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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Overview and Scrutiny Committee

Date: Tuesday 16 March 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 - 10)

To confirm as a correct record the minutes of the meeting held on 12 January 2021.

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 from the Chief Executive and senior officers.

7. Monthly Performance, Risk and Finance Monitoring Report and Performance Management Framework 2021 Update (Pages 11 - 50)

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

The Head of Insight and Corporate Programmes will give a verbal update on the Performance Management Framework 2021.

The Committee will focus on the performance elements of the report. Members wishing to ask questions relating to finance or risk are encouraged to submit them in advance so that they can be passed on to the relevant officers for response.

Purpose of report

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of January 2021.

Recommendations

The meeting is recommended:

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

8. Climate Action Update

Officers from the joint Climate Action Team will give an update presentation on work carried out to date.

Members may wish to read the [Climate Action Framework](#) and latest [Greenhouse Gas report](#) in advance of the meeting, which can be viewed via the Cherwell District Council website

9. Consideration of the Oxford to Cambridge ARC Environment principles

Report of Corporate Director – Communities.

Please note this report will be to follow

10. **Overview and Scrutiny Committee Annual Report 2020/21** (Pages 51 - 68)

Report of Director – Law and Governance

Purpose of report

This report presents the draft Overview and Scrutiny Annual Report for 2020/21

Recommendations

The meeting is recommended:

- 1.1 To consider and provide feedback on the draft Overview and Scrutiny Committee Annual report for 2020/21
- 1.2 To delegate authority to the Director – Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report following the final meeting of the municipal year, prior to its submission to Council.

11. **Work Programme 2021-22** (Pages 69 - 78)

Democratic and Elections Officers will go through the list of subjects raised at previous Committee meetings, to seek Committee's views on which subjects to carry over to the new Municipal Year (appendix 1, attached).

The Committee to consider the indicative work programme for the 2021-2022 Municipal Year (appendix 2, attached).

Following queries raised at the last meeting of the Committee in relation to the consultation process for Licensing applications, the Assistant Director - Regulatory Services and Community Safety has provided an explanatory briefing note (appendix 3, 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 8 March 2021

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Virtual meeting, on 12 January 2021 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 Ian Middleton
Councillor Perran Moon
Councillor Les Sibley
Councillor Douglas Webb
Councillor Bryn Williams

Also Present:

Councillor Barry Wood – Leader of the Council

Apologies for absence:

Councillor Tony Mepham

Officers:

Yvonne Rees, Chief Executive
Ansaf Azhar, Corporate Director of Public Health & Wellbeing
Stephen Chandler, Corporate Director Adults & Housing Services
Kevin Gordon, Corporate Director of Children's Services
Steve Jordan, Corporate Director Commercial Development, Assets & Investment
Claire Taylor, Corporate Director Customers and Organisational Development
Anita Bradley, Director Law and Governance & Monitoring Officer
Gillian Douglas, Assistant Director: Social Care Commissioning and Housing
Nicola Riley, Assistant Director: Wellbeing
Richard Webb, Assistant Director: Regulatory Services and Community Safety
Belinda Green, Operations Director - CSN Resources
Louise Tustian, Head of Insight and Corporate Programmes
Frances Evans, Housing Strategy and Development Team Leader
Celia Prado-Teeling, Performance Team Leader
Natasha Clark, Governance and Elections Manager
Emma Faulkner, Democratic and Elections Officer

34 **Declarations of Interest**

There were no declarations of interest.

35 **Minutes**

The Minutes of the meeting of the Committee held on 1 December 2020 were confirmed as a correct record, to be signed by the Chairman in due course.

36 **Chairman's Announcements**

The Chairman welcomed Anita Bradley, Director of Law and Governance and Monitoring Officer, to her first meeting of the Committee.

37 **Urgent Business**

There were no items of urgent business.

38 **Covid-19 Update**

The Committee received a comprehensive presentation from the Chief Executive and Directors, providing an update on the Council's response to the ongoing Covid-19 pandemic.

In introducing the presentation the Chief Executive explained that it would cover two aspects, the ongoing situation in Oxfordshire and specifically Cherwell in relation to the number of cases, as well as detailing the latest work by officers in responding to the pandemic.

The presentation covered the latest data and health statistics, including the spread of the new variant that had been identified in December 2020, and daily cases both on a County level and on a district-by-district basis; compliance, and work being undertaken by the regulatory teams to ensure the various duties and requirements were being met; the situation with schools and the availability of key worker spaces; wellbeing services, including the shielding support team and food insecurity assistance; and an update on the grants available to local businesses, and individuals who had been required to self isolate under the Test and Trace scheme.

In response to questions from the Committee the Corporate Director Adults and Housing Services explained that hospitals in the County were coping well with Covid-19 related admissions. The number of Covid patients had increased 100% from the levels seen at Christmas, but the flow of patients into hospitals was being managed well.

The Committee thanked officers for another comprehensive presentation, and requested a further update in March 2021.

Resolved

- (1) That the comprehensive verbal update be noted.
- (2) That a further update be scheduled for the March 2021 meeting of the Committee.

39 **Monthly Performance, Risk and Finance Monitoring Report**

The Committee considered a report from the Director of Finance and the Head of Insight and Corporate Programmes that summarised the Council's Performance, Risk and Finance monitoring position as at the end of October 2020.

Of the 39 Business Plan Measures, 33 had been reporting green, four reporting amber and one reporting as red. One measure had been removed from the indicators completely, 'High risk food businesses inspected', as the Food Standards Agency had made changes to the national food law in response to Covid-19.

With regards to the risk register, the Head of Insight and Corporate Programmes advised the Committee that two risk scores relating to Covid had changed, Covid 19 Business Continuity had increased to high risk, and post Covid 19 recovery had increased to medium risk.

Resolved

- (1) That the performance aspects of the monthly Performance, Risk and Finance Monitoring report for October 2020 be noted.

40 **Business Plan 2021**

The Committee received a verbal update from the Head of Insight and Corporate Programmes regarding the Business Plan for 2021.

The Head of Insight and Corporate Programmes explained that the proposed Business Plan changes had been included in the consultation process for the 2021/2022 Budget.

The four existing strategic priorities – housing that meets your needs; leading on environmental sustainability; an enterprising economy with strong and vibrant local centres; and healthy, resilient and engaged communities; would remain in the plan, alongside the underpinning delivery themes of customers, healthy places, partnerships and continuous improvement.

Three new delivery themes would be added, to reflect the changing local and national priorities; Covid-19 recovery; including everyone, the equalities, diversity and inclusion framework; and climate action.

The Head of Insight and Corporate Programmes explained that monitoring of indicators would continue via the Performance Management Framework.

The 'Plan on a page' approach that had been used for previous plans had been replaced by a slightly longer business plan document, which included a foreword from the Leader of the Council and details of Council funding sources.

The Committee commented that they were pleased to see the including everyone policy coming through in various aspects of work across the Council.

Resolved

- (1) That the verbal update be noted.

41

Draft Homelessness and Rough Sleeping Strategy 2021-2026

The Committee considered a report and presentation from the Assistant Director – Housing and Social Care Commissioning, which detailed the draft Homelessness and Rough Sleeping Strategy for 2021-2026 and the associated action plan.

In introducing the presentation the Assistant Director – Housing and Social Care Commissioning explained that the current Homelessness Strategy had come to an end. As a housing authority it was a statutory requirement for the Council to have a Homelessness Strategy. The proposed new strategy would cover a period of five years, however the Assistant Director – Housing and Social Care Commissioning clarified that the strategy would be kept under review during that time.

The Housing Strategy and Development Team Leader gave an overview of the proposed new strategy, which would be based on six strategic priorities rather than four as in the previous version.

The main changes included a person-centred, strengths based approach to actions and solutions; working with partners and using feedback from customers to identify up-stream prevention; working with registered providers to review the allocation scheme and accept nominations of customers who are 'tenancy supported'; and improving data capture, recording and monitoring.

The Housing Strategy and Development Team Leader then asked the Committee to consider three brief questions via the Slido online polling app. The questions were:

- i) To what extent do you agree or disagree with our vision for addressing homelessness and rough sleeping?
- ii) Please indicate to what extent you agree or disagree that the 6 priorities are the right ones to deliver our vision?
- iii) What are the important things you want to see included in the strategy?

The Housing Strategy and Development Team Leader explained that the draft strategy was out for consultation until 17 January. Feedback received during the consultation, including the comments from the Committee members who had answered the Slido poll questions, would be used to inform any amendments to the strategy, before being considered for adoption by Executive at their meeting on 1 March. All Councillors were encouraged to complete the online survey regarding the draft strategy.

In response to questions from the Committee regarding charities such as mental health specialists being pro-actively invited to respond to the consultation, the Assistant Director – Housing and Social Care Commissioning advised that such groups had been engaged in relation to the County wide strategy, due to the County Council's lead role in mental health accommodation. However they would also be invited to comment before the consultation closed.

The Committee commented that they would like to see more reference to social housing in the strategy rather than affordable housing, as there was still a need for more social housing in the district.

In response to a request from Councillor Perran Moon, the Leader of the Council confirmed that he would be happy to explore the potential of housing co-operatives across the district.

Resolved

- (1) That the draft strategy and appendices be noted.
- (2) That Executive be advised the strategy should focus on Social Housing provision rather than Affordable Housing.
- (3) That the Executive be requested to explore the potential of housing co-operatives.

42

(Draft) Statement of Licensing Policy

The Committee considered a report from the Assistant Director – Regulatory Services and Community Safety that detailed a revised Statement of Licensing Policy.

The Assistant Director – Regulatory Services and Community Safety explained that the Council was required to review the policy at least every five

years. The last review had taken place in 2015, with the revised policy taking effect from January 2016.

The proposed changes for the latest review related to policy changes around child exploitation and safeguarding, and the provision of 70% no smoking seating in external areas of licensed premises, similar to the requirements under pavement licence conditions.

A public consultation had been held between 8 December 2020 and 5 January 2021, and although some licence holders had queried how the changes would affect them, no comments had been made on the proposals.

Following questions from the Committee relating to Councillors and town/parish councils not being made aware of Licensing applications in their areas, the Assistant Director – Regulatory Services and Community Safety agreed to seek information and provide clarity regarding the advertisement and consultation process.

The Committee confirmed that they supported the proposed changes to the Licensing Policy.

Resolved

- (1) That the proposed changes to the Statement of Licensing Policy be supported.

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Work Programme 2020/21

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

As agreed during the presentation on Covid-19 earlier on the agenda, a further update would be scheduled for the March 2021 meeting.

Resolved

- (1) That, subject to the inclusion of a further Covid-19 update at the March 2021 meeting of the Committee, the work programme be noted.

The meeting ended at 9.04 pm

Chairman:

Date:

Cherwell District Council

Overview and Scrutiny Committee

16 March 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 January 2021.

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 January 2021 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 appendixes 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:

Number of people helped to live independently through use of DFG & other grants/loans is reporting Red for January and Amber for Year to Date (36 against a target of 45). The team provided help to 36 households this month; 12 by means of major adaptations and 24 by means of smaller works. The service continues to be disrupted by COVID-19 which is restricting access to clients' homes for survey and works.

Preventing homelessness - The Housing Options Team is still offering a prevention focused service, with most cases open to the service being supported to retain accommodation or secure alternative accommodation, before they reach crisis. However, there is an increase in clients presenting in crisis, dominated by single people. The funding secured, under the Next Steps Accommodation Programme grant, is being used to secure up to 17 new units of accommodation in Cherwell, for those with a history of rough sleeping or homelessness. A Cold Weather service has also been procured to provide emergency winter beds and additional support for anyone placed as a result of severe weather or COVID-19.



Homes improved through enforcement action is reporting Red for January and Red for Year to Date (7 against a target of 9). The team's interventions have resulted in 7 homes being improved through works completed this month, against a target of 9. This month's figure, again, reflects the continuing restrictions on inspections imposed because of COVID-19. The monthly average, for the year to-date, is 8.1.

Number of affordable homes delivered including CDC and Growth Deal targets is reporting Red for January and Green for Year to Date (9 against a target of 25). There were 9 affordable rented units completed in January 2021. Whilst this figure is below the monthly target for affordable housing delivery, it follows a high number of completions in the previous month (in excess of the Dec 2020 target) and keeps us on track to deliver the expected yearly outturn.

Average time taken to process Housing Benefit New Claims - The average time taken to assess new claims for benefits is 13.79 days, against our local target of 15 days and a national performance figure of 20 days. This is an improvement, on December's performance, of 14.6 days. The year to date figure is 13.13 days. This performance continues to be good despite the general impact on workloads from the COVID-19 pandemic.

Number of Housing Standards interventions is reporting Red for January and Amber for Year to Date (37 against a target of 55). We have recorded 37 interventions this month against our target of 55. Our ability to carry out, both, responsive and proactive

visits to rented properties continues to be significantly restricted by COVID-19, which reduces our ability to implement formal enforcement activity.

Average time taken to process Housing Benefit change events is reporting Amber for January and Green for Year to Date (8.14 against a target of 8). The average time taken to assess change events is slightly above target, for the month of January, at 8.14 days



against a target of 8 days. Performance has been impacted slightly during January, as a new workplan was introduced to clear some of the outstanding work. The year to date performance figure is good, at 5.32 days.

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:**



Community Nature Plan approved for future generations - The plan, which sets out aims, actions and targets relating to key council services in terms of their impact on the health of the natural environment, was reviewed by an Executive meeting of Cherwell District Council on Monday evening (4 January). The importance the environment has played in supporting people's wellbeing during the coronavirus pandemic was particularly highlighted. Cherwell's Community Nature Plan aims to enhance the natural environment for its intrinsic value; the services it provides; the health and wellbeing of people; its contribution to action on climate change and the economic prosperity that it brings.

% Waste Recycled & Composted is reporting Red for January and Green for Year to Date (48.12% against a target of 56%). Recycling rate, currently, 0.6% and up on 2019/20, which will give a recycling average rate of approximately 56%, at year end. The lower results for the month of January, as per the previous month, are due to the seasonality in the collection rates, during the winter months the percentage of garden waste is considerably smaller than the rest of the year.

Reduction of fuel consumption used by fleet is reporting Green for January and Amber for Year to Date. Slightly less fuel used during the month in comparison with this time last year, even when they're more vehicles in the road. This reduction is a result of a combination of several factors such as improved driving, due to telematics changing driver behaviour, less idling and the use of night heaters.



Protect the Built Heritage is reporting Amber for January and Year to Date. The team continues working on Conservation Area Appraisals (in Bloxham and Grimsbury) and consultation for Grimsbury is to be undertaken in due course. Also, officer reports, on

completed Conservation Area Appraisals, require finalisation. Heritage advice continues to be provided to inform Development Management decision making.

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 Business Rates collected, increasing NNDR Base is reporting Green for January and Amber for Year to Date (8.30% against a target of 7.75%). The team has achieved an in-month collection of 8.30% and accumulative collection rate of 91.19%, against a target of 93.75%. The shortfall equates to approximately £1.2m. Formal recovery action is still taking place with reminder and final notices being issued and, should debts remain unpaid, then liability orders will be granted. We are proactively chasing all outstanding balances by telephoning debtors and, during these conversations, are discussing any entitlement to a reduction in rates payable. The pandemic had a huge impact on collection rates, as this time last year we achieved a collection of 92.79%.

% of Council Tax collected, increase Council Tax Base is reporting Red for January and Amber for Year to Date (9.03% against a target of 10.75%). The team have achieved an in-month collection of 9.03% and a cumulative collection rate of 91.56%, at end of January 2021. The shortfall between what we have collected, so far, against the target equates to approximately £4.6m. The pandemic had a huge impact on Council Tax collection rates, despite our best efforts and despite issuing reminder notices, final notices, summonses and obtaining liability orders through the Magistrates Court, as well as, outbound calls. Collection rates remain lower this year, compared to same time last year, by 1.35%. During January, we issued more than 3,600 reminder notices, to increase collection rates, of which, only 1,600 reminders were paid in full. Due to limitations set down by the Magistrates Court during this pandemic, numbers of reminders and final notices have been limited to the number of cases that could be heard at the Magistrates Court.



Develop Our Town Centres - Cherwell continues to progress with early work on the 'Meanwhile in Oxfordshire' countywide partnership project, a Government-funded scheme for the refurbishment and reoccupation of vacant retail units in urban centres. Also, the team continues to provide support to Banbury BID (Business Improvement District) in the delivery of projects to support town centre vitality, whilst working closely with officer groups and external partners, during the COVID-19 pandemic, to ensure continued safety on the high streets within the district.

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:**

Winter Support Grant scheme - Cherwell District Council has been working with Oxfordshire County Council and other district councils to distribute nearly £1.4m, given to Oxfordshire by the Department for Work and Pensions in December to address food and fuel poverty. The main part of this grant has been used to make sure children in the county have access to free school meals over the school holiday periods of Christmas, February half-term and Easter. The remaining funds have been allocated to councils to offer support to households that struggling to afford food or pay their fuel bills because of the coronavirus pandemic. The distribution of the grant is being managed by the council in partnership with Citizens Advice. Cherwell has been allocated £118,000. Citizens Advice is delivering the support as part of a wider assessment of residents' needs. Support will be offered in the form of help with food and fuel costs alongside advice to ensure that residents are aware of any other help they may be able to access. The Winter Support Grant scheme launched on Monday 11 January and will close on 31 March 2021.



Number of visits/usages of District Leisure Centre is reporting Red for January and Green for Year to Date (0 against a target of 33,333). All Leisure Centres and joint use facilities were closed during January.



Winter Warmer initiative – Working in partnership with The Hill, Royal Voluntary Service centre and Age UK; the initiative will deliver a hot meal to isolated older people in Banbury and information to support them to access food and the options available locally for delivery.

Summary of Performance

3.12 The Council reports monthly on performance against 39 Business Plan Measures, 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	January	%	DoT	YTD
Green	On target	29	75%	↓	30
Amber	Slightly off target	2	5%	↑	7

Red	Off target	7	18%	↑	1
	No data	1	2%	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 & L22	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 10/02 – No changes
L02 Statutory functions	9 Low risk	↔	Risk Reviewed 17/02 – Risk owner, mitigating actions and comments updated
L04 CDC Local Plan	12 Medium risk	↔	Risk Reviewed 09/02 – No changes
L05 Business Continuity	9 Low risk	↔	Risk Reviewed 09/02 – Mitigating actions and comments updated
L07 Emergency Planning	12 Medium risk	↔	Risk Reviewed 09/02 – Comments amended
L08 Health & Safety	12 Medium risk	↔	Risk Reviewed 09/02 – Mitigating Actions updated

L09 Cyber Security	15 Medium risk	↔	Risk Reviewed 10/02 – No changes
L10 Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 03/02 – No changes
L11 Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 08/02 – Comments updated
L12 Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 11/02 – Comments updated
L14 Corporate Governance	9 Low risk	↔	Risk reviewed 04/02 – Comments updated
L15 Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 03/02 – Comments updated
L16 Joint Working	6 Low risk	↔	Risk Reviewed 15/02 – Mitigating actions and Comments updated
L17 Separation	16 High risk	↔	Risk Reviewed 09/02 – Controls, mitigating actions and comments updated
L18 Workforce Strategy	9 Low risk	↔	Risk reviewed 10/02 – No changes
L19 Covid19 Community and Customers	16 High risk	↔	Risk reviewed 04/02 – Comments updated.
L20 Covid19 Business Continuity	16 High risk	↔	Risk reviewed 09/02 – Mitigating actions updated
L21 Post Covid19 Recovery	12 Medium risk	↔	Risk reviewed 09/02 – Comments updated
L22 Elections May 2021	12 Medium risk	New	Risk reviewed 17/02 - New risk – Comments updated

During January the leadership risk had no score changes, a new risk has been added **L22 Elections May 2021** (see Appendix 3 for details).

Finance Update

3.16 The Council's forecast financial position up to the end of January shows a forecast breakeven position after assuming use of reserves of £0.143m. The £3.800m overspend related to Covid-19 costs (para 3.19), is offset by a £3.800m 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 £1.025m. This is partly driven by a £0.684m forecast overspend in Wellbeing. There is £0.465m budget available within Executive Matters to offset costs when they are incurred. In addition, loss of income from Planning Application fees and Car Park income are driving the forecast overspend in Environment and Place.

Taking this and the latest assessment of interest costs into account, there is an overall overspend of £0.518m across the services.

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

- The national lockdowns and subsequent business restrictions have a significant effect until the end of the financial year
- Car parking income will be significantly impacted as will Planning Application fee income
- Support for leisure services will continue until the end of the financial year

3.19 Applying these assumptions gives a forecast cost of Covid-19 of £7.494m 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 income of £1.621m to partially meet income losses. This reduces the net in-year Covid-19 pressure to £3.800m.

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

3.22 The Council introduced a new structure in December 2020. This report has been prepared on the basis of the new permanent structure that has been put in place.

3.23 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
Environment and Place	10.558	8.831	2.424	11.255	0.697	11.038	0.217
Customers and Org. Dev. And Resources	6.966	6.359	0.652	7.011	0.045	6.983	0.028
Adults and Housing Services	3.025	2.512	0.343	2.855	-0.170	2.975	-0.120
Public Health and Wellbeing	3.584	2.496	1.772	4.268	0.684	4.365	-0.097
Comm. Dev. Assets and Inv.	2.284	-0.250	2.302	2.052	-0.232	2.157	-0.105

Total Directorates	26.416	19.948	7.494	27.441	1.025	27.518	-0.077
Executive Matters	2.364	1.857	0.000	1.857	-0.507	1.987	-0.130
Total Cost of Services	28.780	21.805	7.494	29.298	0.518	29.505	-0.207
Total Income	-28.780	-25.604	-3.694	-29.298	-0.518	-29.102	-0.196
(Surplus)/Deficit	0.000	-3.800	3.800	-0.000	0.000	0.403	-0.403

Environment and Place

Environment and Place predict an overspend of £0.697m against a revised budget of £10.558m (6.6%).

Environment and Waste	The £0.388m overspend is mainly due to pressures in employment costs due to sickness and the requirement of agency staff cover £0.421m. Offsetting this (£0.050m) reduction in transport/contractor costs for gate & transfer fees and a reduction in tonnage of waste recycling/disposal costs. Car park, premises and supplies and services costs are expected to be higher by £0.070m. An additional (£0.053m) in income is anticipated as a result to car parks income not as low as expected in lockdown 3 and additional recycling tonnage collected due to residents working from home.
Variation £0.388m overspend	
Variance to last month's forecast -£0.011m	
	This forecast also includes a budget virement of £0.100m for the Bicester Depot Redevelopment from reserve.
Planning & Development	There is a forecast £0.309m overspend against the revised budget which has increased by £0.268m from last month. The whole movement this month is due to reforecasting planning application fee income which has been reduced and is directly related to Covid. Other movements within the
Variation	

<p>£0.309m overspend</p> <p>Variance to last month's forecast £0.268m</p>	<p>service this month have a net effect of zero. The forecast £0.309m overspend is mostly due to the £0.268m of Covid-19 related income loss and £0.094m Agency costs in Development Management. These are offset in part by salary savings of (£0.065m) across Planning Policy and Development management with the other £0.012m costs spread over the service.</p>
<p>Growth & Economy</p> <p>Variation £0.000m overspend</p> <p>Variance to last month's forecast -£0.040m</p>	<p>Growth & Economy are forecasting on target this month. This forecast assumes a carry forward request to 2021/22 of £0.033m to fund a required post is approved.</p>

Customers and Organisational Development

Customers & Organisational Development predict an overspend of £0.045m against a revised budget of £6.966m (0.6%).

<p>HR/IT/Comms/Cultural Services</p> <p>Variation -£0.130m underspend</p> <p>Variance to last month's forecast -£0.038m</p>	<p>All are on target with the exception of Land Charges which is showing a £0.130m underspend as income recovers faster than expected.</p>
<p>Finance</p> <p>Variation £0.175m overspend</p> <p>Variance to last month's forecast £0.066m</p>	<p>The January forecast for Finance predicts an overspend of £0.143m. This is mainly due to finance staffing and agency costs linked to developing capacity for the closure of accounts and anticipated additional work linked to the national lockdown.</p> <p>Revs and Bens are forecasting an overspend of £0.032m. An increase in income due to new burdens grant and DHP receipts of (£0.179m) are offset by reduction in anticipated court cost income of £0.102m, £0.079 Contractor payments and £0.030m other minor overspends including computer software/licences.</p>

The movement this month can mainly be put to the reduction in expected court cost income offset in part by savings in other areas.

Adults and Housing Services

Adults and Housing Services predict an underspend of £-0.170m against a revised budget of £3.025m, (-5.6%).

Housing & Social Care	January's underspend of £0.170m is mostly due to £0.120m additional income for the Next Steps Accommodation Programme, following a successful Government grant application for this amount. The remaining forecast underspend is made up of £0.030m saving on Growth Deal Consultants fees, £0.010m saving as a result of a new contract for the Debt and Money advice service, £0.010m saving against a storage contract.
Variation -£0.170m underspend	
Variance to last month's forecast -£0.120m	

Public Health & Wellbeing

Public Health & Wellbeing predict an overspend of £0.684m against a budget of £3.584m (19.1%).

Wellbeing	The forecast overspend of £0.684m 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. Remaining budget to cover £0.465m of this cost is held in Executive matters and will be transferred when costs are realised.
Variation £0.684m overspend	
Variance to last month's forecast -£0.087m	

Healthy Place Shaping	Healthy Place Shaping is forecasting to be on budget taking in to account a request to carry forward £50k unspent budget to a reserve to continue the funding of the Wayfinding scheme in 2021/22 due to Covid delays
Variation £0.000m overspend	
Variance to last month's forecast -£0.010m	

Commercial Development, Assets and Investments

Comm. Dev. Assets and Invests. predicts an underspend of £0.232m against a revised budget of £2.284m (-10.2%).

Property	Property are forecasting a (£0.220m) underspend against the revised budget. This is made up of Castle Quay shopping centre forecasting an under recovery of commercial income of £0.300m as a result of the current economic climate but conversely there is a saving of £0.178m on professional fees resulting in a net overspend of £0.122m. Offsetting this is a more favourable recovery of rental income from other CDC owned properties of (£0.060m) as well as forecast savings of (£0.193m) as a result of reduced occupancy of Council premises and remote working. Staff vacancies have resulted in a (£0.039m) underspend, alongside underspends on operational budgets of (£0.041m) on equipment purchasing and (£0.009m) saving on Professional fees.
Variation -£0.220m underspend	
Variance to last month's forecast -£0.080m	
	<p>The movement from last month is explained by increased savings on Castle Quay management fees (£0.137m) offset in part by other costs spread over the service area.</p> <p>£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</p>
Procurement	The overspend relates to consultant costs.
Variation £0.090m overspend	
Variance to last month's forecast £0.00m	
Law and Governance	£0.018m overspend is due to use of agency staff covering vacant posts
Variation £0.018m overspend	
Variance to last month's	

forecast £0.000m	
Growth and Commercial	The £0.020m underspend is due to a vacant post.
Variation -£0.020m underspend	
Variance to last month's forecast £0.000m	
Regulatory Services	Regulatory Services and Community Safety are forecasting an underspend of £0.100m made up of £0.025m underspend on vacant posts, £0.040m higher than forecast income and cost recovery for some discretionary services and £0.035m on reduced spending on contractor costs.
Variation -£0.100m underspend	
Variance to last month's forecast -£0.025m	

Executive Matters

Executive Matters predicts an underspend of £0.507m against the budget of £2.364m (-21.4%).

Corporate	£0.465m budget is remaining from the original £1.163m being held to cover costs of Leisure Management and will be drawn upon when required to meet the costs relating to Covid-19
Interest	There is an adverse variance of £0.101m due to a further delay in drawing down £4m loan funds, originally expected in October and includes a potential of £0.025m additional interest.
Use of Reserves	There is a £0.143m use of reserves required to balance the budget for 2020/21

Income

Income: £0.518m underspend - The underspend is due to additional Covid related Sales, Fees and Charges loss of income than forecast that CDC has been able to recover.

3.23 Capital

Against the budget of £105.956m, there is a forecast in-year underspend of £33.468m, of which £22.291m is anticipated to be reprofiled in future years. There is an overall forecast reduction in the total cost of schemes of £11.177m. 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	2,252	1,083	790	(379)	(379)
Comm Dev, Assets & Investments	62,745	46,811	15,137	(797)	(727)
Customers, Org Dev & Resources	4,255	4,146	0	(109)	(109)
Environment and Place	35,987	20,134	6,012	(9,841)	(9,872)
Public Health Wellbeing	717	314	352	(51)	(18)
Total	105,956	72,488	22,291	(11,177)	(11,105)

3.24 Current Period Variances

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 Arbitras upgrade project.

Commercial Development, Assets & Investments:

Property are forecasting (£0.797m) underspend across the various projects, some as a result of the pandemic and others as a result of more effective working. One of the largest savings is the refurbishment of Banbury Health Centre (£0.153m). Due to ongoing discussions with the tenant regarding the extension of the lease, the scope of the project has been affected and as a result the full budget allocation may not be required. The Joint Housing & Asset IT system (£0.100m) has been put on hold due to a possible harmonisation project implementation and this budget may be redeployed to fund the new scheme. A (£0.090m) saving has also been achieved on works relating to the roofing of Ferriston parade due to more efficient delivery of the project, including merging contracts with a similar project (Orchard Exterior Redecoration) resulting in

savings on professional fees, preliminaries and more efficient scope for delivering the work. A (£0.070m) saving on the Banbury Museum AHU upgrade has also been achieved because original plans suggested replacement of the plant but on further investigation, this was not necessary, and refurbishment was carried out. General savings of £0.384m) across the remaining capital schemes.

Customers Organisational Development & Resources:

Human Resources: are forecasting £0.001m overspend for the HR/Payroll system with no more costs expected.

ICT: are forecasting £0.110m underspend £0.100m no longer required for Legacy iworld system migration due to project no longer being required, £0.010 no longer required for Bodicote House meeting room Audio Visual.

Environment and Place:

Growth and Economy Build Phase 1 is reporting unbudgeted spend of £0.094m. Build Phase 1b is forecasting an overspend of £0.145m after reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 as a result of certain schemes no longer progressing or have been pipelined an underspend of (£9.895m) is forecast. The Hill Community centre project is now complete with only retention payments owing of £0.045m. This is an underspend of (£0.184m).

Environmental Services: are forecasting (£0.001m) underspend as a result of energy efficiency projects which were committed in late 2019/20.

Public Health & Wellbeing:

Wellbeing are forecasting a saving of (£0.051m). This is made up of underspends across various projects including North Oxford Academy Facilities Upgrade (£0.026m), an underspend of (£0.008m) against the Sunshine Centre programme for the extension to the front of the site, (£0.015m) underspend against the Corporate Booking System and finally a small saving of (£0.002m) against Community Grants with £0.126m forecast spend.

3.25 Re-profile beyond 2020/21

Housing:

£0.790m Disabled Facilities Grant capital – Covid-19 significantly reduced activity in the first 6 months of the year and despite activity increasing throughout the summer months, due to recent national restrictions the service is once again heavily constrained. As a result, the full allocation will not be spent in this financial year and will be reprofiled into 2021/22.

Commercial Development, Assets & Investments:

The following schemes are expected to slip in part into 2021/22

£0.050m Spiceball Riverbank Reinstatement - works are now part of CQ2 which will take place in 2021/22

£1.949m Castle Quay Shopping Centre - delayed works due to COVID-19

£12.465m Castle Quay Waterside - ongoing scheme over several years

£0.141m Bodicote House Fire Compliance Works - on hold due to project viability
£0.100m Corporate Asbestos Survey - Works progressing and will complete in 2021/22.
Anticipated spend of £0.160m in total releasing a (£0.050m) saving
£0.036m Corporate Fire Risk Assessments - Works progressing but will complete in to 2021/22. Full spend anticipated
£0.147m Works from Compliance Surveys - Works progressing but will complete in to 2021/22. Full spend anticipated.
£0.100m CDC Feasibility of Utilisation of Proper Space - Project on hold
£0.055m Horsefair, Banbury - delayed works on paving outside Horsefair, Banbury Cross due to Covid-19
£0.094m Corporate Asbestos Survey - Works progressing and will compete in 2021/22.
Anticipated spend of £0.160m in total releasing a (£0.050m) saving

Environment and Place:

Environmental Services

£0.125m Thorpe Lane Depot Capacity Enhancement - anticipating slippage in to 2021/22 as a result of awaiting approval of other capital schemes.

£0.080m Bicester Country Park – Covid-19 resulted in a delay in the purchasing and progression of the country park, remaining spend to be reprofiled into 2021/22.

£0.304m 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.

£0.035m Car Park Refurbishments – Covid-19 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 2020/21 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.

Growth and Economy

£1.726m EWR2 - comprises the introduction of direct passenger and freight services between Oxford/Aylesbury and Milton Keynes/Bedford by reconstructing and upgrading the railway between Bicester-Bletchley-Bedford and Aylesbury-Claydon Junction routes, approval for which was originally agreed in October 2013 of a contribution of £4.35m towards the scheme. It was agreed that this could be paid over a 15 year period.

£0.956m Phase 1b - Bicester Library is in the early stages of development with actual site work commencing early 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 £0.061m along with £0.006m retention payment owing for Creampot Crescent

£2.500m Garden Town Capital Funding - The funding is for feasibility and design work on three major infrastructure schemes in Bicester. OCC and Graven Hill Development Company are incurring costs on the initial feasibility work. Once the financial agreements are signed, they will begin invoicing Cherwell for the costs incurred. The majority of the spend will therefore take place in 2021/22 and for a further 2 -3 years.

£0.160m BUILD! Essential Repairs & Improvement (Town Centre Affordable Rent roof repairs) - Loss adjustor negotiations still ongoing but hopeful the repairs are covered by warranty. However, reprofiling of budget in case this is not the case.

Public Health & Wellbeing:

£0.183m North Oxfordshire Academy Astroturf capital scheme - currently under discussion with United learning Trust.

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

£0.084m Bicester Leisure Centre extension capital scheme - spend to date on a feasibility study. 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.

£0.012m Physical Activity & Inequalities Insight - evaluation funding for Active Reach project paused due to Covid-19 national restrictions

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
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	59,500
			Discretionary Scheme	81,500
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 – including one-off payments	4,347,029

November	MHCLG	Local Restrictions Support Grant (Closed) Addendum - Lockdown 2	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
	BEIS	Local Restrictions Support Grant (Closed) Addendum - Lockdown 3	As above	3,996,756
December	MHCLG	New Burdens Grant	Business Rate	11,700
			Council Tax	11,788
December	MHCLG	New Burdens Grant 2	To support making grant payments	58,500
	BEIS	Christmas Support Payment	Wet Led Pubs including off-setting payment	166,400
	BEIS	Local Restrictions (Open)	Discretionary Grant for period 2-18 December 2020 + 20 December - 4 Jan	481,280
	BEIS	Local Restrictions (Closed)	Mandatory business grants scheme for period 2-18 December 2020 + 20Dec - 4 Jan distributed to business premises forced to close Tiers 2 - 4 <ul style="list-style-type: none"> • rateable value £15k or under, grants to be £667 per 2 weeks; • rateable value between £15k-£51k grants to be 	1,001,012

			£1,000 per 2 weeks; •rateable value £51k or over grants to be £1,500 per 2 weeks.	
	BEIS	Closed Business Lockdown - Mandatory Lockdown 3	Funding received TBC One off grants awarded to be RV below £15k: £4,000 RV £15k - £51k: £6,000 RV above £51k: £9,000	7,992,000
	OCC	Winter Support	From OCC	59,004
	OCC	COMF (Control Outbreak Management Fund)	To fund ongoing public health and outbreak management costs	912,000
TOTAL				50,626,450

General Funding

Description	£
Tranche 1	67,257
Tranche 2	1,459,014
Tranche 3	229,391
Tranche 4	316,992
Total	2,072,654
Forecast Sales, Fees & Charges compensation	1,621,000
Total General Grant Funding	3,693,654

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, Director of 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 January 2021. 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: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Richard Mould – Lead member for Performance Management

Councillor Tony Ilott – 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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Appendix 2 – Performance Report

January 2021

Includes:

- Programme Measures
- Key Performance Measures (KPIs)

Key to symbols

Colour	Symbol	Meaning for Joint Business Plan Measures	Meaning for Joint 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.

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	32.00	35.00	★	The number of clients in emergency or temporary accommodation has significantly increased in January 21. This has been the result of our ongoing efforts to support and accommodate all clients who are rough sleeping or at risk. This includes those where there is no formal statutory duty, but accommodation is being provided as a response to the COVID-19 emergency and due to severe weather. During the month 8 single clients have been moved on from emergency placements but a further 8 clients have been placed.	37.00	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	36.00	45.00	▲	We have provided help to 36 households this month; 12 by means of major adaptations and 24 by means of smaller works. The service continues to be disrupted by COVID-19 which is restricting access to clients' homes for survey and works.	413.00	450.00	●
BP1.2.03 Homes improved through enforcement action	Cllr J Donaldson	Gillian Douglas Stephen Chandler	7.00	9.00	▲	Our interventions have resulted in 7 homes being improved through works completed this month, against a target of 9. This month's figure, again, reflects the continuing restrictions on inspections imposed because of COVID-19. The monthly average, for the year to-date, is 8.1.	81.00	90.00	▲
BP1.2.04 Number of affordable homes delivered including CDC and Growth Deal targets	Cllr J Donaldson	Gillian Douglas Stephen Chandler	9.00	25.00	▲	There were 9 affordable rented units completed in January 2021. Whilst this figure is below the monthly target for affordable housing delivery, it follows a high number of completions in the previous month (in excess of the Dec 2020 target) and keeps us on track to deliver the expected yearly outturn.	262.00	250.00	★
BP1.2.05 Number of Housing Standards interventions	Cllr J Donaldson	Gillian Douglas Stephen Chandler	37.00	55.00	▲	We have recorded 37 interventions this month against our target of 55. Our ability to carry out, both, responsive and proactive visits to rented properties continues to be significantly restricted by COVID-19, which reduces our ability to implement formal enforcement activity.	530.00	550.00	●
BP1.2.06 Average time taken to process Housing Benefit New Claims	Cllr T Illott	Belinda Green Claire Taylor	13.79	15.00	★	The average time taken to assess new claims for benefits is 13.79 days, against our local target of 15 days and a national performance figure of 20 days. This is an improvement, on December's performance, of 14.6 days. The year to date figure is 13.13 days. This performance continues to be good despite the general impact on workloads from the COVID-19 pandemic.	13.13	15.00	★
BP1.2.07 Average time taken to process Housing Benefit change events	Cllr T Illott	Belinda Green Claire Taylor	8.14	8.00	●	The average time taken to assess change events is slightly above target, for the month of January, at 8.14 days against a target of 8 days. Performance has been impacted slightly during January, as a new workplan was introduced to clear some of the outstanding work. The year to date performance figure is good, at 5.32 days.	5.32	8.00	★

BP1.2.08 % of Major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Jane Portman	100%	60%	★	3 Major Planning Applications were determined during January 2021, all of them within National Indicator target or agreed timeframe.	100%	60%	★
BP1.2.09 % of Non-major planning applications determined to National Indicator	Cllr C Clarke	David Peckford Jane Portman	73%	70%	★	80 Non-Major Planning Applications were determined during January 2021, 58 of them within National Indicator target or agreed timeframe.	80%	70%	★
BP1.2.10 % of Major applications overturned at appeal	Cllr C Clarke	David Peckford Jane Portman	0.00%	10.00%	★	No Major Planning Appeals were determined by the Planning Inspectorate during January 2021.	4.15%	10.00%	★
BP1.2.11 % of Non-major applications overturned at appeal	Cllr C Clarke	David Peckford Jane Portman	0.00%	10.00%	★	No Non-Major Planning Application appeals were overturned by the Planning Inspectorate during January 2021.	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="writing-mode: vertical-rl; transform: rotate(180deg);">Page 40</p>	Cllr J Donaldson	Gillian Douglas Stephen Chandler	<p>The funding secured, under the Next Steps Accommodation Programme grant, is being used to secure up to 17 new units of accommodation in Cherwell, for those with a history of rough sleeping or homelessness. A Cold Weather service has also been procured to provide emergency winter beds and additional support for anyone placed as a result of severe weather or COVID-19. It is anticipated that this additional resource will greatly assist the Housing Team in assessing the needs of those who are presenting in crisis and in finding suitable move-on accommodation as quickly as possible.</p>	<p>The support contract for 9 x 1-bedroom flats at Oxford House in Bicester has been awarded; a refurbishment of the property is being undertaken with a view to clients with a history of homelessness being accommodated, by the end of March 21. The Cold Weather Service and Winter Bed project is now up and running. 2 potential units of accommodation have been secured to meet the 8-bed contract, for Housing First, with Aspire. 6 further units are needed along with 2 units for the Connections Housing First project.</p>	★	<p>The Housing Options Team is still offering a prevention focused service, with most cases open to the service being supported to retain accommodation or secure alternative accommodation, before they reach crisis. However, there is an increase in clients presenting in crisis, dominated by single people. These cases demand a crisis response and take a significant amount of time and resource to manage.</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	The Department of Work and Pensions' Universal Credit team offered an Access to Work session, on 26th January 2021, which was attended by some of the team. This included stakeholder updates in the DWP kickstart scheme and a Q and A session.	DWP Partnership Manager is arranging an awareness session on Personal Independence Payments (PIP) during March/April. The session will be attended by PIP assessors and attendees will have the opportunity to ask how assessments are made.	★	This work continues to be on track.	★
BP1.1.3 Deliver Innovative and Effective Housing Schemes	Cllr J Donaldson	Gillian Douglas Stephen Chandler	Two shared ownership sales are progressing at Admiral Holland Close, to be completed by March 2021.	One shared ownership flat, at Admiral Holland, is progressing through to reservation.	★	The remaining 4 shared ownership flats, at Admiral Holland, continue to be marketed but are affected by the COVID-19 uncertainty and the impact of the furlough scheme on mortgage offers.	★
BP1.1.4 Deliver the Local Plan	Cllr C Clarke	David Peckford Jane Portman	Continued preparatory work for the next stage of the district wide Local Plan Review (Options stage); Continued to provide input into the Oxfordshire Plan process.	Continue the preparation of district wide Local Plan Review (options stage); Continue to provide input into the Oxfordshire Plan process; Receipt of outcome, from the Planning Court regarding the legal challenge, to the adoption of the Local Plan Partial Review.	★	Officers continue the preparation of district wide Local Plan Review (options stage); Officers continue to provide input into the Oxfordshire Plan process; An application for statutory review of the adoption of the Local Plan Partial Review (a legal challenge) has been lodged with the Planning Court and served on the Council. The Council's case has been submitted to the Court and a decision is still awaited.	★

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	Cllr D Sames	Ed Potter Jason Russell	48.12 %	56.00%	▲	Recycling rate, currently, 0.6% up on 2019/20, which will give a recycling average rate of approximately 56%, at year end.	56.32 %	56.00%	★
BP2.2.2 Reduction of fuel consumption used by fleet	Cllr D Sames	Ed Potter Jason Russell	35,687	36,548	★	Slightly less fuel used than this time last year, even when they're more vehicles in the road. This reduction is a result of a combination of several factors such as improved driving, due to telematics changing driver behavior, less idling and the use of night heaters.	37,632	36,035	●

Strategic Priority - Leading on environmental sustainability - Programme Measures

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	Cllr D Sames	Ed Potter Jason Russell	Promoting waste collection service, through social media, with 30% more waste and recycling collected over the Christmas period. The last 3 Facebook posts have reached 45,000 people and council posts, on Facebook, normally reach 1,000 to 3,000 people.	We are currently planning what services to promote on our collection vehicles and the plan for the Cherwell link, in May.	★	Current feedback from customers, regarding all of our services, are very positive. To mention, in examples: Mr P called to report a damaged bin but whilst on the call asked if I could pass on the following message: He wanted to say how grateful he is to the crews that collect his bins, he said they are always so helpful and that they were just brilliant. Also; very good and quick response, my bin was emptied the day after my enquiry. And; brilliant service! First time I had used it - to remove a broken treadmill - picked up first thing on the arranged day, no problem at all. Saved me a lot of time and effort - well worth the £10. Would definitely use again!	★		
BP2.1.2 Ensure Clean & Tidy Streets	Cllr D Sames	Ed Potter Jason Russell	At present the service is operating without any disruption, despite of the current pandemic.	We are presently concentrating resources on litter picking verges due to the lack of vegetation, at this time of year.	★	All aspects of the service are covered, with no apparent shortfalls in delivery levels etc.	★		
BP2.1.3 Reduce Environmental Crime	Cllr D Sames	Jason Russell Richard Webb	Environment Enforcement investigated all complaints of fly tipping where evidence was found. With the current lockdown interviews, under caution, conducted by letter.	Environment Enforcement will continue to investigate fly tipping reports and advise businesses on how to dispose of their waste legally.	★	Environmental Enforcement investigated 54 fly tipping incidents and issued 8 warning letters. Work will continue investigating fly tips, waste accumulations and dog fouling complaints, however, the effectiveness of investigations is being limited by an inability to conduct interviews under caution, in person, during the lockdown.	★		

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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	The air quality impacts, for all new development proposals in the district, have continued to be assessed through the planning process.	Air quality monitoring will continue, at 42 locations, across the district.	★	Environmental Protection is continuing to work with the Air Quality Programme Manager, at Oxfordshire County Council, on measures to improve air quality in four Air Quality Management areas in the district. An article 'Care for our air' was published in the February edition, of In the Loop.	★
BP2.1.5 Protect the Built Heritage	Cllr C Clarke	David Peckford Jane Portman	Conservation advice continues to be provided for Development Management decision making.	Finalisation and submission of lead member reports for completed Conservation Area Appraisals (pending); Consultation on Grimsbury Conservation Area Appraisal, in due course.	●	Work continues for Conservation Area Appraisals (in Bloxham and Grimsbury); Consultation for Grimsbury is to be undertaken in due course; 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	Planning work underway. Community planting has been delayed until next autumn/winter due to the pandemic.	Engagement of stakeholders to ensure progress on the development of two country parks is achieved.	★	Generally, on track but the pandemic has slowed certain elements down in some areas - for example community planting.	★

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 Targe	YTD	
<p>BP3.2.1 % of Council Tax collected, increase Council Tax Base</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 44</p>	Cllr T Ilott	Belinda Green Claire Taylor	9.03%	10.75%	▲	We have achieved an in-month collection of 9.03% and a cumulative collection rate of 91.56%, at end of January 2021. The shortfall between what we have collected, so far, against the target equates to approximately £4.6m. The pandemic had a huge impact on Council Tax collection rates, despite our best efforts and despite issuing reminder notices, final notices, summonses and obtaining liability orders through the Magistrates Court, as well as, outbound calls. Collection rates remain lower this year, compared to same time last year, by 1.35%. During January, we issued more than 3,600 reminder notices, to increase collection rates, of which, only 1,600 reminders were paid in full. Due to limitations set down by the Magistrates Court during this pandemic, numbers of reminders and final notices have been limited to the number of cases that could be heard at the Magistrates Court.	91.56%	95.75%	●	
<p>BP3.2.2 % of Business Rates collected, increasing NNDR Base</p>	Cllr T Ilott	Belinda Green Claire Taylor	8.30%	7.75%	★	We have achieved an in-month collection of 8.30% and accumulative collection rate of 91.19%, against a target of 93.75%. The shortfall equates to approximately £1.2m. Formal recovery action is still taking place with reminder and final notices being issued and, should debts remain unpaid, then liability orders will be granted. We are proactively chasing all outstanding balances by telephoning debtors and, during these conversations, are discussing any entitlement to a reduction in rates payable. The pandemic had a huge impact on collection rates, as this time last year we achieved a collection of 92.79%.	91.19%	93.75%	●	

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	Jane Portman Robert Jolley	Reviewed impact of COVID-19 pandemic on this sector. Continued to work with partners regarding promotion of the district, as appropriate, during the local and national COVID-19 restrictions.	Continue to monitor COVID-19 impact. Continue to work with partners regarding promotion of the district, as is appropriate, in the context of National Lockdown restrictions.	★	Hospitality venues and visitor attractions continue to face significant challenges due to local and national COVID-19 restrictions. 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	Jane Portman Robert Jolley	Continued drafting the foundation modules of the refocused Cherwell Industrial Strategy document.	Review those foundation modules of refocused Cherwell Industrial Strategy, which have been completed.	★	The ten-year draft of Cherwell Industrial Strategy (CIS) was planned to go to consultation, by Summer 2020. However, this was paused because of the need to redeploy staff, in response to support 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 the OxLEP Local Industrial Strategy (LIS), which is a key component of the Oxfordshire Housing and Growth Deal (Productivity workstream).	★
BP3.1.3 Support Business Enterprise, Retention, Growth and Promote Inward Investment	Cllr L Pratt	Jane Portman 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. Supported the Council's administration of the COVID-19 Government business and discretionary grant schemes. Assistance provided to businesses, following the end (on 31 December 2020) of the EU Transition Phase.	Support the Council's administration of the COVID-19 Government business and discretionary grant schemes. Provide information and advice to local businesses during the COVID-19 pandemic. Continue to provide guidance on new overseas trading arrangements, for businesses directly and through Oxfordshire Local Enterprise Partnership (OxLEP). Continue to provide support to potential new business investors.	★	The Council's support to businesses has been maintained through updated business webpages in collaboration with other county and district council services, like OxLEP and neighbouring local authorities. 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 and post EU Transition. Continued cooperation 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.	★

An enterprising economy with strong & vibrant local centres - Programme Measures Report

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.4 Develop Our Town Centres	Cllr L Pratt	Jane Portman Robert Jolley	Reviewed the impact of COVID-19 on the district's urban centres. Received official confirmation from HM Government that Cherwell could proceed with the Reopening High Streets Safely (RHSS) funded projects, which the Council had proposed. Began procurement processes required to enable delivery of the approved RHSS funded projects.	Continue to review the impact of COVID-19 on the district's urban centres. Continue procurement processes to enable delivery of the approved RHSS funded projects.	★	Cherwell continued to progress with early work on the 'Meanwhile in Oxfordshire' countywide partnership project, a Government-funded scheme for the refurbishment and reoccupation of vacant retail units in urban centres. Continued support provided to Banbury BID (Business Improvement District) in the delivery of projects to support town centre vitality. Maintained working closely with officer groups and external partners, during the COVID-19 pandemic, to ensure continued safety on the high streets within the district.	★
BP3.1.5 Deliver the Growth Deal	Cllr B Wood	Jane Portman Robert Jolley	Continued preparation of Draft Year Four Plans of Work.	Draft Year Four Plans of Work to be submitted by the end of February 2021 to Senior Responsible Officer for internal review.	★	Cherwell District Council continues to be an engaged and active participant in the Oxfordshire Housing and Growth Deal. A local officer Programme Board has been established for Cherwell. The Board reviews, on a monthly basis, the four workstreams of Affordable Housing; Infrastructure and Homes from Infrastructure; the Oxfordshire Plan 2050 and Productivity. This is a five-year programme; the Council is just completing Year Three of the programme and will enter Year Four at the start of April 2021.	★

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	0.00	33,333.00	▲	All Leisure Centres and joint use facilities were closed during January and, therefore, usage figure recorded was '0'.	224,792.00	193,332.00	★
BP4.2.2 High risk food businesses inspected	Cllr A McHugh	Jason Russell Richard Webb	-	100.00%	-		-	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		
<p style="text-align: center; font-size: 2em; font-weight: bold;">Page 47</p> <p>BP4.1.1 Support Community Safety and Reduce Anti-Social Behaviour</p>	Cllr A McHugh	Richard Webb Rob MacDougall	In the last month, Council community safety work continued to form part of the COVID-19 response, including: to carry out visits homes visits as part of the local contact tracing system; completing COVID-19 compliance and reassurance, with foot patrols within town centres and industrial areas; referring concerns relating to behaviour of individuals, in some locations, to the Police; and working with partners in escalating anti-social behaviour issues, in Bicester town.	In February the community safety work of the council will include: collating information to consider whether it may be appropriate to consult, on Public Spaces Protection Order, for Bicester town centre; supporting work to assess safer cycling routes, into Bicester town centre; attending a Banbury Crime Partnership meeting to discuss current crime issues in the town; and continued COVID-19 compliance monitoring, in the District.	★	A new Community Warden joined the Council's Community Safety Team, in January, to provide additional capacity for COVID-19 compliance work and utilising COVID-19 funding, which the council receives. The Community Safety team identified 3 COVID-19 breaches, in January, which resulted in Thames Valley Police issuing FPN'S. There is an increased multi-agency focus, on anti-social behaviour and, in particular, involving young people, in Bicester.	★		

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	Winter support grant promoted to encourage applications from individuals and families struggling to afford food, fuel and other essentials.	Brighter Futures, in Banbury, steering group to agree refreshed priorities regarding joint working; and increasing support to voluntary groups and improving voluntary infrastructure through targeted work; use of central government funds.	★	Insight work continues to identify pockets of deprivation and inequality in the district, which is having a disproportionate effect on infection rates. Continue to work in partnership with voluntary organisations and statutory agencies to support the most vulnerable residents.	★
BP4.1.3 Improve Leisure & Community Facilities	Cllr G Reynolds	Ansaf Azhar Nicola Riley	Since last milestone, Energy Audits were completed at the Leisure Centres and reports were awaited. These reports have now been received.	Energy Audits, into the Leisure Centres, will be reviewed and work plans commenced into implementation of measures to reduce carbon emissions.	★	As Leisure Centres have been closed, during January, there has been less to report on other than production of the Energy Reports and subsequent review. Some minor internal works, however, have taken place in January, for example, with the upstairs changing rooms at Spice-ball, being refurbished and new boilers being installed.	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.4 Support the Voluntary Sector	Cllr A McHugh	Ansaf Azhar Nicola Riley	January Community Link publication distributed to support voluntary organisations; Age Friendly Banbury leadership meeting (14 January); North Banbury Network meeting (26 January); Winter warmer initiative launched (26 January); Continued support to all Community Centre's, with current lock down guidance; Older people's information packs distributed to the most isolated and vulnerable residents (in January).	Cherwell Food Network (1 February); Grimsbury Network meeting (8 February); Cherwell Young People Play & Wellbeing partnership (12 February); Playful February - Half Term initiative delivery; New Year wishes engagement & consultation activities in Grimsbury (in February planning).	★	Winter Warmer initiative – Working in partnership with The Hill, Royal Voluntary Service centre and Age UK; the initiative will deliver a hot meal to isolated older people in Banbury and information to support them to access food and the options available locally for delivery. Community Link publication supports voluntary organisations with advice, guidance and good practice when working within communities. The publication is currently monthly, for support during the crisis. Network partnerships support the Brighter Future wards, of Banbury at a local level, to develop action plans with key stakeholders and the community to bring about positive change.	★
BP4.1.5 Enhanced Community Resilience	Cllr A McHugh	Richard Webb Rob MacDougall	Through the last month, the council has continued to work with partners to support the overall response to the COVID-19 pandemic, particularly, to address the impacts of the new national lockdown. Council senior managers also liaised with partners, concerning the risk of flooding, following recent heavy rainfall and monitored the impacts of EU Exit, in case of action required.	Through February, the council will continue to work with partners on the response to the COVID-19 pandemic, supporting the partner communications priorities and providing support to individuals, where required. The main community risk, at this time, relates to localized flooding. The council will continue to liaise with partners and support response to local incidents, where required.	★	The main community risk relates to flooding, primarily due to blocked or overflowing drains but, also, as a result of overwhelmed rivers, which are tributaries. The council will support response to any local flooding and working with partners such as Thames Water, the Environment Agency and Oxfordshire County Council Highways. The council's main role is to assist, in the event of property flooding, so that people would have to vacate their homes, as a result.	★

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 Nicola Riley	The Benefits team continue to award Housing Benefit and Council Tax reduction, in a timely way, to support our most vulnerable residents.	During February 21, we will be contacting residents who may be struggling to make payments, of Council tax, to invite a claim for a Council tax hardship payment.	★	This continues to be on track. Council Tax hardship payments have been made to 3,036 recipients, of Council Tax reduction, who may have been impacted by COVID-19. We continue to make Test and Trace payments to those who are required to isolate and who have suffered a loss of income.	★
BP4.1.7 Promote Healthy Place Making	Cllr A McHugh	Ansaf Azhar Rosie Rowe	Launch of public consultation regarding wayfinding routes in Kidlington; comments requested on 7 possible routes; Dr Bike sessions run in Banbury, Kidlington and Bicester; Virtual stakeholder workshop, with K5 Better Together partners, attended by 44 delegates; Social media used to signpost local support and to address mental health problems; Oxfordshire Health Impact Assessment Toolkit approved by the Growth Board.	Further Dr Bike sessions held in Banbury, Bicester and Kidlington; Webinar for Health Impact Assessment Toolkit, scheduled for 11 February; Discussion scheduled with Extra Care Housing providers, regarding community engagement; Stakeholder engagement group to meet, encouraging more residents in Bicester, to walk and cycle; Wayfinding steering group meeting to discuss public feedback on possible health routes, in Kidlington; Discussion with Brighter Futures partners on enabling physical activity, in Banbury.	★	Discussion with Brighter Futures Partnership will focus on; local physical assets could be improved to encourage people to become active, as COVID-19 restrictions ease.	★

Cherwell District Council

Overview and Scrutiny Committee

16 March 2021

Overview and Scrutiny Committee Annual Report 2020/21

Report of Director – Law and Governance

This report is public

Purpose of report

This report presents the draft Overview and Scrutiny Annual Report for 2020/21

1.0 Recommendations

The meeting is recommended:

- 1.1 To consider and provide feedback on the draft Overview and Scrutiny Committee Annual report for 2020/21
- 1.2 To delegate authority to the Director – Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report following the final meeting of the municipal year, prior to its submission to Council.

2.0 Introduction

- 2.1 The draft of the Overview and Scrutiny Committee Annual report 2020/21 is submitted to the final meeting of the Municipal Year for consideration before its submission to Council.

3.0 Report Details

- 3.1 The Overview and Scrutiny Committee has a constitutional obligation to “produce a unified annual report for the whole scrutiny process” and to present it to Council.

3.2 The draft of the report details work undertaken by the Committee as at the end of February 2021. Areas that require additional information following the conclusion of the March 2021 meeting have been highlighted yellow in square brackets.

4.0 Conclusion and Reasons for Recommendations

4.1 The recommendations as set out are in the best interests of the Council and ensures the Overview and Scrutiny Committee fulfils its constitutional obligation.

5.0 Consultation

None.

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 to agree the recommendations. This is rejected, as this would lead to the Committee not meeting its constitutional obligation.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising from this report.

Comments checked by:

Joanne Kaye, Strategic Finance Business Partner. 01295 221454,
joanne.kaye@cherwell-dc.gov.uk

Legal Implications

7.2 There are no legal implications arising from this report.

Comments checked by:

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

Risk Implications

7.3 There are no risk implications arising from this report.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes. 01295 221786,
louise.tustian@cherwell-dc.gov.uk

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

N/A

Links to Corporate Plan and Policy Framework

The Corporate Plan themes addressed by each scrutiny topic are detailed in the draft Overview and Scrutiny Annual report 2020/21.

Lead Councillor

None

Document Information

Appendix number and title

- Appendix 1 – Overview and Scrutiny Committee Annual Report 2020/21

Background papers

None

Report Author and contact details

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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Overview and Scrutiny Annual Report 2020/21

Foreword

This annual report for overview and scrutiny at Cherwell District Council outlines the work of the Overview and Scrutiny Committee in 2020/21.

Whilst meetings were delayed in starting for the year as officers worked out how to continue governance under the backdrop of a global pandemic, the quality of scrutiny and debate was first-rate, and meetings were full of thought-provoking and relevant topics for consideration.

The committee's work programme this year was of profound importance to our residents, with two deep dives undertaken to examine Cherwell and Oxfordshire's response to the pandemic, covering everything from the vaccination programme to support for our most vulnerable residents.

We have also had the pleasure of examining an array of topics that I hope will help Cherwell 'come back better' in a post-Covid world, from a draft strategic vision for Oxfordshire and our Climate change response, to our 'Including Everyone' strategy examining how we can be more representative of our residents and incorporate their diverse lived experiences into our policy-making.

I extend my gratitude to officers and members of this committee who rose to the challenges of using a virtual platform to enable us to convene throughout the covid-19 pandemic.

Councillor Lucinda Wing
Chairman, Overview and Scrutiny Committee
2020/21

Overview & Scrutiny Committee

Membership

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

Substitutes

No substitutes attended the Committee during 2020/21.

Guests in attendance

Councillor Barry Wood – Leader of the Council
Councillor Ian Corkin – Lead Member for Customers and Transformation
Councillor Tony Ilott – Lead Member for Financial Management and Governance

External Guests

Craig Bower, Digital Programme Manager, Oxfordshire County Council

Officers

Yvonne Rees, Chief Executive
Ansaf Azhar, Corporate Director of Public Health and Wellbeing
Stephen Chandler, Corporate Director Adults & Housing Services
Paul Feehily, Executive Director – Place and Growth (Interim)
Kevin Gordon, Corporate Director of Children's Services
Steve Jordan, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer (until January 2021)
Rob MacDougall, Chief Fire Officer
Jason Russell, Director Community Operations
Claire Taylor, Corporate Director Customers and Organisational Development
Anita Bradley, Director Law and Governance & Monitoring Officer (from January 2021)
Gillian Douglas, Assistant Director – Social Care Commissioning and Housing
Robert Jolley, Assistant Director – Growth & Economy
Ed Potter, Assistant Director – Environmental Services
Nicola Riley, Assistant Director – Wellbeing
Richard Webb, Assistant Director – Regulatory Services and Community Safety
Belinda Green, Operations Director – CSN Resources
Robin Rogers, Head of Strategy
Louise Tustian, Head of Insight and Corporate Programmes

Frances Evans, Housing Strategy and Development Team Leader
Sandra Fisher-Martins, Climate Actions Mobilisation Manager
Richard Hawtin, Deputy Monitoring Officer
Sue Marchand, Community Nature Officer: Wellbeing
Steven Newman, Senior Economic Growth Officer
Celia Prado-Teeling, Performance Team Leader
Samantha Shepherd, Policy Team Leader
Sam Thomas, Sustainability Project Officer
Glenn Watson, Principal Governance Officer
[To be updated post-March meeting]

Scrutiny Topics 2020/21 and their links to Corporate Priorities

Covid-19 updates – *all priorities*

Performance, Risk and Finance Monitoring – *all priorities*

Including Everyone – Equality, Diversity and Inclusion Framework – *all priorities*

(Draft) Strategic Vision for Oxfordshire – *all priorities*

Constitution Review – *all priorities*

Community Nature Plan 2020-2022 – A natural environment for people and wildlife
all priorities

Housing Strategy Progress Report – *Housing that meets your needs*

Draft Homelessness and Rough Sleeping Strategy 2021-2026 – *Housing that meets your needs and Healthy, resilient and engaged communities*

Digital Connectivity in Cherwell – *An enterprising economy with strong and vibrant local centres*

(Draft) Statement of Licensing Policy – *An enterprising economy with strong and vibrant local centres and Healthy, resilient and engaged communities*. Updates on

Climate Change – *Leading on environmental sustainability*

Safeguarding – *Healthy, resilient and engaged communities*

Business Plan 2021 – N/A as reviewing all priorities for 2021/22

Summary of the topics considered

Covid-19 updates

The Committee have received two **[will be three post-March meeting]** comprehensive updates on the district and county response to the Covid-19 pandemic.

The updates gave details of the level of cases across the district, the financial support that was being offered to businesses and individuals via the various government grant schemes, educational arrangements and community support services that had been set up.

During the first national lockdown a number of district council departments had their usual day-to-day work put on hold, and the staff were temporarily redeployed to assist county council colleagues.

[Further brief paragraph post-March meeting]

The Committee have been extremely grateful to the officers of Cherwell District and Oxfordshire County Council for taking time to give detailed updates during the pandemic.

Including Everyone – Equality, Diversity and Inclusion Framework

In October 2020 the Committee considered a draft of the proposed Equality, Diversity and Inclusion framework, 'Including Everyone'.

A partnership approach had been undertaken with Oxfordshire County Council, and a number of engagement sessions had been held with staff from both Councils to help inform the first draft of the framework.

As well as the framework, each Council would have its own action plan that would give details of how the framework would be applied in each organisation.

The Committee were asked for any comments on the draft framework or suggestions for inclusion in the Cherwell specific action plan, ahead of its consideration by Executive. The Committee commented that not all residents had access to IT equipment or the internet at home, and in some areas of Banbury Polish speaking residents accounted for a large proportion of the electorate. It was therefore requested that digital inclusivity and community integration of non-English speakers be included.

Executive considered the draft framework at their November 2020 meeting, and they agreed the framework and action plan, which had been updated to include the comments made by the Overview and Scrutiny Committee.

Constitution Review

The Committee considered the Constitution Review across two meetings, in October and December 2020.

A review of the Constitution was carried out in September 2020. Feedback on the existing Constitution was sought from members and officers, with legal firm Bevan Brittan supporting the process.

The Committee was asked to consider some 'areas for further consideration'; those areas of the Constitution that would undergo a more detailed review by an informal cross-party working group.

The Committee agreed the areas for further consideration, and recommended them to Council for approval and the establishment of a working group. Council agreed the recommendation at its meeting in October 2020.

The Committee then considered the 20 recommendations that had been made by the working group, at their December 2020 meeting. Four of the recommendations were amended from what had been put forward by the working group, and a further three had amendments proposed but not supported.

Council considered the recommendations from Overview and Scrutiny at their meeting in December, and all were agreed.

Community Nature Plan 2020-2022

Also in December 2020, the Committee considered the Community Nature Plan for the period 2020-2022.

The Community Nature Officer – Wellbeing explained that the Council had a statutory biodiversity duty, under the Natural Environment and Rural Communities Act 2006. In previous years a corporate biodiversity plan had been produced, and this had evolved into a Community Nature Plan.

The Community Nature Officer – Wellbeing also explained to the Committee that the delivery of the plan was achieved thanks to partnership working with key organisations and a network of local conservation and community groups, that included Wild Oxfordshire, Warriner School Farm and the Berks, Bucks & Oxon Wildlife Trust.

The Committee endorsed the plan, and requested that a progress update be given towards the end of 2021. It was also requested that consideration be given to an all Member briefing in advance of the next review of the Plan, to allow more Members engagement in the review process.

Executive considered the plan at their meeting in January 2021, and it was approved.

Housing Strategy Progress Report and Draft Homelessness and Rough Sleeping Strategy 2021-2026

The Committee have considered two Housing updates this year, regarding progress on the Housing Strategy in July 2020 and the draft Homelessness and Rough Sleeping Strategy in January 2021.

The Committee had considered the draft Housing Strategy 2019 – 2024 in February 2019, and endorsed it ahead of its adoption by Executive in March 2019. The Overview and Scrutiny Committee had requested an update on implementation of the new strategy after 12 months.

The Committee had been due to receive the update in March 2020, however the Covid-19 pandemic meant that the meeting did not take place. The pandemic also impacted on the delivery of the Housing Strategy, and officers explained to the Committee that the annual action plan for 2020-21 had been revised to take account of the changes and challenges occurring as a result of covid.

At the time of the update in July 2020, £180,000 had been spent on emergency accommodation for homeless residents, with a number of local hotels being used as temporary accommodation.

In January 2021, the Committee considered the draft Homelessness and Rough Sleeping Strategy for the period 2021 – 2026. The current strategy had come to an end, and it was a statutory requirement for the Council to have a Homelessness Strategy.

The proposed new strategy would cover a period of five years, and the main changes included a person-centred, strengths based approach to actions and

solutions; working with partners and using feedback from customers to identify upstream prevention; working with registered providers to review the allocation scheme and accept nominations of customers who are 'tenancy supported'; and improving data capture, recording and monitoring.

In providing feedback to be considered by the Executive at their meeting in March 2021, the Committee commented that they would like to see more reference to social housing in the strategy rather than affordable housing, as there was still a need for more social housing.

[Further paragraph to be added with outcome of Executive meeting on 1 March]

Digital Connectivity in Cherwell

In July 2020 the Committee received a presentation relating to Digital Infrastructure, as a follow-on to work that had been undertaken in previous years regarding broadband and mobile phone connectivity across the district.

The Senior Economic Growth Officer for CDC and the Digital Programme Manager for OCC explained that superfast coverage, defined as speeds above 30 megabits per second, had increased from 66% across Cherwell in 2013 to 98% in 2020.

With regard to future plans, universal coverage of full fibre fixed broadband was targeted for 2033, with near full availability of 5G for mobile connectivity by 2033. Recent central Government announcements had suggested that the full fibre target could be brought forward to 2025.

The Digital Programme Manager clarified that the rollout of the 5G network was critically dependent on the fibre network, it was not a case of one being developed over the other.

The Committee commented that there was a clear link between the future rollout of fixed fibre and its importance to the Cherwell Industrial Strategy, and requested a further update on the combined subject later in the year.

Work on the Cherwell Industrial Strategy has been affected by the covid-19 pandemic, but officers remain committed to providing an update at an appropriate time.

Climate Change

The Committee has received one [will be two post-March meeting] detailed updates from officers regarding ongoing Climate Change work taking place across the Council.

The first update was in September 2020 and gave details of the work that had been undertaken since the Council had declared a Climate Emergency in July 2019, and included a pledge to make the Council carbon neutral by 2030.

Workshops had been held with officers and Members, assisted by consultants from Aether and BioRegional, to give more information on climate change and to gather ideas for inclusion in a detailed action plan.

A joint team had been set up with officers from Oxfordshire County Council, as well as a Climate Change champions group that was looking at installing electric vehicle overnight charging points in car parks.

The vehicle fleet used by the Environmental Services team was also being reviewed. A number of smaller electric vehicles were already in use at the waste services depot, but the technology was not yet available for larger refuse collection vehicles. Cost models currently estimated that an electric refuse vehicle would cost around £400,000, compared to the current £175,000 for a diesel vehicle.

As well as the initial cost of the vehicles, charging capability and the relevant upgrading of equipment and increase in electrical capacity would need to be factored in to cost modelling.

[Further paragraph to be added post-March meeting]

Performance, Risk and Finance Monitoring

Quarterly monitoring of the Council's Performance Framework remains an important part of the ongoing work programme for the Committee.

The Committee has continued to concentrate on the performance element of the reports, as the risk and finance sections fall under the remit of the Accounts, Audit and Risk and Budget Planning Committees respectively.

The Committee has been extremely pleased to see Council performance on the whole remaining high despite the Covid pandemic, and have noted changes to the framework which have been required as a direct result of the pandemic.

[Further paragraph to be added post-March meeting]

Business Plan 2021

In January 2021 the Committee received an update regarding the proposed business plan for 2021/22.

The four existing strategic priorities – housing that meets your needs; leading on environmental sustainability; an enterprising economy with strong and vibrant local centres; and healthy, resilient and engaged communities; would remain in the plan, alongside the underpinning delivery themes of customers, healthy places, partnerships and continuous improvement.

Three new delivery themes would be added, to reflect the changing local and national priorities; Covid-19 recovery; including everyone, the equalities, diversity and inclusion framework; and climate action.

The 'Plan on a page' approach that had been used for previous plans had been replaced by a slightly longer business plan document, which included a foreword from the Leader of the Council and details of Council funding sources.

The Committee supported the draft Business Plan, which was approved by full Council in February 2021.

(Draft) Statement of Licensing Policy

In January 2021 the Committee considered proposed changes to the Statement of Licensing Policy, prior to its consideration by the Executive.

The Council was required to review the policy at least every five years. The last review had taken place in 2015, with the revised policy taking effect from January 2016.

The proposed changes for the latest review related to policy changes around child exploitation and safeguarding, and the provision of 70% no smoking seating in external areas of licensed premises, similar to the requirements under pavement licence conditions.

The Committee supported the proposed changes to the policy, which was approved by Executive at its February 2021 meeting.

[Further paragraph to be added post-March meeting relating to request for clarity over consultation and advertisement processes for Licensing applications]

Safeguarding

The Committee would usually consider a draft of the annual Safeguarding Audit in November, however due to the Covid pandemic the Oxfordshire Safeguarding Board delayed the requirement for submission of the completed audit.

The Assistant Director – Wellbeing instead gave a general update on safeguarding, and advised the Committee that policies and processes were still being followed. The overall number of reports made in connection with safeguarding issues was at a similar level to 2019.

The Committee were also advised of changes to the staff training system, which meant that it was easier to track the number of staff that had completed mandatory training. At the time of the update in November 2020, completion numbers for the Prevent module which focussed on extremism stood at 89%.

Whilst safeguarding training was not mandatory for Members, it was highly recommended that as many members as possible complete it. At the time of the update, 50% of members had completed the training.

Rolling Topic Sheet

The Committee again made use of the rolling topic sheet throughout the year, to keep track of subjects raised as possible areas of scrutiny.

Annexe 1 to this report gives details of the topics raised, with a brief summary of the actions taken.

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Topic and suggested by	Update
<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>Officers from Planning Policy have agreed to attend a future meeting of the Overview and Scrutiny Committee to discuss this subject in more detail.</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>Following the Digital Connectivity presentation at the July 2020 meeting, the Committee requested that an update be provided later in the year, and that it be linked to the Cherwell Industrial Strategy item that is currently on the work programme.</p> <p>The timetable for the Industrial Strategy was under review, as the focus of the Economic Development Team had been on work arising as a result of the coronavirus pandemic.</p> <p>Officers remain committed to attending a future meeting of the Committee at the relevant time, to provide a further update on both aspects of this subject.</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>Initially raised during the 2019/20 Municipal year, information regarding this subject has previously been circulated to Committee members.</p> <p>Under work programme planning for 2021/22, the Committee will be asked to decide whether to pursue this topic in the new Municipal Year.</p>
<p>Sale of Fur on Cherwell Markets</p> <p>Councillor Lucinda Wing</p>	<p>Cllr Wing had been approached by a member of the electorate regarding the sale of Fur as opposed to Faux Fur at Cherwell Markets and wanted to know if there were any restrictions on selling Fur on Cherwell Markets. Cllr Wing subsequently raised the matter at the July Council meeting as a question to the Leader.</p>

	<p>The Assistant Director Environmental Services reported that there were restrictions on selling live animals but not fur. These could be written into the current agreements when they were up for renewal.</p>
<p>Coronavirus (Covid-19)</p>	<p>Councillors requested an update regarding Emergency Planning review, what went well and what would be done differently; economic impact on the district – what and how it was being addressed.</p> <p>The Committee has subsequently received three detailed updates from the Chief Executive and Corporate Directors, as detailed in the main annual report.</p>
<p>Constitutional Working Group Councillor Ian Middleton</p>	<p>Cllr Middleton requested that a cross party Constitutional Working Group be set up, to discuss and scrutinise proposed changes to the Constitution before they are considered by full Council.</p> <p>This subject was subsequently addressed by the Constitution Review that took place between October and December 2020.</p>
<p>Licensing applications – advertisement and consultation processes</p>	<p>The Committee raised questions relating to Councillors and town/parish councils being made aware of Licensing applications in their areas, and also queried the frequency of Licensing Committee meetings.</p> <p>Executive requested that the Assistant Director – Regulatory Services and Community Safety provide feedback on the queries.</p>

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 and January 2021 meetings and gave comprehensive</p>	<p>A further update presentation is on the agenda for this meeting.</p>

Agenda Item 11, Appendix 1

	presentations that included 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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Appendix 2**Overview and Scrutiny Work Programme 2021-22**

Item	Description	Contact Officer
25 May 2021		
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
6 July 2021		
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
19 October 2021		
Constitution Annual Review	Following the December 2020 updates to the Constitution, the Committee to review the changes and make recommendations to Full Council	Anita Bradley, Director – Law and Governance/Monitoring Officer
Community Nature Plan 2020-2022 – Update on progress	An update on progress of the current Community Nature Plan, following the Committee’s endorsement of the plan in December 2020.	Nicola Riley, Assistant Director – Wellbeing Sue Marchand, Community Nature Officer - Wellbeing
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
30 November 2021		
Constitution Annual Review	Following the December 2020 updates to	Anita Bradley, Director – Law and

Appendix 2

Item	Description	Contact Officer
	the Constitution, the Committee to review the changes and make recommendations to Full Council	Governance/Monitoring Officer
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
18 January 2022		
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
15 March 2022		
Overview and Scrutiny Committee Annual Report 2021/22	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		
Safeguarding Annual Audit	To endorse the annual Safeguarding Audit response	Nicola Riley, Assistant Director - Wellbeing
Performance Monitoring for 2021-22	Performance Monitoring: Full quarterly performance report	Louise Tustian, Head of Insight and Corporate Performance
Cherwell Industrial Strategy	Policy development: To consider and	Robert Jolley – Assistant Director Growth

Appendix 2

Item	Description	Contact Officer
	contribute to the development of the Cherwell Industrial Strategy	and Economy
Local Plan Update	Following queries raised by the Committee – this will be scheduled at the appropriate time	David Peckford, Assistant Director Planning and Development
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 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

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Overview and Scrutiny Committee Briefing Paper

Subject: Licensing Notifications to Parish and Town Councils/the role of the Licensing Committee

Director/Executive Director: Richard Webb, Assistant Director – Regulatory Services and Community Safety

Background and Reason for Briefing note:

During a discussion on the draft statement of licensing policy at the Overview and Scrutiny Committee in January 2021 a request was made that Parish and Town Councils be notified of licensing applications relating to their area.

In general, legislation and supporting guidance sets out the requirements relating to the notification of interested parties of relevant licensing applications. Under the Licensing Act 2003, applicants are required to send copies of their applications to the 'responsible authorities' such as the Police and Fire Authority rather than that responsibility falling to the licensing authority. Parish and Town Councils are not 'responsible authorities' and therefore will not normally be notified of applications relating to their area. However, the council's Licensing Team could notify Parish and Town councils of relevant applications on an informal basis (i.e. outside the statutory requirements). Representations made by Parish and Town Councils would be considered relevant representations under the Act and therefore be taken into account when decisions are made on licensing applications.

Notifications to Parish and Town Councils would be an additional action in the licensing process and therefore an additional workload for the licensing team. Therefore, we wish to ensure that only applications which are likely to be of material interest to the Parish or Town Council are notified. The following is a list of licence applications that it is suggested would be of interest to Parish and Town Councils and that those councils could be notified of.

- Alcohol Premise Licence
 - New premise
 - Amended trading hours
 - Amended trading arrangements
- Temporary Event Notice
 - Sale of alcohol and regulated entertainment
- Gambling Premise Licence
 - New or amended
- Private Hire Operators (Taxi) Licence
 - New
- Table and Chairs Permit
 - New
 - Amendment



- Pavement Licence (similar to table a chairs permit but under a temporary legal framework)
 - New
 - Amendment

- Caravan & Mobile Home Site
 - New
 - Amendment

- Sex Establishment Licence
 - New

- Scrap Metal Site Licence
 - New
 - Amendment

Types of application which would not be notified to the Parish and Town Council include taxi driver licence applications and change of designated premises supervisor for alcohol premises licence. These matters are unlikely to have any impact on the local area.

It is also proposed that the Licensing Team will not notify Parish and Town Councils of all Temporary Event Notifications since a significant proportion of these are created by the Parish and Town Councils or relate to small community events which will already be advertised in the local area.

The Committee also raised questions about the Licensing Committee of the Council.

In general, the statutory guidance under the Licensing Act 2003 includes that where “there are no relevant representations on an application for the grant of a premises licence or club premises certificate or police objection to an application for a personal licence or to an activity taking place under the authority of a temporary event notice, these matters should be dealt with by officers in order to speed matters through the system”. Consistent with this guidance, under the Council’s scheme of delegation, the Assistant Director of Regulatory Services and Community Safety is delegated the power to deal with most non-contentious licensing matters, such as applications for premises licences where no objections or representations have been received.

The Council’s Constitution sets out the decision making framework for the council and the terms of reference for each council committee. The terms of reference for the Licensing Committee are that of a decision making committee with specific responsibilities for matters such as the following (the full list of responsibilities can be seen on page 10 of the Committee Terms of Reference and Scheme of Delegation in the constitution)-

- To deal with applications to exhibit an unclassified film, or to change the classification given to any film by the British Board of Film Classification, for exhibition within the District,
- To deal with all matters which are the responsibility of the Council in relation to hackney carriage and private hire vehicles licensed by the Council, except those delegated to the Sub-Committee or Officers.



The Licensing Committee does not specifically have a role in determining policy or reviewing the work of officers involved in delivering the licensing function for the council. Unlike the Overview and Scrutiny Committee the Licensing Committee does not have functions in its terms of reference to review and monitor the council's performance, make recommendations to the Council or Executive, report to the Council or Executive, or similar.

The Terms of Reference for the Licensing Committee include a list of functions delegated to Licensing Sub-Committees. This includes matters such as-

- The hearing of, and decisions on, applications and notifications under the Licensing Act 2003 where this cannot be decided by the Assistant Director of Regulatory Services and Community Safety because valid representations/ objections have been received and not withdrawn.
- The hearing or, and decisions on, applications for review of a premises licence/ Club Premises Certificate under the Licensing Act 2003.

In practice, almost all matters that would fall to the Licensing Committee to determine are delegated to sub-committees. These sub-committees meet when required. The Licensing Committee itself rarely meets since matters reserved for the full committee arise infrequently.

Completed by: Richard Webb, Assistant Director – Regulatory Services and Community Safety

Date: 8 March 2021

Presented to Overview and Scrutiny Committee: 16 March 2021

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