

Public Document Pack



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Overview and Scrutiny Committee
Date: Wednesday 14 July 2021
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

Membership

Councillor Mike Bishop	Councillor Tom Wallis (Vice-Chairman)
Councillor Matt Hodgson	Councillor Sandy Dallimore
Councillor Ian Middleton	Councillor Simon Holland
Councillor Adam Nell	Councillor Perran Moon
Councillor Douglas Webb	Councillor Les Sibley
	Councillor Bryn Williams

Substitutes Any member of the relevant political group, excluding Executive members

AGENDA

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

- 1. Apologies for Absence and Notification of Substitute Members**
- 2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
- 3. Appointment of Chairman for the remainder of the 2021-2022 Municipal Year**
- 4. Appointment of Vice-Chairman for the remainder of the 2021-2022 Municipal Year (if required)**

In the event that the current Vice-Chairman of the Committee is elected Chairman, a new Vice-Chairman will also be required.

5. **Minutes** (Pages 5 - 14)

To confirm as correct records the minutes of the meetings held on 16 March 2021 and 19 May 2021.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Urgent Business**

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

8. **Monthly Performance, Risk and Finance Monitoring Report** (Pages 15 - 64)

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 March 2021.

Recommendations

The meeting is recommended:

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

9. **The Oxfordshire Plan Regulation 18 Part 2 Consultation Document**

Report of Assistant Director – Planning and Development

This report is public.

Please note, due to the number and size of the appendices to this report, it has been published as a series of separate supplements

Purpose of report

To present a draft Executive report recommending the approval of the Oxfordshire Plan consultation document which sets out a range of planning policy options and a series of spatial strategy options for Oxfordshire.

When complete the Oxfordshire Plan will provide a high-level spatial planning framework for Oxfordshire up to 2050 and will be a statutory Local Plan. The Plan aims to be transformational and occupies new policy areas, such as on climate change, environmental betterment, health impacts and zero carbon transport. It has now reached the Regulation 18 part 2 stage.

Recommendations

1. To consider the draft Executive report and the Regulation 18 (Part 2) consultation document for public consultation as attached.
2. That any observations agreed by the Committee be reported to the Executive.

10. Work Programme 2021-22 (Pages 65 - 72)

Democratic and Elections Officers will go through the list of subjects raised at previous Committee meetings and at the informal session held on 30 June 2021 (appendix 1), and provide updates.

To receive an update on items previously considered by the Committee (appendix 2).

The Committee to consider the indicative work programme for 2021-2022 (appendix 3).

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

Information about this Meeting

Apologies for Absence

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

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

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

Yvonne Rees
Chief Executive

Published on Tuesday 6 July 2021

Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held as a virtual meeting, on 16 March 2021 at 6.30 pm

Present:

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

Also Present:

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

Apologies for absence:

Councillor Les Sibley
Councillor Douglas Webb

Officers:

Yvonne Rees, Chief Executive
Stephen Chandler, Corporate Director Adults & Housing Services
Steve Jordan, Corporate Director Commercial Development, Assets & Investment
Jason Russell, Corporate Director Communities
Anita Bradley, Director Law and Governance & Monitoring Officer
Hayley Good, Deputy Director for Education
Richard Webb, Assistant Director: Regulatory Services and Community Safety
Ed Potter, Assistant Director: Environmental Services
Nicola Riley, Assistant Director: Wellbeing
Louise Tustian, Head of Insight and Corporate Programmes
Sandra Fisher-Martins, Climate Action Mobilisation Manager
Celia Prado-Teeling, Performance Team Leader
Sam Thomas, Sustainability Project Officer
Sarah Gilbert, Team Leader Climate Action
Emma Faulkner, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

44 **Declarations of Interest**

There were no declarations of interest.

45 **Minutes**

The Minutes of the meeting of the Committee held on 12 January 2021 were confirmed as a correct record, to be signed by the Chairman in due course.

46 **Chairman's Announcements**

There were no Chairman's announcements.

47 **Urgent Business**

There were no items of urgent business.

48 **Covid-19 Update**

The Committee received a detailed update in relation to the ongoing joint response of Cherwell District Council and Oxfordshire County Council to the COVID-19 pandemic.

The Corporate Director of Public Health and Wellbeing explained that the number of cases was declining on a national and local level, with Cherwell District having 50% fewer cases in the 7 days to 5 March than the previous 7 days. Epidemiological curves and heatmaps across all age groups reiterated the reduction in cases.

With regard to COVID business support and compliance, the Assistant Director: Regulatory Services and Community Safety explained that the county wide COVID team had increased capacity, with three additional first responders available in the Cherwell area. Ahead of the anticipated first stage of lockdown easing on 29 March, a coordinated approach had been undertaken across the Thames Valley area to contact licensed premises to find out their intentions regarding reopening.

In relation to students returning to schools, the Deputy Director for Education explained that school attendance was mandatory for all pupils from 8 March, with a phased start for secondary pupils. The Committee was advised that overall attendance rates for the County on Monday 15 March had been 93.7%.

In response to questions from the Committee, the Deputy Director of Education explained that mass testing had been increased across school staff

and secondary school pupils, with twice weekly testing being encouraged from the return to in person teaching on 8 March. A requirement for face coverings in secondary classrooms from 8 March had also taken effect.

With regards wellbeing and support to the community and residents, the Assistant Director Wellbeing advised the Committee that all Councillors had spent their £2000 COVID-19 funds. Councillors had used their funds to support community groups providing food and other essentials, who had changed how they were working to respond to the pandemic.

The council's Wellbeing service continued to work in partnership with the Citizens Advice, who was administering the Winter Support Fund for Cherwell, which provided grant funding for food and fuel hardship.

The Assistant Director Wellbeing advised the Committee that the shield support team continued to support clinically extremely vulnerable residents, and the help had been extended to residents needing to self-isolate.

The Committee thanked officers for the comprehensive update.

Resolved

(1) That the presentation be noted.

49

Monthly Performance, Risk and Finance Monitoring Report and Performance Management Framework 2021 Update

The Committee considered a report from the Director of Finance and the Head of Insight and Corporate Programmes which detailed the Council's performance, finance and risk monitoring position as at the end of January 2021. The Committee was responsible for reviewing the performance aspects of the report.

In introducing the report, the Head of Insight and Corporate Programmes explained that the Council was maintaining a strong position in relation to performance, with 77% of measures rated on target for the year to date.

In relation to indicator BP1.2.02, number of people helped to live independently through use of DFG and other grants/loans, the Head of Insight and Corporate Programmes advised the Committee that this area of work had been disrupted by COVID restrictions limiting the access to client's homes for surveying and works to take place.

In response to questions from the Committee relating to recycling and the possible impact of chargeable brown bin collections on recycling levels, the Assistant Director Environmental Services explained that a lot of data had been collected from other councils in order to undertake modelling regarding the proposals.

Further work would be undertaken in the coming months, with a report expected to be submitted to the July meeting of the Executive that would detail the plans, rollout, charging and all required policies in relation to the proposed scheme.

In response to questions raised in relation indicator BP1.1.4 Deliver the local plan, and the legal challenge being lodged, the Head of Insight and Corporate Programmes advised the Committee that she would liaise with the Assistant Director of Planning and Development to gather answers for circulation to the Committee.

Resolved

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

50

Climate Action Update

The Committee received a presentation from the Climate Action Team, which provided an update in relation to the Climate Action Framework, progress made on the Climate Action programme since October 2020 and the Greenhouse Gas report for 2019-20.

The Climate Action Team Leader explained that 90% of local authorities had adopted a Climate Action Framework in response to the climate emergency, which set a net zero target for emissions. The UK Government had subsequently amended the Climate Change Act, to replicate the net zero target for the UK.

The Sustainability Project Officer gave an update on the 87 workstreams that were currently taking place across both Cherwell District and Oxfordshire County Councils. The electric vehicle (EV) charging bays being installed in Bicester had been delayed slightly due to COVID, but it was anticipated that they would be operational from April 2021.

Key tasks for the next 6 to 12 months included a further 72 EV charging points being installed in Bicester, Banbury and Kidlington, and up to 25,000 trees being planted at the Burnehyll community woodland.

With regard to the Greenhouse Gas report, the Sustainability Project Officer explained that Greenhouse Gas emissions had reduced by 9.2% for 2019/20 compared to the 2018/19 report. Leisure Services accounted for half of the total carbon footprint across the council's estate, with Waste Services accounting for a third.

In response to questions from the Committee regarding monitoring of the framework and progress made against it, the Climate Action Programme Manager explained that a regular newsletter would be circulated, and information would be included in the Chief Executive's weekly updates to Members.

With regards to decarbonisation of the waste collection fleet of vehicles, the Assistant Director Environmental Services advised the Committee that electric versions of larger capacity vehicles for bin collections were currently more expensive than diesel equivalents. Dennis Eagle, a refuse vehicle supplier, had gone into electric vehicle production at the start of 2021, and the council was on the list of authorities to trial an electric waste collection lorry, however the price of an electric vehicle was currently around £425,000 compared to £175,000 for a diesel equivalent.

The Committee thanked the Climate Action Team for the update.

Resolved

- (1) That the presentation be noted.

51 **Consideration of the Oxford to Cambridge ARC Environment principles**

The Committee considered a report from the Assistant Director Environmental Services and Senior Responsible Officer (SRO) for the Growth Deal in Cherwell regarding consideration of the Oxford to Cambridge ARC Environment Principles.

The SRO for the Growth Deal in Cherwell explained that the Oxfordshire Strategic Vision was due to be considered by the Oxfordshire Growth Board at its meeting on 22 March 2021. The draft strategic vision would provide an overarching framework to deliver sustainable development and integrated environmental, social and economic wellbeing across the community.

The Oxford-Cambridge Arc had been identified as a significant area, and the Government had recently announced an intention to develop a spatial framework for the Arc, a long-term strategic plan to coordinate new developments in the area together with the required infrastructure.

The SRO for the Growth Deal in Cherwell explained that six principles had been drafted to become part of the developing plans and statements in relation to the Arc, including Local Plans, local authority activities, plans, projects and programmes for all statutory bodies operating in the Arc.

As the report had been circulated as a late supplement to the agenda, the Chairman requested that Members provide detailed comments on the report to her, for collation and reporting to Executive at their meeting on 6 April 2021.

Resolved

- (1) That the report be noted.
- (2) That it be agreed that Committee Members provide comments on the report to the Chairman, for reporting to Executive at their meeting on 6 April 2021.

52

Overview and Scrutiny Committee Annual Report 2020/21

The Committee considered a report from the Director of Law and Governance which presented the draft Overview and Scrutiny Committee Annual report for 2020/21.

The Committee had a constitutional obligation to produce a unified annual report for the whole scrutiny process, and to present it to Council. The draft report detailed work that had been undertaken during the year to date, and identified areas that would require further information based on the outcome of the March 2021 meeting of the Committee.

Resolved

- (1) That the draft Overview and Scrutiny Committee Annual Report for 2020/21 be noted.
- (2) That authority be delegated to the Director of Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report following the final meeting of the municipal year, prior to its submission to Council.

53

Work Programme 2021-22

The Committee considered the indicative work programme for the 2021/22 Municipal Year, and a briefing note from the Assistant Director Regulatory Services and Community Safety that answered queries raised in relation to Licensing applications received by the Council.

With regards to the proposed topic of Management Companies, the Committee requested that it remain on the indicative work programme. There were now a number of management companies in place across the district, and the Committee felt it was a subject that needed further investigation.

The Committee requested that their thanks be passed to the Assistant Director Regulatory Services and Community Safety for the briefing note on Licensing applications. The Committee supported the proposed approach of notifying town and parish councils of certain licensing applications.

Resolved

- (1) That "Management Companies" remain on the topic list for 2021/22.
- (2) That the indicative work programme for 2021/22 be noted.
- (3) That the briefing paper on Licensing Notifications to Parish/Town Councils/the role of the Licensing Committee be noted and that the Assistant Director – Regulatory Services and Community Safety be advised that the Committee recommend that parish and town councils

should be advised of licensing applications which are likely to be material interest.

The meeting ended at 9.06 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Spiceball Leisure Centre, Cherwell Drive, Banbury, OX16 2BW, on 19 May 2021 at 7.35 pm

Present:

Councillor Maurice Billington (Chairman)
Councillor Tom Wallis (Vice-Chairman)
Councillor Mike Bishop
Councillor S. Dallimore
Councillor Matt Hodgson
Councillor Simon Holland
Councillor Ian Middleton
Councillor Perran Moon
Councillor Adam Nell
Councillor Les Sibley
Councillor Douglas Webb
Councillor Bryn Williams

1 Appointment of Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Maurice Billington be appointed Chairman of the Overview and Scrutiny Committee for the municipal year 2021/22.

2 Appointment of Vice-Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Tom Wallis be appointed Vice-Chairman of the Overview and Scrutiny Committee for the municipal year 2021/22.

The meeting ended at 7.36 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

14 July 2021

Monthly Performance, Risk and Finance Monitoring Report

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

This report is public.

Purpose of report

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

1.0 Recommendations

The meeting is recommended:

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

2.0 Introduction

- 2.1 The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.
- 2.2 This report provides an update on progress made during March 2021 and reflects on the past 12 months in delivering the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2020-21 business plan and the priorities of the Council. These measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 As part of monthly reporting, the Insight Team provides the Senior Management Team with a corporate complaints report. Complaints received during the month are monitored and analysed. The mandatory lessons learned data have been implemented for more than a year now and we are starting to see a decrease in the number of upheld complaints. Lessons learned are reported to CEDR (Chief

Executive Direct Reports) and progress is monitored to ensure actions are implemented to avoid the same complaint being reported.

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

2.6 The report details section is split into three parts:

- Performance Update
- Leadership Risk Register Update
- Finance Update

2.1 There are two appendixes to this report:

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

3.0 Report Details



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


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

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

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

The 2020/21 annual review is a reflection of the last 12 months and highlights some of the successes achieved during a year of challenge and through a pandemic. This annual review spans all the services supporting the delivery of the priorities.

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.
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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 Homeless Households living in Temporary Accommodation is reporting Green for March and Amber for year end, with numbers of homeless people being placed in temporary accommodation increasing to 31. Of those, 14 single clients have been accommodated as result of COVID-19. Further plans are to accommodate people out of the hotel placements and concerns increase as Courts

and eviction proceedings are to resume which may see numbers of families seeking emergency placement also increasing. Overall, 145 individuals have been accommodated by CDC as a result of the COVID-19 emergency. Of those, 56 moved from hotels to supported housing, 32 moved into permanent accommodation and 14 remain in hotels, however, 9 of those have an identified move-on plan.

Number of Housing Standards interventions is reporting Green for March and Amber for year end, with 78 interventions recorded against a target of 55 in March and 676 interventions against 660 for the year. Of those were 118 enforcement notices, 457 service requests and 101 proactive interventions. Regardless, the ability to carry out responsive or proactive visits to rented properties has been restricted and the ability to implement formal enforcement has been reduced due to COVID-19.

Average time taken to process Housing Benefit New Claims is reporting Green for March and year end, which was excellent on a 10 days average mark against a target of 15 days for March and 13 days out of target of 15 days for the year. COVID-19 presented a challenge as we registered a sharp increase on the number

of new claims, but our team has delivered outstandingly delivering below the national average of 20 days.

Deliver Innovative and Effective Housing Schemes is reporting Amber for March and Green for Year end. Two shared ownerships, at Admiral Holland, have been completed. Sales have been going well, at Admiral Holland, as well as the development of three bungalows, at Bullmarsh Close, which is due and on target for May.

Number of people helped to live independently through use of DFG & other grants/loans is reporting Amber for March and Amber for Year end. 43 Households have been provided with help. Of those, 17 with major adaptations, 26 with smaller works done to the property. Despite the team efforts under COVID-19 rules, it is still a challenge to perform because measures remain in place for the security of staff and contractors and to safeguard elderly and vulnerable people which restricts access to client's homes to undertake surveys and works.



Delivering the Local Plan is reporting Amber for March and Year end. With the continued preparatory Plan on its way to the next stage for the District wide Local Plan Review and providing input for the Oxfordshire Plan process, the timetable of the latter is being reviewed to assess delays. An application of the Statutory Review for the adoption of the Local Plan Partial Review, which is a legal challenge, has been logged with the Planning Court and served to Council Court hearings are expected in June.

Number of people helped to live independently through use of DFG & other grants/loans is reporting Amber for March and Year end with 43 households supported. Of the households helped, 17 were by major adaptations and 26 by smaller works done to the property. There is still restricted access to homes experienced by our team and contractors as a result of measures in place due to COVID-19. Both surveys and works needing undertaking are affected by this, especially with the compliance to protect our elderly and most vulnerable clients.

Maintain 5 Year Land Supply is reporting Amber for March and Red for Year end. We registered a 4.7-year average, out of the targeted 5, in the Annual Monitoring Report. Slightly under the target, however, there is a predicted 1,172 completions which account for 13 more housing completions than last year and 30 more than the Local Plan requirement for Cherwell, which is due to be confirmed later. The monitoring period, for the five-year supply for Oxford's needs, commenced on 1st April 2021.

Homes improved through enforcement action is reporting Red for March and Year end. Only 3 out of our target of 9 homes have been improved by means of enforcement action with 2 requiring work-in-default (where the Council organises work at the expense of notice of recipients who have failed to act), which are underway. COVID-19 limitations to inspect and investigate premises contributed on reducing the ability of contractors to undertake works and staff ability to inspect and investigate premises.

Number of affordable homes delivered including CDC and Growth Deal targets is reporting Red for March and Amber for Year end. 11 affordable homes

have been completed against a target of 25, for March. 9 by affordable rent and 2 by shared ownership tenure, none delivered via Growth Deal funding. Some completions have been delayed because of knock-on effects caused by site closures as a result of earlier lockdown measures. Also, some developers have shifted build schedules to focus on market properties whilst market sales are going well.

Priority: Leading in 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:**

Delivering high Quality Waste & Collection Service to all Properties is reporting Green for March and Year end. We have managed collection of an additional 7,000 tons of waste, during this pandemic and preparations for development of separate food waste collections from this Autumn is well under way.



Ensure Clean & Tidy Streets is reporting Green for March and Year end. All areas have been covered, despite occurrences of staff self-isolating. All staff are now back at work and able to assist with distribution of litter-picking equipment, this way persons wishing to litter-pick in their local areas, including the collection of waste and recyclable materials, can do so.

Protect Our Natural Environment and Promote Environmental Sustainability is reporting Green for March and Year end. The application for an air quality grant (from the Department for Environment Food and Rural Affairs) was successful, and we have received £17,300 to purchase monitors and promotional material which have been used on projects that increase awareness and encourage changes to improve air quality, along with monitors that will be acquired for schools, doctors' surgeries and hospitals.

Protect the Built Heritage is reporting Amber for March and Year end. Conservation advice continues to be provided to inform Development Management decision making. Conservation Area Appraisals require finalisation as higher caseloads are being experienced

Waste Recycled & Composted is reporting Amber for March and Year end. With the tonnage increased by 0.5% (a good achievement in difficult times), 7,067 additional tons of waste have been collected (10 times the annual increase) which equals 10 more bins collected per household in Cherwell. 677 additional journeys have been completed and still residents received uninterrupted service throughout.



Reduction of fuel consumption used by fleet is reporting Red for March and Amber for Year end. We have consumed slightly more fuel used than this time last year. Although our recycling numbers have increased, and 7,067 additional tons of waste has been collected with 677 additional journeys.

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:**

Support Business Enterprise, Retention, Growth and Promote Inward Investment is reporting Green for March and Year end. Support has been maintained by updated webpages, directly with enterprises and collaborations. The focus was COVID-19 and EU transition. Collaboration with Oxford County Council and partners continued enabling enhancement of digital infrastructure throughout the district. 98% of premises, in the district, can access Superfast Broadband services.



Deliver the Growth Deal is reporting Green for March and Year end. We are still engaged and active participants in the Oxfordshire Housing and Growth Deal. A local officer Programme Board has been established for Cherwell, which is reviewed on a monthly basis, covering the four workstreams of affordable housing. In this 5-year programme Cherwell enters year four and has plans to progress through the Council's officer decision-making process.

Develop Our Town Centres is reporting Green for March and Year end. Works are under way to deliver on progress of key elements of delivering outlined plans to town centres vitality and ensure continued safety on high streets within the district. Our team continues to review the impact of COVID-19 in our urban centres and will work closely with officer groups and partners to ensure that high streets reopen safely, once restrictions are lifted.



% of Council Tax collected, increase Council Tax Base is reporting Green for March and Amber for Year end. Collection, for March, on the mark of 3% against 1% target, and running slightly behind in the annual figure at 97.46% against 97.75%, accounts for a shortfall of £1.88m. This is due to the huge impact COVID-19 restrictions have had on collection rates despite the team

efforts issuing reminder notices, final notices, summonses and obtaining liability orders through the Magistrates Court, and outbound calls. Also, summonses given to those Council taxpayers who had not paid their reminder notices and the reduced number of reminders and final notices restricted to the number of cases that could

be heard at the Magistrates Court. A local officer Programme Board has been established for Cherwell, which reviews monthly the four workstreams of affordable housing.

% of Business Rates collected, increasing NNDR Base is reporting Green for March and Amber for Year end. With a 3.31% above the target for March, of 2.5%, and just behind annual target at 97.61%, of 98.5% target. Shortfall equates to approximately £408K. Still, despite the limitations caused by COVID-19 restrictions, all outstanding balances have been chased by telephoning debtors, with conversations discussing possible entitlements to reduction in rates payable. Businesses that still had debts outstanding were issued with summons, if the reminder or final notice remained unpaid.

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:

Support Community Safety and Reduce Anti-Social Behaviour is reporting Green for March and Amber for Year end. Commitments to reduce crime and anti-social behaviour include; patrols around schools and parks, responding to claims of bullying raised by parents, concerns of drug dealings, off-road motorbikes and anti-social behaviour in general. Seizure of an illegal scrap metal collector van was featured by the Banbury Guardian and social media communications, with crime prevention advice and information sharing, which was read by over 25,000 people, although cycling initiatives are still pending due to discussions with Oxford County Council. The focus now is to oversee the distribution of an additional £50,000 in winter support grant.

Support the Voluntary Sector is reporting Green for March and Amber for Year end. Several events have been successfully supported to mention Cherwell Food Network, North Banbury Network partnership, Age Friendly Banbury partnership, with Community Link March publication distributed to voluntary organisations and two new older people's information & activity sheets produced. Activities and partnerships that bring together key stakeholders and voluntary organisations, to work on initiatives together with us and support people specially during lockdown restrictions.

Enhanced Community Resilience is reporting Green for March and Amber for Year end. With continued work with our partners in response to the pandemic, offering support to people who needed to isolate or shield. Also, supporting the vaccination programme by visiting the addresses of people that had not responded to invitations to book a vaccination.

Number of visits / usages of District Leisure Centre is reporting Red for March and Year end. The usage figures are considerably down for the



same period of last year. This was expected as the Centres were still open in March, but remained closed due to the Government restrictions at some period in March, however, outdoor 'organised' sport was allowed to return and some utilisation figures for Stratfield Brake, Whitelands, North Oxfordshire Academy and Cooper School have been registered. In addition, the Outdoor Pool at Woodgreen Leisure Centre was able to re-open for the same period.

Summary of Performance

3.12 The Council reports monthly on performance against 41 Business Plan Measures, with 22 Programme Measures and 19 Key Performance Indicators.

Programme Measures and Key Performance Indicators (41)

Status	Description	March	%	DoT	YTD	YTD %
Green	On target	30	73%	↑	28	68%
Amber	Slightly off target	6	14%	↔	9	22%
Red	Off target	4	10%	↓	3	7%
	No data	1	3%	NA	1	3%

Please note that the KPI measure “High risk food businesses inspected” ceased reporting due to the Food Standards Agency changing the national food law enforcement programme as a consequence of COVID-19. Food safety will be assured through alternative, targeted measures.

Risk Update

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

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

Risk Scorecard – Residual Risks

		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Impa	5 - Catastrophic			L09		

4 - Major			L04, L07, L11, L12, L21 & L22	L01, L17, L19 & L20	
3 - Moderate		L16	L02, L05, L14, L15 & L18	L08	
2 - Minor				L10	
1 - Insignificant					

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

Leadership Risk	Score	Direction	Latest Update
L01 Financial Resilience	16 High risk	↔	Risk reviewed 15/04 – Mitigations and comments updated
L02 Statutory functions	9 Low risk	↔	Risk Reviewed 15/04 – Comments updated
L04 CDC Local Plan	12 Medium risk	↔	Risk Reviewed 09/04 – Risk owner and comments updated
L05 Business Continuity	9 Low risk	↔	Risk Reviewed 12/04 – No changes
L07 Emergency Planning	12 Medium risk	↔	Risk Reviewed 12/04 - Controls assessment and comments amended.
L08 Health & Safety	12 Medium risk	↔	Risk Reviewed 07/04 – Risk manager, mitigating actions and comments updated
L09 Cyber Security	15 Medium risk	↔	Risk Reviewed 13/04 - No changes
L10 Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 12/04 – Mitigating actions updated
L11 Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 15/04 - Potential Impact updated
L12 Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 15/04 – No changes
L14 Corporate Governance	9 Low risk	↔	Risk reviewed 15/04 – Comments updated
L15 Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 14/04 - Comments updated
L16 Joint Working	6 Low risk	↔	Risk Reviewed 15/04 – No changes
L17 Separation	16 High risk	↔	Risk Reviewed 15/04 – No changes

L18 Workforce Strategy	9 Low risk	↔	Risk reviewed 10/03 – No changes
L19 Covid19 Community and Customers	16 High risk	↔	Risk reviewed 08/03 - Comments updated
L20 Covid19 Business Continuity	16 High risk	↔	Risk reviewed 15/04 – No changes
L21 Post Covid19 Recovery	12 Medium risk	↔	Risk reviewed 15/04 – No changes
L22 Elections May 2021	12 Medium risk	↔	Risk reviewed 15/04 – Mitigating actions and comments updated

During March the leadership risk had no score changes.

Finance Update

3.16 The Council's financial position for 2020/21 at the end of March shows a £0.087m underspend. This is made up of a £3.744m overspend related to Covid-19 costs (para 3.19), which is offset by a £3.831m underspend on business as usual costs.

3.17 The Council has incurred costs and lost income during 2002/21 in relation to Covid-19 across all areas of the Council. In particular costs and lost income have been incurred in the following areas:

- Car parking income
- Planning Application fee income
- Support for leisure services

3.18 The overall cost of Covid-19 was £7.423m for 2020/21. This is partially met by Covid-19 support grant funding of £2.045m in 2020/21 and an estimated income of £1.634m from the Sales, Fees and Charges Income Guarantee scheme towards income losses. This reduces the net in-year Covid-19 financial pressure to £3.744m.

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

3.20 The proposed transfer of funding to reserves to be used 2021/2022 has been included in appendix 6 to this report. The Executive is recommended to approve these transfers in line with the descriptions provided.

3.21 Report Details

Table 1: Forecast Revenue Outturn

Revenue Monitoring	Revised Budget £m	BAU £m	Covid £m	Total Outturn £m	Variance to Budget £m	Prior Month Forecast £m	Change in Forecast £m
Environment and Place	6.435	6.733	-0.825	5.908	-0.527	6.961	-1.053
Customers and Org. Dev. And Resources	6.520	5.643	0.446	6.089	-0.431	6.786	-0.697
Adults and Housing Services	1.577	1.181	0.215	1.396	-0.181	1.397	-0.001
Public Health and Wellbeing	3.453	2.014	1.679	3.693	0.240	4.123	-0.430
Comm. Dev. Assets and Inv.	-1.479	-4.013	2.743	-1.270	0.209	-1.270	0.000
Total Directorates	16.506	11.558	4.258	15.816	-0.690	17.879	-2.063
Executive Matters	9.098	9.565	-0.514	9.051	-0.047	7.732	1.319
Total Cost of Services	25.604	21.123	3.744	24.867	-0.737	25.611	-0.744
Total Income	-25.604	-24.954	0.000	-24.954	0.650	-25.604	0.650
(Surplus)/Deficit	0.000	-3.831	3.744	-0.087	-0.087	0.000	-0.094

Note:

1. Prior month forecast adjusted to take account of use of reserves to make forecast figures comparable
2. The numbers contained in this report are subject to change with the finalisation of the accounts
3. There was a £21.551m underspend on income due to grants being received before they needed to be spent. This has been transferred to reserves.

Environment and Place

Environment and Place have an underspend of (£0.527m) against a revised budget of £6.435m (8.2%).

Environment and Waste

Variation (£0.001m) underspend

There is a (£0.001m) underspend reported this year. The main pressures have been in employment costs due to significant sickness and the requirement of agency staff cover £0.439m. Offsetting this is a (£0.139m) reduction in transport/contractor costs for gate & transfer fees and a reduction in commercial waste costs.

<p>Variance to last month's forecast (£0.338m)</p>	<p>Premises costs were higher than expected by £0.031m and there was a (£0.013m) saving on supplies and services. On the revised budget (£0.319m) more income than expected was received from car parks, refuse bin contributions and a review of S106 commuted sums.</p> <p>The S106 income is the main reason for the movement from the February forecast.</p>
<p>Planning & Development</p> <p>Variation (£0.372m) underspend</p> <p>Variance to last month's forecast (£0.531m)</p>	<p>Planning have reported an underspend of (£0.372m). (£0.400m) of this variation is reduced expenditure on Consultancy of which (£0.180m) had previously been forecast to be carry forward and</p> <p>A legal case resulted in (£0.048m) reduction in spend due to the final costs being less than expected. Staff cost savings of (£0.092m) were offset by an overspend of £0.157m on Agency costs across the service. Building Regulations fee income was (£0.031m) higher than expected whilst planning application fee income was £0.169m less than budgeted. There were further savings of (£0.067m) on professional fees and (£0.060m) other savings across the service.</p> <p>The (£0.531m) change from the February forecast is made up of (£0.317m) underspend on Planning Policy Consultants due to removal of the carry forward request. (£0.095m) saving in legal fees while (£0.075m) more income was received than forecast and (£0.044m) other savings were achieved across the service.</p>
<p>Growth & Economy</p> <p>Variation (£0.154m) underspend</p> <p>Variance to last month's forecast (£0.184m)</p>	<p>Growth & Economy is reporting an underspend of (£0.154m). This is made up of the following overspends: £0.035m due to the cessation of the Transport Strategy joint working agreement with South Northamptonshire. £0.100m overspend in Build! made up the Sanctuary rent collection service, consultancy/professional fees and lower than expected recharge of officer time to the capital programme. Offsetting these there were underspends of (£0.013m) income from support provided to develop the Park & Charge project, (£0.100m) on the Kidlington masterplan programme (delays due to Covid-19), (£0.044m) saving in consultancy costs and (£0.132m) saving on Senior Management Team joint working costs.</p> <p>The (£0.184m) movement to the February forecast is</p>

reduced expenditure on a growth deal post and the Kidlington masterplan that was forecast to carry forward to 2021/22 offset in part by a recharge to revenue for officer time on a capital project and higher than expected rent and repair costs

Growth and Economy's have Covid-19 grant income of (£3.065m) which includes funding received from the Government to pay out to businesses in the local community. This income that is yet to be spent has been recognised here but is included in Executive Matters as a transfer to reserves at year end to be released against spend in 2021/22

Customers and Organisational Development

Customers & Organisational Development have an underspend of (£0.431m) against a revised budget of £6.520m (6.6%).

HR/IT/Comms/Cultural Services	The underspend in Customer Services (£0.207m) is mostly due to Land Charges as income recovered faster than expected.
Variation (£0.407m) underspend	Comms are showing an underspend of (£0.140m). This underspend and movement from last month is mainly due to carry forward request of £0.136m from consultants and professional fees savings being built into the forecast that are no longer assumed.
Variance to last month's forecast (£0.267m)	HR now show an underspend of (£0.072m) across Occupational Health, Computer Software and Training due to a carry forward previously being assumed.
	IT offset part of the above underspends with a £0.012m overspend.
Finance	Finance are reporting on target with an overspend of £0.002m. Finance staffing and agency costs linked to developing capacity for the closure of accounts and additional work linked to the national lockdown have been offset by additional income from new burdens funding.
Variation (£0.024m) underspend	
Variance to last month's forecast (£0.430m)	Revenues and Benefits have an underspend of (£0.026m). Within this, there was an overspend of £0.022m in Council Tax driven mostly from unbudgeted costs on contractor revenue payments and Computer Software licensing offset in part by additional income received. Rent Allowances achieved a (£0.041m) underspend made up of additional income from Department of Work and

Pensions and New Burdens funding (£0.253m) was offset in part by additional contractor payments £0.098m, Housing Benefit Rent allowance £0.107m and £0.007m other overspends. There were (£0.007m) other minor underspends across the service.

The main movements from last month are mostly from (£0.320m) additional income from new burdens funding, court costs and overpayments recovered being higher than expected. In addition, the new finance system savings of (£0.043m) and (£0.067m) cost savings across the service

Adults and Housing Services

Adults and Housing Services have an underspend of (£0.181m) against a revised budget of £1.577m, (11.5%).

Housing & Social Care	The reported underspend of (£0.181m) is mainly due to (£0.120m) additional income for the Next Steps Accommodation Programme, following a successful Government grant application for this amount, (£0.031m) saving on Consultants fees, (£0.010m) saving as a result of a new contract for the Debt and Money advice service, (£0.010m) income from fines and HMO licences and a (£0.010m) saving against a storage contract.
Variation (£0.181m) underspend	
Variance to last month's forecast (£0.001m)	

Public Health & Wellbeing

Public Health & Wellbeing show an overspend of £0.240m against a budget of £3.453m 7.0%

Wellbeing	The forecast overspend of £0.296m is a result of the impact of Covid-19 on leisure. The main cost is the contractual relief payments made to support the leisure operator during the pandemic and a loss of income from holiday hubs and hiring of sports facilities.
Variation £0.296m overspend	
Variance to last month's forecast (£0.374m)	The movement of (£0.374m) from February is mainly due to the budget previously being held in Executive matters being transferred to offset actual costs incurred with the leisure operator.

Healthy Place Shaping	The underspend of (£0.056m) relates to staff cost savings from joint working.
Variation (£0.056m) underspend	
Variance to last month's forecast (£0.056m)	

Commercial Development, Assets and Investments

Comm. Dev. Assets and Invests. have an overspend of £0.209m against a revised budget of -£1.479m 14.1%.

Property	Property is forecasting a £0.480m overspend. The impact of Covid-19 has seen the Council's commercial properties lose rental income and incur additional costs from empty properties which has resulted in a £0.650m overspend. Conversely, as a result of the pandemic, savings of (£0.170m) have arisen due to reduced occupancy of Council premises and remote working.
Variation £0.480m overspend	
Variance to last month's forecast £0.240m	The £0.240m movement this month is mostly due to an increase in estimated Castle Quay lost income and void costs.
Procurement	The underspend (£0.048) is due to shared salary cost being less than expected offset in part by an overspend on agency costs
Variation (£0.048m) underspend	
Variance to last month's forecast (£0.138m)	The (£0.138m) movement from last month is due to the shared salary cost previously forecast not being as expected
Law and Governance	£0.012m overspend is due to use of agency staff partly offset by underspends in elections
Variation £0.012m overspend	
Variance to last month's forecast (£0.006m)	
Growth and Commercial	The underspend is mostly due to a vacant post not being filled.

Variation
(£0.036m)
underspend

Variance to last
month's forecast
(£0.017m)

Regulatory Services	The reported outturn is an underspend of (£0.199m); resulting from (£0.040m) underspend on staff costs (£0.020m) higher than forecast income and cost recovery for discretionary services, (£0.050m) saving on professional/consultant's fees, Licensing income exceeding revised budget by (£0.060m) and other (£0.029m) savings across the service.
Variation (£0.199m) underspend	
Variance to last month's forecast (£0.079m)	
	The movement from last month is due to salary savings

Executive Matters

Executive Matters has an underspend of (£0.047m) against the budget of £9.098m (0.5%).

Covid Grant Funding	Funding received as Covid-19 Grants is (£0.504m) higher than anticipated when the revised budget was set which is an increase of (£0.030m) from last month.
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Interest	There is an adverse variance of £0.207m due to a delay in drawing down £4m loan funds and S106 interest costs.
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This is a £0.107m movement from the forecast in February.

Bad Debt	A year end adjustment to the Bad Debt provision has been made at £0.095m which wasn't reflected in the February forecast.
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MRP	There is underspend of (£0.541m) in respect of the amount required to be set aside for the Minimum Revenue Provision which is more than anticipated in February by (£0.123m)
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Reserves	The council has used £0.784m less reserves than budgeted. This was previously forecast with a £0.000m variance to budget.
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The budget included (£0.230m) for Canalside which wasn't drawn upon in 2020/21, also included was a budget for Growth Deal for (£1.217m) of which only

	£0.742m was transferred leaving a variance of £0.475m. The remaining variance of £0.079m is made up over the other reserves that were planned to used.
Pension Costs	Pension costs are £0.016m higher than budgeted and then shown in last month's forecast.
Corporate	<p>Corporate costs are showing a (£0.105m) underspend, this is due to (£0.065m) budgeted spend being held here for Wellbeing support that was not required, (£0.041m) funding from S106 being recognised and other minor variances.</p> <p>The movement from last month of £0.360m is mostly budget being held here for Wellbeing to meet costs being transferred to the service</p>

Income

Council income has an overspend of £0.650m against the budget of -£25.604m (2.5%).

2020/21 has been a particularly challenging year for businesses. However, they have received significant levels of support from the Government. Many businesses classified as “non-essential” qualified for up to 100% reductions in their business rates liability. Growth in the businesses was also not as high as expected when the budget was set. These reductions in liability and reductions in business growth mean that associated S31 Grant income is at £0.394m lower to that originally assumed.

Due to the reduction in growth of businesses, the benefits from the Council's business rates pool are also £0.256k lower than anticipated.

3.23 Capital

Capital expenditure in 2020/21 was £56.773m. This gives rise to an in-year underspend of £38.732m, of which £27.645m is requested to be reprofiled in future years. There is an overall forecast reduction in the total programme of £11.087m.

Table 2: Forecast Capital Outturn

Directorate	Budget £000	Outturn £000	Re-profiled beyond 2020/21 £000	Variance to Budget £000	Prior Month Variance £000

Housing	3,782	2,684	719	(379)	(379)
Comm Dev Assets & Investments	62,745	40,191	21,822	(731)	(812)
Customers, Org Dev & Resources	1,755	1,138	541	(76)	(109)
Environment and Place	26,350	12,395	4,172	(9,783)	(9,637)
Public Health & Wellbeing	873	365	390	(118)	(93)
Total	95,505	56,773	27,645	(11,087)	(11,030)

3.24 Outturn Variances

Housing:

Housing report a (£0.379m) underspend due to reduced activity in delivering Disabled Facilities Grant works during the Covid-19 pandemic (£0.375m), plus a small projected underspend (£0.004m) against the Civica Arbitas upgrade project.

Commercial Development, Assets & Investments:

Property is reporting a final outturn of (£0.731m) underspend across the various projects, some as a result of the Covid-19 pandemic and others as a result of more effective working. One of the largest savings is the refurbishment of Banbury Health Centre (£0.153m). Due to ongoing discussions with the tenant regarding the extension of the lease, the scope of the project has been amended and as a result the full budget allocation is not required. (£0.090m) saving has also been achieved on works relating to the roofing of Ferriston parade due to efficient delivery of the project. A (£0.070m) saving on the Banbury Museum Air Handling Unit upgrade has also been achieved because original plans suggested replacement of the plant but on further investigation, this was not necessary, and refurbishment was carried out. Corporate Asbestos Surveys Works have a (£0.050m) saving to expected costs this year and a further (£0.078m) savings have been made with the Compliance Works with Energy Performance, Pioneer Square Fire Panel and Corporate Water Hygiene projects. There have also been (£0.290m) across the remaining capital schemes.

Customers Organisational Development & Resources:

There is a £0.001m overspend on the HR/Payroll system with no more costs expected.

ICT are forecasting a (£0.059m) underspend. (£0.050m) for Legacy iworld system migration but £0.050m has been reprofiled to 2021/22 with a view to repurposing it for a new project for members subject to approval. (£0.010m) no longer required for Bodicote House meeting room Audio Visual and £0.001m overspend across the other capital projects in this area.

Finance: The Academy Harmonisation project was underspent by (£0.016m)

Environment and Place:

Growth and Economy Build Phase 1 is reporting unbudgeted spend of £0.103m. Build Phase 1b is forecasting an overspend of £0.236m after reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 as a result of certain schemes no longer progressing or being pipelined has generated an underspend of (£9.891m). The Hill Community centre project is now complete with an underspend of (£0.229m).

Environmental Services: are forecasting (£0.002m) underspend as a result of energy efficiency projects which were committed in late 2019/20.

Public Health & Wellbeing:

Wellbeing are showing a saving of (£0.118m). This is made up of (£0.020m) North Oxford Academy Facilities Upgrade, (£0.008m) against the Sunshine Centre programme for the extension to the front of the site, (£0.015m) underspend against the Corporate Booking System, (£0.025m) against Community Grants, (£0.007m) against the Story Book Map insight work and finally (0.043m) on Solar Photovoltaics at Sport Centres which has been completely delivered and finalised.

3.25 Re-profile beyond 2020/21

Housing:

£0.656m Disabled Facilities Grant capital – Covid-19 significantly reduced activity due to the various lockdowns throughout the year. As a result, not all of the Better Care Fund will be spent in this financial year and will be reprofiled into 2021/22

£0.063m Discretionary grants - Significantly reduced activity due to the lockdowns throughout the year delaying the progressing of reactive landlord grants.

Commercial Development, Assets & Investments:

£0.050m Spiceball Riverbank Reinstatement - works are now part of Castle Quay 2 which will take place in 2021/22

£0.100m Banbury Health Centre refurbishment - project has been delayed due to issues with the lease agreement with the tenant.

£20.712m Castle Quay - delayed works due to Covid-19

£0.055m Horsefair, Banbury - delayed works on paving outside Horsefair, Banbury Cross due to Covid-19

£0.035m Banbury Museum Air Handling Unit - supply issues are being encountered which are causing delays

£0.141m Bodicote House Fire Compliance Works - on hold due to project viability

£0.160m Corporate Asbestos Survey - Works progressing and will carry on into 2021/22. Anticipated spend of £0.160m in total releasing a (£0.050m) saving

£0.080m Corporate Fire Risk Assessment - works are progressing but will carry over in to 2021/22. Full spend expected.

£0.147m Works from Compliance Surveys - Works progressing but will carry on into 2021/22. Full spend anticipated.

£0.100m CDC Feasibility of Utilisation of Proper Space - Project on hold

£0.130m Community Centre works on phase 1 has slight delays and will carry over into 2021/22

Environment and Place:

Environmental Services

£0.174m Thorpe Lane Depot Capacity Enhancement - slippage in to 2021/22 as a result of proposed separate garden and food waste rollout.

£0.080m Bicester Country Park – Covid-19 delayed the purchasing and progression of the country park also resulting in community planting unable to take place until later in 2021, all spend to be slipped in to 2021/22.

£0.422m Vehicle replacement Programme - currently under review, further investigation needed into larger electric vehicles before committing to diesel equivalents. Remaining spend to be reprofiled into 2021/22.

£0.079m Car Park Refurbishments – Covid-19 significantly delayed progression on the installation of pay on exit barriers. Remaining spend will take place in 2021/22.

£0.022m On Street Recycling Bins - purchases are expected in 20/21 but delivery and installation are anticipated in early 2021/22.

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

£0.018m Off Road Parking – Covid-19 delayed the progression of the car park refurbishments. All spend will take place in 2021/22.

£0.012m Street Scene Fencing Street Furniture - Issues with an expiring lease and delays due to Covid-19 have resulted in all spend to be slipped in to 2021/22.

£0.015m Urban Centre Electricity Installations - Issues with contractor delayed commitments, all spend to be slipped in to 2021/22.

£0.050m Depot Fuel System Renewal – Covid-19 delayed the progression of this project, all spend to be slipped in to 2021/22.

Growth and Economy

£1.713m East West Rail 2 - comprises the introduction of direct passenger and freight services between Oxford/Aylesbury and Milton Keynes/Bedford by reconstructing and upgrading the railway between Bicester-Bletchley-Bedford and Aylesbury-Claydon Junction routes, approval for which was originally agreed in October 2013 of a contribution of £4.35m towards the scheme. It was agreed that this could be paid over a 15 year period.

£0.952m Build Phase 1b - Bicester Library is in the early stages of development with actual site work commencing early 2021 with likely completion by the end of 2021. Admiral Holland works formally completed end of September 2020 but CDC will have to budget for retention payments due in September 2021 of £0.061m along with £0.006m retention payment owing for Creampot Crescent

£0.350m Creampot Crescent Repurchase contingency - this budget is for the purpose of repurchasing the property if the owner can no longer afford the property.

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

Public Health & Wellbeing:

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

£0.183m North Oxfordshire Academy Astroturf capital scheme. Currently under discussion regarding the outstanding planning application and third party contribution.

£0.045m Corporate online booking system delay

£0.084m Bicester Leisure Centre extension - spend to date on feasibility studies. Remaining funds needed for professional fees to progress recommendations resulting from the feasibility studies. Remaining spend will take place in 2021/22.

£0.030m Spiceball Leisure Centre bridge resurfacing - No spend in 2020/21 but will take place in 2021/22 on completion of Castle Quay Waterside and reinstatement of the bridge.

£0.015m Community Capital grants - Reprofile of £0.015m required to meet commitments in 2021/22

£0.009m Community Centre Refurbishment - Reprofile of £0.009m required to meet commitments in 2021/22 for external lighting project

£0.012m Sunshine Centre - Reprofile of £0.012m required to meet commitments in 2021/22

Customers, Org Dev & Resources:

£0.335m Finance - work on the new finance system will continue into 2021/22

£0.025m Human Resources - Further implementation of Itrent

£0.050m IT 5 Year rolling hardware/software replacement program

£0.030m IT Customer Excellence & Digital Transfer – phase 2

£0.004m IT CDC & OCC Technology Alignment

£0.050m IT Legacy Iworld System Migration – to be repurposed for new project on members IT

£0.020m IT Procurement of Joint Performance system

£0.027m IT Land & Property Harmonisation

COVID Funding

Specific Funding

Date	Dept.	Grant Name	Schemes	Funding
				£
March	MHCLG	Business Grants	Main scheme & discretionary scheme - Forecast	27,655,250
March	MHCLG	Hardship Fund	To provide £150 reduction to Council Tax bills for those in receipt of Council Tax Support.	818,000
March		Emergency Response for Rough Sleeper		8,250

July	DEFRA	Emergency Assistance Grant for Food and Essential Supplies	Allocation from OCC	116,326
September		Next Steps Accommodation Programme		120,400
September-March	DHSC	Test & Trace Isolation Payments	Main scheme	245,000
			Discretionary Scheme	171,500
October	MHCLG	Compliance & Enforcement Fund	£60m national fund of which £30m allocated to district & unitary authorities to spend on C-19 compliance & enforcement activity	65,251
November	MHCLG	Business Support (Additional Restrictions Grant)	£20 per head of population for discretionary business grant scheme – funding for 2020/21 and 2021/22 - including one-off payments	4,347,029
November	MHCLG	Local Restrictions Support Grant (Closed) Addendum - Lockdown 2	Mandatory business grants scheme distributed to business premises forced to close due to lockdown restrictions <ul style="list-style-type: none"> • rateable value £15k or under, grants to be £1,334 per four weeks; • rateable value between £15k-£51k grants to be £2,000 per four weeks; • rateable value £51k or over grants to be £3,000 per four weeks. 	2,664,504
	BEIS	Local Restrictions Support Grant (Closed) Addendum - Lockdown 3 to 31/03/21	As above	8,183,834
December	MHCLG	New Burdens Grant	Business Rate	11,700
			Council Tax	11,788
December	MHCLG	New Burdens Grant 2	To support making grant payments	58,500
	BEIS	Christmas Support Payment	Wet Led Pubs including off-setting payment	89,600
	BEIS	Local Restrictions (Open)	Discretionary Grant for period 2-18 December 2020 + 20 December - 4 Jan	481,280

	BEIS	Local Restrictions (Closed)	Mandatory business grants scheme for period 2-18 December 2020 + 20Dec - 4 Jan distributed to business premises forced to close Tiers 2 - 4 <ul style="list-style-type: none"> • rateable value £15k or under, grants to be £667 per 2 weeks; • rateable value between £15k-£51k grants to be £1,000 per 2 weeks; • rateable value £51k or over grants to be £1,500 per 2 weeks. 	1,001,012
	BEIS	Closed Business Lockdown - Mandatory Lockdown 3	Funding received TBC One off grants awarded to be RV below £15k: £4,000 RV £15k - £51k: £6,000 RV above £51k: £9,000	7,992,000
	OCC	Winter Support	From Oxfordshire County Council	59,004
	OCC	COMF (Control Outbreak Management Fund)	To fund ongoing public health and outbreak management costs	912,000
TOTAL				55,012,228

General Funding

Description	£
Tranche 1**	67,257
Tranche 2	1,499,041
Tranche 3	229,391
Tranche 4	316,992
	Total
	2,112,681
Forecast Sales, Fees & Charges compensation	1,633,125
Total General Grant Funding	3,745,806

** Note: Tranche 1 was received in 2019/20 and so is shown as a use of reserves in 2020/21.

4.0 Conclusion and Reasons for Recommendations

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

5.0 Consultation

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

6.0 Alternative Options and Reasons for Rejection

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

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

7.0 Implications

7.1 Financial implications

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

Comments checked by:

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

Legal Implications

7.2 There are no legal implications from this report.

Comments checked by:

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

Risk Implications

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

Comments checked by:

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

8.0 Decision Information

Key Decision (Executive reports only; state N/A if not Executive report)

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Richard Mould – Lead member for Performance Management

Councillor Tony Ilott – Lead member for Finance and Governance

Document Information

Appendix number and title

There are two appendixes to this report:

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

Background papers

None

Report Author and contact details

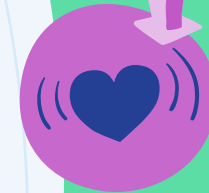
Louise Tustian – Head of Insight and Corporate Programmes

Tel: 01295 221786

Louise.tustian@cherwell-dc.gov.uk

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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.



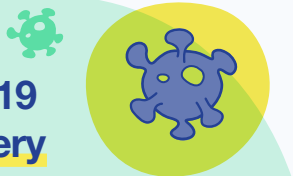
Partnerships

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.

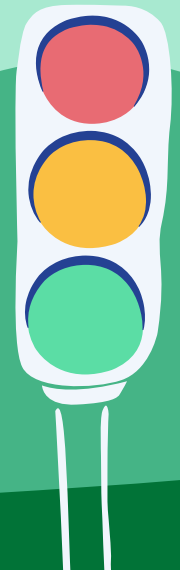
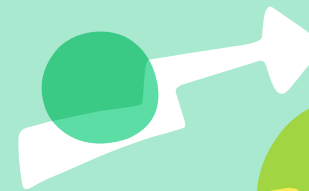


Performance Management Framework

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.



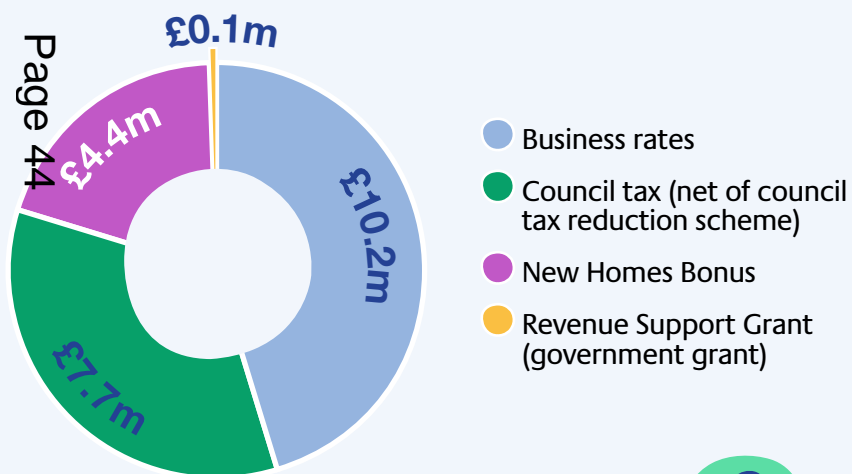
Council funding



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

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

Find and email your ward councillor here: 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

March 2021

Includes:







- Programme Measures
- Key Performance Measures (KPIs)

Key to symbols

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

Homes Housing that meets your needs - KPIs

Housing that meets your needs - KPIs									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.01 Number of Homeless Households living in Temporary Accommodation	Cllr J Donaldson	Gillian Douglas Stephen Chandler	31	35	★	Numbers in temporary accommodation remain within target, as at the end of March 21. The figure of 31 and increasing does include 14 single clients who have been accommodated as a result of the COVID-19 pandemic. Plans are in place to deliver further units of accommodation to move people out of hotel placements as soon as possible. There is concern that the number of families approaching emergency placement may increase once the courts restart and eviction proceedings resume.	36	35	●
BP1.2.02 Number of people helped to live independently through use of DFG & other grants/loans	Cllr J Donaldson	Gillian Douglas Stephen Chandler	43.00	45.00	●	We have provided help to 43 households this month; 17 by means of major adaptations and another 26 by means of smaller works. Measures in place to reduce COVID-19 risks to staff, contractors and, particularly, to our mainly elderly and vulnerable clients. Restrict access to clients' homes continues for both surveys and to undertake works.	492.00	540.00	●
BP1.2.03 Homes improved through enforcement action	Cllr J Donaldson	Gillian Douglas Stephen Chandler	3.00	9.00	▲	We have been able to improve 3 homes by means of enforcement action, this month. 2 required work-in-default, which involved the Council organising, undertaking and recovering associated costs. This is because notice recipients had failed to do so. Measures to reduce COVID-19 risks to residents and staff in place are still restricting our ability to investigate and inspect premises and are, also, reducing the ability of contractors to undertake works.	84.00	108.00	▲
BP1.2.04 Number of affordable homes delivered including CDC and Growth Deal targets	Cllr J Donaldson	Gillian Douglas Stephen Chandler	11.00	25.00	▲	There were 11 Affordable homes completed in March 2021, of which, 9 Affordable Rent and 2 Shared Ownership tenure. None delivered via Growth Deal funding. Some completions, expected in March 2021, have been delayed due to the knock-on effect of site closures, experienced earlier in 2020, in response to Covid-19 lockdown measures. In addition, some developers have shifted build schedules to focus on market properties whilst market sales are going well.	295.00	300.00	●
BP1.2.05 Number of Housing Standards interventions	Cllr J Donaldson	Gillian Douglas Stephen Chandler	78.00	55.00	★	We have recorded 78 interventions this month, against our target of 55. For the year, we have undertaken 676 interventions, against our target of 660. The total comprises 118 enforcement notices, responding to 457 service-requests and 101 proactive interventions. Despite our success, our ability to carry out both responsive and proactive visits, to rented properties, continues to be significantly restricted by COVID-19, which has reduced our ability to implement formal enforcement activity.	655.00	660.00	●

BP1.2.06 Average time taken to process Housing Benefit New Claims	Cllr T Ilott	Belinda Green Claire Taylor	10.10	15.00		The average time taken to assess new claims during March 21 was excellent, at 10.10 days, against a local target of 15 days. The end of year position is also very strong, under 13 days, despite the challenge presented by the pandemic over the last 12 months, which have meant a sharp increase in the number of new claims received at certain points of the year. The national picture is an average of 20 days.	12.78	15.00	
BP1.2.07 Average time taken to process Housing Benefit change events	Cllr T Ilott	Belinda Green Claire Taylor	4.05	8.00		The average time taken to assess changes during March 21 was 4.05 days, against a target of 8 days. The end of year position is also very good, at 5.49 days, against a national picture of 8 days.	5.49	8.00	
BP1.2.08 % of Major planning applications determined to National Indicator	Cllr C Clarke	Bill Cotton David Peckford	100 %	60%		6 Major Planning Applications were determined, during March 2021, all of them within National Indicator target or agreed timeframe.	100 %	60%	

Housing that meets your needs - KPIs

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP1.2.09 % of Non-major planning applications determined to National Indicator	Cllr C Clarke	Bill Cotton David Peckford	77%	70%	★	124 Non-Major Planning Applications were determined, during March 2021, 95 of them within National Indicator target or agreed timeframe.	77%	70%	★
BP1.2.10 % of Major applications overturned at appeal	Cllr C Clarke	Bill Cotton David Peckford	0.00 %	10.00%	★	No Major Planning Appeals were overturned by the Planning Inspectorate, during March 2021.	0.00 %	10.00%	★
BP1.2.11 % of Non-major applications overturned at appeal	Cllr C Clarke	Bill Cotton David Peckford	0.81 %	10.00%	★	1 Non-Major Planning Application Appeal was overturned by the Planning Inspectorate, during March 2021.	0.81 %	10.00%	★
BP1.2.12 Maintain 5 Year Land Supply	Cllr C Clarke	Bill Cotton David Peckford	4.70	5.00	●	The 2020 Annual Monitoring Report (AMR) reports a 4.7-year housing land supply for Cherwell for 2021-2026. This is below the 5-year supply requirement. However, provisional monitoring of housing delivery, for 2020/21, suggests housing completions of 1,172 which is 13 more than last year (1,159) and 30 more than the Local Plan requirement for Cherwell. The annual completion figure will be confirmed later, in the Spring, when all data has been reconciled. The monitoring period for the five-year supply, for Oxford's needs, commenced on 1st April 2021.	4.40	5.00	▲
BP1.2.13 Net Additional Housing Completions Quarterly)	Cllr C Clarke	Bill Cotton David Peckford	400	286	★	The provisional monitoring return for Q4 is 400 homes indicating strong housing delivery. The provisional annual figure for 2020/21 is therefore 1,172 housing completions, which is 13 more than last year (1,159) and 30 more than the Local Plan requirement for Cherwell (1,142). Strong delivery in Q3 & Q4 has compensated for the much weaker delivery in Q1 and Q2. The annual completion figure will be confirmed later, in the Spring, when all data has been reconciled.	293	286	★

Housing that meets your needs - Programme Measures

Housing that meets your needs - Programme Measures							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>BP1.1.1 Homelessness Prevention</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">Page 49</p>	Cllr J Donaldson	Gillian Douglas Stephen Chandler	<p>Plans are in place to utilise the funding secured, via the Next Steps Planning Fund, to implement the Oxford House project and get clients moved into properties by the end of March. Other projects are ongoing, with properties being secured for Housing First and Winter Beds.</p>	<p>Clients will be moving into 9 additional units of accommodation, in Bicester, secured as a move-on option for those with a history of rough-sleeping, in Cherwell. 2 additional 'winter beds' have been secured and a total of 11 Housing First units are in place. 5 further units of Housing First are still to be identified to offer clients with complex needs housing to resolve their issues, in the long term. CDC are working with partners across the county to secure ongoing funding, via the Rough Sleeper Initiative, to continue to support services for single homeless clients. It is our aim to ensure no-one has to rough sleep in Cherwell.</p>	★	<p>The workload of the Housing Options Team continues to be dominated by single clients presenting in crisis. In response to the ongoing pandemic it is our aim to make accommodation offers to all those genuinely at risk and ensure no-one has to rough-sleep in our district. The team still focus, where possible, in preventing crisis situations and working 'upstream' of any statutory duties.</p>	★
<p>BP1.1.2 Impact of Universal Credit on residents and Council</p>	Cllr T Hott	Belinda Green Claire Taylor	<p>During March 21, we have continued to work with the Universal Credit team and our new Partnership Manager to support residents with access to Universal Credit.</p>	<p>The next meeting, with our Universal Credit Partnership Manager, is due to take place in May 21.</p>	★	<p>This has been delivered to plan, throughout 20-21, despite the difficulties presented by the pandemic.</p>	★

Housing that meets your needs - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP1.1.3 Deliver Innovative and Effective Housing Schemes	Cllr J Donaldson	Gillian Douglas Stephen Chandler	Two shared-ownership sales, at Admiral Holland, completed on 18th March.	Of the 5, remaining shared-ownership units, at Admiral Holland, 3 have mortgages approved and proceeding with the reservation process. These will be completed, by May 2021.	●	The sales, at Admiral Holland, are going well. Only 2 of the one-bedroom flats remain with interest, now picking up. The development of 3 bungalows, at Bullmarsh Close, is due and on target, for May 2021.	★
BP1.4 Deliver the Local Plan	Cllr C Clarke	Bill Cotton David Peckford	Continued preparatory work for the next stage of the district wide Local Plan Review (Options stage); Continued to provide input into the Oxfordshire Plan process.	Partial Review Court Hearing, in June; Subsequent Option Papers for both the Oxon Plan and the Cherwell Local Plan Review (dates to be confirmed).	●	Officers continue the preparation of district wide Local Plan Review (options stage); The timetable for the Plan is being reviewed in the context of delays to the Oxfordshire Plan; Officers continue to provide input into the Oxfordshire Plan process; An application for statutory review, of the adoption of the Local Plan Partial Review (a legal challenge), has been lodged with the Planning Court and served on the Council. Court hearings are expected in June.	★

Strategic Priority - Leading on environmental sustainability - KPIs

Leading on environmental sustainability - KPI Report

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP2.2.1 % Waste Recycled & Composted	Cllr D Sames	Bill Cotton Ed Potter	53.46%	56.00%	●	<p>The tonnage data is in for 2020/21 and the recycling % has increased by 0.5%, this is a good achievement in difficult times;</p> <p>The most amazing stats are the increase in tonnage across the board, with an additional 7,067 tonnes collected;</p> <p>To put this in perspective this is 10 times the normal annual increase of 700 tonnes;</p> <p>This is an additional 10 bins collected from every household in the Cherwell District throughout 2020/21;</p> <p>The collection crews have carried out approximately 677 additional journeys to the disposal points this year and with all of this additional workload residents have received a totally uninterrupted service.</p>	55.47%	56.00%	●
BP2.2.2 Reduction of fuel consumption used by fleet	Cllr D Sames	Bill Cotton Ed Potter	39,001	34,538	▲	<p>Due to lockdowns and the COVID-19 pandemic the Waste Collection team have collected additional 7,067 tonnes of waste and recycling; this is 10 times the normal increase in a year. To dispose of this waste and recycling an approximately 677 additional journeys to the disposal points have been undertaken this year which has increased the amount of fuel consumed. Slightly more fuel used than this time last year.</p>	37,448	35,595	●

Strategic Priority - Leading on environmental sustainability - Programme Measures

Leading on environmental sustainability – Programme measures Report

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP2.1.1 Delivery of a High-Quality Waste & Collection Service to all Properties	Cllr D Sames	Bill Cotton Ed Potter	Full results still to be in but recycling rate will be around 56%.	Preparation for development of separate food waste collections, for Autumn 2021.	★	Difficult & challenging year with 7,000 additional tonnage collected during the pandemic.	★
BP2.1.2 Ensure Clean & Tidy Streets	Cllr D Sames	Bill Cotton Ed Potter	Street Cleansing carried out litter-picking of the A34 verges, in March, with the relevant traffic management in place.	Assist with the distribution of litter-picking equipment to persons wishing to litter-pick in their local areas, including the collection of waste and recyclable materials.	★	All areas are being covered as per our rota's. Staff members who were told to self-isolate are now happily back at work.	★
BP2.1.3 Reduce Environmental Crime	Cllr D Sames	Bill Cotton Richard Webb	Environmental Enforcement investigated all complaints of fly tipping, where evidence was found; 75 fly tips were investigated, 14 warning letters sent, 1 interview under caution conducted by letter and one notice served.	Environmental Enforcement will continue to investigate fly tipping reports and advise businesses on how to dispose of their waste legally.	★	Work will continue investigating fly tips, waste accumulations and dog fouling complaints; There was one successful prosecution for dog fouling. The defendant pled guilty and received a conditional discharge for 6 months, and ordered to pay £220 legal costs together with £22 victim surcharge; Four prosecutions are pending, for fly tipping.	★

Leading on environmental sustainability - Programme Measures Report

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>BP2.1.4 Protect Our Natural Environment and Promote Environmental Sustainability</p>	Cllr A McHugh	Bill Cotton Richard Webb	The air quality impacts for all new development proposals, in the district, continued to be assessed through the planning process.	Air quality monitoring will continue, at 42 locations, across the district. Two additional monitors that will provide real time data for nitrogen dioxide and particulate matter (both PM10 and PM 2.5) will be set up in Hennef Way and Bicester Air Quality Management Areas. The monitors are on loan from Oxfordshire County Council.	★	Our application for an air quality grant from the Department for Environment Food and Rural Affairs was successful and we have received £17,300 for the purchase of monitors and promotional material. Grants were awarded for projects that increase awareness and encourage behavioural changes to improve air quality. Portable monitors will be purchased that can be moved around schools, doctors' surgeries and hospitals in the district which will support work already being carried out by Oxfordshire County Council.	★
<p>BP2.1.5 Protect the Built Heritage</p>	Cllr C Clarke	Bill Cotton David Peckford	Conservation advice continues to be provided for Development Management decision making; Higher caseloads being experienced.	Finalisation and submission of lead member reports for completed Conservation Area Appraisals (pending); Consultation on Grimsbury Conservation Area Appraisal, in due course.	●	Heritage advice continues to be provided to inform Development Management decision making; Officer reports, on completed Conservation Area Appraisals, require finalisation.	●
<p>BP2.1.6 Develop the Country Parks to support good lifestyle choices</p>	Cllr D Sames	Bill Cotton Ed Potter	Planning work still underway.	People resources need to be identified, including a project manager, to ensure rapid development of two parks.	★	Country Park development still progressing but looking for more significant progress, in 2021/22, as land issues have been resolved.	★

An enterprising economy with strong & vibrant local centres - KPIs

An enterprising economy with strong & vibrant local centres -KPI Report									
Measure	Portfolio Holder	Director/Lead	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP3.2.1 % of Council Tax collected, increase Council Tax Base	Cllr T Ilott	Belinda Green Claire Taylor	2.90%	1.00 %	★	We have achieved an in-month collection of 2.90% and an end of year collection rate of 97.46%. The shortfall between what we have collected against the target of 97.75% equates to approx. £878k. In March 2021, all accounts with arrears balance over £15 received a reminder notice and those accounts that remain unpaid will receive a summons, in April 2021. The pandemic has had a huge impact on Council Tax collection rates with the courts initially withdrawing liability order hearing dates and, once court hearings re-commenced, limited the number of debtors that could go through formal recovery. The issuing of reminders in previous years would usually commence mid-April for in-year arrears, however, in 2020/21 reminders were not issued until mid-September 2020.	97.46%%	97.75 %	●
Page 54 BP3.2.2 % of Business Rates collected, increasing NNDR Base	Cllr T Ilott	Belinda Green Claire Taylor	3.31%	2.50 %	★	We have achieved an in-month collection of 3.31% and an end of year collection rate of 97.61%. The shortfall against the end of year target equates to approx. £408k. Due to the pandemic, the issuing of reminder and final notices commenced in September and whilst the numbers of reminder and final notices weren't limited in 2020/21, the delay in issuing them had a negative impact on collection rates. We proactively chased all outstanding balances by telephoning debtors and during these conversations discussed any entitlement to a reduction in rates payable. Those businesses, that still had debts outstanding, were issued with a summons if the reminder or final notice remained unpaid.	97.61%	98.50%	●

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

An enterprising economy with strong & vibrant local centres - Programme Measures Report							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.1 Promote the district as a visitor destination	Cllr L Pratt	Bill Cotton Robert Jolley	Reviewed impact of COVID-19 pandemic on this sector; Continued to work with partners regarding promotion of the district, as appropriate, during the national COVID-19 restrictions.	Continue to monitor COVID-19 impact; Continue to work with partners regarding promotion of the district, as appropriate, in the context of the gradual lifting of National Lockdown restrictions.	★	Hospitality venues and visitor attractions continue to face significant challenges, due to the ongoing national COVID-19 restrictions; however, some of these challenges will be alleviated as lockdown restrictions are gradually eased over the coming months. Officers are working closely with Experience Oxfordshire (EO) who are, in turn, working with VisitEngland and VisitBritain to help the local visitor economy meet the challenges and identify opportunities.	★
BP3.1.2 Develop a Cherwell Industrial Strategy	Cllr L Pratt	Bill Cotton Robert Jolley	Reviewed completed of draft modules and continued drafting the foundation modules of the refocused Cherwell Industrial Strategy document.	Complete first draft of the refocused Cherwell Industrial Strategy.	★	The ten-year draft of the Cherwell Industrial Strategy (CIS) was planned to go to consultation by Summer 2020. However, this was paused because of the need to redeploy staff in response to support business communities during the COVID-19 pandemic. This has triggered the most severe recession in nearly a century and there will be further significant consequences. The CIS focus and timeline has been reviewed. The CIS draft will take account of the impact on the Oxfordshire and Cherwell economies. CIS links to the OxLEP Local Industrial Strategy (LIS), a key component of the Oxfordshire Housing and Growth Deal (Productivity workstream).	★

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>BP3.1.3 Support Business Enterprise, Retention, Growth and Promote Inward Investment</p>	Cllr L Pratt	Bill Cotton Robert Jolley	<p>Provided one-to-one advice and detailed support provided to Cherwell businesses as well as guidance on grants; Provided information and support to potential inward investors and property developers; Supported the Council's administration of the COVID-19 Government business and discretionary grant schemes; Provided guidance on new overseas trading arrangements for businesses, directly and through Oxfordshire Local Enterprise Partnership (OxLEP).</p>	<p>Support the Council's administration of the COVID-19 Government business and discretionary grant schemes; Provide information and advice to local businesses during the COVID-19 pandemic; Continue to provide guidance on new overseas trading arrangements for businesses, directly and through Oxfordshire Local Enterprise Partnership (OxLEP); Continue to provide support to potential new business investors.</p>	★	<p>The Council's support to businesses has been maintained through updated webpages, directly with enterprises, and in collaboration with other county and district council services, Government departments, OxLEP and neighbouring local authorities. Support to businesses has particularly focused upon the COVID-19 pandemic and post EU Transition. Continued cooperation with Oxfordshire County Council and partners, to enhance digital infrastructure throughout the district. 98% of premises in the district are now able to access Superfast Broadband services.</p>	★
<p>BP3.1.4 Develop Our Town Centres</p>	Cllr L Pratt	Bill Cotton Robert Jolley	<p>Reviewed the impact of COVID-19 on the district's urban centres; Progressed procurement processes required to enable delivery of the approved Reopening High Streets Safely (RHSS) funded projects; Delivered the "Reimagining Bicester Town Centre for the 21st Century" event, on 25th March 2021.</p>	<p>Continue to review impact of COVID-19 on the district's urban centres; Work closely with officer groups, businesses and partners to ensure that the high streets within the district are able to reopen safely, as part of Step Two of the Government's COVID-19 Road Map (12th April 2021).</p>	★	<p>Following the "Reimagining Bicester Town Centre for the 21st Century" workshop, in November 2020, the Bicester Town Centre Task Group delivered a further event, on 25th March 2021, to feedback on progress on key elements of delivering the Outline Plan for the town. Continued to liaise with Banbury BID (Business Improvement District) in the delivery of projects to support town centre vitality. Maintained close working with officer groups and external partners, during the COVID-19 pandemic, to ensure continued safety on the high streets within the district.</p>	★

An enterprising economy with strong & vibrant		Local centres - Programme Measures Report					
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP3.1.5 Deliver the Growth Deal	Cllr B Wood	Bill Cotton Robert Jolley	The Year Four Plans of Work were under review by the Senior Responsible Officer.	The Year Four Plans of Work are scheduled to progress through the Council's officer decision-making process.	★	Cherwell District Council continues to be an engaged and active participant in the Oxfordshire Housing and Growth Deal. A local officer Programme Board has been established for Cherwell. The Board reviews, on a monthly basis, the four Workstreams of Affordable Housing; Infrastructure and Homes from Infrastructure; the Oxfordshire Plan 2050; and Productivity. This is a five-year programme; Cherwell completed Year Three at the end of March 2021 and enters Year Four at the start of April 2021.	★

Healthy, resilient and engaged communities - KPIs

Healthy, resilient and engaged communities - KPIs

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP4.2.1 Number of visits/usage of District Leisure Centre	Cllr G Reynolds	Ansaf Azhar Nicola Riley	2,523.00	33,333.00	▲	Leisure Centres remained closed due to the Government restrictions for the month of March, however, outdoor 'organised' sport was allowed to return and, therefore, from the 29th to 31st March there were some utilisation figures for Stratfield Brake, Whitelands, North Oxfordshire Academy and Cooper School. In addition, the Outdoor Pool at Woodgreen Leisure Centre was able to re-open for the same period. The usage figures are considerably down on the same period of last year. This was expected as the Centres were still open, on 20th March in 2020.	227,315.00	259,998.00	▲
BP4.2.2 High risk food businesses inspected	Cllr A McHugh	Bill Cotton Richard Webb	-	100.00%	-	This KPI measure "High risk food businesses inspected" will no longer be relevant this year due to the Food Standards Agency changing the national food law enforcement programme as a consequence of COVID-19. Food safety will be assured through alternative, targeted measures.	-	100.00%	-

Healthy, resilient and engaged communities - Programme Measures

Healthy, resilient and engaged communities - Programme Measures							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.1 Support Community Safety and Reduce Anti-Social Behaviour Page 59	Cllr A McHugh	Richard Webb Rob MacDougall	Activity to reduce crime and anti-social behaviour in Cherwell in March included: Continued education and enforcement with relevant people, in Banbury town centre, under the public space's protection order; COVID-19 compliance patrols within Town Centres and at weekends; Completing reassurance Patrols around Schools following claims of bullying, raised by parents; Regular patrols within local Parks in response to concerns over drug dealing, off-road motorbikes and anti-social behaviour, in general; The seizure of an illegal scrap metal collectors van that was, then, featured by the Banbury Guardian; Social media communications with crime prevention advice and information sharing which was read by over 25,000 people.	Community safety related activity planned for April includes: Local community engagement events around the Easter period; Providing a reassurance presence in the District's parks during the school holidays; A multi-agency proactive operation to raise awareness to knife crime; Supporting the Police in working to ensure safe use of E-Scooters on our roads and pathways; Joint patrols to address an increase in reports of unlicensed scrap metal collectors within the District; Carrying out daytime and evening activity to monitor the High Streets and town centres and night-time economy, as the lockdown restrictions ease.	★	The focus, in April, will be supporting businesses and areas with retail and hospitality businesses to reopen safely as the lockdown restrictions ease. A programme of face-to-face visits will be carried out in Banbury, Bicester and Kidlington centres to advise businesses on the changes to the rules since the last lockdown ended and to ask what support they require from the council. Work is continuing to gather data, in relation to a potential future proposal, for a public space's protection order in Bicester Town Centre.	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>BP4.1.2 Promote Health & Wellbeing</p>	<p>Cllr A McHugh Cllr C Clarke</p>	<p>Ansaf Azhar Nicola Riley</p>	<p>Contain Outbreak Management Fund - 23 parishes have devised programmes and submitted claims totalling £259,000. Love to Ride launch delayed, pending discussions with OCC colleagues around public cycling initiative.</p>	<p>Oversee successful distribution of additional £50,000 Winter Support Grant, via Citizens Advice.</p>	<p>★</p>	<p>Additional Winter Support Grant is to assist families and individuals who have been hardest hit by the COVID-19 crisis. Help comes in the form of grocery vouchers and payment of utility bills.</p>	<p>★</p>
<p>BP4.1.3 Improve Leisure & Community Facilities</p>	<p>Cllr G Reynolds</p>	<p>Ansaf Azhar Nicola Riley</p>	<p>Any improvements to the Leisure facilities has been limited, however, as part of the scheduled programme of works a new pool cover and associated stanchions had been installed, at Kidlington Leisure Centre.</p>	<p>Works have commenced and are nearing completion for the installation of the new audio-visual effects for the spinning studio, at Bicester Leisure Centre. In addition, in April, there are plans to install new height restriction barriers at the entrance to the Leisure Centre, to deter any encampments. A deep clean of the athletics track is also planned as the final part of the athletics track accreditation requirements, at North Oxfordshire Academy. Preparation required across all Leisure Centres, in readiness for re-opening of facilities, on the 12th April.</p>	<p>★</p>	<p>Works have been ongoing to complete new audio-visual lighting installations to the Spin Studio, at Bicester Leisure Centre. Future works are planned as part of the April's milestone.</p>	<p>★</p>

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>BP4.1.4 Support the Voluntary Sector</p> <p>Page 61</p>	Cllr A McHugh	Ansaf Azhar Nicola Riley	<p>Successful year-end closedown of voluntary sector grant schemes, with: Community Capital; Good Cause Community Partners; Community Hubs Emergency Relief and COVID-19 Councillor Priority. Cherwell Food Network – 17 March; North Banbury Network partnership – 18 March; Age Friendly Banbury partnership – 25 March; Community Link March publication to be distributed to voluntary organisations; Two new older people's information & activity sheets produced - March 2021; Support to all Cherwell Community Centre's to help navigate guidance to safely re-open, in April; Wild Bicester initiative launched – encouraging nature volunteering in the town; Winter Warmer initiative delivered throughout March 2021.</p>	<p>Hold the April meeting, of Cherwell Local Strategic Partnership, focusing on Health & Wellbeing. North Banbury Network - 19 April; Grimsbury Network - 20 April; Age Friendly Banbury pop-up engagement event "seeds of hope" - 22 April; CDC & OCVA voluntary organisations training programme will be live - April 2021.</p>	★	<p>Focus of the Local Strategic Partnership (LSP) meeting will be the role played by partner organisations in delivering the priorities of the Oxfordshire Health Improvement Board. Older people's information & activity sheets support those voluntary organisations working with older residents to get vital information out to them and keep them engaged during lock down restrictions; Age Friendly Banbury "seeds of hope" pop-up event will support town by welcoming older residents back into the town centre and help the partnership to engage with individuals and look at what's needed to support them moving forward in the year and to give out information packs; North Banbury Network & Grimsbury Network are local partnerships that bring together key stakeholders and voluntary organisations, from both localities, to work on initiatives together that feed into the Brighter Futures partnership for Banbury.</p>	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.5 Enhanced Community Resilience	Cllr A McHugh	Richard Webb Rob MacDougall	During March, the council continued to work with partners for the COVID-19 pandemic response. The council continued to offer support to people who needed to isolate or were shielding. In addition, council officers supported the vaccination programme, through visiting the addresses of people, in Banbury and Kidlington that had not responded to invitations to book a vaccination.	A programme of work is now under development, jointly with Oxfordshire County Council, which will ensure the council's emergency incident response plans are refreshed and contact information required by the council is up to date. Training is also being planned for senior officers who support the council's duty director-rota to provide initial response to any emergency incident that arises in the district.	★	The community resilience work of the council has been dominated in the last year by the demands of the COVID-19 pandemic response. As the roadmap for easing restrictions progresses the council will be working with Oxfordshire County Council to refresh our overall emergency response arrangements and update our incident response plans. The council will wish to work with local areas on their community resilience plans, reflecting learnings from the pandemic.	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BP4.1.6 Support and Safeguard Vulnerable People	Cllr A McHugh	Ansaf Azhar Nicola Riley	Annual Safeguarding audit approved by Safeguarding Boards. Housing Benefit new claims and change events have been assessed in a timely way, throughout 20-21, so supporting some of our most vulnerable residents. The team have also continued to award Discretionary Housing Payments to help sustain tenancies and, also, Council Tax Hardship payments to those impacted by COVID-19.	Promotion of neglect strategy within CDC.	★	Cherwell District Council continues to take its role in promoting the support for and safeguarding of vulnerable people and children very seriously and is delivering its safeguarding strategy, as planned.	★
BP4.1.7 Promote Healthy Place Making	Cllr A McHugh	Ansaf Azhar Rosie Rowe	Further Dr Bike sessions held in Banbury, Bicester and Kidlington; MECC training (Making Evert Contact Count) run for carers Oxfordshire and volunteers linked with the Banbury mosque; Consultation on Kidlington LCWIP commenced; Funding approval agreed to deliver 4 Health Routes in Banbury.	Publication of heritage walks for Kidlington and surrounding villages; Work to commence on LCWIP, for Banbury; Consultation commenced, on wayfinding scheme, for 4 Health Routes, in Kidlington; Healthy Bicester stakeholder meeting scheduled for 22 April.	★	An LCWIP is a Local Cycling & Walking Infrastructure Plan. It identifies schemes that can make cycling and walking safer and more connected in a place and is key to securing investment into infrastructure improvements. An LCWIP has been completed for Bicester and they are now being developed for Banbury and Kidlington.	★

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Topic and suggested by	Update	Status / Proposed action
<p>***New item*** Teenage Mental Health - In Grimsbury & Hightown, I've seeing a sharp increase in casework relating to children's mental health issues, following the pandemic lockdowns.</p> <p>I would really like to understand what, if anything, is within scope of CDC O&SC to support our 13-19 year olds with mental health issues.</p> <p>Raised by Councillor Perran Moon at the informal session held on 30 June 2021</p>	<p>Initial discussions taking place with officers</p>	<p>Verbal update to be provided at the meeting on 14 July 2021</p>
<p>***New item*** Homelessness within the LGBT community</p> <p>Raised by Councillor Sandy Dallimore at the informal session held on 30 June 2021</p>	<p>More information requested from Councillor Dallimore, to inform initial discussions with officers</p>	<p>Verbal update to be provided at the meeting on 14 July 2021</p>
<p>***New item*** The relationship between the District council and our parishes</p> <p>Raised by Councillor Sandy Dallimore at the informal session held on 30 June 2021</p>	<p>More information requested from Councillor Dallimore, to inform initial discussions with officers</p>	<p>Verbal update to be provided at the meeting on 14 July 2021</p>

Appendix 1

<p>Planning Policy for the District, including the Growth Deal.</p> <p>Raised by Councillor Ian Middleton and 3 former committee members, May 2019</p>	<p>As previously reported, officers from Planning Policy have agreed to attend a future meeting of the Overview and Scrutiny Committee to discuss this subject.</p>	<p>Attendance will be scheduled when appropriate.</p>
<p>Digital Infrastructure/5G (to be considered at the same time as the Cherwell Industrial Strategy due to the synergies between the items)</p> <p>Raised by Councillors Tom Wallis, Bryn Williams and 1 former committee member, May 2019</p>	<p>In light of the COVID pandemic and as part of the council's recovery strategy, the Cherwell Industrial Strategy has been superseded by the emerging Recovery and Prosperity Strategy for Cherwell.</p> <p>This timetable for the work is under review and is currently under the 'items to be allocated' section of the work programme. At the June Executive meeting, the Assistant Director Growth & Economy agreed to a request for an All Member Seminar on the draft Strategy at the appropriate time.</p>	<p>Attendance will be scheduled when appropriate.</p>
<p>Management companies managing new housing developments – is the use of management companies rather than adoption by the Council on the rise, if so, what is the cause of this?</p> <p>Raised by a former committee member, May 2019</p>	<p>All available information circulated to Committee members in late 2019.</p> <p>No information was received from the Member who suggested this topic.</p>	<p>Committee to decide next steps.</p>

Update on items previously submitted to Overview and Scrutiny Committee

This document will be used to track progress of items that have been considered by Overview and Scrutiny Committee prior to submission to another meeting, such as Executive or Full Council.

Item Description	Resolution from Overview & Scrutiny	Outcome
Draft Homelessness and Rough Sleeping Strategy 2021 to 2026 – considered on 12 January 2021 , Minute 41 refers	<ol style="list-style-type: none"> 1. That the draft strategy be noted 2. That Executive be advised the strategy should focus on Social Housing provision rather than Affordable Housing 3. That the Executive be requested to explore the potential of housing co-operatives 	<p>Considered by Executive on 1 March 2021, Minute 105 refers.</p> <ol style="list-style-type: none"> 1. The amended Homelessness and Rough Sleeping Strategy 2021 – 2026 be approved <p>In addition to the resolution the then Lead member for Housing Councillor John Donaldson confirmed that increasing social housing was a priority.</p>
Draft Statement of Licensing Policy – considered on 12 January 2021 , Minute 42 refers	<ol style="list-style-type: none"> 1. That the proposed Statement of Licensing Policy be supported <p>The Committee also requested clarity on the process for notifying Councillors and town/parish councils of Licensing applications in their areas.</p>	<p>Considered by Executive on 1 February 2021, Minute 96 refers.</p> <ol style="list-style-type: none"> 1. The proposed changes to the policy were endorsed 2. Officers were requested to provide feedback to the Overview and Scrutiny Committee in response to their comments regarding...notification to ward members of licensing applications
Overview and Scrutiny Committee Annual Report 2020/21 – considered on 16 March 2021 , Minute 52 refers	<ol style="list-style-type: none"> 1. That the draft Overview and Scrutiny Committee Annual Report for 2020/21 be noted. 	<p>Considered by full Council on 19 May 2021, Item 16 refers.</p> <ol style="list-style-type: none"> 1. The report was noted <p>The Committee fulfilled their Constitutional obligation to provide an annual report.</p>

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Overview and Scrutiny Work Programme 2021-22

Item	Description	Contact Officer
7 September 2021		
Revised CDC Housing Allocation Scheme	Pre-decision scrutiny & policy development: to consider and comment on the scheme	Gillian Douglas – Assistant Director Housing and Social Care Commissioning
Tenancy Strategy and Affordability Statement	Pre-decision scrutiny & policy development: to consider and comment on the scheme before Executive consider at its October meeting	Gillian Douglas – Assistant Director Housing and Social Care Commissioning Frances Evans – Housing Strategy & Development Team Leader
Constitution Annual Review – Start of process	Following the December 2020 updates to the Constitution, the Committee to review the changes and make recommendations to Full Council	Anita Bradley, Director – Law and Governance/Monitoring Officer
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
19 October 2021		
Climate Action Plan – six-monthly update	Performance Monitoring: to receive an update on progress against the climate action plan	Ed Potter – Assistant Director Environmental Services Sandra Fisher-Martins
Performance Monitoring – Quarter 1 2021/2022	Performance Report relating to Quarter 1	Louise Tustian, Head of Insight and Corporate Performance
Community Nature Plan 2020-2022 –	Policy review: An update on progress of the	Nicola Riley, Assistant Director –

Item	Description	Contact Officer
Update on progress	current Community Nature Plan, following the Committee's endorsement of the plan in December 2020.	Wellbeing Sue Marchand, Community Nature Officer - Wellbeing
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
30 November 2021		
Constitution Annual Review	Following the December 2020 updates to the Constitution, the Committee to review the changes and make recommendations to Full Council	Anita Bradley, Director – Law and Governance/Monitoring Officer
Performance Monitoring – Quarter 2 2021/2022	Performance Report relating to Quarter 2	Louise Tustian, Head of Insight and Corporate Performance
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
18 January 2022		
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
15 March 2022		
Overview and Scrutiny Committee Annual Report 2021/22	The Constitution requires that the Overview and Scrutiny Committee submit an annual report to Council. This is an opportunity for the Committee to review the draft Annual	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections

Item	Description	Contact Officer
	Report	
Performance Monitoring – Quarter 3 2021/2022	Performance Report relating to Quarter 3	Louise Tustian, Head of Insight and Corporate Performance
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
Items to be allocated		
New Item COVID Response – Recovery Planning and Lessons Learnt	Following a COVID update report to Executive on 5 July 2021 , a programme of engagement with the O&S Committee, all members and key partners will be developed	Robin Rogers, Programme Director COVID Response
Safeguarding Annual Audit	To endorse the annual Safeguarding Audit response	Nicola Riley, Assistant Director - Wellbeing
Business Planning for 2022/2023	Information/Briefing for the Committee ahead of Business Planning for 2022 onwards	Louise Tustian, Head of Insight and Corporate Performance
Recovery and Prosperity Strategy for Cherwell (formerly the Cherwell Industrial Strategy)	Policy development: To consider and contribute to the development of the Recovery and Prosperity Strategy for Cherwell (formerly the Cherwell Industrial Strategy)	Robert Jolley – Assistant Director Growth and Economy
Local Plan Update	Following queries raised by the Committee – this will be scheduled at the appropriate time	David Peckford, Assistant Director Planning and Development
Management Companies Managing	Query raised by the Committee about use	Ed Potter – Assistant Director

Item	Description	Contact Officer
New Housing Developments	of management companies rather than tow/parish councils taking on responsibility for green spaces. Presentation to be scheduled to advise the Committee of the council's policy	Environmental Services

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

7 September 2021; 19 October 2021; 30 November 2021; 18 January 2022; 15 March 2022

Work Programme Items:

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

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