

Public Document Pack

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 February 2012 at 6.30 pm

- Present: Councillor Barry Wood, Leader (Chairman)
Councillor G A Reynolds, Deputy Leader (Vice-Chairman)
- Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates
Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Michael Gibbard, Lead Member for Planning
Councillor James Macnamara, Lead Member for the Environment
Councillor Nigel Morris, Lead Member for Change
Councillor D M Pickford, Lead Member for Housing
- Also Present: Councillor Leslie F Sibley, Leader of the Labour Group
Councillor Tim Emptage, Leader of the Liberal Democrat Group
- Apologies for absence: Councillor Nicholas Turner, Lead Member for Customer Services
- Officers: Sue Smith, Chief Executive
Martin Henry, Director of Resources / Section 151 Officer
Calvin Bell, Director of Development
Adrian Colwell, Head of Strategic Planning and the Economy
Kevin Lane, Head of Law and Governance / Monitoring Officer
Ed Potter, Head of Environmental Services
Claire Taylor, Corporate Performance Manager
Natasha Clark, Team Leader, Democratic and Elections

79 **Declarations of Interest**

Members declared interests in the following agenda items:

7. Housing Land Supply Position Statement

Councillor Nigel Morris, Personal, due to interest in a site within the report and should the site be discussed during consideration of this item, the interest would become prejudicial and he would leave the meeting.

80 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

81 **Urgent Business**

The Chairman reported that he had agreed to one item of urgent business: Award of Contract for the Provision of Dry Waste Recycling Services to Cherwell District Council. The item had originally been scheduled on the Forward Plan for consideration by Executive in March 2012, however the proposed start date of the contract was before the March meeting. The Chairman advised that, subject to Member agreement, the item would be taken in private session after agenda item 12.

82 **Minutes**

The minutes of the meeting held on 9 January 2012 were agreed as a correct record and signed by the Chairman.

83 **Bicester Masterplan Progress Report**

The Head of Strategic Planning and the Economy submitted a report which updated Members on the progress made on the Bicester Masterplan. In introducing the report, the Lead Member for Planning advised that the Masterplan would be a blueprint for Bicester over the next 30 to 40 years and would be used to update the Bicester chapter of the Core Strategy for the district due for completion in 2012.

Gordon Lewis of WYG, the consultants appointed by Cherwell District Council in November 2011 to prepare a Masterplan for Bicester, gave a presentation which updated Executive on progress.

Members welcomed the proposal and the substantive progress that had been made. The Executive commended the coordinated approach being taken which took into account the various developments underway in Bicester.

In considering the Masterplan, it was suggested that that to avoid confusion with the North West Bicester Masterplan, the Bicester Masterplan could be referred to as the 'Bicester Blueprint'. Members commented that they would be keen to see further expansion of sports facilities and that health facilities should be high on the agenda in light of the projected population growth.

The Lead Member for Planning explained that the council would be consulting on the Masterplan proposals in the spring. Members stressed the importance of extending the consultation to residents who lived on the outskirts of Bicester and in the surrounding villages. It was important that the council engaged with as wide a cross section as possible. The Chairman encouraged Members to advise officers of any stakeholders they felt the council should engage with.

Resolved

- (1) That the issues that have informed the preparation of the Masterplan for Bicester be considered the progress being made be noted.

- (2) That officers be requested to proceed to public consultation and complete the Masterplan by May 2012.

Reasons

The Bicester Masterplan will be used to update the Bicester chapter of the Core Strategy for the District due for completion in 2012. The Masterplan contains a set of strategic proposals for the future development of the town to ensure the development of the town proceeds in a holistic, planned, coordinated way.

Options

Option One To accept the recommendation.

Option Two To continue with a piecemeal approach to development that fails to ensure integration with the existing town or to ensure that opportunities are realised for the benefit of residents and businesses in Bicester.

84

Housing Land Supply Position Statement

The Head of Strategic Planning and the Economy submitted a report which sought approval of a Position Statement on Housing Land Supply and of active measures to increase housing supply, in view the current shortfall of deliverable housing sites as reported to the Executive on 6 December 2011.

In introducing the report, the Lead Member for Planning explained that whilst the council had in place planning permission for sufficient housing, as properties were not being built the housing land supply level remained below the required levels in the National Planning Policy Framework. The Position Statement on Housing Land Supply set out how supply could be managed and from where new deliverable housing sites might come forward. Should it be approved, it could be used as a material consideration in the consideration of planning applications and appeals.

Members supported the recommendations and principle of the statement noting that it would put the council, as Local Planning Authority, in a stronger position when considering planning applications. Some Members raised concerns that housing land supply figures continued to be based on a more prosperous economic period and had not been adjusted to reflect the downturn in the economy.

In response to concern about the status of reserve sites, the Lead Member for Planning explained that the re-emergence of reserve sites was to enable officers and developers to revisit these sites and determine if they would be appropriate for development. When considering a planning application, sustainability rather than housing figures would remain the primary consideration. The Head of Strategic Planning and the Economy confirmed that reserve sites remained reserve sites. The status of reserve sites would be

included in the Draft Core Strategy which would be submitted to the Executive for consideration in due course.

Resolved

- (1) That the Housing Land Supply Position Statement for use as a material consideration in the determination of applications for planning permission for ten or more dwellings and in the handling of relevant planning appeals be approved.
- (2) That officers be authorised to undertake detailed pre-application discussions with interested promoters in the interests of identifying appropriate opportunities for addressing the housing land supply shortfall that accord with the principles set out in the Housing Land Supply Position Statement.
- (3) That officers be authorised to work proactively with promoters and developers to ensure that all reasonable measures are taken for bringing forward and delivering appropriate sites within required timescales and for ensuring that developments are constructed to high standard;
- (4) That officers be instructed to ensure that all reasonable opportunities are taken for bringing forward the delivery of sites already approved for new housing development but where development has either not yet commenced or where delivery has stalled.
- (5) That officers be instructed to actively monitor housing supply and the delivery of specific sites, liaising with promoters and developers as required, and to ensure that the Planning Committee and Executive are informed of any significant change in circumstances.

Reasons

The Housing Land Supply Position Statement is required in view of the pressing need to actively manage the release of land for housing in the absence of a five-year supply of deliverable sites. Lack of clarity on the Council's position would increase the risk of development occurring in an uncoordinated way in less sustainable locations and of the Council's emerging Core Strategy being undermined.

Options

- | | |
|---------------------|--|
| Option One | To approve the Housing Supply Position Statement and the recommendations to actively manage an increase in the supply of deliverable housing sites |
| Option Two | To seek amendment of the Housing Supply Position Statement and recommended actions |
| Option Three | To take any actions required by the Executive having regard to the current housing land supply position |

Developer Contributions Consultation

The Head of Strategic Planning and the Economy submitted a report seeking approval the commencement of a consultation on the Developer Contributions document.

In introducing the report, the Lead Member for Planning advised that the document would apply to planning applications for 10 or more dwellings and all commercial developments.

Resolved

- (1) That a consultation on the Developer Contributions document be authorised.
- (2) That the additional actions proposed to strengthen s106 monitoring be endorsed.

Reasons

The Developer Contributions document was agreed by the Executive as a basis for negotiation in May 2011. It was not consulted upon at that time due to the changes to the Planning system being introduced at that time. A public consultation on the document is an important means of ensuring all views have been taken into account and that its purpose and content is appropriate.

Options

Option One To continue to use the document while the consultation is conducted.

Option Two Not to consult.

Implications of the Localism Act 2011

The Head of Law and Governance submitted a report which presented a summary of the provisions of the Localism Act 2011 and sought consideration of any implications arising at this stage.

In introducing the report, the Leader of the Council explained that there was still a lot of detail awaited with regard to the Act. He suggested that the areas of particular interest to Members would be related to the proposed planning reforms, in particular: the duty to cooperate; Community Infrastructure Levy; and, Neighbourhood Planning. Members agreed that relevant officers should be requested to report back more fully on these areas at the appropriate time.

In response to the comments of Councillor Sibley, Leader of the Labour Group, the Chairman agreed that officers should also be requested to provide supplementary information on the provision to hold a referendum for excessive council tax.

Resolved

- (1) That the summary of the provisions of the Localism Act 2011 ("the Act") be noted.
- (2) That it be agreed that the following areas be considered more fully: duty to cooperate; Community Infrastructure Levy; Neighbourhood Planning; and, Referendums on Council Tax Increases, and that relevant officers be requested to report back accordingly at the appropriate time.
- (3) That the report to the February Council meeting be confined to the statement of pay policy.

Reasons

The Localism Act will clearly have a significant impact on the Council in a number of areas but and consideration of the detailed strategic implications will have to take place at a later date.

Options

As this report is for information only there are no alternative options to consider.

87

HS2 Update Report

The Head of Strategic Planning and the Economy submitted a report which updated Members on the High Speed Rail proposals - HS2. The report provided an outline of the response by CDC to the government announcement on 10 January 2012 to proceed with the HS2 proposal and sought consideration of the next steps CDC should take.

Resolved

- (1) That the proposed actions in response to the government announcement made on 10 January 2012 be approved.
- (2) That the officers' intention to seek legal advice as part of the 51M consortium on the merits of a possible application for a Judicial Review of the decision to proceed be noted and endorsed.

Reasons

CDC is the Local Planning Authority and the only public body able to respond on matters of detail relating to the route now that it has been confirmed by Government. Failure to discharge this role will leave the District at considerable disadvantage.

Options

Option One To agree the recommendations as set out

- Option Two** To amend the recommendations
- Option Three** Not to agree the recommendations

88 **2011/12 Projected Revenue and Capital Outturn at 31 December 2011**

The Head of Finance and Procurement submitted a report which summarised the Council's Revenue and Capital performance for the 9 months of the financial year 2011/12 and projections for the full 2011/12 period. These were measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 2011/12 budget process which was currently underway. The report also reviewed the treasury performance and procurement action plan performance for the first 9 months of 2011/12.

Resolved

- (1) That the projected revenue & capital position at December 2011 be noted.
- (2) That the Capital Slippage of £9m from the 2011/12 capital programme be noted.
- (3) That the funding of £20k to the Banbury Citizens Advice Bureau Appeals be approved.
- (4) That the Q3 treasury performance be noted.
- (5) That progress against the Procurement Action plan and the savings achieved be noted.

Reasons

This report illustrates the Council's performance against the 2011/12 Revenue and Capital Budget and includes details of Treasury Performance as at Qtr 3 – December 2011

Options

- Option One** To review current performance levels and considers any actions arising.
- Option Two** To approve or reject the recommendations above or request that Officers provide additional information.

89 **Draft Budget 2012/13**

The Head of Finance and Procurement submitted a report which provided the second and final opportunity for the Executive to shape and refine the

interaction between corporate service plans and financial matters before the final budget would be presented to full Council on 27 February 2012.

In presenting the draft budget, the Lead Member for Financial Management reported that whilst the current economic climate presented significant challenges, a balance budget for 2012/13 had been prepared without the need to raise council tax.

The Lead Member for Change advised that there would be a minor update to Cherwell District Council Performance Pledges 2012/13 in light of the end of the existing insulation scheme. This would be reflected in the final version of the Pledges that would be presented to full Council on 27 February 2012.

The Executive commended the Lead Member for Finance and Finance Team for their hard work in producing a balance budget for 2012/13.

Resolved

- (1) That the changes to the draft budget since 6 December 2011 be approved and the draft revenue budget (as set out as an annex to the Minutes in the Minute Book) in the context of the Council's service objectives and strategic priorities be noted.
- (2) That the transfer of the surplus of £3,299 to general fund balances to enable a balanced budget be approved.
- (3) That a Council tax freeze be recommended to full Council.
- (4) That authority be delegated to the Head of Finance and Procurement, in consultation with the Lead Member for Financial Management and Director of Resources, to amend the contributions to or from general fund balances to allow the Council Tax increase to remain at the level recommended by Executive to full council following the announcement of the final settlement figures.
- (5) That the proposed 2012/13 capital programme (as set out as an annex to the Minutes in the Minute Book) be approved.
- (6) That the review of earmarked revenue reserves undertaken by the Lead Member for Financial Management, the Head of Finance and Procurement and the Director of Resources be noted and re-allocation between various earmarked reserves and creation of one new reserve. (as set out as an annex to the Minutes in the Minute Book) be approved.
- (7) That the draft corporate plan and public pledges (as set out as an annex to the Minutes in the Minute Book) be endorsed and authority be delegated to the Chief Executive in consultation with the Leader of the Council to make any minor amendments to the plan or pledges as required.
- (8) That the 2012/13 Business Plan and Budget Equality Impact Assessment be noted (detailed in Appendix 7)

- (9) That it be noted that the latest MTFs financial forecast was currently being refreshed and would be part of the budget book.
- (10) That officers be requested to produce the formal 2012/13 budget book on the basis of Appendices 1-7 (as set out as an annex to the Minutes in the Minute Book).
- (11) That the schedule of Election Fees and Charges be approved (as set out as an annex to the Minutes in the Minute Book).
- (12) That the updated Draft Budget 2012/13 be recommended for adoption by the Council on 27 February 2012 (as a key decision).

90 **Exclusion of the Public and Press**

Resolved

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 of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

91 **Urgent Business - Award of Contract for the Provision of Dry Recycling Services**

The Head of Finance and Procurement and Head of Environmental Services submitted an urgent report which sought approval for the provision of dry waste recycling services to Cherwell District Council.

The Lead Member for the Environment commended officers for negotiating a contract which would bring both financial and recycling benefits to the council and district.

Resolved

That the resolution as set out in the exempt minutes be agreed.

The meeting ended at 8.53 pm

Chairman:

Date:

Revenue 2012/13 Budget Proposal and Analysis

The Status of the Budget

- 1.1 This second and final draft of the budget presented to the Executive has been subject to further validation of revenue, capital bids and efficiency savings and now incorporates the recommendations from Overview and Scrutiny
- 1.2 This final draft of the budget for 2012-13 shows a surplus of £3,299 which it is recommended should be a contribution to General Fund balances
- 1.3 The provisional settlement figures of the Government Grant we will be receiving in 2012-13 were issued on the 8 December 2011 and these have been incorporated within this final draft of the budget.
- 1.4 The amount available for distribution from the Collection Fund has been finalised and were prepared by the statutory deadline of 15 January 2012. It has therefore been confirmed that our share of the surplus equates to £130,417.
- 1.5 Since the last report on December 11 the Bank of England's has maintained interest rates at 0.5%.

General Fund Revenue Budget

- 1.6 The General Fund Revenue budget is shown below in Table 1.

Service Area	Approved Budget 2011/12	Proposed Budget 2012/13	Movement
Community & Environment	£8,305,435	£7,842,683	-£462,752
Resources	£4,964,760	£4,894,514	-£70,246
Development	£4,215,039	£3,904,128	-£310,911
Service Total	£17,485,234	£16,641,325	-£843,909
Executive Matters			
Centrally controlled items	£1,522,823	£1,644,312	£121,489
SNDC Joint Working Savings	-£333,000	-£230,000	£103,000
Credit for Capital Charges	-£3,218,477	-£3,323,392	-£104,915
	£15,456,580	£14,732,245	-£724,335
Contribution to (+) / from (-) Earmarked Reserves	£334,526	-£74,245	-£408,771
Contribution to (+) / from (-) General Balances	£68,834	£3,299	-£65,535
Net Budget Requirement	£15,859,940	£14,661,299	-£1,198,641
RSG Settlement	-£8,634,458	-£7,621,722	£1,012,736
Council tax Compensation Grant 2011/12	-£155,037	-£155,415	-£378
Council Tax -Single person discount review	£0	-£52,000	-£52,000
Collection Fund Surplus	-£130,417	-£141,399	-£10,982
Investment Income	-£723,407	-£439,810	£283,597
Amount to be funded from Council Tax	£6,216,621	£6,250,953	£34,332
Number of band D equivalents	50337	50615	278
2012-13 Cost of Band D equivalent	£123.50	£123.50	
2011-12 Cost of Band D equivalent	£123.50	£123.50	
	£6,216,620	£6,250,953	

- 1.7 The finalisation of support allocations and internal recharges may result in the service total of £16,641,325 being re-allocated across the 3 service areas but the bottom line totals and budget requirement will not change.
- 1.8 In order to balance the budget and secure the £165,228 deficit from Draft Budget 1, further reductions in costs, increases in income and review of reserves and provisions were taken into account. The main drivers for this are summarised in Table 2 below and as can be seen these adjustments have resulted in a surplus of £3,299.

BUDGET MOVEMENT DRAFT 2 TO FINAL (Main Drivers)	
Draft 1 Shortfall	£165,228
Old House Rental Income removed	£71,000
Review of Risk Provision - Utilities	£41,000
Various Budget Adjustments	£11,570
Scrutiny Recommendation - Reduction in Stationary Budgets	- £5,000
Additional Procurement Savings	-£13,500
Finalisation of Council Tax Base	-£22,971
Budget Reduction - Professional Fees	-£ 50,000
Revenue Implications of Capital Programme	-£56,441
Amended Notification of Revenue Support Grant	-£69,042
Pay Negotiations	-£75,143
Final Draft	-£3,299

- 1.9 Table 3 below includes a walk from the 2011/12 net service budget to the proposed 2012/13 net service budget highlighting the main drivers of cost pressures, impact of service income and cost reductions.

Budget Walk 2011/12 to 2012/13	
Adjusted Base Service Budget 2011/12	£15,859,940
Budget Virements	£136,267
Budget Pressure from 2011/12	£254,554
Budget Reductions	-£2,011,004
Changes in Reserves & Provisions	-£352,817
New Effects	£420,808
Inflation	£353,551
Draft Base Budget 2012/13	£14,661,299

- 1.10 These movements are further analysed in the tables below

Budget Virements

The Budget Virements figure of £136,267 incorporates both the virement of funding for service expenditure from ear marked reserves – (Insurance Risk Reserve / Wheeled Bin Reserves) and the realignment of costs in respect of the new organisational structure within 2011/12.

Budget Pressures from 2011/12

Budget pressures 2011/12 Budget Monitoring	
Net Reduction in Rental Income- Estates	£94,750
Reduction in Car Park Income	£52,321
Reduction in Grants and income received - Safer Communities	£39,750
Reduction in court cost income	£32,500
Additional Discretionary Rate relief - Revenues	£22,700
Reduction in Commission Sales / Exhibition Income - Museum	£15,414
Increased NNDR Costs - Estates	£10,000
Additional Software support Infrastructure Support	£7,119
Reduction in Management Fee - Housing Needs	-£20,000
	£254,554

Budget Reductions –

As detailed, the total value of reductions included in this budget now totals **£2,011,004**. These are detailed in Appendix 1a

Changes in Reserves & Provisions

Changes in Financing	
(Use of) Transfer to General Fund Balance	-£65,535
(Use of) Transfer to Earmarked Reserves	-£408,771
Movement in Risk and Pension Provisions	£121,489
	-£352,817

New Effects (Main Drivers)

New Effects (Main Drivers)	
Reduced Car park Income	£251,811
Reduction in Court Costs Recovered	£77,484
Transition of Advisory Services	£35,000
Reduced Licensing Income	£25,358
Gov Connect Charges	£25,000
Other minor growth items	£6,155
	£420,808

Council Tax

- 1.11 The level of council tax being proposed is £123.50 pa at Band D and this is in line with Council commitment of a zero increase. Table 1 above also details the 2nd year allocation of Council Tax Compensation Grant which the Council will receive from Central Government in 2012/13 - £155,415.
- 1.12 Additionally, as stated in the main body of this report the Council tax freeze grant of £156,970 specifically awarded for 2012/13 only has not been incorporated into this base budget, but will be treated as windfall income.

Joint Senior Management Team with South Northants District Council

- 1.13 The Joint Senior Management team has now been established and the full year effect of savings from this has been incorporated into the base budget for 2012/13. This can be seen detailed in Appendix 1A - £333k was incorporated into the 2011/12 base budget and a further £353k has been incorporated into the budget for 2012/13. The draft budget proposals for 2012 /13 also includes additional base budget reductions of £230k in respect of Joint working initiatives and infrastructure savings, again this can be seen detailed in Appendix 1A

Medium Term Financial Strategy 2013/14 – 2016/17

- 1.14 The coming years will present even further challenges which in the main will relate to the continued cuts to the level of government grants received, local government finance and housing benefit reform, inflation and interest rates.
- 1.15 The Council's has a strong track record and commitment to delivering efficiencies resulting in a 38% reduction in net expenditure of services since 2007/08 when the net revenue budget stood at £23.5m compared to £14.6m in 2012/13. A total of £2m (8%) has been delivered as part of the 2012/13 budget as a result of the forecasted funding reductions.
- 1.16 These reductions and forward planning together with the joint working with South Northamptonshire Council strengthens our position to meet the forecast challenges of future years.
- 1.17 The Council will update its forecast to be included in the 2012/13 budget book and present an updated strategy in June 2012.

Summary

- 1.18 This budget will be presented to the Executive on February 6th 2012 with a recommendation to produce the 2012/13 budget book on the basis of Appendices 1-7 and a recommendation to Council on 27 February 2012 to adopt the 2012/13 budget (as a key decision) and set council tax accordingly.

ANALYSIS OF BUDGET REDUCTIONS

Appendix 1A

Area	Building Block Detail	Bldg Block Ref	£1m Public Promise	Scrutiny Recommendations	Efficiencies	Total	Corporate	Community & Environment	Resources	Development	Total
Corporate	Change in planning fees regime	10	£ 80,000			£ 80,000				£ 80,000	£ 80,000
Corporate	Commissioning of advisory services	14	£ 111,051			£ 111,051				£ 111,051	£ 111,051
Corporate	Joint Senior Management Team Savings (£686,000 in total)		£ 353,000			£ 353,000	£ 353,000				£ 353,000
Corporate	Joint Working - Building Control		£ 30,000			£ 30,000	£ 30,000				£ 30,000
Corporate	Joint Working - ICT and additional procurement savings.		£ 100,000			£ 100,000	£ 100,000				£ 100,000
Corporate	Joint Working - review of services		£ 100,000			£ 100,000	£ 100,000				£ 100,000
Environmental Services	New Recyclables Contract tender outcome - take advantage of favourable market conditions.	30	£ 193,957			£ 193,957		£ 193,957			£ 193,957
Various	Procurement Action Plan	29	£ 49,927			£ 49,927			£ 49,927		£ 49,927
Community Safety	Review of Discretionary Services	28	£ 4,643			£ 4,643		£ 4,643			£ 4,643
Finance	Review Single Person Discounts	11	£ 52,000			£ 52,000	£ 52,000				£ 52,000
Economic Development	VFM Economic Development	4	£ 15,000			£ 15,000				£ 15,000	£ 15,000
Customer Services	VFM Review - Customer Services Year 2	15	£ 69,077			£ 69,077		£ 69,077			£ 69,077
Public Protection	VFM Review - Public Protection	5	£ 34,000			£ 34,000				£ 34,000	£ 34,000
Tourism	VFM Review - Tourism	3	£ 25,169			£ 25,169		£ 25,169			£ 25,169
Vehicle Maintenance	VFM Review - Vehicle Maintenance	6	£ 15,000			£ 15,000		£ 15,000			£ 15,000
Scrutiny Recommendations	Reduction in Stationary Budget			£ 5,000		£ 5,000	£ 5,000				£ 5,000
	Revenue Implications Of Capital Programme - Biomass Boilers			£ 56,441		£ 56,441	£ 56,441				£ 56,441
	Administration Review			£ 75,000		£ 75,000	£ 75,000				£ 75,000
Efficiencies											
Community & Environment					£ 244,126	£ 244,126		£ 244,126			£ 244,126
Resources					£ 262,976	£ 262,976			£ 262,976		£ 262,976
Development					£ 114,637	£ 114,637				£ 114,637	£ 114,637
Executive Matters					£ 20,000	£ 20,000	£ 20,000				£ 20,000
Total			£ 1,232,824	£ 136,441	£ 641,739	£ 2,011,004	£ 791,441	£ 551,972	£ 312,903	£ 354,688	£ 2,011,004
							39%	27%	16%	18%	

Capital Programme 2012/13

- 1.1 A total of 22 bids were received of which 10 were either deleted / combined to form a new bid (ICT) or deferred at appraisal stage. This leaves 12 bids for consideration and these are analysed according to corporate priority below:

Priority	No. of bids
1 District of Opportunity	5
2 Accessible Value for Money Council	3
3 Cleaner Greener	4
4 Safe & Healthy	0
	12

- 1.2 The draft capital proposals to date for 2012/13 are shown in Appendix 2a these new bids total £9,628,500. (including £7m for the pre approved Community Led Housing Project) Each scheme is supported by an appraisal and these have been scored according to priority by the Capital Investment Delivery Group.
- 1.3 The new capital bids have been scrutinised by the Resources and Performance Scrutiny Board and their observations and recommendations were reported in December 2011. A further review of outstanding items was undertaken in their January 2012 meeting where projects were either recommended for approval / deletion or deferral. As shown in Appendix 2c.
- 1.4 The Capital Strategy for 2012/13 has a direct impact on the Treasury management revenue budget in terms of the opportunity cost of reduced cash balances from the use of capital receipts and reserves. Decisions on the future capital programme will need to take into account the overall priorities and affordability in revenue as well as capital terms.
- 1.5 As we now know that the Iceland deposits are priority creditors and the deposits are to be repaid in full then the accounting entries processed in 10/11 accounts that made use of the capitalization will be reversed.
- 1.6 The Q3 report to the Executive requests approval of slippage of amounts from 26 capital schemes which were approved as part of the 2011/12 budget process but which work has been delayed until 2012/13. These will also be delivered in 2012/13. These together with new bids for 2012/13 are detailed in Appendix 2b.
- 1.7 A summary of the draft capital programme and recommended financing is summarised below:

	Total Scheme Cost	2012/13 Profile
Proposed programme (Appendix 2a)	£9,628,500	£4,711,832
Schemes slipped from 2011/12 (Appendix 2b)	£9,049,000	£9,049,000
Total Capital Programme to be Financed	£18,677,500	£13,760,832
Financed by:		
Capital Receipts	£9,634,500	£9,384,500
Government Grants		
<i>£375k per annum Governmental Grant Funding towards Mandatory Disabled Facilities Grants</i>	£375,000	£375,000
Use of Reserves		
<i>Wheeled Bins Reserve</i>	£25,000	£25,000
<i>Vehicle Replacement Programme</i>	£425,000	£425,000
<i>SW Bicester Sports Village Fund</i>	£829,000	£829,000
<i>Housing Reserves</i>	£7,389,000	£2,722,332
	£18,677,500	£13,760,832

Further Document Information

Appendix No	Title
Appendix 2a	New Capital Bid Proposals and Profiles
Appendix 2b	Schedule of capital schemes slipped from 2011/12
Appendix 2c	Bids deferred or removed

Capital Bids 2012/13 by Score

Bid No.	Strategic Priority	Capital Scheme	Service Head	Directorate	Capital Bid Score	Total			
						Estimated Capital Cost £s	Estimated Cost for 12/13 £'s	Estimated Cost for 13/14 £'s	Estimated Cost for 14/15 £'s
3	2	Biomass Heating for Bicester Leisure Centre	Chris Rothwell	Community & Environment	32	£385,000	£385,000	£0	£0
4	3	Recycling Bank Replacement Programme	Ed Potter	Community & Environment	31	£25,000	£25,000	£0	£0
5	3	Environmental Services Vehicle Replacement Programme	Ed Potter	Community & Environment	34	£425,000	£425,000	£0	£0
6	2	Energy Efficiency Projects	Ed Potter	Community & Environment	29	£80,000	£80,000	£0	£0
12	1	Ferriston Roof Repairs	Calvin Bell	Development	24	£18,500	£18,500	£0	£0
13	1	Thorpe Way Roof Repairs	Calvin Bell	Development	24	£10,000	£10,000	£0	£0
14	1	Discretionary Housing Grants	Calvin Bell	Development	24	£325,000	£325,000	£0	£0
15	1	Mandatory Disabled Facilities Grant	Calvin Bell	Development	40	£860,000	£860,000	£0	£0
16	1	Cherwell Community Led Housing Programme	Calvin Bell	Development	41	£7,000,000	£2,333,332	£2,333,334	£2,333,334
18	3	Environmental Improvements Grimsbury	Adrian Colwell	Development	28	£30,000	£30,000	£0	£0
19	3	Environmental Improvements Market Square Bicester	Adrian Colwell	Development	28	£250,000	£0	£250,000	£0
22	2	ICT Infrastructure (Business Case)	Karen Curtin	Resources	28	£220,000	£220,000	£0	£0
GRAND TOTAL						£9,628,500	£4,711,832	£2,583,334	£2,333,334

Capital Programme 2011/12 - Slipped Schemes

Appendix 2b

Capital Scheme Slipped from 2011/12	Slippage proposed at 6th Feb 12 Executive	Profiled for 2012/13
Bicester Town Centre Redevelopment	£ 5,000,000	£ 5,000,000
Orchard Way Banbury Redevelopment	£ 1,100,000	£ 1,100,000
South West Bicester Sports Village	£ 829,000	£ 829,000
Delegated Affordable Housing Capital Pot	£ 500,000	£ 500,000
Bicester Pedestrianisation	£ 250,000	£ 250,000
Sports Centre Modernisation Programme	£ 249,000	£ 249,000
Old Bodicote House	£ 236,000	£ 236,000
Land Claypits Lane Bicester	£ 187,000	£ 187,000
Purchase of Temp Acc Bryant House Bic & Edward St	£ 132,000	£ 132,000
Disabled Facilities Grants	£ 100,000	£ 100,000
Bicester Cattle Market Car Park Phase 2	£ 90,000	£ 90,000
Dashwood Road Affordable Housing	£ 66,000	£ 66,000
Financial Ledger - Agresso 5.5	£ 50,000	£ 50,000
Core Business System Integration	£ 47,000	£ 47,000
Fees of Future Regeneration Schemes	£ 40,000	£ 40,000
Discretionary House Condition Grants	£ 30,000	£ 30,000
Mini MRF [Materials Recovery Facility]	£ 29,000	£ 29,000
Fleet Management System	£ 28,000	£ 28,000
Access to Highfield Depot	£ 22,000	£ 22,000
Bicester Acquisition 2nd Scheme	£ 20,000	£ 20,000
Budget Module	£ 15,000	£ 15,000
Thorpe Lane Depot Refurbishment Scheme	£ 15,000	£ 15,000
Future Regeneration Schemes Preliminary Prof Fees	£ 7,000	£ 7,000
Sanctuary Housing Scheme	£ 4,000	£ 4,000
Circular Walks DDA Works	£ 2,000	£ 2,000
Environmental Services Waste Management IT System	£ 1,000	£ 1,000
Total	£ 9,049,000	£ 9,049,000

Capital Bids 2012/13 Removed and Deferred

Bid No.	Strategic Priority	Capital Scheme	Service Head	Status	Capital Bid Score	Total Estimated Capital Cost £s
2	2	Community Intelligence Hub Development	Chris Rothwell	DEFERRED	22	£96,000
21	2	Shop Front Improvement Scheme	Adrian Colwell	DEFERRED	23	£100,000
7-11	2	Various ICT Bids superseeded by ICT Business case	Karen Curtin	Various ICT Bids superseeded by ICT Business case	28	£347,000
1	2	Bicester Methodist Church - Redevelopment of Community Facilities	Ian Davies	REMOVED	17	£30,000
17	2	Telephony Development	Chris Rothwell	REMOVED	23	£10,000
20	2	Buildings at Risk Intervention Fund	Adrian Colwell	REMOVED	23	£730,000
GRAND TOTAL						£1,313,000

Local Government Resources Review

The Secretary of State introduced the Local Government Finance Bill on 19 December. The Bill seeks to take forward proposals designed to encourage local economic growth, reduce the financial deficit and drive decentralisation of control over local government finance.

This legislation represents a radical change to the local government finance system, which complements a wide package of financial measures that the Government is pursuing.

The Bill is intended to:

- Enable local authorities to retain a proportion of the business rates generated in their area, providing them with strong financial incentive for them to promote local economic growth.
- Enable local authorities to carry out Tax Increment Finance, giving them the ability to undertake borrowing against future business rates growth, supported by the forecast tax increment that accrues from additional development.
- Provide a framework for the localisation of support for council tax in England, which, alongside other council tax measures, will give councils increased financial autonomy and a greater stake in the economic future of their local area, while providing continuation of council tax support for the most vulnerable in society, including pensioners. The localisation of council tax support will enable the England share of an around £500m saving on expenditure across Great Britain to be realised.
- Make changes to council tax rules to provide further flexibility on the council tax local authorities can charge on empty properties, and other small changes aimed at modernising the system.

The Local Government Finance Bill was published alongside the following paper from the Department of Communities and Local Government (DCLG):

Local Government Resource Review – Proposals for Business Rate Retention. Summary of Responses

<http://www.communities.gov.uk/publications/localgovernment/resourcereviewsummaryresponses>

Local Government Resource Review – Proposals for Business Rate Retention. Government Response

<http://www.communities.gov.uk/publications/localgovernment/resourcereviewgovtresponse>

and a plain English guide

<http://www.communities.gov.uk/publications/localgovernment/resourcereviewplainenglishres>

Localising Support for Council Tax in England: Government's response to the outcome of consultation

<http://www.communities.gov.uk/publications/localgovernment/localisingtaxresponse>

The headlines from these responses are detailed below.

Business Rate Retention

The Government's response confirms that the Business Rate retention scheme is intended to be introduced from April 2013. The main features of the scheme are as follows:

- Initially the distribution method is all that will change, and will be managed by a series of 'tariffs' and 'top-ups'. A 'tariff' is paid into a central pot where the amount of business rate generated are greater than the baseline funding. A 'top up' is where the amount collected in business rates is less than the baseline funding required and is therefore topped up by to the baseline funding level. Nationally tariffs and tops up will be self funding.
- Prior to initial distribution the datasets that underpin the current settlement process will be updated. Specifically, the relative need formula will be updated to reflect the cost of running rural services and concessionary travel.
- The council tax compensation grant for **2011-12 will be included** in the baselining. The council tax compensation grant **for 2012-13 will not be included**.
- Business rate growth is then kept by local authorities on a basis of an 80:20 split between Districts and County Councils.
- Any disproportionate growth in business rates will be centralised as a 'levy'. This levy will be held centrally and will be used to act as a 'safety net' for business rate reductions for authorities that see their rate levels drop below by a set percentage below the baseline funding level.
- An aspiration to re-set the scheme at 10 yearly intervals except in exceptional circumstances.
- Authorities will be able to engage in Tax Increment Financing (TIF). This is the ability to borrow to enable businesses growth with the ability to use the additional business rate income to fund the cost of the initial borrowing . A limited number of the schemes will be exempt from any levy or reset for 25 years.
- The effect of business rate re-evaluations (which take place every five years) will be neutralised through tariffs and top ups.
- Police authorities will be excluded from the scheme and funded through fixed allocations for 2013-14 and 2014-15
- Fire and Rescue Services are included in the scheme with combined and single purpose authorities be treated in the same way.
- Business rate increase on renewable energy projects will be kept by local authorities. This will not be split 80:20 but kept in its entirety by the local planning authority. Where the local planning authority is a national park authority the additional income will be retained by the billing authority.
- Local authorities are allowed to work collaboratively on schemes within and outside of County boundaries subject to a number of safeguards.
- All of the above will not have an impact on the Business Rates paid by businesses. The current scheme and impact on businesses will remain unaltered.

Localising support for Council Tax in England

The Government's response confirmed the approach set out in the consultation paper on localising support for Council Tax in England. The main features of the scheme are:

- Reduction of 10% in current funding levels confirmed
- Support for the most vulnerable, including pensioners and that vulnerable pensioners should be delivered through a national framework of criteria and allowances. The rules and regulations will be broadly similar to those in operation now.
- The support will not be extended to all pensioners.
- Localised schemes need to be in place by April 2013, prior to the implementation of Universal Credit in October 2013.
- Local schemes should provide incentives to get people back into work.
- Support will be offered as reductions or discounts on Council Tax bills.
- Localised schemes will be subject to consultation with precepting authorities and the public.
- Schemes must be adopted by 31 January of the preceding year.
- Schemes can be revised on an annual basis.
- Default scheme will be imposed if local schemes are not agreed by 31 January. The default scheme will broadly reflect the current benefit scheme and therefore will be financially detrimental to an authority.
- The financial risks are managed through the collection fund and therefore the risk will be proportionate to the Council Tax collected.
- Monthly amounts paid to precepting authorities could be amended to reflect collections in the month so billing authorities do not face the cashflow implications of a poor months collection on its own.
- The grant (which replaces the Council Tax benefit subsidy) will be paid to all major precepting authorities, but the Government still needs to understand and work this approach through in more detail.
- The Government is keen to enable the sharing of information between agencies to reduce administration costs and speed up the application process.
- Timetable:
 - Spring 2012 - Technical consultation on grant distribution
 - Summer 2012 – Local authorities designing local schemes and scoping IT changes
 - Autumn/Winter 2012-13
 - Grant allocations published
 - Local schemes established including consultation
 - Local authorities set budgets and adopt schemes

Schedule of Earmarked Reserves		Appendix 4	
EARMARKED RESERVES	Reserve Balance	Purpose	Delegated Officer Responsibility (in conjunction with Lead Member)
	£		
Self Insurance / Legal Claims Reserve	267,748	To cover insurance/legal claims that are uneconomical to fight or below excess	Head of Finance & Procurement
Hs2 Reserve	14,021	To fund campaign against High Speed Rail Link 2	Director of Development
Joint Working Implementation	338,279	To fund costs of implementing a shared Senior Management Team with SNC	Chief Executive
Brighter Futures Reserve Account	20,000	Work delayed due to resources - to be carried forward.	Director of Community & Development
Building Control Reserve	47,242	To be used in establishing joint service with SNC	Head of Public Protection and Development Management
Plant and Transport Renewals Reserve	314,088	To fund future capital projects	Head of Finance & Procurement
Wheeled Bins Replacement Reserve	257,251	To fund future capital projects	Head of Finance & Procurement
Corporate IT Contingency Reserve	200,000	To supplement the base budget for the planned programme of replacing obsolete IT equipment and to deliver ICT improvements	Director of Resources
Planning Policy Reserve	646,898	To cover expenditure relating to planning policy decisions - LDF etc	Head of Strategic Planning and the Economy
Planning Control Reserve	709,945	To cover expenditure relating to planning appeals	Head of Public Protection and Development Management
Environmental Warranties Reserve	1,855,842	CDC's commitment on asbestos/environmental warranties of housing stock runs for a further 14 years	Head of Finance & Procurement
Hanwell Fields Reserve	100,000	Open space commitment due to topography of the site affecting the layout of the developed elements but does improve the overall quality of the whole development. Contribution to Banbury Town Council for maintenance and developer agreements completed.	Head of Public Protection and Development Management
Licensing Reserve	45,574	Surplus of income generated from Licensing that is ringfenced for Licensing only, therefore is transferred to an earmarked reserve at the year end for licensing expenditure.	Head of Public Protection and Development Management
Corporate Change Reserve	218,423	To fund change initiatives to address either improvement issues, interim capacity or spend to save initiatives	Director of Resources
Iceland Legal Cost reserve	21,511	To meet the costs of fighting the legal claim - initially set up at 1% of £6.5m claim	Head of Finance & Procurement
Local Government Resource Review	156,970	To cover expenditure in relation to the Local Government Resource Review	Head of Finance & Procurement
Total	5,213,791		

Cherwell District Council Business Plan 2012/13

Some targets will be finalised during March 2012 these have been highlighted in the document below.

<p>A</p> <p>A District of Opportunity</p>	<p>B</p> <p>A Cleaner Greener Cherwell</p>	<p>C</p> <p>A Safe, Healthy and Thriving Community</p>	<p>D</p> <p>An Accessible Value for Money Council</p>
<p>Work with partners to tackle disadvantage in the District.</p> <ul style="list-style-type: none"> • Support vulnerable residents through focusing on homelessness prevention and housing advice at current levels of performance • Work with our partners to reduce the number of young people not in education employment or training across the district • Support local people into work (job clubs and apprenticeships) and prepare for the impact of the Government reform to welfare and the benefits system • Deliver the Brighter Futures in Banbury programme 	<p>Provide excellent waste collection and recycling services, working to reduce the amount of waste produced and to increase recycling across the district.</p> <ul style="list-style-type: none"> • Increase the household recycling rate to above 60% • Reduce the amount of waste sent to landfill • Maintain the current high levels of customer satisfaction with our recycling and waste collection services 	<p>Work with partners to support the development of safe and thriving local communities and neighbourhoods.</p> <ul style="list-style-type: none"> • Continue to provide a wide range of recreational activities and opportunities of young people across the district • Work with partners to maintain already low levels of crime in the district • Work with partners and businesses to support public health, safety and environmental protection 	<p>Provide value for money and a financially sound organisation, minimising the impact of smaller council budgets on frontline and priority services.</p> <ul style="list-style-type: none"> • Develop and implement an effective approach to address the financial impact of Government welfare reform • Understand and plan for the implications of the Local Government Resources Review specifically the changes to localisation of business rates and council tax benefit • Secure savings of £800 - £1m taking account of the national changes to Local Government Funding • Ensure the Council's budget is matched to strategic priorities demonstrating and promoting the Council's commitment to value for money and effective service delivery.
<p>Balance economic development and housing growth.</p> <ul style="list-style-type: none"> • Deliver x - TBC new homes including through planned major housing projects • Deliver 100 affordable homes in the district • Promote local economic development through business advice and support, inward investment and the Local Enterprise Partnerships • Progress the Community Housing Project with HCA investment partner (31 dwellings in 12/13) 	<p>Work to ensure our streets, town centres, open spaces and residential areas are clean, well maintained and safe.</p> <ul style="list-style-type: none"> • Maintain high levels of residents' satisfaction with street and environmental cleanliness • Work with local communities to continue the programme of neighbourhood litter blitzes 	<p>Support the local community, voluntary and not for profit sectors to play an active role in the district.</p> <ul style="list-style-type: none"> • Work with the local voluntary sector to provide advisory services for the local community • Support volunteering across the district • Adopt an integrated community development approach to ensure the Council's provides value for money and addresses local need 	<p>Work with partners to reduce Council costs.</p> <ul style="list-style-type: none"> • Implement/embed shared back office systems and services to secure efficiencies • Implement a shared ICT service • Explore further opportunities with partners to share or provide services, reducing costs and maximising income

A A District of Opportunity	B A Cleaner Greener Cherwell	C A Safe, Healthy and Thriving Community	D An Accessible Value for Money Council
<p>Develop a robust and locally determined planning framework.</p> <ul style="list-style-type: none"> • Complete a draft of local development framework for the district and submit for adoption • Prepare an Infrastructure Plan for Cherwell District and prepare for introduction of Community Infrastructure Levy • Secure implementation of new policy for Developer contributions • Protect and enhance the quality of the built environment by completion of Conservation Area Reviews and strong design guidance for all new developments 	<p>Work to reduce our impact on the natural environment, limit our use of natural resources and support others in the district to do the same.</p> <ul style="list-style-type: none"> • Reduce the Council's Carbon footprint by 4% (includes buildings, fleet mileage etc.) • Work with partners to improve the energy efficiency of homes and enable more residents to achieve affordable energy bills 	<p>Provide good quality recreation and leisure opportunities in the district.</p> <ul style="list-style-type: none"> • Progress the South west Bicester sports pitches • Maintain current levels of visits/usage to district leisure centres • Establish the Trust arrangements to secure the long term future of Banbury Museum and maintaining access for the community 	<p>Demonstrate that we can be trusted to act properly for you by being transparent about our costs and performance.</p> <ul style="list-style-type: none"> • Improve the information available to the public about our costs and performance, and promote understanding, accountability and opportunity • Consult with local residents in a cost effective manner to ensure the Council has a good understanding of local priorities
<p>Work to improve the quality and vibrancy of our town centres and urban areas.</p> <ul style="list-style-type: none"> • Progress the commercial development of Bicester Town Centre and consider the plans for development of the community building • Complete a Masterplan for Bicester • Progress the Canal side Regeneration programme in Banbury and redevelopment of the Bolton Road area in Banbury. 	<p>Work with partners to support the development of Eco-Bicester as an national exemplar, creating a vibrant place where people choose to live, to work and spend their leisure time in sustainable ways.</p> <ul style="list-style-type: none"> • Work with partners progress the delivery of the vision for Eco-Bicester • Start work on site for the initial housing development at NW Bicester • Ensure continued opportunities for local people to participate in the Eco-Bicester programme 	<p>Support improvement of local health facilities, services and standards across the district.</p> <ul style="list-style-type: none"> • Work to promote active and independent lifestyles amongst older people • Support the local NHS to retain and develop health services at the Horton General Hospital • Continue to support new and improved health services in Bicester and the surrounding area 	<p>Work to ensure we provide good customer service through the delivery of high quality and accessible services.</p> <ul style="list-style-type: none"> • Maintain high rates of customer satisfaction with our Services • Improve levels of satisfaction with and access to information provided by the Council • Improve access to our services and advice by increasing online payment and service options

**Cherwell District Council
Performance Pledges 2012/13**

A District of Opportunity

1. Continue to support skills development, apprenticeships and job clubs in order to reduce the number of young people not in education, employment or training.
2. Deliver 100 affordable homes in the district and support opportunities for self build and developing self build skills
3. Continue to strengthen the leisure and retail facilities in Banbury and Bicester town centres.
4. Complete the local plan as the foundation for economic growth in the district.

A Cleaner, Greener District

1. Increase the household recycling rate to 60%
2. Improve local residents' satisfaction with street and environmental cleanliness continuing our successful programme of neighbourhood litter blitzes.
3. Reduce the Council's carbon footprint by 4% by further improving the energy efficiency of our buildings and vehicles.
4. Continue to give Cherwell residents the opportunity to access low cost insulation and improve their energy efficiency through the Cherwell £99 insulation scheme.
5. Begin construction of eco-Bicester houses.

A Safe, Healthy and Thriving District

1. Continue working with our partners to provide support to the most vulnerable individuals and families in the district.
2. Support the local health sector in building a new community hospital in Bicester
3. Complete the lay out of the sports pitches at the South West Bicester sports village and finalise plans for the pavilion.
4. Inspire young people to take up new sporting opportunities offered throughout the district during the Olympic year.
5. Work with the local police and licence holders to roll out the 'best bar none scheme' which will help make our town centres safer in the evenings.

A Value for Money Council

1. Secure savings of at least £800,000 to help meet the medium term financial deficit
2. Improve levels of customer satisfaction with our services.
3. Continue to improve our website and the ease of accessing our services and giving feedback online.



EQUALITY IMPACT ASSESSMENT

2012/2013 Business Plan and Budget Equality Impact Assessment

Equality Impact Assessments

CONTENTS

APPENDIX 1 STAGE 1	INITIAL SCREENING DETAILS.....	3
STAGE 1 INITIAL	SCREENING ASSESSMENT.....	4
STAGE 1 NARRATIVE	QUESTION NARRATIVE.....	5
APPENDIX 2 STAGE 2	IN DEPTH (FULL) ASSESSMENT.....	6/7
APPENDIX 3	AREAS OF POTENTIAL NEGATIVE AND POSITIVE IMPACT.....	8

APPENDIX 1 STAGE 1 - INITIAL SCREENING DETAILS ASSESSING POLICIES AND ACTIVITIES - GUIDANCE FOR STAFF

Notes:

1. As a result of this exercise, you will have checked that your policy or activity does not have adverse impact on equality groups and you will have identified relevant action that you need to take, and the likely costs/resources associated with any improvement. The equality groups covered are at present: Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Age & Marriage or Civil Partnership.

Note. This is not simply a paper exercise - it is designed to make sure that your policy or activity is delivered fairly and effectively to all sections of our local community.

2. Please note that the Council is required to publish the results of these assessments, and updates, therefore **your completed Appendices may be public documents.**

3. Appendix 1 questionnaire (**to be completed for each relevant Strategy, Policy or Service Development**) is for use regardless of whether your policy or activity is aimed at external customers or internal staff.

Please tick/delete as appropriate: Is this EIA for a,

Strategy	<input checked="" type="checkbox"/>	New	<input checked="" type="checkbox"/>
Policy	<input type="checkbox"/>	New/Existing	<input type="checkbox"/>
Service Development	<input type="checkbox"/>	New/Existing	<input type="checkbox"/>

Name of Strategy, Policy or Service Development: 2012/13 Corporate Plan & Budget

AIMS, OBJECTIVES & PURPOSE OF THE POLICY OR ACTIVITY:

The Corporate Business Plan contains detailed measures and targets which underpin the delivery of Cherwell District Councils strategic priorities throughout 2012/2013.

PLEASE LIST THE MAIN STAKEHOLDERS/BENEFICIARIES IN TERMS OF THE RECIPIENTS OF THE ACTIVITY OR THE TARGET GROUP AT WHOM THE POLICY IS AIMED:

All Cherwell Residents

IF THE ACTIVITY IS PROVIDED BY ANOTHER DEPARTMENT, ORGANISATION, PARTNERSHIP OR AGENCY ON BEHALF OF THE AUTHORITY, PLEASE GIVE THE NAMES OF THESE ORGANISATIONS/AGENCIES:

LEAD OFFICER: Caroline French
SERVICE AREA: Performance
ASSESSMENT DATE: 19-1-2012

TEL: 221586
DIRECTORATE: Transformation
ASSESSMENT REVIEW DATE: Feb 2013

STAGE 1 – INITIAL SCREENING ASSESSMENT

Q	Screening Questions	Y/N
1.	Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?	N
2	Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?	N
3	Is there any evidence that information about the policy or activity is not accessible to any equality groups?	N
4	Has the Council received any complaints about the policy or activity under review, in respect of equality issues?	N
5	Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?	N
6	Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?	Y Potential
7	This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.	N
8	Will there be a negative impact on any equality groups? If so please provide brief details below.	N
	Equality Impact:	Y (potential)
	Disability	
	Gender Reassignment	
	Pregnancy & Maternity	
	Race	
	Religion or Belief	
	Sex	
	Sexual Orientation	
	Age	
	Marriage & Civil Partnership	
9	Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community?	Y Potential
10	There has been no consultation with equality groups about this policy or activity? Answer yes if you agree with this statement. If there has been consultation, please list the equality groups you have consulted with:	Y
11	Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?	N

Proceed to In Depth (Full) Assessment (complete **Appendix 2) if the answer is YES to more than one of the above questions.
For any YES answers include an improvement action in your Equality Improvement Plan.**

Declaration

I am satisfied that an initial screening has been carried out on this policy or activity and an In Depth (Full) Equality Impact Assessment is not required. I understand that the EIA is required by the Council and take responsibility for the completion and quality of this assessment.

Completed by: **Caroline French**
Countersigned by: **Claire Taylor, Corporate Performance Manager**

Date: **19th January 2012**
Date: **23rd January 2012**

Please detail below your evidence which has determined whether you have answered either Yes or No to the initial screening questions.

Screening Questions	Narrative
Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?	No, all of the targets and measures within the Business Plan are compliant with the Equality Act 2010
Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?	No, all measures, targets and strategic priorities are compliant with the Equality Act 2010.
Is there any evidence that information about the policy or activity is not accessible to any equality groups?	No, the Business Plan is published on Cherwell District Council's website. Cherwell District Council's priorities are driven by the Corporate Consultation programme and Budget Consultation process. Known equality groups with low response rates under went a boosting process.
Has the Council received any complaints about the policy or activity under review, in respect of equality issues?	No
Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?	No
Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?	The Business Plan highlights an exploration between Cherwell District Council and its partners with regards to sharing or providing services at a reduced cost. No specific impact to employees, partners or contractors can be identified at this time but may become apparent throughout the year.
This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.	No
Will there be a negative impact on any equality groups?	<p>Some targets such as the redevelopment of Bicester Town Centre will have some temporary impact with regards to access of the shop mobility service for a period of 18 months.</p> <p>During 2012/2013 National Policy in relation to the Government Welfare Reform will take effect. Any specific impacts are unknown at present but the expectation is that some equality groups maybe impacted upon.</p> <p>Due to national changes against Local Government Funding the Business Plan contains a target to secure savings of between £800-£1m. These savings have been achieved as highlighted in the Budget for 2012/2013. Any initiatives that may have impacted upon equality groups have undergone a specific EIA process.</p>
Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community? If so please explain.	The Business Plan covers a diverse spectrum of targets and objectives. Some of these objectives will receive great support from the local community whilst others which the full impact is still uncertain have potential to cause some negative affects on our relationships.
There has been no consultation with equality groups about this policy or activity? Answer yes if you agree with this statement. If there has been consultation, please list the equality groups you have consulted with:	No specific consultation has taken place against the actual Business Plan for 2012/2013, however Cherwell District Council's priorities are driven by the Corporate Consultation Programme and Budget Consultation. During the Budget Consultation known equality groups with low response under went a boosting process to ensure Cherwell District Council received reflective response from the community.
Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?	No

Equality Impact Assessment

APPENDIX 2 STAGE 2 – IN DEPTH (FULL) ASSESSMENT

Q	EQUALITY DUTIES	OUTCOME
1	What evidence is there from stakeholders that different equality groups might have different needs, concerns & priorities in relation to issues addressed by the policy or activity (this includes the results of consultation with an involvement of different equality groups)?	The Business Plan underpins the creation of the Corporate Priorities. Cherwell District Council set their priorities by evidence gathered by following the Corporate Consultation Programme.
2	How does the proposed policy or activity contribute towards meeting our strategic objective to encourage continual improvement in public services so that they meet the changing needs of diverse communities and provide fair access for all?	The detailed measures and targets within the Business Plan underpin Cherwell District Council's strategic priorities.
3	How does the policy or activity contribute to our duty to promote positively equality of opportunity?	<p>There are a variety of objectives within the Business Plan which have a positive impact:</p> <p>2012/2013 will see further successful delivery of the Brighter Futures in Banbury project which aims to break the cycle of deprivation and address health inequalities in the three most deprived areas of Banbury. By working with Partners it aims to reduce the number of young people not in education, employment or training.</p> <p>Continued improvements to the accessibility of our online payment and service options within Customer Services.</p> <p>Work to promote active and independent lifestyles amongst older people will see the implementation of the Older People's Strategy.</p> <p>Cherwell District Council will continue to provide a wide range of recreational activities and opportunities for young people across the district.</p>
4	Will it help eliminate unlawful discrimination or harassment in any way or encourage or hinder community relations?	The Business Plan outlines how Cherwell District Council will achieve it's Corporate Priorities on a yearly basis. The community feed into this process via the Corporate Consultation process.
5	What evidence is there to suggest that the policy or activity could affect some equality groups differently – this is not just about numbers but the seriousness and degree of the adverse impact.	The redevelopment of Bicester Town Centre will cause a temporary negative impact to the disabled community accessing Bicester for a period of up to 18 months. Shop mobility has relocated temporarily to a site which limits access to shop mobility and its service.
6	If there is an adverse impact, what amendments can be made to the policy or practice to mitigate or remove this negative impact?	A specific consultation and EIA has been conducted in relation to the relocation of Shop mobility in order to highlight the key areas of impact and how they can be mitigated.
7	If your activity is provided by a partner, private or voluntary sector organisation on a contract basis please list any arrangements have you made or plan to make to help ensure that these comply with equality.	N/A
8	How will it help ensure that information about this policy or activity is accessible to equality groups.	The Business Plan for 2012/2013 is available on Cherwell District Council's website.
9	If this strategy, policy or service development impacts upon other services please list which services and what arrangements have been made.	N/A
10	Have you compared your policy or activity with similar local authorities, if so with what results?	The Business Plan is relevant to the local area so the content of this has not been compared to similar local authorities. The performance against the Business Plan is monitored and comparisons made.
11	Please list any consultation with equality groups in support of the above equality duties.	Covered as per the Corporate Consultation Process
12	Please list the equality groups you have consulted with.	Covered as per the Corporate Consultation Process.
13	Please list in your Improvement Plan any changes to your policy or activity that you have made, or you	Listed below in Appendix 3 is an assessment of potential negative impacts, action we are taking

	plan to make as a result of consultation with different equality groups.	and highlighted areas which may incur further negative impact during 2012/2013.
16	Who has agreed these recommendations?	To be noted by Cherwell Executive.
17	How is it intended to monitor and report on the impact of this assessment?	Potential negative impacts highlighted within this EIA will undergo specific EIA's. Emerging actions will be monitored via this process.
18	Please list any performance targets relating to equality that your policy or activity includes.	Performance targets will be identified via specific EIA's .
19	Please list any changes to your policy or activity that you have made or plan to make as a result of monitoring.	N/A
20	Please list any staff training issues on equality arising from this assessment, (and include this in your improvement plan).	N/A
21	How do you plan to publicise the results of this assessment? Include this in the Improvement Plan.	EIA to be consulted on via Cherwell District Council's Corporate Equality Steering Group and published on Cherwell District Council's website.

Notes:

1. The in-depth (full) assessment must consider all available data and research. This could include the results of employee or stakeholder surveys, the results of consultation, audits, service reviews, employment monitoring data, population data, research findings, and data collected through monitoring the implementation of the policy or activity and evaluations of projects/programmes, data about the performance of local services.
2. The assessment above must also state how the policy was assessed and the details of the methods of involvement of appropriate people, for example, staff networks, external stakeholders and equality groups.

Completed by: Caroline French

**Role: Partnership & Equality Officer
Date: completed: 19th January 2012**

Declaration

I am satisfied that an In Depth (Full) Assessment has been undertaken.
I understand that this EIA is required by the Council and take responsibility for its completion and quality.

Countersigned by: Clare Taylor, Corporate Performance Manager Date: 23rd January 2012

Appendix 3 - Assessment of Potential Negative Impacts and Desired Positive Outcomes

Potential Negative Impact	Mitigation
Progress the commercial development of Bicester Town Centre – Negative impact caused by temporary relocation of the shop mobility service. Physical access limitations have also been highlighted due to the location of the Dial a Ride drop off point	A specific in-depth EIA has been completed in relation to shop mobility Bicester which identified the key areas of negative impact. Consultation with specific shop mobility user groups helped establish sensible outcomes which ensured the Council was able to continue to provide a suitable service during this temporary period.
National Policy – Government Welfare Reform	No specific negative impacts are apparent at the present time, however Cherwell District Council believe this reform may impact on specific equality groups. As this is national policy Cherwell District Council will not be able to take any mitigating actions against this but Cherwell District Council will ensure effective communication to all equality groups as and when these possible impacts become clear.
National changes against Local Government Funding - Cherwell District Council to secure savings between £800 – £1m	<p>Due to national changes against Local Government Funding the Business Plan contains a target to secure savings of between £800-£1m. These savings have been achieved as highlighted in the Budget for 2012/2013. Initiatives outlined below may cause a potential impact but will be reviewed via the EIA process throughout the coming year:</p> <p>Review Single Person Benefits Discounts – received by 17,218 (33%) of the community. The review anticipates that 10% of the total figure will be reduced due to the review, but the review is to determine how many of the total figure are eligible. The single person's criteria will not going to be effected.</p> <p>Change in planning fees regime will result in increase to fees - guidance not yet but a planned EIA has is on the rolling EIA plan to ensure any negative impacts are mitigated if possible.</p>
Objective	Desired Positive Outcomes
Deliver the Brighter Futures in Banbury Programme	2012/2013 will see further successful delivery of the Brighter Futures in Banbury project which aims to break the cycle of deprivation and address health inequalities in the three most deprived areas of Banbury. By working with Partners it aims to reduce the number of young people not in education, employment or training.
Continued improvements to the accessibility of our online payment and service options within Customer Services.	<p>The re-design of Cherwell's front page and structure to improve our web accessibility and Plain English standards.</p> <p>Development of online service in general to be in line with BS 8878:2009 Web accessibility standards where ever possible.</p> <p>Implementation of Lagan Citizen Portal to allow customers to log, pay and track certain services. - we will be able to get numbers of 'cases' logged and they would previously have had to ring.</p>
Work to promote active and independent lifestyles amongst older people.	2012/2013 will see the implementation of the Older People's Strategy and the continued progression of the Housing's Older People's strategy.
Continue to provide a wide range of recreational activities and opportunities for young people across the district.	<p>Recreation & Sport activators will continue to work in areas of deprivation and hard to reach groups to support young people and integrate them into positive activities local to them.</p> <p>An Intergenerational partnership has been created between the Hill youth centre and the WRVS centre in Banbury to bring together young people and older people in integration projects. This partnership was launched in Dec 2011 and a time table of initiatives has been planned for 2012.</p> <p>Inclusion sports club hosted at BGN School for young people 11-16yrs to help those young people who have learning and physical disabilities to integrate into sporting activities and clubs.</p>

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

CDC Elections RO, DRO Fees

	1 member ward	2 member ward	3 or more member ward
RO Election Fee (Uncontested)	£43.75	£87.50	£131.25
RO Election Fee (Contested)	£90.90	£181.80	£272.70
DRO Election Fee (Contested)	£86.50	£173.00	£259.50
RO & DRO Count Fee	£58.00	£116.00	£174.00
RO & DRO Recount Fee	£14.00 for each re-count		
The above figures are based on CDC elections. For elections funded by others the fees as set by that authority shall apply, apportioned as set out in Function and Responsibility Fees below marked *.			

Parish Elections RO, DRO Fees

	Electorate 1000 or less	Electorate 1000 to 2000	Electorate 2000 to 3000	Electorate Greater than 3000
RO Election Fee (Uncontested)**	£26.00			
RO Election Fee (Contested)**	£54.60 and £11.95 per electoral area			
RO & DRO Count Fee For Electoral areas of two or less seats	£40.20	£43.30	£45.30	£50.50
RO & DRO Count Fee For Electoral areas of more than two seats	£45.30	£53.60	£60.80	£68.00
RO & DRO Recount Fee Parish and District	£14.00 for each re-count			
**These figures are for Parish elections and are to be apportioned as set out in Function and Responsibility Fees below marked *.				

CDC and Parish Elections PO and PC Fees

	Single Election (Minimum)	Combined Election (Minimum)
PO Fee	£175	£196
PC Fee***	£113	£130
The above figures are based on CDC and parish elections. For elections funded by others the RO may decide to increase these in line with other local authorities and guidance.		
The above figures include all expenses other than travelling, unless the prior agreement of the Returning Officer has been obtained. Poll Clerks and Presiding Officers should where ever possible travel together and claims by both the PO and PC will only be paid with the prior approval of the RO.		

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

*** Poll clerks working 7am-2pm or 2pm-10pm shall be paid 50% of the relevant fee

Election Mileage

Election mileage for RO, DRO, Inspectors, Count staff, PO & PC (where paid)	Paid at HMRC mileage rate, currently 45p per mile.	RO, DRO and Inspectors obliged to have a car and business use insurance available as condition of appointment/employment.
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Administration Recharges to Parishes

	5 or less candidates	6 to 10 candidates	Greater than 10 candidates
Charge for poll card administration	£7.00		
Additional charge for each hundred poll cards	£2.50		
Administration charge to Parishes (Uncontested)	£13.00		
Administration charge to Parishes (Contested)	£21.00		
Clerical charge to Parishes (Contested)	£22.80	£28.50	£36.60
Preparation of Ballot Boxes for each polling station	£3.65		
Receipt of postal ballot papers for each electoral area (includes first 25 postal voters)	£31.00		
Receipt of postal ballot papers for each electoral area (for each additional 25 postal voters or part)	£15.40		

Recharges to parishes will also include RO and DRO fees as well as a proportion of the actual and necessary costs shared on an equal basis between the relevant authorities unless a particular expense can actually be allocated to a specific authority where they will be applied directly. The above administration charges will also be applied.

Returning Officers Expenses

In accordance with the Representation of the People Act 1983, 36 (4), (5) and (6) all actual and necessary cost of expenditure properly incurred by the Returning Officer in relation to holding an election of a councillor for a district or parish shall be paid by the council. At the request of the Returning Officer the council shall advance such reasonable sums in respect of the election expenses that the Returning Officer may require. Additionally the Council will provide all reasonable assistance to the Returning Officer.

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

Allocation of Poll Clerks

Polling Stations shall normally be staffed by a Presiding Officer (PO) and a Poll Clerk (PC). An additional Poll Clerk is provided to stations in districts that have between 1,000 and 1,500 electors. Where the electorate is greater than 1,500 electors a double polling station will be created.

Cost Sharing

At combined polls, wherever appropriate the costs are to be shared on an equal basis between the relevant authorities unless a particular expense can actually be allocated to a specific authority.

Parish Polls

These will be fully recharged to the parish at the actual and necessary cost with the addition of Returning and Deputy Returning Officer fees and appropriate administration charges as set out above.

Function and Responsibility Fees

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
Returning Officer and Deputy Returning Officers					
*Responsibility Fee	RO	-	-	Externally funded elections	50% of set RO fee
*Responsibility Fee	DRO (Full powers)	-	-	Externally funded elections	25% of set RO fee
Responsibility Fee	Postal Vote and Election Systems Managers (DRO Limited powers)	-	-	Combined	75% DRO total fee
Responsibility Fee	Postal Vote and Election Systems Managers (DRO Limited powers)	-	-	District and Parish	75% DRO total fee

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
Clerical Rates					
Clerical Overtime	Clerical Overtime rate	Trainee Admin officer	Weekday	All	Trainee Admin officer hourly rate
Clerical Overtime	Clerical Overtime rate	Trainee Admin officer	Weekend	All	Trainee Admin officer hourly rate @ (1.5)
Clerical Overtime	Clerical Overtime rate	Trainee Admin officer	Bank holiday	All	Trainee Admin officer Hourly Rate @ (2)
Postal Vote Fees					
Postal Vote Fee	Postal Vote Issuers and Openers	Trainee Admin officer	Weekday	All	Trainee Admin officer Hourly Rate
Postal Vote Fee	Postal Vote Supervisor	Senior Admin officer	Weekday	All	Senior Admin officer hourly rate
Postal Vote Fee	Postal Vote Issuers and Openers	Trainee Admin officer	Night	All	Trainee Admin officer @ (1.5)
Postal Vote Fee	Postal Vote Supervisor	Senior Admin officer	Night	All	Senior Admin officer hourly rate @ (1.5)
Count Fees					
Day					
Count Role Fee	Head of Count	-	Daytime	All	Single Election PO fee @ (2.5)
Count Role Fee	Count Manager	-	Daytime	All	Single Election PO fee @ (2)
Count Role Fee	Count Supervisor	-	Daytime	All	60% Single Election PO Fee
Count Role Fee	Count Assistant Supervisor	-	Daytime	All	75% of Daytime Count Supervisor Fee
Count Role Fee	Count Assistant	-	Daytime	All	60% of Single Election PC Fee
Night					

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
Count Role Fee	Head of Count	-	Night	Verification and Count	Combined Election PO fee @ (4.5)
Count Role Fee	Head of Count	-	Night	Verification or Count only	Combined Election PO Fee @ (2.5)
Count Role Fee	Count Manager	-	Night	Verification and Count	Combined Election PO fee @ (4.0)
Count Role Fee	Count Manager	-	Night	Verification or Count Only	Combined Election PO fee @ (2)
Count Role Fee	Count Supervisor	-	Night	All	Combined Election PO Fee
Count Role Fee	Count Assistant Supervisor	-	Night	All	75% of Night time Count Supervisor Fee
Count Role Fee	Count Assistant	-	Night	All	Combined Election PC Fee
Local Government By-elections****					
Count Role Fee	Head of Count	-	-	Local Government By-election	20% of Single Election PO Fee
Count Role Fee	Count Manager	-	-	Local Government By-election	20% of Single Election PO
Count Role Fee	Count Supervisor	-	-	Local Government By-elections	20% of Single Election PO Fee
Count Role Fee	Count Assistant Supervisor	-	-	Local Government By-elections	75% of Night LG By-election Count Supervisor Fee
Count Role Fee	Count Assistant Supervisor	-	-	Local Government By-elections	20% of Single Election PC Fee
Election Day Role Fee					
Election Day Role Fee	Inspectors	-	-	Combined	Combined Election PO

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
					Fee + £10
Election Day Role Fee	Inspectors	-	-	District and Parish	CPO Fee + £10
Election Day Role Fee	Inspectors	-		Local Government By-elections	20% of Single Election PO
Election Day Role Fee	Election Control Centre Managers			All elections (except by-elections)	Inspectors Fee
Election Day Role Fee	Election Control Centre Supervisors			All elections (except by-elections)	Combined Election PO Fee
Election Day Role Fee	Election Control Centre Staff			All elections (except by-elections)	Combined Election PC Fee
Miscellaneous Fees					
Miscellaneous Fee	Ballot Box Collection Point Co-ordinator	-	Night	All elections	£40
Miscellaneous Fee	Attending Polling Training			Combined or parliamentary or referendum	£30 (includes travel)
Miscellaneous Fee	Attending Polling Training			District and Parish	£20 (includes travel)

****Figures for by-elections are based on a ward or up to 3 parishes, for multiple elections in excess of this the RO will increase this fee up to a maximum of the level set for District elections.