

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee: Executive**

**Date: Monday 10 January 2022**

**Time: 6.30 pm**

**Venue Bodicote House, Bodicote, Banbury, Oxon OX15 4AA**

## **Membership**

### **Councillor Barry Wood (Chairman)**

Councillor Phil Chapman  
Councillor Tony Ilott  
Councillor Richard Mould  
Councillor Dan Sames

### **Councillor Ian Corkin (Vice-Chairman)**

Councillor Colin Clarke  
Councillor Andrew McHugh  
Councillor Lynn Pratt  
Councillor Lucinda Wing

## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

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

### **3. Petitions and Requests to Address the Meeting**

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

### **4. Minutes (Pages 7 - 16)**

To confirm as a correct record the Minutes of the meeting held on 6 December 2021.

### **5. Chairman's Announcements**

To receive communications from the Chairman.

## **6. Annual Monitoring Report 2021 (Pages 17 - 30)**

(Due to the size of the documents, the appendices to the report are published as supplements to the main Executive agenda)

Report of Assistant Director – Planning and Development

### **Purpose of report**

To seek approval of the Annual Monitoring Report (AMR) 2021, and to present the District's current housing land supply position.

To seek approval of the Housing Delivery Action Plan to assist the Councils approach to housing land supply.

To seek approval of accompanying updates to the Local Plan's Infrastructure Delivery Plan and the Brownfield Land Register.

### **Recommendations**

The meeting is recommended:

- 1.1 To approve for publication the 2021 Annual Monitoring Report (AMR) presented at Appendix 1.
- 1.2 To note the district's housing delivery and five-year housing land supply positions (for conventional housing and for Gypsies and Travellers) at Section 5 of the AMR and the need for updating of the land supply positions should these materially change, including consideration of the Vale of White Horse Council's 3 December 2021 Cabinet decision relating to the Regulation 10A review of its Part 1 Plan.
- 1.3 To approve for publication the 2021 Infrastructure Delivery Plan (IDP) update presented at Appendix 2.
- 1.4 To approve for publication the 2021 Brownfield Land Register (BLR) presented at Appendix 3.
- 1.5 To authorise the Assistant Director - Planning and Development in consultation with the Lead Member for Planning to make any necessary minor and presentational changes to the Annual Monitoring Report, Infrastructure Delivery Plan update, Brownfield Land Register and Housing Delivery Action Plan, if required prior to publication.

## **7. 2020-2022 Community Nature Plan Progress Update (Pages 31 - 72)**

Report of Assistant Director - Wellbeing

### **Purpose of report**

To provide a progress update for the 2020-2022 Community Nature Plan and its approach to addressing the Council's statutory biodiversity duty.

## **Recommendations**

The meeting is recommended:

- 1.1 To note the 2020-2022 Community Nature Plan progress report and its approach to addressing the Council's statutory biodiversity duty.
- 1.2 To recognise the essential role of key partners in the delivery of the Community Nature Plan.
- 1.3 To note that the development of the 2022-2024 Community Nature Plan (CNP) will include an all-member seminar in 2022 involving planners, as requested by the Overview and Scrutiny Committee in December 2020, and that the implications of the provisions of the Environment Act will be taken into account in this next iteration of the Community Nature Plan.

## **8. Fixed Penalty Notices (Pages 73 - 80)**

Report of Assistant Director – Regulatory Services and Community Safety

### **Purpose of report**

To review and agree the fixed penalty notice fines that can be charged for various environmental crimes.

### **Recommendations**

The meeting is recommended:

- 1.1 To consider and determine the fixed penalty notice fine levels for certain environmental crimes enforced by the council.

## **9. Member Champion Review (Pages 81 - 92)**

Report of Director – Law and Governance

### **Purpose of report**

To consider the findings of the Member Champion Review.

### **Recommendations**

The meeting is recommended:

- 1.1 To merge the roles of heritage and design Member Champion with the Lead Member for Planning portfolio, and the generations together Member Champion with the Lead Member for Wellbeing portfolio, taking effect from the 2022-2023 Municipal Year.
- 1.2 To retain the Military Member Champion role, to be appointed annually.
- 1.3 That the Terms of Reference for Member Champions be amended as shown in appendix 3, taking effect from the 2022-2023 Municipal Year.

10. **Council Tax Base 2022-2023** (Pages 93 - 108)

Report of Director of Finance

**Purpose of report**

To provide Council Tax Base for 2022-2023

**Recommendations**

The meeting is recommended:

1.1 That the report of the Director of Finance for the calculation of the Council's Tax Base for 2022-2023 be agreed and:

- (a) That pursuant to the Director of Finance's report and in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2022-2023 shall be **56,801.6**
- (b) As for the parishes which form part of its area shown in Appendix 1, the amount calculated as the Council Tax Base for the year 2022-2023 in respect of special items shall be as indicated in the column titled Tax Base 2022-2023.
- (c) As for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2022-2023 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	54,450.4
Anglian (Great Ouse) Flood Defence Area	1,901.3
Severn Region Flood Defence Area	449.9
<b>TOTAL</b>	<b>56,801.6</b>

11. **Monthly Performance, Risk and Finance Monitoring Report** (Pages 109 - 172)

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

**Purpose of report**

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

**Recommendations**

The meeting is recommended:

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

1.2 To approve the changes in use of reserves as detailed at Appendix 7.



## **12. Urgent Business**

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

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto: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.

### **Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

This agenda constitutes the 5 day notice required by Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in terms of the intention to consider an item of business in private.

### **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.

### **Watching Meetings**

Please note that Council meetings are currently taking place in person (not virtually) with social distancing at the meeting. Meetings will continue to be webcast and individuals who wish to view meetings are strongly encouraged to watch the webcast to minimise the risk of COVID-19 infection.

Places to watch meetings in person are very limited due to social distancing requirements. If you wish to attend the meeting in person, you must contact the Democratic and Elections Team [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) who will advise if your request can be accommodated and of the detailed COVID-19 safety requirements for all attendees.

Please note that in line with Government guidance, all meeting attendees are strongly encouraged to take a lateral flow test in advance of 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](mailto:democracy@cherwell-dc.gov.uk),  
01295 221589

**Yvonne Rees****Chief Executive**

Published on Thursday 23 December 2021

## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 6 December 2021 at 6.30 pm

#### Present:

Councillor Barry Wood (Chairman), Leader of the Council

Councillor Phil Chapman, Lead member for Lesiure and Sport

Councillor Colin Clarke, Lead member for Planning

Councillor Tony Ilott, Lead Member for Finance and Governance

Councillor Andrew McHugh, Lead Member for Health and Wellbeing

Councillor Richard Mould, Lead Member for Performance

Councillor Lucinda Wing, Lead Member for Housing

#### Also Present:

Councillor Sean Woodcock, Leader of the Labour Group

#### Apologies for absence:

Councillor Ian Corkin, Deputy Leader and Lead Member for Customers and Transformation

Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Housing

Councillor Dan Sames, Lead Member for Clean and Green

#### Officers:

Yvonne Rees, Chief Executive

Bill Cotton, Corporate Director Environment and Place

Steve Jorden, Corporate Director Commercial Development, Assets & Investment and Shareholder Representative

Claire Taylor, Corporate Director Customers and Organisational Development

Lorna Baxter, Director of Finance & Section 151 Officer

Anita Bradley, Director Law and Governance & Monitoring Officer

David Peckford, Assistant Director: Planning and Development

Nicola Riley, Assistant Director: Wellbeing

Louise Tustian, Head of Insight and Corporate Programmes

Samantha Taylor, Principal Planning Officer

Natasha Clark, Governance and Elections Manager

74 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

76 **Minutes**

The minutes of the meeting held on 1 November 2021 were agreed as a correct record and signed by the Chairman.

77 **Chairman's Announcements**

There were no Chairman's announcements.

78 **Infrastructure Funding Statement 2020/21**

The Assistant Director – Planning and Development submitted a report to seek approval of the Council's Infrastructure Funding Statement 2020/21 for publication and for an accompanying data submission to the Department for Levelling Up, Housing and Communities.

**Resolved**

- (1) That the Infrastructure Funding Statement 20/21 (Annex to the Minutes as set out in the Minute Book) be approved for publication by 31 December 2021, subject to any final changes considered to be necessary by the Assistant Director – Planning and Development in consultation with the Lead Member for Planning.
- (2) That the Assistant Director – Planning and Development be authorised to publish and submit the associated Infrastructure Funding Statement data as required by the Department for Levelling Up, Housing and Communities.

**Reasons**

The publication of an Infrastructure Funding Statement (IFS) is a statutory requirement that provides transparency and accessibility of information about s.106 developer contributions required for the grant of planning permission. The proposed IFS encapsulates the data that officers propose to publish and submit for 2020/21 to DLUHC to meet that requirement. The information is considered to be the most robust available at this time. Officers will prepare a statement annually and continue to develop monitoring systems on an on-going basis.

## **Alternative options**

Option 1: Not to bring forward an Infrastructure Funding Statement

This is not a lawful option as it would mean that the Council would be in breach of its statutory duty

Option 2: Seek review of the key statistics and proposed Infrastructure Funding Statement.

Officers consider that this is not required as the information is the most robust available at this time.

79

## **Council Tax Reduction Scheme 2022-2023**

The Director of Finance submitted a report to enable members to consider Council Tax discounts and to seek a recommendation to Council of the proposed levels of Council Tax discounts for the financial year 2022-23.

The report also enabled members to consider the banded scheme for Council Tax Reduction and to seek approval to recommend to Council a Council Tax Reduction Scheme for the financial year 2022-23.

### **Resolved**

- (1) That the contents of this report and any financial implications for the Council be noted.
- (2) That Full Council be recommended to agree:
  - the option of no-change to the Council Tax Reduction Income Banded Scheme for Working Age Customers for 2022-23;
  - to amend the Working Age Regulations in line with annual uprating; and
  - to amend the Council Tax Regulations for pensioners in line with uprating announced by Department for Levelling Up, Housing and Communities.
- (3) That, having given due consideration, Full Council be recommended to agree the following levels of Council Tax discounts and premiums for 2022- 23 as follows:
  - Retain the discount for second homes at zero
  - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter zero.
  - Retain the empty homes premium of an additional 100% for properties that have remained empty for more than 2 years.

### **Reasons**

The current scheme is understood by customers and has enabled them to budget for their council tax payments. One of the main advantages of the banded scheme is that it reduces the number of changes that the customer will experience enabling more effective personal budgeting. A revision to the scheme would yield a limited financial benefit to the Council but would increase the customer's council tax payable. There is still a degree of financial uncertainty for some customers and in the current financial climate the existing scheme should be retained.

### **Alternative option**

Option 1: To undertake a review of the current CTRS

A revision to the scheme would yield a limited financial benefit to the Council but would increase the customer's council tax payable. There is still a degree of financial uncertainty for some customers and in the current financial climate the existing scheme should be retained.

80

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

The Director of Finance and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring positions as at the end of October 2021.

### **Resolved**

- (1) That the monthly Performance, Risk and Finance Monitoring Report be noted.
- (2) That the changes in uses of reserves as set out in the Annex to the Minutes (as set out in the Minute Book) be approved.

### **Reasons**

This report provides an update on progress made during October 2021, to deliver the Council's priorities through reporting on Performance, Leadership Risk Register and providing an update on the Financial Position. The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis. Executive is recommended to agree a change in the use of reserves in accordance with the Council's Financial Procedure Rules

### **Alternative options**

Option 1: This report illustrates the Council's performance against the 2021-22 Business Plan. Regarding the monitoring aspects of the report, no further options have been considered. However, members may wish to request that officers provide additional information. Regarding the recommendation to approve changes in use of reserves, members could choose not to reject the change of use, however, the request is in accordance with the councils Financial Procedure Rules and within existing budgets.

81

**Graven Hill Development Company (Dev Co) - Request for s38 agreement (Highways Act 1980) works bonds relating to highway infrastructure delivered by Dev Co.**

The Shareholder Representative submitted a report to bring to the attention of the Executive the request from Graven Hill Village Development Company Ltd (Dev Co) for the Council to act as surety in two performance bonds for roadway infrastructure works to be undertaken by Dev Co under section 38 of the Highways Act 1980.

**Resolved**

- (1) That it be approved, in principle, that the Council act as surety for Dev Co in respect of two performance bonds (up to the sum referred to in exempt Annex to the Minutes, as set out in the Minute Book) relating to the construction of highway works by Dev Co pursuant to agreements between Dev Co and Oxfordshire County Council (as local highway authority) to be made under section 38 of the Highways Act 1980.
- (2) That authority be delegated to the Shareholder Representative authority to agree the formal documentation in relation to the bonds, in consultation with the s.151 Officer and the Monitoring Officer.
- (3) That it be agreed that Dev Co be requested to pay to the council 1% of the value of the agreed bonds for use of the facility.

**Reasons**

Through agreeing with the recommendations in this report the council is ensuring that Dev Co can act swiftly to meet its aims and delivery objectives in relation to the highway works and in doing so safeguard the council's investment and return on investment.

**Alternative options**

Option 1: Not to give a performance bond. This has been dismissed by officers on the grounds that performance bonds are prerequisites for entering section 38 adoption agreements with the county council, and that, by giving a performance bond to a company in which the council has a stake, the council is acting in no less a manner than a parent company would in relation to a subsidiary.

82

**Urgent Business**

There were no items of urgent business.

83 **Exclusion of the Press and Public**

**Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

84 **Graven Hill Development Company (Dev Co) - Request for s38 agreement (Highways Act 1980) works bonds relating to highway infrastructure delivered by Dev Co. - Exempt Appendix**

**Resolved**

- (1) That the exempt appendix be noted.

85 **Service Review of Leisure Facilities Design, Build, Operate and Maintain (DBOM) Contract**

The Corporate Director of Customers and Organisational Development submitted an exempt report regarding a service review of the Leisure Facilities Design, Build, Operate and Maintain (DBOM) contract.

**Resolved**

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.
- (4) As set out in the exempt minutes.
- (5) As set out in the exempt minutes.
- (6) As set out in the exempt minutes.

**Reasons**

As set out in the exempt minutes.

**Alternative options**

As set out in the exempt minutes.



The meeting ended at 6.55 pm

Chairman:

Date:

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

## **Cherwell District Council**

### **Executive**

**10 January 2021**

### **Annual Monitoring Report 2021**

### **Report of Assistant Director – Planning and Development**

This report is public

#### **Purpose of report**

To seek approval of the Annual Monitoring Report (AMR) 2021, and to present the District's current housing land supply position.

To seek approval of the Housing Delivery Action Plan to assist the Councils approach to housing land supply.

To seek approval of accompanying updates to the Local Plan's Infrastructure Delivery Plan and the Brownfield Land Register.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To approve for publication the 2021 Annual Monitoring Report (AMR) presented at Appendix 1.
- 1.2 To note the district's housing delivery and five-year housing land supply positions (for conventional housing and for Gypsies and Travellers) at Section 5 of the AMR and the need for updating of the land supply positions should these materially change, including consideration of the Vale of White Horse Council's 3 December 2021 Cabinet decision relating to the Regulation 10A review of its Part 1 Plan.
- 1.3 To approve for publication the 2021 Infrastructure Delivery Plan (IDP) update presented at Appendix 2.
- 1.4 To approve for publication the 2021 Brownfield Land Register (BLR) presented at Appendix 3.
- 1.5 To authorise the Assistant Director - Planning and Development in consultation with the Lead Member for Planning to make any necessary minor and presentational changes to the Annual Monitoring Report, Infrastructure Delivery Plan update, Brownfield Land Register and Housing Delivery Action Plan, if required prior to publication.

## **2.0 Introduction**

- 2.1 The Council has a statutory obligation to produce a planning (authorities) monitoring report. An Annual Monitoring Report (AMR) has been prepared for the period 1 April 2020 to 31 March 2021 and is presented at Appendix 1 to this report.
- 2.2 The AMR presents information on development that took place or was permitted over 2020/21 and, projecting forward, provides a comprehensive review of housing land supply as at 30 September 2021.
- 2.3 The AMR reviews progress in preparing the Council's planning policy documents and assesses whether development plan policies are being effective. It incorporates the monitoring indicators and targets from the adopted Cherwell Local Plan 2011-2031.
- 2.4 Subject to approval, the information contained in the AMR will be used to inform policy making, planning consultation responses and in decision making on planning applications. The AMR will be made publicly available but is not subject to consultation. The review of the district's five-year housing land supply position is regularly scrutinised through the planning application process including through planning appeals. The District's five-year housing land supply position will also be reviewed in light of the Vale of White Horse Council's 3 December 2021 Cabinet decision relating to their Regulation 10A review of their Part 1 Plan.
- 2.5 The monitoring work undertaken to prepare the AMR has also informed the preparation of an updated Infrastructure Delivery Plan for the adopted Cherwell Local Plan 2011-2031, and the Cherwell Local Plan 2011 – 2031 Partial Review – Oxford's Unmet Housing Need, and a 2021 update to the Council's Brownfield Land Register. These are presented at Appendices 2 and 3 to this report for approval.

## **3.0 Report Details**

### **Annual Monitoring Report**

- 3.1 The Annual Monitoring Report's main monitoring results are presented at its Section 5. Key findings are presented below.

#### *Housing Delivery*

- 3.2 The AMR's key findings for housing delivery include:
  - i. a total of 1,192 (net) housing completions were recorded in 2020/21. Since 2015 the level of housing completions in the district remains high, with four of the last five years exceeding the annualised Local Plan requirement of 1,142 per annum. Total completions for 2011 to 2021 are 9,806, an average of 981 per annum. However, this includes a four-year period before adoption of the Local Plan. Completions from 2015 to 2021 have been 7,754, an average of 1,292 per annum;
  - ii. at 31 March 2021 there were a total of 8,253 dwellings with planning permission but which have not yet been built;

- iii. the projected supply for all deliverable sites is 5,976 homes for the five-year period 2021-2026 and 5,610 for 2022-2027;
- iv. there were 295 net affordable housing completions during 2020/21;
- v. during 2020/21, the distribution of new housing development has been 40% at Bicester, 37% at Banbury and 23% elsewhere. 35% of the completions were on Previously Developed Land (PDL). Of the 9,806 homes built since 2011, 37% have been at Banbury, 29% at Bicester, 7% at Heyford Park and 27% in the remaining rural areas.

#### *Five Year Housing Land Supply*

- 3.3 The five-year housing land supply is the calculation of how many homes are expected to be built in Cherwell on 'deliverable' sites compared to the district's Local Plan housing requirement over a rolling five-year period. It must take into account any shortfalls or surplus in delivery and include an additional, prescribed 'buffer'. The monitoring of housing land supply is a key part of the AMR.
- 3.4 The housing requirement against which housing delivery and housing land supply is measured against for Cherwell remains at 22,840 homes between 2011 and 2031, which equates to an annual requirement of 1,142 homes. A separately measured total of 4,400 homes is required to assist with Oxford's unmet needs (2021-2031).
- 3.5 In January 2021, the Executive approved a 'Regulation 10A' review of the 2015 Local Plan policies as the Plan had become five years old. The review concluded that the main housing policy from the adopted Local Plan, BSC 1: *District Wide Housing Distribution* was up to date and consistent with the NPPF. However, the 2020 review of policies stated,

*'The Cherwell Local Plan Review 2040 process will determine if a new policy is required and reflect any changes to the planning system. New evidence including jointly prepared evidence for the Oxfordshire Plan will inform the approach to the provision of new homes in the Local Plan Review.'*

*In the interim, Policy BSC1 will continue to be applied for plan making and 5-year land supply purposes.'*

- 3.6 A new housing need assessment is emerging to support the Oxfordshire Plan process and this will also inform the Cherwell Local Plan review. A draft was published alongside the Summer 2021 consultation on the Oxfordshire Plan and finalisation is pending. The Secretary of State has also indicated that the means by which housing need is calculated is under review (Housing, Communities and Local Government select committee, 8 November 2021). Whatever the outcome, the Oxfordshire Plan, the assessment of need and the proposed housing requirement will need to be subject to examination when the Plan is submitted to the Secretary of State.
- 3.7 Furthermore, officers will need to review the implications of the Vale of White Horse Council's 3 December 2021 Cabinet decision relating to its 'Regulation 10A' review of its Local Plan Part 1 (the Plan being five years old). The Vale of White Horse has reached a conclusion that the 'housing requirement' informing its Core Policy 4 –

*Meeting our Housing Needs* requires updating. On that basis, it is reverting to its Local Housing Need (LHN) for five-year land supply monitoring purposes. This reduces the Vale's housing requirement from 1,028 dwellings per year to 636 dwellings per year, with an adjustment made to take account of additional housing planned for within their Part 2 Plan leading to a revised annual requirement of 819 dwellings.

- 3.8 The Vale of White Horse decision is informed by its view that the 2014 Oxfordshire Strategic Housing Market Assessment (SHMA) can no longer be considered up-to-date and that its housing requirement therefore needs updating. The 2014 Oxfordshire SHMA was prepared jointly on behalf of all Oxfordshire authorities and informed the housing requirement set out within the Cherwell Local Plan Part 1 2011 – 2031.
- 3.9 In light of this recent Vale of White Horse decision, it is considered appropriate that this Council considers closely the reasoning of that decision, any implications for Cherwell and any consequences for the application of our own policies within the 2015 Local Plan review. The Partial Review of the Plan is recently adopted and was examined in the context of an updated housing need position prepared by Oxford City Council.
- 3.10 In the interim, the housing requirement of the 2015 Local Plan (1,142 homes per annum) continues to be applied to housing land supply calculations. A comprehensive review of housing land supply has been undertaken for this 2021 AMR taking into account national policy and guidance.
- 3.11 The National Planning Policy Framework (NPPF, 2021) and Planning Policy Guidance advise on assessing the five-year supply including the need for an evidential approach for reviewing the deliverability of 'major sites' (typically sites of 10 or more homes).
- 3.12 The land supply review is supported by consultation with developers and site promoters who were asked questions in relation to anticipated rates of housing delivery, information on the number of housebuilders involved and progress made on planning applications. Additional questions were asked on how the pandemic was affecting delivery programmes.
- 3.13 The Housing Delivery Monitor (Appendix 2 of the AMR) records the outcome of these consultations and includes a full review of deliverability. The AMR includes consideration of build-out rates being experienced on key strategic sites within the district and lead-in times for implementation. It has regard to the planned provision of infrastructure. Consultations have been undertaken with the Council's Development Management officers and other Council services.
- 3.14 The review informs the five-year housing land supply calculation set out in Section 5 of the AMR. Unfortunately, despite a strong record of delivery since 2015, the combination of the pre-Local Plan shortfall (2011-2015) in meeting requirements established in 2015, and the lower projections for future year-on-year delivery (particularly from more complex sites), means that the district presently has a 3.8 year supply of deliverable sites for 2021-2026 and 3.5 years for the period 2022-2027 (the latter being effective from 1 April 2022).



- 3.15 For information, the AMR also presents five-year land supply figures should a review of the Council's approach conclude that its current housing requirement cannot be considered up-to-date and if it was appropriate to revert to using the Local Housing Need figure for monitoring purposes. This would result in an annual requirement of 714 dwellings and a five-year land supply figure of 7.96 for the 2021-2026 period and 7.98 for the 2022-2027 period commencing 1 April 2022.
- 3.16 Paragraph 11(d) of the NPPF tilts the decision-making balance towards granting planning permission for development (subject to other considerations) where development plan policies are out-of-date. This includes where a five-year supply of deliverable housing sites cannot be demonstrated. Nevertheless, there continues to be a need to consider the statutory Development Plan and NPPF in their entirety and all other material considerations in decision making.
- 3.17 It should be noted that the district's five-year land supply calculation has to take account of a pre-existing 'shortfall' in delivery (i.e., the identified housing need for the 2011-15 period before the adoption of the Local Plan in 2015).
- 3.18 The requirement established in 2015 for 1,142 homes per annum required, retrospectively, 4,568 homes to be provided from 2011-2015. Over that pre-Local Plan period, a total of a 2,052 were built (an average of 513 per annum). This shortfall has since had to be accounted for in the five-year land supply calculations.
- 3.19 Higher rates of delivery since adoption of the Local Plan have helped:
- 2015/16 – 1,425
  - 2016/17 – 1,102
  - 2017/18 – 1,387
  - 2018/19 – 1,489
  - 2019/20 – 1,159
  - 2020/21 – 1,192
- 3.20 The delivery of 9,806 homes (2011-2021) compared to a requirement of 11,420 for the same ten-year period means a reduced 'shortfall' of 1,614 homes to be made up within the next five years in addition to the expected 1,142 per year and a required 5% buffer applied to the total requirement. Had delivery not been good, a 20% buffer would have to be applied.
- 3.21 The district does have land for housing and the Local Plan's strategic sites continue to be brought forward with most under construction. Development has progressed well at Banbury at North of Hanwell Fields, Longford Park and West of Warwick Road; at Bicester at Kingsmere and Graven Hill in particular; and, at Heyford Park. Rural sites are also delivering.
- 3.22 However, a number of the district's key strategic sites continue to have complex planning and infrastructure issues, the resolution of which is on-going and which have a significant bearing on the expected future rate of delivery - North West Bicester, Graven Hill, South East Bicester (Wretchwick Green), Heyford Park and Longford Park Phase 2.
- 3.23 This, together with market factors and the intentions of individual developers, affects the year-on-year projections on which the five year supply calculations are dependent. In some cases, there is not yet the necessary evidence to rely upon a

site being 'deliverable' within the meaning of the NPPF, although circumstances may change, and the land supply position will need to be kept under review.

- 3.24 In recent years, the land supply position in Oxfordshire has been subject to a three year 'flexibility' being granted under the Housing and Growth Deal with Government. This flexibility was removed in March 2021 after last year's AMR which also report that supply was under five years. However, the further fall in projected land supply does means that the Council must consider the implications.
- 3.25 The application of the 'tilted balance' in decision making does mean that speculative interest from developers in bring forward new housing sites will increase. Each will need to be considered on its own merits in the context of the Local Plan and other considerations. It does not mean that sites will 'automatically' be recommended for approval, but the land supply position will be a significant matter. Although key local plan policies are considered to be 'out-of-date' in the absence of a five-year land supply, it remains the law that decisions should be made in accordance with the adopted Local Plan but taking into account the shortfall in supply.
- 3.26 The key instruments for addressing housing land supply will be the Oxfordshire Plan 2050 and the Cherwell Local Plan Review 2040 and their supporting evidence. These Local Plans will be informed by new housing evidence and requirements, the consideration of new development sites and a review of development viability and deliverability.
- 3.27 Regardless of the future outcome from consideration the Vale of White Horse's decision, there will be a need to continue to deliver the district's allocated development sites. To assist in dealing with some of the complexities of larger housing sites and associated obstacles to delivery, officers propose to implement an internal Strategic Site Implementation Board to facilitate cross-service and cross-council discussion and problem-solving (including on developer contributions - 'section 106'). This will also help provide corporate oversight on delivery.

#### *Policy Villages 2 – Distributing Growth across the Rural Areas*

- 3.28 Policy Villages 2 of the adopted Local Plan 2011-2031 provides for an additional 750 dwellings at Category A villages (2014-2031) in addition to the rural allowance for small site 'windfalls' and planning permissions as at 31 March 2014. New planning permissions at the Category A villages from 1 April 2014 and completions on those sites contribute to the requirement of 750 dwellings.
- 3.29 Good progress has been made towards achieving the Policy Villages 2 requirement. Since April 2014, a total of 1,062 dwellings have been identified for meeting the Policy Villages 2 requirement of 750 dwellings. This is 312 homes more than identified in the policy. In total, 749 dwellings have been started or completed in Category A villages, along with 287 with permission but not started, and 26 that have resolution to approve. The level of housing coming forward at the Category A villages will be an important consideration in relevant cases, but cannot be a moratorium on development, as the figure does not represent a cap on development at these locations.

*Cherwell Local Plan 2011-2031 (Part 1) Partial Review – Oxford’s Unmet Housing Need*

- 3.30 The Partial Review allocates sites to deliver 4,400 homes to help meet Oxford’s unmet housing needs and necessary supporting infrastructure by 2031.
- 3.31 A separate five-year housing land supply is calculated specifically for Oxford’s unmet housing need, principally, as six specific sites are ring-fenced in the Partial review to deliver the 4,400 homes to meet the Oxford City unmet housing need.
- 3.32 Under the current definitions of ‘deliverable’, it is calculated that there is a supply of 3.3 years in the current period (2021-2026) and 3.5 years in the next period (2022-2027).
- 3.33 Policy PR12b of the Partial Review includes the following: *‘Applications for planning permission for the development of sites to meet Oxford’s needs that are not allocated in the Partial Review will not be supported unless... Cherwell District Council has taken a formal decision that additional land beyond that allocated in the Partial Review is required to ensure the requisite housing supply...’*
- 3.34 Officers do not recommend that such a decision is taken at the current time for the following reasons taken as a whole:
1. The Plan has a specific focus on meeting the identified and unmet needs of Oxford city to 2031. It will not be followed by a replacement plan in the usual way. Particular care is needed not to release more land than is required to deliver the Plan;
  2. The Plan (and therefore its delivery) was delayed by an Examination which ran from March 2018 to July 2020;
  3. The Plan was ‘adopted’ in September 2020 following the receipt of an Inspector’s Report on the examination of the plan which required consideration of the then NPPF’s tests on deliverability and developability;
  4. The residential sites continue to be actively promoted;
  5. Development briefs are being prepared for each site which are at a relatively advanced stage. The briefs ‘front load’ the design process in the interests of providing certainty and clarity and supporting delivery. They should assist in avoiding prolonged pre-application discussions on design principles;
  6. Pre-application discussions (including on Planning Performance Agreements) have commenced on some sites and in one case an application for planning permission has been received;
  7. The infrastructure requirements to support all sites are set out within the Infrastructure Schedule accompanying the plan. The County Council was engaged closely in developing site policies and infrastructure needs;
  8. The five-year supply ‘shortfall’ is not a land supply issue as such. The issue is one of timing. Presently, it is considered that the potential release of additional land within the parameters of the Plan’s strategy could be counterproductive to delivering the Plan and its infrastructure requirements.

### *Travelling Communities*

- 3.35 The AMR includes five-year land supply assessments for Gypsies and Travellers and Travelling Showpeople based on the 2017 Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (GTAA) for Cherwell, Oxford, South Oxfordshire and Vale of White Horse Councils. The GTAA has informed the examination and adoption of Local Plans covered by the study area and is the most up-to-date assessment of need available.
- 3.36 The 2017 GTAA identifies a need for 7 additional pitches for households for Cherwell by 2032 where it is known that they meet the planning definition. It also highlights that there are many households where it is 'unknown' whether or not the new planning definition of Gypsies and Travellers is met. Should further information arise, it states that the overall need could increase by up to 12 pitches. Additionally, a potential need for 8 pitches is highlighted due to the closure of the Smiths Caravan Park in Bloxham.
- 3.37 For Travelling Showpeople, the 2017 GTAA identifies a known need for 12 plots from 2017-2032.
- 3.38 At 31 March 2021, there was a total of 65 gypsy and traveller pitches and 14 travelling showpeople plots in the district.
- 3.39 The AMR highlights that there is an absence of identified deliverable supply to meet the needs of the Travelling Communities (there is no five year land supply for either community). Policy BSC6 of the adopted Local Plan has a criteria-based policy for considering sites promoted through planning applications. Specific sites would need to be identified to meet identified needs in the Cherwell Local Plan Review 2040.

### *Employment*

- 3.40 The AMR's key findings on employment generating development include:
- i. The district has seen a considerable gain in employment floorspace with over 70,000 sqm completed during 2020/21, following an increase of more than 80,000 sqm in the previous year. Key employment sites include:
    - at Banbury - Land South of Overthorpe Road, adjacent to the M40 and Employment Land North East of Junction 11
    - at Bicester - North West Bicester, Land North East of Skimmingdish Land, South Est of Bicester and adjacent to Oxford Road
    - at Kidlington and the Rural Areas – Heyford Park.
  - ii. At 31 March 2021, there was over 472,000 sqm (net) of employment floorspace with planning permission that has yet to be built;
  - iii. There are 52 ha of remaining allocated employment land yet to receive planning permission.
  - iv. Overall, only 1.92 hectares of employment land (net) was lost to non-employment uses during 2020/21.

### *Natural Environment*

- 3.41 The AMR's key findings for the natural environment for 2020/21 include:
- i. There were no planning applications granted permission contrary to Environment Agency's advice on flood risk or water quality grounds.
  - ii. Ten planning permissions were approved for renewable energy schemes including four for air source heat pumps, one for biomass and five for solar photovoltaics (PVs).
  - iii. There has been an increase in total area of priority habitats from 3,781 ha to 3,783 ha (increase of 2 ha). This change largely represents an improved understanding of the habitat resource in the district, rather than creation or loss of habitat.
  - iv. The number of priority species listed in the District has decreased from 121 to 117. Four species have been removed from the list as no new records have been made within the last 10 years.
  - v. 97.4% of the Sites of Special Scientific Interest (SSSI) units are in Favourable or Unfavourable recovering conditions, which is the same as the previous year.
  - vi. The area of Local Wildlife Sites (LWS) has decreased by 9.46 hectares since last year whilst the area of Local Geological Sites remains unchanged.

### *Local Development Scheme*

- 3.42 The AMR reports on progress in preparing the Council's planning policy documents as set out in the Local Development Scheme (LDS) approved by the Executive in September 2021. The Cherwell Local Plan 2011-2031 (Part 1) Partial Review – Oxford's Unmet Housing Need was adopted on 7 September 2020. Work has progressed on the Cherwell Local Plan Review 2040 with the Issues consultation undertaken in summer 2020 and a 'Developing Our Options' consultation in the autumn of 2021. The programmes for the Banbury Canalside Development Area SPD and Community Infrastructure Levy (CIL) were re-aligned to the advancement of the Local Plan Review 2040 and will re-commence in 2022 and 2023.

### *Neighbourhood Planning*

- 3.43 The AMR provides the updated position on Neighbourhood Planning in Cherwell. There are currently five made Neighbourhood Plans in Cherwell. The Weston-on-the-Green Neighbourhood Plan was made on 19 May 2021.

### *Oxfordshire Plan 2050*

- 3.44 In November 2020, the Oxfordshire Growth Board (now Future Oxfordshire Partnership or FOP) endorsed a revised timetable for the preparation of the Oxfordshire Plan 2050 which was developed following recent conversations with the government about the overall Deal programme. Under this timetable the Oxfordshire Plan should be submitted for examination by September 2022, and

(dependent on the Inspector's programme) could be fully adopted by all five district councils by Spring 2023. An options consultation was undertaken in the summer of 2021 and the central Plan team continues to work to FOP's timetable.

### **Infrastructure Delivery Plan (IDP)**

- 3.45 The Infrastructure Delivery Plan (IDP) which supports the adopted Local Plan (2015) is maintained and monitored with the benefit of updates from infrastructure providers including the County Council. An updated 2021 IDP is presented at Appendix 2 and summary tables are included in the AMR (Appendix 6). The IDP update also considers the Cherwell Local Plan – Partial Review Oxford's Unmet Need.

### **2020 Brownfield Land Register**

- 3.46 The Town and Country Planning (Brownfield Land Register) Regulations 2017 require local planning authorities to prepare and maintain a register of brownfield sites. Local planning authorities must review the register at least once within each register year. A Brownfield Land Register (BLR), the first to be produced under the new legislation, was published in December 2017. An updated 2021 Register, which is the fifth BLR prepared, is presented at Appendix 3.
- 3.47 The Register was reviewed alongside the AMR to include new qualifying sites and to remove sites that are being developed. The base date for planning permissions and completions is 31 March 2021. Twenty new sites have been added and eight 'greyed-out' sites removed as they have now been developed or work has started on site.
- 3.48 The 2021 BLR includes 43 sites with a housing potential of 1,315 dwellings. Deliverable sites are included in the five-year housing land supply. Upon approval by the Executive the updated register will be published.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The Annual Monitoring Report provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery. Its most significant conclusion is that despite a continued relatively high level of housing delivery, the district is presently unable to demonstrate a five-year housing land supply. The AMR is therefore accompanied by an updated 2021 Infrastructure Delivery Plan (Appendix 2) and a 2021 Brownfield Land Register (Appendix 3), which must be reviewed annually, are also presented for approval.
- 4.2 It is recommended that all four documents be approved for publication.

## **5.0 Consultation**

- 5.1 Councillor Colin Clarke - Lead Member for Planning.

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 Option 1: Amendment of the: 2021 Annual Monitoring Report, Infrastructure Delivery Plan, Brownfield Land Register.

Officers consider the documents to be robust, supported by data and research. Delay could lead to uncertainty within the development industry and risks for decision making.

- 6.2 Option 2: Not to approve the documents for publication

Production of an Authorities Monitoring Report is a statutory requirement.

The AMR is necessary to monitor implementation of the Local Plan. Updating the Brownfield Land Register is also a statutory requirement. The Infrastructure Delivery Plan is required to monitor and support delivery of the adopted Cherwell Local Plan 2011-2031.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no direct financial implications arising from this report. The work collecting data and preparing the AMR is met within existing budgets. There are risks of costs associated with unsuccessful refusals of planning permission upon appeal and this risk can be reduced through having a robust AMR.

Comments checked by:

Janet Du Preez, Service Accountant

Tel. 01295 221570, [janet.du-preez@cherwelldc.gov.uk](mailto:janet.du-preez@cherwelldc.gov.uk)

### **Legal Implications**

- 7.2 The production of a monitoring report in Appendix 1 and Brownfield Land Register in Appendix 4 are statutory requirements. The monitoring report ensures that the policies achieve their objectives and development control decisions remain robust.

Comments checked by:

Matthew Barrett, Planning Solicitor

Tel. 01295 753798

[matthew.barrett@Cherwell-DC.gov.uk](mailto:matthew.barrett@Cherwell-DC.gov.uk)

### **Risk Implications**

- 7.3 Risk 1 - Not having a defensible position on housing land supply increases the potential for challenges to Council decisions on housing proposals.

Control over risk: Officers have limited control over this risk.

Local authorities are required to allocate sufficient sites to maintain a five-year supply of deliverable land for housing. This is calculated and published annually as

part of the AMR. If the supply falls below five years, applications for housing must then be considered against paragraph 11 d) of the NPPF, the presumption in favour of granting planning permission (known as tilted balance) is triggered.

The Council can demonstrate a 3.9 year supply of deliverable land (3.6 years from 1 April 2022) and on this basis the tilted balance of considering the presumption in favour of granting permission applies. However, as the report highlights, there continues to be a need to consider the statutory Development Plan and NPPF in their entirety and all other material considerations in decision making. The five-year land supply position will be reviewed in light of the Vale of White Horse 3 December 2021 Cabinet Decision relating to their Regulation 10A review of their Part 1 Plan.

Any risks will be managed as part of the operational risk register escalating 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](mailto:louise.tustian@cherwell-dc.gov.uk)

### **Equality & Diversity Implications**

- 7.4 This report in itself makes no recommendations for change in policy but recommends publication of the Annual Monitoring Report 2021. The recommendations do not raise equality implications. Equalities Impact Assessments will be undertaken as an integral part of the preparation of the Local Plan Review 2040.

Comments checked by:

Emily Schofield, Acting Head of Strategy  
07881 311707, [Emily.schofield@cherwell-dc.gov.uk](mailto:Emily.schofield@cherwell-dc.gov.uk)

## **8.0 Decision Information**

### **Key Decision:**

**Financial Threshold Met** No

**Community Impact Threshold Met:** No

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

This report directly links to the strategic priorities from the Business Plan 2021/22:

- Housing that meets your needs
- Leading on environmental sustainability
- An enterprising economy with strong and vibrant local centres



- Healthy, resilient and engaged communities

### **Lead Councillor**

Councillor Colin Clarke - Lead Member for Planning

### **Document Information**

#### **Appendix number and title**

- Appendix 1 - 2021 Annual Monitoring Report (NB. This documents includes 7 appendices which are published individually)
- Appendix 2 - Infrastructure Delivery Plan Update 2021
- Appendix 3 - 2021 Brownfield Land Register

### **Background papers**

None

### **Report Author and contact details**

Andrew Maxted, Planning Policy and Conservation Manager  
01295 221642, [andrew.maxted@cherwell-dc.gov.uk](mailto:andrew.maxted@cherwell-dc.gov.uk)

Heather Searle, Planning Research and Monitoring Officer  
01295 227026, [heather.seale@cherwell-dc.gov.uk](mailto:heather.seale@cherwell-dc.gov.uk)

This page is intentionally left blank

## **Cherwell District Council**

### **Executive**

**10 January 2022**

## **2020-2022 Community Nature Plan Progress Update**

### **Report of Assistant Director - Wellbeing**

This report is public

### **Purpose of report**

To provide a progress update for the 2020-2022 Community Nature Plan and its approach to addressing the Council's statutory biodiversity duty.

### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the 2020-2022 Community Nature Plan progress report and its approach to addressing the Council's statutory biodiversity duty.
- 1.2 To recognise the essential role of key partners in the delivery of the Community Nature Plan.
- 1.2 To note that the development of the 2022-2024 Community Nature Plan (CNP) will include an all-member seminar in 2022 involving planners, as requested by the Overview and Scrutiny Committee December 2020 and the implications of the provisions of the Environment Act will be taken into account in this next iteration of the Community Nature Plan.

### **2.0 Introduction**

- 2.1 The key purpose of the Community Nature Plan (Appendix 1) is to demonstrate the Council's fulfilment of its statutory biodiversity duty under the Natural Environment And Rural Communities (NERC) Act 2006, a duty that will be strengthened by the Environment Bill. Section 40 of the NERC Act 2006 states that - "Every public body must, in exercising its functions, have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity". Biodiversity is a term used to describe the variety of life including all plants, animals, their habitats and the natural systems that support them.
- 2.2 The Community Nature Plan progress update (Appendix 2) sets out aims, actions

and targets with progress updates for each target. These all relate to a number of themes:

- A key function of the Council in terms of the biodiversity duty is its role as a local planning authority. The Council has legal obligations relating to important wildlife sites, habitats and species; and requirements under the National Planning Policy Framework (NPPF) relating to conserving and enhancing the natural environment
- The importance of the natural environment for community health and wellbeing, specifically access to green space and connection with nature
- The value of land (natural capital) and the services it delivers (ecosystem services) for people and the local economy
- The contribution of the management of land and buildings to the protection and enhancement of the natural environment
- The important role of natural carbon management for climate change adaptation and resilience

### **3.0 Report Details**

3.1 The Community Nature Plan's vision is 'To work with partners to protect and enhance Cherwell's natural environment for its intrinsic value, the services it provides, the health and wellbeing of people; its contribution to climate change adaptation and resilience, and the economic prosperity that it brings". Contributions to the delivery of these multiple benefits are made by a wide range of Council services and workstreams including Planning Policy and Development Management, the Wellbeing team, the Bicester Garden Town Programme, the Healthy Place Shaping Programme, the 2020 Climate Change Action Framework and the Street Scene and Landscape Services team. Of particular note currently is the importance of access to green spaces and connection with nature, for physical and mental health and resilience, which has been starkly highlighted by the Covid-19 pandemic.

3.2 The key purpose of the Community Nature Plan is to demonstrate the Council's fulfilment of its statutory biodiversity duty under the Natural Environment and Rural Communities (NERC) Act 2006. This duty is strengthened by the Environment Bill which recently received Royal Assent so is now an Act of Parliament. Part 6 of the Act (nature and biodiversity) is just one of several sections that applies directly to local government and includes provisions to:

- Strengthen the duty on public bodies to conserve and enhance biodiversity. Publication of biodiversity reports will be required to review the actions taken by the local authority to comply with its duties for nature and biodiversity
- Make it mandatory for housing and development to achieve at least a 10% net gain in value for biodiversity, a requirement that habitats for wildlife must be left in a measurably better state than before the development

- Require local authorities to support better spatial planning for nature through the creation of Local Nature Recovery Strategies (LNRSs). The DEFRA 25-Year Environment Plan highlights six key areas for action, one being to establish a Nature Recovery Network. This will protect and restore wildlife, as well as providing greater public enjoyment of the countryside; increased carbon capture; and improvements in water quality and flood management

- 3.3 In October 2019, Executive endorsed seeking a minimum of 10% biodiversity net gain through engagement with the planning process; and approved biodiversity net gain guidance (produced by the Chartered Institute of Ecology and Environmental Management (CIEEM) and other related professional bodies). Confirmation of this approach has been beneficial as it is informing the consideration of planning applications and enabling the Council to follow a clear, consistent, measurable and defensible process and provide some clarity for developers. It will also inform the Cherwell Local Plan Review 2040.
- 3.4 In January 2021, Executive resolved that “the resource implications of the Environment Bill in terms of nature and biodiversity be investigated”. These provisions will require local authorities to take additional approaches and have increased ecological advisory capacity. A recent government policy paper (September 2021) states that it “will work with local authorities and professional organisations to make sure that they have access to the right training, ecological expertise and systems required to deliver the measures in this section.....” but it gives no information on how this will be done.
- 3.5 In response to this Executive resolution, a consultant was commissioned to produce a report on these implications for the Council. A final draft has been received but it requires detailed consideration and further analysis before recommendations can be made. The Community Nature Plan seminar will give an opportunity for further debate and option appraisal.
- 3.6 The delivery of the Community Nature Plan would not be possible without close partnership working with key organisations as well as the contribution of a network of local conservation and community groups. Website links to the work of some of these partners have been provided under background papers at the end of this report.
- **The Thames Valley Environmental Records Centre (TVERC)** supplies high quality, up to date habitat, species and site data that is required as an evidence base for the Local Plan process and for the ecological assessment of planning applications.
  - **Berks, Bucks & Oxon Wildlife Trust (BBOWT)** provides land management advice to Local Wildlife Site (LWS) owners/managers, sites that are protected by planning policy. The advice helps to improve site value and maintain the robustness of the LWS designation. BBOWT also leads on the well-established Wild Banbury Project and more recently launched Wild Bicester Project which are all about enhancing habitats for wildlife and bringing people into contact with nature.
  - **Wild Oxfordshire** supports community wildlife groups and activities as well as citizen science projects and events. It also leads on partnership work to focus on the maintenance and improvement of the District’s Conservation Target Areas

which are used as a planning focus for wildlife improvement; and to develop an Oxfordshire Nature Recovery Network and Strategy

- **RSPB** owns, manages and encourages access to the flagship Otmoor Nature Reserve which includes national priority habitat and other habitats supporting birds and other wildlife which are national priority species
- **Warriner School Farm** delivers a programme of primary school and youth group visits about the importance of the natural environment as a food source, for its health benefits and for its intrinsic value.
- **OPFA** (Oxfordshire Playing Fields Association) engages with local community organisations to promote and support the provision, retention and viability of community outdoor recreation space which meets local needs, including opportunities for habitat improvements
- Local conservation projects and community groups play an important role in protecting and enhancing the District's natural environment and providing access to nature. For example, with the help of local people throughout the District, the **Cherwell Swift Conservation Project** successfully continues to find, monitor and create new nest sites with the help of local people and enlightened developers such as Cherwell Build; and **Muddy Feet Training** is enabling young people to access, connect with and learn from their natural environment

## 4.0 Conclusion and Reasons for Recommendations

- 4.1 Restoring and enhancing the natural environment and green spaces for the benefit of people and wildlife is a crucial element of important development and economic decisions. Failure to recognise and assess the multiple benefits of the natural environment will affect community health and wellbeing, important habitats and species and future economic growth. This report seeks approval for recommendations which support plans and organisations that will assist the Council to protect and improve the District's natural environment and ensure that it remains healthy for people and wildlife.

## 5.0 Consultation

The following CDC Officers were consulted about the 2020-2022 Community Nature Plan (CNP) in 2020. They have also been consulted about the CNP progress update:

Nicola Riley, Assistant Director: Wellbeing

David Peckford, Assistant Director: Planning and Development

Sharon Whiting, Principal Planning Officer: Planning Policy, Conservation & Design

Rosie Rowe, Healthy Place Shaping Lead: Wellbeing Directorate

Dale Hoyland, Projects Team Leader: Bicester Delivery Team

Street Scene and Landscape Services Officers

## 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 reject the Community Nature Plan 2020-22 progress update and the recommendations in the report

This is not proposed as, without the Plan's progress update, the Council would not be able to demonstrate that it is meeting its NERC Act biodiversity duty and complying with its obligations relating to important wildlife sites, habitats and species under European and national legislation as well as the National Planning Policy Framework (NPPF)

## 7.0 Implications

### Financial and Resource Implications

- 7.1 The Community Nature Plan 2020-2022 can be delivered within existing budget but it must be noted that this report does recommend future resources in relation to the provisions of the Environment Act in terms of nature and biodiversity.

Comments checked by:

Kelly Wheeler, Finance Business Partner,  
01295 221570, [kelly.wheeler@cherwell-dc.gov.uk](mailto:kelly.wheeler@cherwell-dc.gov.uk)

### Legal Implications

- 7.2 There are statutory requirements that the Council must meet and which are set out in the Natural Environment and Rural Communities Act 2006 and related legislation, including a duty under Part 3 of the 2006 Act to have regard, so far as is consistent with the proper exercise of its functions, to the purpose of conserving biodiversity. A Community Nature Plan should enable the Council to demonstrate that these requirements are being met. Failure to do so will leave the Council open to challenge.

Comments checked by:

Christopher Mace, Solicitor, Legal Services,  
01295 221822, [christopher.mace@cherwell-dc.gov.uk](mailto:christopher.mace@cherwell-dc.gov.uk);

### Risk Implications

- 7.3 Community Nature Plan progress and delivery will be affected should insufficient resources, both financial and professional, be available. These risks will be managed as part of the operational risk register and escalated as and when necessary to the leadership risk register.

Comments checked by:

Celia Prado-Teeling, Team Leader Performance,  
01295 221556 [celia.prado-teeling@cherwell-dc.gov.uk](mailto:celia.prado-teeling@cherwell-dc.gov.uk)

## **Equalities and Inclusion Implications**

- 7.4 This report provides a progress update on the Community Nature Plan 2020-22. The current plan does not stress the inclusive scope of the activities on offer, it is implicit rather than explicit. The next iteration of the Community Nature Plan (2022-24) will be screened for relevance against the Council's statutory duties to promote equality.

Comments checked by:

Celia Prado-Teeling, Team Leader Performance,  
01295 221556 [celia.prado-teeling@cherwell-dc.gov.uk](mailto:celia.prado-teeling@cherwell-dc.gov.uk)

## **Sustainability Implications**

- 7.5 This report provides a progress update on the Community Nature Plan 2020-22. The preparation of the next iteration of the Community Nature Plan (2022-24) will involve a sustainability and climate impact assessment and ensure that the connection to the natural environment for residents strengthens the council's delivery of sustainable policies.

Comments to be provided

Sarah Gilbert, Climate Action Team Leader, [sarah.gilbert@oxfordshire.gov.uk](mailto:sarah.gilbert@oxfordshire.gov.uk)

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met: No**

**Community Impact Threshold Met: No**

### **Wards Affected**

All wards

### **Links to Corporate Plan and Policy Framework**

The Council's Business Plan 2021/2022 includes the strategic priorities 'leading on environmental sustainability' (a key component being the protection of our natural environment and delivery of our commitment to be carbon neutral by 2030); healthy resilient and engaged communities (the importance of access to green spaces and connection with nature for physical and mental health and resilience has been starkly highlighted by the Covid-19 pandemic); an enterprising economy with strong and vibrant local centres (a healthy and stable natural environment is vitally important to economic prosperity and the District's desirability as a place to live, work and visit).

The adopted Cherwell Local Plan (2011-2031) (Part 1) includes policies specifically relating to Protecting and Enhancing Biodiversity and the Natural Environment (ESD 10), Conservation Target Areas (ESD 11) and Green Infrastructure (ESD 18).



Conservation and enhancement of the natural environment are also key strands of the adopted Cherwell Local Plan 2011-2031 (Part 1) Partial Review-Oxford's Unmet Housing Need.

The Wellbeing Team Service Development Plan 2021-2022 includes key themes relating to healthy places (develop Wellbeing service strategies and plans to link into healthy place shaping, the Local Plan, Oxfordshire 2050 plan) and partnerships (working with partners to improve the services we provide for our residents and communities).

The Healthy Place Shaping Service Development Plan 2021-2022 includes the following priorities: continue to increase internal awareness, understanding and action to embed healthy place shaping into delivery of CDC services; sustain healthy place shaping in Bicester; deliver the *K5 Better Together* healthy place shaping programme in Kidlington and surrounding villages; commence healthy place shaping in Banbury.

The 2020 Climate Action Framework recognises the importance of natural carbon management in its commitment to be net carbon neutral from its operations and activities by 2030

### **Lead Councillor**

Councillor Andrew McHugh, Lead Member for Health and Wellbeing

### **Document Information**

#### **Appendix number and title**

- Appendix 1 Community Nature Plan 2020-2022 – A natural environment for people and wildlife
- Appendix 2 Community Nature Plan 2020-22 Progress Update

### **Background papers**

None

### **References**

- [Conservation Target Areas and draft Nature Recovery Network](#)
- [Local Wildlife Sites Project](#)
- [Wild Bicester](#)
- [TVERC](#)
- [RSPB Otmoor](#)
- [Warriner School Farm - Welcome to the Farm](#)
- Natural capital mapping in Oxfordshire, 2019: Alison Smith, Environmental Change
- Institute, University of Oxford

Report Author and contact details

Sue Marchand, Community Nature Officer

01295 221707 [sue.marchand@cherwell-dc.gov.uk](mailto:sue.marchand@cherwell-dc.gov.uk)

This page is intentionally left blank

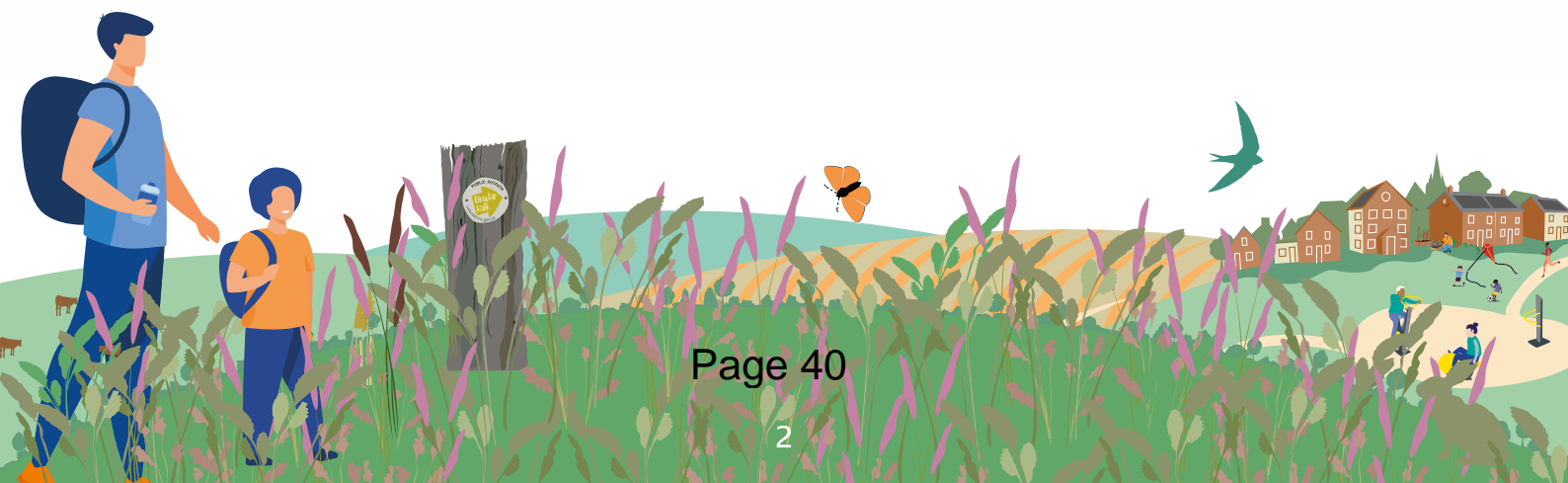
# Community Nature Plan 2020–2022

A natural environment  
for people and wildlife



# Contents

1. Introduction	3
2. Cherwell's natural environment	5
3. Planning and sustainable development	7
4. Community value	10
5. Climate action	12
6. Working in partnership	13
7. Community nature plan aims, actions and targets	14



# 1. Introduction



## Vision

To work with partners to protect and enhance Cherwell’s natural environment for its intrinsic value; the services it provides; the health and wellbeing of people; its contribution to climate change adaptation and resilience; and the economic prosperity that it brings.



## Purpose

The key purpose of the Community Nature Plan is to demonstrate the council’s fulfilment of its **statutory biodiversity duty** under the Natural Environment and Rural Communities (NERC) Act 2006, a duty that will be strengthened by the Environment Bill. Section 40 of the NERC Act 2006 states that - *“Every public body must, in exercising its functions, have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity”*. Biodiversity is a term used to describe the variety of life including all plants, animals, their habitats and the natural systems that support them.

The Community Nature Plan also sets out aims, actions and targets relating to key themes:

- A key function of the council in terms of the biodiversity duty is its role as a local planning authority. The council has legal obligations relating to important wildlife sites, habitats and species; and requirements under the National Planning Policy Framework (NPPF) relating to conserving and enhancing the natural environment
- The importance of the natural environment for community health and wellbeing, specifically access to green space and connection with nature
- The value of land (natural capital) and the services it delivers (ecosystem services) for people and the local economy
- The contribution of the management of land and buildings to the protection and enhancement of the natural environment
- The important role of natural carbon management for climate change adaptation and resilience



## Multiple benefits

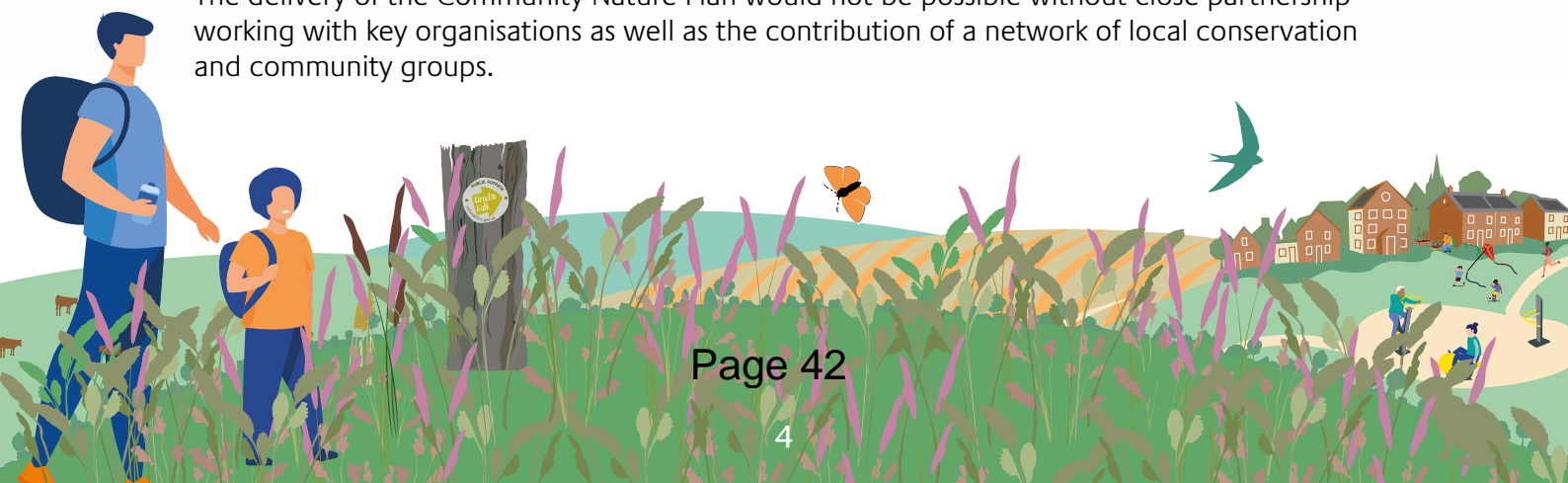
The multiple benefits of the natural environment are reflected in three of the strategic priorities of the council's **Business Plan 2020-2021**:

- **Leading on environmental sustainability** – key components of this priority are the protection of our natural environment and delivery of our commitment to be carbon neutral by 2030
- **An enterprising economy with strong and vibrant local centres** – a healthy and stable natural environment is vitally important to economic prosperity and the District's desirability as a place to live, work and visit
- **Healthy resilient and engaged communities** – the importance of access to green spaces and connection with nature for physical and mental health and resilience has been starkly highlighted by the Covid-19 pandemic

Contributions to the delivery of these **multiple benefits** are made by a wide range of council services and workstreams including Planning Policy and Development Management, the Wellbeing team, the Bicester Garden Town Programme, the Healthy Place Shaping Programme, the 2020 Climate Change Action Framework and the Street Scene and Landscape Services team.

## Working in Partnership

The delivery of the Community Nature Plan would not be possible without close partnership working with key organisations as well as the contribution of a network of local conservation and community groups.



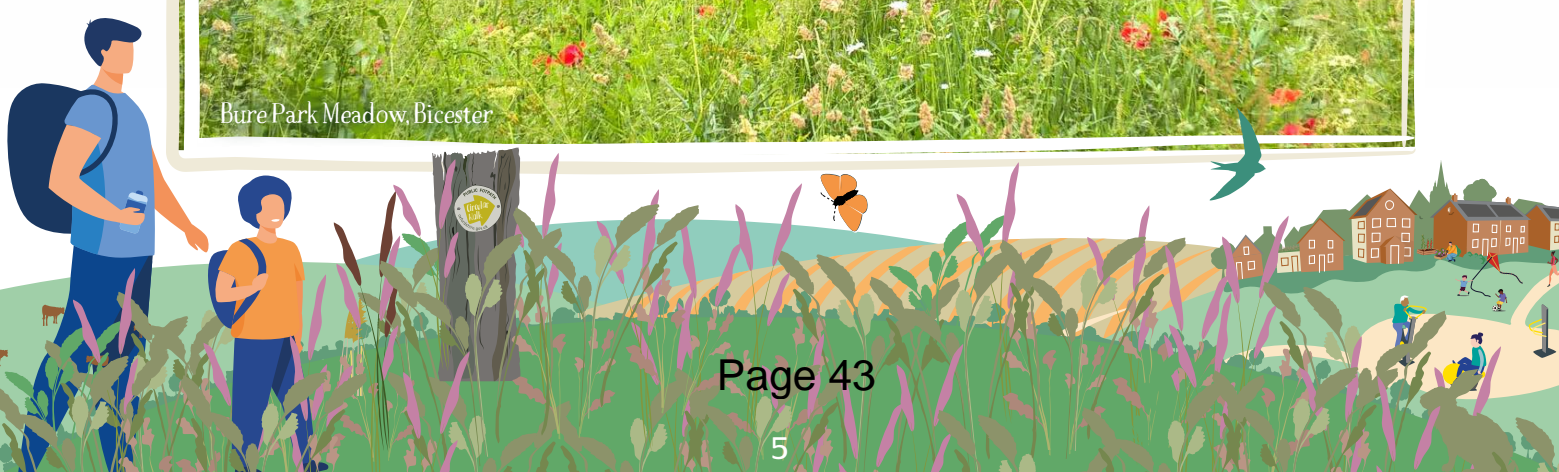
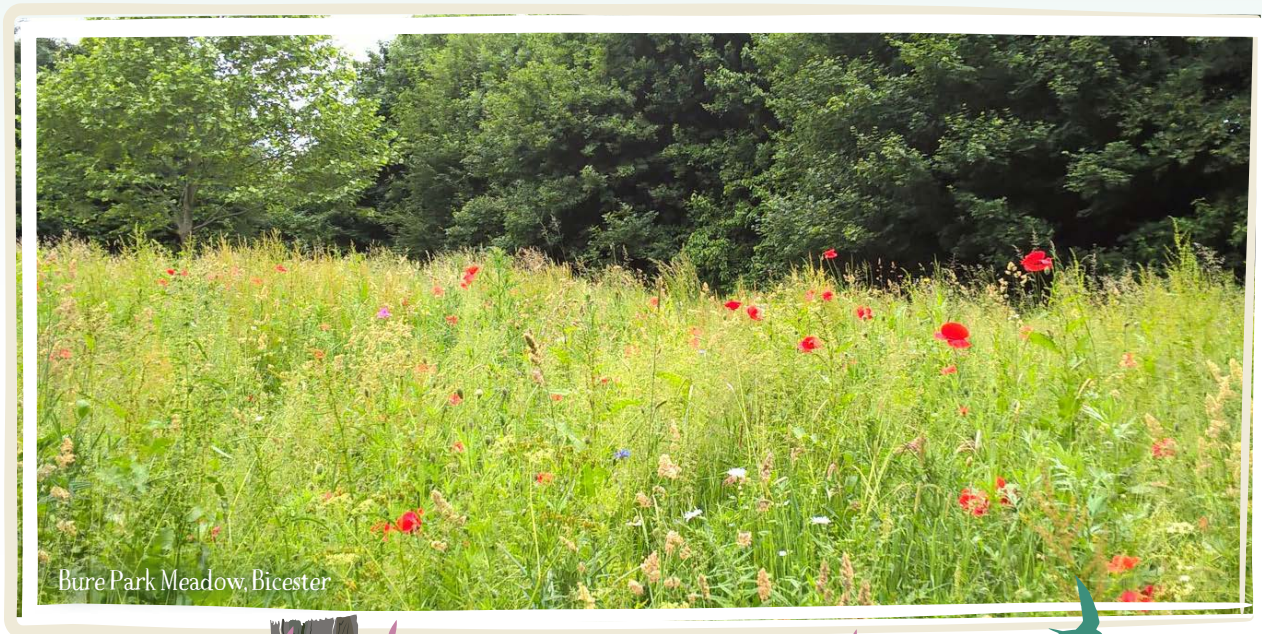


## 2. Cherwell's natural environment

The Cherwell District contains many areas of high ecological value including sites of international and national importance. The District is also home to many legally protected species as well as priority species and habitats. Much of this biodiversity resource is mapped by the Thames Valley Environmental Records Centre so that it can be used as an information source by local authorities and conservation organisations.



Local Wildlife Sites (LWSs) are sites of substantive nature conservation value at a County level which are protected through the planning system. They form an important network of habitats for animals and plants, both within Oxfordshire and beyond, and are vital to sustaining wildlife populations. Appropriate land management is often essential to enable this wildlife to survive and flourish. Within the Cherwell District there are also District Wildlife Sites (DWSs), the value of which is not considered sufficient to meet County LWS criteria but is deemed significant at the District level. Some of these sites already have local group or conservation organisation involvement such as Stratfield Brake in Kidlington which is owned and managed by the Woodland Trust. In some cases, with appropriate management, a DWS may attain LWS quality. The Council's biodiversity partners, TVERC and BBOWT, offer surveys and land management advice to owners of these local sites.





The District has four Local Nature Reserves (statutory designation of sites with wildlife or geological features that are of special interest locally) – Kirtlington Quarry, Bure Park in Bicester, Adderbury Lakes and The Slade in Bloxham; numerous Reserves owned and managed by the Berks, Bucks and Oxon Wildlife Trust; Woodland Trust sites such as Stratfield Brake, Piddington Wood and Daeda’s Wood just north of Deddington; sites managed by the Banbury Ornithological Society (BOS) such as the Bicester Wetland Reserve; and Parish and Town Council land which is owned and/or managed for wildlife and people.

The council owns and manages land which contributes to the District’s biodiversity resource. The most notable and largest sites are Banbury Country Park and the proposed Burnehyll Community Woodland on the edge of Bicester which offer many opportunities for biodiversity and access improvements.

Oxfordshire’s Conservation Target Areas (CTAs) identify some of the most important areas for biodiversity in the District and provide a focus for coordinated action. This focus is now being integrated with a Nature Recovery Network approach which identifies opportunities for recovering or enhancing biodiversity. The council’s biodiversity partner, Wild Oxfordshire, co-ordinates both the CTA and NRN projects.

Cherwell’s biodiversity resource is also part of its Green Infrastructure. Green Infrastructure (GI) defines the network of accessible multifunctional green space in both urban and rural settings and delivers environmental, social and economic benefits. Such benefits include conserving and enhancing habitat connectivity, improving community health and wellbeing and economic prosperity through attracting investment into the area. Conservation Target Areas together with Oxfordshire and District Wildlife Sites form important components of the green infrastructure network of the District. Securing adequate green infrastructure is crucial to achieving sustainable communities.



Wild Banbury volunteer



## 3. Planning and sustainable development

Protection and enhancement of biodiversity and the natural environment is integral to sustainable development. Biodiversity is an important consideration in the planning process and must be integrated from an early stage into the design of any scheme. Development can have negative impacts on biodiversity (net loss) which can be significant and lead to the decline of important habitats and species in the District. Development can also have positive impacts for biodiversity (net gain), especially for sites where there is little wildlife, by integrating new habitats into buildings and adjacent spaces.

The **Environment Bill** has been introduced to support the UK's departure from the European Union, the delivery of the 25 Year Environment Plan (which sets out government action to help the natural world regain and retain good health) and the National Resources and Waste Strategy. Its progress through Parliament has been delayed by Covid-19 but there are several sections of the Bill that will apply directly to local government when passed, including Part 6, Nature and Biodiversity.

This section of the Bill includes provisions to:

- Strengthen the duty on public bodies to conserve and enhance biodiversity. Publication of biodiversity reports will be required to review the actions taken by the local authority to comply with its duties for nature and biodiversity
- Make it mandatory for housing and development to achieve at least a 10% net gain in value for biodiversity, a requirement that habitats for wildlife must be left in a measurably better state than before the development
- Require local authorities to support better spatial planning for nature through the creation of Local Nature Recovery Strategies (LNRSs). The DEFRA 25-Year Environment Plan highlights six key areas for action, one being to establish a Nature Recovery Network. This will protect and restore wildlife, as well as providing greater public enjoyment of the countryside; increased carbon capture; and improvements in water quality and flood management

A revised **National Planning Policy Framework** (NPPF) was published in February 2019 and Chapter 15 (conserving and enhancing the natural environment) strengthens the importance and protection of the natural environment in the planning process. A requirement for biodiversity net gain is included in the NPPF but a number or percentage for the gain is not specified. However, the Environment Bill, when passed, will mandate a 10% net gain in value.



The **Planning for the Future white paper** (August 2020), which sets out the Government’s proposals for reform of England’s planning system, proposes to amend the NPPF to ensure *“that it targets those areas where a reformed planning system can most effectively play a role in mitigating and adapting to climate change and maximising environmental benefits”*. Consultation responses to date have expressed concerns in terms of the protection and enhancement of the natural environment and it is not yet clear how proposals will align with the provisions of the Environment Bill.

The adopted **Cherwell Local Plan 2011-2031 (Part 1)** sets the broad planning framework for meeting the future needs of the District. It includes strategic biodiversity, conservation target area and green infrastructure policies that contribute to, and help ensure, sustainable development. In terms of biodiversity net gain, it says “In considering proposals for development, a net gain in biodiversity will be sought by protecting, managing, enhancing and extending existing resources, and by creating new resources” Conservation and enhancement of the natural environment are also key strands of the **Cherwell Local Plan 2011-2031 (Part 1) Partial Review-Oxford’s Unmet Housing Need** adopted in September 2020 (providing for new development to meet the council’s share of Oxford’s unmet housing need) in which biodiversity impact assessments and biodiversity improvement and management plans are planning application requirements for all development sites.

Adopted Local Plan policy ESD 10 (protection and enhancement of biodiversity and the natural environment) supports securing net biodiversity gain on development sites as well as requiring the protection of important wildlife and geological sites, habitats and species. The Developer Contributions Supplementary Planning Document (SPD) provides additional information about how policy ESD10 should be applied and how biodiversity impact should be assessed; and more detailed guidance has been approved by the council’s Executive (produced by the Chartered Institute of Ecology and Environmental Management (CIEEM) and other professional bodies).

The Cherwell Local Plan Review has commenced with the publication of a Community Engagement Paper in July of this year. The review will consider whether the existing plan policies need to be amended or new policies included in the plan. The consultation paper identified several issues relating to biodiversity and the natural environment and indicated how these issues could be addressed by the plan, including biodiversity net gain.

The council endorsed the Wildlife Trusts’ guidance “Homes for people, homes for wildlife” in July 2018. The guidance states that a good nature-rich housing development provides:

- Connectivity between wild places – enabling both wildlife and people to move through the landscape, and for natural processes to operate effectively
- Real, measurable gains for wildlife, as all new developments make a demonstrable, positive contribution to nature’s recovery
- Improved health, wellbeing and quality of life for people living and working nearby
- Easy access to high quality, wildlife-rich, natural green space for everyone, providing daily opportunities to experience wildlife
- Effective water management, pollution and climate control provided by green spaces and water courses, sustainable urban drainage, green roofs, trees, woodlands, wetlands and other natural features

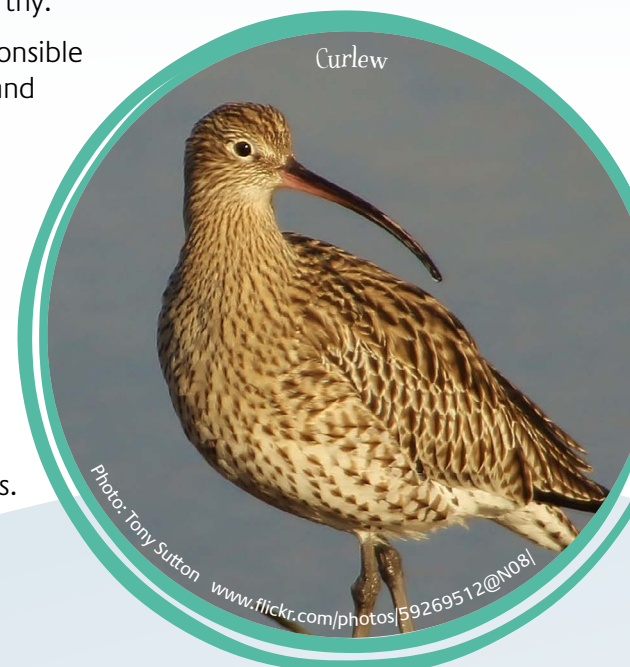




Provision for swifts at the Hill Community and Sports Facility

The **Oxfordshire Plan 2050** (OP2050) is progressing and its emerging spatial strategy is being influenced by the Oxfordshire Nature Recovery Network (NRN). The concept of a NRN is simple in that it should extend and link existing sites of wildlife value. Building on mapped Conservation Target Areas, the NRN has been prepared by a partnership of three of the council's biodiversity partners (BBOWT, TVERC and Wild Oxfordshire) who have secured extensive buy in across the County's environmental sector through a broader Working Group, consultation events in 2019 as well as validation from the Oxfordshire Biodiversity Advisory Group. A potential policy approach has also been submitted to the OP2050 team including ensuring that the NRN is given significant weight in planning decisions. The NRN will also help inform the Cherwell Local Plan Review, guide key policies like biodiversity net gain and develop a Local Nature Recovery Strategy (LNRS). This Strategy, which will be required by the Environment Bill, can use the NRN to map out important habitats and opportunities for the local environment to be improved, linking communities' knowledge/priorities with national environmental objectives. In August 2020 Natural England announced funding to develop five pilot NRN/LNRS areas indicating that Oxfordshire's progress to date is noteworthy.

The continuation of this vital work will be locally led by a responsible authority yet to be decided but likely to be at a County level and involving a Local Nature Partnership (LNP) or its equivalent. Oxfordshire does not currently have a LNP but significant progress is being made towards establishing one with the support of funding from the Growth Board. The ambition for LNPs is that they will help their local area to manage the natural environment as a system and to embed its value in local decisions for the benefit of nature, people and the economy. To do this effectively they will need to be self-sustaining strategic partnerships of a broad range of local organisations, businesses and people with the credibility to work with, and influence, other local strategic decision makers.



Curlew

Photo: Tony Sutton  
[www.flickr.com/photos/59269512@N08/](https://www.flickr.com/photos/59269512@N08/)



## 4. Community value

### (i) Community health and wellbeing

The natural environment is increasingly being recognised as an important asset for supporting health and wellbeing. The importance of access to green spaces and connection with nature for physical and mental health and resilience has been starkly highlighted by the Covid-19 pandemic. Green space has a key role to play in the drive to increase levels of physical activity and there is a wealth of compelling evidence that time spent in green environments promotes a positive outlook on life and enhances our ability to cope with, and recover from, stress, illness and injury (Public Health England, Improving access to greenspace: A new review for 2020).



A recent Natural England report has reviewed the evidence for the health and wellbeing benefits of green infrastructure and sets out the sizeable body of research that underlines the importance of creating more, bigger, better and joined-up green spaces, especially near to where people live, and to address inequalities. It also identifies the beneficial role of social interventions such as media campaigns to increase awareness of green spaces and holding community events in a natural environment; and reviews the wider health and wellbeing role of green infrastructure, for example in nature recovery, addressing climate change and mitigating noise and air pollution (Natural England, A rapid scoping of health and wellbeing evidence for the Framework of Green Infrastructure Standards (NEER015), September 2020).

The coronavirus pandemic has highlighted not just the importance of access to the natural environment for both physical and mental health but also that there is significant inequality of access to green space (*The grass isn't greener for everyone: why access to green space matters* Ramblers Association 2020 and *England's Green Space Gap* Friends of the Earth 2020). These reports provide evidence that people on a low income and people from a BAME (Black, Asian and Minority Ethnic) background are less likely to have good access to green space. If we are to create healthy places and resilient communities it is important to improve access to green spaces in these communities in order to reduce health inequalities.

The following are examples of key projects that contribute to the health and wellbeing of the District's residents and are supported by the council's funding of its biodiversity partners. Many have been impacted by Covid-19 in 2020 but are now functioning again.

- The Berks, Bucks and Oxon Wildlife Trust (BBOWT) leads on, and provides expertise for, the 'Wild Banbury' project and a new 'Wild Bicester' project which has recently been launched and joint funded by the Bicester, Healthy Placeshaping and Wellbeing teams. Both Wild Projects provide opportunities for conservation volunteering, connecting with nature as well as benefits for wildlife habitat
- Wild Oxfordshire supports local community projects with ecological advice. Following on from organising a successful 'Green Zone' at the 2019 Kidlington Gala Day, the community ecologist is currently involved in developing a green space project in Kidlington led by the council's healthy placeshaping team
- RSPB (Royal Society for the Protection of Birds) manages the Otmoor Nature Reserve which is a haven for wildlife in the District with visitor trails, bird hides and a wetland watch lookout building



- Warriner School Farm has been unable to provide its usual programme of primary school and youth group visits in 2020 but has been actively supporting socially distanced community events with family packs of nature-based activities
- Muddy Feet Training delivers forest school and outdoor learning sessions to schools and groups in the District. It is currently working with special needs children at Bardwell School in Bicester and young people at the Hill Community Centre in Banbury, both funded by the council. The council also provided funding for Muddy Feet to develop a resource pack for teachers and parents 'Transitioning back to school during the corona virus pandemic'



## (ii) Natural capital

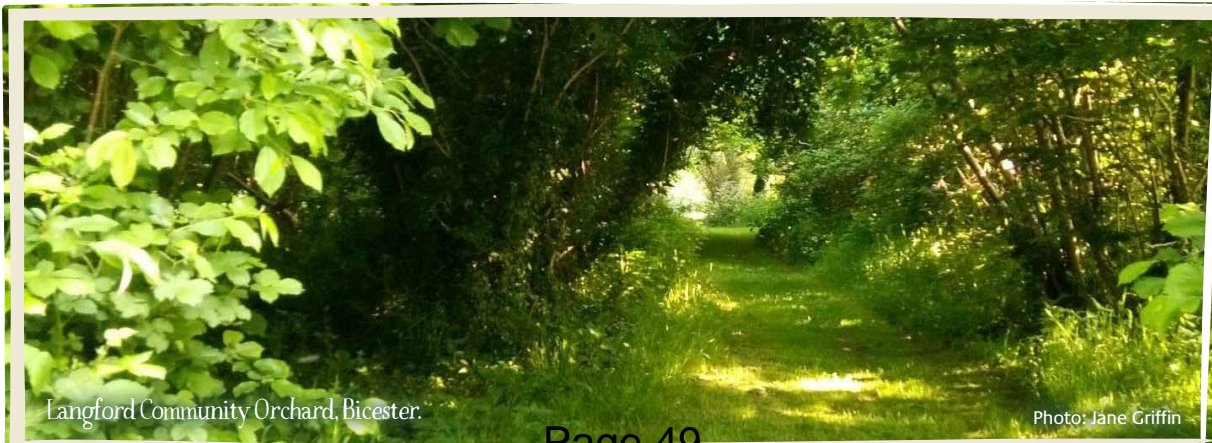
Current understanding of the value of nature in society is embodied in the concepts of natural capital and ecosystem services:

**Natural capital** – elements of nature that produce **value for people**. These include ecosystems, species, freshwater, land, minerals, the air and oceans, as well as natural processes and functions.

**Ecosystems services** – delivered by natural capital, they underpin human health and wellbeing (eg food production, water supply, carbon storage).

DEFRA published natural capital guidance in January 2020 - 'Enabling a Natural Capital Approach'. This guidance brings together and makes accessible a wide range of tools, data and case studies to enable decision-makers and appraisers to better value and account for natural capital in their local areas.

Oxfordshire's natural capital has been mapped by the University of Oxford working with stakeholders to produce an evidence base to feed into development of the Oxfordshire Plan 2050. This work was supported by the council and will inform the Cherwell Local Plan Review going forward. The mapping was carried out in terms of the County's ability to deliver 18 different ecosystem services and will help to identify areas of high value natural capital that should be protected from inappropriate development; low scoring areas that represent opportunities to improve provision; and strategic networks of high value green infrastructure which are important for wildlife and active travel routes for people. The mapping can be combined with other layers of information, such as flood zones and transport infrastructure, to help with decision making for site allocation and natural capital investment.



Langford Community Orchard, Bicester.

Photo: Jane Griffin



## 5. Climate action



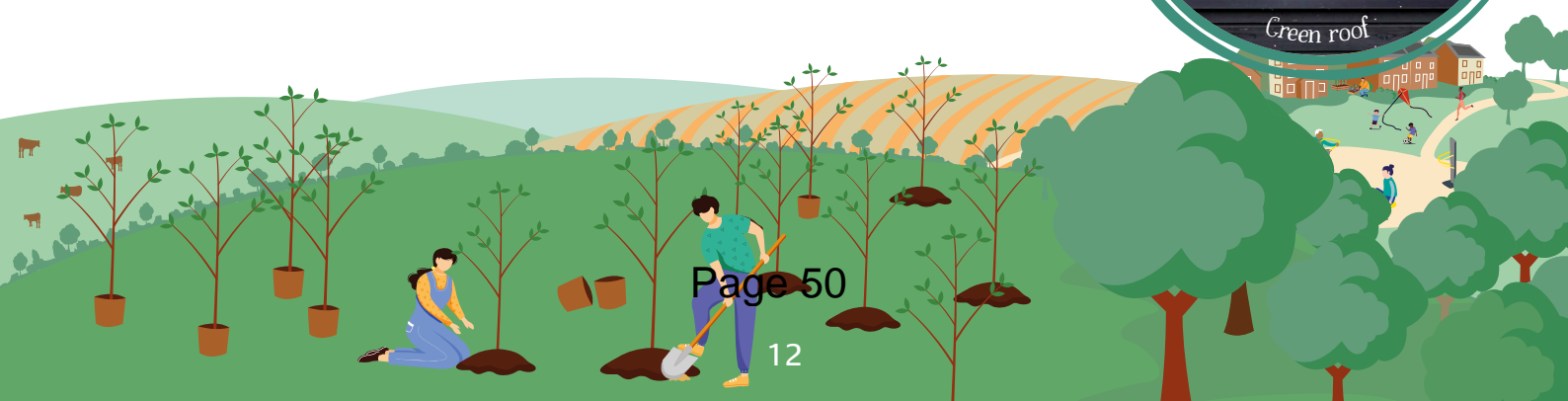
The climate emergency and biodiversity crisis are inextricably linked. The creation, protection and sustainable management of habitats which have carbon removal and storage functions play a key role in climate change adaptation and mitigation. Tree planting is just one of the carbon capture options together with healthy soils, grasslands and wetlands which can remove and store vast amounts of carbon.

Working with nature, urban solutions such as street trees, green roofs and walls and the development of integrated and connected green infrastructure projects can help urban areas adapt to climate change impacts, such as flooding events and heatwaves, as well as tackling socio-environmental challenges such as poor air quality, biodiversity loss and human health and wellbeing.

The council's 2020 Climate Action Framework recognises the importance of natural carbon management in its commitment to be net carbon neutral from its operations and activities by 2030. It states that through council policy and partnerships, natural carbon management will be improved by protecting and enhancing natural capital assets which capture and store carbon; and the ambition to double tree cover in Oxfordshire with 'the right tree in the right place' will be supported.

The Framework also includes plans to support existing Nature Recovery Strategy work in the county (through the inclusion of biodiversity net gain targets in planning policy) and to work with a wide range of partners to develop a tree strategy for Oxfordshire.

The Council has committed, as far as possible, to double tree cover within the District by 2045, to identify and secure funding opportunities in furtherance of the commitment and to require developers to demonstrate how they will be improving biodiversity (specifically through the planting of more trees).



## 6. Working in partnership

The delivery of the Community Nature Plan would not be possible without close partnership working with key organisations as well as the contribution of a network of local conservation and community groups. The council supports six key organisations with annual funding in accordance with service level agreements.

**The Thames Valley Environmental Records Centre (TVERC)** supplies high quality, up to date habitat, species and site data that is required as an evidence base for the Local Plan process and for the ecological assessment of planning applications. TVERC's service involves intensive mapping work to assess habitat condition. TVERC also reports on Local Plan indicators, information which is required for the Council's Annual Monitoring Report; and provides the survey element of the Local Wildlife Site Project. Local communities use TVERC data for neighbourhood planning and volunteer recording groups are supported by the organisation.

**Berks, Bucks & Oxon Wildlife Trust (BBOWT)** provides land management advice to Local Wildlife Site (LWS) and some District Wildlife Site (DWS) owners/managers. The advice helps to improve site value and maintain the robustness of the LWS designation. BBOWT also leads on the well-established Wild Banbury Project and more recent Wild Bicester Project which are all about enhancing habitats for wildlife and bringing people into contact with nature. It also supports a North Oxfordshire volunteer group which monitors a number of bat box projects that the council has initiated and helped to fund.

**Wild Oxfordshire** supports community wildlife groups and activities as well as citizen science projects and events. It also leads on partnership work to focus on the maintenance and improvement of the District's Conservation Target Areas which are used as a planning focus for wildlife improvement; and to develop an Oxfordshire Nature Recovery Network and Strategy.

**RSPB** owns and manages the flagship Otmoor Nature Reserve. Floodplain grazing marsh, which is a national priority habitat, and other habitats support birds and other wildlife which are national priority species. The RSPB encourages access along its visitor trails and to its bird hides. It also supports volunteer training and facilitates projects involving volunteers and landowners.

**Warriner School Farm** delivers a programme of primary school and youth group visits about the importance of the natural environment as a food source, for its health benefits and for its intrinsic value.

**OPFA** (Oxfordshire Playing Fields Association) engages with local community organisations to promote and support the provision, retention and viability of community outdoor recreation space which meets local needs, including opportunities for habitat improvements.

Local projects and community groups also play an important role in protecting and enhancing the District's natural environment and providing access to nature. For example, with the help of local people throughout the District, the **Cherwell Swift Conservation Project** successfully continues to find, monitor and create new nest sites with the help of local people and enlightened developers such as Cherwell Build; and Muddy Feet Training is enabling young people to access, connect with and learn from their natural environment.



# 7. Community nature plan aims, actions and targets

## Theme 1: Planning and sustainable development

- The adopted Cherwell Local Plan 2011-2031 (Part 1) includes strategic policies relating to biodiversity and the natural environment, green infrastructure and conservation target areas that will contribute to, and help ensure, sustainable development
- The adopted Cherwell Local Plan 2011-2031 (Part 1) Partial Review – Oxford’s Unmet Housing Need includes a connected green infrastructure policy. It also has development brief requirements for biodiversity net gain and planning application requirements for Biodiversity Impact Assessments and Biodiversity Improvement and Management Plans
- The National Planning Policy Framework (NPPF) February 2019 strengthens the importance and protection of the natural environment in the planning process and includes a requirement for biodiversity net gain. It also recognises the importance of good evidence and data for decision-making
- The Oxfordshire Plan 2050 (OP2050) is progressing and the central plan team is working with the Oxfordshire District local authorities to develop strong policies relating to nature and biodiversity
- Connectivity between natural features and easy access to high quality wildlife-rich natural green space are key principles of the BBOWT guidance ‘Homes for people, homes for wildlife’ which was endorsed by the council in July 2018

### Aim 1: Planning policy

- Ensure strong policies relating to nature and biodiversity are included in all relevant Local Plan documents in accordance with relevant legislation, the NPPF, the provisions of the Environment Bill and the emerging OP2050

### Actions

- ➔ Include and amend policies, proposals and guidance as necessary relating to biodiversity, green infrastructure (GI) conservation target areas (CTAs), the nature recovery network and natural capital in the preparation of the Cherwell Local Plan Review 2040
- ➔ Support the OP2050 team to develop strong policies relating to nature and biodiversity
- ➔ Support the provision of high quality, up to date biodiversity information and evidence required by the Oxfordshire and Cherwell Local Plan process through funding biodiversity partners

### Targets

- 🎯 Review policies relating to protection and enhancement of biodiversity, green infrastructure and conservation target areas in the Cherwell Local Plan Review 2040
- 🎯 Include policies relating to biodiversity net gain and offsetting, nature recovery network and natural capital as appropriate in the Cherwell Local Plan Review 2040
- 🎯 Contribute to OP2050’s policy development relating to nature and biodiversity through planning and natural environment workstreams
- 🎯 Continue to fund TVERC to collate, analyse and supply data associated with the Local Plan process, Annual Monitoring Report and constraint GIS layers required for planning projects and site assessments
- 🎯 Continue to fund TVERC to deliver the District Wildlife Site (DWS) Project through site surveys and in accordance with approved self-certification





## Aim 2: Development management

- Ensure legislation and policies relating to nature and biodiversity are adhered to through the development management process

### Actions

- ➔ Continue to deliver the requirements of all nature and biodiversity policies in the implementation of the Cherwell Local Plan 2011-2031 (Part 1)
- ➔ Ensure adherence to green infrastructure policy and development brief/planning application requirements in the Cherwell Local Plan 2011-2031 (Part 1) Partial Review
- ➔ Support the provision of high quality, up to date biodiversity information and evidence required by the Development Management process through funding biodiversity partners

### Targets

- 🕒 Screen all planning applications in terms of their impact on important sites, habitats and species in line with relevant legislation and policy
- 🕒 Assess those that impact upon important sites, habitats and species in line with relevant biodiversity legislation and policy
- 🕒 Require planning applications for all Partial Review sites to include biodiversity impact assessments and biodiversity improvement and management plans
- 🕒 Seek a minimum of 10% net gain in biodiversity when considering proposals for development
- 🕒 Produce guidance relating to biodiversity impact assessment, net gain and offsetting
- 🕒 Continue to fund TVERC to collate, analyse and supply data associated with screening and assessment of planning applications



## Aim 3: Green and blue infrastructure

- Support the establishment and development of green and blue infrastructure networks and ecological connectivity throughout the District for wildlife and people.

### Action

- ➔ Support partners and deliver projects that can help protect and enhance green and blue infrastructure as well as access to high quality green space.

### Targets

- 🕒 Deliver the Kidlington wayfinding project to encourage walking for wellbeing in the parish through the establishment of signed health routes which link green spaces and natural features
- 🕒 Work in partnership with Oxfordshire Playing Fields Association (OPFA) to support the provision, retention and viability of high quality, accessible community green space
- 🕒 Continue to fund Wild Oxfordshire to facilitate the Conservation Target Area (CTA) Project
- 🕒 Support Wild Oxfordshire to progress the development of the Oxfordshire Nature Recovery Network and Strategy
- 🕒 Support and participate in the catchment partnership work in the District led by BBOWT



## Theme 2: Community value

- There is a wealth of evidence that the natural environment, its wildlife and green spaces are vital for community and economic health and wellbeing
- Natural Capital means elements of nature that produce value for people and underpin human health and wellbeing. Through identification of the wider values of land, the natural capital mapping of Oxfordshire will help inform future investment decisions that are required to maintain and improve natural benefits for all who live and work in the District

### Aim 1: Health and wellbeing

- Support and promote initiatives to encourage involvement in the natural environment and to improve public understanding of, and connection with, nature



### Actions

- ➔ Support organisations, projects and sites involving important habitats and species and community engagement opportunities
- ➔ Support community events through the provision of nature-based activities
- ➔ Promote funding opportunities for local wildlife and access projects and provide support for community project development
- ➔ Signpost individuals and groups to wildlife engagement opportunities

### Targets

- Continue to fund BBOWT's Wild Banbury and Wild Bicester Projects; Wild Oxfordshire's work with local groups and community sites; RSPB's volunteer/landowner events; Warriner School Farm's programme of visits and outreach for young people; TVERC's work with, and training of, volunteer wildlife recorders; and OPFA's community engagement work
- Promote BBOWT's Wild Parishes online resources and webinars which support parish councillors, clerks and volunteers to improve their patch for wildlife and people
- Support the Cherwell Swift Conservation Project with advice and promotion
- Contribute nature-based activities to community events such as fundays, school projects and local greenspace activities
- Work with the Grants Officer, Oxfordshire Playing Fields Association and the Trust for Oxfordshire's Environment to assess and deliver local wildlife, green space and access projects
- Protect, improve and promote urban green spaces in Bicester and Kidlington through Healthy New Town and Healthy Placeshaping initiatives
- Produce and promote a public facing document to encourage taking action for wildlife and discovering local green spaces and the District's natural environment
- Explore opportunities for local community projects relating to habitats and species eg road verges, hedgehogs, bees



## Aim 2: Natural capital

- Engage with strategic partnership work relating to valuing the natural environment

### Actions

- ➔ Support the further development of the Oxfordshire natural capital mapping resource as a decision-making tool for site allocation and natural capital investment

### Targets

- 🎯 Participate in strategic and local debate as the natural capital mapping work progresses
- 🎯 Explore using a natural capital approach to inform strategic site allocations as part of the Cherwell Plan Review 2040



## Theme 3: Land and buildings management

- The council has responsibilities for maintaining and enhancing land and property for people and wildlife on its own estate and on sites that it manages
- The Council can also influence the management of land and property throughout the District by supporting key partner organisations
- Parish and Town Councils as well as local groups have an important role to play in land management throughout the District

## Aim 1: Council land and buildings

- Secure improved management of parks, open spaces, buildings and associated external environments for people and wildlife on the council's estate and sites that it manages

### Actions

- ➔ Encourage important habitats and species at appropriate council owned/managed sites
- ➔ Deliver biodiversity and access improvements relating to Burnehyll Community Woodland and Banbury Country Park
- ➔ Consider opportunities for protecting and enhancing biodiversity in the built environment

### Targets

- 🎯 Work in partnership with BBOWT to improve Enslow Marsh and Trow Pool Local Wildlife Sites
- 🎯 Liaise with partners to plan biodiversity and access improvements within Burnehyll Community Woodland through regular working group meetings
- 🎯 Deliver biodiversity and access improvements within Banbury Country Park
- 🎯 Continue to include biodiversity protection and enhancement measures within Cherwell Build projects
- 🎯 Promote 'Biodiversity in the Built Environment Good Practice Guide: Preservation of existing nesting sites and provision of artificial nesting sites'





## Aim 2: Cherwell District

- Support environmental organisations that manage, or provide advice on the management of, land in the District
- Support local communities and groups to fulfil their biodiversity obligations and to improve management of land and buildings for habitats and species



## Actions

- Continue to fund the Royal Society for the Protection of Birds (RSPB) towards its management of the Otmoor Nature Reserve
- Continue to fund the Berks, Bucks and Oxon Wildlife Trust (BBOWT) towards the Local Wildlife Sites Project and the Wild Banbury and Bicester Projects
- Support conservation projects in the active Conservation Target Areas (CTAs) of the District, particularly the Ray and Cherwell Valleys
- Continue to fund Wild Oxfordshire and Oxfordshire Playing Fields Association (OPFA) to support local projects that involve land/building management for important habitats and species

## Targets

- RSPB and BBOWT to provide reports to demonstrate delivery in accordance with funding agreements
- Any funded projects in the CTAs to provide reports to demonstrate delivery of objectives
- Wild Oxfordshire and Oxfordshire Playing Fields Association (OPFA) to provide reports to demonstrate delivery of local projects in accordance with funding agreements
- Promote BBOWT's Wild Parishes online resources and webinars which support parish councillors, clerks and volunteers to improve their patch for wildlife and people



Wild Banbury pond, Spiceball Park

## Theme 4: Climate action

- The council's 2020 Climate Action Framework recognises the importance of natural carbon management in its commitment to be net carbon neutral from its operations and activities by 2030
- The creation, protection and sustainable management of habitats which have carbon removal and storage functions play a key role in climate change adaptation and mitigation

### Aim: Natural carbon management

- Improve natural carbon management through policy and partnerships

### Actions

- ➔ Include natural carbon management in the review/formulation of policy relating to climate mitigation and adaptation in the preparation of the Cherwell Local Plan Review 2040 and the Oxfordshire Plan 2050
- ➔ Work in partnership to deliver projects that will provide biodiversity and carbon offsets



### Targets

- Include policies relating to biodiversity net gain and offsetting, nature recovery network and natural capital as appropriate in the Cherwell Local Plan Review 2040
- Contribute to OP2050's policy development relating to nature, biodiversity and natural carbon management through planning, natural environment and climate change workstreams
- Support key biodiversity partners to protect, manage and enhance habitats which have carbon removal and storage functions
- Work with partners to develop an Oxfordshire Tree Strategy
- Work with partners to explore the delivery of biodiversity and carbon offset projects



This page is intentionally left blank

### COMMUNITY NATURE PLAN 2020-22

#### PROGRESS REPORT

OCTOBER 2021

#### INTRODUCTION

The Overview and Scrutiny Committee in December 2020 requested that officers give an update on the progress of the 2020-22 Community Nature Plan (CNP) towards the end of 2021, hence this report.

The Community Nature Plan is produced every two years by the Community Nature Officer in the Wellbeing team and involves consultation with officers from related workstreams. The specific role of the Community Nature Officer is to connect people with nature for their health and wellbeing. Officers from different teams, particularly planning and environmental services, work on policies relating to the natural environment and the mechanics that ensure that nature and greenspace is planned for and made available.

The key purpose of the Community Nature Plan (Appendix 1) is to demonstrate the Council's fulfilment of its statutory biodiversity duty under the Natural Environment and Rural Communities (NERC) Act 2006, a duty that has been strengthened by the recent enactment of the Environment Bill to both conserving and enhancing biodiversity.

This statutory duty relates to all Council services but the Community Nature Plan particularly focuses on the following -

- **Theme 1 - Planning and Sustainable Development (Policy and Development Management):** A key function of the Council in terms of the biodiversity duty is its role as a local planning authority. The Council has legal obligations relating to important wildlife sites, habitats and species; and requirements under the National Planning Policy Framework (NPPF) relating to conserving and enhancing the natural environment
- **Theme 2 – Community Value/Natural Capital (Wellbeing, Healthy Placeshaping and Economic Development):**  
The importance of the natural environment for community health and wellbeing, specifically access to green space and connection with nature AND the value of the natural environment (natural capital) and the services it delivers (ecosystem services) for people and the local economy
- **Theme 3 – Land and Buildings Management (Landscape Services and Facilities Management):**  
The contribution of the management of land and buildings to the protection and enhancement of the natural environment
- **Theme 4 - Climate Action:** The important role of natural carbon management for climate change adaptation and resilience.



This CNP progress report sets out the aims, actions and targets from the 2020-22 CNP (Section 7) and includes progress updates for each target in italics.

### **THEME 1: PLANNING AND SUSTAINABLE DEVELOPMENT**

- The adopted Cherwell Local Plan 2011-2031 (Part 1) includes strategic policies relating to biodiversity and the natural environment, green infrastructure and conservation target areas that will contribute to, and help ensure, sustainable development
- The adopted Cherwell Local Plan 2011-2031 (Part 1) Partial Review – Oxford's Unmet Housing Need includes a connected green infrastructure policy. It also has development brief requirements for biodiversity net gain and planning application requirements for Biodiversity Impact Assessments and Biodiversity Improvement and Management Plans
- The National Planning Policy Framework (NPPF) February 2019 (updated in July 2021) strengthens the importance and protection of the natural environment in the planning process and includes a requirement for biodiversity net gain. It also recognises the importance of good evidence and data for decision-making
- The Oxfordshire Plan 2050 (OP2050) is progressing and the central plan team is working with the Oxfordshire District local authorities to develop strong policies relating to nature and biodiversity
- Creating ecological network maps is a key principle of the BBOWT guidance 'Homes for people, homes for wildlife' which was endorsed by the Council in July 2018

#### **AIM 1: Planning Policy**

- Ensure strong policies relating to nature and biodiversity are included in all relevant Local Plan documents in accordance with relevant legislation, the NPPF, the provisions of the Environment Bill and the emerging OP2050

#### **Actions**

- Include and amend policies, proposals and guidance as necessary relating to biodiversity, green infrastructure (GI) conservation target areas (CTAs), the nature recovery network and natural capital in the preparation of the Cherwell Local Plan Review 2040
- Support the OP2050 team to develop strong policies relating to nature and biodiversity
- Support the provision of high quality, up to date biodiversity information and evidence required by the Oxfordshire and Cherwell Local Plan process through funding biodiversity partners



### Targets/Progress Updates

- Review policies relating to protection and enhancement of biodiversity, green infrastructure and conservation target areas in the Cherwell Local Plan Review 2040
  - *A review of the adopted Cherwell Local Plan 2011-2031 (Part 1) has commenced involving an appraisal of all policies through engagement with internal officers via a cross-service working group. The Council's 'Community Involvement Paper 2: Developing our Options Consultation' is currently underway (29 September 2021 to 10 November 2021). Section 5.7 'Natural Environment and Biodiversity' asks for views on policies for inclusion in the review of the Local Plan on biodiversity and the natural environment and gives options relating to biodiversity and natural capital*
  - *Work on a CDC Green & Blue Infrastructure Strategy has commenced*
- Include policies relating to biodiversity net gain and offsetting, nature recovery network and natural capital as appropriate in the Cherwell Local Plan Review 2040
  - *See above - the Council's 'Community Involvement Paper 2: Developing our Options Consultation' is seeking views on policies for inclusion in the review of the Local Plan on biodiversity and the natural environment and gives options relating to biodiversity and natural capital*
- Contribute to OP2050's policy development relating to nature and biodiversity through planning and natural environment workstreams
  - *Relevant CDC officers regularly attend OP2050 meetings as well as Oxfordshire Environmental Group meetings, involving representatives from all Oxfordshire local authorities, to discuss and progress this policy development*
- Continue to fund TVERC to collate, analyse and supply data associated with the Local Plan process, Annual Monitoring Report and constraint GIS layers required for planning projects and site assessments
  - *TVERC is funded on an annual basis in accordance with a provision of data service level agreement. A satisfactory annual review meeting was held in January 2021 to discuss outputs from 2020/21 and requirements for 2021/22*
- Continue to fund TVERC to deliver the District Wildlife Site (DWS) Project through site surveys and in accordance with approved selection criteria
  - *TVERC is funded on an annual basis to deliver the District Wildlife Sites (DWS) Project. DWSs are sites that have significant value for wildlife and support important areas of habitats and species. This value has been confirmed by recent surveys carried out by TVERC and in*

*accordance with a robust process involving detailed criteria and a selection panel of ecological specialists. Out of a total of 63 sites, 39 have been considered by the selection panel – 29 approved, two rejected and 8 deferred*

### **AIM 2: Development Management**

- Ensure NPPF, Council policies relating to nature and biodiversity are adhered to through the development management process

#### **Actions**

- Continue to deliver the requirements of all nature and biodiversity policies in the implementation of the Cherwell Local Plan 2011-2031 (Part 1)
- Ensure adherence to green infrastructure policy and development brief/planning application requirements in the Cherwell Local Plan 2011-2031 (Part 1) Partial Review
- Support the provision of high quality, up to date biodiversity information and evidence required by the Development Management process through funding biodiversity partners

#### **Targets/Progress Updates**

- Screen all planning applications in terms of their impact on important sites, habitats and species in line with relevant legislation and policy
  - *Registration planners use the GIS information provided by TVERC and others to decide whether consultation with the Ecology Officer is required*
- Assess those that impact upon important sites, habitats and species in line with relevant biodiversity legislation and policy
  - *Limited staff capacity is resulting in assessment limitations relating to planning application consultations concerning ecology and increasing response times*
- Require planning applications for all Partial Review sites to include biodiversity impact assessments and biodiversity improvement and management plans
  - *All Partial Review site policies require planning applications to “be supported by a Biodiversity Impact Assessment (BIA) based on the DEFRA biodiversity metric prepared in consultation and agreed with Cherwell District Council”. Also planning applications “shall be supported by a proposed Biodiversity Improvement and Management*

*Plan informed by the findings of the BIA and habitat surveys and to be agreed before development commences”*

- Seek a minimum of 10% net gain in biodiversity when considering proposals for development
  - *Ahead of the enactment of the Environment Bill, a minimum of 10% net biodiversity gain was already being sought by the Ecology Officer, when considering proposals for development, in accordance with an Executive resolution in October 2019. The Environment Act now makes it mandatory for housing and development (with a few exemptions) to achieve at least a 10% net gain in value for biodiversity*
- Produce guidance relating to biodiversity impact assessment, net gain and offsetting
  - *CDC guidance has not yet been produced but robust concise guidance on biodiversity net gain is available from the Chartered Institute of Ecology and Environmental Management (CIEEM) and other related professional bodies. This provides clarity and so will assist the planning process by making sure developers are aware of the requirements and ensure their submissions provide the information needed at an early stage*
- Continue to fund TVERC to collate, analyse and supply data associated with screening and assessment of planning applications
  - *TVERC is funded on an annual basis in accordance with a provision of data service level agreement. A satisfactory annual review meeting was held in January 2021 to discuss outputs from 2020/21 and requirements for 2021/22*

### **AIM 3: Green and Blue Infrastructure**

- Support the establishment and development of green and blue infrastructure networks and ecological connectivity throughout the District

#### **Action**

- Support partners and deliver projects that can help protect and enhance green and blue infrastructure

#### **Targets/Progress Updates**

- Deliver the Kidlington wayfinding project to encourage walking for wellbeing in the parish through the establishment of signed health routes which link green spaces and natural features
  - *Successful implementation of Kidlington's Zoo Trails in September 2021. Funded by Sport England, and managed through Cherwell's K5 Better Together partnership, the initiative uses a combination of paw*

*print pavement markings, signposts and nature hubs to encourage families to walk around the village on foot*

- Work in partnership with Oxfordshire Playing Fields Association (OPFA) to support the provision, retention and viability of high quality, accessible community green space
  - *OPFA is supported on an annual basis in accordance with a funding agreement. During the Covid pandemic it has provided regular advice and guidance relating to the closing, signing and reopening of parks, green spaces and play areas for local Councils and communities. Although restricted in 202/21 it assisted three Parish Councils with plans for playground refurbishment and two Parish Councils with sports field issues*
  
- Continue to fund Wild Oxfordshire to facilitate the Conservation Target Area (CTA) Project
  - *Wild Oxfordshire is supported on an annual basis in accordance with a service level agreement. Its 2020/21 progress report outlines the work relating to Conservation Target Areas (CTAs) and in July 2020 a North Cherwell CTA was identified - <https://www.wildoxfordshire.org.uk/biodiversity/conservation-target-areas/>  
A satisfactory annual review meeting was held in January 2021 to discuss outputs from 2020/21 and requirements for 2021/22*
  
- Support Wild Oxfordshire to progress the development of the Oxfordshire Nature Recovery Network and Strategy
  - *In 2020/21 an additional contribution was provided to Wild Oxfordshire to co-ordinate a Nature Recovery Network for Oxfordshire through the Oxfordshire Biodiversity Action Group (BAG) to inform the Oxfordshire Plan 2050 - <https://www.wildoxfordshire.org.uk/biodiversity/oxfordshires-nature-recovery-network/>*
  
- Support and participate in the catchment partnership work in the District led by BBOWT
  - *The Cherwell & Ray Catchment Partnership is hosted by BBOWT and acts as a forum for information, advice and evidence sharing across the catchment. The Catchment Plan is about managing the Cherwell and Ray catchments to achieve the Partnership's vision – that the Cherwell and Ray catchment is clean, healthy and full of wildlife, that it is enjoyed, valued, and managed sustainably by all for the long-term. Recently the Partnership has been identifying infrastructure projects relating to water quality improvements and habitat restoration that can*

*take advantage of funding opportunities and can be included in the Council's Infrastructure Delivery Plan*

### **THEME 2: COMMUNITY VALUE**

- There is a wealth of evidence that the natural environment, its wildlife and green spaces are vital for community and economic health and wellbeing
- Natural Capital means elements of nature that produce **value for people** and underpin human health and wellbeing. Through identification of the wider values of land, the natural capital mapping of Oxfordshire will help inform future investment decisions that are required to maintain and improve natural benefits for all who live and work in the District

#### **AIM 1: Health and Wellbeing**

- Support and promote initiatives to encourage involvement in the natural environment and to improve public understanding of, and connection with, nature

#### **Actions**

- Support organisations, projects and sites involving important habitats and species and community engagement opportunities
- Support community events through the provision of nature-based activities
- Promote funding opportunities for local wildlife and access projects and provide support for community project development
- Signpost individuals and groups to wildlife engagement opportunities

#### **Targets/Progress Updates**

- Continue to fund BBOWT's Wild Banbury and Wild Bicester Projects; Wild Oxfordshire's work with local groups and community sites; RSPB's volunteer/landowner events; Warriner School Farm's programme of visits and outreach for young people; TVERC's work with, and training of, volunteer wildlife recorders; and OPFA's community engagement work
  - *2020/21 reports for the Council's key nature partners are available from the Wellbeing team (email [Wellbeing@cherwell-dc.gov.uk](mailto:Wellbeing@cherwell-dc.gov.uk))*  
*Highlights include –*
  - *Wild Bicester Project Officer recruited in November 2020 for 18 months and managed by BBOWT but with funding from CDC's Bicester Garden Town, Healthy Placeshaping and the Wellbeing team. Key projects - scything training courses at Langford Community Orchard, creating a wildlife garden with residents of Launton Grange care home*

- project supported by Bicester Green Gym and exploring how Wild Bicester can support and promote opportunities for social prescribing*
- *Wild Banbury Project Officer recruited in July 2021 for one year and managed by BBOWT but with funding from the CDC Wellbeing team. Volunteers are already working on new sites, with support from Banbury Town Council and the Banbury Ornithological Society. Outreach work with Restore, the mental health charity in Banbury, the Hill, the Grimsbury Network and Bridge Street Community Garden is ongoing*
  - *Wild Oxfordshire - although restricted in 2020/21, meetings were held with Kidlington Parish Council to help improve the biodiversity of sites that they own/manage. Advice was given to Parkhill recreation ground/woodland and a community planting day at Lyne Road Green is planned for 30 October 2021*
  - *RSPB – Over 100 volunteers work on Otmoor and provide a vital service in developing and maintaining this regionally important wetland site. Although restricted in 2020/21, sessions were planned and are now going ahead including curlew monitoring and species identification training*
  - *Warriner School Farm - although restricted in 2020/21, three Brighter Future primary schools were able to attend a six week forest school programme at the Farm*
  - *TVERC – although restricted in 2020/21, TVERC continues to work with and support volunteer recorders who help with habitat surveys of Local Wildlife Sites and District Wildlife Sites as well as site selection*
  - *OPFA - although restricted in 2020/21, OPFA assisted three Parish Councils with plans for playground refurbishment and two Parish Councils with sports field issues as well as providing guidance and advice relating to local facilities and Covid issues*
  - *Muddy Feet Training - a forest school/outdoor learning provider funded by CDC. Produced a primary school nature-based, back to school resource pack in March 2021 to help teachers use their outdoor space more effectively and help children manage anxiety after lockdown. Supports community events (eg Banbury Playday), schools (eg Bardwell in Bicester) and leads on community centre projects (eg the Hill in Banbury)*
- Promote BBOWT's Wild Parishes online resources and webinars which support parish councillors, clerks and volunteers to improve their patch for wildlife and people
    - *Links to BBOWT's Wild Parishes and Wild Oxfordshire's webinars on connect-with- nature webpage - <https://www.cherwell.gov.uk/connect-with-nature> RSPB's Big Garden Bird Watch was promoted through the Parish bulletin*

## Appendix 2

- Support the Cherwell Swift Conservation Project with advice and promotion
  - *Regular communication with Project co-ordinator relating to planning matters and request for mapping. Swift conservation link on connect-with-nature webpage - <https://www.cherwell.gov.uk/connect-with-nature>*
- Contribute nature-based activities to community events such as fundays, school projects and local greenspace activities
  - *Community events include Banbury Playday 2021 where CDC and partners created a nature zone; Wild Bicester (funded by CDC) stall at Bicester Superheroes event in Garth Park; Green Road/nature zone at Kidlington Gala Day including Wild Oxfordshire and Muddy Feet, and the Swift Conservation Project*
- Work with Grants Officer, Oxfordshire Playing Fields Association and the Trust for Oxfordshire's Environment to assess and deliver local wildlife, green space and access projects
  - *Projects include Elmsbrook Forest School in Bicester, Fritwell playground refurbishment, Deddington Orchard and Bridge Street Community Garden in Banbury*
- Protect, improve and promote urban green spaces in Bicester and Kidlington through Healthy New Town and Healthy Placeshaping initiatives
  - *Initiatives include community garden projects have been developed in two of Kidlington's green spaces and the healthy placeshaping team has secured COMF funding to enable similar projects in Bicester and Banbury through working in partnership with Harvest@Home*
- Produce and promote a public facing document to encourage taking action for wildlife and discovering local green spaces and the District's natural environment
  - *A printed flyer has been produced which was launched by Cllr McHugh at Banbury Playday where CDC and partners created a nature zone.*
  - *Social media messages about connecting with nature have been posted twice a month since April 2021 linking people directly to the Council's 'connect with nature' webpage which has become a hub of information with a monthly theme - <https://www.cherwell.gov.uk/connect-with-nature> A press release published in August invited residents to connect with nature and look after wildlife with the help of some easy to use resources ie the flyer and the online hub*
  - *The 'connect with nature' webpage is also promoted through the Activity and Wellbeing Hub, and the Chief Executive's weekly message, which have been important resources during the pandemic - <https://www.cherwell.gov.uk/Activity-and-wellbeing-hub>*

- Explore opportunities for local community projects relating to habitats and species eg road verges, hedgehogs, bees
  - *Opportunities include a hedgehog project and/or container food growing project involving Wild Bicester and Bicester Green; and a pollinator/bee project involving Wild Banbury. There are also several parishes working on local community wildlife projects eg Kidlington Parish Council, Biodiverse Bloxham, Deddington Environmental Network*

### **AIM 2: Natural Capital**

- Engage with strategic partnership work relating to valuing the natural environment

#### **Actions**

- Support the further development of the Oxfordshire natural capital mapping resource to inform decisions on site allocations and natural capital investment

#### **Targets/Progress Updates**

- Participate in strategic and local debate as the natural capital mapping work progresses
  - *Key partners and Oxfordshire local authority representatives have been sharing attendance at meetings and updates relating to natural capital work across the Ox-Cam Arc and in the County*
- Explore using a natural capital approach to strategic site allocation as part of the Cherwell Plan Review 2040
  - *As part of the Local Plan review, work on a CDC Green & Blue Infrastructure Strategy has commenced which has involved engaging with staff at the Environmental Change Institute of the University of Oxford who are providing information and guidance relating to taking a natural capital approach, the latest version of the natural capital map for Cherwell District, a Cherwell Natural Capital Assets report and an updated version of the natural capital report for Oxfordshire*

### **THEME 3: LAND AND BUILDINGS MANAGEMENT**

- The Council has responsibilities for maintaining and enhancing land and property for people and wildlife on its own estate and on sites that it manages
- The Council can also influence the management of land and property throughout the District by supporting key partner organisations
- Parish and Town Councils as well as local groups have an important role to play in land management throughout the District



### AIM 1: Council Land and Buildings

- Secure improved management of parks, open spaces, buildings and associated external environments for people and wildlife on the Council's estate and sites that it manages

### Actions

- Encourage important habitats and species at appropriate Council owned/managed sites
- Deliver biodiversity and access improvements relating to Burnehyll Community Woodland and Banbury Country Park
- Consider opportunities for protecting and enhancing biodiversity in the built environment

### Targets/Progress Updates

- Work in partnership with BBOWT to improve Enslow Marsh and Trow Pool Local Wildlife Sites
  - *Trow Pool LWS is owned by the Council and was surveyed in 2019. A follow-up management visit was made in March 2020 but further work has been delayed. This will now be progressed. Enslow Marsh LWS, which is partially leased from the Canal & River Trust by the Council, was surveyed in 2021 and BBOWT will now provide a management brief*
- Liaise with partners to plan biodiversity and access improvements within Burnehyll Community Woodland through regular working group meetings
  - *Quarterly working group meetings are held with partners. Further to the change of use planning consent the masterplan is being finalised, and the biodiversity enhancements and management plan are being prioritised. 1000+ trees are to be planted by the Friends Group in late November 2021*
- Deliver biodiversity and access improvements within Banbury Country Park
  - *The re-submission of the planning application for change of use is being prioritised and a preliminary ecological appraisal was carried out in August 2021 which will inform this application. Additional wildlife habitat has been created by the Environment Agency at a flood storage site in Wildmere Wood (between the industrial estate and the River Cherwell). Wildmere Wood is owned by the Council and is part of Banbury Country Park. Discussion with the Environment Agency about access is ongoing*
- Continue to include biodiversity protection and enhancement measures within Cherwell Build projects
  - *The Cherwell Build team includes swift boxes/bricks in all of its developments (eg the Hill community and sports facility in Banbury and*

*is planning on including more biodiversity in future schemes. Most notable is the provision of swift bricks in*

- Promote 'Biodiversity in the Built Environment Good Practice Guide: Preservation of existing nesting sites and provision of artificial nesting sites'
  - *This is being promoted via the Connect with Nature webpage under Swift conservation - <https://www.cherwell.gov.uk/connect-with-nature>*

### **AIM 2: Cherwell District Land and Buildings**

- Support environmental organisations that manage, or provide advice on the management of, land in the District
- Support local communities and groups to fulfil their biodiversity obligations and to improve management of land and buildings for habitats and species

### **Actions**

- Continue to fund the Royal Society for the Protection of Birds (RSPB) towards its management of the Otmoor Nature Reserve
- Continue to fund the Berks, Bucks and Oxon Wildlife Trust (BBOWT) towards the Local Wildlife Sites Project and the Wild Banbury and Bicester Projects
- Support conservation projects in the active Conservation Target Areas (CTAs) of the District, particularly the Ray and Cherwell Valleys
- Continue to fund Wild Oxfordshire and Oxfordshire Playing Fields Association (OPFA) to support local projects that involve land/building management for important habitats and species

### **Targets/Progress Updates**

- RSPB and BBOWT to provide reports to demonstrate delivery in accordance with funding agreements
  - *2020/21 reports from both organisations have demonstrated project delivery in accordance with service level agreements These are available on the connect with nature webpage under Community Nature Plan 2020-22 - <https://www.cherwell.gov.uk/connect-with-nature>*
- Any funded projects in the CTAs to provide reports to demonstrate delivery of objectives
  - *No projects funded in CTAs during Community Nature Plan period to date*
- Wild Oxfordshire and Oxfordshire Playing Fields Association (OPFA) to provide reports to demonstrate delivery of local projects in accordance with funding agreements

- *2020/21 reports from both organisations have demonstrated project delivery in accordance with service level agreements These are available via email from the Wellbeing team (wellbeing@cherwell-dc.gov.uk)*
- Promote BBOWT's Wild Parishes online resources and webinars which support parish councillors, clerks and volunteers to improve their patch for wildlife and people
  - *Links to BBOWT's Wild Parishes and Wild Oxfordshire's webinars on the connect with nature webpage - <https://www.cherwell.gov.uk/connect-with-nature>*

### **THEME 4: CLIMATE ACTION**

- The Council's 2020 Climate Action Framework recognises the importance of natural carbon management in its commitment to be net carbon neutral from its operations and activities by 2030
- The creation, protection and sustainable management of habitats which have carbon removal and storage functions play a key role in climate change adaptation and mitigation

### **AIM: Natural Carbon Management**

- Improve natural carbon management through policy and partnerships

#### **Actions**

- Include natural carbon management in the review/formulation of policy relating to climate mitigation and adaptation in the preparation of the Cherwell Local Plan Review 2040 and the Oxfordshire Plan 2050
- Work in partnership to deliver projects that will provide biodiversity and carbon offsets

#### **Targets/Progress Updates**

- Include policies relating to biodiversity net gain and offsetting, nature recovery network and natural capital as appropriate in the Cherwell Local Plan Review 2040
  - *A review of the adopted Cherwell Local Plan 2011-2031 (Part 1) has commenced involving an appraisal of all policies through engagement with internal officers via a cross-service working group. The Council's 'Community Involvement Paper 2: Developing our Options Consultation' is currently underway (29 September 2021 to 10 November 2021). Section 5.7 'Natural Environment and Biodiversity' asks for views on policies for inclusion in the review of the Local Plan on biodiversity and the natural environment and gives options relating to biodiversity and natural capital*

- *Work on a CDC Green & Blue Infrastructure Strategy has commenced*
- Contribute to OP2050's policy development relating to nature, biodiversity and natural carbon management through planning, natural environment and climate change workstreams
  - *Relevant CDC officers regularly attend OP2050 meetings as well as Oxfordshire Environmental Group meetings, involving representatives from all Oxfordshire local authorities, to discuss and progress this policy development*
- Support key biodiversity partners to protect, manage and enhance habitats which have carbon removal and storage functions
  - *BBOWT through the Oxfordshire Wildlife Site Project and Wild Bicester/Banbury; Wild Oxfordshire through its work relating to Conservation Target Areas, the Nature Recovery Network/Strategy and community sites; the RSPB through its management of the Otmoor Nature Reserve*
- Work with partners to develop an Oxfordshire Tree Strategy
  - *Seed funding was provided by the Healthy Bicester team to create the Oxfordshire Treescape Opportunity Map which was launched in mid-October 2021 - <https://www.oxtrees.uk/> This Map is a robust tool that shows the right places to establish treescapes for the right reasons. Treescapes means trees in all their forms - woodland, hedgerows, agroforestry systems, community orchards, street trees, gardens or public places. The right reason means the establishment of treescapes in areas where farmers and landowners can maximise opportunities to harness their power to address biodiversity loss, capture carbon, reduce flooding and contribute to human wellbeing*
- Work with partners to explore the delivery of biodiversity and carbon offset projects
  - *Following on from the launch of the Oxfordshire Treescape Opportunity Map, Bioregional has been commissioned by the Healthy Bicester team to undertake some analysis to highlight where the best opportunities exist for the Council to maximise the uptake of treescape establishment with landowners and maximise the Council's opportunities for successful funding bids*
  - *Offset projects are also being explored with RSPB Otmoor and through the catchment partnership work led by BBOWT*

## **Cherwell District Council**

### **Executive Committee**

**10 January 2022**

### **Fixed Penalty Notices**

### **Report of Assistant Director – Regulatory Services and Community Safety**

This report is public

#### **Purpose of report**

To review and agree the fixed penalty notice fines that can be charged for various environmental crimes.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To consider and determine the fixed penalty notice fine levels for certain environmental crimes enforced by the council.

#### **2.0 Introduction**

- 2.1 The Environmental Protection Act 1990 provides that local authorities can issue a fixed penalty notice to a person believed to have committed specified environmental offences. Fixed penalties can be an effective and visible way of responding to environmental crimes and provide a quicker and proportionate alternative to prosecution through the courts. They allow the person believed to have committed an offence the opportunity to discharge their liability to conviction for that offence by payment of a fixed penalty. However, if an alleged offender does not pay a fixed penalty fine the matter would be put forward for prosecution for the original offence.
- 2.2 The receipts from fixed penalties can be retained by the council and used to support the investigation of environmental offences.
- 2.3 The current fixed penalty fine levels are attached at Appendix 1.

#### **3.0 Report Details**

- 3.1 For fly tipping the legislation provides that the Council can set the fixed penalty level at an amount between £150 and £400. The legislation also allows for a reduction in

the amount as an incentive for early payment. Where a local authority has not determined the level of penalty to be applied the fixed penalty amount is set by the legislation as £250, with the reduced early payment level being £150

- 3.2 Our fixed penalty level for this offence is the lowest in the County. All the other Oxfordshire Councils have set their fine level at the maximum of £400 with a reduction of between £200 to £240 for early payment within 10 days.
- 3.3 To reflect the seriousness with which the Council takes this type of environmental crime and also the cost of clearing up fly tipped waste, it is recommended that the fine level be increased to £400, the maximum possible, with a reduction to £240 for early payment within 10 days. This would also bring our fine level for this offence in line with the other Oxfordshire councils.
- 3.4. Householders have a duty of care to take all reasonable measures to ensure they only transfer household waste produced on their property to an authorised person, business, or organisation. Many fly tips are the result of householders paying an unauthorised person to take their waste who then subsequently fly tips the waste.
- 3.5 Again, the legislation provides that the Council can set the fixed penalty level for this offence at an amount between £150 and £400, with a reduction as an incentive for early payment. Our fixed penalty level for this offence is the lowest in the County; West Oxfordshire District Council set theirs at the maximum level (£400 and £200 for early payment), South and Vale District Councils at £300 and £180, and Oxford City Council at £250 and £150. South and Vale set a level of £300 in line with the fixed penalty fine levels for failing to furnish commercial waste transfer notes and failing to produce authority (Waste Carriers Licence) as they see it as a similar type of offence.
- 3.6 To maximise deterrence and to be consistent with the fixed penalty fine level recommended for fly tipping, the fine level for this offence could be increased to £400 with a reduction to £240 for early payment within 10 days. However, as most householders are not aware of their duty of care responsibilities it is suggested that the fee should be set below the maximum but above our current level, and a fine level of £300 reduced to £180 (similar to the South and Vale) is recommended.
- 3.7 To make householders more aware of their responsibilities and the steps they need to take to meet the duty of care requirements, information about this, and also fly tipping, is published on the council's website and could be publicised in a future issue of the Cherwell Link.
- 3.8 The legislation does not set a maximum or minimum amount for the fixed penalty fine levels for depositing litter or failing to remove dog faeces, but if the council does not set a level then they default to £100. Our current fixed penalty fine levels for these offences have been set at £75 and £50 respectively (see Appendix 1) and are the lowest in the County. For depositing litter West Oxfordshire DC, and South and Vale DCs have set a level of £80 (£50 for early payment) and Oxford City £150 (£75 for early payment). For failing to remove dog faeces West Oxfordshire DC and South and Vale DCs have set a level of £50 (no discount for early payment) and Oxford City £100 (£75 for early payment).
- 3.9 As the public should now be more than aware that it is an offence to drop litter and not pick up after your dog it is recommended that the fine levels for these offences

be increased to £100. This is similar to our fixed penalty fine levels for failing to comply with a Community Protection Notice and failing to comply with a Public Space Protection Order, but with a reduction to £75 for early payment within 10 days.

## 4.0 Conclusion and Reasons for Recommendations

4.1 It is recommended that the Executive agree to increase the fixed penalty fines for the offences outlined to the levels specified in the table below for the reasons stated above. Alternatively, the Executive are asked to agree another amount above the current fine level if preferred.

Description of offence	Penalty	Penalty if paid within 10 days
Unauthorised deposit of waste (fly tipping)	£400	£240
Failure in household duty of care	£300	£180
Depositing litter	£100	£75
Failure to remove dog faeces from designated land	£100	£75

(See Appendix 1 for the current fixed penalty fine levels)

## 5.0 Consultation

5.1 None required.

## 6.0 Alternative Options and Reasons for Rejection

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

Option 1: To leave the fixed penalty fine levels unchanged at current levels. This option was rejected as the current fine levels do not reflect the seriousness of the offences or the Council's costs for investigating the offences.

Option 2: To not issue fixed penalty notices but to proceed with prosecutions. This option was rejected because issuing a fixed penalty notice is a proportionate approach for dealing with lesser offences in accordance with the Council's Enforcement Policy. The income from fixed penalties can be also be retained by the council and used to support the investigation of environmental offences.

## 7.0 Implications

### Financial and Resource Implications

7.1 The Council is allowed to retain the receipts from fixed penalty payments. Funds raised from penalty notices can be used to support the investigation of environmental offences.

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

### **Legal Implications**

- 7.2 Investigations and enforcement actions for environmental crime offences will be conducted in accordance with the Councils Enforcement Policy. Failure to accept or pay a fixed penalty notice could result in prosecution.

Comments checked by:  
Colin Evans, Solicitor, 01295 753701, [colin.evans@cherwell-dc.gov.uk](mailto:colin.evans@cherwell-dc.gov.uk)

### **Risk Implications**

- 7.3 Provisions for the use of fixed penalty notices are already in place, therefore there is no additional risk in adopting the recommendations of this report

Comments checked by:  
Celia Prado, Performance Team Leader,  
01295221556, [celia.prado-teeling@cherwell-dc.gov.uk](mailto:celia.prado-teeling@cherwell-dc.gov.uk)

### **Equalities and Inclusion Implications**

- 7.4 An ECIA has been completed and no implications were identified with regard to equality and diversity issues as a result of adopting the recommendations of this report.

Comments checked by:  
Steven Fairhurst Jones, Acting Policy Team Leader,  
07392 318 890, [steven.fairhurstjones@cherwell-DC.gov.uk](mailto:steven.fairhurstjones@cherwell-DC.gov.uk)

### **Sustainability Implications**

- 7.5 An ECIA has been completed and no implications were identified with regard to sustainability or Climate Action as a result of adopting the recommendations of this report.

Comments checked by:  
Kunal Prasad, Climate Action Delivery Manager  
07776 997345, [kunal.prasad@oxfordshire.gov.uk](mailto:kunal.prasad@oxfordshire.gov.uk)

## **8.0 Decision Information**

### **Key Decision:**

**Financial Threshold Met: No**

**Community Impact Threshold Met: No**



## **Wards Affected**

All

## **Links to Corporate Plan and Policy Framework**

The work contributes to the following strategic priority within the Council's 2021-22 Business Plan:

- An enterprising economy with strong and vibrant local centres

## **Lead Councillor**

Councillor Dan Sames, Lead Member for Clan and Green

## **Document Information**

### **Appendix number and title**

- Appendix 1 Current fixed penalty fine levels

## **Background papers**

None

## **Report Author and contact details**

Trevor Dixon Environmental Protection and Enforcement Manager  
01295 227948, [trevor.dixon@cherwell-dc.gov.uk](mailto:trevor.dixon@cherwell-dc.gov.uk)

This page is intentionally left blank

## Appendix 1: Current Fixed Penalty Fine Levels

	Description of offence	Penalty	Penalty if paid within 10 days
1	Depositing litter	£75	£50
2	Unauthorised deposit of waste (fly tipping)	£250	£150
3	Failure in household duty of care	£200	£120
4	Failure to produce commercial waste documents (waste transfer notes)	£300	No discount
5	Failure to produce authority to transport waste (waste carriers licence)	£300	No discount
6	Failure to remove dog faeces from designated land	£50	No discount
7	Failure to comply with a waste receptacles notice	£100	No discount
8	Abandoning a vehicle	£200	No discount
9	Failure to comply with a Community Protection Order	£100	No discount
10	Failure to comply with a Public Space Protection Order	£100	No discount

This page is intentionally left blank

## **Cherwell District Council**

### **Executive**

**10 January 2022**

### **Member Champion Review**

### **Report of Director – Law and Governance**

This report is public

### **Purpose of report**

To consider the findings of the Member Champion Review.

### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To merge the roles of heritage and design Member Champion with the Lead Member for Planning portfolio, and the generations together Member Champion with the Lead Member for Wellbeing portfolio, taking effect from the 2022-2023 Municipal Year.
- 1.2 To retain the Military Member Champion role, to be appointed annually.
- 1.3 That the Terms of Reference for Member Champions be amended as shown in appendix 3, taking effect from the 2022-2023 Municipal Year.

### **2.0 Introduction**

- 2.1 Member Champions were officially introduced at Cherwell District Council (CDC) in May 2012, following approval by the Executive (28 May 2012 meeting). They are referred to in Part 12, paragraph 12.7 of the Constitution.
- 2.2 In June 2021 the Leader of the Council requested that the Director Law and Governance undertake a review of Member Champion appointments and Terms of Reference, to ensure the roles are still fit for purpose.

### **3.0 Report Details**

- 3.1 The role of a Member Champion was to:

“carry out the following functions with the regard to the issue for which they have been appointed Champion, within the Terms of Reference as set out:

- Ambassador - to raise the profile of an issue, provide a visible focus and raise the profile of an issue both internally and externally to the Council;
- Adviser to the Council in relation to the issue to provide a source expertise;
- Bringing issues to the Council’s attention;
- Liaising with and providing a bridge between the Council and external groups, bodies and communities; and
- May be appointed by Council to outside bodies by virtue of office”.

3.2 The Terms of Reference agreed for the Member Champion roles are attached at appendix 1 to this report.

3.3 As of June 2021 the following Member Champion appointments are currently in place:

<b>Role</b>	<b>Councillor</b>	<b>Appointed in</b>	<b>Appointed by</b>	<b>Appointment ends</b>
Design	Colin Clarke	July 2014	Lead Member decision	May 2023
Military	Andrew McHugh	June 2019	Executive decision	May 2022
Generations Together	Andrew McHugh	June 2019	Executive decision	May 2022
Heritage	Colin Clarke	June 2021	Executive decision	May 2023

3.4 Details of previous Member Champion roles and appointees are included in appendix 2 to this report.

3.5 An appointment was made to the role of Cycling Member Champion in June 2019. This role was reviewed in June 2021 and marked as ‘TBC’ on the report submitted to Executive.

3.6 Executive resolved to delegate authority to the Director Law and Governance, in consultation with the Leader of the Council, to appoint Members to any outstanding vacancies. An appointment has not yet been made to this role.

3.7 Whilst initially appointed to coincide with a term of office, the number of champions appointed has reduced since the roles were introduced in 2012.

3.8 Only two new Champion roles have been created, Military in 2018, and Cycling in 2019 to coincide with Oxfordshire hosting a stage of the Women’s Tour.

3.9 Member Champion Roles were originally introduced to “support...agreed Council policies and objectives”, therefore the reduction in appointments is a reflection of the agreed Council priorities for each year; for example, the Climate Change Member Champion role was not re-appointed to in May 2020. The business plan for 2020-2021 included a strategic priority of ‘leading on environmental sustainability’,

with specific reference to the council's commitment to be carbon neutral by 2030, as well as promoting the green economy. These aspects of the priorities fall under the remit of the Lead Member for Clean and Green, so to have a Member Champion would be a duplication of responsibility.

- 3.10 Similarly the business plan for 2021-2022 includes the priority of 'healthy, resilient and engaged communities', with a specific reference to 'provide opportunities to support active lifestyles', of which cycling would be one aspect.
- 3.11 Of the roles which currently have appointees, all with the exception of the Military Champion are covered by the agreed priorities for 2021-2022.
- 3.12 The currently appointed Member Champions, Councillors Colin Clarke and Andrew McHugh, have been involved in the review and have given details of their experiences of the roles.
- 3.13 Councillor Clarke reported that the roles of design and heritage Champion are intrinsically linked to the Lead Member for Planning role, and there is no differentiation between the roles. Link officers for the Champion roles are the same as those that Councillor Clarke liaises with regarding Lead Member issues, and he has not spent any time working on design or heritage matters specifically as Member Champion.
- 3.14 Councillor McHugh reported a similar situation with the Generations Together champion role and the Lead Member for Wellbeing, as the Champion role works well as a combined role with the portfolio. The Champion role involves liaison with the Community Development Team, which is a cross-over with the Lead Member role.
- 3.15 Councillor McHugh explained that the Military Member Champion role is quite different from the Lead Member role. Councillor McHugh spends approximately a day a week on work specifically linked to being Member Champion, and engages with a number of outside bodies including the Reserve Forces' and Cadets' Association for the South East (SERFCA) and Heyford and Bicester Veterans.
- 3.16 The Corporate Director - Commercial Development Assets and Investments acts as link officer for the Member Champion role at CDC, and also chairs the Oxfordshire Civilian Military Partnership, which prioritises issues related to the Military.
- 3.17 The Corporate Director – Commercial Development Assets and Investments is of the view that a Military Member Champion is a crucial role, particularly as CDC has signed the Armed Forces Covenant and is a Silver member of the Defence Employee Recognition Scheme (ERS), both of which require the council to pledge to support the Military community. Although having a Member Champion is not a specific requirement of either the Covenant or the ERS, all Councils in Oxfordshire and the South East of England have appointed a Champion.
- 3.18 In addition to the Armed Forces Covenant and the ERS, the Armed Forces Bill is currently in the final stages of progression through Parliament and is expected to come into force in 2022.

- 3.19 The Bill will introduce a legal duty for public bodies to have due regard to the principles of the Armed Forces Covenant. Having a Military Member Champion would ensure that CDC continue to give the required priority to Military issues.
- 3.20 Since 2018 an annual report has been submitted to the first Executive meeting of the Municipal Year in June, to appoint representatives to Outside Bodies. Details of Member Champion appointments are included in the report, which usually includes a delegation to the Director of Law and Governance to make changes to appointments as required throughout the year, in consultation with the Leader of the Council. Prior to 2018, appointments were made via a Lead Member decision, as the Leader of the Council has appropriate delegation to make such appointments.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 Taking into account the feedback from Councillors Clarke and McHugh, it is recommended to merge the roles of heritage and design Member Champion with the Lead Member for Planning portfolio, and the generations together Member Champion with the Lead Member for Wellbeing portfolio, taking effect from the 2022-2023 Municipal Year.
- 4.2 The Assistant Director – Planning and Development has confirmed that the removal of the design and heritage Champion roles would not cause any operational issues, as all aspects of design and heritage are discussed with Councillor Clarke in his role as Lead Member for Planning.
- 4.3 It is recommended that the Military Member Champion role remains in place, to be appointed annually via a report to Executive which also appoints representatives to Outside Bodies.
- 4.4 Terms of Reference for Member Champions are recommended to remain broadly the same as initially introduced, subject to amendments as shown in appendix 3. Text shown in *italics* are proposed inclusions, with text struck through being proposed deletions.

## **5.0 Consultation**

- 5.1 Councillor Colin Clarke, Lead Member for Planning and current Heritage and Design Member Champion – see paragraph 3.10.
- 5.2 Councillor Andrew McHugh, Lead Member for Wellbeing and current Military Member Champion – see paragraphs 3.11 and 3.12.
- 5.3 Corporate Director - Commercial Development Assets and Investments – see paragraphs 3.13 and 3.14.
- 5.4 Assistant Director – Planning and Economy – see paragraph 4.2



## **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: To retain all Member Champion roles, appointing non-Executive Members to the positions. This is rejected, as the changing Council priorities have aligned the Champion roles with Lead Member portfolios, except the Military Member Champion, as evidenced through discussions with the existing Champions. Maintaining a Champion role alongside the Executive Lead Member portfolio would be duplicating work

Option 2: To abolish/cease all Member Champion roles. This is also rejected, as removing the Military Champion role would give an impression of not giving due priority to the military community

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no financial implications as a result of these recommendations. Member Champion roles do not have a special responsibility allowance, and the reduction in the number of roles will not have any budgetary savings. Any travel or subsistence claims made in relation to the remaining Military Champion appointment can be met from existing budgets.

Comments checked by:

Michael Furness, Assistant Director – Finance

01295 221845, [Michael.furness@Cherwell-dc.gov.uk](mailto:Michael.furness@Cherwell-dc.gov.uk)

### **Legal Implications**

- 7.2 There are no legal implications as a result of these recommendations, as there is no obligation for the Council to appoint Member Champions.

Comments checked by:

Christopher Mace, Solicitor.

01295 221822, [Christopher.mace@cherwell-dc.gov.uk](mailto:Christopher.mace@cherwell-dc.gov.uk),

### **Risk Implications**

- 7.3 There are no risk implications as a result of these recommendations.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader

01295 221556, [Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

### **Equalities and Inclusion Implications**

- 7.4 There are no Equalities and Inclusion implications as a result of these recommendations. The changing Council priorities have led to Executive Lead

Member portfolios including the areas covered by early Member Champion appointments. The Equalities and Climate Impact Assessment asks officers to consider the impact of decisions on armed forces families/veterans so retaining the role of the Military Champion also helps to support our wider commitment to Equality, Diversity and Inclusion.

Comments checked by:

Lauren Rushen, Senior Policy Officer. [Lauren.rushen@oxfordshire.gov.uk](mailto:Lauren.rushen@oxfordshire.gov.uk)

## 8.0 Decision Information

**Key Decision** **No**

**Financial Threshold Met:** **No**

**Community Impact Threshold Met:** **No**

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillor

Councillor Barry Wood, Leader of the Council

## Document Information

### Appendix number and title

- Appendix 1 – Current Member Champion Terms of Reference
- Appendix 2 – Previous Member Champion appointments and post holders
- Appendix 3 – Proposed amendments to Member Champion Terms of Reference

### Background papers

None

### Report Author and contact details

Emma Faulkner, Democratic and Elections Officer  
01295 221534, [Democracy@cherwell-dc.gov.uk](mailto:Democracy@cherwell-dc.gov.uk)

## Appendix 1 – Existing Member Champion Terms of Reference

- 1) Member Champions will only be appointed in support of agreed Council policies and objectives and shall be elected members of Cherwell District Council.
- 2) Member Champions may be created by Council, the Executive or the Leader of the Council. Member Champions will remain in their role until the expiration of their term of office as a Councillor, when the relevance of the appointment will be reviewed. The appointing body or office holder may decide at any point to review and terminate the appointment of a member Champion for good reason.
- 3) Member Champions shall have no Executive or decision making powers and may not instruct officers. Champions shall not duplicate the work of Committee Chairmen and Executive members and shall ensure they liaise and advise them appropriately. Member Champions may not commit the Council to any course of action or any Council resources.
- 4) A register of Member Champions shall be maintained by the Head of Law and Governance and incorporated within the appropriate section of the constitution.
- 5) Member Champions shall not attract a Special Responsibility Allowance, but shall be able to re-claim travelling and subsistence expenses in line with the agreed scheme and may attend appropriate events, seminars, training and conferences, subject to budget availability.
- 6) All such applications to attend events and for training and subsistence shall be determined by the Head of Law and Governance in consultation with the Leader of the Council, based on whether in consultation with the relevant lead officer it is felt to constitute value for money.
- 7) With regard to access to information Member Champions will be regarded as having 'a need to know' in terms of accessing information held by the authority in relation to the remit covered by their role.
- 8) Each Champion will have a link officer assigned from within the relevant or most appropriate service area. Officers will bring issues, initiatives and areas of work to the attention of Champions.
- 9) Champions may from time to time request to add agenda items or request to speak at a relevant meeting of the Council on an issue within the area to they have been appointed.

This page is intentionally left blank

## Appendix 2 – Previous Member Champion roles and appointees

Role	Councillor	Appointed in	Appointed by	Ended
Business	David Hughes	December 2012	Lead Member decision	May 2018
Climate Change	Dan Sames	December 2012	Lead Member decision	May 2020
Community Cohesion	Alyas Ahmed	December 2012	Lead Member decision	May 2014
Cycling	Jason Slaymaker	June 2019	Executive decision	June 2021
Data Quality	Mike Kerford-Byrnes	December 2012	Lead Member decision	May 2018
Design	Alistair Milne Home	December 2012	Lead Member decision	April 2014
Heritage	Rose Stratford	December 2012	Lead Member decision	May 2016
	David Hughes	June 2016	Lead Member decision	May 2018
Military	Debbie Pickford	July 2018	Delegated Officer decision	May 2019
Older People*	Paul O'Sullivan	December 2012	Lead Member decision	May 2014
	Maurice Billington	June 2014; June 2017	Lead Member decision Lead Member decision	May 2016 May 2019
Older Persons – Banbury**	John Donaldson	June 2016	Lead Member decision	May 2017
Older Persons – Bicester**	Jolanta Lis	June 2016	Lead Member decision	May 2017
Older Persons – Kidlington**	Maurice Billington	June 2016	Lead Member decision	May 2017
Rural	Ken Attack	December 2012	Lead Member decision	May 2017
	Barry Wood	June 2017	Lead Member decision	May 2018
Younger People*	Neil Prestidge	December 2012	Lead Member decision	May 2019
Youth Employment & Apprenticeships	Melanie Magee	December 2012	Lead Member decision	May 2016

\*combined to create Generations Together in 2019

\*\*Older Persons role was separated into three roles for the three main towns and parishes for 2016 only.

This page is intentionally left blank

### Appendix 3 – Proposed Member Champion Terms of Reference, December 2021

- 1) Member Champions will only be appointed in support of ~~agreed Council~~ policies and objectives *not directly covered by the annual Business Plan and Priorities, or existing Executive portfolios* and shall be elected members of Cherwell District Council.
- 2) Member Champions may be created by Council, the Executive or the Leader of the Council. Member Champions will *be appointed annually* ~~remain in their role until the expiration of their term of office as a Councillor~~, when the relevance of the appointment will be reviewed. The appointing body or office holder may decide at any point to review and terminate the appointment of a member Champion for good reason.
- 3) *Member Champions will be required to submit a report at the end of each Municipal Year, detailing the work that has been undertaken during their appointment. This report will help the Leader of the Council review the relevance of the appointment and determine if the role will continue*
- 4) ~~3)~~ Member Champions shall have no Executive or decision making powers and may not instruct officers. Champions shall not duplicate the work of Committee Chairmen and Executive members and shall ensure they liaise and advise them appropriately. Member Champions may not commit the Council to any course of action or any Council resources.
- 5) ~~4)~~ A register of Member Champions shall be maintained by the *Director* ~~Head~~ of Law and Governance and incorporated within the appropriate section of the constitution.
- 6) ~~5)~~ Member Champions shall not attract a Special Responsibility Allowance, but shall be able to re-claim travelling and subsistence expenses in line with the agreed scheme *and may attend appropriate events, seminars, training and conferences, subject to budget availability.*
- 7) ~~6)~~ *Any such applications for events, seminars, training and conferences shall be determined by the Director Law and Governance in consultation with the Leader of the Council.* ~~All such applications to attend events and for training and subsistence shall be determined by the Head of Law and Governance in consultation with the Leader of the Council, based on whether in consultation with the relevant lead officer it is felt to constitute value for money.~~
- 8) ~~7)~~ With regard to access to information Member Champions will be regarded as having ‘a need to know’ in terms of accessing information held by the authority in relation to the remit covered by their role.
- 9) ~~8)~~ Each Champion will have a link officer assigned from within the relevant or most appropriate service area. Officers will bring issues, initiatives and areas of work to the attention of Champions.
- 10) ~~9)~~ Champions may from time to time request to add agenda items or request to speak at a relevant meeting of the Council on an issue within the area to *which* they have been appointed.

This page is intentionally left blank



## Cherwell District Council

### Executive

10 January 2022

### Council Tax Base 2022-2023

### Report of Director of Finance

This report is public

### Purpose of report

To provide Council Tax Base for 2022-2023

### 1.0 Recommendations

The meeting is recommended:

1.1 That the report of the Director of Finance for the calculation of the Council's Tax Base for 2022-2023 be agreed and:

- (a) That pursuant to the Director of Finance's report and in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2022-2023 shall be **56,801.6**
- (b) As for the parishes which form part of its area shown in Appendix 1, the amount calculated as the Council Tax Base for the year 2022-2023 in respect of special items shall be as indicated in the column titled Tax Base 2022-2023.
- (c) As for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2022-2023 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	54,450.4
Anglian (Great Ouse) Flood Defence Area	1,901.3
Severn Region Flood Defence Area	449.9
<b>TOTAL</b>	<b>56,801.6</b>

## **2.0 Introduction**

2.1 For the purposes of Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the Council is required to calculate the tax base (which will be used for tax setting purposes in February 2022) in respect of:

(a) the whole of its area and

(b) for any parts of its area for the purposes of:

- (i) Apportioning precepts and levies and
- (ii) Calculating the tax base for each area subject to a special item

## **3.0 Report Details**

3.1 In respect of the 1 (a) 'the whole of its area':

3.1.1 The tax base has to be notified by Cherwell District Council to major precepting bodies (i.e., Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley) and levy authorities (i.e., Thames Flood Defence Area, Anglian (Great Ouse) Flood Defence Area and Severn Region Flood Defence Area) by 31 January 2022 to enable their precepts to be calculated as a tax per band D equivalent properties.

3.2 In respect of 1 (b) 'parts of its area'

3.2.1 Major precepting and levying authorities have to notify Cherwell District Council (the billing authority) by 31 December 2021 of the area(s) subject to a special item (expense) and for which an apportionment of the tax base is required. No such notification has been received.

3.2.2 Parishes who levy a precept are automatically treated as a special item and there has to be a tax base calculated for each of the parishes in the area. They are not required to calculate a precept as a tax per band D equivalent property but can request the tax base figure to be supplied to them within ten days of making a request. Each parish and town council are notified of the figure for their area.

### **Calculation of the tax base**

3.3 The starting point of the calculation, as shown in Appendix 3, is the total number of council tax dwellings and their council tax band.

3.4 The council then allows for the following information and estimates for each band:

- (a) Dwellings which are exempt, so no council tax is payable (e.g., those where all occupiers are students)

- (b) Dwellings which attract a 25 per cent reduction (e.g., those with a single adult occupier)
  - (c) Dwellings which attract a 50 per cent reduction (e.g., those properties where all adult residents are disregarded or ‘don’t count’ for council tax purposes)
  - (d) Dwellings which are treated as paying a lower band because they have been adapted for a disabled person. The regulations specify how to adjust the tax base in respect of band A dwellings.
  - (e) Dwellings which attract a reduction through the Council Tax Reduction Scheme.
  - (f) Dwellings which are exempt from council tax
- 3.5 Each band is then converted into “band D equivalents” by applying the factor required by legislation. A band H, for example, is multiplied by two. All of these are added together to give a total number of band D equivalents.
- 3.6 A further adjustment is made for Class O exempt properties (Armed forces’ accommodation) as the Ministry of Defence makes a payment roughly equal to the council tax that it would have had to pay for each property if they were not exempt.
- 3.7 We also estimate the number of properties which will be either added to or removed from the Valuation List in the new financial year and make an adjustment to reflect that they won’t all be subject to full council tax for 12 months.
- 3.8 A final adjustment is made to allow for non-collection. The council is required to decide what its collection rate is likely to be and applies this to its council tax base. For 2021-2022 this was 98% and it is proposed it should be 98% in 2022-2023.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 Members are asked to note the detail of this report and to delegate final approval of the Council Tax Base for 2022-2023 to the Section 151 Officer in consultation with the Lead Member for Finance and Governance.
- 4.2 For the purposes of Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the Council is required to calculate the tax base (which will be used for tax setting purposes in February 2022) in respect of:
- (a) the whole of its area and;
  - (b) for any parts of its area for the purposes of:
    - (i) Apportioning precepts and levies and;

- (ii) Calculating the tax base for each area subject to a special item

## 5.0 Consultation

Councillor Tony Ilott, Lead Member for Finance and Governance

## 6.0 Alternative Options and Reasons for Rejection

There are no alternative options. The Council has to set a tax base in order to set its council tax for 2022-2023.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 There are no direct financial implications within this report. However, when the Council determines its Council Tax Requirement when setting the budget, the Council Tax Base is used for calculating the amount of Council Tax set by Cherwell District Council. The tax base of 56,801.6 will be reflected in the budget papers taken to Executive and Council in February 2021.

Comments checked by:

Michael Furness, Assistant Director - Finance  
01295 221845, [Michael.Furness@cherwell-dc.gov.uk](mailto:Michael.Furness@cherwell-dc.gov.uk)

### Legal Implications

- 7.2 For each financial year and each category of dwellings in its area, the council must set an amount of council tax (section 30, Local Government Finance Act 1992). Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 demand that the council calculates a tax base by 31 January 2021. This will be used for Council Tax setting purposes in February 2021.

Comments checked by:

Christopher Mace, Solicitor -Legal services  
07702 917 916, [christopher.mace@cherwell-dc.gov.uk](mailto:christopher.mace@cherwell-dc.gov.uk)

### Risk Implications

- 7.3 If the Council does not set a tax base in accordance with statutory deadlines, then it will not be able to set its Council Tax for the 2021-2022 financial year. This is managed as an 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](mailto:louise.tustian@cherwell-dc.gov.uk)

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met:** No

**Community Impact Threshold Met:** No

### Wards Affected:

All

### Links to Corporate Plan and Policy Framework:

All

### Lead Councillor:

Councillor Tony Ilott, Lead Member for Finance & Governance

## Document Information

### Appendix number and title

- Appendix 1 - Council tax base by parish
- Appendix 2 - Council tax base by Flood Defence Area
- Appendix 3 - Council tax base calculation

### Background papers

None

### Report Author and contact details

Iriana Annunziata, Financial Analyst

[iriana.annunziata@cherwell-dc.gov.uk](mailto:iriana.annunziata@cherwell-dc.gov.uk) 01295 221798

This page is intentionally left blank

## Appendix 1 – Council Tax Base by Parish

Parish	Relevant Amount	Tax Base at 98%	MoD Class O Properties	Tax Base for 2022-23
<b>Adderbury</b>	1,371.90	1,344.50	0	1,344.50
<b>Ambrosden</b>	509	498.8	237.4	736.2
<b>Ardley</b>	272.8	267.3	0	267.3
<b>Arncott</b>	325.1	318.6	0	318.6
<b>Banbury</b>	16,531.00	16,200.40	0	16,200.40
<b>Barford</b>	272.2	266.8	0	266.8
<b>Begbroke</b>	369.4	362	0	362
<b>Bicester</b>	12,770.50	12,515.10	0	12,515.10
<b>Blackthorn</b>	235.7	231	0	231
<b>Bletchington</b>	443.1	434.2	0	434.2
<b>Bloxham</b>	1,603.30	1,571.20	0	1,571.20
<b>Bodicote</b>	1015.8	995.5	0	995.5
<b>Bourton</b>	350.9	343.9	0	343.9
<b>Broughton</b>	129.4	126.8	0	126.8
<b>Bucknell</b>	107.4	105.3	0	105.3
<b>Caversfield</b>	567.6	556.2	0	556.2
<b>Charlton on Otmoor</b>	207.8	203.6	0	203.6
<b>Chesterton</b>	458.2	449	0	449
<b>Claydon</b>	140.5	137.7	0	137.7
<b>Cottisford</b>	72	70.6	0	70.6
<b>Cropredy</b>	308	301.8	0	301.8
<b>Deddington</b>	1,032.70	1,012.00	0	1,012.00
<b>Drayton</b>	302.5	296.5	0	296.5
<b>Duns Tew</b>	240.9	236.1	0	236.1
<b>Epwell</b>	141	138.2	0	138.2
<b>Fencot and Murcott</b>	131.9	129.3	0	129.3
<b>Finmere</b>	224.1	219.6	0	219.6
<b>Fringford</b>	269.9	264.5	0	264.5
<b>Fritwell</b>	289.1	283.3	0	283.3
<b>Godington</b>	20.9	20.5	0	20.5
<b>Gosford and Water Eaton</b>	555.5	544.4	0	544.4
<b>Hampton Gay and Poyle</b>	83.6	81.9	0	81.9
<b>Hanwell</b>	122.8	120.3	0	120.3

Parish	Relevant Amount	Tax Base at 98%	MoD Class O Properties	Tax Base for 2022-23
Hardwick with Tusmore	40	39.2	0	39.2
Hethe	113.3	111	0	111
Hook Norton	1,088.60	1,066.80	0	1,066.80
Horley	164.7	161.4	0	161.4
Hornton	168.8	165.4	0	165.4
Horton Cum Studley	249.7	244.7	0	244.7
Islip	327	320.5	0	320.5
Kidlington	5,024.00	4,923.50	0	4,923.50
Kirtlington	459.6	450.4	0	450.4
Launton	578	566.4	0	566.4
Lower Heyford	221.5	217.1	0	217.1
Merton	144.1	141.2	0	141.2
Middle Aston	67.4	66.1	0	66.1
Middleton Stoney	148.9	145.9	0	145.9
Milcombe	252.4	247.4	0	247.4
Milton	89.7	87.9	0	87.9
Mixbury	118.4	116	0	116
Mollington	244	239.1	0	239.1
Newton Purcell	46.7	45.8	0	45.8
Noke	82.4	80.8	0	80.8
North Aston	98.5	96.5	0	96.5
North Newington	161.8	158.6	0	158.6
Oddington	64.2	62.9	0	62.9
Piddington	182.3	178.7	0	178.7
Prescote	6.7	6.6	0	6.6
Shenington	233.9	229.2	0	229.2
Shipton on Cherwell	157.5	154.4	0	154.4
Shutford	209.4	205.2	0	205.2
Sibford Ferris	200.6	196.6	0	196.6
Sibford Gower	258.5	253.3	0	253.3
Somerton	144.2	141.3	0	141.3
Souldern	211	206.8	0	206.8
South Newington	153.1	150	0	150
Steeple Aston	431.1	422.5	0	422.5
Stoke Lyne	110.5	108.3	0	108.3



Parish	Relevant Amount	Tax Base at 98%	MoD Class O Properties	Tax Base for 2022-23
<b>Stratton Audley</b>	218.3	213.9	0	213.9
<b>Swalcliffe</b>	116	113.7	0	113.7
<b>Tadmarton</b>	260.6	255.4	0	255.4
<b>Upper Heyford</b>	166.5	163.2	0	163.2
<b>Wardington</b>	249.7	244.7	0	244.7
<b>Wendlebury</b>	197.6	193.6	0	193.6
<b>Weston on the Green</b>	244	239.1	0	239.1
<b>Wigginton</b>	118.1	115.7	0	115.7
<b>Wroxton</b>	286.3	280.6	0	280.6
<b>Yarnton</b>	1,194.10	1,170.20	0	1,170.20
<b>Heyford Park</b>	938.5	919.7	0	919.7
<b>Total</b>	<b>57,718.70</b>	<b>56,564.20</b>	<b>237.4</b>	<b>56,801.60</b>

This page is intentionally left blank

## Appendix 2 – Council Tax Base by Flood Defence Area 2022/23

Parish	THAMES	ANGLIAN (Ouse)	SEVERN
Adderbury	1,344.50		
Ambrosden	736.2		
Ardley		267.3	
Arccott	318.6		
Banbury	16,200.40		
Barford	266.8		
Begbroke	362		
Bicester	12,515.10		
Blackthorn	231		
Bletchingdon	434.2		
Bloxham	1,571.20		
Bodicote	995.5		
Bourton	343.9		
Broughton	126.8		
Bucknell	105.3		
Caversfield	556.2		
Charlton on Otmoor	203.6		
Chesterton	449		
Claydon	137.7		
Cottisford		70.6	
Cropredy	301.8		
Deddington	1,012.00		
Drayton	296.5		
Duns Tew	236.1		
Epwell	138.2		
Fencot and Murcott	129.3		
Finmere		219.6	
Fringford		264.5	
Fritwell		283.3	
Godington		20.5	
Gosford and Water Eaton	544.4		
Hampton Gay and Poyle	81.9		
Hanwell	120.3		
Hardwick with Tusmore		39.2	
Hethe		111	
Hook Norton	1,066.80		
Horley	161.4		
Hornton	165.4		
Horton cum Studley	244.7		
Islip	320.5		
Kidlington	4,923.50		
Kirtlington	450.4		
Launton	566.4		
Lower Heyford	217.1		
Merton	141.2		
Middle Aston	66.1		
Middleton Stoney	145.9		
Milcombe	247.4		

Parish	THAMES	ANGLIAN (Ouse)	SEVERN
Milton	87.9		
Mixbury		116	
Mollington	239.1		
Newton Purcell		45.8	
Noke	80.8		
North Aston	96.5		
North Newington	158.6		
Oddington	62.9		
Piddington	178.7		
Prescote	6.6		
Shenington	229.2		
Shipton on Cherwell	154.4		
Shutford	205.2		
Sibford Ferris			196.6
Sibford Gower			253.3
Somerton		141.3	
Souldern	206.8		
South Newington	150		
Steeple Aston	422.5		
Stoke Lyne		108.3	
Stratton Audley		213.9	
Swalcliffe	113.7		
Tadmarton	255.4		
Upper Heyford	163.2		
Wardington	244.7		
Wendlebury	193.6		
Weston On The Green	239.1		
Wiggington	115.7		
Wroxton	280.6		
Yarnton	1,170.20		
Heyford Park	919.7		
<b>TOTAL</b>	<b>54,450.40</b>	<b>1,901.30</b>	<b>449.9</b>

## Appendix 3 - Cherwell District Council Calculation of 2022/23 Council Tax Base

**ALL PARISHES****COUNCIL TAX - VALUATION BANDS**

All figures at 01 December 2021	Band A with disabled reduction	A	B	C	D	E	F	G	H	2022-23 Tax Base
1.Total number of dwellings on the Valuation List	0	6,013	16,270	18,897	12,218	8,687	4,198	2,748	255	69,286
2.Number of dwellings on valuation list exempt	0	235	487	332	374	103	39	32	4	1,606
3.Number of demolished dwellings	0	0	0	0	0	0	0	0	0	0
4.Number of chargeable dwellings (lines 1-2-3)	0	5,778	15,783	18,565	11,844	8,584	4,159	2,716	251	67,680
5.Number of chargeable dwellings in line 4 subject to disabled reduction	0	5	32	76	51	41	18	10	12	245
6.Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	5	32	76	51	41	18	10	12	0	245
7.Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (Lines 4-5+6)	5	5,805	15,827	18,540	11,834	8,561	4,151	2,718	239	67,680
8.Number Of Dwellings Adjusted In Line 7 Entitled To A 25% (SPD)	4	3,165	6,069	5,629	2,860	1,467	601	331	11	20,137
9. Number of Dwellings in Line 7 entitled to a 25%discount due to all but one resident being disregarded	0	28	124	150	102	59	29	10	1	503

10. Number of Dwellings in Line 7 entitled to a 50%discount due to all residents being disregarded	0	7	14	9	4	6	6	16	11	73
11. Number of dwellings in Line 7 classed as second homes (incl Standard Empty)	0	78	84	90	69	52	35	51	14	473
12. Number of Dwellings in Line 7 classed as empty and receiving a 0%discount	0	59	97	71	47	22	13	15	0	324
13. Number of dwellings in Line 7 classed as empty and receiving a discount	0	107	170	150	79	42	30	18	3	599
14. Number of dwellings in Line 7 classed as empty	0	22	31	26	16	6	10	5	4	120
15. Total number of dwellings in Line 7 classed as empty(Lines 12 + 13 + 14)	0	188	298	247	142	70	53	38	7	1043
16. Number of dwellings that are classed as empty and have been for more than 6months (from properties in Line 15)	0	83	135	115	76	34	27	26	5	501
16a.Number of dwellings included in Line 16 which are still empty because of flooding that occurred between 01.12.13 and31.03.14	0	0	0	0	0	0	0	0	0	0
17. Number of dwellings that are classed as empty and have been for more than 6months (previously Class A exempt " excluding any dwellings in Line 16a)	0	0	2	11	5	4	2	5	1	30
18 Line 16 - line 16a - line 17. This is the equivalent of line 18 on the CTB(October 2014) and will be used in the calculation of the New Homes Bonus.	0	83	133	104	71	30	25	21	4	471
19. Number of dwellings in line 7 where there is liability to pay 100% council tax before Family Annexe discount	1	2435	9380	1255 1	8763	6970	3471	2337	209	46117



This page is intentionally left blank



## **Cherwell District Council**

### **Executive**

**10 January 2022**

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

### **Report of Director of Finance and Head of Insight and Corporate Programmes**

This report is public

#### **Purpose of report**

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

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report.
- 1.2 To approve the changes in use of reserves Appendix 7.

#### **2.0 Introduction**

- 2.1 The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.
- 2.2 This report provides an update on progress made during November 2021, to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2021-22 business plan and the priorities of the Council. These measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 As part of monthly reporting, the Insight Team provides the Senior Management Team with a corporate complaints report. Complaints received during the month are closely monitored and analysed. The mandatory lessons learned data continues to be implemented and we are starting to see a decrease in the number of upheld complaints. Lessons learned are reported to ELT (Extended Leadership Team) and progress is monitored to ensure actions are implemented to avoid the same complaint being reported.

2.5 The Council maintains a Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register (at the date this report is published) is included in this report. The Leadership Risk Register and strategy are reviewed on an annual basis as part of the budget and business planning process, reflecting on the priorities of the council for the forthcoming year. The Leadership Risks reflected in this report have been thoroughly reviewed by ELT and will continue to be updated on a monthly basis.

2.6 The main report details section is split into three parts:

- Performance Update
- Leadership Risk Register Update
- Finance Update

2.7 There are seven appendices to this report:

- Appendix 1 – 2021/22 Business Plan
- Appendix 2 – Monthly Performance Report - November
- Appendix 3 – Leadership Risk Register
- Appendix 4 – Finance Capital Nov
- Appendix 5 – Virements Nov
- Appendix 6 – COVID funding
- Appendix 7 – Use of reserves Nov




### 3.0 Report Details

3.1 The Council’s performance management framework sets out key actions, projects and programmes of work that contribute to deliver the refreshed 2021-22 business plan (see Appendix 1) and the priorities of the Council.

3.2 The 2021-22 business plan sets out four strategic priorities:

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

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

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

## Priority: Housing that meets your needs

- 3.4 The Council is committed to deliver affordable housing, raising the standard of rented housing and find new and innovative ways to prevent homelessness. Also, to promote innovative housing schemes, deliver the local plan and supporting the most vulnerable people in the District.
- 3.5 Overview of our performance against this strategic priority:

**Number of Housing Standards interventions** reported Red for November and Green for year to date (41 against target of 55). The team recorded 41 interventions, result of a reduced number of service requests. Overall, performance is ahead of target, with an average of 58 interventions, per-month to-date. Proactive work is planned for January relating to Homes Multiple Occupancy (HMO) audits and additional proactive work that can be undertaken, in Quarter 4, should figures not increase.

**Average time taken to process Housing Benefit New Claims** reported Red for November and Green for year to date (16.86 against target of 15.00). Again, significant increase in the numbers of new claims, with a knock-on effect expected in consequence. We are obliged to give claimants a month to supply evidence to support their claims or they become defective (which takes 30+ days to reach a decision). Those were in large numbers last month, which increased the average number of days to deal with claims. We have additional resources for dealing with new claims, and now able to chase claimants to supply information sooner. The 15 days' set target for this measure is three days less than England's average (18 days).

**Homeless Prevention** reported Green for November and Amber for year to date. The Annual rough sleeper estimate reported six rough sleepers recorded, on a typical night, down from ten the previous year, and slightly above the target of five. A revised Allocations Scheme was activated on first December 2021. Our focus is on more ambitious prevention work, securing additional funding to assist households at risk, through the pandemic, to reduce numbers reaching crisis and requiring temporary accommodation. The effects of the pandemic have not yet been fully realised, and resources are being focused on continuing early intervention.



**Homes improved through enforcement action** reported Green for November and year to date (9 against target of 9). We were able to complete nine home improvements through our interventions. Overall, the performance is on track to meet the annual set target.

## Priority: Leading on environmental sustainability

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

### 3.7 Overview of our performance against this strategic priority:

**Reduction of fuel consumption used by fleet** reported Amber for November and year to date (38,736 against target for the month of 36,958). A slight increase in consumption in comparison with the same period last year, collection tonnages continue to be high with more vehicles being utilised. However, a lot also is being done to minimise fuel consumption, such as: driver performance league tables to support efficient driving and night heaters to heat the vehicles so they are not running with engines idling on cold mornings, between others. The service aims to get electric vehicles as and when viable.



**% of Waste Recycled and Composted** is reporting Red for November and Amber for year to date (40.51% against target of 56%). Garden waste was down over 600 tonnes due to seasonality and glass tonnage is down 400+ tonnes, due to hospitality sector reopening fully, which translates to higher business waste collection, but less household glass recycled. Recycling is on track to reach its target of 56% by the end of year. Cherwell's delivery is strong for this year in comparison with similar authorities (England's average is 45.7%), with a year to date delivering 55.7% against a target of 56%

**Ensure Clean & Tidy Streets** is reporting Green for November and year to date. Covering all areas of the day-to-day workload without any issues. Also, the team received praises by councillors for the recent Remembrance Day standards of cleanliness in all urban centres across the District.

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

3.8 The Council is committed to support business retention and growth, developing skills and generating enterprise; also, securing infrastructure to support growth in the district and securing investment in our town centres. This priority also contributes towards making communities thrive and businesses grow promoting the district as a visitor destination, committing to work with businesses to ensure compliance and promote best practice.

### 3.9 Overview of our performance against this strategic priority:



**Council Tax Collected, increase of Council Tax Base** is reporting Amber for November and year to date (9.07% against target of 9.25%). As of 1<sup>st</sup> December 2021, the amount of council tax due was just short of £117.3m and the year-to-date collection rate is 74.67% (against a target of 76.00%). Collection rates have been impacted by the ongoing pandemic and the end of the furlough scheme. Reminder notices have been issued to customers in arrears, and should payment not be forthcoming, formal recovery action through the courts will commence.

**Business Rates collected, increasing NNDR Base** is reporting Green for November and Amber for year to date (10.69% against target of 9.00%). Slowly on way to achieve target for the year. Collection during this financial year isn't

comparable to 2020/21, due to the re-billing in June 2021, following the changes to the retail rate relief scheme. However, the percentage collected, for November, is higher than in previous years. Cumulative collection rate is slightly below target, also due to the re-billing, which increased at the latter part of the financial year. Reminder notices have been issued to customers in arrears and formal recovery action through the courts will commence.

## Priority: Healthy, resilient and engaged communities

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



### **Vouchers will help with winter essentials –**

Households who struggle to afford life's essentials over winter were being encouraged to talk to Citizens Advice about a new voucher scheme. We have set up the targeted programme using the government's Household Support Fund, to help pay for vulnerable households' food, energy, water bills, and other costs, including clothing and replacements or repairs for white goods or essential transport costs. The scheme is not only open to those on benefits, but also, to those households' in specific situation of need.

**The Youth Activator programme** has been delivered in 38 schools so far this year and had over 7500 attendances, which includes the mental health programme in primary schools (delivered at eight schools across the District so far). This programme has now expanded into three secondary schools for year seven students as a key transition year.

## Summary of Performance

- 3.12 The Council reports monthly on performance against **27** monthly Business Plan Measures, with **12** Programme Measures and **15** Key Performance Indicators. Full details, including commentary against each measure and key performance indicator can be found in **Appendix 2**.

### Programme Measures and Key Performance Indicators (27)

Status	Description	November	%	YTD	%
Green	On target	22	82%	21	78%
Amber	Slightly off target	2	7%	6	22%
Red	Off target	3	11%	0	0%

- 3.13 Climate Action Programme – November update

This report updates Executive on the delivery of the 22 Cherwell District Council and joint (with Oxfordshire County Council) priority actions set by the Climate Action Programme Board for 2021/22. By the end of November, actions were rated as follows:

Status	Description	November	November %
Green	On target	15	68.2%
Amber	Slightly off target	5	22.7%
Red	Off target	1	4.5%
Completed		1	4.5%

The CDC Climate Action Programme is on track (73% actions on track or completed), with no programme risks to report.

November highlights:

- Park and Charge electric vehicle chargers being installed at Curtis Place (Kidlington) and Windsor Street (Banbury) council car parks
- Local Plan Options Paper consultation closed 10 November 2021; over 800 representations received.
- 20 homes greenlighted for energy efficiency measures funded by Green Homes Grant

3.14 Service in Focus – Cherwell District Council’s Healthy Place Shaping team

**Cherwell’s healthy place shaping team** sits within the wellbeing directorate with strong links to Oxfordshire’s Public Health department. The five strong team (four Full Time Employee) is responsible for place-specific programmes and partnerships, designed to make it easy for residents to live happy healthy lives. This includes the delivery of healthy place shaping projects (for example, the zoo trail health walks in Kidlington), support of other Cherwell-led wellbeing programmes (for example, sport and leisure’s FAST initiative), liaison with planning officers to ensure that healthy place shaping principles are reflected in the Local Plan and new development, as well as providing help to partners with their own programmes (from small community groups through to county wide organisations such as Active Oxfordshire). The team was created to roll out the successful approach developed through the Healthy New Town programme in Bicester, sustaining the work in Bicester and extending the benefits to Kidlington and Banbury. It works closely with other wellbeing services to ensure a joined up approach to supporting residents who experience poor health outcomes, particularly in Banbury, with its long standing Brighter Futures Partnership. It is responsible for delivering specific projects, but its greatest impact is by connecting partners together across health, social care and the voluntary sector and supporting them to coordinate their efforts to reduce health inequalities in the District.

**What does healthy place shaping involve?**

While each ‘place’ has a bespoke programme (specifically designed with partners), there are three core workstreams across each delivery plan:

**The Built Environment:** making best use of an area’s built environment to encourage healthy living. Examples include our wayfinding health walks in Kidlington and Banbury as well as the blue line routes in Bicester.

**Community Activation:** helping local people to live healthier lives with the support of community groups, schools, and employers. Examples include our active Facebook pages (@HealthyBicester and @K5BetterTogether) as well as



our work to promote cycling through activities during The Women’s Tour bike race and supporting CDC’s sport and leisure team to highlight further opportunities in schools.

**New Models of Care:** delivering new approaches to care closer to home and minimising hospital-based care. Examples include an innovative pilot programme to better support patients with long term health conditions and to take pressure off GP services. Group video consultations are being offered to residents in Bicester, Islip, Kidlington and Yarnton in addition to their regular GP care. It gives people an extra 40 minutes with a health care professional, in a supported environment, alongside others with similar conditions. Early feedback has been extremely positive with comments including: “I found it really valuable and felt heard and validated”.

**What are the objectives of healthy place shaping?**

The strategic framework shown below outlines the range of strategic objectives that these place based partnerships are seeking to deliver. As a result of the pandemic and the increased importance of addressing mental wellbeing as well as physical health needs, activity has prioritised promotion of access to nature and green spaces, supporting active travel, promoting self-care and peer support and enhancing the resilience and capacity of community groups.

Healthy Place Shaping Strategic Framework		
<p><b>Built Environment</b></p> <ul style="list-style-type: none"> <li>- developing healthy homes</li> <li>- increasing access to green spaces               <ul style="list-style-type: none"> <li>- supporting active, sustainable travel</li> </ul> </li> <li>- developing connected communities</li> <li>- increasing access to sustainable healthy food environments</li> <li>- supporting Healthy High Streets and 20 minute neighbourhoods</li> <li>- supporting access to flexible community facilities</li> </ul>	<p><b>Community Activation</b></p> <ul style="list-style-type: none"> <li>- promoting healthy eating</li> <li>- reducing loneliness</li> <li>- promoting physical activity</li> <li>- supporting community resilience and capacity</li> <li>- promoting an inclusive economy</li> <li>- supporting workplace wellbeing               <ul style="list-style-type: none"> <li>- encouraging local stewardship</li> </ul> </li> <li>- supporting community cohesion</li> <li>- reducing digital exclusion</li> </ul>	<p><b>New models of care</b></p> <ul style="list-style-type: none"> <li>- promoting self care and peer support               <ul style="list-style-type: none"> <li>- supporting health enabling conversations</li> <li>- supporting social prescribing</li> </ul> </li> <li>- enabling population health management and neighbourhood working</li> <li>- supporting preventive models of health and social care</li> <li>- supporting the NHS and planners to provide facilities that support new models of care</li> </ul>

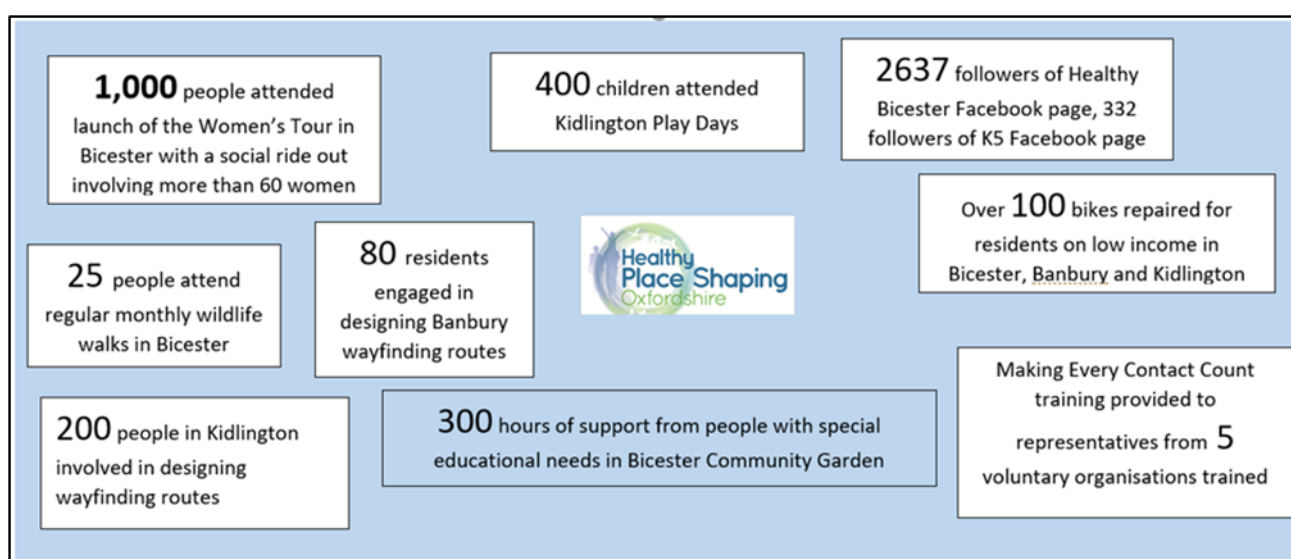
**Our places**

Bicester’s healthy place shaping project is gaining momentum year on year, building on its initial successes (including the blue line health walks) while seeking to bring further benefits for residents The Wild Bicester programme which helps to connect people to nature for their mental wellbeing will now be extended for a further two years, sustained in Banbury and expanded to Kidlington.

The Kidlington partnership – K5 Better Together - started in the autumn of 2019 and despite COVID has brought a number of wellbeing programmes to the village. These include the zoo trails, Dr Bike sessions (free bicycle servicing) and the creation of a new Junior Park Run.

In Banbury, the team has access to the already well-established network of organisations and groups which Cherwell's communities team support, including the Brighter Futures Partnership. This has allowed the healthy place shaping team to work at speed, using COVID recovery funds, to implement new health walks in Grimsbury, Neithrop and Ruscote. In 2022 we will be working with local schools and the sports and leisure team to encourage teenage girls to access parks and better connect with nature.

Although the pandemic has put some partner activities on hold and made public engagement challenging, much has been achieved in 2021. The infographic below outlines some highlights:



### Climate action and healthy place shaping

Healthy place shaping is also inextricably linked to the work the council is doing on climate action. The people suffering from the greatest health inequalities are the same groups most vulnerable to climate change. Similarly, projects involving healthy place shaping have co-benefits for climate actions, such as promoting active travel (improving wellbeing and reducing carbon emissions) and delivering new models of care (creating innovative patient-focussed healthcare, taking pressure off the NHS thus reducing their carbon footprint). The healthy place shaping team are fully aware of the potential benefits the programme can have on Cherwell's carbon footprint and sees one of its greatest impacts as being the influence it can have on other organisations to make their own commitments for climate action.

### Risk Update

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

3.16 The heat map below shows the overall position of all risks contained within the Leadership Risk Register.



## Risk Scorecard – Residual Risks

		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Impact	5 - Catastrophic			L07		
	4 - Major		L06- L08 - L15	L03 - L04 - L05 - L10	L01 - L16	
	3 - Moderate		L09 -	L02 - L11 - L13 - L17-L18		L12
	2 - Minor	L14				
	1 - Insignificant					

3.17 The table below provides an overview of the Leadership Risk Register 21/22

Leadership Risk	Score	Direction of travel	Latest Update
L01 Financial Resilience	16 High Risk	↔	07/12/21 - Mitigations and Comments updated.
L02 Statutory functions	9 Low Risk	↔	13/12/2021 – No changes.
L03 CDC Local Plan	12 Medium Risk	↔	13/12/2021 – No changes.
L04 Business Continuity	12 Medium Risk	↔	13/12/2021 - Comments updated.
L05 Emergency Planning	12 Medium Risk	↔	13/12/2021 - Comments updated.
L06 Health & Safety	8 Low Risk	↔	07/12/2021 - Comments updated.
L07 Cyber Security	15 Medium Risk	↔	13/12/2021 - No changes.
L08 Safeguarding the Vulnerable	8 Low Risk	↔	07/12/2021 – Comments updated
L09 Sustainability of Council owned companies and delivery of planned financial and other objectives.	6 Low Risk	↔	13/12/2021 - No changes.
L10 Financial sustainability of third-party suppliers and contractors	12 Medium Risk	↔	13/12/2021 - No changes.
L11 Corporate Governance	9 Low Risk	↔	16/11/2021 - Comments updated.
L12 Oxfordshire Growth Deal	15 Medium Risk	↔	13/12/21 – No changes.
L13 Joint Working	9 Low Risk	↔	13/12/2021 – Mitigating actions updated
L14 Legacy Shared Services Partnership – West Northamptonshire Council	2 Low Risk	↓	13/12/2021 - Residual Risk reduced.
L15 Workforce Strategy	8 Medium Risk	↔	02/12/21 – Mitigating actions updated
L16 COVID-19 Community and Customers	16 High Risk	↔	14/12/2021 - Mitigating Actions and Comments updated
L17 COVID-19 Business Continuity	9 Low Risk	↔	13/12/2021 – Comments updated
L18 Post COVID-19 Recovery	9 Low Risk	↔	13/12/2021 - Comments updated

During November the leadership risk register had one score change L14 Legacy Shared Services Partnership – West Northamptonshire Council reduce its score further from 4 Low Risk to 2 Low Risk, this risk will be removed from the register at year end.

## Finance Update

3.18 The Council's forecast position for 2021/22 at the end of November shows a £0.155m overspend as shown in Table 1. This is made up of potential non-delivery of savings targets of £0.691m and an underspend of (£0.536m) on business-as-usual costs as shown in Table 2.

### 3.19 Report Details

Table 1: Forecast Year End Position

	Original Budget	Current Budget	Year End Position at October	November Variance (Under) / Over	% Variance to current budget	October variance (Under) / Over	Change since October (better) / worse
	£m	£m	£m	£m	%	£m	£m
<b>Forecast overview - November 2021</b>							
Environment and Place	6.699	10.083	11.185	1.102	10.9%	1.138	(0.036)
Customers, Org. Dev. And Resources	5.682	6.408	6.444	0.036	0.6%	0.266	(0.230)
Adults and Housing Services	1.844	2.700	2.600	(0.100)	-3.7%	(0.080)	(0.020)
Public Health and Wellbeing	1.816	2.969	2.969	0.000	0.0%	0.085	(0.085)
Comm. Dev. Assets and Inv.	0.076	1.438	0.975	(0.463)	-32.2%	(0.265)	(0.198)
<b>Subtotal Directorates</b>	<b>16.117</b>	<b>23.598</b>	<b>24.173</b>	<b>0.575</b>	<b>2.4%</b>	<b>1.144</b>	<b>(0.569)</b>
Executive Matters	2.769	(3.338)	(3.659)	(0.321)	-9.6%	(0.320)	(0.001)
Policy Contingency	3.487	2.113	2.014	(0.099)	-4.7%	(0.169)	0.070
<b>Total</b>	<b>22.373</b>	<b>22.373</b>	<b>22.528</b>	<b>0.155</b>	<b>0.7%</b>	<b>0.655</b>	<b>(0.500)</b>
<b>FUNDING</b>	<b>(22.373)</b>	<b>(22.373)</b>	<b>(22.373)</b>	<b>0.000</b>	<b>0.0%</b>	<b>0.000</b>	<b>0.000</b>
<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>0.000</b>	<b>0.155</b>	<b>0.155</b>		<b>0.655</b>	<b>(0.500)</b>

**Table 2: Analysis of Forecast Variance – November**

<b>Breakdown of current month forecast</b>	<b>Forecast Variance £m</b>	<b>Forecast Base Budget Over/ (Under) £m</b>	<b>Mitigations £m</b>	<b>Savings Non-Deliver Y £m</b>
Environment and Place	1.102	0.834	(0.218)	0.486
Customers, Org. Dev. And Resources	0.036	0.050	(0.112)	0.098
Adults and Housing Services	(0.100)	(0.060)	(0.090)	0.050
Public Health and Wellbeing	0.000	0.052	(0.052)	0.000
Comm. Dev. Assets and Inv.	(0.463)	(0.344)	(0.173)	0.054
<b>Subtotal Directorates</b>	<b>0.575</b>	<b>0.532</b>	<b>(0.645)</b>	<b>0.688</b>
Executive Matters	(0.321)	(0.321)	0.000	0.000
Policy Contingency	(0.099)	(0.099)	0.000	0.000
<b>Total</b>	<b>0.155</b>	<b>0.112</b>	<b>(0.645)</b>	<b>0.688</b>
<b>FUNDING</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>(Surplus)/Deficit</b>	<b>0.155</b>	<b>0.112</b>	<b>(0.645)</b>	<b>0.688</b>

3.20 Of the £0.688m savings not expected to be delivered in 2021/22, £0.548m of this is also not expected to be delivered in future years.

To partly address against the forecast base budget, overspend and non-delivery of savings, £0.645m mitigations have been identified and are detailed below.

**Environment and Place**

**Environmental Services** - £0.088m identified as mitigation in relation to waste collection “gate fee” reductions, car park management fee reduction and a landscape post vacancy.

**Growth & Economy** have identified £0.050m of in year savings (£0.030m on vacancy and £0.020m on Recovery Prosperity Strategy).

**Planning & Development** have identified additional pre-planning advice income (£0.080m).

**Customers, Organisational Development & Resources** have identified £0.112m of in year savings in relation to recharging appropriate costs to CSN Resources (£0.056m), a reduction in payments for joint OGC staff (£0.016m) and training budget savings (£0.040m).

**Adults and Housing Services** - £0.090m identified as mitigation due to a restructure and staff retirement as well as the use of the Homelessness Prevention Reserve.

**Public Health and Wellbeing** - £0.052 identified as mitigation from benchmarking income from leisure contract, additional Sports Development Grant, OCC Self Isolation funding support to be received and savings on project and initiative funding.

**Commercial Development Assets & Investments** - £0.173m identified as mitigation relating to rental income from the Eco Business Centre, staff savings and the Growth and Commercial Director vacancy.

- 3.21 The Council has incurred costs and lost income during 2021/22 in relation to Covid-19 across all areas of the Council. However, there are some areas where there may be a prolonged change in behaviour. In particular lost income is forecast until the end of the financial year in car parking.
- 3.22 When the Council set its budget for 2021/22 the likely financial impact of Covid-19 was taken into consideration and budget provisions were made accordingly. The policy contingency budget of £2.112m includes funding for anticipated lost income and additional costs of Covid-19 in the 2021/22 financial year. In addition, the Council received £0.720m in Covid-19 grant and expects to claim £0.113m from the Sales, Fees and Charges compensation for the period to 30 June 2021. The forecast financial costs and loss of income associated with Covid-19 continue to be recorded and are shown in Table 3 as a memorandum item. These impacts are assumed within the overall forecast.

**Table 3: Covid Impacts included in the 2021/22 Outturn Forecast**

<b>Covid Costs 2021/22</b>	<b>£m</b>
Environment and Place	0.546
Customers, Org. Dev. And Resources	0.019
Adults and Housing Services	0.000
Public Health and Wellbeing	0.100
Comm. Dev. Assets and Inv.	2.337
<b>Subtotal Directorates</b>	<b>3.002</b>
Executive Matters	(0.833)
Policy Contingency	0.000
<b>Total</b>	<b>2.169</b>

Note: Executive Matters holds the General Covid funding received.

### 3.23 Report Details

#### Environment and Place

Environment and Place have forecast an overspend of £1.102m against a budget of £10.083m (10.9%). This forecast overspend includes £0.834m expected base budget costs, £0.486m in potential savings non-delivery and (£0.218m) of mitigations detailed in table 2 above.

Environment and Waste	The forecast variance for Environmental Services for November is due to continued pressure within Car Parks. There is a £0.864m reduction in anticipated car parks income, (£0.474m of the deterioration is estimated to be due to the impact of COVID-19). There is also a £0.095m increase in national non-domestic rates and supplies and services.
Variation £1.076m overspend	
Variance to last month's forecast £0.020m	The pressure within Waste and Recycling has been altered to reflect the provisional start date of the food and garden waste roll out. The collection start date is still not confirmed due to supply problems with the vehicles. That issue should be resolved imminently, and a start date confirmed.
	The anticipated income is expected to see a £0.581m reduction, this is partially offset by (£0.546m) saving in employee costs due to non-recruitment to posts, refuse disposal charges and reductions in recycling fees plus additional fuel and vehicle costs of £0.029m other small variances across the service of £0.053m.
Planning & Development	Planning and Development are forecasting an underspend of (£0.074m). This consists of challenging recruitment conditions that have created an unexpected improvement in employee costs forecast. (£0.076m) savings on staffing costs and (£0.020m) saving in Planning Policy expenditure offset by £0.010m overspend in Contractors for land drainage and £0.012m overspend in computer software.
Variation (£0.074m) underspend	
Variance to last month's forecast (£0.031m)	
Growth & Economy	Growth and Economy are forecasting £0.100m overspend which is made up of £0.045m consultancy costs, £0.160m associated relocation costs and loss of rental income of Town Centre House, £0.057m corporate costs in relation to Oxford to Cambridge ARC and the annual Growth board contribution plus £0.033m of various overspends across the department, including the Sanctuary rent collection contract.
Variation £0.100m overspend	
Variance to last	Offsetting this is (£0.075m) of staff savings, (£0.100m)

month's forecast (£0.025m)	cessation of the Kidlington Masterplan and (£0.020m) savings within the Recovery Prosperity Strategy (RPS).
----------------------------	---

### **Customers, Organisational Development and Resources**

Customers, Organisational Development and Resources have forecast an overspend of £0.036m against a budget of £6.408m (0.6%). This forecast overspend includes £0.050m base budget costs, savings of £0.098m at risk of delivery and mitigations of (£0.112m) detailed in table 2.

HR/IT/Comms/Cultural Services	An underspend in HR of (£0.040m) has been offered up as a mitigation to the overall in year Council overspend. Apart from this, the service is reporting on target.
Variation £0.021m overspend	Customer Service Centre and Land Charges are forecasting a balanced budget at year end, with savings targets for 2021/22 being met.
Variance to last month's forecast (£0.010m)	<p>Communications, Strategy and Insight is showing a (£0.071m) underspend comprising (£0.05m) which will go towards the income generation savings target (currently showing as £0.015m achieved) and (£0.016m) further in year savings (mitigation to the overall in year overspend for the Council). The service is also showing an additional (0.050m) underspend due to a lower than anticipated costs to provide the service.</p> <p>An overspend of £0.132m within IT is due to pressure on the delivery of savings required of £0.093m which is due to actuals varying from estimates provided due to reduced income from no longer providing support to external organisations, small overspends across the service of £0.024m, new additional COVID costs of approximately £0.015 due to supplier shortages and associated rising costs</p>
Finance	The majority of the overspend across the service was linked to additional Covid costs. The position has improved as additional Covid related grants of £0.157m have been received, which has resulted in a small forecast overspend.
Variation £0.015m overspend	
Variance to last month's forecast (£0.220m)	Other minor variations have made up the remainder of the change this month.

### **Adults and Housing Services**

Adults and Housing Services have forecast an underspend of (£0.100m) against a budget of £2.700m, (3.7%). This forecast underspend includes (£0.060m) base budget savings, £0.050m in potential savings non-delivery and mitigations of (£0.090m) detailed in table 2 above.

Housing & Social Care	Housing is forecasting an underspend of (£0.100m) due to in-year saving mitigations which include the use of Homelessness Prevention Grant to fund the Connections Outreach contract (£0.045m), savings on salaries due to staff retirement and restructure (£0.015m). Greater than expected Housing Benefit income in relation to temporary accommodation (£0.020m) and other underspends of (£0.020m) across the service.
Variation (£0.100m) underspend	
Variance to last month's forecast (£0.020m)	

### **Public Health & Wellbeing**

Public Health & Wellbeing forecast to be on target against a budget of £2.969m (2.9%). This forecast includes £0.052m within the base budget and mitigations totalling (£0.052m) detailed in table 2 above.

Wellbeing	Wellbeing is forecasting to be on track. There is an overspend of of £0.100m loss of income as a result of Covid, offsetting this are savings of (£0.065m) on leisure contract management fees for Woodgreen Leisure centre due to a change in the contract cost, plus (£0.035m) of salary savings.
Variation £0.000m	
Variance to last month's forecast (£0.085m)	The forecast has improved from last month due to additional benchmarking income from the leisure contract and income generated from the solar panels at the leisure centres.
Healthy Place Shaping	Healthy Place Shaping are currently projecting to be on target.
Variation £0.000m	
Variance to last month's forecast £0.000m	

### **Commercial Development, Assets and Investments**

The Directorate is forecasting an underspend of (£0.463m) against a budget of £1.438m 14.8%. This forecast underspend includes (£0.347m) base budget costs, £0.057m in potential savings non-delivery and mitigations of (£0.173m) detailed in table 2 above.

<p>Property</p> <p>Variation (£0.445m) underspend</p>	<p>Castle Quay is anticipating a net underspend of (£0.015m). Of the overall underspend, £0.420m is due to loss of commercial income alongside additional void costs for empty units following construction delays in the delivery of Premier Inn and the car park beneath Lidl resulting in a delay to rental and other income. Mitigating this are savings of (£0.435m) on other costs.</p>
<p>Variance to last month's forecast (£0.180m)</p>	<p>The Castle Quay forecast has improved by (£0.180m). The main reason for the improvement in the forecast is (£0.128m) reduction is Service charges, (£0.052m) increase in Unit 51 due to change in lease arrangements.</p> <p>The rest of the Property service area is forecasting an underspend of (£0.430m). This is as a result of improved commercial income of (£0.195m), staff savings of (£0.110m) and (£0.012m) various underspends across the department which include (£0.032m) on utilities and cleaning, (£0.060m) security and (£0.033m) various underspends within the department.</p>
<p>Procurement</p> <p>Variation (£0.004m) underspend</p>	<p>Procurement are forecasting to have a small underspend against budget.</p>
<p>Variance to last month's forecast (£0.004m)</p>	
<p>Law and Governance</p> <p>Variation £0.084m overspend</p>	<p>There is a £0.104m pressure on income recovery. (£0.029m) of this can be offset by an underspend elsewhere within the service. There is £0.007m pressure on salaries due to use of locums (decreased from last month due a post becoming vacant). An additional of £0.002 costs are Covid related</p>
<p>Variance to last month's forecast (£0.028m)</p>	
<p>Growth and Commercial</p> <p>Variation (£0.048m) underspend</p>	<p>The underspend forecast is due to savings on a vacant post.</p>
<p>Variance to last month's forecast £0.000m</p>	



---

Regulatory Services	The Regulatory Services forecast underspend is due to (£0.115m) underspend on staff costs and vacant posts offset by £0.065m forecast loss of licensing income and other minor variances across the services.
Variation (£0.050m) underspend	
Variance to last month's forecast (£0.000m)	

---

### **Executive Matters**

Executive Matters forecast is an underspend of (£0.321m) against the budget of (£3.338m) (9.6%).

---

Interest	There is positive variance forecast against the budget, mostly as a result of lower interest rate on borrowings.
Variation (£0.270m) underspend	
Variance to last month's forecast £0.007m	

---

Corporate	The council is forecasting receipt of £0.113m Covid-19 funding as 75% compensation for lost Sales Fees and Charges Income from the Government for the period to 30 June 2021.
Variation (£0.051m) underspend	External Audit fees are anticipated to be £0.062m more than budgeted due to higher-than-expected 2019/2020 audit fees and an increase in the forecast for this year's audit.
Variance to last month's forecast (£0.008m)	

---

### **Policy Contingency**

Policy contingency will meet the (£0.099m) shortfall in Leisure Contract benchmarking payments. There remains £0.935m unallocated after these assumptions are taken into account. £1.603m has been transferred to the Castle Quay budget to partially offset the net loss of Castle Quay income.

## **3.24 Forecast Earmarked Reserves and General Balances at November 2021**

The table below is a summary of the level of reserves the council holds.

<b>Reserves</b>	<b>Balance 1 April 2021</b>	<b>Original Budgeted use/ (contribution)</b>	<b>Changes agreed since budget setting</b>	<b>Changes proposed November 2021</b>	<b>Forecast Balance 31 March 2022</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
General Balance	(5.087)	0.000	0.000	0.000	(5.087)
Earmarked	(21.328)	(0.577)	0.319	0.047	(21.539)
Ringfenced Grant	(31.556)	22.073	4.934	0.000	(4.549)
<b>Subtotal Revenue</b>	<b>(57.971)</b>	<b>21.496</b>	<b>5.253</b>	<b>0.047</b>	<b>(31.175)</b>
Capital	(0.676)	0.000	0.020	0.000	(0.656)
<b>Total</b>	<b>(58.647)</b>	<b>21.496</b>	<b>5.273</b>	<b>0.047</b>	<b>(31.831)</b>

### 3.25 Government Grants

Test and Trace grant of £0.234m as well as New Burdens grant of £0.100m has been received during November.

### 3.26 Capital

There is a forecast in-year underspend of £7.934m, of which £6.886m is anticipated to be reprofiled in future years. There is an overall forecast decrease in the total cost of schemes of (£1.048m).

### Forecast Capital Spend 2021/22

<b>Directorate</b>	<b>Budget £m</b>	<b>Forecast Spend 2021/22 £m</b>	<b>Re- profiled beyond 2021/22 £m</b>	<b>Variance to Budget £m</b>	<b>Prior Month Variance £m</b>
Housing Total	2.527	1.863	0.289	(0.375)	(0.375)
Comm Dev Assets total	28.577	23.404	4.765	(0.408)	(0.163)
Customers, Org Dev & Resources Total	1.314	1.059	0.225	(0.030)	(0.001)
Environment and Place Total	9.308	7.513	1.607	(0.188)	0.136
Public Health Wellbeing Total	0.713	0.709	0.000	(0.004)	(0.005)
<b>Total</b>	<b>42.439</b>	<b>34.548</b>	<b>6.886</b>	<b>(1.005)</b>	<b>(0.408)</b>

### 3.27 Forecast Variances

#### **Housing:**

Housing is forecasting to spend £1.820m on DFG and discretionary grants this year funded from the Better Care Fund. Also spend of £0.043m on Growth Deal Affordable Housing delivery which is wholly funded through S106 commuted sums. The underspend of (£0.375m) of base budget is due to utilisation of the Better Care Fund in the first instance.

#### **Commercial Development, Assets & Investments:**

Property is forecasting to spend £23.389m across various capital schemes. It is anticipated that there will be an overall saving of (£0.163m) but with the majority of schemes still anticipating full utilisation of budget over the timeline of the projects.

Regulatory Services are forecasting to spend £0.015m this year to enable agile working..

#### **Customers Organisational Development & Resources:**

ICT are currently forecasting a £0.022m overspend against the Land and Property Harmonisation Scheme. However, they will be applying to repurpose some of the budget relating to one of the other schemes - so the net effect of this will be zero. The budget for Customer Excellence and Digital Transfer (30K) is no longer needed

Finance is forecasting On target.

#### **Environment and Place:**

Growth and Economy are forecasting to spend £4.714m by year end. This is an overspend of £0.156m of which £0.078m relates to retention payments due next year.

Environmental Services are forecasting to spend £2.799m across various capital schemes by year end.

#### **Public Health & Wellbeing:**

Wellbeing is forecasting spend of £0.709m of which £0.010m is an overspend in relation to Community grants. The scheme reported a £0.025m underspend in 2020/21. The works are however going ahead in this financial year, resulting in the reported overspend which is offset by underspends declared in 2020/21.

### 3.28 Re-profile beyond 2021/22

#### **Housing**

£0.093m Discretionary grants - This budget supports a number of discretionary grants, all of which are reactive/demand led. Landlords Home Improvement Grants (which secure nomination-rights over improved private rented accommodation for otherwise homeless households) are responsible for the largest spend, but we are currently experiencing lower demand at this stage of the year than expected.

£0.196m unspent DFG to be reprofiled to continue to support the programme alongside future Better Care Fund allocations.

## **Commercial Development, Assets & Investments:**

£3.797m Castle Quay - reprofiling of the budget beyond 2021/22 is necessary because retention payments will be due following the 12 month defect period from September 2021. Also delays to the project caused by Brexit and reduced productivity to maintain social distancing.

£0.100m Banbury Health Centre - refurbishment of ventilation, heating & cooling system. Engagement with the tenant was required, and due to pressures with the decarbonisation works the delivery of this project has been delayed.

£0.100m Housing & IT Asset system (joint with OCC) - The IT spend will only happen once the restructure of the joint team comes to that stage that we can start procuring our joint system called 'Single View of Assets'. This is likely to happen next financial year.

£0.055m Horsefair, Banbury - Due to pressures with the Decarbonisation works the delivery of this project has been delayed.

£0.071m Bodicote House Fire Compliance - Delays to minor fire compliance works is due to covid related delays and reprioritisation.

£0.100m Corporate Asbestos Surveys - Final phase of works need to be carried out but due to the pressures with the decarbonisation works the delivery of this project has been delayed.

£0.147m Works from Compliance Surveys - due to pressures with the decarbonisation works, delivery of this project has been delayed.

£0.100m Feasibility of utilisation of proper space - Bodicote House plans are being considered due to complexities that have been identified in the project

£0.030m Bicester East Community Centre - works on track just reprofiled some monies not required this year

£0.035m Thorpe Place Roof Works - Due to pressures with the Decarbonisation works, delivery of this project has been delayed.

£0.117m H&S Works to Banbury Shopping Arcade - Due to pressures with the Decarbonisation works, delivery of this project has been delayed.

£0.048m Banbury Museum Pedestrian Bridge - Slight delay caused by decarbonisation works but works instructed for March 22 start (roofing works put back due to winter weather).

£0.070m Retained Land - works are being carried out in 22/23.

## **Environment and Place:**

### **Growth and Economy**

£0.155m BUILD! Essential Repairs & Improvement (Town Centre Affordable Rent roof repairs) - A new structural engineer consultant has been appointed and further survey work is required to establish the specification for the tender documents. It is still anticipated that the insurance or warranty will cover the cost.

£0.017m Phase 2 - Bullmarsh Close formally completed early May 2021 and therefore retention payment is due 12 months later in May 2022.

£0.685m Phase 1b - Admiral Holland formally completed September 2020 and retention payment is due September 2022 (£0.061m). Bicester Library received planning consent at September's Planning Committee, as a result 94% of the budget has been reprofiled beyond 2021/22. This will be continually reviewed in line with the project programme

£0.110m Fairway Flats Refurbishment - Planning have endorsed the proposed scheme and have recommended formal submission for planning consent which is likely to be obtained before 31st March 2022. Therefore, the main capital expenditure will happen when works commence in 2022/23.

### **Environmental Services**

£0.050m Car Park Refurbishments - Reprofiling of this budget in to 2022/23 is required due to delays as a result of covid-19, staffing and progression of pay on exit sites and additional sites slower than anticipated.

£0.018m Off Road Parking - Reprofiling of this budget in to 2022/23 is required due to delays as a result of covid, staffing and progression of pay on exit sites and additional sites slower than anticipated.

£0.299m Vehicle Replacement Programme - Reprofiling of the remainder of this budget in to 2022/23 is required to allow for further investigation into electric vehicles, decarbonisation of the fleet and correct infrastructure implemented.

£0.012m On Street Recycling Bins - Reprofiling of this budget is to allow for a review of current on street containers in urban centres and due to delivery lead times.

£0.130m Thorpe Lane Depot Capacity Enhancement - Due to delays of the food and garden waste roll out, slippage of this budget is required in to 2022/23 to allow for further development of site requirements.

£0.085m Car Park Action Plan Delivery - Reprofiling of this budget in to 2022/23 is required due to delays as a result of covid, staffing and progression of pay on exit sites and additional sites slower than anticipated.

£0.035m Depot Fuel System Renewal - Reprofiling in to 2022/23 is required due to delays with Bicester depot redevelopment

### **Customers, Org Dev & Resources:**

£0.075m IT Council Website & Digital Service - the programme of work is currently expected to complete in June 2022

£0.150m IT Shared Services - the programme of work is to extend into 2022/2023 Financial Year. The supplier payment will be aligned with timeline.

## **4.0 Conclusion and Reasons for Recommendations**

This report provides an update on progress made during November 2021, to deliver the Council's priorities through reporting on Performance, Leadership Risk Register and providing an update on the Financial Position. The Council is

committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis. Executive is recommended to agree a change in the use of reserves in accordance with the Council's Financial Procedure Rules

## **5.0 Consultation**

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

## **6.0 Alternative Options and Reasons for Rejection**

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

Option 1: This report illustrates the Council's performance against the 2021-22 Business Plan. Regarding the monitoring aspects of the report, no further options have been considered. However, members may wish to request that officers provide additional information. Regarding the recommendation to approve changes in use of reserves, members could choose not to reject the change of use, however, the request is in accordance with the councils Financial Procedure Rules and within existing budgets.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 Detailed within section 3.18 to 3.28 of this report.

Comments checked by:

Lorna Baxter, Director of Finance,  
07393 001218, [Lorna.Baxter@cherwell-dc.gov.uk](mailto:Lorna.Baxter@cherwell-dc.gov.uk)

### **Legal Implications**

- 7.2 here are no legal implications from this report.

Comments checked by:

Sukdave Ghuman, Head of Legal and Deputy Monitoring Officer,  
[Sukdave.Ghuman@cherwell-dc.gov.uk](mailto:Sukdave.Ghuman@cherwell-dc.gov.uk)

### **Risk Implications**

- 7.3 This report contains a full update with regards to the Council's risk position at the end of November 2021. A revised and refreshed risk management strategy is in place and the Leadership risk register has been fully reviewed.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader,  
01295 221556, [Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

## **Equalities and Inclusion Implications**

- 7.4 The report must show how “in planning, delivering, monitoring and evaluating our work, equality and diversity issues are appropriately considered from the outset”. New proposals must be screened for relevance against our statutory duties to promote equality and where relevant an impact assessment.

Comments checked by:

Emily Schofield, Acting Head of Strategy,  
07881 311707, [Emily.Schofield@cherwell-dc.gov.uk](mailto:Emily.Schofield@cherwell-dc.gov.uk)

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met:** No

**Community Impact Threshold Met:** No

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

All

### **Lead Councillor**

Councillor Richard Mould – Lead member for Performance Management

Councillor Tony Ilott – Lead member for Finance and Governance

## **Document Information**

### **Appendix number and title**

- Appendix 1 – 2021/22 Business Plan
- Appendix 2 – Monthly Performance Report - November
- Appendix 3 – Leadership Risk Register
- Appendix 4 – Finance Capital Nov
- Appendix 5 – Virements Nov
- Appendix 6 – COVID funding
- Appendix 7 – Use of reserves Nov

### **Background papers**

None

### **Report Author and contact details**

Louise Tustian – Head of Insight and Corporate Programmes

[Louise.tustian@cherwell-dc.gov.uk](mailto:Louise.tustian@cherwell-dc.gov.uk)

This page is intentionally left blank



# Cherwell District Business Plan 2021-2022



As we work to address the challenges of the pandemic and continue our journey to zero carbon, a clear vision of what we want to achieve has never been more important.

In local government, we need to be good at dealing with change in order to excel. That doesn't just mean reacting to external factors, it means being willing to grow as an organisation, and able to transform the way we work to meet our residents' needs.

A lot has happened in the year since our last business plan was published. But our underlying vision for Cherwell has not. This plan underscores our commitment to working with communities to shape a district where it is easier to lead an active, happy lifestyle, and one where it is easier to find professional fulfilment without a long commute.

This year we have seen the impact that COVID-19 has had on local communities and we recognise that this impact has been felt differently. The Black Lives Matter movement was a standout feature of last year, and it was a reminder for public bodies everywhere of the need to renew their commitment to reflecting local communities and celebrating their diversity. Following a listening exercise last year, we are continuing our work to ensure this is reflected in everything we do, for all the communities and residents we serve.

The climate crisis is another issue that will not go away simply because of our focus necessarily being on coronavirus. So, this business plan renews our commitment to becoming carbon

neutral by 2030, which includes an increase in the number of people walking and cycling, protecting, conserving and enhancing carbon capture and storage through our natural environments, and thinking differently about planning for local, renewable generation.

The changing nature of funding for local councils is also an area of activity we have needed to focus closely on. Uncertainties about the future of important funding streams such as New Homes Bonus and Business Rates, and the loss of income caused by the COVID measures, have forced us to make some very difficult decisions, which for the first time will affect some of our frontline services.

We continue to listen to you, our residents, and to prioritise our resources where we know they will have the greatest impact. By making responsible choices now and putting ourselves on a sustainable footing, we can keep supporting the district's recovery from COVID-19 and continue our work to make Cherwell a healthier and more prosperous place to live and work.



Councillor Barry Wood  
Leader of Cherwell District Council



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Our priorities:

## Housing that meets your needs



- Deliver affordable housing  
 Raise standards in rented housing;  
 Support our most vulnerable residents;
- Promote innovative housing schemes;
  - Deliver the Local Plan;
  - Support vulnerable people.



## Leading on environmental sustainability



- Deliver on our commitment to be carbon neutral by 2030;
- Promote the Green Economy;
- Increase recycling across the district;
- Protect our natural environment and our built heritage;
- Work with partners to improve air quality in the district;
- Reduce environmental crime.

## An enterprising economy with strong and vibrant local centres



- Support business retention and growth;
- Develop skills and generate enterprise;
- Secure infrastructure to support growth in the district;
- Secure investment in our town centres;
- Promote the district as a visitor destination;
- Work with businesses to ensure compliance and promote best practice.



## Healthy, resilient and engaged communities



- Provide opportunities to support active lifestyles;
- Improve and develop the quality of local sport and leisure facilities;
- Promote health and wellbeing in our communities to help create a more inclusive 'Including Everyone' community and workplace;
- Support community and cultural development;
- Work with partners to address the causes of health inequality and deprivation;
- Work with partners to reduce crime and anti-social 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.



### Climate Action

Transform our organisation to deliver its carbon neutral commitments.



### Continuous Improvement

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



### Partnerships

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



### Covid-19 Recovery

Work with partners in the health and voluntary sectors to help our local business and residents respond to the challenges of the COVID-19 pandemic and support our communities to recover from the longer term social and economic impacts.



### 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 2021 business plan and the priorities of the council. These targets, 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 risk and financial information; providing an holistic overview of the councils' progress against it's strategic priorities and delivery themes as set out earlier in this business plan.



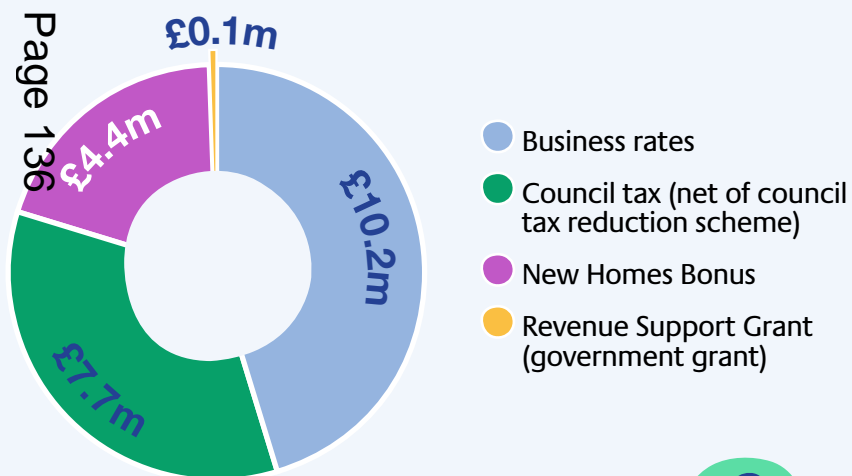
# Council funding



## Where our money comes from

Thirty-four per cent of our funding for services comes directly from council tax, with the rest coming from, New Homes Bonus Scheme, business rates and government grants.

## 2021/22 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](http://www.cherwell.gov.uk)

Email: [customer.services@cherwell-dc.gov.uk](mailto:customer.services@cherwell-dc.gov.uk)

Find and email your ward councillor here: [www.cherwell.gov.uk/find-member](http://www.cherwell.gov.uk/find-member)

Phone: 01295 227001

## Write:

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






**Cherwell**  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

## Appendix 2 - Performance Report November 2021

Includes:

- Key Performance Indicators -KPI- (Quantitative)
- Programme Measures (Qualitative)

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

## Housing that meets your needs - KPI's

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.01 Number of Homeless Households living in Temporary Accommodation	Cllr L Wing	<ul style="list-style-type: none"> <li>Stephen Chandler</li> <li>Vicki Jessop</li> </ul>	24	35	★	The number of households requiring temporary accommodation has fallen this month, due to some clients being able to achieve delayed moves to permanent housing and others being prevented from reaching crisis. Leading up to the Christmas period, there is typically a decline in homelessness presentations, which will allow us to retain capacity to meet a predicted upturn in demand, in the new year.	25	35	★
BP1.2.02 Number of people helped to live independently through use of DFG & other grants/loans	Cllr L Wing	<ul style="list-style-type: none"> <li>Stephen Chandler</li> <li>Vicki Jessop</li> </ul>	70.00	45.00	★	We provided help to 70 households, during November. 23 by means of major adaptations and another 47 by means of smaller works including rails, ramps and key safes.	468.00	360.00	★
BP1.2.03 Homes improved through enforcement action	Cllr L Wing	<ul style="list-style-type: none"> <li>Stephen Chandler</li> <li>Vicki Jessop</li> </ul>	9.00	9.00	★	We were able to complete the improvement of 9 homes through our interventions, in November. Overall performance is on track to meet the annual outputs.	92.00	72.00	★
BP1.2.05 Number of Housing Standards interventions	Cllr L Wing	<ul style="list-style-type: none"> <li>Stephen Chandler</li> <li>Vicki Jessop</li> </ul>	41.00	55.00	▲	We have recorded 41 interventions this month, which is a result of a reduced number of service requests. Overall performance remains ahead of target with an average of 58 interventions per month to-date. Proactive work is planned, for January, relating to Homes Multiple Occupancy (HMO) audits. Proactive pieces of work can be undertaken, in Q4, if the monthly figures do not increase.	466.00	440.00	★
BP1.2.06 Average time taken to process Housing Benefit New Claims	Cllr T Ilott	<ul style="list-style-type: none"> <li>Claire Taylor</li> <li>Kerry MacDermott</li> </ul>	16.86	15.00	▲	As mentioned last month, there has been a significant increase in the numbers of new claims. This has a knock-on effect later. We are obliged to give claimants a month to supply required evidence to support their claims, if they don't, the claims become defective, which takes 30+ days to reach a decision. There have been a large number of these, last month, which increased the average number of days to deal with claims. We now have additional resources dealing with new claims, which means we're able to chase claimants to supply information sooner.	13.89	15.00	★
BP1.2.07 Average time taken to process Housing Benefit change events	Cllr T Ilott	<ul style="list-style-type: none"> <li>Claire Taylor</li> <li>Kerry MacDermott</li> </ul>	3.21	8.00	★	Well within the target of 8 days	5.26	8.00	★
BP1.2.08 % of Major planning applications determined to National Indicator	Cllr C Clarke	<ul style="list-style-type: none"> <li>Bill Cotton</li> <li>David Peckford</li> </ul>	83%	60%	★	6 Major Planning Applications were determined during November 2021, 5 within National Indicator target or agreed timeframe.	83%	60%	★
BP1.2.09% of Non-Major planning applications determined to National Indicator	Cllr C Clarke	<ul style="list-style-type: none"> <li>Bill Cotton</li> <li>David Peckford</li> </ul>	94%	70%	★	98 Non-Major Planning Applications were determined during November 2021, 92 of them within National Indicator target or agreed timeframe.	91%	70%	★
BP1.2.10 % of Major applications overturned at appeal	Cllr C Clarke	<ul style="list-style-type: none"> <li>Bill Cotton</li> <li>David Peckford</li> </ul>	0.00%	10.00%	★	No Major Planning Appeals were overturned by the Planning Inspectorate during November 2021	10.63%	10.00%	●
BP1.2.11 % of Non-Major applications overturned at appeal	Cllr C Clarke	<ul style="list-style-type: none"> <li>Bill Cotton</li> <li>David Peckford</li> </ul>	1.02%	10.00%	★	1 Non-Major Planning Application decision was overturned at Appeal by the Planning Inspectorate during November 2021, set against a total of 98 Non-Major Planning Applications determined during the month.	1.02%	10.00%	★

## Housing that meets your needs - Programme Measures

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP1.1.1 Homelessness Prevention	<ul style="list-style-type: none"> <li>■ Alison Adkins</li> <li>■ Stephen Chandler</li> </ul>	Cllr L Wing	★	●	The Housing Team was able to focus on a 'more ambitious' prevention work and secured additional funding to assist households at risk, through the financial impact of the COVID-19 pandemic. Numbers reaching crisis and requiring temporary accommodation reduced. There are concerns that the ongoing effects of the pandemic have not yet fully been realised, and so, resources are being focused on continuing early intervention.

Key Actions	Status	Comments
<input checked="" type="checkbox"/> 6 monthly Registered Provider Forum	★	Registered Providers forum, scheduled for November, was held in December to ensure the implementation of the updated Allocations Scheme, so that it could be included. This became active on 1/12/21.
<input checked="" type="checkbox"/> Annual Rough Sleeper Estimate	★	Annual Rough Sleeper Estimate was completed and reported 6 rough sleepers, on a typical night, down from 10, from the 2020 estimate. This was slightly above our target of 5.



## Leading on environmental sustainability - KPI's

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP2.2.1 % Waste Recycled & Composted	Cllr D Sames	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Ed Potter</li> </ul>	40.51%	56.00%	▲	Dry recycling and residual tonnage is comparable to last year with garden waste, and down over 600 tonnes, due to a poor summer. Glass tonnage is down 400+ tonnes, due to hospitality opening. Recycling is on track to reach its 56% at the end of year. The reason, this month and next few months, is going to record lower figures is because of reduction of garden waste in winter.	55.76%	56.00%	●
BP2.2.2 Reduction of fuel consumption used by fleet	Cllr D Sames	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Ed Potter</li> </ul>	38,736	36,958	●	Slight increase from same period last year. Tonnages still high with more vehicles being utilised. The services using vehicles are collecting 5-10% more tonnages of waste, due to growth of the district and work from home, using more vehicles. 9 extra vehicles are coming soon, as we need to collect food waste in separate vehicles, with more fuel to be used. We aim to electrify vehicles as and when viable. We currently have 8 vans. However, a lot is being done to minimise fuel consumption, such as; driver performance league tables to support efficient driving, and night heaters to heat the vehicles so they are not run with engines idling on cold mornings, etc...	39,075	37,597	●



## Leading on environmental sustainability - Programme Measures

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP2.1.1 High Quality Waste and recycling service to residents to support a sustainable lifestyle	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Ed Potter</li> </ul>	Cllr D Sames	★	★	All services are being delivered to plan. Chargeable garden waste is due to be launched on the 20th December. The chargeable garden waste campaign is due to launch on the 20th December; we have business waste Christmas messages and press releases letting residents know that waste collections will be the same over the Christmas and New year period.

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP2.1.2 Ensure Clean & Tidy Streets	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Ed Potter</li> </ul>	Cllr D Sames	★	★	Street Cleansing are covering all areas of the day-to-day workload without any issues to report. They received praise by councillors for the recent Remembrance Day standard of cleanliness, in all urban centres.

Key Actions	Status	Comments
<input checked="" type="checkbox"/> Deal with the leaf fall across the district	★	The Cleansing Department has routinely been clearing fallen leaves, as part of their normal duties. This includes positive feedback from the urban centres on Remembrance Day parades.

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP2.1.3 Tackle Environmental Crime	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Richard Webb</li> </ul>	Cllr C Clarke	★	★	Environmental Enforcement investigated all complaints of fly tipping where evidence was found. 38 fly tips were investigated in November, 14 warning letters were sent and 1 fixed penalty notice was served for a fly tipping offence.

## An enterprising economy with strong & vibrant local centres - KPI's

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP3.2.1 % of Council Tax collected, increase Council Tax Base	Cllr T Ilott	<ul style="list-style-type: none"> <li>■ Claire Taylor</li> <li>■ Kerry MacDermott</li> </ul>	9.07%	9.25%	●	As at 1.12.2021 the amount of council tax due to be collected was just short of £117.3m and the in-month collection rate was 9.07% against a target of 9.25%. The year to date collection rate is 74.67% against a target of 76.00%. Collection rates have been impacted by the ongoing pandemic and the end of the furlough scheme. Reminder notices have been issued in November to customers in arrears by £50.00 or more and should payment not be forthcoming, formal recovery action through the courts will commence.	74.76%	76.00%	●
BP3.2.2 % of Business Rates collected, increasing NNDR Base	Cllr T Ilott	<ul style="list-style-type: none"> <li>■ Claire Taylor</li> <li>■ Kerry MacDermott</li> </ul>	10.69%	9.00%	★	As at 1.12.2021 we have collected 10.69% during the month of November against a target of 9%. Collection during this financial year isn't comparable to 2020/21 due to the re-billing in June 2021 following the changes to the retail rate relief scheme however the percentage collected for November 2021 is higher than in both November 2020 and November 2019. The cumulative collection rate is 72.11% against a target of 77.00% however the shortfall is due to the re-billing in June 2021 which has increased the amount due to collect through the latter part of the financial year. Reminder notices have been issued in November to customers in arrears by £15.00 or more and should payment not be forthcoming, formal recovery action through the courts will commence.	72.11%	77.00%	●

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

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP3.1.1 Promote the district as a visitor destination	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Robert Jolley</li> </ul>	Cllr L Pratt	★	★	Hospitality venues and visitor attractions have been able to welcome domestic visitors since the lifting of social restrictions in the summer. International visitor numbers remained low in November

Key Actions	Status	Comments
<input checked="" type="checkbox"/> Work with partners to promote the district and support the visitor economy sector	★	Prepared Cherwell content of the digital 2022 Experience Oxfordshire Visitor Guide.

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP3.1.2 Develop a Recovery and Prosperity Strategy (RPS) for Cherwell	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Robert Jolley</li> </ul>	Cllr L Pratt	★	★	The draft ten-year Economic Strategy for Cherwell has been reframed and refocused as a ten-year post-COVID Recovery and Prosperity strategy.

Key Actions	Status	Comments
<input checked="" type="checkbox"/> Consultation on strategy draft, with internal and external stakeholder	★	Socialisation of the draft strategy with key stakeholders continues. Consultation will extend into March 2022.
<input checked="" type="checkbox"/> Review consultation responses; completion of final draft	★	Consultation responses are being collated and reviewed.

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP3.1.3 Support Business Enterprise, Retention, Growth and Promote Inward Investment	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Robert Jolley</li> </ul>	Cllr L Pratt	★	★	The Council's support to businesses has been maintained through direct contact with enterprises, and in collaboration with other county and district council services, Government departments, OxLEP and neighbouring local authorities.

Key Actions	Status	Comments
<input checked="" type="checkbox"/> Business Engagement	★	Cherwell businesses have benefited from one-to-one advice and guidance and other business support such as overcoming difficulties with recruitment. Additional specialist advice has been introduced to help businesses with their resilience planning. Support has been provided to inward investors and property developers. Active involvement continues with Oxfordshire Digital Infrastructure Partnership to extend connectivity throughout the district.

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP3.1.4 Develop Our Urban Centres	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Robert Jolley</li> </ul>	Cllr L Pratt	★	★	Supported revitalisation of Cherwell's urban centres through service provision and continued engagement with partners

Key Actions	Status	Comments
<input checked="" type="checkbox"/> Supporting revitalisation of Cherwell's urban centres to include	★	Support for Banbury Town centre businesses through liaison and collaboration with Banbury BID; support to Bicester Town Centre Task Group; involvement in 'Meanwhile in Oxfordshire' project to fill empty premises; a focus on reopening high streets safely projects; and support for the continued resilience of businesses.

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP3.1.5 Proactively manage the Cherwell workstreams of the Oxfordshire Housing and Growth Deal	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Robert Jolley</li> </ul>	Cllr B Wood	★	★	Cherwell District Council continues to be an engaged and active participant within the Oxfordshire Housing and Growth Deal. A local officer Programme Board has been established for Cherwell. The Board reviews, on a monthly basis, the four workstreams of Affordable Housing; Infrastructure and Homes from Infrastructure; the Oxfordshire Plan 2050; and Productivity. This is part of a five year programme and the Council entered Year Four at the start of April 2021.

## Healthy, resilient & engaged communities - KPI's

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	Target (YTD)	YTD
BP4.2.1 Number of visits/usage of District Leisure Centre	Cllr P Chapman	<ul style="list-style-type: none"> <li>■ Ansaf Azhar</li> <li>■ Nicola Riley</li> </ul>	119,382.00	33,750.00	★	Usage across the 4 main Leisure Centres in the District continue to show signs of growth. Woodgreen and Spiceball showing marginal increases of circa 100 and 500 users, respectively. The biggest increases in utilisation, however, were at the Centres in Bicester and Kidlington with an increase of 2,000 users and 3,000 users, respectively, against October's performance.	846,367.00	270,000.00	★

## Healthy, resilient and engaged communities - Programme Measures

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP4.1.1 Support Community Safety and Reduce Anti-Social Behaviour	<ul style="list-style-type: none"> <li>■ Richard Webb</li> <li>■ Rob MacDougall</li> </ul>	Cllr A McHugh	★	★	<p>Recent work to support and promote community safety in Cherwell has included-</p> <p>Supporting multi-agency work to protect children thought to be at risk of exploitation.</p> <p>Carrying out district wide reassurance patrols over the Bonfire and Halloween weekend.</p> <p>Attending the Banbury Crime Partnership meeting to receive information of people of interest to town centre businesses so we can support work to deter shoplifting and anti-social behaviour.</p> <p>Supporting the Police on a night time economy operation focussed on raising awareness of the risks of drink spiking.</p> <p>Continuing to work with the Police on concerns of anti-social behaviour in specific areas of Bicester and Banbury, engaging with young people and issuing acceptable behaviour contracts.</p> <p>Carrying out visits to schools to speak with young people about the risks associated with carrying knives.</p> <p>Whilst supporting a Police knife amnesty, 3 knives were handed to our community wardens. The community wardens also assisted in the search for 9 missing young people in the month.</p> <p>In December planned activities include-</p> <p>Delivering proactive crime reduction engagement events in Banbury town centre.</p> <p>Contributing to the Bretch Hill Winter Wishes event.</p> <p>Continuing late night patrols in an area of Banbury area impacted by anti-social behaviour.</p> <p>In addition the Cherwell Community Safety Partnership is meeting on 8th December.</p>

Key Actions	Status	Comments
Community safety activities undertake in the month		<p>Work to support and promote community safety in Cherwell in November included-</p> <p>Supporting multi-agency work to protect children thought to be at risk of exploitation.</p> <p>Carrying out district wide reassurance patrols over the Bonfire and Halloween weekend.</p> <p>Supporting the Police on a night time economy operation focussed on raising awareness of the risks of drink spiking.</p> <p>Continuing to work with the Police on concerns of anti-social behaviour in specific areas of Bicester and Banbury, engaging with young people and issuing acceptable behaviour contracts.</p> <p>Carrying out visits to schools to speak with young people about the risks associated with carrying knives.</p> <p>Supporting a Police knife amnesty, 3 knives were handed to our community wardens.</p>

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP4.1.2 Promote Health & Wellbeing	<ul style="list-style-type: none"> <li>■ Ansaf Azhar</li> <li>■ Nicola Riley</li> </ul>	Cllr A McHugh	★	★	<p>Several new projects have received funding from the Contain Outbreak Management Fund to support access to green spaces, growing food and encouraging programmes of activity at some Community Centres. Support systems for people needing to self isolate have been boosted and Citizens advice are partnering with us to administer the household Support fund for people having difficulty in making ends meet over winter.</p>

Key Actions	Status	Comments
<input checked="" type="checkbox"/> Deliver Youth Activator programme and expand a Mental Health programme in schools		The Youth Activator programme has delivered in 38 schools so far this year and had over 7500 attendances which includes the mental health programme in primary schools which has been in 8 schools. This has now expanded into 3 secondary schools for year seven students as a key transition year
Delivery Connecting the community event		6 Connecting the community events delivered in period - Themes include, preparing for winter, connecting to nature and youth engagement
Promote Good Neighbour schemes and encourage more schemes to develop.		Existing mutual support groups mapped and contacted by Community First Oxfordshire.

Measures & Action	Measure Director/Lead	Portfolio Holder	Status	YTD	Commentary
BP4.1.5 Enhanced Community Resilience	<ul style="list-style-type: none"> <li>■ Richard Webb</li> <li>■ Rob MacDougall</li> </ul>	Cllr A McHugh	★	★	<p>In November, activities to maintain readiness to respond to emergency incidents and to support community resilience included:</p> <p>Training input provided to bomb squad officers from MOD Kineton at the Mill Arts Centre in Banbury, regarding working with Local Authorities when responding to suspect packages.</p> <p>Conducting 'Exercise Banbury Savior' to exercise the response to three suspect package/ bomb scenarios based in Banbury.</p> <p>Providing training to senior managers who are part of the council's "Duty Director" rota.</p> <p>Reviewing event plans to ensure organisers had received appropriate information and advice following the increase in the national threat level. Information was also sent to key businesses in Cherwell.</p> <p>Attending multi-agency planning meetings in readiness for any action needed to respond to severe weather in the month.</p> <p>A new Community Emergency Plan has been received from Merton Parish Council. The team also provided a presentation to Bicester Town Council Environment Committee on why a Community Emergency Plan is beneficial. The Emergency Planning team also attended Health on the Move events in Kidlington, Bicester, and Banbury and the Bicester lights switch-on to provide community resilience information to the public.</p>

Key Actions	Status	Comments
<input checked="" type="checkbox"/> Report on community resilience activities, local liaison forums attended and any events arising	★	In November, activities to maintain readiness to respond to emergency incidents and to support community resilience included conducting exercises, providing training to senior managers who support the council's duty director rota and attending events taking place in the district to provide community resilience information to the public. A new Community Emergency Plan has been received from Merton Parish Council.

Appendix 3 – Leadership Risk Register as at 16/11/2021

Level of risk	How the risk should be managed
<b>High Risk</b> (16-25)	<b>Requires active management</b> to manage down and maintain the exposure at an acceptable level. Escalate upwards.
<b>Medium Risk</b> (10 -15)	<b>Contingency Plans</b> - a robust contingency plan may suffice together with early warning mechanisms to detect any deviation from the profile.
<b>Low Risk</b> (1 – 9)	<b>Good Housekeeping</b> - may require some risk mitigation to reduce the likelihood if this can be done cost effectively, but good housekeeping to ensure that the impact remains low should be adequate. Re-assess frequently to ensure conditions remain the same.

Risk Scorecard – Residual Risks						
		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Impact	5 - Catastrophic			L07		
	4 - Major		L06- L08 - L15	L03 - L04 - L05 - L10	L01 - L16	
	3 - Moderate		L09 -	L02 - L11 - L13 - L17- L18		L12
	2 - Minor	L14				
	1 - Insignificant					

Risk Definition	
<b>Leadership</b>	Strategic risks that are significant in size and duration, and will impact on the reputation and performance of the Council as a whole, and in particular, on its ability to deliver on its corporate priorities
<b>Operational</b>	Risks to systems or processes that underpin the organisation’s governance, operation and ability to deliver services

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22						Fully effective Partially effective Not effective											
L01 -	<b>Financial resilience – Failure to react to external financial impacts, new policy and increased service demand. Poor investment and asset management decisions.</b>	Reduced medium and long term financial viability	4	4	16	Medium Term Revenue Plan reported regularly to members.	Fully	Councillor Tony Illot	Lorna Baxter	Michael Furness	4	4	16	Review of workload and capacity across the team. Interim Capital Accountant post recruited to. New Finance Business Partner Corporate started in October. Permanent appointment made to support VAT and S106. Support to the corporate accountant started at the end of November. Assessment of national picture undertaken and being reported through senior managers and members highlighting the medium term challenges. Recruited to a further interim accountant post to support with the new business grant schemes that have been introduced as a result of lockdown restrictions.	Maintaining focus in this area with ongoing review, staff and member training and awareness raising. New financial system helping to support the monitoring process. New interim Accountant began in November to bring capacity to assist with anticipated additional test and trace and business grants workload.	Risk reviewed - 07/12/21 - Mitigations and Comments updated	
	Reduction in services to customers	Balanced medium term and dynamic ability to prioritise resources				Fully	Investment strategy approach agreed and operating and all potential investments now taken through the working groups prior to formal sign off. Robust review and challenge of our investment options to be regularly undertaken through our usual monitoring processes.							Investment options considered as and when they arise, MTF5 and budget setting being developed to enhance the scrutiny and quality of investments.			
	Increased volatility and inability to manage and respond to changes in funding levels	Highly professional, competent, qualified staff				Partially	Timeliness and quality of budget monitoring particularly property income and capital improving. Financial Systems replacement project up and running providing improved management information.							Financial System Solution Project continuing to consider future finance system options, incorporating budget management via Lean, extension of Civica and new procurement.			
	Reduced financial returns (or losses) on investments/assets	Good networks established locally, regionally and nationally				Fully	Asset Management Strategy being reviewed and refreshed.										
	Inability to deliver financial efficiencies	National guidance interpreting legislation available and used regularly				Fully	Review of BUILD! to ensure procurement and capital monitoring arrangements are in place and development of forward programme - future work has been placed on hold as part of a capital pipeline of schemes not currently included in the capital programme										
	Inability to deliver commercial objectives (increased income)	Members aware and are briefed regularly				Fully	Finance support and engagement with programme management processes continuing.							Finance business partners involved with reflection locally on outcomes.			
	Poor customer service and satisfaction	Participate in Oxfordshire Treasurers' Association's work streams				Fully	Further integration and development of Performance, Finance and Risk reporting.							Integrated reporting has been embedded			
	Increased complexity in governance arrangements	Review of best practice guidance from bodies such as CIPFA, LGA and NAO				Fully	Regular involvement and engagement with senior management across County as well as involvement in Regional and National finance forums.							Engagement with a number of national and regional networks to ensure we are as up-to-date as we can be in relation to potential funding changes from 2021/22 and impact on our MTF5.			
	Lack of officer capacity to meet service demand	Treasury management and capital strategies in place				Fully	Regular member meetings, training and support in place and regularly reviewed. Briefings provided on key topics to members with particular focus on key skills for specific committees such as audit committee.							Regular training will be undertaken.			
	Lack of financial awareness and understanding throughout the council	Investment strategies in place				Fully	2021/22 Budget set, a review of the process to be discussed at budget planning committee (13/7/21) and revised process to be developed for 2022/23. Updated budget monitoring for 2021/22 with a greater focus on savings delivery.							2021/22 budget set. Review of the 2021/22 budget setting process being planned.			
	Increased inflation in the costs of capital schemes	Regular financial and performance monitoring in place				Fully	Regular utilisation of advisors as appropriate.							Review of borrowing approach being considered alongside our financial advisors.			
		Independent third party advisers in place				Fully	Internal Audits being undertaken for core financial activity and capital as well as service activity.							Regular reporting of progress on internal audits considered by the committee.			
		Regular bulletins and advice received from advisers				Fully	Analysis of Spending Review 2022/23 - 2024/25 indicated an increase in resources to local government as a sector. However no local authority specific announcements so unclear whether to what extent this could result in additional resources to the Council. No announcement made about business rates reset so this could still result in a significant loss of resources.							No detail in the Spending Review to be able to plan for additional resources with any confidence - must wait for Local Government Finance Settlement to understand the detail behind the announcement.			
		Property portfolio income monitored through financial management arrangements on a regular basis				Partially	Financial forecasts of resources for 2021/22 have assumed a reduction in resources that will be available from business rates compared to February 2020 assumptions. The budget for 2021/22 has been agreed with savings proposals identified to address these reductions. Close monitoring of the delivery of the savings programme will take place throughout 2021/22 with mitigations required if slippage is identified. If resources fell significantly below the 2021/22 forecast level then a review of which reserves could be made available to mitigate this would be required (e.g. due to greater ongoing impact of Covid-19 or due to further economic shocks in the short-term). A similar approach to reviewing reserve availability could be adopted if the cost of goods we purchase were to increase.							The impact of Covid19 has changed the financial outlook for the Council, with regular updates helping to outline the impact on the Council both in the short, medium and longer term. The Council currently anticipates a significant, short, medium and long term funding shortfall in overall terms. Set alongside the anticipated funding reductions due to start from 2021-22 the financial resilience of the Council could be severely impacted. The Council agreed a revised budget for 2020/21 to address the short term impacts of Covid-19 and provided its Budget and Business Planning Process 2021/22 - 2025/26 report to Executive on 5 October 2020. Chancellor's Spending Review confirmed the delay of the business rates reset. Only a 1 year SR so no additional certainty of funding and any additional Covid related funding is likely to be for one year only. Provisional local government finance settlement has announced some one-off funding to support local government in 2021/22. The Council set its 2021/22 budget on 22 April 2021 and now needs to monitor the delivery of the budget and begin preparations for the 2022/23 budget process. The Council issued a consultation on its budget proposals for 2022/23 on 2 December which, if implemented, would deliver a balanced budget. The Government has announced that a 3 year Spending Review for 2022/23 - 2024/25 will be announced on 27 October 2021. This provided the resource envelope for Government Departments to operate in and has set out an overall increase in local government spending power over the three year period, but did not expect to provide any specific funding allocations for individual local authorities. Further specific local authority funding details are expected as part of the local government finance settlement in mid to late December 2022.			
		Asset Management Strategy in place and embedded. Transformation Programme in place to deliver efficiencies and increased income in the future				Partially Fully	A business rates reset is now assumed from 2023/24 which will significantly reduce the resources available to the Council. Should resources from business rates fall much below this (e.g. due to any further ongoing impacts to the economy) then resources would be supplemented by a "safety net" payment from the Government under the current regime. The budget process for 2022/23 has begun with savings proposals set out that would enable the Council necessary to operate within the forecast level of resources.  Where the Government has issued consultations on future approaches to funding local government CDC has responded to ensure its views are considered.  New capital bids submitted will be questioned to ensure increases in cost assumptions have been reflected.										



Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22						Fully effective Partially effective Not effective											
L02 -	Statutory functions – Failure to meet statutory obligations and policy and legislative changes are not anticipated or planned for.	Legal challenge Loss of opportunity to influence national policy / legislation Financial penalties Reduced service to customers          Inability to deliver council's plans Inability to realise commercial opportunities or efficiencies Reduced resilience and business continuity Reduced staff morale, increased workload and uncertainty may lead to loss of good people	3	4	12	Embedded system of legislation and policy tracking in place, with clear accountabilities, reviewed regularly by Directors. Clear accountability for responding to consultations with defined process to ensure Member engagement National guidance interpreting legislation available and used regularly Risks and issues associated with Statutory functions incorporated into Directorate Risk Registers and regularly reviewed. Clear accountability for horizon scanning, risk identification / categorisation / escalation and policy interpretation in place Robust Committee forward plans to allow member oversight of policy issues and risk management, including Scrutiny and Audit Internal Audit Plan risk based to provide necessary assurances Strong networks established locally, regionally and nationally to ensure influence on policy issues. In addition two Directors hold leading national roles. Senior Members aware and briefed regularly in 1:1s by Directors Arrangements in place to source appropriate interim resource if needed Ongoing programme of internal communication Programme Boards in place to oversee key corporate projects and ensure resources are allocated as required. CDC Extended Leadership Team (ELT) Meetings established to oversee and provide assurance on key organisational matters including resourcing. Partnership Working Group established with OCC to oversee joint working opportunities.	Partially Fully Fully Fully Partially Fully Fully Fully Fully Fully Fully Fully Fully Fully Fully	Councillor Barry Wood	Anita Bradley	Sukdave Ghuman	3	3	9	↔	Establish corporate repository and accountability for policy/legislative changes taking into consideration all of the Council's functions. Review Directorate/Service risk registers. Ensure Committee forward plans are reviewed regularly by senior officers.  Ensure Internal Audit plan focusses on key leadership risks.  Allocate specific resource to support new projects/policies or statutory requirements e.g. GDPR. Learning and development opportunities identified and promoted by the Chief Executive and Directors. Regular communications from Chief Executive. Quarterly staff briefings from Assistant Directors. External support secured for key corporate projects including CDC/OCC joint working, Growth Deal and IT Transformation Programme.	Following Brexit and the end of the EU transition period legal advice is provided upon emerging issues. Development in legislation continues to be closely monitored as implemented e.g. subsidy control (formerly state aid regime) being reviewed and government guidance tracked as it is developed and published .  Additional steps are under way in conjunction with OCC Legal Services to develop a regular review of legislative developments that will be service team focused to enhance awareness of statutory obligations and legal developments.	Risk reviewed - 13/12/2021 - No Changes

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22																	
L03 -	<b>CDC Local Plan</b> - Failure to ensure sound, up to date local plan remains in place for Cherwell resulting in poor planning decisions such as development in inappropriate locations, inability to demonstrate an adequate supply of land for housing and planning by appeal	Poor planning decisions leading to inappropriate growth in inappropriate place. Negative (or failure to optimise) economic, social, community and environmental gain Negative impact on the council's ability to deliver its strategic objectives, including its commitments within the Oxfordshire Housing & Growth Deal Increased costs in planning appeals Reputational damage with investor community of Cherwell as a good place to do business created by uncertainty/ lack of policy clarity	4	4	16	Local Development Scheme (LDS) is actively managed and reviewed, built into Service Plan, and integral to staff appraisals of all those significantly involved in Plan preparation and review Team capacity and capability kept under continual review with gaps and pressures identified and managed at the earliest opportunity. Delegations to Chief Exec agreed to ensure timely decisions On-going review of planning appeal decisions to assess robustness and relevance of Local Plan policies	Partially Partially Fully Partially	Councillor Colin Clarke	Bill Cotton	David Peckford	3	4	12	↔	Regular review meetings on progress and critical path review. Regular Corporate Director and Lead Member briefings. LDS updated as required with programme management approach adopted to ensure progress against plan. Regular Corporate Director and Lead Member briefings LDS updated as required with programme management approach adopted to ensure progress against plan LDS timeline built into Directorate level objectives (e.g. via Service Plans) and incorporated into SMART targets within staff appraisals. Authority Monitoring Reports continue to be prepared on a regular annual basis.	The Local Development Scheme (LDS) was updated in September 2021. It includes the programmes for the Oxfordshire Plan 2050, a Local Plan Review, the Banbury Canalside Supplementary Planning Document and work on a Community Infrastructure Levy (CIL). An Options Consultation for the Oxon Plan was undertaken in Summer 2021. An issues consultation for the Cherwell Local Plan Review was completed on 14 Sept 2020. An Options consultation was undertaken from 29 September to 10 November 2021. The programmes for work on the Canalside SPD and CIL have been re-aligned to the Local Plan review timetable in the new LDS.	Risk reviewed 13/12/2021 - No Change
L04-	<b>Business Continuity</b> - Failure to ensure that critical services can be maintained in the event of a short or long term incident affecting the Councils' operations	Inability to deliver critical services to customers/residents Financial loss/ increased costs Loss of important data Inability to recover sufficiently to restore non-critical services before they become critical Loss of reputation Reduced service delivery capacity in medium term due to recovery activity	4	4	16	Business continuity strategy, statement of intent and framework in place and all arrangements overseen by a Business Continuity Steering Group Services prioritised and recovery plans reflect the requirements of critical services ICT disaster recovery arrangements in place with data centre and cloud services reducing likelihood of ICT loss and data loss Incident management team identified in Business Continuity Framework All services undertake annual business impact assessments and update plans Business Continuity Plans tested annually All services maintain business continuity plans	Fully Fully Fully Partially Fully Partially Fully	Councillor Andrew McHugh	Rob MacDougall	Richard Webb	3	4	12	↔	Business Continuity Statement of Intent and Framework being revised to align with OCC and create an incident management framework Cross-council BC Steering Group meets regularly to identify BC improvements needed ICT transition to data centre and cloud services has reduced likelihood of ICT loss and data loss Corporate ownership and governance sits at senior officer level BC Impact assessments and BCPs to be updated and reviewed by OCC's Emergency Planning team BC exercises to be arranged (on hold due to pandemic response) Updated incident management framework agreed August 2021	Business continuity status reports no longer collated monthly (previously part of pandemic response). The Council has continued to provide critical services throughout the lockdown periods. Remote working enables most teams to work effectively from home and sustain services whilst also avoid unnecessary social contacts. A new incident management framework has been adopted for the council and aligns our incident response arrangements with OCCs. Work has started on aligning the council's BC statement of intent and framework support this new incident management framework. A document repository and management system is under development for key business continuity plans.	Risk Reviewed 13/12/2021 - Comments updated.
L05 -	<b>Emergency Planning (EP)</b> - Failure to ensure that the local authority has plans in place to respond appropriately to a civil emergency fulfilling its duty as a category one responder	Inability of council to respond effectively to an emergency Unnecessary hardship to residents and/or communities Risk to human welfare and the environment Legal challenge Potential financial loss through compensation claims Ineffective Cat 1 partnership relationships Reputational damage	4	4	16	Emergency Plan in place and key contact lists updated monthly. Emergency Planning Lead Officer defined with responsibility to review, test and exercise plan and to establish, monitor and ensure all elements are covered Added resilience from Oxfordshire County Council's Emergency Planning Team. Under partnership arrangements. Senior management attend Civil Emergency training Multi agency emergency exercises conducted to ensure readiness On-call rota established for Duty Emergency Response Co-ordinators Active participation in Local Resilience Forum (LRF) activities	Fully Fully Fully Partially Partially Fully Fully	Councillor Andrew McHugh	Rob MacDougall	Richard Webb	3	4	12	↔	Emergency plan contacts list being updated monthly and reissued to all duty managers. OCC Emergency Planning providing expert advice and support under a partnership arrangement. Accountability for both OCC and CDC's arrangements now sit with the Chief Fire Officer who reviews the arrangements with the Assistant Director. Supporting officers for incident response identified in the emergency plan and wallet guide Refreshed incident management plan agreed to align with OCC response arrangements and roll-out being progressed Training being arranged for Duty Directors. All senior managers who provide the Duty Director rota have attended multi-agency exercises and duty manager training with OCC senior managers. On-call rota being maintained and to be updated to reflect recent staffing changes Authority continues to be represented at the Local Resilience Forum	Pandemic response and recovery work continues with partners. Partners continue to liaise with organisers of planned events to ensure they have robust infection management arrangements in place and that there is awareness of all the events being organised. The council is maintaining its duty director rota for any other emergency incidents that might arise. A refresh of the council's emergency plans is being progressed to provide a clearer framework for incident response aligned with the Local Resilience Forum. Senior manager training for duty directors took place in November to support extension of duty director rota from January 2022.	Risk Reviewed 13/12/2021 - Comments updated

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22						Fully effective Partially effective Not effective											
L06-	<b>Health and safety</b> Failure to ensure effective arrangements are in place for Health and Safety.	Unsafe services leading to fatality, serious injury & ill health to employees, service users or members of the public	5	4	20	H&S policies (incl. responsibilities) and procedures have been reviewed and adopted	Fully	Councillor Lynn Pratt	Steve Jorden	Martin Green	2	4	8	↔	COVID-Secure arrangements and safe working practices remain effective and are regularly reviewed to ensure they are inline with government guidance. Even though positive outlook some workplace controls are expected to remain in place for longer term e.g. improved ventilation and cleaning.	H&S Risk Assessments and Procedures remain effective in controlling workplace exposure and reducing transmission alongside vaccination programme.  Currently at Stage 4 of Roadmap. Nov 21 - some additional requirements introduced in response to Omicron VOC - No significant impact on OCC operations.  Important to note legal duties under H&S legislation still apply including requirement to assess risks to our staff and customers and take appropriate mitigations in line with the current gov working safely guidance: Frontline services e.g. social care continuing to apply IPC protocols incl. PPE etc. Office protocols in place with focus on improving ventilation, CO2 monitors in meeting rooms, regular cleaning and encouraging hand hygiene and wearing of face coverings.  Flu vouchers offered to health and social care staff in addition to those entitled under national immunisation programme.	07/12/2021 - Reviewed & Comments Updated
Criminal prosecution for failings Breach of legislation and potential for enforcement action.	Clearly identified accountability and responsibilities for Health and Safety established at all levels throughout the organisation Risk Assessments completed including COVID-19.	Fully				Corporate Assurance on effectiveness of H&S controls is monitored by the H&S Assurance Board. Key areas of focus include: - Task and Finish group established to review and recommend improvements for the role of Responsible Premises Manager. This will be delivered as part of the Property function redesign which will look holistically at property management and include system improvement.	Field Monitoring by H&S Team ongoing including high risk activities i.e. Environmental Services and Roadside Waste Collections.										
Financial impact (compensation or improvement actions)	Provision of PPE is priority area of focus for both standard work issue and additional infection control requirements for COVID-19.	Fully				As part of agile working improvements around DSE Assessments, provision of work equipment and prevention of ill health.	Corporate H&S for OCC/CDC now aligned in terms of management support and where possible aligned governance processes.										
Reputational Impact	Information and training programmes in place for staff and volunteers. Communications channels in place including COVID-19 focussed H&S information.	Fully				New project initiated for replacement H&S reporting system (Joint-OCC/CDC)											
	H&S Governance Board maintains oversight of policy and practice with response to COVID-19 covered within business continuity support structure.	Fully															
	H&S Training provision in place including essential training for all staff and induction.	Fully															
	Consultation arrangements in place with unions.	Fully															
	H&S monitoring will be carried out in selected services to assess compliance.	Fully															
	Reporting of key data and issues to Leadership Teams and through business continuity support structure. This will include any incidents, accidents including RIDDOR.	Fully															
	Home-working arrangements supported by advice, guidance, equipment etc., frequent messages from CEO and Internal Comms. Specific arrangements in place to provide equipment for those with specialist requirements or needs.	Fully															



Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22																	
L08-	<b>Safeguarding the vulnerable (adults and children)</b> - Failure to follow our policies and procedures in relation to safeguarding vulnerable adults and children or raising concerns about their welfare	Increased harm and distress caused to vulnerable individuals and their families Council could face criminal prosecution Criminal investigations potentially compromised Potential financial liability if council deemed to be negligent	4	4	16	Safeguarding lead in place and clear lines of responsibility established Safeguarding Policy and procedures in place Information on the intranet on how to escalate a concern Mandatory training and awareness raising sessions are now in place for all staff. Safer recruitment practices and DBS checks for staff with direct contact Community Safety Partnership reflect the actions needed to reduce exploitation Data sharing agreement with other partners Attendance at Children and Young People Partnership Board (CYPPB) Annual Section 11 return compiled and submitted as required by legislation. Engagement with Joint Agency Tasking and Co-ordinating Group (JATAC) and relevant Oxfordshire County Council (OCC) safeguarding sub group. Engagement at an operational and tactical level with relevant external agencies and networks	Fully Fully Fully Fully Fully Partially Fully Fully Fully Fully Fully	Councillor Barry Wood	Claire Taylor	Nicola Riley	2	4	8	↔	Web pages up to date Ongoing external awareness campaigns Annual refresher and new training programmes including training for new members Attendance at safeguarding boards and participation in learning events Continue to attend safeguarding board sub groups as necessary to maintain high levels of awareness within the system and compliance with latest practice Continue to support work across the district regarding exploitation through slavery, county lines, domestic violence Partnership working with Community Safety and police colleagues Regular internal cross departmental meetings to discuss safeguarding practice Action plan acted upon and shared with Overview and scrutiny committee once a year Corporate monitoring of all referrals	New information sharing events have been scheduled to encourage staff to broad their understanding. Member training is under consideration. The annual review has been submitted to both Oxfordshire Adult and Children safeguarding boards. The area of ensuring commissioned services offer appropriate safeguarding policies and processes needs closer monitoring and this will be a focus of officers work over the next 12 months.	Risk reviewed 7/10/2021 - Comments Updated
L09-	<b>Sustainability of Council owned companies and delivery of planned financial and other objectives</b> - failure of council owned companies to achieve their intended outcomes or fail to meet financial objectives	Unclear governance leading to lack of clarity and oversight in terms of financial and business outcomes Failure of council owned companies to achieve their intended outcomes or fail to meet financial objectives Lack of understanding at officer and member level about the different roles of responsibilities required when managing council owned companies Potential impact of local government re-organisation (Northamptonshire) on CSN (see Risk L17)	3	4	12	Annual business planning in place for all companies to include understanding of the link between our objectives being delivered and financial impact for the council Financial planning for the companies undertaken that will then be included within our own Medium term financial plan Ensure strong corporate governance mechanisms are in place Sound monitoring in place of both business and financial aspects of the companies and the impact on overall council performance Training in place for those undertaking roles relating to the companies	Fully Fully Partially Fully Partially	Councillor Tony Illot	Steve Jordan	Robert Fusezi	2	3	6	↔	Changes in the shareholder support side line management been put in place. Additional oversight and capacity from senior managers including performance dashboards at CEDR. Resilience and support being developed across business to support and enhance knowledge around council companies. Skills and experience being enhanced to deliver and support development, challenge and oversight. Work with one company to ensure long term support arrangements are put in place. Ongoing shareholder meetings key to understanding impact of Northamptonshire reorganisation	Council dissolving partnership with SNH so CSN as a company will no longer exist after Nov 2021. Services being brought back in house. Graven Hill – company continues to respond to market changes as a result of Covid and supply chain restrictions, no areas of concern at this stage. Crown House continues to enjoy high occupancy rates but there is some concern over cash flow, which is being looked in to. Management of Crown House now being undertaken by the Property Team. CSN exit strategy being implemented. Service being brought back in house and company to be dissolved. First years trading will identify overall financial impact of pandemic. Governance review completed and accepted by Shareholder committee. Action plan developed to ensure all identified improvements are implemented appropriately.	Risk reviewed 13/12/2021 - No changes

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22																	
L10-	<b>Financial sustainability of third-party suppliers and contractors</b>	The financial failure of a third party supplier and contractors results in the inability or reduced ability to deliver a service to customers or provide goods needed. A reduced supply market could also result in increased costs due to the council's loss of competitive advantage.	3	4	12	Ensure contract management in place review and anticipate problems within key service suppliers and partners	Partially	Councillor Tony Illot	Steve Jorden	Melissa Sage	3	4	12	↔	Service areas to hold meetings as required with suppliers to review higher risk areas and ensure risks are being managed. Reminders to be sent to all who have Procurement/Contract Management responsibility to regularly meet with key suppliers and partners to gain early understanding of the effects of COVID-19 lockdown, have on supply.  The Procurement Team is now providing ELT members and identified Contract Mangers a monthly update of all suppliers with spend above £25k c/w a credit risk rating score to enable contract managers to manage any identified risks, with support from the Procurement Team. Furthermore, as a result of Covid-19 the likelihood of this risk is deemed to have increased and thus the procurement and finance team now hold a weekly joint meeting to consider funding solutions to support At Risk Suppliers in accordance with the national guidance note PPN04/20.  Business continuity plans in place		Risk reviewed 13/12/2021 - No changes
Business continuity planning arrangements in place in regards to key suppliers	Partially																
Ensuring that proactive review and monitoring is in place for key suppliers to ensure we are able to anticipate any potential service failures	Partially																
Reduced resilience and business continuity	Fully																
	Increased complaints and/or customer dissatisfaction				Intelligence unit set up procurement Hub to monitor supplier and contractor market	Fully											
	Increased costs and/or financial exposure to the Council due to having to cover costs or provide service due to failure of third party supplier of contractor				Analysis of third party spend undertaken to identify and risk assess key suppliers/contractors	Fully											
L11-	<b>Corporate Governance</b> - Failure of corporate governance leads to negative impact on service delivery or the implementation of major projects providing value to customers.	Threat to service delivery and performance if good management practices and controls are not adhered to.	4	4	16	Clear and robust control framework including: constitution, scheme of delegation, ethical walls policy etc.	Fully	Councillor Barry Wood	Yvonne Rees	Anita Bradley	3	3	9	↔	Standing item at senior officer meetings – regular review of risk and control measures.	In January 2019, Council agreed to enter into a Compromise Agreement with South Northants DC to ensure the continuation of key aspects of service delivery that required ongoing joint working (following the ending of the partnership S113 Agreement). The Council continues to exit in an orderly manner from its joint working arrangements in respect of the delivery of a Revenues and Benefits Service to the Council.  Model Code of Conduct has been published by LGA and all Oxon Council Monitoring Officers have met to give initial consideration. Agreed that Oxon authorities ideally wish to adopt a consistent Code across the county, and across County, District, City, Town and Parish Councils. As such, working plan is for Monitoring Officers to achieve a draft to take through each Council post-election with a view to implementation by May 2022 this is dependent upon each Council being in agreement to the proposed approach.  Meetings in physical form have been successfully and safely held since May 2021 and continue to do so, keeping track of public health advice and developments in guidance.  Recruitment process has commenced for the appointment of Independent Persons to assist the Monitoring Officer on member code of conduct complaints. The Standards Committee considered the job profile on 11 October 2021. This will now proceed to advert with interviews set for late November. Action plans have been set to strengthen the information governance arrangements	Risk reviewed 16/11/2021 - Comments updated
Risk of ultra vires activity or lack of legal compliance	Fully	Post election member induction programme has been delivered, including governance sessions to councillors on the Constitution, data protection and FOI, finance, equalities and code of conduct.															
Risk of fraud or corruption	Fully	Integrated budget, performance and risk reporting framework.															
Risk to financial sustainability if lack of governance results in poor investment decisions or budgetary control.	Partially	Corporate programme office and project management framework. Includes project and programme governance.															
Failure of corporate governance in terms of major projects, budgets or council owned companies impacts upon financial sustainability of the council.	Fully	Internal audit programme aligned to leadership risk register.															
Inability to support Council's democratic functions / obligations (e.g. return to physical public meetings and public access to meetings).	Partially	Training and development resource targeted to address priority issues; examples include GDPR, safeguarding etc.															
Elements of the COVID-19 response and recovery work may be compromised, delayed or not taken forwards.	Partially	HR policy framework.															
	Partially	Annual governance statement process undertaken for 2020/21 under oversight of the Corporate Governance Assurance Group (CGAG) for Cherwell and Oxon. The Group has taken an aligned approach (with Oxon CC) to work up a revised and complementary Annual Governance Statement which also connects more fully and earlier with ELT and CEDR.															
		CGAG also mapping respective (CDC/Oxon CC) governance processes to achieve alignment and efficiency where appropriate. Annual Review of the Constitution will take place each Autumn led by the Overview & Scrutiny Committee and approved by Full Council															

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22																	
L12	<b>Oxfordshire Growth Deal - (contract with HMG)</b>	<p>Failure to meet its obligations as a partner within the Growth Deal could see Cherwell as a factor in Government holding back some or all of its funding and/or cease to extend the arrangement beyond 2023.</p> <p>Failure to replace Programme Management Officer could adversely affect delivery and stability of the overall Cherwell programme.</p> <p>Infrastructure milestone delivery late (for infrastructure linked to accelerated housing)</p> <p>Accelerated housing numbers delivered late, outside of the programme time scale</p> <p>Delivery of Infrastructure projects fail to accelerate housing delivery as commercial pressures impact house builders</p> <p>Delivery of affordable houses below programme targets as GD contributions insufficient to attract sufficient builders/ registered providers</p> <p>Oxfordshire Plan delivered late</p>	4	5	20	<p>Established programme structure and partnership ethos to support effective programme delivery.</p> <p>Put suitable arrangements in place to deliver the Project Management function.</p> <p>Engagement with housing developers to understand their commercial constraints.</p> <p>Engage with developers to ascertain which sites would benefit most from infrastructure delivery.</p> <p>Identify potential "top up" schemes to supplement GD affordable housing scheme.</p> <p>Utilise effective Programme controls to facilitate prompt escalation of issues to enable appropriate decision making and delivery timescale review.</p> <p>Develop Year 4 Plans of Work to detail the expected delivery by CDC for Year 4 of the Growth Deal Programme; building on the experiences and knowledge gained during previous years.</p>	<p>Fully effective</p> <p>Partially effective</p> <p>Not effective</p> <p>Fully</p> <p>Fully, when implemented (not implemented yet).</p> <p>Partially</p> <p>Partially</p> <p>Fully</p> <p>Fully</p> <p>Partially</p>	Councillor Barry Wood	Robert Jolley	TBA	5	3	15	↔	<p>A CDC GD programme and programme board capability.</p> <p>Meetings to take place with key colleagues to implement suitable arrangements to deliver the Project Management function.</p> <p>Work stream plans of work (work stream brief, schedule, RAID log) .</p> <p>Structured engagement with developers to better understand their needs.</p> <p>Appropriate escalation of issues to agree programme flexibilities where required.</p> <p>Improved collaboration working with partners.</p> <p>Ongoing work with partners to realistically reflect deliverable schemes within programme time frame.</p>	Discussions are progressing amongst key officers to address the gaps left by the departure of the former Programme Management Officer. An interim solution has been found whereby a Service Manager has been assigned, temporarily, to support the programme. Year Four Plans of Work continue to be delivered and the Cherwell Programme currently remains broadly speaking on track.	Risk reviewed - No Changes 13/12/21.
L13	<b>Joint Working</b> That the challenges and risks associated with joint working between Cherwell and OCC, outweigh the benefits and impacts on the provision of services to residents and communities.	<p>Opportunities for joint working take longer to develop than planned delaying potential service improvements for residents and communities.</p> <p>Resources are allocated to the development of proposals, reducing the capacity of the Council to deliver on its priorities and plans, impacting on quality of services delivered to residents and communities.</p> <p>Uncertainty around joint working could lead to reduced staff morale and potentially increase staff turnover.</p> <p>Benefits to be realised from joint working business cases do not materialise or take longer to deliver than planned.</p>	3	3	9	<p>S113 agreement in place with Oxfordshire County Council Partnership working group meets quarterly programme management in place.</p> <p>Partnership Working Group established with OCC to oversee the development of joint working proposals.</p> <p>Robust programme and project management methodologies in place.</p> <p>Regular meetings of the OCC Cabinet and CDC Executive in place to oversee development of partnership.</p>	<p>Fully</p> <p>Fully</p> <p>Fully</p> <p>Fully</p>	Councillor Ian Corkin	Yvonne Rees	Claire Taylor	3	3	9	↔	<p>Regular reporting on joint working proposals to the senior management team.</p> <p>HR policies in place to enable joint working proposals to be delivered</p>	The Audit plan for 2021/22 will ensure joint working arrangements are included. Plans are in place to consider further opportunities for joint working and these are reported to the Partnership Working Group. Annual review of partnership underway to look at future options and next steps.	Risk reviewed 13/12/2021 Comment Updated
L14	<b>Legacy Shared Services Partnership – West Northamptonshire Council:</b> Failure to effectively manage legacy partnership arrangements with WNC results in increased costs or service provision / operational risks.	Services impacted by the legacy partnership are HR (payroll), IT and revenues and benefits.	4	4	16	<ul style="list-style-type: none"> <li>Plan in place to transition IT arrangements.</li> <li>Plan in place to transition revenues and benefits service, recruitment plans in place to plug any provision gaps.</li> <li>Project teams are in place to oversee both transitional projects.</li> <li>HR engaging with WNC regarding payroll provision.</li> <li>All affected services subject to internal audit and performance management regimes.</li> <li>Governance advice sought with regards to CSN (teckal co)</li> </ul>	<p>Partially effective.</p> <p>Full effectiveness requires ongoing engagement from WNC. It is anticipated that this risk will reduce during 2021/22</p>	Councillor Barry Wood	Yvonne Rees	Claire Taylor	2	2	2	↓	<p>Ongoing delivery of transition projects.</p> <p>Ongoing staff communications.</p> <p>Legal advice sought where appropriate. Plans are in place to transition all of the affected services. These are monitored through project governance and bi-lateral discussions between the s151 officers of the two councils.</p>	<p>On-going service delivery arrangements to SNC (now WNC) set out clearly and underpinned by the Collaboration Agreement with protocols in place for dealing with any emerging issues.</p> <p>WNC have now set out a timeframe for or transitional arrangements for revenues and benefits services going into West Northamptonshire Unitary. Legal advice has been sought with regards to governance and technical advice has been sought regarding technology. CEDR level shareholder and governance roles clarified with regards to shared services delivery company CSN.</p> <p>It is expected that this risk will reduce further in the coming months, the insourcing of revenues and benefits is on track and will be completed by 5 November 2021.</p>	Risk reviewed 13/12/2021 - Residual Risk further reduced. Recommend removal from the register at year end.

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22																	
L15-	<b>Workforce Strategy</b> The lack of effective workforce strategies could impact on our ability to deliver Council priorities and services.	Limit our ability to recruit, retain and develop staff  Impact on our ability to deliver high quality services Overreliance on temporary staff  Additional training and development costs	3	4	12	Analysis of workforce data and on-going monitoring of issues.  Key staff in post to address risks (e.g. strategic HR business partners)  Weekly Vacancy Management process in place  Ongoing service redesign will set out long term service requirements	Partially effective  Fully  Fully  Partially	Councillor Ian Corkin	Claire Taylor	Karen Edwards	2	4	8	↔	Development of new L&D strategy, including apprenticeships.  Development of specific recruitment and retention strategies. It is planned for CDC to join the Commensura Managed Services contract which is in place at OCC to ensure that the Council has access to a much wider pool of staffing agencies at competitive rates.  There are indications that specific service areas are beginning to experience recruitment difficulties for professional roles. HR is working with the relevant directors to consider alternative resourcing methods.  New IT system is being implemented to improve our workforce data. The ability to interrogate and access key data (ongoing) in order to inform workforce strategies.	HR continues to work closely with all service heads at the council, to address a range of HR requirements. Work continues with the implementation of iTrent ,the HR payroll system, to improve the quality of data and reporting from the system. Sickness absence continues to be monitored along with the impact on services across the council. HR is working with areas experiencing recruitment difficulties.	Risk reviewed 02/12/21 - Mitigating Actions updated
L16-	<b>Covid-19 Community and Customers</b> Significant spread of the Covid-19 virus results in potential impacts in terms of customers and communities. Including community resilience, ability to access services, consequences of prolonged social distancing or isolation, economic impacts to business, including but not limited to the visitor economy.	Possible reductions in frontline service delivery, events, meetings and customer contact.  Economic hardship impacting local business and potentially the local workforce.  Impact on vulnerable residents who may find it harder to access services.  Increased demand on both frontline and enabling services.  Prolonged risk of social isolation and the mental and physical consequence thereof.	5	4	20	Business Continuity Plans have been reviewed and tested to ensure the ongoing delivery of priority services.  Remote (home based) working in place, to facilitate self isolation and limit impact on service delivery.  Communications stepped up, to support remote working, reinforce national guidelines and set out the current organisational response.  Regular updates from Director of Public Health, shared internally and externally. Partnership communications. Partnership communications enhanced and regular conversations convened.  Regular teleconference with local councils and emergency services discussing updates, concerns and best practice. (in-line with usual business continuity and emergency planning protocols). Mutual aid where appropriate with regional Thames Valley partners enable a tactical response to community resilience.  Face to face customer events e.g. wedding ceremony, library provision ceased in line with government guidance.  Engagement with suppliers to manage impacts across the supply chain.	Fully  Partially  Fully  Partially  Fully  Fully  Partially	Councillor Barry Wood	Yvonne Rees	Rob MacDougall	4	4	16	↔	Ongoing review and implementation of Council and partnership business continuity and emergency planning arrangements. COVID Response Programme is in place and supporting with ongoing response and recovery work. Outbreak planning and Standard Operating Procedures are in place and regularly reviewed. Government has enacted Plan B and Vaccination Booster programme to mitigate impact of new variant of Covid virus. Covid response framework is stepping up to manage the situation of the winter period which includes increase meeting frequency and regular business continuity reporting.	The nature of the risk is such that national public health guidelines will determine the councils' response. The councils will enact any support schemes as set out by national government as they emerge. Oxfordshire Health Protection Board. There is continuing monitoring of case numbers and infection rates in population through the Oxfordshire System and Cherwell are involved with these groups to understand any increase in risk Government has enacted Plan B and Vaccination Booster programme to mitigate impact of new variant of Covid virus.	Risk reviewed 14/12/21 - Mitigating Actions and Comments Updated



Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22																	
L17-	<b>Covid-19 Business Continuity</b> Significant staff absence due to the Covid-19 virus results in potential impacts on frontline service delivery and the ability to run the councils' business on a day to day basis.	Possible reductions in frontline service delivery, events, meetings and customer contact.  Potential confusion amongst staff with regards to how to plan and respond to reduced service availability, professional support and maintain business as usual.  Requirement to reprioritise service delivery.  Requirement to offer mutual aid to partner organisations.  Potential impact in the medium to long term resilience of staff may result in wider wellbeing issues.	5	4	20	Business Continuity Plans have been reviewed and tested.	Fully	Councillor Barry Wood	Yvonne Rees	Robin Rogers	3	3	9	↔	Ongoing review and implementation of Council and partnership business continuity and emergency planning arrangements. Full health, safety and HR response in place. IT remote working arrangements are sustainable. Review and updating of service level business continuity plans to commence during Quarter 3	The nature of the risk is such that national public health guidelines will determine the councils' response.  Progress establishing the local outbreak plans and the Health Protection Board support mitigation of risk.  Requirements of national lockdown arrangements are in place. Staffing absence is monitored weekly.  Plans in place as part of the national government's pathway to open up. Monitoring of impacts is ongoing and there are arrangements in place to stand-up heightened Covid response as required.  Agile working and flexibility to continue. Hybrid meetings are tested and operational. Working from home if able has been reinstated.  Arrangements are in place for council meetings to accommodate greater staff and member presence in the office, hybrid working remains in place to facilitate flexibility, resilience and on-going business continuity.	Risk reviewed 13/12/2021 - Comments Updated
Guidance has been prepared for managers to support agile working. A survey is taking place to ensure we are meeting remote working needs, facilities management are working to create covid compliant work spaces.	Partially																
Remote working in place.	Fully																
Staff communications stepped up, to support remote working, reinforce national guidelines and set out the current organisational response.	Fully																
Regular updates from Director of Public Health, shared internally and externally.	Fully																
Regular teleconference with local councils and emergency services discussing updates, concerns and best practice. (in-line with usual business continuity and emergency planning protocols).	Fully																
Regular communication messages following Public Health advice.	Fully																
Sanitisers in washrooms.	Partially																
Agile working being tested further across services, ensuring equipment and access is in place.	Fully																
Posters around the offices encouraging regular hand washing. Hand sanitisers available in washrooms and shared spaces.	Fully																

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
2021/22																	
L18-	Post Covid-19 Recovery challenges associated with adverse impact on customers, our workforce and the budget.	Long term response to the current covid-19 pandemic				Local plans have been revised in line with the national winter plan and revised contain strategy. Most legal restrictions now removed. CDC fully participates in cross county partnerships to plan for the post-pandemic period. Lessons learnt review underway and actions will inform future plans	Partially							Governance programme reviewed, shared and implemented.	Work is ongoing to support recovery from Covid, necessarily focused on support for voluntary groups and implementing the various grants and support arrangements available.	Risk reviewed 13/12/2021 - Comments Updated	
		Requirement to review service delivery	4	4	16	Working through a new corporate programme underpinned by policy research and budget planning.	Partially	Councillor Barry Wood	Yvonne Rees	Robin Rogers	3	3	9	↔	Programme support arrangements in place and work underway to formally review lessons learnt and next steps. Executive received full update to offer assurance and begin lessons learnt review at committee 5 July 2021	Longer term recovery and renewal strategy is under development for Executive. Given increased incidences of the Omicron variant the recovery and the impact on operation response this report will now got to Executive later in the Spring rather than February as originally planned.	
		Budget implications					Partially							In year budget on track.	The COMF (contain outbreak management fund) allocation to Cherwell has been confirmed and plans are under development to ensure effective allocation of this grant to reduce the incidence of COVID in Cherwell and support the community.		

### L03 - Local Plan Risk

The latest Local Development Scheme is that approved by the Executive in September 2021. It includes the programmes for the Oxfordshire Plan 2050, a Local Plan Review, the Banbury Canalside Supplementary Planning Document and work on a Community Infrastructure Level (CIL).

#### Oxfordshire Plan 2050

A Growth Deal commitment. The Plan is being prepared by a central Plan team appointed through the Oxfordshire Growth Board. The Council contributes to the plan-making process as a partner with a view to it being adopted as part of the Development Plan upon completion.

An options consultation was undertaken in Summer 2021. The timetable for the Plan (agreed by the Oxfordshire Growth Board on 24 November 2020), provides for a proposed Plan to be consulted upon in Spring 2022, the submission of the Plan for Examination in September 2022 and its adoption in 2023. The Plan covers five Local Planning Authority areas, is not under the immediate control of Cherwell officers and can be affected by wider regional influences. There is therefore continuing risk of some delay.

#### Local Plan Review

The timetable for the Local Plan Review in the Local Development Scheme is as follows:

- District Wide Issues Consultation (Regulation 18): July - August 2020
- District Wide Options Consultation (Regulation 18): October - November 2021
- Consultation on draft Plan (Regulation 18): June/July 2022
- Consultation on Proposed Submission Plan (Regulation 19): January - February 2023
- Submission (Regulation 22): May 2023

An issues consultation was prepared and completed in 2020. Consultation on an Options Paper was undertaken from 29 September to 10 November 2021.

#### Banbury Canalside Supplementary Planning Document

The timetable for the Banbury Canalside SPD as set out in the Local Development Scheme follows that for the review of the Local Plan. It requires:

- preparation and engagement: May 2023 (onwards)
- formal consultation: February-March 2024
- adoption: May 2024

#### Community Infrastructure Levy (CIL)

The timetable for CIL as set out in the Local Development Scheme is aligned to Local Plan preparation (unless national policy changes). It requires:

- evidence gathering and engagement: June-July 2022
- preparation of draft charging schedule: July-December 2022
- consultation on charging schedule January-February 2023
- potential (if approved) submission of charging schedule: May 2023

This page is intentionally left blank

# Appendix 4

## CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	RE-PROFILED BEYOND 2022/23	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40062	Andrew Bowe/Tony Brummell	East West Railways	10	2	5	5		-	-	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. The quantum and timing of recharges are entirely reactive to the volume and nature of the enquiries made by EWR, and because of this, there has been slippage and £5k has been reprofiled into 22/23.
40206	Robert Jolley	Garden Town Capital Funding	4,550	0	4,550	0		-	-	This is the major infrastructure scheme in Bicester's Banbury Road roundabout. Planning permission has recently been received and a request for the grant to be released has been made.
40100	Jane Norman	Orchard Lodge (Phase 1)	0	(77)	0	0		-	-	£77k relates to sale proceeds to be transferred to capital receipts
40106	Jane Norman	Coach House Mews (Phase 1)	0	(94)	(7)	0		(7)	(7)	£87.5k is the disposal proceeds of no. 5 Worcester House (will be moved to Capital Receipts). The £7k credit is the balance of an accrual
40125	Jane Norman	Newton Close (Phase 1)	0	(220)	0	0		-	-	£220k relates to sale proceeds to be transferred to capital receipts
40121	Jane Norman	Bicester Library (phase 1b)	664	8	40	624		-	-	<b>Bicester Library:</b> The first archaeological investigations have been completed and information sent to the County archaeologist for approval to proceed. The demolition contract has been re-tendered as the 3 month time limit had been reached. The project received planning consent in September 2021. Current FY expenditure has been reduced to £40k with the remaining budget reprofiled - this will be continually reviewed against project programme and securing permission to proceed
40111	Jane Norman	Admiral Holland Redevelopment Project (phase 1b)	0	(327)	6	61		67	67	With construction formally completed end of September 2020 there is the need to budget for retention which CDC will have to pay in September 2022 – the retention is £60.5k. Although 'Budget Total' is noted as 0 the aforementioned retention has been noted as a future liability 'reprofiled beyond FY 2021/22'. Actuals include a credit of (£327k) which relates to capital receipts from the sale of property and will be transferred out at year end.
40118	Jane Norman	Creampot Crescent Cropredy (phase 1b)	6	(17)	0	0		(6)	(6)	Creampot Crescent - Although the home is complete and has been sold under shared ownership, CDC are still holding retention money and are in the final stages of negotiations with the developer with the works associated with the retention due. This will definitely be paid before year end.
40214	Jane Norman	Creampot Crescent Cropredy Repurchase co	350	0	0	0		(350)	-	Budget not required as it is a risk that can be funded from a capital reserve if required.
40177	Jane Norman	Bullmarsh Close (Phase 2)	0	(6)	85	17		102	82	With construction formally completed early May 2021 there is the need to budget for retention which CDC will have to pay in May 2022 - the retention is £17k. Although 'Budget Total' is noted as 0 the aforementioned retention has been noted as a future liability 'reprofiled beyond FY 2021/22'.
40213	Jane Norman	Build Team Essential Repairs & Improve C	160	0	5	155		-	-	In preparation for the tender process further structural surveys have been carried out which have revealed additional work required. We are currently in discussion with the Freeholder regarding a possible revised warranty claim

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	RE-PROFILED BEYOND 2022/23	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40224	Jane Norman	Fairway Flats Refurbishment	140	7	30	110		-	-	We have worked proactively with the Planning Department to agree the scope and details of the project. Planning have endorsed the proposed scheme and have recommended we formally submit the scheme for planning consent, which is likely to be received in January 2022. Up to 31 <sup>st</sup> March 2022 the main activities will be securing planning consent and main contractor procurement – the main capital expenditure will happen when works commence in FY22/23. The proposed accrual is therefore £110k.
<b>Growth &amp; Economy Total</b>			<b>5,880</b>	<b>(725)</b>	<b>4,714</b>	<b>972</b>	<b>-</b>	<b>(194)</b>	<b>136</b>	
40015	Ed Potter	Car Park Refurbishments	79	5	29	50		-	-	£50k slippage required in to 22/23. Remainder of spend to be committed in quarter 4. In conjunction with projects 40026 Off Road Parking & 40217 Car Park Action Plan Delivery.
40026	Ed Potter	Off Road Parking	18	0	0	18		-	-	£18k slippage required in to 22/23. This project is in conjunction with Car Park Refurbishments project CC 40015 and 40217.
40028	Ed Potter	Vehicle Replacement Programme	1,268	653	969	299		-	-	£299k slippage required in to 22/23 to allow for further investigation in to electric vehicles/decarbonisation of fleet and extension of useful life of current fleet. Currently showing a commitment of £244k. Remaining £65k to be committed in early part of quarter 4.
40031	Ed Potter	Urban City Electricity Installations	15	0	15	0		-	-	This project is for the refurbishment of electric sockets in Bicester town centre. The Full £15k is expected to be spent in early part of quarter 4, awaiting additional quotation before progressing.
40186	Ed Potter	Commercial Waste Containers	25	12	25	0		0	0	Full spend is expected in quarters 3 and 4 of 21/22.
40187	Ed Potter	On Street Recycling Bins	22	4	4	18		-	-	No further spend anticipated in 21/22. £18k slippage required in to 22/23.
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	174	3	44	130		-	-	£130k slippage required in to 22/23 - requirement of space and infrastructure is still being reviewed. Remaining £41k to be committed in early part of quarter 4.
40216	Ed Potter	Street Scene Fencing Street Furniture &	24	0	24	0		-	-	This project is for repairing/replacing metal steps at Kirtlington Quarry. Issues with the expiring lease, landowner and covid has resulted in delays. Full spend is expected in quarter 4 of 21/22 if issues resolved due to health and safety issues. Slippage is an ongoing issue regarding the lease of Kirtlington quarry, legal, eates and the landscaping team are in negotiations with the landowner. We don't want to commit spend yet until this has been resolved due to liability but fencing and repairs is urgently required.
40217	Ed Potter	Car Parking Action Plan Delivery	175	0	90	85		-	-	£85k Slippage required in to 22/23. Currently showing a commitment of £80k. Remaining £10k to be committed in quarter 3. Projects in conjunction with 40015 & 40026. Slippage has been mainly delayed due to covid restrictions, in addition the vacant street scene and landscape manger post who would originally lead has not been filled, resources are limited.
40218	Ed Potter	Depot Fuel System Renewal	50	7	15	35		-	-	£35k slippage required in to 22/23 due to delays with progression of redevelopment of Bicester depot. £7k currently showing as a commitment. Spend ytd is for Thorpe lane depot, the decision was taken to put Highfield depot on hold until further along in the redevelopment plans.
40220	Ed Potter	Horsefair Public Conveniences	150	3	156	0		6	-	Full commitment showing of £156k, £3k showing as commitment. Changing places grant applied for - result of applications expected by period 9.

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	RE-PROFILED BEYOND 2022/23	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40222	Ed Potter	Burnehyll- Bicester Country Park	175	4	175	0		-	-	Expecting full spend in 21/22. Infrastructure commitments expected in period 9. Country Park projects officer anticipated to start in February 2021 which will increase the progression of project.
40248	Ed Potter	Solar Panels at Castle Quay	53	0	53	0		-	-	Expecting full spend in 21/22, £6m grant funding PSDS project to be completed by Christmas 2021, if resources are then available, confirmation of anticipated spend or slippage will be identified.
40235	Ed Potter	Chargeable Garden & Food Waste	1,200	179	1,200	0		-	-	Full spend is expected in 21/22. Currently showing a commitment of £980k. Final spend of £99k to be committed in period 12 - this is for delivery of food waste caddies, liners, literature before scheme begins.
<b>Environment and Waste Total</b>			<b>3,428</b>	<b>869</b>	<b>2,799</b>	<b>635</b>	<b>-</b>	<b>6</b>	<b>0</b>	
<b>Environment and Place total</b>			<b>9,308</b>	<b>144</b>	<b>7,513</b>	<b>1,607</b>	<b>0</b>	<b>(188)</b>	<b>136</b>	
40081	Robert Fuzesi	Bicester Town Centre Redevelopment	0	15	0	0		-	-	Works have been charged to revenue.- project closed
40139	Stuart Parkhurst	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	100	(4)	0	100		-	-	Tenders now complete and currently engaging with the tenants. Expect full utilisation of the £100k by July 2022
40141	Chris Hipkiss	Castle Quay 2	17,459	10,526	15,600	1,859		(0)	(50)	Includes £1.9m refund of s278 Highways Bond Final construction payment to McLaren scheduled in May23
40144	Chris Hipkiss	Castle Quay 1	3,303	89	1,365	1,938	0	(0)	(0)	£3.3m budgeted for works on Castle Quay Shopping centre excluding M&S unit
40162	Robert Fuzesi	Housing & IT Asset System joint CDC/OCC	100	0	0	100		-	-	CDC and OCC are working jointly to purchase an overarching property system (aka project 'Single View of Assets') that would provide the IT background/database for FM and Estate Management. Currently both Councils use their own not-fit-for-purpose or non-existing systems and with the set up of the Joint Property Services the decision was made that a joint IT solution should be purchased. The £100k has been set aside in CDC's capital budget for the contribution of the joint system purchase together with OCC.
40167	Stuart Parkhurst	Horsefair, Banbury	55	0	0	55		-	-	The works design is now completed, pending tender. Expect full utilisation of budget by July 2022
40190	Stuart Parkhurst	Banbury Museum Upgrade of AHU	35	12	35			-	-	Works relate to Air Handling unit at Banbury museum. All specialist parts now have arrived from Germany. Pending installation but expect full utilisation of the £35k by March 2022
40191	Stuart Parkhurst	Bodicote House Fire Compliance Works	71	(8)	0	71		-	-	£141k c/fwd from 20/21. £70k budget held back and will be loaded in to 22/23 Review of scope being carried out to ascertain actual requirements. Spend will not take place until 22/23
40192	Stuart Parkhurst	The Fairway Garage Demolition	0	1	1	0		1	1	Project completed
40196	Stuart Parkhurst	Pioneer Square Fire Panel	0	(3)	(3)	0		(3)	(3)	Project not going ahead. Credit of £-3k relates to an unmatched accrual to a PO rolled over from 20/21
40197	Stuart Parkhurst	Corporate Asbestos Surveys	160	6	6	100		(54)	(54)	Works are progressing, planned to be completed over 2 years with delays being caused by covid 19. Anticipated saving of £54k
40198	Stuart Parkhurst	Corporate Fire Risk Assessments	80	0	0	0		(80)	(80)	Fire risk assessments are now completed resulting in a saving of £80k
40200	Stuart Parkhurst	Corporate Reinstatement Cost Assessments	12	(18)	(18)	0		(30)	(30)	No further costs are expected. The project is complete and closed from a delivery perspective. The accrual of £18k will remain unmatched in this year
40201	Stuart Parkhurst	Works From Compliance Surveys	147	0	0	147		-	-	Works planned over 2 years with additional delays caused by covid 19. Full spend anticipated by March 2023 which has slipped from original planned delivery of March 22 due to delays relating to the delivery of the PSDS works.

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	RE-PROFILED BEYOND 2022/23	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40203	Robert Fuzesi	CDC Feasibility of utilisation of proper Space	100	0	0	100		-	-	The £100k will have to be reprofiled to 2022/23 financial year. This amount has been set aside to consider the future office space of the Council
40219	Stuart Parkhurst	Community Centre - Works	209	163	209			-	-	£130k c/fwd from 20/21. Year 2 budget allocation of £190k = £320k total. £110k budget held back and will be loaded in to 22/23. Full spend anticipated by March 2022
40239	Stuart Parkhurst	Bicester East Community Centre	210	0	180	30		-	-	2 year scheme - £210k in yr1 and £1240k in yr 2. Feasibility has been carried out. Designer has been engaged, preparing documents ready for planning in Q4. Full allocated spend anticipated
40240	Stuart Parkhurst	Bicester Dovecote	41	1	41	0		-	-	Tenders now received pending instruction subject to listed building consent approval expected Oct 2021. Full spend anticipated
40241	Stuart Parkhurst	Thorpe Place Roof Works	35	0	5	30		-	-	Currently scoping the works which will be complete by March 2023
40242	Stuart Parkhurst	H&S Works to Banbury Shopping Arcade	127	0	10	117		-	-	Currently scoping the works which will be completed by March 2023
40243	Stuart Parkhurst	West Bicester Community Centre Car Park	35	24	35	0		-	-	works completed and agreeing final account
40244	Stuart Parkhurst	Flood Defence Works Hanwell Fields Community Centre	20	14	19	0		(1)	(1)	works completed and agreeing final account
40246	Stuart Parkhurst	Banbury Museum Pedestrian Bridge	78	0	30	48		-	-	Works have been instructed pending start date, delays from British Waterways for licence to deliver works over canal. Works now planned for March 2022
40247	Stuart Parkhurst	Service Yard at Hart Place Bicester	28	32	32	0		4	4	Works now completed
40249	Stuart Parkhurst	Retained Land	170	0	100	70		-	-	2 year scheme - £170k in yr1 and £130k in yr 2. Retained land surveys now instructed for delivery. Full spend anticipated by February 2023
40225	Stuart Parkhurst	Drayton Pavillion - Decarbonisation Works	86	7	0	0		(86)	-	This scheme is no longer proceeding
40226	Stuart Parkhurst	Thorpe Lane Depot - Decarbonisation Works	595	30	595	0		-	-	Funds are from Salix decarbonisation grant fund. Project has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40227	Stuart Parkhurst	Banbury Museum - Decarbonisation Works	324	19	324	0		-	-	Funds are from Salix decarbonisation grant fund. Project has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40228	Stuart Parkhurst	Franklins House - Decarbonisation Works	106	11	106	0		-	-	Funds are from Salix decarbonisation grant fund. Project has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40229	Stuart Parkhurst	Stratfield Brake Sports Ground - Decarbonisation Works	159	14	0	0		(159)	-	This scheme is no longer proceeding
40230	Stuart Parkhurst	Whitelands - Decarbonisation Works	123	10	123	0		-	-	Funds are from Salix decarbonisation grant fund. Project has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40231	Stuart Parkhurst	Bicester Leisure Centre - Decarbonisation Works	1,401	64	1,401	0		-	-	The project is PSDS Decarbonisation Grant worth £1.4m to install Air Source Heat Pumps and Solar PV to aid decarbonisation of the Council. -
40232	Stuart Parkhurst	Kidlington Leisure Centre - Decarbonisation Works	1,087	46	1,087	0		-	-	Funds are from Salix decarbonisation grant fund. Project has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40233	Stuart Parkhurst	Spiceball Leisure Centre - Decarbonisation Works	1,311	53	1,311	0		-	-	Funds are from Salix decarbonisation grant fund. Project has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22



CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	RE-PROFILED BEYOND 2022/23	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40234	Stuart Parkhurst	Woodgreen Leisure Centre - Decarbonisation Works	795	34	795	0		-	-	Funds are from Salix decarbonisation grant fund. Project has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40245	Richard Webb	Enable Agile Working	15	0	15	0		-	-	Project to assess agile working IT requirements commencing in November following implementation of new case management system. Expect to commit expenditure in last quarter of the year.
<b>Community Development Assets and Investment</b>			<b>28,577</b>	<b>11,138</b>	<b>23,404</b>	<b>4,765</b>	<b>-</b>	<b>(408)</b>	<b>(163)</b>	
<b>Comm Dev Assets total</b>			<b>28,577</b>	<b>11,138</b>	<b>23,404</b>	<b>4,765</b>	<b>0</b>	<b>(408)</b>	<b>(163)</b>	
40204	Michael Furness	Finance Replacement System	215	188	215	0		-	-	On target. Project completion March 2022
40250	Michael Furness	Cashier Finance System Project	45	0	45	0		-	-	Approval was given via delegations for this budget change. Tender process has started and funds are expected to be fully spent by March 2022.
<b>Finance Total</b>			<b>260</b>	<b>188</b>	<b>260</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	
40208	Karen Edwards	Project Manager for HR/Payroll system	100	4	100	0		-	-	Remaining 96K to be spent on further implementation of I Trent.
<b>HR Total</b>			<b>100</b>	<b>4</b>	<b>100</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	
40054	Tim Spiers	Land & Property Harmonisation	0	41	22	0		22	36	PM resource - will be applying for another project(40170) to be repurposed. Estimated Completion: Q4 21/22
40056	Tim Spiers	5 Year Rolling HW / SW Replacement Prog	50	0	50	0		-	-	50K needed for Hardware replacement in 2022. Estimated completion: Q4, 21/22
40170	Tim Spiers	Customer Excellence & Digital Transfer	30	0	0	0		(30)	-	Budget no longer needed
40210	Tim Spiers	CDC & OCC Technology Alignment	4	142	4	0		(0)	(0)	On target
40211	Tim Spiers	Legacy Iworld System Migration	50	0	28	0		(22)	(36)	22K of this to be redirected to Land and Property (40054) - SUBJECT TO APPROVAL
40212	Tim Spiers	Procurement of Joint Performance system	20	(17)	20	0		-	-	20K needed for PM resource
40237	Tim Spiers	Council Website & Digital Service	250	16	175	75		-	-	On target. Estimated completion: Q4,22/23
40238	Tim Spiers	IT Shared Services	550	73	400	150		-	-	On target. Estimated completion: Q4,22/23
<b>ICT and Digital Total</b>			<b>954</b>	<b>255</b>	<b>699</b>	<b>225</b>	<b>-</b>	<b>(30)</b>	<b>(1)</b>	
<b>Customers, Org Dev &amp; Resources total</b>			<b>1,314</b>	<b>446</b>	<b>1,059</b>	<b>225</b>	<b>0</b>	<b>(30)</b>	<b>(1)</b>	
40083	John Lehman	Disabled Facilities Grants	2,271	1,042	1,700	196		(375)	(375)	The budget comprises £1,240k Better Care Fund (approved at Full Council 18/10/21), £656k reprofiled from last year and £375k base budget (to be offered up as a saving), giving a total of £2,271k. Our current projection is that we shall spend £1,700k (which includes £60k as yet unpaid Occupational Therapist funding for Qs 3-4)
40160	Frances Evans	Housing Services - capital	43	43	43	0		-	-	£43k Station Rd, Ardley (Platform Housing Group) funded from S106 commuted sums

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	RE-PROFILED BEYOND 2022/23	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40084	John Lehman	Discretionary Grants Domestic Properties	213	70	120	93		-	-	The 5 year capital scheme for Discretionary grants is £150k pa and runs until 2023-24. Total budget comprises: £150k base budget, £63k reprofiled budget from 20/21. Projected spend of £120k and £93k to be reprofiled to 22/23
<b>Housing Services Total</b>			<b>2,527</b>	<b>1,155</b>	<b>1,863</b>	<b>289</b>	<b>0</b>	<b>(375)</b>	<b>(375)</b>	
<b>Housing Total</b>			<b>2,527</b>	<b>1,155</b>	<b>1,863</b>	<b>289</b>	<b>0</b>	<b>(375)</b>	<b>(375)</b>	
40005	Tom Darlington	Whitelands Farm Sports ground	0	0	0	0		-	-	Funded from S106 held for scheme completion.
40006	Nicola Riley	Community Centre Refurbishments	9	0	9	0		-	-	External lighting project has been delayed as contractors have struggled to get materials delivered but should be fitted in the next few weeks
40009	Tom Gubbins	Physical Activity and Inequalities Insight	12	7	12	0		-	-	First phase of insight work completed and £8,000 spent. Second and final phase will happen in January and will be completed by March 2022.
40010	Liam Didcock	North Oxfordshire Academy Astro turf	183	0	183	0		-	-	The delivery of a new Astro turf pitch at North Oxfordshire Academy has been complicated by issues arising from securing appropriate and timely developer contributions. Officers are working closely with colleagues in planning to finalise the position and determine the most appropriate course of action and funding. A report in January will determine the profile and scale of spending on this programme.
40019	Liam Didcock	Bicester Leisure Centre Extension	34	0	34	0		-	-	£84k budget reprofiled from 20/21. £34k budget allocated to 21/22 and the remaining £50k allocated to 22/23
40020	Liam Didcock	Spiceball Leis Centre Bridge Resurfacing	30	0	30	0		-	-	Spend will take place when Castle Quay Waterside is completed and bridge reinstated in this financial year. All works are solely in relation to bridge resurfacing.
40035	Rebecca Dyson	Corporate Booking System	45	0	45	0		-	-	A meeting has taken place with the system developers. The next stage is for them to quote on the build work and then to start development if the price is within budget. The work must happen this year.
40131	Tom Darlington	S106 Capital Costs	373	355	373	0		0	(0)	funded from S106
40152	Kevin Larnar	Community Capital Grants	15	25	25	0		10	10	Projected overspend of £10k which is offset by underspend declared in 20/21
40215	Liam Didcock	North Oxford Academy Upgrade existing Fa	0	0	0	0		-	-	
<b>Leisure and Sport Total</b>			<b>701</b>	<b>387</b>	<b>711</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>	
40181	Stuart Parkhurst	Sunshine Centre (new extension to the front of the site)	12	(2)	(2)	0		(14)	(14)	works are now completed and out of the defect period
<b>Wellbeing Total</b>			<b>12</b>	<b>(2)</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>(14)</b>	<b>(14)</b>	
<b>Public Health Wellbeing Total</b>			<b>713</b>	<b>385</b>	<b>709</b>	<b>0</b>	<b>0</b>	<b>(4)</b>	<b>(5)</b>	
<b>Capital Total</b>			<b>42,439</b>	<b>13,269</b>	<b>34,548</b>	<b>6,886</b>	<b>0</b>	<b>(1,005)</b>	<b>(408)</b>	

## Appendix 5 - Virement Summary

### Virement Movement

This table shows the movement in Net Budget from October to November 2021.

<b>Virements - Movement in Net Budget</b>	<b>£m</b>
Directorate Net Budget - November 2021	23.598
Directorate Net Budget - October 2021	23.874
<b>Movement</b>	<b>(0.276)</b>

<b>Breakdown of Movements</b>	<b>£m</b>
<b>Allocations from/to Reserves</b>	
Payment Card Industry compliance work	£0.010
Redesigned customer processes in Planning	£0.065
Return dilapidations budget to reserve as not required	(£0.250)
Transfer garage dilapidations budget to reserves to be released in 22-23	(£0.101)
<b>Other</b>	
<b>Total</b>	<b>(£0.276)</b>

This page is intentionally left blank

## Appendix 6 - COVID Funding for 2021/22

### Specific Funding

Dept.	Grant Name	Funding
		£
OCC	District Winter Grant	59,004
DOHSC	COMF	185,742
MHCLG	Welcome Back Fund	133,843
MHCLG	Restart Grant	8,304,156
MHCLG	ARG Top up	1,289,860
MHCLG	New Burdens	100,100
MHCLG	Test and Trace + Admin Fee	336,743
		<b>10,409,448</b>

### General Funding

Description	£
Forecast Sales, Fees & Charges compensation	113,000
Covid Grant	720,000
<b>Total Grant Funding</b>	<b>833,000</b>

This page is intentionally left blank

## Appendix 7 - Reserves and Grant Funding

### Use of Reserves

#### Specific requests

Directorate	Type	Description	Reason	Amount £m
<b>Finance</b>	Earmarked	Transformation Reserve	Engagement on partnership working	0.047
			<b>Total Earmarked Reserves</b>	<b>0.047</b>

This page is intentionally left blank