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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Overview and Scrutiny Committee

Date: Tuesday 12 January 2021

Time: 6.30 pm

Venue: Virtual meeting

Membership

Councillor Lucinda Wing (Chairman) **Councillor Tom Wallis (Vice-Chairman)**

Councillor Mike Bishop

Councillor Phil Chapman

Councillor Chris Heath

Councillor Shaida Hussain

Councillor Tony Mephram

Councillor Ian Middleton

Councillor Perran Moon

Councillor Les Sibley

Councillor Douglas Webb

Councillor Bryn Williams

AGENDA

Overview and Scrutiny Members should not normally be subject to the party whip. Where a member is subject to a party whip they must declare this at the beginning of the meeting and it should be recorded in the minutes.

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 which they may have in any of the items under consideration at this meeting.

3. Minutes (Pages 5 - 14)

To confirm as a correct record the minutes of the meeting held on 1 December 2020.

4. Chairman's Announcements

To receive communications from the Chairman.

5. Urgent Business

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

6. Covid-19 Update

Verbal update by the Chief Executive.

7. Monthly Performance, Risk and Finance Monitoring Report (Pages 15 - 50)

Report of Director of Finance, and Head of Insight and Corporate Programmes.

Purpose of report

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of October 2020.

Recommendations

The meeting is recommended:

1.1 To note the performance aspects of the monthly Performance, Risk and Finance Monitoring Report.

8. Business Plan 2021

Verbal update by the Head of Insight and Corporate Programmes.

9. Draft Homelessness and Rough Sleeping Strategy 2021-2026 (Pages 51 - 58)

Report of Assistant Director – Housing and Social Care Commissioning

Purpose of report

To present Cherwell's draft Homelessness and Rough Sleeping Strategy 2021-2026 and associated Action Plan and seek comments and input from the Overview and Scrutiny Committee as part of the consultation process.

The Assistant Director – Housing and Social Care Commissioning will give a presentation to the Committee detailing the key headlines of the strategy.

The full draft strategy can be viewed via the Consultation section of the Cherwell District Council website – www.cherwell.gov.uk/have-your-say

Recommendations

The Overview and Scrutiny Committee is requested to:

- 1.1 Note and comment on the contents of the draft strategy and appendices in advance of the documents being finalised and submitted to the Executive at their 1 March 2021 meeting.

10. (Draft) Statement of Licensing Policy (Pages 59 - 94)

Report of Assistant Director – Regulatory Services and Community Safety.

Purpose of report

This report introduces a first draft of the revised Statement of Licensing Policy (attached as Appendix 1). It explains the reason for the review, provides a summary of the main changes to the current policy, and outlines the consultation process followed. The Scrutiny Committee is requested to provide input to the policy before it is considered by the Executive and Full Council.

Recommendations

The meeting is recommended:

- 1.1 To provide views on the proposed changes and suggest any additional amendments they consider necessary.

11. Work Programme 2020/21 (Pages 95 - 98)

Democratic and Elections Officers will give an update on progress regarding subjects raised at previous Committee meetings (appendix 1, attached).

The Committee to consider the indicative work programme (appendix 2, attached).

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221953 / 01295 221591 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.

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.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Emma Faulkner / Lesley Farrell, Democratic and Elections
democracy@cherwell-dc.gov.uk, 01295 221953 / 01295 221591

Yvonne Rees
Chief Executive

Published on Monday 4 January 2021

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Virtual meeting, on 1 December 2020 at 6.30 pm

Present:

Councillor Lucinda Wing (Chairman)
Councillor Tom Wallis (Vice-Chairman)
Councillor Mike Bishop
Councillor Phil Chapman
Councillor Chris Heath
Councillor Shaida Hussain
Councillor Tony Mephram
Councillor Ian Middleton
Councillor Perran Moon
Councillor Les Sibley
Councillor Douglas Webb
Councillor Bryn Williams

Also Present:

Councillor Ian Corkin - Lead Member for Customers and Transformation
Councillor Barry Wood - Leader of the Council

Officers:

Paul Feehily, Executive Director: Place and Growth (Interim)
Claire Taylor, Corporate Director Customers and Organisational Development
Steve Jorden, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer
Robert Jolley, Assistant Director: Growth & Economy
Nicola Riley, Assistant Director: Wellbeing
Sue Marchand, Community Nature Officer: Wellbeing
Glenn Watson, Principal Governance Officer
Emma Faulkner, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

25 **Declarations of Interest**

There were no declarations of interest.

26 **Minutes**

The Minutes of the meeting of the Committee held on 7 October 2020 were confirmed as a correct record, to be signed by the Chairman in due course.

27 **Chairman's Announcements**

There were no Chairman's announcements.

28 **Urgent Business**

There were no items of urgent business.

29 **(Draft) Strategic Vision for Oxfordshire**

The Committee considered a report from the Assistant Director – Growth and Economy which presented the first draft of a Strategic Vision for Oxfordshire.

The Strategic Vision was part of the existing portfolio approach to plan and strategy development in Oxfordshire. The Vision had a specific role and a clearly defined non-statutory status. While it was similarly looking forward to 2050 was intended to support the development of the Oxfordshire Plan indirectly, it was not part of the Oxfordshire Plan 2050 itself.

The Assistant Director – Growth and Economy explained that a public engagement exercise was currently underway on the draft Vision, as the Growth Board wanted to engage the public and other stakeholders early in the process. The deadline for feedback and ideas was 3 January 2021, and Overview and Scrutiny were asked to make comments to Executive to help inform a response from Cherwell District Council.

In response to questions from the Committee, the Assistant Director – Growth and Economy confirmed that individual Members and residents could submit their own responses if they wished, and agreed to circulate the link to Members.

The Committee supported the overall approach outlined in the draft Vision, but commented that they felt the statement should be more succinct and accessible, to make it clear what the overall aim of the strategy was.

Due to the timescales involved with the Vision, the Committee also felt that it would be necessary for regular reviews to be carried out, as well as having a clear action plan and milestones to monitor progress.

In response to questions from the Committee the Corporate Director – Customers and Organisational Development explained that the Strategic Vision would be incorporated into relevant future plans and strategies across Oxfordshire.

Resolved

- (1) That Executive be advised that the Overview and Scrutiny Committee support the overall approach and vision and make the following comments to be shared with Executive:
 - the vision statement should be more succinct and accessible.
 - An action plan and milestones would need to be drafted in order to monitor progress of the vision
 - for regular reviews/refresh of the vision due to the long timescale
 - to ensure the vision is embedded in future relevant future plans and strategies.

30 **Community Nature Plan 2020-2022 - A natural environment for people and wildlife**

The Committee considered a report from the Assistant Director – Wellbeing which presented the Community Nature Plan for 2020-2022.

The Community Nature Officer - Wellbeing explained that the plan was produced to address the Council's statutory biodiversity duty. Previously the Council had a requirement to produce a corporate biodiversity plan, and this had evolved into a Community Nature Plan in 2018.

Executive would be considering the new plan at its January 2021 meeting, and Overview and Scrutiny were asked to endorse the plan.

In response to questions from the Committee, the Community Nature Officer agreed to signpost further information for Members regarding the DEFRA standard metrics that were used to calculate various aspects of the plan, and details around the policy to protect Swifts across the district.

The Committee requested that officers give a further update on progress of the new Nature Plan in around 12 months' time. The Committee also requested that when the Community Nature Plan was next due to be updated that there be Member engagement at an earlier stage in the drafting process through an all Member briefing and consideration by the Overview and Scrutiny Committee.

Resolved

- (1) That the 2020-2022 Community Nature Plan and its approach to addressing the Council's statutory biodiversity duty be endorsed.
- (2) That the instruction of officers to investigate the resource implications of the provisions of the Environment Bill in terms of nature and biodiversity and development of recommendations be endorsed.
- (3) That the essential role of key partners in the delivery of the Community Nature Plan be recognised.

- (4) That officers be requested to provide an update on progress of the Community Nature Plan to Overview and Scrutiny Committee in December 2021.

31 **Safeguarding**

The Assistant Director – Wellbeing gave a verbal update in relation to Safeguarding.

The Committee was advised that due to the current Coronavirus situation, the timetable regarding submission of an annual safeguarding audit to the Oxfordshire Safeguarding Board had been pushed back.

The Assistant Director – Wellbeing reassured the Committee that all safeguarding policies and processes were in place and were being followed. The number of safeguarding reports that had been submitted was at a similar level to 2019.

A recent change to the staff training system meant that it was now easier to track who had completed the mandatory training. Current completion numbers for the Prevent module, which focussed on extremism, stood at 89%.

Whilst the training was not mandatory for Members, it was highly recommended. At present, 50% of Members had completed the training. The Assistant Director – Wellbeing agreed to circulate the details to all Members after the meeting.

Resolved

- (1) That the verbal update be noted.

32 **Constitution Review**

The Committee considered a report from the Corporate Director – Commercial Development, Assets and Investment & (Interim) Monitoring Officer that presented recommendations from the Constitution Review Working Group on the ‘areas for further consideration’ to enable the Committee to make recommendations for constitutional change to Full Council to consider on 14 December.

The Chairman advised the Committee that the recommendations would be taken in turn, with the opportunity for debate on each one. In the course of discussion a number of amendments were proposed, debated and voted on.

In relation to recommendation 1.4, reducing the length of speeches for seconder, it was proposed by Councillor Perran Moon and seconded by Councillor Ian Middleton that the limit remain at 5 minutes as this would offer consistency across all elements of speaking.

On being put to the vote, the proposed amendment was lost and subsequently fell.

It was proposed by Councillor Doug Webb and seconded by Councillor Phil Chapman that the length of speeches for seconder, and seconder of amendments and all other speakers be reduced to three minutes (from current 5 minutes), as set out in the report. On being put to the vote, this was agreed.

With regard to recommendation 1.6, increasing the word limit for amendments to motions to 350 (from the current 250), Councillor Ian Middleton proposed that the limit be increased to 500 words explaining that he was also in favour of an increase to the motion word limit. Increasing the word limit for amendments would allow the proposers of amendments to add and explain their reasoning. There was no seconder for the proposal.

It was subsequently proposed by Councillor Lucinda Wing and seconded by Councillor Phil Chapman to maintain the current word limit for amendments to motions at 250 words as maintaining the current limit would stop amendments taking over the motion. On being put to the vote, this was agreed.

In relation to recommendation 1.12, making no changes to the existing order of business for Full Council, it was proposed by Councillor Doug Webb and seconded by Councillor Lucinda Wing to change the order of business for Full Council so that motions are taken after questions and reports (noting that the Constitution allows the Chairman to amend the order of business in any case in any given instance). Some Committee members commented that by moving motions to the end of the agenda it would prevent public engagement, as residents may not be able to stay to the end of a long meeting. Other Committee members commented that, whilst it was a difficult balance, council business had to take priority.

On being put to the vote the recommendation was agreed.

With regard to recommendation 1.13, not introducing a finish/cut off time for Full Council, it was proposed by Councillor Lucinda Wing and seconded by Councillor Phil Chapman that an 11pm finish time be introduced. Councillor Wing explained that the introduction of a cut off time would help the welfare of all involved with a full Council meeting, particularly as meetings started at 6:30pm and some recent meetings had lasted over 4 or 5 hours.

Some members of the Committee felt that introducing a cut-off time, particularly following the recommendation to move motions to the end of the agenda, would mean that some issues would not be debated.

In response to the concerns from the Committee the Corporate Director – Commercial Development, Assets and Investment & (Interim) Monitoring Officer advised that the meeting would not automatically finish at 11pm. The Chairman would have discretion to allow the meeting to continue past 11pm, in the event that an item or motion was mid-discussion at that time. A system

would also be introduced to schedule any motions that needed to be carried over to the next meeting.

On being put to the vote, the recommendation was agreed.

In relation to recommendation 1.14, allowing remote tools such as drones to facilitate site visits for Planning Committee, the Committee felt that this was a good idea in light of recent events with Covid, but that it needed to be managed to ensure footage shown to the Planning Committee was impartial.

It was therefore proposed by Councillor Lucinda Wing and seconded by Councillor Les Sibley to allow remote tools (drones) in facilitating site visits, but to be clear that this does not replace the option for physical site visits and any such footage and usage should be approved by Planning Officers to ensure impartiality.

On being put to the vote, the recommendation was agreed.

Regarding point ii) of recommendation 1.18, the use of the word Chairman (with the proviso that a person chairing a committee may call themselves by whichever term), it was proposed by Councillor Perran Moon and seconded by Councillor Ian Middleton that references should be changed to 'Chair'. On being put to the vote the proposed amendment was lost and subsequently fell.

It was then proposed by Councillor Ian Middleton and seconded by Councillor Perran Moon that references should be changed to 'Chairperson'. On being put to the vote the proposed amendment was lost and subsequently fell.

It was then proposed by Councillor Lucinda Wing and seconded by Councillor Phil Chapman that references should remain as 'Chairman', as set out in the report. On being put to the vote, this was agreed.

In relation to point i) of recommendation 1.20, it was proposed by Councillor Perran Moon and seconded by Councillor Lucinda Wing that the recommendation be amended to read 'at its October and December meetings', rather than 'October/December' as had been included in the report. This would allow the Overview and Scrutiny Committee sufficient time to put together a working group if required, to work through a first draft of any changes required. On being put to the vote this was agreed.

Resolved

That the following changes to the Constitution be recommended to Full Council:

Rules of debate:

- (1) to make no changes to the current process as regards the order of speakers in a debate but to clarify that the seconder can speak at any point if they have reserved their right and that this does not mean they must be the penultimate speaker;

- (2) to make no change to the existing rule that once the proposer of a motion or amendments begins summing up, no further speakers will be heard

Length of speeches (including all committees):

- (3) to reduce the length of speeches for proposers to and proposers of amendments to five minutes (from current 10 minute)
- (4) to reduce the length of speeches for seconder, and seconder of amendments and all other speakers to three minutes (from current 5 minutes);

Deadlines for submitting amendments to motions

- (5) to make no changes to the existing deadlines (5pm, two working days before the meeting)
- (6) to maintain the current word limit for amendment to motions as 250 words

Process for dealing with motions with budgetary implications

- (7) to encourage members to submit motions early and discuss with officers to enable a review in the light of budgetary implications, with the introduction of a threshold of "£10,000 or more" to inform what "significant" means in terms of the current budget or capital expenditure
- (8) to allow amendments to motions deferred for budgetary reasons to be amended when resubmitted to Council

Motions without notice/procedural motions:

- (9) to make no changes to the current arrangement that a procedural motion, once proposed and seconded, requires only a simple majority to succeed

Recorded vote:

- (10) to make no changes to the current arrangement that a request for a recorded vote needs only a proposer and seconder to succeed

Public addresses (not Planning Committee)

- (11) to make no changes to current arrangements for
 - i) public speakers to register by noon on the working day before the meeting
 - ii) five minutes per public speaker
 - iii) no time limit on the number of public speakers or the time allowed for the public address item

Order of business/finish time for Full Council

- (12) to change the order of business for Full Council so that motions are taken after questions and reports (noting that the Constitution allows the Chairman to amend the order of business in any case in any given instance)
- (13) to introduce a finish time of 11pm for Full Council meetings with the provisos that the meeting would not stop mid-way through an item; the Chairman of the Council has discretion to continue the meeting to conclude business if, in the opinion of the Chairman this would be

appropriate; and, that any motions not considered would be carried forward to be considered at the next scheduled Full Council meeting.

Planning Committee

- (14) to allow remote tools (drones) in facilitating site visits but to be clear that this does not replace the option for physical site visits and any such footage and usage should be approved by Planning Officers to ensure impartiality
- (15) to retain current arrangements whereby
 - i) there is no separate slot for councillor questions of clarification to the officer after a presentation of a planning application
 - ii) County councillors are allowed to speak as members of the public (i.e. no separate right to speak)
- (16) to introduce a ten-minute time limit for non-committee ward members in addressing the Committee

Terminology and glossary

- (17) to introduce a glossary to the Constitution to bring clarity to members of the public, officers and councillors
- (18) to achieve consistency within the Constitution by using the following words:
 - i) Executive (not Cabinet)
 - ii) Chairman of a meeting (with the proviso that a person chairing a committee may call themselves by whichever term e.g. Chair)
 - iii) Resident (rather than citizen)
- (19) to continue to use the following terms but provide contextual clarity (and explanation in the glossary) for the use of each:
 - i) Councillor and member
 - ii) Chief Executive and Head of Paid Service
 - iii) Chief Finance Officer and S151 Officer

Annual Review of the Constitution

- (20) to introduce an annual review of the Constitution whereby
 - i) At its October and December meetings, the Overview & Scrutiny Committee will consider and make recommendations to Full Council to agree in December
 - ii) Such a review to include a notice of any changes made in year under officer delegations to reflect legislation and transfers of functions
 - iii) Any significant changes would be submitted to Full Council as necessary for consideration

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Work Programme 2020/2021

The Committee considered the indicative work programme for the remainder of the 2020/2021 Municipal Year.

As agreed during the discussions on previous agenda items, a Community Nature Plan update would be added to the October 2021 meeting, and the

Annual Constitution Review would be added to both October and November 2021.

With regards to the Covid update scheduled for the January 2021 meeting, the Governance and Elections Manager asked that Members submit any specific queries to the Democratic and Elections Team in advance, so that the officers presenting the item could gather the required information.

Resolved

- (1) That the indicative work programme and topic sheet updates be noted, subject to the following amendments (as agreed under earlier agenda items)
- Add Community Nature Plan update to October 2021
 - Add Annual Constitution Review to October and December 2021

The meeting ended at 9.30 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

12 January 2021

Monthly Performance, Risk and Finance Monitoring Report

Report of Director of Finance, and Head of Insight and Corporate Programmes

This report is public

Purpose of report

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of October 2020.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the performance aspects of the monthly Performance, Risk and Finance Monitoring Report.

2.0 Introduction

- 2.1 The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.
- 2.2 This report provides an update on progress made during October 2020 to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2020-21 business plan and the priorities of the Council. These measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 As part of monthly reporting the Insight Team provides the Senior Management Team with a corporate complaints report, complaints received during the month are monitored and analysed. The mandatory lessons learned data have been implemented for more than a year now and we are starting to see a decrease in the number of upheld complaints. Lessons learned are reported to CEDR (Chief Executive Direct Reports) and progress is monitored to ensure actions are implemented to avoid the same complaint being reported.

2.5 The Council maintains a Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register at the date this report is published is included in this report.

2.6 The report details section is split into three parts:

- Performance Update
- Leadership Risk Register Update
- Finance Update

2.7 There are two appendices to this report:

- Appendix 1 - 2020/21 Business Plan
- Appendix 2 - Monthly Performance Report




3.0 Report Details

3.1 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2020-21 business plan (see Appendix 1) and the priorities of the Council.

3.2 The 2020-21 business plan sets out four strategic priorities:

- Housing that meets your needs.
- Leading in environmental sustainability.
- An enterprising economy with strong and vibrant local centres.
- Healthy, resilient and engaged communities.

3.3 This report provides a summary of the Council's performance in delivering against each strategic priority. To measure performance a 'traffic light' system is used. Where performance is on or ahead of target it is rated green, where performance is slightly behind the target it is rated amber. A red rating indicated performance is off target.

Colour	Symbol	Tolerances for Business Plan Measures	Tolerances for Key Performance Measures (KPIs)
Red		Significantly behind schedule	Worse than target by more than 10%.
Amber		Slightly behind schedule	Worse than target by up to 10%.
Green		Delivering to plan / Ahead of target	Delivering to target or ahead of it.

Priority: Housing that meets your needs.

3.4 The Council is committed to deliver affordable housing, raising the standard of rented housing and find new and innovative ways to prevent homelessness. Also, to promote innovative housing schemes, deliver the local plan and supporting the most vulnerable people in the District.

3.5 Overview of our performance against this strategic priority:

Homes improved through enforcement action is reporting Amber for October and Year to Date (8 against a target of 9). The team's interventions have resulted in eight homes being improved through completed works this month against a target of nine, three of which involved energy efficiency standards.



New innovative housing delivered in Banbury - Seven families have recently been given the keys to their new homes at our Build! team's Admiral Holland site in Banbury. They had been selected from over 50 applicants for each of the homes advertised on our choice-based lettings system. The response from the new residents has been very positive. "It's lovely" and "it's

much bigger than I thought it would be", were just some of the comments received. Build! is also getting feedback on the energy efficiency of the homes, each of which has photovoltaic panels to help reduce the energy costs, with one resident quoting a 23p daily running cost and the homes feeling warm and well insulated. Six one-bedroom flats and one three-bedroom house are also available at the site for those interested in the shared ownership scheme. Build! has already taken some reservations through the Help to Buy agent platform.

% of Major applications overturned at appeal is reporting Red for October and Green for Year to Date. Two Major Planning Applications, both previously refused at Planning Committee, were overturned by the Planning Inspectorate, during October. Therefore, the % of Major Planning Applications overturned at Appeal, this month, was set against the number of Major applications determined of 40%.

Number of people helped to live independently through use of DFG & other grants/loans – The team provided help to 52 households in the District during October against a target of 45; 16 of them required major adaptations and 36 were smaller works.

Priority: Leading in environmental sustainability

3.6 The Council is committed to deliver on our commitment to be carbon neutral by 2030, to promote the Green Economy and increase recycling across the district. This priority includes the protection of our natural environment and our built heritage, working in partnership to improve air quality in the district and the reduction of environmental crime.

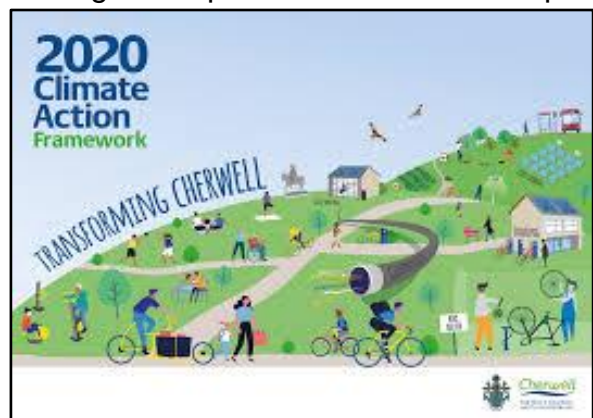
3.7 Overview of our performance against this strategic priority:



Reduction of fuel consumption used by fleet is reporting Green for October (37,712 against a target of 39,227) and Amber for Year to Date. There has been a slight decrease in fuel usage in comparison with the same time last year, even with the increased in the tonnage of waste collected, 1% more than the same time last year.

Protect the Built Heritage is reporting Amber for October and Year to Date. The Team continues to work on Conservation Area Appraisals (Bloxham and Grimsbury). A number of officer reports, on completed Conservation Area Appraisals, require finalisation. Heritage advice continues to be provided to inform Development Management decision making.

Cherwell launches zero carbon action plan - Reaching zero carbon by 2030 is a key aim of Cherwell District Council's coronavirus recovery, says a new climate action plan. A meeting of the council's executive on Monday 5 October approved the 2020 Climate Action Framework, which describes how the authority will transform the way it works in order to "systematically drive lower-carbon outcomes". Among the council's immediate goals are, ensuring green power for its offices and other buildings; continuing to replace fossil fuelled vehicles with electric ones where possible; and introducing rigorous energy management processes. To cut transport emissions, staff will be encouraged to continue to work remotely and supported in switching to electric vehicles. Longer-term aspirations, which Cherwell aims to deliver by 2030, include low carbon replacements for the waste collection trucks. These currently only exist as prototypes and are not yet suitable for UK roads. If they develop as hoped, it will allow the council to address the source of around a quarter of its emissions.



Priority: An enterprising economy with strong and vibrant local centres.

3.8 The Council is committed to support business retention and growth, developing skills and generating enterprise; also, securing infrastructure to support growth in the district and securing investment in our town centres. This priority also contributes towards making communities thrive and businesses grow promoting the

district as a visitor destination, committing to work with businesses to ensure compliance and promote best practice.

3.9 Overview of our performance against this strategic priority:

% of Council Tax collected, increase Council Tax Base is reporting Amber for October and Year to Date. The team has achieved a cumulative collection rate of 64.37%, against a target of 67.75%. The shortfall equates to approx. £2.6m. We are issuing smaller batches of reminders in accordance with guidance from the Magistrates Court and whilst the numbers issued are vastly reduced, the reminders have a positive impact on payments received. We will continue to issue reminder notices to customers in arrears and will signpost customers to relevant organisations, should they have been adversely affected by the pandemic.



Average time taken to process Housing Benefit change events - The average time taken to assess change events, during October, was 4.65 days against a target of 8 days. The Team's performance continues to be strong, ensuring our most vulnerable residents are receiving the correct level of support with their rent and Council Tax.

Promote the district as a visitor destination- Hospitality venues and visitor attractions are both facing significant difficulties. These sectors were among the last to benefit from lockdown arrangements being lifted in the summer and the national restrictions as of 5th November, which will have a further severe impact and additional knock-on effects for the supply chains serving the visitor economy. Officers are working closely with Experience Oxfordshire (EO) who are, in turn, working with VisitEngland and VisitBritain to help the local visitor economy sectors meet the challenges involved.

Priority: Healthy, resilient and engaged communities

3.10 The Council is committed to enable all residents to lead an active life, improving and developing the quality of local sports and leisure facilities, promoting health and wellbeing in our communities. Also, supporting community and cultural development; working with our partners to address the causes of health inequalities and deprivation, and to reduce crime and anti-social behaviour.

3.11 Overview of our performance against this strategic priority:

Enhanced Community Resilience - During October, the focus for emergency planning works continued to relate to COVID-19, providing support to our communities and working with partners on the response and recovery from the pandemic. In addition, the team have responded to the recent flooding in Kidlington, delivering on an action plan to reduce the potential for further similar flooding and making changes to improve our response arrangements.

The **Play-Full initiative** was delivered once again in the Brighter Future Wards in Banbury during October's half term (from 26th to 30th October), providing food and



adequate nutrition for children who receive free meals at school during term times. Also, the Online Holiday Hubs were available to families, providing ideas and activities for children of all ages to keep during the half term, including a competition sharing photos using our virtual holiday hub to win a health and wellbeing prize courtesy of the FAST programme.

The 'COVID-19 Councillors Priority Grant' and the 'Community Hubs Emergency Relief Grant' schemes keep support voluntary and community



organisations during October, delivering grassroots responses to the COVID-19 pandemic. The Community Hub telephone service takes referrals from people required to self-isolate (either through Track & Trace notification or registration as Clinically Extremely Vulnerable) who need extra assistance to meet their basic needs during these challenging times.

Quick and easy booking of Sports facilities in Cherwell - Our on-line booking platform for sports pitches and facilities at the Cooper Sports Facility (Bicester) and North Oxfordshire Academy has now gone live, with the majority of all users/organisations signed up to manage their bookings this way.

Supporting walking and cycling with the StreetTag app – Street Tag is a family-friendly game app that rewards primary school pupils, communities and schools for physical activity such as walking, running, cycling, among a number of other fitness activities. Following the successful launch of the community competition in the summer, a competition for schools started in October with 29 primary schools signing up in Cherwell. Engagement has been excellent with 1,784 individuals in the District walking, cycling and running over 61,000 miles during October.



Summary of Performance

3.12 The Council reports monthly on performance against 39 Business Plan Measures (41 reported quarterly), with 22 Programme Measures and 17 Key Performance Indicators. The full details, including commentary against each measure and key performance indicator can be found in Appendix 2.

Programme Measures and Key Performance Indicators (39)

Status	Description	October	%	DoT	YTD
Green	On target	33	85%	↓	27
Amber	Slightly off target	4	9%	↑	9
Red	Off target	1	3%	↓	2
	No data	1	3%	NA	1

Please note that the KPI measure “High risk food businesses inspected” will no longer be relevant this year due to the Food Standards Agency changing the

national food law enforcement programme as a consequence of COVID-19. Food safety will be assured through alternative, targeted measures.

Risk Update

- 3.13 The Council maintains a Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register at the date this report is published is included in this report.
- 3.14 The heat map below shows the overall position of all risks contained within the Leadership Risk Register.

Risk Scorecard – Residual Risks

		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Impact	5 - Catastrophic			L09		
	4 - Major			L04, L07, L11, L12 & L21	L01, L17, L19 & L20	
	3 - Moderate		L16	L02, L05, L14, L15 & L18	L08	
	2 - Minor				L10	
	1 - Insignificant					

- 3.15 The table below provides an overview of changes made to the Leadership Risk Register during the past month. Any significant changes since the publication of the report will be reported verbally at the meeting.

Leadership Risk	Score	Direction	Latest Update
L01 Financial Resilience	16 High risk	↔	Risk reviewed 09/11 – Comments updated
L02 Statutory functions	9 Low risk	↔	Risk Reviewed 12/11 – No changes
L04 CDC Local Plan	12 Medium risk	↔	Risk Reviewed 11/11 – Comments updated
L05 Business Continuity	9 Low risk	↔	Risk Reviewed 10/11 – Comments updated
L07 Emergency Planning	12 Medium risk	↔	Risk Reviewed 10/11 – Comments updated
L08 Health & Safety	12 Medium risk	↔	Risk Reviewed 09/11 – No changes
L09 Cyber Security	15 Medium risk	↔	Risk Reviewed 12/11 – Mitigating actions updated

L10 Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 10/11 – No changes
L11 Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 09/11 – No changes
L12 Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 10/11 – Risk Owner updated, and Mitigating Actions added.
L14 Corporate Governance	9 Low risk	↔	Risk reviewed 12/11/20 - Controls, Mitigating Actions and Comments updated
L15 Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 09/11 – No changes
L16 Joint Working	6 Low risk	↔	Risk Reviewed 09/11 – No changes
L17 Separation	16 High risk	↔	Risk Reviewed 09/11 – No changes
L18 Workforce Strategy	9 Low risk	↔	Risk reviewed 09/11/2020 - Mitigating actions updated.
L19 Covid19 Community and Customers	16 High risk	↔	Risk reviewed 11/11/20 - Amendments to Mitigating Actions and Comments.
L20 Covid19 Business Continuity	16 High risk	↑	Risk reviewed 09/11/20 – Rating increased
L21 Post Covid19 Recovery	12 Medium Risk	↑	Risk reviewed 09/11/20 - Commentary updated and rating increased

During October the leadership risk had two score changes L20 Covid19 Business Continuity (12 to 16) and L21 Post Covid19 Recovery (9 to 12), both have increased their scores. Please note that L17 Separation increased its residual risk from 12 to 16 during September, amendments have been made to the gross risk score (before controls) from 12 to 16.

Finance Update

3.16 The Council's forecast financial position up to the end of October shows a forecast overspend of £0.015m. This is made up of a £3.337m overspend related to Covid-19 costs (para 3.19), offset by a (£3.322m) underspend on business as usual costs (para 3.17).

3.17 Before taking into account funding held for Covid costs, the directorate revised budgets have forecast a net overspend of £1.276m. This is mainly driven by a £1.464m forecast overspend in Wellbeing. There is £1.164m budget available within the Executive Matters Budget to offset costs when they are incurred. Taking this into account, there is an overall overspend of £0.112m across the services.

3.18 The following assumptions have been made in assessing the costs of Covid-19 to the Council:

- Phased reopening of businesses from June to August
- All businesses able to reopen from September
- Full economic recovery does not happen before the end of financial year
- Contract support to some service providers will continue until the end of October in line with Government guidance.

It should be noted that the forecast has not taken into account all potential impacts of the latest national lockdown that began on 5 November and some forecasts had been estimated before this. An updated assessment of the implications of the latest lockdown will be included within the November forecast.

3.19 Applying these assumptions gives a forecast cost of Covid-19 of £6.610m for 2020/21. This is a combination of additional costs and loss of income arising from the impact of the Covid-19 pandemic on Council services. This is partially met by Covid-19 support grant funding of £2.073m and an estimated grant of £1.200m to partially meet income losses. This reduces the in-year Covid-19 pressure to £3.337m.

3.20 For more detail on the movements across all budgets please see Table 1 showing the forecast variances by Directorate in 2020/21.

3.21 On 7th September 2020, Council approved a revised 2020/21 budget to ensure it will meet an expected funding shortfall for this financial year after government funding is taken into consideration.

3.22 Report Details

Table 1: Forecast Revenue Outturn

Revenue Monitoring	Revised Budget £m	BAU £m	Covid £m	Total Forecast Outturn £m	Variance to Budget £m	Prior Month Forecast £m	Change in Forecast £m
Communities	7.937	6.768	1.319	8.087	0.150	7.985	0.102
Place and Growth	3.906	3.294	0.652	3.946	0.040	3.918	0.028
Customers and Org. Dev.	3.808	3.605	0.126	3.731	-0.077	3.736	-0.005
Adults and Housing Services	3.025	2.606	0.354	2.960	-0.065	2.883	0.077
Public Health and Wellbeing	2.911	2.654	1.721	4.375	1.464	4.143	0.233
Commercial Development	4.131	1.457	2.438	3.895	-0.236	3.836	0.059

Assets and Inv.							
Total Directorates	25.718	20.384	6.610	26.994	1.276	26.501	0.494
Executive Matters	3.062	1.898	0.000	1.898	-1.164	1.885	0.013
Total Cost of Services	28.780	22.282	6.610	28.892	0.112	28.386	0.507
Total Income	-28.780	- 25.604	-3.273	-28.877	-0.097	-28.658	-0.219
(Surplus)/Deficit	0.000	-3.322	3.337	0.015	0.015	-0.273	0.288

Please note:

1. This assumes the Government will compensate partially for losses of sales, fees and charges income for the full year.
2. Some numbers may not agree to paragraphs 3.16 and 3.19 due to rounding.

Communities

Communities predicts an overspend of £0.150m against a revised budget of £7.937m (1.9%).

Environmental Services	The £0.134m overspend is mainly due to pressures in employment costs due to sickness and the requirement of agency staff cover and salary review £0.302m. Offsetting this (£0.149m) reduction in transport/contractor costs for gate & transfer fees and a reduction in tonnage of waste recycling/disposal costs. Car park, vehicle repairs and street scene income are also expected to be (£0.074m) higher. Premises costs, supplies and services are expected to be higher by £0.055m.
Variation £0.134m overspend	
Variance to last month's forecast £0.095m	

Regulatory Services	The overspend of £0.016m is a result of salary pressures due to grade changes and an unbudgeted post - however these are partially offset by a post vacated in year which will not be recruited to.
Variation £0.016m overspend	
Variance to last month's forecast £0.007m	

Place and Growth

Place and Growth predict an overspend of £0.040m against a revised budget of £3.906m (1.0%).

Planning & Development	Building Control have forecast an increased £0.021m loss of Building Regs income due to Covid and lockdown 2. This and an increase in agency fees have been mostly offset by salary savings due to delays in recruiting to vacant posts and have had the effect of reducing the forecast underspend by £0.008m from last month.
Variation -£0.010m underspend	
Variance to last month's forecast £0.008m	

Growth & Economy	As of October, Build are forecasting £0.050m overspend on consultancy fees relating to the Build review taking place. All other departments within this service area are on budget.
Variation	

£0.050m
overspend

Variance to
last month's
forecast
£0.020m

Customers and Organisational Development

Customers & Organisational Development predict an underspend of £0.077m against a revised budget of £3.808m (-2.0%).

Customers &
Organisational
Dev.

On target with the exception of Land Charges which is showing a £0.077m underspend as income appears to be recovering faster than expected.

Variation
-£0.077m
underspend

Variance to last
month's
forecast
-£0.005m

Adults and Housing Services

Adults and Housing Services predict an underspend of £-0.065m against a revised budget of £3.025m, (-2.1%).

Housing &
Social Care

September's underspend of £0.065m is due £0.030m saving on consultancy budget relating to the Growth Deal, £0.010m saving on a new Debt & Money advice service contract, £0.010m saving on for the Arbritas (Storage) contract, £0.007m Transport costs and the remainder due to remote working.

Variation
-£0.065m
underspend

Variance to last
month's
forecast
£0.077m

Public Health & Wellbeing

Public Health & Wellbeing predict an overspend of £1.464m against a budget of £2.911m (50.3%).

Wellbeing	The forecast overspend of £1.464m is a direct result of Covid-19. The main cost is the contractual relief payments made to support the survival of the leisure operator during the pandemic and a loss of income from holiday hubs and hiring of sports facilities. Budget to cover £1.163m of this cost is held in Executive matters and will be transferred when costs are realised.
Variation £1.464m overspend	
Variance to last month's forecast £0.235m	

Healthy Place Shaping	Healthy Place Shaping are on budget
Variation £0.000m overspend	
Variance to last month's forecast -£0.002m	

Commercial Development, Assets and Investments

Comm. Dev. Assets and Invests. predicts an underspend of £0.236m against a revised budget of £4.131m (-5.7%).

Property	£0.441m underspend against the revised budget relates to Castle Quay Shopping Centre and the new Waterside Development (£0.111m). Since the revised budget was looked at in June the year end forecast position for CQ has improved. Also included are the apparent savings on the running costs of the Council Offices (including the Stables) as a result of lower occupancy as well as savings of approximately (£0.178m) relating to a reduction in utilities, security and repairs & maintenance. Pioneer square is showing savings mostly due to rental income of (£0.137m). Finally, other minor savings totalling (£0.015m).
Variation -£0.441m underspend	
Variance to last month's forecast -£0.002m	

£0.261m of budget for 'cost of dilapidations work if cannot recharge to outgoing tenants' is proposed to be transferred to reserves at year end to offset anticipated pressures in 2021/22

Finance and Procurement	The October forecast for Finance predicts an overspend of £0.118m. Finance staffing and
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Variation £0.185m overspend	agency costs of £0.115m linked to developing capacity for the closure of accounts and anticipated additional work linked to the November national lockdown and other minor variations of £0.003m.
Variance to last month's forecast £0.081m	Procurement: £0.067m overspend relates to consultant costs.
Law and Governance	£0.020m overspend is due to use of agency staff covering vacant posts
Variation £0.020m overspend	
Variance to last month's forecast -£0.020m	

Executive Matters

Executive Matters predicts an underspend of £1.164m against the budget of £3.062m (-38.0%).

Corporate	£1.163m budget is being held to cover Leisure Management and will be drawn upon when required to meet the costs surrounding Covid-19
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3.23 Capital

There is a forecast in-year underspend of £25.664m, of which £22.145m is anticipated to be reprofiled in future years. There is an overall forecast reduction in the total cost of schemes of £3.519m. A review of the capital programme will be undertaken as part of the budget process to consider what schemes the Council will progress in the future.

Table 2: Forecast Capital Outturn

Directorate	Budget £000	Outturn £000	Re- profiled beyond 2020/21 £000	Variance to Budget £000	Prior Month Variance £000
Housing Total	2,252	1,383	490	(379)	(429)
Comm Dev Assets total	62,745	49,865	12,211	(669)	(592)
Communities Total	1,864	1,201	662	(1)	(1)
Customers, Org Dev total	696	593	0	(103)	7
Finance Total	3,559	3,559	-	-	-
Place and Growth Total	34,344	23,551	8,442	(2,351)	(2,247)
Public Health Wellbeing Total	717	361	340	(16)	(16)
Total	106,177	80,513	22,145	(3,519)	(3,278)

3.24 Current Period Variances

Adult Housing:

Housing: are forecasting (£0.379m) underspend due to reduced activity in delivering Disabled Facilities Grant works during the pandemic (£0.375m), plus a small projected underspend (£0.004m) against the Civica Arbitas upgrade project.

Comm Dev Assets:

Property are forecasting (£0.669m) underspend. The largest savings are against the refurbishment of Banbury Health Centre (£0.153m) due to ongoing discussions with the tenant regarding the extension of the lease which may affect the scope of the project. Also, the refurbishment of the Mill (£0.250m) as similarly there are ongoing discussion with Oxfordshire County Council on the continuation of the purchase of this property. General savings of (£0.266m) across the remaining capital schemes.

Communities:

Environmental Services: are forecasting (£0.001m) underspend

Customers & Org Development:

Human Resources: are forecasting £0.008m overspend for the HR/Payroll system

ICT: are forecasting £0.111m underspend £0.100m no longer required for Legacy iworld system migration, £0.010 no longer required for Bodicote House meeting room Audio Visual. The remaining £0.001m underspend is for Land & Property harmonisation.

Place and Growth:

Build Phase 1 is reporting unbudgeted spend of £0.188m. Build Phase 1b is forecasting to spend £1.307m in this financial year and reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 programme is forecasting to spend £0.674m in this financial year. However, as a result of certain schemes no longer progressing (Trades & Labour Club, Nizewell Head, Park Road and Wykham lane) a saving of (£2.126m) is now being forecast. The majority of the spend against the remaining programme will be reprofiled in to 2021/22. The agreed capital programme does overlap financial years. The Hill Community centre project is now complete with only retention payments owing to Edgar Taylor of £0.045m. This is an underspend of (£0.184m)

Public Health & Wellbeing:

Wellbeing are forecasting a small saving of £0.016m, (£0.008m) against Physical Activities programme and (£0.008m) against the Sunshine Centre programme for extension to the front of the site as the projects have reached completion.

3.25 Re-profile beyond 2020/21

Adult Housing

£0.490m Disabled Facilities Grant capital - Covid significantly reduced activity in the first 6 months of the year but activity has begun to increase. As a result, not all of the Better Care Fund will be spent in this financial year and will be reprofiled into 2021/22

Comm Dev Assets

Castle Quay Shopping Centre (£2.771m) and Castle Quay Waterside (£9.240m). These are ongoing schemes that straddle several financial years

Communities

£0.100m Thorpe Lane Depot Capacity Enhancement - anticipating slippage in to 2021/22 as a result of awaiting approval of other capital schemes.

£0.055m Bicester Country Park - Covid delayed the purchasing and progression of the country park, remaining spend to reprofiled into 2021/22.

£0.275m Vehicle replacement Programme - currently under review, further investigation needed into larger electric vehicles before committing to diesel equivalents. Remaining spend to be reprofiled into 2021/22.

£0.045m Car Park Refurbishments - Covid significantly delayed progression on the installation of pay on exit barriers. Remaining spend will take place in 2021/22.

£0.012m On Street Recycling Bins - purchases are expected in 20/21 but delivery and installation is anticipated in early 2021/22.

£0.125m Car Park Action Plan - there are no costs anticipated in this financial year but spend is anticipated in 2021/22.

£0.050m Depot Fuel System Renewal - commitments are expected in 2020/21 but installation is anticipated in early 2021/22.

Place & Growth:

£0.607m Phase 1b Bicester Library is in the early stages of development. Planning permission is being considered at Planning Committee on 5th November. Actual site work is due to commence in January 2021 with likely completion by the end of 2021. Admiral Holland works formally completed end of September 2020 but CDC will have to budget for retention payments due in September 2021 of £0.065m.

£7.768m Phase 2. We are still working on the land assembly for Bretch Hill and are about to submit a pre-application to planning. Leys Close is also under discussion with the planners as they have issues relating to parking.

Public Health & Wellbeing:

£0.183m North Oxfordshire Academy Astroturf capital scheme - currently under discussion with United learning Trust regarding the outstanding planning application and their contribution.

£0.043m Energy Efficiency schemes at leisure centres - there are no costs anticipated in this financial year but spend is anticipated in 2021/22 on Energy Efficiency schemes.

£0.084m Bicester Leisure Centre extension capital scheme - spend to date on a feasibility study but no other spend anticipated this year. Remaining spend will take place in 2021/22.

£0.030m Spiceball Leisure Centre bridge resurfacing capital scheme - No spend is expected this financial year but will take place in 2021/22 on completion of Castle Quay Waterside and reinstatement of the bridge.

**Annex
COVID Funding
Specific Funding**

Date	Dept.	Grant Name	Schemes	Funding
				£
March	MHCLG	Business Grants	Main scheme & discretionary scheme - Forecast	27,655,250
March	MHCLG	Hardship Fund	To provide £150 reduction to Council Tax bills for those in receipt of Council Tax Support.	818,000
March		Emergency Response for Rough Sleeper		8,250
May	MHCLG	Reopening High Streets Safely Fund	MHCLG allocation of ERDF funding. Awaiting funding agreement to be put in place.	133,843
July	DEFRA	Emergency Assistance Grant for Food and Essential Supplies	Allocation from OCC	116,326
September		Next Steps Accommodation Programme		120,400
September	DHSC	Test & Trace Isolation Payments	Main scheme	54,000
			Discretionary Scheme	32,647
October	MHCLG	Compliance & Enforcement Fund	£60m national fund of which £30m allocated to district & unitary authorities to spend on C-19 compliance & enforcement activity	65,251
November	MHCLG	Business Support (Additional Restrictions Grant)	£20 per head of population for discretionary business grant scheme – funding for 2020/21 and 2021/22-	3,010,060

November	MHCLG	Local Restrictions Support Grant (Closed)	Mandatory business grants scheme distributed to business premises forced to close due to lockdown restrictions <ul style="list-style-type: none"> • rateable value £15k or under, grants to be £1,334 per four weeks; • rateable value between £15k-£51k grants to be £2,000 per four weeks; • rateable value £51k or over grants to be £3,000 per four weeks. 	2,664,504
TOTAL				34,678,531

General Funding

Decription	£
Tranche 1	67,257
Tranche 2	1,459,014
Tranche 3	229,391
Tranche 4	316,992
	2,072,654
Forecast Sales, Fees & Charges compensation	1,200,000
Total Grant Funding	3,272,654

4.0 Conclusion and Reasons for Recommendations

4.1 It is recommended that the contents of this report are noted.

5.0 Consultation

5.1 This report sets out performance, risk and budgetary information for the first quarter of this financial year and as such no formal consultation on the content or recommendations is required.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: This report illustrates the Council's performance against the 2020-21 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

7.0 Implications

Financial and Resource Implications

- 7.1 Financial implications are detailed within section 3.16 to 3.25 of this report.

Comments checked by:

Lorna Baxter, Executive Director Finance, 07393 001218, Lorna.Baxter@cherwell-dc.gov.uk

Legal Implications

- 7.2 There are no legal implications from this report.

Comments checked by:

Sukdave Ghuman, Head of Legal and Deputy Monitoring Officer, Sukdave.Ghuman@cherwell-dc.gov.uk

Risk Implications

- 7.3 This report contains a full update with regards to the Council's risk position at the end of September 2020. A risk management strategy is in place and the risk register has been fully reviewed.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader, 01295 221556, Celia.prado-teeling@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision N/A as not an Executive Report

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Richard Mould – Lead member for Performance Management
Councillor Tony Illott – Lead member for Finance and Governance

Document Information

Appendix number and title

Appendix 1 2020/21 Business Plan
Appendix 2 Monthly Performance Report

Background papers

None

Report Author and contact details

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Cherwell District Council Business Plan 2020-2021

Where communities thrive, and businesses grow



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

Strategic Priorities:



Themes:

• Customers

To deliver high quality, accessible and convenient services that are right first time.

• Healthy Places

Working collaboratively to create sustainable, thriving communities that support good lifestyle choices.

• Partnerships

Working with partners to improve the services we provide for our residents and communities.

• Continuous Improvement

Making the best use of our resources and focusing on improvement, innovation and staff development to maintain and enhance services.

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Housing that meets your needs - KPIs

Housing that meets your needs - KPIs									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.01 Number of Homeless Households living in Temporary Accommodation	Cllr J Donaldson	Gillian Douglas Stephen Chandler	26.00	35.00	★	The number of people placed in temporary accommodation remains below target, at 26 households. The number has reduced, due to work done to move on single clients placed, as a result of the COVID-19 emergency. As of 30/10/20, only 2 people were placed as a response to COVID-19. With a 2nd lockdown, the number of single people approaching could rise again, which is a concern. Plans are in place to provide additional accommodation for rough sleepers, if the weather is severe.	42.00	35.00	▲
BP1.2.02 Number of people helped to live independently through use of DFG & other grants/loans	Cllr J Donaldson	Gillian Douglas Stephen Chandler	52.00	45.00	★	We have provided help to 52 households this month; 16 by means of major adaptations and 36 by means of smaller works.	280.00	315.00	▲
BP1.2.03 Homes improved through enforcement action	Cllr J Donaldson	Gillian Douglas Stephen Chandler	8.00	9.00	●	Our interventions have resulted in eight homes being improved through completed works this month, three of which involved energy efficiency standards.	60.00	63.00	●
BP1.2.04 Number of affordable homes delivered including CDC and Growth Deal targets	Cllr J Donaldson	Gillian Douglas Stephen Chandler	37.00	25.00	★	A total of 37 affordable homes were completed in October 2020, of which, 17 were Affordable Rented and 20 Shared Ownership tenure. There were no Oxfordshire Growth Deal units completed this month.	170.00	175.00	●
BP1.2.05 Number of Housing Standards interventions	Cllr J Donaldson	Gillian Douglas Stephen Chandler	81.00	55.00	★	Our ability to carry out proactive and unannounced visits to rented properties continues to be restricted by COVID-19 and extended lock-down, which is limiting the number of enforcement interventions we can make. The total number of interventions, this month, included contact with 36 owner/occupiers whose homes have been identified as having particularly poor energy efficiency.	382.00	385.00	●
BP1.2.06 Average time taken to process Housing Benefit New Claims	Cllr T Ilott	Belinda Green Claire Taylor	10.26	15.00	★	The average time taken to assess new claims for benefits is good, at 10.26 days during October against a target of 15 days, and a national performance of 20 days. Whilst the number of new claims received has been stable, during October, we expect numbers may rise again during November.	13.26	15.00	★
BP1.2.07 Average time taken to process Housing Benefit change events	Cllr T Ilott	Belinda Green Claire Taylor	4.76	8.00	★	The average time taken to assess change events during October was 4.76 days against a target of 8 days. Performance continues to be strong so ensuring that residents are receiving the correct level of support with their rent and Council Tax.	4.39	8.00	★
BP1.2.08 % of Major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Paul Feehily	60%	60%	★	5 Major Planning Applications were determined, during October, 3 of them within National Indicator target or agreed timeframe.	60%	60%	★

Housing that meets your needs - KPIs

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.09% of Non major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Paul Feehily	77%	70%	★	91 Non major Planning Applications were determined during October; 70 of them within National Indicator target or agreed timeframe.	83%	70%	★
BP1.2.10 % of Major applications overturned at appeal	Cllr C Clarke	David Peckford Paul Feehily	40.00%	10.00%	▲	2 Major Planning Applications, both previously refused at Planning Committee, were overturned by the Planning Inspectorate, during October. Therefore, the % of Major Planning Applications overturned at Appeal, this month, was set against the number of Major applications determined of 40%. Our target is for no more than 10% to be overturned by the Planning Inspectorate at Appeal.	6%	10.00%	★
BP1.2.11 % of Nonmajor applications overturned at appeal	Cllr C Clarke	David Peckford Paul Feehily	0.00%	10.00%	★	No Nonmajor Planning Application Appeals were determined by the Planning Inspectorate, during October.	0.00%	10.00%	★

Housing that meets your needs - Programme Measures

Housing that meets your needs - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>BP1.1.1 Homelessness Prevention</p> <p style="text-align: center; font-size: 24px; margin-top: 100px;">Page 41</p>	Cllr J Donaldson	Gillian Douglas Stephen Chandler	An Application for funding Next Steps Accommodation Programme has been submitted to MHCLG. Further delays in resuming court eviction proceedings allow time for the Housing Team to engage with those under notice in order to resolve issues with their housing.	A grant of £120k was secured through the government Next Steps Planning fund. This will be used in Cherwell to fund 8 further units of Housing First accommodation. Also, additional resources to work with Private Sector landlords and provide further tenancy support for vulnerable clients. A further grant of £140k to secure some longer term supported accommodation has been secured for 9 units of accommodation in Bicester. The COVID-19 emergency continues to impact on work to prevent homelessness.	★	<p>The outcome of the latest application for funding Next Step Accommodation will determine what additional options can be secured, as a response to COVID-19 emergency. Plans submitted include delivering more support to assist move-on from hotel and other emergency placements, to enable clients to secure settled housing, as well as, trying to provide additional units of affordable settled accommodation in our area for single clients who have experienced homelessness.</p> <p>Caseloads for the Housing Team are still dominated by approaches from single people in crisis and working arrangements, due the COVID-19 emergency, restricted face-to-face contact with clients. Our work is still focused on early intervention and prevention, at an early stage, with many cases being resolved before statutory duties apply.</p> <p>The further stay, on evictions, has reduced caseloads for those at risk of losing tenancies, but approaches from single people in crisis continue. Plans are in place to provide additional accommodation, if needed, in severe weather and to provide some longer term accommodation over the winter period, if further funding can be secured.</p>	★

Housing that meets your needs - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP1.1.2 Impact of Universal Credit on residents and Council	Cllr T Ilott	Belinda Green Claire Taylor	Regular liaison and close working with Universal Credit team.	A meeting with the UC Partnership Manager will take Place, during November, to review our approach to working together to support residents.	★	This is progressing well. The number of claims made for Universal Credit has increased during the COVID-19 crisis and we continue to work with partners including DWP UC partnership Manager to support residents throughout this time.	★
BP1.1.3 Deliver Innovative and Effective Housing Schemes	Cllr J Donaldson	Gillian Douglas Stephen Chandler	Following the start of marketing for the shared ownership units at Admiral Holland in early October; there is one reservation for a flat in Hood Court.	During November, we expect a reservation to be completed for the three-bedroom shared ownership house at Admiral Holland.	★	Admiral Holland has 7 shared ownership properties- six, one bedroom, flats in Hood Court and one, three- bedroom, house in Admiral Holland Close. These will continue to be marketed via Help to Buy South, Zoopla, Prime Location and Rightmove.	●
BP1.1.4 Deliver the Local Plan	Cllr C Clarke	David Peckford Paul Feehily	Review of comments to the district-wide Local Plan Review Consultation. Continued preparation of district wide Local Plan Review (Options stage). Response to the Government's Planning reform consultation.	Continue preparatory work for the next stage of the district wide Local Plan Review (Options stage). Oxfordshire Plan consultation on spatial options (date to be confirmed by the central plan team). Preparation of the Annual Monitoring Report 2019/20 Submission of Council's case to the adopted Local Plan Partial Review legal challenge.	★	The issues consultation for a separate, district-wide, review of the Local Plan ended on 14 th September. Officers continue to provide input into the Oxfordshire Plan process. Officers responded to the Government's proposed changes to the planning system, on 23 rd October. An application for a statutory review of the adopted Local Plan Partial Review (a legal challenge) has been lodged in the Planning Court and served on the Council.	★

Strategic Priority - Leading on environmental sustainability - KPIs

Leading on environmental sustainability - KPI Report									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP2.2.1 % Waste Recycled & Composted	ClIr D Sames	Ed Potter Jason Russell	60.00%	56.00%	★	Recycling rate is currently 1% above last year.	58.79%	56.00%	★
BP2.2.2 Reduction of fuel consumption used by fleet	ClIr D Sames	Ed Potter Jason Russell	37,712	39,227	★	Slight decrease in fuel usage in comparison with the same time last year, even with the increased in the tonnage of waste collected.	37,688	36,124	●

Strategic Priority - Leading on environmental sustainability - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP2.1.1 Delivery of a High-Quality Waste & Collection Service to all Properties	ClIr D Sames	Ed Potter Jason Russell	All waste collection services being delivered on time. Expansion of the bulky waste service to meet sustained higher demand has been successful.	November will see garden waste tonnages start to fall but it is likely to lead to an overall rise in tonnages with more people working from home. Plans are in place to maintain services during this challenging period.	★	Customer satisfaction with Waste Collection is measured annually with the customer satisfaction survey. This may not be possible due to the current COVID-19 restrictions; however, other feedback routes are indicating good satisfaction.	★
BP2.1.2 Ensure Clean & Tidy Streets	ClIr D Sames	Ed Potter Jason Russell	The verges and central reservation areas, on the A41, were successfully litter-picked utilising OCC Highways booked traffic management, at no extra cost to CDC.	Cleansing operatives are carrying verge litter clearances, on the A34, with booked traffic management in place. Work commenced 25/10/20 and ended on 1/11/20.	★	The service is coping well with the surge in demand caused by leaf fall at this time of year.	★
BP2.1.3 Reduce Environmental Crime	ClIr D Sames	Jason Russell Richard Webb	Local businesses have been contacted to give advice on how to dispose of their waste legally. This includes newly established businesses, but also, older businesses, where surprisingly many still do not know their responsibilities for waste disposal.	Work will continue on giving advice to businesses on how to dispose of their waste legally. However, with the current lockdown this will be by telephone, email or letter, rather than visiting. Also, with the current lockdown we will go back to conducting interviews, under caution, by letter and not in person at Bodicote House, which have a less successful outcome.	★	Having reached a position where operations had been fully restored, we are adjusting working practices, in light of the current lockdown. We are awaiting court dates, for a number of fly tipping cases and, also, for a breach of a Community Protection Notice.	★

Leading on environmental sustainability - Programme Measures Report

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP2.1.4 Protect Our Natural Environment and Promote Environmental Sustainability	Cllr A McHugh	Jason Russell Richard Webb	An application for an air quality grant was submitted to Defra. The application was for two portable-monitors to measure nitrogen dioxide, particulate matter and promotional material including anti-idling signs. This will be used, in partnership with Oxfordshire County Council, on projects to increase awareness and encourage behavioural change around air quality. We will find out, in February 2021, if the application was successful.	To continue to assess the air quality impacts of all new development proposals, through the planning process.	★	To coincide with Clean Air Day, on 8 th October, a number of posts about the actions that individuals can take to help improve air quality were put out through social media. Air quality monitoring continues, at 42 locations, across the district.	★
BP2.1.5 Protect the Built Heritage	Cllr C Clarke	David Peckford Paul Feehily	Work on Conservation Area Appraisals has Continued. Draft reports have been prepared for those completed. Conservation advice continues to be provided for Development Management decision making.	Finalisation and submission of lead member reports for completed Conservation Area Appraisals (pending).	●	Work continues on Conservation Area Appraisals (Bloxham and Grimsbury). A number of officer reports, on completed Conservation Area Appraisals, require finalisation. Heritage advice continues to be provided to inform Development Management decision making.	●
BP2.1.6 Develop the Country Parks to support good lifestyle choices	Cllr D Sames	Ed Potter Jason Russell	The issues with land transfer of the two sites (Banbury and Bicester) are now resolved, so plans to open the sites can be progressed.	Developing the plans & timescales for the opening to the public of these two facilities.	★	The opening of the new Country Parks; one in Banbury and located behind M&S at Gateway and one in Bicester, between Kingsmere in Bicester & the village of Chesterton, has taken longer than expected, due to a number of minor issues in the transfer of the land to the Council. These issues have been resolved, now plans can be developed and implemented with the aim of the initial opening of these two parks early in 21/22.	★

An enterprising economy with strong & vibrant local centres - KPIs

An enterprising economy with strong & vibrant local centres -KPI Report									
Measure	Portfolio Holder	Director/Lead	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP3.2.1 % of Council Tax collected, increase Council Tax Base	Cllr T Ilott	Belinda Green Claire Taylor	9.23%	9.75%	●	We have achieved a cumulative collection rate of 64.37%, against a target of 67.75%. The shortfall equates to approx. £2.6m. We are issuing smaller batches of reminders in accordance with guidance from the Magistrates Court and whilst the numbers issued are vastly reduced, the reminders have a positive impact on payments received. We will continue to issue reminder notices to customers in arrears and will signpost customers to relevant organisations, should they have been adversely affected by the	64.37%	66.75%	●
BP3.2.2 % of Business Rates collected, increasing NNDR Base	Cllr T Ilott	Belinda Green Claire Taylor	10.71 %	9.50%	★	We have achieved a collection rate of 67.15%, at end of October, against a target of 68%. Whilst the collection rates are still slightly short of our cumulative target, the shortfall reduced from just under £1m to £400k, this month. Recovery through the courts is continuing and we are proactively chasing balances to reduce what is outstanding.	67.15%	68.00%	●

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An enterprising economy with strong & vibrant local centres – Programme Measures

An enterprising economy with strong & vibrant local centres - Programme Measures Report									
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD		
BP3.1.1 Promote the district as a visitor destination	Cllr L Pratt	Paul Feehily Robert Jolley	Reviewed impact of COVID-19 pandemic on this sector.	Continue to monitor COVID-19 impact. Continue to work with partners to promote the district as a visitor destination, in light of current national restrictions.	★	Hospitality venues and visitor attractions are both facing significant difficulties. These sectors were among the last to benefit from lockdown arrangements being lifted in the summer and the national restrictions coming into effect, on 5th November, which will have a further severe impact and additional knock-on effects for the supply chains serving the visitor economy. Officers are working closely with Experience Oxfordshire (EO) who are, in turn, working with VisitEngland and VisitBritain to help the local visitor economy sectors meet the challenges involved.	★		
BP3.1.2 Develop a Cherwell Industrial Strategy	Cllr L Pratt	Paul Feehily Robert Jolley	Restarted the development of the Cherwell Industrial Strategy, ensuring that COVID-19 recovery was incorporated.	Draft the foundation modules of the refocused CIS document.	●	The drafted ten-year Cherwell Industrial Strategy (CIS) was planned to go to consultation, by Summer 2020. However, this was paused because of the need to re-deploy staff in response to supporting business communities, during the COVID-19 pandemic. This has triggered the most severe recession in nearly a century and there will be further significant consequences. The CIS focus and timeline has been reviewed. The CIS draft will take account of the impact on the Oxfordshire and Cherwell economies. CIS links to OxLEP Local Industrial Strategy (LIS) is a key component of the Oxfordshire Housing and Growth Deal (Productivity workstream).	●		

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.3 Support Business Enterprise, Retention, Growth and Promote Inward Investment	Cllr L Pratt	Paul Feehily Robert Jolley	One-to-one advice and detailed support provided to Cherwell businesses, as well as guidance on grants. Provided information and support to potential inward investors and property developers.	Support CDC's implementation of the autumn round for COVID-19 Government business and discretionary grant schemes. Provide information and advice to local businesses during the COVID-19 pandemic and during the transition period from the UK leaving the EU. Continue to provide support to potential new business investors.	★	The Council's business webpages have been updated and support provided to businesses in the run up to the Brexit Transition Phase, ending on 31st December 2020. CDC continues to liaise, closely, with colleagues at local authorities in Oxfordshire, at OxLEP and at Government departments, to provide support to businesses during the COVID-19 pandemic. CDC continues to work closely with Oxfordshire County Council and partners, to enhance digital infrastructure throughout the district. 98% of premises in the district are now able to access Superfast Broadband services.	★
BP3.1.4 Develop Our Town Centres	Cllr L Pratt	Paul Feehily Robert Jolley	Reviewed the impact of COVID-19 on the district's urban centres.	"Re-imagining Bicester for the 21 st Century" report back event, on 19 November. Continue to review impact of COVID-19 on the district's urban centres. Await confirmation from Government as to which projects, submitted for the Reopening High Streets Safely funding scheme, are eligible for delivery.	★	Continued support provided to Banbury BID (Business Improvement District) in the delivery of projects to support businesses. Maintained closely working with officer groups and external partners to ensure continued safety on the high streets within the district. Work continues with the Bicester Town Centre Task Force to develop projects which will help mitigate the impact of the pandemic. Following the Bicester Town Centre workshop, in June 2019, a task group of volunteers has been working on an outlined plan for the town centre. This will be shared at the report back event planned for 19th November.	★
BP3.1.5 Deliver the Growth Deal	Cllr B Wood	Paul Feehily Robert Jolley	Additional Affordable Housing units confirmed, with the programme being updated to reflect revised numbers.	Year Four planning to commence to align Growth Deal Programme with appropriate service plans.	★	The autumn national COVID-19 restrictions are not expected to impact Growth Deal significantly, because the construction industry is still able to operate.	★

Healthy, resilient and engaged communities - KPIs

Healthy, resilient and engaged communities - KPIs									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP4.2.1 Number of visits/usage of District Leisure Centre	Cllr G Reynolds	Ansaf Azhar Nicola Riley	75,610.00	33,333.00	★	As expected, due to Covid-19, visitor numbers across the Leisure Facilities are significantly down against the same period last year, however, there has been an upward trend of attendance compared to the previous month.	156,191.00	93,333.00	★
BP4.2.2 High risk food businesses inspected	Cllr A McHugh	Jason Russell Richard Webb	-	100.00%	-	The Food Inspection plan was suspended by the Food Standards Agency from April. Inspections will be recommencing, but we are waiting on the details of what we will be required to do in respect of those premises that we would have inspected in the first half of the year and what the expectation is with those that remain for the rest of the reporting period (now until end of March 2021).	-	100.00%	-

Healthy, resilient and engaged communities - Programme Measures

Healthy, resilient and engaged communities - Programme Measures									
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD		
Page 47			Through October the Community Safety team continued to carry out a range of work to promote and support community safety in the area. This included- supporting the Intensive Engagement project in Banbury. Assisting the Police in searches for a wanted person sighted in Banbury, in searching for a car following an alert raised about a potential attempted child abduction and a missing vulnerable elderly adult. A week-long joint operation with scrap metal operation with Thames Valley Police and Trading Standards. HI-visibility reassurance patrols near schools. Evening patrols of licensed premises to ensure compliance with COVID-19 regulations.	In November, our community safety focus will be on- Bonfire night / Fireworks and Hi-visibility reassurance and educational interaction. Supporting the national Knife Crime action week, over week of 9th - 13th. Assisting in a planned anti-fly tipping operation. Supporting work to ensure the national restrictions are complied with.	★	The community safety team organised a multi-agency scrap metal and waste carrier enforcement operation, in October. With support from Thames Valley Police and the County Council Trading Standards team, the aim was to identify any potential rogue traders operating in the area, check fly tipping hotspots and check for any unlicensed scrap metal collectors operating in the district. Two unlicensed scrap collectors were identified and are being investigated. The team were also first in attendance at a vehicle accident where a car had lost control and hit barriers. The driver had fled the scene, leaving a distressed passenger. The team called the Police and remained with the passenger until officers arrived. For Halloween, the team carried out an evening of reassurance patrols around Bicester, Caversfield and Kidlington, engaging with local residents and seized alcohol off an underage drinker. In November, following the announcement of new national restrictions, all teams will be refocusing their work to ensure that the legislation controlling business activities is understood and businesses are supported to meet the new requirements.			★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.2 Promote Health & Wellbeing	Cllr A McHugh Cllr C Clarke	Ansaf Azhar Nicola Riley	COVID-19 Winter Preparedness - The Community Hub telephone service has been linked into the local Track and Trace service. Preparations have been made to identify and proactively call Clinically Extremely Vulnerable individuals.	Operate and promote the 'COVID-19 Councilors Priority Grant' and 'Community Hubs Emergency Relief Grant' schemes, to support voluntary and community organisations, delivering grassroots responses to the COVID-19 pandemic.	★	The 'COVID-19 Councilors Priority Grant' and 'Community Hubs Emergency Relief Grant' schemes support voluntary and community organisations, delivering grassroots responses to the COVID-19 pandemic. The Community Hub telephone service takes referrals from people required to self-isolate (either through Track & Trace notification or registration as Clinically Extremely Vulnerable) who need extra assistance to meet their basic needs.	★
BP4.1.3 Improve Leisure & Community Facilities	Cllr G Reynolds	Ansaf Azhar Nicola Riley	As part of the last milestone, reference was made to the commencement of officer workshop in regards to the Feasibility Studies. This work has continued with the 3rd workshop, on 19th October, outlining some of the draft proposals in relation to future leisure provision within the District. This work will now be taken on into future milestones.	As part of the next milestone, work will concentrate on the feasibility studies as to future leisure provision. A part of the next milestone works will continue in relation to the feasibility studies as to future leisure provision in the district.	★	In terms of completion against the milestones, this month has seen the continued work into the leisure center feasibility studies and the continued improvement to the changing rooms at the Cooper Sports Facility. As mentioned, previously, we were just about to launch our 'on-line' booking platform for sports pitches/sports facilities at the Cooper Sports Facility and North Oxfordshire Academy. This has now gone live, with the majority of all users/organisations signed up to manage their bookings this way. Work will also complete on the Cooper School changing rooms with some additional flooring works due to be done.	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>BP4.1.4 Support the Voluntary Sector</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 49</p>	Cllr A McHugh	Ansaf Azhar Nicola Riley	<p>International older persons day celebration events delivered across the district to prepare older residents for winter. Electric blanket testing for Cherwell delivered in October.</p> <p>Connect pilot launched in October.</p> <p>Autumn Community Link publication circulated to support voluntary initiative organisations across the district.</p> <p>Play-Full initiative delivered in the Brighter Future Wards in Banbury during October half term, to address holiday hunger for most deprived families.</p>	<p>Cherwell annual senior's forum newsletter, to be circulated to support voluntary organisations working with older people.</p> <p>November, Wild Bicester Initiative to launch.</p>	★	<p>'Connect!' initiative launched in October - A new pilot initiative for Banbury to support older residents with technology and help connect them to opportunities, family and their community. Partnership initiative with AgeUK Oxfordshire, The Royal Voluntary Service and Citizens Advice.</p> <p>International Older Persons celebration pop up events took place in Banbury on the 1 of October and Bicester & Kidlington on the 2 of October. Over 350 information packs were given out.</p> <p>Cherwell Seniors Forum - due to current circumstances, the annual senior's forum will take a different format this year as a newsletter, allowing all partners to get essential information to support older people in the district.</p> <p>The annual electric blanket testing took place in October over 200 blankets were tested, and information packs were sent out with the returned blankets to vulnerable residents.</p>	★
<p>BP4.1.5 Enhanced Community Resilience</p>	Cllr A McHugh	Richard Webb Rob MacDougall	<p>During October, the focus for emergency planning works continued to relate with support for communities concerning COVID-19 related matters and working with partners on the response and recovery from the pandemic. In addition, we have responded to the recent flooding in Kidlington, delivering on an action plan to reduce the potential for further similar flooding and making changes to improve our response arrangements.</p>	<p>During November, the council will be refocusing on COVID-19 responses, as a result of the new restrictions taking effect. This includes establishing new community support systems for individuals who will require support over the period with restrictions that apply and the administration of funding support for individuals and businesses.</p> <p>In addition, EU Exit preparations continue with partners.</p>	★	<p>The reinstatement of national restrictions has prompted the council to stand-up its COVID-19 response arrangements for November, to ensure that we assess and act on the impacts.</p> <p>In relation to EU Exit, the council continues to liaise with partners to identify potential impacts from the end of the transition period. However, the uncertainty restricts the amount of preparation that can be done. The focus is on ensuring business start preparing for the changes which will affect them.</p>	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.6 Support and Safeguard Vulnerable People	Cllr A McHugh	Ansaf Azhar Rosie Rowe	We continue to assess claims for Housing Benefit and Council Tax Reduction in a timely way, supporting residents. Discretionary Housing Payments have been made to support residents with a shortfall in their rent.	We will continue to assess and award Council Tax COVID-19 Hardship Payments to residents impacted by the crisis, as well as, ensuring these are done in a timely way.	★	This is on track, we have continued to assess and award Council Tax COVID-19 Hardship payments, of £150, to new claims for Council Tax Relief Scheme and made payments from the discretionary fund, to support those residents impacted by Covid-19.	★
BP4.1.7 Promote Healthy Place Making	Cllr A McHugh	Ansaf Azhar Rosie Rowe	Virtual Make Every Contact Count (MECC) training has been provided to voluntary groups to support them to signpost health and care services. School StreetTag competition was launched in October and 26 primary schools across Cherwell have signed up to take part to promote cycling and walking to school. Health Impact Assessment Toolkit was approved by the Executive Officer Group of the Growth Board.	Launch heritage trail leaflet in Kidlington and surrounding villages. Develop training resources for use of Health Impact Assessment Toolkit by development management colleagues. Disseminate workforce with wellbeing materials relating to staying COVID-19 safe. Work with Bicester Town Council to hold a virtual meeting of Bicester's Voluntary Organisation Network.	★	The second national lockdown has delayed delivery of the following activities: - Three further Dr Bike sessions, in Banbury; - Face-to-face delivery of MECC training to community groups involved in Active Reach Programme, in Banbury; The Bicester 'Welcome Pack' is being disseminated via estate agents and encourages people to walk and cycle in the town and encourages them to get involved in local community groups. Two projects in Bicester and Kidlington have started to encourage people to enjoy the outdoor natural world Digital and print versions of a 'Welcome Pack' which have been produced for residents moving into a new home in Bicester.	★

Cherwell District Council

Overview and Scrutiny Committee

12 January 2021

Draft Homelessness and Rough Sleeping Strategy 2021-2026

Report of Assistant Director – Housing and Social Care Commissioning

This report is public

Purpose of report

To present Cherwell's draft Homelessness and Rough Sleeping Strategy 2021-2026 and associated Action Plan and seek comments and input from the Overview and Scrutiny Committee as part of the consultation process.

1.0 Recommendations

The Overview and Scrutiny Committee is requested to:

- 1.1 Note and comment on the contents of the draft strategy and appendices in advance of the documents being finalised and submitted to the Executive at their 1 March 2021 meeting.

2.0 Introduction

- 2.1 Under the Homelessness Act 2002 all housing authorities must carry out a homelessness review for their district and develop and publish a homelessness strategy based on the results of that review. The social services authority must provide reasonable assistance. The strategy must be renewed at least every 5 years and must set out the authority's plans for the prevention of homelessness and for securing that sufficient accommodation and support is, or will be, available for people who become homeless or are at risk of becoming so.
- 2.2 The adopted Homelessness Strategy 2018-2020 and associated action plan were developed at a time of reorganisation, when Cherwell District Council (CDC) was in the process of dissolving its partnership with South Northamptonshire Council and developing a new partnership with Oxfordshire County Council. Many of the actions outlined in the strategy have been achieved and the term of the strategy has come to an end. To meet its statutory obligations, CDC must publish and consult on a new strategy. This report sets out the work undertaken to date and seeks input from the Overview and Scrutiny Committee to inform any changes necessary before the final strategy documents are presented for approval by the Executive on 1 March 2021.

3.0 Reflecting on the Homelessness Strategy 2018-2020

3.1 The Homelessness Strategy 2018-2020 set out 4 priorities:

- Priority 1** Prevent and relieve homelessness in the district
- Priority 2** Prevent single homelessness
- Priority 3** Ensure vulnerable people can access appropriate help and support.
- Priority 4** Ensure homeless households can access suitable temporary and permanent accommodation.

3.2 65 of the actions set out in the strategy action plan have been achieved with only 5 outstanding which is a significant achievement given the impact of Covid-19 lockdown on the public and subsequently the increased demand for CDCs housing and homelessness services since March 2020. One of the priorities in the new strategy is to build resilience and be prepared for future pandemics should they happen. The key achievements from the 2018/20 strategy are:

Helping Households to Remain

- Appointed a Tenancy Relations Officer who has made 425 successful interventions since May 2019 to tackle adverse landlord activity.
- In 2019/20 a total of 180 grants were issued with a total value of £1,079,000, to enable disabled people to remain independent at home.
- The Debt and Money Advice service was re-commissioned, making a 15% saving in the process. The new service will provide more face to face appointments via digital platforms but will also retain offices locally.
- We published an Enhanced Housing Options Assessment toolkit on the council's website to enable customers to investigate the most suitable housing choices for their circumstances and access advice and information.
- We established a "relief plus" programme for households working with Social Services, where no statutory duties are owed in order to assist the most vulnerable and "at risk" in society with ongoing emergency accommodation. This has evolved into the integration of Housing within the Family Solutions Plus model for supporting vulnerable children and families.
- Two additional officers have been appointed to the council's Tenancy Support Team to support 'at risk' tenants to remain in their home.

Helping Households to Move

- CDC adjusted its Allocation Scheme in 2019. The changes included a priority for foster carers and adopters to ensure housing need is met whilst they support a young person(s) under a Guardianship Scheme or foster or adopt children supported by Oxfordshire County Council.
- Since April 2018, a total of 907 affordable housing units have been completed in Cherwell in partnership with registered providers, of which, 594 were affordable rent and the remaining 313 shared ownership tenure.
- CDC rebranded and improved its Cherwell Bond Scheme, expanding this to include a Key Worker Bond Scheme.

Working in Partnership to address the needs of rough sleepers

- Provided grants to voluntary sector organisations to support their work with vulnerable people who are homeless or at risk of homelessness.
- Recommissioned a service to provide psychologically informed support and accommodation for homeless people with complex needs to be delivered in Banbury.
- Worked with Registered Providers and support providers to increase the number of Housing First units from 6 to 16.
- Commissioned Shelter to undertake a 'health check' of our housing services. The recommendations from this have informed an action plan for implementation.
- Secured additional MHCLG Cold Weather funding to provide 5 additional winter bed spaces from December 2019 to March 2020 and extended this provision from in-house resources in response to Covid-19.
- Secured, through joint bids with other councils in Oxfordshire, Rough Sleeper Initiative (RSI) funding of £136,000 to deliver three projects within the district.
- A bid for Next Steps Accommodation Programme funding resulted in £120,000 award to CDC to enhance housing support services for single homeless people moving on from temporary accommodation.
- CDC is in an established partnership with Oxfordshire County Council and share leadership that covers housing and social care across the 2 organisations which provides a gateway for further collaboration, sharing expertise, resources and opportunities for joint commissioning of services to better meet future housing and support needs.

4.0 The Homelessness and Rough Sleeping Strategy 2021-2026

4.1 In accordance with legislative requirements, a Review of Homelessness Services has been undertaken in 2020. The review considers the:

- Council's achievements during the lifetime of the previous strategy.
- Actions outstanding from the previous strategy action plan (this has been done through the action plan monitoring process)
- Demand on homelessness services
- Council's current provision of homelessness services
- Unmet demand for the Council's homelessness services
- Future challenges facing the Councils' homelessness service.

4.2 A summary of the Review findings can be found in Section 4 of the draft Homelessness and Rough Sleeping Strategy 2021-2026.

4.3 In addition to the Homelessness Service Review 2020, officers considered housing statistical data and the outcomes from the Shelter Health Check undertaken in August 2019. Shelter completed the health check with the Housing Options Team to map the customer experience and explore compliance with the Homelessness Reduction Act 2017 (HRA). The health check comprised of mystery shopping and a file audit by a Shelter legal expert. Shelter provided recommendations to the Council for implementation and an action plan was developed for implementation. Of the 18 actions, 10 had been completed by July 2020. Work continues to

implement the remaining actions, some of which have been incorporated into the new strategy.

- 4.4 Officers have also considered the findings of the research jointly commissioned by Crisis, the City and District councils to explore the feasibility of moving to a housing-led approach in Oxfordshire, to tackle single homelessness countywide. The focus of the study was on single households because more than half of the homelessness presentations across Oxfordshire in 2018/19 were from this group. Family homelessness is also of concern, but prevention rates are slightly higher for families.
- 4.5 The global findings have informed CDC's vision for the Homelessness and Rough Sleeping Strategy which is:

To work in partnership, with customers at the heart of our approach, to understand, prevent and resolve homelessness so that no one has to sleep rough in Cherwell.

- 4.6 To deliver the vision, there are 6 strategic priorities:

Priority 1 Work with the County, City and District Councils and partner organisations across Oxfordshire to identify the causes of homelessness in our area, facilitate early interventions and responses to increase successful homelessness preventions, and make sure that no one has to sleep rough.

Priority 2 Proactively identify, engage with and assist households who have difficulty accessing and receiving homelessness services.

Priority 3 Proactively engage with and support households to develop housing resilience and when needed, to access suitable accommodation to meet their longer-term needs.

Priority 4 Engage and work collaboratively with people with lived experience of homelessness and commission the right support to reduce, prevent and ultimately end homelessness and rough sleeping.

Priority 5 Make sure that our service is flexible and equipped to deal with any future local Covid-19 outbreak or emergency.

Priority 6 Work in partnership to increase supply of affordable housing and make sure that accommodation in the private sector is good quality, that tenants are treated lawfully and fairly, and there is improved access to affordable private sector accommodation for homeless households.

- 4.7 In order to deliver these priorities, a series of commitments has been set out in Section 3 of the draft strategy. These are translated into a draft Action Plan which is intended for the first 2 years of the strategy and will be refreshed.

5.0 Consultation

- 5.1 Following senior management approval in November 2020, the draft Homelessness and Rough Sleeping Strategy 2021-2026, Action Plan 2021-2023, Consultation Document (which provides a summary of the strategy key points), the equalities and

climate change impact assessment and the link to the consultation questionnaire were published for a 7-week consultation period starting on 30 November 2020. The documents can be found via the Council's Consultation pages here: www.cherwell.gov.uk/have-your-say The consultation period ends on 17 January 2021.

- 5.2 Communications during this time include emails to stakeholders, news articles (initial article produced on launch of the consultation and another in December linked with the cold weather provision) and social media (managed by the communications team). A virtual workshop was held with Homeless Network stakeholders in December 2020 and further discussions with other stakeholders (internal and external) will take place in January before the consultation period ends. Tenancy Support Officers are liaising directly with service users. Service Providers are also supporting the consultation programme through discussions with their service users and distribution of strategy documents where access to internet is limited. Contact has also been made through the stakeholder network with representatives of community groups with protected characteristics.
- 5.3 At the end of the consultation period, the feedback received will be analysed, officer responses will be prepared, and the draft strategy will be amended to accommodate feedback. The final version of the strategy will be presented to senior management in February 2021 and subsequently to Members and Executive on 1 March 2021 to complete the process for adopting the strategy.

6.0 Alternative Options and Reasons for Rejection

- 6.1 In developing the draft Homelessness and Rough Sleeping Strategy 2021-2026 and Action Plan, the following alternative options were identified and rejected for the reasons as set out below:

Option 1: Not having a strategy at all

This would result in the Council not meeting its statutory obligations under the Homelessness Act 2002; therefore, this option was rejected.

Option 2: A single countywide strategy and no local strategy

This would also result in the Council not meeting its statutory obligations. A single countywide strategy is unlikely to meet local requirements. Each local authority area has different geographic, economic, social and political structures which require a more granular strategy aimed at meeting specific local needs. This option was also rejected although Cherwell is a partner within the draft county wide strategy that is being prepared for consultation in early 2021.

7.0 Implications

Financial and Resource Implications

- 7.1 The development of the Homelessness and Rough Sleeping Strategy 2021 to 2026 has been drafted within existing budgets and resources. Additional funding that may

result from the implementation of the strategy will be dealt with through the budget setting process

Comments checked by:

Kelly Wheeler, Finance Business Partner; 01295 221570

Kelly.wheeler@cherwell-dc.gov.uk

Legal Implications

- 7.2 The Strategy is a statutory requirement and takes account of the relevant legislation regarding housing. Where an outstanding or new project cannot be dealt with under delegated authority to the Officer, approval will need to be sought from the Executive in line with Cherwell District Council's legal and constitutional requirements.

Comments checked by:

Chris Mace, Solicitor; 01295 221808; christopher.mace@cherwell-dc.gov.uk

Equality, Diversity and Community Risk Implications

- 7.3 A Social and Community Impact Assessment (which includes considerations of Equality and Climate Change) has been undertaken and is included as part of the suite of published consultation documents. All risks will be managed as part of the operational risk register associated with the Housing Service and escalated as and when necessary to the Leadership Risk Register. All projects undertaken to deliver the strategy action plan will be subject to individual risk impact assessments.

Comments checked by:

Celia Prado-Teeling, Team Leader: Insight Team, 01295 221556,

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8.0 Decision Information

Key Decision N/A as not an Executive report

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

Housing that meets your needs

Find new and innovative ways to Prevent homelessness

Support the most vulnerable people

Deliver affordable housing
Raise standards in rented housing
Promote innovative housing schemes

Healthy resilient and engaged communities

Working with partners to address the cause of health inequality and deprivation
Promote health and well-being in the community

Lead Councillor

Cllr John Donaldson – Lead Member for Housing

Document Information

Appendix number and title

None

Background papers

None

Report Author and contact details

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Cherwell District Council

Overview and Scrutiny Committee

12 January 2021

(Draft) Statement of Licensing Policy

Report of Assistant Director – Regulatory Services and Community Safety

This report is public

Purpose of report

This report introduces a first draft of the revised Statement of Licensing Policy (attached as Appendix 1). It explains the reason for the review, provides a summary of the main changes to the current policy, and outlines the consultation process followed. The Scrutiny Committee is requested to provide input to the policy before it is considered by the Executive and Full Council.

1.0 Recommendations

The meeting is recommended:

- 1.1 To provide views on the proposed changes and suggest any additional amendments they consider necessary.

2.0 Introduction

- 2.1 Section 5 of the Licensing Act 2003 requires all licensing authorities to prepare and publish a Statement of Licensing Policy outlining the principles they propose to apply in exercising their functions under the Act.
- 2.2 The policy covers licensable activities such as the sale and supply of alcohol, regulated entertainment and late-night refreshment.
- 2.3 It is a requirement that the policy is reviewed at least every five years to ensure it reflects current legislation and guidance, although the Licensing Authority can review it at any time. The last review and revision occurred in 2015 when the policy was adopted by Council at its meeting on 14 December 2015 and published in January 2016.

3.0 Report Details

- 3.1 The revised draft policy is attached at Appendix 1 and a summary of the changes is attached at Appendix 2.
- 3.2 The main changes are additional requirements regarding child exploitation and safeguarding (paragraphs 16.9 and 16.10), and additional requirements regarding the provision of no smoking seating to external seating areas (section 27). The requirement for 70% of the seating to be no smoking is in line with the requirements introduced under the Business and Planning Act 2020 in relation to pavement licence conditions.
- 3.3 The Act requires a consultation to be carried out with the persons/groups detailed in section 5 below. This was carried out between the 8 December 2020 and 5 January 2021. At the time writing no comments had been received.

4.0 Conclusion and Reasons for Recommendations

- 4.1 To consider the proposed changes and suggest any additional amendments prior to the draft policy being considered by the Executive BPM on 20 January 2021 and the Executive on 1 February 2021.

5.0 Consultation

- 5.1 We consulted with the following responsible authorities:

- Thames Valley Police (Licensing)
- Oxfordshire County Council Fire and Rescue (as the Fire Authority for the area)
- Trading Standards
- Environmental Health
- Cherwell District Council's Planning Department (as the Planning Authority)
- Oxfordshire County Council Public Health

- 5.2 We also consulted:

- Holders of premises licences
- Holders of club premises certificates
- Holders of personal licences
- Parish Councils

- 5.3 The document was also circulated to Councillor Douglas Webb, Chairman of the Licensing Committee, and Councillor Andrew McHugh, Portfolio Holder for Health and Wellbeing.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not review the policy. It is a statutory requirement that the policy is reviewed at least every five years so this option is rejected.

- 6.2 Option 2: Re-issue the policy with no changes. This option was rejected since revisions of the policy were considered necessary to take into account changes in safeguarding practice and commitments provided by the council to support smoking reduction in Oxfordshire.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising directly from this report.

Comments checked by:

Kelly Wheeler, Finance Business Partner 01295 221570
kelly.wheeler@cherwell-dc.gov.uk

Legal Implications

- 7.2 There are no legal implications arising directly from this report.

Comments checked by:

Colin Evans, Solicitor, 01295 753701, colin.evans@cherwell-dc.gov.uk

Risk Implications

- 7.3 There are no risks arising directly from this report

Comments checked by:

Louise Tustian, Strategic Intelligence and Insight Team Leader, 01295 221786
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- 7.4 An Equality and Climate Impact Assessment was completed and there were no issues arising from the assessment.

Comments checked by:

Samantha Shepherd, Policy Team Leader, Communications, Strategy and Insight
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8.0 Decision Information

Key Decision: N/A as not an Executive report

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

The work contributes to the following strategic priorities within the Council's 2020-21 Business Plan:

- An enterprising economy with strong and vibrant local centres
- Healthy, resilient and engaged communities

Lead Councillor

N/A

Document Information

Appendix number and title

- Appendix 1 draft Statement of Licensing Policy
- Appendix 2 Summary of changes

Background papers

None

Report Author and contact details

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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Draft Statement of Licensing

Policy Licensing Act 2003

February 2021

Cherwell District Council Licensing Act 2003
Statement of Licensing Policy for
Regulated Entertainment, Late Night Refreshment and the Sale of Alcohol

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1. Executive Summary

- 1.1 The Licensing Act 2003 introduced a revised licensing system for alcohol, entertainment and late-night refreshment.
- 1.2 Section 5 of the Licensing Act 2003 has imposed a statutory duty on the Licensing Authority to produce a statement of licensing policy for a five years period, beginning with such day as the Secretary of State may by order appoint.
- 1.3 This document sets out the Licensing Authority's policy, which will guide the Council when considering applications under the Act. The policy provides guidance on the general approach the Council, as the Licensing Authority within the meaning of the Act, will take in terms of licensing. However, each licence application will be considered separately on its individual merits.
- 1.4 The Licensing Authority in adopting this policy recognises both the needs of residents for a safe and healthy environment to live and work and the importance of safe and well run entertainment premises to the local economy and vibrancy of the area. However, the Council also recognises that balancing these interests will not always be straightforward and it will be guided by the four licensing objectives as set out in this policy.
- 1.5 This policy does not seek to undermine the right of any individual to apply under the Act for a variety of permissions and as stated above each application will be considered on its individual merits. Nor does the Policy seek to override the right of a person to make representations on an application or seek a review of a licence or certificate. However, this Council in adopting the policy is indicating that a wide range of considerations will be taken into account.
- 1.6 The Council will use its powers to promote best practice in relation to the operation of licensed premises and is committed to partnership working with responsible authorities, local businesses, licensed trade, residents and others to ensure that they have a clear understanding of the legislation.
- 1.7 The Licensing Authority has had regard to the guidance issued by the Secretary of State under Section 182 of the Act when developing this statement of Licensing Policy. This Council may deviate from the guidance but will demonstrate good reasons for doing so.
- 1.8 The scope of this policy covers new applications, renewal of personal licences, transfers and variations of licences and certificates including temporary event licences. This includes the review of licences and certificates which could lead to a range of sanctions including the revocation of a licence or a certificate.

2. Purpose and Scope of the Licensing Policy

- 2.1 The Licensing Act 2003 makes it a duty for the local authority to carry out its functions under the Act with a view to promoting the four licensing objectives:
 - The prevention of crime and disorder
 - Public safety

- The prevention of public nuisance, and
- The protection of children from harm

The purpose of this Policy is to detail how this Authority will comply with that duty.

2.2 The Act regulates the following activities:

- retail sales of alcohol;
- the supply of alcohol by or on behalf of a club
- the provision of regulated entertainment
- the provision of late night refreshment.

2.3 In determining its statement of licensing policy, this Authority will have regard to the guidance issued by central government and other regulatory bodies to ensure that its actions are consistent with those nationally. To further ensure consistency the licensing authorities of Oxfordshire will meet as necessary to ensure that a consistent approach is being achieved.

2.4 Licensing decisions will be made in accordance with the current legislation, case law, relevant guidance and in accordance with this policy.

2.5 No decision will be made which undermines the right of any individual to apply under the terms of the Act for a variety of permissions and to have any such application considered on its individual merits.

2.6 Authorised persons, interested parties and responsible authorities, as defined in the Act, will have the right to make representations to the Licensing Authority on any application or seek a review of a licence or certificate where provision has been made for them to do so in the Act. This Authority recognises that in the absence of relevant representations it will grant licenses on the terms sought.

2.7 Licensing is about regulating the provision of licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Licensing Act 2003. The terms and conditions attached to various permissions will be focused on matters which are within the control of individual licensees and others granted relevant permissions. Accordingly, these matters will centre on the premises and places being used for licensable activities and the vicinity of those premises and places. This authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned. However, this Council recognises that licensing legislation is not a mechanism for the general control of anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business holding the licence, certificate or permission concerned.

2.8 The Licensing Act 2003 is not the primary mechanism for the general control of nuisance and anti- social behaviour by individuals once they are away from licensed premises and, therefore, beyond the control of the licence holder. Nonetheless, it is a key aspect of such control and licensing laws will always be part of the holistic approach to the management of the evening and night-time economy.

2.9 The objective of the licensing process is to allow for the carrying on of retail sales of

alcohol and the prevention of public nuisance, prevention of crime and disorder, public safety and protection of children from harm. This Licensing Authority wishes to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents.

- 2.10 This Licensing Authority recognises that the provision of entertainment is a major contributor to the economy of the area attracting tourists and visitors and is a source of employment.
- 2.11 This Licensing Authority will also have regard to wider considerations affecting the residential population and the amenity of any area. These include littering, fouling, noise and street crime.
- 2.12 In determining a licence application, the overriding principle adopted by the Licensing Authority will be that each application will be determined on its merits. Only mandatory conditions and conditions offered or agreed with by the applicant will be imposed except where relevant representations against an application are received. Where relevant representations are received then further additional conditions to meet the licensing objectives may be added provided they are appropriate, proportionate and reasonable and deal with the issues raised. Licence conditions will not be imposed where other regulatory regimes provide sufficient protection to the public e.g. health and safety at work and fire safety legislation.
- 2.13 In considering licensing hours this Licensing Authority will place significant emphasis on the individual merits of an application. In addition, the views of the Police and other Responsible Authorities will be important in this consideration.
- 2.14 Licensing hours will not inhibit the development of a thriving and safe evening and night-time local economy which is important for investment and employment locally and beneficial to tourism without compromising the ability to resource local services associated with the night-time economy. Providing consumers with greater choice and flexibility is an important consideration.
- 2.15 Shops and public houses will generally be permitted to sell alcohol during the hours they intend to open. Entertainment providers will be encouraged to provide a range of entertainment during their operating hours and to promote live music, dancing and theatre for the wider cultural benefit of the community. Individual applicants should address the licensing objectives in their operating schedule within the context of the nature of the location, type of premises, entertainment to be provided, operational procedures and the needs of the local community.
- 2.16 The purpose of this policy document is to assist the Licensing Authority in reaching a decision on an application, setting out those matters which will normally be taken into account. In addition, this policy document seeks to provide clarity for applicants, residents and other occupiers of property and investors, enabling them to make plans to move to, remain or invest in the area with some measure of certainty.
- 2.17 Before determining its policy for any five-year period, this Authority will undertake full consultation as prescribed by the 2003 Act.
- 2.18 The views of all of those consulted will be given appropriate weight when the policy is determined together with those of any other persons or bodies which the Authority considers appropriate to consult with. When undertaking consultation exercises, this

Authority will also have regard to cost and time.

3. Duplication

- 3.1 The enforcement of licensing legislation will at all times be distinct from other regulatory regimes such as fire safety and health and safety so far as is practicable.
- 3.2 Conditions will only be attached to premises licences and club premises certificates that are necessary for the promotion of the licensing objectives detailed in the introduction to this policy, be they mandatory conditions, conditions made against the operating schedule and/or following relevant representations. Under normal circumstances where matters are already provided for in other legislation, they cannot be considered necessary in the context of licensing law.
- 3.3 To ensure clarity of enforcement roles appropriate liaison with other enforcing authorities will take place and, where considered appropriate, joint inspections by enforcement agencies will be arranged.

4. Strategies

- 4.1 Where relevant representations are received, this Licensing Authority will attach conditions to premises licences and club premises certificates where appropriate to reflect local crime prevention strategies, for example, the provision of closed-circuit television cameras in certain premises. The need for such conditions will be considered specifically as part of the application consultation process with Thames Valley Police and more generally through Crime and Disorder Partnerships.
- 4.2 The Licensing Committee will be advised of any relevant information received either reactively or proactively indicating that this policy is having a detrimental impact on live music and dancing and other regulated activities, to ensure that broader cultural activities and entertainment are not being affected. Where indications are that there is a negative effect on such events then this policy will be reviewed in order to identify how the issues may be remedied. Advice will be sought from other relevant bodies as appropriate where such issues are identified. Every care will be taken to ensure that only necessary, proportionate and reasonable licensing conditions are applied.

5. Live Music Act

- 5.1 The Live Music Act came into force on 1st October 2012 and is designed to encourage more performances of 'live' music.
- 5.2 Where licensable activities continue to take place on premises any licence conditions relating to 'live' music will be suspended between 08:00 and 23:00, but it will be possible to impose new, or reinstate existing conditions following a review. When considering whether an activity constitutes 'the provision of regulated entertainment' each case will be treated on its own merits.

6. Objectives

6.1 Operating Schedules

Under the Licensing Act 2003 applicants are required to complete an 'operating schedule'. They are expected to have regard to the council's Statement of Licensing Policy. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives.

Each objective is of equal importance, and the four objectives will be paramount considerations for the council at all times.

It is for the applicant to decide what, if any, measures to suggest in its operating schedule in order to address any potential concerns that might arise in the promotion of the licensing objectives. Applicants are reminded that measures proposed in the operating schedules will be converted into conditions on their licence.

The Licensing Authority recommends early consultation with responsible authorities. In addition, many responsible authorities would be prepared to discuss matters on site with an applicant with a view to reaching agreement on measures to be proposed. Contact details for the responsible authorities can be found in Appendix 2.

6.2 Prevention of crime and disorder

The essential purpose of the licence or certificate is to regulate behaviour on premises and access to them where this relates to licensable activities and the licensing objectives. Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and his staff or agents. They can however directly impact on the behaviour of those under the licensee's direction when on their premises or in the immediate vicinity of the premises as they seek entry or leave.

There are a number of offences both within the Licensing Act 2003 and other legislation that relate to crime and disorder that a licensee should be familiar with. These offences stand in their own right and will not be duplicated as conditions on any licence/certificate.

Various 'Pubwatch' schemes operate in the Cherwell District which aim to counter individuals who damage property; are violent and cause disorder; or use or deal in drugs through exclusions. This Licensing Authority is supportive of such schemes and considers premises should join where it is appropriate to do so but does not consider it appropriate to make it a condition of licence to be a member.

6.3 Public safety

The public safety objective is concerned with the physical safety, including fire safety, of the people using the relevant premises and not with public health, which is dealt with in other legislation. Public safety includes the safety of performers appearing at any premises. From 1st October 2006 the Regulatory Reform (Fire Safety) Order 2005 replaced previous fire safety legislation and responsibility for complying with the order rests with the 'responsible person' who has control of premises.

The Licensing Authority is familiar with the “Safer Clubbing Guide” and its application to nightclubs and dance events. The guide contains a number of suggestions and safeguards, which appropriate premises should consider and include within their operating schedules as necessary. There are a number of other key publications that relate to public safety at entertainment events, which the Licensing Authority would recommend to applicants (see Appendix 3).

6.4 The prevention of public nuisance

The public nuisance objective is designed to deal with the impacts of licensable activities at specific premises on persons living and working (including doing business) in the vicinity that is disproportionate and unreasonable. The main issues for concern will be noise nuisance, light pollution, noxious smells and litter.

The provision of welfare facilities such as toilets within licensed premises is relevant to the prevention of public nuisance. Adequate welfare provisions may prevent nuisance activities taking place within the street, such as urination. Licensees should therefore ensure that adequate facilities are provided within the premises and include these details within their operating schedule.

Public nuisance is not defined within the Act but is given a broad common law definition. The prevention of public nuisance could therefore include low-level nuisance perhaps affecting a few people living locally as well as major disturbances affecting the whole community. This may also include in appropriate circumstances the reduction of the living and working amenity and environment of interested parties (as defined) in the vicinity of the licensed premises.

This Licensing Authority will have regard to the powers available within the Anti-Social Behaviour Crime and Policing Act 2014. This provides that if noise from licensed premises is causing a public nuisance the local authority has powers to issue a closure order for up to 24 hours. This compliments the police powers under Part 8 of the 2003 Act.

6.5 The protection of children from harm

The Act has tightened up on the controls relating to the sale and supply of alcohol to children with new and further principle offences contained within the Act itself. However, the intention of the Act is to make licensed premises accessible to families and only limit access to children where it is necessary in order to prevent physical, moral or psychological harm to them. This would include the protection of children from too early an exposure to strong language, sexual expletives, violence or frightening images, for example, in the context of film exhibitions, or where adult entertainment is provided.

When deciding where restrictions should be imposed, this Licensing Authority will examine the individual merits of each application and only impose conditions where the circumstances justify them.

Aspects of an application that would be likely to raise concerns in relation to access by children would include:

- Where entertainment or services of an adult or sexual nature are commonly provided;
- Where there have been convictions of members of the current staff at the

- premises for serving alcohol to minors or with a reputation for underage drinking;
- With a known association with drug taking or dealing;
- Where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines); and
- Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

It is not possible to provide an exhaustive list of the entertainment or services that are of an adult or sexual nature, therefore a common sense approach will be taken to interpretation. However, such entertainment or services would also include entertainment involving strong and offensive language.

Where conditions are required for the prevention of harm to children, a range of alternatives will be considered as methods for limiting access. These could include:

- Limitations on hours when children may be present;
- Limitations of the presence of children under certain ages when particular specified activities are taking place;
- Limitations on the parts of the premises to which children might be given access;
- Age limitations (below 18);
- Requirements for accompanying adults (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
- Full exclusion of those people under 18 from the premises when any licensable activities are taking place.

This Licensing Authority, Oxfordshire County Council Trading Standards Service and Thames Valley Police take a very serious view of the persistent and illegal sale of alcohol and other age-restricted goods to children. Together with Trading Standards, this Licensing Authority will continue to seek to ensure that illegal sales of alcohol and other age-restricted goods are reduced and ultimately eradicated.

The sale of alcohol to minors (under 18 years of age) is a criminal offence and Trading Standards Service has over time, worked to advise the off-licence trade on how to set up systems to avoid sales taking place.

The Licensing Authority will maintain close contact with the police, young offender's team and Trading Standards officers regarding unlawful activities and share actions and intelligence where appropriate.

7. The Licensing Authority as a Responsible Authority

7.1 This Licensing Authority acknowledges that it is now included in the list of responsible authorities. The 2003 Act does not require responsible authorities to make representations about applications for the grant of premises licences or to take any other steps in respect of different licensing processes. Therefore, it is for this Licensing Authority to determine when it considers it appropriate to act in its capacity as a responsible authority.

7.2 This Licensing authority will not normally act as a responsible authority on behalf of other parties (for example, local residents, local councillors or community groups) although there are occasions where the authority may decide to do so. Such parties

can make relevant representations to the Licensing Authority in their own right, and it is reasonable for this licensing authority to expect them to make representations themselves where they are reasonably able to do so. However, if these parties have failed to take action and this licensing authority is aware of relevant grounds to make a representation, a choice may be made to act in its capacity as responsible authority.

- 7.3 This Licensing Authority expects that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other responsible authority. For example, the police should make representations where the representations are based on concerns about crime and disorder. Likewise, it is reasonable to expect the local authority exercising environmental health functions to make representations where there are concerns about noise nuisance.
- 7.4 The 2003 Act enables licensing authorities to act as responsible authorities as a means of early intervention and may do so where the authority considers it appropriate without having to wait for representations from other responsible authorities.
- 7.5 In cases where this Licensing Authority is also acting as responsible authority in relation to the same process, there will be a separation of responsibilities within the authority to ensure procedural fairness and eliminate conflicts of interest. In such cases licensing determinations will be made by the licensing committee or sub-committee comprising elected members of the authority (although they are advised by a licensing officer). Therefore, a separation is achieved by allocating distinct functions (i.e. those of licensing authority and responsible authority) to different officials within the authority.
- 7.6 Accordingly, the officer advising the licensing committee (i.e. the authority acting in its capacity as the licensing authority) will be a different person from the officer who is acting for the responsible authority. The officer acting for the responsible authority will not be involved in the licensing decision process and will not discuss the merits of the case with those involved in making the determination by the licensing authority. Communication between these officers in relation to the case will remain professional and consistent with communication with other responsible authorities.

8. Public Health as a Responsible Authority

- 8.1 The inclusion of the local Director of Public Health (DPH) as a responsible authority under the Act, enables health bodies to have a say in alcohol licensing.
- 8.2 This Licensing Authority acknowledges that the DPH will be useful in providing evidence of alcohol-related health harms when there is a revision of policy particularly in relation to cumulative impact policies or early morning restriction orders.
- 8.3 The DPH will also be useful in providing evidence such as alcohol-related A & E admissions or ambulance service data that might be directly relevant to an application under the Act.

9. Responsible Authorities

- 9.1 Thames Valley Police (Licensing)
- 9.2 Oxfordshire Fire and Rescue Service

- 9.3 Trading Standards
- 9.4 Regulatory Services and Community Safety (Environmental Health)
 - Environmental Protection
 - Health Protection
 - Community Safety
- 9.5 Planning Authority
- 9.6 Oxfordshire County Council Public Health

See Appendix 2 for contact details.

10. Planning

- 10.1 This Licensing Authority acknowledges that there must be proper separation of the planning and licensing regimes to avoid duplication and inefficiency. Licensing applications should not be a re-run of the planning application and should not cut across decisions taken by the local authority Planning Committee or following appeals against decisions taken by that committee.
- 10.2 The Licensing Committee may provide reports to the Planning Committee on the situation regarding licensed premises in the area to ensure proper integration, including the general impact of alcohol related crime and disorder, to provide background information to any planning applications for potential licensed premises under consideration.
- 10.3 The Planning Authority also has a duty to consider matters of crime and disorder at this stage. This will enable the planning committee to have regard to such matters when taking its decisions and avoid any unnecessary overlap.
- 10.4 Applications for premises licences for permanent commercial premises should normally be from businesses with planning consent for the property concerned. However, applications for licences may be made before any relevant planning permission has been sought or granted by the planning authority. There is no legal basis for this Licensing Authority to refuse a licence application because it does not have planning permission,
- 10.5 The strength of planning policies is that there is an obligation both on the council, as local planning authority, and the decision maker on any appeal to give considerable weight to them. This helps ensure consistency in the decision making process.

11. Licensing Hours

- 11.1 Consideration will always be given to the individual merits of an application in line with the four licensing objectives and any relevant representations. This Licensing Authority recognises that longer licensing hours with regard to the sale of alcohol need to be managed effectively to ensure that the concentrations of customers leaving premises simultaneously are avoided. This is necessary to reduce the friction at late night fast food outlets, taxi ranks and other sources of transport, which may lead to disorder and disturbance.
- 11.2 However, when issuing a licence with hours beyond 23.00 hours, higher standards may be expected to be included in Operating Schedules to address the Licensing

Objectives especially premises which are situated near to residential properties.

- 11.3 In considering licence applications, where relevant representations are made, this Licensing Authority will consider the adequacy of measures proposed to deal with the potential for public nuisance and/or public disorder having regard to all the circumstances of the case.
- 11.4 Where relevant representations are made, this Licensing Authority will demand stricter conditions with regard to noise control in areas that have denser residential accommodation, but this will not limit opening hours without regard for the individual merits of any application. This authority will consider each application and work with the parties concerned to ensure that adequate noise control measures are in place.
- 11.5 In general terms, this Licensing Authority supports the view that, with regard to shops, stores and supermarkets, they should be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are very good reasons for restricting those hours. For example, a limitation may be appropriate following police representations in the case of isolated shops known to be a focus of disorder and disturbance.

12. Temporary Event Notices

- 12.1 The most important aspect of the system of permitted temporary activities is that no permission as such is required for these events from the Council. The system involves the notification of an event to the Licensing Authority, Environmental Health and Thames Valley Police, subject to fulfilling certain conditions.
- 12.2 As many users giving TEN's will not have commercial backgrounds or ready access to legal advice, the Licensing Authority will ensure that guidance is clear and understandable and will aim to keep arrangements manageable and user friendly for these groups.
- 12.3 The Licensing Authority recommends that at least 28 days and no more than three months' notice be given to hold such events to help organisers plan their events safely. A longer period than this may mean that all relevant details are not available, and any lesser time may mean that the planning may be rushed; this may increase the likelihood of Thames Valley Police objecting.
- 12.4 The Licensing Authority will also remind notice givers of relevant offences under licensing law, including:
 - the sale of alcohol to minors,
 - the sale of alcohol to a person who is drunk,
- 12.5 The Licensing Authority will also advise notice givers of the police powers to close down an event with no notice on grounds of disorder or because of public nuisance caused by noise emanating from the premises. Where the application is not within the parameters described in the legislation, the Licensing Authority will issue a Counter Notice to the person giving the TEN.
- 12.6 The Licensing Authority would encourage event organisers not to rely on giving the minimum amount of notice given the possibility of police intervention. Event organisers are encouraged to contact local Thames Valley Police Licensing Officers

as early as possible about their proposed event(s).

13. Sexual Entertainment

- 13.1 This Licensing Authority has adopted a policy in relation sexual entertainment venues under the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009. With reference to this related policy standard conditions are attached to such licences and where there are similar conditions in the two regimes, the more onerous apply.
- 13.2 This Licensing Authority acknowledges there is an exemption under the Local Government (Miscellaneous Provisions) Act 1982 that allows premises to provide sexual entertainment no more than 11 times per year and no more frequently than monthly,

14. Cumulative Impact and Special Policies

- 14.1 Commercial demand for additional licensed premises is not a matter for this Licensing Authority or its Statement of Policy but a matter for planning committees and for the market. On the other hand, the cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for the Licensing Committee.
- 14.2 Conditions may only relate to matters that the licensee can be expected to control. These are likely to relate to the premises themselves and the immediate vicinity. Where the number, type and density of premises selling alcohol are unusual, serious problems of nuisance and disorder can sometimes arise or begin to arise outside or some distance from the licensed premises. This has been described as the cumulative effect of the increasing capacity of all premises taken together and is outside of the control of licence conditions. There may be circumstances where this Licensing Authority receives relevant representations from a responsible authority or interested party that the cumulative effect of new licences is leading to an area becoming saturated with premises, making it a focal point for large groups of people to gather and circulate, away from the licensed premises themselves. This might be creating exceptional problems of disorder and nuisance over and above the impact from the individual premises. In such circumstances this Licensing Authority may consider the question of whether the granting of any further premises licences or club premises certificates would undermine one of the licensing objectives. The Licensing Act 2003 allows for this, so long as cumulative impact is addressed in the context of the individual merits of any application. However, this Licensing Authority will not impose quotas that restrict the consideration of any application on its individual merits or which seek to impose limitations on trading hours in particular areas, either formally or informally.
- 14.3 However, it may be necessary for this Licensing Authority to adopt a special policy of refusing new licences because the area is already saturated with certain types of licensed premises. In such circumstances this policy is not absolute and will still allow for the circumstances of each application to be considered properly and for licences which are unlikely to add significantly to saturation to be approved provided all other requirements are met.
- 14.4 In deciding whether to adopt such a policy, the licensing authority will have regard to:
- Identification of serious and chronic concern about crime and disorder or public

nuisance;

- Consideration of whether it can be demonstrated that crime and disorder and nuisance are arising and are caused by the customers of licensed premises and if so identify the area from which problems are arising and the boundaries of that area; or that the risk factors are such that the area is reaching a point when a cumulative impact is imminent;
- Consultation with those persons and bodies identified in Section 5(3) of the 2003 Act.

14.5 Where this process identifies such a need, this Licensing Authority will consider adoption of a special policy relating to future licence applications from that area. Reference to any such special policy will be made in the Licensing Policy Statement and the special policy will be published as part of the statement of licensing policy.

14.6 A special policy cannot be used to set a terminal hour for premises in the identified area.

14.7 This Licensing Authority has duties under Section 17 of the Crime and Disorder Act 1998 to do all that it can to prevent crime and disorder in its locality and to promote the licensing objectives in the Licensing Act 2003.

14.8 In considering representations relating to an application, this Licensing Authority will have regard to the impact on the promotion of the licensing objectives in the area. In any representations, the onus will be on the objector to lay an evidentiary base for the assertion that the addition of the premises in question would produce the cumulative impact claimed. The impact can be expected to be different for premises with different styles and characteristics.

14.9 Any special policy adopted by this Licensing Authority will be reviewed regularly to assess whether it has had the effect intended, whether it is needed any longer or whether it needs extending.

14.10 A special policy on cumulative impact will not be used as grounds for removing a licence when representations are received about problems with an existing licensed premise. Nor can it justify rejecting variations to a licence except where those variations are directly relevant to the policy (as would be the case with an amendment significantly to increase the capacity limits of a premises).

14.11 This Licensing Authority will not adopt quotas which pre-determine the individual merits of any application even in respect of premises selling alcohol for consumption on those premises as they have no regard to the individual characteristics of the premises concerned. Public houses, nightclubs, restaurants, hotels, theatres, concert halls and cinemas all sell alcohol, serve food and provide entertainment but with contrasting styles and characteristics. Proper regard will be given to those differences and the differing impact they will have on the local community.

14.12 This authority recognises that once away from these premises, only a minority of consumers will behave badly and unlawfully. The licensing policy is part of a much wider strategy for addressing these problems. Other mechanisms which may be used to deal with such issues which fall outside of the scope of this licensing policy include:

- planning controls;
- positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of

the local authority;

- the provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols; powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly;
- police enforcement of the general law concerning disorder and antisocial behaviour, including the issuing of fixed penalty notices;
- the prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk;
- the confiscation of alcohol from adults and children in designated areas;
- Police powers to close instantly for up to 24 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or excessive noise emanating from the premises causing a nuisance;
- the power of the Police, other responsible authority or a local resident or business to seek a review of the licence or certificate in question.

14.13 This Licensing Authority and Thames Valley Police will continue to work closely together to ensure that these other mechanisms are used appropriately to deal with the issues of concern and where possible will supplement these with other local initiatives that similarly address these problems.

15. Early Morning Restriction Orders

- 15.1 The power for this Licensing Authority to introduce an Early Morning Restriction Order (EMRO) is specified in sections 172A to 172E of the 2003 Act which was amended by Section 119 of the Police Reform and Social Responsibility Act 2011. Regulations prescribing the requirements in relation to the process for making an early morning restriction order (EMRO) were brought in force on 31st October 2012.
- 15.2 The legislation provides this licensing authority with the discretion to restrict sales of alcohol by introducing an EMRO to tackle high levels of alcohol related crime and disorder, nuisance and anti- social behaviour. The order may be applied to the whole or part of this licensing authority's area and if relevant on specific days and at specific times. This licensing authority will be satisfied that such an order would be appropriate to promote the licensing objectives.
- 15.3 The only exemptions relating to EMROs are New Year's Eve and the provision of alcohol to residents in premises with overnight accommodation by means of mini bars and room service.
- 15.4 The decision to implement an EMRO will be evidence based and will be considered by Full Council.

16. Children

- 16.1 This Licensing Authority recognises that there will be a considerable variety of premises for which licences may be sought. These include theatres, cinemas, restaurants, concert halls, cafes, take-away food businesses and fast food outlets as well as public houses and nightclubs. In addition, subject to the licensee's discretion and any conditions included in a premises licence or club premises certificate, the Licensing Act 2003 does not prohibit unaccompanied children in licensed premises

except in the circumstances defined in Section 145 of the Act. This Licensing Authority will not limit the access of children to such premises unless it is necessary for the prevention of harm to children. No statement of policy can properly anticipate every issue of concern that could arise in respect of children with regard to individual premises and so general rules have not been included. Consideration of the individual merits of each application remains the best mechanism for judging such matters.

- 16.2 However, notwithstanding the above, this Licensing Authority considers that the following premises give rise to concern in respect of children:
- where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
 - with a known association with drug taking or dealing;
 - where there is a strong element of gambling on the premises;
 - where entertainment or services of an adult or sexual nature are commonly provided.
- 16.3 In these circumstances the Licensing Authority will consider the appropriate option for the prevention of harm to children where relevant representations are made. While complete bans on access to children are likely to be rare, there may be circumstances when no other option is considered appropriate. However, in the majority of cases where limiting the access of children to licensed premises is considered necessary, the options which will be considered are:
- Limitations on the hours when children may be present;
 - Age limitations (below 18);
 - Limitations on the exclusion of the presence of children under a certain age when specified activities are taking place;
 - Requirements for an accompanying adult;
 - Full exclusion of people under 18 from the premises when any licensable activities are taking place
- 16.4 This Licensing Authority will not impose conditions requiring that children must be admitted to any premises. Where the above restrictions are not considered necessary, access to licensed premises by children will remain a matter for the discretion of the individual licence holder or club. Where the licence holder volunteers prohibitions and restrictions and no other relevant representations are made, the volunteered prohibitions and restrictions will be made into conditions and no other conditions in relation to the presence of children will be applied.
- 16.5 Thames Valley Police and Oxfordshire County Council Trading Standards Service are jointly responsible for the enforcement of sections 146, 147, 147(a) and 147(b) of the Licensing Act 2003 (The sale of and allowing the sale of alcohol to children). Trading Standards are mainly responsible for 'off licence' premises and the Police have the main responsibility for 'on licence' premises.
- 16.6 With regard to children in premises giving film exhibitions, this Authority will impose conditions requiring that arrangements must be in place for restricting children from viewing age-restricted films or videos classified according to the recommendations of the British Board of Film Classification or the local authority itself.

- 16.7 The Portman Group operates a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks on behalf of the alcohol industry. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or older. Complaints about products under the Code are considered by an Independent Complaints Panel and the Panel's decisions are published on the Portman Group's website, in the trade press and in an annual report. If a product's packaging or point-of-sale advertising is found to be in breach of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until the decision has been complied with. The Code is an important weapon in protecting children from harm because it addresses the naming, marketing and promotion of alcohol products sold in licensed premises in a manner which may appeal to or attract minors. A copy of the Code can be found at www.portman-group.org.uk.
- 16.8 In the case of premises giving film exhibitions, this Licensing Authority will expect licensees or clubs to include in their operating schedules arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification or the licensing authority itself. The 2003 Act also provides that it is mandatory for a condition to be included in all premises licences and club premises certificates authorising the exhibition of films for the admission of children to be restricted in accordance with the recommendations given to films either by a body designated under section 4 of the Video Recordings Act 1984 (the British Board of Film Classification is the only body which has been so designated) or by the licensing authority itself. This Licensing Authority will expect Licensees to demonstrate the controls they have in place for the showing of recordings which have no age classification.
- 16.9 The Licensing Authority expects licence holders and applicants for new licences to be aware of the possibility of exploitation including child sexual exploitation and child criminal exploitation taking place in or around licensed premises. Licence holders are expected to adopt suitable protective measures to assist in the detection and reporting of incidents of this kind. These may include staff training and management procedures to include monitoring and reporting. Child sexual exploitation is a type of sexual abuse. When a child is exploited, they are given things like gifts, drugs, money and affection in exchange for performing sexual activities. Child criminal exploitation is child abuse where children are manipulated and coerced into committing crimes, for example carrying drugs for gangs.
- 16.10 The policy aims to work alongside the principles set out by the Oxfordshire Safeguarding Children Board at www.oscb.org.uk/.

17. Conditions

- 17.1 A key concept underscoring the Licensing Act 2003 is for conditions to be attached to licences and certificates that are tailored to the individual style and characteristics of the premises and events concerned. Conditions may only be applied following the receipt of relevant representations where they have been agreed by all parties concerned or have been applied by the Licensing Committee. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions.

17.2 This Licensing Authority agrees that any condition imposed must be:

- clear;
- enforceable;
- evidenced;
- proportionate;
- relevant; and be expressed in plain language capable of being understood

17.3 This authority will therefore avoid the general application of standardised conditions to licences and certificates.

17.4 However, to ensure consistency, when it is necessary to apply conditions, this authority will draw from pools of model conditions where available, from which appropriate and proportionate conditions may be drawn in particular circumstances to suit individual cases. The model conditions will cover the following: -

- Crime and disorder
- Public safety
- Public nuisance
- Protection of children from harm

18. Reviews

18.1 The Licensing Act 2003 makes provision for the Review of premises licenses where problems associated with crime and disorder, public safety, public nuisance or the protection of children from harm are occurring.

18.2 At any stage following the grant of a premises licence or club premises certificate, a responsible authority or an interested party (such as a resident living in the vicinity of the premises), may request this Licensing Authority review the licence because of a matter arising at the premises in connection with any of the four licensing objectives.

18.3 A review of a premises licence will follow any action by Thames Valley Police exercising powers to close licensed premises under Section 161 of the Licensing Act 2003 on grounds of disorder or noise nuisance as a result of a Magistrates' Courts' determination sent to the Licensing Authority.

18.4 In all cases, the representation must relate to a premise for which a licence is in force and must be relevant to the promotion of the licensing objectives. Representations must be made in writing and may be amplified at the subsequent review or may stand in their own right. Additional representations, which do not amount to an amplification of the original representation, may not be heard at the hearing.

18.5 Where the request for a review originates from an interested party e.g. a local resident or residents' association, this Licensing Authority will first consider whether the complaint made is relevant, vexatious, frivolous or repetitious.

18.6 A repetitious complaint is one that is identical or substantially similar to:

- a ground for review made in respect of the same premises licence which has already been determined; or
- representations considered by the Licensing Authority when the premises licence

was granted; or

- representations which would have been made when the application for the premises licence was first made and which were excluded then by reason of the prior issue of a provisional statement; and
- in addition to the above grounds, a reasonable interval has not elapsed since that earlier review or the grant of a licence.

18.7 This Licensing Authority recognises the need to prevent attempts to review licences, following the failure of representations on earlier occasions. The Licensing Authority will judge what is to be regarded as a reasonable interval in these circumstances. This Licensing Authority has regard to the recommendation in the guidance that more than one review originating from an interested party should not be permitted within a period of 12 months on similar grounds except in compelling circumstances or where it arises following a Closure Order.

18.8 This Licensing Authority also recognises that the promotion of the licensing objectives relies heavily on a partnership approach. The Council would encourage authorised persons and responsible authorities to give licence holders warning of their concerns about problems identified at premises and of the need for improvement. This Licensing Authority will advise licence holders that a failure to respond to such a warning may lead to a responsible authority requesting a Review.

18.9 This Licensing Authority will hold a hearing following a request for a Review from a responsible authority, interested party or after closure procedures described earlier. This Licensing Authority will make the licence holder fully aware of the representations received together with supporting evidence in order for the licence holder or his legal representatives to be able to prepare a response.

18.10 In determining a Review, this authority has a range of powers it may exercise where it considers them necessary for the promotion of the licensing objectives:

- no action necessary as no steps required to promote the licensing objectives;
- issuing an informal warning to the licence holder and/or to recommend improvement within a particular period of time. This Licensing Authority regards such warnings as important mechanisms for ensuring that the licensing objectives are effectively promoted, and any warning issued will be in writing to the licence holder.
- to modify the conditions of the premises licence (including adding new conditions, altering/omitting an existing condition);
- excluding a licensable activity from the licence;
- remove the designated premises supervisor,
- suspend the licence for a period of three months;
- to revoke the licence.

18.11 This Licensing Authority in determining what action to take will seek to establish the causes of concern and any action taken will be directed at these causes. Any action taken to promote the licensing objectives will be necessary and proportionate.

19. Minor Variations

19.1 The purpose of the minor variation process is to save time, money and regulatory

resources by allowing small variations that could not impair the promotion of the licensing objectives to be made to premises licences and club premises certificates through a simplified and less costly procedure. Under this process, the applicant is not required to advertise the variation in a newspaper or copy it to Responsible Authorities. However, they must display it on a white notice at the premises. The notice must be displayed for a period of 10 working days starting on the working day after the minor variation application was given to the Licensing Authority.

19.2 The holder of a premises licence or a club premises certificate can apply to the licensing authority for a minor variation to the licence or the certificate using the prescribed form. In determining an application this licensing authority will consult such of the Responsible Authorities as it considers appropriate.

19.3 This Licensing Authority will take into account any relevant representations made concerning the application by Responsible Authorities or by an interested party, Relevant representations must be about the **likely effect** of the grant of the application on the promotion of the licensing objectives. This Licensing Authority will grant an application only if it considers that none of the variations proposed in the application could have an adverse effect on the promotion of any of the licensing objectives. In any other case the authority must reject the application. There is no right to a hearing in this process.

19.4 An application may not be made under the minor variation provision if the effect of the variations proposed in it would be to:

- extend the period for which a premises licence has effect;
- to vary substantially the premises to which a premises licence/club premises certificate relates;
- to specify (in a premises licence) an individual as the Designated Premises Supervisor (DPS);
- to authorise the sale or supply of alcohol or to authorise the sale by retail or supply of alcohol at any time between 11pm and 7am or increase in the amount of time on any day during which alcohol may be sold by retail or otherwise supplied; or
- to disapply the mandatory conditions concerning the supervision of alcohol sales by a personal licence holder and the need for a Designated Premises Supervisor who holds a personal licence at a community premises.

19.5 If an application is refused, the Authority must notify the applicant in writing, giving its reasons for the refusal. The Authority is required to reach its determination within a period of fifteen (15) working days starting on the first working day after the authority receives the application, otherwise the application is rejected, and the Authority must return the application fee.

19.6 Minor variations will generally fall into four categories:

- minor changes to the structure or layout of a premises;
- small adjustments to licensing hours;
- the removal of out of date, irrelevant or unenforceable conditions or volunteered conditions;
- the addition of certain licensable activities.

20. Enforcement

20.1 This Licensing Authority will establish protocols and have regular liaison with the local

police, fire & rescue service, trading standards, other County local authorities and other agencies on enforcement issues. This will provide for a more efficient deployment of local authority staff and police officers who are commonly engaged in enforcing licensing law and the inspection of licensed premises. There will also be regular liaison with other enforcement authorities.

- 20.2 In particular, these protocols will provide for the targeting of agreed problem and high-risk premises which require greater attention, while providing a lighter touch in respect of low risk premises which are well run. The limited validity of public entertainment, theatre, cinema and late-night refreshment house licences has in the past led to a culture of annual inspections regardless of whether such inspections are necessary. The Licensing Act 2003 does not require inspections to take place save at the discretion of those charged with this role. The principle of risk assessment and targeting will prevail, and inspections will not be undertaken routinely but when and if they are judged necessary. This should ensure that resources are more effectively concentrated on problem premises.

21. Licence Suspensions

- 21.1 This is a power brought as part of the amendments brought about by the Police Reform and Social Responsibility Act 2011. This Licensing Authority must suspend premises licences and club premises certificates on the non-payment of annual fees. This Licensing Authority will follow the relevant guidance in issuing suspensions for non-payment.

22. Administration, Exercise and Delegation of Functions

- 22.1 The Powers of the Licensing Authority under the Act may be carried out by the Licensing Committee, by a Sub-Committee or by one or more Officers acting under delegated authority.
- 22.2 Many of the licensing procedures will be largely administrative with no perceived areas of contention. In the interests of efficiency and effectiveness officers will generally carry out these duties.
- 22.3 On applications where there are relevant representations these will be dealt with by a Committee or sub-committee of the Licensing Authority, as will any application for review of a licence.
- 22.4 This Licensing Authority will expect applicants to address the licensing objectives in their Operating Schedule having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of the local community.
- 22.5 Applicants will be encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies and to have taken these into account, where appropriate, when formulating their Operating Schedule.
- 22.6 The 2003 Act provides that decisions and functions may be taken or carried out by licensing committees or delegated to sub-committees or in appropriate cases, to officials supporting the Licensing Authority. In the interests of speed, efficiency and

cost-effectiveness, as many of the decisions and functions will be purely administrative in nature, functions will be delegated to the appropriate level within the organisation where possible. See Annex 1.

- 22.7 Where applications are non-contentious, for example, no representations to the grant of a premises licence are received, applications will be delegated to officers in order to speed matters through the system. Any such matters passed in this way will then be listed for comment at the next Committee meeting. The Committee will not have the opportunity to reverse officers' decisions

23. Advice and Guidance

- 23.1 Advice can be obtained by contacting Licensing at Cherwell District Council. We will advise on the types of licence needed and can be contacted in the following ways: -

Website <http://www.cherwell.gov.uk/licensing.htm>

Email: licensing@cherwell-dc.gov.uk

Telephone: 01295 753744

In person or writing to:

Licensing Team,
Cherwell District
Council Bodicote
House Bodicote
Banbury
Oxfordshire OX15 4AA

24. Equal Opportunities

- 24.1 Over the last four decades, discrimination legislation has played an important role in helping to make Britain a more equal society. However, the legislation was complex and, despite the progress that has been made, inequality and discrimination persist and progress on some issues has been stubbornly slow.
- 24.2 The Equality Act 2010 provides a new cross-cutting legislative framework to protect the rights of individuals and advance equality of opportunity for all; to update, simplify and strengthen the previous legislation; and to deliver a simple, modern and accessible framework of discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.
- 24.3 In implementing the Licensing Act 2003, associated legislation and guidance, this Licensing Authority is committed to ensuring that the obligations and duties within this legislation are met.

25. Review of the Policy

- 25.1 This licensing policy will be formally reviewed and published every five years (section 5 Licensing Act 2003). This review of the policy will be subject to the consultation

process. Section 5(4) of the Act provides that the licensing authority must keep its policy under review during each five year period and make appropriate revisions. Again, any revisions must be subject to consultation.

25.2 Where a special policy relating to cumulative impact or early morning restriction orders is being adopted this will be reviewed regularly at least every five years, to assess whether it is needed any longer, or indeed needs expanding. Any cumulative impact policy will also be reviewed to ensure that it has had the intended effect. There will be on-going dialogue and consultation with local residents to consider whether any area is nearing the point where the concentration of premises has a cumulative impact.

25.3 This Licensing Authority will consider the most appropriate time to refresh policies, with a view to balancing businesses' need to be kept advised of changes with the additional burden that responding to frequent consultations can bring.

26. Late night levy

26.1 The legislative provisions relating to the late-night levy are not part of the Licensing Act 2003 but are contained in Sections 125 to 139 of the Police Reform and Social Responsibility Act 2011. The provisions came into force on 31st October 2012.

26.2 Regulations have been brought into force setting out the way in which the levy must be applied and administered, and arrangements for expenses, exemptions and reductions. Guidance has also been introduced in relation to:

- implementing the levy and the consultation process
- the design of the levy
- exemptions from the levy
- reductions in levy charges
- how revenue raised from the levy may be spent the levy charges
- the levy collection process

26.3 Regarding exemptions, this licensing authority retains discretion whether to exempt certain premises or not but only for those types of premises set out in paragraphs 1.24 to 1.31 of the guidance on the Late-Night Levy.

26.4 This Licensing Authority also has the discretion whether to reduce the amount of the levy by 30% for premises which participate in business-led best practice schemes.

26.5 Any revenue from a levy will be split between this licensing authority and Thames Valley Police, with at least 70% of the 'net' levy (after expenses) paid to the Police. A formal service level agreement will be established to ensure that this licensing authority and Northamptonshire Police are aware of responsibilities and undertakings, and to ensure that the use of levy funds can be clearly communicated to those businesses contributing to it.

26.6 These powers enable licensing authorities to charge a levy in relation to persons who are licensed to sell or supply alcohol late at night as a means of raising a contribution towards the costs of policing the night-time economy. Any decision to introduce, vary or cease the requirement for a levy will be made by the Full Council. Other decisions in relation to how the levy is administered may be subject to delegation.

27. Smokefree

- 27.1 Oxfordshire has signed up to creating a smoke free County by 2025.
- 27.2 When designating a smoking area outside it is important to consider who will be affected by the smoke, the possible number of persons using the area and ensuring a facility to safely dispose of lit cigarettes. Wherever possible designated smoking areas should be out of site and not on the pavement at the front of the premises.
- 27.3 Where external seating is provided at least 70% of the seating must be no smoking with clear 'no smoking' signage displayed in the designated area. Applicants should aim for a minimum 2 metre distance between non-smoking and smoking areas, wherever possible.

Appendix 1 - Delegation of functions

Matter to be dealt with	Full Committee	Sub Committee or Panel	Officers
Application for personal Licence	-	If a police objection made	If no objection made
Application for personal licence with unspent convictions	-	All cases	-
Application for premises licence/club premises certificate	-	If a relevant representation made	If no relevant representation made
Application for provisional statement	-	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	-	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	-	If a police objection	All other cases
Request to be removed as designated premises supervisor	-	-	All cases
Application for transfer of premises licence	-	If a police objection	All other cases
Applications for interim Authorities	-	If a police objection	All other cases
Application to review premises licence/club premises certificate	-	All cases	-
Decision on whether a complaint is irrelevant frivolous vexatious etc	-	-	All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	-	All cases	-
Determination of a police objection to a temporary event notice	-	All cases	-

Appendix 2 – Responsible Authority Contacts

<p>Thames Valley Police Licensing Department Thames Valley Police E Block HQ South 165 Oxford Road KIDLINGTON Oxfordshire OX5 2NX</p> <p>TEL: 0845 8505505</p> <p>Licensing@thamesvally.pnn.police.uk</p>	<p>Oxfordshire Fire and Rescue Service Oxfordshire Fire and Rescue Service Headquarters Sterling Road Kidlington Oxfordshire OX2 2DU</p> <p>TEL: 01865 897789</p> <p>Fire.service@oxfordshire.gov.uk</p>
<p>Trading Standards Oxfordshire County Council Trading Standards Service Electric Avenue Ferry Hinksey Road Off Botley Road Oxford OX2 0BY</p> <p>TEL: 0845 0510845</p> <p>Trading.standards@oxfordshire.gov.uk</p>	<p>Regulatory Services and Community Safety Cherwell District Council Bodicote House Bodicote Banbury OX15 4AA</p> <p>TEL: 01295 227990</p> <p>HPandCompliance@cherwell-dc.gov.uk</p>
<p>The Planning Authority Planning and Development Services Cherwell District Council Bodicote House Bodicote Banbury OX15 4AA</p> <p>TEL: 01295221883</p> <p>planning@cherwell-dc.gov.uk</p>	<p>Public Health Oxfordshire County Council County Hall New Road Oxford OX1 1ND</p> <p>publichealthlicensing@oxfordshire.gov.uk</p>

Appendix 3 Other policies, legislation, and guidance sources

There are a number of other local and national policies, strategies, responsibilities, and guidance documents which should be taken into account in order to complement this authority's licensing policy. In particular the policy should provide a clear indication of how the licensing authority will secure the proper integration of the licensing policy and other local policies such as the local crime prevention, planning, transport, tourism, cultural strategies and the local alcohol policy.

(i) Legislation

- Policing and Crime Act 2009
- Crime and Disorder Act 1998
- Crime and Security Act 2010
- Human Rights Act 1998
- Criminal Justice and Police Act 2001
- Private Security Industry Act 2001
- Equality Act 2010
- Anti-Social Behaviour Crime and Policing Act 2014
- Violent Crime Reduction Act 2006
- The Health Act 2006
- The Clean Neighbourhoods and Environment Act 2005
- Live Music Act 2012
- Gambling Act 2005
- Business and Planning Act 2020

Note: These and other relevant pieces of legislation can be found at www.opsi.gov.uk

(ii) Strategies and Policies

- Alcohol Strategy
- Best Bar None
- British Beer and Pub Association Partnerships Initiative
- Community Alcohol Strategy
- Community Safety Strategy
- Compliance Code
- Crime & Disorder Reduction Strategy
- Council's Enforcement Policy
- Cultural and Tourism Strategies including promotion of live music and community events
- Home Office: Selling Alcohol Responsibly: Good Practice Examples from the Alcohol Retail and Hospitality Industries
- Local Development Framework
- Local Transport Plan
- National and local PubWatch schemes
- [Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks.](#)
- Purple Flag (ATCM)
- Safer Socialising
- The Final Push – A Tobacco Control Strategy for a smokefree society in Oxfordshire 2020-2025

(iii) Guidance Documents

- [Home Office 'Practical Guide for Preventing and Dealing with Alcohol Related Problems](#)
- [Home Office Safer Clubbing Guide](#)
- [Home Office Designated Public Place Order \(DPPO\) Guidance](#)
- [Home Office s182 Guidance](#)

- LACORS/TSI Code of Practice on Test Purchasing
- The Event Safety Guide
- Licensing large scale events (music festivals etc)
- Managing Crowds Safely
- 5 Steps to Risk Assessment
- The Guide to Safety at Sports Grounds
- Safety Guidance for Street Arts, Carnivals, Processions and Large-scale Performances
- UK BIDS: Business Improvement Districts(national BIDS advisory service)
- BIS Code of Practice on Consultation
- The Plain English Campaign

(iv) Relevant case law regarding policy statements

- Limits of licensing policy:
BBPA & Others v Canterbury City Council [2005] EWHC 1318 (Admin)
- “Strict” licensing policies and exceptions to policy:
R (Westminster City Council) v Middlesex Crown Court and Chorion plc [2002] LLR 538
- Cumulative impact policies and hours
R (JD Wetherspoon plc) v Guildford Borough Council [2006] EWHC 815 (Admin)
- Duplication and conditions:
R (on the application of Bristol Council) v Bristol Magistrates’ Court [2009] EWHC 625 (Admin)
- Extra-statutory notification by the licensing authority:
R (on the application of Albert Court Residents Association and others) v Westminster City Council [2010] EWHC 393 (Admin)
- The prevention of crime and disorder: ambit of the objective
Blackpool Council, R (on the application of) v Howitt [2008]
- Crime and disorder: sanctions on review: deterrence
Bassetlaw District Council, R (on the application of) v Workshop Magistrates Court [2008]

Note: This list is not exhaustive

Appendix 4 Useful References (organisations)

Local Government Association:

<http://www.local.gov.uk/regulatory-services-and-licensing>

Association of Convenience Stores (ACS)

<http://www.acs.org.uk/>

Association of Licensed Multiple Retailers (ALMR)

Now incorporating Bar, Entertainment and Dance Association (BEDA)

<http://www.almr.org.uk/>

Association of Town Centre Managers (ACTM and Purple Flag)

<http://www.atcm.org/>

Banbury BID

<https://www.banburybid.com/>

Better Regulation Delivery Office (BRDO)

<http://www.bis.gov.uk/brdo>

British Beer and Pub Association (BBPA)

<http://www.beerandpub.com/>

British Board of Film Classification (BBFC)

<http://www.bbfc.co.uk/>

British Institute of Innkeeping (BII)

<http://www.bii.org/home>

British Retail Consortium (BRC)

http://www.brc.org.uk/brc_home.asp

Cinema Exhibitors' Association (CEA)

<http://www.cinemark.org.uk/>

Department for Culture, Media and Sport

www.culture.gov.uk

Home Office

www.homeoffice.gov.uk

Institute of Licensing (IoL)

<http://www.instituteoflicensing.org/>

Licensed Victuallers Associations (LVAs)

<http://www.flva.co.uk/>

National Association of Licensing and Enforcement Officers (NALEO)

<http://www.naleo.org.uk/>

The Portman Group

<http://www.portmangroup.org.uk/>

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Cherwell District Council

Statement of Licensing Policy – Summary of Proposed Changes

Section	Change	Notes
Contents	Table of contents updated.	To reflect the changes in the document.
2.2	New section on regulated activities.	Lists the activities regulated under the Licensing Act 2003
2.18	New section	Previously section 3.1 but moved to section 2.18.
6.1	New section on operating schedules.	To include information about the requirement to complete an operating schedule.
9	Updated	Includes a list of the responsible authorities but the contact details for each moved to Appendix 2.
16.9, 16.10	New sections	Further information added regarding child exploitation and safeguarding.
24	Deleted	This section previously listed the Appendices in the document. A list of the Appendices and page numbers has now been included in the Contents Table.
25, 26, 27	Renumbered 24, 25, 26	Renumbered as a result of the old section 24 being deleted.
27	New section on Smokefree	Information added on providing a no smoking area where external seating is provided.
Appendix 2	Updated	Now includes the contact details for the Responsible Authorities.
Appendix 3	Updated	To reflect changes to legislation, policies and guidance.

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Appendix 1

Topic and suggested by	Update	Status / Proposed action
<p>Planning Policy for the District, including the Growth Deal.</p> <p>Raised by Councillors Ian Middleton, Mike Bishop, Chris Heath and Phil Chapman</p>	<p>As previously reported, officers from Planning Policy have agreed to attend a future meeting of the Overview and Scrutiny Committee to discuss this subject.</p>	<p>Attendance will be scheduled when appropriate.</p>
<p>Digital Infrastructure/5G (to be considered at the same time as the Cherwell Industrial Strategy due to the synergies between the items)</p> <p>Raised by Councillors Tom Wallis, Bryn Williams and Former Councillor Sandra Rhodes</p>	<p>The timetable for the Cherwell Industrial Strategy is being reviewed as the focus of the Economic Development Team has been on focussed on work arising as a result of the coronavirus pandemic. The Assistant Director – Growth and Economy requested that this item be moved to the ‘items to be allocated’ section of the work programme.</p>	<p>Attendance will be scheduled when appropriate.</p>
<p>Management companies managing new housing developments – is the use of management companies rather than adoption by the Council on the rise, if so, what is the cause of this?</p> <p>Raised by Councillor Lucinda Wing</p>	<p>All available information circulated to Committee members in late 2019.</p> <p>No information has yet been received from the Member who suggested this topic.</p>	<p>Committee to decide next steps.</p>
<p>Coronavirus (Covid-19)</p> <p>Raised by the whole Committee</p>	<p>Chief Executive Yvonne Rees and Corporate Directors attended the September 2020 meeting and gave a comprehensive presentation that included</p>	<p>A further update presentation is on the agenda for this meeting.</p>

Appendix 1

	arrangements for dealing with the pandemic in Oxfordshire, Local Outbreak Control Plan, support to local businesses and supporting economic recovery.	In light of the presentation, the Committee to decide next steps.
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Overview and Scrutiny Work Programme 2020/21

Item	Description	Contact Officer
16 March 2021		
Climate Change Action Plan – Update	Policy Review: To receive update on progress against the Climate Change Action Plan which was agreed by Executive in October 2020	Ed Potter, Assistant Director Environmental Services Sam Thomas, Sustainability Project Officer
2020/21 Quarter 3 Performance, Risk & Finance Monitoring Report, and Performance Management Framework 2021 update	Performance Monitoring: Full quarterly Performance report and update regarding the performance management framework supporting the business plan 2021	Louise Tustian – Head of Insight and Corporate Programmes
Overview and Scrutiny Committee Annual Report 2020/21	The Constitution requires that the Overview and Scrutiny Committee submit an annual report to Council. This is an opportunity for the Committee to review the draft Annual Report	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
Items to be allocated		
Cherwell Industrial Strategy	Policy development: To consider and contribute to the development of the Cherwell Industrial Strategy	Robert Jolley – Assistant Director Growth and Economy
Local Plan Update	Following queries raised by the Committee – this will be scheduled at the appropriate	David Peckford, Assistant Director Planning and Development

Item	Description	Contact Officer
	time	
Management Companies Managing New Housing Developments	Query raised by the Committee about use of management companies rather than tow/parish councils taking on responsibility for green spaces. Presentation to be scheduled to advise the Committee of the council's policy	Ed Potter – Assistant Director Environmental Services / Paul Almond, Street Scene and Landscape Manager

Meeting Dates 2020/21 (All Tuesday, 6.30pm unless indicated)

2 June 2020 - cancelled; 14 July 2020; 1 September 2020; 13 October 2020; 1 December 2020; 12 January 2021; 16 March 2021

Meeting Dates 2021/22 (All Tuesday, 6.30pm unless indicated)

25 May 2021 (OSC member training, 6-7pm); 25 May 2021 (7pm); 6 July 2021; 19 October 2021; 30 November 2021; 18 January 2022; 15 March 2022

Work Programme Items:

Members are reminded of the five roles of scrutiny when considering items for the work programme:

- Performance Monitoring
- Policy Development
- Policy Review
- Holding the Executive to Account
- External Scrutiny