This is a report of the Council's performance as measured by the Performance Management Framework for the period July - September 2008. It reports the performance against the Corporate Scorecard, which is made up of the measures by which we measure our performance corporately. More detailed supporting information is attached showing performance against the Corporate Plan, the new National Indicators, the retained Best Value Performance Indicators and the delivery of the Corporate Improvement Plan and the Strategic Service Projects.
- 1.2 It should be noted that although this is primarily a report of corporate performance the Performance Management Framework also includes monitoring at service level against service plans. The majority of performance issues are dealt with at service and directorate level. However significant service successes and issues are reported upwards and where appropriate included in the successes and exceptions reported in Appendix 2.
- 1.3 The overall context for this report is the current economic downturn which started with the inflation of commodity prices, particularly oil, and has been followed by the international banking crisis and associated economic downturn. When the Executive agreed the Council's performance targets for 2008/09 it was obviously without the knowledge that these extraordinary events were over the horizon. The impact of this economic turbulence is already apparent. In the last Quarterly Performance Report we reported the impact of rising fuel costs, though this has since receded to some degree. We are already seeing the impact of the economic downturn on the number of housing units being built and a reduction in the number of planning applications, all of which adds up to a loss of income for Planning, Land Charges, and Building Control. The numbers claiming benefits has increased and the Government estimates the numbers of claimants could increase by up to 30%. We could also see a potentially significant number of people seeking our assistance for housing. Whilst there does appear to be a consensus among experts that we are about to enter or are in an economic recession there is no clear agreement about how long this will last or how severe it will be. For this reason we will keep this wider context under review

in future Quarterly Performance Reports and our response to this at service and Council wide levels.

Proposals

- 1.4 In the report we have asked the Executive to note the significant progress made in delivering our objectives. In particular:
- Housing further reduced the numbers in temporary accommodation, had the lowest rate of homelessness acceptances this year, and the number of families in temporary accommodation is below 100 for the first time.
 - The overall recycling rate is 53% against a target of 49%.
 - We installed twelve recycling units next to bus stops in Kidlington.
 - We completed the major programme of improvements to the Banbury, Bicester, and Kidlington town centre offices.
 - The Drug House Closure Initiative has been recommended as best practice.
 - We won the regional In Bloom award.
 - Value for Money reviews of Street Cleansing and Property Management were completed and reviews of Support Cost Allocations and Fees and Charges are proceeding to schedule and will be reported to the Executive this quarter.
 - Banbury Pedestrianisation. The public inquiry is set for 2 December, and implementation depends on the outcome of this. It is likely that the timing will have to be adjusted so that the works are spread over 2 years, in order to avoid working between the end of September and Christmas.
 - A staff Learning and Development Strategy has been agreed.
- 1.5 The Performance Management Framework allows councillors and officers to monitor the progress made in delivering our objectives and to take action when performance is not satisfactory or new issues arise. The main issues arising which could have a significant impact on the council achieving its corporate objectives or delivering the desired level of performance are:
- The impact of the economic downturn on the Council's ability to deliver 400 new homes (including 100 units of social housing) and 200 net new jobs.
 - The loss of income for Building Control and Development Control as a result of the downturn in housing and development markets and for Land Charges also as a result of this and the move to personal searches.
 - The impact of the economic downturn on the progress of major projects such as Banbury Canalside, Bicester Town Centre, and South West Bicester.
 - Although the performance achieved in processing 'minor and other' planning applications is improving we still do not meet national and local performance targets.
 - The overall number of visitors (though not school visits) to Banbury Museum of 776 is below the target of 889.
 - The declining performance of the average time taken to process new benefits claims, 29.79 days this quarter compared to 26.9 the last quarter against a target of 22 days.
 - The worsening performance in reducing the amount of waste going to landfill (was Amber and is now Red).
 - The 2.1% rise in overall crime figures, the failure to meet the target for reducing acquisitive crime and the delay producing the Anti Social Behaviour Strategy.

- The delay delivering Nightsafe Bicester.
- The delay delivering the food waste recycling pilot scheme.

Conclusion

- 1.6 This report shows the council continues to make significant progress on delivering its strategic priorities and in particular the promises made to the public for this year in the Council Tax Leaflet. In the report we are able to highlight a wide range of achievements and areas where our achievements have received external recognition. Since the last performance report the economic environment has taken a significant downturn. This is highlighted in the report as having a potentially significant impact on our ability to deliver some key objectives, the level of income raised, and the demands made on Council services.

Background Information

2.1 Issues Raised in 1st Quarter Performance Report

At the Executive meeting on 4 August 2008 it was agreed that an update be provided on a number of issues as set out below:

1. **The implications of the economic down-turn on the targets for delivering new and affordable homes.**

It is clear that current economic conditions will mean that targets for new and affordable housing development will not be met. At this stage it is impossible to predict how severe and long lasting impacts will be.

Current housing monitoring shows that second quarter completions for 2008/09 are very low, at 107 units. The original projection for the year was 681 dwellings completed, giving a quarterly comparator of 171. To date there are no affordable housing completions for 2008/09. This position mainly reflects lack of progress on Cherwell's major housing sites. There is also a gradual fall off in development activity for smaller sites. The main site contributing to "ready to go" housing land supply is SW Bicester. Reserved matters planning applications have been discussed but a start date cannot be predicted. The Bankside site in Banbury is another major contributor to future land supply. It is expected that the land ownership issues that are holding up completion of the planning agreement and issue of an outline planning permission will be resolved soon. However there is clearly no urgency on the part of the landowners and developers to bring the site forward for development in the immediate future.

In the short term there may be some opportunities for delivery of affordable housing arising as a result of private development completions becoming available for housing association purchase rather than private sale. The Council will liaise with registered social landlords and the Housing Corporation to consider whether there is a need for Council support to exploit suitable opportunities. It must be stressed that the scope to act in this way will be very limited because of the nature of the current development pipeline in the District (as described above).

It should be noted that these figures do not correspond to those provided in the Corporate Scorecard for the provision of affordable homes. This is because the latter includes refurbished properties.

2. **The down-turn in performance in the processing of 'minor' and 'other' planning applications.**

Monitoring shows that processing speed is now beginning to improve. On "minors" the figure for August 2008 is up to 61.7% over the first quarter figure of 55.40 %. For "others" the processing speed is holding steady at 73%. These figures are below national targets and it is important that improvement continues and accelerates.

Comparison of figures for this short period cannot explain the recent circumstances of the service and its ability to improve performance. Progress will need to be judged over a longer period. The Development

Control and Major Developments Service will continue to experience some difficulty in delivering the required speed of performance for the next few months because of:

- Significant staffing changes - including maternity leave, and loss of experienced professional staff.
- Recruitment difficulties and skill shortages leading to dependency on short term contract/agency staff.
- The workload impact of the Upper Heyford Public Inquiry.
- Process changes being implemented, including refinements to methods of recording processing speed.
- Impact of a period of a long period of interim management (new Head of Service now in post).
- Accommodation moves and associated disruption.
- Long term Planning Services Improvement Plan changes - particularly a shift in resources to enforcement.
- National changes in permitted development regime which in short term creates considerable additional work on training and customer explanation.

The recent dramatic change in external economic conditions creates new pressures which need to be carefully managed. A significant reduction in planning application workload is apparent with an overall reduction of 20% year on year comparison (April – Sept. 08/09 as compared with April – Sept. 07/08). This should assist in improving performance on speed. However a significant loss of application fee income will result and this will seriously affect the budget position (there is a 40% reduction in fee income April – Sept. 08/09 as compared with April – Sept. 07/08). This has been magnified by the original budget estimates for 2008/09 that assumed a planning application fee income of £990k. As a result it will be necessary to reduce staffing levels by leaving some vacancies unfilled. In the immediate future this process of adjustment of work load and resources may impact on performance on the speed of processing applications. The aim of management is to achieve a new balance of resources and workload. We want to have the ability to respond effectively to a future pick up of demand, particularly on major application workload as it is this that creates workload peaks and necessitates depth in the professional skill base.

3. The progress made in delivering the capital spend on Sports Centre Modernisation and other projects.

A revised capital expenditure profile for Sports Centres Modernisation has been received and reconciled against the investment decisions. The revised spend profile is expected to catch up with the original profile according to the latest construction programme. All other capital projects and spend profiles have been reviewed and updated as part of the 6 month projection report to Executive on 17th November 2008. Although changes have been made to a number of delivery dates there are no problems to report.

4. The implications of the rise in fuel costs on the Council's operating costs and the budget implications of this.

The fuel budget for Waste Collection is around £278k and £56k for Street Cleansing, with small budgets in other areas. In total the budget is around £350k. This budget was based on 85p/litre for diesel. At the time the estimates were prepared diesel was around 80p/diesel. In 2008 the rise in the price of diesel was 30% above budget giving a potential overspend of £100k. However the recent decrease in the price of oil means the likely year end overspend will be £70k.

The scope for reducing fuel consumption is limited. Our vehicles generally run fairly fixed routes. There is always scope for optimisation and this is always been looked at. The four day collection week does help to reduce fuel. However these changes are small and are likely to deliver savings of less than 5%.

5. Ensure there are adequate systems in place to monitor the delivery of the Community Plan.

A basket of 29 indicators have been adopted to monitor the delivery of the Community Plan, of which 12 are National Indicators.

6. Growth bid outcomes.

Monitoring arrangements are in place for all the 21 revenue growth items agreed for 2008/09. Of these 15 are Green, 5 Amber and 1 Red. Although behind schedule all the Ambers are anticipated to deliver the agreed outcomes this year. The Red is the investment in the Food Waste Collection Pilot and this is because of delays in identifying a suitable recycling site.

7. Contaminated land. The proportion of sites with insufficient information is likely to be in the lowest quartile for district councils.

We have recently completed a review of how we calculate this measure as our practice was not consistent with that of other district councils. We have now introduced a new measure that brings us into line with standard practice with the result that we are now in the top quartile of performance nationally.

2.2 Overview of Performance

Within the Corporate Scorecard there are seven frameworks through which we judge our performance. The eighth framework, Inspection Scores, is for information only. The Council's performance against the scorecard overall is shown in Appendix 1, with the successes, exceptions and issues presented in Appendix 2. A summary of the performance, successes and issues for each framework is given below. Appendix 3 shows the performance against the Corporate Plan.

The detailed performance against the National Indicators is shown in Appendix 4a, and the Best Value Performance Indicators in Appendix 4b. In addition to the Corporate Scorecard we also monitor our performance in delivering key developmental projects in the Corporate Improvement Plan, Appendix 5, and the Strategic Service Projects, Appendix 6. The delivery of outcomes from the revenue growth bids agreed for 2008/09 is shown in Appendix 7. There is a separate report to this meeting which sets out the details of the Council's current financial position.

2.3 **Corporate Scorecard – Community Plan**

Progress in delivering the Community Plan is measured against 29 targets. These include a 'top ten' list of priority actions that Cherwell Community Planning Partnership (CCPP) has agreed for the year. They include targets for the Cherwell area and not just those that the District Council is responsible for delivering. Information was only available for 18 of these, of which 15 were Green, 2 Amber and 1 Red. The remainder all depend on information from surveys which have yet to be carried out. Many of the targets replicate those in other frameworks, but the successes and issues below highlight those of particular importance to the Community Plan.

Successes

- Consultants have been appointed to revise the Sustainable Community Strategy.
- We are continuing to develop the links between the Community Plan and the Local Development Framework (LDF). Cherwell Community Planning Partnership received a presentation on the 'options for growth' for the Core Strategy of the LDF. The public consultation on the LDF commenced on time.
- Work is progressing well on delivering the 'Oxfordshire Offer' to young people. This will contribute to NI 110 – positive activities for young people. CCPP will be discussing this at their next meeting.

Issues

- Although there have been some initial delays with a cardiovascular disease project in the most deprived wards in Banbury the problems should be resolved shortly.
- The delivery of improved community information to rural locations has not progressed as planned. CCPP has however, been involved in the consultation on the new Rural Strategy.

2.4 **Corporate Scorecard – Corporate Plan Promises**

In this section we monitor the 15 targets from the Corporate Plan that were highlighted in the Council Tax leaflet (that was distributed to every household in the district) as our key service promises. 10 are Green, 3 Amber and 2 Red. Full details are in Appendix 1.

Successes

- The Sports Centre Modernisation programme continues to make progress to schedule.
- The high standard of cleanliness in streets and parks have been maintained.
- The ambitious target for recycling continues to be met.
- We have continued to make progress on providing ten new service access points in rural locations.

Issues

- The impact of the economic downturn on the Council's ability to deliver 400 new homes (including 100 units of social housing). The provisional figures for the first two quarters reflect the impact that the credit crunch is having on housebuilding rates nationally. It also reflects pre-existing delay on sites such as Bankside and former RAF Upper Heyford.

- Although we are currently on target for the number of net new jobs created this could be difficult to sustain given the current economic climate.
- The target for reducing the amount of waste going to landfill has not been met and this means this promise goes from Amber to Red status. The target of 1500 tonnes for this year was based on the Food Waste Pilot starting. However delays to this and other operational issues mean the outcome for this year is likely to be between 800 and 1000 tonnes.
- The target of reducing acquisitive crime has not been met and this means this promise goes from Green to Amber status.

The progress in delivering against all the targets in the Corporate Plan is in Appendix 3. Of the 54 targets in the Corporate Plan 38 are Green, 12 Amber, 2 Red and 2 where data will be available later in the year following customer consultation. All the areas requiring further consideration are picked up under other frameworks. Successes not picked up elsewhere are:

- The production of a combined finance and performance Annual Report that the Audit commission are proposing to recommend as best practice.
- Achieving a recommended score of 3 (up from 2) for Value for Money in the Use of Resources assessment.

2.5 **Corporate Scorecard - National Indicators**

National Indicators have replaced Best Value Performance Indicators as the statutory requirement for reporting the Council's performance. In this quarter we are expected to report against 21 of the 32 indicators the Council is required to report. The remaining 11 will be reported at the end of the year. Nine indicators are Green and 5 Amber and 3 Red. For the remaining 4 we are awaiting for the definition of an indicator and the resolution of data capture issues that are beyond the control of the Council. A full report on the status of the National Indicators is attached at Appendix 4a.

Because the National Indicators are new and many were introduced after the start of the year there is little historical performance information to inform target-setting. This we will address in the coming months through discussions with managers about our performance and in comparison with performance targets being set in other comparable local authorities.

Successes

- We met our target for the number of affordable homes delivered, however this may be difficult to sustain in the future because of current economic circumstances.
- We surpassed our target for reducing avoidable contact by customers.
- We surpassed the target for household waste sent for reuse, recycling and composting and the targets set for general environmental cleanliness.
- We continued to reduce the number of households living in temporary accommodation.

Issues

- Although the performance achieved in processing 'minor and other' planning applications is improving we still do not meet national and local performance targets.

- The worsening performance in reducing the amount of waste going to landfill, this was Amber and is now Red.

2.6 **Corporate Scorecard - Best Value Performance Indicators**

We have retained selected Best Value Performance Indicators (BVPIs) as they provide a useful means of comparing delivery with other councils and against our own historical performance levels. We will continue to report results in 2008/09 through the Quarterly PMF report.

Of 35 BVPIs monitored in the second quarter 20 are Green, 8 Amber, and 7 Red. Full details are in Appendix 4b.

Successes

- BV09 Percentage of Council Tax and National Non Domestic rates collected: We have maintained our excellent level of collection despite a continued backlog of work and system problems.
- BV079bii. Housing Benefits Overpayments Recovered. Performance is 40% above target. Surpassed target and by a greater amount than last quarter.
- BV082aii. Tonnes of Household Waste Recycled. A further improvement in performance achieved.
- BV170c. Pupil visits to museums. Achieved 1141 visits against a target of 850.
- BV203. Families in temporary accommodation. Continued improvement in performance

Issues

- BV82a(i): Percentage Household Waste Recycled. The dry recycling tonnages have risen less than we would like to achieve 50%. However, it is anticipated that despite high amounts of garden waste in the first six months, which depresses the dry recycling percentage, the overall recycling target will be achieved.
- BV170a: Visits to/usage of museums and BV170b: Visits to museums in person. Visits down due to many visitors believing the Museum was closed during the recent building works in the TIC. Visitor numbers were 776 against a target of 889.
- BV078a. The declining performance of the average time taken to process new benefits claims, 29.79 days this quarter compared to 26.9 the last quarter against a target of 22 days.

2.7 **Corporate Scorecard - Financial Performance**

The projected revenue and capital position at September 2008 are within the Council's budget tolerances. Full details of the revenue and capital position at 30 September 2008 and projections for the 2008/09 year are detailed in the Finance report which is on the agenda of this meeting.

Of the four measures 2 are Green and 3 Amber (two of which were Red in the last quarterly report).

Successes

- Annual accounts unqualified by the Audit Commission and positive comments relating to the improved process set out in the Governance report.

Issues

- The loss of income for Building Control and Development Control as a result of the downturn in housing and development markets and for Land Charges also as a result of this and the move to personal searches.

2.8 Corporate Scorecard – Human Resources

In the last Quarterly report we reported that the late delivery of computer software meant we could not report against the performance in the Corporate Scorecard. This has now been installed and performance information is provided on Staff Turnover, Sickness Absence, and Workforce Capacity. All of these are within target and are rated Green.

Successes

- Continued monitoring of performance and management of sickness absence and welfare provision has kept the outturn below our target.
- There had been concerns that the removal of attendance bonuses in Environmental Services would result in an increase in sickness absence. This has been closely monitored and no significant increase has been reported.

Issues

- None to report.

2.9 Corporate Improvement Plan

Executive 7 July 2008 agreed the 2008/09 Corporate Improvement Plan (Appendix 5). The priorities of the Plan are: embedding the culture of performance management; delivering value for money throughout the organisation; understanding and responding to the diverse needs of the communities that make up the District; developing partnership working; and engaging all our staff in the process of continuous improvement.

Successes

- Place Survey. Joint arrangements agreed with the other Oxfordshire councils.
- Value for Money reviews of Street Cleansing and Property Management completed and reported to the Executive.
- Completed 2007/08 analysis of costs in comparison to our family of similar councils.
- Completed Living in Cherwell, a demographic profile of the district and using this to inform service and financial planning.
- Customer Access. Work completed on the Banbury, Bicester, and Kidlington Town Centre offices.
- New staff Learning and Development strategy agreed.

Issues

- Need continued drive to improve the availability and quality of benchmarking information, particularly on productivity and unit costs.
- Need to complete outstanding tasks on Partnership Action Plan.
- Ensure new service standards are applied by all services.

2.10 Strategic Service Projects

These are 11 key projects that although service-based are of corporate significance because of the resources involved, their impact on the Council's reputation or their contribution to delivering the Council's strategic priorities. Full details are in Appendix 6. Eight of the projects are Green and 3 Amber.

Successes

- The major changes to Bodicote House are proceeding to schedule.
- The Flood alleviation inquiry is scheduled for December 08 with the works due to start in Spring 2009.
- Discussions will commence in November on the development of the Banbury Cultural Quarter.
- Banbury Pedestrianisation. The public enquiry will be held in December 2008 and if approval is given the work should commence in Spring 2009.

Issues

- South West Bicester Development. All relevant application procedures have now been completed. However the commencement date is uncertain because of current economic conditions. This will have serious implications for delivery of housing and affordable housing targets and planning agreement benefits.
- The impact of the economic downturn on the progress of other major projects such as Banbury Canalside and Bicester Town Centre.

2.11 Delivery of Growth Bids

Monitoring arrangements are in place for all the 21 revenue growth items agreed for 2008/09. Of these 15 are Green, 5 Amber and 1 Red. Although behind schedule all the Ambers are anticipated to deliver the agreed outcomes this year. Full details are in Appendix 7.

Successes

- The Planning Enforcement Team is now fully staffed.
- The investment in an additional member of staff to work on the delivery of the Disability Facilities Grant is delivering enhanced performance.
- The Choice Based Lettings system is operational.
- Additional recycling bins purchased and installed.
- Extra £60k funding to the voluntary sector delivered.

Issues

- The delay delivering Nightsafe Bicester.
- The delay delivering the food waste recycling pilot scheme.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 The purpose of the report is to show the Council's performance against the performance measures in the Performance Management Framework. From this information the Executive can make an overall judgement about the progress the Council is making in meeting its objectives and identify the achievements it wishes to celebrate and the areas where action is required to improve performance.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

Option One To review current performance levels and consider any actions arising.

Option Two To approve or reject the recommendations above.

Consultations Not Applicable

Implications

Financial: Financial Effects – The resources required to operate the Performance Management Framework is contained within existing budgets. However the information presented may lead to decisions that have financial implications. These will be viewed in the context of the Medium Term Plan & Financial Strategy and the annual Service & Financial Planning process.

Efficiency Savings – There are none arising directly from this report. The Performance Management Framework is designed to improve financial management, including the avoidance of overspending and underspend, and the achievement of efficiencies. We monitor the progress against the Council's targets for annual efficiency savings and report performance through the Performance Management Framework.

Comments checked by Karen Curtin, Chief Accountant, 01295 221551

Legal: Maintaining National Indicators is a legal requirement.

Comments checked by Liz Howlett, Head of Legal and Democratic Services, 01295 221686

Risk Management: The Performance Management Framework is designed to assist the Council in managing and monitoring delivery of its strategic objectives and improving customer satisfaction. Services are required to maintain their sections of the risk register, and update their risks no less frequently than quarterly. The service manager should address the risks associated with performance issues. The framework may show that performance is not achieving desired levels. Managers can address this by re-assessing the level of performance required, the priority it should attract, and the level of resource available. A failure to identify and improve key drivers of customer satisfaction through an effective Performance Management Framework is one of the Council's strategic risks.

Comments checked by Rosemary Watts, Risk Management & Insurance Officer , 01295 221566

Wards Affected

All

Corporate Plan Themes

The Performance Management Framework covers all of the Corporate Plan Themes

Executive Portfolio

Councillor Debbie Pickford - Portfolio Holder for Organisational Development and Improvement

Document Information

Appendix No	Title
Appendix 1	Corporate Scorecard 2008/2009
Appendix 2	Successes, Exceptions and Emerging Issues
Appendix 3	Corporate Plan
Appendix 4a	National Indicators
Appendix 4b	Best Value Performance Indicators
Appendix 5	Corporate Improvement Plan
Appendix 6	Strategic Service Projects
Appendix 7	Growth Bids
Background Papers	
Report Author	Mike Carroll, Head of Improvement
Contact Information	01295 227959 mike.carroll@Cherwell-dc.gov.uk

Corporate Scorecard

Quarter Two - July to September 2008

Total GREEN	14	16
AMBER	6	7
RED	4	4
NO DATA (N/A)	5	2

Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance to date	Q1	Q2
Working in Partnership					
Cherwell Community Plan	Community & Corporate Planning	Quarterly	Only data for 18 out of 29 indicators, 15 of which were Green, 2 Amber.	A	A
Corporate Plan Promises					
A district of opportunity					
Create 200 new jobs in the District (gross)	Economic Development & Estates	Monthly	383 new jobs recorded as being created..	G	G
Bring to market 400 net new homes	Planning & Affordable Housing	Annual (informed by provisional quarterly monitoring)	The provisional figures for the first two quarters reflect the impact that the credit crunch is having on housebuilding rates nationally. It also reflects pre-existing delay on sites such as Bankside and former RAF Upper Heyford. The 2008 AMR will review the projections for 2008/09 onwards. The 2007 AMR's projections were made before the credit crunch began to seriously affect housebuilding.	A	R
Complete 100 new affordable homes	Housing Services	Quarterly	40 completed against profiled target of 40.	G	G
Enhance Kidlington village centre by replacing the street furniture	Urban & Rural Services	Quarterly	Revised March 2009 programme agreed with Kidlington Parish Council. Consultation period just about to start.	G	G
A safe and healthy Cherwell					
Reduce acquisitive crime in the District by 5%	Safer Communities & Community Development (Thames Valley Police)	Quarterly	Theft from vehicles is up 12.9% from last year (376 crimes against 333). Robbery is up 22.9% on last year (43 crimes against 35). Household burglary is down 16.9% on last year (133 crimes against 160).	G	A
Progress against the Sports Centre Modernisation Programme	Recreation & Health	Monthly	Project progressing in accordance with agreed timetable in spite of inclement weather.	G	G
Support new and improved healthcare services in Bicester and surrounding area	Recreation & Health	Quarterly	Community Partnership Forum set up. Council attendance on Better Healthcare Programme Board and Community Partnership Forum. Health Needs assessment completed and interim service solutions put in place.	G	G
Support provision of the best possible services at the Horton Hospital	Recreation & Health	Quarterly	Project Team attendance at all meetings. EU expressions of interest advert to be issued in late November.	G	G

Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance to date	Q1	Q2
A cleaner, greener Cherwell					
Ensure 90% of streets and parks are clean	Environmental Services	Four monthly	This is looking on track to be comfortably achieved.	G	G
Achieve a recycling rate of 49%	Environmental Services	Quarterly	On target overall.	G	G
Reduce waste going to landfill by 1,500 tonnes	Environmental Services	Quarterly	The reduction by 1500 tonnes is looking unlikely. Landfill tonnages fell by 2200 tonnes last year. However despite waste minimisation activities, roadshows, promoting recycling and expanded on street recycling, landfill tonnages have not fallen as much as expected. The food waste pilot was expected to contribute in the 2nd half of the year and this is looking unlikely to occur. A door stepping campaign of 12,000 properties and Christmas recycling activities should help. However the overall reduction is now expected to be in the region of 500-1000 tonnes.	A	R
Reduce the council's CO2 emissions by 4% from the 2006/2007 baseline	Environmental Services	Quarterly	USEA (formerly Thames Valley Energy Centre) are collecting data for NI 194 and NI 185 and will collect data relating to a 4% reduction. The data gathering exercise is complicated involving departments across the council. Most of the data is present with the rest expected in early November. This target is expected to be met but until the data is available it is given an Amber rating.	A	A
An accessible, value for money Council					
Provide 10 new service access points in rural locations	Customer Service & Information Systems	Quarterly	On track. Customer research is concluded and a full report with "travel to one stop shop" data expected by end October. This coupled with the selection of ACORN as the preferred geodemographic data source and a menu of rural access point options (PC, kiosk, PayPoint, etc) will help us identify three locations that also meet the objectives of the Rural Strategy actions, during quarter 3.	G	G
Keep our Council Tax increase below inflation	Finance	Annually (at beginning of year)	Target met.	G	G
Delivery against the Equalities Action Plan	Safer Communities & Community Development	Monthly	The next meeting of the consultative group has been scheduled for November to discuss the next three services which require full impact assessment. New terms of reference have been drafted for the internal Equalities and Diversity Group.	A	A

Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance to date	Q1	Q2
National Indicators					
Performance against the National Indicator Suite (CAA)	Improvement Team	Monthly	9 of 17 NIs (53%) where data available have scored Green.	R	R
Performance against the former Best Value Performance Indicator Suite	Improvement Team	Monthly	20 of 35 BVPIs (57%) where data available have scored Green.	R	R
Financial Performance					
Percentage variance on revenue budget expenditure against profile (+2% / -5%)	Finance	Monthly	We are forecasting an overspend of £129k against budget - subject to review by members and an action plan to reduce this.	G	G
Percentage variance on capital budget expenditure against profile (+2% / -5%). Capital _a : Sports Centre Modernisation Capital _b : Other Capital Projects	Finance	Monthly	SCM programme marginally behind schedule. 89% of year to date budget delivered.	R	A
			105% of budget to date for other capital projects delivered.	A	A
£ in efficiency savings against a target of £260,000	Finance	Monthly	£163k of procurements savings to date contributing to £260k target for full year.	G	G
Combined measure of growth bid outcomes achieved	Improvement Team	Quarterly	20 of 21 (95%) of Growth Bids have achieved Green or Amber.	R	A
Human Resources					
Staff turnover	Human Resources	Quarterly	Quarter Two = 4.00%	N/A	G
Number of days lost through sickness	Human Resources	Quarterly	Supported by BVI 12. Quarter Two outturn = 3.58 days lost per FTE, meeting the target of 4.0.	G	G
Workforce capacity	Human Resources	Quarterly	Quarter Two = 89.30%	N/A	G

Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance to date	Q1	Q2
Customer Feedback					
Ensure that at least 90% of our customers when asked are satisfied with our customer service when contacting the Council	Customer Service & Information Systems	Quarterly	We have started asking a sample of our telephone customers and face-to-face customers about satisfaction with the service they have just received, with the aim of an achieved sample of 1,200 over the year. Exit survey of face-to-face visitors at Banbury Bridge Street and Bodicote House found 90% satisfaction.	N/A	G
Ensure that at least 78% of residents when asked say they feel safe at home and in the community	Safer Communities & Community Development	To be determined	No data available until completion of Place Survey and/or Oxfordshire Citizens Panel.	N/A	N/A
Ensure that 70% of our customers when asked feel well informed about the Council	Communications	Annual	Sampling methodology to be implemented in next quarter following discussions with the Customer Service Centre.	N/A	N/A

Collected for information only (no RAG score):

Other Surveys					
Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance		
Customer Satisfaction Survey (for information purposes only)	Community & Corporate Planning	Annual	Satisfaction survey completed. General trend of improvement. Overall satisfaction: 2006 = 60% 2007 = 65% 2008 = 67%. Some areas of weakness around Anti-Social Behaviour, CCTV, communications and contact.		
Service Satisfaction Surveys (for information purposes only)	All Services	To be determined	No information at present		
Inspection Scores					
Measure Definition	Responsible Service	Reporting Frequency	Comment on Performance	Previous rating	Current rating
CPA / CAA	Improvement Team; Community & Corporate Planning	Annual	Re-categorisation inspection in November 2008.	Good	Good
Use of Resources	Finance	Annual		3	3
Direction of Travel	Improvement Team; Community & Corporate Planning	Annual	Details to follow.	Average	Average
Data Quality	Improvement Team; Community & Corporate Planning	Annual	Latest assessment March 2008.	2	2
Equalities Impact Assessment	Safer Communities & Community Development	Annual	We are working towards increasing our performance against the Equality Framework for Local Government, aiming to achieve a category 3 rating by end of 08/09.	N/A	N/A
Investors in People	Human Resources	Annual	Retained accreditation meeting 8/10 indicators.	Awarded	Retained

Performance Management Framework 2008/2009

Exceptions, Successes and Emerging Issues – July to September 2008

Exceptions

Exceptions – Corporate Plan – 2008/2009 Action Plan Targets

Strategic Priority	Action	Exception
District of Opportunity	<ul style="list-style-type: none"> Complete land assessments for business sites in the Local Development Framework 	<ul style="list-style-type: none"> This work has been delayed owing to the decision to advance the public consultation on the major housing sites (commenced September 2008). Further work is also needed to establish the quantum and type of employment land required. (September)
District of Opportunity	<ul style="list-style-type: none"> Complete transport studies and infrastructure needs assessment for Banbury and Bicester 	<ul style="list-style-type: none"> Bicester - completed stage 2 accessibility assessment and identified options for stage 3 testing. Banbury - options for stage 2 testing to be confirmed shortly. (September)

Exceptions - Service Plans

Service	Exception	Proposed Action / Update
Customer Service & Resources		
Legal & Democratic Services	<ul style="list-style-type: none"> Land Charges: There has been a significant shift to personal searches (Service Plan envisaged trying to reduce the number). Personal searches do not cover cost and require different way of working. This has an impact on income which is well down on target (reported within budget monitoring). 	<ul style="list-style-type: none"> Now have draft regulations on recovering costs of providing personal searches – recovery of reasonable costs is accepted in principle – but no timescale for implementation yet. (July)

Service	Exception	Proposed Action / Update
Environment & Community		
Environmental Services	<ul style="list-style-type: none"> Likely £70k overspend due to fuel costs. Oil price eased but too early to say if this will reduce overspend. 	<ul style="list-style-type: none"> Small savings being looked at including accelerating the move to 4 day week collections (these collections do make some fuel savings). (July and August)
Safer Communities & Community Development	<ul style="list-style-type: none"> Failure to produce CCTV annual report to target. New CCTV maintenance contract yet to be negotiated. New ASB strategy yet to be produced. Total of all crime currently showing 2.1% increase. Partnership action groups on target to deliver their work programmes 	<ul style="list-style-type: none"> TVP have now supplied the data for the annual report. (July) Expected to be completed by year end. Expected to be completed by year end. End of September, all crime showed an increase of 2.5%. TVP has identified that main contributing factor is theft from vehicles and has drawn up a priority action plan to target this.
Urban & Rural Services	<ul style="list-style-type: none"> Revised timetable for Kidlington Street Furniture replacement agreed with Kidlington Parish Council (KPC). Completion of installation put back to March 09 instead of November 08. Bicester residents parking. 	<ul style="list-style-type: none"> Revised plan agreed with KPC. Consultation period just about to start. Ongoing joint enforcement with TVP PCSO's and implementation of prosecution process.

Exceptions – Best Value Performance Indicators (RED Indicators)

Service	Exception	Proposed Action / Update
Customer Service & Resources		
Exchequer	<ul style="list-style-type: none"> BV78a Average time for new HB/CTB claims 	<ul style="list-style-type: none"> It is no longer possible to identify changes of circumstance. This target has been superseded by NI181 which incorporates New claims and

Service	Exception	Proposed Action / Update
Environment & Community		
Environmental Services	<ul style="list-style-type: none"> BV199b Environmental Cleanliness – Graffiti 216b Information on contaminated land (% of sites of potential concern) 	<ul style="list-style-type: none"> The target of 0.65 represents that of over 900 inspections to take place in 2008/09 we will encounter graffiti on no more than 5 occasions. This target is still expected to be met and this score above target is due to profiling. Currently there is no contaminated land officer - interviews take place in early November. The target is wrong - late last year this BVPI was looked at again and it had been calculated incorrectly. The change was made before the end of last year but the targets for 08/09 have now been amended. It is likely to be a low number of 0-5% and not the 25% previously thought.
Recreation & Health	<ul style="list-style-type: none"> BV170a Visits to/usage of museums per 1,000 population. BV170b Visits to museums in person per 1,000 population. 	<ul style="list-style-type: none"> Automatic people counter failed (now operating) during the TIC works, in addition many thought the Museum was closed due to building works. Automatic people counter failed (now operating) due to building works, also many thought Museum closed due to works.
Planning, Housing & Economy		
Development Control & Major Developments	<ul style="list-style-type: none"> BV109b % Minor planning applications decided in 8 weeks BV109c % Other planning applications decided in 8 weeks BV204 % Planning Appeals Allowed 	

Exceptions – National Indicators (RED Indicators)

Service	Exception	Proposed Action / Update
Customer Service & Resources		
<p>Exchequer</p>	<ul style="list-style-type: none"> • NI 180: The number of changes of circumstances which affect customers' Housing Benefit/Council Tax Benefit entitlement within the year. • NI 181: Time taken to process Housing Benefit/Council Tax Benefit new claims and change events. 	<ul style="list-style-type: none"> • Figures have been made available by DWP to end of August which is 2444, and we are awaiting the September figures. There will be a new software release that may allow us to obtain these figures ourselves before the end of the year. • The average days to assess claims are increasing (36 days for September) due to the vacancies we are carrying. This is being addressed by the employment of additional suitably experienced temporary resources (1 officer has started in October and another will start at the beginning of November). It will still take a while to be back within target but improvements should be seen from November onwards.
Planning, Housing & Economy		
<p>Development Control & Major Developments</p>	<ul style="list-style-type: none"> • NI 157b % Minor planning applications decided in 8 weeks • NI 157c % Other planning applications decided in 8 weeks 	
<p>Planning & Affordable Housing Policy</p>	<ul style="list-style-type: none"> • NI 154: Net additional homes provided 	<ul style="list-style-type: none"> • Target of 681 for the year (170/171 per quarter is based on expected supply from deliverable and developable sites from 2007 Annual Monitoring Report (AMR). This quarter's provisional figure reflects the impact that the credit crunch is having on housebuilding rates nationally. It also reflects delay on sites such as Bankside and former RAF Upper Heyford. The 2008 AMR will review the projections for 2008/09 onwards.

Performance Management Framework 2008/2009
 Successes

Successes – Corporate Plan – 2008/2009 Action Plan Targets

Strategic Priority	Action	Success
District of Opportunity	<ul style="list-style-type: none"> Present and consult on choices about major development locations in the District 	<ul style="list-style-type: none"> Public consultation on "options for growth" for the Core Strategy commenced on time in accordance with Local Development Scheme. (September)
A Safe and Healthy Cherwell	<ul style="list-style-type: none"> Prepare a funding and delivery plan for a Bicester multi-sports village Increase the numbers of older people participating in group activities by 3%. 	<ul style="list-style-type: none"> Report to Executive approved in September 2008 outlining project and timeframe but dependant on SW Bicester development progress. To date there have been 356 CDC led events and activities with 8,231 seniors attending.

Successes - Service Plans

Service	Success
Customer Service & Resources	
Customer Service & Information Systems	<ul style="list-style-type: none"> Power consumption of the server room is down by more than 20% against an end of year target of 15%. (August) First "third party" webcast of the Better Healthcare Programme a success. New GIS data available to all staff for service planning. (September) Transformation of cash offices at Bicester and Kidlington completed on time and re-opened on schedule with five-day-a-week operation. Co-location with TIC in Castle Quay, Banbury, on schedule to be completed and re-opened October 4. (September)

Service	Success
Finance	<ul style="list-style-type: none"> Annual Accounts unqualified by Audit Commission and positive comments relating to the improved process contained within the governance report.
Legal & Democratic Services	<ul style="list-style-type: none"> Successful prosecution for littering. (August)
Environment & Community	
Environmental Services	<ul style="list-style-type: none"> Commuter On Street Recycling Launch: 12 more units have been installed next to bus stops in Kidlington. Street Cleansing resources committed to In Bloom with positive feedback and outcomes. Recycling rate 2% above the same period. Garden waste tonnages very strong and recycling at Glass Banks up.
Recreation & Health	<ul style="list-style-type: none"> SCM Project progressing according to project plan. Banbury TIC has been shortlisted in the finals of the "TIC of the Year competition" for the whole of the SEEDA region.
Safer Communities & Community Development	<ul style="list-style-type: none"> Joint Cherwell Seniors Forum held at Bodicote House. Feedback that it is the best Seniors forum and this event was the best ever held at Cherwell. Touring Musicians gave a presentation at the forum and this has already resulted in 20 bookings. Drug House closure initiative has been submitted to Home Office as "best practice" example by the Government's ASB Action Line.
Urban & Rural Services	<ul style="list-style-type: none"> Joint enforcement with TVP going well on licensing matters. Five year License Agreement put in place with Banbury Michelmas Fair. Successful pressure for footpath improvements applied to OCC and British Waterways to resolve concerns on Cropreddy Circular Walk. Addition of Fringford Circular Walk to the Council's portfolio of walks. Regional In Bloom Award success Banbury and Kidlington - Silver Gilt, Bicester- Gold, followed by Silver Gilt at a national level for Bicester and Banbury.

Service	Success
Planning, Housing & Economy	
Development Control & Major Developments	<ul style="list-style-type: none"> 3 Members of staff have been enrolled on the MA Town Planning Course at Birmingham School of Planning. (August)
Housing Services	<p>Housing Needs Team (July)</p> <ul style="list-style-type: none"> Further reduction in the use of Temporary Accommodation. Lowest rate of homeless acceptances this financial year. 100% decisions in 33 days. The number of families in TA has fallen below 100 for the first time. Zero 16/17 year olds in B+B has been maintained. <p>Housing Strategy Team (July)</p> <ul style="list-style-type: none"> The Housing Needs Estimate report was approved by July Executive.
	<p>Private Sector Housing Team (July)</p> <ul style="list-style-type: none"> Successful prosecution of HMO (home in multiple occupation) landlord who failed to comply with an improvement notice.
Planning and Affordable Housing Policy	<ul style="list-style-type: none"> Public consultation on Core Strategy "options for growth" commenced 29th September with a wide programme of public engagement over the period to 24th November. (September)
Chief Executive's Services	
Improvement Team	<ul style="list-style-type: none"> Service & Financial Planning process for 2009/10 proceeding to timetable. (August) Completed VFM reviews of Street Cleansing and Property Management. (August) Automation of performance reporting completed. (September) Analysis of our outturn (RO) expenditure for 2007/08 in comparison to our family of 14 authorities completed and used to inform the next phase of the Vfm review programme. (September) Value for Money review programme proceeding to schedule with reviews of Street Cleansing and Property Management completed. (September)

Service	Success
	<ul style="list-style-type: none"> • Production of Living in Cherwell socio-demographic profile. (September) • Service and Financial Planning process for 2009/10 proceeding to timetable. (September)

Successes – Best Value Performance Indicators

Service	Success
Exchequer	Customer Service & Resources
	<ul style="list-style-type: none"> • BV09 % Council Tax Collected: We have maintained our excellent level of collection despite continued back log of work and system problems. (July)
Human Resources	Chief Executive's Services
	<ul style="list-style-type: none"> • BV12 Days/shifts lost to sickness: Continued improvement in the monitoring and management of sickness absence and welfare provision has enabled us to keep outturn below target. Concern initially that removal of attendance bonuses from Environmental Services would see an increase in sickness absence, but this has been monitored effectively and no significant increase has been reported.

Successes – Strategic Service Projects

Service	Success
Economic Development & Estates	Planning, Housing & Economy
	<ul style="list-style-type: none"> • Banbury Canalside: Work is on track to take a feasibility study and land use plan for the Canalside area to the Executive in September. (July)

Successes – Growth Bids

Service	Growth Bid	Success
<p>Safer Communities & Community Development</p>	<p align="center">Environment & Community</p> <ul style="list-style-type: none"> Public Protection = £36,000 To provide additional resilience within the team through additional staffing capability to deliver its statutory functions and to increase its proactive activities. Support to the Voluntary Sector = £60,000 	<ul style="list-style-type: none"> New post created and filled to increase capacity in Public Protection team and provide dedicated support for Emergency Planning and Business Continuity. Additional £60,000 allocated in consultation with PfH with £50,000 to CABs and £10,000 to older people.

**Performance Management Framework 2008/2009
Emerging Issues**

Emerging Issues – Corporate Plan – 2008/2009 Action Plan Targets

Strategic Priority	Action	Success
A Safe and Healthy Cherwell	<ul style="list-style-type: none"> Work with TVP to reduce theft from vehicles, robbery and household burglary by 5%. 	<ul style="list-style-type: none"> Theft from vehicles is up 12.95% from last year (376 crimes against 333). Robbery is up 22.9% on last year (43 crimes against 35). Household burglary is down 16.9% on last year (133 against 160).

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Emerging Issues - Service Plans

Service	Emerging Issue	Proposed Action / Update
Environment & Community		
Environmental Services	<ul style="list-style-type: none"> Food Waste recycling pilot – start date slipping due to lack of available facilities and a pilot may not be possible at all. 	<ul style="list-style-type: none"> Oxfordshire County Council tender preferred bidder announced but site unlikely to be ready until summer 2009. Report to Executive submitted.
Recreation & Health	<ul style="list-style-type: none"> Government's Free Swimming Programme for over 60's and under 16's has significant financial impacts for CDC. Executive decision to express interest in principle subject to final details and wider financial priorities. 	<ul style="list-style-type: none"> To be considered as part of the 2009/10 budget process. Alternative Council scheme also being considered.
Safer Communities & Community Development	<ul style="list-style-type: none"> Staff changes have created a vacancy and reducing food safety officer capacity in lead up to Food Standards Authority audit. 	<ul style="list-style-type: none"> Interim service manager appointed.

Service	Emerging Issue	Proposed Action / Update
Urban & Rural Services	<ul style="list-style-type: none"> Banbury residents parking. Resident's pressure for implementation. South Bar Parking-pressure from local business to improve turnover. Bus Station and review of banks-man. 	<ul style="list-style-type: none"> Met with representatives. October Executive report dealing with integrated parking. Meeting to be arranged. October Executive report. Have met with health and safety on site. Need to review bus movements and RA and meet Bus companies to consider any change to existing to cover additional hours.
	<ul style="list-style-type: none"> Need for improvements to Banbury market. 	<ul style="list-style-type: none"> Discussions with market operator ongoing.
	<ul style="list-style-type: none"> Thrupp footpath- likely Public Inquiry. 	<ul style="list-style-type: none"> Undertake Diversion Order and await potential challenge from Open Spaces Society.
Planning, Housing & Economy		
Building Control & Engineering Services	<ul style="list-style-type: none"> Downturn in housing and development markets may result in reduced income later in the year. The underlying trend is slightly downward but has been masked by one or two large commissions. Will be monitored closely. (September) 	
Development Control & Major Developments	<ul style="list-style-type: none"> Projected shortfall in Budget of £405k - Largely due to fall in significant major planning applications being submitted. The economic downturn is having a significant impact on the progress of major projects - SW Bicester/Bankside. In addition the application to extend TESCO at Pringle Drive Bicester was refused, this supports the Council's strategic objective of focusing development in Town Centres. 	

Service	Emerging Issue	Proposed Action / Update
Chief Executive's Services		
Improvement Team	<ul style="list-style-type: none"> CAA Inspection in November 2009. As this will cover 2008/09 we need to review current position and take action if required before the end of the year. (September) 	

Emerging Issues – Best Value Performance Indicators

Service	Emerging Issue	Proposed Action / Update
Customer Service & Resources		
TU S C D 14 6	<ul style="list-style-type: none"> BV78b Average time of HB/CTB changes 	<ul style="list-style-type: none"> Days for September are over 10 days and reflect the shortage of staff.
Environment & Community		
Environmental Services	<ul style="list-style-type: none"> BV82ai: % Household Waste Recycled. 	<ul style="list-style-type: none"> The dry recycling tonnages have risen less than anticipated. Again an Amber is due to high arisings (garden waste) in the first 6 months which depresses the dry recycling percentage.

Emerging Issues - Strategic Service Projects

Service	Emerging Issue	Proposed Action / Update
Customer Service & Resources		
Business Services	<ul style="list-style-type: none"> Accommodation Review and Refurbishment 	<ul style="list-style-type: none"> Whilst the project remains on schedule some issues have been highlighted with the working area of Phase 1 in respect of storage and working protocols. Meeting arranged with all line

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Corporate Plan 2008/2009 Action Plan April - September 2008			
Last Quarter	Current Quarter	Comment	
Cherwell: A District of Opportunity			
DCP01.1.1 Present and consult on choices about major development locations in the District	G	GMT Success Public consultation on "options for growth" for the Core Strategy commenced on time in accordance with Local Development Scheme.	
DCP01.2.1 Complete land assessments for business sites in the Local Development Framework	A	GMT Exception This work has been delayed owing to the decision to advance the public consultation on the major housing sites (commenced September 2008). Further work is also needed to establish the quantum and type of employment land required.	
DCP01.3.1 Contribute to the creation of 200 new jobs in the District	G	There is no update on the figures reported in August when 383 new jobs had been created	
DCP01.4.1 Complete transport studies and infrastructure needs assessment for Banbury and Bicester	A	GMT Exception Bicester - completed stage 2 accessibility assessment and identified options for stage 3 testing. Banbury - options for stage 2 testing to be confirmed shortly.	
DCP01.4.2 Deliver £200,000 funding for transport infrastructure through developer contributions	G	Work is ongoing with regard to s106 for Bicester Town Centre - Awaiting draft s278 from OCC Highways although agreement in principle was reached in September with regard to the detail.	
DCP01.5.1 Achieve 400 new homes including a minimum of 100 affordable homes	R	The provisional figures for the first two quarters reflect the impact that the credit crunch is having on housebuilding rates nationally. It also reflects pre-existing delay on sites such as Bankside and former RAF Upper Heyford. The 2008 AMR will review the projections for 2008/09 onwards. The 2007 AMR's projections were made before the credit crunch began to seriously affect housebuilding.	
DCP01.6.1 Expand Choice Based Letting to be a countywide scheme	A	This project continues to progress however the timetable to implement the countywide scheme has slipped from January 2009 to possibly June 2009. This is due to prolonged discussions on policy matters by sub-regional partners resulting in not being able to meet software suppliers schedule.	
DCP01.6.2 Temporary Accommodation Strategy approved	G		
DCP01.6.3 Numbers in temporary accommodation reduced to 101 units	G	As at 30 September we had 104 households in temporary accommodation and are well on course to meet this target.	
DCP01.7.1 Spend £300,000 on investing in better quality housing for vulnerable people	G		
DCP01.8.1 Launch and implement a new Cherwell Rural Strategy	A	Consultation period closed end of September. A number of PC's requested additional time. Will accommodate their responses but these may have to be picked up in the Strategy later. Pressure on team from workload. Report scheduled for 17 November Executive will be a work in progress.	

Corporate Plan 2008/2009 Action Plan April - September 2008			
	Last Quarter	Current Quarter	Comment
DCP01.8.2 Deliver improved community information to rural communities		A	Parish liaison meeting planned for 12 November. Democratic Services looking into Virtual Parish Clerk.
DCP01.9.1 Complete the design of the environmental enhancement scheme for Parson's Street Banbury		G	Work is progressing on programme, for public consultation at the end of the month.
DCP01.9.2 Enhance the village centre environment of Kidlington through the replacement of the street	G	G	Revised plan agreed with KPC. Consultation period just about to start for March 2009 implementation.
A Safe and Healthy Cherwell			
DCP02.1.1 Ensure at least 78% of residents say they feel safe at home and in the community			Exception No data available until completion of Place Survey and/or Oxfordshire Citizens Panel
DCP02.1.2 Work with TVP to reduce theft from vehicles, robbery and household burglary by 5%	G	A	CMT Emerging Issue Theft from vehicles is up 12.9% from last year (376 crimes against 333). Robbery is up 22.9% on last year (43 crimes against 35). Household burglary is down 16.9% on last year(133 crimes against 160).
DCP02.1.3 Invest significantly in technology (CCTV) to improve crime detection rates and deter crime		A	Exception Tender specification being produced
DCP02.1.4 Introduce the Nightsafe initiative in Bicester		A	Exception Still on course for launch before Christmas 2008
DCP02.1.5 Implement a new Cherwell Community Safety Strategy		G	New Strategy 2008-11 produced and endorsed by Cherwell Community Planning Partnership.
DCP02.2.1 Complete the District-wide coverage of NM Representatives from local communities		G	All 6 Neighbourhood Action Groups now established to include community representatives.
DCP02.2.2 Local community survey carried out by NAGs to identify current local concerns		G	Each of the 13 Neighbourhoods have carried out Public Surveys and identified their priorities for action.
DCP02.3.1 Support the provision of the best possible services at the Horton Hospital	G	G	Project Team attendance at all meetings. EU expressions of interest advert to be issued in late November.
DCP02.3.2 Support new and improved health care services for Bicester and surrounding areas	G	G	Community Partnership Forum set up. Council attendance on better health Care Programme Board and Community Partnership Forum. Health needs assessment completed and interim service solutions put in place
DCP02.3.3 Implement a new Cherwell Public Health Strategy		G	Joint Public Health Strategy adopted.
DCP02.4.1 Help increase participation in active recreation by 1%		G	The OSP get quarterly figures for Oxfordshire (these are showing a 3% increase at quarter 3) but the breakdown of the County figures for the Districts are only available once a year around mid November.

Corporate Plan 2008/2009 Action Plan April - September 2008			
	Last Quarter	Current Quarter	Comment
DCP02.4.2 Prepare a funding and delivery plan for a Bicester multi-sports village		G	CMT Success Report to Exec approved in September 2008 outlining project and timeframe dependant on SW Bicester.
DCP02.5.1 Invest £15m in rebuilding or refurbishing our sports centres	G	G	Project progressing accordance with agreed timetable in spite of inclement weather.
DCP02.6.1 Support and improve 12 existing community centres/organisations and 17 village halls		G	This year we have given 26 grants to support and improve village halls, sports facilities and other Parish Council facilities. The existing community centres/organisations have been supported through the Banbury Community Association Forum and Bicester Community Forum. Membership to community matters - 5 associations to date have taken up this offer. Grant aid - 3 associations to date have been awarded grants. Direct support to individual groups as required.
DCP02.6.2 Provide 820 formal and informal recreation opportunities for young people		G	Good progress continues to be made.
DCP02.6.3 Increase the numbers of older people participating in group activities by 3%		G	CMT Success To date there have been 356 CDC led events and activities with 8231 seniors attending.
A Cleaner, Greener Cherwell			
DCP03.1.1 Ensure at least 90% of our streets and parks are clean at any one time	G	G	This is looking on track to be comfortably achieved.
DCP03.1.2 Extend the cleaning times of all urban centres		G	Cleaning is taking place in the urban centres into the early evening.
DCP03.2.1 Increase our recycling rate to 49% by 31 March 2009	G	G	The recycling rate is likely to finish in the area of 49.5% to 50%. Garden waste tonnages are significantly up due to the warm and wet summer. Bring bank tonnages are strong. Dry recycling tonnage has been stagnant despite promotion.
DCP03.2.2 Reduce the amount of waste sent to landfill by 1500 tonnes by 31 March 2009			The reduction by 1500 tonnes is looking unlikely. Landfill tonnages fell by 2200 tonnes last year. However despite waste minimisation activities, roadshows, promoting recycling and expanded on street recycling landfill tonnages have not fallen as much as expected. The food waste pilot was expected to contribute in the 2nd half of the year and this is looking unlikely to occur. A door stepping campaign of 12,000 properties and Christmas recycling activities should help. However the overall reduction is now expected to be in the region of 500-1000 tonnes.
DCP03.3.1 Undertake 10 county wildlife site surveys		G	Grants made to countryside Agencies include site inspections/survey requirements.
DCP03.4.1 Reduce the Council's carbon dioxide emissions by 4%	A	A	USEA (formerly Thames Valley Energy Centre) are collecting data for NI 194 and NI 185 and will collect data relating to a 4% reduction. The data gathering exercise is complicated involving departments across the council. Most of the data is present with the rest expect in early November. This target is expected to be met but until the data is available it is given an Amber rating.

Corporate Plan 2008/2009 Action Plan April - September 2008			
	Last Quarter	Current Quarter	Comment
DCP03.5.1 Inform all residents on actions individual households can take to reduce carbon emissions		G	A leaflet is now available in council offices and on the website. originally it had been planned to distribute this via Cherwell Link as an insert. However weight limits on Cherwell Link has stopped this. The leaflet has been distributed via the 12,000 property doorstep campaign for recycling and there will be information within Cherwell Link relating to this.
DCP03.6.1 Maintain at least 71% resident satisfaction with green spaces and public areas		G	Good satisfaction score from Corporate survey. Inhouse survey results being evaluated.
Cherwell: An Accessible, Value for Money Council			
DCP04.01.1 Introduce a single, centralised customer complaints process		G	
DCP04.01.2 Ensure that at least 90% of our customers are satisfied with our customer service		G	We have started asking a sample of our telephone customers and face to face customers about satisfaction with the e service they have just received with the aim of an achieved sample of 1200 over the year. Exit survey of face to face visitors at Banbury Bridge Street and Bodicote House found 90% satisfaction.
DCP04.01.3 Increase Cherwell Link to four editions per year		G	Fourth edition to be distributed November 2008.
DCP04.02.1 Secure level 3 and work towards level 4 status in the national equality standard		A	CMT Exception Processes in place to achieve by year end
DCP04.03.1 Baseline our existing complaints resolution performance		G	
DCP04.04.1 Achieve a score of 3 against the KLoE for VfM in the Use of Resources assessment		G	The Audit Commission have awarded a provisional score of 3 though this is subject to internal moderation.
DCP04.04.2 Deliver a balanced, revenue-based budget without calling on reserves		A	The current budget position is being reviewed in the light of the current economic downturn.
DCP04.04.3 Secure £210,000 in efficiency savings of which £160,000 procurement savings		G	£163k of procurements savings to date contributing to £260k target for full year.
DCP04.05.1 Keep our council tax rise to below the rate of inflation for 2009/10	G	G	
DCP04.06.1 Produce a combined annual report of performance and finance		G	Completed and distributed and being recommended by the Audit Commission as an example of best practice.
DCP04.07.1 Review the outcome of the One Stop Shop pilot at Bodicote House		G	
DCP04.07.2 Re-launch town centre offices in Banbury and Kidlington		G	Bicester and Kidlington complete and operational; co-location at Castle Quay completing in time for re-opening of TIC for Canal Day, October 4.
DCP04.07.3 Provide rural customers with more ways to access our services	G	A	Initial meeting scheduled with Village shops worker.

Corporate Plan 2008/2009 Action Plan April - September 2008			
	Last Quarter	Current Quarter	Comment
DCP04.08.1 Review the 6 month Webcasting pilot extension		G	The review actually happened in June when the trial 6 month contract for mobile equipment came to an end. The pilot was deemed unsuccessful as no service actually found a use for the equipment during the period, with the single exception of Scrutiny Committee which approved the idea, but again did not actually find a specific use. The cost of the mobile equipment could not be justified.
DCP04.09.1 Ensure that 70% of our customers when asked feel well informed about the Council			Sampling methodology to be implemented in next quarter following discussions with the Customer Service Centre.
DCP04.10.1 Increase the proportion of total customer interactions that are handled online to 14%		G	

Number Green and Amber
Percentage

50
96.15%

Overall Action Plan Status

Amber

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National Indicators 2008/2009 April - September 2008						
Indicator Description	Quarter One	Performance	Quarter Two	Performance	Comments	
Customer Service & ICT						
NI 14: Reducing avoidable contact: Minimising the proportion of customer contact that is of low or no value to the customer	Actual	No Data	29.35%	G		
	Target	35% avoidable or failure contact	35.00%			
Development Control and Major Developments						
NI 157: Processing of planning applications as measured against targets for "major" application types	Actual	G	76.92%	A		
	Target	National target: 60% Local target: 85%	85.00%			
NI 157: Processing of planning applications as measured against targets for "minor" application types	Actual	R	60.47%	R		
	Target	National target: 65% Local target: 91%	91.00%			
NI 157: Processing of planning applications as measured against targets for "other" application types	Actual	R	72.02%	R		
	Target	National target: 80% Local target: 93%	93.00%			
Environmental Services						
NI 185: CO2 reductions from local authority operations	Actual	No Data (annual)		No Data (annual)	The data for the whole year is still being compiled - data is required from a large number of areas, USEA are gathering the data from all parts of the organisation - a lot is now captured the rest should be ready by the beginning of November.	
	Target	2008 data to provide baseline	2008 data to provide baseline			
NI 188: Planning to adapt to climate change	Actual	No Data (annual)	SCORE = 0	No Data (annual)	This is to be produced annually as a self assessment with a score 0-4 (4 = highest). Our current score is 0 although we meet some of the criteria for a score of 1.	
	Target	2008 data to provide baseline	SCORE = 0			

Indicator Description	Quarter One	Performance	Quarter Two	Performance	Comments
	Actual	A	260.54kg/h/hold	A	
NI 191: Residual household waste per household	Target		254		This is difficult to calculate during the year since the calculation uses the number of households as at the end of March 2008. This will be re-calculated at the end of the financial year using the number of households as at the end of March 2009.
	Actual	53.80%	53.04%	G	
NI 192: Household waste sent for reuse, recycling and composting	Target	49.00%	49.00%		
	Actual				
NI 194: Levels of air quality - Reduction in NOx and primary PM10 emissions through local authority's estate and operations	Actual	No Data (annual)		No Data (annual)	Data calculated for Jan-Dec 2008 and will form baseline. Consultant engaged to put data in Defra on-line spreadsheet. Data should be ready in August 08.
	Target	Baseline data in 2008	Baseline data in 2008		
NI 195(a): Improved street and environmental cleanliness - Litter	Actual	No Data (annual)	4	G	Litter standards are improving and outperforming the target
	Target	Not yet specified	6		
NI 195(b): Improved street and environmental cleanliness - Detritus	Actual	No Data (annual)	9	G	Standards are improving and should improve more later in the financial year when the benefit of a new mechanical sweeper fleet should be realised.
	Target	Not yet specified	11		
NI 195(c): Improved street and environmental cleanliness - Graffiti	Actual	No Data (annual)	1	G	Graffiti is not a major issue now graffiti contractor is in the district once/twice per month.
	Target	Not yet specified	1		
NI 195(d): Improved street and environmental cleanliness - Fly Posting	Actual	No Data (annual)	0	G	No major issues at the moment.
	Target	Not yet specified	1		
NI 196: Improved street and environmental cleanliness - fly tipping	Actual	tipping down & enforcement up	tipping down & enforcement similar to 07/08	A	This is an annual measure and looks at fly tipping levels and enforcement actions. Fly tipping is up by around 20 incidents on the first six months (340 incidents compared to 320 in '07/08) but enforcement activity is broadly similar.
	Target				

Indicator Description		Quarter One	Performance	Quarter Two	Performance	Comments
Exchequer						
NI 180: The number of changes of circumstances which affect customers' HB/CTB entitlement within the year	Actual		No Data		No Data	Figures have been made available by DWP to end of August which is 2444, and we are awaiting the September figures. There will be a new software release that may allow us to obtain these figures ourselves before the end of the year.
	Target					
NI 181: Time taken to process Housing Benefit / Council Tax Benefit new claims and change events	Actual		No Data		No Data	The average days to assess claims are increasing (36 days for September) due to the vacancies we are carrying. This is being addressed by the employment of additional suitably experienced temporary resources (1 officer has started in October and another will start at the beginning of November). It will still take a while to be back within target but improvements should be seen from November onwards.
	Target					
Finance						
NI 179: Value for money - total net value of ongoing cash-releasing value for money gains that have impacted since the start of the 2008/09 financial year	Actual	£124k	G		Report in October	This is due to be reported in October 2008.
	Target	£260k (full year)		£260k (full year)		
Housing Services						
NI 155: Number of affordable homes delivered	Actual	28	G	40	G	
	Target	24		40		
NI 156: Number of households living in temporary accommodation	Actual	113	G	104	G	
	Target	114		110		

Indicator Description		Quarter One	Performance	Quarter Two	Performance	Comments
NI 187: Tackling fuel poverty - people receiving income based benefits living in homes with a low energy efficiency rating	Actual		No Data (annual)		No Data (annual)	In initial discussions with 2 providers to conduct necessary survey but far from concluding. Housing believe they can secure data later in year. Progress update at next report.
	Target					
Planning and Affordable Housing Policy						
NI 154: Net additional homes provided	Actual	57	R	164	R	Target of 681 for the year (170/171 per quarter is based on expected supply from deliverable and developable sites from 2007 Annual Monitoring Report (AMR). This quarter's provisional figure reflects the impact that the credit crunch is having on housebuilding rates nationally. It also reflects delay on sites such as Bankside and former RAF Upper Heyford. The 2008 AMR will review the projections for 2008/09 onwards.
	Target	170		341		
NI 159: Supply of ready to develop housing sites	Actual		No Data (annual)		No Data (annual)	Not monitored on quarterly basis. Possible near-term review of housing expectations may alter percentage.
	Target	rolling target of 100%		rolling target of 100%		
NI 170: Previously developed land that has been vacant or derelict for more than 5 years	Actual		No Data (annual)		No Data (annual)	Work required to establish baseline - to be ready for annual return
	Target	Low and reducing % based on baseline 2006		Low and reducing % based on baseline 2006		
Recreation and Health						
NI 8: Adult participation in sport and active recreation	Actual		No Data (annual)		No Data (annual)	This data is collected by Sport England via an annual Active People survey in Oct/ Nov with results available following Jan/ Feb. Delivered through CDC Recreation and Sports Development team working with Oxfordshire Sports Partnership, the Local Sports Network and other facility providers.
	Target	1% increase in participation		1% increase in participation		

Indicator Description		Quarter One	Performance	Quarter Two	Performance	Comments
NI 56: Obesity among primary school age children in Year 6	Actual	No Data (annual)	No Data (annual)		No Data (annual)	Data will be collected nationally and disseminated to the local PCT. To be reported at year end. CDC Health Strategy and Improvement Officer works closely with the PCT in delivery initiatives across the District.
	Target	Local targets have still to be set by PCT		Local targets have still to be set by PCT		
NI 110: Young People's participation in positive activities	Actual	No Data (annual)	No Data (annual)		No Data (annual)	Information not yet available. Monitoring will be done through the Oxfordshire Play Partnership of which CDC is an active member. The CDC Play and Young People Officer develops opportunities for young people to participate in positive activities.
	Target	Local targets have still to be set by County Partnership		Local targets have still to be set by County Partnership		
Safer Communities and Community Development						
NI 15: Serious violent crime rate	Actual	0.1 (crimes per 1000 popn.)	G	0.2 (crimes per 1000 popn)	G	TVP actual figures indicate 28 recorded incidents in 08/09 compared to 35 in 07/08. As figures are so low, this results in a high percentage variance
	Target	Reduction of 5% against 07-08		Reduction of 5% against 07-08		
NI 16: Serious acquisitive crime rate	Actual	1.66 (crimes per 1000 popn.)	G	4.4 (crimes per 1000 popn)	A	Theft from vehicles and vehicle interference are the only areas to increase which has impacted on overall performance.
	Target	Reduction of 5% against 07-08		Reduction of 5% against 07-08		
NI 20: Assault with less serious injury crime rate	Actual	1.27 (offences per 1000 popn.)	G	3.3 (offences per 1000 popn)	A	Domestic Abuse assaults have fallen. Non DA related assaults have increased.
	Target	Reduction of 5% against 07-08		Reduction of 5% against 07-08		
NI 35: Building resilience to violent extremism	Actual	No Data (annual)	No Data (annual)		No Data (annual)	Strategy and action plans still to be devised
	Target					
NI 184: Food establishments in the area which are broadly compliant with food hygiene law	Actual	No Data (annual)	No Data (annual)		No Data (annual)	No data available until Q4. Test reports being run on Uni-form to assess data quality.
	Target					

Indicator Description		Quarter One	Performance	Quarter Two	Performance	Comments
Urban and Rural Services						
NI 197: Improved local biodiversity - active management of local sites	Actual		No Data (annual)	Indicator Deleted	N/A	Indicator deleted. Revised guidance from Audit Commission states that "Defra has confirmed the Spatial Level is Single tier and county councils" therefore district councils are not expected to report directly into the EDC.
	Target					
Cross-Service Indicator						
NI 182: Satisfaction of business with local authority regulation services	Actual		No Data		No Data	Survey forms being prepared for introduction in October.
	Target					
		Green		9	28.13%	
		Amber		5	15.63%	
		Red		3	9.38%	
		No Data		3	9.38%	
		No Data (annual survey planned)		11	34.38%	
		No Target		0	0.00%	
		No report for period		1	3.13%	
		Total		32		
		Overall NI Status				Red

Best Value Performance Indicators 2008/2009
April - September 2008

		Q1	Performance	Q2	Performance
BV002a.02 Equality Standard Level	Actual	2	G	2	G
	Target	2		2	
BV008 % Invoices paid within 30 days	Actual	98.12	A	98.22	A
	Target	100		100	
BV009 % Council Tax collected	Actual	30.39	G	58.75	G
	Target	30		58.5	
BV010 % NNDR collected	Actual	32.05	G	60.18	G
	Target	30		58.5	
BV012 Days / shifts lost to sickness	Actual	1.89	G	3.58	G
	Target	2		4	
BV078a Average time for new claims	Actual	26.9	R		No Data
	Target	22		22	
BV078b Average time for changes	Actual	5.28	G		No Data
	Target	7		7	
BV079a % Benefit calculations correct	Actual		No Data		No Data
	Target	99		99	
BV079bi.05 % HB Recovered: Overpayment	Actual	88.43	G	76.34	A
	Target	77.5		77.5	
BV079bii.05 % HB Recovered: Outstanding	Actual	12.24	G	11.65	R
	Target	9		18	
BV079biii.05 % HB O'Pay: Written Off	Actual	1.13	A	0.85	R
	Target	1.25		2.5	
BV082ai.05 % H'hold Waste Recycled	Actual	22.27	A	22.9	A
	Target	24.35		24.35	
BV082aia.05 Tonnes H'hold Waste Recycled	Actual	3658.86	G	7426.77	G
	Target	3612.5		7225	
BV082bi.05 % H'hold Waste Compost	Actual	31.59	G	30.63	G
	Target	22.33		22.33	
BV082bii.05 Tonnes H'hold Waste Compost	Actual	5190.46	G	9883.63	G
	Target	3312.5		6625	
BV091b % of households with two recyclables collected	Actual	100	G	100	G
	Target	100		100	
BV106 % New homes built on 'brownfield'	Actual	83.37	G	50.45	G
	Target	50		50	
BV109a.02 % Planning apps - major	Actual	85.71	G	76.92	A
	Target	85		85	
BV109b.02 % Planning apps - minor	Actual	55.45	R	60.47	R
	Target	91		91	
BV109c.02 % Planning apps - other	Actual	73.02	R	72.02	R
	Target	93		93	
BV156 % LA public buildings - disabled	Actual	100	G	100	G
	Target	66.7		66.7	
BV166a % score on Environmental Health checklist	Actual	100	G	100	G
	Target	100		100	
BV170a Visits to/usage of museums per 1000 pop.	Actual	438.35	R	898.03	R
	Target	561.37		1201.82	
BV170b Visits to museums in person per 1000 pop.	Actual	392.11	A	776.34	R
	Target	425.42		889.47	
BV170c Pupils visiting museums and galleries	Actual	719	G	1141	G
	Target	650		850	
BV179 % standard searches in 10 days	Actual	100	G	100	G
	Target	100		100	
BV203 % Change families in temporary accommodation	Actual	61.35	G	59.35	G
	Target	86		86	
BV204 % Planning appeals allowed	Actual	23.08	R	21.05	R
	Target	18		18	

		Q1	Performance	Q2	Performance
BV205 Quality of Service checklist	Actual	100	G	100	G
	Target	100		100	
BV213 Housing advice: No. case work intervention	Actual	1.21	G	2.25	G
	Target	0.98		1.96	
BV214.05 % Repeat homelessness	Actual	0	G	0	G
	Target	5		5	
BV216b.05 Info. on contaminated land (% of sites of potential concern)	Actual	1.08	R		No Data
	Target	25		25	
BV217.05 % Pollution control improvements	Actual	100	G	100	G
	Target	100		100	
BV218a.05 % Abandoned vehicles-investigate	Actual	96.62	G	97.64	G
	Target	95		95	
BV218b.05 % Abandoned vehicles-removal	Actual	87.5	G	79.55	A
	Target	85		85	
BV219a.05 Conservation areas - number	Actual	54	G	54	A
	Target	54		55	
BV219b % Conserv. Areas with up to date Character Appraisals	Actual	27.78	G	27.78	G
	Target	20		20	
BV219c % Conserv. Areas with published Management Plans	Actual	64.81	G	66.67	A
	Target	63		73	
BV225 % score on DV actions checklist	Actual	81.82	A	81.82	A
	Target	82		82	

Green	20	51.28%
Amber	8	20.51%
Red	7	17.95%
No Data	4	10.26%

Total 39

Overall BVPI Status Red

Corporate Improvement Plan 2008/2009 April - September 2008			
	Last Quarter	Current Quarter	Comment
Be Recognised as an Excellent Authority			
CIP01.1.1 Undertake customer Satisfaction Survey	N/A	G	Results reported to 6 October Executive and fed into the S&FP Process.
CIP01.1.2 Undertake Place Survey	N/A	A	Joint arrangements agreed with Oxfordshire authorities.
CIP01.2.1 Achieve Excellent CPA Rating	N/A	A	
CIP01.2.2 Achieve Score of 3 for VfM and Financial Reporting	N/A	A	Awaiting outcome of inspection.
Deliver Value for Money			
CIP02.1.1 Extend the Information Available on Comparable Costs and Service Performance	A	G	
CIP02.2.1 Deliver April-September Programme	G	G	Programme on schedule and Executive 13 October to consider next phase of reviews for 2008/09.
A Culture of Continuous Improvement and Innovation Across the Council			
CIP03.1.1 Monitor the National Indicators	G	G	
CIP03.1.2 Monitor the 42 Best Value Performance Indicators	G	G	
CIP03.1.3 Meet Improvement Targets for the 30 Retained BVPI's	A	A	
CIP03.2.1 Service and Develop Unit Costs and Productivity Benchmarking	A	A	Ongoing support to managers through the S&FP Process. Area for further development as part of management information project.
CIP03.2.2 Research Best Practice to Improve Services	A	A	Ongoing support to managers as part of S&FP Process. Priority area for improvement under proposed management information project.
CIP03.3.1 Retain Investors in People Accreditation	G	G	
CIP03.3.2 Identify Further Opportunities for External Recognition	N/A	G	Housing awaiting the outcome of the submission to the 2008 Public Service Awards.
Working in Partnership			
CIP04.1.1 Deliver the Partnership Improvement Plans	G	A	Progress delayed due to competing priorities. Majority of tasks completed but some work outstanding from action plan. Position under review.
CIP04.1.2 Through S&FP Identify Opportunities to Develop New or Existing Partnerships	N/A	A	Issues being considered through 2009/10 S&FP Process.

Corporate Improvement Plan 2008/2009 April - September 2008			
	Last Quarter	Current Quarter	Comment
CIP04.2.1 Through S&FP Improve the Management of and Develop More Partnerships	N/A	A	Issues being considered through 2009/10 S&FP Process.
CIP04.3.1 Explore Shared Service Delivery for Internal Audit	A	G	
CIP04.3.2 Explore Shared Service Delivery for Revenue and Benefits	A	A	Options being considered by Members.
CIP04.3.3 Consider Shared Service Options Through S&FP and VFM Reviews	A	A	Consideration of options ongoing through both processes. Market testing to commence for delivery of property management.
Recognise the Diverse Needs of the Community			
CIP05.1.1 Research the Local Population and Population Trends	G	G	Living in Cherwell document up to date and available on the Intranet.
CIP05.1.2 Establish a Central Resource for Accessing Population Information	G	G	CMT to consider proposals as part of proposed management information project in late October.
CIP05.1.3 Have Regular Population Data Updates	A	G	
CIP05.1.4 Use 3 Year EIA Action Plans to Inform 2009/10 Service Plans	N/A	A	Issues being considered through the 2009/10 S&FP Process.
CIP05.2.1 Increase and Improve Our Customer Access Points	G	G	Work completed on Banbury, Bicester and Kidlington Town Centre Offices. Proposals agreed to roll-out PayPoint facilities in rural areas.
CIP05.2.2 Develop New Service Standards for 10 Priority Services	A	A	10 services agreed by CMT April 2008. CS&R developing a corporate framework and will roll-out to these services.
CIP05.3.1 Increase Engagement with Traditionally Hard to Reach Groups	A	A	First meeting of Access to Services Group held with Hard to Reach Groups. Next meeting planned for November 2008.
Ensure Decision Making is Based on High Quality Management and Demographic Information			
CIP06.1.1 Roll-out Performance Plus	G	G	All frameworks reported online from September 2008.
CIP06.1.2 Introduce New Corporate Scorecard	G	G	
CIP06.1.3 Introduce new National Indicators	G	G	Project to ensure data quality for all national indicators nearing completion.
CIP06.2.1 Commission an annual Customer Satisfaction Survey	G	G	
CIP06.2.2 Participate in the cross Oxon Place Survey	G	G	

Corporate Improvement Plan 2008/2009 April - September 2008			
	Last Quarter	Current Quarter	Comment
CIP06.2.3 Deliver the Knowing Our Communities project	A	G	First phase of project completed. Next phase to be considered by CMT late October.
CIP06.3.1 Continue Involvement in Current Benchmarking Initiatives	A	G	
CIP06.3.2 Ensure Comparative Information from CIPFA and the Audit Commission is Fully Utilised	A	A	Part of proposed management information project.
CIP06.3.3 Use Comparative Information and Best Practice to Inform S&FP and Service Improvement	A	A	Considered as part of S&FP Process for 2009/10.
Deliver our service promises and new developments and be efficient in the way we do this			
CIP07.1.1 Monitor, Review and Report Performance through the PMF	G	G	Half Year PMF Report completed and reported to CMT and Executive to schedule.
CIP07.2.1 Introduce a New Human Resources Strategy	G	G	
Recognise our Staff are our Greatest Asset			
CIP08.1.1 Involve Staff at all Levels in the S&FP Process and Continuous Service Improvement	G	G	Monitored through the Peer Challenge process and high level of staff involvement reported.
CIP08.2.1 Implement the Action Plan Arising from the Staff Survey	G	G	
CIP08.2.2 Continue the Staff Cascade	G	G	
CIP08.2.3 Continue CEX Staff Briefings	G	G	
CIP08.2.4 Double the Size of Inside Cherwell	G	G	
CIP08.3.1 Deliver a Development Programme to Managers Who Report to EMT	G	G	
CIP08.3.2 Align Resources with Learning Priorities	A	G	Learning & Development Policy approved by Personnel & General Committee on 17 September.

Number Green and Amber
Percentage

44
100.00%

Overall Corporate Improvement Plan Status **Green**

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Strategic Service Projects 2008/2009 April - September 2008			
	Last Quarter	Current Quarter	Comment
Strategic Service Projects			
Accommodation Review and Refurbishment	G	G	CMT Emerging Issue Whilst the project remains on schedule some issues have been highlighted with the working area of Phase 1 in respect of storage and working protocols. Meeting arranged with all line managers to discuss the issues and possible solutions.
Banbury Bankside Development	A	A	Discussions on overall land deal are continuing between the principle land owners. The s106 is drafted ready to sign.
Banbury Canalside	G	G	The project is on course, with a report prepared for the Executive on 6 October, and a project board on 3 October. The Memorandum of Understanding with EP remains outstanding, and EP's contribution to the FAS remains to be secured legally, which is a potential obstacle for the FAS. This needs to be resolved by the end of October.
Banbury Cultural Quarter	A	A	Joint Member/Officer Working Group to meet in November.
Banbury Pedestrianisation	G	G	The public inquiry into the TRO is set for 2 December, and implementation depends on the outcome of this. It is likely that the timing will have to be adjusted so that the works are spread over 2 years, in order to avoid working between the end of September and Christmas.
Bicester Town Centre Redevelopment	A	A	Currently it appears likely that the s106 will be completed soon so the planning consent can be issued, but there has been no real progress on the development agreement, as we await confirmation from Sainsbury's that the revised funding arrangements are agreed.
Flood Alleviation	G	G	CPO Inquiry confirmed for December 2008. The construction works are programmed to commence in Spring 2009.
Investors in People	A	G	Action Plan is being implemented and training has been arranged for members of the Internal Review Team.
RAF Upper Heyford	A	G	CMT Emerging Issue Preparation for Public Enquiry finalised. Inquiry started 30/09/2008. Timescale 4 weeks.
SW Bicester Development	G	G	CMT Emerging Issue No change in position from August 2008 - Development unlikely to commence due to global financial conditions.
Weston Otmoor Eco Town	G	G	Technical group work is continuing. Gov't has announced that draft PPS and SA will be available in mid October. Officers have been in early discussions with CLG regarding input to this.

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Growth bids 2008/2009 April - September 2008			
	Last Quarter	Current Quarter	Comment
Planning, Housing & Economy			
DCMD Additional Staffing (particular focus on Enforcement) = £100,000	G	G	The Enforcement Team is now fully staffed, however the other posts (team leader improvement/planning officer improvement) identified as part of the Service restructure still remain vacant - whilst cleared for recruitment, the current budget situation within DC&MD means that further consideration should be given in consultation with the Strategic Director PHE prior to this taking place.
DCMD Electronic Data Capture = £15,000	G	G	Project now underway.
HS Additional Staffing (Disabled Facilities) = £26,000	G	G	Additional member of staff employed, with HIA work brought back in house. Results from increased focus on this area have followed through from successful end of year position in 2007/08. There is continuing good progress in committing available budgets against increasing demand. Level of capital funding available is likely to limit activity in future and this will become a 2009-10 budget issues.
HS Additional Staffing (Homelessness) = £100,000	G	G	A budget for special projects funded from CLG grant has been created (£80k rather than the £100k predicted) and is being used to fund projects such as No Place Like Home.
HS Choice Based Lettings = £18,000	G	G	System operational - IT system in place and leaflets produced. Sub-regional expansion due for report to Executive but progress delayed as a result of need to agree approach with partner councils.
HS Foyer Accommodation = £23,000	G	G	Continuation of the scheme has been implemented, providing specialist places for young homeless people.
HS Spend to Save Initiatives = £0	A	G	This is opportunity based provision. It will only be used for specific projects as they emerge. No current initiatives.
Environment & Community			
ES Additional Recycling Bins = £12,500	G	G	New Street Cleansing vehicles are due to arrive in mid November. These will allow both litter and recyclables to be collected in one vehicle. When these arrive another 15 on street recycling bins will be installed.
ES Food Waste Pilot Collection Scheme = £30,000	A	R	No local food waste facilities available until 2009 consequently the pilot has not been launched.
ES Pest Control = £10,000	G	G	The new contractor SDK Environmental is performing well and the change in contractor has been smooth. Overall the Pest Control budget should be on track with following the growth by £10k to account for new arrangements.
ES Street Cleansing Service = £35,000	G	G	The increasing resource in Street Cleansing is bringing improved standards especially with cover extending into the early evening in the urban centres.
SCCD Implementation of NightSafe across District = £15,000	A	A	CMT Exception Nightsafe Bicester should be implemented by December 2008.

Growth bids 2008/2009 April - September 2008			
	Last Quarter	Current Quarter	Comment
SCCD Public Protection = £36,000	G	G	CMT Success New post created and filled to increase capacity in Public Protection team and provide dedicated support for Emergency Planning and Business Continuity
SCCD Support to the Voluntary Sector = £60,000	G	G	CMT Success Additional £60,000 allocated in consultation with PfH with £50,000 to CABs and £10,000 to older people.
URS Additional Staffing: In-house ecologist = £18,000	A	G	Ecology Officer appointed in September. Post is part time and will concentrate on the non strategic planning applications. Support will be given where possible to major applications but this will not be at the expense of other applications. New post holder currently going through induction.
URS Licensing inspection and enforcement capability = £40,000	G	G	In post and commenced joint inspection and enforcement work on taxis and licensed premises with Thames Valley Police and other agencies
URS Street Markets = £15,000	A	A	Awaiting Scrutiny Review of markets that has not completed.
Customer Services & Resources			
EXCH Internal Bailiffs Service = £75,000	G	A	The job descriptions and policies are due to go to members in December. 4 software suppliers have demonstrated their software and the supplier will be picked and in place by the time the posts are filled.
LDS Virtual Clerk Service = £10,000	R	A	Officer now in post and work has begun to define the details of the project, areas of potential expenditure and the needs of the parishes.
Chief Executive's Services			
COM Appoint a Fulltime Designer and Review Printing requirements = £60,000	G	G	Designer employed. Meeting in place to discuss procurement October 2008.
COMP Fundamental Refresh of the Cherwell Community Plan = £100,000	A	A	Tender process underway and 90% complete. Consultancy support to be in place and project underway by end of October. Some carry forward is anticipated.

Number Green and Amber
Percentage

20
95.24%

Overall Growth Bid Status

Amber

Executive

Review of Call-in Arrangements

17 November 2008

Report of Chief Executive

PURPOSE OF REPORT

To consider the proposals arising from the Overview and Scrutiny Committee review of Call-in arrangements and to make recommendations to Council (via the Executive and Standards Committee).

This report is public

Recommendations

- (1) that the Executive note the results of the consultation on the review of Call-in and the proposals from the Overview and Scrutiny Committee;
- (2) that the Executive consider the Overview & Scrutiny Committee's preferred Call-in model and decide what recommendations to put to Council.

Introduction

- 1.1 The Leader of the Council asked the Overview and Scrutiny Committee to review the Call-in process, in light of councillors' concerns about our current arrangements following the Call-in earlier this year. This made it clear that Call-in is currently ill-defined in the constitution which gives precise guidance on the timescales and criteria for Call-in but it is vague about the practicalities of preparing for and conducting the hearing. The fact that Call-in is used so infrequently has compounded the problem as our arrangements have not been reviewed and updated, unlike those in Authorities where Call-ins are more frequent. The current Call-in procedure is set out in the Constitution (Part 4 (e) 15 – 16) and is reproduced at Appendix 1 for reference.
- 1.2 The Overview and Scrutiny Committee sent a questionnaire to all members of the Council and a review meeting was held with scrutiny members (referred to in this document as the focus group). Input from both these exercises was used to inform the discussion at the Overview and Scrutiny Committee on 7 October 2008, which resulted in a series of recommendations which are laid out in this document.
- 1.3 The Overview and Scrutiny Committee review of Call-in procedures drew on the research conducted by the Centre for Public Scrutiny which looked at the Call-in arrangements in 288 local authorities in England. It identified 7 key

variables for further consideration:

1. Length of time to call-in a decision
2. Who can call-in a decision?
3. Validity of a call-in request
4. Length of time for scrutiny to consider call-in
5. How the call-in hearing operates
6. Length of time for reconsideration by decision maker
7. Effective date for decision implementation

The rest of this paper lays out the Overview and Scrutiny Committee's recommendations for each of these. The more detailed comment which arose from the questionnaires and focus group is reproduced in Appendix 2.

Appendix 3 contains a full description of the model proposed by Overview and Scrutiny. This is a draft document only and will be amended in light of recommendations from the Executive before it is considered further.

1. Length of time to call-in a decision

Recommendation:

That the call-in period be extended from 2.5 to 5 days and that notification of decisions should take place by e-mail to all members and decisions should be published on the Council website.

Monday	Executive Decisions taken
Tuesday	Publication by 5pm
Wednesday	Decisions open to Call-In
Thursday	
Friday	
Saturday	Offices Closed
Sunday	Offices Closed
Monday	Decisions open to Call-In
Tuesday	Call-in period closes 5 pm

2. Who can call-in a decision?

Recommendation:

That the following criteria be adopted:

'That the Chief Executive shall call in a decision for scrutiny if so requested in writing, by e-mail or by text from a known or recognised source by any six members of the Council.

However if at any point during a municipal year the total number of opposition councillors is six or less the total number of members required to call in a decision shall be the total number of opposition Councillors less two. This reduced number will apply to any Call-in, regardless of the political affiliation

of the members concerned.

3. Validity of a Call-in request

Recommendation:

That the Chief Executive should call in a decision for scrutiny if requested to do so within the timescales and by the number of Councillors as set down in the constitution.

4. Length of time for scrutiny to consider call-in

Recommendation:

That Call-ins should be heard within 10 days of the decision to call in being made by the Chief Executive.

5. How the call-in hearing operates

Recommendation:

That the draft protocol set out at paragraph 17 of Appendix 3 be adopted.

6. Length of time for reconsideration by decision maker

Recommendation:

That reconsideration by the decision maker shall take place at the next scheduled meeting or earlier at the discretion of the relevant Portfolio holder in consultation with the Chief Executive and Leader of the Council. In the case of delegated decisions taken by officers, the decision shall be referred back to the Portfolio Holder in the first instance for reconsideration. Portfolio Holders have the option of referring any decision referred to them to the Executive for reconsideration.

7. Effective date for decision implementation

Recommendation:

That if Overview and Scrutiny decide not to refer a decision back to the decision maker, the decision may be implemented after the meeting.

If Overview and Scrutiny decide to refer the decision back to the decision maker, the decision may be implemented immediately after the decision maker has made their decision. The decision shall not be subject to a Call-in period subject to either the original decision being upheld or the recommendations of Overview and Scrutiny being accepted.

If for any reason either Overview and Scrutiny or the decision maker fails to meet and carry out their obligations under this process, the issue may be referred to Council for the process to be resolved. Implementation may not occur until Council has determined how it shall be resolved.

Key Issues for Consideration/Reasons for Decision and Options

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One** To adopt the proposals set out above and recommend these to Standards Committee and Council.
- Option Two** Not to adopt the proposals set out above.
- Option Three** To amend the proposals set out above and recommend these to Standards Committee and Council.

Implications

- Financial:** There are no financial implications arising from this report.
Comments checked by Denise Westlake, Service Accountant 01295 221559
- Legal:** The proposals are in line with Local Government Act 2000
Comments checked by Pam Wilkinson, Assistant Solicitor 01295 221688
- Risk Management:** An effective Call-in process will help minimise risks to the Council, through enabling effective scrutiny of the Council's decisions, processes and policies.
Comments checked by Rosemary Watts, Risk and Insurance Manager 01295 221566

Wards Affected

All

Corporate Plan Themes

Not applicable

Executive Portfolio

Councillor Barry Wood, Policy and Community Planning

Document Information

Appendix No	Title
Appendix 1	Current Call In procedures: Constitution (Part 4 (e) 15 – 16)
Appendix 2	Comments from Questionnaire and Focus Group
Appendix 3	Overview and Scrutiny Committee Preferred Call-in model

Background Papers	
None	
Report Author	James Doble Democratic, Scrutiny and Elections Manager
Contact Information	01295 221587 james.doble@Cherwell-dc.gov.uk

Overview and Scrutiny Procedure Rules**15. Call-in of Executive and Other decisions**

- (a) A summary sheet of the decisions taken at a meeting of the Executive or a Committee of the Executive shall generally be published on the next working day (or in any event as soon as possible) after such meeting, and shall be despatched to all Members of the Council
- (b) Such summary sheet (which may be published electronically) will bear the date on which it is published, and will distinguish between those matters that have been resolved and will come into force immediately on the expiry of the call-in procedure, and those that are recommendations to the Council.
- (c) Details of all decisions of individual portfolio holders, and any "key" decisions taken by Officers shall generally be published on the next working day (or in any event as soon as possible) after such decision has been taken, and shall be despatched to all Members of the Council. Such details (which may be published electronically) will bear the date on which they were published.
- (d) The date of notification of the decisions set out in the documents referred to in (a) and (c) above is deemed to be the day after despatch of the said document to Members
- (e) The Chief Executive shall call in a decision for scrutiny if so requested in writing by:-
 - (i) the Chairman of the relevant Select Committee; or
 - (ii) any five Members of the relevant Select Committee; or
 - (iii) any six Members of the Council, or the combined total number of Opposition Group members less two, whichever is the smaller number;

by noon on the third working day after and including the day of notification. The notice in writing must state the reason or reasons why 'call in' has been requested. The Chief Executive shall notify the decision taker if a valid call in notice is received. The decision will then be referred to the next scheduled meeting of the Select Committee and shall stand deferred until the Select Committee has considered it. The Select Committee shall meet specially to consider the matter if there is no convenient scheduled meeting at which it could be considered and which would otherwise cause unreasonable delay in resolving the matter. If the Select Committee does not meet within 4 weeks and consider the matter the decision shall take effect on the expiry of that period.

- (f) The Select Committee may refer the matter to the Council if it is of the view that a resolved matter is contrary to the Council or policy framework, or not wholly consistent with the budget, or
- (g) The Select Committee may refer it back to the decision taker for reconsideration setting out in writing the reasons for its concerns.
- (h) Where a matter is referred back to the decision taker, they must reconsider the matter within one month and then either take the final decision as already proposed, take a final decision which incorporates

amendments, or refer the matter to Council for decision.

- (i) If the Select Committee considers a called-in matter and does not then wish to refer the matter to the Council or decision taker, the decision shall take effect on the date of the Select Committee.
- (j) If the Select Committee is considering a matter which the decision taker is recommending to the Council it may formulate alternative proposals for the Council to consider.
- (k) Pending consideration of the called in decision, the decision shall not be implemented unless two or more of the Members who signed the notice sign a further notice to indicate that they no longer require the call-in procedure to be implemented in respect of the decision in question.
- (l) *If the Council consider a reference from a Select Committee in relation to a called in matter, but do not wish to object to the decision or make any representations about it, then the decision has effect on the date of the Council Meeting. Otherwise if the Council make representations to the decision maker as a result of the call in, the Council will submit its views in writing to the decision maker who shall consider the representations before finally deciding the matter. In these circumstances the decision will remain deferred until the decision maker has finally considered it but will then come into force immediately.*
- (m) If the Council concur that a called-in decision was contrary to the budget or policy framework it shall over-rule the decision in question.
- (n)
 - (i) Non-executive decisions taken by Committees or Sub-Committees of the Council may be subject to the procedure set out in Rules 12.3 to 12.9 (Rescission and or Variation of Resolutions of Committees and Sub-Committees) of the Council Procedure Rules.
 - (ii) Non-executive decisions taken by Committees and Sub-Committees (excluding decisions relating to individual planning applications, licensing applications and staffing matters) may, instead of being subjected to the procedure for rescission referred to in (i), be called in for scrutiny by the relevant Select Committee by any of the Members referred to in (d) (i) – (iii). In circumstances where such a reference of a decision to a Select Committee arises any procedure which has commenced separately for possible rescission of the decision will be nullified and the decision will be subject to the Select Committees scrutiny and report.
 - (iii) References to the Select Committee shall take place by any of the individuals or groups of members referred to in (d) (i) – (iii) above notifying the Chief Executive of the decision to be referred within 4 working days of the date on which the Committee or Sub-Committee made the decision. All members of the Council will be notified of the reference of such decision to the Select Committee.
 - (iv) It shall be in order for any two of the members in rule (d) (ii) or (iii) who may have requested a decision to be called in to indicate that they no longer wish the call in procedure to be implemented in respect of that decision.
 - (v) A decision properly called in will be referred to the next scheduled meeting of the Select Committee and shall stand deferred until the Select Committee has considered it. The Select Committee shall meet specially to consider the matter if there is no convenient scheduled meeting at which it could be considered and which would otherwise cause unreasonable delay in resolving the matter.

- (vi) The Select Committee may refer the matter to the Council if it is of the view that it should be so referred, or it may refer it back to the Committee or Sub-Committee for reconsideration setting out in writing the reasons for its concerns.
- (vii) Where a matter is referred back it must be reconsidered at the next available Committee or Sub-Committee meeting and then either decided as already proposed or decided with any amendments as suggested by the Select Committee.
- (viii) If the Select Committee considers a called-in matter and does not then wish to refer the matter to the Council or back to the Committee or Sub-Committee, the decision shall take effect on the date of the Select Committee.
- (ix) If the Select Committee does not meet to consider the called in matter within 4 weeks of the request the decision shall take effect on the expiry of that period.
- (o) Day to day management or operational decisions taken by Officers under delegated authority are not subject to a call-in procedure.
- (p) The call-in procedure is not intended to be used to challenge decisions as a matter of course, and should not be abused in order, for example, simply to cause delay in implementing decisions.

16. Call-in and Urgency

The call-in procedures set out above shall not apply where the decision taken by the Executive, individual portfolio holder, Committee or Sub-Committee is urgent. A decision is urgent if any delay is likely seriously to prejudice the Council's or the public's interest. The record of the decision and the notice by which it is made public shall state whether in the opinion of the decision-making person or body, the decision is an urgent one and therefore not subject to call-in. The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman, the Vice-Chairman's consent shall be required, and in the absence of the Vice-Chairman, the Chairman of Overview and Scrutiny Committee.

Appendix 2

Comments from Questionnaire and Focus Group

1. Length of time to call-in a decision

Comments from Questionnaires

As most decisions are notified by post to Councillors if there is a problem with the post or if the decision is not sent out immediately there is the possibility of missing the deadline

Extend the call in period from three to seven days

Comments from Focus Group

The focus group considered the issue of the length of time to call in a decision, noting that currently the Executive met on a Monday, decisions were published by post on a Tuesday, mostly received by members on Wednesday at a Councillor's home address, with the deadline as 12 noon on Friday, equating to a maximum of 2.5 days. It was felt that the current time period was too short and did not realistically provide an opportunity for Councillors wanting to call in a decision to liaise with other Councillors and create clear and concise reasons for calling in the decision. However, the focus group also noted that the Call-in period should not unreasonably delay the implementation of decisions which could in turn increase the number of urgent decisions. It was also noted that this should be the same time period for Portfolio Holder decisions.

2. Who can call-in a decision?

Comments from Questionnaires

If Cherwell were to limit the call in procedure to Overview and Scrutiny Councillors only there would be a large number of Councillors unable to take part. This would mean that at present there would be 2/3 members available from opposition parties.

I feel that allowing the call in to be in the power of an individual could invite concerns – what if the Chairman had an interest?

Comments from Focus Group

The focus group felt this needed to be as open as possible in order to enfranchise as many Councillors as possible. It was noted that the law prohibited members of the Executive from Call-in. There was also agreement that this needed to be as simple as possible. It was noted whilst the current wording had been intended to make Call-in accessible to as many Councillors as possible, there could be some ambiguity in the interpretation of the wording.

3. Validity of a call-in request

Comments from Questionnaires

I would not like to see the number of Call-ins limited as there may be some contentious issues which arise in a period and the Council may be unable to call in the most important due to the use already made. This could be used politically to take up the allocated number of Call-ins so that potential Call-ins later on cannot be looked at.

Why should Councillors be limited to a number? I feel that this would seriously undermine Councillors powers. Not all Call-ins can be stated in a financial manner ~ i.e. to quantify financial costs can be difficult. The Council should trust its Councillors ~ by imposing these limits I feel that Councillors who are not executive members may feel even more distanced from the decision making process.

Anyone who has serious doubts about a decision should be able to call it in with some process built in. For example prior to call in they should call the scrutiny committee together to briefly meet and have full support from the chair, officers and other committee members . During this meeting if strong evidence is provided for or against the call in then this should be given full support by all. This brief meeting should not be part of the call in timeframe.

Comments from Focus Group

The focus group believed that the Call-in process should be kept as simple as possible and that the decision of the Chief Executive should be limited to considering matters of procedure to do with the Call-in.

4. Length of time for scrutiny to consider call-in

Comments from Questionnaires

I think that 4 weeks is appropriate as Councillors do have other duties beyond Cherwell ~ family, work, other councils

When gathering evidence this can take even longer to arrange for witnesses to be able to attend at the same time as council meetings etc, shorten the consideration time from 4 weeks to possibly 3 or less dependant on how complex the issue is. Also widen the scope for urgency provisions (will this mean altering the constitution)?

Comments from Focus Group

The focus group felt that the period should not be too long so as to adversely effect the Council through delays to implementation but needed to allow a reasonable time scheme.

5. How the call-in hearing operates

Comments from Questionnaires

It would be a good idea for a protocol to be written ~ nothing expansive but simple and concise. Both sides do need to state cases in order to understand (there may be underlying issues which have not been considered by the other parties). There should be an allocated time limit to each speaker and perhaps the number of speakers should be agreed at the outset of each case as some Call-ins may require more evidence than others.

I would like to see a simplistic formal procedure written up with a flow chart process that could be followed by officers/councillors old and new.

Comments from Focus Group

The focus group agreed there should be a clearly laid down process that was inclusive.

6. Length of time for reconsideration by decision maker

Comments from Questionnaires

10 days would be appropriate. Officer delegated decisions should perhaps go to CMT

The decision maker's reconsideration time should be no longer than that of the select committees consideration time if it is shortened to three or less weeks

Comments from Focus Group

It was felt that this should not unnecessarily delay any decision making process but should be flexible and that the relevant portfolio holder would be best placed to consider whether an extra meeting of the Executive was required or whether it could go to the next scheduled meeting.

7. Effective date for decision implementation

Comments from Questionnaires

This could be used politically to force a decision through. Careful thought should be given to ensure that it does not happen.

Comments from Focus Group

The focus group considered the effect dates for implementation and agreed these should be as soon as practically possible in order to ensure that the process does not delay implementation unnecessarily.

(e) Overview and Scrutiny Procedure Rules

15. Call-in of Executive and Other decisions

- (a) Details of the decisions taken at meetings of the Executive, a Committee of the Executive, individual portfolio holders, and any key decisions taken by officers will normally be published by 5pm on the next working day after they have been made. This will be made publicly available and all Members of the Council will receive notification (normally by e-mail) of the decisions taken.
- (b) The notice will specify that the decision will come into force and take effect at 5pm on the fifth working day following publication of the decision, unless it is called-in.
- (c) The Chief Executive shall call in a decision for scrutiny if so requested in writing, by e-mail or by text from a known or recognised source by any 6 non-executive members of the Council within the specified timescale.

However if at any point during a municipal year the total number of opposition councillors is 6 or less the total number of non-executive members required to call in a decision shall be the total number of opposition Councillors less two. This reduced number will apply to any Call-in, regardless of the political affiliation of the members concerned.

In all cases the request for Call-in must set out the reasons for the request.

On receipt of a Call-in request, the Chief Executive shall call-in the decision and notify the decision taker and Chairman of the Overview and Scrutiny Committee of the Call-in.

- (d) The Overview and Scrutiny Committee must consider the decision within 10 days of the decision to Call-in, and if necessary, it may be dealt with as an item of urgent business at a scheduled meeting of the Overview and Scrutiny Committee within that period. If the Overview and Scrutiny Committee does not meet within 10 days and consider the matter the decision shall take effect on the expiry of that period.
- (e) The Overview and Scrutiny Committee upon hearing a Call-in may decide to let the decision stand, refer the decision back to the decision maker for reconsideration or exceptionally refer the decision to Council if it is of the view that the decision is contrary to the Council or policy framework, or not wholly consistent with the budget.
- (f) If the Overview and Scrutiny Committee refer a decision back to the decision maker for reconsideration they must set out in writing the reasons for their concerns and their preferred course of action.
- (g) Reconsideration by the decision maker shall take place at the next scheduled meeting or earlier at the discretion of the relevant portfolio holder in consultation with the Chief Executive and Leader of the Council. In the case of delegated decisions taken by officers, the decision shall be referred back to the portfolio holder in the first instance for reconsideration. Portfolio holders have the option of forwarding any decision referred to them to the full Executive for reconsideration.
- (h) If on reconsideration by the decision maker the original decision is upheld or the recommendations of the Overview and Scrutiny Committee are accepted then the decision shall take effect immediately and shall not be subject to a further Call-in period.

- (i) If for any reason either Overview and Scrutiny or the decision maker fails to meet and carry out their obligations under this process or in the event of any situation not foreseen in this procedure the issue will be referred to Council for the process to be resolved. Implementation of the decision will be postponed until Council has determined how it shall be resolved.
- (j) If the Overview and Scrutiny Committee decide not to refer a decision back to the decision maker or to Council, the decision shall take effect immediately at the conclusion of the meeting at which the Call-in has been considered.
- (k) If the Overview and Scrutiny Committee is considering a called-in matter where the decision taker is recommending to the Council it may formulate alternative proposals for the Council to consider.
- (l) A request to Call-in a decision may only be nullified by agreement of all the Call-in signatories.

In the case of a Called-in decision being referred Council If the Council decide that the called-in decision was contrary to the policy framework or not wholly consistent with the budget it shall decide on the issue in question.

If the Council decide that the called-in decision was not contrary to the policy framework or consistent with the budget then no further action is necessary and the decision will take effect on the date of the Council meeting.

- (m) The call-in procedure is not intended to be used to challenge decisions as a matter of course, and should not be abused in order, for example, simply to cause delay in implementing decisions.

16. Call-in and Urgency

The call-in procedures set out above shall not apply where the decision being taken by the Executive, individual portfolio holder, Committee or Sub-Committee is urgent. A decision is urgent if any delay is likely seriously to prejudice the Council's or the public's interest. The record of the decision and the notice by which it is made public shall state whether in the opinion of the decision-making person or body, the decision is an urgent one and therefore not subject to call-in. In all cases, the Chief Executive must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency and if agreed, shall circulate the decision electronically to members of Executive and Overview and Scrutiny.

The Chief Executive shall then ask the Chairman of the Overview and Scrutiny Committee to agree to Call-in being waived. In the absence of the Chairman, the Vice-Chairman's consent shall be required, and in the absence of the Vice-Chairman, the Chairman of Council.

17. Call-in Protocol at Overview and Scrutiny Committee

In considering a Call-in decisions the Overview and Scrutiny Committee will follow this protocol:

Before Receipt of Call-in

Overview and scrutiny support officers will work with the Call-in signatories to complete the reasons for Call-in. Completed reasons for Call-in will be received by Chief Executive, who will then consider whether to Call-in the decision.

After Receipt of Call-in and before the meeting

The Chief Executive will confirm which portfolio holder or decision taking officer

should attend the Call-in, which officer should accompany them and which officer they appoint to advise the Overview and Scrutiny Committee on the Call-in. All Councillors and Corporate Management Team members will be advised of the Call-in Request.

Overview and scrutiny support officers will meet with the Call-in signatories, to clarify the procedure, consider how they will present the Call-in and prevent duplication. Overview and scrutiny support officers will brief the Chairman on the Call-in.

Documents

The agenda will contain:

- This Call In Protocol
- The Call-in request form
- The Portfolio Holder decision statement or minutes*
- The original report(s) upon which the decision was made

* (In the case that either the minutes or report are exempt a public summary of information will be provided as far as is possible).

Any other document that the Chief Executive, Portfolio Holder or Call-in signatories feel would assist the Committee in considering the Call-in.

At the start of the meeting

The Chairman will outline the procedure for the meeting, setting the tone and approach that will be taken.

The meeting

1. The spokesperson(s) for the Councillors who have made the Call-in request (who shall be seated together) should outline the reasons for the Call-in.
2. The relevant Portfolio Holder or decision taking officer explains the rationale for the decision and may be supported by officers and the Leader of the Council as appropriate. They shall also be seated together.
3. Councillors who have made the Call-in request have the opportunity to question the Portfolio Holder or decision taking officer.
4. Other Members of the Overview and Scrutiny Committee have the opportunity to question the Portfolio Holder or decision taking officer.
5. At the discretion of the Chairman, other Members present may have the opportunity to question the Portfolio Holder or decision taking officer or make a brief statement.
6. At the discretion of the Chairman, anyone else present may have the opportunity to make any brief statement on the issue.
7. The Portfolio Holder or decision taking officer will have a right of reply to any brief statement made on the issue.
8. Before forming a decision, the Chairman may decide to adjourn the meeting in order to allow the Call-in signatories to reflect on the evidence received and to consider any proposals they wish the Committee to consider.
9. The Overview and Scrutiny Committee will move in to debate on the issue, only members of the Committee and the officer appointed by the Chief Executive to advise the Overview and Scrutiny Committee on the Call-in may speak.
10. If there is no proposal the Chairman or another member may propose a motion which can be voted on in the normal way.

Options available to the Overview and Scrutiny Committee

There are only three options available to the Overview and Scrutiny Committee when they are considering a call in:

- Let the decision stand
- Refer the decision back to the decision taker, stating their concerns and the decision that the Committee wish the decision taker to make.
- Refer the decision to full Council if the decision is contrary to the policy framework or contrary to or not wholly consistent with the budget.

Additionally the Overview and Scrutiny Committee may make other recommendations as a result of the Call-in to relevant bodies, which shall be considered after a decision has been reached a decision on the Call-in.

Executive

Authorisation of Staff

17 November 2008

Report of Head of Safer Communities and Community Development

PURPOSE OF REPORT

To authorise a new member of staff.

This report is public

Recommendations

The Executive is recommended to:

- (1) Authorise Daniel Rowson for the purposes of the following legislation:-

Building Act 1984
Caravan Sites Act 1968
Clean Air Act 1956, 1968 and 1993
Clean Neighbourhoods and Environment Act 2005
Control of Pollution Act 1974
Dogs (Fouling of Land) Act 1996
Environmental Protection Act 1990
Factories Act 1961
Litter Act 1983
Offices, Shops and Railway Premises Act 1963
Prevention of Damage by Pests Act 1949
Public Health (Control of Disease) Act 1984
Refuse Disposal (Amenity) Act 1978
Sunday Trading Act 1994
Water Acts 1973 and 1989
Water Industry Act 1991

- (2) Invite the Council to authorise Daniel Rowson for the purposes of the following legislation:-

Animal Boarding Establishments Act 1963
Breeding of Dogs Act 1973
Breeding and Sale of Dogs (Welfare) Act 1999
Caravan Sites and Control of Development Act 1960
Dangerous Wild Animals act 1976
Food Hygiene (England) Regulations 2006

Food Safety Act 1990
Health Act 2007
Health and Safety at Work, etc Act 1974
Local Government (Miscellaneous Provisions) Acts 1976 and 1982
Noise and Statutory Nuisance act 1993
Official Feed and Food Controls (England) Regulations 2007
Pet Animals Act 1951
Public Health Acts 1936 and 1961
Riding Establishments Acts 1964 and 1970
Scrap Metal Dealers Act 1964
Zoo Licensing Act 1981

Executive Summary

Introduction

- 1.1 Officers performing regulatory duties must be authorised in writing by the Council to act on its behalf
- 1.2 The purpose of this report is to authorise Daniel Rowlson who has been appointed to the position of Public Protection Manager

Proposals

- 1.3 Authorise the newly-appointed officer to undertake his regulatory duties

Conclusion

- 1.5 This will ensure that the Council undertakes its regulatory duties in compliance with the law.

Implications

Financial:	There are no financial implications arising from the report. Comments checked by Karen Muir, Service Accountant, 01295 221545
Legal:	This report covers all the legislation which may from time to time be enforced by the respective officer. It is critical that valid authorisations are in place to defend challenges. Comments checked by Liz Howlett, Head of Legal and Democratic Services, 01295 221686
Risk Management:	Without formal written authorisations, staff would not have the right to enter into premises or onto land for routine inspection and any evidence gathered as a result would be open to challenge. The Council could also be considered as acting negligently if it failed to authorise its officers appropriately. Comments checked by Rosemary Watts, Risk Management & Insurance Officer, 01295 221566

Wards Affected

All

Corporate Plan Themes

Theme 1: Improve community safety and reduce the drugs problem

Theme 2: Improve health

Theme 6: Protect and enhance the local environment

Executive Portfolio

Councillor George Reynolds
Portfolio Holder for Community, Health and Environment

Document Information

Background Papers	
None	
Report Author	Grahame Helm, Head of Safer Communities & Community Development
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