



Meeting of Council

Monday 28 February 2022

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA on Monday 28 February 2022 at 6.30 pm, and you are hereby summoned to attend.

Yvonne Rees
Chief Executive

Friday 18 February 2022

AGENDA

1 Apologies for Absence

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 Communications

To receive communications from the Chair and/or the Leader of the Council.

4 Petitions and Requests to Address the Meeting

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

The deadline to present a petition has passed (14 February 2022)

Addresses may be presented by:

- A Local Government elector for the area,
- A person who is wholly or mainly resident in the area,
- A Council Taxpayer or National Non-Domestic Ratepayer for the area

Addresses must be on an item on the Agenda before the meeting and not exceed 5 minutes. No person may address more than one meeting on any particular issue.

Requests to address the meeting (including the reason for the address) should be submitted to democracy@cherwell-dc.gov.uk The deadline for petitions and requests to address this meeting is noon on Friday 25 February 2022.

Full details of public participation at meetings is available in the Constitution.

5 Urgent Business

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

6 Minutes of Council (Pages 13 - 18)

To confirm as a correct record the Minutes of Council held on .

7 Minutes

- a) Minutes of Executive, Lead Member Decisions and Executive Decisions not included in the 28 day notice

The Leader of the Council to formally propose that the minutes of the meetings of the Executive and Lead Member Decisions as set out in the Minute Book (circulated separately) be received and to report that since the last meeting of Council at which this was reported, 13 December 2021, no key decisions have been taken by the Executive which were not included in the 28 day notice.

- b) Minutes of Committees

The Leader of the Council to formally propose that the minutes of committees as set out in the Minute Book (circulated separately) be received.

8 Questions (Pages 19 - 20)

- a) Written Questions

One written question has been submitted with advance notice in accordance with the Constitution. This is attached to the agenda.

Question from	Question topic
Councillor Andy Beere	Council Tax Rebates of £150 for Domestic Properties Bands A to D 2022 /23

A written response to the questions will be published on the working day before the meeting.

The Member who submitted the written question may ask a supplementary question provided it is relevant to the reply and does not introduce any new matter. The Member(s) to whom the question was addressed may reply to such supplementary question or undertake to reply in writing.

b) Questions to the Leader of the Council

The Chair to invite questions to the Leader of the Council (including any matters arising from the minutes). In accordance with the Constitution, advance notice is not required.

Following a response to their question being provided Members will be entitled to a follow up or supplementary question.

c) Questions to Committee Chairmen on the Minutes

The Chair to invite questions to Chairmen of Committees on any matter arising from the minutes of their committee (if any). In accordance with the Constitution, advance notice of questions is not required.

Council Business Reports

9 Members' Allowances 2022/2023 (Pages 21 - 48)

Report of Director of Law and Governance

Purpose of report

To determine the levels of the allowances to be paid to Members for the forthcoming 2022/2023 financial year and proposed changes to the Members Allowance Scheme following the consideration of the report of the Council's Independent Remuneration Panel (IRP) attached at Appendix 1.

Recommendations

The meeting is recommended to:

- 1.1 Consider the levels of allowances to be included in the 2022/2023 Members' Allowances Scheme, and whether the Panel's recommendations (as set out at paragraphs 3.1 of this report and sections 7.3, 8.4, 9.1 and 10.3 of Appendix 1) should be adopted or modified in any way.
- 1.2 Consider the proposed amendments to the Members Allowance Scheme regarding the introduction of an IT allowance (as set out at paragraph 3.9 of this report and section 14.9 of the Panel's Report, attached at Appendix 1) and whether the Panel's recommendations should be adopted or modified in any way.

- 1.3 Authorise the Director of Law and Governance to prepare an amended Members' Allowances Scheme, in accordance with the decisions of Council for implementation with effect from 1 April 2022.
- 1.4 Authorise the Director of Law and Governance to take all necessary action to revoke the current (2021/2022) Scheme and to publicise the revised Scheme pursuant to The Local Authorities (Member's Allowances)(England) Regulations 2003 (as amended).
- 1.5 Thank the Independent Remuneration Panel for its report and set a fee of £300 for each Panel Member for the work carried out on this review and propose the same level of fee for any reviews carried out in 2022/2023 capped at a maximum of £1200 per person, which can be funded from existing budgets.

10 Budget Setting for 2022/23 and the Medium-Term Financial Strategy up to 2026/27 (Pages 49 - 230)

Report of Assistant Director of Finance & Section 151 Officer

Purpose of report

This report is the culmination of the Budget and Business Planning process for 2022/23 to 2026/27 and sets out the Executive's proposed Business Plan and related revenue budget for 2022/23, medium term financial strategy to 2026/27, capital programme to 2026/27 and all supporting policies, strategies and information.

Recommendations

The Council is recommended:

- 1.1 In relation to the Business Plan (Section 3.1):
 - 1.1.1 To approve the Business Plan set out in Appendix 1.
- 1.2 Have regard to the statutory report of the Chief Finance Officer (Section 25 report) at Appendix 2 in approving recommendations 1.3 – 1.6.
 - 1.2.1 To delegate authority to the S151 Officer, in consultation with the Lead Member for Finance and Governance, to agree the apportionment of settlement costs relating to the ending of the S113 Partnership Agreement with Oxfordshire County Council, in line with the Financial Principles agreed by Council 7 February 2022 for the termination of the Agreement.
- 1.3 In relation to the Revenue Budget (Section 3.3) and Medium-Term Financial Strategy (MTFS) (Section 3.6).
 - 1.3.1 To agree that the net revenue budget for the financial year commencing on 1 April 2022, as set out in Table 3.3.1, and further analysed in the Budget Book provided at Appendix 11, be approved.

1.3.2 To agree that the MTFs and Revenue Budget 2022/23 (Sections 3.6 and 3.3 respectively), including the Savings Proposals, and Pressures included at Appendices 3 and 4 respectively.

1.4 In relation to Council Tax:

1.4.1 To agree an increase in the Basic Amount of Council Tax for Cherwell District Council for the financial year beginning on 1 April 2022 of £5, resulting in a Band D charge of £143.50 per annum.

1.5 In relation to the Capital Programme and related strategies (Section 3.4):

1.5.1 To approve the Capital Bids and Capital Programme at Appendix 16 and 17 respectively.

1.5.2 To approve the Capital and Investment Strategy (Appendix 18).

1.5.3 To approve the Treasury Management Strategy, including the Prudential Indicators, Minimum Revenue Provision (MRP) Policy and Affordable Borrowing Limit for 2022/23 (Appendix 19)

1.5.4 To approve the Property Investment Strategy (Appendix 20).

1.6 In relation to reserves:

1.6.1 To approve a minimum level of General Balances of £6m.

11 **Adjournment of Council Meeting**

The Council to adjourn, if necessary, to allow the Executive to meet to consider any proposals which do not accord with the Executive's recommendations.

12 **Calculating the amounts of Council Tax for 2022/23 and setting the Council Tax for 2022/23** (Pages 231 - 240)

Report of Assistant Director of Finance & Section 151 Officer

Purpose of report

To detail the Calculations for the amounts of Council Tax for 2022/23 and the setting of Council Tax for 2022/23.

Recommendations

It is recommended that the Council resolves: -

- (1) To note that the Council Tax Base 2022/23 was determined at the Executive meeting held on 10 January 2022:
 - a) for the whole Council area as 56,801.60 [item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended by sections 72 to 79 of the Localism Act 2011 ("the 1992 Act"); and

- b) For dwellings in those parts of its area to which a Parish Precept relates as in the attached Appendix 1.
- (2) That the Council Tax requirement for the Council's own purposes for 2022/23 (excluding Parish Precepts and Special Expenses) is £8,151,030.
- (3) That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the 1992 Act:
- a) £116,132,464 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the 1992 Act, taking into account all precepts issued to it by Parish Councils and any additional special expenses.
- b) £102,218,905 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the 1992 Act.
- c) £13,913,559 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the 1992 Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the 1992 Act).
- d) £244.95 being the amount at 3(c) above (Item R), all divided by Item T (6(a) above), calculated by the Council, in accordance with Section 31B of the 1992 Act, as the basic amount of its Council Tax for the year (including Parish Precepts and Special Expenses).
- e) £5,762,529 being the aggregate amount of all special items (Parish Precepts and Special Expenses) referred to in Section 34(1) of the 1992 Act as per the attached Appendix 2.
- f) £143.50 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T(1(a) above), calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept or special item relates.
- (4) It be noted that for the year 2022/23 the Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley have issued precepts to the Council, in accordance with Section 40 of the 1992 Act, for each category of dwellings in the Council's area as indicated below: -

<u>Valuation Band</u>	<u>Oxfordshire County Council</u>	<u>Police and Crime Commissioner for Thames Valley</u>
	£	£
A	1,101.07	160.85
B	1,284.59	187.66
C	1,468.10	214.47
D	1,651.61	241.28
E	2,018.63	294.90
F	2,385.66	348.52
G	2,752.68	402.13

- (5) That the Council, in accordance with Sections 30 and 36 of the 1992 Act, hereby sets the amounts shown in Appendix 2 as the amounts of Council Tax for the year 2022/23 for each part of its area and for each of the categories of dwellings.
- (6) That the Council's basic amount of Council Tax for 2022/23 is not excessive in accordance with principles approved under Section 52ZB of the 1992 Act.

13 **Pay Policy Statement 2022/23** (Pages 241 - 256)

Report of Director of Human Resources

Purpose of report

The Localism Act requires all councils to agree and publish a Pay Policy Statement every financial year. The Act lays down requirements on the content of the statement. This requirement is supplemented by detailed guidance from the Department for Communities and Local Government entitled 'Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act'.

The Act requires the Pay Policy Statement to be agreed by Full Council. As required by the Act and Code of Practice, once approved by Council the Pay Policy Statement will be published on the Council's website and will be available on request.

Recommendations

The meeting is recommended:

- 1.1 To approve the Pay Policy Statement for 2022/2023.
- 1.2 To recommend that an updated Pay Policy Statement is sought in year to reflect any change to structural arrangements during 2022/2023 following the decision to formally end the s113 arrangements between Cherwell District Council and Oxfordshire County Council.
- 1.3 To note that that the cost of living pay award for 2021/2022 has not yet been agreed or implemented and is therefore not reflected in the figures.

14 **Gambling Act 2005 Statement of Licensing Principles** (Pages 257 - 300)

Report of Assistant Director Regulatory Services & Community Safety

Purpose of report

To consider a revised Statement of Licensing Principles which is required to be published by the council under the Gambling Act 2005.

This report introduces a revised Gambling Act 2005 Statement of Licensing Principles (attached as Appendix 1). It explains the reason for the review, provides a summary of the main changes to the current statement of licensing principles, and

outlines the consultation process followed in revising the current document. Council is requested to approve the revised statement of licensing principles.

Recommendations

The meeting is recommended:

- 1.1 To agree that the revised Statement of Licensing Principles under the Gambling Act 2005 be adopted by the Council.

15 Parliamentary Boundary Review update (Pages 301 - 304)

Report of Chief Executive

Purpose of report

To update Council on the next stages of the Parliamentary Boundary Review 2023

Recommendations

The meeting is recommended:

- 1.1 To note the update on the Parliamentary Boundary Review 2023.
- 1.2 To note that the Parliamentary Boundary and Community Governance Review working group will consider and draft a submission to the second and any subsequent consultations.
- 1.3 To delegate authority to the Chief Executive, in consultation with the Chairman (or Vice-Chairman in the Chairman's absence) of the Parliamentary Boundary and Community Governance Review working group, to finalise the council's submission and respond on behalf of Cherwell District Council to the second and any subsequent consultation periods held during the review, including via attendance at a public hearing if considered appropriate.

16 Revision to the Council's Resolution made 26 February 2018 regarding Oxfordshire Housing and Growth Deal (Pages 305 - 310)

Report of Interim Assistant Director, Housing and Social Care Commissioning

Purpose of report

To request a revision to the Resolution made by Council at its meeting on 26 February 2018, regarding the authority delegated to the Chief Executive to agree the Growth Deal Affordable Housing Delivery Plan, and to explain the reasons for the request.

Recommendations

The meeting is recommended:

- 1.1 To delegate authority to the Chief Executive, in consultation with the Leader, to agree the necessary changes and substitutions to the Cherwell District Council Growth Deal affordable housing delivery programme; and
- 1.2 Delegate authority to the Chief Executive, in consultation with the S.151 Officer and Lead Member for Finance and Governance, to agree Growth Deal grant agreements and Cherwell District Council Growth Deal 'Top Up' grant agreements subject to available funding.

17 Exclusion of the Press and Public

The following items of business contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

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

Members are reminded that whilst the following items have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

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

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

18 Proposed Community-led Housing Scheme - Hook Norton (Pages 311 - 336)

Exempt report of Head of Estates, Assets and Investments and Housing Development & Standards Manager

19 Notification of Urgent Decision Taken by Director of Finance (Pages 337 - 344)

Exempt report of Interim Assistant Director, Housing and Social Care Commissioning

20 Inclusion of additional Growth Deal Scheme in the Capital Programme 2021/2022 (Pages 345 - 350)

Exempt report of Interim Assistant Director, Housing and Social Care Commissioning

21 Readmittance of the Press and Public

Following consideration of the exempt items of business, Council to resolve to readmit the press and public to the meeting

22 Motions (Pages 351 - 352)

To debate the following motion which has been submitted with advance notice, in accordance with the Constitution.

Topic	Proposer	Secunder
Oxfordshire Growth Needs Assessment (OGNA)	Councillor Ian Middleton	TBC

Please note that the deadline to submit motions has passed. The deadline for Members to submit amendments to the motion is noon on Thursday 24 February 2022. No amendments will be permitted after this deadline.

Any amendments submitted will be published as a supplement to the agenda on the afternoon of Friday 25 February 2022. Amendments to the motion will be dealt with in the order submitted.

For information

Please note:

The next scheduled Council meeting is the Annual Council meeting at 6.30pm on Wednesday 18 May 2022. Questions and motions are not included on the agenda at the Annual Council meeting.

Members are advised that written questions and motions for the next Council meeting at which these items will be considered, Monday 18 July 2022, must be submitted to the Director of Law and Governance, democracy@cherwell-dc.gov.uk, by noon on Wednesday 6 July 2022.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221589 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.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

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 Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221589

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Cherwell District Council

Council

Minutes of an extraordinary meeting of Full Council held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 7 February 2022 at 6.30 pm

Present:

Councillor Hannah Banfield (Chair)
Councillor Les Sibley (Vice-Chairman)
Councillor Andrew Beere
Councillor Nathan Bignell
Councillor Maurice Billington
Councillor Mike Bishop
Councillor John Broad
Councillor Hugo Brown
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Colin Clarke
Councillor Patrick Clarke
Councillor Ian Corkin
Councillor Nick Cotter
Councillor Sandy Dallimore
Councillor John Donaldson
Councillor Matt Hodgson
Councillor David Hughes
Councillor Shaida Hussain
Councillor Tony Ilott
Councillor Mike Kerford-Byrnes
Councillor Nicholas Mawer
Councillor Andrew McHugh
Councillor Tony Mephram
Councillor Ian Middleton
Councillor Perran Moon
Councillor Richard Mould
Councillor Adam Nell
Councillor Cassi Perry
Councillor Lynn Pratt
Councillor George Reynolds
Councillor Barry Richards
Councillor Dan Sames
Councillor Jason Slaymaker
Councillor Dorothy Walker
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Lucinda Wing
Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence:

Councillor Conrad Copeland
Councillor Carmen Griffiths
Councillor Timothy Hallchurch MBE
Councillor Simon Holland
Councillor Kieron Mallon
Councillor Katherine Tyson
Councillor Fraser Webster
Councillor Bryn Williams

Officers:

Yvonne Rees, Chief Executive
Steve Jorden, Corporate Director Commercial Development, Assets & Investment
Lorna Baxter, Director of Finance & Section 151 Officer
Anita Bradley, Director Law and Governance & Monitoring Officer
Nathan Elvery, Interim Chief Operating Officer
Michael Furness, Assistant Director of Finance & Deputy S151 Officer
Shahin Ismail, Recommended appointee as Interim Monitoring Officer
Natasha Clark, Governance and Elections Manager

60 **Welcome**

The Chair welcomed Members, officers and the press and public to the extraordinary Council meeting.

The Chair welcomed Nathan Elvery, interim Chief Operating Officer, and Shahin Ismail, recommended appointee as interim Monitoring Officer, to their first meeting at Cherwell District Council.

61 **Declarations of Interest**

8. Appointment of Interim Monitoring Officer.

Shahin Ismail, Declaration, as she was to be proposed to be appointed Monitoring Officer for Cherwell District Council on an interim basis and would leave the meeting for the duration of the item.

9. Appointment of Section 151 Officer.

Michael Furness, Declaration, as he was to be proposed to be appointed Section 151 Officer for Cherwell District Council and would leave the meeting for the duration of the item.

62 **Communications**

The Chair made the following announcements:

Extraordinary Council meeting

The Chair reminded Members that as this was an extraordinary meeting, the minutes of committees were not taken and there were no questions or motions on the agenda. These items would be included on the agenda at the next scheduled Council meeting on Monday 28 February.

Addressing Council, length of speeches and voting

The Chair reminded Members of the length of speeches and the approach he would apply with regards seconders speaking on reports and motions.

Members' Pigeon Holes

The Chair reminded Members to check their pigeon hole and remove any post.

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

There were no petitions or requests to address the meeting.

64 **Urgent Business**

There were no items of urgent business.

65 **Minutes of Council**

The minutes of the meeting held on 13 December 2021 were agreed as a correct record and signed by the Chairman.

66 **Section 113 Agreement Cherwell District Council and Oxfordshire County Council**

The Chief Executive submitted a report for Council to agree the arrangements to end the formal partnership arrangements between Cherwell District Council and Oxfordshire County Council.

Resolved

Subject to no amendments to the proposed recommendations when considered at Oxfordshire County Council's Full Council meeting on 8 February 2022:

- (1) That the s.113 partnership with Oxfordshire County Council be terminated.

- (2) That Oxfordshire County Council be formally notified of Cherwell District Council's decision to give 6 months' notice of its intention to terminate the s.113 Agreement dated 31 August 2018 regarding joint working between the two authorities.
- (3) That the ongoing role of the Joint Shared Services and Personnel Committee (JSSP) in providing suitable oversight and decision-taking concerning the termination of the s.113 Agreement be agreed.
- (4) That a revised Terms of Reference for the JSSP (Annex to the Minutes as set out in the Minute Book) be adopted.
- (5) That the Partnership Working Group be disbanded and the conclusion of its business be noted.
- (6) That the Chief Executive of Cherwell District Council be instructed to work alongside Oxfordshire County Council officers to establish a Joint Officer Transition Working Group
- (7) That the Financial Principles for the termination of the s.113 Agreement (annex to the Minutes as set out in the Minute Book) be adopted.
- (8) That amendments to the existing dispute resolution process as set out in the Annex to the Minutes (as set out in the Minute Book) be agreed.
- (9) That the Monitoring Officer be requested to undertake a review of the existing Scheme of Delegation to ensure that decision making is both effective and efficient.
- (10) That responsibility be delegated to the Monitoring Officer to undertake amendments to the Council's Constitution to reflect the resolutions arising from this report to Council.
- (11) That it be agreed to keep the best interests of its mutual residents at the centre of its decision making, endeavouring to ensure that such actions will not be to their detriment.

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Appointment of Interim Monitoring Officer

The Chief Executive submitted a report for Council to appoint a Monitoring Officer on an interim basis in place of Anita Bradley, Director of Law and Governance, in light of the end of formal partnership working arrangements between Cherwell District Council and Oxfordshire County Council.

On behalf of Council, the Chair thanked Anita Bradley for her services and diligence as the council's Monitoring Officer over the past thirteen months.

Resolved

- (1) That Shahin Ismail be appointed as the Council's Monitoring Officer on an interim basis with effect from 9 February 2022.

Following her appointment and return to the Chamber, Shahin Ismail addressed Council, thanked Members for her appointment and commented that she was looking forward to working with them.

68 **Appointment of Section 151 Officer**

The Chief Executive submitted a report for Council to appoint a Section 151 (S151) Officer in place of Lorna Baxter, in light of the end of formal partnership working arrangements between Cherwell District Council and Oxfordshire County Council.

On behalf of Council, the Chair thanked Lorna Baxter for her hard work and service as the council's Section 151 Officer over the past two years.

Resolved

- (1) That Michael Furness be appointed as the Council's Section 151 Officer with effect from 9 February 2022.

Following his appointment and return to the Chamber, Michael Furness addressed Council, thanked Members for appointing him as Section 151 Officer and that he was looking forward to his new role.

The meeting ended at 7.15 pm

Chairman:

Date:

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Council

Monday 28 February 2022

Agenda Item 8 (a), Written Questions

Question From: Councillor Andy Beere

Question To: Leader of the Council, Councillor Barry Wood and Lead Member for Finance & Governance, Councillor Tony Ilott

Topic: Council Tax Rebates of £150 for Domestic Properties Bands A to D 2022 /23

Question

“The Government has announced a rebate scheme which will involve thousands of billings/invoices, thousands of individual bank accounts and, given that CDC is a collection authority, knock on effects for Oxfordshire County Council, the other Oxfordshire District Councils and the Thames Valley Police.

Can Councillors Wood and Ilott, as CDC Executive members, firstly describe how these arrangements will work locally. And, secondly, are and will CDC be lobbying Government, including the HM treasury and the Department for Levelling Up, Housing and Communities, to ensure there is not disruption to CDC’s financial planning at the start of, and through the 2022/23 financial year, that might require CDC and the other Principal Local Authorities to require emergency funds at short notice in order to sustain local authority services?”

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Cherwell District Council

Council

28 February 2021

Members Allowances 2022/2023

Report of Director Law and Governance

This report is public

Purpose of report

To determine the levels of the allowances to be paid to Members for the forthcoming 2022/2023 financial year and proposed changes to the Members Allowance Scheme following the consideration of the report of the Council's Independent Remuneration Panel (IRP) attached at Appendix 1.

1.0 Recommendations

The meeting is recommended to:

- 1.1 Consider the levels of allowances to be included in the 2022/2023 Members' Allowances Scheme, and whether the Panel's recommendations (as set out at paragraphs 3.1 of this report and sections 7.3, 8.4, 9.1 and 10.3 of Appendix 1) should be adopted or modified in any way.
- 1.2 Consider the proposed amendments to the Members Allowance Scheme regarding the introduction of an IT allowance (as set out at paragraph 3.9 of this report and section 14.9 of the Panel's Report, attached at Appendix 1) and whether the Panel's recommendations should be adopted or modified in any way.
- 1.3 Authorise the Director of Law and Governance to prepare an amended Members' Allowances Scheme, in accordance with the decisions of Council for implementation with effect from 1 April 2022.
- 1.4 Authorise the Director of Law and Governance to take all necessary action to revoke the current (2021/2022) Scheme and to publicise the revised Scheme pursuant to The Local Authorities (Member's Allowances)(England) Regulations 2003 (as amended).
- 1.5 Thank the Independent Remuneration Panel for its report and set a fee of £300 for each Panel Member for the work carried out on this review and propose the same level of fee for any reviews carried out in 2022/2023 capped at a maximum of £1200 per person, which can be funded from existing budgets.

2.0 Introduction

- 2.1 The Council's Independent Remuneration Panel has met to review the current (2021/2022) Members' Allowances Scheme and its report on the recommended levels of the allowance payments for the 2022/2023 financial year, and other proposed changes to the scheme, is attached as appendix 1.
- 2.2 The Local Authorities (Members' Allowances (England) Regulations 2003 sets out that before an authority makes or amends its Members' Allowance Scheme, it "shall have regard to the recommendations made in relation to it by an Independent Remuneration Panel."
- 2.3 Whilst the Council has a duty to have regard to the Panel's recommendations, it is the Council's choice whether to accept the Panel's choice whether to accept the Panel's recommendations in whole or in part, or not at all, or to determine any other scheme for 2022/2023.

3.0 Report Details 2022/2023

Members' Allowances

- 3.1 Based on the information provided to the Panel as detailed in its report at Appendix 1, for the year 2022/2023 it recommends:

(a) That the Basic Allowance be increased in line with the staff cost of living increase rounded up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the financial year 2022/2023, 1 April 2022, should a settlement not be agreed before that date.

(NB. Whilst the Panel's recommendations throughout are for an increase in line with the staff cost of living pay award, to give an indicative idea of cost and change, a 1.75% increase has been applied to the figures below for information):

	Current Level 2021/2022	Current Level plus proposed £300 IT allowance	(Possible increase of 1.75% for 2022/2023)	(Possible increase of 1.75% for 2022/2023) plus £300 proposed IT allowance
Basic Allowance	£4512	£4812	£4596	£4896

(Calculation of increase - $4512 \times 1.75\% = 78.96 + 4512 = 4590.96 / 12 = 382.58$ rounded up = $383 \times 12 = 4596$)

(Irrespective of % increase, if agreed, the ICT allowance of £300, if agreed, would be added to the basic allowance giving a basic allowance of £4,812, effective from 1 April 2022.)

(b) That all Special Responsibility Allowances (SRA's) be increased in line with the staff cost of living increase rounded up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the

financial year 2022/2023, 1 April 2022, should a settlement not be agreed before that date: and

(c) That the capped limit for payment of an allowance for chairing an ad-hoc meeting of the Appeals Panel, Licensing Committee, Personnel Committee and Standards Committee be increased from four meetings to five. An annual allowance equivalent to the ad-hoc allowance for chairing a meeting will continue to be paid irrespective of how many meetings are held.

	Current Level 2021/2022	(Possible increase of 1.75% for 2022/2023)
Leader of the Council	£7680	£7812
Deputy Leader of the Council	£2652	£2700
Executive Members holding a Portfolio	£6708	£6828
Leader of the Opposition	£3096	£3156
Chairman of Accounts, Audit and Risk Committee	£3732	£3792
Chairman of Budget Planning Committee	£3732	£3792
Chairman of the Overview and Scrutiny Committee	£3732	£3792
Chairman of Planning Committee	£4464	£4548
Chairman of Appeals Panel	£264 SRA plus £264 per meeting to a capped limit of £1320	£270 SRA plus £270 per meeting to a capped limit of £1620
Chairman of Licensing Committee	£264 SRA plus £264 per meeting to a capped limit of £1320	£270 SRA plus £270 per meeting to a capped limit of £1620
Chairman of Personnel Committee	£264 SRA plus £264 per meeting to a capped limit of £1320	£270 SRA plus £270 per meeting to a capped limit of £1620
Chairman of Standards Committee	£264 SRA plus £264 per meeting to a capped limit of £1320	£270 SRA plus £270 per meeting to a capped limit of £1620

(d) That the Co-optee and Independent Person allowance be increased in line with the staff cost of living increase rounded up or down, whichever is closest, to

give 12 equal payments, and payment of the increase backdated to the beginning of the financial year 2022/2023, 1 April 2022, should a settlement not be agreed before that date.

	Current Level 2021/2022	(Possible increase of 1.75% for 2022/2023)
Co-optee and Independent Persons Allowance	£768	£780

(e) That Dependants' Carers' and Childcare Allowances remain at the current level and capped at 40 hours per month payable subject to production of receipts and cannot be paid to a family member of the claimant.

	Current Level 2021/2022	Proposed level 2022/2023
Childcare Allowance	£10 per hour	£10 per hour
Dependent Carers' Allowance	£20 per hour	£20 per hour

(f) That there be no change to Travelling and Subsistence Allowances:

	Current Level 2021/2022	Proposed level 2022/2023
Bicycles	20p per mile	20p per mile
Motorcycles	24p per mile	24p per mile
Motor Vehicles including electric vehicles	45p per mile	45p per mile

Breakfast Allowance	£6.02 per meal	£6.02 per meal
Lunch Allowance	£8.31 per meal	£8.31 per meal
Evening Meal Allowance	£10.29 per meal	£10.29 per meal

(g) That Democratic Services should continue to book overnight accommodation.

(h) That Non-Executive Director Allowances allowance be increased in line with the staff cost of living increase rounded up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the financial year 2022/2023, 1 April 2022, should a settlement not be agreed before that date.

	Current Level 2021/2022	(Possible increase of 1.75% for 2022/2023)
Non-Executive Directors Graven Hill Village Holding Company Limited and Graven Hill Village Development Company Limited	£4464	£4548

Expenses be paid at the same levels set out at (f) above (section 3.6 of the Panel's report attached at Appendix 1) and recharged to the relevant company.

(i) That from 1 April 2022, all CDC provision of IT kit cease (including laptops, tablets, mobiles, landlines, printers and print cartridges) and a one-off increase of £300 be added to the Basic Allowance, to be retained in future years as part of the Basic Allowance to cover, but not limited to, the following Council-related 'IT incidental' expenses that Councillors may incur in the course of carrying out their duties: home broadband; home landline and personal mobile calls; personal computer, laptop, tablet; printer, printer cartridges and paper.

4.0 Conclusion and Reasons for Recommendations

4.1 The following paragraphs set out the rationale for the recommendations of the Panel. Further detail is provided in the Panel's report at Appendix 1 (A-E and 7.4-14.9).

- (a) There had been a no increase in Member Allowance in 2021/2022. The Panel had recommended there be no increase due to the public sector pay freeze. The recommendation had been agreed by Full Council on 22 February 2021.
- (b) The Panel acknowledged that the CDC Members' Allowances are relatively low in comparison to other similar councils and elected members therefore represented good value for money.
- (c) The increasing complexity, responsibilities and burden of local government made it imperative for individuals representing all of society to be able to stand for election as Councillors. Allowances are not the only means of overcoming obstacles to wider democratic representation, but the absence of a national baseline for Member remuneration did not help efforts to attract a diverse range of people in the local community to consider becoming councillors.
- (d) The Panel proposed applying the same cost of living increase to Members' allowances as that awarded to staff.
- (e) Due to the increase in ad-hoc meetings of the Appeals Panel, Licensing Committee, Personnel Committee and Standards Committee, the Panel proposes that the capped limit be increase from four to five. An annual allowance equivalent to the ad-hoc allowance for chairing a meeting should continue to be paid irrespective of how many meetings are held.
- (f) The conditions for claiming dependants' carers' allowance and childcare allowance differed slightly in the current scheme. Childcare allowance cannot be paid to a member of the claimant's household but can be to a member of a dependants' carers' household. The Panel proposed that these should be brought into line and neither should be paid to a member of the claimant's household
- (g) Members are supported by the IT service in relation to their IT need but the current approach is inconsistent. A number of longer serving Members have their broadband paid for by the council and IT kit, including laptops, tablets, mobile phones and printers, provided, however as new Members have been

elected, this is not offered as a matter of course. Councillors use their own broadband connection and the majority of councillors use their own devices.

Given the importance and reliance on IT in the way Members now work, it is important that no current or potential councillor is negatively impacted and unable to perform their role as they do not have suitable equipment. The Panel therefore proposes a more consistent and transparent approach with a one off increase in the basic allowance to subsidise IT incidental expenses.

- 4.2 It is the view of the Independent Remuneration Panel that the proposals represent realistic and fair levels of allowance for 2022/2023 and recommend adoption.

5.0 Consultation

- 5.1 Details set out in paragraph 5.7 of the Panel's Report (Appendix 1).

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: To modify the Panel's recommendations. This is within the Council's discretion as the Panel recommendations are not binding. However it is not recommended as the Panel has considered and justified the recommendations that they have made.

7.0 Implications

Financial and Resource Implications –

- 7.1 Provision has been included in the draft 2022/2023 budget for Members' Allowance with an increase in Members' allowance in line with the staff cost of living increase and a £300 increase in the basic allowance for the introduction of an IT allowance, as recommended by the Panel.
- 7.2 If Members were minded to alter the levels of the allowances over and above those recommended by the Panel, this would be above the provision included in the draft budget.

Comments checked by:

Michael Furness, Assistant Director of Finance, 01295 221845,
michael.furness@cherwell-dc.gov.uk

Legal Implications

- 7.2 It is a legal requirement for the Council to consider the recommendations of the Independent Remuneration Panel before setting the level of Members' allowances.

Comments checked by:
Chris Mace, Solicitor, 01295 221808, christopher.mace@cherwell-dc.gov.uk

Risk Implications

7.3 There are no risks implications arising directly from this report.

Comments checked by:
Louise Tustian – Head of Insight and Corporate Programmes Tel: 01295 221786
Louise.tustian@cherwell-dc.gov.uk

Equalities and Inclusion Implications

7.4 Before making a decision, Section 149 of the Equality Act 2010 requires that each decision maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision make must therefore have due regard to the need to:

- i. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010
- ii. Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
 - Remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii. Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to – - tackle prejudice; and - promote understanding.

Comments checked by:
Steven Fairhurst Jones, Senior Policy Officer
07392 318 890, steven.fairhurstjones@oxfordshire.gov.uk

Sustainability Implications

7.5 There are no sustainability implications arising directly from this report.

Comments checked by:
Sandra Fisher-Martins, Climate Action Mobilisation Manager
07584 174682, sandra.fisher-martins@oxfordshire.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: n/a

Community Impact Threshold Met: n/a

Wards Affected

All

Lead Councillor

Councillor Tony Ilott, Lead Member for Finance and Governance

Document Information

Appendix number and title

- Appendix 1 - Report of the Independent and Parish Remuneration Panel on the Review of Members' Allowances for the 2022/2023 Financial Year

Background papers

None

Report Author and contact details

Lesley Farrell, Democratic and Elections Officer

Contact details: lesley.farrell@cherwell-dc.gov.uk 01295 221591

is



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

**Report of the Independent
Remuneration Panel
on the Review of Members' Allowances for the
2022/2023 Financial Year**

for

Cherwell District Council

January 2022

Cherwell District Council

Report of the Independent Remuneration Panel

Review of Members' Allowances for the 2022/2023 Financial Year

January 2022.

Summary and Recommendations

Summary

- A. The Independent Remuneration Panel (“the Panel”) has carried out a full review of the Cherwell District Council Members’ Allowances Scheme (“The Scheme”). This report sets out the Panel’s recommendations.
- B. The Local Authorities (Members' Allowances) (England) Regulations 2003 specifically Regulation 19 provide that before an authority makes or amends a scheme of allowances, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel. The Council is required to have regard to the advice of the Panel on the levels and types of allowances to be paid under the Scheme.
- C. In summary, it is the Panel’s view that the increasing complexity, additional responsibilities and burden of local government make it imperative for individuals representing all sections of society to be able to stand for election as councillors. Allowances are not the only means of overcoming obstacles to wider democratic representation, but the absence of a national baseline for Member remuneration did not help efforts to attract a diverse range of people in the local community to consider becoming councillors.
- D. The Panel acknowledged that the Cherwell District Council (CDC) Members’ Allowances are relatively low in comparison to other similar councils. Additionally, there had been no cost of living increase in Members’ Allowances in 2021/2022 a position agreed by Full Council on 22 February 2021. The Panel considered that CDC level of allowances therefore represented good value for money for the residents of Cherwell.
- E. In reaching its recommendations, the Panel has carefully considered all of the submissions and representations made to it and the additional evidence that was available. In accordance with the Panel’s terms of reference, it has looked at the relevant elements of the Council’s existing Members’ Allowance Scheme. The Panel believes that this review of the Scheme and the recommendations it has

made will give the Council a sound and comprehensive scheme of allowances until it is reviewed again.

- F. The Panel thanks the Director of Law and Governance and Democratic Services for the information provided to assist in their work.

Recommendations to Council

Having given due consideration to the information provided to the Panel, it recommends Full Council agree the following for inclusion in the Members’ Allowance Scheme 2022/2023:

(NB. Whilst the Panel’s recommendations throughout are for an increase in line with the staff cost of living pay award to give an indicative idea of cost and change, a 1.75% increase has been applied to the figures below for information):

It should also be noted that any councillor who stands down or is not re-elected will remain on the payroll for the whole of the financial year so will be paid the increase when agreed for the period they were councillor (1 April – 9 May 2022). If the settlement is not agreed until after 31 March 2023, there would be discussion with payroll and the former councillor about the arrangements to make the payment.

- (a) That the Basic Allowance be increased in line with the staff cost of living increase rounded up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the financial year 2022/2023, 1 April 2022, should a settlement not be agreed before that date.

	Current Level 2021/22	Current Level plus proposed £300 IT allowance	(Possible increase of 1.75% for 2022/2023)	(Possible increase of 1.75% for 2022/2023) plus £300 proposed IT allowance
Basic Allowance	£4512 pa	£4812 pa	£4596 pa	£4896 pa

(Calculation of increase - $4512 \times 1.75\% = 78.96 + 4512 = 4590.96 / 12 = 382.58$ rounded up = $383 \times 12 = 4596$)

(Irrespective of % increase, if agreed, the ICT allowance of £300, if agreed, would be added to the basic allowance giving a basic allowance of £4,812)

- (b) That all Special Responsibility Allowances (SRA’s) be increased in line with the staff cost of living increase rounded up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the financial year 2022/2023, 1 April 2022, should a settlement not be agreed before that date.

- (c) That the capped limit for payment of an allowance for chairing an ad-hoc meeting of the Appeals Panel, Licensing Committee, Personnel Committee and Standards Committee be increased from four meetings to five. An annual allowance equivalent to the ad-hoc allowance for chairing a meeting will continue to be paid irrespective of how many meetings are held.

	Current Level 2021/2022	(Possible increase of 1.75% for 2022/2023)
Leader of the Council*	£7,680 pa	£7,812 pa
Deputy Leader of the Council*	£2,652 pa	£2,700 pa
Executive Members holding a Portfolio	£6,708 pa	£6,828 pa
Leader of the Opposition	£3,096 pa	£3,156 pa
Chairman of Accounts, Audit and Risk Committee	£3,732 pa	£3,792 pa
Chairman of Budget Planning Committee	£3,732 pa	£3,792 pa
Chairman of Overview and Scrutiny Committee	£3,732 pa	£3,792 pa
Chairman of Planning Committee	£4,464 pa	£4,548 pa
Chairman of Appeals Panel	£264 SRA plus £264 per meeting to a capped limit of £1,320	£270 SRA plus £270 per meeting to a capped limit of £1620
Chairman of Licensing Committee	£264 SRA plus £264 per meeting to a capped limit of £1,320	£270 SRA plus £270 per meeting to a capped limit of £1620
Chairman of Personnel Committee	£264 SRA plus £264 per meeting to a capped limit of £1,320	£270 SRA plus £270 per meeting to a capped limit of £1620
Chairman of Standards Committee	£264 SRA plus £264 per meeting to a capped limit of £1,320	£270 SRA plus £270 per meeting to a capped limit of £1620

(The Leader of the Council receives the Leaders' allowance and an Executive Portfolio allowance. The Deputy Leader of the Council receives the Deputy Leaders' allowance and an Executive Portfolio Allowance. All SRAs are paid in addition to the Basic Allowance)

- (d) That the Co-optee and Independent Person allowance be increased in line with the staff cost of living increase rounded up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the financial year 2022/2023, 1 April 2022, should a settlement not be agreed before that date.

	Current Level 2021/2022	(Possible increase of 1.75% for 2022/2023)
Co-optee and Independent Person Allowance	£768 pa	£780 pa

- (e) That Dependants' Carers' and Childcare Allowances remain at the current level and are capped at 40 hours per month payable subject to production of receipts and cannot be paid to a family member of the claimant:

	Current Level 2021/2022	Proposed Level for 2022/2023
Childcare	£10 per hour	£10 per hour
Dependent Relative Care	£20 per hour	£20 per hour

- (f) That Travelling and Subsistence Allowances remain at the current level:

	Current Level 2021/2022	Proposed Level for 2022/2023
Bicycles	20p per mile	20p per mile
Motorcycles	24p per mile	24p per mile
Motor Vehicles	45p per mile	45p per mile
Electric or similar Specialised Vehicles	45p per mile	45p per mile
Breakfast Allowance	£6.02 per meal	£6.02 per meal
Lunch Allowance	£8.31 per meal	£8.31 per meal
Evening Meal Allowance	£10.29 per meal	£10.29 per meal

- (g) That Democratic Services continue to book overnight accommodation if required.
- (h) That Non-Executive Director allowances be increased in line with the staff cost of living increase rounded up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the financial year 2022/2023, 1 April 2022, should a settlement not be agreed before that date.

	Current Level 2021/2022	(Possible increase of 1.75% for 2022/2023)
Non-Executive Directors Graven Hill Village Holding Company Limited and Graven Hill Village Development Company Limited	£4,464 pa	£4,548 pa

- (i) That from 1 April 2022 to ensure parity and fairness in ICT provision to all Councillors, all CDC provision of IT equipment cease with effect from 1 April 2022 (including laptops, tablets, mobiles, landlines, printer and print cartridges). A one off increase of £300 be added to the Basic Allowance reflecting an average annual expenditure on ICT equipment, to be retained in future years as part of the Basic Allowance. This is to cover, but not limited to, the following Council-related 'IT incidental' expenses that Councillors may incur in the course of carrying out their duties: home broadband; home landline and personal mobile calls; personal computer, laptop, tablet; printer, printer cartridges and paper.

The Panel's Report

1.0 Introduction

1.1 The Local Government Act 2000 and the Local Authorities (Members' Allowances)(England) Regulations 2003 require local authorities to review their Allowances Schemes and to maintain the Panel to consider and make recommendations on new schemes.

1.2 The Regulations set out that the following issues are to be addressed by the Panel:

- **Basic Allowance:** each local authority must make provision for a basic, flat rate allowance for all elected Members. The allowance must be the same for all Members and can either be paid in a lump sum or in instalments.
- **Special Responsibility Allowance (SRA):** each local authority may make provision for the payment of SRAs to elected Members who have significant responsibilities. The Panel has to recommend the responsibilities that should be remunerated and the levels of allowance.
- **Co-optees' Allowance:** each local authority may make provision for the payment of an allowance to co-optees' for attending meetings, conferences, and seminars
- **Childcare and dependants' carers' allowance:** each local authority may make provision for the payment of an allowance to elected Members who incur expenditure for the care of children or dependent relatives whilst undertaking particular duties
- **Travel and subsistence:** each local authority may determine the levels of travel and subsistence allowances and the duties to which they should apply
- **Indexation:** each local authority may determine that allowances should be increased in accordance with a specified index and can identify the index and set the number of years (not exceeding four) for which it should apply

- Backdating: each local authority may determine that, where allowances are made to an allowance scheme, the allowances as amended may be backdated.
- 1.3 All Councils are required to convene their Panel and seek its advice before they make any changes or amendments to their Members' Allowances Scheme. Elected Members must "have regard" to their Panel's recommendations before setting a new or amended Members' Allowance Scheme.
- 1.4 Following the meeting of the Independent and Parish Remuneration Panel ("the Panel") in December 2020, the Panel recommended to Council that both the basic and special responsibility allowances and all other allowances for the 2021/2022 financial year should be frozen and remain the same in line with the public sector pay freeze. At the 22 February 2021 meeting of Full Council, Members resolved to agree the recommendation of the Panel without modification and allowances were frozen for the 2021/22 financial year. The scheme remained in force throughout the 2021/2022 financial year.
- 1.5 This report has been prepared in accordance with the provisions of the Local Authorities (Members' Allowances)(England) Regulations 2003 (as amended). It outlines the Panel's findings following a review of the District Council's current Allowance Scheme and its recommendations for 2022/2023 in respect of:
- (a) the levels of basic and special responsibility allowances
 - (b) the travelling, subsistence, and dependants' carers' allowances
 - (c) Co-optees and Independent Persons allowance; and
 - (d) Non-Executive Directors on Council Owned Companies
 - (e) The introduction of Maternity, Paternity, Shared Parental and Adoption leave
 - (f) A consistent and transparent Members IT Allowance
 - (g) Review of the Members' Allowances Scheme and Indexation
- 1.6 For information, throughout this report, all year references throughout this report, 2021/2022 and 2022/2023, refer to the financial year. "Members" and "councillor" is used interchangeably throughout the report,

2.0 The Independent Remuneration Panel

2.1 The current membership of the Panel is:

Ms Jeanette Baker
Mr Andrew Hodges
Mr David Shelmerdine
Mr Christopher White

2.2 The Panel met on 22 November 2021 to consider and agree its recommendations for 2022/2023 financial year.

2.4 Mr Christopher White was appointed as Chairman of the Panel.

2.5 Anita Bradley, Director of Law & Governance and Monitoring Officer, Natasha Clark (Governance and Elections Manager) and Lesley Farrell (Democratic and Elections Officer) provided the Panel with administrative advice and support.

3.0 Terms of Reference of the Panel

3.1 The Panel's terms of reference as originally agreed by the Council when the Panel was first constituted (as amended by the 2003 Consolidating Regulations which relate to the determination of local schemes for travelling and subsistence allowance) are outlined in its reports dated 3 July 2001 and 4 July 2003.

3.2 The principal matters on which the Panel can make recommendations are set out in the introduction. As the Panel currently meets annually to review the Scheme and make recommendations for the forthcoming financial year, indexation is not currently applied to the allowance scheme.

3.3 It is possible for the Council to apply indexation and for the Scheme to be confirmed on that basis annually for a period of up to four years. In this instance, Council would need to amend the Terms of Reference of the Independent Remuneration Panel that currently state it meets annually and to agree any level of indexation such as any annual pay award to staff.

4.0 The Panel's Adopted Approach

4.1 Since 2001, the Panel's approach has been that recommendations should be formulated appropriate to the circumstance of the Council, recognizing that the roles of Executive and Non-Executive Members are now well-established.

4.2 The following underlying principles continue to form the basis of the Panel's review process:

- (a) the allowances should take account, as far as possible, of the amount of time taken by Members to fulfil their roles.
- (b) the scheme should ensure, as far as practical, that as wide a range of people as possible should be able to stand for election and that they should not be financially penalised in so doing. This, in turn, should increase the likelihood of an inclusive approach to council services.
- (c) the levels of the allowances should not be treated as salary but rather as a level of 'compensation' and recognition of the time and level of responsibility that such public duty requires.
- (d) that an element of Members' time in terms of their work as a Councillor should be treated as voluntary and therefore should not be remunerated.
- (e) the assumption that all Members will participate as fully as possible in Council business and play an active role in their Wards and that the importance of these mutually inclusive roles should be reflected in the level of the basic allowance.
- (f) the reviewed scheme should take account of the payments included in the current scheme and any increases which might be recommended should be balanced against the interests of the residents in the District, although we accept that the Council must consider the political implications of the levels of the allowances open to it to pay.
- (g) the reviewed scheme should continue to be subject to well informed periodic reviews.

5.0 The Work of the Panel

- 5.1 The Panel had previously determined the underlying principles on which the levels of Members' Allowances should be based, as outlined at paragraph 4.2 above.
- 5.2 The Panel's approach required an assessment of the amount of time Councillors commit to their duties and their associated workloads in the context of the identified special responsibilities for Lead Members and Committee Chairmen. It is important to highlight that the focus of the review is on the roles rather than the individuals who occupy them.
- 5.3 The Panel was aware of the responsibilities and workloads of Executive members with their specific portfolios.

5.4 The Panel noted the additional workload and complexity in the role of the Leader of the Council in leading the political direction of the Council, considerable responsibility for delivering the Council's budget and policy framework and steering the partnership dimension of the Council.

5.5 As part of its review, the Panel considered the following information which informed its conclusions:

- (a) a copy of the Council's Members' Allowances Scheme for 2021/2022
- (b) a comparison of neighboring authority Members' Allowances
- (c) comparative data from the Members' Allowances survey undertaken by South East Employers which outlines the basic, special responsibility and other allowance payments made by Council's in the South East Region
- (d) the overall financial position of the Council
- (e) the general economic climate
- (f) any recent changes in the roles, responsibilities, and workload of specific Member post
- (g) a summary of Members' responses to the Annual Survey (further details of the survey are set out in paragraphs 6.1 – 6.8)
- (h) any additional comments Members wished to make in respect of the current allowance scheme
- (i) the discussions with the Member who spoke to the Panel
- (j) the increase in cost of living and level of CDC staff pay awards. As local negotiations for the annual staff pay award had not yet commenced for 2022/2023, this information was not available for the Panel.

6.0 Members' Allowance Scheme Annual Survey

6.1 The Panel continues to place great importance on the information gathered by way of the Annual Survey.

The purpose of the Annual Survey is to determine:

- (a) the amount of time Members estimate they spend on Council business during an average month

- (b) Members views on the adequacy, or otherwise, of the current levels of Members' Allowances at the Council; and
 - (c) whether Members would like to address the Panel in person.
- 6.2 The Annual Survey had been circulated to all 48 elected Members. 19 surveys were returned, which represents 39.58% of the Council's membership.
- 6.3 The Panel was very grateful to those Members who responded to the survey. The Panel agreed to repeat the exercise again as it firmly believes that the information requested was vital to its effort in undertaking proper and meaningful review.
- 6.4 The Panel surmised that those Members who did not respond to the survey were happy with the current allowance scheme.
- 6.5 Councillor Barry Wood, Leader of the Council, was the only Member who requested to address the Panel. Councillor Wood joined the meeting on 22 November 2021 and subsequently answered questions from The Panel. The Panel thanked Councillor Wood for his insightful comments and contribution to the review.
- 6.6 The Panel noted that those Members who responded to the Annual Survey continued to show a significant variation in the average number of hours they spent on their roles as Councillors, ranging from 10 to 160 per month.
- 6.7 Results from questions 1 – 4 of the 19 surveys received were as follows:

Question 1- N/A (councillor name)

Question 2 – How long have you been a Councillor?

- Less than 1 year 3
- 1 – 4 years 3
- 5 – 8 years 5
- 9 – 12 years 4
- Over 12 years 4

Question 3 – What is your current role?

- Leader of the Council/Leader of Opposition/Group leader 2
- Deputy Leader of the Council Deputy Leader of Opposition/Deputy Group Leader 2
- Chairman/Vice Chairman of the Council 0
- Executive Member 2
- Committee Chairman/Vice Chairman 4

- None of the above 9

Question 4 – What is your employment status?

- Retired or otherwise not employed 9
- Employed full time 9
- Employed part time 0
- Other 1

6.8 Questions 5 – 11 sought comments from Members on the level of basic allowance, SRA, travel, subsistence, childcare and dependants' carers' allowances, time commitment and voluntary aspects of time given and any additional comments.

- (a) Seven of the respondents receive an SRA and considered that an average of 36 hours per month related to the post for which the SRA was received.
- (b) Sixteen respondents considered that part of their time was given on a voluntary basis. One considered that it was not and two thought that it maybe.
- (c) With regards to the current rate of allowance and if it was thought to be adequate. 6 Members thought that the allowance should be increase in line with officer pay award. 2 thought it should be increased by an amount not linked to the officer pay award, 5 considered the allowance should be frozen at the current level 3 thought that Members' Allowances should be assessed every 4 years rather than every year and 3 thought that Members' Allowances should be assessed every 4 years and linked to the staff pay award.
- (d) Seven respondents commented on current levels of Basic and Special Responsibility allowances as follows:
 - I accept that some Councillors are more in need of the allowance than I.
 - Being a Councillor cannot be the preserve of the financially secure.
 - Allowances should be directly linked to officer pay to ensure that the percentage awarded neither narrows nor widens.
 - I think the allowance is substandard for what workload should be expected.
 - Any % increase should be in recognition of pressures on Councillors.
 - I would normally agree with linking increases to Officers, but under current national wage conditions would support a continued freeze.
 - Allowances should be assessed every 4 years and linked to the staff pay award having been benchmarked first.

(e) With regards to Dependants' Carers' Allowance, Childcare Allowance, Travel and Subsistence Allowances, 6 respondents made the following comments:

- Own vehicle travel allowance needs to include electric vehicles including electric motorcycles. As the rate is really little to do with fuel type but more to do with maintaining the vehicle, the rate should be at a level to suit increasing cost. Motorcycle rates should be nearer to those of four wheeled cars.
- Subsistence allowance needs to keep up with real costs
- Increased allowance for green travel
- These Allowances should encourage potential councillors to get to meetings particularly if with children and caring obligations, they should go up.
- I did not know we were entitled
- I would like to see travel allowance that encourages members to use public transport. i.e. free bus pass or train tickets with lesser tariff for car use.

(f) The following additional comments were made by 5 of the respondents:

- I think Councillor allowance is important to attract people from different backgrounds into local politics, not just the retired.
- I believe that the allowance should be based on the number of committees and proportionate to the attendance of those committees from something like an 80% base of expected attendance. Currently many do little and few do a lot. Thus if one puts in the hour's needed one is proportionately penalised as the charitable component increases. Those that do little are rewarded.
- Most councillors do not get involved in local politics for the money.
- Nobody tries to become a councillor for the money!!
- I think allowances are about correct although emails have increased time spent.

7.0 Basic Allowance

7.1 The Panel considered the level of Basic Allowance. It is required in the relevant legislation that a Basic Allowance of the same value be provided to all members of the Council. The allowance is intended to remunerate councillors for their time spent as a councillor, covering incidental costs incurred by them as ordinary members of the Council, including the use of their homes.

7.2 In previous deliberations, the Panel has consistently used the annual pay settlement for Cherwell District Council (CDC) staff as one of their main considerations for recommending adjustment to the levels of the Basic and SRA paid to Members. As reported in paragraph 5.5 (j), negotiations have not begun for the staff pay award for 2022/2023

- 7.3 Having regard to the various calls on councillors' time, conscious that a proportion of time is voluntary, the levels of basic allowance paid by comparator councillors, and taking into particular consideration the current economic climate and the comments from the Members' survey:

The Panel recommends that the Basic Allowance be increased, in line with the CDC staff cost of living increase 2022/2023 and rounded either up or down, whichever is closest, to give 12 equal payments, with payment of the increase backdated to the beginning of the financial year 1 April 2022 should agreement not be reached before that date.

8.0 Special Responsibility Allowances (SRA)

- 8.1 The Panel reviewed the Special Responsibility Allowances (SRA).
- 8.2 Consistent with the Basic Allowance being frozen in 2021/2022, Council agreed on 22 February 2021 the recommendation of the Panel that SRA's should also be frozen in 2021/2022.
- 8.3 In line with its recommendation to increase the Basic Allowance for 2022/2023, the Panel agreed that SRA should be increased on the same terms.
- 8.4 The Panel considered the current limit on the number of meetings for which an SRA can be paid to the Chairman of ad-hoc committees, Appeals Panel, Licensing Committee, Personnel Committee and Standards Committee, for chairing a meeting when one is required. Noting that the Personnel Committee had already sat four times in 2021/2022, it was considered that the capped limit should be increased to five meetings for these committees. The payment of an annual allowance equivalent to chairing a meeting would continue to be paid.

The Panel recommends that SRA's be increased in 2022/2023, in line with the staff cost of living increase 2022/2023 and rounded either up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the financial year, 1 April 2022 should agreement not be reached before that date.

The Panel recommends that the capped limit for payment of an allowance for chairing an ad-hoc meeting of the Appeals Panel, Licensing Committee, Personnel Committee and Standards Committee be increased from four meetings to five. An annual allowance equivalent to the ad-hoc allowance for chairing a meeting will continue to be paid irrespective of how many meetings are held.

9.0 Co-optee and Independent Persons Allowance

- 9.1 In considering co-optee and Independent Persons allowance, the Panel agreed a consistent approach to increase these allowances in line with the Basic Allowance and SRA's.

The Panel recommends that the Co-optee and Independent Persons allowances be increased in line with the staff cost of living increase 2022/2023 and rounded either up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the financial year, 1 April 2022 should agreement not be reached before that date.

10.0 Non-Executive Directors on Council Owned Companies

- 10.1 In 2018 it was agreed that Members who were Non-Executive Directors (NED) of both Graven Hill Companies (Graven Hill Development Company Limited, (DEVCO) and Graven Hill Village Holdings Limited (HOLDCO)) should receive an allowance comparable to the Special Responsibility Allowance paid to the Planning Committee Chairman.
- 10.2 In line with the recommendations for SRA's, the Panel agreed to recommend a consistent increase to the NED allowance.
- 10.3 Allowances paid to Non-Executive Directors are paid by the company not Cherwell District Council.

The Panel recommends that the NED allowance should be increased in line with the staff cost of living increase for 2022/2023 and rounded either up or down, whichever is closest, to give 12 equal payments, and payment of the increase backdated to the beginning of the financial year, 1 April 2022 should agreement not be reached before that date.

11.0 Travelling and Subsistence Allowances

- 11.1 In reviewing the current level of Travelling and Subsistence Allowances, the Panel noted that all travel rates are set at the specified HM Revenues and Customs rates and consequently had no implications for the tax liabilities of Members. Travel rates for motorcycles and motor vehicles are paid regardless of the cc of motorcycle or motor vehicle concerned and remain the same. These rates remain unchanged.
- 11.2 In relation to Subsistence Allowances, the Panel had originally agreed that allowances should be paid up to the maximum rates notified by the National Joint Council for Officers index linked to the Retail Prices Index (including mortgages).

- 11.4 Since 1996 when the National Joint Council for Officers ceased to produce nationally agreed subsistence rate for local government staff, subsistence rates have been a subject for local determination. The Council applies the Local Government Association rates.
- 11.5 Expenses incurred by councillors appointed as Non-Executive Directors of companies will continue to be paid at the same rate and recharged to the relevant company.

The Panel recommends that the travelling and subsistence allowances should remain at the current levels.

12.0 Dependants' Carers' and Childcare Allowance

- 12.1 In considering the dependants' carers' and childcare allowances, the Panel noted that these allowances were claimed very infrequently but agreed that the availability of the allowances was extremely important to encourage those with families or care responsibilities to stand as a councillor.
- 12.2 The Panel agreed that the dependants' carers' and childcare allowance should be maintained with no change to the rates payable and a minor change to the wording of childcare allowance in the Scheme.
- 12.3 The Panel noted that the wording in the Members' Allowance Scheme was not consistent for dependants' carers' and childcare allowance claims and agreed that this condition should be amended as follows:
- 12.4 The current wording reads:
- Subject to the submission of receipts, and in the case of the childcare allowance, to the allowance not being paid to a member of the claimant's household.

This should be amended to read:

- Subject to the submission of receipts, and to dependants' carers or childcare allowance not being paid to a member of the claimant's household.
- 12.5 All other conditions to claim the allowance would remain the same.

The Panel recommends that other than Dependants' Carers' allowance not being paid to a member of the claimant's household, there be no change to

the existing levels and requirements for claiming dependants' carers' and childcare allowances.

13.0 Maternity, Paternity, Shared parental, and Adoption leave.

- 13.1 The Director of Law & Governance and Monitoring Officer advised the Panel that the concept of Maternity, Paternity, Shared Parental and Adoption Leave for Members was being considered by various Independent Remuneration Panels nationally to ensure that individuals were not being disadvantaged.
- 13.2 The Panel noted that this was a complex matter and few councils had adopted this policy in their Members Allowance Scheme as Members were distinct from employees of the Council.
- 13.3 The Panel also noted the "six month rule" where councillors are required to attend a formal meeting at least once in a six month period to remain a councillor. If a councillor needed to be absent for a longer period, they could request a dispensation for an extended period and during this time would continue to receive their basic allowance. The complexity came for Chairmen and Members of the Executive where an additional special responsibility allowance was paid and positions would need to be substituted during periods of extended leave.
- 13.4 The Panel agreed it required additional information on Maternity, Paternity, Shared Parental and Adoption leave within a Members' Allowance Schemed as it was a complex matter requiring detailed information on various scenarios. Noting that a Member would not be disadvantaged from receiving their Basic Allowance and could request a dispensation from attending meetings, the Panel agreed not to recommend inclusion of a specific section on Maternity, Paternity, Shared Parental and Adoption Leave in the 2022/2023 Members' Allowances Scheme but would consider as part of a future review.

14.0 Member IT Allowances

- 14.1 The Service Desk Manager joined the meeting for the Panel's consideration of this matter.
- 14.2 The CDC Members' Allowance Scheme does not include reference to Members' IT and nor is there a separate policy regarding the provision of IT equipment and support to support to members.
- 14.3 Members are supported by the IT service in relation to their IT need but the current approach is inconsistent. The Panel noted that a number of longer serving Members have their broadband paid for by the council and IT kit, including laptops, tablets, mobile phones and printers, provided, however as new Members have

been elected, this is not offered as a matter of course. Councillors use their own broadband connection and the majority of councillors use their own devices.

- 14.4 Member IT allowances have not previously been considered as part of the Annual Members' Allowance review. The Panel agreed that given the increase in the use of technology with virtual and hybrid meetings and the adoption of a "paper lite" approach, it was timely and appropriate to review this to achieve a consistent and transparent approach.
- 14.5 Given the importance and reliance on IT in the way Members now work, it is important that no current or potential councillor is negatively impacted and unable to perform their role as they do not have suitable equipment. Any proposal should ensure this is addressed. It is also assumed that IT Services would continue to provide support to Members to ensure they able to access emails, meetings, meeting papers etc.
- 14.6 For openness, transparency and to ensure a consistent approach for all councillors, the Panel agreed that a one-off increase of £300 reflecting an average annual expenditure on ICT equipment should be added to the Basic Allowance. This would be retained in the base figure in future years as part of the Basic Allowance to cover, but not limited to, the following Council-related 'IT incidental' expenses that Councillors may incur in the course of carrying out their duties: home broadband; home landline and personal mobile calls; personal computer, laptop, tablet; printer, cartridges, and paper. This would be written into the Members' Allowance Scheme.
- 14.7 As the amount would be added to the Basic Allowance, it would be paid as part of each monthly allowance payment from 1 April 2022.
- 14.8 The Panel considered that including an amount as part of the Basic Allowance was preferable to the provision of kit. It would end the current disparity in the scheme and enable councillors to make personal choices.
- 14.9 With the inclusion of IT incidentals as part of the Basic Allowance, the Council would cease to provide IT kit to Members from 1 April 2022. The Panel requested that the IT Team work with councillors who are currently provided with IT kit to ensure a smooth transition.

The Panel recommends that from 1 April 2022, all CDC provision of IT kit cease and a one-off increase of £300 be added to the Basic Allowance, to be retained in future years as part of the Basic Allowance to cover, but not limited to, the following Council-related 'IT incidental' expenses that Councillors may incur in the course of carrying out their duties: home broadband; home landline and personal mobile calls; personal computer, laptop, tablet; printer, cartridges, and paper.

15.0 Review of Members' Allowance Scheme and Indexation

- 15.1 As set out at paragraph 1.2, each local authority may determine that allowances should be increased in accordance with a specified index, can identify the index and set the number of years (not exceeding four) for which it should apply.
- 15.2 The Panel noted that a council can apply an index to their allowances in circumstances where the only change each year is the application of the index. Many authorities have adopted an indexed scheme whereby allowances are amended annually by the reference to the annual pay award for staff at that authority and takes effect from the date on which the staff award takes effect.
- 15.3 CDC does not currently have an indexed scheme, rather the Panel meets annually and makes recommendations to Council for consideration as part of the following years scheme.
- 15.4 In considering the introduction of an indexed scheme, the Panel acknowledged that, as with all of its recommendations, the decision on Members' Allowances and, alongside this, an indexation scheme, sits with Council but Members must have regard to the view of the Panel.
- 15.5 The Panel commented that transparency was a key and crucial element of its annual review. Were a four year scheme with indexation to be agreed by Council, the independence of an annual review which ensures the scheme is fair for all would be lost. The Panel agreed not to make a recommendation on indexation.

Mr Christopher White (Chairman)
Independent Remuneration Panel
January 2022.

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Cherwell District Council

Council

28 February 2022

Budget Setting for 2022/23 and the Medium-Term Financial Strategy up to 2026/27

Report of Assistant Director of Finance & Section 151 Officer

This report is public

Purpose of report

This report is the culmination of the Budget and Business Planning process for 2022/23 to 2026/27 and sets out the Executive's proposed Business Plan and related revenue budget for 2022/23, medium term financial strategy to 2026/27, capital programme to 2026/27 and all supporting policies, strategies and information.

1.0 Recommendations

The Council is recommended:

- 1.1 In relation to the Business Plan (Section 3.1):
 - 1.1.1 To approve the Business Plan set out in Appendix 1.
- 1.2 Have regard to the statutory report of the Chief Finance Officer (Section 25 report) at Appendix 2 in approving recommendations 1.3 – 1.6.
 - 1.2.1 To delegate authority to the S151 Officer, in consultation with the Lead Member for Finance and Governance, to agree the apportionment of settlement costs relating to the ending of the S113 Partnership Agreement with Oxfordshire County Council, in line with the Financial Principles agreed by Council 7 February 2022 for the termination of the Agreement.
- 1.3 In relation to the Revenue Budget (Section 3.3) and Medium-Term Financial Strategy (MTFS) (Section 3.6).
 - 1.3.1 To agree that the net revenue budget for the financial year commencing on 1 April 2022, as set out in Table 3.3.1, and further analysed in the Budget Book provided at Appendix 11, be approved.
 - 1.3.2 To agree that the MTFS and Revenue Budget 2022/23 (Sections 3.6 and 3.3 respectively), including the Savings Proposals, and Pressures included at Appendices 3 and 4 respectively.

- 1.4 In relation to Council Tax:
 - 1.4.1 To agree an increase in the Basic Amount of Council Tax for Cherwell District Council for the financial year beginning on 1 April 2022 of £5, resulting in a Band D charge of £143.50 per annum.
- 1.5 In relation to the Capital Programme and related strategies (Section 3.4):
 - 1.5.1 To approve the Capital Bids and Capital Programme at Appendix 16 and 17 respectively.
 - 1.5.2 To approve the Capital and Investment Strategy (Appendix 18).
 - 1.5.3 To approve the Treasury Management Strategy, including the Prudential Indicators, Minimum Revenue Provision (MRP) Policy and Affordable Borrowing Limit for 2022/23 (Appendix 19)
 - 1.5.4 To approve the Property Investment Strategy (Appendix 20).
- 1.6 In relation to reserves:
 - 1.6.1 To approve a minimum level of General Balances of £6m.

2.0 Introduction

- 2.1 This report sets out Executive's proposed Business Plan, Revenue Budget Strategy and the Capital & Investment Strategy.
- 2.2 The Executive's Business Plan and revenue and capital budget proposals take into consideration the latest information on the council's financial position outlined in this report and comments from the Budget Planning Committee meeting on 9 December 2021. Comments from the Budget Planning Committee are included as Appendix 8 to this report. In finalising the proposals, the Executive has also taken into consideration feedback from the public consultation on the Business Plan priorities, revenue budget proposals and council tax increase. An analysis of the responses to the consultation accompanies the budget proposals at Appendix 8.
- 2.3 Recent announcements from Government have confirmed that the significant changes to the way they fund local authorities over the medium term has been delayed. The latest indications are that those changes will begin to take effect from 2023/24. All the information and intelligence received indicates that this will present the Council with a substantial financial challenge over the medium term, which the Council needs to prepare for as it sets the budget for 2022/23.
- 2.4 Following a period of consultation, the Final Local Government Finance Settlement for 2022/23 was published on 7 February 2022. There is a small reduction in the Lower Tier Services Grant compared to the Provisional Local Government Finance Settlement published on 16 December 2021. This reduction will be met by reducing the general contingency. The details can be found here:

<https://www.gov.uk/government/collections/final-local-government-finance-settlement-england-2022-to-2023>

- 2.5 The impact for CDC of this one-year settlement can be summarised as follows:
- With a focus of the settlement on stability, it is essentially a “roll-forward” of funding
 - Confirmation that Council Tax can be raised by 2% or £5, whichever is greater (for CDC this is £5)
 - That anticipated New Homes Bonus legacy payments announced in 2019/20 will be fully funded.
 - That a one-year only New Homes Bonus award for 2022/23 has been allocated to the Council
- 2.6 The settlement was broadly as expected following announcements in the Spending Review announced on 27 October 2021, though additional one-off funding was announced for 2022/23. CDC had built its financial models on the indicative information provided at that point. The Government has also provided a one-off continuation of Lower Tier Services grant to ensure that CDC will not have a reduction in resources from Government in 2022/23.
- 2.7 In order to support the Council with its task of approving the budget for 2022/23 this report explains and explores the impacts of the various building blocks that make up the final budget of the Council including:
- estimated impact of the financial outturn for the Council for 2021/22
 - cost of the services that the Council provides
 - commercial activity and income
 - financing the Council (borrowing and investments)
 - inflationary and other price change impacts
 - budget proposals (savings and pressures)
 - capital investment proposals
 - reserves and the use of reserves to support the budget
 - an assessment of the financial resilience of the Council
 - national funding assumptions for future years and the medium-term funding gap
- 2.8 This report will set out the Business Plan for 2022/23 and show how each of the above elements support the development of the delivery of the plan by setting a budget for 2022/23, the longer term MTFS, and will then summarise the next steps that will allow the Council to consider, approve and set balanced budgets over the MTFS period.

3.0 Report Details

3.1 Business Plan

- 3.1.1 Each year the Council reviews and updates its annual Business Plan, setting out the priorities and high-level objectives for the year ahead as found in Appendix 1.
- 3.1.2 The Business Plan informs the development of the annual budget and the operational Service Plans for the delivery of all Council services. The Service Plans will set out the activities that each service will undertake to deliver against the priorities set out in the Business Plan. Ultimately, these activities will be reflected in

the individual objectives of employees providing a clear 'golden thread' through the organisation for the delivery of the Council's priorities.

3.1.3 This year the Business Plan has been updated in line with the budget setting process outlined above. The four strategic priorities are as outlined below:

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

3.1.4 Housing that meets your needs re-emphasises this Council's commitment to making sure its residents all have the opportunity to access housing that is suitable for them, whether this is through supporting the delivery of affordable and green housing, ensuring minimum standards in the private rented sector, working with partners to prevent homelessness, supporting the most vulnerable residents or through delivery of the Local Plan.

3.1.5 Supporting on environmental sustainability builds on the Council's commitment to be carbon neutral by 2030 in addition to focusing on the priorities of its residents including supporting waste reduction, reuse and recycling across the district which are already highly regarded by residents. Promoting the Green economy and working with partners to improve air quality are also the Council's priorities. Climate action is a key focus for the Council, transforming the organisation to deliver its carbon neutral commitments.

3.1.6 A strong and enterprising economy has long been a priority of the Council, with a strong track record of supporting businesses and investing in its town centres which is a key priority for its residents. An enterprising economy with strong and vibrant local centres, reinforces this commitment for Cherwell to be a district where business can grow, attract investment and visitors to the town centres across the district.

3.1.7 The wellbeing of its residents and communities has always been a priority for this Council. The healthy, resilient and engaged communities priority retains its focus on ensuring residents and communities are as active and healthy as possible. Supporting community and cultural development and working towards our continued commitment to equalities, diversity and inclusion. This Council will continue to work with partners to address the causes of health inequality and deprivation across the district. The Council will continue to work with partners in the health and voluntary sectors to help our local businesses' and residents' recovery and renewal from Covid-19, and ensure together, we are in a stronger position to meet the health, economic and social challenges of the future.

3.1.8 The four priorities are supported by seven themes that shape and influence the work of every service across the Council and reflect local priorities and the national context:

- **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** - Work with partners across all sectors to deliver and improve services 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.
- **Climate Action** - Support residents and local businesses to reduce their carbon emissions. Continue to transform our own estate to deliver our carbon neutral commitments.
- **Including Everyone** - Our Equalities, Diversity and Inclusion framework outlines how we are seeking to create more inclusive communities, services and workplaces in Cherwell.
- **COVID-19 Recovery Strategy** - Work with partners in the health and voluntary sectors to help our local business and residents respond, and ensure together, we are in a stronger position to meet the health, economic and social challenges of the future.

3.1.9 The service plans, operational plans detailing performance measures and outcomes are captured as part of the 2022-23 performance management framework and will link to the Council's Leadership Risk Register. The Council will report on progress against the Business Plan to Executive on a monthly basis through the Performance, Risk and Finance report. Leadership risks will also be linked to the corporate priorities.

3.2 Chief Finance Officer's Statutory Report

3.2.1 Under Section 25 of the Local Government Act 2003, the Chief Finance Officer is required to report on the robustness of the estimates made in determining the council tax requirement and on the adequacy of the proposed financial reserves. This assessment is set out in Appendix 2 of the report. Council is required to have regard to this report in making their decisions on the budget.

3.3 Revenue Budget Strategy

Forecast Financial Outturn 2021/22

3.3.1 The Budget Planning Committee and the Executive regularly review the forecast outturn as part of the Performance, Risk and Finance report. 2021/22 has been a challenging year in continuing to deal with the ongoing impact of the COVID-19 pandemic whilst continuing to deliver Council services.

3.3.2 The forecast outturn position as at 30 November 2021 is an overspend of £0.2m. The Council anticipates that it will be able to manage this before the year end and so should not impact on the Council's reserves position. There are a number of savings proposals from 2021/22 which have not been fully delivered. Where this has been identified and there is an anticipated impact in future years, this has been taken into account within the budget proposals for 2022/23.

3.3.3 Managers have considered their current operational and financial performance when considering their future year budget requirements and where necessary included growth pressures or proposed budget reductions as part of the budget setting process. These are described later in this report. The budget requirements and the changes requested by managers have been scrutinised by senior

managers over a number of individual sessions allowing for challenge and consideration across the range of Council budgets. This helps to ensure the proposals align with the Council’s objectives.

Net Cost of Services for 2022/23

- 3.3.4 Having reviewed the impact of prior years’ financial information, the next step in setting a budget is to consider the “Net Cost of Services” which includes the costs and income streams directly attributable to service delivery and commercial activities. Table 3.3.1 summarises the draft budget for 2022/23 by directorate.

Table 3.3.1: Net Cost of Services

Directorate	Net Cost of Services 2022/23 £m
CDA&I	(0.377)
CODR	6.513
Environment & Place	6.145
Housing	1.651
Wellbeing	1.690
Service Sub-total	15.622
Corporate Costs	4.316
Policy Contingency	3.554
Net Cost of Services	23.492

- 3.3.5 The largest proportion of the expenditure budget, excluding benefits payments, is spent on staffing (45%).
- 3.3.6 Service income streams that are assumed within the net cost of services include fees and charges (e.g. planning fee income, income from car parks, licences etc.), service specific grants and rental income from all council-owned properties. For information on categories of Income and Expenditure, please see Appendix 5 for a summary by type of expenditure and Appendix 11 for more detail at a Directorate level.
- 3.3.7 A thorough review of service levels and budgets has taken place and savings identified at Appendix 3 that will allow the Council to operate within the level of resources that it anticipates will be available to it in 2022/23. Full monitoring of the savings programme will take place throughout 2022/23.

Commercial Property

- 3.3.8 Whilst commercial property sits within the net costs of services it is worth reflecting on the part this plays in terms of the overall budget of the Council. The Council holds 125 land, building and investment assets in its asset register that it uses for a variety of functions including:
- Operational assets - services delivered or operated out of these properties as well as assets leased out for community activities (such as leisure and community centres)

- Landholdings
- Commercial properties – these properties are major drivers in the Council's economic development strategy for Cherwell and additionally are income producing.

3.3.9 The Council in recent years has expanded its commercial property portfolio that both supports the local economy by providing good quality properties for rent by local businesses but also to help regenerate its town centres. The Council plays a leading role in actively influencing and working in partnership with others to stimulate redevelopment of our town centres. This will continue to be an area of activity going forward as the Council continues to support recovery from COVID-19. Any surplus revenue streams generated by these properties will be available to support the rest of the Council as other funding sources reduce.

3.3.10 The Investment portfolio comprises 23 properties in the following primary groupings:

- Retail properties (e.g. Castle Quay, High Street units)
- Mixed use commercial properties (e.g., Bridge Street)
- Industrial estate (e.g. Tramway Industrial Estate, Antelope Garage, Thorpe Estate)
- Local Centres (e.g. Bradley Arcade, Ferriston, Orchard Way, etc)

3.3.11 In setting the budget for 2022/23, the Council has considered any changes in tenancy arrangements and the gross income budget has been set at £6.3m.

Budget Proposals (Inflation, Pressures, and Savings)

Inflation

3.3.12 The Council has provided for inflation within the budget. It assumes that there will be a 2.5% pay award in 2022/23 following the announcement by the Government that the public sector pay freeze would end. In future years pay awards are assumed to increase at 2.5% annually. Contract inflation is expected to increase at 6% in 2022/23 and by 2% thereafter and income from sales fees and charges has been assumed to increase by 2% annually. A schedule of fees and charges is set out in Appendix 6.

Directorate Budget Pressures

3.3.13 The Council has identified new budget pressures of £1.8m for 2022/23 and a further £0.5m of savings non-delivery. Budget Pressures funded on a one-off basis in 2021/22 have fallen by (£3.4m) resulting in an overall reduction in budget pressures of (£1.1m). The full schedule of existing and new pressures can be seen at Appendix 4. Table 3.3.2 summarises the Pressures which have been included within the Net Cost of Services.

Table 3.3.2: Pressures

Directorate	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Ongoing Impact £m
CDA&I	(1.314)	(0.471)	(0.571)	0.383	0.000	(1.973)
CODR	0.849	0.020	(0.191)	0.000	0.000	0.678
Environment & Place	0.656	(0.231)	0.000	0.000	0.000	0.425
Housing	0.039	0.000	0.000	0.000	0.000	0.039
Wellbeing	0.016	(0.027)	0.000	(0.035)	0.000	(0.046)
Corporate Costs	0.000	(0.052)	0.000	0.000	0.000	(0.052)
Policy Contingency	(1.384)	0.000	0.000	0.000	0.000	(1.384)
Total Pressures	(1.138)	(0.761)	(0.762)	0.348	0.000	(2.313)
Prior Year Pressures	(3.384)	(0.619)	0.370	0.012	0.000	(3.621)
Savings Non-delivery	0.466					0.466
New Pressures	1.780	(0.142)	(1.132)	0.336	0.000	0.842
Total Pressures	(1.138)	(0.761)	(0.762)	0.348	0.000	(2.313)

Savings Proposals

3.3.14 In total, savings of £2.9m are proposed for 2022/23, of which £0.5m were previously planned and £2.4m are new savings proposals. In December 2021, the Council consulted on £2.6m new savings proposals. After receiving consultation responses and considering the level of resources available to it following the Local Government Finance Settlement, the Council has amended its savings proposals. The full schedule of savings can be seen at Appendix 3.

3.3.15 The Council is grateful to all that responded to the budget consultation, with 176 responses received. The majority of respondents favoured reducing costs through flexible working, redesigning services and using digital technology to operate more effectively. A majority of responses were opposed to reducing front-line services. Appendix 8 provides a report on the responses received to the consultation. After reviewing the savings proposals and considering consultation responses it is proposed to make the following changes:

- SCSAF224 – End the financial support for public space CCTV, which the council is not under a duty to provide – following public consultation the Council has decided not to pursue this savings proposal.
- SCARP222 – Increase annual car parking charge of no more than 10p – the savings proposal has been adjusted so that increases in parking charges do not take place less than 12 months after the previous increase.
- SDEBT221 – Review the debt and money advice contract to assess future options and cost reductions – the saving has been rephased to align with the renewal date of the current contract.
- SDEMO222 – It is no longer proposed to set a four-year review cycle for members' allowances rather than using an independent panel; the current annual arrangements would remain.

Table 3.3.3: Change in New Savings Proposals

	2022/23	2023/24	2024/25	2025/26	2026/27	Total
	£m	£m	£m	£m	£m	£m
New savings in Consultation	(2.587)	(0.352)	(0.042)	(0.105)	(0.193)	(3.279)
Revised after consultation:						
SCSAF224 - End the financial support for public space CCTV, which the council is not under a duty to provide	0.099					0.099
SCARP222 - Increase annual car parking charge of no more than 10p per hour	0.034					0.034
SDEBT221 – Phase the review of the debt and money advice contract to assess future options and cost reductions	0.011	(0.011)				0.000
SDEMO222 – Set a four-year review cycle for members' allowances rather than using an independent panel	0.006			(0.004)	0.004	0.006
Final new Savings Proposals	(2.437)	(0.363)	(0.042)	(0.109)	(0.189)	(3.140)

3.3.16 Table 3.3.4 provides a breakdown of how the total savings of £2.9m for 2022/23 are allocated across the Directorates.

Table 3.3.4: Savings Proposals

Directorate	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Ongoing Impact £m
CDA&I	(0.633)	0.117	0.073	0.020	(0.036)	(0.459)
CODR	(0.244)	(0.013)	0.000	0.000	0.000	(0.257)
Environment & Place	(1.549)	(0.598)	(0.224)	(0.103)	(0.102)	(2.576)
Housing	(0.239)	(0.011)	0.000	0.000	0.000	(0.250)
Wellbeing	(0.229)	0.000	(0.012)	(0.025)	(0.050)	(0.316)
Corporate	(0.013)	0.000	0.000	0.000	0.000	(0.013)
Total Savings Proposals	(2.907)	(0.505)	(0.163)	(0.108)	(0.188)	(3.871)
Prior Year Savings	(0.470)	(0.142)	(0.121)	0.001	0.001	(0.731)
New Savings	(2.437)	(0.363)	(0.042)	(0.109)	(0.189)	(3.140)
Total Savings Proposals	(2.907)	(0.505)	(0.163)	(0.108)	(0.188)	(3.871)

3.3.17 All of the pressures and savings proposals are included in the proposed budget for 2022/23 which would allow a balanced and legal budget to be set.

Corporate Costs

3.3.18 Corporate Costs includes non-service costs including borrowing costs, interest receivable, contributions to reserves and a Policy Contingency budget. The Corporate Costs budget also includes non-ringfenced general grants.

3.3.19 COVID-19 has continued to have a significant impact on the finances and services of the Council in 2021/22. As it is unclear what the impacts of COVID-19 will be in 2022/23 the Council has continued with a Policy Contingency for COVID-19 in 2022/23 of £1.1m linked to commercial risk. This contingency is to protect the Council in case it suffers losses of income or increases to contract costs compared to the normal budget position.

3.3.20 In addition, the Council has set aside an inflation contingency and a redundancy and pension fund strain contingency. Table 3.3.5 shows the provisions that have been made in the Policy Contingency budget:

Table 3.3.5: Contingencies

Policy Contingency		2022/23 £m
Inflation Contingency		0.655
Affordable Housing		1.200
Commercial Risk		1.100
General Contingency		0.224
Separation Costs Contingency		0.375
Total		3.554

3.3.21 Table 3.3.6 Below shows the movement from the approved 2021/22 budget to the draft budget for 2022/23.

Table 3.3.6: Budget Movement from 2021/22 to 2022/23

Directorate	2021/22 Budget £m	Pressures £m	Savings Proposals £m	Capital Impact £m	Corporate Changes £m	Use of Reserves £m	Grants £m	Inflation £m	2022/23 Budget £m
CDA&I	1.678	(1.314)	(0.633)	(0.016)	(0.069)	(0.090)	0.000	0.067	(0.377)
CODR	5.686	0.849	(0.244)	(0.020)	0.067	0.010	0.055	0.110	6.513
Corporate	0.000	0.000	(0.013)	0.000	0.000	0.000	0.000	0.000	(0.013)
Environment & Place	6.698	0.656	(1.549)	(0.025)	(0.025)	0.131	0.000	0.259	6.145
Corporate Costs	2.768	0.000	0.000	0.000	3.173	(2.152)	0.539	0.000	4.329
Housing	1.844	0.039	(0.239)	0.000	0.000	(0.026)	0.000	0.033	1.651
Policy Contingency	1.884	(1.384)	0.000	0.000	2.899	0.000	0.000	0.155	3.554
Wellbeing	1.816	0.016	(0.229)	0.000	0.000	0.038	0.000	0.049	1.690
2022/23 Budget	22.374	(1.138)	(2.907)	(0.061)	6.045	(2.089)	0.594	0.673	23.492

Council Financing

3.3.22 In addition to the fees and charges income streams and grant funding recorded in the Net Cost of Services, the Council funds the balance of its activities from the following sources:

3.3.23 Business Rates Retention

Under the business rates retention scheme, 50% of the business rates collected is retained locally and shared between CDC (40%) as the billing authority, and Oxfordshire County Council (10%) as the major precepting authority, the remaining 50% goes to central government.

The Council, as the billing authority, is required before the beginning of a financial year, to forecast the amount of business rates collectable during the year. The NNDR1 form provides a tool to enable authorities to do this and it must be submitted to the Secretary of State and major precepting authorities by 31 January each year.

The Council sets its business rates income budget based on the NNDR1 form and the following:

- The Government deducts a tariff on business rates collected as a way to redistribute business rates collected based on need.
- A levy is also deducted by the Government for on growth in business rates above the baseline set in 2013/14 determined by the Government.
- CDC has entered a pooling arrangement with the other councils in Oxfordshire to ensure that this growth is retained within the county. CDC is able to retain an element of this “pooling benefit”.
- CDC must also take account of the estimated surplus/deficit on its business rates income in 2021/22. This compares the level of business rates collectable in 2021/22 compared to the estimate it made when setting the budget for 2021/22.
- Section 31 Grants are paid to compensate CDC for government changes to the business rates policy which has resulted in CDC generating lower business rates income than it otherwise would have done.

The resources retained by the Council from business rates are summarised in Table 3.3.7.

Table 3.3.7: Resources retained from business rates related income

Business Rates Breakdown	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m
Business Rates	(34.955)	(6.939)	(1.039)	(1.046)	(0.913)
Business Rates Deductions	33.539	5.339	0.764	0.844	0.766
Business Rates Pooling Gain	(2.210)	2.210	0.000	0.000	0.000
Business Rates Collection Fund (Surplus) / Deficit	0.155	(0.155)	0.000	0.000	0.000
S31 grants	(7.927)	6.299	(0.031)	(0.031)	0.122
Grand Total	(11.398)	6.754	(0.306)	(0.233)	(0.025)

Movements from 2023/24 onwards are annual incremental changes from the previous year

Any variance between the actual business rates income billed and accounted for compared to the NNDR1 estimate at the beginning of the year is managed through the Collection Fund.

It is estimated that there will be a Collection Fund deficit on business rates of £0.155m which has been taken account in setting the business rates income budget and summarised in Table 3.3.8 below.

Table 3.3.8: Business Rates (Surplus)/Deficit Calculation

Business Rates Deficit	2022/23
	£m
2020/21 deficit	0.666
2021/22 deficit relating to business rates reliefs	9.842
Use of S31 Reserve	(10.324)
1/3 2020/21 deficit ¹	0.029
Business Rates Deficit	0.155

Shortly after CDC set the 2021/22 budget for business rates income, the Government announced business rates reliefs to assist businesses through the economic challenges of the Covid-19 pandemic. To support local government the Government provided grant payments in lieu of the lost business rates income. CDC has held these grants in reserves in 2021/22 which will be used in 2022/23 to offset the 2021/22 deficit and the difference between the forecast and actual 2020/21 deficit.

3.3.24 Other Grants

Grants supporting the Net Cost of Services:

New Homes Bonus: The Council expects to receive £3.5m in 2022/23 comprising a payment for 2021/22 and the final year legacy payment for 2019/20. It is not known how the Government intends to replace this regime; a consultation took place in 2021/22 but no response to the consultation has been announced.

¹ The 2020/21 estimated deficit was spread equally across 2021/22, 2022/23 and 2023/24 to mitigate the impacts of COVID-19

Revenue Support Grant: Due to the roll forward of funding, the Council expects to receive £0.1m in 2022/23 which has increased in line with inflation compared to last year. RSG is then expected to be zero in future years.

Grant Funding within the Net Cost of Services:

The Government announced that Lower Tier Services Grant would continue for 2022/23 to ensure that the Council did not suffer a reduction in the allocations of funding received from Government. There will also be a new one-off Services Grant for 2022/23. The Council will receive £1m and £0.3m from these grants respectively.

The Council also receives ringfenced grants for specific purposes. These are allocated directly to the Directorates to be spent in line with the grant conditions. A breakdown of all government grant income assumed within the budget is at Appendix 12.

3.3.25 Council Tax

The council tax requirement of CDC for 2022/23 is £8.2m and the tax base has been set at 56,801.6. A £5 increase to the rate of Council Tax has been assumed from £138.50 to £143.50. This is the maximum increase the Council can propose, without the need to hold a referendum.

The Council has considered the amount of council tax that it anticipates it will collect in 2021/22 compared to the estimate it made when setting the 2021/22 budget. The Council expects there to be a surplus to be taken into account of (£0.4m).

Table 3.3.9: Breakdown of Council Tax Income

	£m
Council Tax (Surplus)/Deficit	(0.360)
Council Tax Requirement	(8.151)
Council Tax Income	(8.511)

3.3.26 The budget for 2022/23 therefore is balanced by these sources of funding as demonstrated in Table 3.3.10.

Table 3.3.10: Financing of Net Cost of Services 2022/23

Full Budget		£m
Net Cost of Services		23.492
Financed by:		
Revenue Support Grant		(0.121)
Council Tax		(8.511)
Business Rates		(11.398)
New Homes Bonus		(3.462)
Balance		0.000

3.4 Capital and Investment Strategy

3.4.1 The Capital and Investment Strategy is included at Appendix 18 and reflects the requirements of the Prudential Code including for the S151 to report explicitly on the deliverability, affordability and risks associated with the Strategy.

3.4.2 The Capital and Investment Strategy aims to set a clear framework for capital decision making alongside the Council's Business Plan, vision, and priorities. The Capital Strategy is closely aligned with the Council's service plans, asset review and plans.

Capital Programme

3.4.3 The capital programme sets out a plan for investment between 2022/23 and 2026/27. It forms an integral part of the Council's core activity and is an important part of the MTFS.

3.4.4 Capital expenditure can be funded from Revenue, Capital Receipts, Capital Grants, Internal or External Borrowing. External Borrowing is used to manage the cashflow requirements of the Council and whilst it is used to finance the capital programme, it is not linked to individual projects. Details of the Council's expected borrowing for 2022/23 are included in the Treasury Management suite of strategies which are scrutinised by the Accounts, Audit and Risk Committee (AARC) and included in Appendix 19. These were reviewed in draft form and were recommended to the Executive at the AARC meeting on 19 January 2022.

3.4.5 Table 3.4.1 below details the new capital investments proposed for 2021/22 (detailed proposals can be found in Appendix 16). Where these result in a revenue cost or savings, these have been adjusted for in the Net Cost of Services. A list of all proposals in the full capital programme (£18.0m in 2022/23) is set out in Appendix 17. The financial implications of these are incorporated into the MTFS. Table 3.4.1 – Capital Bids 2022/23 through to 2026/27

Directorates	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total Project Cost £m
Environment & Place	4.315	0.010	0.000	0.000	0.000	4.325
CDA&I	4.005	0.000	0.000	0.000	0.000	4,005
CODR	0.055	0.030	0.030	0.030	0.030	0.175
Wellbeing	1.784	0.000	0.000	0.000	0.000	1.784
Grand Total	10.159	0.040	0.030	0.030	0.030	10.289

3.5 Reserves

3.5.1 Reserves are held to ensure the Council can manage and mitigate current and future risk and spending plans. The Council has carried out a review of its reserves requirements as part of the Budget and Business Planning Process and continues to follow its reserves policy attached at Appendix 13. This has enabled the Council

to hold larger, more strategic reserves, rather than smaller earmarked reserves and will allow the Council to use its reserves in a more flexible manner. The Council will regularly review its level of reserves to ensure they remain adequate and appropriate and will continue to be monitored throughout 2022/23.

- 3.5.2 Table 3.5.1 below shows a summary of the forecast reserves position for 2022/23 to 2026/27. The final outturn position for 2021/22 will be reported to the Executive in June 2022 and the Accounts, Audit and Risk Committee in May 2022, as part of the Council's Statement of Accounts. Appendix 15 provides a breakdown of the proposed use of reserves for 2022/23 and an estimate of how reserves are currently expected to be used to 2026/27.

Table 3.5.1 – Forecast Use of Reserves

	Forecast Balance 1 April 2022	2022/23	2023/24	2024/25	2025/26	2026/27	Expected Balance 1 April 2027
	£m	£m	£m	£m	£m	£m	£m
General Balances	(5.520)	(0.500)	0.000	0.000	0.000	0.000	(6.020)
Earmarked Reserves	(21.932)	2.262	3.594	(2.023)	(2.531)	1.912	(18.717)
Revenue Grants	(4.155)	0.881	0.327	0.243	0.201	0.000	(2.502)
Capital Reserves	(0.690)	0.000	0.000	0.000	0.000	0.000	(0.690)
Sub-TOTAL RESERVES	(32.297)	2.643	3.922	(1.779)	(2.330)	1.912	(27.929)
Revenue Grants relating to cashflow timing	(11.787)	10.324	0.000	0.000	0.000	0.000	(1.463)
TOTAL RESERVES	(44.084)	12.967	3.922	(1.779)	(2.330)	1.912	(29.392)

- 3.5.3 A risk assessment has been carried out on the level of general balances that CDC holds which is detailed in Appendix 14. This sets out that CDC should hold general balances of at least £6m.
- 3.5.4 It is the duty of the Section 151 Officer to ensure that the Council retains reserves at a level which provides the Council with financial resilience both in setting the budget for 2022/23 but also looking into the medium term and the MTFS. Reserves can be used for one-off expenditure but should not be used to finance ongoing Council activities.

3.6 Medium Term Financial Strategy

Funding Reforms

- 3.6.1 The Council expects that local government funding reforms will be implemented in 2023/24. In his speech launching the Provisional Local Government Finance Settlement, Michael Gove, Secretary of State for Levelling Up, Housing and Communities stated that 'the government is committed to ensuring that funding allocations for councils are based on an up-to-date assessment of their needs and resources. The data used to assess this has not been updated in a number of years. Over the coming months, we will work closely with the sector and other

stakeholders to update this and to look at the challenges and opportunities facing the sector before consulting on any potential changes.’ In addition, Michael Gove stated that ‘as part of [any funding reforms] we will look at options to support local authorities through transitional protection.’

- 3.6.2 As part of funding reforms, a reset of the Business Rates baseline is expected. This would impact CDC significantly as the Council has been consistently collecting above the baseline and retaining 50% of that growth under the current retention scheme. The Council is assuming a reset is introduced in 2023/24, which will significantly reduce the level of resource available to the Council.
- 3.6.3 Government funding of local authorities is based on an assessment of need. The Government is expected to simplify the way need is determined and to make the formula more objective and transparent. However, until a consultation on proposed new arrangements is published by the Government there is no way to accurately forecast the impact. Therefore, the Council has assumed the impact of its implementation is neutral within the MTFS and has been considered as part of the risk assessment of reserves.

MTFS Funding Gap

- 3.6.4 The MTFS as presented in Table 3.6.1 below represents the scenario without the benefit of any national transition funding to compensate for the loss of funding following implementation of funding reforms. Planning on this basis is both prudent and sensible and ensures that the Council can respond to any changes coming forward and remain financially sustainable. It is important to note that 2022/23 reflects a balanced budget but it should be acknowledged that there are both planned contributions to and uses of one-off funds from some earmarked reserves. The net use of reserves in 2022/23 is shown above in Table 3.5.1 (£13m). A full schedule of the use of reserves can be found in Appendix 15. For 2023/24 an ongoing funding gap has been identified and the Council has established a strategy that will shape how it looks to review opportunities to reduce this gap and balance the budget in 2023/24.
- 3.6.5 Table 3.6.1 below sets out the Council’s future funding estimates. There remains much uncertainty regarding this position over the medium term with the expected funding reforms. However, estimates are based on the most recent information available from the Government which forecasts the effects of these changes to be in the region of a 30% reduction in funding. This is a result of:
- the phasing out of New Homes Bonus beyond legacy payments and the one-off payment in relation to growth in 2021/22 payable in 2022/23
 - the business rates baseline reset in 2023/24 and growth at 1% thereafter (the Council has grown business rates significantly in recent years and this baseline reset results in the Council losing the benefit of this growth)
 - the cessation of Revenue Support Grant, with the exception of the one-off payment in 2022/23
 - Council Tax increases of £5 per annum with on average 1.6% annual growth of the Council tax base from 2023/24
 - No assumptions have been made that the Council will receive any transitional finance support. As set out above, the Government has announced that a reset is likely to be phased. However, there has been no indication of what profile this could take or the period over which the transition will be applied.

3.6.6 The MTFS indicates that, with all of the assumptions around national funding changes, Cherwell will have a gap between its net budget requirement and its funding as shown in Table 3.6.1 below.

3.6.7 Table 3.6.1 below also does not attempt to forecast the outcome of any future spending reviews for local government as these will be based on political priorities at the time. CDC, along with our peers across all tiers of local government, will need to provide evidence and arguments about the totality of funding for CDC services. CDC has always taken an active role in these reviews and will continue to do so both on an individual Council basis but also through our professional bodies and professional peer groups including the District Council Network (DCN), the Local Government Association (LGA) and SDCT (Society of District Council Treasurers).

Table 3.6.1: MTFS 2022/23 – 2026/27 (year on year change)

MTFS Movements	2022/23	2023/24	2024/25	2025/26	2026/27
	£m	£m	£m	£m	£m
Base budget brought forward	22.374	0.000	0.000	0.000	0.000
Service Pressures	(1.138)	(0.761)	(0.762)	0.348	0.000
Service Savings Proposals	(2.907)	(0.505)	(0.163)	(0.108)	(0.188)
Capital Impact	(0.061)	0.036	(0.014)	(0.014)	(0.014)
Corporate changes	6.045	(3.623)	0.367	1.570	0.333
Inflation	0.673	0.494	0.494	0.495	0.495
Use of reserves	(2.089)	(1.674)	0.462	0.454	0.472
Additional government grants	0.594	1.236	0.000	0.000	0.000
Net Budget Requirement	23.492	(4.797)	0.384	2.745	1.098
Revenue Support Grant	(0.121)	0.121	0.000	0.000	0.000
Council Tax	(8.511)	(0.043)	(0.455)	(0.411)	(0.407)
Business Rates	(11.398)	6.754	(0.306)	(0.233)	(0.025)
New Homes Bonus	(3.462)	3.462	0.000	0.000	0.000
Total Income	(23.492)	10.294	(0.761)	(0.644)	(0.432)
Funding Gap / (Surplus)	0.000	5.498	(0.377)	2.101	0.666

How the MTFS gap is planned to be addressed

3.6.8 The Council has developed a strategy to meet the challenges highlighted in the MTFS which will include:

- Continue its partnering arrangements in the future including:
 - a) joint contracting and commissioning arrangements

- b) continuing the journey to transform the way in which the Council delivers with other partners
- Begin targeted strategic delivery reviews across the Council, taking into account the changing needs of the residents of Cherwell and the financial resources available to the Council. This, in combination with the review of priorities will ensure future service provision is focussed on the delivery of the Council's priorities.
- Overarching review of the alignment of the Council's resources and priorities in order to maximise delivery against these. This will require savings proposals to be identified that focus on those areas that are of a lower priority to the Council.
- Considering further approaches to maximise the levels of income the Council can generate to support frontline services.
- "Growing our way" out of trouble by identifying opportunities with the right business cases
- Continuing to lobby policy makers, highlighting where the Council has been delivering growth and driving benefits to others

Financial Resilience Assessment

- 3.6.9 CIPFA's Financial Resilience Index is designed to support and improve discussions surrounding local authority financial resilience. It shows a council's performance against a range of measures associated with financial risk, including the level of earmarked reserves and general balances. The Index is a comparative tool to be used to support good financial management and generate a common understanding of the financial position within authorities.
- 3.6.10 The index considers both the value of general balances and earmarked reserves compared to councils' net revenue budget. While earmarked reserves are held for specific purposes, they can be called upon to meet unexpected costs or provide short term funding to enable long term recovery plans to be put in place.
- 3.6.11 The CIPFA Financial Resilience Index based on 2020/21 data was released in early February 2022. It is considered as part of the Chief Financial Officer's Section 25 statement for Council on the adequacy of the proposed financial reserves and the robustness of the estimates for the purposes of the council tax calculations.
- 3.6.12 Whilst acknowledging that the Council does have reasonably high levels of debt compared to statistical neighbours, the repayment of this is factored into the MTFS. The Council's level of reserves is in a positive position compared to other similar authorities. The Council's biggest financial risk is the business rates reset which the Council is planning for. Taking these into account it is in a relatively stable position.

3.7 Climate Action

- 3.7.1 In 2019, CDC declared a climate emergency and committed to prioritising climate action in decision making. More recently, a climate action framework was approved that commits the council to:
- Being carbon neutral in its operations by 2030
 - Enabling a zero-carbon Cherwell by 2030.
- 3.7.2 In developing budget proposals, services were asked to assess how their plans affected the Council's ability to reduce its emissions from buildings, fleet, staff

travel, purchased products and services (including construction) and to enable emission reductions at a district-wide level.

3.7.3 Most of the proposals put forward were deemed by services to not impact the Council's ability to meet our climate action.

3.7.4 The proposal to increase parking charges could reduce district-wide carbon emissions by encouraging drivers to walk, cycle or use public transport.

4.0 Conclusion and Reasons for Recommendations

4.1 This report provides information around the various building blocks that make up the proposed budget for 2022/23 and beyond, allowing members to consider and scrutinise the elements of the budget and provide advice and guidance to Council to help further shape both budget setting for 2022/23 and the MTF5 up to 2026/27.

5.0 Consultation

5.1 The Council undertook a comprehensive consultation on its budget savings proposals for 2022/23. The revenue budget savings proposals were consulted on between 2 December 2021 and 4 January 2022. The public and businesses were given the opportunity to provide feedback on all savings proposals indicating whether they were supported or not. Additionally, comments explaining why savings proposals were supported or not could also be provided. Responses were received from 178 people and organisations. The responses to the consultation have been considered in arriving at the final proposals contained within this report. A summary of the consultation responses is contained in Appendix 8.

5.2 The Budget Planning Committee considered the revenue budget pressures, savings proposals and capital bids in a report on 9 December 2021. The Committee's comments have been taken into account in arriving at these proposals and are summarised in Appendix 9. Budget Planning Committee also considered and recommended the 2022/23 planned reserves levels and Capital and Investment Strategy at its meeting on 25 January 2022.

5.3 The Accounts, Audit and Risk Committee considered and recommended to full Council the Capital and Investment and Treasury Management Strategies and the associated Appendices on 19 January 2022.

6.0 Alternative Options and Reasons for Rejection

6.1 It is a legal requirement to set a balanced budget and the recommendations as outlined set out a way to achieve this. The following alternative option has been identified and rejected for the reasons set out below.

Option 1: To reject the current proposals and make alternative recommendations. Members will not be aware of the medium-term financial forecast or implications of alternatives if they choose to take this option.

7.0 Implications

Financial and Resource Implications

- 7.1 The financial implications are set out in this report. The Council has a statutory duty to set a balanced budget and could be subject to intervention of the Secretary of State if it failed to do so.

Comments checked by:

Lynsey Parkinson, Finance Business Partner - Corporate, 01295 221739,
Lynsey.Parkinson@cherwell-dc.gov.uk

Legal Implications

- 7.2 The Council is legally required to set a balanced budget each year, the legal framework for which is set out in the main body of this report. Officers consider the recommendations will achieve this if approved by full Council.

Comments checked by:

Chris Mace, Solicitor, 07702 917916, christopher.mace@cherwell-dc.gov.uk

Risk Implications

- 7.3 The Business Plan and MTFs are linked in the Leadership Risk Register which is reported monthly. The report also highlights the relevance of maintaining a minimum level of reserves and budget contingency to absorb the financial impact of changes and unforeseen events during the year. Any increase in risk will be escalated through to the Leadership Risk Register.

Comments checked by:

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

Equality and Inclusion Implications

- 7.4 The Equality Act 2010 imposes a duty on local authorities that, when making decisions of a strategic nature, decision makers must exercise 'due regard to the need to eliminate unlawful discrimination... advance equality of opportunity... and foster good relations.
- 7.5 In developing budget and business planning proposals, all services have considered the potential impact of change with respect to equality, diversity and inclusion, in line with our new framework: Including Everyone. Where a potential material service impact has been identified, an initial Equality Impact Assessment has been completed and these are available as background papers to this report. An overarching summary impact assessment, taking into account the overall impact of the budget proposals is published as Appendix 7.

Comments checked by:

Emily Schofield, Head of Strategy, 07881 311707, Emily.Schofield@cherwell-dc.gov.uk

Sustainability Implications

7.6 Sustainability implications are included in Section 3.7 of this report.

Comments checked by:

Sandra Fisher-Martins, Programme Manager, Climate Action, 07584 174682
sandra.fisher-martins@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision N/A

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 Tony Illott, Lead Member for Finance and Governance

Document Information

Appendix number and title

- Appendix 1 – Business Plan
- Appendix 2 – Chief Officer’s Section 25 Report
- Appendix 3 – Savings Proposals
- Appendix 4 – Revenue Pressures
- Appendix 5 – Budget Summary
- Appendix 6 – Fees and Charges Schedule
- Appendix 7 – Equality Impact Assessment
- Appendix 8 – Consultation Responses Report
- Appendix 9 – Budget Planning Committee Responses to Budget Proposals
- Appendix 10 – Gross Service Budget, Income, Net Budget and Future Years
MTFS Changes by Directorate
- Appendix 11 – Budget Book
- Appendix 12 – Government Grants
- Appendix 13 – Reserves Policy
- Appendix 14 – Reserves Assessment
- Appendix 15 – Forecast Use of Reserves
- Appendix 16 – Capital Bids
- Appendix 17 – Capital Programme

- Appendix 18 – Capital and Investment Strategy
- Appendix 19 – Treasury Management Strategy
- Appendix 20 – Property Investment Strategy

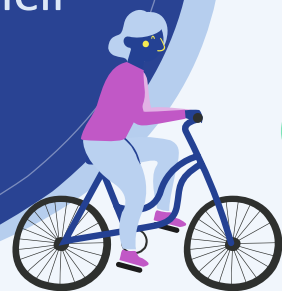
Background papers

None

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Cherwell District Council business plan 2022 - 2023



As we come to refresh our business priorities for the next financial year, I am proud to be the leader of a council that listens to its residents and is willing to adapt to deliver the services that residents value most.

Like other local authorities up and down the country, we must chart a careful and responsible path through the challenges presented by uncertainties around government funding, COVID-19 and a growing and ageing population, all of which have presented significant financial pressures in setting our budget for 2022/23.

But that doesn't mean we should lose sight of our vision for the district – we remain an ambitious authority and will continue to find new ways to deliver services differently and more efficiently, prioritising our resources to where they will have the biggest impact.

In our recent consultation on our 2022/23 budget proposals, local people told us that healthy and resilient communities was their top priority. That means using our influence on the built environment and within the leisure sector to make it easier to lead a healthy lifestyle. It also means making the most of our links to partners in the health system and community and voluntary sectors.

We have been creating new active travel routes, supporting people to ride their bikes and enhancing our green spaces. These examples of action will not only aid our recovery from the pandemic but will secure changes that residents can enjoy well into the future, making north Oxfordshire somewhere where people can truly thrive and enjoy their lives.

Both the budget survey and our annual residents' survey showed that supporting vibrant local centres and a dynamic economy are also top priorities. It has been a pleasure to see the first elements of our investment in Castle Quay Waterfront come to fruition over recent months.

With a much needed town centre supermarket, multi-screen cinema and restaurants coming to Banbury canal side, we've taken a big stride towards securing the town's regional status for years to come and creating new jobs too.

While we have had to take some difficult decisions to ensure a balanced budget for this financial year, where the government has offered funding streams for specific purposes, we have been proactive in securing it. For example, funding to enhance the support that's offered to help prevent homelessness and to help small and medium size businesses navigate change throughout the pandemic.

Our work to become a zero carbon council by 2030 is continuing too, with improvements to reduce emissions at leisure centres and investment to install solar panels at more of our council owned properties.

I am confident that our renewed focus on delivering residents' priorities will help make sure Cherwell remains a great place to live and work for years to come.



A stylized signature in black ink.

Councillor Barry Wood
Leader of Cherwell District Council



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE



Our priorities:

Housing that meets your needs

- Support the delivery of affordable and green housing.
- Ensure minimum standards in rented housing.
- Work with partners supporting new ways to prevent homelessness.
- Support our most vulnerable residents.
- Deliver the Local Plan.



Supporting environmental sustainability

- Work towards our commitment to be carbon neutral by 2030.
- Promote the green economy.
- Support waste reduction, reuse and recycling.
- Work with partners to improve air quality.



An enterprising economy with strong and vibrant local centres

- Support business retention and growth.
- Work with partners to support skills development and innovation.
- Work with others to support growth.
- Work with partners to promote the district as a visitor destination and attract investment in our town centres.
- Work with businesses to ensure compliance and promote best practice.



Healthy, resilient and engaged communities

- Support and encourage active lifestyles and health and wellbeing.
- Support development of leisure services and facilities meeting the needs of residents.
- Support community and cultural development.
- Work towards our commitment to equalities, diversity and inclusion.
- Work with partners to address the causes of health inequality and deprivation.
- Work with partners to reduce crime and antisocial behaviour.



Delivery themes:

Customers

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



Healthy places

Work collaboratively to create sustainable, thriving communities that support good lifestyle choices connecting us to each other and the natural environment.



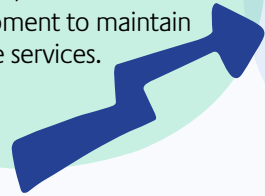
Partnerships

Work with partners across all sectors to deliver and improve services for our residents and communities.



Continuous improvement

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



Climate action

Support residents and local businesses to reduce their carbon emissions. Continue to transform our own estate to deliver our carbon neutral commitments.



CO₂

COVID-19 recovery and renewal

Work with partners in the health and voluntary sectors to help our local business and residents respond, and ensure together, we are in a stronger position to meet the health, economic and social challenges of the future.



Including everyone

Our equalities, diversity and inclusion framework outlines how we plan to create an inclusive community and workplace in Cherwell, through fair and equitable services.



Performance management framework

Cherwell District Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2022 business plan and the priorities of the council. The supporting 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 delay.

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 indicates performance is off target.

The monthly performance cycle also includes the management and reporting of leadership risk and financial information. This provides an overview of the council's progress against its strategic priorities and delivery themes as set out earlier in this business plan.



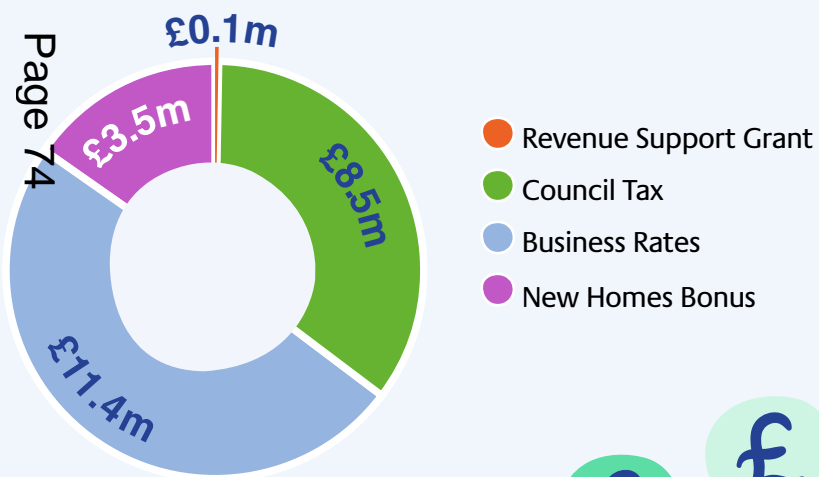
Council funding



Where our money comes from

Thirty six per cent of our funding for services comes directly from Council Tax, with the rest coming from the New Homes Bonus Scheme, Business Rates and Government Revenue Support Grant.

2022/23 funding sources



How we generate income

We generate income by asking people and organisations to pay fees and charges for some of our services such as for planning, car parking and for licences. We also receive rental income from properties the council owns such as Castle Quay and Pioneer Square.



Contact us

Get in touch

Did you know you can access council information and services around the clock at www.cherwell.gov.uk

Email: customer.service@cherwell-dc.gov.uk

Phone: 01295 227001

Find and email your ward councillor here:

www.cherwell.gov.uk/find-member

Write:

Cherwell District Council
Customer Services
Bodicote House
Bodicote
Banbury
Oxfordshire
OX15 4AA



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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Local Government Act 2003: Section 25 Report by the Assistant Director of Finance & Section 151 Officer (Chief Finance Officer)

Background

1. Section 25 of the Local Government Finance Act 2003 requires that when a local authority is agreeing its annual budget and council tax precept, the Chief Finance Officer must report to it on the following matters:
 - The robustness of the estimates made for the purposes of the (council tax requirement) calculations
 - The adequacy of the proposed financial reserves
2. The council is required to have due regard to this report when making decisions on the budget. The law expects councillors to consider this advice and not set it aside lightly.
3. In expressing my opinion, I have considered the financial management arrangements and control frameworks that are in place, the budget assumptions, the adequacy of the Budget & Business Planning process, the financial risks facing the council and the level of total reserves.
4. Section 25 of the Local Government Act 2003 concentrates primarily on the uncertainty within the budget year (i.e. 2022/23). However, future uncertainties, particularly around the delivery of savings and the increasing pressures in demand driven services also inform the need for reserves and balances in the medium term.

Executive Summary

5. In preparing the Budget and Medium Term Financial Strategy for 2022/23 – 2026/27 a number of processes have been put in place to ensure that the budget is achievable and sustainable and services can be delivered within the anticipated funding available.
6. In order to provide assurances that the budget estimates are robust the Assistant Director of Finance (Section 151 Officer) has had regard to the following factors:
 - Financial Management arrangements and control frameworks
 - The ongoing financial impact of Covid-19
 - The Budget and Business Planning Process
 - Budgeting assumptions, including:
 - resources available from central Government and local taxation
 - impact of inflation and pay awards
 - locally identified budget pressures
 - The affordability of the capital programme
 - Financial risks

7. In setting the budget and prudently managing its finances, the Council holds both general balances and specific earmarked and ring-fenced reserves. A risk assessment is carried out to determine the minimum level of general balances that the Council should hold. This has been determined to be £6.0m for 2022/23.

Financial management arrangements and control frameworks

8. The council received an unqualified opinion for the Authority in 2019/20 and expects the same for 2020/21. In respect of securing value for money, the conclusions are based on whether the organisation has proper arrangements in place for securing financial resilience and for challenging how it secures economy, efficiency and effectiveness. The council received an unqualified value for money conclusion for 2019/20 and expects the same for 2020/21.
9. The council has good governance arrangements in place. The Section 151 Officer has responsibility for ensuring that an effective system of internal control is maintained to provide an assessment of the current position across the whole council and identifying areas for improvement where appropriate. Areas for improvement are reported to Accounts, Audit & Risk Committee and monitored in year through the Corporate Governance Assurance Group.
10. The Code of Practice for Financial Management (the FM Code) was introduced by CIPFA in November 2019. The Code clarifies how Chief Finance Officers should satisfy their statutory responsibility for good financial administration as required in Section 151 of the Local Government Act 1972. Full compliance with the FM Code is expected for 2022/23. Annex 1 below sets out a compliance assessment against the Code's standards. All of the 19 Standards have been assessed as Green meaning that compliance can be evidenced. Where relevant, proposed further actions that can be taken to enhance compliance have been included in the assessment. The assessment will also be used to help inform the council's Annual Governance Statement (AGS) which will be published alongside the Statement of Accounts.
11. Financial Management remains a key focus. A new financial system was implemented in April 2021 and, as part of the project, training to support effective financial management performance across the council has been made available to all users. New ways of working were introduced in 2021/22 and further culture change necessary for managers to take greater ownership of budgets will continue to be developed in line with other organisational changes.

Ongoing Financial Impact of COVID-19

12. Since March 2020, the pandemic has required local authorities to make rapid adjustments to meet new demands and to step up work in critical frontline services. These new and increased demands have resulted in significant additional expenditure. At the same time, council income streams have been

severely damaged by lockdowns and other restrictions. During 2020/21 and 2021/22, some funding was provided from central Government to help councils with the financial impact of COVID-19.

13. The financial impact of COVID-19 will clearly extend beyond 2021/22 into 2022/23 and the medium term, but there has not been specific COVID-19 funding announced by the Government for 2022/23. The Council has been prudent by not assuming a full return to its pre-COVID-19 income levels and also factored in a permanent adjustment to the loss of car parking income based on the 2021/22 budget monitoring position and forecast recovery in the future. To help insulate the Council from further COVID-19 financial impacts, there is £1.1m available in a commercial risk contingency in 2022/23 as well as there being a separate £1.6m COVID-19 reserve.

Budget Assumptions

14. The formation of the 2022/23 budget and indicative budgets for the following four years to 2026/27 have allowed for best estimates of the total financial envelope over the medium term, taking into account anticipated unavoidable pressures plus investments and the savings then required to match the funding available. In forming the estimates various assumptions have been made. The main assumptions together with an assessment of their risk are set out below:

- a) Funding assumptions – General Government funding by way of the Settlement Funding Assessment for 2022/23 has been notified by MHCLG as part of the Local Government Finance Settlement. Where specific government grants have been notified, these are reflected in the Medium Term Financial Strategy (MTFS).

Beyond 2022/23, there is no certainty in terms of local government finance. This makes it difficult to plan for the medium term. Details and assumptions have been set out in the Revenue Budget Strategy at Section 3.3.

A Band D Council Tax increase of £5 is proposed for 2022/23 (within the referendum limit confirmed in the Local government Finance Settlement) and across the medium term. This is a 3.6% increase in the Council's element of Council Tax.

Business rates forecast income for 2022/23 is based on the statutory NNDR1 return. It is assumed that all growth will be removed when the business rate baseline is reset, now forecast to be in 2023/24. The Government has indicated that there will be a phased approach to resets, but not issued any guidance over the period or profile over which this will take. Therefore, the Council has taken the prudent position of assuming a full reset from 2023/24. As the Government makes further announcements this will be factored into the MTFS and fed into the 2023/24 Budget and Business Planning Process.

The increase in the council tax base for 2022/23 was broadly in line with the assumptions in the 2021/22 MTFS, with an actual increase of 2.1% Band D equivalent properties compared to 1.7% forecast in the 2021/22 MTFS. The cause is due to both fewer council tax support claimants than assumed plus a slight increase in the rate of house building. This is an improvement on the rate of growth assumed for 2021/22 and growth continues to be assumed for 2023/24 and across the medium term.

- b) Inflation – The Spending Review 2021 set out that public sector pay rises would be resumed for 2022/23. The Council has built an assumed 2.5% pay award into its 2022/23 assumptions.

Contract inflation is provided for at 2% within the services budgets. The Council is also holding a contingency for contract inflation of a further 4% increase. The latest figures from December 2021 show increases from the previous year with CPI running at 5.4% (compared to 0.6% in December 2020). No inflation is built in for other categories of spend, however, a 1% inflation uplift on other areas of spend only equates to £0.4m so, alongside the increases built in for contracts, there should be no further inflationary pressure in 2022/23.

Overall, the Council holds an inflation contingency in 2022/23 of £0.7m, although some of this would be required to fund the ongoing impact of any pay award agreed between local government employers and the trade unions in relation to 2021/22.

- c) 2022/23 Budget Pressures – The Council has undertaken regular budget monitoring throughout 2021/22. As part of this process detailed monitoring of the savings programme has been introduced. Where savings have been identified as undeliverable in 2021/22 and won't be delivered in 2022/23 they have been identified as a pressure in 2022/23. Furthermore, services have identified budget pressures for 2022/23, which have also been reviewed by Finance officers.
- d) 2021/22 Forecast Outturn – The Council's forecast financial position up to the end of November 2021 shows a forecast overspend of £0.2m. This is made up of £0.1m base budget pressures, £0.7m savings non-delivery, offset by £0.6m mitigations identified in-year.
- e) Treasury Management – at 30 September 2021, the Council held £75m of long term debt and £92m of short term debt. Whilst all existing debt is under fixed interest rates the short-term debt will need to be refinanced so is effectively at variable rates. Since the last external Treasury Management report the Council has taken advantage of low interest rates and borrowed a further £25m from the Public Works Loans Board, locking in an historically low interest rate for the next 25 years. The MTFS assumes continuation of the strategy to borrow internally at £70.0m. The Council has a Capital Financing Requirement of £270.7m which debt will remain below. Debt as at 31 March 2022 is forecast to be £226.2m. The Council has assessed that its Authorised Limit for External Debt for

2022/23 will be £310m. A large proportion of the borrowing costs will be met by additional income streams. Additionally, all borrowing costs have been included in the Budget and MTFS so the Council is able to understand the overall commitments required on it over the medium term.

The proposed MTFS assumes the bank rate will gradually increase from 0.25% during 2022/23 to 1.25% by March 2025. For 2022/23 there is an assumption that new short term loans will be borrowed at average interest rate of 0.45%. Based on market rates, the target in-house rate of return is 0.22% for 2022/23.

The Council makes loans to organisations that help to deliver the priorities of the Council. Risk assessments of default against these loans are made to determine an upper limit that the Council is prepared to provide across different classes of borrower. For 2022/23 the proposed limit of loans the Council can provide is £87.2m, of which £85.9m would be to subsidiaries of the Council.

- f) Capital Programme – the proposed Capital Programme has a balanced funding position over the 5-year period to 2026/27 with required borrowing costs being reflected in the MTFS. The total capital programme is £23.2m, of which £18.0m is expected to be spent in 2022/23. The Capital and Investment Strategy identifies that the Council expects its overall debt to remain within both its Operational Boundary for Total External Debt of £290m and Authorised Limit for Total External Debt of £310m.

Budget & Business Planning Process

15. The Budget & Business Planning process is well established. The construction of the budget and examination of the budget proposals has been subject to challenge by the Directorate Leadership Teams, the council's leadership team and the Director of Finance. There has been engagement with the Executive, the Political Group Leaders as well as a number of member engagement and briefing sessions.
16. Budget Planning Committee considered the revenue savings and pressures and capital bids at its meeting in December 2021. In January 2022, the Committee considered the Capital & Investment Strategy and Reserves Policy and projected Reserves Levels. Comments from these meetings were considered by the Executive. In addition, the Accounts, Audit and Risk Committee considered and recommended to full Council the Capital & Investment Strategy and Treasury Management Strategy in January 2022.
17. A public consultation on the budget was also held over a five-week period which closed on 4 January 2022. 176 online survey responses were received as well as two written responses. Scrutiny of the budget savings has also been considered from an equalities perspective.

Financial Risks

18. Given the reductions in government grant funding, the limits placed on the level of Council Tax increases, the continuing financial impacts of COVID-19, the ending of the partnership arrangement with Oxfordshire County Council (OCC), the growing unavoidable pressures and the need to deliver savings, the budget will inevitably contain a degree of risk. The key risks are set out in the following paragraphs. However, to help manage the impact of financial risk, a corporate contingency is proposed. The level of corporate contingency for 2022/23 is £3.6m. The corporate contingency budget is held to cover;
- Affordable housing and commercial risks, including those linked to the ongoing impact of COVID-19
 - the risk that inflationary pressures are higher than forecast;
 - it is unclear whether there will be any separation costs associated with the ending of the formal relationship with OCC, so a contingency has been provided to be prudent;
 - the risk that proposed savings are not achieved in full.
- a) COVID-19 –The impact of COVID-19 on public health, the economy and services will continue throughout 2022/23 and over the medium term. This will present several risks to the council including:
- Insufficient market capacity to meet demand;
 - Sustainability of existing contracts for supply of works, goods and services;
 - Increase in price for goods and services;
 - Reduced capacity and availability in the supply chain creating delays in delivery;
 - Workforce availability, recruitment and retention;
 - Reduced income.

Paragraph 13 sets out that there are reserves and contingencies to address these

- b) Achievement of planned savings – the council has limited experience of delivering significant savings programmes. However, it was successful in identifying and delivering the in-year savings required from its Revised Budget for 2020/21. The Council identified a savings programme of £4.3m for 2021/22. Progress against delivery of savings will be reported to the Executive monthly as part of the Performance, Risk and Finance Monitoring Report and 84% of the savings programme is assumed to be delivered with the Council identifying mitigations for the majority of the remaining non-delivery. Ongoing savings in the existing and proposed MTFS which are required to be delivered up to 2026/27 total £3.9m. All managers have a responsibility to ensure the efficient delivery of services and, when savings are proposed, that those savings are both realistic in terms of the level of savings and the timing. Should the level and timing of such savings vary due to unforeseen events, management actions within the relevant services, directorates and subsequently corporately will need to be identified and implemented.

- c) Local Government Funding – changes to the local government funding regime could create significant financial challenges to the Council. Uncertainty around the future of New Homes Bonus and the anticipated Fair Funding Review as well as the expected business rates reset in 2023/24 could have significant financial consequences on the level of resources available to the Council. The 2021 Spending Review was for three years outlining the overall local government resource envelope for this period. However, the Local Government Finance Settlement was for one year only indicating that the Government will look to introduce financial reform from 2023/24. The Council has assumed that a full business rates reset will take place from 2023/24 and is therefore planning prudently. The Government has indicated that the financial implications of local government reform will be phased though not given an indication of the period or profile of the phasing. It is expected that the Government will issue a consultation during 2023/24 on its proposals for funding reform and the MTFS will be updated as further information is made available.
- d) Inflation – As set out in paragraph 14b above, the Council has made provision for contract inflation of up to 6% falling back to 2% from 2023/24. Pay increases are also based on an assumed 2.5% annual increase over the MTFS period. The contingency budget will help mitigate the inflationary risk.
- e) Ending of S113 Partnership Agreement with OCC – The ending of the S113 Partnership Agreement with OCC brings uncertainty around the future shape of CDC as an organisation and how some of its services will be provided.

In principle the reversion to operate as an independent Council represents a transition to a long established and understood operating arrangement. However, with any change there is risk which will be managed through the plan devised to give effect to the transition. This may include new arrangements for the mutual delivery of services.

As the Council decides how to deliver its services and functions, there is some risk in making any change. As part of the due diligence and business plans for future delivery, it will be mandatory for the risks associated with that plan to be managed and mitigated as part of the plan approval and implementation.

Financial principles have been agreed between CDC and OCC as being applicable for the apportionment of costs of terminating the S113 Agreement between the two organisations. One of these principles is to, “use all reasonable endeavours to agree the apportionment of settlement costs arising from the termination proportionately, fairly and taking into account historic or actual cost sharing percentages and any mutual provision that it is agreed will be put in place for discrete service areas.”

The costs of the new arrangements cannot be quantified until new structures are put in place during 2022/23. It is also anticipated that some

one-off settlement costs may arise. Additional costs that may be incurred in 2022/23 as a result of new structures will be funded from an earmarked a contingency budget of £0.350m. If costs are likely to exceed £0.350m the total £3.6m contingency budget can be reviewed to determine what additional resources can be made available. To the extent that any costs identified are permanent, these will be addressed as part of the Council's 2023/24 Budget and Business Planning process.

Level of total reserves

19. As described above the financial environment in which the Council operates is subject to risk and uncertainty. There is significant risk to the Council's medium-term funding with local government funding reviews expected to take place to consider how resources should be allocated across local government and how a reset of business rates income will be introduced.
20. The Reserves Policy at Appendix 13 sets out the Council's policies underpinning the maintenance of a level of general balances and earmarked reserves. As well as holding a contingency budget, general balances are also held to ensure that a major incident or emergency can be managed without impacting on other services. In reaching my decision on the level of balances I feel are appropriate to be held for 2022/23, I have considered the strategic, operational and financial risks facing the authority including the ability to deliver planned savings, as well as external risks such as further economic shocks. The recommended level of balances for 2022/23 based on this risk assessment is £6m, an increase of £0.5m from 2021/22 outturn position. This can be seen at Appendix 14.
21. Earmarked reserves are also held for specific planned purposes. In assessing the appropriate level of reserves, a review has been undertaken to determine if they are both adequate and necessary. The review has identified where there are plans for future spending to take place and that there are sufficient reserves available for this. There are also sufficient earmarked reserves available to support budgetary challenges and pump prime work to identify service changes necessary to operate within the Council's future financial envelope. It is currently anticipated that the total medium-term reserves and balances to be held by the Council is £29.4m.
22. It should be noted that in the event that reserves are used to support the Council's budget position, they will only be able to be used on a one-off basis and do not provide a permanent budget solution to the financial challenges faced as, once a reserve is used, it cannot be used again.

CIPFA Financial Resilience Index

23. CIPFA's Financial Resilience Index is a comparative analytical tool that is used to support good financial management, providing a common understanding within a council of their financial position. The index shows a council's position on a range of measures associated with financial risk. The index is made up of a set of indicators which take publicly available data and

compare similar authorities across a range of factors. There is no single overall indicator of financial risk, so the index instead highlights areas where additional scrutiny should take place in order to provide additional assurance.

24. COVID-19 has had an impact on the 2022 resilience index, as the data is obtained from the Revenue Expenditure and Financing England Outturn Report 2020/2021. It should therefore be viewed in the context of this having been a transitional year.
25. The following paragraph comments on the areas in the index where Cherwell District Council is indicating a comparatively higher level of financial stress compared to all other non-metropolitan district councils and comments upon the position.
 - a) Reserves Sustainability Measure – This indicator measures the ratio between the current level of reserves and the average change in reserves in each of the last three years. A negative value (which implies reserves have increased) or one greater than 100 is recoded to 100. The Council's score is 100 in a range of 0 – 100, with the vast majority of Council's all scoring 100. This is due to all District Council's seeing an increase in their level of reserves due to the timing of grant being received for business rates reliefs awarded and the recognition of reduced income in the following financial year for the associated collection fund deficit.
 - b) Interest Payable/Net Revenue Expenditure – This indicator is the ratio of interest payable to net revenue expenditure. The range for all District Councils is -1.82% (lowest risk) to 423.28% (highest risk). The Council's ratio is 9.50%. The Council has borrowed money in order to pay for projects such as Castle Quay. As a result, the Council has higher interest costs, but also has greater levels of income to repay these costs.
 - c) Gross External Debt – This indicator compares the gross external debt held by Councils. The range for District Councils is from £0 to £1,706m, with Cherwell at £184m. This reflects the decisions taken to finance Castle Quay and Graven Hill through borrowing.
 - d) Fees & Charges to Service Expenditure Ratio – This indicator shows the proportion of fees and charges against the council's total service expenditure. The range for District Councils is 0.55% (highest risk) to 73.28% (lowest risk), with Cherwell at 11.88%. The Council has relatively low fees and charges income compared to its total expenditure which means it is more susceptible to changes in Government funding, but also makes it less vulnerable to economic shocks.
 - e) Growth Above Baseline - This indicator is calculated as the difference between the baseline funding level and retained rates income, over the baseline funding level. The range for District Councils is -153.23% (lower risk) to 435.83% (higher risk) with the Council at 171.60%. This is perceived as a risk as, in comparison with many other Districts, the Council's retained income from business rates is high. However, the

proposed MTFS assumes all of the growth is lost upon a reset and implementation of funding reforms in 2023/24. The Council has already acknowledged this risk and will plan to address this in developing the 2023/24 budget.

Assurance Statement of the Chief Finance Officer

26. The proposed budget for 2022/23 and Medium-Term Financial Strategy to 2026/27 addresses the demand pressures, inflationary risks and impacts of COVID-19 which are expected to continue into the medium term.
27. Whilst the 2022/23 budget is balanced, there remains a significant gap between estimated spend and funding streams for 2023/24. This is due to the uncertainty of funding pending the future of New Homes Bonus funding alongside the implementation of the new needs-led funding formula and business rates reset. Therefore, the council needs to maintain focus on financial sustainability and producing a balanced budget over the medium term.
28. The risks in the 2022/23 budget are predominantly in relation to the uncertainty around recovery from COVID-19, affordable housing, inflation and separation from joint arrangements with OCC. To help mitigate this a contingency budget of £3.6m is available.
29. The system of financial control remains robust, and financial management and financial systems are monitored to ensure they remain effective and relevant. Where areas for improvement are identified actions are agreed with directorates and support provided to implement them.
30. I believe the level of the council's total reserves are sufficient to provide both general balances to manage the impact of unexpected events in line with the risk assessment; and the setting aside of earmarked reserves to meet known or anticipated liabilities.
31. Therefore, I am satisfied that the budget proposals for 2022/23 recommended by the Executive are robust.

Michael Furness, Assistant Director of Finance (S151 Officer)

14 February 2022

Annex 1 – Summary Financial Management Code Assessment

Ref	CIPFA Financial Management Standards	Current Status	Further Work	Status
1.	Responsibilities of the CFO and Leadership Team			
A	The leadership team is able to demonstrate that the services provided by the authority provide value for money	All services reviewed to ensure being delivered efficiently and appropriate savings identified. All tenders consider VfM by considering the quality of service and not just price.	Develop a statement of how proposals in Executive Reports will deliver value for money where appropriate	
B	The authority complies with the CIPFA “Statement of the Role of the CFO in Local Government”	The CFO is qualified accountant with significant experience working as an active member of the leadership team. The CFO is a member of CEDR (Chief Executive Direct Reports) and has an influential role with members of the Cabinet, Audit & Governance Committee and lead opposition members.	Set out clear statement of roles and responsibilities of CFO, CEDR and the Exec.	
	Governance and Financial Management Style			
Page 85	The Leadership Team demonstrates in its actions and behaviours responsibility for governance and internal control	The Corporate Governance and Assurance Group (CGAG) exists to ensure good governance and internal control, including driving the production of the Annual Governance Statement (AGS) and Action Plan through the completion of Professional Lead Statements and engagement with Corporate Directors.	CGAG to continue to establish itself and enhance its workload including driving consistency across the partnership between the County Council and CDC.	
D	The authority applies the CIPFA/SOLACE “Delivering Good Governance in Local Government: Framework (2016)”	Annual Governance Statement includes audit opinion on effectiveness of internal control environment and systems of internal control.	Continue to enhance and develop the AGS through CGAG.	
E	The Financial Management style of the authority supports financial sustainability	The Council has adopted a Business Partnering model that supports managers to deliver financially sustainable services by providing strategic advice and support. This is underpinned by a Corporate Function that manages the strategic financing issues and	Continue to develop the skills of managers to ensure that they have access to performance and financial information that enables them to deliver services that are financially sustainable.	

Ref	CIPFA Financial Management Standards	Current Status	Further Work	Status
		provides the budget setting and accounting framework for the organisation.		
3. Long to Medium-Term Financial Management				
F	The authority has carried out a credible and transparent financial resilience assessment	A Financial Resilience assessment is included within the Budget Documents. The assessment is consistent with the Medium-Term Financial Strategy (MTFS) assumptions.		
G	The authority understands its prospects for financial sustainability in the longer term and has reported this clearly to members	MTFS far more transparent than in previous years clearly outlining the financial challenges facing CDC in the Budget and Business Planning Process 2021/22 – 2025/26 Report	Continue to update CEDR and the Executive throughout year and within Budget/MTFS documents	
H	The authority complies with the CIPFA “Prudential Code for Capital Finance in Local Authorities”	Capital Strategy is produced. Quarterly Treasury Management monitoring considered at the Accounts, Audit and Risk Committee.	Develop a profiled five-year capital programme. Provide quarterly TM and Prudential Indicator updates as part of monitoring reports.	
	The authority has a rolling multi-year medium-term financial plan consistent with sustainable service plans	CDC has an Integrated Business Planning and Budget Process with a five-year MTFS.	Ensure services aware of future savings plans committed to and savings are implemented.	
4. The Annual Budget				
J	The authority complies with its statutory obligations in respect of the budget setting process	The Council produces its annual balanced budget and supporting documentation.		
K	The budget report includes a statement by the CFO on the robustness of the estimates and a statement on the adequacy of the proposed financial reserves	S25 report accompanies the suite of Budget documents. Enhanced by including an assessment of readiness for implementing the FM Code		
5. Stakeholder Engagement and Business Plans				
L	The authority has engaged where appropriate with key stakeholders in developing its long-term financial strategy, medium-term financial plan and annual budget	Significant consultation on the budget proposals as well as ensuring carry out the statutory business rate payers’ consultation.	Continue with corporate and directorate consultation where appropriate.	
M	The authority uses an appropriate documented options appraisal methodology to demonstrate the value for money of its decisions	A business case is required for all capital schemes which sets out alternative options, the reasons for discounting them and benefits	Agree consistent business case templates from outline through to full across the partnership between	

Ref	CIPFA Financial Management Standards	Current Status	Further Work	Status
		of progressing with the scheme. All tenders consider VfM by considering the quality of service and not just price – the appraisal process is documented.	the County Council and CDC for both revenue and capital schemes.	
6. Monitoring Financial Performance				
N	The Leadership Team takes action using reports enabling it to identify and correct emerging risks to its budget strategy and financial sustainability	The monthly Performance, Risk and Financial Monitoring Report to Executive enables CEDR and Executive to respond to emerging risks – the effectiveness was evidenced during 2020/21 as the Council agreed an in-year budget to respond to the financial impact of COVID-19.	The Capital Programme monitoring element requires enhancement to: <ul style="list-style-type: none"> • better reflect performance and the delivery of outcomes linked to the completion of capital schemes. • Explain differences in in-year slippage and total cost variances 	
Page 87	The Leadership Team monitors the elements of its balance sheet that pose a significant risk to financial sustainability	Reserves and balances are monitored monthly and changes in budgeted use require appropriate approvals before they can be assumed. Debtor monitoring takes place quarterly identifying aged debt of Council debt.	Review aged debt to consider the collectability of this.	
7. External Financial Reporting				
P	The CFO has personal and statutory responsibility for ensuring that the statement of accounts produced by the local authority complies with the reporting requirements of the “Code of Practice on Local Authority Accounting in the United Kingdom”	The annual accounts are produced in compliance with the CIPFA Code.		
Q	The presentation of the final outturn figures and variations from budget allows the leadership team to make strategic financial decisions	CEDR and Executive consider outturn report and year end variances enabling strategic financial decisions to be made as necessary.		

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Appendix 3 - Savings 2022/23

Figures are shown as an incremental, year on year change to the budget

Commercial development, assets and investments									
Reference	Existing or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total	MTFS (£m)
SAV2133a	Existing	Full year effect of establishing a joint CDC/Oxfordshire County Council Property Service by sharing resources and functions.	(0.076)	-	-	-	-	(0.076)	
SAV2133b	Existing	Continuation of temporary reduced spend on utilities due to reduced occupancy in Bodicote House until 2023/24.	-	0.030	-	-	-	0.030	
SAV2133d	Existing	Removal of planned LED lighting project at Bodicote House. This has been replaced with LED lighting projects across other properties.	(0.061)	0.120	-	-	-	0.059	
SAV2139	Existing	Continued removal of time limited project review funding within Commercial Growth.	-	0.016	-	-	-	0.016	
SAV2141	Existing	Minor fallout of time limited saving linked to post reduction within Commercial Growth.	0.002	0.002	0.001	0.001	0.001	0.007	
SPROT221	New	Delete a vacant part-time post in the environmental services team which has been vacant since April 2021 and so should have no impact on current service provision	(0.022)	-	-	-	-	(0.022)	
SCIVC221	New	Delete unused budget allocation within civic ceremonies	(0.001)	-	-	-	-	(0.001)	
SDEMO225	New	Delete a vacant post within the democratic services team	(0.027)	-	-	-	-	(0.027)	
SDEMO227	New	Stop the subscription to the Local Government Information Unit	(0.003)	-	-	-	-	(0.003)	
SELEC221	New	Review of recharges to Parishes for CDC running Parish Elections	(0.002)	(0.002)	(0.001)	-	(0.002)	(0.007)	
SLEGL223	New	Review of the budget for legal services has identified savings in the administration of information governance work	(0.005)	-	-	-	-	(0.005)	
SCOMC221	New	Delete vacant assistant director post and reallocate work across existing resources	(0.069)	(0.017)	(0.001)	(0.001)	-	(0.088)	
SPROC221	New	Reduce procurement posts	(0.012)	-	-	-	-	(0.012)	
SINVP221	New	Increase rental income from commercial council properties through contractual lease reviews	(0.125)	(0.032)	0.074	0.020	(0.035)	(0.098)	
SINVP222	New	Reduce business rate cost to the council for Franklin House (former customer services office) through letting the property	(0.012)	-	-	-	-	(0.012)	
SPREV221	New	Reduce utility costs at the council's main office, Bodicote House	(0.032)	-	-	-	-	(0.032)	
SPREV222	New	End the maintenance and repairs services contract and procure these services from Oxfordshire County Council when needed	(0.053)	-	-	-	-	(0.053)	
SPREV226	New	Stop leasing the space for customer services at Exeter Hall, Kidlington	(0.007)	-	-	-	-	(0.007)	
SCSAF222	New	Delete the vacant community safety manager post and replace with a shared management post with the county council	(0.042)	-	-	-	-	(0.042)	
SENFO221	New	Delete vacant environmental enforcement assistant post	(0.033)	-	-	-	-	(0.033)	
SENFO222	New	Stop providing dog fouling bags to residents	(0.005)	-	-	-	-	(0.005)	
SSAFE221	New	Increase of income is expected from increased demand for regulatory services eg food hygiene training, food product certification	(0.020)	-	-	-	-	(0.020)	
SSAFE222	New	Reduce administrative support, including deleting a vacant post and absorbing responsibilities across regulatory services	(0.028)	-	-	-	-	(0.028)	
		Total	(0.633)	0.117	0.073	0.020	(0.036)	(0.459)	

Customers, organisational development and resources

Reference	Existing or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTF5 (£m)
SAV2155	Existing	Fallout of one-off saving of temporarily holding vacant posts in Communications, Strategy and Insight.	0.021	-	-	-	-	0.021
SAV2172	Existing	This proposal will deliver targeted savings across Digital & IT. It will require capital funding to deliver and will take 12 to 18 months to achieve	(0.130)	-	-	-	-	(0.130)
SAV2198	Existing	Fallout of one-off reduction in contract costs.	0.114	-	-	-	-	0.114
SBTRA221	New	Stop contributing towards the running costs of a joint strategy and policy service and commission from the county council per job	(0.032)	-	-	-	-	(0.032)
SBTRA222	New	Reduce the supplies and services budget for research and corporate programme work	(0.008)	-	-	-	-	(0.008)
SCOMM221	New	Share the communications support role and costs with the county council	(0.016)	-	-	-	-	(0.016)
SCOMM222	New	Review externally provided website content support and make savings as part of a web and digital project with the county council	(0.010)	-	-	-	-	(0.010)
SCUST221	New	Remove the requirement for customer service advisors to wear uniforms	(0.005)	-	-	-	-	(0.005)
SLAND222	New	Increase the Con 29 land search fee, a form used to request information held by a local authority about a property	(0.016)	-	-	-	-	(0.016)
SASSU221	New	Reduce the costs of the internal audit contract	(0.007)	-	-	-	-	(0.007)
SFREV221	New	Reduce the cost of the revenues and benefits service now the service is being delivered by the council and no longer outsourced	(0.027)	(0.013)	-	-	-	(0.040)
SHUMR222	New	Reduce the equipment and IT equipment budget in line with previous year's usage	(0.002)	-	-	-	-	(0.002)
SHUMR223	New	Reduce the specialist support required to develop the HR and payroll management system	(0.006)	-	-	-	-	(0.006)
SHUMR224	New	Remove the budget no longer required for security services expenses	(0.001)	-	-	-	-	(0.001)
SHUMR225	New	Reduce computer software, licensing and maintenance costs within HR	(0.024)	-	-	-	-	(0.024)
SHUMR226	New	Remove the budget for professional HR subscriptions, which is no longer used	(0.005)	-	-	-	-	(0.005)
SHUMR227	New	Reduce council training budgets in HR made possible through increased access to online training and reduced travel costs	(0.040)	-	-	-	-	(0.040)
SITSI221	New	Raise additional income through joint project work, eg offering ICT technical expertise, with Oxfordshire County Council	(0.050)	-	-	-	-	(0.050)
		Total	(0.244)	(0.013)	-	-	-	(0.257)

Environment and place

Reference	Existing or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTF5 (£m)
SAV025	Existing	Increasing car parking charges	(0.005)	(0.100)	(0.045)	-	-	(0.150)
SAV2101b	Existing	Rental increase for affordable homes and shared ownership properties owned by the Council.	(0.095)	-	-	-	-	(0.095)
SAV2145	Existing	Introduce a new food waste collection service giving residents the opportunity to recycle their food waste on a weekly basis. This will reduce the amount of residual waste and increase CDC's recycling rate. Residents will still be able to subscribe to our current well used garden waste collection service, which will incur a charge.	(0.636)	(0.210)	(0.077)	-	-	(0.923)
SCARP221	New	Reduce car park management charges following the end of the current contract	(0.100)	-	-	-	-	(0.100)
SCARP222	New	Increase annual car parking charge of no more than 10p per hour	(0.066)	(0.100)	(0.100)	(0.100)	(0.100)	(0.466)
SCARP223	New	Remove external parking enforcement costs due to the introduction of civil parking enforcement	(0.037)	-	-	-	-	(0.037)
SENV221	New	Growth of income from business waste collection as the economy has reopened post COVID restrictions lifting	(0.020)	-	-	-	-	(0.020)
SSCEN221	New	Growth of income from market trading through more pitches being sold and more markets running	(0.035)	-	-	-	-	(0.035)
SWAST221	New	Reduce waste processing facility charges as a result of improved recycling material prices	(0.300)	-	-	-	-	(0.300)
SAFFH221	New	Prioritise the building of affordable and social housing through greater partnership work with registered providers and developers, shifting the emphasis away from direct delivery by the Council	(0.130)	(0.185)	-	-	-	(0.315)
SECON221	New	Reductions in cost of economic development due to vacancy management	(0.039)	-	-	-	-	(0.039)
SBCON221	New	Increase building control fees	(0.009)	(0.001)	(0.001)	(0.001)	(0.001)	(0.013)
SDMAN221	New	Reduce technical advisory costs for developments initially through the planning application process	(0.028)	-	-	-	-	(0.028)
SDMAN222	New	Reduce the budget for the use of external specialist advisors eg legal when handling planning applications and appeals.	(0.008)	-	-	-	-	(0.008)
SDMAN224	New	Increase income from planning performance agreements (used to agree and resource a process for considering major development proposals)	(0.025)	-	-	-	-	(0.025)
SDMAN225	New	Increase planning pre-application charges	(0.016)	(0.002)	(0.001)	(0.002)	(0.001)	(0.022)
		Total	(1.549)	(0.594)	(0.224)	(0.103)	(0.102)	(2.576)

Housing								
Reference	Existing or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTF5 (£m)
SADHO224	New	Review housing service management costs	(0.033)	-	-	-	-	(0.033)
SHOST221	New	Review the housing service seeking to improve efficiencies in the service	(0.040)	-	-	-	-	(0.040)
SDEBT221	New	Review the debt and money advice contract to assess future options and cost reductions	(0.010)	(0.011)	-	-	-	(0.021)
SHIA221	New	Review service level agreement with Oxfordshire County Council on home improvement agency fees	(0.013)	-	-	-	-	(0.013)
SHIA222	New	Use the Disabled Facilities Grant to fund some minor works costs and reduce costs to the council. There is no impact on service provision.	(0.025)	-	-	-	-	(0.025)
SHOME221	New	Fund the connections outreach contract using the Homeless Prevention Grant (HPG) and reduce costs to the council. It is anticipated that the HPG will increase in 2022/23 compared to previous budget assumptions. There is no impact on service provision.	(0.045)	-	-	-	-	(0.045)
SHOME222	New	Fund the adult homeless pathway contribution, using HPG and reduce costs to the council. It is anticipated that the HPG will increase in 2022/23 compared to previous budget assumptions. There is no impact on service provision.	(0.063)	-	-	-	-	(0.063)
SHOME223	New	Fund our support for the Salvation Army from the HPG and reduce costs to the council. It is anticipated that the HPG will increase in 2022/23 compared to previous budget assumptions. There is no impact on service provision.	(0.010)	-	-	-	-	(0.010)
		Total	(0.239)	(0.011)	-	-	-	(0.250)

Wellbeing								
Reference	Existing or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTF5 (£m)
SAV2117	Existing	Fallout of one-off reduction in the cost of the leisure contract linked to repairs and maintenance requirements.	0.400	-	-	-	-	0.400
SAV2123	Existing	Working with partners to make Stratfield Brake more accessible and need less subsidy to operate well.	(0.004)	-	-	-	-	(0.004)
SHEAL221	New	Secure grant income to support healthy place shaping activity	(0.010)	-	-	-	-	(0.010)
SCDEV221	New	Stop the annual increase in the base grant to The Mill Arts Centre	(0.010)	-	-	-	-	(0.010)
SCGRA221	New	Reduce administrative support for grants in line with a reduction in grant processing	(0.036)	-	-	-	-	(0.036)
SCPAR221	New	Remove vacant policy post in health and wellbeing	(0.017)	-	-	-	-	(0.017)
SCSBS221	New	Reduction in administrative support in the communities and leisure business support team	(0.009)	-	-	-	-	(0.009)
SLEIS221	New	Review long-term contract with the council's leisure provider and adjust the service offer to reduce annual costs.	(0.500)	-	-	-	-	(0.500)
SLEIS222	New	Reduce management fees for the operation of Woodgreen Leisure Centre	(0.030)	-	-	-	-	(0.030)
SMUSE221	New	Reduce the grant funding to the Banbury Museum Trust	-	-	(0.012)	(0.025)	(0.050)	(0.087)
SMUSE222	New	Reduce landscape maintenance costs, by requiring Banbury Museum Trust to fund this	(0.003)	-	-	-	-	(0.003)
SSDEV221	New	Increase grant funding through external applications for sports development outreach programmes reducing costs to the council	(0.010)	-	-	-	-	(0.010)
		Total	(0.229)	-	(0.012)	(0.025)	(0.050)	(0.316)

Corporate								
Reference	Existing or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTF5 (£m)
SCORP221	New	Reduce business mileage	(0.013)	-	-	-	-	(0.013)
		Total	(0.013)	-	-	-	-	(0.013)

		Total Existing Savings	(0.476)	(0.142)	(0.121)	0.001	0.001	(0.731)
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		Total New Savings	(2.437)	(0.363)	(0.042)	(0.109)	(0.189)	(3.140)
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Appendix 4 - New Pressures 2022/23

Figures are shown as an incremental, year on year change to the budget

Commercial development, assets and investments								
Reference	Existing, Savings Non-Delivery, or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTFS (£m)
UNAV2101	Existing	Fallout of one-off dilapidations budget pressure	(0.045)	-	-	-	-	(0.045)
SAV2190	Existing	Fallout of one-off pressure for Health and Safety Works relating to Council owned properties	(0.100)	-	-	-	-	(0.100)
GRW2106	Existing	Fallout of one-off pressure for the Canalside Development	(0.100)	-	-	-	-	(0.100)
SAV2193	Existing	Forecast change in rental incomes for Council owned properties	(0.213)	(0.090)	0.205	0.012	-	(0.086)
SAV2152	Existing	Fallout of one-off pressure for professional fees relating to marketing and letting of retail units at Castle Quay Waterfront	(0.250)	-	-	-	-	(0.250)
SAV2151, PCQUAY221	Existing and New	Forecast change in rental incomes for Castle Quay shopping centre.	(1.168)	(0.225)	(0.776)	0.371	-	(1.798)
SAV2173	Savings Non-Delivery	No longer replacing agency with contracted staff or increasing external income from developers.	0.050	-	-	-	-	0.050
PLEGL221	New	Deletion of income targets for externally charged legal services	0.193	-	-	-	-	0.193
PLEGL222	New	Additional spend on locums (legal)	0.146	-	-	-	-	0.146
PPCAF222	New	Dover Avenue garage complex - one-off cost of demolition	0.108	(0.108)	-	-	-	-
PPCAF223	New	Investigate council owned land for progression to planning consent in principle - one-off costs for feasibility	0.048	(0.048)	-	-	-	-
PCSAF221	New	Public Space CCTV monitoring and maintenance budget shortfall	0.017	-	-	-	-	0.017
		Total	(1.314)	(0.471)	(0.571)	0.383	-	(1.973)

Customers, organisational development and resources

Reference	Existing, Savings Non-Delivery, or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTFS (£m)
GRW011	Existing	Finance "Growing Our own"	(0.012)	-	-	-	-	(0.012)
GRW045	Existing	HR Apprentice	(0.012)	-	-	-	-	(0.012)
SAV2172	Savings Non-Delivery	Non-delivery of Digital & IT savings	0.112	-	-	-	-	0.112
SAV2188a	Savings Non-Delivery	Minor non-delivery of service redesign in the HR Transactional Team due to the roll out of i-Trent.	0.001	-	-	-	-	0.001
PCOMM221	New	Renewal of contract for community engagement business system	-	0.016	(0.001)	-	-	0.015
PPERF221	New	Funding for the council's performance management business system	-	-	0.010	-	-	0.010
PFCOS221	New	Increased Insurance costs	0.050	-	-	-	-	0.050
PFREV221	New	Additional Housing Benefit Subsidy costs to the Council due to the errors identified in processing claims	0.196	0.004	(0.200)	-	-	-
PFSUP221	New	Increase in the Finance Department staffing capacity	0.091	-	-	-	-	0.091
PHUMR221	New	Loss of income due to contract for Human Resources service provision ending with other local authority	0.045	-	-	-	-	0.045
PITS221	New	Loss of income due to contract for ICT service provision ending with other local authority	0.378	-	-	-	-	0.378
		Total	0.849	0.020	(0.191)	-	-	0.678

Environment and place

Reference	Existing, Savings Non-Delivery, or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTFS (£m)
GRW033	Existing	Fallout of time limited funding for the Kidlington Masterplan Delivery Project	(0.050)	-	-	-	-	(0.050)
GRW002	Existing	Growth Deal - Year 3 CDC Plan Resourcing	0.002	(0.321)	-	-	-	(0.319)
GRW013	Existing	Increase in Waste Collection crew required due to district growth.	-	0.170	-	-	-	0.170
SAV2144	Savings Non-Delivery	Lower than anticipated car parking income	0.294	-	-	-	-	0.294
	New	Subscriptions	0.054	-	-	-	-	0.054
PCARP222	New	Increase in business rates charges for the council's car parks	0.107	-	-	-	-	0.107
PSCEN221	New	Contribution towards AJ Bell Women's Cycling Tour in 2022/23	0.030	(0.030)	-	-	-	-
PWAST223	New	Increasing fuel costs	0.073	-	-	-	-	0.073
PAFFH221	New	Increase in budget to reflect the full costs of the rent collection contract	0.015	-	-	-	-	0.015
PAFFH222	New	Increase in budget to reflect the on-call costs of staff	0.010	-	-	-	-	0.010
PAFFH223	New	Additional repairs and maintenance funding is required to cover recent additional increases in costs relating to building labour and materials	0.006	-	-	-	-	0.006

PDMAN223	New	Investment in development management to support service delivery due to increased demand	0.115	(0.050)	-	-	-	0.065
		Total	0.656	(0.231)	-	-	-	0.425

Housing

Reference	Existing, Savings Non-Delivery, or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTFS (£m)
SAV2112	Savings Non-Delivery	Ensure that civil penalties are rigorously imposed and recovered in all appropriate cases in order that income is maximised.	0.009	-	-	-	-	0.009
PHOSD221	New	Anticipated reduced income from housing enforcement fines	0.030	-	-	-	-	0.030
		Total	0.039	-	-	-	-	0.039

Wellbeing

Reference	Existing, Savings Non-Delivery, or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTFS (£m)
GRW028	Existing	Fallout of temporary Social Prescribing funding of the Community Connect Programme	(0.022)	-	-	-	-	(0.022)
GRW030	Existing	Fallout of time limited funding for the Mill Arts trust Centre	(0.030)	-	-	-	-	(0.030)
GRW036	Existing	Fallout of time limited funding for the FAST Programme - Wellbeing Service	-	(0.027)	-	-	-	(0.027)
PLEISC01	New	Increase in utility costs	0.035	-	-	(0.035)	-	-
PMEMB221	New	Loss of income from administering the member priority fund	0.023	-	-	-	-	0.023
PMUSE221	New	Inflationary increase in the grant the council pays to the Banbury museum	0.010	-	-	-	-	0.010
		Total	0.016	(0.027)	-	(0.035)	-	(0.046)

Corporate Costs

Reference	Existing, Savings Non-Delivery, or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTFS (£m)
UNAV2105	Existing	Fallout of time limited funding for Housing and Growth Deal contribution	-	(0.052)	-	-	-	(0.052)
		Total	-	(0.052)	-	-	-	(0.052)

Policy Contingency

Reference	Existing, Savings Non-Delivery, or New	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total MTF5 (£m)
SAV21100	Existing	Fallout of one-off contingency for additional costs to compensate leisure for not being able to run at capacity due to Covid-19 restrictions.	(0.700)	-	-	-	-	(0.700)
SAV2178	Existing	Fallout of one-off contingency for lower planning application and pre-application fee income	(0.275)	-	-	-	-	(0.275)
UNAV2106	Existing	Fallout of one-off contingency for Redundancy and Pension Fund Strain contributions	(0.250)	-	-	-	-	(0.250)
LCTS	Existing	Fallout of one-off Harship Fund grant support	(0.159)	-	-	-	-	(0.159)
		Total	(1.384)	-	-	-	-	(1.384)
		Total Existing Pressures	(3.384)	(0.619)	0.370	0.012	-	(3.621)
		Total Savings Non-Delivery	0.466	-	-	-	-	0.466
		Total New Pressures	1.780	(0.142)	(1.132)	0.336	-	0.842
		Total Pressures	(1.138)	(0.761)	(0.762)	0.348	-	(2.313)

Appendix 5 - Budget Summary

Directorate	Expenditure									Income							Net Expenditure	
	Employee Costs	Premises Related Expenditure	Transport Related Expenditure	Supplies and Services	Third Party Payments	Transfer Payments	Capital Charges	Capital Financing	Total Expenditure	Customer and Client Receipts	Fees and Charges	Rental Income	Government Grant Income	Other Grants and Reimbursements	Interest Income	Recharges to Other Accounts		Income total
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m		£m
CDA&I	2.896	1.053	0.047	1.049	1.664	-	-	-	6.709	(0.127)	(0.524)	(6.097)	-	(0.339)	-	-	(7.085)	(0.377)
CODR	6.268	0.164	0.109	1.210	0.335	25.196	-	-	33.282	-	(1.150)	-	(25.335)	(0.284)	-	-	(26.769)	6.513
Environment and Place	11.189	2.058	1.649	1.204	1.876	-	-	-	17.975	(0.608)	(6.967)	(1.599)	-	(1.920)	-	(0.736)	(11.830)	6.145
Housing	1.467	-	0.011	2.489	0.044	-	-	-	4.011	-	(0.201)	(0.014)	(1.934)	(0.211)	-	-	(2.361)	1.651
Wellbeing	1.308	0.102	0.012	0.900	0.922	-	-	-	3.245	(0.046)	(0.543)	-	-	(0.966)	-	-	(1.555)	1.690
Services Sub-total	23.127	3.376	1.829	6.853	4.841	25.196	-	-	65.222	(0.781)	(9.384)	(7.710)	(27.269)	(3.721)	-	(0.736)	(49.601)	15.622
Corporate Costs	0.025	-	(0.012)	-	0.773	1.899	5.268	2.309	10.262	-	-	-	(1.464)	-	(4.685)	0.203	(5.946)	4.316
Policy Contingency	-	-	-	-	3.554	-	-	-	3.554	-	-	-	-	-	-	-	-	3.554
Net Cost of Services	23.153	3.376	1.817	6.853	9.168	27.095	5.268	2.309	79.039	(0.781)	(9.384)	(7.710)	(28.733)	(3.721)	(4.685)	(0.533)	(55.547)	23.492

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Planning

Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Planning Application fees					
1. Erection of dwellings					
(1) Where the application is for outline planning permission and:					
(a) Site does not exceed 2.5 hectares (£462 per 0.1 Ha) (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(b) Site exceed 2.5 hectares (£11,432; and an additional £138 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £150,000) (No VAT)	£11,432.00	£11,432.00	£0.00	0.0%	Statutory
1A) Where the application is for permission in principle (£402 for each 0.1 hectare of the site area) (No VAT)	£402.00	£402.00	£0.00	0.0%	Statutory
(2) In other cases:					
(a) Where the number of dwellinghouses to be created by the development is 50 or fewer (£462 for each dwellinghouse) (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(b) Where the number of dwellinghouses to be where the number of dwellinghouses to be created by the development exceeds 50 (£22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000) (No VAT)	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
2. The erection of buildings					
(1) Where the application is for outline planning permission and:					
(a) The site area does not exceed 2.5 hectares (£462 for each 0.1 hectare of the site area) (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(b) The site area exceeds 2.5 hectares (£11,432; and an additional £138 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £150,000) (No VAT)	£11,432.00	£11,432.00	£0.00	0.0%	Statutory
1A) Where the application is for permission in principle (£402 for each 0.1 hectare of the site area) (No VAT)	£402.00	£402.00	£0.00	0.0%	Statutory
(2) In other cases:					
(a) Where no floor space is to be created by the development (No VAT)	£234.00	£234.00	£0.00	0.0%	Statutory
(b) Where the area of gross floor space to be created by the development does not exceed 40 square metres (No VAT)	£234.00	£234.00	£0.00	0.0%	Statutory
(c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(d) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres (for each 75 square metres of that area) (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(e) where the area of gross floor space to be created by the development exceeds 3750 square metres. Additional £138 for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £300,000	£22,859.00	£22,859.00	£0.00	0.0%	Statutory

Planning					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes.					
(1) where the application is for outline planning permission and:					
(a) the site area does not exceed 2.5 hectares. Per each 0.1 hectare of the site area	£462.00	£462.00	£0.00	0.0%	Statutory
(b) the site area exceeds 2.5 hectares. Additional £138 for each additional hectare additional 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £150,000	£11,432.00	£11,432.00	£0.00	0.0%	Statutory
(1A) Where the application is for permission in principle. Per each 0.1 hectare of the site area.	£402.00	£402.00	£0.00	0.0%	Statutory
(2) In other cases:					
(a) where the area of gross floor space to be created by the development does not exceed 465 square metres	£96.00	£96.00	£0.00	0.0%	Statutory
(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres	£462.00	£462.00	£0.00	0.0%	Statutory
(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres. Additional £462 for each 75 square metres in excess of 540 square metres	£462.00	£462.00	£0.00	0.0%	Statutory
(d) where the area of gross floor space to be created by the development exceeds 4215 square metres. Additional £138 for each 75 square metres in excess of 4215 square metres, subject to a maximum in total of £300,000.	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
4. The erection of glasshouses on land used for the purposes of agriculture.					
(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres	£96.00	£96.00	£0.00	0.0%	Statutory
(2) where the area of gross floor space to be created by the development exceeds 465 square metres	£2,580.00	£2,580.00	£0.00	0.0%	Statutory
5. The erection, alteration or replacement of plant or machinery.					
(1) Where the site area does not exceed 5 hectares. Per each 0.1 hectare of the site area	£462.00	£462.00	£0.00	0.0%	Statutory
(2) where the site area exceeds 5 hectares. Additional £138 for each 0.1 hectare in excess of 5 hectares, subject to a maximum in total of £300,000.	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
6. The enlargement, improvement or other alteration of existing dwellinghouses.					
(1) Where the application relates to one dwellinghouse.	£206.00	£206.00	£0.00	0.0%	Statutory
(2) where the application relates to two or more dwellinghouses	£407.00	£407.00	£0.00	0.0%	Statutory
7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.					
	£206.00	£206.00	£0.00	0.0%	Statutory
8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.					
	£234.00	£234.00	£0.00	0.0%	Statutory
9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.					
(1) Where the site area does not exceed 7.5 hectares, £385 £423 £508 for each 0.1 hectare of the site area;	£508.00	£508.00	£0.00	0.0%	Statutory
(2) where the site area exceeds 7.5 hectares. Additional £151 for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £300,000	£38,070.00	£38,070.00	£0.00	0.0%	Statutory
9A. The carrying out of any operations for the winning and working of oil or natural gas.					
Where the site area:					
(a) does not exceed 15 hectares. Per each 0.1 hectare of the site area	£257.00	£257.00	£0.00	0.0%	Statutory
(b) exceeds 15 hectares. Additional £151 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000.	£38,520.00	£38,520.00	£0.00	0.0%	Statutory

Planning

Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
10. The carrying out of any operations not coming within any of the above categories.					
(1) In the case of operations for the winning and working of minerals:					
(a) where the site area does not exceed 15 hectares. Per each 0.1 hectare of the site area	£234.00	£234.00	£0.00	0.0%	Statutory
(b) where the site area exceeds 15 hectares. Additional £138 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000	£34,934.00	£34,934.00	£0.00	0.0%	Statutory
(2) in any other case. Per each 0.1 hectare of the site area, subject to a maximum in total of £2,028	£234.00	£234.00	£0.00	0.0%	Statutory
11. The change of use of a building to use as one or more separate dwellinghouses.					
(1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:					
(a) where the change of use is to use as 50 or fewer dwellinghouses, for each additional dwellinghouse	£462.00	£462.00	£0.00	0.0%	Statutory
(b) where the change of use is to use as more than 50 dwellinghouses. Additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
(2) in all other cases:					
(a) where the change of use is to use as 50 or fewer dwellinghouses, for each dwellinghouse	£462.00	£462.00	£0.00	0.0%	Statutory
(b) where the change of use is to use as more than 50 dwellinghouses. Additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
12. The use of land for:					
(a) the disposal of refuse or waste materials;					
(b) the deposit of material remaining after minerals have been extracted from land; or					
(c) the storage of minerals in the open.					
(1) Where the site area does not exceed 15 hectares, for each 0.1 hectare of the site area	£234.00	£234.00	£0.00	0.0%	Statutory
(2) where the site area exceeds 15 hectares, an additional £138 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000	£34,934.00	£34,934.00	£0.00	0.0%	Statutory
13. The making of a material change in the use of a building or land	£462.00	£462.00	£0.00	0.0%	Statutory
Fees for Advertisements					
1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters: (a) the nature of the business or other activity carried on on the premises; (b) the goods sold or the services provided on the premises; or (c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	£132.00	£132.00	£0.00	0.0%	Statutory
2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	£132.00	£132.00	£0.00	0.0%	Statutory
3. All other advertisements.	£462.00	£462.00	£0.00	0.0%	Statutory
Lawful Development Certificate					
Application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out. Same as Planning Application fee for that use or operation.			£0.00	0.0%	Statutory
Application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed on a planning permission.	£234.00	£234.00	£0.00	0.0%	Statutory
Application for a certificate to state that a proposed use would be lawful. Half as Planning Application fee for that use or operation.			£0.00	0.0%	Statutory

Planning					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Prior Approval					
Construction of new dwellinghouses:					
(a) Not more than 50 dwellinghouses. Per dwelling	£334.00	£334.00	£0.00	0.0%	Statutory
(b) More than 50 dwellinghouses, additional £100 for each dwellinghouse to maximum fee of £300,000	£16,525.00	£16,525.00	£0.00	0.0%	Statutory
Enlargement of a dwellinghouse by construction of additional storeys	£96.00	£96.00	£0.00	0.0%	Statutory
Agricultural and Forestry buildings & operations	£96.00	£96.00	£0.00	0.0%	Statutory
Demolition of buildings	£96.00	£96.00	£0.00	0.0%	Statutory
Communications	£462.00	£462.00	£0.00	0.0%	Statutory
Change of Use of a building and any land. £206 if it includes building operations in connection with the change of use	£96.00	£96.00	£0.00	0.0%	Statutory
Erection, extension, or alteration of a university building	£96.00	£96.00	£0.00	0.0%	Statutory
Reserved Matters					
Application for approval of reserved matters following outline approval. Sum equal to approval of all the reserved matters, subject to minimum.	£462.00	£462.00	£0.00	0.0%	Statutory
Approval/Variation/Discharge of Condition					
Application for removal or variation of a condition following grant of planning permission	£234.00	£234.00	£0.00	0.0%	Statutory
Request to discharge one or more planning conditions (Householder)	£34.00	£34.00	£0.00	0.0%	Statutory
Request to discharge one or more planning conditions (Non Householder)	£116.00	£116.00	£0.00	0.0%	Statutory
Application for a non-material amendment following a grant of planning permission					
(a) Applications in respect of householder developments	£34.00	£34.00	£0.00	0.0%	Statutory
(b) Applications in respect of other developments	£234.00	£234.00	£0.00	0.0%	Statutory

Planning					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Pre-Application Charges					
The Council has reviewed its pre-application offer to ensure that we continue to offer a suitable avenue for prospective applicants to obtain feedback on their proposals before making a formal application, at a fee that reflects the impact it has on our resources. The variation of the fee structure outlined below will ensure that proportionate fees will be charged so that this service is appropriately funded.					
Category A (Householder)					
Prior charging structure					
Site Visit + Written Advice	£80.00	N/A	N/A	N/A	Discretionary
Follow up requests	£60.00	N/A	N/A	N/A	Discretionary
Site Visit + Meeting + Written Advice	£100.00	N/A	N/A	N/A	Discretionary
Follow up requests	£80.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Written Advice only (Desktop Assessment)	N/A	£150.00	N/A	N/A	Discretionary
Category B (1-9 Dwellings)					
Prior charging structure					
Written Advice and Site Visit - 1 Dwelling	£150.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - 2nd Dwelling	£100.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Thereafter additional dwellings (per dwelling)	£60.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - 1 Dwelling - Follow-up Requests	£100.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice - 2nd Dwelling - Follow-up Requests	£70.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Thereafter additional dwellings (per dwelling) - Follow-up Requests	£40.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - 1 Dwelling	£160.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - 2nd Dwelling	£110.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Thereafter additional dwellings (per dwelling)	£65.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - 1 Dwelling - Follow-up Requests	£110.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - 2nd Dwelling - Follow-up Requests	£80.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Thereafter additional dwellings (per dwelling) - Follow-up Requests	£45.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Meeting and Written Advice - 1 Dwelling	N/A	£382.50	N/A	N/A	Discretionary
Meeting and Written Advice - Per each additional dwelling	N/A	£75.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel)	N/A	£200.00	N/A	N/A	Discretionary
Follow-up Written Clarification	N/A	£150.00	N/A	N/A	Discretionary
Category C (10-99 dwellings)					
Prior charging structure					
Written Advice and Site Visit - Per Dwelling	£33.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Minimum	£900.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Maximum	£2,333.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up Requests	£40.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up Requests - Minimum	£600.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up Requests - Maximum	£1,400.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Per dwelling	£65.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Minimum	£975.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Maximum	£2,500.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up requests (per dwelling)	£45.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Minimum	£675.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Maximum	£1,575.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Meeting and Written Advice - 10 dwellings	N/A	£1,000.00	N/A	N/A	Discretionary
Meeting and Written Advice - Per additional dwelling	N/A	£30.00	N/A	N/A	Discretionary
Meeting and Written Advice - Maximum	N/A	£4,500.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel)	N/A	£200.00	N/A	N/A	Discretionary
Follow-up Written Clarification	N/A	£150.00	N/A	N/A	Discretionary

Planning					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Category D (250+ Dwellings)					
Minimum Charge	£3,000.00	£5,000.00	£2,000.00	66.7%	Discretionary
Prior charging structure					
Officer hourly rate after first 30 hours	£100.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Officer hourly rate after first 30 hours (collective input of all officers) - Planning Officer	£100.00	£85.00	-£15.00	-15.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer	£100.00	£120.00	£20.00	20.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader	£100.00	£135.00	£35.00	35.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager	£100.00	£150.00	£50.00	50.0%	Discretionary
Category E (Hotels, HMOs, Communal housing of elderly & disabled)					
Prior charging structure					
Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher)	£95.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Minimum	£190.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Maximum	£2,375.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Follow-up request	£65.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Follow-up request - Minimum	£150.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Follow-up request - Maximum	£1,625.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher)	£100.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Minimum	£200.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Maximum	£2,500.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Follow-up requests	£70.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Follow-up requests - Minimum	£160.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Follow-up requests - Maximum	£1,750.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Meeting and Written Advice - Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher)	N/A	£120.00	N/A	N/A	Discretionary
Meeting and Written Advice Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Minimum	N/A	£360.00	N/A	N/A	Discretionary
Meeting and Written Advice Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Maximum	N/A	£4,500.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	N/A	£200.00	N/A	N/A	Discretionary
Follow-up Written Clarification	N/A	£150.00	N/A	N/A	Discretionary

Planning

Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Category F (Listed building and Conservation Area advice)					
Prior charging structure					
Written Advice and Site Visit	£80.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£60.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£100.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£80.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Bespoke charge agreed in advance based on agreed assumptions on hourly rate for officer(s)					
Officer hourly rate - Conservation Officer	N/A	£65.00	N/A	N/A	Discretionary
Officer hourly rate - Senior Conservation Officer	N/A	£85.00	N/A	N/A	Discretionary
Officer hourly rate - Manager	N/A	£125.00	N/A	N/A	Discretionary
Site Visit (Set charge in addition to hourly rate)	N/A	£80.00	N/A	N/A	Discretionary
Category G - Shopfronts					
Prior charging structure					
Written Advice and Site Visit	£80.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£60.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£100.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£80.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Written Advice only (Desktop Assessment)	N/A	£150.00	N/A	N/A	Discretionary
Category H - Advertisements					
Prior charging structure					
Written Advice and Site Visit	£50.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£40.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£70.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£60.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Written Advice only (Desktop Assessment)	N/A	£150.00	N/A	N/A	Discretionary
Category I (Telecommunications)					
Prior charging structure					
Written Advice and Site Visit	£200.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£150.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£250.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£200.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Written Advice only (Desktop Assessment)	N/A	£150.00	N/A	N/A	Discretionary
Category J (Agricultural, forestry & glasshouse devt – less than 465 sqm)					
Prior charging structure					
Written Advice and Site Visit	£40.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£30.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£60.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£50.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Written Advice only (Desktop Assessment)	N/A	£150.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	N/A	£200.00	N/A	N/A	Discretionary

Planning					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Category K (Agricultural, forestry & glasshouse devt – more than 465 sqm)					
Prior charging structure					
Written Advice and Site Visit - Up to 540 sqm	£150.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request - Up to 540 sqm	£100.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Up to 540 sqm	£180.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request - Up to 540 sqm	£130.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Thereafter each 75 sqm	£100.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request - Thereafter each 75 sqm	£80.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Thereafter each 75 sqm	£100.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request - Thereafter each 75 sqm	£80.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Meeting and Written Advice - Up to 540 sqm	N/A	£200.00	N/A	N/A	Discretionary
Meeting and Written Advice - Per each additional 75 sqm (or part thereof)	N/A	£120.00	N/A	N/A	
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	N/A	£200.00	N/A	N/A	Discretionary
Follow-up Written Clarification	N/A	£150.00	N/A	N/A	Discretionary
Category L (Change of use of land to equestrian)					
Prior charging structure					
Written Advice and Site Visit	£150.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£110.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£200.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£160.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Written Advice only (Desktop Assessment)	N/A	£150.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	N/A	£200.00	N/A	N/A	Discretionary
Meeting - Bespoke charge based on agreed assumptions on hourly rate for officer(s)	N/A	£0.00	N/A	N/A	Discretionary
Officer hourly rate - Planning Officer	N/A	£85.00	N/A	N/A	Discretionary
Officer hourly rate - Senior Planning Officer	N/A	£100.00	N/A	N/A	Discretionary
Officer hourly rate - Principal Planning Officer	N/A	£120.00	N/A	N/A	Discretionary
Officer hourly rate - Team Leader	N/A	£135.00	N/A	N/A	Discretionary
Officer hourly rate - Senior Manager	N/A	£150.00	N/A	N/A	Discretionary
Category M (Anemometer masts or single wind turbines of less than 100 m in height)					
Prior charging structure					
Written Advice and Site Visit	£400.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£350.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£500.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£450.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Meeting and Written Advice	N/A	£600.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	N/A	£200.00	N/A	N/A	Discretionary
Follow-up Written Clarification	N/A	£150.00	N/A	N/A	Discretionary

Planning					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Category N (Wind and solar farm developments)					
Minimum charge	£3,000.00	£4,000.00	£1,000.00	33.3%	Discretionary
Prior charging structure					
Officer hourly rate after first 30 hours	£100.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Officer hourly rate after first 30 hours (collective input of all officers) - Planning Officer	£100.00	£85.00	-£15.00	-15.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer	£100.00	£120.00	£20.00	20.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader	£100.00	£135.00	£35.00	35.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager	£100.00	£150.00	£50.00	50.0%	Discretionary
Category O (Other developments inc change of use: floorspace less than 200 sqm and the site area is less than 0.1 hectares)					
Prior charging structure					
Written Advice and Site Visit	£150.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£110.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£200.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£160.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Meeting and Written Advice	N/A	£200.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response	N/A	£200.00	N/A	N/A	Discretionary
Follow-up Written Clarification	N/A	£150.00	N/A	N/A	Discretionary
Category P (Other developments inc change of use: floorspace less than 1000 sqm and the site area is less than 0.5 hectares)					
Prior charging structure					
Written Advice and Site Visit	£300.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£250.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£375.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£325.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Meeting and Written Advice	N/A	£350.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response	N/A	£200.00	N/A	N/A	Discretionary
Follow-up Written Clarification	N/A	£150.00	N/A	N/A	Discretionary
Category Q (Other developments inc change of use: floorspace less than 5000 sqm and the site area is less than 1 hectare)					
Prior charging structure					
Written Advice and Site Visit	£1,000.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£800.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£1,250.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£1,050.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Meeting and Written Advice	N/A	£1,500.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response	N/A	£200.00	N/A	N/A	Discretionary
Follow-up Written Clarification	N/A	£150.00	N/A	N/A	Discretionary
Category R (Other developments inc change of use: floorspace less than 10000 sqm and the site area is less than 2 hectares)					
Prior charging structure					
Written Advice and Site Visit	£2,000.00	N/A	N/A	N/A	Discretionary
Written Advice and Site Visit - Follow-up request	£1,500.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit	£2,500.00	N/A	N/A	N/A	Discretionary
Meeting and Written Advice and Site Visit - Follow-up request	£2,000.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Meeting and Written Advice	N/A	£2,750.00	N/A	N/A	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response	N/A	£200.00	N/A	N/A	Discretionary
Follow-up Written Clarification	N/A	£150.00	N/A	N/A	Discretionary

Planning					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Category S (Other developments inc change of use: floorspace more than 10000 sqm and the site area is more than 2 hectares)					
Meeting and Written Advice	£3,000.00	£4,000.00	£1,000.00	33.3%	Discretionary
Prior charging structure					
Officer hourly rate after first 30 hours	£100.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Officer hourly rate after first 30 hours (collective input of all officers) - Planning Officer	£100.00	£85.00	-£15.00	-15.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer	£100.00	£120.00	£20.00	20.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader	£100.00	£135.00	£35.00	35.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager	£100.00	£150.00	£50.00	50.0%	Discretionary
Category T (Written requests for information)					
Prior charging structure					
Set fee	£250.00	N/A	N/A	N/A	Discretionary
Revised charging structure					
Bespoke charge based on levels of officer input with minimum of £300 (ex VAT)	N/A	£300.00	N/A	N/A	Discretionary
Officer hourly rate - Officer	N/A	£65.00	N/A	N/A	Discretionary
Officer hourly rate - Senior Officer	N/A	£85.00	N/A	N/A	Discretionary
Officer hourly rate - Principal Officer	N/A	£100.00	N/A	N/A	Discretionary
Category U (Parish/Town Council developments and other exemptions)					
Fee	£0.00	£0.00	£0.00	0.0%	Discretionary
Planning Performance Agreements					
Setting up PPA (Administration charge)	N/A	£500.00	N/A	N/A	Discretionary
Meetings (assumptions on hourly rate of officer preparation, attendance and follow-up) plus set, per meeting, administration charge of (£72 inc VAT)	N/A	£60.00	N/A	N/A	Discretionary
Officer hourly rate - Planning Officer	£100.00	£85.00	-£15.00	-15.0%	Discretionary
Officer hourly rate - Senior Planning Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Officer hourly rate - Principal Planning Officer	£100.00	£120.00	£20.00	20.0%	Discretionary
Officer hourly rate - Team Leader	£100.00	£135.00	£35.00	35.0%	Discretionary
Officer hourly rate - Senior Manager	£100.00	£150.00	£50.00	50.0%	Discretionary
Officer hourly rate - Assistant Director	£100.00	£190.00	£90.00	90.0%	Discretionary
Development Monitoring					
Registration charge for S106 agreements (per agreement)	N/A	£500.00	N/A	N/A	Discretionary
S73 Variations, linking agreements and modifications - Bespoke charge	N/A	£0.00	N/A	N/A	Discretionary
Less than 10 dwellings and/or 1,000sqm of floorspace) - Bespoke charge based on number of obligations and triggers with minimum of £500 (exc VAT)	N/A	£500.00	N/A	N/A	Discretionary
10 - 100 dwellings and/or 1,000 - 10,000sqm of floorspace) - Bespoke charge based on number of obligations and triggers with minimum of £1,000 (exc VAT)	N/A	£1,000.00	N/A	N/A	Discretionary
100 - 250 dwellings units and/or 10,000 - 75,000sqm of floorspace - Bespoke charge based on number of obligations and triggers with minimum of £5,000 (exc VAT)	N/A	£5,000.00	N/A	N/A	Discretionary
251+ dwellings units and/or 75,001sqm+ of floorspace - Bespoke charge based on number of obligations and triggers with minimum of £10,000 (exc VAT)	N/A	£10,000.00	N/A	N/A	Discretionary
Desktop records check and guidance on compliance issued via email (per request)	N/A	£200.00	N/A	N/A	Discretionary
Fee for remedial inspections for on-site provisions (Monitoring officer only)	N/A	£200.00	N/A	N/A	Discretionary

Planning					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
High Hedges					
Application fee for High hedges complaint	£300.00	£396.00	£96.00	32.0%	Discretionary
Planning Enforcement					
Confirmation of closure of enforcement case where it was found not expedient to take action (available for a 12-month period following closure of the case)	N/A	£85.00	N/A	N/A	Discretionary
Confirmation that an Enforcement Notice had been complied with	N/A	£200.00	N/A	N/A	Discretionary
Request to withdraw enforcement notice	N/A	£200.00	N/A	N/A	Discretionary
Supplementary Fees					
Administration charges for invalid submissions not made valid.					
Householder, Minor and Other applications with no planning officer input	N/A	£40.00	N/A	N/A	Discretionary
Major Applications and applications where officer input required	N/A	£90.00	N/A	N/A	Discretionary

Building control					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
New Dwellings					
1 Dwelling	£750.00	£775.00	£25.00	3.3%	Discretionary
2 Dwellings	£1,000.00	£1,050.00	£50.00	5.0%	Discretionary
3 Dwellings	£1,250.00	£1,300.00	£50.00	4.0%	Discretionary
4 Dwellings	£1,400.00	£1,450.00	£50.00	3.6%	Discretionary
5 Dwellings	£1,600.00	£1,650.00	£50.00	3.1%	Discretionary
Other New Builds					
New Garage <40m2	£300.00	£315.00	£15.00	5.0%	Discretionary
New Garage 40m2 - 60m2	£380.00	£395.00	£15.00	3.9%	Discretionary
Extensions					
Extn<10m2	£350.00	£360.00	£10.00	2.9%	Discretionary
Extn 10m2-40m2	£550.00	£570.00	£20.00	3.6%	Discretionary
Extn 40m2-80m2	£650.00	£675.00	£25.00	3.8%	Discretionary
Conversions					
Garage Conversion	£300.00	£310.00	£10.00	3.3%	Discretionary
Loft conversion <80m2	£500.00	£525.00	£25.00	5.0%	Discretionary
Loft Conversion 80m2-100m2	£550.00	£570.00	£20.00	3.6%	Discretionary
Miscellaneous Works					
Underpinning	£350.00	£360.00	£10.00	2.9%	Discretionary
Up to 6 doors/windows	£130.00	£135.00	£5.00	3.8%	Discretionary
Each additional door/window	£15.00	£20.00	£5.00	33.3%	Discretionary
Heating Appliance	£150.00	£200.00	£50.00	33.3%	Discretionary
Electrical Appliance	£500.00	£525.00	£25.00	5.0%	Discretionary
Thermal upgrade	£180.00	£200.00	£20.00	11.1%	Discretionary
Up tp 6 Solar Panels	£500.00	£525.00	£25.00	5.0%	Discretionary
Based on Construction Value					
0-£10K	£300.00	£310.00	£10.00	3.3%	Discretionary
£10K-£40K	£480.00	£500.00	£20.00	4.2%	Discretionary
£40K-£100K	£720.00	£750.00	£30.00	4.2%	Discretionary
Building notice supplement	10%	10%	£0.00	0.0%	Discretionary
Supplementary Fees					
Additional Visits	£65.00	£65.00	£0.00	0.0%	Discretionary
Copies of Certificates	£40.00	£40.00	£0.00	0.0%	Discretionary
Reopening applications after less than 3 years	£50.00	£50.00	£0.00	0.0%	Discretionary
Reopening applications after more than 3 years	£100.00	£100.00	£0.00	0.0%	Discretionary

Appendix 6 - Fees and Charges Schedule

Land Drainage					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Consent Application fee	£50.00	£50.00	£0.00	0.0%	Statutory

Street Naming and Numbering					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Assigning official address's to properties	£30.00	£35.00	£5.00	16.7%	Discretionary

Environmental Services					
Fees and Charges	Fee 21-22 (excl. VAT)	Proposed Fee 22-23 (excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Special Collections					
Special Collections - Clearout (Garden waste or waste package)	£60.00	£65.00	£5.00	8.3%	Discretionary
Special Collections - Any (3 Items Collected)	£24.99	£26.99	£2.00	8.0%	Discretionary
New: Special Collection - 1 item	£9.99	£9.99	£0.00	0.0%	Discretionary
New: Special Collection - 1 large item	£14.99	£14.99	£0.00	0.0%	Discretionary
Special Collections - Any (3 Items Collected) During Blitz	£15.00	£15.00	£0.00	0.0%	Discretionary
Bins and Waste Sacks					
Blue & Brown Wheeled Bins	£30.00	£30.00	£0.00	0.0%	Discretionary
240L Additional Green Bin - Annual Charge	£100.00	£105.00	£5.00	5.0%	Discretionary
Bundles of 25 Trade Waste Sacks	£60.00	£62.50	£2.50	4.2%	Both Statutory and Discretionary elements
Bundles of 25 Trade Recycling Sacks	£45.00	£45.00	£0.00	0.0%	Both Statutory and Discretionary elements
COMMERCIAL REFUSE COLLECTION - PER LIFT					
240 litre bin	£7.25	£7.50	£0.25	3.4%	Both Statutory and Discretionary elements
360 litre bin	£9.50	£9.75	£0.25	2.6%	Both Statutory and Discretionary elements
660 litre bin	£13.50	£13.75	£0.25	1.9%	Both Statutory and Discretionary elements
1100 litre bin	£18.25	£18.50	£0.25	1.4%	Both Statutory and Discretionary elements
COMMERCIAL RECYCLING COLLECTION - PER LIFT					
240 litre bin	£5.00	£5.00	£0.00	0.0%	Both Statutory and Discretionary elements
360 litre bin	£6.50	£6.50	£0.00	0.0%	Both Statutory and Discretionary elements
660 litre bin	£9.00	£9.00	£0.00	0.0%	Both Statutory and Discretionary elements
1100 litre bin	£12.00	£12.00	£0.00	0.0%	Both Statutory and Discretionary elements
COMMERCIAL GLASS RECYCLING COLLECTION - PER LIFT					
240 litre bin	£5.00	£5.25	£0.25	5.0%	Both Statutory and Discretionary elements
360 litre bin	£6.50	£6.75	£0.25	3.8%	Both Statutory and Discretionary elements
* Discount of 10% for >5 bins, 20% for >10 bins					
COMMERCIAL FOOD RECYCLING - PER LIFT					
120 litre bin	£3.75	£4.00	£0.25	6.7%	Both Statutory and Discretionary elements

Environmental Services					
Fees and Charges	Fee 21-22 (excl. VAT)	Proposed Fee 22-23 (excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Schedule II Collections - Schools					
240L Wheeled Bin Package	£137.00	£154.00	£17.00	12.4%	Both Statutory and Discretionary elements
360L Wheeled Bin Package	£189.00	£210.00	£21.00	11.1%	Both Statutory and Discretionary elements
660L Wheeled Bin Package	£300.00	£325.00	£25.00	8.3%	Both Statutory and Discretionary elements
1100L Wheeled Bin Package	£410.00	£445.00	£35.00	8.5%	Both Statutory and Discretionary elements
Trade Glass Collection (1 bell)					
Trade Glass Collection (1 bell)	£75.00	£80.00	£5.00	6.7%	Discretionary
Garden Waste Charges - 240L Brown Wheeled Bin					
Sign up before 1st March 2022 (Until 28th February 2023)	£36.00	£36.00	£0.00	0.0%	Both Statutory and Discretionary elements
Sign up after 1st March 2022 (Until 28th February 2023)	£40.00	£40.00	£0.00	0.0%	Both Statutory and Discretionary elements
Additional licences (1st March - 28th February 2023)	£30.00	£30.00	£0.00	0.0%	Both Statutory and Discretionary elements
Bundles of 25 Biodegradable Garden Waste Sacks	£15.00	£45.00	£30.00	200.0%	Discretionary
Roll of 52 Compostable Liners	£3.50	£4.00	£0.50	14.3%	Discretionary
Dog bin emptying charge					
For parishes with more than 20 bins	£1.50	£1.60	£0.10	6.7%	Discretionary
For parishes with more than 5 bins	£1.60	£1.70	£0.10	6.2%	Discretionary
For parishes with less than 5 bins	£1.75	£1.85	£0.10	5.7%	Discretionary
MOT's					
Class IV for Trade, Staff and Account Customers	£45.00	£45.00	£0.00	0.0%	Discretionary
Class IV for General Public	£50.00	£50.00	£0.00	0.0%	Discretionary
Class V for Trade, Staff and Account Customers	£50.00	£50.00	£0.00	0.0%	Discretionary
Class V for General Public	£55.00	£55.00	£0.00	0.0%	Discretionary
Class VII for Trade, Staff and Account Customers	£50.00	£50.00	£0.00	0.0%	Discretionary
Class VII for General Public	£55.00	£55.00	£0.00	0.0%	Discretionary
Other					
Hourly Rate - Workshop (External)	£55.00	£60.00	£5.00	9.1%	Discretionary
Use of Washdown facility at Thorpe Lane Depot	£50.00	£55.00	£5.00	10.0%	Discretionary
Use of Public Conveniences - Bicester	£0.20	£0.20	£0.00	0.0%	Discretionary
Use of Public Conveniences - Banbury and Kidlington	£0.20	£0.20	£0.00	0.0%	Discretionary
Pitch Fees 'Casual'	£30.00	£31.00	£1.00	3.3%	Discretionary
Pitch Fees 'Regular'	£25.00	£25.50	£0.50	2.0%	Discretionary
Pitch Fees 'Charity/Community'	£15.00	£15.00	£0.00	0.0%	Discretionary
Highway Closures	£87.50	£90.00	£2.50	2.9%	Discretionary

Car Parking					
Fees and Charges	Fee 21-22 (excl. VAT)	Proposed Fee 22-23 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
Banbury Short Stay (Charges apply 8am-7pm. Free Parking after 7pm)					
Market Place Monday To Saturday					
0 -30 minutes	£1.00	£1.00	£0.00	0.0%	Discretionary
0 - 1 hour	£1.50	£1.50	£0.00	0.0%	Discretionary
Market Place Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.00	£0.00	0.0%	Discretionary
Over 1 hour £1.50 flat rate	£1.50	£1.50	£0.00	0.0%	Discretionary
Horsefair West Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
Horsefair West Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Calthorpe Street West (part) Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
Calthorpe Street West (part) Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Calthorpe Street East Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
Calthorpe Street East Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
South Bar East (part) up to Calthorpe Street Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
South Bar East (part) up to Calthorpe Street Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
North Bar East Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
North Bar East Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
The Mill Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
The Mill Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Chamberlaine Court Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary

Car Parking					
Fees and Charges	Fee 21-22 (excl. VAT)	Proposed Fee 22-23 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
Chamberlaine Court Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Bridge Street (Blue Badge Holders Only)					
Monday To Saturday	£0.00	£0.00	£0.00	0.0%	Discretionary
Sunday and Bank Holidays	£0.00	£0.00	£0.00	0.0%	Discretionary
Free of charge up to maximum stay permitted					
Banbury Long Stay (charges apply 8am-7pm. Free Parking after 7pm)					
Riverside Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
3 - 4 Hours	£3.50	£3.60	£0.10	2.9%	Discretionary
Day rate up to 7pm	£4.50	£4.60	£0.10	2.2%	Discretionary
Riverside Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
South Bar East and West Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
3 - 4 Hours	£3.50	£3.60	£0.10	2.9%	Discretionary
Day rate up to 7pm	£4.50	£4.60	£0.10	2.2%	Discretionary
South Bar East and West Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
North Bar West Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
3 - 4 Hours	£3.50	£3.60	£0.10	2.9%	Discretionary
Day rate up to 7pm	£4.50	£4.60	£0.10	2.2%	Discretionary
North Bar West Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Calthorpe Street West Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
3 - 4 Hours	£3.50	£3.60	£0.10	2.9%	Discretionary
Day rate up to 7pm	£4.50	£4.60	£0.10	2.2%	Discretionary
Calthorpe Street West Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Windsor Street Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
3 - 4 Hours	£3.50	£3.60	£0.10	2.9%	Discretionary
Day rate up to 7pm	£4.50	£4.60	£0.10	2.2%	Discretionary
Windsor Street Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.50 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary

Car Parking					
Fees and Charges	Fee 21-22 (excl. VAT)	Proposed Fee 22-23 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
Bolton Road Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
3 - 4 Hours	£3.50	£3.60	£0.10	2.9%	Discretionary
Day rate up to 7pm	£4.50	£4.60	£0.10	2.2%	Discretionary
Bolton Road Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.50 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Compton Road Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
3 - 4 Hours	£3.50	£3.60	£0.10	2.9%	Discretionary
Day rate up to 7pm	£4.50	£4.60	£0.10	2.2%	Discretionary
Compton Road Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.50 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Compton Road lay over (Coaches only) - no charge	£0.00	£0.00	£0.00	0.0%	Discretionary
<u>Drop Off - Pick Up Points</u>					
Bridge Street (all week)					
0 - 15 minutes	£0.40	£0.50	£0.10	25.0%	Discretionary
Horsefair East - Coaches Drop Off/Pick Up - no charge	£0.00	£0.00	£0.00	0.0%	Discretionary
<u>Banbury season ticket prices</u>					
5 Day Permit Valid Monday - Friday					
Annual	£700.00	£700.00	£0.00	0.0%	Discretionary
Quarterly	£195.00	£195.00	£0.00	0.0%	Discretionary
Monthly	£70.00	£70.00	£0.00	0.0%	Discretionary
7 Day Permit Valid Monday - Sunday					
Annual	£910.00	£910.00	£0.00	0.0%	Discretionary
Quarterly	£250.00	£250.00	£0.00	0.0%	Discretionary
Monthly	£90.00	£90.00	£0.00	0.0%	Discretionary

Car Parking					
Fees and Charges	Fee 21-22 (excl. VAT)	Proposed Fee 22-23 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
Bicester Short Stay (Charges apply 8am-7pm. Free Parking after 7pm)					
Market Square Monday To Saturday					
0 - 30 Minutes	£1.00	£1.00	£0.00	0.0%	Discretionary
0 - 1 Hour	£1.50	£1.50	£0.00	0.0%	Discretionary
Market Square Sunday and Bank Holidays					
0 - 1 Hour	£1.00	£1.00	£0.00	0.0%	Discretionary
Over 1 hour £1.50 flat rate	£1.50	£1.50	£0.00	0.0%	Discretionary
Claremont Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
Claremont Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Chapel Brook Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
Chapel Brook Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Victoria Road Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
Victoria Road Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Bicester Long Stay					
Cattle Market Monday To Saturday					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
1 - 2 Hours	£2.00	£2.10	£0.10	5.0%	Discretionary
2 - 3 Hours	£2.80	£2.90	£0.10	3.6%	Discretionary
3 - 4 Hours	£3.50	£3.60	£0.10	2.9%	Discretionary
Day rate up to 7pm	£4.50	£4.60	£0.10	2.2%	Discretionary
Cattle Market Sunday and Bank Holidays					
0 - 1 hour	£1.00	£1.10	£0.10	10.0%	Discretionary
Over 1 hour £1.00 flat rate	£1.50	£1.60	£0.10	6.7%	Discretionary
Kidlington					
Curtis Place (all week) - no charge	£0.00	£0.00	£0.00	0.0%	Discretionary

Appendix 6 - Fees and Charges Schedule

Land Charges					
Fees and Charges	Fee 21-22 (excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Full Search Fee (LLC1 & CON29R)	£165.00	£185.00	£0.00	12.1%	Both Statutory and Discretionary elements as combination of LLC1 and CON29
Additional parcel CON29	£18.00	£18.00	£0.00	0.0%	Discretionary
Additional parcel LLC1	£2.00	£2.00	£0.00	0.0%	Statutory
Additional parcel Q22	£1.10	£1.12	£0.00	1.8%	Discretionary - Fee set by OCC
LLC1 Only (Register search)	£65.00	£65.00	£0.00	0.0%	Statutory
CON 29R only (no LLC1)	£100.00	£120.00	£20.00	20.0%	Discretionary
CON290 (Optional enquiries Question 4-21)	£10.00	£10.00	£0.00	0.0%	Discretionary
CON290 Question 22	£35.83	£36.67	£0.84	2.3%	Discretionary - Fee set by OCC
PART 3 Own worded enquiries	£20.00	£20.00	£0.00	0.0%	Discretionary

Parish Elections					
Fees and Charges	Fee 21-22 (excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Uncontested Election recharge	£40.95	£100.00	£59.05	144.2%	Discretionary

Public Protection, Environmental Health, Licensing					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Environmental Health, Environmental Protection and Licensing					
Gambling Act					
Premises	Various	Various			Statutory
Animal Licensing					
Animal Boarding Establishment Licence	£392.50	£402.50	£10.00	2.5%	Discretionary
Pet Shop Licence	£392.50	£402.50	£10.00	2.5%	Discretionary
Riding Establishment Licence	£392.50	£402.50	£10.00	2.5%	Discretionary
Dog Breeding Establishment Licence	£392.50	£402.50	£10.00	2.5%	Discretionary
Dangerous Wild Animals Licence	£392.50	£402.50	£10.00	2.5%	Discretionary
Zoo Licence	£595.00	£610.00	£15.00	2.5%	Discretionary
Skin Piercing, Tattooing, Acupuncture, Electrolysis etc.					
Registration Fee	£107.50	£111.00	£3.50	3.3%	Discretionary
Registration of Premises	£160.00	£165.00	£5.00	3.1%	Discretionary
Scrap Metal					
Variation of scrap metal dealers licence type Collector - Dealer	£213.00	£218.00	£5.00	2.3%	Discretionary
Variation of scrap metal dealers licence - Admin, change of name or replacement	£106.20	£109.00	£2.80	2.6%	Discretionary
Scrap metal dealers site	£487.00	£499.50	£12.50	2.6%	Discretionary
Scrap metal collectors licence	£287.50	£295.00	£7.50	2.6%	Discretionary
Street Trading consent charges					
12 month period	£1,197.00	£1,229.00	£32.00	2.7%	Discretionary
6 month period	£597.00	£613.00	£16.00	2.7%	Discretionary
3 month period	£299.00	£307.00	£8.00	2.7%	Discretionary
1 month period	£168.00	£172.50	£4.50	2.7%	Discretionary
Table and Chairs consent charges					
12 month period	£15.80	£16.20	£0.40	2.5%	Discretionary
Pavement licences (licences cannot extend beyond 30/09/2022)	£15.80	£15.80			Statutory
Private Hire and Hackney Carriage DRIVER Fees and Charges					
Grant of Licence 1 Year	£119.50	£124.50	£5.00	4.2%	Discretionary
Grant of licence 3 Years	£198.00	£203.50	£5.50	2.8%	Discretionary
Renewal of existing licence 1 year	£100.50	£103.50	£3.00	3.0%	Discretionary
Renewal of existing licence 3 years	£174.50	£179.50	£5.00	2.9%	Discretionary
DBS (was CRB) check and DVLA check	£51.00	£51.00	£0.00	0.0%	Discretionary
Knowledge Test	£26.00	£30.00	£4.00	15.4%	Discretionary
Re take of Knowledge test	£26.00	£26.00	£0.00	0.0%	Discretionary
Cost of badge/ replacement badge	£26.00	£32.00	£6.00	23.1%	Discretionary
Cost of replacement paper licence	£11.00	£15.00	£4.00	36.4%	Discretionary
Disability and Safeguarding Awareness Training	£50.00	£50.00	£0.00	0.0%	Fee set by OCC
English Testing	£42.00	£43.75	£1.75	4.2%	Discretionary
Hackney Carriage VEHICLE Fees and Charges					
Grant of licence	£305.50	£313.50	£8.00	2.6%	Discretionary
Renewal of existing licence	£265.00	£272.00	£7.00	2.6%	Discretionary
Replacement licence plate	£21.00	£22.00	£1.00	4.8%	Discretionary
Replacement bracket	£21.00	£22.00	£1.00	4.8%	Discretionary
Change of vehicle only	£115.00	£118.00	£3.00	2.6%	Discretionary
Transfer of licensee only	£58.50	£60.00	£1.50	2.6%	Discretionary
Change of vehicle and licensee	£43.00	£44.20	£1.20	2.8%	Discretionary
Private Hire VEHICLE Fees and Charges					
Grant of new licence	£277.00	£286.00	£9.00	3.2%	Discretionary
Renewal of licence	£256.00	£263.00	£7.00	2.7%	Discretionary
Internal Plate Replacement	£10.50	£11.00	£0.50	4.8%	Discretionary
Plate or bracket replacement	£21.00	£22.00	£1.00	4.8%	Discretionary
Cost of replacement paper licence	£11.00	£15.00	£4.00	36.4%	Discretionary
Change of vehicle only	£104.50	£107.50	£3.00	2.9%	Discretionary
Transfer of licensee only	£57.50	£60.00	£2.50	4.3%	Discretionary
Change of vehicle and licensee	£130.00	£133.00	£3.00	2.3%	Discretionary
Private Hire OPERATOR Fees and Charges					
Operator's Licence (one vehicle only) - 1 year	£147.00	£151.00	£4.00	2.7%	Discretionary
Operator's Licence (one vehicle only) - 5 year	£136.00	£139.50	£3.50	2.6%	Discretionary
For each additional vehicle	£21.00	£21.50	£0.50	2.4%	Discretionary
Sex Establishment Venue					
Application	£1,630.00	£1,675.00	£45.00	2.8%	Discretionary
Renewal	£1,080.00	£1,110.00	£30.00	2.8%	Discretionary
Contaminated land enquiry					
Charge per hour or part thereof	£70.00	£71.50	£1.50	2.1%	Discretionary

Public Protection, Environmental Health, Licensing					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Health Protection					
Food Export/Hygiene Certificates	£115.00	£120.00	£5.00	4.3%	Discretionary
Food Hygiene Rating Scheme Rescore Visit	£285.00	£295.00	£10.00	3.5%	Discretionary
Food Surrender Certificates	£127.00	£130.00	£3.00	2.4%	Discretionary
Copies of Food Premises Register (a) Single Entry	£4.00	£4.50	£0.50	12.5%	Discretionary
Copies of Food Premises Register (b) Full Register	£330.00	£338.00	£8.00	2.4%	Discretionary
Factual Statements for Civil Proceedings	£160.00	£165.00	£5.00	3.1%	Discretionary
Reports provided under the Environmental Information Regulations	£155.00	£160.00	£5.00	3.2%	Statutory
Water Sampling					
Large/Commercial use supplies (each assessment at £68/hour capped at £500)	£500.00	£500.00	£0.00	0.0%	Statutory
Risk assessment (each assessment at £68/hour capped at £500)	£500.00	£500.00	£0.00	0.0%	Statutory
Sampling (each visit)	£100.00	£100.00	£0.00	0.0%	Statutory
Investigation	£100.00	£100.00	£0.00	0.0%	Statutory
Granting an authorisation	£100.00	£100.00	£0.00	0.0%	Statutory
Analysing a sample:					
Taken under regulation 10	£25.00	£25.00	£0.00	0.0%	Statutory
Taken during Check monitoring	£100.00	£100.00	£0.00	0.0%	Statutory
Taken during Audit monitoring	£500.00	£500.00	£0.00	0.0%	Statutory
Water Sampling Fees:					
Lab Fees (Depending on criteria)	£85.50	£87.50	£2.00	2.3%	Discretionary
Pools (basic swimming pool test)	£33.50	£34.50	£1.00	3.0%	Discretionary
Sampling and admin cost recovery hourly rate	£45.00	£47.00	£2.00	4.4%	Discretionary
Courier charge	£33.50	£34.50	£1.00	3.0%	Discretionary
Health Protection - Food Safety					
Level 2 Food Safety in Catering Course					
Taught Course	£76.00	£78.00	£2.00	2.6%	Discretionary
Taught - Voluntary Groups	£44.00	£44.00	£0.00	0.0%	Discretionary
Taught - Unemployed	£44.00	£44.00	£0.00	0.0%	Discretionary
E-learning (all level 2 courses)	£25.00	£26.00	£1.00	4.0%	Discretionary
Level 2 Personal license Holder elearning and invigilated exam	£82.00	£85.00	£3.00	3.7%	Discretionary
Invigilated exam resit	£26.00	£27.00	£1.00	3.8%	Discretionary
Level 3 Food Hygiene Course Taught Course	£295.00	£305.00	£10.00	3.4%	Discretionary
Cost recovery - Commercial & Business Support					
Basic cost recovery (qualified officer)	£71.50	£73.50	£2.00	2.8%	Discretionary
Full cost recovery (qualified officer)	£79.00	£81.00	£2.00	2.5%	Discretionary
Mileage cost per mile	£0.45	£0.45	£0.00	0.0%	Discretionary
Strive for 5	£260.00	£265.50	£5.50	2.1%	Discretionary
SFBB Packs (without diary)	£16.00	£16.50	£0.50	3.1%	Discretionary
SFBB 48 week diary refills	£15.00	£15.50	£0.50	3.3%	Discretionary
SFBB Pack with 48 week diary refill	£25.00	£26.00	£1.00	4.0%	Discretionary
Mobile Home Sites Fees					
New Application					
1 to 10 pitches	£308.00	£316.00	£8.00	2.6%	Discretionary
11 to 30 pitches	£452.00	£464.00	£12.00	2.7%	Discretionary
31 to 99 pitches	£586.00	£602.00	£16.00	2.7%	Discretionary
100 or more pitches	£730.00	£750.00	£20.00	2.7%	Discretionary
Annual Fee					
1 to 10 pitches	£241.00	£247.00	£6.00	2.5%	Discretionary
11 to 30 pitches	£308.00	£316.00	£8.00	2.6%	Discretionary
31 to 99 pitches	£380.00	£390.00	£10.00	2.6%	Discretionary
100 or more pitches	£452.00	£464.00	£12.00	2.7%	Discretionary
Transfer/amendment	£170.00	£174.50	£4.50	2.6%	Discretionary
Replacement paper licence	£11.30	£15.00	£3.70	32.7%	Discretionary
Lodging rules	£58.50	£60.00	£1.50	2.6%	Discretionary

Public Protection, Environmental Health, Licensing					
Fees and Charges	Fee 21-22 (Excl. VAT)	Proposed Fee 22-23 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Environmental Enforcement					
Unwanted vehicle	£33.25	£34.00	£0.75	2.3%	Discretionary
Rats & Mice, Per consultation - 3 visits	£55.00	£56.50	£1.50	2.7%	Discretionary
Fleas, cockroaches ants, carpet beetles, and other household insects	£61.00	£62.50	£1.50	2.5%	Discretionary
Bedbugs	£94.50	£96.50	£2.00	2.1%	Discretionary
Wasps Nests	£55.00	£56.50	£1.50	2.7%	Discretionary
Fine for stray dogs during office hours	£140.00	£140.50	£0.50	0.4%	Both Statutory and Discretionary Elements
Fine for stray dogs outside office hours	£140.00	£140.50	£0.50	0.4%	Both Statutory and Discretionary Elements
Kennel Costs (per day/part of)	£19.95	£22.50	£2.55	12.8%	Discretionary

NOA, Cooper School and Stratfield Brake					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed Fee 2022-23 (excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
NORTH OXFORDSHIRE ACADEMY ATP BANBURY					
ATP/GRASS INNER PITCH					
Senior Match	£65.74	£67.10	£1.36	2.0%	Discretionary
Junior Match	£32.79	£33.45	£0.66	2.0%	Discretionary
Senior Training Whole Pitch	£47.53	£48.50	£0.97	2.0%	Discretionary
Senior Training Half Pitch	£29.53	£30.15	£0.62	2.1%	Discretionary
Junior Training Whole Pitch	£25.40	£25.90	£0.50	2.0%	Discretionary
Junior Training Half Pitch	£14.89	£15.20	£0.31	2.1%	Discretionary
NORTH OXFORDSHIRE ACADEMY ATP FOR KEYHOLDERS					
60 Minutes Hire					
Senior Match	£56.46	£57.60	£1.14	2.0%	Discretionary
Junior Match	£20.71	£21.15	£0.44	2.1%	Discretionary
NORTH OXFORDSHIRE ATHLETICS TRACK BANBURY					
Fixtures					
Non Cherwell Based Clubs Fixtures	£51.51	£52.55	£1.04	2.0%	Discretionary
Cherwell Clubs – Seniors Fixtures	£39.32	£40.10	£0.78	2.0%	Discretionary
Cherwell Clubs – Juniors Fixtures	£31.11	£31.75	£0.64	2.1%	Discretionary
Seniors Training	£40.90	£41.75	£0.85	2.1%	Discretionary
Juniors	£21.11	£21.55	£0.44	2.1%	Discretionary
PAVILION/CHANGING/CLUB ROOM HIRE					
Pavilion/Changing/Club Room Hire	£16.63	£17.00	£0.37	2.2%	Discretionary
NOA Holiday Hubs					
Session 8:45am to 3:00pm	£15.91	£16.23	£0.32	2.0%	Discretionary
Session 8:45am to 5:00pm	£20.20	£20.60	£0.40	2.0%	Discretionary
COOPER SCHOOL, BICESTER					
Sports Hall Hire – 55 Minutes					
Senior	£44.32	£45.20	£0.88	2.0%	Discretionary
Junior	£26.47	£27.00	£0.53	2.0%	Discretionary
Badminton Court - 55 minutes					
Senior	£9.79	£10.00	£0.21	2.1%	Discretionary
Junior	£4.79	£4.90	£0.11	2.2%	Discretionary
ATP – 60 Minutes					
Senior Whole Pitch	£51.61	£52.65	£1.04	2.0%	Discretionary
Senior Half Pitch	£33.92	£34.60	£0.69	2.0%	Discretionary
Senior Quarter Pitch	£28.36	£28.95	£0.59	2.1%	Discretionary
Junior Whole Pitch	£43.50	£44.40	£0.90	2.1%	Discretionary
Junior Half Pitch	£27.08	£27.65	£0.57	2.1%	Discretionary
Junior Quarter Pitch	£18.97	£19.35	£0.38	2.0%	Discretionary
Hockey Club – Whole Pitch					
Senior Match – 90 Minutes	£90.93	£92.75	£1.82	2.0%	Discretionary
Senior Training – 60 Minutes	£51.92	£52.95	£1.03	2.0%	Discretionary
Junior Match – 90 Minutes	£47.43	£48.40	£0.97	2.0%	Discretionary
Junior Training – 60 Minutes	£30.65	£31.30	£0.65	2.1%	Discretionary
Performance Hall					
Hire charge (per hour)	£27.50	£28.05	£0.55	2.0%	Discretionary
Hire charge with tiered seating	£54.95	£56.05	£1.10	2.0%	Discretionary
Events hire including seating/lighting/stage					
Cooper Holiday Hubs					
Session 8:45am to 3:00pm	£15.91	£16.23	£0.32	2.0%	Discretionary
Session 8:45am to 5:00pm	£20.20	£20.60	£0.40	2.0%	Discretionary
Public Liability Insurance re-charge charged at 10% of total hire fee.					
*Block bookings of 10 sessions or more are exempt from VAT					

NOA, Cooper School and Stratfield Brake					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed Fee 2022-23 (excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
STRATFIELD BRAKE					
Cricket Pitch Hire (per match)	£98.70	£100.70	2.03%	£2.00	Discretionary
Cricket Pitch Hire (per match) - junior	£48.85	£49.85	2.05%	£1.00	Discretionary
Cricket Nets Hire (per hour)	£15.25	£15.55	1.97%	£0.30	Discretionary
Rugby Pitch Hire - Adult Matches (per match)	£71.25	£72.70	2.04%	£1.45	Discretionary
Rugby Pitch Hire - Adult Training (per hour)	£45.80	£46.75	2.07%	£0.95	Discretionary
Rugby Pitch Hire - Junior Matches (per match)	£38.65	£39.45	2.07%	£0.80	Discretionary
Rugby Pitch Hire - Junior Training (per hour)	£24.40	£24.90	2.05%	£0.50	Discretionary
Rugby Pitch Hire - Mini Matches (per match)	£17.30	£17.65	2.02%	£0.35	Discretionary
Rugby Pitch Hire - Mini Training (per hour)	£10.20	£10.40	1.96%	£0.20	Discretionary
GAB Adult Pitch Hire - Match	£57.00	£58.15	2.02%	£1.15	Discretionary
GAB Adult Pitch Hire - Training	£38.65	£39.45	2.07%	£0.80	Discretionary
GAB Junior Pitch Hire - Match	£31.55	£32.20	2.06%	£0.65	Discretionary
GAB Junior Pitch Hire - Training	£21.35	£21.80	2.11%	£0.45	Discretionary
GAB Mini Pitch Hire - Match	£14.25	£14.55	2.11%	£0.30	Discretionary
GAB Mini Pitch Hire - Training	£10.20	£10.40	1.96%	£0.20	Discretionary
GAB Floodlights (after 7pm - Sept)	£4.05	N/A	N/A	N/A	Discretionary
Football Pitch Hire - Adult Matches (per match)	£71.25	£72.70	2.04%	£1.45	Discretionary
Football Pitch Hire - Adult Training (per hour)	£45.80	£46.75	2.07%	£0.95	Discretionary
Football Pitch Hire - Junior Matches (per match)	£38.65	£39.45	2.07%	£0.80	Discretionary
Football Pitch Hire - Junior Training (per hour)	£25.45	£25.95	1.96%	£0.50	Discretionary
Football Pitch Hire - Mini Matches (per match)	£17.30	£17.65	2.02%	£0.35	Discretionary
Football Pitch Hire - Mini Training (per hour)	£10.20	£10.40	1.96%	£0.20	Discretionary
KYFC Football Pitch Hire - Junior Matches (per match) 9v9 & 11v11	£30.55	£31.20	2.13%	£0.65	Discretionary
KYFC Football Pitch Hire - Junior Training(p.hr) 9v9 & 11v11	£24.45	£24.95	2.04%	£0.50	Discretionary
KYFC Football Pitch Hire - Mini Matches (per match) 5v5 & 7v7	£14.25	£14.55	2.11%	£0.30	Discretionary
KYFC Football Pitch Hire - Mini Training (p.hr) 5v5 & 7v7	£10.20	£10.40	1.96%	£0.20	Discretionary
Function Room Hire - per hour	£27.00	£27.50	1.85%	£0.50	Discretionary
Function Room - half day rate (9am-1pm) or (1pm-5pm)	£122.10	N/A	N/A	N/A	Discretionary
Function Room - full day rate (9am to 5pm)	£244.25	N/A	N/A	N/A	Discretionary
Running Club Showers	£1.30	£1.35	3.85%	£0.05	Discretionary
Changing Room Hire (per hour)	£10.20	£10.40	1.96%	£0.20	Discretionary
Projector & Screen	£20.35	N/A	N/A	N/A	Discretionary
Refreshments	£20.35	N/A	N/A	N/A	Discretionary
Kitchen Hire - hour	£30.55	N/A	N/A	N/A	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
MEMBERSHIP DIRECT DEBITS					
Expressions DD (single)					
Single DD - FIXED	£39.00	£39.00	0.00%	£0.00	Discretionary
Single DD - FLEXI	£44.00	£44.00	0.00%	£0.00	Discretionary
Expressions Family					
Family DD (2 adults + 2 children) - FIXED	£80.00	£80.00	0.00%	£0.00	Discretionary
Family DD (2 adults + 2 children) - FLEXI	£85.00	£85.00	0.00%	£0.00	Discretionary
Family with up to 5 children					
Family DD (2 adults + 5 children) - FIXED	£90.00	£90.00	0.00%	£0.00	Discretionary
Family DD (2 adults + 5 children) - FLEXI	£95.00	£95.00	0.00%	£0.00	Discretionary
One Parent (1 adult + 2 children)					
Single Parent (1 adult + 2 children) - FIXED	£50.00	£50.00	0.00%	£0.00	Discretionary
Single Parent (1 adult + 2 children) - FLEXI	£55.00	£55.00	0.00%	£0.00	Discretionary
One Parent (5 children)					
Single Parent (1 adult + 5 children) - FIXED	£60.00	£60.00	0.00%	£0.00	Discretionary
Single Parent (1 adult + 5 children) - FLEXI	£65.00	£65.00	0.00%	£0.00	Discretionary
Corporate (single)					
Corporate (single) FIXED	£37.00	£37.00	0.00%	£0.00	Discretionary
Corporate (single) FLEXI	£39.00	£39.00	0.00%	£0.00	Discretionary
Swim 23	£23.00	£23.50	2.17%	£0.50	Discretionary
Swim 15	£15.00	£15.50	3.33%	£0.50	Discretionary
GP Referral - one year follow on	£27.00	£27.75	2.78%	£0.75	Discretionary
Expressions Concession	£37.00	£37.00	0.00%	£0.00	Discretionary
Junior	£22.00	£22.00	0.00%	£0.00	Discretionary
Student	£25.00	£25.00	0.00%	£0.00	Discretionary
Aqua Swim, Sauna, Steam	£34.00	£35.00	2.94%	£1.00	Discretionary
1 - month offer	£55.00	£56.00	1.82%	£1.00	Discretionary
Annuals	£421.20	£421.20	0.00%	£0.00	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
FITNESS SUITE					
Casual Peak	£9.85	£10.30	4.57%	£0.45	Discretionary
Senior Peak	£4.05	£4.25	4.94%	£0.20	Discretionary
Casual Off-Peak	£8.15	£8.55	4.91%	£0.40	Discretionary
Senior Off-Peak	£3.70	£3.85	4.05%	£0.15	Discretionary
Induction (for PAYG)	£19.50	£20.45	4.87%	£0.95	Discretionary
Refresher Induction	£9.75	£10.20	4.62%	£0.45	Discretionary
Junior Peak	£4.05	£4.25	4.94%	£0.20	Discretionary
Junior Induction	£4.50	£4.70	4.44%	£0.20	Discretionary
Adult Link Card Peak	£4.90	£5.15	5.10%	£0.25	Discretionary
Senior Link Card Peak	£2.05	£2.15	4.88%	£0.10	Discretionary
Adult Link Card Off-Peak	£4.10	£4.30	4.88%	£0.20	Discretionary
Senior Link Card Off-Peak	£1.85	£1.95	5.41%	£0.10	Discretionary
Link Card Induction	£9.75	£10.20	4.62%	£0.45	Discretionary
GP Referral Session	£4.15	£4.35	4.82%	£0.20	Discretionary
MotorMed Session	£2.50	£2.60	4.00%	£0.10	Discretionary
Fitness Test - non members	£15.45	£16.20	4.85%	£0.75	Discretionary
Replacement Membership Card	£3.30	£3.45	4.55%	£0.15	Discretionary

HEALTH SUITE					
Sauna / Steam / Spa* (* = Swim at KGLC)	£8.10	£8.50	4.94%	£0.40	Discretionary
Sauna / Steam / Spa / Swim	£12.10	£12.70	4.96%	£0.60	Discretionary
Senior Health Suite	£4.15	£4.35	4.82%	£0.20	Discretionary
Link Card Sauna / Steam	£4.05	£4.25	4.94%	£0.20	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
FITNESS CLASSES					
All Classes (incl AquaFit)	£6.70	£7.00	4.48%	£0.30	Discretionary
Body conditioning (1.5 hours)	£8.60	£9.00	4.65%	£0.40	Discretionary
Studio Cycling (Peak)	£9.85	£10.35	5.08%	£0.50	Discretionary
Studio Cycling (Off-Peak)	£8.45	£8.85	4.73%	£0.40	Discretionary
Yoga	£6.70	£7.05	5.22%	£0.35	Discretionary
Yoga (1.5 hours)	£8.65	£9.05	4.62%	£0.40	Discretionary
Junior and Senior - specific classes	£4.05	£4.25	4.94%	£0.20	Discretionary
Senior Classes - Bicester	£3.60	£3.75	4.23%	£0.15	Discretionary
Yoga (1.5 hours)	£8.65	£9.05	4.62%	£0.40	Discretionary
Virtual Classes	£3.30	£3.45	4.55%	£0.15	Discretionary
Core on the Ball (30 mins)	£3.60	£3.75	4.23%	£0.15	Discretionary
Link Card Classes	£3.35	£3.50	4.48%	£0.15	Discretionary
Link Card Classes - Senior / Junior	£2.00	£2.10	5.00%	£0.10	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
SWIMMING SESSIONS					
Adult	£4.30	£4.50	4.65%	£0.20	Discretionary
Junior	£2.80	£2.95	5.36%	£0.15	Discretionary
Seniors	£2.80	£2.95	5.36%	£0.15	Discretionary
Under 3's	£0.00	£0.00	0.00%	£0.00	Discretionary
Block of 10 swims - Adult	£38.85	£40.75	4.88%	£1.90	Discretionary
Block of 10 swims - Juniors	£25.45	£26.70	4.91%	£1.25	Discretionary
Block of 10 swims - Seniors	£25.45	£26.70	4.91%	£1.25	Discretionary
Family Swim ticket	£13.75	£14.40	4.73%	£0.65	Discretionary
Adult Link Card Swim	£2.15	£2.25	4.65%	£0.10	Discretionary
Junior Link Card Swim	£1.45	£1.50	3.45%	£0.05	Discretionary
Senior Link Card Swim	£1.45	£1.50	3.45%	£0.05	Discretionary
Teachers	£3.15	£3.30	4.76%	£0.15	Discretionary
GP Referral Swim (see GP Ref section)	£4.15	£4.35	4.82%	£0.20	Discretionary
Wet & Wacky - junior	£3.35	£3.50	4.48%	£0.15	Discretionary
Wet & Wacky - adult	£4.45	£4.65	4.49%	£0.20	Discretionary
Wet & Wacky - senior	£3.05	£3.20	4.92%	£0.15	Discretionary
AquaFit	£6.65	£6.95	4.51%	£0.30	Discretionary
Scouts and Brownies	£1.90	£2.00	5.17%	£0.10	Discretionary
AquaFit - senior	£4.10	£4.30	4.88%	£0.20	Discretionary
Swim Fit - Adult	£5.50	£5.75	4.56%	£0.25	Discretionary
Swim Fit - Senior	£3.55	£3.70	4.34%	£0.15	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
SWIMMING LESSONS					
Stage 1 - 7, parent & toddler 50 weeks as 3x17 weeks	£6.25	£6.55	4.86%	£0.30	Discretionary
Stage 1 - 7, parent & toddler - Direct Debit	£25.00	£26.20	4.80%	£1.20	Discretionary
1 hour classes (rookie, survival, adults)	£8.75	£9.20	5.14%	£0.45	Discretionary
1 hour classes (rookie, survival, adults) - Direct Debit	£35.00	£36.70	4.86%	£1.70	Discretionary
40 minute intensive lesson	£9.35	£9.80	4.77%	£0.45	Discretionary
Ducklings 10 wk course / 30 min lesson	£5.90	£6.20	5.08%	£0.30	Discretionary
Stage 1 - 3 (with assistants) 10 week course / 30 min lesson	£6.25	£6.55	4.86%	£0.30	Discretionary
Stage 1 - 3 (with assistants) - Direct Debit - 30 min lesson	£25.00	£26.20	4.80%	£1.20	Discretionary
Stage 4 - 7 10 wk course / 30 min lesson	£5.90	£6.20	5.08%	£0.30	Discretionary
Stage 4 - 7 10 wk course - Direct Debit	£25.00	£26.20	4.80%	£1.20	Discretionary
Stage 8 - 10 & Adult 10 wk course - 55mins / 1 hr	£8.95	£9.40	5.03%	£0.45	Discretionary
Stage 8 - 10 & Adult - Direct Debit	£35.00	£36.70	4.86%	£1.70	Discretionary
CHILDREN's lessons 10 weeks course / 30 min lesson	£5.75	£6.05	5.22%	£0.30	Discretionary
CHILDREN's lessons Direct Debit - 30 min lesson - with assistant	£25.00	£26.25	5.00%	£1.25	Discretionary
ADULT lessons 10 wk course / 60 min	£8.75	£9.20	5.14%	£0.45	Discretionary
ADULT lessons Direct Debit - 60 min	£35.00	£36.70	4.86%	£1.70	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
BIRTHDAY PARTIES					
Sports Hall Party	£113.05	£118.55	4.87%	£5.50	Discretionary
Sports Hall Party & Food for up to 23 children	£163.00	£170.90	4.85%	£7.90	Discretionary
Sports Hall / MegaBounce Party	£113.05	£118.55	4.87%	£5.50	Discretionary
Super Striker / Football (Indoors)	£82.25	£86.25	4.86%	£4.00	Discretionary
Super Striker / Football (Outdoors)	£59.10	£62.00	4.91%	£2.90	Discretionary
Swimming Pool Party (Main Pool) - rafts and inflatables	£123.35	£129.35	4.86%	£6.00	Discretionary
Swimming Pool Party (PnT Pool) - Paddle & Play	£113.05	£118.55	4.87%	£5.50	Discretionary
Swimming Pool - wet & wacky	£143.90	£150.90	4.86%	£7.00	Discretionary
Swimming Pool Party - rafts and inflatables	£123.35	£129.35	4.86%	£6.00	Discretionary
Jump & Jiggle Soft Play Party	£87.35	£91.60	4.87%	£4.25	Discretionary
Sports Party (indoors or outdoors)	£87.35	£91.60	4.87%	£4.25	Discretionary
Mega Bounce & Tots Bounce Party	£128.50	£134.75	4.86%	£6.25	Discretionary

POOL HIRE - also see Birthday Parties					
Main Pool	£97.65	£102.40	4.86%	£4.75	Discretionary
Main Pool Gala	£130.00	£136.30	4.85%	£6.30	Discretionary
Trainer Pool	£70.95	£74.40	4.86%	£3.45	Discretionary
Trainer Pool Gala	£97.65	£102.40	4.86%	£4.75	Discretionary
Play & Teach Pool	£82.25	£86.25	4.86%	£4.00	Discretionary
School Hire (per lesson / teacher)	£18.00	£18.85	4.72%	£0.85	Discretionary
Swim Club - Weekday mornings per 55mins	£41.10	£43.10	4.86%	£2.00	Discretionary
Swim Club - evenings per 55mins	£65.70	£68.90	4.87%	£3.20	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
SPORTS HALL HIRE (per hour)					
Badminton Court Peak	£11.90	£12.50	5.04%	£0.60	Discretionary
Badminton Court Peak - Block Booking	£13.10	£13.75	4.96%	£0.65	Discretionary
Badminton Court Off-Peak	£9.55	£10.00	4.71%	£0.45	Discretionary
Badminton Court Off Peak - Block Booking	£10.55	£11.05	4.74%	£0.50	Discretionary
Junior Peak	£5.95	£6.25	5.04%	£0.30	Discretionary
Junior Off-Peak	£4.75	£4.95	4.21%	£0.20	Discretionary
Adult vs Junior Peak	£8.95	£9.35	4.47%	£0.40	Discretionary
Adult vs Junior Off-Peak	£7.20	£7.55	4.93%	£0.35	Discretionary
Hall Hire Peak (5-a-side)	£54.75	£57.40	4.84%	£2.65	Discretionary
Hall Hire Peak (5-a-side) - Block Booking	£60.25	£63.20	4.90%	£2.95	Discretionary
Hall Hire Off-Peak (5-a-side)	£43.80	£45.95	4.91%	£2.15	Discretionary
Hall Hire Off-Peak (5-a-side) - Block Booking	£48.15	£50.50	4.88%	£2.35	Discretionary

SQUASH COURTS HIRE (per 40 mins)					
Squash Court Hire Peak	£8.85	£9.25	4.52%	£0.40	Discretionary
Squash Court Hire Peak - Block Booking	£9.70	£10.15	4.64%	£0.45	Discretionary
Squash Court Hire Off-Peak	£7.50	£7.85	4.62%	£0.35	Discretionary
Squash Court Hire Off Peak - Block Booking	£8.25	£8.65	4.86%	£0.40	Discretionary
Junior Peak	£4.40	£4.60	4.55%	£0.20	Discretionary
Junior Off-Peak	£3.75	£3.90	3.95%	£0.15	Discretionary
Adult vs Junior Peak	£6.65	£6.95	4.51%	£0.30	Discretionary
Adult vs Junior Off-Peak	£5.65	£5.90	4.36%	£0.25	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
TABLE TENNIS HIRE (per hour)					
Adult Hire	£7.00	£7.35	5.00%	£0.35	Discretionary
Junior Hire	£3.50	£3.65	4.29%	£0.15	Discretionary
Adult vs Junior	£5.25	£5.50	4.76%	£0.25	Discretionary
ALL WEATHER PITCHES - BLC and KGLC					
Adult Football	£42.15	£44.20	4.86%	£2.05	Discretionary
Adult Football - Block Booking	£45.25	£47.45	4.86%	£2.20	Discretionary
Junior Football (up to 7.15pm)	£31.85	£33.40	4.86%	£1.55	Discretionary
Junior Football (up to 7.15pm) - Block booking	£35.05	£36.75	4.86%	£1.70	Discretionary
Junior individual PAYG	£2.95	£3.10	5.08%	£0.15	Discretionary
Senior individual PAYG	£4.60	£4.80	4.35%	£0.20	Discretionary
Whole Pitch	£80.70	£84.60	4.83%	£3.90	Discretionary
2/3rds Pitch	£58.70	£61.55	4.86%	£2.85	Discretionary
1/3rd Pitch	£36.75	£38.50	4.77%	£1.75	Discretionary
Tennis	£6.70	£7.00	4.48%	£0.30	Discretionary
EQUIPMENT HIRE					
Racquets - badminton, tennis, & table tennis bats	£2.05	£2.00	-2.44%	-£0.05	Discretionary
Bibs	£2.05	£2.00	-2.44%	-£0.05	Discretionary
Deposit (refundable)	£5.15	£5.00	-2.91%	-£0.15	Discretionary
Breakages (take from deposit)	£5.15	£5.00	-2.91%	-£0.15	Discretionary
Football hire	£2.06	£2.00	-2.71%	-£0.06	Discretionary
Football deposit	£10.00	£10.00	0.00%	£0.00	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
JUNIOR ACTIVITIES					
Sway Dance	£4.25	£0.00	-100.00%	-£4.25	Discretionary
Parent & Toddler Sessions	£6.15	£6.45	4.88%	£0.30	Discretionary
Adults & Juniors (1 hour)	£8.95	£9.35	4.47%	£0.40	Discretionary
Spice Up Saturday	£5.45	£5.70	4.59%	£0.25	Discretionary
Baby Bounce	£3.10	£3.25	4.84%	£0.15	Discretionary
Baby Bounce - additional sibling	£3.10	£2.65	-14.52%	-£0.45	Discretionary
Strikers / Dribblers	£5.25	£5.50	4.76%	£0.25	Discretionary
Mini Dribblers	£4.20	£4.40	4.76%	£0.20	Discretionary
Soft Play	£1.65	£1.75	6.06%	£0.10	Discretionary
Gymnastics and Trampoline (terms 12-14 weeks)	£7.00	£7.35	5.00%	£0.35	Discretionary
Gymnastics Direct debit (39 weeks spread over 52 weeks) - NEW FOR 2019	£22.70	£23.80	4.85%	£1.10	Discretionary
Trampoline (30 minute class)	£3.80	£4.00	5.26%	£0.20	Discretionary
Tots Bounce	£2.65	£2.75	3.77%	£0.10	Discretionary
Tots Bounce - Family Member 50% off	£1.35	£1.40	3.70%	£0.05	Discretionary
Mega Bounce	£3.25	£3.40	4.62%	£0.15	Discretionary
Jump & Jiggle Area	£1.60	£1.65	3.12%	£0.05	Discretionary
ROOM HIRE					
Activity Hall - Peak	£48.30	£50.55	4.66%	£2.25	Discretionary
Exercise Studio	£21.50	£22.55	4.88%	£1.05	Discretionary
Activity Hall - Peak	£48.30	£50.65	4.87%	£2.35	Discretionary
Studio 1	£64.50	£67.63	4.85%	£3.13	Discretionary
Studio 2	£43.70	£45.80	4.81%	£2.10	Discretionary
Meeting Room - 1 hour	£18.50	£19.40	4.86%	£0.90	Discretionary
Meeting Room - half day	£61.75	£64.75	4.86%	£3.00	Discretionary
Meeting Room - full day	£102.80	£107.80	4.86%	£5.00	Discretionary
Body Therapy Clinic	£42.15	£44.20	4.86%	£2.05	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
BOWLING					
Adult 1 game	£4.90	N/A	N/A	N/A	Discretionary
Adult 2 game	£8.35	N/A	N/A	N/A	Discretionary
Adult 3 game	£11.80	N/A	N/A	N/A	Discretionary
child/ concessions 1 games	£4.10	N/A	N/A	N/A	Discretionary
child/ concessions 2 games	£7.00	N/A	N/A	N/A	Discretionary
child/ concessions 3 games	£9.85	N/A	N/A	N/A	Discretionary
Members 1 Game	£3.40	N/A	N/A	N/A	Discretionary
Members 2 Game	£5.75	N/A	N/A	N/A	Discretionary
Members 3 Game	£8.10	N/A	N/A	N/A	Discretionary
Family Ticket	£12.65	N/A	N/A	N/A	Discretionary
Family Ticket 2 Games	£21.35	N/A	N/A	N/A	Discretionary
Family Ticket 3 Games	£29.30	N/A	N/A	N/A	Discretionary
Link Card (any time)	£2.45	N/A	N/A	N/A	Discretionary
Birthday Parties	£8.50	N/A	N/A	N/A	Discretionary
Additional Child	£2.65	N/A	N/A	N/A	Discretionary
Group 1 Booking	£0.00	N/A	N/A	N/A	Discretionary
Group 2 Booking	£0.00	N/A	N/A	N/A	Discretionary
Group 2B Booking	£0.00	N/A	N/A	N/A	Discretionary
Group 3 Booking	£0.00	N/A	N/A	N/A	Discretionary
Late night Special	£6.75	N/A	N/A	N/A	Discretionary
Late night special 2 games	£9.00	N/A	N/A	N/A	Discretionary
Late night special 3 games	£12.00	N/A	N/A	N/A	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
CAMP ADVENTURE					
Half Day (am) 8.30-12.30 Half Day (pm) 2.00-6.00	12,75	N/A	N/A	N/A	Discretionary
Half Day Family membership price @ 50% off	£6.35	N/A	N/A	N/A	Discretionary
Lunch 12.30-2.30	£6.50	N/A	N/A	N/A	Discretionary
Lunch 12.30-2.30 Family membership price @ 50% off	£3.25	N/A	N/A	N/A	Discretionary
Full Day 8.30-6.00	£27.75	N/A	N/A	N/A	Discretionary
Full Day 8.30-6.00 Family membership price @ 50% off	£13.90	N/A	N/A	N/A	Discretionary
Full Week Half Day (am) 8.30-12.30 Full Week Half Day (pm) 2.30-6.00	£53.45	N/A	N/A	N/A	Discretionary
Full Week Half Day Family membership price @ 50% off	£26.30	N/A	N/A	N/A	Discretionary
Full Week Lunch 12.30-2.30	£22.10	N/A	N/A	N/A	Discretionary
Full Week Lunch 12.30-2.30 Family membership price @ 50% off	£10.90	N/A	N/A	N/A	Discretionary
Full Week Full Day 8.30-6.00	£128.50	N/A	N/A	N/A	Discretionary
Full Week Full Day 8.30-6.00 Family membership price @ 50% off	£64.25	N/A	N/A	N/A	Discretionary
Half Day (am) 10-4 or 9-3	£18.50	N/A	N/A	N/A	Discretionary
Family - 50% off	£9.25	N/A	N/A	N/A	Discretionary
Half day 8.45-3.15	£19.00	N/A	N/A	N/A	Discretionary
Family - 50% off	£9.50	N/A	N/A	N/A	Discretionary
Full Day 8.30-6.00	£27.75	N/A	N/A	N/A	Discretionary
Full Day 8.30-6.00 Family membership price @ 50% off	£13.85	N/A	N/A	N/A	Discretionary
Full Week Half Day (am) 10-4 or 9-3	£82.25	N/A	N/A	N/A	Discretionary
Family - 50% off	£41.10	N/A	N/A	N/A	Discretionary
Half day 8.45-3.15	£84.80	N/A	N/A	N/A	Discretionary
Family - 50% off	£42.40	N/A	N/A	N/A	Discretionary
Full Week Full Day 8.30-6.00	£128.50	N/A	N/A	N/A	Discretionary
Full Week Full Day 8.30-6.00 Family membership price @ 50% off	£64.25	N/A	N/A	N/A	Discretionary
Half Day 10-4 or 9-3	£18.50	N/A	N/A	N/A	Discretionary
Half Day - Family members - 50% off	£9.25	N/A	N/A	N/A	Discretionary
Half Day - Full Week	£82.25	N/A	N/A	N/A	Discretionary
Half Day - Full Week - Family - 50% off	£41.10	N/A	N/A	N/A	Discretionary

CHERWELL					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed 2022- 23 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
Full Day 8.30-6.00	£28.75	N/A	N/A	N/A	Discretionary
Full Day - Family membership price @ 50% off	£14.40	N/A	N/A	N/A	Discretionary
Full Week - Full Day	£133.65	N/A	N/A	N/A	Discretionary
Full Week - Full Day Family membership price @ 50% off	£66.80	N/A	N/A	N/A	Discretionary
OVER 50's					
Evergreens (Monday)	£3.05	£3.20	4.92%	£0.15	Discretionary
Evergreens (Tuesday)	£3.25	£3.40	4.62%	£0.15	Discretionary
Evergreens (Wednesday)	£3.85	£4.05	5.19%	£0.20	Discretionary
OTHER					
Parish Card (12 months)	£52.25	N/A	N/A	N/A	Discretionary
Shower	£4.35	£4.55	4.60%	£0.20	Discretionary
Spectator - Adult	£1.05	£1.10	4.76%	£0.05	Discretionary
Spectator - Junior / Senior	£1.05	£1.10	4.76%	£0.05	Discretionary
Mixed Leisure	£4.40	£4.60	4.55%	£0.20	Discretionary
Adult Badminton Course	£43.70	£43.82	0.27%	£0.12	Discretionary
No Strings	£3.80	£5.00	31.58%	£1.20	Discretionary

WHITELANDS FARM					
Fees and Charges	Fees 2021-22 (excl. VAT)	Proposed Fees 2022-23 (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
WHITELANDS FARM					
3G Pitch - Adult - Full Pitch - per hour	£84.00	£88.00	4.76%	£4.00	Discretionary
3G Pitch - Junior - Full Pitch - per hour	£47.00	£49.25	4.79%	£2.25	Discretionary
3G Pitch - Adult - Half Pitch - per hour	£52.00	£54.50	4.81%	£2.50	Discretionary
3G Pitch - Junior - Half Pitch - per hour	£31.00	£32.50	4.84%	£1.50	Discretionary
3G Pitch - Adult - Quarter Pitch - per hour	£31.00	£32.50	4.84%	£1.50	Discretionary
3G Pitch - Junior - Quarter Pitch - per hour	£21.00	£22.00	4.76%	£1.00	Discretionary
Walking Football - PAYG rate	£3.00	£3.15	5.00%	£0.15	Discretionary
Drop In - Adult - PAYG per player	£5.00	£5.25	5.00%	£0.25	Discretionary
Drop In - Junior - PAYG per player	£3.50	£3.65	4.29%	£0.15	Discretionary
Grass Pitch - Adult - Rugby - per hour	£46.00	£48.25	4.89%	£2.25	Discretionary
Grass Pitch - Junior - Rugby - per hour	£26.00	£27.25	4.81%	£1.25	Discretionary
Grass Pitch - Adult - Football - per hour	£46.00	£48.25	4.89%	£2.25	Discretionary
Grass Pitch - Junior - Football - per hour	£26.00	£27.25	4.81%	£1.25	Discretionary
3G Pitch - Adult - Full Pitch - per match	£125.00	£131.00	4.80%	£6.00	Discretionary
3G Pitch - 9 v 9 - per match	£40.00	£41.95	4.88%	£1.95	Discretionary
3G Pitch - Junior - Full Pitch - per match	£70.00	£73.40	4.86%	£3.40	Discretionary
Grass Pitch - Adult - Rugby - per match	£68.00	£71.30	4.85%	£3.30	Discretionary
Grass Pitch - Junior - Rugby - per match	£37.00	£38.80	4.86%	£1.80	Discretionary
Grass Pitch - Mini - Rugby - per match	£16.00	£16.80	5.00%	£0.80	Discretionary
Grass Pitch - Adult - Football - per match	£47.00	£49.30	4.89%	£2.30	Discretionary
Grass Pitch - Junior - Football - per match	£37.00	£38.80	4.86%	£1.80	Discretionary
Grass Pitch - Mini - Football - per match	£16.00	£16.75	4.69%	£0.75	Discretionary
Cricket Pitch - per match	£97.00	£101.70	4.85%	£4.70	Discretionary
Function Room - per meeting / per hour - one off	£27.00	£28.30	4.81%	£1.30	Discretionary
Function Room - regular bookings	£25.00	£26.20	4.80%	£1.20	Discretionary
Showers	£1.50	£1.60	6.67%	£0.10	Discretionary
Tennis - Adult - per hour	£7.00	N/A	N/A	N/A	Discretionary
Tennis - Junior- per hour	£4.00	N/A	N/A	N/A	Discretionary

Appendix 6 - Fees and Charges Schedule

WOODGREEN					
Fees and Charges	Fees 2020/21 (excl. VAT)	Proposed Fees 2022-23 (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
Bowling*					
Member Rink peak (2 hours)	£3.40	£3.50	3.02%	£0.10	Discretionary
Public Play	£2.95	£3.05	3.39%	£0.10	Discretionary
Link Play (per hour)	£1.65	£1.70	3.02%	£0.05	Discretionary
Learners (2 hours)	£3.80	£3.90	2.63%	£0.10	Discretionary
Disabled (per hour)	£1.65	£1.70	3.02%	£0.05	Discretionary
Membership Adult	£49.40	£50.90	3.04%	£1.50	Discretionary
New-to-bowls membership	£24.70	£25.45	3.02%	£0.75	Discretionary
Membership Junior	£15.00	£15.45	3.02%	£0.45	Discretionary
Junior Member peak (2 hours)	£1.85	£1.90	2.70%	£0.05	Discretionary
Junior Non Member peak (2 hours)	£3.70	£3.80	2.70%	£0.10	Discretionary
Bowls area wedding	£1,800.00	£1,855.00	3.06%	£55.00	Discretionary
Classes					
Fit 'N'Fifty block of 10	£24.80	£25.55	3.02%	£0.75	Discretionary
Fit 'N' Fifty	£3.10	£3.20	3.23%	£0.10	Discretionary
Fit 'N' Fifty LINK	£1.55	£1.60	3.02%	£0.05	Discretionary
Room Hire					
Meeting room 1 hour	£16.00	£16.50	3.13%	£0.50	Discretionary

Appendix 6 - Fees and Charges Schedule

WOODGREEN					
Fees and Charges	Fees 2020/21 (excl. VAT)	Proposed Fees 2022-23 (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
Swimming					
Adult session	£4.30	£4.40	2.33%	£0.10	Discretionary
Adult All Day	£8.40	£8.65	3.02%	£0.25	Discretionary
Junior session	£2.80	£2.90	3.57%	£0.10	Discretionary
Junior All Day	£5.20	£5.35	2.88%	£0.15	Discretionary
Senior Citizen	£2.80	£2.90	3.57%	£0.10	Discretionary
Senior All Day	£5.20	£5.35	2.88%	£0.15	Discretionary
Early Bird/Lane swimming	£4.30	£4.40	2.33%	£0.10	Discretionary
Adult Lunchtime	£4.30	£4.40	2.33%	£0.10	Discretionary
Junior/Senior Lunchtime	£2.80	£2.90	3.57%	£0.10	Discretionary
Family Ticket (2 adults, up to 3 children)	£13.35	£13.75	3.02%	£0.40	Discretionary
Block of 10 adult	£38.70	£39.60	2.33%	£0.90	Discretionary
Block of 10 adult all day	£75.60	£77.90	3.04%	£2.30	Discretionary
Block of 10 Junior/senior	£25.20	£25.95	2.98%	£0.75	Discretionary
Block of 10 junior/senior all day	£46.80	£48.20	2.99%	£1.40	Discretionary
Pool Hire (per hour)					
Main Pool	£134.00	£138.05	3.02%	£4.05	Discretionary
Club Hire	£46.50	£47.90	3.02%	£1.40	Discretionary
Gala	£168.00	£173.00	2.98%	£5.00	Discretionary
Party hire	£168.00	£173.00	2.98%	£5.00	Discretionary

WOODGREEN					
Fees and Charges	Fees 2020/21 (excl. VAT)	Proposed Fees 2022-23 (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
FITNESS / GYM					
Single DD - FIXED	£26.00	£26.80	3.08%	£0.80	Discretionary
Single DD - FLEXI	£31.00	£31.95	3.06%	£0.95	Discretionary
Corporate (single) FIXED	£23.00	£23.70	3.04%	£0.70	Discretionary
Corporate (single) FLEXI	£28.00	£28.85	3.02%	£0.85	Discretionary
Gym casual admission	£6.60	£6.80	3.02%	£0.20	Discretionary
Shower (winter)	£2.00	£2.05	2.50%	£0.05	Discretionary
Junior Gym Session	£3.75	£3.85	2.67%	£0.10	Discretionary
Studio 1 hire per hour	£16.00	£16.45	2.81%	£0.45	Discretionary
Studio 2 hire per hour	£16.00	£16.45	2.81%	£0.45	Discretionary
Seniors Classes	£3.10	£3.20	3.23%	£0.10	Discretionary
Group Cycling	£6.20	£6.40	3.23%	£0.20	Discretionary
Fitness Classes (incl Zumba)	£6.10	£6.25	2.46%	£0.15	Discretionary

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Section 1: Summary details

Directorate and Service Area	All Directorates and Service Areas
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	This assessment sets out the overall impact that the budget and business planning proposals have on a range of equality and diversity characteristics, including the nine protected characteristics defined under the Equality Act 2010, and sets out any mitigations that have been put in place against possible negative impacts.
Is this a new or existing function or policy?	This impact assessment provides an overview of the 2022/23 budget and business planning proposals and so comments on changes to existing programmes as well as new proposals.
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	<p>This assessment covers the overall budget and business planning proposal for Cherwell District Council and seeks to highlight key evidence and intelligence that the Council has used to assess the impact of its budget proposals on the nine protected characteristics set out in the Equality Act 2010. The Council has also assessed the impact on those living in rural areas, those living with social deprivation, armed forces communities and carers.</p> <p>An initial review of all proposals was completed by the corporate policy team to review the impact of savings and determine where mitigations would be required. Individual Equality Impact Assessments will be finalised following approval of budget proposals for any required policy change that could have a negative impact.</p> <p>The assessment has not identified any bias, unfair advantage or disadvantage to any groups or individuals. Where potential negative impacts have been identified, mitigations have been put in place to reduce impact.</p>
Completed By	Emily Schofield, Acting Head of Strategy
Authorised By	
Date of Assessment	November 2021

Section 2: Detail of proposal

<p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>The Council’s budget and business planning proposals are designed to enable us to deliver the key priorities in our Business Plan to enable communities to thrive and businesses to grow. Our strategic priorities are:</p> <ul style="list-style-type: none"> - housing that meets your needs - leading on environmental sustainability - an enterprising economy with strong and vibrant local centres - healthy, resilient and engaged communities <p>This budget and business planning round has been impacted by reduction or ongoing uncertainty in major funding streams including the New Homes Bonus Grant and Business Rates. In addition, significant budget pressures have arisen due to reduction in income due to Covid-19, alongside the additional costs incurred. In combination this is resulting in a challenging budgeting and business planning process as set out in the main Budget and Business Planning reports.</p>
<p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>This impact assessment covers all savings proposals across Public Health and Wellbeing, Place and Growth, Commercial Development, Assets and Investment, Communities, Adults and Housing, Regulatory Services, Customers and Organisational Development. Details of proposals are set out in the main Budget and Business Planning proposals.</p> <p>Changes to fees and charges are addressed in the associated Fees and Chares schedule. Any increase to fees and charges may impact on those with more need to use a service, including due to an individual having one or more of the protected characteristics. Changes to fees and charges are proposed after consideration of inflation, service need, bench-marking and market opportunities. Where material service impact has been assessed from changes in charges these will be addressed through the equality impact assessment process that supports decision making on the budget and business planning report or the later specific decision making process associated with review and any subsequent proposed change.</p>
<p>Evidence / Intelligence</p> <p>List and explain any data,</p>	<p>In considering the impact of budget proposals before they are formally agreed, the Council undertakes a detailed process of democratic and community engagement. This includes:</p>

Appendix 7 – Equalities and Climate Impact Assessment

<p>consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<ul style="list-style-type: none"> • Using the Oxfordshire Joint Strategic Needs Assessment (JSNA) of health and wellbeing needs, and the associated Equalities Briefing and Cherwell District Profile to consider the impact of proposals as they are drawn up and in the development of this overarching assessment. The Council’s JSNA can be found here; • A public consultation process, the results of which are published alongside the Budget and Business Planning proposals; • A democratic process including agreement of proposals by Executive, analysis and comment on those proposals by Budget and Business Planning Committee, and adoption of the budget by Full Council. Each of these stages provides an opportunity to invite comment and engagement from the public and representatives of particular organisations or population groups.
<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	

Section 3: Impact Assessment - Protected Characteristics

Age: In mid-2020 there were 151,800 residents in the Cherwell district, 3,829 of which were aged 85+. Cherwell's population is ageing with the 85+ population predicted to increase by 88% by 2037. There were 43,153 people aged under 25 in Cherwell in 2019 (28.5% of the total population), this is slightly lower than the figure for the rest of the county where around 30.5% of the population is aged under 25.

There are have been no specific issues identified as likely to arise as a result of these proposals.

Disability: Around 19% of the South East population have a disability, Oxfordshire is slightly lower than the regional average at 13%. As of 1 April 2020, there were 1,672 adults receiving long term social care for learning disabilities in Oxfordshire from Oxfordshire County Council Adult Social Care services. In 2020 73,600 adults were diagnosed with depression of which 18,093 were in Cherwell.

The proposal to increase car parking charges are uniform so no bias is made to any member of the community. Those resident on the Blue Badge scheme will not be affected by this proposal.

Gender Identity: There is limited information available on gender identity and data at a local level is not available. During the 2019-20 financial year, there were 445 applications for gender recognition certificates in the UK but this will be under representative of those whose gender identity does not match the sex they were assigned at birth. No specific issues relating to gender reassignment have been identified as likely to arise as a result of these proposals.

Pregnancy and Maternity: There were 1,791 live births in Cherwell in 2020 and is a comparatively higher fertility rate to the county average. No specific issues relating to pregnancy and maternity have been identified as likely to arise as a result of these proposals.

Marriage and Civil Partnership: Only county level data could be sourced for this protected characteristic. At the time of the 2011 Census there were 128,400 married households in Oxfordshire and 682 registered same-sex civil partnerships. Same sex marriage became legal in 2014. In 2017 in Oxfordshire there were 3,224 marriages of opposite sex couples and 79 same-sex marriages. No specific issues relating to marriage and civil partnership have been identified as likely to arise as a result of these proposals.

	<p>Race including ethnic or national origin, colour or nationality: In the 2011 Census, 92.17% of Cherwell’s residents were white (86.34% English/Welsh/Northern Irish/British, 0.78% Irish, 0.07% Gypsy or Irish Traveller and 4.98% Other white), 4.26% were Asian/Asian British (1.68% Pakistani, 1.18% Indian, 0.13% Bangladeshi, 0.46% Chinese and 0.80% Other Asian) 1.38% were Black/African/Caribbean/Black British and 0.39% were other ethnic groups. The majority of ethnic minority populations in Cherwell are based in Banbury.</p> <p>No specific issues relating to race have been identified as likely to arise as a result of these proposals.</p> <p>Religion or belief: The question on religion and belief in the 2011 Census survey was voluntary and 67.7% of residents in Cherwell responded to this question. 94.2% of those that responded said that they were Christian, the largest non-Christian group stated that they were Muslim (2.3%) and 25% of respondents said that they had no religion or belief.</p> <p>No specific issues relating to religion or belief have been identified as likely to arise as a result of these proposals.</p> <p>Sex: In Cherwell in 2019 there were 75,832 females (50.3%) and 74,671 (49.6%) males. There are no proposals which impact sex and subsequently there are no specific issues identified as likely to arise as a result of these proposals.</p> <p>Sexual Orientation: There is limited data on sexual orientation defined as people identifying as heterosexual/straight, gay/lesbian, bisexual or another sexual attraction. It was estimated that there was a total of 12,300 people aged 16+ in Oxfordshire identifying as Lesbian, Gay or Bisexual in 2018.</p> <p>No specific issues relating to sexual orientation have been identified as likely to arise as a result of these proposals.</p> <p>Rural Communities: Oxfordshire is the most rural county in the South East at 2.6 people per hectare and 40% of our population live in smaller towns and villages. This impact assessment has identified no specific impact of our budget and business planning proposals on rural communities.</p> <p>Armed Forces: In April 2020 there were 9,360 regular armed forces personnel stationed in Oxfordshire and as of March 2020 there were 6,623 recipients of pensions/compensation under the Armed Forces Pension Scheme, War Pension Scheme and Armed Forces Compensation Scheme in the county. This impact assessment has identified no specific impact of our budget and business planning proposals on the Armed Forces.</p>
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Carers: In 2019-20 there were a total of 4,540 carers in Oxfordshire who were registered and receiving a service in the form of a carer’s assessment or direct payment from a pooled budget. It is estimated that there are 13,354 unpaid carers in Cherwell. No specific issues relating to carers have been identified as likely to arise as a result of these proposals.

Care leavers: Care Leavers face many challenges as they move into adulthood, such as those relating to careers, education, accommodation and personal change. This impact assessment has identified no specific impact of our budget and business planning proposals on Care Leavers.

Areas of Social Deprivation: Although Oxfordshire is generally considered to be relatively affluent, there are pockets of deprivation and a number of these are located in Cherwell wards. Parts of Banbury Cross and Neithrop, Banbury Ruscote, Bicester South and Ambrosden, Bicester West, Kidlington East, and Launton and Otmoor are within the 20% most deprived areas of Cherwell.

No specific issues relating to areas of social deprivation have been identified as likely to arise as a result of these proposals.

The overall budget proposals have been developed with the objective of effectively targeting services so that we continue to meet the needs of the most vulnerable, including those living with deprivation, and fulfil our statutory duties. All proposals that will have an impact, positive or negative, on any protected characteristic or on rural communities, armed forces, carers or areas of social deprivation, will have an individual EIA completed alongside policy development, to ensure full compliance to our commitment to Equality, Diversity and Inclusion.

Appendix 8

2022/23 Cherwell District Council budget consultation report

This report sets out the key findings from Cherwell District Council's budget consultation, carried out between 2 December 2021 and 4 January 2022, to support the 2022/23 budget and business planning setting process.

Executive summary

In total, the council received **176** completed online survey responses.

Respondent profile

- 159 survey respondents identified themselves as Cherwell residents.
- Seventeen were identified as other stakeholders: parish or town councillors or representatives, non-residents, business representatives, council employees, and anonymous.

Approach to savings

- A clear majority of respondents (138) **disagreed with reducing spending on frontline services**, with only nineteen actively agreeing.
- Survey respondents' **top three approaches to making savings** from the list provided, were:
 - Reducing staff costs by supporting long-term flexible working eg working at home to reduce printing, travel and energy costs (chosen 146 times as a top three approach).
 - Reduce costs by using digital technology to deliver services more efficiently (chosen 146 times as a top three approach).
 - Reduce spending on staffing by redesigning services, using less temporary agency staff and/or holding vacancies (chosen 141 times as a top three approach).

Council tax

- Over half (57 per cent) of the **survey respondents** (101 survey respondents) said yes, they were prepared to support the proposed council tax increase council tax by £5 per year for the average Band D property, whereas just over a third, 36 per cent said no (64 survey respondents). Six per cent (11 survey respondents) did not know.
- Focusing specifically on how **Cherwell residents** responded to the proposed council tax increase, 56 per cent said yes, they supported this increase (89 respondents), whereas 40 per cent (63 respondents) said no they did not. Four per cent (seven respondents) did not know.

Council priorities

- Of the council's four themes, respondents deemed the following priorities to be the **most important** for the council to concentrate on:
 - Healthy, resilient and engaged communities (chosen 98 times as a top two priority)
 - Leading on environmental sustainability (chosen 89 times as a top two priority)
 - An enterprising economy, with strong and vibrant local centres (chosen 88 times as a top two priority)
- Housing that meets your needs was a less popular choice (chosen 66 times as a top two priority).

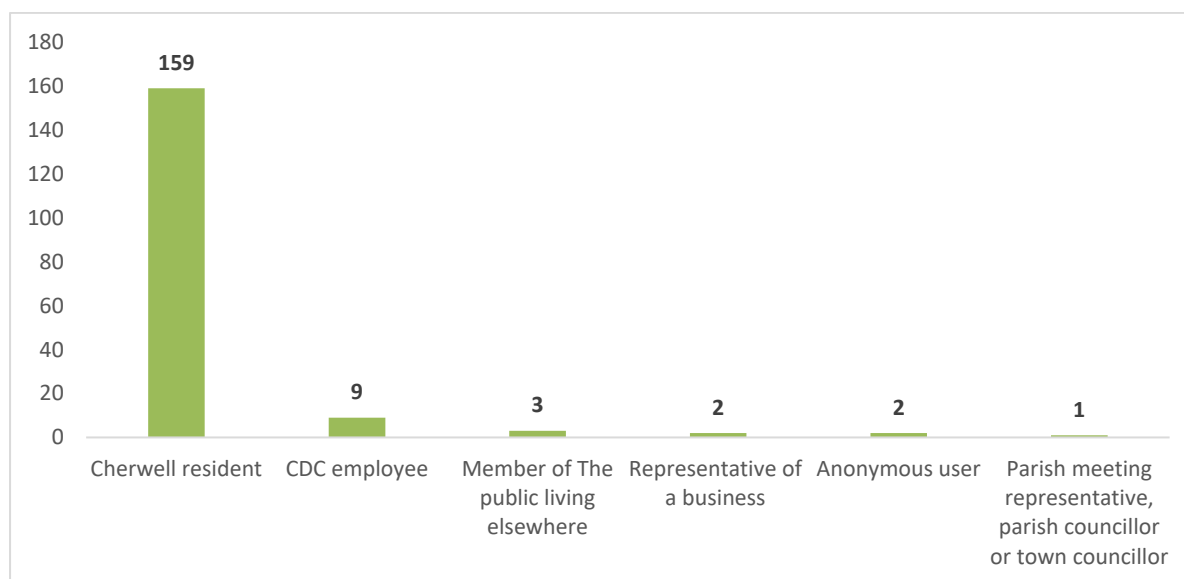
Approach

1. Between 2 December 2021 and 4 January 2022, the council invited comments on its budget proposals for 2022/23, including its proposed council tax increase. Residents and stakeholders were also signposted to a supporting consultation booklet for background information and to the published budget reports.
2. Feedback was primarily collated using an online survey on the council's digital consultation and engagement platform, Let's Talk Cherwell, with residents and stakeholders also being able to submit comments by email. A small number of paper copies of the consultation booklet and promotional posters were distributed to libraries across the district and arrangements were put in place to supply information in alternative formats on request.
3. The budget consultation was actively promoted to a wide range of audiences using multiple channels (media, social media and other digital platforms, the website, advertising) and to staff and councillors to help them spread the word. The social media posts stimulated some comments. Where genuine questions were raised, we responded to clarify any misunderstandings and provide helpful information.

Responses and feedback

4. In total, the council received **176** online survey responses and **two** email responses, which were both from stakeholders. These are summarised after the responses to the online survey at the end of the report. Not everyone answered each question in the online survey (as was permitted) and the data in this report focuses on the total number of people who answered each question.
5. Seventeen were identified as other stakeholders: parish or town councillors or representatives, non-residents, business representatives, council employees, and anonymous. A full breakdown of who responded to the survey is shown in the chart below.

Chart 1: Profile of survey respondents



6. In terms of the demographic profile of respondents (where information was provided):
 - Slightly more men (87 people or 49 per cent) than women (70 people or 40 per cent) completed the survey.
 - People of all ages responded to the online survey. Sixty-nine respondents (or 39 per cent) said they were aged 44 years or under, including one person who said they were aged under twenty-four. Ninety-five survey respondents (or 54 per cent) said they were aged over 45 years, including 26 who were aged 65 years or over.
 - The majority 140 of the survey respondents (or 80 per cent) are white British, Irish, Scottish or any other white background, while all other ethnicities made up a very small proportion (12 people or seven per cent).

7. This consultation feedback will be shared as follows:
 - This consultation report will be shared with all councillors and forms part of the budget papers for Executive to consider on 7 February.
 - The report will be published on the council's digital consultation and engagement platform, Let's Talk Cherwell. This will be supplemented by a 'you said, we did' update on Let's Talk Cherwell after decisions have been made.
 - A deposit of all consultation responses (suitably redacted to comply with GDPR) will be compiled and made available for all councillors to review on the members' portal.

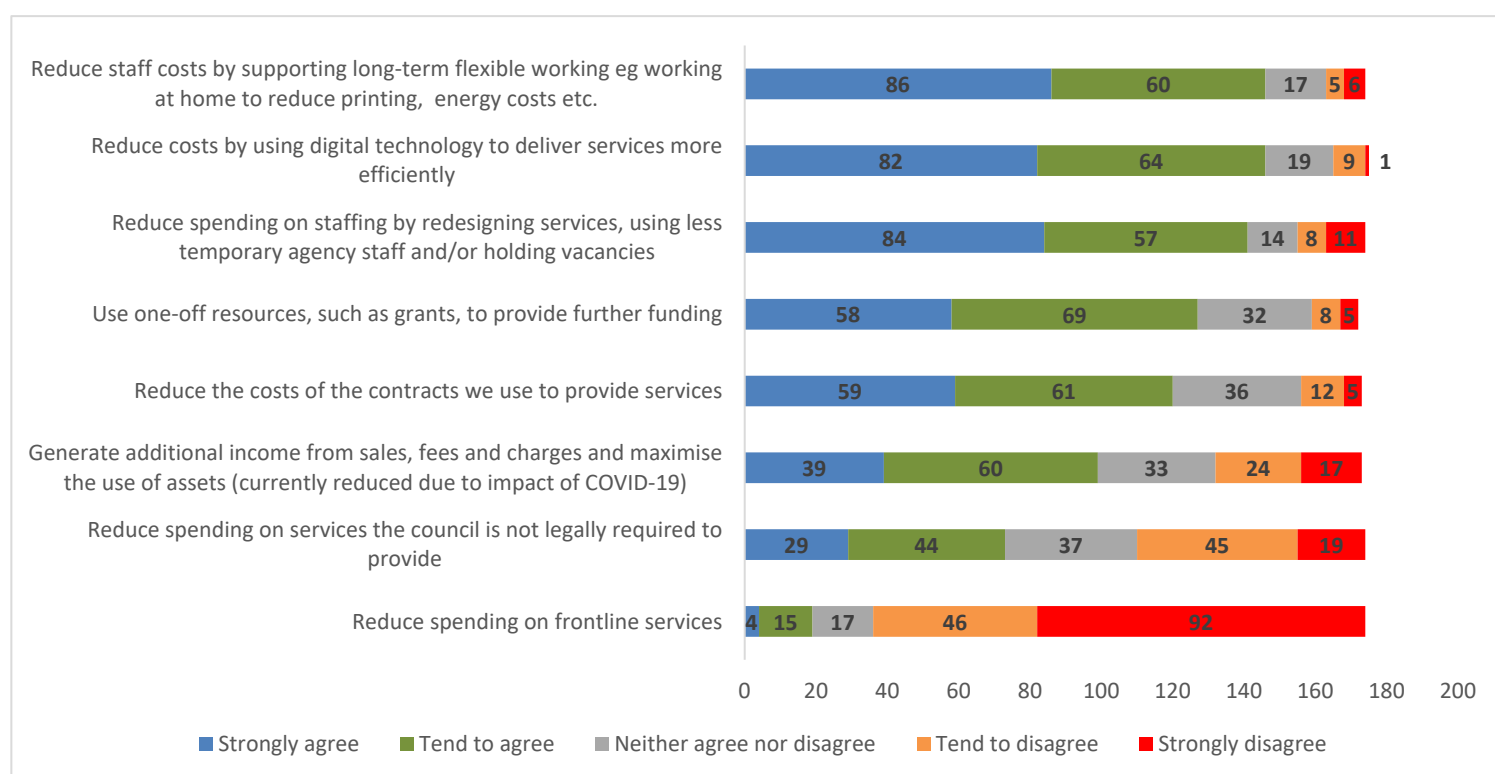
Approach to savings

8. Survey respondents were informed that 'Cherwell District Council alongside all other local authorities faces an uncertain funding situation. In 2021/22, a combination of national and local factors came together to present significant financial challenges for the council, which resulted in us needing to make

savings of £4.4 million. This year, the challenge remains meaning we need to make new savings of £2.6 million in 2022/23'.

9. They were then presented with eight different approaches the council could take to make savings. We asked, 'How strongly do you agree or disagree with each of the following?' A rating scale was set for: strongly agree; tend to agree; neither agree nor disagree; tend to disagree; strongly disagree.
10. The chart below shows the spread of responses across the eight options. It has a base of 176 respondents and is ranked in descending order of total agreement. Please note that it shows the number of responses not percentages

Chart 2: Views on all proposed approaches to making savings



11. A clear majority of respondents (138) **disagreed with reducing spending on frontline services**, with only nineteen actively agreeing.

12. Respondents were also **less receptive** to the council reducing spending on services the council is not legally required to provide – to note though, however, more agreed (73) than disagreed (64). Forty-one respondents disagreed with the proposed approach to create additional income from sales, fees and charges and maximise the use of assets (currently reduced due to the impact of COVID-19). Thirty-seven were undecided, saying they neither agreed nor disagreed, and 99 agreed.

13. Respondents were **most receptive** to the council using the following three proposed approaches.
- Reducing staff costs by supporting long-term flexible working eg working at home to reduce printing, travel and energy costs (146 agreed, including 86 who strongly agreed).
 - Reducing costs by using digital technology to deliver services more efficiently (146 agreed, including 84 who strongly agreed).
 - Reducing spending on staffing by redesigning services, using less temporary agency staff and/or holding vacancies (141 agreed, including 84 who strongly agreed).
14. We offered survey respondents the opportunity to **suggest their own approaches** to making savings and 32 responders shared their thoughts with us. Comments with three or more mentions are shown in table 1 below.

Table 1: Suggestions put forward by survey respondents for making savings

Comment	Mentions
Restructure staff	7
Sell Bodicote House (Cherwell District Council HQ)	5
Critical of Castle Quay	5
Improve efficiencies	4
Reform tax	4
Scrap or realign Cherwell District Council	4
Cut staff salaries	3

15. All councillors will be able to view the full feedback in the consultation deposit should they wish.

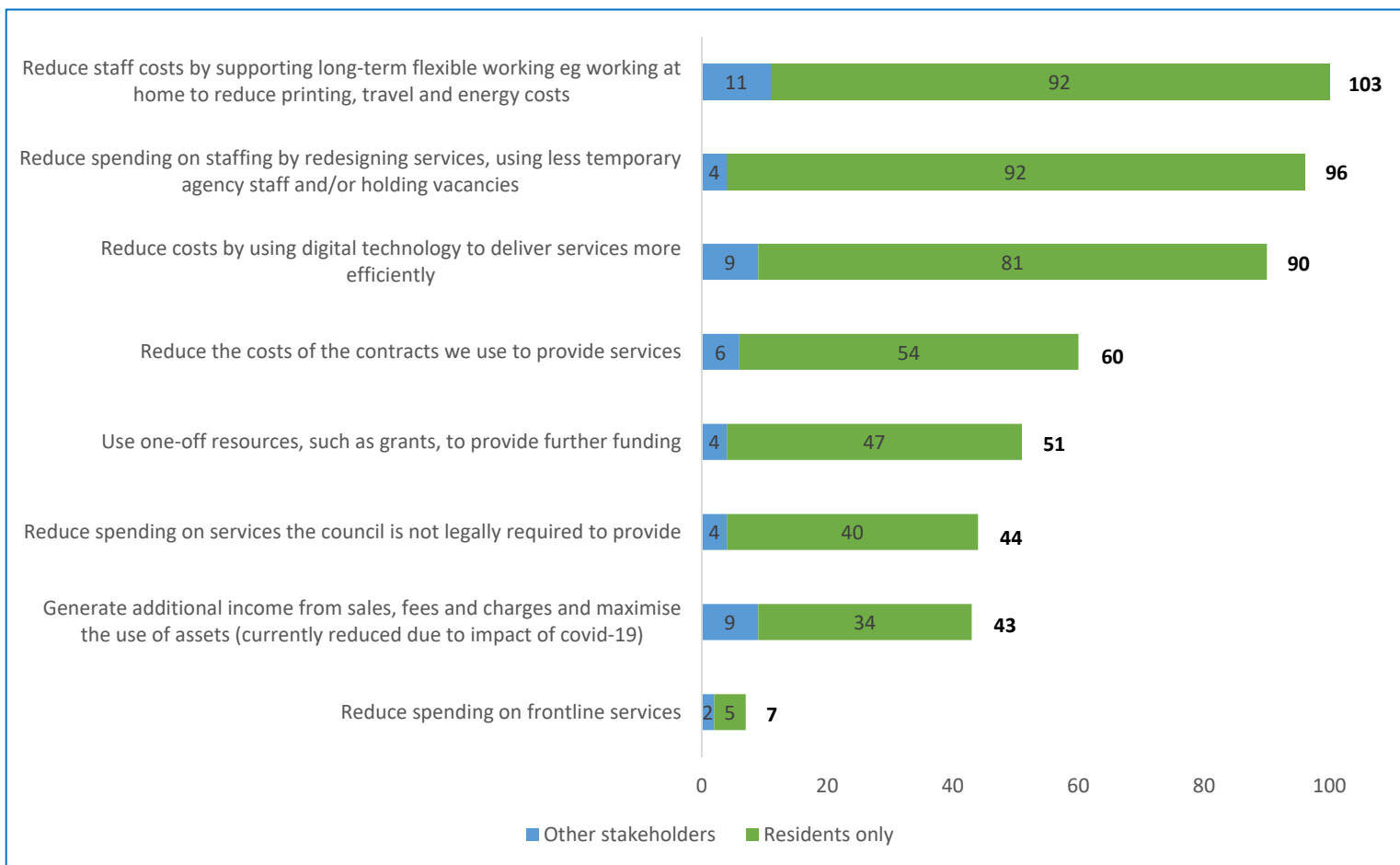
16. When respondents were asked to select their **top three approaches**, these were:

- Reducing staff costs by supporting long-term flexible working eg working at home to reduce printing, travel and energy costs (chosen 103 times as a top three approach).
- Reducing spending on staffing by redesigning services, using less temporary agency staff and/or holding vacancies (chosen 96 times as a top three approach).
- Reducing costs by using digital technology to deliver services more efficiently (chosen 90 times as a top three approach).

17. These preferences are consistent with the previous question (chart 2 shown above). Reducing spending on frontline services remains the least preferred approach, only chosen seven times as a top three approach.

18. The stacked bar chart below, which has a base of 165 respondents, shows survey respondents' top three preferences in rank order. The bars give the total number of times the approach was selected as a top three approach and how it is split between Cherwell residents and other stakeholders.

Chart 3: Top three preferred proposed approaches to making savings



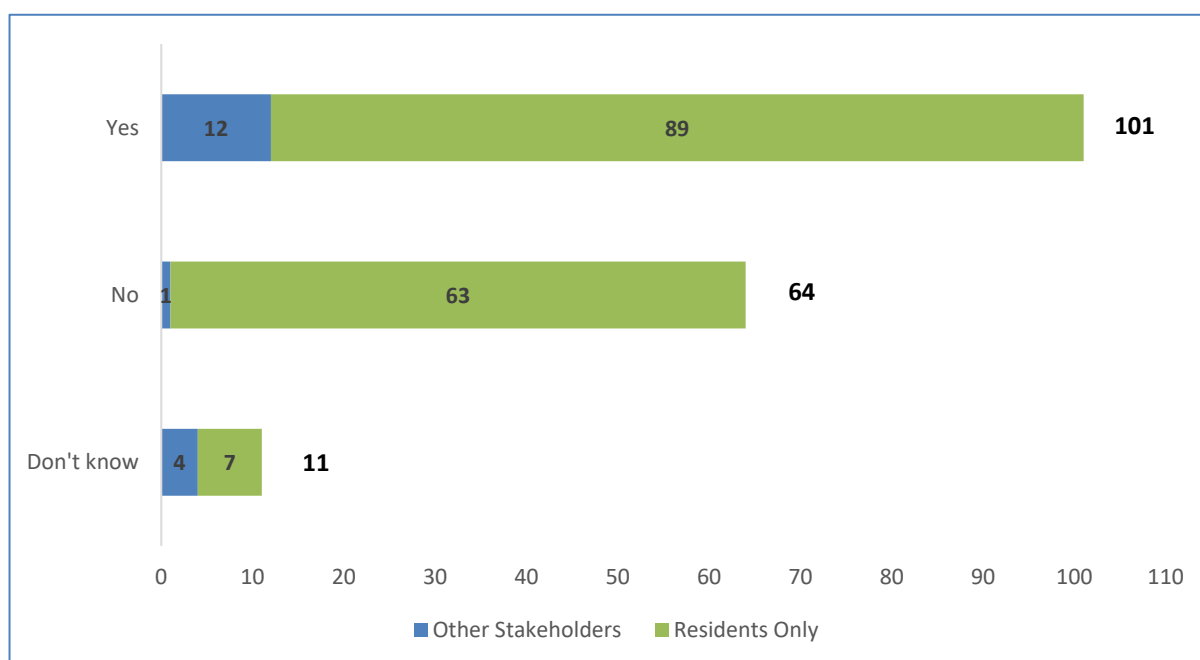
Proposed council tax increase

19. We informed people that in 2022/23, Cherwell District Council is proposing to increase council tax by £5 per year for the average Band D property. This works out at less than 10p per week and is the maximum amount the government will currently allow. We asked people if they would be prepared to support this proposed increase.

20. Over half (57 per cent) of the **survey respondents** (101 survey respondents) said yes, they were prepared to support the proposed council tax increase council tax by £5 per year for the average Band D property, whereas just over a third, 36 per cent said no (64 survey respondents). Six per cent (11 survey respondents) did not know.

21. The stacked bar chart below, which has a base of 176 respondents, shows how people responded. The bar gives the total percentage and how it is split between Cherwell residents and other stakeholders.

Chart 4: Would you be prepared to support the proposed council tax increase? (All respondents)



22. Focusing specifically on how **Cherwell residents** responded to the proposed council tax increase, 56 per cent said yes they supported this increase (89 respondents), whereas 40 per cent (63 respondents) said no they did not. Four per cent (seven respondents) did not know.

23. 101 respondents gave further feedback to support their response. The main themes are summarised in the table below, shown in rank order of comments per theme.

Table 2: Comments to support response to council tax question

Comment	Mentions
Happy to pay for good services	30
Services don't justify	16
Taxed enough already	12
Can't afford	12
Garden waste increases a factor	8
Cut costs	5
Not enough information	3

24. The comments shared were consistent with the response they had given to the previous question about the proposed council tax increase, for example:

- Those who said yes they would pay the extra £5, said they agreed on the proviso that it was essential to maintain services.
- Those who said they were happy to pay for good services had said yes, though questioned if everyone could afford it.
- Those that said they couldn't afford it or the services didn't justify the increase had said no.

- d. Those that commented that they didn't have enough information or asked, "For how long?" had responded don't know.

25. All councillors will be able to view the full feedback in the consultation deposit should they wish.

General comments on the council's budget proposals

26. All survey respondents were given the opportunity to provide comments on our budget proposals. Although signposted to the full budget papers as published on the council website, some people used this opportunity to make more general comments.

27. Table 3 summarises the key themes shared. All councillors will be able to view the full feedback in the consultation deposit should they wish.

Table 3: Most frequently mentioned comments put forward

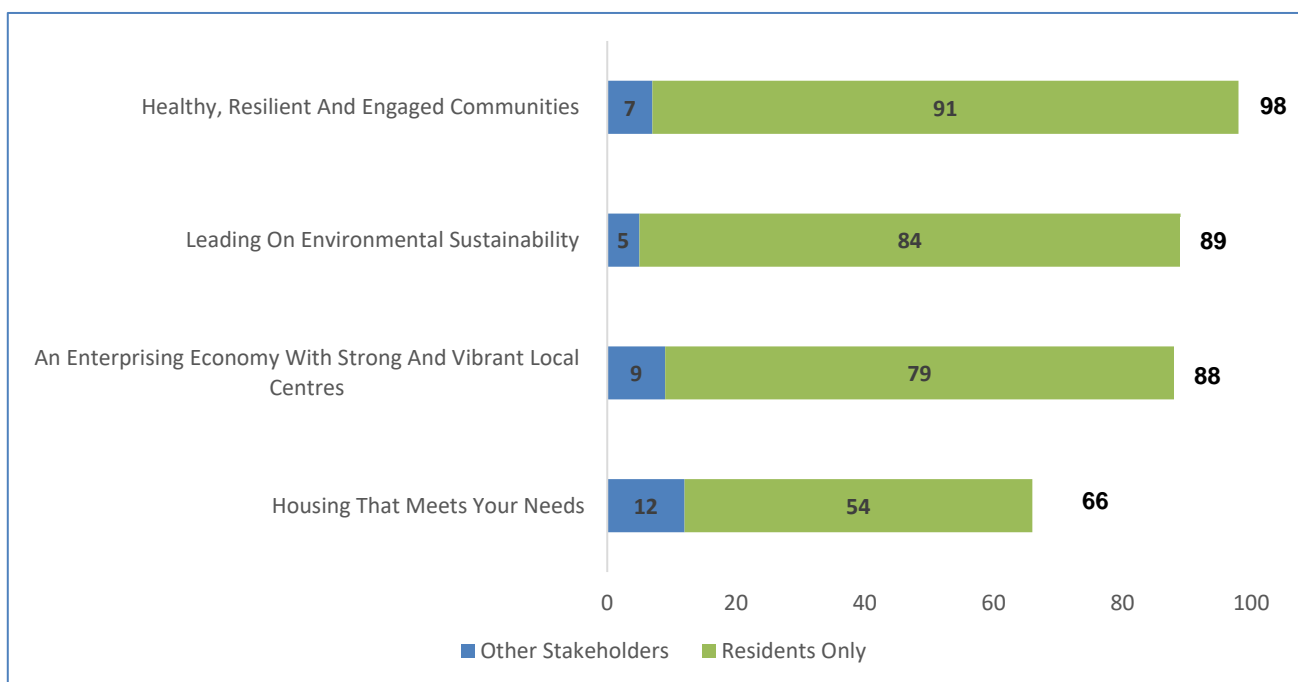
Comment	Mentions
Maintain frontline services	4
Maintain CCTV	3
Cut car parking fees	3
Long term thinking	3
Cut salaries	2
Need long term thinking	2

Shaping our business plan

28. Survey participants were told that every year the council reviews its priority themes as part of its budget setting process. Taking account of the council's four priorities as they currently stand in the council's business plan, they were asked which **two** they consider to be most important for the council to concentrate on.

29. The stacked bar chart below, which has a base of 170 respondents, shows how people responded. The bars give the total number of times a priority was chosen as a top two theme and how it is split between Cherwell residents and other stakeholders.

Chart 5: Preferred priorities



30. Of the council’s four themes, respondents deemed the following priorities to be the **most important** for the council to concentrate on:
- Healthy, resilient and engaged communities (chosen 98 times as a top two priority).
 - Leading on environmental sustainability (chosen 89 times as a top two priority).
 - An enterprising economy, with strong and vibrant local centres (chosen 88 times as a top two priority).

Housing that meets your needs was overall a less popular choice (chosen 66 times as a top two priority).

31. 23 respondents gave further feedback as to clarify their specific selections. These are show in table 4 below.

Table 4: Comments to support response to priorities question

Comment	Mentions
Questioning the building of housing	7
Caring for the vulnerable is important	3
Stressed importance of public safety	2
Stressed importance of education	2

32. All councillors will be able to view the full feedback in the consultation deposit should they wish.

21 January 2022

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Comments from Budget Planning Committee

Meeting of 9 December 2021 – consideration of Budget Proposals 2022/23 - 2026/27.

There were no specific recommendations to Executive.

Additional information requested:

- a copy resident's survey questions and a demographic breakdown of the respondents.
- Details of the Leisure facilities review and savings
- information on the economic impact and health benefits to the district of the Women's Tour Cycling Race.
- In relation to the car parking Equality and Climate Impact Assessment, details of the metrics used to choose car parks in the assessment
- details of services offered at the Bicester and Kidlington link points prior to their closure due to the Covid 19 pandemic

Other items discussed:

- CCTV
- Dog fouling bags

Proposed Capital Bids

That, having given due consideration, Executive were advised that the Budget Planning Committee endorse the proposed capital bids, for inclusion as part of the 2022/23 budget proposal.

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Appendix 10 - Gross Budget, Income, Net Budget and Future Years MTFS Changes by Directorate

Directorate	Gross Expenditure 2022/23 £m	Gross Income 2022/23 £m	Total 2022/23 £m	Net Change to 2023/24 £m	Net Change to 2024/25 £m	Net Change to 2025/26 £m	Net Change to 2026/27 £m	Net Budget at end of Period 2025/26 £m
CDA&I	6.709	(7.085)	(0.377)	(2.190)	(0.500)	0.401	(0.068)	(2.734)
CODR	33.282	(26.769)	6.513	(0.039)	(0.222)	(0.031)	(0.031)	6.190
Environment & Place	17.975	(11.830)	6.145	(1.026)	(0.557)	(0.219)	(0.378)	3.965
Housing	4.011	(2.361)	1.651	(0.284)	(0.002)	(0.032)	(0.003)	1.330
Wellbeing	3.245	(1.555)	1.690	(0.086)	0.006	(0.047)	(0.036)	1.527
Service Sub-Total	65.222	(49.601)	15.622	(3.625)	(1.275)	0.072	(0.516)	10.278
Corporate Costs	10.262	(5.946)	4.316	1.203	1.134	2.148	1.089	9.890
Policy Contingency	3.554	0.000	3.554	(2.374)	0.525	0.525	0.525	2.755
Cost of Services	79.039	(55.547)	23.492	(4.797)	0.384	2.745	1.098	22.923
Council Tax	0.000	(8.511)	(8.511)	(0.043)	(0.455)	(0.411)	(0.407)	(9.827)
Business Rates	31.330	(42.728)	(11.398)	6.754	(0.306)	(0.233)	(0.025)	(5.208)
New Homes Bonus	0.000	(3.462)	(3.462)	3.462	0.000	0.000	0.000	0.000
Revenue Support Grant	0.000	(0.121)	(0.121)	0.121	0.000	0.000	0.000	0.000
Funding Sub-total	31.330	(54.822)	(23.492)	10.294	(0.761)	(0.644)	(0.432)	(15.035)
Total	110.369	(110.369)	0.000	5.498	(0.377)	2.101	0.666	7.888

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Appendix 11 - Budget Book

Directorate	Service	Division	Gross		Net Expenditure /
			Expenditure	Gross Income	(Income)
			£m	£m	£m
CDA&I	Law and Governance	Civic Ceremonies	0.003	-	0.003
		Democratic	0.626	-	0.626
		Elections	0.226	(0.014)	0.212
		Legal	0.755	(0.050)	0.705
		Law and Governance Total	1.610	(0.064)	1.546
	Procurement and Contracts	Procurement	0.162	-	0.162
		Procurement and Contracts Total	0.162	-	0.162
	Property Investment Contract	Property	2.164	(2.520)	(0.356)
		Property Investment Contract Total	2.164	(2.520)	(0.356)
	Regulatory Services	Enforcement	0.268	(0.035)	0.233
		Environment Health Licensing	1.227	(0.236)	0.992
		Licensing	0.254	(0.366)	(0.112)
		Regulatory Services Total	1.749	(0.636)	1.112
	Castle Quay Development	Castle Quay Development	1.025	(3.865)	(2.840)
Castle Quay Development Total		1.025	(3.865)	(2.840)	
CDA&I Total			6.709	(7.085)	(0.377)
CODR	Comms, Strategy and Insight	Communications and Media	0.250	(0.020)	0.230
		Insight and Corporate Progs	0.311	-	0.311
		Strategy	0.113	-	0.113
		Comms, Strategy and Insight Total	0.674	(0.020)	0.654
	Digital and IT	Information Technology	1.423	(0.188)	1.235
		Digital and IT Total	1.423	(0.188)	1.235
	Finance	Finance	2.063	(0.072)	1.991
		Fraud Team	0.068	-	0.068
		Revenue and Benefits	26.982	(26.191)	0.792
		Finance Total	29.113	(26.263)	2.850
	Human Resources	HR OD and Payroll	0.822	-	0.822
		Human Resources Total	0.822	-	0.822
	Customer Services and Land Charges	Contract Centre Services	1.250	(0.298)	0.952
		Customer Services and Land Charges Total	1.250	(0.298)	0.952
CODR Total			33.282	(26.769)	6.513
Environment and Place	Environment and Waste	Car Parks	1.028	(2.438)	(1.409)
		Environment and Waste	0.259	-	0.259
		Landscaping	2.022	(0.975)	1.047
		Street Cleansing	1.601	(0.386)	1.215
		Vehicle Maintenance and MOTs	1.054	(0.992)	0.062
		Waste and Recycling	6.017	(3.133)	2.884
		Environment and Waste Total	11.982	(7.925)	4.057
	Growth and Economy	AD Econ Regen	0.105	-	0.105
		Affordable Rents	0.172	(1.190)	(1.018)
		Bicester Regen Programme	0.572	(0.002)	0.570
		Economic Dev	0.351	-	0.351
		Growth Deal	0.204	-	0.204
		Shared Ownership	0.375	(0.285)	0.090
		Transport Delivery	0.034	-	0.034
	Growth and Economy Total	1.813	(1.477)	0.336	
	Planning and Development	Building Control	0.495	(0.440)	0.055
		Conservation	0.148	-	0.148
		Development Control	2.416	(1.989)	0.427
		Planning Polcy	1.122	-	1.122
	Planning and Development Total	4.180	(2.428)	1.752	
Environment and Place Total			17.975	(11.830)	6.145
Housing	Housing and Social Care Comm	Housing Needs	1.014	(0.132)	0.882
		Private Sector Housing	0.553	(0.295)	0.258
		Strategic Housing	2.445	(1.934)	0.511
		Housing and Social Care Comm Total	4.011	(2.361)	1.651
	Housing Total			4.011	(2.361)
Wellbeing	Healthy Shaping Place	Healthy Place Shaping	0.261	(0.010)	0.251
		Healthy Shaping Place Total	0.261	(0.010)	0.251
	Wellbeing	Communities	1.276	(0.002)	1.274
		Leisure	0.502	(0.335)	0.168
		Sport	1.207	(1.209)	(0.002)
		Wellbeing Total	2.984	(1.545)	1.439
	Wellbeing Total			3.245	(1.555)
Services Sub-total			65.222	(49.601)	15.622
Corporate Costs	Corporate Costs	Corporate Costs	10.262	(5.946)	4.316
		Corporate Costs Total	10.262	(5.946)	4.316
	Corporate Costs Total			10.262	(5.946)
Policy Contingency	Policy Contingency	Policy Contingency	3.554	-	3.554
		Funding Total	3.554	-	3.554
	Funding Total			3.554	-
Net Cost of Services			79.039	(55.547)	23.492

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Appendix 12 - Government Grants Income

Directorate	Grant Name	£m
Adults and Housing Services	Homeless Prevention Grant	(0.500)
	Syrian Refugee Initiative	(1.434)
Customer Org Dev and Resources	NNDR Cost of Collection Allowance	(0.231)
	Rent Allowances	(25.103)
Corporate Costs	New Burdens Grant DLUHC	(0.228)
	Lower Tier Services Grant	(0.973)
	Services Grant	(0.263)
Government Grants Sub-total		(28.733)
Funding	Business Rates Retained Scheme	(2.808)
	New Homes Bonus	(3.462)
	Revenue Support Grant	(0.121)
Grants Grants Grand Total		(35.124)

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CHERWELL DISTRICT COUNCIL RESERVES POLICY

1. Background

- 1.1. The purpose of this policy is to set out how Cherwell District Council (CDC) will determine and review its overall level of reserves and how it uses them.
- 1.2. Sections 31A and 42A of the Local Government Finance Act 1992 require authorities to have regard to the level of balances and reserves needed for meeting estimated future expenditure when calculating the council tax requirement.
- 1.3. CDC has usable reserves and unusable reserves on its Balance Sheet. The unusable reserves are as a result of accounting adjustments and are not therefore available to spend. This policy will concentrate on usable reserves.

2. General Policy

- 2.1. Usable reserves can be split into the following categories:
 - General Balances
 - Earmarked Reserves
 - Revenue Grant Related Reserves
 - Capital Reserves
- 2.2. CDC maintains usable reserves primarily for the following reasons:
 - The need to put aside sums in case of unexpected or unplanned events or emergencies.
 - To smooth out the impact of payments on the revenue account
 - To cover timing differences such as grant money received in any given year where expenditure takes place in a later year
 - To provide pump prime funding for projects to deliver changes in working practices on an invest to save basis. Any approved use on this basis must include an agreed repayment plan
 - A means of building up funds to meet known or predicted liabilities
- 2.3. Reserves can only be used on a one-off basis which means that their application does not offer a permanent solution to delivering savings or reductions in the level of expenditure.

3. Usable Reserves

3.1. General Balances

- 3.1.1. These are funds that do not have restrictions as to their use. CDC can use them for any purpose within the General Fund. The purpose of general

reserves is to manage the impact of exceptional emergencies and unforeseen events. Without such reserves the potential financial impact of these unforeseen events could cause a financial deficit in the General Fund, which would be severely disruptive to the effective operation of the authority.

3.2. Earmarked Reserves

3.2.1. Earmarked Reserves enable CDC to set aside sums to meet specific future anticipated liabilities. Funds could be set aside for items such as (but not limited to):

- cyclical maintenance,
- cyclical events such as elections,
- income generated that must be spent on specific purposes,
- managing market volatility (e.g. commercial rent)
- insurance.

3.2.2. Earmarked reserves should not be held for a sustained period of time as they are held for a specific purpose¹. Where earmarked reserves are no longer required for their original purpose or are not expected to be spent over the medium term they should be reviewed and a decision made on using for alternative purposes.

3.2.3. In line with financial regulations, where a service has generated a service underspend as part of its day to day running, this should not be requested to be set aside as an earmarked reserve without a specific purpose; it should contribute to the overall benefit of CDC's financial position and the achievement of its corporate objectives.

3.2.4. The request to use earmarked reserves, create new earmarked reserves or contribute to existing earmarked reserves (where not approved as part of the budget) must be approved by the Executive. The allocation of Earmarked Reserves will be made when services can demonstrate that the funding is required for that particular purpose.

3.3. Revenue Grant Related Reserves

3.3.1. These reserves relate to the unused element of grant support for which the conditions of the grant are expected to be met. The reserves will be used to meet future years' expenditure for the service for which the grant was awarded. These reserves are managed by Directors.

3.3.2. CDC holds various Section 106 reserves which were contributed by private companies to improve the local community. The fund must be used for the specific scheme and within the agreed timescale. If funds are not used they need to be returned back to the contributors.

¹ with the exception of insurance reserves held to manage risk for which it is difficult to forecast when they will be called upon

3.3.3. Use of these reserves should be planned as part of the budget setting process. Use of these reserves during the financial year requires approval by the Section 151 Officer.

3.4. Capital Reserves:

3.4.1. These are reserves that have been set aside to finance capital schemes and cannot be used to support revenue expenditure without the consent of the Secretary of State for Local Government. These reserves comprise:

- Capital Receipts Reserve reflects the income received from the disposal of capital assets prior to being used to fund future capital expenditure or for the redemption of debt. Capital receipts cannot be used to fund revenue expenditure except where allowed by statute. CDC will allocate resources from the Capital Receipts Reserve in line with its priorities
- Capital Grants Unapplied reflects the unused element of capital grants or capital contributions awarded to CDC, for which the conditions of the grant support are expected to be met or for which there are no conditions. The reserve will be used to meet future years' capital expenditure in a way which best fits with CDC's priorities.

4. **Determining the Level of General Balances and Earmarked Reserves**

4.1. CDC must maintain sufficient general balances and earmarked reserves to cover the key financial risks and contingencies.

4.2. Section 25 of the Local Government Finance Act 2003 requires that when a local authority is agreeing its annual budget and council tax precept, the Chief Finance Officer must report on the adequacy of the proposed financial reserves

4.3. As part of the budget setting process the Section 151 Officer will consider and assess the level of general balances and earmarked reserves. Consideration will be given to the strategic, operational and financial risks facing CDC.

4.4. Major factors to be considered when evaluating the level of general balances and earmarked reserves, include but are not limited to the following:

Budget Assumptions	Issues to Consider
Inflation and interest rate volatility	The overall financial standing of CDC
Scale of budget gap over the medium term	The trend of CDC's financial management and the robustness of the MTFS – i.e. is it balanced over the medium term and delivered annually?

Savings delivery	Size, scale, complexity and pace of the savings programme and risks around slippage or non-delivery.
The availability of other funds to deal with major contingencies and the adequacy of provisions	The adequacy of CDC's arrangements to cover major unforeseen risks.
Income streams	Volatility in levels of income
Government funding	Political landscape and approach to allocating funding across local government

5. Governance and Review

- 5.1. The Council recognises the need to hold and maintain adequate reserves that meet the needs of the organisation. However, there is an opportunity cost as a result of the Council allocating resources away from other potential uses. It is therefore essential for the Section 151 Officer to regularly review the purpose and level of reserves.
- 5.2. All anticipated use of reserves should be understood and recognised as part of the budget setting process and agreed when Council approves the budget.
- 5.3. Any identified use of, or contribution to, reserves after the budget has been set should be approved by the Executive, or the Section 151 Officer in the case of grant reserves, prior to the budget being changed. Uses should be for specific purposes for which reserves have been set aside and not to address savings non-delivery or budget pressures. Contributions to reserves should be for specific costs expected to be incurred in the future.
- 5.4. The reserves position is reported quarterly as part of the revenue monitoring process. The planned usage of reserves is also included as part of the budget setting process. In addition the level and use of reserves is reported and reviewed during the closedown process.
- 5.5. The reserves policy will be reviewed annually as part of the budget setting process.

6. Use of Reserves Approval

- 6.1. Table 1 below shows the level of approval required to use or contribute to usable reserves.

Table 1 Level of approval required for requested use of or contribution to reserves

Type of Reserves	Level of Approval Required
General Reserves and Balances	Executive*
Earmarked Reserves	Executive*
Revenue and Capital Grant Related Reserves	Section 151 Officer
Capital Reserves**	Executive*

* Unless previously approved by Full Council as part of approval of the budget

** Approval required for contribution from reserves only

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Appendix 14 - General Balances Risk Assessment

Risk	Mitigation	Likelihood	Probability Weighted potential impact
Business Rates Appeals being 1% Greater than current assumptions	Provision has been made for a prudent level of appeals.	15%	0.300
Business Rates Growth Forecasts optimistic	Business rates forecast based on latest intelligence of businesses included on the ratings list.	25%	0.250
Council Tax growth forecasts optimistic	Council tax forecasts are based on planning approvals the Council has given.	25%	0.055
Council Tax Support Claimants greater than budgeted	The taxbase projections have assumed the current level of CTS claimants continues.	25%	0.038
Outcome of the Government Fair Funding Review	The outcome may not be in line with current financial planning assumptions of neutral in real terms. There is potential for both improvements and deterioration.	30%	0.510
Inflation runs at higher than rate assumed in MTFS	Budget assumes inflationary impacts.	50%	0.125
1% unbudgeted rise in short-term and long-term interest rates	The Council has taken a more prudent view than commentators over the medium term.	15%	0.176
Delivering the savings programme and identifying future savings.	The Council has scrutinised the savings proposals included within the budget, but anticipate having to identify significant savings in the medium term.	25%	1.900
Reductions in car park income linked to Covid 19	The Council is reviewing its car parking charges as part of the 2022/23 budget with a view to maximising the amount of income it can generate. A reduction in the base income assumptions has also been factored into the budget.	25%	0.150

Appendix 14 - General Balances Risk Assessment

Risk	Mitigation	Likelihood	Probability Weighted potential impact
Commercial Risk	Regular reviews take place of the Council's commercial interests and the latest estimates have been used when setting the budget.	25%	1.450
Loans, Guarantees and Bonds	Regular reviews take place with the companies that loans and guarantess are given to in order to ensure that they are on a stable financial footing.	1%	1.000
Exceeding the 5% Partial Exemption VAT limit	VAT Returns are carried out monthly to HMRC and the VAT position monitored appropriately.	25%	0.100
Total			6.054

Appendix 15 Reserves Forecast

Category	Description	Owner	Description on record	Actual Closing Balance 31 March 2021	2021/22 Forecast				Expected Use over MTFS Period					Expected Balance 1 April 2027
					Forecast Transfer TO Reserves	Forecast Transfer FROM Reserves	S151 Review of Reserves	Forecast Balance 1 April 2022	2022/23	2023/24	2024/25	2025/26	2026/27	
				£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
General Balances														
General Balances	General Fund Balance	Michael Furness	Strategic corporate purposes and risk management	(5.520)	0.000	0.000		(5.520)	(0.500)	0.000	0.000	0.000	0.000	(6.020)
Earmarked Reserves														
Earmarked Reserves	Building Control	Bill Cotton	To manage the trading account for Building Control	(0.024)	0.000	0.000		(0.024)	0.024	0.000	0.000	0.000	0.000	0.000
Earmarked Reserves	Country Park Reserve	Bill Cotton	This reserve is used to fund major improvement works at the Country Parks	(0.100)	0.000	0.050		(0.050)	0.025	0.025	0.000	0.000	0.000	0.000
Earmarked Reserves	Elections	Richard Webb	The reserve has been set up to recognise that standalone district elections are now annual in all wards.	(0.158)	0.000	0.090		(0.068)	0.000	0.000	0.000	0.000	0.000	(0.068)
Earmarked Reserves	Licensing	Richard Webb	This reserve holds licensing receipts to offset future costs related to the council's licensing responsibilities.	(0.161)	0.000	0.000		(0.161)	0.040	0.030	0.030	0.030	0.000	(0.031)
Earmarked Reserves	Local Plan Charges	Bill Cotton	The reserve has been created to fund the one-off costs associated with the provision of the Local Plan	(0.249)	0.000	0.048		(0.201)	0.050	0.151	0.000	0.000	0.000	0.000
Earmarked Reserves	Planning Control	Bill Cotton	This Appeals and Legal Challenge balancing reserve will be used to fund the costs associated with challenges to planning decisions which exceed budget provisions	(0.259)	0.000	0.000		(0.259)	0.050	0.000	(0.050)	0.000	0.000	(0.259)
Earmarked Reserves	Pensions Deficit	Michael Furness	To mitigate the cost of the pension deficit at the next triennial review	(0.054)	(1.675)	0.000		(1.729)	(1.675)	3.325	(1.675)	(1.675)	3.325	(0.104)
Earmarked Reserves	Bicester reserve	Bill Cotton	To assist the Council with funding Bicester projects	(0.183)	0.000	0.000		(0.183)	0.000	0.050	0.050	0.050	0.000	(0.033)
Earmarked Reserves	Transformation and Projects Reserve	Steve Jorden	This reserve will be used to cover the costs of transformation projects across the council.	(3.925)	0.000	0.129		(3.796)	0.000	0.000	0.000	0.000	0.000	(3.796)
Earmarked Reserves	Health & Safety - Public Food	Richard Webb	Funds from services delivered on a cost recovery basis by Health Protection & Compliance to support the continuation of these services alongside core statutory work	(0.030)	0.000	0.000		(0.030)	0.020	0.000	0.000	0.000	0.000	(0.010)
Earmarked Reserves	Bicester Depot	Bill Cotton	Virement to move overspends from property for new Bicester Depot	(0.015)	0.000	0.015		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Earmarked Reserves	Carry Forwards from 20/21	Various	Fully distributed; no longer required.	(0.144)	(0.015)	0.144	0.015	(0.000)	0.000	0.000	0.000	0.000	0.000	(0.000)
Earmarked Reserves	Dilapidations	Steve Jorden	To cover the costs of returning a commercial unit to the rental market at the end of the lease term	(0.250)	(0.100)	0.000		(0.350)	0.075	(0.025)	(0.025)	(0.025)	(0.025)	(0.375)
Earmarked Reserves	Capital Reserve	Michael Furness	Revenue contributions to fund capital expenditure.	(3.000)	0.000	0.180		(2.820)	1.200	0.000	0.000	0.000	0.000	(1.620)
Earmarked Reserves	Projects	Michael Furness	A pot for small uses identified during the year.	(1.906)	0.000	0.284	(0.757)	(2.378)	(1.036)	0.000	0.000	0.000	0.000	(3.414)
Earmarked Reserves	Redundancy Reserve	Michael Furness	To cover the costs of potential future redundancies.	(1.000)	0.000	0.250		(0.750)	(0.250)	0.000	0.000	0.000	0.000	(1.000)

Category	Description	Owner	Description on record	Actual Closing Balance 31 March 2021	2021/22 Forecast				Expected Use over MTFS Period					
					Forecast Transfer TO Reserves	Forecast Transfer FROM Reserves	S151 Review of Reserves	Forecast Balance 1 April 2022	2022/23	2023/24	2024/25	2025/26	2026/27	Expected Balance 1 April 2027
Earmarked Reserves	Commercial Risk Reserve	Michael Furness	To be used to manage the in-year budget if commercial income pressures arise.	(4.404)	0.000	0.000		(4.404)	0.000	0.000	(0.462)	(0.916)	(1.388)	(7.170)
Earmarked Reserves	Growth Deal	Bill Cotton		(1.297)	0.000	0.000	0.742	(0.555)	0.204	0.000	0.000	0.000	0.000	(0.351)
Earmarked Reserves	Castle Quay Development	Michael Furness	To support the capital development of Castle Quay.	(3.500)	0.000	0.000		(3.500)	3.500	0.000	0.000	0.000	0.000	0.000
Earmarked Reserves	DOVECOTE MILCOMBE	Steve Jorden	The reserve has been generated from S106 monies and will be used as maintenance funds to be used on an ongoing basis	(0.032)	0.000	0.000		(0.032)	0.000	0.000	0.000	0.000	0.000	(0.032)
Earmarked Reserves	Bicester Youth Bus	Claire Taylor	Supporting the cultural development of the town over the medium term through Bicester Festival	(0.030)	0.000	0.000		(0.030)	0.010	0.008	0.008	0.005	0.000	0.000
Earmarked Reserves	Sport and Physical Activities	Claire Taylor	Supporting programmes targeting deprivation and lack of access to opportunities for physical activity	(0.055)	(0.015)	0.000		(0.070)	0.000	0.000	0.070	0.000	0.000	0.000
Earmarked Reserves	Courtyard Youth Arts	Claire Taylor	The reserve is used to fund projects at the Courtyard through Oxfordshire Youth Arts Partnership Trust	(0.009)	0.000	0.000		(0.009)	0.003	0.003	0.003	0.000	0.000	0.000
Earmarked Reserves	Housing Reserve	Stephen Chandler / Bill Cotton	This reserve supports work within Housing and Planning to support one-off costs associated with growth within the district.	(0.322)	0.000	0.000		(0.322)	0.000	0.000	0.000	0.000	0.000	(0.322)
Earmarked Reserves	Home Improvement Agency	Stephen Chandler	This reserve is for covering the costs of Home Improvement Agency Projects as required	(0.221)	0.000	0.011		(0.210)	0.021	0.028	0.029	0.000	0.000	(0.132)
	Revenue Grants				0.000	0.000								
Revenue Grants	Eco Town Revenue	Bill Cotton	The reserve is used to fund Eco Town project as monitored by Place Programme and Project Board	(0.000)	0.000	0.000		(0.000)	0.000	0.000	0.000	0.000	0.000	(0.000)
Revenue Grants	S31 Reserve	Michael Furness	S31 grants received in advance to aid councils' cashflow	(23.897)	(10.757)	22.867		(11.787)	10.324	0.000	0.000	0.000	0.000	(1.463)
Revenue Grants	Covid 19 Reserve	Michael Furness	First tranche of government compensation grant	0.000	(1.616)	0.000		(1.616)	0.000	0.000	0.000	0.000	0.000	(1.616)
Revenue Grants	COMF - Customer Services	Mark Haynes		(0.015)	0.000	0.000		(0.015)	0.000	0.000	0.000	0.000	0.000	(0.015)
Revenue Grants	COMF - general allocation remainder of £913k	Michael Furness		(0.004)	0.000	0.000		(0.004)	0.000	0.000	0.000	0.000	0.000	(0.004)
Revenue Grants	COMF - Targeted Comms	Susannah Wintersgill		(0.025)	0.000	0.025		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Revenue Grants	COMF - Wellbeing	Nicola Riley		(0.430)	0.000	0.430		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Revenue Grants	COMF Active Travel Dr Bike	Rosie Rowe		(0.007)	0.000	0.007		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Revenue Grants	COMF COVID Compliance	Richard Webb	Allocation of the COMF for COVID compliance and business support in 2021/22	(0.200)	0.000	0.200		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Revenue Grants	COMF Enable Covid safe exercise in banbury	Rosie Rowe		(0.072)	0.000	0.072		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Revenue Grants	COMF Support for SMEs	Robert Jolley		(0.065)	0.000	0.065		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Revenue Grants	COMF tenancy support	Robert Jolley		(0.030)	0.000	0.030		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Revenue Grants	Community Dev't grant Admin - Emergency Assistance	Nicola Riley		(0.031)	(0.092)	0.031		(0.092)	0.000	0.000	0.000	0.000	0.000	(0.092)
Revenue Grants	Community Dev't grant Admin - Pocket Parks	Nicola Riley		(0.025)	0.000	0.025		0.000	0.000	0.000	0.000	0.000	0.000	0.000

Category	Description	Owner	Description on record	Actual Closing Balance 31 March 2021	2021/22 Forecast				Expected Use over MTFS Period					Expected Balance 1 April 2027
					Forecast Transfer TO Reserves	Forecast Transfer FROM Reserves	S151 Review of Reserves	Forecast Balance 1 April 2022	2022/23	2023/24	2024/25	2025/26	2026/27	
Capital Reserves	Capital Receipts Reserve	Michael Furness	Capital Receipts available for financing capital expenditure	(0.080)	0.000	0.080		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Capital Reserves	Cherwell Local Lottery - Play Well in Cherwell	Claire Taylor		(0.165)	0.000	0.000		(0.165)	0.000	0.000	0.000	0.000	0.000	(0.165)
Capital Reserves	Capital Grants & Contributions	Michael Furness		(0.126)	0.000	0.000		(0.126)	0.000	0.000	0.000	0.000	0.000	(0.126)
				(59.159)	(14.504)	29.579	0.000	(44.084)	12.967	3.922	(1.779)	(2.330)	1.912	(29.392)

Appendix 16 - Capital Bids 2022/23

Figures are shown as the total expenditure due to be incurred in each year

Commercial development, assets and investments							
Reference	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total Cost (£m)
CINVP221	Renewal of expiring energy performance certificates (EPC) and associated works to ensure properties achieve minimum standards for energy efficiency	0.096	-	-	-	-	0.096
CINVP222	Strategic plan to deliver energy Performance certificates (EPC) rating of at least B for Council owned commercial properties	0.060	-	-	-	-	0.060
CPCAP221	Renewal of electrical incoming main at Thorpe Lane depot	0.270	-	-	-	-	0.270
CPCAP228	Installation of solar photovoltaic cells at council properties	0.079	-	-	-	-	0.079
CCQUAY221	Castle Quay	3.500	-	-	-	-	3.500
	Total	4.005	0.000	0.000	0.000	0.000	4.005

Customers, organisational development and resources							
Reference	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total Cost (£m)
CHUMR221	Upgrades to the Human Resources Management System	-	0.030	0.030	0.030	0.030	0.120
CFSUP222	Upgrade system to process card payments and direct debits	0.055	-	-	-	-	0.055
	Total	0.055	0.030	0.030	0.030	0.030	0.175

Environment and place							
Reference	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total Cost (£m)
CVEHM223	Purchase land for new Bicester depot	3.000	-	-	-	-	3.000
CENVC221	Invest in additional commercial waste containers	0.010	0.010	-	-	-	0.020
CSCEN221	Invest in upgrading market equipment	0.015	-	-	-	-	0.015
CPCON221	Refurbishment of Kidlington public conveniences	0.090	-	-	-	-	0.090
CAFFH223	Affordable Housing Project	1.200	-	-	-	-	1.200
	Total	4.315	0.010	0.000	0.000	0.000	4.325

Wellbeing							
Reference	Description	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total Cost (£m)
CLEIS221	Replacement pool covers at Woodgreen open-air pool	0.032	-	-	-	-	0.032
CCPAR221	S106 Capital Projects	1.752	-	-	-	-	1.752
	Total	1.784	0.000	0.000	0.000	0.000	1.784

	Total Capital Projects	10.159	0.040	0.030	0.030	0.030	10.289
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Appendix 17: Cherwell District Council - Capital Programme

Capital Expenditure Project Description	Year Introduced	2022/23					2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total (£m)
		Reprofiled (£m)	New Projects (£m)	Adjust's (£m)	Existing Projects (£m)	Total (£m)					
Castle Quay 1	2017/18	-	3.500	-	-	3.500	-	-	-	-	3.500
Thorpe Lane Depot - Renewal of Electrical Incoming Main	2022/23	-	0.270	-	-	0.270	-	-	-	-	0.270
CDC Feasibility of utilisation of property space	2019/20	0.100	-	-	-	0.100	-	-	-	-	0.100
Housing & IT Asset System joint CDC/OCC	2018/19	0.100	-	-	-	0.100	-	-	-	-	0.100
Banbury Health Centre - Refurbishment	2021/22	0.100	-	-	-	0.100	-	-	-	-	0.100
Banbury Museum Pedestrian Bridge	2021/22	0.048	-	-	-	0.048	-	-	-	-	0.048
Bicester East Community Centre	2021/22	0.030	-	-	1.240	1.270	-	-	-	-	1.270
Bodicote House Fire Compliance Works	2019/20	0.071	-	-	0.070	0.141	-	-	-	-	0.141
Corporate Asbestos Surveys	2019/20	0.100	-	-	-	0.100	-	-	-	-	0.100
Energy Performance Certificates (EPC) Government Implementation of Target B - Strategic Plan	2022/23	-	0.060	-	-	0.060	-	-	-	-	0.060
Expiring Energy Performance Certificates (EPC) plus Associated Works	2022/23	-	0.096	-	-	0.096	-	-	-	-	0.096
H&S Works to Banbury Shopping Arcade	2021/22	0.117	-	-	-	0.117	-	-	-	-	0.117
Horsefair Banbury	2020/21	0.055	-	-	-	0.055	-	-	-	-	0.055
Installation of Solar PV to CDC Property	2022/23	-	0.079	-	-	0.079	-	-	-	-	0.079
Retained Land	2021/22	0.070	-	-	0.130	0.200	-	-	-	-	0.200
Thorpe Place Roof Works	2021/22	0.030	-	-	-	0.030	-	-	-	-	0.030
Works From Compliance Surveys	2019/20	0.147	-	-	-	0.147	-	-	-	-	0.147
Community Development, Assets and Investments Total		0.968	4.005	-	1.440	6.413	-	-	-	-	6.413
iTrent HR System Upgrades	2022/23	-	-	-	-	-	0.030	0.030	0.030	0.030	0.120
Project Manager for HR/Payroll system	2020/21	0.096	-	-	-	0.096	-	-	-	-	0.096
Processing Card Payments and Direct Debits	2022/23	-	0.055	-	-	0.055	-	-	-	-	0.055
Council Website and Digital Services	2021/22	0.075	-	-	-	0.075	-	-	-	-	0.075
IT Shared Services	2021/22	0.150	-	-	-	0.150	-	-	-	-	0.150
Customers and Organisational Development Total		0.321	0.055	-	-	0.376	0.030	0.030	0.030	0.030	0.496

Appendix 17: Cherwell District Council - Capital Programme

Capital Expenditure Project Description	Year Introduced	2022/23					2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total (£m)
		Reprofiled (£m)	New Projects (£m)	Adjust's (£m)	Existing Projects (£m)	Total (£m)					
East West Railways	2015/16	0.005	-	-	0.020	0.025	0.020	0.020	0.020	0.020	0.105
Additional commercial waste containers	2022/23	-	0.010	-	-	0.010	0.010	-	-	-	0.020
Bicester Country Park	2020/21	-	-	-	0.055	0.055	-	-	-	-	0.055
Car Park Refurbishments	2017/18	0.050	-	-	-	0.050	-	-	-	-	0.050
Car Parking Action Plan Delivery	2020/21	0.085	-	-	-	0.085	-	-	-	-	0.085
Commercial Waste Containers	2019/20	-	-	-	0.025	0.025	0.025	-	-	-	0.050
Depot fuel system renewal	2020/21	0.035	-	-	-	0.035	-	-	-	-	0.035
Kidlington Public Convenience Refurbishment	2022/23	-	0.090	-	-	0.090	-	-	-	-	0.090
Land for new Bicester Depot	2022/23	-	3.000	-	-	3.000	-	-	-	-	3.000
Market Equipment Replacement	2022/23	-	0.015	-	-	0.015	-	-	-	-	0.015
Off Road Parking Facilities	2015/16	0.018	-	-	-	0.018	-	-	-	-	0.018
On Street Recycling Bins	2019/20	0.018	-	-	-	0.018	-	-	-	-	0.018
Street Scene Fencing, Street Furniture and Railings	2020/21	-	-	-	0.012	0.012	0.012	0.012	-	-	0.036
Thorpe Lane Depot capacity enhancement	2019/20	0.130	-	-	-	0.130	-	-	-	-	0.130
Vehicle Replacement Programme	Annual	0.299	-	-	0.664	0.963	1.102	1.316	0.926	1.000	5.307
Admiral Holland Redevelopment Project (phase 1b)	2015/16	0.061	-	-	-	0.061	-	-	-	-	0.061
Affordable Housing	2022/23	-	1.200	-	-	1.200	-	-	-	-	1.200
Bicester Library (phase 1b)	2015/16	0.845	-	-	-	0.845	-	-	-	-	0.845
Build Team Essential Repairs & Improve C	2020/21	0.155	-	-	-	0.155	-	-	-	-	0.155
Bullmarsh Close (Phase 2)	2018/19	0.017	-	-	-	0.017	-	-	-	-	0.017
Fairway Flats Refurbishment	2021/22	0.110	-	-	0.244	0.354	-	-	-	-	0.354
Environment and Place Total		1.828	4.315	-	1.020	7.163	1.169	1.348	0.946	1.020	11.646

Appendix 17: Cherwell District Council - Capital Programme

Capital Expenditure Project Description	Year Introduced	2022/23					2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	Total (£m)
		Reprofiled (£m)	New Projects (£m)	Adjust's (£m)	Existing Projects (£m)	Total (£m)					
Housing Services - Capital	2022/23	-	-	0.190	-	0.190	-	-	-	-	0.190
Disabled Facilities Grants	Annual	0.196	-	1.240	0.375	1.811	-	-	-	-	1.811
Discretionary Grants Domestic Properties	Annual	0.093	-	-	0.150	0.243	0.150	0.150	0.150	0.150	0.843
Housing Total		0.289	-	1.430	0.525	2.244	0.150	0.150	0.150	0.150	2.844
Bicester Leisure Centre Extension	2013/14	-	-	-	0.050	0.050	-	-	-	-	0.050
Replacement pool covers at Woodgreen open-air pool	2022/23	-	0.032	0.008	-	0.040	-	-	-	-	0.040
S106 Capital Costs	Ongoing	-	1.752	0.008	-	1.744	-	-	-	-	1.744
Wellbeing Total		-	1.784	-	0.050	1.834	-	-	-	-	1.834
Total Capital Expenditure		3.406	10.159	1.430	3.035	18.030	1.349	1.528	1.126	1.200	23.233

Capital Financing	(£m)	(£m)	(£m)	(£m)	(£m)	(£m)
Long Term Borrowing	3.970	0.349	-	0.000	1.200	5.519
Council Resources [1]	10.700	1.000	1.528	1.126	-	14.354
External Funding	3.360	-	-	-	-	3.360
Total Capital Financing	18.030	1.349	1.528	1.126	1.200	23.233

[1] Council resource usage is currently comprised of £4.7m from reserves in 22/23 and elements of loan principal repayments in 22/23 (£6m), 23/24 (£1m), 24/25 (£1.5m) and 25/26 (£1.1m)

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Cherwell District Council

Capital and Investment Strategy 2022/23

A. Capital Strategy (Including Minimum Revenue Provision (MRP) Statement)

A1. Introduction

- A1.1 The Prudential Code for Capital Finance sets out that in order to demonstrate that the authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability, authorities should have in place a capital strategy. The capital strategy should set out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes. The Strategy must be approved by full Council.
- A1.2 The objectives of the Prudential Code are to ensure that the capital expenditure plans of local authorities are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with good professional practice and in full understanding of the risks involved. This strategy should be read alongside and in conjunction with the Treasury Management Strategy and the Investment Strategy.

A2. Capital Expenditure and Financing

- A2.1 Capital expenditure is where the Council spends money on assets, such as property or vehicles, which will be used for more than one year¹. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year. In 2022/23, the Council is planning capital expenditure of £15.8m as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure in £ millions

	2020/21 actual	2021/22 forecast	2022/23 budget	2023/24 budget	2024/25 budget
Services	9.7	12.5	0.0	0.0	0.0
Capital investments	56.8	36.4	18.0	1.3	1.5
TOTAL	66.5	48.9	18.0	1.3	1.5

- A2.2 The main capital projects across the period include Castle Quay, Bicester Depot and the Disabled Facilities Grants scheme (financed by the Better Care Fund)

Governance

¹ For details of the Council's policy on capitalisation, see Financial Regulations

- A2.3 Capital project bids linked to corporate or service priorities plus essential need are brought forward by Service Managers as part of the Budget & Business Planning process. These are considered by the senior officer leadership team, both in terms of priority and affordability. The Finance team undertake a calculation of the financing cost of proposals and recommend the level of investment based on affordability. Projects proposed to be included in the Council's capital programme are then considered and appraised by the Budget Planning Committee and provide comments to the Executive on the proposals. The Executive then, taking into consideration any comments, propose which schemes to include in the Capital Programme ahead of the final capital programme being proposed to Council in February each year.
- A2.4 All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing in £ millions

	2020/21 actual	2021/22 forecast	2022/23 budget	2023/24 budget	2024/25 budget
External sources	12.5	9.8	3.4	0.0	0.0
Own resources	1.9	1.1	10.7	1.0	1.5
Debt	52.1	38.1	3.9	0.3	0.0
TOTAL	66.5	48.9	18.0	1.3	1.5

- A2.5 Debt is only a temporary source of finance, since loans and leases must be repaid, and this is, therefore, replaced over time by other financing, usually from revenue which is known as Minimum Revenue Provision (MRP). In addition, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned MRP and use of capital receipts are as follows:

Table 3: Replacement of debt finance in £ millions

	2020/21 actual	2021/22 forecast	2022/23 budget	2023/24 budget	2024/25 budget
Own resources	1.9	1.1	10.7	1.0	1.5

The Council's minimum revenue provision (MRP) statement is included at Appendix A below.

- A2.6 The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £3.9m during 2022/23.

Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions

	2020/21 actual	2021/22 forecast	2022/23 budget	2023/24 budget	2024/25 budget
TOTAL CFR	228.6	266.7	270.7	271.0	271.0

Asset management

A2.7 To ensure that capital assets continue to be of long-term use, the Council has a property management strategy in place. This is a multi-level approach structured as follows:

- At a tenancy level the Comprehensive Asset Register (a database of key lease events) is being updated and used to identify forthcoming lease events such as expiries, rent reviews and breaks. These are allocated to specific asset managers to progress whose work schedules are reviewed periodically.
- At a property level this can comprise the preparation of asset specific management plans which are then subject to periodic review and updating. This process is ongoing and informs the portfolio strategy as a whole.
- At a portfolio level the make-up of the portfolio is considered annually in terms of its sector weighting and suitability to meet the Council's longer-term objectives of providing a secure risk weighted income stream. One such review is ongoing.

Asset disposals

A2.8 When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2024/25. In addition, there are currently no plans to utilise capital receipts on services transformation projects for 2022/23. Receipts from capital grants, loan repayments and investments also generate capital receipts.

A3 Treasury Management

A3.1 Treasury management is concerned with the management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Council typically has surplus cash in the short-term as revenue income is received before it is spent, but insufficient cash in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing. At 30 September 2021 the Council had borrowings of £167m at an average interest rate of 1.07%, and £44.1m of investments at an average interest rate of 0.08%. The borrowing position is reported regularly to Accounts, Audit & Risk Committee as part of the Treasury Management Reports.

Borrowing strategy

- A3.2 The Council's main objective when borrowing is to achieve a low but certain cost of finance while retaining flexibility should plans change in future. This objective often conflicts, and the Council therefore seeks to strike a balance between lower cost short-term loans (currently available at around 0.1% to 0.3%) and long-term fixed rate loans where the future cost is known, but higher cost (currently 1.5% to 2.0%).

Projected levels of the Council's total outstanding debt (which comprises borrowing and leases) are shown below, compared with the capital financing requirement (see above).

Table 5: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £ millions

	31st March 2021 Actual	31st March 2022 forecast	31st March 2023 forecast	31st March 2024 forecast	31st March 2025 forecast
Debt (incl. PFI & leases)	184.6	222.7	226.2	226.5	226.6
Capital Financing Requirement	228.6	266.7	270.7	271.0	271.0

- A3.3 Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 5 above the Council expects to comply with this in the medium term.

Affordable borrowing limit

- A3.4 The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

Table 6: Prudential Indicators: Operational boundary and Authorised limit for external debt in £m

	2021/22 limit	2022/23 limit	2023/24 limit	2023/24 limit
Operational boundary total external debt	270	290	290	290
Authorised limit total external debt	300	310	310	310

Further details on treasury investments can be found in the treasury management strategy.

A4. Commercial Activities

A4.1 To drive leadership of place within Cherwell, stimulate growth, pursue economic regeneration and helping to return confidence to the local economy through investment and facilitating inward investment, the Council invests in commercial property which may also provide some financial gain. Total commercial investments are currently (31 March 2021) valued at £45m with the largest being Castle Quay.

A4.2 From a financial perspective, the Council recognises that commercial investments can be higher risk than treasury investments. The principal risk exposures are listed below together with an outline of how those risks are managed:

Illiquidity:	<p>The Council acknowledges illiquidity as a risk in property and whilst it cannot be avoided the risk is mitigated by the following strategies:</p> <ul style="list-style-type: none"> a) The council invests across a range of sectors. Illiquidity is to an extent fluid and at any given time varies across sectors. This allows the Council the opportunity to effect sales, if required, in the more liquid sectors. b) The Council's assets are likewise diversified in terms of lot size and market sector. This affords the Council the ability to access a range of purchaser types e.g. small local investors, listed property companies or institutions. c) The Council's investments are not what is termed 'Investment Grade', but they are fundable – i.e. if sold they could be suitable for debt backed investors. d) The Council's assets are uncharged. It is often lenders who require assets to be sold and whilst gearing does not increase illiquidity per se, it can expose an owner to greater risk of selling an illiquid asset at an inopportune time.
Tenant default:	<p>The Council's portfolio includes both large national concerns and small local businesses (mainly retail or industrial type tenants). Tenant default risk is managed in two ways:</p> <ul style="list-style-type: none"> a) Tenants are vetted when entering the portfolio either as new tenants when property is let or as replacement tenants when existing tenants assign their leases. It has to be acknowledged that there is less control when a tenant applies for consent to assign, though guarantees may be sought. b) Risk is managed by diversification as only a small proportion of tenants will fail in any given year. c) A commercial risk earmarked reserve is held to meet any shortfall in income which may arise in year due to default.

Obsolescence:	<p>A significant proportion of the Council's portfolio comprises industrial / warehouse buildings and simple retail assets which have relatively low obsolescence compared to industrial premises where there are substantial amounts of plant and machinery. Where the Council has offices a sinking / replacement fund is put in place with annual sums collected from tenants to put towards high cost items such as the replacement of lifts or air conditioning. An example of this is the Banbury Health Centre which has a renewals fund set at £10,000 per annum. In other leases the Council will try to negotiate terms which allow for the replacement of obsolete plant when it is beyond economic repair.</p> <p>Where matters of Council policy override commercial concerns, the Council's portfolio is more vulnerable. For example, at Banbury Museum, the Council may be responsible for significant capital outlay on plant and machinery as it nears the end of its useful economic life.</p>
Capital expenditure	<p>Please see above but also note that the Council aims to let space on Full Repairing terms which makes the tenant either explicitly responsible for maintaining the asset or allows CDC to recover the cost of repairs through the service charge provisions of the relevant lease.</p>
Market risk:	<p>Two key market risks are falling rents in response to declining economic conditions and extended marketing voids when leases end or tenants fail. These risks are mitigated in three main ways:</p> <ol style="list-style-type: none"> 1. Lease lengths should be 3 – 5 yrs + which obviates most market risks during the period of the tenancy. 2. Rents are reviewed on a regular basis to maximise the income generated. 3. Tenant failure – see above under Tenant Default, re: vetting and diversification policies plus earmarked reserves held. <p>An additional risk is over-exposure to town centre retailing as the portfolio's largest assets are Castle Quay Shopping Centre in Banbury and Pioneer Square in Bicester. These are both strategic investments and in respect of Castle Quay, the Council relies on external advisors, particularly Montagu Evans, to identify and manage both upside and downside risks.</p>
Returns eroded by inflation:	<p>All investment assets incorporate periodic rent reviews which provide a hedge against inflation. Property is generally accepted as performing better than fixed income assets in times of inflation.</p>
Rising interest rates:	<p>The portfolio is ungeared and therefore un-mortgaged.</p>

Governance

- A4.3 Decisions on commercial investments are made by Members and Statutory Officers in line with the criteria and limits approved by Council in the Investment Strategy. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved as part of the capital programme.

Further details on commercial investments and limits on their use can be found in the Investment Strategy.

- A4.4 The Council also has commercial activities in trading companies, exposing it to normal commercial risks. These risks are managed by the governance structure in place. The Shareholder Committee is regularly informed of the progress of each company. The Shareholder meets with the directors both formally and informally to ensure there is a consistent dialog between the companies and the council.

A5. Revenue Budget Implications

- A5.1 Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general Government grants.

Table 7: Prudential Indicator: Proportion of financing costs to net revenue stream

	2020/21 actual	2021/22 forecast	2022/23 budget	2023/24 budget	2024/25 budget
Net Financing costs/(Income)(£m)	£0.19m	(£0.02m)	£0.05m	£0.36m	£0.70m
Proportion of net revenue stream	0.8%	(0.1%)	0.2%	2.7%	5.0%

Further details on the revenue implications of capital expenditure are in the 2022/23 revenue budget.

Sustainability

- A5.2 Due to the very long-term nature of capital financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 50 years into the future, which aligns with the attached MRP Statement. The Section 151 Officer is satisfied that the proposed capital programme is prudent, affordable and sustainable.

A6. Knowledge and Skills

- A6.1 The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Section 151 Officer is a qualified accountant with many years' experience. The Council pays for junior staff to study towards relevant professional qualifications including CIPFA and RICS.

A6.2 Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field.

The Council currently employs Link Group as treasury management advisers and a range of property advisors as follows:

- Banbury based surveyors White Commercial, Wild Property Consultancy and Bankier Sloane provide advice on the local property market, and assistance with new lettings, lease renewals, smaller valuations and rent reviews.
- Where specialist advice is required, the Council will ask for competitive quotes.
- Montagu Evans supply asset management and facilities management in respect of Castle Quay.
- Avison Young supply specialist accounting services in respect of Castle Quay.
- Montagu Evans and Colliers both provide property valuation services
- BWD and Jackson Criss assist with Castle Quay lettings
- Gardiner Theobald provide project management, QS, CDM and Design services on Castle Quay Waterfront
- Broomfield Property Consultants Ltd and Prime Project Management Ltd provide services relating to Castle Quay and other property related projects

This approach is more cost effective than employing such staff directly and ensures that the Council has up to date access to market knowledge and skills commensurate with its risk appetite.

Appendix A – Minimum Revenue Provision (MRP) Statement

1. Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP). The Council is required by statute to charge an amount of MRP to the General Fund Revenue account each year for the repayment of debt. The MRP charge is the means by which capital expenditure which has been funded by borrowing is paid for by council tax payers.
2. Legislation requires local authorities to draw up a statement of their policy on the annual MRP, for full approval by Council before the start of the financial year to which the provision will relate.
3. The Council is recommended therefore to approve the following statement:
 - For unsupported capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset in equal instalments, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years.
4. For capital expenditure loans to third parties MRP will be charged over 50 years. Repayments of loan principal received by the council will be treated as capital

receipts and used to reduce the CFR or avoid future additional borrowing, thus reducing future annual MRP charges.

Capital expenditure incurred during 2022/23 will not be subject to an MRP charge until 2023/24.

The Department for Levelling Up, Housing and Communities (DLUHC) is currently consulting on proposed changes to the MRP calculation. The purpose of the proposal is to prevent local authorities using capital receipts to reduce its MRP charge (except where receipts act to reduce the CFR) and to prevent exclusion of specific types of debt, such as that from subsidiary companies, from the MRP calculation. The consultation closes on the 8th February 2022 with any revised guidance being issued later in the year. The Council has updated its MRP policy in anticipation of this being introduced.

B. Investment Strategy 2021/22

B1. Introduction

B1.1 The Council invests its money for three broad purposes:

- because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as **treasury management investments**),
- to support local public services by lending to or buying shares in other organisations (**service investments**), and
- to earn investment income (known as **commercial investments** where this is the main purpose).

B1.2 The investment strategy was a new report introduced for 2019/20, meeting the requirements of statutory guidance issued by the Government in January 2018, and focuses on the second and third of these categories.

B2. Treasury Management Investments

B2.1 The Council typically receives its income in cash (e.g. from taxes and grants) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure and collects local taxes on behalf of other local authorities and Central Government. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy. The balance of treasury management investments is expected to be an average of £21m during the 2022/23 financial year.

Contribution

B2.2 The contribution that these investments make to the objectives of the Council is to support effective treasury management activities.

Further details

B2.3 Full details of the Council's policies and its plan for 2022/23 for treasury management investments are covered in a separate document, the treasury management strategy

B3. Service Investments: Loans

Contribution

B3.1 The Council lends money to its subsidiaries, local parishes, local charities to support local public services and stimulate local economic growth. The main loans issued are to the council's subsidiaries – the Graven Hill Village companies and Crown House Banbury Ltd. Graven Hill is a self-build housing development providing significant housing in Bicester. Crown House is a redeveloped derelict office building in the centre of Banbury which is providing significant rental opportunities in the town centre.

Security

B3.2 The main risk when making service loans is that the borrower will be unable to repay the principal lent and/or the interest due. In order to limit this risk, and ensure that total exposure to service loans remains proportionate to the size of the council, upper limits on the outstanding loans to each category of borrower have been set as follows:

Table 1: Loans for service purposes in £ millions

Category of borrower	31.3.2021 actual			2022/23
	Balance*	Loss allowance	Net figure in accounts	Approved Limit
Subsidiaries	59.938	(0.977)	58.961	85.900
Local charities	1.221	(0.134)	1.087	1.150
Parishes	0.058	0.000	0.058	0.100
TOTAL	61.217	(1.111)	60.106	87.150

** including accrued interest*

B3.3 Accounting standards require the Council to set aside loss allowance for loans, reflecting the likelihood of non-payment. The figures for loans in the Council's statement of accounts are shown net of this loss allowance. The Council, however, makes every reasonable effort to collect the full sum lent and has appropriate credit control arrangements in place to recover overdue repayments.

Risk assessment

B3.4 The Council assesses the risk of loss before entering into and whilst holding service loans by approaching each loan request individually. The bulk of the council's loans are to its subsidiaries. When the council considers whether or not to create or acquire a subsidiary a full business case is prepared which sets out the optimal financing of the company. This will include an assessment of the market in which it will be competing, the nature and level of competition, how that market may evolve

over time, exit strategy and any ongoing investment requirements. External advisors are used where appropriate to complement officer expertise and second opinions from alternate advisors is sought in order to monitor and maintain the quality of advice provided by external advisors.

B3.5 Other service loans are evaluated against a set of criteria designed to demonstrate:

- Evidence of project objectives and needs analysis is provided
- The loan must have a demonstrable community impact
- The loan would provide up to 50% of the whole project cost
- Such a loan can only be applied for by constituted voluntary organisations with their own bank account; Town or Parish councils; charitable organisations
- The loan cannot be applied retrospectively
- The applicant has provided evidence of its financial stability and of its ability to manage the proposed scheme.
- Appropriate checks have been carried out on the owners of the organisations to be satisfied as to their integrity and to avoid any potential embarrassment to the Council.
- The applicant has demonstrated that the proposed scheme has been developed following good practice in terms of planning, procurement and financial appraisal.
- The applicant has provided evidence the affordability of their proposed scheme and the loan repayments
- That the project furthers the council's priorities as reflected in its Business Plan

B4. Service Investments: Shares

Contribution

B4.1 The council invests in the shares of its subsidiaries to support local public services and stimulate local economic and housing growth. The council currently holds shares in Graven Hill Holding Company Ltd and Crown House Banbury Ltd.

Security

B4.2 One of the risks of investing in shares is that they can fall in value meaning that the initial outlay may not be recovered. In order to limit this risk, upper limits on the sum invested in each category of shares have been set as follows:

Table 2: Shares held for service purposes in £ millions

Category of company	31.3.2021 actual			2022/23
	Amounts invested	Gains or losses	Value in accounts	Approved Limit

Subsidiaries	33.053	0	33.053	38.263
TOTAL	33.053	0	33.053	38.263

Risk assessment

- B4.3 The Council assesses the risk of loss before entering into and whilst holding shares by maintaining close links with the Boards of Directors of the companies through an established Shareholder Committee. Risk is assessed as above in Service Loans.

Liquidity

- B4.4 The maximum periods for which funds may prudently be committed are assessed on a project by project basis. The decision will balance both the long-term viability of the subsidiary and the revenue and capital requirements of the Council.

Non-specified Investments

- B4.5 Shares are the only investment type that the council has identified that meets the definition of a non-specified investment in the Government guidance. The limits above on share investments are therefore also the Council's upper limits on non-specified investments. The council has not adopted any procedures for determining further categories of non-specified investment since none are likely to meet the definition.

B5. Commercial Investments: Property

Contribution

- B5.1 The Council invests in local commercial and residential property with the intention of making a profit that will be spent on local public services. The portfolio comprises a cross-section of retail, office and industrial assets together with a health centre. The four largest investments are as follows:
- Castle Quay, Banbury; a covered shopping centre and development site
 - Pioneer Square, Bicester; a modern retail parade of shops
 - Franklins House, Bicester; a mixed-use complex comprising offices, hotel, business centre and public library
 - Tramway Industrial Estate
- B5.2 These assets contribute an aggregate £5.1m gross income to the council's revenue budget. They are all town centre properties and afford the Council an opportunity to influence the amenity and environment of its two principal strategic centres. Castle Quay will, in particular, allow the development of a new leisure orientated focal point to help revitalise Banbury town centre.

The component parts of the entire investment portfolio are described below:

Table 3: Property held for investment purposes in £ millions

Property	Actual	31.3.2021 Actual			31.3.2022 Expected	31.3.2023 Expected
	Purchase Cost	Net Book Value in accounts 31.3.2020	Expenditure, Gains or (losses)	Net Book Value in accounts 31.3.2021	Net Book Value in accounts	Net Book Value in accounts
Castle Quay Shopping Centre	63.485	33.000	(11.375)	21.625	25.422	27.063
Castle Quay Waterfront	0.000	0.000	0.000	0.000	72.013	73.872
Pioneer Square	8.164	7.369	(2.947)	4.412	4.412	4.412
Tramway Industrial Estate	9.618	9.250	0.010	9.260	9.260	9.260
Other properties valued under £5m	13.092	11.511	(1.501)	10.009	10.009	10.009
TOTAL	94.359	61.121	(15.814)	45.306	121.116	124.616

Security

B5.3 In accordance with Government guidance, the Council considers a property investment to be secure if its accounting valuation is at or higher than its purchase cost including taxes and transaction costs.

Risk assessment

B5.4 The Council assesses the risk of loss before entering into and whilst holding property investments by cash flow modelling the income and expenditure profile of each investment and interrogating that model across a range of scenarios to test the robustness of the investment. The modelling exercise is informed by the likelihood of tenant default and the chances that individual units will become empty during the hold period.

B5.5 The property investment market is dynamic, and we are kept abreast of developments by frequent communication and established relationships with local and national agents, supplemented by in-house investigations and reading of published

research. The market is, at present, competitive in most asset sectors and our focus is on assets that are local, strategic and meet our investment return criteria. We are mindful of the Council's need for reliable future income streams and occupational demand is fundamental to our appraisals as longer let assets tend not to generate sufficiently attractive returns.

B5.6 In all acquisitions we take external advice from acknowledged experts in the field and sense-check their input against our in-house knowledge, experience and expertise. The advice sourced covers market value but also, given the purpose of the investment, letting risk, marketability and occupational demand, and likely expenditure over the hold period.

B5.7 The Council uses a number of local and national advisors and cross reference their views periodically. There is no single party who expects to be instructed by the Council without competition.

B5.8 Credit ratings are used on acquisitions, new lettings and when tenants request consent to assign their leases. The Council uses D&B ratings and also study published accounts.

Credit ratings have not historically been used to monitor existing tenants but this will be introduced for our largest tenants this year.

B5.9 A number of other strategies are used to mitigate risk:

- Tenant rent payment histories are analysed on any acquisition.
- Tenant rent payment patterns and arrears are examined in the existing portfolio.
- Introducing agents advise the council throughout the acquisition process and their advice includes market commentary at a national and a local level and commentary on perceived risks to the investment.
- In tandem with the above every acquisition is subject to a third-party valuation by national surveyors who are independent i.e. not acting for the council or the vendor on the acquisition.

Liquidity

B5.10 Compared with other investment types, property is relatively difficult to sell and convert to cash at short notice and can take a considerable period to sell in certain market conditions. To ensure that the invested funds can be accessed when they are needed, for example to repay capital borrowed, the council acknowledges illiquidity as a risk in property and whilst it cannot be avoided the risk is mitigated by the following strategies:

- The Council invests across a range of sectors. Illiquidity is, to an extent, fluid and at any given time varies across sectors. This allows the Council the opportunity to effect sales, if required, in the more liquid sectors.
- The Council's assets are, likewise, diversified in terms of lot size. This affords the Council the ability to access a range of purchaser types e.g. small local investors, listed property companies or institutions.
- The Council does not invest in high risk assets which can be the most illiquid of all.
- The Council's investments are not what is termed 'Investment Grade', but they are fundable – i.e. if sold they could be suitable for debt backed investors.

- The Council does not invest in specialist properties, where the market tends to be most illiquid.
- The Council's assets are uncharged. It is often lenders who require assets to be sold and whilst gearing does not increase illiquidity per se, it can expose an owner to greater risk of selling an illiquid asset at an inopportune time.

B6. Loan Commitments and Financial Guarantees

B6.1 Although not strictly counted as investments, since no money has exchanged hands yet, loan commitments and financial guarantees carry similar risks to the council and are included here for completeness.

The council has contractually committed to the following loan amounts which have yet to be drawn upon (as at 31/3/21):

Table 4: Loan Commitments and Guarantees

Borrower	Purpose	£m Contractually Available
Graven Hill Village Development Company Ltd	Revolving Credit Facility available to the council's subsidiary until 2026	17.0
Graven Hill Village Development Company Ltd	Facility Agreement that has been in place since 2014 to deliver the project.	5.7
Graven Hill Village Development Company Ltd	Loan Note instruments to enable the company to deliver its objectives	2.1
TOTAL		24.7

The Council has also provided bonds and guarantees to the value of £50.1 million to Oxfordshire County Council (OCC) on behalf of Graven Hill Village Development Company Ltd in respect of the Company's obligations to OCC under s.106, s.278 and s.38 agreements. These are due to reduce by 80% by the end of 2022 and expire by the end of 2024.

B7. Capacity, Skills and Culture

Elected members and statutory officers

B7.1 The majority of senior statutory officers are qualified to degree level and have appropriate professional qualifications. Their shared business experience encompasses both the public and private sectors and the three most senior Property & Investment team members have on average 20+ years commercial experience.

Training and guidance are provided to support members in delivering their roles and support effective decision making.

Commercial Investments

- B7.2 Negotiations are either undertaken directly by Assistant Directors or at a senior level with Assistant Director direct involvement and oversight, alongside input from Directors and Lead Members where required. Assistant Directors are aware of the regulatory regime and convey that to all junior staff.

Corporate governance

- B7.3 There are appropriate corporate governance measures in place which comprise end to end decision making procedures. These include risk assessments within the organisation; presentation to relevant committees including Members, statutory officers' approvals and relevant project boards. The annual Corporate Investment Strategy provides the reference point against which investment decisions are undertaken.

B8. Investment Indicators

- B8.1 The Council has set the following quantitative indicators to allow elected members and the public to assess the Council's total risk exposure as a result of its investment decisions.

Total risk exposure

- B8.2 The first indicator shows the council's total exposure to potential investment losses. This includes amounts the council is contractually committed to lend but have yet to be drawn down and guarantees the council has issued over third-party loans.

Table 5: Total investment exposure in £millions

Total investment exposure	31.03.2021 Actual	31.03.2022 Forecast	31.03.2023 Forecast
Treasury management investments	38.6	38.6	15.0
Service investments: Loans	61.2	71.7	66.4
Service investments: Shares	29.1	31.7	31.7
Commercial investments: Property	45.3	121.1	124.6
TOTAL INVESTMENTS	174.2	263.1	237.7
Commitments to lend	24.7	14.8	20.8
TOTAL EXPOSURE	198.9	277.9	258.5

How investments are funded

B8.3 Government guidance is that these indicators should include how investments are funded. The Council's investments are funded by usable reserves, income received in advance of expenditure and borrowing.

The peak identified exposure (£277.9m) in table 5 is within the authorised limit of £310m (see section A3.2) which the council deems to be manageable.

Rate of return received

B8.4 This indicator shows the investment income received less the associated costs, including the cost of borrowing where appropriate, as a proportion of the sum initially invested. Note that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred.

Table 6: Investment rate of return (net of all costs)

Investments net rate of return	2020/21 Actual	2021/22 Forecast	2022/23 Forecast
Treasury management investments	0.27%	0.08%	0.22%
Service investments: Loans	1.5% - 12%	1.5% - 12%	1.5% - 12%
Commercial investments: Property	Variable	Variable	Variable

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Cherwell District Council

Treasury Management Strategy Statement 2022-23

Introduction

Treasury management is the management of the council's cash flows, borrowing and investments, and the associated risks. The council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the council's prudent financial management.

Treasury risk management at the council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2017 Edition* (the CIPFA Code) which requires the council to approve a treasury management strategy before the start of each financial year. This report fulfils the council's legal obligation under the *Local Government Act 2003* to have regard to the CIPFA Code.

Investments held for service or commercial purposes are considered in the Investment Strategy. This strategy should also be read in conjunction with the Capital Strategy.

The latest economic background, credit outlook and interest rate forecast provided by Link is attached at the end of this report. For the purpose of setting the budget, it has been assumed that new treasury investments will be made at an average rate of 0.22%, and that new loans will be borrowed at an average rate of 0.45%.

Local Context

On 30 September 2021, the council held £167m of borrowing and £44.1m of investments. This is set out in further detail below:

	30.9.21 Actual Portfolio £m	30.9.21 Average Rate %
External borrowing:		
Public Works Loan Board	75.0	1.76%
Local authorities	92.0	0.51%
Total gross external debt	167.0	1.07%
Treasury Investments:		
Banks & building societies (unsecured)	0	0.01%
UK Government	4.0	-
Local Authorities	36.0	0.10%
Money Market Funds	4.1	0.01%
Total treasury investments	44.1	0.08%
Net debt	122.9	

Forecast changes in these sums are shown in the balance sheet analysis in the table below:

Balance sheet summary and forecast

	31.3.21 Actual £m	31.3.22 Estimate £m	31.3.23 Forecast £m	31.3.24 Forecast £m	31.3.25 Forecast £m
General Fund CFR	228.6	266.7	270.7	271.0	271.0
Less: External borrowing **	(184.0)	(174.0)	(112.0)	(100.0)	(100.0)
Internal/(over) borrowing	44.6	92.7	158.7	171.0	171.0
Less: Usable reserves	(52.9)	(40.0)	(40.0)	(40.0)	(40.0)
Less: Working capital	(30.3)	(30.0)	(30.0)	(30.0)	(30.0)
Investments/(New) borrowing required)	38.6	(22.7)	(88.7)	(101.0)	(101.0)

** shows only loans to which the council is currently committed. Therefore 'New Borrowing includes some refinancing of existing debt

The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The council's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing.

The council has an increasing CFR due to the capital programme, but minimal investments and may therefore be required to borrow up to a total of £201.0m over the forecast period (£100.0m plus £101.0m in 2024/25 from the table above).

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. The table above shows that the Council expects to comply with this recommendation.

Borrowing Strategy

The council currently (30/9/21) holds £167million of loans, a reduction of £17million on the previous year end, as part of its strategy for funding previous years' capital programmes. The balance sheet forecast in the table above shows that the Council expects to borrow up to a total of £200.7 million in 2022/23. The Council may also borrow additional sums to pre-fund future years' requirements, providing this does not exceed the authorised limit for borrowing of £310 million, which has been assessed and stated in the Capital Strategy.

Objectives: The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required.

Strategy: The Council's borrowing strategy is to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. A balance is therefore sought between short-term borrowing, using internal resources and securing affordable long-term borrowing to mitigate future interest rate risk.

By doing so, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal / short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. External advisors, Link, will assist the Council with this 'cost

of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2022/23 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

The Council has raised the majority of its long-term borrowing from the PWLB, which provides accessible and affordable borrowing options. The council may also look to borrow any long-term loans from other sources as set out below.

Alternatively, the Council may arrange forward starting loans during 2022/23, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.

In addition, the Council may borrow further short-term loans to cover unplanned cash flow shortages.

Sources of borrowing: The approved sources of long-term and short-term borrowing are:

- Public Works Loan Board (PWLB) and any successor body
- any institution approved for investments (see below)
- any other bank or building society authorised to operate in the UK
- any other UK public sector body e.g. other local authorities
- UK private and public sector pension funds (except Oxfordshire County Council Pension Fund)
- capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

Other sources of debt finance: In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- leasing
- hire purchase
- Private Finance Initiative
- sale and leaseback

Forecast of borrowing rates: It is expected that the Bank of England base rate will steadily increase from its current rates of 0.25% to 1.25% by March 2025. Therefore the "cost of carry"¹ associated with the long-term borrowing compared to temporary investment returns will be significantly reduced compared to previous years.

The main sources of borrowing for the Council are the PWLB and other UK local authorities. The borrowing rate from the PWLB is directly linked to UK Government Gilt yield. There are two rates offered by the PWLB which the Council has access to; the standard rate and the certainty rate, which are 100, and 80 basis points over gilts, respectively. The Council will maintain its eligibility for the certainty rate.

Our advisors, Link, have forecast PWLB Certainty rates over the medium term to be as follows:

¹ The difference between the interest payable on borrowing on debt and the interest receivable from investing surplus cash.

PWLB Certainty Rate forecast (%)

	Dec-21	Mar-22	Mar-23	Mar-24	Mar-25
5 yr PWLB	1.40	1.50	1.70	1.90	2.00
10 yr PWLB	1.60	1.70	1.90	2.10	2.30
25 yr PWLB	1.80	1.90	2.20	2.30	2.50
50 yr PWLB	1.50	1.70	2.00	2.10	2.30

Borrowing from Local Authorities comprises approximately 55% of our current loans and are readily available for short durations (1 month – 2 years) at lower rates than PWLB, although these do carry the risk of interest rate rises when refinancing.

For the purpose of setting the budget, it has been assumed that new loans will be borrowed at an average rate of 0.45%. The overall forecast loans rate for 2022/23 using existing long-term borrowing and new loans is 1.46%.

Investment Strategy

The Council currently (30/9/21) holds invested funds of £44.1m representing income received in advance of expenditure plus balances and reserves held. In the past 6 months (April – September 2021), the council's investment balance has ranged between £38.9 million and £57.9 million. Levels in the forthcoming year are expected to be generally lower, ranging between £10m and £25m, but may vary for short periods due to cashflow needs and borrowing opportunities.

Treasury management investments

	31.3.21 Actual £m	31.3.22 Estimate £m	31.3.23 Forecast £m	31.3.24 Forecast £m	31.3.25 Forecast £m
Short-term investments	38.6	40	15	15	15
Longer-term investments	0	0	0	0	0
TOTAL	38.6	40	15	15	15

Objectives: The CIPFA Code requires the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.

Negative interest rates: There is a chance that the Bank of England could set its official rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. This situation already exists in many other European countries. In this event, where possible the council would divest from any negative yielding instant access deposits and switch to a series of short term inter local authority deposits, whilst inter local authority returns remain above, or at zero.

Strategy: Given the increasing risk and low returns from short-term unsecured bank investments, the Council would aspire to diversify into more secure and/or higher yielding asset classes. However, given the low level of funds available for longer-term investment and the high liquidity requirements, the

Council's surplus cash is likely to remain invested in short-term bank deposits and call accounts, money market funds, and deposits with the UK Government and other local authorities.

Forecast of interest rates: Our advisors, Link are forecasting that the BoE Bank Rate will steadily increase from its current rates of 0.25% over the coming years. Gilt yields are expected to remain low in the medium-term and short-term yields are likely to remain below or at zero. Taking into account the advice from Link, market implications and the current economic outlook, it has been assumed that new treasury investments for 2022/23 will be made at an average rate of 0.22%,

Approved counterparties: The Council may invest its surplus funds with any of the counterparty types in the table below, subject to the cash limits (per counterparty) and the time limits shown.

Approved investment counterparties and limits

Credit rating	Banks unsecured	Banks secured	Government	Corporates	Registered Providers
UK Govt	n/a	n/a	£ Unlimited 50 years	n/a	n/a
AAA	£3m 5 years	£3m 20 years	£5m 50 years	£3m 20 years	£3m 20 years
AA+	£3m 5 years	£3m 10 years	£5m 25 years	£3m 10 years	£3m 10 years
AA	£3 m 4 years	£3m 5 years	£5m 15 years	£3m 5 years	£3m 10 years
AA-	£3m 3 years	£3m 4 years	£5m 10 years	£3m 4 years	£3m 10 years
A+	£3m 2 years	£3m 3 years	£5m 5 years	£3m 3 years	£3m 5 years
A	£3m 13 months	£3m 2 years	£5m 5 years	£3m 2 years	£3m 5 years
A-	£3m 6 months	£3m 13 months	£5m 5 years	£3m 13 months	£3m 5 years
None	None	None	£5m 2 years	None	None
Pooled funds		£5m per fund or trust			

This table must be read in conjunction with the notes below

Credit rating: Investment limits are set by reference to the lowest published long-term credit rating from a selection of external rating agencies. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Banks unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

Banks secured: Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a

credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

Government: Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

Corporates: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made following an external credit assessment.

Registered providers: Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing and registered social landlords, formerly known as housing associations. These bodies are tightly regulated by the Regulator of Social Housing (in England), the Scottish Housing Regulator, the Welsh Government and the Department for Communities (in Northern Ireland). As providers of public services, they retain the likelihood of receiving government support if needed.

Pooled funds: Shares or units in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term but are more volatile in the short term. These allow the council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the council's investment objectives will be monitored regularly.

Operational bank accounts: The Council may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £50,000 per bank wherever possible e.g. except for overnight balances where funds are received during the day and it is too late to transfer to another counterparty. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the council maintaining operational continuity.

Risk assessment and credit ratings: Credit ratings are obtained and monitored by the council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that

organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other information on the security of investments: The council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the council's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the council's cash balances, then the surplus will be deposited with the UK Government via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned but will protect the principal sum invested.

Investment limits: In order that the council's revenue reserves available to cover investment losses are not put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £5 million. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Investment limits

	Cash limit
Any single organisation, except the UK Central Government	£5m each
UK Central Government	Unlimited
Any group of organisations under the same ownership	£5m per group
Any group of pooled funds under the same management	£5m per manager
Negotiable instruments held in a broker's nominee account	£3m per broker
Foreign countries	£5m per country
Registered providers and registered social landlords	£10m in total
Unsecured investments with building societies	£10m in total
Loans to unrated corporates	£5m in total
Money market funds	£15m in total
Real estate investment trusts	£5m in total

Liquidity management: The council uses in-house cash flow forecasting software to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the council being forced to borrow on unfavourable terms to meet its financial

commitments. Limits on long-term investments are set by reference to the council's medium-term financial plan and cash flow forecast.

Governance

Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Director of Finance and staff, who must act in line with the treasury management strategy approved by Council. Reports on treasury management activity are presented to the Accounts, Audit & Risk Committee. The Accounts, Audit & Risk Committee is responsible for scrutinising treasury management decisions.

Treasury Management Indicators

The council measures and manages its exposures to treasury management risks using the following indicators.

Interest rate exposures: This indicator is set to control the council's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or a 0.75% fall in interest rates will be:

Interest rate risk indicator	Limit
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£800,000
Upper limit on one-year revenue impact of a 0.1% <u>fall</u> in interest rates	£600,000

As interest rates are at 0.1%, the impact of a potential fall has been capped at 0%

The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at current rates.

Maturity structure of borrowing: This indicator is set to control the council's exposure to refinancing risk. The upper and lower limits on the maturity structure of borrowing will be:

Refinancing rate risk indicator	Upper limit	Lower limit
Under 12 months	80%	10%
12 months and within 24 months	80%	0%
24 months and within 5 years	80%	0%
5 years and within 10 years	80%	0%
10 years and above	80%	0%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment. The upper and lower limits as shown above provide the scope to accommodate new loan(s) in the most appropriate maturity band at the time of borrowing

Principal sums invested for periods longer than a year: The purpose of this indicator is to control the council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

Price risk indicator	2022/23	2023/24	2024/25
Limit on principal invested beyond year end	£5m	£5m	£5m

Related Matters

The CIPFA Code requires the council to include the following in its treasury management strategy.

Financial Derivatives: Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

In line with the CIPFA Code, the Authority will seek external advice and will consider that advice before entering into financial derivatives to ensure that it fully understands the implications.

Markets in Financial Instruments Directive (MiFID II): The council has opted up to professional client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the council's treasury management activities, the Director of Finance believes this to be the most appropriate status.

Financial Implications

The budget for treasury investment income in 2022/23 is £46k, based on an average investment portfolio of £21 million at an average interest rate of 0.22%.

The budget for debt interest payable in 2022/23 is £2.241 million, based on an average debt portfolio of £153.5 million at an average interest rate of 1.46%.

If actual levels of investments and borrowing, or interest rates, differ from those forecast, performance against budget will be correspondingly different.

Economic Commentary and Interest Rate Forecast – Link Group (22/12/2021)**ECONOMIC BACKGROUND****COVID-19 vaccines.**

These were the game changer during 2021 which raised high hopes that life in the UK would be able to largely return to normal in the second half of the year. However, the bursting onto the scene of the Omicron mutation at the end of November, rendered the initial two doses of all vaccines largely ineffective in preventing infection. This has dashed such hopes and raises the spectre again that a fourth wave of the virus could overwhelm hospitals in early 2022. What we now know is that this mutation is very fast spreading with the potential for total case numbers to double every two to three

days, although it possibly may not cause so much severe illness as previous mutations. Rather than go for full lockdowns which heavily damage the economy, the government strategy this time is focusing on getting as many people as possible to have a third (booster) vaccination after three months from the previous last injection, as a booster has been shown to restore a high percentage of immunity to Omicron to those who have had two vaccinations. There is now a race on between how quickly boosters can be given to limit the spread of Omicron, and how quickly will hospitals fill up and potentially be unable to cope. In the meantime, workers have been requested to work from home and restrictions have been placed on large indoor gatherings and hospitality venues. With the household saving rate having been exceptionally high since the first lockdown in March 2020, there is plenty of pent-up demand and purchasing power stored up for services in sectors like restaurants, travel, tourism and hotels which had been hit hard during 2021, but could now be hit hard again by either, or both, of government restrictions and/or consumer reluctance to leave home. Growth will also be lower due to people being ill and not working, similar to the pingdemic in July. The economy, therefore, faces significant headwinds although some sectors have learned how to cope well with Covid. However, the biggest impact on growth would come from another lockdown if that happened. The big question still remains as to whether any further mutations of this virus could develop which render all current vaccines ineffective, as opposed to how quickly vaccines can be modified to deal with them and enhanced testing programmes be implemented to contain their spread until tweaked vaccines become widely available.

A SUMMARY OVERVIEW OF THE FUTURE PATH OF BANK RATE

- In December, the Bank of England became the first major western central bank to put interest rates up in this upswing in the current business cycle in western economies as recovery progresses from the Covid recession of 2020.
- The next increase in Bank Rate could be in February or May, dependent on how severe an impact there is from Omicron.
- If there are lockdowns in January, this could pose a barrier for the MPC to putting Bank Rate up again as early as 3rd February.
- With inflation expected to peak at around 6% in April, the MPC may want to be seen to be active in taking action to counter inflation on 5th May, the release date for its Quarterly Monetary Policy Report.
- The December 2021 MPC meeting was more concerned with combating inflation over the medium term than supporting economic growth in the short term.
- Bank Rate increases beyond May are difficult to forecast as inflation is likely to drop sharply in the second half of 2022.
- However, the MPC will want to normalise Bank Rate over the next three years so that it has its main monetary policy tool ready to use in time for the next down-turn; all rates under 2% are providing stimulus to economic growth.
- We have put year end 0.25% increases into Q1 of each financial year from 2023 to recognise this upward bias in Bank Rate - but the actual timing in each year is difficult to predict.
- Covid remains a major potential downside threat in all three years as we ARE likely to get further mutations.
- How quickly can science come up with a mutation proof vaccine, or other treatment, – and for them to be widely administered around the world?
- Purchases of gilts under QE ended in December. Note that when Bank Rate reaches 0.50%, the MPC has said it will start running down its stock of QE.

MPC MEETING 16^H DECEMBER 2021

- The Monetary Policy Committee (MPC) voted 8-1 to raise Bank Rate by 0.15% from 0.10% to 0.25% and unanimously decided to make no changes to its programme of quantitative easing purchases due to finish in December 2021 at a total of £895bn.

- The MPC disappointed financial markets by not raising Bank Rate at its November meeting. Until Omicron burst on the scene, most forecasters, therefore, viewed a Bank Rate increase as being near certain at this December meeting due to the way that inflationary pressures have been comprehensively building in both producer and consumer prices, and in wage rates. However, at the November meeting, the MPC decided it wanted to have assurance that the labour market would get over the end of the furlough scheme on 30th September without unemployment increasing sharply; their decision was, therefore, to wait until statistics were available to show how the economy had fared at this time.
- **On 10th December we learnt of the disappointing 0.1% m/m rise in GDP** in October which suggested that economic growth had already slowed to a crawl even before the Omicron variant was discovered in late November. Early evidence suggests growth in November might have been marginally better. Nonetheless, at such low rates of growth, the government's "Plan B" COVID-19 restrictions could cause the economy to contract in December.
- **On 14th December, the labour market statistics** for the three months to October and the single month of October were released. The fallout after the furlough scheme was smaller and shorter than the Bank of England had feared. The single-month data were more informative and showed that LFS employment fell by 240,000, unemployment increased by 75,000 and the unemployment rate rose from 3.9% in September to 4.2%. However, the weekly data suggested this didn't last long as unemployment was falling again by the end of October. What's more, the 49,700 fall in the claimant count and the 257,000 rise in the PAYE measure of company payrolls suggests that the labour market strengthened again in November. The other side of the coin was a further rise in the number of vacancies from 1.182m to a record 1.219m in the three months to November which suggests that the supply of labour is struggling to keep up with demand, although the single-month figure for November fell for the first time since February, from 1.307m to 1.227m.
- These figures by themselves, would probably have been enough to give the MPC the assurance that it could press ahead to raise Bank Rate at this December meeting. However, the advent of Omicron potentially threw a spanner into the works as it poses a major headwind to the economy which, of itself, will help to cool the economy. The financial markets, therefore, swung round to expecting no change in Bank Rate.
- **On 15th December we had the CPI inflation** figure for November which spiked up further from 4.2% to 5.1%, confirming again how inflationary pressures have been building sharply. However, Omicron also caused a sharp fall in world oil and other commodity prices; (gas and electricity inflation has generally accounted on average for about 60% of the increase in inflation in advanced western economies).
- **Other elements of inflation are also transitory** e.g., prices of goods being forced up by supply shortages, and shortages of shipping containers due to ports being clogged have caused huge increases in shipping costs. But these issues are likely to clear during 2022, and then prices will subside back to more normal levels. Gas prices and electricity prices will also fall back once winter is passed and demand for these falls away.
- Although it is possible that the Government could step in with some **fiscal support for the economy**, the huge cost of such support to date is likely to pose a barrier to incurring further major economy wide expenditure unless it is very limited and targeted on narrow sectors like hospitality, (as announced just before Christmas). The Government may well, therefore,

effectively leave it to the MPC, and to monetary policy, to support economic growth – but at a time when the threat posed by rising inflation is near to peaking!

- This is the adverse set of factors against which the MPC had to decide on Bank Rate. For the second month in a row, the MPC blind-sided financial markets, this time with a **surprise increase in Bank Rate from 0.10% to 0.25%**. What's more, the hawkish tone of comments indicated that the MPC is now concerned that inflationary pressures are indeed building and need concerted action by the MPC to counter. This indicates that there will be more increases to come with financial markets predicting 1% by the end of 2022. The 8-1 vote to raise the rate shows that there is firm agreement that inflation now poses a threat, especially after the CPI figure hit a 10-year high this week. The MPC commented that “there has been significant upside news” and that “there were some signs of greater persistence in domestic costs and price pressures”.
- On the other hand, it did also comment that “**the Omicron variant is likely to weigh on near-term activity**”. But it stressed that at the November meeting it had said it would raise rates if the economy evolved as it expected and that now “these conditions had been met”. It also appeared more worried about the possible boost to inflation from Omicron itself. It said that “the current position of the global and UK economies was materially different compared with prior to the onset of the pandemic, including elevated levels of consumer price inflation”. It also noted the possibility that renewed social distancing would boost demand for goods again, (as demand for services would fall), meaning “global price pressures might persist for longer”. (Recent news is that the largest port in the world in China has come down with an Omicron outbreak which is not only affecting the port but also factories in the region.)
- On top of that, there were no references this month to inflation being expected to be below the **2% target in two years' time**, which at November's meeting the MPC referenced to suggest the markets had gone too far in expecting interest rates to rise to over 1.00% by the end of the year.
- These comments indicate that there has been a material reappraisal by the MPC of the inflationary pressures since their last meeting and the Bank also increased its forecast for inflation to peak at 6% next April, rather than at 5% as of a month ago. However, as the Bank retained its guidance that only a “**modest tightening**” in policy will be required, it cannot be thinking that it will need to increase interest rates that much more. A typical policy tightening cycle has usually involved rates rising by 0.25% four times in a year. “Modest” seems slower than that. As such, the Bank could be thinking about raising interest rates two or three times next year to 0.75% or 1.00%.
- In as much as a considerable part of the inflationary pressures at the current time are indeed **transitory**, and will naturally subside, and since economic growth is likely to be weak over the next few months, this would appear to indicate that this tightening cycle is likely to be comparatively short.
- As for the timing of the next increase in Bank Rate, the MPC dropped the comment from November's statement that Bank Rate would be raised “in the coming months”. That may imply another rise is unlikely at the next meeting in February and that May is more likely. However, much could depend on how adversely, or not, the economy is affected by Omicron in the run up to the next meeting on 3rd February. Once 0.50% is reached, the Bank would act to start shrinking its stock of QE, (gilts purchased by the Bank would not be replaced when they mature).

- **The MPC's forward guidance on its intended monetary policy** on raising Bank Rate versus selling (quantitative easing) holdings of bonds is as follows: -
 - Raising Bank Rate as “the active instrument in most circumstances”.
 - Raising Bank Rate to 0.50% before starting on reducing its holdings.
 - Once Bank Rate is at 0.50% it would stop reinvesting maturing gilts.
 - Once Bank Rate had risen to at least 1%, it would start selling its holdings.

- **US.** Shortages of goods and intermediate goods like semi-conductors, have been fuelling increases in prices and reducing economic growth potential. In November, **CPI inflation hit a near 40-year record level of 6.8%** but with energy prices then falling sharply, this is probably the peak. The biggest problem for the Fed is the mounting evidence of a strong pick-up in cyclical price pressures e.g., in rent which has hit a decades high.
- **Shortages of labour** have also been driving up wage rates sharply; this also poses a considerable threat to feeding back into producer prices and then into consumer prices inflation. It now also appears that there has been a sustained drop in the labour force which suggests the pandemic has had a longer-term scarring effect in reducing potential GDP. Economic growth may therefore be reduced to between 2 and 3% in 2022 and 2023 while core inflation is likely to remain elevated at around 3% in both years instead of declining back to the Fed's 2% central target.
- Inflation hitting 6.8% and the feed through into second round effects, meant that it was near certain that the **Fed's meeting of 15th December** would take aggressive action against inflation. Accordingly, the rate of tapering of monthly \$120bn QE purchases announced at its November 3rd meeting, was doubled so that all purchases would now finish in February 2022. In addition, Fed officials had started discussions on running down the stock of QE held by the Fed. Fed officials also expected three rate rises in 2022 of 0.25% from near zero currently, followed by three in 2023 and two in 2024, taking rates back above 2% to a neutral level for monetary policy. The first increase could come as soon as March 2022 as the chairman of the Fed stated his view that the economy had made rapid progress to achieving the other goal of the Fed – “maximum employment”. The Fed forecast that inflation would fall from an average of 5.3% in 2021 to 2.6% in 2023, still above its target of 2% and both figures significantly up from previous forecasts. What was also significant was that this month the Fed dropped its description of the current level of inflation as being “transitory” and instead referred to “elevated levels” of inflation: the statement also dropped most of the language around the flexible average inflation target, with inflation now described as having exceeded 2 percent “for some time”. It did not see Omicron as being a major impediment to the need to take action now to curtail the level of inflationary pressures that have built up, although Fed officials did note that it has the potential to exacerbate supply chain problems and add to price pressures. *See also comments in paragraph 3.3 under PWLB rates and gilt yields.*

- **EU.** The slow roll out of vaccines initially delayed **economic recovery** in early 2021 but the vaccination rate then picked up sharply. After a contraction of -0.3% in Q1, Q2 came in with strong growth of 2%. With Q3 at 2.2%, the EU recovery was then within 0.5% of its pre Covid size. However, the arrival of Omicron is now a major headwind to growth in quarter 4 and the expected downturn into weak growth could well turn negative, with the outlook for the first two months of 2022 expected to continue to be very weak.
- **November's inflation figures** breakdown shows that the increase in price pressures is not just due to high energy costs and global demand-supply imbalances for durable goods as services inflation also rose. Headline inflation reached 4.9% in November, with over half of that due to energy. However, oil and gas prices are expected to fall after the winter and so energy inflation is expected to plummet in 2022. Core goods inflation rose to 2.4% in November, its second highest ever level, and is likely to remain high for some time as it will take a long time for the inflationary impact of global imbalances in the demand and supply of durable goods to disappear. Price pressures also increased in the services sector, but wage growth remains subdued and there are no signs of a trend of faster wage growth which might lead to *persistently* higher services inflation - which would get the ECB concerned. The upshot is that the euro-zone is set for a prolonged period of inflation being above the ECB's target of 2% and it is likely to average 3% in 2022, in line with the ECB's latest projection.

- **ECB tapering.** The ECB has joined with the Fed by also announcing at its meeting on 16th December that it will be reducing its QE purchases - by half from October 2022, i.e., it will still be providing significant stimulus via QE purchases for over half of next year. However, as inflation will fall back sharply during 2022, it is likely that it will leave its central rate below zero, (currently -0.50%), over the next two years. The main struggle that the ECB has had in recent years is that inflation has been doggedly anaemic in sticking below the ECB's target rate despite all its major programmes of monetary easing by cutting rates into negative territory and providing QE support.
 - The ECB will now also need to consider the impact of **Omicron** on the economy, and it stated at its December meeting that it is prepared to provide further QE support if the pandemic causes bond yield spreads of peripheral countries, (compared to the yields of northern EU countries), to rise. However, that is the only reason it will support peripheral yields, so this support is limited in its scope.
 - The EU has entered into a **period of political uncertainty** where a new German government formed of a coalition of three parties with Olaf Scholz replacing Angela Merkel as Chancellor in December 2021, will need to find its feet both within the EU and in the three parties successfully working together. In France there is a presidential election coming up in April 2022 followed by the legislative election in June. In addition, Italy needs to elect a new president in January with Prime Minister Draghi being a favourite due to having suitable gravitas for this post. However, if he switched office, there is a significant risk that the current government coalition could collapse. That could then cause differentials between Italian and German bonds to widen when 2022 will also see a gradual running down of ECB support for the bonds of weaker countries within the EU. These political uncertainties could have repercussions on economies and on Brexit issues.
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- **CHINA.** After a concerted effort to get on top of the virus outbreak in Q1 2020, economic recovery was strong in the rest of **2020**; this enabled China to recover all the initial contraction. During 2020, policy makers both quashed the virus and implemented a programme of monetary and fiscal support that was particularly effective at stimulating short-term growth. At the same time, China's economy benefited from the shift towards online spending by consumers in developed markets. These factors helped to explain its comparative outperformance compared to western economies during 2020 and earlier in 2021.
 - However, the pace of economic growth has now fallen back in **2021** after this initial surge of recovery from the pandemic and looks likely to be particularly weak in 2022. China has been struggling to contain the spread of the Delta variant through using sharp local lockdowns - which depress economic growth. Chinese consumers are also being very wary about leaving home and so spending money on services. However, with Omicron having now spread to China, and being much more easily transmissible, this strategy of sharp local lockdowns to stop the virus may not prove so successful in future. In addition, the current pace of providing boosters at 100 billion per month will leave much of the 1.4 billion population exposed to Omicron, and any further mutations, for a considerable time. The **People's Bank of China** made a start in December 2021 on cutting its key interest rate marginally so as to stimulate economic growth. However, after credit has already expanded by around 25% in just the last two years, it will probably leave the heavy lifting in supporting growth to fiscal stimulus by central and local government.
 - Supply shortages, especially of coal for power generation, were causing widespread power cuts to industry during the second half of 2021 and so a sharp disruptive impact on some sectors of the economy. In addition, recent regulatory actions motivated by a political agenda to channel activities into officially approved directions, are also likely to reduce the dynamism and long-term growth of the Chinese economy.
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- **JAPAN.** 2021 has been a patchy year in combating Covid. However, recent business surveys indicate that the economy has been rebounding rapidly in 2021 once the bulk of the population had been double vaccinated and new virus cases had plunged. However, Omicron could reverse this initial success in combating Covid.
 - The Bank of Japan is continuing its **very loose monetary policy** but with little prospect of getting inflation back above 1% towards its target of 2%, any time soon: indeed, inflation was actually negative in July. New Prime Minister Kishida, having won the November general election, brought in a supplementary budget to boost growth, but it is unlikely to have a major effect.

- **WORLD GROWTH.** World growth was in recession in 2020 but recovered during 2021 until starting to lose momentum in the second half of the year, though overall growth for the year is expected to be about 6% and to be around 4-5% in 2022. Inflation has been rising due to increases in gas and electricity prices, shipping costs and supply shortages, although these should subside during 2022. While headline inflation will fall sharply, core inflation will probably not fall as quickly as central bankers would hope. It is likely that we are heading into a period where there will be a **reversal of world globalisation** and a decoupling of western countries from dependence on China to supply products, and vice versa. This is likely to reduce world growth rates from those in prior decades.
- **SUPPLY SHORTAGES.** The pandemic and extreme weather events, followed by a major surge in demand after lockdowns ended, have been highly disruptive of extended worldwide supply chains. Major queues of ships unable to unload their goods at ports in New York, California and China built up rapidly during quarters 2 and 3 of 2021 but then halved during quarter 4. Such issues have led to a misdistribution of shipping containers around the world and have contributed to a huge increase in the cost of shipping. Combined with a shortage of semi-conductors, these issues have had a disruptive impact on production in many countries. The latest additional disruption has been a shortage of coal in China leading to power cuts focused primarily on producers (rather than consumers), i.e., this will further aggravate shortages in meeting demand for goods. Many western countries are also hitting up against a difficulty in filling job vacancies. It is expected that these issues will be gradually sorted out, but they are currently contributing to a spike upwards in inflation and shortages of materials and goods available to purchase.

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Appendix 20

Cherwell District Council

Executive

7 February 2022

CDC Property Investment Strategy

Report of Assistant Director Property Investment and Contract Management

Purpose of report

To establish a new Property Investment Strategy for the Council in line with the current economic climate and seek Members' approval on the proposed strategy before adoption. The Property Investment Strategy forms part of the Council's overarching Capital and Investment Strategy and therefore this document is intended to supplement that 'master document'.

1.0 Recommendations

The Executive are asked:

- 1.1 To approve the high-level strategic approach which sets out a framework and the criteria against which any expansion or substantial capital investment in CDC's property portfolio will be assessed.

2.0 Introduction

- 2.1 This strategy document in line with the CDC Property Management Strategy sets out the investments the Council holds and the underlying principles supporting those investments and the decision-making process for investing in property to enhance the Council's financial resilience and safeguard services. It places the Council's investments into the context of its overall financial position, outlines the contributions that the different investments will make to service delivery and gives an indication of the performance of those investments.

This report sets out Cherwell District Council (CDC) property acquisition investment objectives for the year 2022/23. It also sets out the criteria that will be applied prior to either recommending an investment purchase or recommending substantial investment in an existing asset to the Investment Committee.

The report draws a distinction between:

- Investment Property where the principal advantage of ownership is the rental return a property generates
- Regeneration Property where the principle objective of investment is to catalyse the regeneration of an area or halt further decline and
- Operational Property where the rationale for ownership / capital investment is CDC's own occupation to facilitate the more effective delivery of council services.

The report will outline in overview the governance structures that will set the framework for decision making (although each investment is assessed on its merits) and also some high-level background on the current investment climate.

It is intended that the investment strategy is reviewed annually. For the year 2022/23 there will be a presumption against the acquisition of additional Investment Properties and likewise for Operational Properties save where without the newly acquired asset CDC will be unable to deliver core council services within a three-year timeframe. An example of this would be the acquisition of an alternative depot facility in Bicester to replace Highfield Depot. However, there is no funding allocated neither in the capital budget, nor in the revenue budget for borrowing costs in 2022/23 for such acquisition.

The embedded strategy within the plan is a Plan-Do-Review approach via annual reviews and analysis of the portfolio performance to generate revised Action Plans, Risk Management Strategies and Performance Targets.

3.0 Report Details

3.1 Overview of Investments

The Council holds a number of different income-generating investments which can be classified into three main categories:

- Investments held for treasury management purposes (e.g. investment in short-term bank deposits and call accounts, money market funds, and deposits with the UK Government and other Local Authorities)
- Loans to subsidiaries such as Graven Hill Village Development Company Ltd
- Alternative investments: tangible assets such as real estate or asset backed loans.

This document is exclusively focusing on the Council's Alternative / Real Estate investments.

3.2 Alternative Investments

All commercial property investments the Council holds and makes are categorised as Alternative Investments.

The Council has a portfolio of investment properties. These are properties which are held principally for the rental income they generate. They are not intended to be used to deliver services although at times they are occupied by Council Departments, such as Environmental Services at Thorpe Place, an investment property located close to CDC's Banbury Depot or the Customer Services' Link Point in Franklins House in

Bicester. The income they generate helps fund the Council's service delivery objectives and its Corporate Priorities. The properties in the portfolio can be split into two groups, those that have been

- owned by the Council for many years e.g. district centres; or
- purchased more recently by the Council as part of its continued investment programme and with regeneration objectives e.g. Tramway Industrial Estate, Castle Quay Shopping Centre and Castle Quay Waterside

3.3 Contribution to Service Delivery Objectives

All investments the Council holds should contribute in some way to the Council's service delivery objectives and help to achieve the Council's corporate objectives and priorities as defined in its Corporate Plan.

The contribution of the Council's investments to these objectives will not always be immediately evident but the income they generate supports services across the Council. Whilst it is not possible to draw a straight line from commercial rental income to the Council's service outcomes it is clear that their contribution each year towards the Council budget (£5.3m in pre-Covid period) is substantial.

Nor is the contribution of commercial property investment always purely financial. Whilst property returns can generally be described in terms of yield and profit this does not always tell the whole story and targeted investment can support the following Council objectives.

- Thriving local economy

Targeted investment can support the Council's economic development ambitions such as supporting the districts town centres, local businesses and jobs. An example of this is CDC's investment in Castle Quay Shopping Centre.

- Economic benefit or business rate growth

The investment has assisted in creating new opportunities for local businesses or has increased the Council's business rates base. These investments will generally be linked to projects or developments promoted by the Local Plan, such as Castle Quay Waterfront, or historically Pioneer Square and Franklin's House in Bicester. However, the benefit of business rates growth would only be retained for a time limited period.

- Respond to local market failure

There may be instances where the Council needs to step in and invest in a development or other entity within the District where, without Council support, the impact on the local economy would be detrimental. Examples of this include our ongoing capital investment in community assets such as Community Halls or more entrepreneurially, the provision of 52 apartments for rent in Crown House, Banbury.

- Regeneration

The investment will help (or has helped) to drive regeneration. There will generally be a link to the Local Plan when this type of investment occurs. E.g.: Tramway Industrial Estate, Castle Quay Waterfront, or indirect investments such as Crown House or Graven Hill (loans to subsidiaries).

- Better Use of Assets

The Council own land and buildings with embedded (re)development potential and these which include car parks, retained land and council occupied assets have historically been under-appreciated. Value can be realised either through a sale of these assets or it can be maximised by direct development and we have this expertise and can build upon it (Castle Quay Waterfront, Crown House, Build!, Bicester Eco Centre).

It is possible for individual investments to meet more than one objective.

However, whilst the Council would like to invest in all of these categories to drive better outcomes for the residents of Cherwell, in practice suitable opportunities are few and far between. With the probable exception of using Council assets for principally residential development investment in regeneration projects or addressing market failure is risky and carries with it an inherent risk of capital loss.

3.4 Investment philosophy

The Property Team have established a set of criteria which are designed to allow the Council to systematically assess risk and consider the likely future performance of the Council's investments. These are summarised in Appendix 1.

Security of capital is the underlying objective of all financial investments made by the Council. This means that the safety of the Council's money is the main criteria considered when deciding whether to make an investment.

The yield (or return on investment) is only considered once the appropriate level of security of capital has been determined and satisfactorily met by the proposed investment. However, it is possible for the relative balance between these principles to differ depending on the nature and objectives of the individual investment being made, particularly where regeneration or social factors are prominent drivers of a particular project. It is imperative that the downside financial risks of any such project are appreciated and balanced against the targeted regeneration or social upsides. This balancing of financial risk and non-financial reward is not an exercise that the Property team can undertake in isolation. Quantifying the value of environmental and social good outcomes, possibly at the prejudice of income security / risk and returns, is an exercise that the Property Team can only undertake by working closely with other service teams.

3.5 Market Outlook

The impact the Covid crisis is having on the UK economy is significant and there is little to be gained from rehearsing its evolving consequences in this report. We are however clearly living through a period of tremendous social and economic turbulence and whilst attempts to quantify Covid-19's long term effects remain uncertain; few would argue that national prosperity and confidence have been severely damaged.

With the exception of one or two important sub-sectors (distribution, for example) this has translated in property terms into declining capital values, a drop in transaction volumes and a fall in both occupier and investor confidence.

3.6 Public Works Loan Board (PWLB) limitations

PWLB is the principle source of borrowing for local authorities but there have been increasing calls from CIPFA and other industry leaders for central government to address what has been seen by many as local authorities taking on disproportionate levels of debt in order to buy investment properties.

Following extensive consultation with local government HM Treasury has issued a summary document titled 'Public Works Loan Board: Future lending terms', whose recommendations became effective 26 November 2020. In the context of this report to CEDR its two key impacts are:

1. Interest rates

Interest rates on PWLB lending will be decreased by 100 basis points (bps) (1%). This is essentially a reversal of the 100 bps increase in rates announced in October 2019 and, for example, 40-year annuity rates are at the time of writing this report set at 1.92%. CDC is a qualifying authority which means that this rate can be reduced by 20 basis points (0.2%) if certain reporting requirements are met.

2. Ban on cash-flow acquisition

On all new lending the PWLB will ask a local authority's finance director to confirm that there is no intention to buy investment assets primarily for yield at any point in the next three years. This in effect prevents local authorities accessing PWLB funds for any purpose if it is their intention to acquire properties purely to generate income, either with or without debt.

As short extract from the guidance is pasted below:

1.10 The main features of the new lending terms are:

- a) As a condition of accessing the PWLB, LAs will be asked to submit a high-level description of their capital spending and financing plans for the following three years, including their expected use of the PWLB. In order to minimise the administrative burden for LAs, this process is closely modelled on the existing application process that most large LAs follow to access the Certainty Rate (a discounted rate offered by the PWLB).
- b) As part of this, the PWLB will ask the finance director of the LA to confirm that there is no intention to buy investment assets primarily for yield at any point in the next three years. This assessment is based on the finance director's professional interpretation of guidance issued alongside these lending terms.
- c) It isn't possible to reliably link particular loans to specific spending, so this restriction applies on a 'whole plan' basis – meaning that the PWLB will not lend to an LA that plans to buy investment assets primarily for yield anywhere in their capital plans, regardless of whether the transaction would notionally be financed from a source other than the PWLB.

In simple terms the application of these provisions in a CDC context is to make borrowing costs to finance the purchase of operational property (and probably to fund regeneration projects) more competitive, whilst simultaneously making the use of PWLB funds to acquire conventional commercial property investments virtually impossible.

As a public body CDC's finances are a matter of public record and it is clear that if CDC in the future wish to access PWLB funds as part of its day to day operation, the purchase of income producing assets is effectively no longer currently possible.

However, subject to the principles of prudential borrowing and Minimum Revenue Provision applying, borrowing to acquire property for operational or regeneration reasons remains an option.

3.7 Governance

The Investment Advisory Board, a non-decision-making Working Group, was created in part to facilitate the further growth of the investment portfolio. The Board and its role are noted in the constitution of the council and its powers and constitution is outlined in Appendix 2.

3.8 Strategic approach

The Property Investment Strategy aims to provide a clear set of objectives and a framework, compliant with HM Treasury and CIPFA guidance and legislation, by which new projects are evaluated. In doing so it will deliver the Council Objectives/Corporate Priorities with a focus on commercialism – projects that generate a revenue surplus – but which also deliver wider economic or service objectives e.g. regeneration / job growth.

3.9 Real Estate Investment and Disinvestment

3.9.1 Investment

In a commercial property investment market currently characterised by falling capital values and Covid uncertainty local authorities will have a general presumption against making new investments. This decision is reinforced by what is in effect a moratorium on investing in lower risk assets which is a consequence of the new PWLB lending regime.

Therefore, the focus will instead be on maximising the embedded development potential of the Council's existing portfolio and for the 2022/23 financial year this will principally be on its retained land assets where residential value can be released. This approach is explored in the Strategic Property and Asset Management Plan where the land portfolio is examined on a site by site basis.

3.9.2 Disinvestment

The ongoing suitability of CDC's operational properties for continued occupation is under constant review and this too has been discussed in the Strategic Property and Asset Management Plan. Given the current market uncertainty it is not envisaged that the Council would divest in any of its current property assets.

4.0 Conclusion and Reasons for Recommendations

Subject to the above the following principles will underpin the CDC Property Investment Strategy:

- There should be a general presumption against investing purely for yield in the year 2022/23 as the property market and the economy is too volatile to confidently predict the direction of capital values. Furthermore, these types of investments would limit the Council's ability to borrow from the PWLB.
- Wherever possible investment for regeneration or social good should be directed to land and buildings currently owned by the Council. This will optimise profits and reduce capital risk.
- Investments that relate to regeneration should be pursued only when through vigorous stress testing the risk of capital loss is judged to be extremely low, and the social benefits are tangible.
- All acquisitions that have planning risk will only be acquired on a subject to planning basis.
- Whilst there should be a general presumption against the disposal of income producing assets in line with the Strategic Property and Asset Management Plan this presumption will be reviewed on an asset by asset basis at the start of each quarter. This reflects the uncertainty of the occupational property market due to Covid and at present the retail and leisure focused investments are thought to be particularly vulnerable to further movement which may precipitate a review of this presumption.

Next Steps

- Members' comments to be incorporated into final strategy
- Strategy to be presented to Full Council on 28 February 2022.

5.0 Consultation

Marketing agencies and Investment Consultants: The Property Team are in regular contact with commercial investment and letting agents in order to have the most up-to-date market intel. Retaining agents, planning consultants and on occasion architects is however recognised as essential to refining and implementing the recommendations made herein and securing their input will follow usual procurement rules.

6.0 Alternative Options and Reasons for Rejection

The sale of the investment portfolio as a whole has been considered but rejected because the portfolio currently produces income which supports the provision of

statutory council services and any money raised through a programme of disposals could not be reinvested to generate a higher return.

7.0 Implications

7.1 Financial and Resource Implications – Mandatory paragraph

CDC must have regard to its legal duty under the Local Government Act 1999 and guidance thereunder to secure best value when reviewing service provision, requiring the council to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. Officers must also follow both internal procurement policies and external procurement law and practice in pursuit of the recommendations set out in this report.

Comments checked by:

Steve Jorden, Corporate Director of Property Investments,
steve.jorden@oxfordshire.gov.uk

The service has confirmed that there is no extra budget required for the preparation of this strategic review. It should also be considered that low yielding assets could be sold and capital receipts to be used to reduce the Council's overall levels of debt, thus reducing MRP and interest costs and generate a financial benefit to the Council.

It is important to note paragraph 3.6 and the PWLB's expectation that any borrowing taken out will not be used for investment in assets primarily for yield.

Comments checked by:

Michael Furness, Assistant Director Finance, 01295 227943,
michael.furness@cherwell-dc.gov.uk

7.2 Legal Implications – Mandatory paragraph

In addition to endorsing the Financial and Resource Implications, officers will also need to be mindful of the council's duty, when purchasing or disposing of any property assets, to secure the best value reasonably obtainable pursuant to s122 and s123 of the Local Government Act 1972 and government guidance issued in relation thereto.

Comments checked by:

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

7.3 Risk Implications - Mandatory paragraph

The risks identified throughout the implementation of the proposed strategy will be managed as part of the Place Programme Board risk register and escalated to the Leadership risk register as and when necessary.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes, 01295 221786,
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8.0 Decision Information

Key Decision

Financial Threshold Met: N/A
Community Impact Threshold Met: N/A
Wards Affected: Cherwell District
Links to Corporate Plan and Policy Framework: Efficiencies
Lead Councillor: Cllr Lynn Pratt, Portfolio Holder for Property

Document Information

Appendix number and title:

Appendix 1 – Investment Decision Factors

Appendix 2 – The Investment advisory Board and Governance

Background papers: none

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APPENDIX 1 – Investment Decision Factors

- Compatibility and ability to balance the existing portfolio

Compared with cash investments, property is relatively difficult to sell and convert to cash at short notice and market conditions can impact on how long a sale can take. In order to mitigate against this, the diversity of the portfolio will be maintained to ensure that if there is a need to sell an asset to release cash, the Council can take advantage of the different market conditions for the different sectors.

Generally new investments will add diversity and balance to the existing portfolio as well as providing yield.

- Market value

External advice is sought to gain assurance over the market value of a potential purchase to ensure that the price sought by the vendor is not inflated. The advice will include an analysis of current value, lettability in the event of tenant failure and what possible alternative uses are available for the property or site if the current tenant vacates. This enables the Council to take a view on future values in the event of a change in circumstances.

External advice will usually take the form of a Purchase Report from a retained agent and a third party wholly independent valuation.

- Credit rating of the tenant

The strength of the existing tenant(s) within a proposed acquisition is assessed. A strong tenant is important as there is less chance of them defaulting on lease payments and thereby putting the Council's income stream at risk. Credit reference agencies along with Companies House searches are used to carry out this area of due diligence.

- Length and terms of the lease

In order to minimise the risk of rental values going down following the renewal of a lease, the Council will prefer to invest in properties which have long term leases in place and strong tenants. The Council also ensures that leases place the onus for insurance, repairs and maintenance on the tenant so that the Council does not incur any additional or unforeseen costs.

The reality is that these characteristics will not be available in assets bought for regeneration purposes and that lease length can be less important in multi-let assets and in asset classes where vacancy rates are low.

- Location

The Council's present and future commercial investments will all be within the District. When future investments are evaluated social good and regeneration potential will always be considered.

- **Diversity of the commercial property portfolio**
To minimise the risk of changes in the performance of particular sectors of the commercial property market (i.e. the retail, office and industrial sectors) impacting on the Council's income, investment decisions are taken in the context of the existing nature of the portfolio and whether or not the property to be acquired complements the existing mix of portfolios. The Council will seek to maximise the diversity of its overall portfolio and not concentrate new investments in any one sector or area.
- **Yield**
The Council will consider the return it will get on its investment (the yield). The Council has a minimum yield expectation that covers the costs of borrowing and will only invest in a property below this level if it fulfils other strategic interests. The yield calculation takes into account any costs incurred if the investment is to be funded by borrowing.
- **Investment cover ratio**
This ratio compares the total net income from property investments to any interest costs associated with borrowing to make those investments. This demonstrates the Council's ability to meet borrowing costs. The Council's assets are unencumbered but adopting a notional level of gearing can a useful indicator of the robustness of an investment.
- **Loan to value ratio**
This is the amount of debt the Council currently has compared to the total asset value. In this instance, the asset value is the total value of the Council's commercial property portfolio. This illustrates whether or not the Council has assets of sufficient value to repay debt if required. Again, the Council's assets are unencumbered but adopting a notional level of gearing can a useful indicator of the robustness of an investment.
- **Target income returns**
This is net revenue income from commercial properties compared to the value of the property or stapled to its price on acquisition when it is known as the running yield. The target will be set by the Investment Advisory Board.
- **Gross and net operating income (NOI)**
The income received from the Council's investment portfolio at a gross level and a net level (after the deduction of costs) over time.
- **Operating costs**
This is the trend in operating costs of the property portfolio over time. It gives an overview of the impact of commercial property investments on the costs of running the portfolio.
- **Property vacancy levels**
The lower the level of vacant properties (voids) the better the property portfolio is being managed to ensure that rental income is maximised as much as possible.

APPENDIX 2 – The Investment Advisory Board and Governance

The Investment Advisory Board is made up of:

Investment Advisory Board	
Members	Officers
<ul style="list-style-type: none"> • Leader of the Council • Portfolio Holder for Finance • Portfolio Holder for Property, Economic Development, Regeneration • Chair of the Audit Committee • Leader of the Opposition 	<ul style="list-style-type: none"> • Chief Executive (CEX) • Director of Finance (S151) • Corporate Director of Assets and Investments (CDAI) • Assistant Director Property Investment and Contract Management (AD PICM) • Investment Consultant • Director of Law and Governance (Monitoring Officer)

The primary purposes of the Investment Advisory Board are twofold:

- To consider recommendations from officers regarding the potential purchase of a property asset, prior to submission of a bid. The Investment Advisory Board review the officers' investment valuation, sanction expenditure on further due diligence and ultimately whether to submit a bid or not, and at what value.
- To consider the results of pre-acquisition due diligence following acceptance of an offer from CDC to purchase an asset, and ultimately to consider whether to endorse the purchase and proceed to exchange of contracts.

The Investment Advisory Board is authorised to sanction all offers. All recommendations relating to offers to purchase are reported to the next available meeting of the Council and their consent is required prior to any exchange of contracts.

Given the short notice that could often be inevitable in convening meetings of the Investment Advisory Board, all members would be able to nominate substitutes if they are unable to attend, or meetings could be held on a 'virtual' basis. For similar reasons, a quorum is not recommended, (particularly as the Investment Advisory Board is not decision making), although a meeting should include:

- at least two of the Officers: CEX, S151, MO, CDAI and AD PICM.
- at least two of the Members: Leader of the Council, Portfolio Holder for Finance, Portfolio Holder for Property, Economic Development

Other directors and assistant directors will be invited to participate when they have distinct operational needs that can only be addressed through the acquisition of additional premises.

As well as considering investment recommendations the Investment Advisory Board responsibilities also include:

1. Setting the threshold target return that investment properties should reach before they can be considered for investment.

2. Setting target volume of investments, expressed in capital and income terms, and subject to an investment timeline.

For the avoidance of doubt CDC Property are well placed to identify, evaluate and rank assets that might meet the two criteria identified above, but the criteria themselves are not necessarily property dependent; they will be a function, inter alia, of the Council's need for income, appetite for risk, quantum of reserves, Minimum Revenue Provision and capacity to take on additional debt, and the interplay of property with other treasury investments.

3. Managing the progress of an investment decision through the governance process including interaction with the wider Council.
4. The extent of interaction and co-investment between CDC and OCC.
5. The extent to which regeneration and the climate crisis, for example, should play a part in investment decisions.
6. The use of external suppliers, particularly lawyers and external valuers.
7. Retaining agents on acquisition and how this might impact on procurement protocols.
8. Geographic investment boundaries i.e. is there an area of economic influence that extends beyond the council's boundaries?
9. Preferred sectors and investment characteristics (lease length, covenant strength etc vs lettability).
10. Cashflow horizons.

Cherwell District Council

Council

28 February 2022

Calculating the amounts of Council Tax for 2022/23 and setting the Council Tax for 2022/23

Report of Assistant Director of Finance & Section 151 Officer

This report is public

Purpose of report

To detail the Calculations for the amounts of Council Tax for 2022/23 and the setting of Council Tax for 2022/23.

1.0 Recommendations

It is recommended that the Council resolves: -

- (1) To note that the Council Tax Base 2022/23 was determined at the Executive meeting held on 10 January 2022:
 - a) for the whole Council area as 56,801.60 [item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended by sections 72 to 79 of the Localism Act 2011 (“the 1992 Act”)]; and
 - b) For dwellings in those parts of its area to which a Parish Precept relates as in the attached Appendix 1.
- (2) That the Council Tax requirement for the Council’s own purposes for 2022/23 (excluding Parish Precepts and Special Expenses) is £8,151,030.
- (3) That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the 1992 Act:
 - a) £116,132,464 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the 1992 Act, taking into account all precepts issued to it by Parish Councils and any additional special expenses.
 - b) £102,218,905 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the 1992 Act.

- c) £13,913,559 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the 1992 Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the 1992 Act).
- d) £244.95 being the amount at 3(c) above (Item R), all divided by Item T (6(a) above), calculated by the Council, in accordance with Section 31B of the 1992 Act, as the basic amount of its Council Tax for the year (including Parish Precepts and Special Expenses).
- e) £5,762,529 being the aggregate amount of all special items (Parish Precepts and Special Expenses) referred to in Section 34(1) of the 1992 Act as per the attached Appendix 2.
- f) £143.50 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T(1(a) above), calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept or special item relates.
- (4) It be noted that for the year 2022/23 the Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley have issued precepts to the Council, in accordance with Section 40 of the 1992 Act, for each category of dwellings in the Council's area as indicated below: -

<u>Valuation Band</u>	<u>Oxfordshire County Council</u>	<u>Police and Crime Commissioner for Thames Valley</u>
	£	£
A	1,101.07	160.85
B	1,284.59	187.66
C	1,468.10	214.47
D	1,651.61	241.28
E	2,018.63	294.90
F	2,385.66	348.52
G	2,752.68	402.13
H	3,303.22	482.56

- (5) The Council, in accordance with Sections 30 and 36 of the 1992 Act, hereby sets the amounts shown in Appendix 2 as the amounts of Council Tax for the year 2022/23 for each part of its area and for each of the categories of dwellings.
- (6) The Council's basic amount of Council Tax for 2022/23 is not excessive in accordance with principles approved under Section 52ZB of the 1992 Act.

2.0 Introduction

- 2.1 Sections 31 to 36 of the 1992 Act require each billing authority to calculate its own amount of tax for each category of dwellings in its area.

- 2.2 Section 30 of the 1992 Act requires each billing authority to set the amounts of tax for its area, including the amounts levied on it by way of precept from major precepting authorities.
- 2.3 It is proposed that Members consider the contents of this report and associated Appendices when making their decisions on the Council Tax setting at this meeting.

3.0 Report Details

- 3.1 The Localism Act 2011 made significant changes to the 1992 Act, and now requires:
- a) the billing authority to calculate a Council Tax requirement for the year, not its budget requirement as previously.
 - b) the Council to confirm that its basic amount of Council Tax for 2022/23 is not excessive. This covers the requirements of Chapter 4ZA of the 1992 Act – Referendums relating to Council Tax increases.
- 3.2 The Council Tax Requirement for the Council is £8,151,030 and the taxbase has been set at 56,801.6. This results in a £5 increase in the Band D, basic amount of Council Tax from £138.50 to £143.50. This is the maximum increase the Council can propose without the need to hold a referendum. This level of Council Tax increase is not considered to be excessive.
- 3.3 The Council is required to make resolutions in respect of the tax base (Appendix 1) and aggregate levels of Council Tax. The aggregate levels of Council Tax comprise the “basic amount” i.e., parish and district levy and inclusion of Oxfordshire County Council and Police and Crime Commissioner for Thames Valley (Appendix 1), amounts for each band (Appendix 2) The recommendations to give effect to the legal resolution of these items are necessarily framed
- 3.4 The average parish council tax levy is £101.45. This compares to £98.01 in 2021/22, an increase of 3.5%.
- 3.5 The precept figures included for Police and Crime Commissioner for Thames Valley were approved on 28 January 2022 and the precept figures included for Oxfordshire County Council were approved on 8 February 2022.

4.0 Conclusion and Reasons for Recommendations

- 4.1 This is a statutory report calculating and setting the Council Tax for Cherwell District Council for 2022/23.

5.0 Consultation

- 5.1 Cllr Tony Illott – Lead Member for Finance and Governance has been consulted on the report.

6.0 Alternative Options and Reasons for Rejection

- 6.1 It is the legal responsibility for the Council to set an agreed Council Tax by 11 March under section 32 of the 1992 Act.

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

Option 1: To fail to consider this report and fail to meet the deadline prescribed in the 1992 Act as detailed above. This was rejected as the Council is required to meet its statutory requirements.

7.0 Implications

Financial and Resource Implications

- 7.1 Through setting tax levels in accordance with the recommendations, the tax set should raise the amount required to be met from the Collection Fund to pay the precepts to Oxfordshire County Council and Police and Crime Commissioner for Thames Valley as well as to meet this Council's demand, which includes local precepting authority precepts.
- 7.2 Members should be aware that Section 106 of the 1992 Act applies to decisions made in accordance with this report.
- 7.3 Accordingly, 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.

Comments checked by:

Joanne Kaye, Strategic Finance Business Partner
01295 221545 joanne.kaye@cherwell-dc.gov.uk

Legal Implications

- 7.4 Under the Local Government Finance Act 1992 (as amended by the Localism Act 2011), local authorities must set a council tax that takes into account its budget requirement, and any authority proposing an excessive increase in council tax must hold a local referendum and obtain a 'yes' vote before implementing the increase. An authority proposing an excessive increase must also make substitute calculations, based on a non-excessive council tax level. This takes effect if the excessive increase is rejected in the referendum. Accordingly, authorities can raise up to and including the threshold to avoid a referendum. Council tax setting legally requires a recorded vote.

Comments checked by:

Chris Mace, Solicitor
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Risk management

- 7.5 Risk assessment – this report assumes that the estimates recommended for approval by the Executive, at its meeting held on 3 February 2020, are adopted by the Council. This risk will be managed as part of the services operational risk and escalated to the Leadership risk register as and when necessary.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes

01295 221786 louise.tustian@cherwell-dc.gov.uk

Equality and Inclusion Implications

- 7.4 The Equality Act 2010 imposes a duty on local authorities that, when making decisions of a strategic nature, decision makers must exercise ‘due regard to the need to eliminate unlawful discrimination... advance equality of opportunity... and foster good relations.
- 7.5 In developing budget and business planning proposals, all services have considered the potential impact of change with respect to equality, diversity, and inclusion, in line with our new framework: Including Everyone. Where a potential material service impact has been identified, an initial Equality Impact Assessment has been completed and these are available as background papers to this report.
- 7.6 There are no Equality and Inclusion implications associated with this report; it is simply carrying out the legally required calculations in order to agree the required council tax levels for each property band.

Comments checked by:

Steven Fairhurst Jones, Acting Policy Team Leader

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Sustainability Implications

- 7.7 There are no sustainability issues associated with this report.

Comments checked by:

Sandra Fisher-Martins, Programme Manager, Climate Action

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8.0 Decision Information

Key Decision:	N/A
Financial Threshold Met:	N/A
Community Impact Threshold Met:	N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Cllr Tony Ilott, Lead Member for Finance and Governance

Document Information

Appendix number and title

- Appendix 1 – Calculations Required by Sections 32 to 36 of the 1992 Act
- Appendix 2 – Council Tax Setting required by Section 30 of the 1992 Act

Background papers

None

Report Author and contact details

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2022/23	CALCULATIONS REQUIRED BY SECTIONS 32 to 36 OF THE LOCAL GOVERNMENT FINANCE ACT 1992							
	CALCULATIONS AT BAND D							
	TAX BASE 2022/23	PARISH PRECEPT 2022/23 £	2022/23					
		PARISH NEEDS £	CHERWELL NEEDS £	PARISH & CHERWELL £	COUNTY BAND D £	POLICE BAND D £		
Adderbury	1,344.50	50,914.00	37.87	143.50	181.37	1,651.61	241.28	2,074.26
Ambrosden	736.20	33,126.00	45.00	143.50	188.50	1,651.61	241.28	2,081.39
Ardley	267.30	13,306.00	49.78	143.50	193.28	1,651.61	241.28	2,086.17
Arcott	318.60	17,000.00	53.36	143.50	196.86	1,651.61	241.28	2,089.75
Banbury	16,200.40	2,017,911.00	124.56	143.50	268.06	1,651.61	241.28	2,160.95
Barford	266.80	10,300.00	38.61	143.50	182.11	1,651.61	241.28	2,075.00
Begbroke	362.00	29,897.00	82.59	143.50	226.09	1,651.61	241.28	2,118.98
Bicester	12,515.10	1,684,268.70	134.58	143.50	278.08	1,651.61	241.28	2,170.97
Blackthorn	231.00	12,134.00	52.53	143.50	196.03	1,651.61	241.28	2,088.92
Bletchington	434.20	24,500.00	56.43	143.50	199.93	1,651.61	241.28	2,092.82
Bloxham	1,571.20	99,092.90	63.07	143.50	206.57	1,651.61	241.28	2,099.46
Bodicote	995.50	36,195.00	36.36	143.50	179.86	1,651.61	241.28	2,072.75
Bourton	343.90	12,948.00	37.65	143.50	181.15	1,651.61	241.28	2,074.04
Broughton	126.80	5,966.00	47.05	143.50	190.55	1,651.61	241.28	2,083.44
Bucknell	105.30	5,983.00	56.82	143.50	200.32	1,651.61	241.28	2,093.21
Caversfield	556.20	6,960.00	12.51	143.50	156.01	1,651.61	241.28	2,048.90
Charlton on Otmoor	203.60	10,800.00	53.05	143.50	196.55	1,651.61	241.28	2,089.44
Chesterton	449.00	42,000.00	93.54	143.50	237.04	1,651.61	241.28	2,129.93
Claydon	137.70	10,958.00	79.58	143.50	223.08	1,651.61	241.28	2,115.97
Cottisford	70.60	0.00	0.00	143.50	143.50	1,651.61	241.28	2,036.39
Cropredy	301.80	13,000.00	43.07	143.50	186.57	1,651.61	241.28	2,079.46
Deddington	1,012.00	60,611.00	59.89	143.50	203.39	1,651.61	241.28	2,096.28
Drayton	296.50	14,000.00	47.22	143.50	190.72	1,651.61	241.28	2,083.61
Duns Tew	236.10	24,000.00	101.65	143.50	245.15	1,651.61	241.28	2,138.04
Epwell	138.20	5,486.00	39.70	143.50	183.20	1,651.61	241.28	2,076.09
Fencot and Murcott	129.30	4,500.00	34.80	143.50	178.30	1,651.61	241.28	2,071.19
Finmere	219.60	11,800.00	53.73	143.50	197.23	1,651.61	241.28	2,090.12
Fringford	264.50	13,931.00	52.67	143.50	196.17	1,651.61	241.28	2,089.06
Fritwell	283.30	7,250.00	25.59	143.50	169.09	1,651.61	241.28	2,061.98
Godington	20.50	0.00	0.00	143.50	143.50	1,651.61	241.28	2,036.39
Gosford and Water Eaton	544.40	68,441.00	125.72	143.50	269.22	1,651.61	241.28	2,162.11
Hampton Gay and Poyle	81.90	1,750.00	21.37	143.50	164.87	1,651.61	241.28	2,057.76
Hanwell	120.30	5,000.00	41.56	143.50	185.06	1,651.61	241.28	2,077.95
Hardwick with Tusmore	39.20	0.00	0.00	143.50	143.50	1,651.61	241.28	2,036.39
Hethe	111.00	5,900.00	53.15	143.50	196.65	1,651.61	241.28	2,089.54
Hook Norton	1,066.80	80,000.00	74.99	143.50	218.49	1,651.61	241.28	2,111.38
Horley	161.40	8,000.00	49.57	143.50	193.07	1,651.61	241.28	2,085.96
Hornton	165.40	15,000.00	90.69	143.50	234.19	1,651.61	241.28	2,127.08
Horton cum Studley	244.70	8,925.00	36.47	143.50	179.97	1,651.61	241.28	2,072.86
Islip	320.50	23,611.23	73.67	143.50	217.17	1,651.61	241.28	2,110.06
Kidlington	4,923.50	770,847.00	156.56	143.50	300.06	1,651.61	241.28	2,192.95
Kirtlington	450.40	25,500.00	56.62	143.50	200.12	1,651.61	241.28	2,093.01
Launton	566.40	29,895.00	52.78	143.50	196.28	1,651.61	241.28	2,089.17
Lower Heyford	217.10	8,000.00	36.85	143.50	180.35	1,651.61	241.28	2,073.24
Merton	141.20	16,480.00	116.71	143.50	260.21	1,651.61	241.28	2,153.10
Middle Aston	66.10	0.00	0.00	143.50	143.50	1,651.61	241.28	2,036.39
Middleton Stony	145.90	6,050.00	41.47	143.50	184.97	1,651.61	241.28	2,077.86
Milcombe	247.40	14,000.00	56.59	143.50	200.09	1,651.61	241.28	2,092.98
Milton	87.90	500.00	5.69	143.50	149.19	1,651.61	241.28	2,042.08
Mixbury	116.00	0.00	0.00	143.50	143.50	1,651.61	241.28	2,036.39
Mollington	239.10	11,550.00	48.31	143.50	191.81	1,651.61	241.28	2,084.70
Newton Purcell	45.80	0.00	0.00	143.50	143.50	1,651.61	241.28	2,036.39
Noke	80.80	2,892.00	35.79	143.50	179.29	1,651.61	241.28	2,072.18
North Aston	96.50	300.00	3.11	143.50	146.61	1,651.61	241.28	2,039.50
North Newington	158.60	4,657.50	29.37	143.50	172.87	1,651.61	241.28	2,065.76
Oddington	62.90	0.00	0.00	143.50	143.50	1,651.61	241.28	2,036.39
Piddington	178.70	10,017.00	56.05	143.50	199.55	1,651.61	241.28	2,092.44
Prescote	6.60	0.00	0.00	143.50	143.50	1,651.61	241.28	2,036.39
Shenington	229.20	5,600.00	24.43	143.50	167.93	1,651.61	241.28	2,060.82
Shipton on Cherwell	154.40	6,355.00	41.16	143.50	184.66	1,651.61	241.28	2,077.55
Shutford	205.20	8,060.00	39.28	143.50	182.78	1,651.61	241.28	2,075.67
Sibford Ferris	196.60	7,487.00	38.08	143.50	181.58	1,651.61	241.28	2,074.47
Sibford Gower	253.30	9,350.00	36.91	143.50	180.41	1,651.61	241.28	2,073.30
Somerton	141.30	14,200.00	100.50	143.50	244.00	1,651.61	241.28	2,136.89
Souldern	206.80	6,090.00	29.45	143.50	172.95	1,651.61	241.28	2,065.84
South Newington	150.00	7,577.00	50.51	143.50	194.01	1,651.61	241.28	2,086.90
Steeple Aston	422.50	32,527.00	76.99	143.50	220.49	1,651.61	241.28	2,113.38
Stoke Lyne	108.30	5,000.00	46.17	143.50	189.67	1,651.61	241.28	2,082.56
Stratton Audley	213.90	12,072.00	56.44	143.50	199.94	1,651.61	241.28	2,092.83
Swalcliffe	113.70	7,966.00	70.06	143.50	213.56	1,651.61	241.28	2,106.45
Tadmarton	255.40	10,715.00	41.95	143.50	185.45	1,651.61	241.28	2,078.34
Upper Heyford	163.20	10,197.00	62.48	143.50	205.98	1,651.61	241.28	2,098.87
Wardington	244.70	12,000.00	49.04	143.50	192.54	1,651.61	241.28	2,085.43
Wendlebury	193.60	7,151.00	36.94	143.50	180.44	1,651.61	241.28	2,073.33
Weston on the Green	239.10	22,056.13	92.25	143.50	235.75	1,651.61	241.28	2,128.64
Wigginton	115.70	3,276.00	28.31	143.50	171.81	1,651.61	241.28	2,064.70
Wroxton	280.60	10,000.00	35.64	143.50	179.14	1,651.61	241.28	2,072.03
Yarnton	1,170.20	124,595.00	106.47	143.50	249.97	1,651.61	241.28	2,142.86
Heyford Park	919.70	44,101.80	47.95	143.50	191.45	1,651.61	241.28	2,084.34
Total of special items	56,801.60	5,762,529.26	101.45	143.50	244.95	1,651.61	241.28	2,137.84

	TAX CALCULATED FOR EACH VALUATION BAND BY CHERWELL							
	VALUATION BAND AND APPROPRIATE PROPORTION							
	A 6/9 £	B 7/9 £	C 8/9 £	D 9/9 £	E 11/9 £	F 13/9 £	G 15/9 £	H 18/9 £
Adderbury	120.92	141.06	161.22	181.37	221.68	261.98	302.29	362.74
Ambrosden	125.67	146.61	167.56	188.50	230.39	272.28	314.17	377.00
Ardley	128.86	150.33	171.81	193.28	236.23	279.18	322.14	386.56
Arncoct	131.24	153.11	174.99	196.86	240.61	284.36	328.10	393.72
Banbury	178.71	208.49	238.28	268.06	327.63	387.20	446.77	536.12
Barford	121.41	141.64	161.88	182.11	222.58	263.05	303.52	364.22
Begbroke	150.73	175.85	200.97	226.09	276.33	326.58	376.82	452.18
Bicester	185.39	216.28	247.19	278.08	339.88	401.67	463.47	556.16
Blackthorn	130.69	152.47	174.25	196.03	239.59	283.16	326.72	392.06
Bletchington	133.29	155.50	177.72	199.93	244.36	288.79	333.22	399.86
Bloxham	137.72	160.66	183.62	206.57	252.48	298.38	344.29	413.14
Bodicote	119.91	139.89	159.88	179.86	219.83	259.80	299.77	359.72
Bourton	120.77	140.89	161.03	181.15	221.41	261.66	301.92	362.30
Broughton	127.04	148.20	169.38	190.55	232.90	275.24	317.59	381.10
Bucknell	133.55	155.80	178.07	200.32	244.84	289.35	333.87	400.64
Caversfield	104.01	121.34	138.68	156.01	190.68	225.35	260.02	312.02
Charlton on Otmoor	131.04	152.87	174.72	196.55	240.23	283.91	327.59	393.10
Chesterton	158.03	184.36	210.71	237.04	289.72	342.39	395.07	474.08
Claydon	148.72	173.51	198.30	223.08	272.65	322.23	371.80	446.16
Cottisford	95.67	111.61	127.56	143.50	175.39	207.28	239.17	287.00
Cropredy	124.38	145.11	165.84	186.57	228.03	269.49	310.95	373.14
Deddington	135.60	158.19	180.80	203.39	248.59	293.79	338.99	406.78
Drayton	127.15	148.34	169.53	190.72	233.10	275.49	317.87	381.44
Duns Tew	163.44	190.67	217.92	245.15	299.63	354.11	408.59	490.30
Epwell	122.14	142.49	162.85	183.20	223.91	264.62	305.34	366.40
Fencot and Murcott	118.87	138.68	158.49	178.30	217.92	257.55	297.17	356.60
Finmere	131.49	153.40	175.32	197.23	241.06	284.89	328.72	394.46
Fringford	130.78	152.58	174.38	196.17	239.76	283.36	326.95	392.34
Fritwell	112.73	131.51	150.31	169.09	206.67	244.24	281.82	338.18
Godington	95.67	111.61	127.56	143.50	175.39	207.28	239.17	287.00
Gosford and Water Eaton	179.48	209.39	239.31	269.22	329.05	388.88	448.70	538.44
Hampton Gay and Poyle	109.92	128.23	146.56	164.87	201.51	238.15	274.79	329.74
Hanwell	123.38	143.93	164.50	185.06	226.19	267.31	308.44	370.12
Hardwick with Tusmore	95.67	111.61	127.56	143.50	175.39	207.28	239.17	287.00
Hethe	131.10	152.95	174.80	196.65	240.35	284.05	327.75	393.30
Hook Norton	145.66	169.94	194.22	218.49	267.04	315.60	364.15	436.98
Horley	128.72	150.16	171.62	193.07	235.98	278.88	321.79	386.14
Hornton	156.13	182.15	208.17	234.19	286.23	338.28	390.32	468.38
Horton cum Studley	119.98	139.98	159.98	179.97	219.96	259.96	299.95	359.94
Islip	144.78	168.91	193.04	217.17	265.43	313.69	361.95	434.34
Kidlington	200.04	233.38	266.72	300.06	366.74	433.42	500.10	600.12
Kirdlington	133.42	155.65	177.89	200.12	244.59	289.06	333.54	400.24
Launton	130.86	152.66	174.48	196.28	239.90	283.52	327.14	392.56
Lower Heyford	120.24	140.27	160.32	180.35	220.43	260.51	300.59	360.70
Merton	173.48	202.38	231.30	260.21	318.04	375.86	433.69	520.42
Middle Aston	95.67	111.61	127.56	143.50	175.39	207.28	239.17	287.00
Middleton Stoney	123.32	143.86	164.42	184.97	226.08	267.18	308.29	369.94
Milcombe	133.40	155.62	177.86	200.09	244.56	289.02	333.49	400.18
Milton	99.46	116.04	132.62	149.19	182.34	215.50	248.65	298.38
Mixbury	95.67	111.61	127.56	143.50	175.39	207.28	239.17	287.00
Mollington	127.88	149.18	170.50	191.81	234.44	277.06	319.69	383.62
Newton Purcell	95.67	111.61	127.56	143.50	175.39	207.28	239.17	287.00
Noke	119.53	139.45	159.37	179.29	219.13	258.98	298.82	358.58
North Aston	97.74	114.03	130.32	146.61	179.19	211.77	244.35	293.22
North Newington	115.25	134.45	153.67	172.87	211.29	249.70	288.12	345.74
Oddington	95.67	111.61	127.56	143.50	175.39	207.28	239.17	287.00
Piddington	133.04	155.20	177.38	199.55	243.90	288.24	332.59	399.10
Prescote	95.67	111.61	127.56	143.50	175.39	207.28	239.17	287.00
Shenington	111.96	130.61	149.28	167.93	205.25	242.57	279.89	335.86
Shipton on Cherwell	123.11	143.62	164.15	184.66	225.70	266.73	307.77	369.32
Shutford	121.86	142.16	162.48	182.78	223.40	264.02	304.64	365.56
Sibford Ferris	121.06	141.23	161.41	181.58	221.93	262.28	302.64	363.16
Sibford Gower	120.28	140.32	160.37	180.41	220.50	260.59	300.69	360.82
Somerton	162.67	189.78	216.89	244.00	298.22	352.45	406.67	488.00
Souldern	115.30	134.52	153.74	172.95	211.38	249.82	288.25	345.90
South Newington	129.34	150.90	172.46	194.01	237.12	280.24	323.35	388.02
Steeple Aston	147.00	171.49	196.00	220.49	269.49	318.49	367.49	440.98
Stoke Lyne	126.45	147.52	168.60	189.67	231.82	273.97	316.12	379.34
Stratton Audley	133.30	155.51	177.73	199.94	244.37	288.80	333.24	399.88
Swalcliffe	142.38	166.10	189.84	213.56	261.02	308.48	355.94	427.12
Tadmarton	123.64	144.24	164.85	185.45	226.66	267.87	309.09	370.90
Upper Heyford	137.32	160.21	183.10	205.98	251.75	297.53	343.30	411.96
Wardington	128.36	149.75	171.15	192.54	235.33	278.12	320.90	385.08
Wendlebury	120.30	140.34	160.40	180.44	220.54	260.64	300.74	360.88
Weston on the Green	157.17	183.36	209.56	235.75	288.14	340.53	392.92	471.50
Wigginton	114.54	133.63	152.72	171.81	209.99	248.17	286.35	343.62
Wroxton	119.43	139.33	159.24	179.14	218.95	258.76	298.57	358.28
Yarnton	166.65	194.47	222.29	249.97	305.52	361.07	416.62	499.94
Heyford Park	127.64	148.77	169.88	191.45	234.00	276.54	319.09	382.90
Total of special items	163.30	190.52	217.73	244.95	299.38	353.82	408.25	489.90

2022/23	COUNCIL TAX SETTING REQUIRED BY SECTION 30 OF THE 1992 ACT							
	COUNCIL TAX SET FOR EACH VALUATION BAND							
	VALUATION BAND AND APPROPRIATE PROPORTION							
	A 6/9 £	B 7/9 £	C 8/9 £	D 9/9 £	E 11/9 £	F 13/9 £	G 15/9 £	H 18/9 £
Adderbury	1,382.84	1,613.31	1,843.79	2,074.26	2,535.21	2,996.16	3,457.10	4,148.52
Ambrosden	1,387.59	1,618.86	1,850.13	2,081.39	2,543.92	3,006.46	3,468.98	4,162.78
Ardley	1,390.78	1,622.58	1,854.38	2,086.17	2,549.76	3,013.36	3,476.95	4,172.34
Arncott	1,393.16	1,625.36	1,857.56	2,089.75	2,554.14	3,018.54	3,482.91	4,179.50
Banbury	1,440.63	1,680.74	1,920.85	2,160.95	2,641.16	3,121.38	3,601.58	4,321.90
Barford	1,383.33	1,613.89	1,844.45	2,075.00	2,536.11	2,997.23	3,458.33	4,150.00
Begbroke	1,412.65	1,648.10	1,883.54	2,118.98	2,589.86	3,060.76	3,531.63	4,237.96
Bicester	1,447.31	1,688.53	1,929.76	2,170.97	2,653.41	3,135.85	3,618.28	4,341.94
Blackthorn	1,392.61	1,624.72	1,856.82	2,088.92	2,553.12	3,017.34	3,481.53	4,177.84
Bletchinghamdon	1,395.21	1,627.75	1,860.29	2,092.82	2,557.89	3,022.97	3,488.03	4,185.64
Bloxham	1,399.64	1,632.91	1,866.19	2,099.46	2,566.01	3,032.56	3,499.10	4,198.92
Bodicote	1,381.83	1,612.14	1,842.45	2,072.75	2,533.36	2,993.98	3,454.58	4,145.50
Bourton	1,382.69	1,613.14	1,843.60	2,074.04	2,534.94	2,995.84	3,456.73	4,148.08
Broughton	1,388.96	1,620.45	1,851.95	2,083.44	2,546.43	3,009.42	3,472.40	4,166.88
Bucknell	1,395.47	1,628.05	1,860.64	2,093.21	2,558.37	3,023.53	3,488.68	4,186.42
Caversfield	1,365.93	1,593.59	1,821.25	2,048.90	2,504.21	2,959.53	3,414.83	4,097.80
Charlton on Otmoor	1,392.96	1,625.12	1,857.29	2,089.44	2,553.76	3,018.09	3,482.40	4,178.88
Chesterton	1,419.95	1,656.61	1,893.28	2,129.93	2,603.25	3,076.57	3,549.88	4,259.86
Claydon	1,410.64	1,645.76	1,880.87	2,115.97	2,586.18	3,056.41	3,526.61	4,231.94
Cottisford	1,357.59	1,583.86	1,810.13	2,036.39	2,488.92	2,941.46	3,393.98	4,072.78
Cropredy	1,386.30	1,617.36	1,848.41	2,079.46	2,541.56	3,003.67	3,465.76	4,158.92
Deddington	1,397.52	1,630.44	1,863.37	2,096.28	2,562.12	3,027.97	3,493.80	4,192.56
Drayton	1,389.07	1,620.59	1,852.10	2,083.61	2,546.63	3,009.67	3,472.68	4,167.22
Duns Tew	1,425.36	1,662.92	1,900.49	2,138.04	2,613.16	3,088.29	3,563.40	4,276.08
Epwell	1,384.06	1,614.74	1,845.42	2,076.09	2,537.44	2,998.80	3,460.15	4,152.18
Fencott and Murcott	1,380.79	1,610.93	1,841.06	2,071.19	2,531.45	2,991.73	3,451.98	4,142.38
Finmere	1,393.41	1,625.65	1,857.89	2,090.12	2,554.59	3,019.07	3,483.53	4,180.24
Fringford	1,392.70	1,624.83	1,856.95	2,089.06	2,553.29	3,017.54	3,481.76	4,178.12
Fritwell	1,374.65	1,603.76	1,832.88	2,061.98	2,520.20	2,978.42	3,436.63	4,123.96
Godington	1,357.59	1,583.86	1,810.13	2,036.39	2,488.92	2,941.46	3,393.98	4,072.78
Gosford and Water Eaton	1,441.40	1,681.64	1,921.88	2,162.11	2,642.58	3,123.06	3,603.51	4,324.22
Hampton Gay and Poyle	1,371.84	1,600.48	1,829.13	2,057.76	2,515.04	2,972.33	3,429.60	4,115.52
Hanwell	1,385.30	1,616.18	1,847.07	2,077.95	2,539.72	3,001.49	3,463.25	4,155.90
Hardwick with Tusmore	1,357.59	1,583.86	1,810.13	2,036.39	2,488.92	2,941.46	3,393.98	4,072.78
Hethe	1,393.02	1,625.20	1,857.37	2,089.54	2,553.88	3,018.23	3,482.56	4,179.08
Hook Norton	1,407.58	1,642.19	1,876.79	2,111.38	2,580.57	3,049.78	3,518.96	4,222.76
Horley	1,390.64	1,622.41	1,854.19	2,085.96	2,549.51	3,013.06	3,476.60	4,171.92
Hornton	1,418.05	1,654.40	1,890.74	2,127.08	2,599.76	3,072.46	3,545.13	4,254.16
Horton cum Studley	1,381.90	1,612.23	1,842.55	2,072.86	2,533.49	2,994.14	3,454.76	4,145.72
Islip	1,406.70	1,641.16	1,875.61	2,110.06	2,578.96	3,047.87	3,516.76	4,220.12
Kidlington	1,461.96	1,705.63	1,949.29	2,192.95	2,680.27	3,167.60	3,654.91	4,385.90
Kirtlington	1,395.34	1,627.90	1,860.46	2,093.01	2,558.12	3,023.24	3,488.35	4,186.02
Launton	1,392.78	1,624.91	1,857.05	2,089.17	2,553.43	3,017.70	3,481.95	4,178.34
Lower Heyford	1,382.16	1,612.52	1,842.89	2,073.24	2,533.96	2,994.69	3,455.40	4,146.48
Merton	1,435.40	1,674.63	1,913.87	2,153.10	2,631.57	3,110.04	3,588.50	4,306.20
Middle Aston	1,357.59	1,583.86	1,810.13	2,036.39	2,488.92	2,941.46	3,393.98	4,072.78
Middleton Stoney	1,385.24	1,616.11	1,846.99	2,077.86	2,539.61	3,001.36	3,463.10	4,155.72
Milcombe	1,395.32	1,627.87	1,860.43	2,092.98	2,558.09	3,023.20	3,488.30	4,185.96
Milton	1,361.38	1,588.29	1,815.19	2,042.08	2,495.87	2,949.68	3,403.46	4,084.16
Mixbury	1,357.59	1,583.86	1,810.13	2,036.39	2,488.92	2,941.46	3,393.98	4,072.78
Mollington	1,389.80	1,621.43	1,853.07	2,084.70	2,547.97	3,011.24	3,474.50	4,169.40
Newton Purcell	1,357.59	1,583.86	1,810.13	2,036.39	2,488.92	2,941.46	3,393.98	4,072.78
Noke	1,381.45	1,611.70	1,841.94	2,072.18	2,532.66	2,993.16	3,453.63	4,144.36
North Aston	1,359.66	1,586.28	1,812.89	2,039.50	2,492.72	2,945.95	3,399.16	4,079.00
North Newington	1,377.17	1,606.70	1,836.24	2,065.76	2,524.82	2,983.88	3,442.93	4,131.52
Oddington	1,357.59	1,583.86	1,810.13	2,036.39	2,488.92	2,941.46	3,393.98	4,072.78
Piddington	1,394.96	1,627.45	1,859.95	2,092.44	2,557.43	3,022.42	3,487.40	4,184.88
Prescote	1,357.59	1,583.86	1,810.13	2,036.39	2,488.92	2,941.46	3,393.98	4,072.78
Shenington	1,373.88	1,602.86	1,831.85	2,060.82	2,518.78	2,976.75	3,434.70	4,121.64
Shipton on Cherwell	1,385.03	1,615.87	1,846.72	2,077.55	2,539.23	3,000.91	3,462.58	4,155.10
Shutford	1,383.78	1,614.41	1,845.05	2,075.67	2,536.93	2,998.20	3,459.45	4,151.34
Sibford Ferris	1,382.98	1,613.48	1,843.98	2,074.47	2,535.46	2,996.46	3,457.45	4,148.94
Sibford Gower	1,382.20	1,612.57	1,842.94	2,073.30	2,534.03	2,994.77	3,455.50	4,146.60
Somerton	1,424.59	1,662.03	1,899.46	2,136.89	2,611.75	3,086.63	3,561.48	4,273.78
Souldern	1,377.22	1,606.77	1,836.31	2,065.84	2,524.91	2,984.00	3,443.06	4,131.68
South Newington	1,391.26	1,623.15	1,855.03	2,086.90	2,550.65	3,014.42	3,478.16	4,173.80
Steeple Aston	1,408.92	1,643.74	1,878.57	2,113.38	2,583.02	3,052.67	3,522.30	4,226.76
Stoke Lyne	1,388.37	1,619.77	1,851.17	2,082.56	2,545.35	3,008.15	3,470.93	4,165.12
Stratton Audley	1,395.22	1,627.76	1,860.30	2,092.83	2,557.90	3,022.98	3,488.05	4,185.66
Swalcliffe	1,404.30	1,638.35	1,872.41	2,106.45	2,574.55	3,042.66	3,510.75	4,212.90
Tadmorton	1,385.56	1,616.49	1,847.42	2,078.34	2,540.19	3,002.05	3,463.90	4,156.68
Upper Heyford	1,399.24	1,632.46	1,865.67	2,098.87	2,565.28	3,031.71	3,498.11	4,197.74
Wardington	1,390.28	1,622.00	1,853.72	2,085.43	2,548.86	3,012.30	3,475.71	4,170.86
Wendlebury	1,382.22	1,612.59	1,842.97	2,073.33	2,534.07	2,994.82	3,455.55	4,146.66
Weston on the Green	1,419.09	1,655.61	1,892.13	2,128.64	2,601.67	3,074.71	3,547.73	4,257.28
Wiggington	1,376.46	1,605.88	1,835.29	2,064.70	2,523.52	2,982.35	3,441.16	4,129.40
Wroxton	1,381.35	1,611.58	1,841.81	2,072.03	2,532.48	2,992.94	3,453.38	4,144.06
Yarnton	1,428.57	1,666.67	1,904.77	2,142.86	2,619.05	3,095.25	3,571.43	4,285.72
Heyford Park	1,389.56	1,621.15	1,852.75	2,084.34	2,547.53	3,010.72	3,473.90	4,168.68
DISTRICT AVERAGE	1,425.22	1,662.77	1,900.30	2,137.84	2,612.91	3,088.00	3,563.06	4,275.68

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Cherwell District Council

Full Council

28 February 2022

Pay Policy Statement 2022/23

Report of Director of Human Resources

This report is public

Purpose of report

The Localism Act requires all councils to agree and publish a Pay Policy Statement every financial year. The Act lays down requirements on the content of the statement. This requirement is supplemented by detailed guidance from the Department for Communities and Local Government entitled 'Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act'.

The Act requires the Pay Policy Statement to be agreed by Full Council. As required by the Act and Code of Practice, once approved by Council the Pay Policy Statement will be published on the Council's website and will be available on request.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the Pay Policy Statement for 2022/2023.
- 1.2 To recommend that an updated Pay Policy Statement is sought in year to reflect any change to structural arrangements during 2022/2023 following the decision to formally end the s113 arrangements between Cherwell District Council and Oxfordshire County Council.
- 1.3 To note that that the cost of living pay award for 2021/2022 has not yet been agreed or implemented and is therefore not reflected in the figures.

2.0 Introduction

- 2.1 The code of Recommended Practice for Local Authorities on Data Transparency (updated in 2014) requires that councils publish prescribed information on senior pay, jobs and organisational structures.
- 2.2 The content of the Council's Pay Policy Statement must contain the following information:

- The ratio between the highest paid chief officer and the lowest paid employees at the council and the highest paid chief officer and the median pay point at the council.
- The ratio between the average salary of all chief officers and the lowest paid employees and the average salary of all chief officers and the median pay point at the council.
- The appointment arrangements for all chief officers at the council.
- Pay strategy, design, structures, and arrangements including job evaluation methods and arrangements for pay progression.
- Pay arrangements on termination of employment

3.0 Report Details

- 3.1 The Pay Policy Statement fulfils the requirements set down by the relevant legislation and codes.
- 3.2 Following the decision to formally end the s113 arrangements between Cherwell District Council and Oxfordshire County Council, it is anticipated that the Pay Policy Statement will require revision in-year to reflect any changing structural arrangements at the Council during 2022/2023.
- 3.3 The data included in the Pay Policy Statement at Appendix A attached to this report reflects the managerial arrangements as at 9th February 2022 and excludes the costs of interim arrangements pending any permanent structural arrangements that may be made in year 2022/2023.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The Council is required to approve and publish on the Council's website a Pay Policy Statement each financial year.
- 4.2 Following the decision to formally end the s113 arrangements between Cherwell District Council and Oxfordshire County Council, it is anticipated that the Pay Policy Statement will require revision in-year to reflect any changing structural arrangements and costs .

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 approve the Pay Policy Statement. This is not recommended as the review and adoption of a Pay Policy Statement is a statutory requirement each financial year.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising as a result of this report.

Comments checked by:

Michael Furness, Assistant Director Finance and s151 Officer,
michael.furness@cherwell-dc.gov.uk 01295 221845

Legal Implications

7.2 The Localism Act 2011 requires Council's to approve an Annual Pay Policy Statement by 31 March each year and to publish it as soon as reasonably practicable after it has been approved.

The Pay Policy Statement will be submitted to the 28 February Council meeting for approval, ensuring the Council fulfils this requirement.

Comments checked by:

Anita Bradley, Director of Law and Governance, anita.bradley@cherwell-dc.gov.uk

Risk Implications

7.3 If the Council does not agree to publish a Pay Policy Statement, it would not be complying with the requirements of the Localism Act 2011.

Comments checked by:

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

Equalities and Inclusion Implications

7.4 The Pay Policy Statement will afford the Council a regular opportunity to ensure that the remuneration of senior managers remains commensurate with the responsibilities of the roles relative to the pay of the Council's overall workforce.

Comments checked by:

Emily Schofield, Acting Head of Strategy, Tel: 07881 311707, Email:
Emily.schofield@cherwell-dc.gov.uk

Sustainability Implications

7.5 There are no sustainability implications arising directly from this report.

Comments checked by:

Sandra Fisher-Martins, Climate Action Mobilisation Manager
+44 7584 174682, sandra.fisher-martins@oxfordshire.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

The Pay Policy Statement is submitted pursuant to a statutory requirement

Lead Councillor

N/A

Document Information

Appendix number and title

- Appendix 1 – Pay Policy Statement 2022/23

Background papers

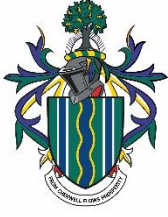
None

Report Author and contact details

Karen Edwards

Director of Human Resources

Email: karen.edwards@cherwell-dc.gov.uk



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Cherwell District Council Pay Policy Statement

This policy statement will be subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant and effective. It is effective from 1st April 2022

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1. Introduction, Overview and Purpose

Under Section 112 of the Local Government Act 192, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38-43 of the Localism Act 2011 and due regard to the associated Statutory Guidance including the Supplementary Statutory Guidance issued in February 2013 and guidance issued under the Local Government Transparency Code 2015.

The purpose of this statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees, excluding employees working in alternative service delivery models.

Thus, this statement details the methods by which salaries for all roles are determined, and the detail and the level of remuneration of its most senior employees. This statement will be published on the Council’s public website and will be available in other formats upon request.

Procedural and approval requirements set down in the Council’s Constitution will be applied as required.

In determining the pay and remuneration of all its employees, the Council takes account of the need to ensure value for money in respect of the use of public expenditure.

The Council also aims to develop and implement reward systems and structures which meet the following requirements.

- Allow the Council to recruit and retain high calibre employees to provide high quality services
- Maintain levels of pay which are in line with the Council’s financial policies and provide value for money
- Are open, transparent and accountable
- Are fair and consistent

Once approved, this policy statement will come into effect on the 1st April 2022 superseding the 2021/22 statement and will continue to be reviewed on an annual basis.

2. Definitions

To support the transparency of the Pay Policy Statement, below are definitions for common words/phrases that are used throughout.

2.1. Remuneration

For the purposes of this statement remuneration includes three elements – basic salary, pension and all other allowances arising from employment.

2.2. Chief Officers

The definition of Chief Officers is defined as the officer designated as the Head of the Authority's Paid Service; a statutory chief officer – which under the Local Government and Housing Act 1989 means the Section 151 Officer and Monitoring Officer.

The definition of a non-statutory Chief Officer which under section 2 (7) of the 1989 Act means direct reports of the Head of Paid Service (HOPS), a person for whom the HOPS is directly responsible; a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the HOPS; and any person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

In the case of the Council these posts are:

- Chief Executive (Head of Paid Service)

Statutory Chief Officers

- Assistant Director of Finance and Section 151 Officer
- Monitoring Officer

Non-Statutory Chief Officers

- Corporate Director of Customers, Organisational Development and Resources
- Corporate Director of Commercial Development, Assets and Investment
- Corporate Director of Environment and Place
- Corporate Director of Adult Services and Housing
- Corporate Director of Public Health and Wellbeing

2.3. Lowest Paid Employees

According to the pay scales, the lowest pay that employees receive is on Grade A, Scale Point 2 which is the lowest standard pay point. The salary on this grade is currently payable to staff carrying out cleaning roles. Lowest paid employees exclude apprentices due to their trainee status and exclude staff who may have transferred into the Council under TUPE protected rates.

2.4. Pay Multiples

The pay multiples is the relationship between two different pay amounts, showing the number of times one value is contained within another value. The relationships will be shown between:

- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and cash value of any benefits in kind) and the lowest paid taxable earnings.
- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind) and the median earnings figure of the whole workforce.
- the average median salary of Chief Officers and the median earnings figure of the whole workforce.

3. Pay Strategy

We undertake a review of the remuneration of all staff each year, taking into consideration hourly pay rates and other significant benefits such as annual leave above the statutory requirements, employer pension contributions and training and development. We believe that taking a holistic view to remuneration ensures that our staff are rewarded fairly and encourages us all to think of total reward packages rather than a single component such as base pay.

When annual leave above the statutory minimum requirements and employer pensions contributions are added to our lowest pay rates, the hourly rate equates to £10.57 this is currently 11.26% above the April 2022 rates for UK Living Wage of £9.50, 6.77% above the Real Living Wage of £9.90 and 0.67% more than the Oxford Living Wage of £10.50. However, it is important to note that the pay award for 2021/22 (at time of writing) had not been agreed and negotiations for the 22/23 pay award had not yet commenced.

4. Pay Design

There is a single pay scale in operation at the Council. This was developed in 2018 by external reward specialists as part of a harmonisation process and in conjunction with a review of the job evaluation schemes in use. The harmonisation process was subject to a full consultation process with the trade unions.

The Council ensures that all pay arrangements can be objectively justified through the use of Job Evaluation methods. These are:

- GLPC scheme for roles that score under 560 points when evaluated.

- Roles that score 560 points and above are subject to HAY evaluation.

Grading structures for all groups of employees are implemented in line with agreed published pay scales and agreed relevant local terms and conditions of employment where applicable.

5. Joint Working

With the exception of the Chief Executive, Monitoring Officer and s151 Officer all other Statutory and non- Statutory Chief Officer appointments are shared appointments with Oxfordshire County Council. These will be reviewed following the mutual agreement to formally end the s113 Partnership Agreement between Oxfordshire County Council and Cherwell District Council.

6. Appointments

The Personnel Committee is the appointing body for appointments to the roles of Head of Paid Service, the Monitoring Officer and the s151 Officer with recommendations made to full council.

The Personnel Committee is the appointing body for non-statutory Chief Officers.

It still remains that the Executive consultation procedure would be utilised as required by regulations for Chief Officer posts.

Post	Regulatory Description	Appointment under Constitution
Head of Paid Service	Head of Paid Service	Personnel Committee with recommendation to Full Council approval
(s151 Officer) Assistant Director of Finance	Statutory Chief Officer	Personnel Committee with recommendation to Full Council
Monitoring Officer	Statutory Chief Officer	Personnel Committee with recommendation to Full Council
Corporate Director of Adults and Housing	Statutory Chief Officer	To be reviewed following the mutual agreement to terminate the s113 agreement
Corporate Director of Public Health & Wellbeing	Statutory Chief Officer	To be reviewed following the mutual agreement to terminate the s113

		agreement
Corporate Director Customers, Organisational Development and Resources	Non-statutory Chief Officer	Personnel Committee
Corporate Director of Commercial Development, Assets and Investment	Non-statutory Chief Officer	Personnel Committee
Corporate Director of Environment and Place	Non-statutory Chief Officer	Personnel Committee
Director of Law and Governance	Non-statutory Chief Officer	To be reviewed following the mutual agreement to terminate the s113 agreement

Any pay or grading changes for Chief Officers are considered and, if agreed, approved by the Personnel Committee.

Salary packages for new posts in excess of £100,000 per annum will be subject to formal approval by the Personnel Committee.

7. Pay Structures

7.1. Pay Grades and Progression

Most jobs have a grade with at least four and a maximum of five incremental points. When an employee is appointed to a new role it is typically at the bottom of the grade, unless they have significant experience in a similar role.

Annually and usually with effect from 1st April, pay awards are implemented following local negotiation with the trade unions and are broadly in line with national recommendations.

Employees also progress to the next incremental point within their pay scale subject to completion of satisfactory probation periods. This system recognises their increasing experience and performance progression continues until they reach the top of the grade.

High levels of performance are expected from all employees and where standards are not satisfactory, prompt managerial action will be taken to improve performance. This may include disciplinary/capability action in accordance with agreed procedures.

7.2. Pay Supplements

From time to time it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with Council policies. The Council uses the following:

- Honoraria are paid where an employee has taken on additional duties and responsibilities for a defined period, for example covering a vacancy due to maternity leave or other staff absence.

The Council will ensure that the requirement for additional allowances or supplements is objectively justified by reference to clear and transparent evidence.

Pay Supplements are subject to reviews as appropriate

8. Other Employment Related Arrangements

8.1. Local Government Pension Scheme (LGPS)

Subject to qualifying conditions, employees have a right to belong to the LGPS.

The Employee contribution rates which are defined by statute, currently range between 5.5% and 12.5% of pensionable pay depending on actual salary levels.

The Employer contribution rates are set by actuaries and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current average rate is 15.9%.

The Council will not at any time augment the pension or membership of employees nor award or fund additional pension to employees unless required to do so by the LGPS Regulations.

8.2. Benefits Schemes

As part of the Reward Strategy to recruit and retain high calibre employees, the Council provides a wide range of benefits including the Cycle Scheme and Childcare Voucher salary sacrifice schemes and will soon introduce the Electric Vehicle scheme.

A full review of the benefits offered by the council is continuing in 2022.

8.3. Expenses

Subsistence and out of pocket expenses are based on national joint council rates. Car mileage is based on the HM Revenue & Customs approved rate, currently 45 pence per mile falling to 25 pence, for miles travelled in excess of 10,000 per annum.

9. Pay Arrangements for Senior Management

With the exception of the Chief Executive, Monitoring Officer and s151 Officer all Statutory and non-Statutory Chief Officers are currently joint appointments with Oxfordshire County Council. The funding for all joint posts is currently shared between both authorities. These arrangements will all be reviewed following the mutual agreement to formally end the S113 Partnership Agreement between Oxfordshire County Council and Cherwell District Council

The following roles are jointly funded roles as at 1st April 2022:

9.1. Statutory and non-statutory Chief Officers

- Director of Law and Governance
- Corporate Director of Customers, Organisational Change and Resources
- Corporate Director of Commercial Development, Assets and Investment
- Corporate Director of Environment and Place
- Corporate Director of Adults and Housing
- Corporate Director of Public Health and Wellbeing

The Council does not apply any bonuses or performance related pay to its Chief Officers.

Where Officers receive fees for undertaking elections duties, these will be shown separately to salary. Election fees are reviewed by the Returning Officer.

10. Pay Multiples and Medians as at 9th February 2022¹

Cherwell District Council is required to report on the pay multiples between its lowest and highest paid members of staff.

¹ Following the decision to formally end the s113 arrangements between Oxfordshire County Council and Cherwell District Council, it is anticipated that the Pay Policy Statement will require updating to reflect structural arrangements that may occur during 2022/2023.

Table 1 shows the ratio between the lowest paid and the highest paid and the ratio between the median salary of the workforce and the highest paid.

Pay Multiples	2021/2022
Highest Paid - Chief Executive	£155,000 ²
Lowest Paid	£17,186
Pay Multiple between the lowest paid and the highest paid	1:9
Median Salary	£48,063
Pay Multiple between median and highest paid	1:3.2

Table 2 shows the ratio between the median salary of the workforce and the average salary of its Chief Officers. Some Chief Officer posts remain joint roles with Oxfordshire County Council and are jointly funded but will be reviewed in due course following the mutual agreement to formally end the s113 Partnership Agreement between Oxfordshire County Council and Cherwell District Council.

Pay Multiples using the average salary of Chief Officers some of which remain jointly funded until such time a review is completed following the decision to formally end the s113 arrangements between Cherwell District and Oxfordshire County Council.	2021/2022
Average Salary of Chief Officers	£134,702
Lowest Paid	£17,186
Pay Multiple between the lowest paid and the Average Salary of Chief Officers	1:7.8
Median Salary	£48,063
Pay Multiple between Median salary and Average salary of Chief Officers	1:2.8

² The Chief Executive's salary will reduce to £155,000 per annum with effect from 9th May 2022 following the decision to formally end the s113 arrangements between Oxfordshire County and Cherwell District Council.

11. Payments on Termination of Employment

The Cherwell District Council Redundancy Scheme applies to all employees and is one week's statutory entitlement based on actual pay for employees under the age of 41 years and one and half week's statutory entitlement based on actual pay for those aged 41 years and above where redundancy payments are due.

All employees who have received a redundancy payment in relation to the termination of their contracts of employment will be subject to the provisions of the Redundancy Modification Order and will be subject to Local Government Pension Scheme (LGPS) Regulations.

Where severance payments are appropriate such payments will be approved by the Monitoring Officer and the Assistant Director, Finance (s151) and will be the subject of a Settlement Agreement for the purpose of compromising any compensation for which the Council may otherwise be legally liable. Severance payments will be discussed with legal advisors and a 'Best Value' note obtained based on the merits of the individual case.

12. Publication of Senior Salaries Statement

In accordance with publication requirements, a table showing information on the pay of all officers earning over £50,000 per annum will be published on the Council's website. All allowances and other payments will also be shown.

Karen Edwards
Director of Human Resources
February 2022

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Cherwell District Council

Council

28 February 2022

Gambling Act 2005 Statement of Licensing Principles

Report of Assistant Director Regulatory Services & Community Safety

This report is public

Purpose of report

To consider a revised Statement of Licensing Principles which is required to be published by the council under the Gambling Act 2005.

This report introduces a revised Gambling Act 2005 Statement of Licensing Principles (attached as Appendix 1). It explains the reason for the review, provides a summary of the main changes to the current statement of licensing principles, and outlines the consultation process followed in revising the current document. Council is requested to approve the revised statement of licensing principles.

1.0 Recommendations

The meeting is recommended:

- 1.1 To agree that the revised Statement of Licensing Principles under the Gambling Act 2005 be adopted by the Council.

2.0 Introduction

2.1 This report refers to the Statement of Licensing Principles ('the Statement') following the review required by the Gambling Act 2005.

2.2 Section 349 of The Gambling Act 2005 requires all licensing authorities to prepare and publish a statement of principles that they propose to apply in exercising their functions under the Act and in particular the following 3 licensing objectives:

- Keeping gambling crime free
- Making sure that gambling is fair and open
- Protecting children and vulnerable adults

2.3 The Gambling Act 2005 became fully implemented on 1 September 2007 and it created a new system of licensing and regulation for commercial gambling. It requires

the Council to prepare and publish a Statement of Principles for each successive period of three years, which outlines the principles that the Council will apply in exercising its functions as the Licensing Authority under the Act.

3.0 Report Details

- 3.1 The revisions to the Statement included in this report have been produced in accordance with Regulations and the Gambling Commission's Guidance to Licensing Authorities. Statutory consultation must take place prior to the Statement being adopted.
- 3.2 The statutory period for the statement is three years. The last statement was approved in January 2019 and came into effect on 31 January 2019. A new statement must be prepared and published with a view to it coming into effect immediately for a further three-year period.
- 3.3 To help the process, the Act requires the Gambling Commission to issue statutory guidance to Licensing Authorities on the manner in which they are to exercise their functions under the Act and the principles to be applied by them in exercising those functions. Licensing Authorities are required to take account of all such guidance. The statutory guidance is designed to ensure the spread of best practice and consistency of approach in decision making amongst licensing authorities, whilst not preventing authorities from properly exercising the discretion they have to take account of appropriate and relevant local issues and factors.
- 3.4 The revised statement itself is unchanged from the current statement other than minor amendments to the document layout and inclusion of Cherwell District Council logo and dates. There are five areas where wording has been reclarified as requested by Oxfordshire County Council Children's Services. Appendix 2 of this report includes a summary of the proposed changes to the statement.
- 3.5 The revised statement is attached at Appendix 1.
- 3.6 The Act requires a consultation to be carried out with the persons/groups detailed in section 5.0 below.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The Gambling Act 2005 created a new system of licensing and regulation for commercial gambling. It requires the Council to prepare and publish a Statement of Principles for each successive period of three years, which outlines the principles that the Council will apply in exercising its functions as the Licensing Authority under the Act. The last statement was approved January 2019 and came into effect on 31 January 2019 and a new Statement must therefore be agreed by the Council.

5.0 Consultation

5.1 S.349(3) of the Act requires licensing authorities to consult with the following on their policy statement or any subsequent revision:

- Chief Officer of Police
- The Fire Authority
- One or more persons who appear to the authority to represent the business interests of persons carrying on gambling business in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

5.2 We have consulted on the statement with Thames Valley Police, Oxfordshire Fire and Rescue, Oxfordshire County Council Children's Services and Public Health and all licensed premises in Cherwell. Feedback has been received from Children's Services only. This feedback has resulting in minor wording reclarifications with the changes being detailed in Appendix 2.

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 review and republish the statement. It is a statutory requirement that the policy must be reviewed so this option is not recommended.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising from this report.

Comments checked by:

Kelly Wheeler, Finance Business Partner 01295 221570

kelly.wheeler@cherwell-dc.gov.uk

Legal Implications

7.2 The Gambling Act 2005 requires the council to prepare and publish a 'statement of licensing principles' – a policy to be applied in the managing of local gambling provision. The policy must comply with the Gambling Act 2005 and secondary legislation and have due regard to the statutory guidance and codes of practice issued by the Gambling Commission. The policy is required to be reviewed at least every three years.

7.3 Failure to comply with the legislation and give due consideration to the guidance and codes of practice may result in a successful challenge to the Council's

discharge of its statutory functions.

- 7.4 Subsequent failure to comply with the policy when undertaking the management of local gambling provision may result in a successful challenge to the council's discharge of its statutory functions.

Comments checked by:

Sukdave Ghuman, Head of Legal Services, Sukdave.ghuman@cherwell-dc.gov.uk

Risk Implications

- 7.5 There are no risks arising directly from this report

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes,

Louise.tustian@cherwell-dc.gov.uk

Equalities and Inclusion Implications

- 7.6 There are no changes to the policy following review therefore this is a standard policy for readoption that does not identify any bias, unfair advantage or disadvantage to any groups or individuals. Please refer to the Equality and Climate impact assessment for further details.

Comments checked by:

Emily Schofield, Acting Head of Strategy, 07881 311707,

emily.schofield@oxfordshire.gov.uk

Sustainability Implications

- 7.7 There are no changes to the policy following review, so no changes are being made. The policy requires readoption. Please refer to the Equality and Climate impact assessment Appendix - 03

Comments checked by:

Sandra Fisher-Martins, Programme Manager, Climate Change

Sandra.fisher-martins@oxfordshire.gov.uk

8.0 Decision Information

Key Decision N/A

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

District of Opportunity and Growth

Lead Member

Councillor Andrew McHugh, Lead Member for Health and Wellbeing

Document Information

Appendix Number and Title

- Appendix 1 - Gambling Act 2005 Statement of Licensing Principles
- Appendix 2 – Summary of Changes Document
- Appendix 3 – Equality and Climate Impact Assessment

Background papers

None

Report Author and Contact Details

Richard Rockall - Licensing Manager

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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Appendix 1

Cherwell District Council

Gambling Act 2005

Policy Statement

This Statement of Principles was adopted by **Cherwell District Council** at its Council meeting on **(insert date)**

Revisions

Version	Date	Author
Dv01	3 August 2018	EC Draft
Dv02	17 August 2018	NS Draft
Dv03	3 September 2018	NS Draft
Dv04	15 November 2018	NS Post Consultation
Dv05	17 December 2018	NS Full Council
Dv06	22 October 2021	RR Draft

Cherwell District Council Statement of Principles Gambling Act 2005

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PART A

1. The Licensing Objectives

- 1.1 In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
 - Ensuring that gambling is conducted in a fair and open way
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 1.2 It should be noted that the Gambling Commission has stated: “The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling”.
- 1.3 This licensing authority is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:
- In accordance with any relevant code of practice issued by the Gambling Commission
 - In accordance with any relevant guidance issued by the Gambling Commission
 - Reasonably consistent with the licensing objectives and
 - In accordance with the authority’s statement of licensing policy

2. Introduction

- 2.1 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The statement must be then re-published.
- 2.2 The Council consulted widely upon this statement before finalising and publishing it. A list of Cherwell’s partners is provided in Annex 1. A list of the persons/organisations that we consulted is provided in Annex 2.
- 2.3 The Gambling Act requires that the following parties are consulted by licensing authorities:
- The Chief Officer of Police;
 - One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area; and
 - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority’s functions under the Gambling Act 2005.
- 2.4 Our consultation took place between the (insert dates) and we followed the HM Government Code of Practice on Consultation (published July 2008 and amended in 2018).
- The full list of comments made and consideration given is available by request from the relevant contacts detailed in Annex 1.
- 2.5 The policy was approved at a meeting of the Full Council on the (insert date) and was subsequently published on our website.
- 2.6 Should you have any comments about this policy statement, please send them by email to the relevant contacts specified in Annex 1.

- 2.7 It should be noted that this statement of licensing principles will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

3. Declaration

- 3.1 In producing the final statement, this licensing authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

4. Responsible Authorities

- 4.1 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- The need for the body to be responsible for an area covering the whole of the licensing authority's area; and
- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

- 4.2 This authority designates the Oxfordshire Safeguarding Children Board for this purpose.

- 4.3 The contact details of all the Responsible Authorities under the Gambling Act 2005 are available via the Council's website, please see Annex 1.

5. Interested Parties

- 5.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:

"For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person:

- a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) Has business interests that might be affected by the authorised activities, or
- c) Represents persons who satisfy paragraph (a) or (b)"

- 5.2 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party. The principles are as follows.

- 5.3 Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance to Licensing Authorities. It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

- 5.4 Interested parties can be persons who are democratically elected such as councillors and MPs. No specific evidence of being asked to represent an interested person will be required as long as the councillor/MP represents the ward likely to be affected. Likewise, parish councils likely to be affected

will be considered to be interested parties. Other than these however, this authority will generally require written evidence that a person/body (e.g. an advocate/relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

- 5.5 If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the Cherwell District Council Licensing department.

6. Exchange of Information

- 6.1 Licensing authorities are required to include in their statements the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.
- 6.2 The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to any Guidance issued by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.
- 6.3 Should any protocols be established as regards information exchange with other bodies then they will be made available.

7. Enforcement

- 7.1 Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.
- 7.2 This licensing authority's principles are that it will be guided by the Gambling Commission's Guidance to Licensing Authorities and will endeavour to be:
- **Proportionate:** regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - **Accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
 - **Consistent:** rules and standards must be joined up and implemented fairly;
 - **Transparent:** regulators should be open, and keep regulations simple and user friendly; and
 - **Targeted:** regulation should be focused on the problem, and minimise side effects.
- 7.3 This licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 7.4 This licensing authority has adopted and implemented a risk-based inspection programme, based on:
- the licensing objectives
 - relevant codes of practice
 - guidance issued by the Gambling Commission
 - the principles set out in this statement of principles.

- 7.5 This may include test purchasing activities to measure the compliance of licensed operators with aspects of the Gambling Act. When undertaking test purchasing activities, this licensing authority will undertake to liaise with the Gambling Commission, the Primary Authority (if applicable) and the operator to determine what other, if any, test purchasing schemes may already be in place. Irrespective of the actions of an operator on their overall estate, test purchasing may be deemed to be an appropriate course of action.
- 7.6 The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the licensing authority but should be notified to the Gambling Commission.
- 7.7 This licensing authority also keeps itself informed of developments as regards the work of the Department for Business, Energy & Industrial Strategy in its consideration of the regulatory functions of local authorities.
- 7.8 Bearing in mind the principle of transparency, this licensing authority's enforcement/compliance protocols/written agreements are available upon request to the licensing team (see Annex 1 for relevant contact details).

8. Licensing authority functions

- 8.1 Licensing authorities are required under the Act to:
- be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*
 - issue Provisional Statements
 - regulate *members' clubs* and *miners' welfare institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
 - issue Club Machine Permits to Commercial Clubs
 - grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*
 - receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
 - issue *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines
 - register *small society lotteries* below prescribed thresholds
 - issue Prize Gaming Permits
 - receive and Endorse *Temporary Use Notices*
 - receive Occasional Use Notices
 - provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange')
 - maintain registers of the permits and licences that are issued under these functions
- 8.2 It should be noted that licensing authorities are not to be involved in licensing remote gambling as this is regulated by the Gambling Commission via operating licences.

PART B: PREMISES LICENCES: CONSIDERATION OF APPLICATIONS

1. General Principles

1.1 Premises licences are subject to the requirements set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

(i) Decision-making

1.2 This licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

1.3 It is appreciated that as per the Gambling Commission's Guidance to Licensing Authorities "moral or ethical objections to gambling are not a valid reason to reject applications for premises licences" (with the exception of the casino resolution powers).

(ii) Definition of "premises"

1.4 In the Act, "premises" is defined as including "any place". Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, licensing authorities should pay particular attention if there are issues about sub-divisions of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.

1.5 This licensing authority takes particular note of the Gambling Commission's Guidance to Licensing Authorities which states that: licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- the third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating;
- entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not "drift" into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit;
- customers should be able to participate in the activity names on the premises licence.

1.6 The Guidance also gives a list of factors which the licensing authority should be aware of, which may include whether:

- the premises have a separate registration for business rates;
- the premises' neighbouring premises are owned by the same person or someone else?
- the premises can be accessed from the street or a public passageway?
- the premises can only be accessed from any other gambling premises?

1.7 This authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

The Gambling Commission's relevant access provisions for each premises type are reproduced below:

Casinos

- The principal access entrance to the premises must be from a street;
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons;
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.

Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises

Betting Shops

- Access must be from a street or from another premises with a betting premises licence;
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

- No customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre

Bingo Premises

- No customer must be able to access the premise directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Family Entertainment Centre

- No customer must be able to access the premises directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

1.8 The Gambling Commission's Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision-making.

(iii) Premises "ready for gambling"

1.9 The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

1.10 If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

1.11 In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:

- first, whether the premises ought to be permitted to be used for gambling;
- second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

1.12 Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

1.13 More detailed examples of the circumstances in which such a licence may be granted can be found in the Guidance.

(iv) Location

1.14 This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making. This authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. This authority has the option of adding conditions to a premises licence to address any such concerns.

(v) Planning:

1.15 This authority will not take into account irrelevant matters as per the Gambling Commission guidance.

(vi) Duplication with other regulatory regimes

1.16 This licensing authority seeks to avoid any duplication with other statutory/regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

1.17 When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or buildings consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence.

1.18 Licensing Objectives

Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the Gambling Commission's Guidance to Licensing Authorities and some comments are made below.

1.19 Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime - This licensing authority is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This licensing authority is aware of the distinction between disorder and nuisance and will consider factors (for example whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.

1.20 **Ensuring that gambling is conducted in a fair and open way** - This licensing authority has noted that the Gambling Commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however, more of a role with regard to tracks which is explained in more detail in the 'tracks' section of this document.

1.21 **Protecting children and other vulnerable persons from being harmed or exploited by gambling** - This licensing authority has noted the Gambling Commission's Guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The licensing authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

1.22 This licensing authority is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises.

1.23 Conditions

Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

1.24 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to a way in which the licensing objectives can be met effectively.

1.25 This licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

These matters are in accordance with the Gambling Commission's Guidance.

1.26 This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

1.27 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

1.28 It is noted that there are conditions which the licensing authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
- conditions in relation to stakes, fees, winning or prizes.

1.29 Door Supervisors

The Gambling Commission advises in its Guidance to Licensing Authorities that if a licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a premises licence to this effect.

1.30 Where it is decided that supervision of entrances/machines is appropriate for particular cases, a consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary.

2. Adult Gaming Centres

2.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

2.2 This licensing authority may consider measures to meet the licensing objectives such as:

- proof of age schemes
- CCTV
- supervision of entrances / machine areas
- physical separation of areas
- location of entry
- notices / signage
- specific opening hours
- self-exclusion schemes
- provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

3. (Licensed) Family Entertainment Centres

3.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

3.2 This licensing authority may consider measures to meet the licensing objectives such as:

- CCTV
- supervision of entrances / machine areas
- physical separation of areas
- location of entry
- notices / signage
- specific opening hours
- self-exclusion schemes
- provision of information leaflets / helpline numbers for organisations such as GamCare.
- measures / training for staff on how to deal with children that are not endowed with authority to be absent from school and on the premises, this includes electively home schooled and excluded children.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

3.3 This licensing authority will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

4. Casinos

4.1 Cherwell District Council has not adopted a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this licensing authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution. Any such decision will be made by the Full Council

5. Bingo premises

5.1 This licensing authority will satisfy itself that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo

premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

- 5.2 This authority also notes the Guidance regarding the unusual circumstances in which the splitting of pre-existing premises into two adjacent premises might be permitted.

6. Betting premises

- 6.1 *Betting machines* - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

7. Tracks

- 7.1 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

- 7.2 This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas on days that schools are not open to pupils and where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

- 7.3 This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 7.4 *Gaming machines* - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.

- 7.5 *Betting machines* - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer.

Applications and plans

- 7.6 The Gambling Act (s51) requires applicants to submit plans of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity.
- 7.7 Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.
- 7.8 Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.
- 7.9 In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined.
- 7.10 This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the "five times rule" (commonly known as betting rings) must be indicated on the plan.

8. Travelling fairs

- 8.1 This licensing authority is responsible for deciding whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 8.2 The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 8.3 It is noted that the 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

9. Provisional statements

- 9.1 Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.
- 9.2 S204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:
- expects to be constructed;

- expects to be altered; or
- expects to acquire a right to occupy.

9.3 The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

9.4 In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

9.5 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

9.6 In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

10. Reviews

10.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below:

- in accordance with any relevant Code of Practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of principles.

10.2 The request for the review will also be subject to the consideration by the authority as to whether the request is frivolous, vexatious, or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

10.3 The licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks is appropriate.

10.4 Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after the application was received by the licensing authority, who will publish notice of the application within 7 days of receipt.

- 10.5 The licensing authority must carry out the review as soon as possible after the 28 day period for making representations has passed.
- 10.6 The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are to:
- (a) add, remove or amend a licence condition imposed by the licensing authority;
 - (b) exclude a default condition imposed by the Secretary of State or Scottish Ministers (e.g. opening hours) or remove or amend such an exclusion;
 - (c) suspend the premises licence for a period not exceeding three months; and
 - (d) revoke the premises licence.
- 10.7 In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.
- 10.8 In particular, the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
- 10.9 Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:
- the licence holder
 - the applicant for review (if any)
 - the Commission
 - any person who made representations
 - the chief officer of police or chief constable; and
 - Her Majesty's Commissioners for Revenue and Customs

PART C: PERMITS / TEMPORARY & OCCASIONAL USE NOTICES

1. Unlicensed family entertainment centre gaming machine permits (Statement of Principles on Permits - Schedule 10 paragraph 7)

- 1.1 Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).
- 1.2 The Gambling Act 2005 states that a licensing authority may prepare a *statement of principles* that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission.

It should be noted that a licensing authority cannot attach conditions to this type of permit.

Statement of Principles This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures / training for staff as regards to children that are not endowed with authority to be absent from school and on the premises this includes electively home schooled and excluded children, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises. This licensing authority will also expect, as per Gambling Commission Guidance, that applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs; that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

2. (Alcohol) Licensed premises gaming machine permits - (Schedule 13 paragraph 4(1))

Automatic entitlement: 2 machines

- 2.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority and pay the prescribed fee.
- 2.2 The licensing authority can remove the automatic authorisation in respect of any particular premises if:
 - provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
 - gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
 - the premises are mainly used for gaming; or
 - an offence under the Gambling Act has been committed on the premises.

Permit: 3 or more machines

- 2.3 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*”

- 2.4 This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.
- 2.5 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.
- 2.6 It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 2.7 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

3. Prize gaming permits

- 3.1 The Gambling Act 2005 states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit”.
- 3.2 This Licensing Authority has not prepared a statement of principles. Should it decide to do so it will include details in a revised version of the policy statement.
- 3.3 In making its decision on an application for this permit the licensing authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance (Gambling Act 2005, Schedule 14 paragraph 8(3)).
- 3.4 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied with;
 - all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
 - the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
 - participation in the gaming must not entitle the player to take part in any other gambling.

4. Club gaming and Club Machines Permits

- 4.1 Members clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit. The permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in forthcoming regulations.

- 4.2 Members clubs and miners' welfare institutes – and also commercial clubs – may apply for a Club Machine Permit. A Club Machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D). NB commercial clubs may not site category B3A gaming machines offering lottery games in their club.
- 4.3 The club must be conducted 'wholly or mainly' for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulations and these cover bridge and whist clubs.
- 4.4 Licensing authorities may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
 - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
 - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
 - (d) a permit held by the applicant has been cancelled in the previous ten years; or
 - (e) an objection has been lodged by the Commission or the police.
- 4.5 There is also a 'fast-track' procedure available under the Act for premises which hold a club premises certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). Commercial clubs cannot hold club premises certificates under the Licensing Act 2003 and so cannot use the fast-track procedure.
- 4.6 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

5. Temporary use notices

- 5.1 Temporary use notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a temporary use notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.
- 5.2 The licensing authority can only grant a temporary use notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.
- 5.3 The Secretary of State has the power to determine what form of gambling can be authorised by temporary use notices, and at the time of writing this Statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that temporary use notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 5.4 There are a number of statutory limits as regards temporary use notices. The meaning of "premises" in Part 8 of the Act is discussed in the Gambling Commission Guidance to Licensing Authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place".
- In considering whether a place falls within the definition of "a set of premises", the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises.
- 5.5 This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance to Licensing Authorities.

6. Occasional use notices (OUNs)

- 6.1 The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will though, consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice. This licensing authority will also ensure that no more than 8 OUNs are issued in one calendar year in respect of any venue.

7. Small society lotteries

- 7.1 This licensing authority will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exclusive, could affect the risk status of the operator:
- submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held);
 - submission of incomplete or incorrect returns;
 - breaches of the limits for small society lotteries.
- 7.2 Non-commercial gaming is permitted if it takes place at a non-commercial event, either as an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds is for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:
- by, or on behalf of, a charity or for charitable purposes
 - to enable participation in, or support of, sporting, athletic or cultural activities.
- 7.3 Charities and community groups should contact Cherwell District Councils licensing department.

PART D: ANNEXES

Annex 1: List of Local Authorities and other Partners

Cherwell District Council

Bodicote House
Bodicote
Banbury
OX15 4AA
TEL: 01295 753738
licensing@cherwell-dc.gov.uk

Oxfordshire Safeguarding

Oxfordshire Safeguarding Board
Officer
3rd Floor County Hall
New Road
Oxford OX5 2NX
<http://www.oscb.org.uk/>

H M Revenue & Customs

Holland House
20 Oxford Road
Bournemouth
BH8 8DZ
www.hmrc.gov.uk

Oxfordshire Fire and Rescue Service

Oxfordshire Fire and Rescue Service
Headquarters
Sterling Road
Kidlington
Oxfordshire OX2 2DU
TEL: 01865 891189

Thames Valley Police

Licensing Department
Thames Valley Police
E Block HQ South
165 Oxford Road
Kidlington
Oxfordshire OX5 2NX
TEL: 0845 8505505

The Planning Authority

Bodicote House
Banbury
OX15 4AA
TEL: 01295 753738

<https://www.oxfordshire.gov.uk/cms/public-site/fire-and-rescue-service>

<http://www.thamesvalley.police.uk/>

planning@cherwell-dc.gov.uk

The Gambling Commission

Victoria Square House
Victoria Square
Birmingham
B2 4BP
TEL: 01212306666
info@gamblingcommission.gov.uk

Annex 2: List of Consultees on the Statement of Principles

- Association of British Bookmakers Warwick House, 25 Buckingham Palace Road, London, SW1W 0PP
- British Beer and Pub Association, Market Towers, 1 Nine Elms Lane, London, SW8 5NQ
- Gambling Commission, Victoria Square House, Victoria Square, Birmingham, B2 4BP
- HM Revenue and Customs, Holland House, 20 Oxford Road, Bournemouth, BH8 8DZ
- Thames Valley Police, Thames Valley Police Headquarters, Oxford Road, Kidlington, Oxon, OX5 2NX
- Oxon PCC, The Farmhouse, Thames Valley Police Headquarters, Oxford Road, Kidlington, Oxon, OX5 2NX
- Oxon Safeguarding Childrens Board, 3rd Floor, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND
- Oxon Safeguarding Adults Board, 3rd Floor, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND
- Bingo Association, 75 High Street North, Dunstable, LU6 1JF
- Gamcare, 1st Floor, CAN Mezzanine Old Street, London, N1 6AH
- BACTA, 134-136 Buckingham Palace Road, London, SW1W 9SA
- Public Health Oxfordshire, Public Health Team, OCC, County Hall, New Road, Oxford, OX1 1ND
- Parish Councils
- District Councillors
- Health Protection
- Environmental Protection
- Licensed premises

Annex 3: Local Area Profile

Gambling Act Local Area Profile – Cherwell District Council

Cherwell is predominantly a rural district with 3 main towns; Banbury, Bicester and Kidlington. At the last census the population was 146 635 with 63% of that number living in the 3 main towns.

The licensing authority does not have any information that there are specific issues around gambling at present.

The licensing authority would recommend that the following matters are considered by operators when preparing their local risk assessment:

- the location of the premises to services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather;
- the vicinity of the premises to gambling or addiction support or treatment centres where children or vulnerable groups may be present;
- Range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, service tills, refreshment and entertainment type facilities;
- the demographics of the area in relation to vulnerable groups;
- whether the premises is in an area subject to high levels of crime and/or disorder;
- local risk assessments should show how vulnerable people, including people with gambling dependencies are protected including the use of Information held by the licensee regarding self-exclusions and incidences of underage gambling.
- Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activities, etc.

This list is not exhaustive and other factors not in this list that are identified must be taken into consideration.

The Licensing Authority expects a current copy of the Local Risk Assessment to be kept at the licensed premises.

Appendix 2 - Gambling Act 2005 Statement of Licensing Principles; Summary of Changes

Section	Change	Notes
1.5	Add 'Children & young people are explicitly precluded from employment at licenced gambling premises (part time from 13 years) as per Children and Young Person Act 1933'	Add reference for clarification
3.2	Remove the word 'truant' and replace with 'children that are not endowed with authority to be absent from school and on the premises, this includes electively home schooled and excluded children'	Clarification wording requested by OCC Children's services
7.2	Add 'only on days that schools are not open to pupils'	Clarification wording by OCC Children's services
Part C 1.2	Replace 'truant' And replace with 'to children that are not endowed with authority to be absent from school and on the premises, this includes electively home schooled and excluded children'	Clarification wording by OCC Children's services
7.2	Add 'on days that schools are not open to pupils'	Clarification wording by OCC Children's services

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Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE



Cherwell District Council and Oxfordshire County Council Equality and Climate Impact Assessment

December 2021

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Section 1: Summary details

Directorate and Service Area	Regulatory Services and Community Safety; Licensing
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Cherwell District Council (CDC) Revised Statement of Licensing Principles which is required to be published by the Council under the Gambling Act 2005. 'CDC Gambling Act 2005 Statement of Licensing Principles'
Is this a new or existing function or policy?	This is an existing Policy that requires readoption. This process is completed every three years and due republication in January 2022.
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	The Statement of Licensing Principles following review and comparison with the Statutory Guidance issued in 2021 is itself is unchanged with the only amendments being to the document layout and inclusion of Cherwell District Council Logo and Dates etc and the reclarification of wording. The review of the policy has taken in to account the guidance issued by central government (Gambling Commission) and other regulatory bodies to ensure it is consistent with those nationally and within. The review has concluded that no change is required therefore there are no anticipated detrimental impacts, due to this this being a standard policy that is adopted equally across the district.
Completed By	Richard Rockall
Authorised By	Richard Webb
Date of Assessment	21 st December 2021

Section 2: Detail of proposal

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<p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>Section 349 of The Gambling Act 2005 requires all licensing authorities to prepare and publish a statement of principles that they propose to apply in exercising their functions under the Act and in particular the following three licensing objectives:</p> <ul style="list-style-type: none"> o Keeping gambling crime free o Making sure that gambling is fair and open o Protecting children and vulnerable adults <p>The Statement of Licensing Principles is required to be reviewed every three years. To help the process, the Act requires the Gambling Commission to issue statutory guidance to Licensing Authorities on the manner in which they are to exercise their functions under the Act and the principles to be applied by them in exercising those functions. Licensing Authorities are required to take account of all such guidance.</p> <p>The statutory guidance is designed to ensure the spread of best practice and consistency of approach in decision making amongst licensing authorities, whilst not preventing authorities from properly exercising the discretion they have to take account of appropriate and relevant local issues and factors.</p>
<p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>There are no amendments to the substance of the Statement of Licensing itself. It is a readoption of the Policy.</p>

<p>Evidence / Intelligence</p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<p>Statutory Consultation evidence for this review.</p> <p>To date we have received no comments during the consultation process. We have consulted statutory consultees including Thames Valley Police, Oxfordshire Fire and Rescue and Adult and Child Safeguarding and every licensed premise in the Cherwell District.</p> <p>At the time of writing, we are still awaiting comments from Oxfordshire Public Health, but it is expected that as no changes are being made that no adverse comments will be received.</p>
<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>There is no alternative. It is a requirement to have a Gambling Act 2005 Statement of Licensing Principles.</p>

Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Wider Impacts

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other Council Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Social Value ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Section 3: Impact Assessment - Climate Change Impacts

OCC and CDC aim to be carbon neutral by 2030. How will your proposal affect our ability to reduce carbon emissions related to

Climate change impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (* Job Title, Organisation)	Timescale and monitoring arrangements
Energy use in our buildings or highways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Our fleet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Staff travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Purchased services and products (including construction)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Maintained schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

We are also committed to enable Cherwell to become carbon neutral by 2030 and Oxfordshire by 2050. How will your proposal affect our ability to:

Climate change impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Enable carbon emissions reduction at district/county level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review Date	N/A
Person Responsible for Review	N/A
Authorised By	N/A

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Cherwell District Council

Council

28 February 2022

Parliamentary Boundary Review update

Report of Chief Executive

This report is public

Purpose of report

To update Council on the next stages of the Parliamentary Boundary Review 2023

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the update on the Parliamentary Boundary Review 2023.
- 1.2 To note that the Parliamentary Boundary and Community Governance Review working group will consider and draft a submission to the second and any subsequent consultations.
- 1.3 To delegate authority to the Chief Executive, in consultation with the Chairman (or Vice-Chairman in the Chairman's absence) of the Parliamentary Boundary and Community Governance Review working group, to finalise the council's submission and respond on behalf of Cherwell District Council to the second and any subsequent consultation periods held during the review, including via attendance at a public hearing if considered appropriate.

2.0 Introduction

- 2.1 At the 19 July 2021 meeting, Council received a [report](#) (Minute 24 refers) detailing the Boundary Commission for England's (BCE) approach to the review of the Parliamentary boundaries.
- 2.2 Council delegated authority to the Chief Executive, in consultation with the Parliamentary Boundary and Community Governance Review working group (the working group) to respond to the first consultation.
- 2.3 The first Parliamentary Boundary Review consultation period was held on initial proposals from the BCE between 8 June to 2 August 2021.

- 2.4 The BCE have now [published all responses received during the first consultation](#). A secondary consultation on the same proposals will run from 22 February to 4 April 2022, and will include a series of public hearings.
- 2.5 The secondary consultation is an opportunity for interested parties to submit further comments in relation to the proposals, or respond to comments made by others during the initial consultation.

3.0 Report Details

3.1 The BCE proposals are as follows:

- The proposals are based on the current ward boundaries following the 2015 CDC boundary review.
- No Cherwell parishes will fall under a constituency that is administered by a different local authority.
- All CDC district wards will come under either the Banbury constituency (approximate electorate 69,943) or the new Bicester constituency (approximate electorate 70,389). Both constituencies will incorporate district wards from West Oxfordshire District Council.
- The CDC (Acting) Returning Officer will be responsible for the administration of parliamentary elections for both the Banbury and Bicester constituencies

3.2 The Working Group considered the proposals and submitted the following consultation response to the initial consultation:

“Cherwell District Council have considered the proposals and support the proposed Banbury and Bicester constituencies, they are logical from a geographical perspective.

Regarding the proposed Bicester constituency, we would like to make the BCE aware of the level of housing growth for Bicester. There are 4486 homes with planning permission, and a further 2192 projected permissions for the period to March 2031 and this will impact significantly on the electorate for this constituency. If the current proposals are implemented as planned, the Bicester constituency could rapidly reach and exceed the 77,062 upper limit on electors”

3.3 The Working Group had differing opinions on the proposed names for the two Constituencies, however as no consensus view could be reached on potential alternatives no reference was made to constituency names in the response.

3.4 The Working Group will be meeting to discuss the comments submitted to the BCE during the initial consultation, and determining whether it is necessary for a further response to be submitted to the secondary consultation, and/or attendance scheduled at a public hearing.

3.5 Public hearings are being held at four locations in the South East during March. Attendees can book a 10-minute slot to make an in-person representation on proposals in the region.

3.6 The BCE timetable for the review sets out that revised proposals will be published and a further four-week written consultation period will take place in ‘late 2022’.

- 3.7 Notwithstanding the proposal for authority to be delegated to the Chief Executive to respond to the BCE consultations on behalf of the Council, any individual or organisation can submit their own consultation response via the [BCE consultation portal](#), and/or book a slot at a public hearing via the [BCE website](#).

4.0 Conclusion and Reasons for Recommendations

- 4.1 It is important for Cherwell District Council to respond to the Boundary Commission for England consultation on Parliamentary Boundaries, due to the impact on all residents in the district.
- 4.2 As the review will continue during 2022 and early 2023, delegating authority to the Chief Executive, in consultation with the working group will allow responses to any and all consultation periods to be submitted in a timely manner once exact details of subsequent consultation periods are announced.

5.0 Consultation

- 5.1 None in the preparation of this report.
- 5.2 The Boundary Commission for England is conducting the Parliamentary Boundary Review and subsequently the consultation for the review and administration of public hearings.

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 respond to the Parliamentary Boundary Review consultation. This is rejected as this could result in the District having Constituency boundaries imposed which do not offer the best representation for the electorate

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising directly from this report. If attendance at a public hearing was considered necessary, travel costs would be reimbursed in line with the relevant allowance scheme and such costs can be met from existing budgets.

Comments checked by:

Michael Furness, Assistant Director – Finance. Michael.Furness@cherwell-dc.gov.uk; 01295 221845

Legal Implications

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

Comments checked by:

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

Risk Implications

7.3 There are no risk implications arising directly from this report.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes.

Louise.tustian@cherwell-dc.gov.uk; 01295 221786

Equalities and Inclusion Implications

7.4 There are no equalities and inclusion implications arising directly from this report.

Comments checked by:

Lauren Rushen, Senior Policy Officer. Lauren.rushen@oxfordshire.gov.uk

8.0 Decision Information

Key Decision N/A

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

N/A

Lead Councillor

N/A

Document Information

Appendix number and title

- None

Background papers

None

Report Author and contact details

Emma Faulkner, Democratic and Elections Officer.

Tel: 01295 221534, Email: democracy@cherwell-dc.gov.uk

Cherwell District Council

Council

28 February 2022

Revision to the Council's Resolution made 26 February 2018 regarding Oxfordshire Housing and Growth Deal

Report of Interim Assistant Director, Housing and Social Care Commissioning

This report is public

Purpose of report

To request a revision to the Resolution made by Council at its meeting on 26 February 2018, regarding the authority delegated to the Chief Executive to agree the Growth Deal Affordable Housing Delivery Plan, and to explain the reasons for the request.

1.0 Recommendations

The meeting is recommended:

- 1.1 To delegate authority to the Chief Executive, in consultation with the Leader, to agree the necessary changes and substitutions to the Cherwell District Council Growth Deal affordable housing delivery programme; and
- 1.2 Delegate authority to the Chief Executive, in consultation with the S.151 Officer and Lead Member for Finance and Governance, to agree Growth Deal grant agreements and Cherwell District Council Growth Deal 'Top Up' grant agreements subject to available funding.

2.0 Introduction

- 2.1 At its meeting on 26 February 2018, Council considered a report of the Chief Executive setting out the arrangements for the Oxfordshire Housing and Growth Deal. The Deal was announced by Government in the November 2017 Budget, and provided £215 million of additional government funding for Oxfordshire, along with a package of planning freedoms and flexibilities for the Oxfordshire authorities. The Resolution of the Council specifically referred to delegated authority to the Chief Executive to agree the Year 1 affordable housing delivery programme, phasing and processes specified in the Delivery Plan.
- 2.2 The Year 1 affordable housing delivery plan included an indicative plan for years 1-3 of Growth Deal. Due to necessary changes and substitutions of schemes in the plan, and the extension of the Growth Deal Affordable Housing Programme to

include a Year 4 (i.e., 2021/22), it is necessary to seek a revised Resolution from Council. This will ensure that the available Growth Deal funding can be committed by 31 March 2022 and all legal, operational and financial obligations can be met by Cherwell District Council.

3.0 Report Details

3.1 At its meeting on 26 February 2018, Council considered a report of the Chief Executive, setting out the arrangements for the Oxfordshire Housing and Growth Deal, and Resolved:

- (1) That the Oxfordshire Housing and Growth Deal (the Deal) be agreed.
- (2) That the Delivery Plan (annex to the Minutes as set out in the Minute Book) be approved as the basis for the Deal and it be noted that elements will be updated as detailed work programmes develop.
- (3) That authority be delegated to the Chief Executive, in consultation with the Leader and the Growth Board, to make minor changes to the Delivery Plan that may be required to secure agreement with Government.
- (4) That authority be delegated to the Chief Executive, in consultation with Leader and the Growth Board, to agree the Year 1 affordable housing delivery programme, phasing and processes specified in the Delivery Plan.
- (5) That agreement be given to appoint Oxfordshire County Council as the accountable body in respect of the Oxfordshire Housing and Growth Deal.
- (6) That authority be delegated to the Chief Executive, in consultation with the Leader and the Growth Board, to review the terms of reference of the Growth Board and agree any amendments and any appropriate inter-authority agreements required to support the Delivery of the Housing and Growth Deal.
- (7) That authority be delegated to the Chief Executive, in consultation with the Leader, to take any other decisions arising from agreement to the Oxfordshire Housing and Growth Deal, until the revised terms of reference of the Growth Board are in place.
- (8) That agreement be given to participate in the preparation of a Joint Statutory Spatial Plan (JSSP) for Oxfordshire in accordance with the timescales set out in the Delivery Plan and in accordance with Section 28 of the Planning and Compulsory Purchase Act 2004 (Districts only) with the milestones for progressing the JSSP being contingent on Government delivering the Planning Freedoms and Flexibilities as described in the Delivery Plan.

3.2 The Oxfordshire Housing and Growth Deal has been operational for more than three years and is supported by a central Growth Deal team at Oxfordshire County Council. Cherwell District Council (CDC) has its own Growth Deal Programme Board, led by the Senior Responsible Officer and supported by project management officers and Workstream Leads. In addition to the CDC Growth Deal Programme Board, at a county level there are Member and Officer groups who receive updates

and oversee delivery of the various Growth Deal workstreams including: Affordable Housing, Homes from Infrastructure, Economy and Productivity, and the Oxfordshire Plan 2050 (JSSP).

- 3.3 In relation to affordable housing workstream, an indicative delivery plan was developed in Year 1 and this covered years 1 to 3 of the Growth Deal. Many schemes for years 2 and 3 were still at early stages of discussion and some were reliant on the developers agreeing to sell market housing at a discount to enable Registered Providers to buy them as additional affordable housing units funded through the Growth Deal Affordable Housing Programme. As the programme progressed, it became clear that for various reasons (e.g., site suitability, viability and delivery timescale) some schemes would not be deliverable with Growth Deal funding. The Growth Deal grant rates were not competitive with Homes England grant rates and therefore it was necessary for each local authority to introduce a 'Top Up' fund which would be agreed on a site-by-site basis, subject to eligible criteria and value for money tests being met. The funding for the CDC Growth Deal 'Top Up' was agreed as part of the budget setting process in 2019 for the financial year 2020/21 and is comprised of existing S.106 Commuted Sums received by the council in lieu of on-site affordable housing. The top up fund helped to improve the opportunities to secure the number of affordable housing units needed to meet the agreed delivery targets in Cherwell.
- 3.4 Due to the Covid pandemic and the impact of site closures and lockdowns in 2020, MHCLG (now DLUHC) and Homes England agreed a 1-year extension to the 3-year Oxfordshire Growth Deal Affordable Housing Programme. This enabled delayed and substituted sites across Oxfordshire to be included in the funding programme up to 31 March 2022. Some of the Cherwell schemes planned for year 3 were impacted by delays and have been funded in 2021/22. Other schemes included in the original indicative delivery plan agreed in Year 1, will not be delivered. This is not due to the impact of Covid, but due to buoyant sales of open market housing, rising development costs and some sites not being able to achieve planning permission within the funding time frame.
- 3.5 Therefore, to achieve the planned target of 131 additional Growth Deal funded affordable homes in Cherwell, and contribute to achieving the overall Oxfordshire target, it has been necessary to identify substitute sites that can deliver the required outcomes. These sites have progressed and have planning permission in place. In addition, DLUHC and Homes England have made clear that the remaining Oxfordshire Growth Deal Affordable Housing Programme funding must be committed to schemes before 31 March 2022.
- 3.6 The original Council Resolution in 3.1 above, specifically refers to delegated authority to the Chief Executive, in consultation with the Leader and the Growth Board, to agree the Year 1 affordable housing delivery programme (Resolution 4). Therefore, it is necessary to seek further delegated authority for the Chief Executive to agree all changes and substitutions to the CDC Growth Deal affordable housing delivery programme, and to authorise the associated Growth Deal grant agreements and Cherwell DC Growth Deal 'Top Up' grant agreements, subject to funding applications meeting the published criteria and value for money tests. This will ensure the Council's Constitutional requirements are met and that the Growth Deal grant and CDC Growth Deal Top Up grant funding can be committed to the identified schemes before the 31 March 2022 deadline.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The recommendation set out in paragraphs 1.1 and 1.2 of this report are necessary for the reasons set out in paragraph 3.6 above, and to ensure the relevant Growth Deal and CDC Growth Deal Top Up grant agreements can be executed by lawyers.

5.0 Consultation

- 5.1 The proposed changes and scheme substitutions to the CDC Growth Deal affordable housing delivery programme have been discussed with the County Council's Growth Deal Project Team and have been the subject of bid clinics with Homes England and discussions with DLUHC (formerly MHCLG). The Registered Providers who will be delivering the Growth Deal Schemes have also submitted applications for grant and are in a position to draw down grant funding as soon as they receive approval from Cherwell District Council. The CDC Growth Deal Programme Board receive highlight reports on all Growth Deal Workstreams, including Affordable Housing. The Lead Member for Housing receives briefings on the affordable housing workstream prior to attending the countywide Housing Advisory Sub-Group.

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: Do nothing to update the Resolution – this option is rejected as without a revised resolution to delegate authority to make changes or enter into funding agreements, it would not be possible to achieve the Cherwell Growth Deal Affordable Housing targets nor commit the Growth Deal funding that has been identified for Cherwell District by 31 March 2022.

7.0 Implications

Financial and Resource Implications

- 7.1 The CDC Growth Deal Top Up funding is comprised of existing S.106 Commuted Sum funds already received from developers in lieu of on-site affordable housing. Growth Deal funding is paid by DLUHC (formerly MHCLG) to Oxfordshire County Council and in turn, this is administered by OCC to each of the City and District Councils following approval of a grant funding application. Any new Growth Deal schemes will need to be added to the council's Capital Programme in order for CDC to spend the funds received. The recommendation in this report will enable legal grant agreements to be put in place with each Registered Provider to protect the grant funding and ensure it is used for the intended purpose of delivering affordable housing. It is important to maximise the opportunity to secure external funding to deliver our corporate commitment of meeting housing need. Without the necessary delegated authority to the Chief Executive, there is a significant risk to the loss of Growth Deal funding to Cherwell District Council.

Comments checked by:
Michael Furness, Assistant Director Finance, 01295 221845,
Michael.Furness@Cherwell-dc.gov.uk

Legal Implications

- 7.2 The council's Resolution of 26 February 2018 does not specifically cover substitutions and changes to the original Year 1 affordable housing delivery programme and therefore a revised resolution is necessary to meet legal and Constitutional requirements. Failure to have the delegated authority in place, may result in legal challenge. Grant funding agreements cannot be executed without the proper authority in place.

Comments checked by:
Christopher Mace, Solicitor; 07702917916; christopher.mace@cherwell-dc.gov.uk

Risk Implications

- 7.3 Cherwell District Council is a party to the Oxfordshire Housing and Growth Deal agreement with government and has a duty to deliver its obligations. Delegated authority to the Chief Executive to agree changes and substitutions to the Cherwell Growth Deal affordable housing delivery programme will provide the best opportunity to deliver the affordable housing targets and to maximise the investment to the district. Growth Deal is also a countywide project and all partners are obliged to commit the available Growth Deal Affordable Housing Programme funding by 31 March 2022 which is a deadline set by DLUHC in 2021. Without the appropriate delegated authority, and subsequent ability to meet CDC obligations, there is a financial and reputational risk to the council.

Comments checked by:
Louise Tustian, Head of Insight and Corporate Programmes; 01295 221786:
Louise.Tustian@Cherwell-DC.gov.uk

Equalities and Inclusion Implications

- 7.4 There are no impacts on equality and inclusion as a consequence of the recommendation in this report. Provision of more affordable housing in the district will contribute to meeting identified housing needs and developing sustainable and inclusive communities.

Comments checked by:
Emily Schofield, Acting Head of Strategy; 07881 311707;
Emily.Schofield@cherwell-dc.gov.uk

Sustainability Implications

- 7.5 There are no sustainability implications as a consequence of the recommendation in this report.

Comments checked by:
Sandra Fisher-Martins, Climate Action Mobilisation Manager, 07584174682,
sandra.fisher-martins@oxfordshire.gov.uk

8.0 Decision Information

Key Decision N/A

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

Corporate Plan: Housing that meets your needs.
Housing Strategy 2019-2024

Lead Councillor

Councillor Barry Wood, Leader of the Council
Councillor Lucinda Wing, Lead Member for Housing

Document Information

Appendix Title and Number

- None

Background papers

None

Reference papers

Exempt Growth Deal Affordable Housing delivery programme.

The Chief Executive's report to Council on 26 February 2018 and associated Minutes and Resolution are published here, see item 83:

<https://modgov.cherwell.gov.uk/ieListDocuments.aspx?CId=114&MId=2837&Ver=4>

Report Author and contact details

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Council

Monday 28 February 2022

Agenda Item 21, Motions

Motion Proposer: Councillor Ian Middleton

Motion Seconder: TBC

Topic: Oxfordshire Growth Needs Assessment (OGNA)

Motion

“The recent Regulation 18 Part 2 consultation on the Oxfordshire 2050 Plan proposes three growth projections which could be used as the basis for assessing the scale of longer-term housing growth in Oxfordshire. These projections originate from the Oxfordshire Growth Needs Assessment (OGNA) which is a report prepared by consultants advising the Oxfordshire councils.

Major civic groups throughout the county have criticised the basis for the OGNA and have called for it to be peer reviewed before these figures are locked into future stages of the planning and consultation process.

This is now even more vital after a preliminary report on the Regulation 18 consultation response suggested that the highest (or transformational) level of growth was being favoured, although it seems that this was due in large part to responses from landowners and property developers.

This would represent a further significant level of predicted growth in the county which will need to be supported by this council as part of our local plan priorities. This in turn could have serious implications for our five year land supply commitments which are already under considerable strain in Cherwell.

This Council therefore supports calls for an urgent independent peer review of the OGNA to be carried out before we reach the next stage (regulation 19) of the consultation process for the Oxfordshire 2050 Plan. This should include an assessment of the methodology along with clear explanations of the effect of the choices that have been made in preparing the projections.”

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