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Cherwell District Council

Council

Minutes of a meeting of the Council held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 27 February 2023 at 6.30 pm

Present:

Councillor Les Sibley (Chairman)
Councillor Jason Slaymaker (Vice-Chairman)
Councillor Hannah Banfield
Councillor Andrew Beere
Councillor Rebecca Biegel
Councillor Nathan Bignell
Councillor Maurice Billington
Councillor John Broad
Councillor Hugo Brown
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Patrick Clarke
Councillor Ian Corkin
Councillor Gemma Coton
Councillor Andrew Crichton
Councillor Sandy Dallimore
Councillor John Donaldson
Councillor Donna Ford
Councillor Ian Harwood
Councillor David Hingley
Councillor Matt Hodgson
Councillor Simon Holland
Councillor Nicholas Mawer
Councillor Fiona Mawson
Councillor Ian Middleton
Councillor Perran Moon
Councillor Adam Nell
Councillor Dr Chukwudi Okeke
Councillor Angus Patrick
Councillor Lynn Pratt
Councillor Chris Pruden
Councillor Eddie Reeves
Councillor George Reynolds
Councillor Dan Sames
Councillor Katherine Tyson
Councillor Dorothy Walker
Councillor Amanda Watkins
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Bryn Williams
Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence:

Councillor Mike Bishop
Councillor Colin Clarke
Councillor Jean Conway
Councillor Nick Cotter
Councillor Kieron Mallon
Councillor Richard Mould

Officers:

Yvonne Rees, Chief Executive
Stephen Hinds, Corporate Director Resources
Shiraz Sheikh, Assistant Director Law, Governance & Democratic Services/Monitoring Officer
Joanne Kaye, Head of Finance and Deputy S151 Officer
Lynsey Parkinson, Finance Business Partner – Corporate
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Ian Boll, Corporate Director Communities
Michael Furness, Assistant Director Finance & S151 Officer
Shona Ware, Assistant Director Customer Focus

61 **Declarations of Interest**

There were no declarations of interest.

62 **Welcome**

The Chairman welcomed Members and officers to the meeting.

63 **Communications**

Councillor Cotter

Councillor Cotter's apologies had been reported to the meeting. Due to illness, with the support of his Group Leader Councillor Tyson, Councillor Cotter had asked that Council agree a dispensation from attending meetings until the May elections.

Council agreed the dispensation request. On behalf of Council, the Chairman extended best wishes to Councillor Cotter.

Committee Membership Change

The Leader of the Conservative Group, Councillor Wood, advised Council of a Conservative Group committee membership changes. Councillors Dallimore

and Williams had switched as named and full Committee member on Planning Committee.

Chairman's Engagements

A copy of the events attended by the Chairman was published with the agenda.

Chairman's Afternoon Tea

The Chairman reported that his Charity Afternoon Tea was held on Sunday 18 February and thanked everyone who had attended and donated. It was a very successful event with funds raised going to Alexandra House of Joy, the charity he was supporting during his term as Chairman.

Meeting Length

The Chairman referred to the email that had been sent all Councillors from the Monitoring Officer. It was the responsibility of all Councillors to ensure that the district council sets a lawful budget by 11 March. This was therefore the most important item on our agenda this evening and I will be ensuring that we allow enough time to debate the budget.

Due to the length of the agenda, out of courtesy to other Members, the Chairman asked Members to remain in their seat during items and advised, if needed, he would adjourn the meeting to allow for a comfort break at a suitable point.

Members' Pigeon Holes

Members were reminded to check their pigeon hole and take any post.

Resolved

- (1) That a dispensation to the date of the local elections, 4 May 2023, be granted to Councillor Cotter.
- (2) That the Conservative Group amendments to the Planning Committee membership be noted:
 - Councillor Dallimore: from named substitute to full Committee member
 - Councillor Williams: from full Committee member to named substitute

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

There were no petitions or requests to address the meeting.

65 **Urgent Business**

There were no items of urgent business.

66 **Minutes of Council**

The minutes of the meeting held on 19 December 2022 were agreed as a correct record and signed by the Chairman.

67 **Minutes**

a) **Minutes of the Executive, Portfolio Holder Decisions and Executive Decisions made under Special Urgency**

Resolved

That the minutes of the meeting of the Executive and Lead Member decisions as set out in the Minute Book be received and that it be noted that since the last meeting of Council on 18 December 2022, no decisions had been taken by the Executive which were not included in the 28 day notice.

b) **Minutes of Committees**

Resolved

That the minutes of Committees as set out in the Minute Book be received.

68 **Questions**

a) **Written Questions**

The Chairman advised Council that two written question, addressed to the Leader of the Council, Councillor Wood, had been submitted with advance notice in accordance with the Constitution and had been published with the agenda. Responses to the questions had been published as a supplement to the agenda (and were an annex to the Minutes as set out in the Minute Book).

The first question was from Councillor Broad in relation to the Pan Regional Partnership (PRP).

By way of a supplementary question, Councillor Broad queried the inclusion of the OxCam ARC in the budget papers when the PRP was changing. The Leader explained that the PRP was a bottom up entity and there was no longer a centralised strategic plan rather an ongoing willingness to work together. The new organisation was currently in shadow form and when it stood up in the summer, the Overview and Scrutiny Committee may wish to consider inviting the independent PRP Chair to attend one of their meetings.

The second question was from Councillor Middleton in relation to the 5 year housing land supply.

By way of a supplementary question and referring to the Leader's published response, Councillor Middleton queried if the new formula would be applied to

the Cherwell Local Plan 2040. The Leader highlighted that there was a difference between information for monitoring reports and local plan making and offered to arrange an officer response if Councillor Middleton wished to have any further clarification.

b) Questions to the Leader of the Council

Questions were asked and answers received on the following issues:

Councillor Cherry: Fly tipping at Harlech Close, Banbury

Councillor Cherry: Woodgreen Avenue car park lights

Councillor Watkins: Cars and bicycles using pedestrianised areas in Banbury Town Centre

Councillor Woodcock: One year anniversary of the invasion of Ukraine and ongoing support by CDC

Councillor Pruden: Working with residents to build communities at Graven Hill

Councillor Mawer: Housing for Ukrainian refugees

Councillor Reynolds: Agenda length

Councillor Reynolds: Work from Home policy for Cherwell employees

Councillor Patrick: Lobbying central Government to support hybrid committee and parish meetings

c) Questions to Committee Chairmen on the Minutes

There were no questions to Committee Chairman on the minutes of meetings.

69

Members' Allowances 2023/2024

The Assistant Director Law and Governance and Monitoring Officer submitted a report to determine the levels of the allowances to be paid to Members for the forthcoming 2023/2024 financial year and proposed changes to the Members Allowance Scheme following the consideration of the report of the Council's Independent Remuneration Panel.

Resolved

- (1) That, having given due consideration, the Independent Remuneration Panel's recommendations be adopted and the following levels of allowances to be included in the 2023/2024 Members' Allowance Scheme be agreed:
 - That the Basic Allowance be increased by 2.75% in line with the agreed staff cost of living pay award for 2023/2024 & rounded up to give 12 equal payments.
 - Basic Allowance - £4836
 - That, a Special Responsibility Allowance (SRA) for the Chairman of the Council be introduced at the same rate as the basic allowance at £4704, backdated to 18 May 2022 (the date the current Council Chairman took up office) and that this replaces the current £2000 civic allowance and that this SRA be increased by 2.75%, in line

with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments.

- Chairman of the Council - £4836
- That the respective Leader and Deputy Leader Special Responsibility Allowances be combined with the Special Responsibility Allowance to Executive Members holding a portfolio, to become a single Special Responsibility Allowance for each role and it be noted that there is no change to the SRAs paid, rather the change ensures greater transparency.
- That Special Responsibility Allowances for the Leader, Deputy Leader, Executive Members holding a Portfolio, Leader of the Opposition, Chairman of Accounts, Audit and Risk Committee, Chairman of Budget Planning Committee, Chairman of Overview and Scrutiny Committee and Chairman of Planning Committee be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up to give 12 equal payments.
 - Leader of the Council - £15,408
 - Deputy Leader of the Council - £9936
 - Executive Members Holding a Portfolio - £7188
 - Leader of the Opposition - £3324
 - Chairman of the Accounts, Audit & Risk Committee - £3996
 - Chairman of the Budget Planning Committee - £3996
 - Chairman of the Overview and Scrutiny Committee - £3996
 - Chairman of the Planning Committee - £4788
- That the current arrangement for ad-hoc Special Responsibility Allowance payments to the Chairmen of the Licensing Committee, Personnel Committee and Standards Committee end and that fixed Special Responsibility Allowances be paid to reflect that these committees now have scheduled meetings (2 each for Licensing Committee and Standards Committee and 4 for Personnel Committee) and it be agreed that, as the fixed SRA was based on 2022/2023 allowance levels, the SRAs be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments.
 - Chairman of the Licensing Committee - £852
 - Chairman of the Personnel Committee - £1428
 - Chairman of the Standards Committee - £852
- That, as the Appeals Panel will continue to meet on an ad-hoc basis, there be no change to arrangements for Special Responsibility Allowance arrangements for the Appeals Panel Chairman, but the Allowance be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments:
 - Chairman of the Appeals Panel - £288 SRA plus £288 per meeting to a capped limit of £1728
- That a cap on the number of Special Responsibility Allowances paid to an individual councillor be introduced for the exceptional case that a councillor occupies two or more positions qualifying for an SRA, and that the limit be a maximum of two Special Responsibility Allowances be paid to one councillor at any one time.

- That the Co-optee and Independent Person Allowance be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments and that the roles be separated within the Members' Allowance Scheme:
 - Co-optee Allowance - £828
 - Independent Persons Allowance - £828
 - That Dependents' Carers' and Childcare Allowances remain at the current level, are paid on the basis of the actual costs incurred up to the maximum hourly rate set out below and to a maximum cap of 40 hours per month and are subject to the submission of receipts, with the restriction extended so neither allowance can be paid to a member of the claimant's household.
 - Childcare £10 per hour
 - Dependent relative care £20 per hour
 - That mileage remains at the current level in line with HMRC approved mileage rates and if any adjustments are implemented by HMRC then the revised rates should be applied to Members travel allowances at the date of implementation by HMRC.
 - Bicycles 20p per mile
 - Motorcycles 24p per mile
 - Motor vehicles 45p per mile
 - Electric or specialised vehicles 45p per mile
 - That there be no change to the subsistence allowances payable up to the maximum amount:
 - Breakfast allowance £6.02
 - Lunch allowance £8.31
 - Evening allowance £10.29
 - That Democratic Services continue to book overnight accommodation, if required.
 - That no change to the list of approved duties be made at this time but the Assistant Director Law and Governance be requested to seeks details from Members of attendance at Parish Council meetings as part of the next review of Members' Allowances for further consideration for potential inclusion in the list of approved duties.
 - That Non-Executive Director Allowances be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments and that expenses be paid at the same levels set out at (j), (k) and (l) above and costs recharged to the relevant company:
 - Non-Executive Directors Graven Hill Village Holding Company Limited - £4788
- (2) That the Assistant Director Law and Governance be authorised to prepare an amended Members' Allowances Scheme, in accordance with the decisions of Council for implementation with effect from 1 April 2023.
- (3) That the Assistant Director Law and Governance be authorised to take all necessary action to revoke the current (2022/2023) Scheme and to

publicise the revised Scheme pursuant to The Local Authorities (Member's Allowances)(England) Regulations 2003 (as amended).

- (4) That the Independent Remuneration Panel be thanked for its report and set a fee of £300 for each Panel Member for the work carried out on this review and propose the same level of fee for any reviews carried out in 2023/2024 capped at a maximum of £1200 per person, which could be funded from existing budgets.

70 **Budget Setting for 2023/24 and the Medium-Term Financial Strategy up to 2027/28**

Prior to consideration of the item, the Chairman advised that no amendments to the budget had been notified and the item would therefore be debated as published in the agenda. It was convention for the estimates to be taken as one integrated set of financial figures and it was not appropriate to debate the revenue and capital estimates and the Business Plan separately.

The Chairman reminded Members that the arrangements for debating the budget were set out in the meeting procedure rules. The proposer, when presenting the budget, and Group Leaders (or their nominated representative) when responding to the budget may speak for up to 10 minutes. All other speakers had a three minute time limit.

The Assistant Director of Finance (S151 Officer) submitted a report which was the culmination of the Budget and Business Planning process for 2023/24 to 2027/28 and set out the Executive's proposed Business Plan and related revenue budget for 2023/24, medium term financial strategy to 2027/28, capital programme to 2027/28 and all supporting policies, strategies, and information.

The Portfolio Holder for Finance, Councillor Nell, paid tribute to the Assistant Director of Finance and the finance team who had worked hard on the budget process and submitted a balanced budget to Council against a difficult financial backdrop. Councillor Nell also thanked the Budget Planning Committee and Accounts, Audit and Risk Committee for their hard work supporting the budget setting and business plan process.

Having presented the report, Councillor Nell proposed the adoption of the Business Plan and related revenue budget for 2023/24, medium term financial strategy to 2027/28, capital programme to 2027/28 and all supporting policies, strategies and information. Councillor Wood seconded the proposal.

Councillor Hingley, on behalf of the Progressive Oxfordshire Group, addressed Council in response to the budget.

Councillor Woodcock, on behalf of the Labour Group, addressed Council in response to the budget.

Councillor Webster, on behalf of the Independent Group, addressed Council in response to the budget.

A recorded vote was taken, and Members voted as follows:

Councillor Hannah Banfield	Against
Councillor Andrew Beere	Against
Councillor Rebecca Biegel	Against
Councillor Nathan Bignell	For
Councillor Maurice Billington	For
Councillor John Broad	Abstain
Councillor Hugo Brown	For
Councillor Phil Chapman	For
Councillor Mark Cherry	Against
Councillor Patrick Clarke	For
Councillor Ian Corkin	For
Councillor Gemma Coton	Abstain
Councillor Andrew Crichton	Against
Councillor Sandy Dallimore	For
Councillor John Donaldson	For
Councillor Donna Ford	For
Councillor Ian Harwood	For
Councillor David Hingley	Abstain
Councillor Matt Hodgson	Against
Councillor Simon Holland	For
Councillor Nick Mawer	For
Councillor Fiona Mawson	Abstain
Councillor Ian Middleton	Abstain
Councillor Perran Moon	Against
Councillor Adam Nell	For
Councillor Dr Chukwudi Okeke	Against
Councillor Angus Patrick	Abstain
Councillor Lynn Pratt	For
Councillor Chris Pruden	Abstain
Councillor Eddie Reeves	For

Councillor George Reynolds	For
Councillor Dan Sames	For
Councillor Les Sibley	For
Councillor Jason Slaymaker	For
Councillor Katherine Tyson	Abstain
Councillor Dorothy Walker	Abstain
Councillor Amanda Watkins	Against
Councillor Douglas Webb	For
Councillor Fraser Webster	For
Councillor Bryn Williams	For
Councillor Barry Wood	For
Councillor Sean Woodcock	Against

Resolved

- (1) That, having due regard, the statutory report of the Chief Finance Officer (Section 25 report) be noted.
- (2) That the proposed Fees and Charges schedule for 2023/24 (annex to the Minutes as set out in the Minute Book) be approved and it be noted that statutory notices would be placed where required.
- (3) That, having given due consideration, the Equality Impact Assessment of the Budget be noted.
- (4) That a pension fund prepayment for the years 2023/24 – 2025/26 of £5.7m be approved.
- (5) That the Business Plan and Annual Delivery Plan (annexes to the Minutes as set out in the Minute Book) be approved.
- (6) That the net revenue budget for the financial year commencing on 1 April 2023, as set out in annexes to the Minutes (as set out in the Minute Book) be approved.
- (7) That the Medium Term Financial Strategy and Revenue Budget 2023/24, including the Savings Proposals, and Pressures, as set out in annexes to the Minutes (as set out in the Minute Book) be approved.
- (8) That an increase in the Basic Amount of Council Tax for Cherwell District Council for the financial year beginning on 1 April 2023 of £5, resulting in a Band D charge of £148.50 per annum be agreed.
- (9) That, for long term empty properties, an additional Council Tax premium charge of 100 percent for properties empty for two years or

more, 200 percent for properties empty 5 years or more and 300 percent for properties empty 10 years or more be approved.

- (10) That the removal of the 25 percent discount currently available for 12 months to properties that are uninhabitable or undergoing structural repairs be approved.
- (11) That the Capital Bids 2023/24 and Capital Programme 2023/24 – 2027/28 (annexes to the Minutes as set out in the Minute Book) be approved.
- (12) That the Capital and Investment Strategy 2023/24 and revised 2022/23, including the Minimum Revenue Provision (MRP) Policy (annexes to the Minutes as set out in the Minute Book) be approved.
- (13) That the Treasury Management Strategy 2023/24, including the Prudential Indicators, and Affordable Borrowing Limit for 2023/24 (annex to the Minutes as set out in the Minute Book) be approved.
- (14) That a minimum level of General Balances of £6m as supported in the annex to the Minutes (as set out in the Minute Book) be approved.
- (15) That the Reserves Policy (annex to the Minutes as set out in the Minute Book) be approved.
- (16) That the medium-term reserves plan (annex to the Minutes as set out in the Minute Book) be approved.
- (17) That the Pay Policy Statement, as required by the Localism Act 2010, (annex to the Minutes as set out in the Minute Book) be approved.

71 **Adjournment of Council Meeting**

The Leader of the Council, Councillor Wood, confirmed that he did not require Council to adjourn to allow Executive to meet discuss any issues arising from the budget.

72 **Calculating the amounts of Council Tax for 2023/24 and setting the Council Tax for 2023/24**

The Assistant Director of Finance submitted a report to detail the calculations for the amounts of Council Tax for 2023/24 and the setting of Council Tax for 2023/24.

A recorded vote was taken, and Members voted as follows

Councillor Hannah Banfield	Abstain
Councillor Andrew Beere	Against

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Councillor Rebecca Biegel	Against
Councillor Nathan Bignell	For
Councillor Maurice Billington	For
Councillor John Broad	For
Councillor Hugo Brown	For
Councillor Phil Chapman	For
Councillor Mark Cherry	Against
Councillor Patrick Clarke	For
Councillor Ian Corkin	For
Councillor Gemma Coton	For
Councillor Andrew Crichton	Against
Councillor Sandy Dallimore	For
Councillor John Donaldson	For
Councillor Donna Ford	For
Councillor Ian Harwood	For
Councillor David Hingley	Abstain
Councillor Matt Hodgson	Against
Councillor Simon Holland	For
Councillor Nick Mawer	For
Councillor Fiona Mawson	For
Councillor Ian Middleton	Abstain
Councillor Perran Moon	Against
Councillor Adam Nell	For
Councillor Dr Chukwudi Okeke	Against
Councillor Angus Patrick	For
Councillor Lynn Pratt	For
Councillor Chris Pruden	For
Councillor Eddie Reeves	For
Councillor George Reynolds	For
Councillor Dan Sames	For
Councillor Les Sibley	For
Councillor Jason Slaymaker	For
Councillor Katherine Tyson	For
Councillor Dorothy Walker	For

Councillor Amanda Watkins	Against
Councillor Douglas Webb	For
Councillor Fraser Webster	For
Councillor Bryn Williams	For
Councillor Barry Wood	For
Councillor Sean Woodcock	Against

Resolved

- (1) That it be noted that the Council Tax Base 2023/24 was determined at the Executive meeting held on 9 January 2023:
 - a) for the whole Council area as 58,184.30 [item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (“the 1992 Act”)]; and
 - b) For dwellings in those parts of its area to which a Parish Precept relates as in the attached annex to the Minutes (as set out in the Minute Book).
- (2) That it be agreed that the Council Tax requirement for the Council’s own purposes for 2023/24 (excluding Parish Precepts and Special Expenses) be £8,640,369.
- (3) That the following amounts be calculated for the year 2023/24 in accordance with Sections 31 to 36 of the 1992 Act:
 - a) £131,520,045 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the 1992 Act, taking into account all precepts issued to it by Parish Councils and any additional special expenses.
 - b) £116,837,989 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the 1992 Act.
 - c) £14,682,056 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the 1992 Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the 1992 Act).
 - d) £252.34 being the amount at 3(c) above (Item R), all divided by Item T (6(a) above), calculated by the Council, in accordance with Section 31B of the 1992 Act, as the basic amount of its Council Tax for the year (including Parish Precepts and Special Expenses).

- e) £6,041,687 being the aggregate amount of all special items (Parish Precepts and Special Expenses) referred to in Section 34(1) of the 1992 Act as per the attached annex to the Minutes (as set out in the Minute Book).
- f) £148.50 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T(1(a) above), calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept or special item relates.
- (4) That it be noted that for the year 2023/24, Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley have issued precepts to the Council, in accordance with Section 40 of the 1992 Act, for each category of dwellings in the Council's area as indicated below:

Valuation Band	Oxfordshire County Council	Police and Crime Commissioner for Thames Valley
	£	£
A	1,156.02	170.85
B	1,348.69	199.33
C	1,541.36	227.80
D	1,734.03	256.28
E	2,119.37	313.23
F	2,504.71	370.18
G	2,890.05	427.13
H	3,468.06	512.56

- (5) That the Council, in accordance with Sections 30 and 36 of the 1992 Act, hereby sets the amounts shown in the annex to the Minutes (as set out in the Minute Book) as the amounts of Council Tax for the year 2023/24 for each part of its area and for each of the categories of dwellings.
- (6) That the Council has determined that its relevant basic amount of Council Tax for 2023/24 is not excessive in accordance with principles approved under Section 52ZB of the 1992 Act.

LGA Corporate Peer Challenge 2023

The Chief Executive submitted a report to present the findings of and resulting activity in line with the council's Corporate Peer Challenge, which was carried out by the Local Government Association (LGA) in November 2022. The Corporate Peer Challenge had provided a very positive picture of the Council and had recognised the considerable achievement of responding to the covid

pandemic and decoupling its partnership from Oxfordshire County Council, during which service delivery for its residents was always at the centre of its decision making. The recommendations were all in line with current activity and provided a powerful base from which the organisation could move forward as a standalone and ambitious District Council – one that took pride in putting our residents and communities at the heart.

Resolved

- (1) That the Local Government Association Corporate Peer Challenge report (annex to the Minutes as set out in the Minute Book) be endorsed.
- (2) That the Corporate Peer Challenge Action Plan (annex to the Minutes as set out in the Minute Book) be approved.
- (3) That the progress that has already been made towards the Peer Review recommendations, which are set out in the proposed Action Plan, be noted.

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Updates to Constitution

The Monitoring Officer submitted a report which sought agreement to updates to the Constitution. The Constitution was the document by which, in accordance with the law, the Council exercised all its powers and duties. It was essential that it was reviewed to ensure it remained fit for purpose.

Following the decoupling from Oxfordshire County Council and implementation of the new senior management structure the Scheme of Delegation and Contract Rules of Procedure were identified as a priority for review and amendment and the action to do so was included in the Council's Annual Delivery Plan. There were also committee changes proposed.

Resolved

- (1) That the amendments to the Constitution in relation to the Officer Scheme of Delegation, Contract Procedure Rules, Personnel Committee terms of reference, Appeals Panel terms of reference, Shareholder Committee terms of reference and Accounts, Audit and Risk Committee terms of reference be agreed.
- (2) That authority be delegated to the Monitoring Officer to make the amendments to the Constitution, including a delegation to make textual amendments to address any inconsistencies or correct any cross-referencing errors arising from or as a consequence of the amendments (insofar as the Monitoring Officer does not already have such a delegation).

75

Revisions to the Council's Taxi and Private Hire Licensing Policy

The Assistant Director of Regulatory Services & Community Safety submitted a report which sought approval of revisions to the Council's Taxi and Private Hire Licensing Policy following public consultation.

The Council had a statutory duty to ensure the proper administration of taxi licensing legislation in the district. Taxi services were an important part of the local economy and therefore fulfilling this statutory duty contributed to the Council's priority to ensure the district had an enterprising economy with strong and vibrant local centres. The primary purpose of the licensing regime was to promote public safety and therefore the Council's work to licence taxi drivers, vehicles and operators also supported the commitment to work with partners to reduce crime and antisocial behaviour. Further, the proposed revisions to the licensing policy included measures to reduce the carbon emissions of the taxi fleet in support of the council's commitment to protect the environment and to help achieve net zero targets.

Resolved

- (1) That the work undertaken to prepare a revised and updated Taxi and Private Hire Licensing Policy and the outcomes of the public consultation on that revised policy be noted.
- (2) That the revised Taxi and Private Hire Licensing Policy and supporting appendices (annex to the Minutes as set out in the Minute Book) be approved.

76

Appointment of Independent Persons to Accounts, Audit and Risk Committee

The Monitoring Officer submitted a report to appoint Independent Persons to the Accounts, Audit and Risk Committee.

Resolved

- (1) That the membership of the Accounts, Audit and Risk Committee be amended to include two Independent Persons (non-voting).
- (2) That the appointment of Sarah Thompson as an Independent Person for a four year term expiring on the date of the February Council meeting in 2027 be endorsed and authority delegated to the Monitoring Officer to make the appointment.
- (3) That the appointment of Harry Lawson as an Independent Person for a four year term expiring on the date of the February Council meeting in 2027 be endorsed and authority delegated to the Monitoring Officer to make the appointment.
- (4) That it be noted that the appointment of Independent Persons may be renewable in 2027 for a further term of four years subject to the

Independent Persons wishing to continue in the role and Council agreeing the renewal of the appointment.

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Motions

The Chairman advised that three motions had been submitted. No amendments to any of the motions had been submitted. In line with the Constitution, no amendments were now permitted.

Motion One: Children's health, wellbeing and access to educational provision

It was proposed by Councillor Reeves and seconded by Councillor Nell that the following motion be adopted.

"This Council notes with concern Oxfordshire County Council's decision to withdraw school bus services under its Spare Seats scheme without parental or wider public consultation.

Oxfordshire's Spare Seats programme has offered children a safe and affordable bus service to school for over 35 years, the scheme having largely been cost-neutral throughout its operation. Under the scheme, families are offered spare seats for their children on school buses taking children eligible for free home-to-school transport at reasonable cost.

Following a decision by Oxfordshire County Council, nearly 10 routes in predominantly rural areas are set to be cancelled from September 2023, with more set to follow as contracts are retendered. This decision will affect the 1-WA17 route serving the Warriner School and the 2-ML05 route to the Marlborough CoE School. Over the medium term, as many as 1,384 students could be affected.

Oxfordshire County Council has defended its decision on the basis that it has no legal obligation to operate the scheme, adding that its continuation:

"would incur a financial cost and reinforces children travelling to schools further away than their nearest school".

This Council strongly disagrees with this reinterpretation of what has been established policy and practice. For clarity, it does so on financial grounds as well as for reasons of personal choice, child safety and environmental protection.

This Council asks the Leader of the Council to write to the Leader and Deputy Leader of Oxfordshire County Council to urge them to reverse their decision as a matter of urgency."

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was carried with twenty-three votes for, nine against and ten abstentions.

Motion Two: Housing Affordability Mix

It was proposed by Councillor Middleton and seconded by Councillor Banfield that the following motion be adopted:

“Providing truly affordable housing is one of the highest priorities for this council. However, our policies currently mandate that only 30-35% of new housing should be designated affordable.

In contrast we have recently accepted Oxford City council’s affordability ratio of 50% for new housing built in Cherwell to meet their needs. It would seem equitable that we should give the same consideration to Cherwell families and residents who are also in desperate need of affordable housing in the district.

As the Cherwell 2040 Local Plan has now been further delayed and will be subject to revision, we have a timely opportunity to correct this imbalance and include an increase in our own affordability requirement for future housing developments within Cherwell. This will show our commitment to our own residents is as great as it is to those from the city.

This Council requests that the Executive consider including an affordable element of at least 50% within future housing developments and that this be included as a requirement in the emerging Local Plan 2040 along with a clear definition of what affordable housing encompasses.

We also request that the Leader writes to the Secretary of State for Levelling Up, Housing and Communities to request that his department urgently commissions a review of both affordability criteria and guarantees of profit margins which allow developers to adjust affordability ratios based on Gross Development Values and Viability Assessments.”

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was carried with forty votes for, none against and two abstentions.

Motion Three: London Road Crossing, Bicester

It was proposed by Councillor Pruden and seconded by Councillor Coton that the following motion be adopted.

“The government recommitted in the 2022 Autumn Statement to the delivery of East West Rail (EWR). In 2021, EWR consulted on a series of proposals to address the fact that increased train frequency would, in due course, require the level crossing at London Road, Bicester, to be closed. The Chief Executive of EWR told a meeting of local elected representatives on 13 January that EWR would publish its proposals for the whole line by June.

This Council:

- Strongly supports East West Rail as it will increase opportunities for lower carbon
- travel and support sustainable growth and opportunity;

- Notes that the closure of the London Road would sever the road connection between the south-east of Bicester and the town centre;
- Believes that it must be a priority, working with Oxfordshire County Council and East West Rail, to find a sustainable, funded solution that continues to provide a suitable rail crossing for cars, cycles and pedestrians at or near London Road;
- Recognises that the next four months are critical to ensuring that this solution is adequately funded by EWR and national government, given that the new line is of national importance while the negative impact of closing London Road would fall on the local community in Bicester;
- Resolves to ask the Leader to write to the Chief Executive of East West Rail, stating this Council's support for a new railway crossing at or near London Road that is suitable for cars, cycles and pedestrians."

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was unanimously agreed.

Resolved

- (1) That the following motion be adopted:

"This Council notes with concern Oxfordshire County Council's decision to withdraw school bus services under its Spare Seats scheme without parental or wider public consultation.

Oxfordshire's Spare Seats programme has offered children a safe and affordable bus service to school for over 35 years, the scheme having largely been cost-neutral throughout its operation. Under the scheme, families are offered spare seats for their children on school buses taking children eligible for free home-to-school transport at reasonable cost.

Following a decision by Oxfordshire County Council, nearly 10 routes in predominantly rural areas are set to be cancelled from September 2023, with more set to follow as contracts are retendered. This decision will affect the 1-WA17 route serving the Warriner School and the 2-ML05 route to the Marlborough CoE School. Over the medium term, as many as 1,384 students could be affected.

Oxfordshire County Council has defended its decision on the basis that it has no legal obligation to operate the scheme, adding that its continuation:

"would incur a financial cost and reinforces children travelling to schools further away than their nearest school".

This Council strongly disagrees with this reinterpretation of what has been established policy and practice. For clarity, it does so on financial grounds as well as for reasons of personal choice, child safety and environmental protection.

This Council asks the Leader of the Council to write to the Leader and Deputy Leader of Oxfordshire County Council to urge them to reverse their decision as a matter of urgency.”

(2) That the following motion be adopted:

“Providing truly affordable housing is one of the highest priorities for this council. However, our policies currently mandate that only 30-35% of new housing should be designated affordable.

In contrast we have recently accepted Oxford City council’s affordability ratio of 50% for new housing built in Cherwell to meet their needs. It would seem equitable that we should give the same consideration to Cherwell families and residents who are also in desperate need of affordable housing in the district.

As the Cherwell 2040 Local Plan has now been further delayed and will be subject to revision, we have a timely opportunity to correct this imbalance and include an increase in our own affordability requirement for future housing developments within Cherwell. This will show our commitment to our own residents is as great as it is to those from the city.

This Council requests that the Executive consider including an affordable element of at least 50% within future housing developments and that this be included as a requirement in the emerging Local Plan 2040 along with a clear definition of what affordable housing encompasses.

We also request that the Leader writes to the Secretary of State for Levelling Up, Housing and Communities to request that his department urgently commissions a review of both affordability criteria and guarantees of profit margins which allow developers to adjust affordability ratios based on Gross Development Values and Viability Assessments.”

(3) That the following motion be adopted:

“The government recommitted in the 2022 Autumn Statement to the delivery of East West Rail (EWR). In 2021, EWR consulted on a series of proposals to address the fact that increased train frequency would, in due course, require the level crossing at London Road, Bicester, to be closed. The Chief Executive of EWR told a meeting of local elected representatives on 13 January that EWR would publish its proposals for the whole line by June.

This Council:

- Strongly supports East West Rail as it will increase opportunities for lower carbon
- travel and support sustainable growth and opportunity;

- Notes that the closure of the London Road would sever the road connection between the south-east of Bicester and the town centre;
- Believes that it must be a priority, working with Oxfordshire County Council and East West Rail, to find a sustainable, funded solution that continues to provide a suitable rail crossing for cars, cycles and pedestrians at or near London Road;
- Recognises that the next four months are critical to ensuring that this solution is adequately funded by EWR and national government, given that the new line is of national importance while the negative impact of closing London Road would fall on the local community in Bicester;
- Resolves to ask the Leader to write to the Chief Executive of East West Rail, stating this Council's support for a new railway crossing at or near London Road that is suitable for cars, cycles and pedestrians."

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Chairman's Closing of the Meeting

Prior to closing the meeting and having regard to the meeting being the last Full Council meeting prior to the 4 May local elections, the Chairman thanked all Councillors who may not be standing and extended best wishes to all Councillors seeking re-election.

The meeting ended at 10.10 pm

Chairman:

Date:

Lawyer Hourly Rates / Fees				
Fees and Charges	Proposed Fee 23-24 (Excl. VAT) National 1	Actual Increase	% Increase	Statutory/ Discretionary?
Solicitors and legal executives with over 8 years qualified experience	£261.00	£0.00	0.0%	Discretionary
Solicitors and legal executives with over 4 years qualified experience	£218.00	£0.00	0.0%	Discretionary
Other solicitors or legal executives and fee earners of equivalent experience	£178.00	£0.00	0.0%	Discretionary
Trainee solicitors, paralegals and other fee earners	£126.00	£0.00	0.0%	Discretionary

Appendix 7 - Fees and Charges Schedule

Planning					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Planning Application fees					
1. Erection of dwellings					
(1) Where the application is for outline planning permission and:					
(a) Site does not exceed 2.5 hectares (£462 per 0.1 Ha) (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(b) Site exceed 2.5 hectares (£11,432; and an additional £138 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £150,000) (No VAT)	£11,432.00	£11,432.00	£0.00	0.0%	Statutory
1A) Where the application is for permission in principle (£402 for each 0.1 hectare of the site area) (No VAT)	£402.00	£402.00	£0.00	0.0%	Statutory
(2) In other cases:					
(a) Where the number of dwellinghouses to be created by the development is 50 or fewer (£462 for each dwellinghouse) (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(b) Where the number of dwellinghouses to be where the number of dwellinghouses to be created by the development exceeds 50 (£22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000) (No VAT)	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
2. The erection of buildings					
(1) Where the application is for outline planning permission and:					
(a) The site area does not exceed 2.5 hectares (£462 for each 0.1 hectare of the site area) (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(b) The site area exceeds 2.5 hectares (£11,432; and an additional £138 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £150,000) (No VAT)	£11,432.00	£11,432.00	£0.00	0.0%	Statutory
1A) Where the application is for permission in principle (£402 for each 0.1 hectare of the site area) (No VAT)	£402.00	£402.00	£0.00	0.0%	Statutory
(2) In other cases:					
(a) Where no floor space is to be created by the development (No VAT)	£234.00	£234.00	£0.00	0.0%	Statutory
(b) Where the area of gross floor space to be created by the development does not exceed 40 square metres (No VAT)	£234.00	£234.00	£0.00	0.0%	Statutory
(c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(d) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres (for each 75 square metres of that area) (No VAT)	£462.00	£462.00	£0.00	0.0%	Statutory
(e) where the area of gross floor space to be created by the development exceeds 3750 square metres. Additional £138 for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £300,000	£22,859.00	£22,859.00	£0.00	0.0%	Statutory

Appendix 7 - Fees and Charges Schedule

Planning					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes.					
(1) where the application is for outline planning permission and:					
(a) the site area does not exceed 2.5 hectares. Per each 0.1 hectare of the site area	£462.00	£462.00	£0.00	0.0%	Statutory
(b) the site area exceeds 2.5 hectares. Additional £138 for each additional hectare additional 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £150,000	£11,432.00	£11,432.00	£0.00	0.0%	Statutory
(1A) Where the application is for permission in principle. Per each 0.1 hectare of the site area.	£402.00	£402.00	£0.00	0.0%	Statutory
(2) In other cases:					
(a) where the area of gross floor space to be created by the development does not exceed 465 square metres	£96.00	£96.00	£0.00	0.0%	Statutory
(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres	£462.00	£462.00	£0.00	0.0%	Statutory
(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres. Additional £462 for each 75 square metres in excess of 540 square metres	£462.00	£462.00	£0.00	0.0%	Statutory
(d) where the area of gross floor space to be created by the development exceeds 4215 square metres. Additional £138 for each 75 square metres in excess of 4215 square metres, subject to a maximum in total of £300,000.	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
4. The erection of glasshouses on land used for the purposes of agriculture.					
(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres	£96.00	£96.00	£0.00	0.0%	Statutory
(2) where the area of gross floor space to be created by the development exceeds 465 square metres	£2,580.00	£2,580.00	£0.00	0.0%	Statutory
5. The erection, alteration or replacement of plant or machinery.					
(1) Where the site area does not exceed 5 hectares. Per each 0.1 hectare of the site area	£462.00	£462.00	£0.00	0.0%	Statutory
(2) where the site area exceeds 5 hectares. Additional £138 for each 0.1 hectare in excess of 5 hectares, subject to a maximum in total of £300,000.	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
6. The enlargement, improvement or other alteration of existing dwellinghouses.					
(1) Where the application relates to one dwellinghouse.	£206.00	£206.00	£0.00	0.0%	Statutory
(2) where the application relates to two or more dwellinghouses	£407.00	£407.00	£0.00	0.0%	Statutory
7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.					
	£206.00	£206.00	£0.00	0.0%	Statutory
8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.					
	£234.00	£234.00	£0.00	0.0%	Statutory
9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.					
(1) Where the site area does not exceed 7.5 hectares, £385 £423 £508 for each 0.1 hectare of the site area;	£508.00	£508.00	£0.00	0.0%	Statutory
(2) where the site area exceeds 7.5 hectares. Additional £151 for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £300,000	£38,070.00	£38,070.00	£0.00	0.0%	Statutory
9A. The carrying out of any operations for the winning and working of oil or natural gas.					
Where the site area:					
(a) does not exceed 15 hectares. Per each 0.1 hectare of the site area	£257.00	£257.00	£0.00	0.0%	Statutory
(b) exceeds 15 hectares. Additional £151 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000.	£38,520.00	£38,520.00	£0.00	0.0%	Statutory

Appendix 7 - Fees and Charges Schedule

Planning					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
10. The carrying out of any operations not coming within any of the above categories.					
(1) In the case of operations for the winning and working of minerals:					
(a) where the site area does not exceed 15 hectares. Per each 0.1 hectare of the site area	£234.00	£234.00	£0.00	0.0%	Statutory
(b) where the site area exceeds 15 hectares. Additional £138 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000	£34,934.00	£34,934.00	£0.00	0.0%	Statutory
(2) in any other case. Per each 0.1 hectare of the site area, subject to a maximum in total of £2,028	£234.00	£234.00	£0.00	0.0%	Statutory
11. The change of use of a building to use as one or more separate dwellinghouses.					
(1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:					
(a) where the change of use is to use as 50 or fewer dwellinghouses, for each additional dwellinghouse	£462.00	£462.00	£0.00	0.0%	Statutory
(b) where the change of use is to use as more than 50 dwellinghouses. Additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
(2) in all other cases:					
(a) where the change of use is to use as 50 or fewer dwellinghouses, for each dwellinghouse	£462.00	£462.00	£0.00	0.0%	Statutory
(b) where the change of use is to use as more than 50 dwellinghouses. Additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000	£22,859.00	£22,859.00	£0.00	0.0%	Statutory
12. The use of land for:					
(a) the disposal of refuse or waste materials;					
(b) the deposit of material remaining after minerals have been extracted from land; or					
(c) the storage of minerals in the open.					
(1) Where the site area does not exceed 15 hectares, for each 0.1 hectare of the site area	£234.00	£234.00	£0.00	0.0%	Statutory
(2) where the site area exceeds 15 hectares, an additional £138 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000	£34,934.00	£34,934.00	£0.00	0.0%	Statutory
13. The making of a material change in the use of a building or land	£462.00	£462.00	£0.00	0.0%	Statutory
Fees for Advertisements					
1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters: (a) the nature of the business or other activity carried on on the premises; (b) the goods sold or the services provided on the premises; or (c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	£132.00	£132.00	£0.00	0.0%	Statutory
2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	£132.00	£132.00	£0.00	0.0%	Statutory
3. All other advertisements.	£462.00	£462.00	£0.00	0.0%	Statutory
Lawful Development Certificate					
Application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out. Same as Planning Application fee for that use or operation.					Statutory
Application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed on a planning permission.	£234.00	£234.00	£0.00	0.0%	Statutory
Application for a certificate to state that a proposed use would be lawful. Half as Planning Application fee for that use or operation.					Statutory

Appendix 7 - Fees and Charges Schedule

Planning					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Prior Approval					
Construction of new dwellinghouses:					
(a) Not more than 50 dwellinghouses. Per dwelling	£334.00	£334.00	£0.00	0.0%	Statutory
(b) More than 50 dwellinghouses, additional £100 for each dwellinghouse to maximum fee of £300,000	£16,525.00	£16,525.00	£0.00	0.0%	Statutory
Enlargement of a dwellinghouse by construction of additional storeys	£96.00	£96.00	£0.00	0.0%	Statutory
Agricultural and Forestry buildings & operations	£96.00	£96.00	£0.00	0.0%	Statutory
Demolition of buildings	£96.00	£96.00	£0.00	0.0%	Statutory
Communications	£462.00	£462.00	£0.00	0.0%	Statutory
Change of Use of a building and any land. £206 if it includes building operations in connection with the change of use	£96.00	£96.00	£0.00	0.0%	Statutory
Erection, extension, or alteration of a university building	£96.00	£96.00	£0.00	0.0%	Statutory
Reserved Matters					
Application for approval of reserved matters following outline approval. Sum equal to approval of all the reserved matters, subject to minimum.	£462.00	£462.00	£0.00	0.0%	Statutory
Approval/Variation/Discharge of Condition					
Application for removal or variation of a condition following grant of planning permission	£234.00	£234.00	£0.00	0.0%	Statutory
Request to discharge one or more planning conditions (Householder)	£34.00	£34.00	£0.00	0.0%	Statutory
Request to discharge one or more planning conditions (Non Householder)	£116.00	£116.00	£0.00	0.0%	Statutory
Application for a non-material amendment following a grant of planning permission					
(a) Applications in respect of householder developments	£34.00	£34.00	£0.00	0.0%	Statutory
(b) Applications in respect of other developments	£234.00	£234.00	£0.00	0.0%	Statutory

Appendix 7 - Fees and Charges Schedule

Planning					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Pre-Application Charges					
The Council has reviewed its pre-application offer to ensure that we continue to offer a suitable avenue for prospective applicants to obtain feedback on their proposals before making a formal application, at a fee that reflects the impact it has on our resources. The variation of the fee structure outlined below will ensure that proportionate fees will be charged so that this service is appropriately funded.					
Category A (Householder)					
Written Advice only (Desktop Assessment)	£150.00	£153.00	£3.00	2.0%	Discretionary
Category B (1-9 Dwellings)					
Meeting and Written Advice - 1 Dwelling	£382.50	£382.50	£0.00	0.0%	Discretionary
Meeting and Written Advice - Per each additional dwelling	£75.00	£75.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel)	£200.00	£200.00	£0.00	0.0%	Discretionary
Follow-up Written Clarification	£150.00	£150.00	£0.00	0.0%	Discretionary
Category C (10-99 dwellings)					
Meeting and Written Advice - 10 dwellings	£1,000.00	£1,000.00	£0.00	0.0%	Discretionary
Meeting and Written Advice - Per additional dwelling	£30.00	£30.00	£0.00	0.0%	Discretionary
Meeting and Written Advice - Maximum	£4,500.00	£4,500.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel)	£200.00	£200.00	£0.00	0.0%	Discretionary
Follow-up Written Clarification	£150.00	£150.00	£0.00	0.0%	Discretionary
Category D (250+ Dwellings)					
Minimum Charge	£5,000.00	£5,000.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Planning Officer	£85.00	£85.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer	£120.00	£120.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader	£135.00	£135.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager	£150.00	£150.00	£0.00	0.0%	Discretionary
Category E (Hotels, HMOs, Communal housing of elderly & disabled)					
Meeting and Written Advice - Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher)	£120.00	£120.00	£0.00	0.0%	Discretionary
Meeting and Written Advice Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Minimum	£360.00	£360.00	£0.00	0.0%	Discretionary
Meeting and Written Advice Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Maximum	£4,500.00	£4,500.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	£200.00	£200.00	£0.00	0.0%	Discretionary
Follow-up Written Clarification	£150.00	£150.00	£0.00	0.0%	Discretionary

Appendix 7 - Fees and Charges Schedule

Planning					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Category F (Listed building and Conservation Area advice)					
Bespoke charge agreed in advance based on agreed assumptions on hourly rate for officer(s)					
Officer hourly rate - Conservation Officer	£65.00	£65.00	£0.00	0.0%	Discretionary
Officer hourly rate - Senior Conservation Officer	£85.00	£85.00	£0.00	0.0%	Discretionary
Officer hourly rate - Manager	£125.00	£125.00	£0.00	0.0%	Discretionary
Site Visit (Set charge in addition to hourly rate)	£80.00	£80.00	£0.00	0.0%	Discretionary
Category G - Shopfronts					
Written Advice only (Desktop Assessment)	£150.00	£150.00	£0.00	0.0%	Discretionary
Category H - Advertisements					
Written Advice only (Desktop Assessment)	£150.00	£150.00	£0.00	0.0%	Discretionary
Category I (Telecommunications)					
Written Advice only (Desktop Assessment)	£150.00	£150.00	£0.00	0.0%	Discretionary
Category J (Agricultural, forestry & glasshouse devt – less than 465 sqm)					
Written Advice only (Desktop Assessment)	£150.00	£150.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	£200.00	£200.00	£0.00	0.0%	Discretionary
Category K (Agricultural, forestry & glasshouse devt – more than 465 sqm)					
Meeting and Written Advice - Up to 540 sqm	£200.00	£200.00	£0.00	0.0%	Discretionary
Meeting and Written Advice - Per each additional 75 sqm (or part thereof)	£120.00	£120.00	£0.00	0.0%	
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	£200.00	£200.00	£0.00	0.0%	Discretionary
Follow-up Written Clarification	£150.00	£150.00	£0.00	0.0%	Discretionary
Category L (Change of use of land to equestrian)					
Written Advice only (Desktop Assessment)	£150.00	£150.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	£200.00	£200.00	£0.00	0.0%	Discretionary
Meeting - Bespoke charge based on agreed assumptions on hourly rate for officer(s)	£0.00	£0.00	£0.00	0.0%	Discretionary
Officer hourly rate - Planning Officer	£85.00	£85.00	£0.00	0.0%	Discretionary
Officer hourly rate - Senior Planning Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Officer hourly rate - Principal Planning Officer	£120.00	£120.00	£0.00	0.0%	Discretionary
Officer hourly rate - Team Leader	£135.00	£135.00	£0.00	0.0%	Discretionary
Officer hourly rate - Senior Manager	£150.00	£150.00	£0.00	0.0%	Discretionary
Category M (Anemometer masts or single wind turbines of less than 100 m in height)					
Meeting and Written Advice	£600.00	£600.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response	£200.00	£200.00	£0.00	0.0%	Discretionary
Follow-up Written Clarification	£150.00	£150.00	£0.00	0.0%	Discretionary

Appendix 7 - Fees and Charges Schedule

Planning					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Category N (Wind and solar farm developments)					
Minimum charge	£4,000.00	£4,000.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Planning Officer	£85.00	£85.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer	£120.00	£120.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader	£135.00	£135.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager	£150.00	£150.00	£0.00	0.0%	Discretionary
Category O (Other developments inc change of use: floorspace less than 200 sqm and the site area is less than 0.1 hectares)					
Meeting and Written Advice	£200.00	£200.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response	£200.00	£200.00	£0.00	0.0%	Discretionary
Follow-up Written Clarification	£150.00	£150.00	£0.00	0.0%	Discretionary
Category P (Other developments inc change of use: floorspace less than 1000 sqm and the site area is less than 0.5 hectares)					
Meeting and Written Advice	£350.00	£350.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response	£200.00	£200.00	£0.00	0.0%	Discretionary
Follow-up Written Clarification	£150.00	£150.00	£0.00	0.0%	Discretionary
Category Q (Other developments inc change of use: floorspace less than 5000 sqm and the site area is less than 1 hectare)					
Meeting and Written Advice	£1,500.00	£1,500.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response	£200.00	£200.00	£0.00	0.0%	Discretionary
Follow-up Written Clarification	£150.00	£150.00	£0.00	0.0%	Discretionary
Category R (Other developments inc change of use: floorspace less than 10000 sqm and the site area is less than 2 hectares)					
Meeting and Written Advice	£2,750.00	£2,750.00	£0.00	0.0%	Discretionary
Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response	£200.00	£200.00	£0.00	0.0%	Discretionary
Follow-up Written Clarification	£150.00	£150.00	£0.00	0.0%	Discretionary
Category S (Other developments inc change of use: floorspace more than 10000 sqm and the site area is more than 2 hectares)					
Meeting and Written Advice	£4,000.00	£4,000.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Planning Officer	£85.00	£85.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer	£120.00	£120.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader	£135.00	£135.00	£0.00	0.0%	Discretionary
Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager	£150.00	£150.00	£0.00	0.0%	Discretionary
Category T (Written requests for information)					
Bespoke charge based on levels of officer input with minimum of £300 (ex VAT)	£300.00	£300.00	£0.00	0.0%	Discretionary
Officer hourly rate - Officer	£65.00	£65.00	£0.00	0.0%	Discretionary
Officer hourly rate - Senior Officer	£85.00	£85.00	£0.00	0.0%	Discretionary
Officer hourly rate - Principal Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Category U (Parish/Town Council developments and other exemptions)					
Fee	£0.00	£0.00	£0.00	0.0%	Discretionary

Appendix 7 - Fees and Charges Schedule

Planning					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Planning Performance Agreements					
Setting up PPA (Administration charge)	£500.00	£500.00	£0.00	0.0%	Discretionary
Meetings (assumptions on hourly rate of officer preparation, attendance and follow-up) plus set, per meeting, administration charge of (£72 inc VAT)	£60.00	£60.00	£0.00	0.0%	Discretionary
Officer hourly rate - Planning Officer	£85.00	£85.00	£0.00	0.0%	Discretionary
Officer hourly rate - Senior Planning Officer	£100.00	£100.00	£0.00	0.0%	Discretionary
Officer hourly rate - Principal Planning Officer	£120.00	£120.00	£0.00	0.0%	Discretionary
Officer hourly rate - Team Leader	£135.00	£135.00	£0.00	0.0%	Discretionary
Officer hourly rate - Senior Manager	£150.00	£150.00	£0.00	0.0%	Discretionary
Officer hourly rate - Assistant Director	£190.00	£190.00	£0.00	0.0%	Discretionary
Development Monitoring					
Registration charge for S106 agreements (per agreement)	£500.00	£500.00	£0.00	0.0%	Discretionary
S73 Variations, linking agreements and modifications - Bespoke charge	£0.00	£0.00	£0.00	0.0%	Discretionary
Less than 10 dwellings and/or 1,000sqm of floorspace) - Bespoke charge based on number of obligations and triggers with minimum of £500 (exc VAT)	£500.00	£500.00	£0.00	0.0%	Discretionary
10 - 100 dwellings and/or 1,000 - 10,000sqm of floorspace) - Bespoke charge based on number of obligations and triggers with minimum of £1,000 (exc VAT)	£1,000.00	£1,000.00	£0.00	0.0%	Discretionary
100 - 250 dwellings units and/or 10,000 - 75,000sqm of floorspace - Bespoke charge based on number of obligations and triggers with minimum of £5,000 (exc VAT)	£5,000.00	£5,000.00	£0.00	0.0%	Discretionary
251+ dwellings units and/or 75,001sqm+ of floorspace - Bespoke charge based on number of obligations and triggers with minimum of £10,000 (exc VAT)	£10,000.00	£10,000.00	£0.00	0.0%	Discretionary
Desktop records check and guidance on compliance issued via email (per request)	£200.00	£200.00	£0.00	0.0%	Discretionary
Fee for remedial inspections for on-site provisions (Monitoring officer only)	£200.00	£200.00	£0.00	0.0%	Discretionary
High Hedges					
Application fee for High hedges complaint	£396.00	£396.00	£0.00	0.0%	Discretionary
Planning Enforcement					
Confirmation of closure of enforcement case where it was found not expedient to take action (available for a 12-month period following closure of the case)	£85.00	£85.00	£0.00	0.0%	Discretionary
Confirmation that an Enforcement Notice had been complied with	£200.00	£200.00	£0.00	0.0%	Discretionary
Request to withdraw enforcement notice	£200.00	£200.00	£0.00	0.0%	Discretionary
Supplementary Fees					
Administration charges for invalid submissions not made valid.					
Householder, Minor and Other applications with no planning officer input	£40.00	£40.00	£0.00	0.0%	Discretionary
Major Applications and applications where officer input required	£90.00	£90.00	£0.00	0.0%	Discretionary

Appendix 7 - Fees and Charges Schedule

Building control					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
New Dwellings					
1 Dwelling	£775.00	£800.00	£25.00	3.2%	Discretionary
2 Dwellings	£1,050.00	£1,075.00	£25.00	2.4%	Discretionary
3 Dwellings	£1,300.00	£1,350.00	£50.00	3.8%	Discretionary
4 Dwellings	£1,450.00	£1,500.00	£50.00	3.4%	Discretionary
5 Dwellings	£1,650.00	£1,700.00	£50.00	3.0%	Discretionary
Other New Builds					
New Garage <40m2	£315.00	£325.00	£10.00	3.2%	Discretionary
New Garage 40m2 - 60m2	£395.00	£405.00	£10.00	2.5%	Discretionary
Extensions					
Extn<10m2	£360.00	£375.00	£15.00	4.2%	Discretionary
Extn 10m2-40m2	£570.00	£585.00	£15.00	2.6%	Discretionary
Extn 40m2-80m2	£675.00	£695.00	£20.00	3.0%	Discretionary
Conversions					
Garage Conversion	£310.00	£320.00	£10.00	3.2%	Discretionary
Loft conversion <80m2	£525.00	£540.00	£15.00	2.9%	Discretionary
Loft Conversion 80m2-100m2	£570.00	£585.00	£15.00	2.6%	Discretionary
Miscellaneous Works					
Underpinning	£360.00	£370.00	£10.00	2.8%	Discretionary
Up to 6 doors/windows	£135.00	£140.00	£5.00	3.7%	Discretionary
Each additional door/window	£20.00	£25.00	£5.00	25.0%	Discretionary
Heating Appliance	£200.00	£210.00	£10.00	5.0%	Discretionary
Electrical Appliance	£525.00	£540.00	£15.00	2.9%	Discretionary
Thermal upgrade	£200.00	£210.00	£10.00	5.0%	Discretionary
Up tp 6 Solar Panels	£525.00	£540.00	£15.00	2.9%	Discretionary
Based on Construction Value					
0-£10K	£310.00	£320.00	£10.00	3.2%	Discretionary
£10K-£40K	£500.00	£515.00	£15.00	3.0%	Discretionary
£40K-£100K	£750.00	£770.00	£20.00	2.7%	Discretionary
Building notice supplement	10%	10%	£0.00	0.0%	Discretionary
Supplementary Fees					
Additional Visits	£65.00	£70.00	£5.00	7.7%	Discretionary
Copies of Certificates	£40.00	£45.00	£5.00	12.5%	Discretionary
Reopening applications after less than 3 years	£50.00	£50.00	£0.00	0.0%	Discretionary
Reopening applications after more than 3 years	£100.00	£100.00	£0.00	0.0%	Discretionary

Appendix 7 - Fees and Charges Schedule

Housing Standards					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
HMO Licence category A - Higher rate new application (where the HMO has been unlicensed for 6 weeks or more)	£1,071.00	£1,146.00	£75.00	7.0%	Discretionary
HMO Licence category B - Standard new application (where the HMO was acquired or became licensable within 6 weeks, or change of existing licence holder)	£663.00	£710.00	£47.00	7.1%	Discretionary
HMO Licence category C - Higher rate renewal (where we have concerns about the HMO management or conditions)	£663.00	£710.00	£47.00	7.1%	Discretionary
HMO Licence category D - Standard rate renewal (valid application made and paid on time with no compliance issues)	£459.00	£491.00	£32.00	7.0%	Discretionary
Landlord advice visits (per visit)	£153.00	£160.00	£7.00	4.6%	Discretionary
Desktop review of plans etc.	£102.00	£110.00	£8.00	7.8%	Discretionary
Empty Homes VAT-exemption letter	£41.00	£44.00	£3.00	7.3%	Discretionary
Housing Act 2004 - serving an Improvement Notice	£459.00	£480.00	£21.00	4.6%	Discretionary
Housing Act 2004 - making a Prohibition Order	£459.00	£480.00	£21.00	4.6%	Discretionary
Housing Act 2004 - taking emergency remedial action	£459.00	£480.00	£21.00	4.6%	Discretionary
Housing Act 2004 - Making an emergency prohibition order	£459.00	£480.00	£21.00	4.6%	Discretionary
Housing Act 2004 - Reviewing suspended improvement notice or prohibition order	£230.00	£240.00	£10.00	4.3%	Discretionary

Appendix 7 - Fees and Charges Schedule

Land Drainage					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Consent Application fee	£50.00	£50.00	£0.00	0.0%	Statutory

Street Naming and Numbering					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Assigning official address's to properties	£35.00	£40.00	£5.00	14.3%	Discretionary

Appendix 7 - Fees and Charges Schedule

Environmental Services					
Fees and Charges	Fee 22-23 (excl. VAT)	Proposed Fee 23-24 (excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Special Collections					
Special Collections - Clearout (Garden waste or waste package)	£65.00	£69.50	£4.50	6.9%	Discretionary
Special Collections - Clearout (Garden waste or waste package)	£99.00	£120.00	£21.00	21.2%	Discretionary
Special Collections - Any (3 Items Collected)	£26.99	£29.99	£3.00	11.1%	Discretionary
New: Special Collection - 1 item	£9.99	£10.99	£0.00	10.0%	Discretionary
New: Special Collection - 1 large item	£14.99	£16.99	£0.00	13.3%	Discretionary
Special Collections - Any (3 Items Collected) During Blitz Weeks	£15.00	£20.00	£5.00	33.3%	Discretionary
Bins and Waste Sacks					
Blue & Brown Wheeled Bins	£30.00	£35.00	£5.00	16.7%	Discretionary
240L Additional Green Bin - Annual Charge	£105.00	£120.00	£15.00	14.3%	Discretionary
Bundles of 25 Trade Waste Sacks	£62.50	£62.50	£0.00	0.0%	Both Statutory and Discretionary elements
Bundles of 25 Trade Recycling Sacks	£45.00	£45.00	£0.00	0.0%	Both Statutory and Discretionary elements
COMMERCIAL REFUSE COLLECTION - PER LIFT					
240 litre bin	£7.50	£7.75	£0.25	3.3%	Both Statutory and Discretionary elements
360 litre bin	£9.75	£10.00	£0.25	2.6%	Both Statutory and Discretionary elements
660 litre bin	£13.75	£14.25	£0.50	3.6%	Both Statutory and Discretionary elements
1100 litre bin	£18.50	£19.00	£0.50	2.7%	Both Statutory and Discretionary elements
COMMERCIAL RECYCLING COLLECTION - PER LIFT					
240 litre bin	£5.00	£5.00	£0.00	0.0%	Both Statutory and Discretionary elements
360 litre bin	£6.50	£6.50	£0.00	0.0%	Both Statutory and Discretionary elements
660 litre bin	£9.00	£9.00	£0.00	0.0%	Both Statutory and Discretionary elements
1100 litre bin	£12.00	£12.00	£0.00	0.0%	Both Statutory and Discretionary elements
COMMERCIAL GLASS RECYCLING COLLECTION - PER LIFT					
240 litre bin	£5.25	£5.25	£0.00	0.0%	Both Statutory and Discretionary elements
360 litre bin	£6.75	£6.75	£0.00	0.0%	Both Statutory and Discretionary elements
* Discount of 10% for >5 bins, 20% for >10 bins					
COMMERCIAL FOOD RECYCLING - PER LIFT					
120 litre bin	£4.00	£4.50	£0.50	12.5%	Both Statutory and Discretionary elements

Environmental Services					
Fees and Charges	Fee 22-23 (excl. VAT)	Proposed Fee 23-24 (excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Schedule II Collections - Schools					
240L Wheeled Bin Package	£154.00	£170.00	£16.00	10.4%	Both Statutory and Discretionary elements
360L Wheeled Bin Package	£210.00	£235.00	£25.00	11.9%	Both Statutory and Discretionary elements
660L Wheeled Bin Package	£325.00	£360.00	£35.00	10.8%	Both Statutory and Discretionary elements
1100L Wheeled Bin Package	£445.00	£490.00	£45.00	10.1%	Both Statutory and Discretionary elements
Trade Glass Collection (1 bell)					
Trade Glass Collection (1 bell)	£80.00	£125.00	£45.00	56.3%	Discretionary
Garden Waste Charges - 240L Brown Wheeled Bin					
Sign up before 1st March 2022 (Until 28th February 2023)	£36.00	£39.00	£3.00	8.3%	Both Statutory and Discretionary elements
Sign up after 1st March 2022 (Until 28th February 2023)	£40.00	£43.00	£3.00	7.5%	Both Statutory and Discretionary elements
Additonal licences (1st March - 28th February 2023)	£30.00	£33.00	£3.00	10.0%	Both Statutory and Discretionary elements
Bundles of 25 Biodegradable Garden Waste Sacks	£45.00	£47.50	£2.50	5.6%	Discretionary
Roll of 52 Compostable Liners	£4.00	£4.50	£0.50	12.5%	Discretionary
Dog bin emptying charge					
For parishes with more than 20 bins	£1.60	£1.70	£0.10	6.2%	Discretionary
For parishes with more than 5 bins	£1.70	£1.80	£0.10	5.9%	Discretionary
For parishes with less than 5 bins	£1.85	£1.95	£0.10	5.4%	Discretionary
MOT's					
Class IV for Trade, Staff and Account Customers	£45.00	£45.00	£0.00	0.0%	Discretionary
Class IV for General Public	£50.00	£50.00	£0.00	0.0%	Discretionary
Class V for Trade, Staff and Account Customers	£50.00	£50.00	£0.00	0.0%	Discretionary
Class V for General Public	£55.00	£55.00	£0.00	0.0%	Discretionary
Class VII for Trade, Staff and Account Customers	£50.00	£50.00	£0.00	0.0%	Discretionary
Class VII for General Public	£55.00	£55.00	£0.00	0.0%	Discretionary
Other					
Hourly Rate - Workshop (External)	£60.00	£62.50	£2.50	4.2%	Discretionary
Use of Washdown facility at Thorpe Lane Depot	£55.00	£57.50	£2.50	4.5%	Discretionary
Use of Public Conveniences - Bicester	£0.20	£0.20	£0.00	0.0%	Discretionary
Use of Public Conveniences - Banbury and Kidlington	£0.20	£0.20	£0.00	0.0%	Discretionary
Pitch Fees 'Casual'	£31.00	£32.00	£1.00	3.2%	Discretionary
Pitch Fees 'Regular'	£25.50	£26.35	£0.85	3.3%	Discretionary
Pitch Fees 'Charity/Community'	£15.00	£15.50	£0.50	3.3%	Discretionary
Highway Closures	£90.00	£93.00	£3.00	3.3%	Discretionary

Car Parking					
Fees and Charges	Fee 22-23 (excl. VAT)	Proposed Fee 23-24 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
Banbury Short Stay (Charges apply 8am-7pm. Free Parking after 7pm)					
Market Place Monday To Saturday					
0 -30 minutes	£1.10	£1.20	£0.10	9.1%	Discretionary
0 - 1 hour	£1.60	£2.00	£0.40	25.0%	Discretionary
1 - 2 hours	N/A	£4.00	N/A	N/A	Discretionary
Market Place Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Horsefair West Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary
Horsefair West Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Calthorpe Street West (part) Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary
Calthorpe Street West (part) Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Calthorpe Street East Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.2%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary
Calthorpe Street East Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
South Bar East (part) up to Calthorpe Street Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary
South Bar East (part) up to Calthorpe Street Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
North Bar East Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary
North Bar East Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
The Mill Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary

* Changes in car parking fees will come into effect from 01.07.23, and will remain at 2022-23 fee levels until then.

Car Parking					
Fees and Charges	Fee 22-23 (excl. VAT)	Proposed Fee 23-24 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
The Mill Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Chamberlaine Court Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary
Chamberlaine Court Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Bridge Street (Blue Badge Holders Only)					
Monday To Saturday	£0.00	£0.00	£0.00	0.0%	Discretionary
Sunday and Bank Holidays	£0.00	£0.00	£0.00	0.0%	Discretionary
Free of charge up to maximum stay permitted					
Banbury Long Stay (charges apply 8am-7pm. Free Parking after 7pm)					
Riverside Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
3 - 4 Hours	£3.80	£4.20	£0.40	10.5%	Discretionary
4 - 5 Hours	N/A	£4.50	N/A	N/A	Discretionary
Day rate up to 7pm	£5.00	£5.50	£0.50	10.0%	Discretionary
Riverside Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
South Bar East and West Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
3 - 4 Hours	£3.80	£4.20	£0.40	10.5%	Discretionary
4 - 5 Hours	N/A	£4.50	N/A	N/A	Discretionary
Day rate up to 7pm	£5.00	£5.50	£0.50	10.0%	Discretionary
South Bar East and West Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
North Bar West Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
3 - 4 Hours	£3.80	£4.20	£0.40	10.5%	Discretionary
4 - 5 Hours	N/A	£4.50	N/A	N/A	Discretionary
Day rate up to 7pm	£5.00	£5.50	£0.50	10.0%	Discretionary
North Bar West Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Calthorpe Street West Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
3 - 4 Hours	£3.80	£4.20	£0.40	10.5%	Discretionary
4 - 5 Hours	N/A	£4.50	N/A	N/A	Discretionary
Day rate up to 7pm	£5.00	£5.50	£0.50	10.0%	Discretionary

* Changes in car parking fees will come into effect from 01.07.23, and will remain at 2022-23 fee levels until then.

Car Parking					
Fees and Charges	Fee 22-23 (excl. VAT)	Proposed Fee 23-24 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
Calthorpe Street West Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Windsor Street Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
3 - 4 Hours	£3.80	£4.20	£0.40	10.5%	Discretionary
4 - 5 Hours	N/A	£4.50	N/A	N/A	Discretionary
Day rate up to 7pm	£5.00	£5.50	£0.50	10.0%	Discretionary
Windsor Street Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Bolton Road Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
3 - 4 Hours	£3.80	£4.20	£0.40	10.5%	Discretionary
4 - 5 Hours	N/A	£4.50	N/A	N/A	Discretionary
Day rate up to 7pm	£5.00	£5.50	£0.50	10.0%	Discretionary
Bolton Road Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Compton Road Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
3 - 4 Hours	£3.80	£4.20	£0.40	10.5%	Discretionary
4 - 5 Hours	N/A	£4.50	N/A	N/A	Discretionary
Day rate up to 7pm	£5.00	£5.50	£0.50	10.0%	Discretionary
Compton Road Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Compton Road lay over (Coaches only) - no charge	£0.00	£0.00	£0.00	0.0%	Discretionary
<u>Drop Off - Pick Up Points</u>					
Bridge Street (all week)					
0 - 15 minutes	£0.40	£0.40	£0.00	0.0%	Discretionary
Horsefair East - Coaches Drop Off/Pick Up - no charge	£0.00	£0.00	£0.00	0.0%	Discretionary
<u>Banbury season ticket prices</u>					
5 Day Permit Valid Monday - Friday					
Annual	£770.00	£850.00	£80.00	10.4%	Discretionary
Quarterly	£210.00	£231.00	£21.00	10.0%	Discretionary
Monthly	£80.00	£88.00	£8.00	10.0%	Discretionary
7 Day Permit Valid Monday - Sunday					
Annual	£1,000.00	£1,100.00	£100.00	10.0%	Discretionary
Quarterly	£270.00	£297.00	£27.00	10.0%	Discretionary
Monthly	£100.00	£110.00	£10.00	10.0%	Discretionary

* Changes in car parking fees will come into effect from 01.07.23, and will remain at 2022-23 fee levels until then.

Car Parking					
Fees and Charges	Fee 22-23 (excl. VAT)	Proposed Fee 23-24 (excl. VAT)*	Actual Increase	% Increase	Statutory/ Discretionary?
Bicester Short Stay (Charges apply 8am-7pm. Free Parking after 7pm)					
Market Square Monday To Saturday					
0 - 30 Minutes	£1.10	£1.20	£0.10	9.1%	Discretionary
0 - 1 Hour	£1.60	£2.00	£0.40	25.0%	Discretionary
Market Square Sunday and Bank Holidays					
0 - 1 Hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Claremont Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary
Claremont Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Chapel Brook Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary
Chapel Brook Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Victoria Road Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
Over 3 hours	N/A	£7.50	N/A	N/A	Discretionary
Victoria Road Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Bicester Long Stay					
Cattle Market Monday To Saturday					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
1 - 2 Hours	£2.20	£2.40	£0.20	9.1%	Discretionary
2 - 3 Hours	£3.00	£3.30	£0.30	10.0%	Discretionary
3 - 4 Hours	£3.80	£4.20	£0.40	10.5%	Discretionary
4 - 5 Hours	N/A	£4.50	N/A	N/A	Discretionary
Day rate up to 7pm	£5.00	£5.50	£0.50	10.0%	Discretionary
Cattle Market Sunday and Bank Holidays					
0 - 1 hour	£1.10	£1.20	£0.10	9.1%	Discretionary
Over 1 hour flat rate	£1.60	£1.70	£0.10	6.2%	Discretionary
Curtis Place (all week) - no charge					
	£0.00	£0.00	£0.00	0.0%	Discretionary

* Changes in car parking fees will come into effect from 01.07.23, and will remain at 2022-23 fee levels until then.

Appendix 7 - Fees and Charges Schedule

Land Charges					
Fees and Charges	Fee 22-23 (excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Full Search Fee (LLC1 & CON29R)	£185.00	£185.00	£0.00	0.0%	Both Statutory and Discretionary elements as combination of LLC1 and CON29
Additional parcel CON29	£18.00	£18.00	£0.00	0.0%	Discretionary
Additional parcel LLC1	£2.00	£2.00	£0.00	0.0%	Statutory
Additional parcel Q22	£1.13	£1.25	£0.00	10.6%	Discretionary - Fee set by OCC
LLC1 Only (Register search)	£65.00	£50.00	-£15.00	-23.1%	Statutory
CON 29R only (no LLC1)	£120.00	£135.00	£15.00	12.5%	Discretionary
CON29O (Optional enquiries Question 4-21)	£10.00	£10.00	£0.00	0.0%	Discretionary
CON29O Question 22	£36.67	£42.00	£5.33	14.5%	Discretionary - Fee set by OCC
PART 3 Own worded enquiries	£20.00	£20.00	£0.00	0.0%	Discretionary

Appendix 7 - Fees and Charges Schedule

Electoral Services - Electoral Register - Statutory Charges*					
Fees and Charges	Fee 22-23 (excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Electoral Register Data format - per transaction	£20.00	£20.00	£0.00	0.0%	Statutory
Electoral Register Data format - per 1000 names or part thereof	£1.50	£1.50	£0.00	0.0%	Statutory
Electoral Register Print format - per transaction	£10.00	£10.00	£0.00	0.0%	Statutory
Electoral Register Print format - per 1000 names or part thereof	£5.00	£5.00	£0.00	0.0%	Statutory
Electoral Register - Marked copies of Register and Absent Lists - Data format - per transaction	£10.00	£10.00	£0.00	0.0%	Statutory
Electoral Register - Marked copies of Register and Absent Lists - Data format - per 1000 names or part thereof	£1.00	£1.00	£0.00	0.0%	Statutory
Electoral Register - Marked copies of Register and Absent Lists - Print format - per transaction	£10.00	£10.00	£0.00	0.0%	Statutory
Electoral Register - Marked copies of Register and Absent Lists - Print format - per 1000 names or part thereof	£2.00	£2.00	£0.00	0.0%	Statutory
Electoral Register - Overseas elections - Data format - per transaction	£20.00	£20.00	£0.00	0.0%	Statutory
Electoral Register - Overseas elections - Data format - per 100 names or part thereof	£1.50	£1.50	£0.00	0.0%	Statutory
Electoral Register - Overseas elections - Print format - per transaction	£10.00	£5.00	£0.00	0.0%	Statutory
Electoral Register - Overseas elections - Print format - per 100 names or part thereof	£5.00	£5.00	£0.00	0.0%	Statutory

*Prescribed fees as set out in the Representation of the People (England and Wales) Regulations 2001

Appendix 7 - Fees and Charges Schedule

Returning Officer (RO)* - Local Elections (scheduled & unscheduled)**

Fees and Charges	Current fee	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
For each district ward (3 seats) - 1 seat uncontested	£43.75	£48.00	£4.25	9.7%	Statutory role - personal appointment
For each district ward (3 seats) - 2 seats uncontested	£87.50	£96.00	£8.50	9.7%	Statutory role - personal appointment
For each district ward (3 seats) - 3 seats uncontested	£131.25	£144.00	£12.75	9.7%	Statutory role - personal appointment
For each district ward (3 seats) - 1 seat contested	£90.90	£100.00	£9.10	10.0%	Statutory role - personal appointment
For each district ward (3 seats) - 2 seats contested	£181.80	£200.00	£18.20	10.0%	Statutory role - personal appointment
For each district ward (3 seats) - 3 seats contested	£259.50	£300.00	£40.50	15.6%	Statutory role - personal appointment
Deputy Returning Officer*** (district elections contested and uncontested)	Variable	85% RO fee	N/A	N/A	Statutory role - personal appointment
Returning Officer Count Fee - for each district ward (3 seats) - 1 seat	£58.00	£60.00	£2.00	3.4%	Statutory role - personal appointment
Returning Officer Count Fee - for each district ward (3 seats) - 2 seats contested	£116.00	£120.00	£4.00	3.4%	Statutory role - personal appointment
Returning Officer Count Fee - for each district ward (3 seats) - 3 seats contested	£174.00	£180.00	£6.00	3.4%	Statutory role - personal appointment
Returning Officer - recount fee for each recount	£14.00	£25.00	£11.00	78.6%	Statutory role - personal appointment
Deputy Returning Officer*** count fee district elections	Variable	85% RO fee	N/A	N/A	Statutory role - personal appointment
For each Parish Council / Parish Council Ward - uncontested	£26.00	£35.00	£9.00	34.6%	Statutory role - personal appointment
For each Parish Council / Parish Council Ward - contested	£54.60	£70.00	£15.40	28.2%	Statutory role - personal appointment
Deputy Returning Officer*** (parish elections contested and uncontested)	Variable	85% RO fee	N/A	N/A	Statutory role - personal appointment
Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate under 1000	£40.20	£45.00	£4.80	11.9%	Statutory role - personal appointment
Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate 1000 - 2000	£43.30	£50.00	£6.70	15.5%	Statutory role - personal appointment
Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate 2000 - 3000	£45.30	£55.00	£9.70	21.4%	Statutory role - personal appointment
Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate greater than 3000	£50.50	£60.00	£9.50	18.8%	Statutory role - personal appointment
Returning Officer - recount fee for each recount	£14.00	£25.00	£11.00	78.6%	Statutory role - personal appointment
Deputy Returning Officer count fee*** (parish elections)	Variable	85% RO fee	N/A	N/A	Statutory role - personal appointment

*Returning Officer, fee for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided

**Returning Officer fees for county elections and national are set by the body responsible for funding the election

***The CDC Returning Officer fee has not been reviewed in over 14 years. It will be increased in line with the staff pay award going forward.

****Appointed for the purposes of conducting and generally performing the duties assigned by the Returning Officer, other than duties for which separate fees are provided.

The Returning Officer has delegation to agree the fees their staff working on elections. The Oxfordshire County Council fee schedule for staff working on elections is adopted by all Oxfordshire districts/City, subject to local amendments for local circumstances by the respective Returning Officer

Appendix 7 - Fees and Charges Schedule

Parish Elections - Uncontested Election					
Fees and Charges	Fee 22-23 (excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Uncontested Election recharge - scheduled-election	£100.00	£250.00	£150.00	150.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Uncontested Election recharge - by-election	£100.00	£250.00	£150.00	150.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level

Parish Elections - Contested Scheduled Election (combined)*						
Fees and Charges	Current fee	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?	
Adderbury	£1,488.96	£2,402.50	£913.54	61.4%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Ambrosden	£1,061.91	£1,964.26	£902.35	85.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Ardley with Fewcott	£897.45	£1,688.98	£791.53	88.2%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Arcott	£893.31	£1,798.64	£905.33	101.3%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Calthorpe North Ward	Total combined fee - £18,554.99	£3,484.53	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Calthorpe South Ward		£3,021.13	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Easington North Ward		£1,782.59	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Easington South Ward		£3,008.80	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Grimsbury Ward		£3,855.96	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Hardwick East Ward		£1,865.91	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Hardwick West Ward		£4,208.79	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Neithrop North Ward		£2,574.69	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Neithrop South Ward		£2,530.21	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Park Road Ward		£3,095.64	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Ruscote Ward		£5,561.83	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Banbury Town Council - Town Centre Ward		£3,161.47	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Barford St John and St Michael		£892.10	£1,842.42	£950.32	106.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Begbroke		£864.70	£1,797.21	£932.51	107.8%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Bicester Town Council - East Ward	Total combined fee - £12,799.38	£4,532.06	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Bicester Town Council - North Ward		£3,686.93	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Bicester Town Council - South Ward		£6,137.24	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Bicester Town Council - West Ward		£4,594.28	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Blackthorn	£802.68	£1,708.62	£905.94	112.9%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Bletchington	£901.39	£1,841.29	£939.90	104.3%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Bloxham	£1,555.92	£2,812.49	£1,256.57	80.8%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Bodicote	£1,149.18	£2,048.01	£898.83	78.2%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Bourton	£911.21	£1,789.27	£878.06	96.4%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Broughton	£800.62	£1,720.54	£919.92	114.9%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Bucknell	£849.39	£1,746.31	£896.92	105.6%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Caversfield	£1,596.13	£3,540.91	£1,944.78	121.8%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Charlton-on-Otmoor	£831.39	£1,739.29	£907.90	109.2%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	
Chesterton	£872.60	£1,861.45	£988.85	113.3%	Statutory requirement to run elections on behalf of parishes - discretionary fee level	

Appendix 7 - Fees and Charges Schedule

Claydon with Clattercot	£847.19	£1,761.11	£913.92	107.9%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Cropredy	£925.78	£1,789.47	£863.69	93.3%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Deddington	£1,283.02	£2,201.53	£918.51	71.6%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Drayton	£782.37	£1,741.82	£959.45	122.6%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Duns Tew	£913.65	£1,816.59	£902.94	98.8%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Epwell	£807.96	£1,715.30	£907.34	112.3%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Fencott & Murcott	£817.12	£1,759.21	£942.09	115.3%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Finmere	£849.70	£1,738.00	£888.30	104.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Fringford	£911.56	£1,795.75	£884.19	97.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Fritwell	£864.56	£1,768.91	£904.35	104.6%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Gosford & Water Eaton	£1,211.50	£2,196.47	£984.97	81.3%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Hanwell	£859.54	£1,780.85	£921.31	107.2%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Hethe	£830.79	£1,739.63	£908.84	109.4%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Heyford Park	£946.79	£1,982.19	£1,035.40	109.4%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Hook Norton	£1,180.23	£2,165.50	£985.27	83.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Horley	£806.40	£1,716.54	£910.14	112.9%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Hornton	£811.33	£1,720.69	£909.36	112.1%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Horton-cum-Studley	£859.28	£1,762.98	£903.70	105.2%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Islip	£852.30	£1,838.67	£986.37	115.7%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - Dogwood Ward	Total combined fee - £7319.02	£2,420.60	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - Exeter Ward		£2,097.68	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - Orchard Ward		£2,569.53	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - St Mary's Ward		£2,535.92	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kidlington Parish Council - Roundham Ward		£2,173.30	N/A	N/A	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Kirtlington	£947.91	£1,777.67	£829.76	87.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Launton	£946.79	£1,898.71	£951.92	100.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Lower Heyford	£847.55	£1,801.31	£953.76	112.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Merton	£847.12	£1,741.94	£894.82	105.6%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Middleton Stoney	£792.48	£1,725.69	£933.21	117.8%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Milcombe	£887.00	£1,817.40	£930.40	104.9%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Mollington	£861.12	£1,808.79	£947.67	110.1%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
North Newington	£1,401.33	£1,883.62	£482.29	34.4%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Piddington	£841.53	£1,751.60	£910.07	108.1%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Shenington with Alkerton	£840.99	£1,732.85	£891.86	106.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Shipton-on-Cherwell & Thrupp	£869.89	£1,798.62	£928.73	106.8%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Shutford	£887.36	£1,748.84	£861.48	97.1%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Sibford Ferris	£724.73	£1,747.78	£1,023.05	141.2%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Sibford Gower	£735.36	£1,759.67	£1,024.31	139.3%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Somerton	£833.84	£1,759.02	£925.18	111.0%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Souldern	£854.91	£1,782.77	£927.86	108.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
South Newington	£797.53	£1,732.51	£934.98	117.2%	Statutory requirement to run elections on behalf of parishes - discretionary fee level

Appendix 7 - Fees and Charges Schedule

Steeple Aston	£922.70	£1,850.98	£928.28	100.6%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Stoke Lyne	£824.50	£1,733.36	£908.86	110.2%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Stratton Audley	£909.48	£1,833.84	£924.36	101.6%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Swalcliffe	£785.56	£1,690.88	£905.32	115.2%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Tadmarton	£884.70	£1,761.70	£877.00	99.1%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Upper Heyford	£886.35	£1,754.45	£868.10	97.9%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Wardington	£922.75	£1,822.81	£900.06	97.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Wendlebury	£822.34	£1,723.04	£900.70	109.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Weston-on-the-Green	£845.79	£1,761.76	£915.97	108.3%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Wigginton	£798.28	£1,723.38	£925.10	115.9%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Wroxton	£898.61	£1,757.13	£858.52	95.5%	Statutory requirement to run elections on behalf of parishes - discretionary fee level
Yarnton	£1,200.46	£2,422.30	£1,221.84	101.8%	Statutory requirement to run elections on behalf of parishes - discretionary fee level

*Parish recharges have not been reviewed or increased for over 14 years and currently the cost is heavily subsidised by the district council. The increases reflect actual costs but with a fixed maximum amount to enable parish councils to budget accordingly. Going forward, recharges will be reviewed and increased annually.

Parish Elections - By-Election without poll cards+					
Fees and Charges	Current fee	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Adderbury	£2,008.19	£3,008.04	£999.85	49.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Ambrosden	£1,384.21	£2,294.92	£910.71	65.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Ardley with Fewcott	£1,192.77	£1,959.10	£766.33	64.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Arncott	£1,177.31	£2,096.93	£919.62	78.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Calthorpe North Ward	£3,814.04	£3,820.95	£6.91	0.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Calthorpe South Ward	£3,814.04	£3,983.96	£169.92	4.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Easington North Ward	£3,814.04	£2,126.82	-£1,687.22	-44.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Easington South Ward	£3,814.04	£3,991.90	£177.86	4.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Grimsbury Ward	£3,814.04	£5,261.91	£1,447.87	38.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Hardwick East Ward	£3,814.04	£2,267.47	-£1,546.57	-40.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Hardwick West Ward	£3,814.04	£5,915.58	£2,101.54	55.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Neithrop North Ward	£3,814.04	£3,365.43	-£448.61	-11.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Neithrop South Ward	£3,814.04	£3,206.96	-£607.08	-15.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Park Road Ward	£3,814.04	£4,722.93	£908.89	23.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Ruscote Ward	£3,814.04	£8,595.66	£4,781.62	125.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Town Centre Ward	£3,814.04	£4,442.64	£628.60	16.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Barford St John and St Michael	£1,195.85	£2,239.98	£1,044.13	87.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Begbroke	£1,119.46	£2,143.06	£1,023.60	91.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - East Ward	£3,600.38	£6,581.62	£2,981.24	82.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - North Ward	£3,600.38	£5,040.46	£1,440.08	40.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - South Ward	£3,600.38	£8,127.97	£4,527.59	125.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - West Ward	£3,600.38	£6,693.05	£3,092.67	85.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Blackthorn	£1,046.06	£1,985.38	£939.32	89.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bletchington	£1,191.90	£2,211.73	£1,019.83	85.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bloxham	£2,098.21	£3,425.02	£1,326.81	63.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bodicote	£1,469.85	£2,427.16	£957.31	65.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bourton	£1,212.22	£2,127.19	£914.97	75.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Broughton	£1,059.14	£2,009.23	£950.09	89.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bucknell	£1,147.65	£2,067.26	£919.61	80.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Caversfield	£1,130.01	£3,753.72	£2,623.71	232.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Charlton-on-Otmoor	£1,090.83	£2,040.22	£949.39	87.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Chesterton	£1,132.17	£2,258.55	£1,126.38	99.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Claydon with Clattercot	£1,115.57	£2,090.36	£974.79	87.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Cropredy	£1,237.85	£2,127.59	£889.74	71.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Deddington	£1,727.85	£2,710.86	£983.01	56.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Drayton	£1,025.45	£2,032.29	£1,006.84	98.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Duns Tew	£1,245.09	£2,194.82	£949.73	76.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Epwell	£1,073.07	£1,998.74	£925.67	86.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Fencott & Murcott	£1,098.01	£2,093.07	£995.06	90.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Finmere	£1,119.33	£2,037.65	£918.32	82.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level

Appendix 7 - Fees and Charges Schedule

Fringford	£1,228.37	£2,146.64	£918.27	74.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Fritwell	£1,130.50	£2,086.46	£955.96	84.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Gosford & Water Eaton	£1,694.40	£2,798.33	£1,103.93	65.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hanwell	£1,157.73	£2,136.35	£978.62	84.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hethe	£1,105.79	£2,053.90	£948.11	85.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Heyford Park	£1,239.85	£2,317.78	£1,077.93	86.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hook Norton	£1,539.46	£2,684.39	£1,144.93	74.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Horley	£1,035.06	£2,001.23	£966.17	93.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hornton	£1,065.05	£2,009.53	£944.48	88.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Horton-cum-Studley	£1,137.59	£2,087.61	£950.02	83.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Islip	£1,128.46	£2,232.49	£1,104.03	97.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Dogwood Ward	£2,708.49	£3,057.25	£348.76	12.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Exeter Ward	£2,708.49	£2,585.51	-£122.98	-4.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Orchard Ward	£2,708.49	£3,348.61	£640.12	23.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - St Mary's Ward	£2,708.49	£3,244.38	£535.89	19.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Roundham Ward	£2,708.49	£2,693.50	-£14.99	-0.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kirtlington	£1,187.42	£2,097.48	£910.06	76.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Launton	£1,239.85	£2,196.31	£956.46	77.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Lower Heyford	£1,105.37	£2,164.27	£1,058.90	95.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Merton	£1,125.62	£2,052.02	£926.40	82.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Middleton Stoney	£1,041.43	£2,019.53	£978.10	93.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Milcombe	£1,181.63	£2,189.94	£1,008.31	85.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Mollington	£1,144.94	£2,179.23	£1,034.29	90.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
North Newington	£2,258.97	£2,335.38	£76.41	3.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Piddington	£1,130.30	£2,071.34	£941.04	83.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Shenington with Alkerton	£1,108.12	£2,027.35	£919.23	83.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Shipton-on-Cherwell & Thrupp	£1,176.64	£2,165.38	£988.74	84.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Shutford	£1,197.18	£2,059.33	£862.15	72.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Sibford Ferris	£1,052.19	£2,063.70	£1,011.51	96.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Sibford Gower	£1,062.82	£2,080.99	£1,018.17	95.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Somerton	£1,120.85	£2,086.19	£965.34	86.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Souldern	£1,132.91	£2,133.68	£1,000.77	88.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
South Newington	£1,046.30	£2,039.67	£993.37	94.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Steeple Aston	£1,199.64	£2,187.60	£987.96	82.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Stoke Lyne	£1,095.38	£2,041.37	£945.99	86.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Stratton Audley	£1,254.37	£2,229.33	£974.96	77.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Swalcliffe	£1,027.82	£1,956.41	£928.59	90.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Tadmarton	£1,176.08	£2,085.04	£908.96	77.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Upper Heyford	£1,129.92	£2,077.04	£947.12	83.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Wardington	£1,260.19	£2,200.77	£940.58	74.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Wendlebury	£1,078.65	£2,007.73	£929.08	86.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Weston-on-the-Green	£13,331.79	£2,085.16	-£11,246.63	-84.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Wigginton	£1,062.98	£2,021.41	£958.43	90.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level

Appendix 7 - Fees and Charges Schedule

Wroxton	£1,008.99	£2,075.91	£1,066.92	105.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Yamton	£1,355.79	£2,632.64	£1,276.85	94.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level

Parish Elections - By-Election with poll cards*

Fees and Charges	Current fee	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Adderbury	£2,779.52	£4,937.84	£2,158.32	77.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Ambrosden	£1,831.12	£3,696.42	£1,865.30	101.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Ardley with Fewcott	£1,392.53	£2,497.90	£1,105.37	79.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Arncott	£1,405.78	£3,020.18	£1,614.40	114.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Calthorpe North Ward	£5,091.26	£5,036.55	£54.71	-1.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Calthorpe South Ward	£5,091.26	£6,667.01	£1,575.75	31.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Easington North Ward	£5,091.26	£2,850.97	£2,240.29	-44.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Easington South Ward	£5,091.26	£7,048.95	£1,957.69	38.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Grimsbury Ward	£5,091.26	£9,141.26	£4,050.00	79.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Hardwick East Ward	£5,091.26	£3,259.47	£1,831.79	-36.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Hardwick West Ward	£5,091.26	£10,218.43	£5,127.17	100.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Neithrop North Ward	£5,091.26	£5,213.83	£122.57	2.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Neithrop South Ward	£5,091.26	£5,164.26	£73.00	1.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Park Road Ward	£5,091.26	£5,632.98	£541.72	10.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Ruscote Ward	£5,091.26	£13,179.86	£8,088.60	158.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Banbury Town Council - Town Centre Ward	£5,091.26	£6,033.89	£942.63	18.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Barford St John and St Michael	£1,373.73	£2,989.43	£1,615.70	117.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Begbroke	£1,356.48	£2,993.16	£1,636.68	120.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - East Ward	£4,931.66	£10,709.57	£5,777.91	117.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - North Ward	£4,931.66	£8,530.11	£3,598.45	73.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - South Ward	£4,931.66	£13,423.62	£8,491.96	172.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bicester Town Council - West Ward	£4,931.66	£10,949.70	£6,018.04	122.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Blackthorn	£1,156.25	£2,635.83	£1,479.58	128.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bletchington	£1,440.54	£3,198.23	£1,757.69	122.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bloxham	£3,006.96	£5,596.82	£2,589.86	86.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bodicote	£2,077.43	£4,102.86	£2,025.43	97.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bourton	£1,416.42	£2,973.44	£1,557.02	109.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Broughton	£1,162.15	£2,646.48	£1,484.33	127.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Bucknell	£1,238.35	£2,682.51	£1,444.16	116.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Caversfield	£1,480.52	£4,991.32	£3,510.80	237.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Charlton-on-Otmoor	£1,225.29	£2,737.42	£1,512.13	123.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Chesterton	£1,369.19	£3,214.25	£1,845.06	134.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Claydon with Clattercot	£1,225.08	£2,740.81	£1,515.73	123.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Cropredy	£1,369.19	£2,952.39	£1,583.20	115.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Deddington	£2,323.81	£4,231.71	£1,907.90	82.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Drayton	£1,120.94	£2,880.19	£1,759.25	156.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Duns Tew	£1,403.80	£2,917.87	£1,514.07	107.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level

Appendix 7 - Fees and Charges Schedule

Epwell	£1,180.53	£2,628.84	£1,448.31	122.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Fencott & Murcott	£1,191.45	£2,711.07	£1,519.62	127.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Finmere	£1,264.74	£2,755.20	£1,490.46	117.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Fringford	£1,415.48	£2,914.79	£1,499.31	105.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Fritwell	£1,333.00	£2,892.56	£1,559.56	117.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Gosford & Water Eaton	£2,067.82	£3,880.83	£1,813.01	87.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hanwell	£1,255.96	£2,764.25	£1,508.29	120.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hethe	£1,206.07	£2,670.80	£1,464.73	121.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Heyford Park	£1,578.06	£3,860.08	£2,282.02	144.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hook Norton	£2,136.11	£4,217.89	£2,081.78	97.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Horley	£1,146.62	£2,654.98	£1,508.36	131.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Hornton	£1,177.95	£2,668.78	£1,490.83	126.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Horton-cum-Studley	£1,288.12	£2,801.86	£1,513.74	117.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Islip	£1,328.17	£3,011.09	£1,682.92	126.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Dogwood Ward	£3,519.48	£4,844.60	£1,325.12	37.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Exeter Ward	£3,519.48	£3,842.91	£323.43	9.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Orchard Ward	£3,519.48	£5,269.06	£1,749.58	49.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - St Mary's Ward	£3,519.48	£5,006.98	£1,487.50	42.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kidlington Parish Council - Roundham Ward	£3,519.48	£4,229.75	£710.27	20.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Kirtlington	£1,461.70	£3,030.08	£1,568.38	107.3%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Launton	£1,578.06	£3,338.21	£1,760.15	111.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Lower Heyford	£1,262.74	£2,876.32	£1,613.58	127.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Merton	£1,252.91	£2,695.32	£1,442.41	115.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Middleton Stoney	£1,147.18	£2,659.53	£1,512.35	131.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Milcombe	£1,369.08	£2,990.54	£1,621.46	118.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Mollington	£1,305.05	£2,907.23	£1,602.18	122.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
North Newington	£2,369.51	£2,985.83	£616.32	26.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Piddington	£1,248.70	£2,734.44	£1,485.74	119.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Shenington with Alkerton	£1,247.03	£2,718.50	£1,471.47	118.0%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Shipton-on-Cherwell & Thrupp	£1,295.72	£2,838.38	£1,542.66	119.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Shutford	£1,350.79	£2,765.33	£1,414.54	104.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Sibford Ferris	£1,200.33	£2,730.10	£1,529.77	127.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Sibford Gower	£1,244.29	£2,808.99	£1,564.70	125.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Somerton	£1,225.23	£2,725.09	£1,499.86	122.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Souldern	£1,263.28	£2,809.98	£1,546.70	122.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
South Newington	£1,151.02	£2,673.07	£1,522.05	132.2%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Steeple Aston	£1,479.05	£3,089.40	£1,610.35	108.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Stoke Lyne	£1,184.03	£2,645.62	£1,461.59	123.4%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Stratton Audley	£1,383.71	£2,925.98	£1,542.27	111.5%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Swalcliffe	£1,108.61	£2,558.46	£1,449.85	130.8%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Tadmarton	£1,360.46	£2,842.19	£1,481.73	108.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Upper Heyford	£1,474.94	£2,741.79	£1,266.85	85.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Wardington	£1,431.92	£2,966.17	£1,534.25	107.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level

Appendix 7 - Fees and Charges Schedule

Wendlebury	£1,209.70	£2,693.38	£1,483.68	122.6%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Weston-on-the-Green	£1,281.47	£2,820.86	£1,539.39	120.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Wigginton	£1,141.04	£2,613.56	£1,472.52	129.1%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Wroxton	£1,377.60	£2,834.16	£1,456.56	105.7%	Statutory requirement to run elections on behalf of parishes discretionary fee level
Yamton	£2,261.45	£4,498.64	£2,237.19	98.9%	Statutory requirement to run elections on behalf of parishes discretionary fee level

*Parish recharges have not been reviewed or increased for over 14 years and currently the cost is heavily subsidised by the district council. The increases reflect actual costs but with a fixed maximum amount to enable parish councils to budget accordingly. Going forward, recharges will be reviewed and increased annually.

Public Protection, Environmental Health, Licensing					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Environmental Health, Environmental Protection and Licensing					
Gambling Act					
Premises	Various	Various			Statutory
Animal Licensing					
Animal Boarding Establishment Licence	£402.50	£418.50	£16.00	4.0%	Discretionary
Pet Shop Licence	£402.50	£418.50	£16.00	4.0%	Discretionary
Riding Establishment Licence	£402.50	£418.50	£16.00	4.0%	Discretionary
Dog Breeding Establishment Licence	£402.50	£418.50	£16.00	4.0%	Discretionary
Dangerous Wild Animals Licence	£402.50	£418.50	£16.00	4.0%	Discretionary
Zoo Licence	£610.00	£625.00	£15.00	2.5%	Discretionary
Skin Piercing, Tattooing, Acupuncture, Electrolysis etc.					
Registration Fee	£111.00	£115.00	£4.00	3.6%	Discretionary
Registration of Premises	£165.00	£170.00	£5.00	3.0%	Discretionary
Scrap Metal					
Variation of scrap metal dealers licence type Collector - Dealer	£218.00	£225.00	£7.00	3.2%	Discretionary
Variation of scrap metal dealers licence - Admin, change of name or replacement	£109.00	£113.50	£4.50	4.1%	Discretionary
Scrap metal dealers site	£499.50	£520.00	£20.50	4.1%	Discretionary
Scrap metal collectors licence	£295.00	£307.50	£12.50	4.2%	Discretionary
Street Trading consent charges					
12 month period	£1,229.00	£1,255.00	£26.00	2.1%	Discretionary
6 month period	£613.00	£625.00	£12.00	2.0%	Discretionary
3 month period	£307.00	£320.00	£13.00	4.2%	Discretionary
1 month period	£172.50	£180.00	£7.50	4.3%	Discretionary
Table and Chairs consent charges					
12 month period (per chair)	£16.20	£17.00	£0.80	4.9%	Discretionary
Pavement licences (per chair- licences cannot extend beyond 30/09/)	£15.80	£15.80	£0.00	0.0%	Statutory
Private Hire and Hackney Carriage DRIVER Fees and Charges					
Grant of Licence 1 Year	£124.50	£129.50	£5.00	4.0%	Discretionary
Grant of licence 3 Years	£203.50	£212.00	£8.50	4.2%	Discretionary
Renewal of existing licence 1 year	£103.50	£108.00	£4.50	4.3%	Discretionary
Renewal of existing licence 3 years	£179.50	£186.50	£7.00	3.9%	Discretionary
DBS (was CRB) check and DVLA check	£51.00	£70.00	£19.00	37.3%	Discretionary
Knowledge Test	£30.00	£31.50	£1.50	5.0%	Discretionary
Re take of Knowledge test	£26.00	£27.00	£1.00	3.8%	Discretionary
Cost of badge/ replacement badge	£32.00	£35.00	£3.00	9.4%	Discretionary
Cost of replacement paper licence	£15.00	£17.00	£2.00	13.3%	Discretionary
Disability and Safeguarding Awareness Training	£50.00	£50.00	£0.00	0.0%	Fee set by OCC
English Testing	£43.75	£45.50	£1.75	4.0%	Discretionary
Hackney Carriage VEHICLE Fees and Charges					
Grant of licence	£313.50	£326.00	£12.50	4.0%	Discretionary
Renewal of existing licence	£272.00	£283.00	£11.00	4.0%	Discretionary
Replacement licence plate	£22.00	£25.00	£3.00	13.6%	Discretionary
Replacement bracket	£22.00	£25.00	£3.00	13.6%	Discretionary
Change of vehicle only	£118.00	£123.00	£5.00	4.2%	Discretionary
Transfer of licensee only	£60.00	£62.50	£2.50	4.2%	Discretionary
Change of vehicle and licensee	£44.20	£185.50	£141.30	319.7%	Discretionary
Private Hire VEHICLE Fees and Charges					
Grant of new licence	£286.00	£297.50	£11.50	4.0%	Discretionary
Renewal of licence	£263.00	£273.50	£10.50	4.0%	Discretionary
Internal Plate Replacement	£11.00	£12.50	£1.50	13.6%	Discretionary
Plate or bracket replacement	£22.00	£25.00	£3.00	13.6%	Discretionary
Cost of replacement paper licence	£15.00	£17.00	£2.00	13.3%	Discretionary
Change of vehicle only	£107.50	£123.00	£15.50	14.4%	Discretionary
Transfer of licensee only	£60.00	£62.50	£2.50	4.2%	Discretionary
Change of vehicle and licensee	£133.00	£185.50	£52.50	39.5%	Discretionary
Private Hire OPERATOR Fees and Charges					
Operator's Licence (one vehicle only) - 1 year	£151.00	£157.00	£6.00	4.0%	Discretionary
Operator's Licence (one vehicle only) - 5 year	£139.50	£145.00	£5.50	3.9%	Discretionary
For each additional vehicle	£21.50	£23.00	£1.50	7.0%	Discretionary
Sex Establishment Venue					
Application	£1,675.00	£1,745.00	£70.00	4.2%	Discretionary
Renewal	£1,110.00	£1,155.00	£45.00	4.1%	Discretionary
Contaminated land enquiry					
Charge per hour or part thereof	£71.50	£74.50	£3.00	4.2%	Discretionary

Appendix 7 - Fees and Charges Schedule

Public Protection, Environmental Health, Licensing					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Health Protection					
Food Export/Hygiene Certificates	£120.00	£126.00	£6.00	5.0%	Discretionary
Food Hygiene Rating Scheme Rescore Visit	£295.00	£310.00	£15.00	5.1%	Discretionary
Food Surrender Certificates	£130.00	£136.00	£6.00	4.6%	Discretionary
Copies of Food Premises Register (a) Single Entry	£4.50	£4.75	£0.25	5.6%	Discretionary
Copies of Food Premises Register (b) Full Register	£338.00	£355.00	£17.00	5.0%	Discretionary
Factual Statements for Civil Proceedings	£165.00	£175.00	£10.00	6.1%	Discretionary
Reports provided under the Environmental Information Regulations	£160.00	£165.00	£5.00	3.1%	Statutory
Water Sampling					
Large/Commercial use supplies (each assessment at £68/hour capped at £500)	£500.00	£500.00	£0.00	0.0%	Statutory
Risk assessment (each assessment at £68/hour capped at £500)	£500.00	£500.00	£0.00	0.0%	Statutory
Sampling (each visit)	£100.00	£100.00	£0.00	0.0%	Statutory
Investigation	£100.00	£100.00	£0.00	0.0%	Statutory
Granting an authorisation	£100.00	£100.00	£0.00	0.0%	Statutory
Analysing a sample:					
Taken under regulation 10	£25.00	£25.00	£0.00	0.0%	Statutory
Taken during Check monitoring	£100.00	£100.00	£0.00	0.0%	Statutory
Taken during Audit monitoring	£500.00	£500.00	£0.00	0.0%	Statutory
Water Sampling Fees:					
Lab Fees (Depending on criteria)	£87.50	£92.50	£5.00	5.7%	Discretionary
Pools (basic swimming pool test)	£34.50	£36.00	£1.50	4.3%	Discretionary
Sampling and admin cost recovery hourly rate	£47.00	£50.00	£3.00	6.4%	Discretionary
Courier charge	£34.50	£36.00	£1.50	4.3%	Discretionary
Health Protection - Food Safety					
Level 2 Food Safety in Catering Course					
Taught Course	£78.00	£81.50	£3.50	4.5%	Discretionary
Taught - Voluntary Groups	£44.00	£46.00	£2.00	4.5%	Discretionary
Taught - Unemployed	£44.00	£46.00	£2.00	4.5%	Discretionary
E-learning (all level 2 courses)	£26.00	£27.50	£1.50	5.8%	Discretionary
Level 2 Personal license Holder elearning and invigilated exam	£85.00	£90.00	£5.00	5.9%	Discretionary
Invigilated exam resit	£27.00	£28.50	£1.50	5.6%	Discretionary
Level 3 Food Hygiene Course Taught Course	£305.00	£320.00	£15.00	4.9%	Discretionary
Cost recovery - Commercial & Business Support					
Basic cost recovery (qualified officer)	£73.50	£77.00	£3.50	4.8%	Discretionary
Full cost recovery (qualified officer)	£81.00	£85.00	£4.00	4.9%	Discretionary
Mileage cost per mile	£0.45	£0.45	£0.00	0.0%	Discretionary
Strive for 5	£265.50	£278.00	£12.50	4.7%	Discretionary
SFBB Packs (without diary)	£16.50	£17.50	£1.00	6.1%	Discretionary
SFBB 48 week diary refills	£15.50	£16.50	£1.00	6.5%	Discretionary
SFBB Pack with 48 week diary refill	£26.00	£27.50	£1.50	5.8%	Discretionary
Mobile Home Sites Fees					
New Application					
1 to 10 pitches	£316.00	£328.50	£12.50	4.0%	Discretionary
11 to 30 pitches	£464.00	£482.50	£18.50	4.0%	Discretionary
31 to 99 pitches	£602.00	£626.00	£24.00	4.0%	Discretionary
100 or more pitches	£750.00	£780.00	£30.00	4.0%	Discretionary
Annual Fee					
1 to 10 pitches	£247.00	£257.00	£10.00	4.0%	Discretionary
11 to 30 pitches	£316.00	£328.50	£12.50	4.0%	Discretionary
31 to 99 pitches	£390.00	£405.50	£15.50	4.0%	Discretionary
100 or more pitches	£464.00	£482.50	£18.50	4.0%	Discretionary
Transfer/amendment	£174.50	£181.50	£7.00	4.0%	Discretionary
Replacement paper licence	£15.00	£17.00	£2.00	13.3%	Discretionary
Lodging rules	£60.00	£62.40	£2.40	4.0%	Discretionary

Appendix 7 - Fees and Charges Schedule

Public Protection, Environmental Health, Licensing					
Fees and Charges	Fee 22-23 (Excl. VAT)	Proposed Fee 23-24 (Excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
Environmental Enforcement					
Unwanted vehicle	£34.00	£35.50	£1.50	4.4%	Discretionary
Rats & Mice, Per consultation - 3 visits	£56.50	£62.50	£6.00	10.6%	Discretionary
Additional visit		£20.50			
Fleas, cockroaches ants, carpet beetles, and other household insects	£62.50	£79.00	£16.50	26.4%	Discretionary
Bedbugs	£96.50	£112.50	£16.00	16.6%	Discretionary
Wasps Nests	£56.50	£67.75	£11.25	19.9%	Discretionary
Collection of stray dogs	£142.50	£148.50	£6.00	4.2%	Both Statutory and Discretionary Elements
Kennel Costs (per day/part of)	£22.50	£22.50	£0.00	0.0%	Discretionary

NOA, Cooper School and Stratfield Brake					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed Fee 2023-24 (excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
NORTH OXFORDSHIRE ACADEMY ATP BANBURY					
ATP/GRASS INNER PITCH					
Senior Match	£67.10	£68.45	£1.35	2.0%	Discretionary
Junior Match	£33.45	£34.10	£0.65	1.9%	Discretionary
Senior Training Whole Pitch	£48.50	£49.45	£0.95	2.0%	Discretionary
Senior Training Half Pitch	£30.15	£30.75	£0.60	2.0%	Discretionary
Junior Training Whole Pitch	£25.90	£26.40	£0.50	1.9%	Discretionary
Junior Training Half Pitch	£15.20	£15.50	£0.30	2.0%	Discretionary
NORTH OXFORDSHIRE ACADEMY ATP FOR KEYHOLDERS					
60 Minutes Hire					
Senior Match	£57.60	£58.75	£1.15	2.0%	Discretionary
Junior Match	£21.15	£21.60	£0.45	2.1%	Discretionary
NORTH OXFORDSHIRE ATHLETICS TRACK BANBURY					
Fixtures					
Non Cherwell Based Clubs Fixtures	£52.55	£53.60	£1.05	2.0%	Discretionary
Cherwell Clubs – Seniors Fixtures	£40.10	£40.90	£0.80	2.0%	Discretionary
Cherwell Clubs – Juniors Fixtures	£31.75	£32.40	£0.65	2.0%	Discretionary
Seniors Training	£41.75	£42.60	£0.85	2.0%	Discretionary
Juniors	£21.55	£22.00	£0.45	2.1%	Discretionary
PAVILION/CHANGING/CLUB ROOM HIRE					
Pavilion/Changing/Club Room Hire	£17.00	£17.35	£0.35	2.1%	Discretionary
NOA Holiday Hubs					
Session 8:45am to 3:00pm	£16.23	£16.55	£0.32	2.0%	Discretionary
Session 8:45am to 5:00pm	£20.60	£21.00	£0.40	1.9%	Discretionary
COOPER SCHOOL, BICESTER					
Sports Hall Hire – 55 Minutes					
Senior	£45.20	£46.10	£0.90	2.0%	Discretionary
Junior	£27.00	£27.55	£0.55	2.0%	Discretionary
Badminton Court - 55 minutes					
Senior	£10.00	£10.20	£0.20	2.0%	Discretionary
Junior	£4.90	£5.00	£0.10	2.0%	Discretionary
ATP – 60 Minutes					
Senior Whole Pitch	£52.65	£53.70	£1.05	2.0%	Discretionary
Senior Half Pitch	£34.60	£35.30	£0.70	2.0%	Discretionary
Senior Quarter Pitch	£28.95	£29.55	£0.60	2.1%	Discretionary
Junior Whole Pitch	£44.40	£45.30	£0.90	2.0%	Discretionary
Junior Half Pitch	£27.65	£28.20	£0.55	2.0%	Discretionary
Junior Quarter Pitch	£19.35	£19.75	£0.40	2.1%	Discretionary
Hockey Club – Whole Pitch					
Senior Match – 90 Minutes	£92.75	£94.60	£1.85	2.0%	Discretionary
Senior Training – 60 Minutes	£52.95	£54.00	£1.05	2.0%	Discretionary
Junior Match – 90 Minutes	£48.40	£49.35	£0.95	2.0%	Discretionary
Junior Training – 60 Minutes	£31.30	£31.90	£0.60	1.9%	Discretionary
Performance Hall					
Hire charge (per hour)	£28.05	£28.60	£0.55	2.0%	Discretionary
Hire charge with tiered seating	£56.05	£57.15	£1.10	2.0%	Discretionary
Events hire including seating/lighting/stage					
Cooper Holiday Hubs					
Session 8:45am to 3:00pm	£16.23	£16.55	£0.32	2.0%	Discretionary
Session 8:45am to 5:00pm	£20.60	£21.00	£0.40	1.9%	Discretionary
Public Liability Insurance re-charge charged at 10% of total hire fee.					
*Block bookings of 10 sessions or more are exempt from VAT					

Appendix 7 - Fees and Charges Schedule

NOA, Cooper School and Stratfield Brake					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed Fee 2023-24 (excl. VAT)	Actual Increase	% Increase	Statutory/ Discretionary?
STRATFIELD BRAKE					
Cricket Pitch Hire (per match)	£100.70	£102.70	1.99%	£2.00	Discretionary
Cricket Pitch Hire (per match) - junior	£49.85	£50.85	2.01%	£1.00	Discretionary
Cricket Nets Hire (per hour)	£15.55	£15.85	1.93%	£0.30	Discretionary
Rugby Pitch Hire - Adult Matches (per match)	£72.70	£74.15	1.99%	£1.45	Discretionary
Rugby Pitch Hire - Adult Training (per hour)	£46.75	£47.70	2.03%	£0.95	Discretionary
Rugby Pitch Hire - Junior Matches (per match)	£39.45	£40.25	2.03%	£0.80	Discretionary
Rugby Pitch Hire - Junior Training (per hour)	£24.90	£25.40	2.01%	£0.50	Discretionary
Rugby Pitch Hire - Mini Matches (per match)	£17.65	£18.00	1.98%	£0.35	Discretionary
Rugby Pitch Hire - Mini Training (per hour)	£10.40	£10.60	1.92%	£0.20	Discretionary
GAB Adult Pitch Hire - Match	£58.15	£59.30	1.98%	£1.15	Discretionary
GAB Adult Pitch Hire - Training	£39.45	£40.25	2.03%	£0.80	Discretionary
GAB Junior Pitch Hire - Match	£32.20	£32.85	2.02%	£0.65	Discretionary
GAB Junior Pitch Hire - Training	£21.80	£22.25	2.06%	£0.45	Discretionary
GAB Mini Pitch Hire - Match	£14.55	£14.85	2.06%	£0.30	Discretionary
GAB Mini Pitch Hire - Training	£10.40	£10.60	1.92%	£0.20	Discretionary
Football Pitch Hire - Adult Matches (per match)	£72.70	£74.15	1.99%	£1.45	Discretionary
Football Pitch Hire - Adult Training (per hour)	£46.75	£47.70	2.03%	£0.95	Discretionary
Football Pitch Hire - Junior Matches (per match)	£39.45	£40.25	2.03%	£0.80	Discretionary
Football Pitch Hire - Junior Training (per hour)	£25.95	£26.45	1.93%	£0.50	Discretionary
Football Pitch Hire - Mini Matches (per match)	£17.65	£18.00	1.98%	£0.35	Discretionary
Football Pitch Hire - Mini Training (per hour)	£10.40	£10.60	1.92%	£0.20	Discretionary
KYFC Football Pitch Hire - Junior Matches (per match) 9v9 & 11v11	£31.20	£31.85	2.08%	£0.65	Discretionary
KYFC Football Pitch Hire - Junior Training(p.hr) 9v9 & 11v11	£24.95	£25.45	2.00%	£0.50	Discretionary
KYFC Football Pitch Hire - Mini Matches (per match) 5v5 & 7v7	£14.55	£14.85	2.06%	£0.30	Discretionary
KYFC Football Pitch Hire - Mini Training (p.hr) 5v5 & 7v7	£10.40	£10.60	1.92%	£0.20	Discretionary
Function Room Hire - per hour	£27.50	£28.05	2.00%	£0.55	Discretionary
Running Club Showers	£1.35	£1.40	3.70%	£0.05	Discretionary
Changing Room Hire (per hour)	£10.40	£10.60	1.92%	£0.20	Discretionary

Appendix 7 - Fees and Charges Schedule

CHERWELL					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
MEMBERSHIP DIRECT DEBITS					
Expressions DD (single)					
Single DD - FIXED	£39.00	£40.00	2.56%	£1.00	Discretionary
Single DD - FLEXI	£44.00	£45.00	2.27%	£1.00	Discretionary
Expressions Family					
Family DD (2 adults + 2 children) - FIXED	£80.00	£85.00	6.25%	£5.00	Discretionary
Family DD (2 adults + 2 children) - FLEXI	£85.00	£90.00	5.88%	£5.00	Discretionary
Family with up to 5 children					
Family DD (2 adults + 5 children) - FIXED	£90.00	£94.00	4.45%	£4.00	Discretionary
Family DD (2 adults + 5 children) - FLEXI	£95.00	£99.00	4.20%	£4.00	Discretionary
One Parent (1 adult + 2 children)					
Single Parent (1 adult + 2 children) - FIXED	£50.00	£52.50	5.00%	£2.50	Discretionary
Single Parent (1 adult + 2 children) - FLEXI	£55.00	£57.50	4.55%	£2.50	Discretionary
One Parent (5 children)					
Single Parent (1 adult + 5 children) - FIXED	£60.00	£63.00	5.00%	£3.00	Discretionary
Single Parent (1 adult + 5 children) - FLEXI	£65.00	£68.00	4.60%	£3.00	Discretionary
Corporate (single)					
Corporate (single) FIXED	£37.00	£38.00	2.70%	£1.00	Discretionary
Corporate (single) FLEXI	£39.00	£40.00	2.56%	£1.00	Discretionary
Fixed Swimming	£23.50	£25.00	6.40%	£1.50	Discretionary
Swim 15	£15.50	£16.00	3.20%	£0.50	Discretionary
GP Referral - one year follow on	£27.75	£28.00	0.90%	£0.25	Discretionary
Expressions Concession	£37.00	£38.00	2.70%	£1.00	Discretionary
Junior	£22.00	£23.00	4.50%	£1.00	Discretionary
Student	£25.00	£26.00	4.00%	£1.00	Discretionary
Aqua Swim, Sauna, Steam	£35.00	£36.00	2.80%	£1.00	Discretionary
1 - month offer	£56.00	£55.00	-1.75%	-£1.00	Discretionary
Annuals	£421.20	£432.00	2.56%	£10.80	Discretionary

Appendix 7 - Fees and Charges Schedule

CHERWELL					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
FITNESS SUITE					
Casual Peak	£10.30	£11.00	6.80%	£0.70	Discretionary
Senior Peak	£4.25	£4.75	11.76%	£0.50	Discretionary
Casual Off-Peak	£8.55	£9.00	5.26%	£0.45	Discretionary
Senior Off-Peak	£3.85	£4.00	3.09%	£0.12	Discretionary
Induction (for PAYG)	£20.45	£23.00	12.48%	£2.55	Discretionary
Refresher Induction	£10.20	£11.50	12.48%	£1.28	Discretionary
Junior Peak	£4.25	£4.50	5.96%	£0.25	Discretionary
Junior Induction	£4.70	£5.00	5.96%	£0.28	Discretionary
Adult Link Card Peak	£5.15	£5.50	7.04%	£0.36	Discretionary
Senior Link Card Peak	£2.15	£2.35	9.32%	£0.20	Discretionary
Adult Link Card Off-Peak	£4.30	£4.50	4.67%	£0.20	Discretionary
Senior Link Card Off-Peak	£1.95	£2.00	3.09%	£0.06	Discretionary
Link Card Induction	£10.20	£11.50	12.48%	£1.28	Discretionary
GP Referral Session	£4.35	£4.75	9.15%	£0.40	Discretionary
MotorMed Session	£2.60	£3.00	14.44%	£0.38	Discretionary
Fitness Test - non members	£16.20	£18.00	11.11%	£1.80	Discretionary
Replacement Membership Card	£3.45	£3.00	-13.30%	-£0.46	Discretionary

HEALTH SUITE					
Sauna / Steam / Spa* (* = Swim at KGLC)	£8.50	£9.50	11.76%	£1.00	Discretionary
Sauna / Steam / Spa / Swim	£12.70	£14.00	10.24%	£1.30	Discretionary
Senior Health Suite	£4.35	£4.75	9.15%	£0.40	Discretionary
Link Card Sauna / Steam	£4.25	£4.75	11.85%	£0.50	Discretionary

Appendix 7 - Fees and Charges Schedule

CHERWELL					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
FITNESS CLASSES					
All Classes (incl AquaFit)	£7.00	£8.00	14.29%	£1.00	Discretionary
Body conditioning (1.5 hours)	£9.00	N/A	N/A	N/A	Discretionary
Studio Cycling (Peak)	£10.35	£11.50	11.11%	£1.15	Discretionary
Studio Cycling (Off-Peak)	£8.85	£10.00	12.99%	£1.15	Discretionary
Yoga	£7.05	£8.00	13.48%	£0.95	Discretionary
Yoga (1.5 hours)	£9.05	N/A	N/A	N/A	Discretionary
Junior and Senior - specific classes	£4.25	£5.00	17.73%	£0.75	Discretionary
Senior Classes - Bicester	£3.75	£5.00	32.54%	£1.23	Discretionary
Yoga (1.5 hours)	£9.05	N/A	N/A	N/A	Discretionary
Virtual Classes	£3.45	£4.00	15.59%	£0.54	Discretionary
Core on the Ball (30 mins)	£3.75	N/A	N/A	N/A	Discretionary
Link Card Classes	£3.50	£4.00	13.87%	£0.49	Discretionary
Link Card Classes - Senior / Junior	£2.10	£2.50	19.21%	£0.40	Discretionary

Appendix 7 - Fees and Charges Schedule

CHERWELL					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
SWIMMING SESSIONS					
Adult	£4.50	£5.05	12.22%	£0.55	Discretionary
Junior	£2.95	£3.30	11.86%	£0.35	Discretionary
Seniors	£2.95	£3.30	11.86%	£0.35	Discretionary
Under 3's	£0.00	£0.00	£0.00	£0.00	Discretionary
Block of 10 swims - Adult	£40.75	£45.45	11.53%	£4.70	Discretionary
Block of 10 swims - Juniors	£26.70	£29.70	11.24%	£3.00	Discretionary
Block of 10 swims - Seniors	£26.70	£29.70	11.24%	£3.00	Discretionary
Family Swim ticket	£14.40	£16.00	11.11%	£1.60	Discretionary
Adult Link Card Swim	£2.25	£2.50	10.89%	£0.25	Discretionary
Junior Link Card Swim	£1.50	£1.65	10.00%	£0.15	Discretionary
Senior Link Card Swim	£1.50	£1.65	10.00%	£0.15	Discretionary
Teachers	£3.30	£3.70	12.02%	£0.40	Discretionary
GP Referral Swim (see GP Ref section)	£4.35	£4.85	11.45%	£0.50	Discretionary
Wet & Wacky - junior	£3.50	N/A	N/A	N/A	Discretionary
Wet & Wacky - adult	£4.65	N/A	N/A	N/A	Discretionary
Wet & Wacky - senior	£3.20	N/A	N/A	N/A	Discretionary
AquaFit	£6.95	£7.80	11.43%	£0.80	Discretionary
Scouts and Brownies	£2.00	£2.20	10.33%	£0.21	Discretionary
AquaFit - senior	£4.30	£4.80	11.65%	£0.50	Discretionary
Swim Fit - Adult	£5.75	£6.45	11.85%	£0.68	Discretionary
Swim Fit - Senior	£3.70	£4.15	11.60%	£0.43	Discretionary

Appendix 7 - Fees and Charges Schedule

CHERWELL					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
SWIMMING LESSONS					
Stage 1 - 7, parent & toddler 50 weeks as 3x17 weeks	£6.55	N/A	N/A	N/A	Discretionary
Stage 1 - 7, parent & toddler - Direct Debit	£26.20	£30.00	14.50%	£3.80	Discretionary
1 hour classes (rookie, survival, adults)	£9.20	N/A	N/A	N/A	Discretionary
1 hour classes (rookie, survival, adults) - Direct Debit	£36.70	£41.00	11.71%	£4.30	Discretionary
40 minute intensive lesson	£9.80	N/A	N/A	N/A	Discretionary
30 minute intensive lesson	£6.25	£7.02	12.30%	£0.77	
Ducklings 10 wk course / 30 min lesson	£6.20	N/A	N/A	N/A	Discretionary
Stage 1 - 3 (with assistants) 10 week course / 30 min lesson	£6.55	N/A	N/A	N/A	Discretionary
Stage 1 - 3 (with assistants) - Direct Debit - 30 min lesson	£26.20	£30.00	14.44%	£3.79	Discretionary
Stage 4 - 7 10 wk course / 30 min lesson	£6.20	N/A	N/A	N/A	Discretionary
Stage 4 - 7 10 wk course - Direct Debit	£26.20	£30.00	14.44%	£3.79	Discretionary
Stage 8 - 10 & Adult 10 wk course - 55mins / 1 hr	£9.40	N/A	N/A	N/A	Discretionary
Stage 8 - 10 & Adult - Direct Debit	£36.70	£41.00	11.71%	£4.30	Discretionary
CHILDREN's lessons 10 weeks course / 30 min lesson	£6.05	N/A	N/A	N/A	Discretionary
CHILDREN's lessons Direct Debit - 30 min lesson - with assistant	£26.25	£30.00	14.44%	£3.79	Discretionary
ADULT lessons 10 wk course / 60 min	£9.20	N/A	N/A	N/A	Discretionary
ADULT lessons Direct Debit - 60 min	£36.70	£41.00	11.71%	£4.30	Discretionary

Appendix 7 - Fees and Charges Schedule

CHERWELL

Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
BIRTHDAY PARTIES					
Sports Hall Party	£118.55	£130.00	9.66%	£11.46	Discretionary
Sports Hall Party & Food for up to 23 children	£170.90	N/A	N/A	N/A	Discretionary
Sports Hall / MegaBounce Party	£118.55	£130.00	9.66%	£11.46	Discretionary
Super Striker / Football (Indoors)	£86.25	£96.00	11.31%	£9.75	Discretionary
Super Striker / Football (Outdoors)	£62.00	£69.00	11.33%	£7.02	Discretionary
Swimming Pool Party (Main Pool) - rafts and inflatables	£129.35	£145.00	12.11%	£15.66	Discretionary
Swimming Pool Party (PnT Pool) - Paddle & Play	£118.55	£130.00	9.66%	£11.46	Discretionary
Swimming Pool - wet & wacky	£150.90	£145.00	-3.91%	-£5.89	Discretionary
Swimming Pool Party - rafts and inflatables	£129.35	£145.00	12.11%	£15.66	Discretionary
Jump & Jiggle Soft Play Party	£91.60	£100.00	9.18%	£8.40	Discretionary
Sports Party (indoors or outdoors)	£91.60	£96.00	4.81%	£4.40	Discretionary
Mega Bounce & Tots Bounce Party	£134.75	£130.00	-3.52%	-£4.75	Discretionary

POOL HIRE - also see Birthday Parties					
Main Pool	£102.40	£105.00	2.54%	£2.60	Discretionary
Main Pool Gala	£136.30	£150.00	10.04%	£13.68	Discretionary
Trainer Pool	£74.40	£83.00	11.56%	£8.60	Discretionary
Trainer Pool Gala	£102.40	£83.00	-18.94%	-£19.40	Discretionary
Play & Teach Pool	£86.25	£96.00	11.31%	£9.75	Discretionary
School Hire (per lesson / teacher)	£18.85	£21.20	12.30%	£2.32	Discretionary
Swim Club - Weekday mornings per 55mins	£43.10	£48.40	12.30%	£5.30	Discretionary
Swim Club - evenings per 55mins	£68.90	£77.37	12.30%	£8.47	Discretionary

Appendix 7 - Fees and Charges Schedule

CHERWELL					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
SPORTS HALL HIRE (per hour)					
Badminton Court Peak	£12.50	£14.00	12.00%	£1.50	Discretionary
Badminton Court Peak - Block Booking	£13.75	£14.00	1.92%	£0.26	Discretionary
Badminton Court Off-Peak	£10.00	£11.20	12.00%	£1.20	Discretionary
Badminton Court Off Peak - Block Booking	£11.05	£11.50	3.95%	£0.44	Discretionary
Junior Peak	£6.25	£7.00	12.19%	£0.76	Discretionary
Junior Off-Peak	£4.95	£5.00	0.38%	£0.02	Discretionary
Adult vs Junior Peak	£9.35	£10.00	6.55%	£0.62	Discretionary
Adult vs Junior Off-Peak	£7.55	£8.45	11.99%	£0.91	Discretionary
Hall Hire Peak (5-a-side)	£57.40	£63.00	9.76%	£5.60	Discretionary
Hall Hire Peak (5-a-side) - Block Booking	£63.20	£64.00	1.30%	£0.82	Discretionary
Hall Hire Off-Peak (5-a-side)	£45.95	£51.60	12.30%	£5.65	Discretionary
Hall Hire Off-Peak (5-a-side) - Block Booking	£50.50	£51.60	2.20%	£1.11	Discretionary

SQUASH COURTS HIRE (per 40 mins)					
Squash Court Hire Peak	£9.25	£9.50	2.70%	£0.25	Discretionary
Squash Court Hire Peak - Block Booking	£10.15	£9.50	-2.06%	-£0.20	Discretionary
Squash Court Hire Off-Peak	£7.85	£8.75	11.46%	£0.90	Discretionary
Squash Court Hire Off Peak - Block Booking	£8.65	£9.50	9.81%	£0.85	Discretionary
Junior Peak	£4.60	£5.00	8.37%	£0.39	Discretionary
Junior Off-Peak	£3.90	£4.25	8.03%	£0.32	Discretionary
Adult vs Junior Peak	£6.95	£7.00	0.38%	£0.03	Discretionary
Adult vs Junior Off-Peak	£5.90	£6.50	9.65%	£0.57	Discretionary

Appendix 7 - Fees and Charges Schedule

CHERWELL

Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
TABLE TENNIS HIRE (per hour)					
Adult Hire	£7.35	£8.00	8.84%	£0.65	Discretionary
Junior Hire	£3.65	£4.00	8.99%	£0.33	Discretionary
Adult vs Junior	£5.50	£6.00	8.99%	£0.49	Discretionary

ALL WEATHER PITCHES - BLC and KGLC					
Adult Football	£44.20	£48.00	8.60%	£3.80	Discretionary
Adult Football - Block Booking	£47.45	£52.00	9.59%	£4.55	Discretionary
Junior Football (up to 7.15pm)	£33.40	£36.00	7.79%	£2.60	Discretionary
Junior Football (up to 7.15pm) - Block booking	£36.75	£40.00	8.83%	£3.25	Discretionary
Junior individual PAYG	£3.10	£3.45	11.53%	£0.36	Discretionary
Senior individual PAYG	£4.80	£5.00	3.66%	£0.18	Discretionary
Whole Pitch	£84.60	£90.00	6.36%	£5.38	Discretionary
2/3rds Pitch	£61.55	£65.00	5.60%	£3.45	Discretionary
1/3rd Pitch	£38.50	£40.00	3.81%	£1.47	Discretionary
Tennis	£7.00	£7.89	12.30%	£0.86	Discretionary

EQUIPMENT HIRE					
Racquets - badminton, tennis, & table tennis bats	£2.00	£2.00	0.00%	£0.00	Discretionary
Bibs	£2.00	£2.00	0.00%	£0.00	Discretionary
Deposit (refundable)	£5.00	£5.00	0.00%	£0.00	Discretionary
Breakages (take from deposit)	£5.00	£5.00	-7.41%	-£0.40	Discretionary
Football hire	£2.00	£2.00	0.00%	£0.00	Discretionary
Football deposit	£10.00	£10.00	0.00%	£0.00	Discretionary

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CHERWELL					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
JUNIOR ACTIVITIES					
Sway Dance	£0.00	N/A	N/A	N/A	Discretionary
Parent & Toddler Sessions	£6.45	£7.00	6.87%	£0.45	Discretionary
Adults & Juniors (1 hour)	£9.35	£10.00	6.55%	£0.62	Discretionary
Spice Up Saturday	£5.70	£6.00	5.03%	£0.29	Discretionary
Baby Bounce	£3.25	£3.70	12.12%	£0.40	Discretionary
Baby Bounce - additional sibling	£2.65	N/A	N/A	N/A	Discretionary
Strikers / Dribblers	£5.50	£6.00	8.99%	£0.49	Discretionary
Mini Dribblers	£4.40	£4.80	8.99%	£0.40	Discretionary
Soft Play	£1.75	N/A	N/A	N/A	Discretionary
Gymnastics and Trampoline (terms 12-14 weeks)	£7.35	N/A	N/A	N/A	Discretionary
Gymnastics Direct debit (39 weeks spread over 52 weeks) - NEW FOR 2019	£23.80	£26.00	9.23%	£2.20	Discretionary
Trampoline (30 minute class)	£4.00	N/A	N/A	N/A	Discretionary
Tots Bounce	£2.75	£3.10	11.56%	£0.32	Discretionary
Tots Bounce - Family Member 50% off	£1.40	£1.55	9.49%	£0.13	Discretionary
Mega Bounce	£3.40	£3.70	8.57%	£0.29	Discretionary
Jump & Jiggle Area	£1.65	£1.85	10.27%	£0.17	Discretionary
ROOM HIRE					
Activity Hall - Peak	£50.55	£55.00	8.59%	£4.35	Discretionary
Exercise Studio	£22.55	£25.00	10.89%	£2.46	Discretionary
Activity Hall - Peak	£50.65	£55.00	8.59%	£4.35	Discretionary
Studio 1	£67.63	£70.00	3.50%	£2.37	Discretionary
Studio 2	£45.80	£50.00	9.11%	£4.18	Discretionary
Meeting Room - 1 hour	£19.40	£20.00	3.09%	£0.60	Discretionary
Meeting Room - half day	£64.75	£70.00	8.11%	£5.25	Discretionary
Meeting Room - full day	£107.80	£110.00	2.04%	£2.20	Discretionary
Body Therapy Clinic	£44.20	£44.20	0.00%	£0.00	Discretionary

Appendix 7 - Fees and Charges Schedule

CHERWELL					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed 2023- 24 Fees (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
OVER 70's					
Evergreens (Monday)	£3.20	£3.50	9.44%	£0.30	Discretionary
Evergreens (Tuesday)	£3.40	£3.80	11.76%	£0.40	Discretionary
Evergreens (Wednesday)	£4.05	£4.50	11.11%	£0.45	Discretionary
OTHER					
Parish Card (12 months)	N/A	£61.53	12.30%	£6.74	Discretionary
Shower	£4.55	£5.11	12.30%	£0.56	Discretionary
Spectator - Adult	£1.10	£1.24	12.30%	£0.14	Discretionary
Spectator - Junior / Senior	£1.10	£1.24	12.30%	£0.14	Discretionary
Mixed Leisure	£4.60	£5.17	12.30%	£0.57	Discretionary
Adult Badminton Course	£43.82	£51.46	12.30%	£5.64	Discretionary
No Strings	£5.00	£4.48	12.30%	£0.49	Discretionary

Appendix 7 - Fees and Charges Schedule

WOODGREEN					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed Fees 2023-24 (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
Bowling*					
Member Rink peak (2 hours)	£3.50	£3.85	10.20%	£0.35	Discretionary
Public Play	£3.05	£3.35	10.54%	£0.31	Discretionary
Link Play (per hour)	£1.70	£1.80	9.09%	£0.15	Discretionary
Learners (2 hours)	£3.90	£4.30	10.20%	£0.39	Discretionary
Disabled (per hour)	£1.70	£1.80	6.07%	£0.10	Discretionary
Membership Adult	£50.90	£56.00	10.34%	£5.11	Discretionary
New-to-bowls membership	£25.45	£28.00	10.34%	£2.55	Discretionary
Membership Junior	£15.45	£17.00	10.31%	£1.55	Discretionary
Junior Member peak (2 hours)	£1.90	£2.10	10.49%	£0.19	Discretionary
Junior Non Member peak (2 hours)	£3.80	£4.20	10.49%	£0.39	Discretionary
Bowls area wedding	£1,855.00	£2,000.00	8.09%	£145.64	Discretionary
Classes					
Fit 'N'Fifty block of 10	£25.55	£31.50	24.00%	£5.95	Discretionary
Fit 'N' Fifty	£3.20	£3.50	9.88%	£0.31	Discretionary
Fit 'N' Fifty LINK	£1.60	£1.75	10.20%	£0.16	Discretionary
Room Hire					
Meeting room 1 hour	£16.48	£17.50	6.36%	£1.02	Discretionary

Appendix 7 - Fees and Charges Schedule

WOODGREEN					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed Fees 2023-24 (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
Swimming					
Adult session	£4.40	£5.20	17.91%	£0.77	Discretionary
Adult All Day	£8.65	£10.00	16.03%	£1.35	Discretionary
Junior session	£2.90	£3.40	18.41%	£0.52	Discretionary
Junior All Day	£5.35	£6.40	20.06%	£1.04	Discretionary
Senior Citizen	£2.90	£3.40	18.41%	£0.52	Discretionary
Senior All Day	£5.35	£6.40	20.06%	£1.04	Discretionary
Early Bird/Lane swimming	£4.40	£5.20	17.91%	£0.77	Discretionary
Adult Lunchtime	£4.40	£5.20	17.91%	£0.77	Discretionary
Junior/Senior Lunchtime	£2.90	£3.40	18.41%	£0.52	Discretionary
Family Ticket (2 adults, up to 3 children)	£13.75	£15.50	13.08%	£1.75	Discretionary
Block of 10 adult	£39.60	£52.00	31.35%	£12.13	Discretionary
Block of 10 adult all day	£77.90	£100.00	29.26%	£22.12	Discretionary
Block of 10 Junior/senior	£25.95	£34.00	31.90%	£8.04	Discretionary
Block of 10 junior/senior all day	£48.20	£64.00	33.73%	£15.79	Discretionary
Pool Hire (per hour)					
Main Pool	£138.05	£150.00	8.92%	£11.95	Discretionary
Club Hire	£47.90	£60.00	26.01%	£12.10	Discretionary
Gala	£173.00	£180.00	4.12%	£6.93	Discretionary
Party hire	£173.00	£180.00	4.12%	£6.93	Discretionary

Appendix 7 - Fees and Charges Schedule

WOODGREEN					
Fees and Charges	Fees 2022-23 (excl. VAT)	Proposed Fees 2023-24 (excl. VAT)	increase in %	increase in £	Statutory/ Discretionary?
FITNESS / GYM					
Single DD - FIXED	£26.80	£27.00	3.85%	£1.00	Discretionary
Single DD - FLEXI	£31.95	£32.00	3.23%	£1.00	Discretionary
Corporate (single) FIXED	£23.70	£24.00	4.35%	£1.00	Discretionary
Corporate (single) FLEXI	£28.85	£29.00	3.57%	£1.00	Discretionary
Gym casual admission	£6.80	£7.50	10.62%	£0.70	Discretionary
Shower (winter)	£2.05	£2.20	6.98%	£0.14	Discretionary
Junior Gym Session	£3.85	£4.25	10.20%	£0.38	Discretionary
Studio 1 hire per hour	£16.45	£18.00	9.48%	£1.52	Discretionary
Studio 2 hire per hour	£16.45	£18.00	9.48%	£1.52	Discretionary
Seniors Classes	£3.20	£3.50	9.88%	£0.31	Discretionary
Group Cycling	£6.40	£7.00	9.88%	£0.61	Discretionary
Fitness Classes (incl Zumba)	£6.25	£7.00	11.73%	£0.72	Discretionary

Our Business plan priorities

Housing that meets your needs

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



Supporting environmental sustainability

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



An enterprising economy with strong and vibrant local centres

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



Healthy, resilient and engaged communities

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



Delivery themes

Customers

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



Healthy places

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



Partnerships

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



Continuous improvement

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



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.



Climate action

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

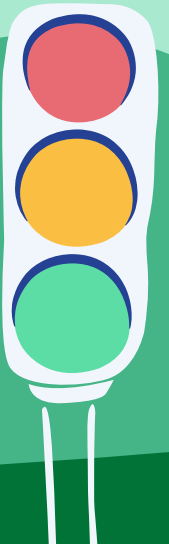
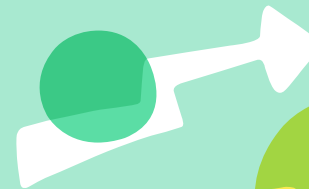


Performance management framework

Cherwell District Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2023 business plan and the priorities of the council. The supporting measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delay.

To measure performance a 'traffic light' system is used. Where performance is on or ahead of target, it is rated green. Where performance is slightly behind the target it is rated amber. A red rating indicates performance is off target.

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



Annual Service Delivery Plan

Our Annual Delivery Plan which sets out the clear priorities and objectives for the year, it establishes a clear direction for our Council on an annual basis in support of the vision, aims and ambitions of our Council as contained in the Council's Business Plan. As this is our Council's initial Annual Delivery Plan, introduced during 2022/23, it is therefore intended to cover the period 2022/23 and 2023/24. The Annual Delivery Plan contains ten key Strategic Priorities which are identified in table below.

Response to the Cost of Living Crisis	To respond to the rising cost of living challenges within our local communities, ensuring we co-ordinate our services and our partnerships to provide the most effective support to our communities.
Response to the Climate Emergency	The Council declared a climate emergency in 2019 this Council and many others recognised the importance of tackling the impending global ecological disaster by unanimously passing a climate emergency motion and has in place an action plan to reduce the Council's direct impact on the environment. The Council has recently agreed to take forward a new strategy which will be developed with support from Members across the Council and through the contribution of the Overview & Scrutiny Committee.
Promote individual Well Being & Healthy Communities	To support the well-being of our communities and develop a single strategy for physical, mental, social and cultural support promoting inclusion for all.
Support and facilitate a Vibrant local Economy	To ensure we have a clear strategy for the economic prosperity of Bicester, Banbury, Kidlington and our rural villages and communities including specific opportunities to regenerate and improve our Town Centres.
Right homes, Right places - Local Plan	To ensure we have the right target for new homes and economic growth, in the right place, and protect our villages, communities and the environment through our Local Plan.
Work to prevent Homelessness	To support our residents into permanent accommodation that meets their needs and supports their forward journey in society.
Deliver in Partnership	To recognise the importance of working in partnership for our local communities. We will seek to strengthen our Local Strategic Partnership in Cherwell to help achieve improved outcomes for all our communities through improved co-ordination of our priorities with our LSP partners.
Deliver for and with our communities	Deliver effective and efficient services to meet the needs of our local communities now and into the future.
Medium Term Financial sustainability	To ensure the MTFs is balanced over the medium term and we provide value for money with our limited resources focused on the Council's key priorities and maximise external investment into Cherwell.
Team Cherwell	To ensure the support and development of our organisation, through our staff, to support the aims and ambitions of our Council.

Annual Delivery Plan

2022/24

November 2022



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Business Plan Aims

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

Housing that meets your needs

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

An enterprising economy with strong and vibrant local centres

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

Supporting environmental sustainability

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

Healthy, resilient and engaged communities

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



Annual Delivery Plan Priorities

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



Top 10 x Key Strategic Priorities



Business Plan Aims

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

Housing that meets your needs

Supporting Our Strategic Priorities

- Support the delivery of affordable and green housing
 - Ensure minimum standards in rented housing
 - Work with partners supporting new ways to prevent homelessness
 - Support our most vulnerable residents
 - Deliver the Local Plan
- **Local Plan:** Progress a new Plan with policies to guide housing development to meet needs and address national and local priorities including those addressing climate change.
 - **Wholly Owned Companies:** GHVDC / Crown House delivery.
 - **Affordable Housing:** Deliver affordable housing to meet needs and assist access to the housing market.
 - **Infrastructure:** Work with Oxfordshire County Council to deliver key infrastructure, including to support strategic development and the delivery of the Bicester Garden Town, to deliver improvements to Kidlington Roundabout and access to Banbury Railway station, and to support non-car based modes of transport. Banbury Road junction improvement scheme, engaging with Homes England on North West Bicester, Pioneer Roundabout and Ploughley Road junction in Bicester.
 - **Unlock CDC owned sites:** for potential affordable and green housing.
 - **Empty Property Policy:** Identify owners of disused sites (i.e.garages) to ascertain viability of transforming into packets of affordable housing.
 - **Council Tax Policy:** 2nd Homes.
 - **Housing Grants Programme:** enabling residents to be independent longer.
 - **Regulatory Services and Inspections:** Ensuring compliance and standards.
 - **Oxfordshire Housing and Growth Deal Programme:** Delivering the workstreams to the agreed programme.
 - **'One Council':** approach of identification to homelessness.
 - **Housing First:** implementing a new approach in partnership with the Oxfordshire Homelessness Alliance.
 - **Digital Assistance:** and automation in homes to support vulnerable adults.
 - **Permanent Address Scheme:** develop to help residents for permanent address (Manchester Approach).
 - **Supporting the Refugee and Asylum Schemes:** to ensure all residents move towards independent living and settle well.
 - **Business Engagement :** Continuing to build good relations with the business community.



Business Plan Aims

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

Supporting environmental sustainability

Supporting Our Strategic Priorities

- Work towards our commitment to be carbon neutral by 2030
 - Promote the green economy
 - Support waste reduction, reuse and recycling
 - Work with partners to improve air quality
- **Local Plan:** Progress a new Plan with policies to guide sustainable development including for responding to climate change and minimising carbon emissions.
 - **Green Investments:** with cash borrowed will be looking to invest until it is all needed.
 - **Tree Surgery:** look at investment to provide supply capacity to major development sites and planting initiatives.
 - **Country Parks:** Management Strategy.
 - **Food Waste Collections:** introduction and approach to green waste.
 - **Garden Town Programme and LCWIP delivery** – modal shift support (sustainable travel).
 - **Plant a tree nursery:** to supply trees to our country parks and major development sites.
 - **Solar Park on land:** in our control to meet our energy needs and provide income stream – which could be a supplementary cost of living crisis.
 - **Engagement:** High Tech, High Performing Businesses.
 - **Taxi License Policy:** reducing the environmental impact of the licenced taxi fleet.
 - **Procurement Strategy:** focus on sustainability with business who work with Cherwell.
 - **Waste Strategy:** work with partners to develop an effective strategy for the County.
 - **Green Credentials:** placing emphasis on green credentials of our partners.
 - **Town Centres:** long term development and delivery of our visions for more sustainable town centres.
 - **Parking and Access Strategy:** to provide sufficient and suitable parking to sustain economic, social and environmental well being of our town centres.
 - **Air Quality Management:** monitoring air quality and work with partners to improve air quality in designated air quality management areas.



An enterprising economy with strong and vibrant local centres

Business Plan Aims

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

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

Supporting Our Strategic Priorities

- **Establish visions** for Banbury, Bicester, Kidlington and Rural.
- **Local Plan:** Progress a new Plan with policies to guide development to improve the environment and vitality of our town centres.
- **Public Realm:** design out/solutions in based on healthy place shaping principles and using public art to best effect to develop distinctiveness and civic pride.
- **Castle Quay and Castle Quay Waterfront**
- **Develop a new Investment Strategy:** for Cherwell, Bicester, Banbury, Kidlington and Rural communities.
- **UK Shared Prosperity Fund:** receipt of funding anticipated Autumn 2022 and Year One programme to be delivered by end March 2023.
- **Oxfordshire Housing and Growth Deal:** Delivering the workstreams to the agreed programme.
- **Business Engagement:** continuing to build good relations with the local business community.
- **Cherwell Business Adaptation Fund:** funding from ARG to OxLEP to administer a grant scheme for local business to adapt post-pandemic.
- **Skills:** act as a broker between employers and education establishments to identify skills shortages that are blockers to growth and how this can be remedied.
- **Supportive of high performing business relocation:** and growth within the area.
- **Bicester Garden Town:** supporting the delivery of the garden town programme.
- **Regulatory Services:** provide regulatory business advice and support and deliver risk-based inspection programmes to increase assurance.
- **Develop a Single Business Approach:** across the service areas with our businesses.
- **Support Investment:** through efficient planning and economic development services.
- **Community Safety:** a visible presence in our town centres to provide reassurance and deter anti-social behaviour.
- **Inclusive economy:** developing additional resources to support people into better work.



Business Plan Aims

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

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

Healthy, resilient and engaged communities

Supporting Our Strategic Priorities

- **LSP Food Strategy:** Helping to Tackle the Cost of Living Crisis and Food Insecurity.
- **Digital communities:** having resources accessible anywhere/anytime.
- **Encouraging Active Travel:** Changing residents habits through infrastructure and influencing.
- **Move Together:** helping individuals with long term health conditions out of Covid.
- **Movement on Movement:** working with partners to increase activity and physical independence.
- **Brighter Futures Programme:** partners working to improve life chances in areas of deprivation in Banbury.
- **Inter Faith:** working with faith groups to improve understanding and resident engagement in active, healthy lifestyles.
- **Healthy Place Shaping :** New models of Care, Community Activation Built environment.
- **Cultural Development:** Facilitating and enabling development and attracting external funding to support a vibrant and rich cultural life for residents.
- **Activity for All:** identifying gaps in sporting facilities and active lifestyles locally – developing opportunities for local residents and encouraging visitors to the district.
- **Playing Pitch and Built Facilities Strategy:** develop models to deliver new facilities through securing contributions from developers based on a needs analysis.
- **You Move Programme:** Activity programme aimed at families with free school meal eligibility.
- **Facility Development:** An additional learner pool at Bicester.
- **Age Friendly Family:** extend the principles of age friendly communities across Cherwell.
- **Bicester:** An additional visibility learner pool at Bicester.
- **Work with Community groups:** to take ownership (potential CATs) of unloved and unallocated land to bring communities together/civic pride.
- **Relocation of The Mill:** Facilitating the relocation of The Mill to new premises ensuring the continued provision in the district.
- **Banbury Library:** Working with our partners at the County Council to continue having library provision in Banbury
- **Preventative Debt:** measures use data to proactively work with residents to deliver preventative debt.
- **Community Safety Partnership:** work with partners to deliver actions to enhance community safety.
- **Regulatory Services:** acting on problems which negatively impact local communities.
- **Zero tolerance on Domestic Abuse:** working with partners to prevent domestic abuse and support victims.



Chief Executive Annual Delivery Plan 2022/24

November 2022



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

FINAL VERSION

Chief Executive Directorate

- HR & OD
- Well Being & Housing
- Customer Focus

Chief Executive Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
Housing that meets your needs	Wellbeing & Housing	<ul style="list-style-type: none"> • To deliver the new CDC homelessness strategy linked to the countywide strategy; increasing prevention, reducing rough sleeping by half and minimise the length of stay in temporary accommodation. • To improve the supply of and access to housing at affordable and social rents. • To relicence HMO accommodation. • To hold Registered Providers to account for voids, maintenance and overall quality of provision in the social rented accommodation sector locally. • To continue to provide Home improvements and adaptations for disabled residents. • To ensure the joint commissioning of homelessness services meet our residents needs and provides good value for money. • To work across the Oxfordshire system and within the South East Migration Partnership to ensure refugees and asylum seekers settle well. • To continue to manage our own properties well. 	<ul style="list-style-type: none"> • QTR2 2022/23 • ON GOING • QTR3 2022/23 • ON GOING • ON GOING • ON GOING • ON GOING



Chief Executive Directorate

Chief Executive Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
Leading on environmental sustainability	Wellbeing & Housing	<ul style="list-style-type: none">To continue to modify facilities to reduce carbon impact and seek ways of embracing new technology and external funding to improve our facilities.To continue to invest in renewable energy for swimming pools and active spaces to reduce utility costs.To work with Property services to consider renewable energy investment in community buildings owned by Cherwell DC.	<ul style="list-style-type: none">QTR4 2022/23ON GOINGON GOING

- HR & OD
- Well Being & Housing
- Customer Focus



Chief Executive Directorate

- HR & OD
- Well Being & Housing
- Customer Focus

Chief Executive Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
An enterprising economy with strong and vibrant local centres	HR & OD	<ul style="list-style-type: none"> To support the organisation in the decoupling from the strategic partnership with Oxfordshire County Council. 	<ul style="list-style-type: none"> QTR2 2022/23
	Well Being & Housing	<ul style="list-style-type: none"> To support the development of the arts and cultural services and their role in regeneration. To promote an inclusive economy. To deliver the projects funded through the UK Shared Prosperity Fund. 	<ul style="list-style-type: none"> ON GOING ON GOING ON GOING



Chief Executive Directorate

- HR & OD
- Well Being & Housing
- Customer Focus

Chief Executive Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
Healthy, resilient and engaged communities	Wellbeing & Housing	<ul style="list-style-type: none"> • To deliver targeted Physical Activity provision examples being FAST and HAF to decrease inequality and physical inactivity levels with a focus on those most in need and most deprived wards. • To deliver a Wellbeing Strategy that outlines how the wellbeing team will deliver services linking physical activity, healthy behaviours, wellbeing, cultural and community development. • To seek to improve the quality and offering to residents relating to the Leisure Facilities through robust and regular monitoring of the service provided aligned with the need to undertake needs assessments of built facilities. • To consider options around management of Joint Use Facilities/Sports grounds in Bicester and Kidlington. • To support the voluntary sector to be robust and sustainable and achieve corporate priorities. • To work to strengthen our most vulnerable communities., tackling food insecurity • To assist parish councils to plan for and support the wellbeing of their communities. • To organise the Cherwell Local Strategic Partnership to facilitate cross-sectoral working. • To develop the role of the Brighter Futures in Banbury Partnership to have greater impact on the lives of residents. 	<ul style="list-style-type: none"> • QTR1 2022/23 • QTR4 2022/23 • ON GOING • QTR2 2022/23 • ON GOING • ON GOING • ON GOING • ON GOING • ON GOING
	Customer Focus	<ul style="list-style-type: none"> • To tell our story as a council and as a place – helping to improve our reputation nationally, regionally and sector wide. • To implement a new consultation and engagement strategy to engage with residents and other stakeholders in a more active and inclusive way and put residents at the heart of decision-making. • To implement a Communications Strategy that works both ways, engaging with our customer to understand their needs, working proactively to provide information about the services we provide and the latest developments. • To deliver on the vision of ‘Our Customer Service is your experience...Your satisfaction is our success’. Enhancing our digital customer offer, to increase self-service and assisted service opportunities. 	<ul style="list-style-type: none"> • ON GOING • QTR4 2022/23 • QTR4 2022/23 • ON GOING



Chief Executive Directorate

Chief Executive Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
Housing that meets your needs	Wellbeing & Housing	<ul style="list-style-type: none">To ensure the housing allocations process is efficient and meets the needs of the most vulnerable applicants.To work in partnership with other statutory agencies to reduce homelessness.To maintain a needs assessed policy for strategic housing delivery.	<ul style="list-style-type: none">ON GOINGON GOINGON GOING

- HR & OD
- Well Being & Housing
- Customer Focus

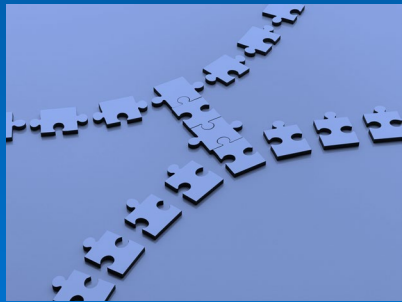


Chief Executive Directorate

Chief Executive Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
Leading on environmental sustainability	Wellbeing & Housing	<ul style="list-style-type: none">To manage built Leisure facilities in a sustainable manner, reducing their carbon footprint	<ul style="list-style-type: none">QTR4 2022/23
	Customer Focus	<ul style="list-style-type: none">To incorporate the climate action framework to our Comms and Marketing strategy, to promote awareness and support education initiatives.	<ul style="list-style-type: none">QTR4 2022/23

- HR & OD
- Well Being & Housing
- Customer Focus



Chief Executive Directorate

- HR & OD
- Well Being & Housing
- Customer Focus

Chief Executive Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
An enterprising economy with strong and vibrant local centres	HR & OD	<ul style="list-style-type: none"> • To work with the organisation to design and embed agile working practices and issue new contracts to all employees. • To review of policies to ensure continued legal compliance, clarity on related processes and efficiency in their operation. • To develop a suite of workforce reports that are readily available to managers to make better evidence-based and informed decisions. • To review of agency worker usage and contractors; analysing current usage that informs a best value approach which offers savings across the organisation. • To develop a Performance Management strategy that ensures every employee is clear on their contribution to the strategic priorities, measures progress and encourages meaningful conversation that motivates and develops our workforce, whilst also ensuring accountability of actions. 	<ul style="list-style-type: none"> • ON GOING • ON GOING • QTR2 2022/23 • QTR4 2022/23 • QTR4 2022/23
	Wellbeing & Housing	<ul style="list-style-type: none"> • To drive partnerships to secure employment for refugees 	<ul style="list-style-type: none"> • QTR2 2022/23
	Customer Focus	<ul style="list-style-type: none"> • To provide Marketing and comms support to all council's commercial initiatives . • To provide data analysis such as benchmarking to support the delivery of commercial initiatives, funding grants bids and industry awards applications. 	<ul style="list-style-type: none"> • ON GOING • ON GOING

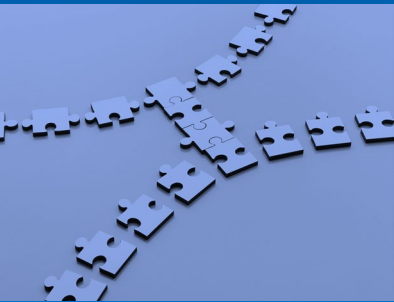


Chief Executive Directorate

- HR & OD
- Well Being & Housing
- Customer Focus

Chief Executive Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
Healthy, resilient and engaged communities	HR & OD	<ul style="list-style-type: none"> • To review our Learning and Development offer and devise and implement a new strategy. • To continue to undertake regular health and safety audits across internal departments. 	<ul style="list-style-type: none"> • QTR3 2022/23 • ON GOING
	Well Being & Housing	<ul style="list-style-type: none"> • To continue to review services to ensure the structure and focus of services are fit for purpose to meet the objective of Healthy resilient and engaged communities. • To fulfil the council’s statutory duty to assess, register and administer Assets of Community Value. • To lead on fulfilling the council’s commitments under the Armed Forces Covenant. • To secure developer contributions (s.106) for community Infrastructure. • To deliver developer funded community infrastructure projects to benefit new communities. 	<ul style="list-style-type: none"> • ON GOING • ON GOING • ON GOING • ON GOING
	Customer Focus	<ul style="list-style-type: none"> • To perform against our own individual Food Strategy Action Plan measures. • To ensure compliance with new Armed Forces Covenant. • To co-ordinate quarterly Civilian Military Partnership (CMP) and support CMP Steering Group. • To host National Graduate Development Programme. • To co-ordinate Corporate awards and Stonewall Workplace Equality Index submissions. • To expand from broadcast communications to conversations and two-way engagement – using digital platforms and more varied types of content (such as video, animation and long-form editorial) to broaden our reach and engagement. • To implement a new consultation and engagement strategy to engage with residents and other stakeholders in a more active and inclusive way and put residents at the heart of decision-making. • To co-ordinate locality meetings and provide policy support to members and ELT. • To enhance key strategic relationships with our local partners . • To work in partnership on cross-organisation priorities to address inequalities. • To improve the First Contact Resolution to customers across all access channels. • To improve satisfaction with customer service centre. 	<ul style="list-style-type: none"> • ON GOING • ON GOING • ON GOING • ON GOING • ON GOING • QTR4 2022/23 • QTR4 2022/23 • ONGOING • ON GOING • ON GOING • ON GOING • ON GOING



Chief Executive Directorate

Chief Executive Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
Housing that meets your needs	HR & OD	<ul style="list-style-type: none">To support the workforce to transform and continuously improve.	<ul style="list-style-type: none">ON GOING
	Wellbeing & Housing	<ul style="list-style-type: none">To prioritise and maintain delivery of statutory housing services within the revised budget.	<ul style="list-style-type: none">ON GOING

- HR & OD
- Well Being & Housing
- Customer Focus



Chief Executive Directorate

Chief Executive Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
An enterprising economy with strong and vibrant local centres	HR & OD	<ul style="list-style-type: none">To successfully embed the iTrent system following strategic review that results in efficiencies within the team, streamlined processes and improved customer experience.	<ul style="list-style-type: none">QTR4 2022/23

- HR & OD
- Well Being & Housing
- Customer Focus



Chief Executive Directorate

- HR & OD
- Well Being & Housing
- Customer Focus

Chief Executive Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
Healthy, resilient and engaged communities	Wellbeing & Housing	<ul style="list-style-type: none"> • To deliver agreed service review outcomes for Leisure Facilities. • To improve collection and interpretation of community data to inform resource allocation. 	<ul style="list-style-type: none"> • ON GOING • ON GOING
	Customer Focus	<ul style="list-style-type: none"> • To provide accurate performance information for national stakeholders and internal customers adhering to quality assurance and SLA targets. • To make the best use of Unity across both councils, explore and test automation of data, functionality of risk, project management and the public facing portal. • To grow the project management network, develop the best practice templates and proactively use lessons learned to continuously improve across both councils. • To promote key research documents more widely supporting evidenced based planning – JSNA, SIA, CENSUS etc. • To support services to complete Equality Impact Assessments. • To enhance EDI commitment with consideration to external engagement and influence. • To maintain a 10 working day or quicker turnaround of official searches. • To maintain an accurate and up-to-date Land Charges register. • To maintain a service focus across the customer base. • To ensure staff are fully trained, developed and competent across the services provided. • To provide an upper quartile, qualitative performance. • To maintain and improve our digital offer to customers by increasing our historical records data. • To implement a Digital Inclusion and VCS Strategy. • To manage current VCS Infrastructure provision and develop new proposal alongside VCS Strategy. • To work with HMLR in preparation for the Register Migration in 2023/24. 	<ul style="list-style-type: none"> • ON GOING • ON GOING • ON GOING • ON GOING • ON GOING • ON GOING • ON GOING • ON GOING • ON GOING • ON GOING • QTR2 2023/24 • QTR2 2023/24 • ON GOING



Communities

Annual Delivery Plan

2022/24

November 2022



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

FINAL VERSION

Communities Directorate

Communities Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
Housing that meets your needs	Planning & Development	<ul style="list-style-type: none"> To contribute to the delivery or acceleration of development associated with the Oxfordshire Housing & Growth Deal. To deliver the Cherwell Local Plan Review within the identified budget by developing a robust and demonstrably 'sound' Local Plan that can be adopted as efficiently, effectively and cost effectively as possible. To implement the Development Management Improvement Plan. To build strategic developer relationships to enable strategic site delivery. To reduce our costs and increase resilience by entering into an effective Building Control collaboration with a Partner Authority. 	<ul style="list-style-type: none"> QTR4 2022/23 QTR3 2022/23 QTR4 2022/23 QTR2 2022/23 QTR1 2022/23
	Growth & Economy	<ul style="list-style-type: none"> To continue to develop accelerated housing delivery with funding from Homes England (Garden Communities and Growth Deal). 	<ul style="list-style-type: none"> ON GOING

- Planning & Development
- Growth & Economy
- Environmental Services
- Regulatory & Community Safety



Communities Directorate

Communities Directorate - Strategic

- Planning & Development
- Growth & Economy
- Environmental Services
- Regulatory & Community Safety

Priority	Portfolio	Activity	Delivery timeframe
Leading on environmental sustainability	Planning & Development	<ul style="list-style-type: none"> • To progress policies that will lift the environmental credentials of all new development for the Local Plan. • To promote, through negotiation and sharing of good practice examples, the Council's aspiration to see applicants consider the opportunities open to them to maximise the sustainability benefits their proposal could deliver. 	<ul style="list-style-type: none"> • QTR4 2022/23 • ON GOING
	Environmental Services	<ul style="list-style-type: none"> • To develop plans for the decarbonisation of the fleet to achieve net zero by 2030. • To help move the Street Cleansing fleet towards net zero. • To aim to achieve a recycling rate around 60%. • To secure a new site for Bicester depot. • To develop a new Carbon Management Programme for 2022/25. 	<ul style="list-style-type: none"> • QTR2 2022/23 • QTR2 2022/23 • QTR4 2022/23 • QTR3 2022/23 • QTR3 2022/23
	Regulatory & Community Safety	<ul style="list-style-type: none"> • To work with partners to monitor air quality in the district and deliver actions which improve air quality. 	<ul style="list-style-type: none"> • ON GOING



Communities Directorate

- Planning & Development
- Growth & Economy
- Environmental Services
- Regulatory & Community Safety

Communities Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
An enterprising economy with strong and vibrant local centres	Planning & Development	<ul style="list-style-type: none"> To deliver the Cherwell Local Plan Review as efficiently, effectively and cost effectively as possible. 	<ul style="list-style-type: none"> ON GOING
	Growth & Economy	<ul style="list-style-type: none"> To contribute to the Oxfordshire Housing and Growth Deal Productivity workstream through RPS projects delivering against the Growth Deal Productivity work stream ambitions set out in the Oxfordshire Local Industrial Strategy and harmonising with growth plans across the Oxford-Cambridge Arc. To engage with businesses to provide effective services. To deliver a refocussed and refreshed Garden Town programme for Bicester. To engage with developers and communities. To lead the CDC input into the EEH connectivity studies. To co-ordinate the CDC response to the emerging A34 project proposals. To progress the options for the East West Rail London Road level crossing and fibre connectivity with OCC colleagues and the East West Rail Company. 	<ul style="list-style-type: none"> ON GOING ON GOING QTR4 2022/23 ON GOING ON GOING ON GOING ON GONIG
	Environmental Services	<ul style="list-style-type: none"> To deliver the car parking action plan during 2022-23 & develop a revised plan for 2023-25 – scrutiny review, Banbury BID, Bicester Vision, technology & safety, pay on exit payment, safe, lighting renewal, town centres, Bolton Road, Park and Charge, charging facilities. To satisfy our external customers including West Northamptonshire, by providing a high quality good value service. 	<ul style="list-style-type: none"> QTR4 2022/23 ON GOING



Communities Directorate

- Planning & Development
- Growth & Economy
- Environmental Services
- Regulatory & Community Safety

Communities Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
Healthy, resilient and engaged communities	Planning & Development	<ul style="list-style-type: none"> To ensure that the infrastructure required to support new development is secured through Section 106 legal agreements or via Community Infrastructure Levy (CIL) funding upon implementation. 	<ul style="list-style-type: none"> ON GOING
	Environmental Services	<ul style="list-style-type: none"> To progress Banbury Country Park renewing planning, reviewing the masterplan, instigating regular project meetings, installing infrastructure. To progress Burnehyll Community Woodland with regular project meetings. To re-commence neighbourhood blitz events after suspension due to Covid – with communities, awareness raising, village ‘wombles’ programme, Keep Britain Tidy, 50-60 villages ‘Spring Clean’. 	<ul style="list-style-type: none"> QTR4 2022/32 QTR3 2022/23 QTR4 2022/23
	Regulatory & Community Safety	<ul style="list-style-type: none"> To support the Oxfordshire review of public space CCTV to ensure Cherwell’s interests are reflected. To deliver actions to improve community safety and tackle anti-social behaviour to support healthy, resilient and engaged communities. To ensure the commissioning of the new domestic abuse support contract achieves good outcomes for Cherwell. To implement improvements in our approach to tackling child exploitation following the Jacob Child Safeguarding Practice Review. 	<ul style="list-style-type: none"> ON GOING ON GOING QTR3 2022/23 ON GOING



Communities Directorate

Communities Directorate - Corporate

- Planning & Development
- Growth & Economy
- Environmental Services
- Regulatory & Community Safety

Priority	Portfolio	Activity	Delivery timeframe
Housing that meets your needs	Planning & Development	<ul style="list-style-type: none"> • To reinvigorate our development management service to be proportionate and increasingly cost neutral. • To enforce against unauthorised development and proportionately monitor development to ensure compliance with consents and provision of S106 contributions. • To enhance customer focus and efficiency as part of wider departmental review of workload management and prioritisation. 	<ul style="list-style-type: none"> • Q4 2022/23 • ON GOING • Q4 2022/23
	Growth & Economy	<ul style="list-style-type: none"> • Leading contribution to the Oxfordshire Housing and Growth Deal • Engaging with Developers to understand and unlock sites through infrastructure acceleration • Developing new town centre vision and masterplans to ensure vibrant and successful places 	<ul style="list-style-type: none"> • ON GOING • ON GOING • Q4 2022/23

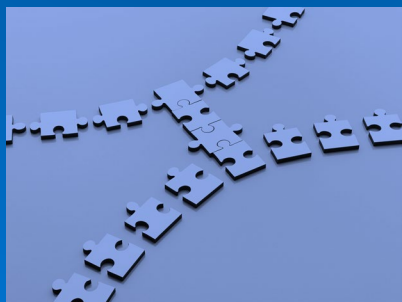


Communities Directorate

Communities Directorate - Corporate

- Planning & Development
- Growth & Economy
- Environmental Services
- Regulatory & Community Safety

Priority	Portfolio	Activity	Delivery timeframe
Leading on environmental sustainability	Planning & Development	<ul style="list-style-type: none"> • To build resilience and responsiveness into our Land Drainage/Flood Risk Management service by working in close collaboration with OCC under our Agency agreement and where appropriate with the Flood Risk Management teams of neighbouring Authorities. • To undertake monitoring of policy implementation, development and the maintenance of the historic environment, including preparation of the Annual Monitoring Report, housing land supply data and administering the self-and custom build register. 	<ul style="list-style-type: none"> • ON GOING • QTR4 2022/23
	Environmental Services	<ul style="list-style-type: none"> • To ensure planning consultations are completed on time. • To adopt green open space when needed – Longford Park, Parish & Town Councils, adoption plan. • To maximise the number of properties taking up the chargeable garden waste. 	<ul style="list-style-type: none"> • ON GOING • ON GOING • ON GOING
	Regulatory & Community Safety	<ul style="list-style-type: none"> • Take action to tackle and reduce environmental crime. 	<ul style="list-style-type: none"> • ON GOING



Communities Directorate

Communities Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
An enterprising economy with strong and vibrant local centres	Planning & Development	<ul style="list-style-type: none"> To commence preparation of a Community Infrastructure Levy (CIL) in readiness for adoption following adoption of the Local Plan Review. 	<ul style="list-style-type: none"> QTR4 2022/23
	Growth & Economy	<ul style="list-style-type: none"> To resolve the issues affecting the delivery of proposals at North West Bicester and Graven Hill. To collaborate with OCC officers on strategic transport issues, projects and proposals. 	<ul style="list-style-type: none"> QTR3 2022/23 ON GOING
	Environmental Services	<ul style="list-style-type: none"> To continue to gradually expand Banbury markets & develop income streams – Bicester and Kidlington Market. To refurbish public convenience facilities in Kidlington to ensure high quality facilities exist in Kidlington – 5 x public conveniences, capital programme, changing placing support facilities – Banbury, Castle Quay, Bicester, Bus Station Redevelopment. 	<ul style="list-style-type: none"> ON GOING Q4 2022/23
	Regulatory & Community Safety	<ul style="list-style-type: none"> To inspect high risk food businesses. 	<ul style="list-style-type: none"> ON GOING



Communities Directorate

Communities Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
Healthy, resilient and engaged communities	Environmental Services	<ul style="list-style-type: none"> To continue to develop facilities such as Burnehyll Community Woodland encouraging nearby residents to fully utilise good outdoor facilities. 	<ul style="list-style-type: none"> ON GOING
	Regulatory & Community Safety	<ul style="list-style-type: none"> To enhance Community Resilience - activity undertaken to promote community resilience and respond to emergency incidents. To ensure the council's emergency planning and business continuity arrangements remain robust. 	<ul style="list-style-type: none"> ON GOING ON GOING

- Planning & Development
- Growth & Economy
- Environmental Services
- Regulatory & Community Safety



Communities Directorate

Communities Directorate - Local

- Planning & Development
- Growth & Economy
- Environmental Services
- Regulatory & Community Safety

Priority	Portfolio	Activity	Delivery timeframe
Housing that meets your needs	Planning & Development	<ul style="list-style-type: none"> • To implement continuous improvement in the timeliness of the determination of planning applications and in the quality of decision making by minimising the number of development granted on appeal. • To maintain our share of the Building Regulations market (we are in direct competition with private sector Regulators) – 70% of market, partnership opportunity. • To resume the review and updating of the Conservation Area Appraisals to ensure there is an effective rolling programme for these to be kept up-to-date and ensure they are fit-for-purpose, thus contributing to the protection of Cherwell’s historic environment – no design element, no urban designers, design codes, design review panel access. • To provide policy support to other Council teams/ departments and external organisations, including DM consultations and commitments under the Duty-to-Cooperate. 	<ul style="list-style-type: none"> • ON GOING • ON GOING • QTR4 2022/23 • ON GOING



Communities Directorate

Communities Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
Leading on environmental sustainability	Planning & Development	<ul style="list-style-type: none"> To respond to reports of dangerous/unsafe structures as soon as practically possible and engage with our blue-light Partners to mitigate all risks to the public at large. 	<ul style="list-style-type: none"> ON GOING
	Environmental Services	<ul style="list-style-type: none"> To maintain the vehicle fleet to minimise costs and environmental impact. 	<ul style="list-style-type: none"> ON GOING
	Regulatory & Community Safety	<ul style="list-style-type: none"> To review the taxi licensing policy for Cherwell to ensure new government guidance is implemented and policy includes transitional arrangements for the taxi fleet to reduce emissions. To monitor compliance with environmental permits. 	<ul style="list-style-type: none"> QTR2 2022/23 ON GOING

- Planning & Development
- Growth & Economy
- Environmental Services
- Regulatory & Community Safety



Communities Directorate

Communities Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
An enterprising economy with strong and vibrant local centres	Planning & Development	<ul style="list-style-type: none"> To maintain Building Control Quality Assurance Accreditation. To ensure customer service improvement benefits the Council’s relationships with both local communities and the promoters of development. 	<ul style="list-style-type: none"> ON GOING ON GOING
	Environmental Services	<ul style="list-style-type: none"> To ensure the MOT station continues to deliver a good income stream. To expand commercial waste service to offset overall costs of collection – 4 years, £400k, 25-30% - £150k contribution, £100k per annum. To increase existing income streams and develop new income streams (such as the new graffiti removal vehicle due summer 2022) – litter picking, green open spaces, other public sector bodies, NHS, Park & Ride Bicester, Civil Repairs, Public Sector opportunities – locally, Town Councils. 	<ul style="list-style-type: none"> ON GOING ON GOING ON GOING
	Regulatory & Community Safety	<ul style="list-style-type: none"> To provide regulatory business advice and support to local businesses. To provide licensing support and services to local businesses. 	<ul style="list-style-type: none"> ON GOING ON GOING



Communities Directorate

Communities Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
<ul style="list-style-type: none"> • Planning & Development • Growth & Economy • Environmental Services • Regulatory & Community Safety 	Planning & Development	<ul style="list-style-type: none"> • To continue to support the preparation of Neighbourhood Development Plans. • To provide training and support for Town and Parish Council's to ensure that they can effectively represent their communities when there are local planning applications under consideration. 	<ul style="list-style-type: none"> • ON GOING • ON GOING
	Environmental Services	<ul style="list-style-type: none"> • To deliver the vehicle capital programme on time & on budget. • To ensure our technicians are well trained to deal with developing & evolving technology. • To maintain levels of customer satisfaction – annual customer satisfaction survey. • To develop our staff to ensure we have enough skilled staff to deliver services. • To maintain levels of customer satisfaction – customer satisfaction survey, annual result, inspections, low level of complaints. 	<ul style="list-style-type: none"> • QTR4 2022/23 • ON GOING • ON GOING • ON GOING
	Regulatory & Community Safety	<ul style="list-style-type: none"> • To ensure the delivery of, and learning from, Domestic Homicide Reviews for Cherwell. • To deliver community safety programmes utilising grant funding from the Safer Streets Fund and Young Women and Girls Fund. 	<ul style="list-style-type: none"> • ON GOING • ON GOING

Healthy, resilient and engaged communities



Resources

Annual Delivery Plan

2022/24

November 2022



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

FINAL VERSION

Resources Directorate

Resources Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
Housing that meets your needs	Legal & Democratic	<ul style="list-style-type: none">To embed a strong governance function, which enables and supports strong service delivery, well run projects, and a well governed Council.	<ul style="list-style-type: none">QTR3 2022/23
	ICT	<ul style="list-style-type: none">To develop and deliver assisted living technologies.	<ul style="list-style-type: none">QTR3 2023/24

- Finance
- Legal & Democratic
- ICT
- Corporate Property



Resources Directorate

Resources Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
Leading on environmental sustainability	Legal & Democratic	<ul style="list-style-type: none"> To recruit solicitors and a Team leader into Legal Services with expertise in planning, commercial development and environmental legal skills. To embed specialist lawyers into project teams. To support the Planning Service in responding to EIR requests through the Information Governance function. 	<ul style="list-style-type: none"> QTR3 2022/23 QTR3 2022/23 QTR3 2022/23
	ICT	<ul style="list-style-type: none"> To develop and delivery a Digital Strategy for the Council that will help underpin all sustainability work. 	<ul style="list-style-type: none"> QTR4 2022/23
	Corporate Property	<ul style="list-style-type: none"> To deliver the Decarbonisation programme on CDC operational estate. To plan to rationalise the CDC operational estate and new ways of working. To review of Investment properties and develop plan to work with tenants to increase EPC performance. To acquire a New depot to facilitate the decarbonisation of the rest of the waste fleet in future years. To continue the Capital projects delivery and decarbonisation programme. 	<ul style="list-style-type: none"> QTR4 2022/23 QTR4 2022/23 QTR4 2022/23 QTR4 2022/23 ON GOING

- Finance
- Legal & Democratic
- ICT
- Corporate Property



Resources Directorate

Resources Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
An enterprising economy with strong and vibrant local centres	Finance	<ul style="list-style-type: none"> To deliver a budget process (revenue and capital) in line with the Council's Business Plan. To initiate prompt recovery action for council tax, business rates and sundry debts to maximise revenue collection for the Council. 	<ul style="list-style-type: none"> QTR1 2022/23 ON GOING
	Legal & Democratic	<ul style="list-style-type: none"> To establish strong governance oversight on council projects such as Castle Quay, Waterfront, Canalside, Town Centre House and the Council's wholly owned companies. To provide legal support on partnership based projects. To facilitate good decision making by early planning of key decisions and other decision making routes by timetabling and forward planning. 	<ul style="list-style-type: none"> QTR3 2022/23 ON GOING ON GOING
	ICT	<ul style="list-style-type: none"> To maintain high levels of security standards. 	<ul style="list-style-type: none"> ON GOING
	Corporate Property	<ul style="list-style-type: none"> To deliver more scheme improvements to Castle Quay Shopping Centre. To complete the Waterfront development in Banbury to increase leisure offering in the town. To continue work on Banbury Canalside development. To see through the end of construction and last openings of Castle Quay Phase 2 / Waterfront. To seek to enhance the OPE involvement of CDC and seek to enhance relationships with other public sector bodies within the wider Oxfordshire area. To start Portfolio review of all property assets and consider best use. Identify surplus assets for disposal to gain capital sums to aid with MTFS gap. 	<ul style="list-style-type: none"> ON GOING QTR3 2022/23 ON GOING QTR1 2022/23 ON GOING QTR4 2022/23



Resources Directorate

Resources Directorate - Strategic

Priority	Portfolio	Activity	Delivery timeframe
Healthy, resilient and engaged communities	Finance	<ul style="list-style-type: none"> To continue to promote online services to deliver budget savings and consider initiating a customer portal take up campaign to promote digital inclusion. 	<ul style="list-style-type: none"> QTR4 2023/24
	Legal & Democratic	<ul style="list-style-type: none"> To support corporate initiatives by ensuring legal input into community consultation, data sharing and good governance oversight. 	<ul style="list-style-type: none"> ON GOING
	ICT	<ul style="list-style-type: none"> To support the councils carbon neutral pledge, new ways of working and recovery from Covid, through the effective use of digital technology. 	<ul style="list-style-type: none"> ON GOING
	Corporate Property	<ul style="list-style-type: none"> To work with community organisations to ensure community halls and facilities are fit for purposes. To increase inspections of community assets and structures, parks pavilions play areas to ensure safe and in good condition. To develop Community Asset transfer scheme. 	<ul style="list-style-type: none"> ON GOING QTR3 2022/23 QTR4 2022/23

- Finance
- Legal & Democratic
- ICT
- Corporate Property



Resources Directorate

Resources Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
Housing that meets your needs	Finance	<ul style="list-style-type: none"> To review and identify policies, practices and procedures inherited from CSN that require revision. This will include an improvement strategy to identify and correct erroneous housing benefits claims for corrective action resulting in a reduction in Housing Benefit Subsidy errors. To ensure the annual uprating exercise for both housing benefits and the council tax reduction scheme is delivered efficiently to enable prompt payment to all customers. 	<ul style="list-style-type: none"> QTR4 2023/24 QTR4 2023/24
	Legal & Democratic	<ul style="list-style-type: none"> To provide specialist housing legal expertise on homelessness, housing options and needs. To support enhanced housing performance reporting so that there is a transparent and open accountability on how the Council is meeting its statutory obligations and closing the gap on housing needs targets. 	<ul style="list-style-type: none"> QTR4 2022/23 QTR4 2022/23
	ICT	<ul style="list-style-type: none"> To use data to assist defining housing needs. 	<ul style="list-style-type: none"> QTR3 2023/24



Resources Directorate

- Finance
- Legal & Democratic
- ICT
- Corporate Property

Resources Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
Leading on environmental sustainability	Legal & Democratic	<ul style="list-style-type: none"> • To ensure access to specialist external legal providers on corporate projects requiring legal advice in environmental issues. • To provide specialist planning advice to support the Local Plan delivery and review. • To provide governance support on the separation of functions for the Council as Local Planning Authority and development partner on corporate projects. 	<ul style="list-style-type: none"> • QTR 3 2022/23
	ICT	<ul style="list-style-type: none"> • To explore opportunities with partners such as Google, Microsoft and AWS on technologies to assist with environmental sustainability. EG Google Project Sunroof, which maps properties roofs for solar panel suitability. 	<ul style="list-style-type: none"> • QTR1 2023/24



Resources Directorate

- Finance
- Legal & Democratic
- ICT
- Corporate Property

Resources Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
An enterprising economy with strong and vibrant local centres	Finance	<ul style="list-style-type: none"> • To ensure the new financial system is utilised amongst both Finance and Service Staff following its implementation on 1 April 2021. • To assist services in identifying and developing sustainable budget proposals in line with the Council's priorities and Medium Term Resource Forecast. • To improved budget monitoring to ensure that reasons for changes in the forecast (revenue and capital) are clear. In particular enhance Capital monitoring to give updates on the in-year position and the total cost of the scheme. • To integrate the Finance and Revenues and Benefits team to facilitate greater joined up working around business rates and council tax forecasting and monitoring. • To ensure the annual billing exercise for both council tax and business rates is delivered efficiently to enable cash collection in-line with instalment profiles. • To ensure sundry debtor accounts for 2022/23 are produced promptly to maximise revenue collection. 	<ul style="list-style-type: none"> • QTR4 2022/23 • QTR2 2023/24 • QTR2 2022/23 • QTR4 2022/23 • QTR4 2022/23 • QTR4 2022/23
	Legal & Democratic	<ul style="list-style-type: none"> • To provide sound decision making advice on corporate projects. • To take the lead on governance oversight of complex projects and programmes. 	<ul style="list-style-type: none"> • QTR1 2023/24 • QTR2 2022/23
	ICT	<ul style="list-style-type: none"> • To investigate automation of services to reduce demand on council staff. • To unlock data to provide advice to local businesses on opportunities and threats. • To explore grant funding opportunities and, wherever possible, spend these funds with local businesses. 	<ul style="list-style-type: none"> • QTR1 2023/24 • QTR2 2023/24 • ON GOING
	Corporate Property	<ul style="list-style-type: none"> • To work through de-coupling process, re- establish CDC Team and the property Function and ensure safe and everything is safe and legal from a property perspective. • To establish the full CDC property records and cross reference with the CDC Statutory Asset list. • To identify strategic projects in CDC which require property input already in progress and start assisting to drive these forward at pace, especially those that have been stuck for some time (eg Highfield Depot). • To start establishing a more pro-active approach to our property portfolio and strive to deliver both increased revenue and capital value (main focus Castle Quay as revenue stream at a higher risk level). • To increase the profile of the Property Team within CDC and enhance links with other service such as Economic Development. • To start work on policies required (Asset Management Plans, Property Action Plans, Rental Grant Subsidies, Community Asset Transfer etc). • To establish a corporate landlord model throughout CDC to ensure all property related functions and projects, involving a property, have access to, and the benefits of, the experts in the property team. 	<ul style="list-style-type: none"> • QTR3 2022/23 • QTR4 2022/23 • ON GOING • ON GOING • ON GOING • QTR4 2022/23 • QTR3 2022/23



Resources Directorate

Resources Directorate - Corporate

Priority	Portfolio	Activity	Delivery timeframe
Healthy, resilient and engaged communities	Legal & Democratic	<ul style="list-style-type: none"> To provide specialist legal support on community engagement, community consultation, and equality impact assessments. 	<ul style="list-style-type: none"> QTR2 2022/23
	ICT	<ul style="list-style-type: none"> To develop a single view of customer to assist with automated proactive service offering. To use data to map areas of engagement, track initiative success and forecast future initiative success. 	<ul style="list-style-type: none"> QTR1 2023/24 QTR3 2023/24

- Finance
- Legal & Democratic
- ICT
- Corporate Property



Resources Directorate

Resources Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
Housing that meets your needs	Legal & Democratic	<ul style="list-style-type: none"> To provide specialist housing legal advice, or procure specialist external advice at competitive rates by utilising legal frameworks and instructing external lawyers as an 'intelligent client'. 	<ul style="list-style-type: none"> ON GOING
	ICT	<ul style="list-style-type: none"> To support all service in the delivery of their plans. 	<ul style="list-style-type: none"> ON GOING

- Finance
- Legal & Democratic
- ICT
- Corporate Property



Resources Directorate

Resources Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
Leading on environmental sustainability	Legal & Democratic	<ul style="list-style-type: none"> To provide specialist environmental legal advice, or procure specialist external advice at competitive rates by utilising legal frameworks and instructing external lawyers as an 'intelligent client'. 	<ul style="list-style-type: none"> ON GOING
	ICT	<ul style="list-style-type: none"> To support all services in the delivery of their plans. To continue cloud-first approach. To identify and use carbon-neutral hardware suppliers. 	<ul style="list-style-type: none"> ON GOING ON GOING ON GOING

- Finance
- Legal & Democratic
- ICT
- Corporate Property



Resources Directorate

Resources Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
An enterprising economy with strong and vibrant local centres	Finance	<ul style="list-style-type: none"> To successfully complete the year end closedown process and completion of the statement of accounts and accompanying audit. To ensure compliance with CIPFA's FM Code. 	<ul style="list-style-type: none"> QTR4 2022/23 QTR3 2022/23
	Legal & Democratic	<ul style="list-style-type: none"> To provide specialist commercial, property and contracts legal advice, or procure specialist external advice at competitive rates by utilising legal frameworks and instructing external lawyers as an 'intelligent client' 	<ul style="list-style-type: none"> ON GOING
	ICT	<ul style="list-style-type: none"> To provide digital innovation advice to all services. To create and deliver joint digital programmes. 	<ul style="list-style-type: none"> ON GOING ON GOING
	Corporate Property	<ul style="list-style-type: none"> To establish the property service processes and ways of working to enhance governance and the transparency of decision within the service. To ensure the property team is operating in a commercial way and consider introducing charges or policies for work completed for non-statutory functions (e.g. a resident asks to buy some Council owned land). To prepare work for annual valuations and ensure they are available for the end of year. To continue to establish the commercialisation of the property team. Consider if there are services which we undertake which we could sell commercially to create additional revenue streams for the council. 	<ul style="list-style-type: none"> QTR4 2022/23 QTR4 2022/23 QTR4 2022/23 QTR4 2022/23



Resources Directorate

Resources Directorate - Local

Priority	Portfolio	Activity	Delivery timeframe
Healthy, resilient and engaged communities	Legal & Democratic	<ul style="list-style-type: none"> To provide specialist legal advice, or procure specialist external advice at competitive rates by utilising legal frameworks and instructing external lawyers as an 'intelligent client'. 	<ul style="list-style-type: none"> ON GOING
	ICT	<ul style="list-style-type: none"> To provide safe and secure, enabled solutions to prevent innovation roadblocks due to technology/policy constraints. To develop users centric, self-service IT Portal. 	<ul style="list-style-type: none"> QTR1 2023/24 QTR3 2023/24

- Finance
- Legal & Democratic
- ICT
- Corporate Property



Appendix 6 - Budget Summary

Directorate	Expenditure										Income									Net Expenditure
	Employee Costs	Premises Related Expenditure	Transport Related Expenditure	Supplies and Services	Third Party Payments	Transfer Payments	Capital Charges	Capital Financing	Contribution to Reserves	Total Expenditure	Customer and Client Receipts	Fees and Charges	Rental Income	Government Grant Income	Other Grants and Reimbursements	Interest Income	Recharges to Other Accounts	Use of Reserves	Income total	
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Chief Executive	6.434	1.203	0.022	2.417	0.418	-	-	-	-	10.494	(0.046)	(0.960)	(1.392)	(0.992)	(1.481)	-	-	(0.163)	(5.035)	5.460
Communities	13.119	1.920	1.829	1.350	2.161	-	-	-	-	20.378	(0.618)	(7.173)	(0.129)	(0.189)	(2.014)	-	(0.736)	(0.827)	(11.685)	8.693
Resources	6.795	2.587	0.129	1.700	1.324	25.200	-	-	0.025	37.760	(0.117)	(0.592)	(6.248)	(25.335)	(0.371)	-	-	-	(32.662)	5.097
Services Sub-total	26.347	5.710	1.980	5.467	3.903	25.200	-	-	0.025	68.632	(0.781)	(8.725)	(7.768)	(26.516)	(3.867)	-	(0.736)	(0.990)	(49.382)	19.250
Corporate Costs	1.953	-	-	-	0.328	-	5.625	4.162	-	12.067	-	-	-	(2.993)	-	(5.127)	-	(0.252)	(8.372)	3.695
Policy Contingency	-	-	-	-	5.229	-	-	-	-	5.229	-	-	-	-	-	-	-	-	-	5.229
Net Cost of Services	28.300	5.710	1.980	5.467	9.460	25.200	5.625	4.162	0.025	85.928	(0.781)	(8.725)	(7.768)	(29.509)	(3.867)	(5.127)	(0.736)	(1.242)	(57.755)	28.174

Gross Budget, Income, Net Budget and Future Years MTFs Changes by Directorate

Appendix 11

	Gross Expenditure	Gross Income	Total	Net Change to	Net Change to	Net Change to	Net Change to	Net Budget at end of Period
Directorate	2023/24	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28	
	£m	£m	£m	£m	£m	£m	£m	£m
Chief Executive	10.494	(5.035)	5.460	(0.366)	(0.099)	(0.110)	(0.056)	4.829
Communities	20.378	(11.685)	8.693	(0.245)	(0.113)	0.068	(0.091)	8.312
Resources	37.760	(32.662)	5.097	(0.143)	(2.230)	0.103	0.124	2.951
Service Sub-Total	68.632	(49.382)	19.250	(0.754)	(2.442)	0.061	(0.023)	16.092
Corporate Costs	12.067	(8.372)	3.695	1.832	4.618	1.006	0.062	11.213
Policy Contingency	5.229	0.000	5.229	0.931	(0.636)	0.525	0.525	6.574
Cost of Services	85.928	(57.755)	28.174	2.009	1.540	1.592	0.564	33.879
Council Tax	0.000	(9.290)	(9.290)	0.170	(0.481)	(0.419)	(0.422)	(10.442)
Business Rates	39.550	(56.677)	(17.127)	2.495	10.262	(0.207)	(0.297)	(4.874)
New Homes Bonus	0.000	(1.625)	(1.625)	0.000	1.625	0.000	0.000	0.000
Revenue Support Grant	0.000	(0.132)	(0.132)	0.000	0.132	0.000	0.000	0.000
Funding Sub-total	39.550	(67.724)	(28.174)	2.665	11.538	(0.626)	(0.719)	(15.316)
Total	125.478	(125.478)	(0.000)	4.674	13.078	0.966	(0.155)	18.563

Appendix 12 - Budget Book

Directorate	Service	Division	Gross Expenditure	Gross Income	Net Expenditure / (Income)
			£m	£m	£m
Chief Executive	Customer Focus	Contract Centre Services	1.292	(0.000)	1.292
		Land Charges	0.108	(0.238)	(0.130)
		Insight & Corporate Progs	0.444	-	0.444
		Strategy	0.344	-	0.344
		Assistant Director	0.105	-	0.105
		Communications & Media	0.312	-	0.312
		Customer Focus Total	2.606	(0.238)	2.367
	HR & OD	HR OD & Payroll	0.807	-	0.807
		HR & OD Total	0.807	-	0.807
	Wellbeing & Housing	Communities	1.233	(0.097)	1.135
		AD Wellbeing and Housing	0.096	-	0.096
		Strategic Housing	0.948	(0.768)	0.180
		Healthy Place Shaping	0.213	(0.030)	0.183
		Leisure	0.359	(0.153)	0.205
		Sport	1.471	(1.340)	0.130
		Housing Needs	1.133	(0.165)	0.968
		Affordable Rents	0.172	(0.998)	(0.826)
		Private Sector Housing	0.562	(0.349)	0.212
		Shared Ownership	0.376	(0.369)	0.007
Refugee Resettlement		0.519	(0.526)	(0.007)	
	Wellbeing & Housing Total	7.082	(4.796)	2.286	
Chief Executive Total			10.494	(5.035)	5.460
Communities	Environmental	Car Parks	1.051	(1.793)	(0.742)
		Environment and Waste	0.305	-	0.305
		Landscaping	2.076	(1.012)	1.064
		Street Cleansing	1.657	(0.387)	1.270
		Vehicle Maintenance and MOTs	1.067	(0.995)	0.072
		Waste and Recycling	6.609	(3.471)	3.138
		Environmental Total	12.764	(7.658)	5.106
	Growth & Economy	AD Econ Regen	0.112	-	0.112
		Bicester Regen Programme	0.673	(0.625)	0.048
		Economic Dev	0.575	(0.189)	0.386
		Growth and Economy Total	1.360	(0.814)	0.546
	Planning & Development	Building Control	0.515	(0.448)	0.067
		Conservation	0.161	-	0.161
		Development Control	2.652	(2.054)	0.598
		Planning Policy	1.163	(0.100)	1.063
		Planning and Development Total	4.492	(2.603)	1.890
	Regulatory	Enforcement	0.287	(0.035)	0.251
		Environment Health Licensing	1.201	(0.173)	1.028
		Licensing	0.274	(0.403)	(0.129)
		Regulatory Total	1.762	(0.611)	1.151
Communities Total			20.378	(11.685)	8.693
Resources	Finance	Finance	2.360	(0.072)	2.287
		Fraud Team	0.068	-	0.068
		Revenue and Benefits	27.155	(26.207)	0.948
			Finance Total	29.582	(26.279)
	Legal & Democratic	Civic Ceremonies	0.003	-	0.003
		Democratic	0.674	-	0.674
		Elections	0.230	(0.006)	0.224
		Legal	1.133	(0.075)	1.058
		Legal and Democratic Total	2.040	(0.081)	1.959
	ICT	Information Technology	1.621	(0.095)	1.526
		ICT Total	1.621	(0.095)	1.526
Property	Property	2.373	(2.601)	(0.228)	
	Castle Quay Development	2.143	(3.606)	(1.463)	
	Property Total	4.516	(6.207)	(1.691)	
Resources Total			37.760	(32.662)	5.097
Services Sub-total			68.632	(49.382)	19.250
Corporate Costs	Corporate Costs	Corporate Costs	12.067	(8.372)	3.695
		Corporate Costs Total	12.067	(8.372)	3.695
	Corporate Costs Total	12.067	(8.372)	3.695	
Policy Contingency	Policy Contingency	Policy Contingency	5.229	-	5.229
		Policy Contingency Total	5.229	-	5.229
	Policy Contingency Total	5.229	-	5.229	
Net Cost of Services			85.928	(57.755)	28.174

Appendix 4 - Savings Proposals 2023/24

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

Chief Executive									
Reference	Existing or New	Title	Description	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	Total MTFs (£m)
SAFFH221	Existing	Affordable and Social housing partnership work	Prioritise the building of affordable and social housing through greater partnership work with registered providers and developers, shifting the emphasis away from direct delivery by the Council	(0.185)	-	-	-	-	(0.185)
SDEBT221	Existing	Debt and Money advice contract	Review the debt and money advice contract to assess future options and cost reductions	(0.011)	-	-	-	-	(0.011)
SMUSE221	Existing	Reduction in Banbury Museum grant	Reduce the grant funding to the Banbury Museum Trust	-	(0.012)	(0.025)	(0.050)	-	(0.087)
SHUMR231	New	Reduction in consultancy fees	We no longer require consultancy support for the roll-out of our HR system so we can release the budget set aside for this in 2023/24	(0.020)	-	-	-	-	(0.020)
SHUMR232	New	Reduction in external legal support	We have reduced the need to access external legal advice for complex HR/staffing matters and are therefore proposing to reduce this budget in 2023/24.	(0.011)	-	-	-	-	(0.011)
SHUMR233	New	Back office efficiencies in HR	By reviewing our back-office HR processes we could make a saving in 2023/24.	(0.025)	(0.050)	-	-	-	(0.075)
SAFFH231	New	Rent increase for Affordable Rent and Shared Ownership properties	<p>The Council's rent policy for Affordable Rent and Shared Ownership says we will follow Government guidance on rent increases. This is currently CPI plus 1% for Affordable Rent, and RPI plus 0.5% for Shared Ownership, which would mean an increase of around 13% next year. However, because of high inflation, the Government is consulting on a new rent cap of 7% or less for 2023/24, which would apply to our affordable rent tenants only. The Government has concluded its consultation and set the cap at 7% for affordable rented properties in 2023/24; the Council intends to increase its rent for affordable rent tenants at 7% in line with the cap.</p> <p>The rent cap does not apply to Shared Ownership properties, which would mean around 13% increase for all properties. However the Council is proposing to cap the increase at 7% in line with affordable rent increases.</p>	(0.114)	-	-	-	-	(0.114)
SAFFH232	New	Bringing rent collection in house	By collecting the rent from council properties ourselves, instead of through a housing association we could achieve a saving in 2023/24	(0.015)	(0.015)	-	-	-	(0.030)
SHOSD231	New	Increase in HMO Licenses	By introducing a 7% increase in the license fee for landlords providing houses in multiple occupation we can generate additional income	(0.016)	-	-	-	-	(0.016)
SCDEV231	New	Increase grant income and or external funding	By applying for external grants and funding we hope to raise additional income in 2023/24 to support service delivery	(0.045)	-	-	-	-	(0.045)
SCPAR231	New	Review of funding arrangements to partnership programmes	We could make a small saving in 2023/24 by focusing the financial support we give to partnership programmes to those that are supporting our overarching strategic priorities such as tackling the cost-of-living crisis and climate change.	(0.008)	-	-	-	-	(0.008)
SMUSE231	New	Gradual reduction in support to Banbury Museum	We are proposing a gradual reduction in the funding we give to Banbury Museum over a three-year period. This is as a result of a change to their business model which will enable the museum to generate additional income. If we go ahead with this proposal, we will keep the situation under constant review, so if it becomes untenable for the museum we will work with them to consider what options are available.	-	(0.013)	(0.020)	(0.025)	-	(0.058)
SSDEV231	New	Adopting a full cost recovery model for our Holiday activities programme	Through delivering a holiday activity programme that generates enough income to cover its costs we can achieve a saving in 2023/24	(0.015)	-	-	-	-	(0.015)
SBTRA231	New	Joint transformation service	This money was earmarked for a joint transformation service with OCC, which we no longer need now that we will be delivering our own inhouse service.	(0.010)	-	-	-	-	(0.010)
			Total	(0.475)	(0.090)	(0.045)	(0.075)	-	(0.685)

Appendix 4 - Savings Proposals 2023/24

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

Communities							2023/24	2024/25	2025/26	2026/27	2027/28	Total MTFS
Reference	Existing or New	Title	Description	(£m)	(£m)	(£m)	(£m)	(£m)	(£m)			
SAV2145	Existing	Food Waste Collection Service	Continued impact of introduction of the food waste collection service giving residents the opportunity to recycle their food waste on a weekly basis. This will reduce the amount of residual waste and increase CDC's recycling rate. Residents will still be able to subscribe to our current well used garden waste collection service, which will incur a charge.	(0.210)	(0.077)	-	-	-	(0.287)			
SAV025 & SCARP222	Existing	Car park fees	Increase annual car parking charge of no more than 10p per hour	(0.200)	(0.145)	(0.100)	(0.100)	(0.100)	(0.645)			
SBCON221	Existing	Building Control Fees	Increase building control fees	(0.001)	(0.001)	(0.001)	(0.001)	(0.001)	(0.005)			
SDMAN225	Existing	Planning pre-application fees	Increase planning pre-application charges	(0.002)	(0.001)	(0.002)	(0.001)	(0.002)	(0.008)			
SDMAN231	New	Planning Service Efficiencies	Approved investment in the planning team will result in ongoing efficiencies through realisation of the recommendations made to streamline activity, implement new IT solutions to case tracking and invest in house capacity of the team.	(0.075)	-	-	-	-	(0.075)			
SPROT231	New	Reduction in cost of noise nuisance service	The Council utilises a noise recording app to assess noise nuisance complaints. The use of this app has reduced the need for officers to attend locations out of hours to carry out these assessments. Therefore, costs of the noise nuisance service have reduced slightly.	(0.002)	-	-	-	-	(0.002)			
SLICE231	New	Licensing function and charges review	The Council will undertake a review of its licensing activities in recognition of the reduction in licence fees received by the council in recent years. This review will assess the capacity required by the council to fulfil its licensing functions in future years and the appropriate cost of the licences it issues to ensure the licensing costs are recovered by fees.	(0.040)	-	-	-	-	(0.040)			
SBICR231	New	Gradual reduction in grant to Bicester Vision	We currently contribute £15k towards the work on Bicester Vision, which is the only contribution we make to organisations leading similar projects across the district. By tapering this contribution off over three years as a saving we can ensure we are treating these organisations equally and provide resilience for Bicester Vision to adapt its funding streams.	-	(0.010)	(0.005)	-	-	(0.015)			
SECON233	New	Cutting grants to: Banbury Museum TIC and Experience Oxfordshire	Ceasing grants to Banbury Museum and Experience Oxfordshire would save the Council 25K per annum.	(0.014)	(0.006)	(0.005)	-	-	(0.025)			
Total				(0.544)	(0.240)	(0.113)	(0.102)	(0.103)	(1.102)			

Appendix 4 - Savings Proposals 2023/24

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

Resources						2023/24	2024/25	2025/26	2026/27	2027/28	Total MTFS
Reference	Existing or New	Title	Description	(£m)	(£m)	(£m)	(£m)	(£m)	(£m)	(£m)	
SFREV221	Existing	Revenues and Benefits insourcing	Reduce the cost of the revenues and benefits service now the service has been brought back inhouse	(0.013)	-	-	-	-	-	(0.013)	
SAV2133b	Existing	Bodicote House Utilities	Fallout of temporary reduction in utilities spend due to reduced occupancy at Bodicote House	0.030	-	-	-	-	-	0.030	
SAV2133d	Existing	LED lighting projects	Ongoing impact of not proceeding with planned LED lighting project at Bodicote House. This was replaced with LED lighting projects across other properties.	0.120	-	-	-	-	-	0.120	
SELEC221	Existing	Parish Election Charges	Review of recharges to Parishes for CDC running Parish Elections	(0.002)	(0.001)	-	(0.002)	(0.001)	-	(0.006)	
SFCOS231	New	Ensure services funded through external grants reflect the costs of support services required	Through adopting a new approach to allocating any grants we receive towards services we can deliver savings on existing and future grants by ensuring they take into account all the costs of providing the services	(0.040)	(0.040)	(0.080)	-	-	-	(0.160)	
SINVP221	Existing	Commercial Rents	Increase rental income from commercial council properties through contractual lease reviews	(0.032)	0.074	0.020	(0.035)	-	-	0.027	
SITBS231	New	Consolidation of telephony services	By consolidating our landline and mobile telephony services we could achieve a saving in 2023/24	(0.008)	-	-	-	-	-	(0.008)	
SITBS232	New	Procurement exercise for Council internet connectivity to secure best value	Through carrying out a competitive procurement exercise for a new intranet connectivity supplier we are predicting a small saving in 2023/24	(0.002)	-	-	-	-	-	(0.002)	
SITBS233	New	Increase charges for external IT customers	Proposal to increase the support charges to our external customers in-line with CPI as outlined in the Council contractual arrangements	(0.004)	-	-	-	-	-	(0.004)	
SITBS234	New	Electronic Document Storage	By migrating Council documents to a more cost effective storage solution we could achieve a saving in 2023/24	(0.009)	-	-	-	-	-	(0.009)	
SLEGL231	New	Increase in income from legal agreements	We have adjusted the budget to reflect recent trends in income from providing legal support.	(0.025)	-	-	-	-	-	(0.025)	
			Total	0.015	0.033	(0.060)	(0.037)	(0.001)		(0.090)	
			Total Existing Savings	(0.506)	(0.163)	(0.108)	(0.195)	(0.104)		(1.070)	
			Total New Savings	(0.498)	(0.134)	(0.110)	(0.025)	-		(0.767)	
			Total Savings	(1.004)	(0.297)	(0.218)	(0.214)	(0.104)		(1.837)	

Appendix 5 -Revenue Pressures 2023/24

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

Chief Executive									
Reference	Existing, Savings Non-Delivery, or New	Title	Description	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	Total MTF5 (£m)
GRW026	Existing	FAST Programme	Fallout of time limited funding for the FAST Programme - Wellbeing Service	(0.027)	-	-	-	-	(0.027)
PCOMM221	Existing	Community engagement business system	Renewal of contract for community engagement business system	0.016	(0.001)	-	-	-	0.015
PPERF221	Existing	Performance Management System	Funding for the council's performance management business system	-	0.010	-	-	-	0.010
SAFFH221	Savings Non-Delivery	Affordable and Social housing partnership work	Prioritise the building of affordable and social housing through greater partnership work with registered providers and developers, shifting the emphasis away from direct delivery by the Council	0.130	-	-	-	-	0.130
PCUST231	New	Telephony costs	The cost of our telephony licences has increased	0.005	-	-	-	-	0.005
PLAND231	New	Land Charges LLC1 income	The national project to migrate Land Charges services to HM Land Registry will result in a loss of income for the Council	0.065	-	-	-	-	0.065
PPERF231	New	Licenses for Performance Management System	We have had to purchase more licenses for our performance management system, following the decoupling from Oxfordshire County Council	0.009	-	-	-	-	0.009
PAFFH231	New	Repairs and Maintenance	High inflation costs mean we need a further £75k for essential repairs and maintenance	0.060	0.015	-	-	-	0.075
PAFFH232	New	Town Centre House pressures	Loss of income due to the building being vacant whilst roof is repaired	0.266	(0.266)	-	-	-	-
PLEIS232	New	Utility Costs	We are predicting higher costs due to utility prices increasing	0.320	-	-	-	-	0.320
			Total	0.844	(0.242)	-	-	-	0.602

Appendix 5 -Revenue Pressures 2023/24

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

Communities									
Reference	Existing, Savings Non-Delivery, or New	Title	Description	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	Total MTF5 (£m)
GRW002	Existing	Growth Deal	Fallout of time limited contribution to Growth Deal	(0.277)	-	-	-	-	(0.277)
GRW013	Existing	Waste Collection Round	Increase in Waste Collection crew required due to district growth.	0.170	-	-	-	-	0.170
PSCEN221	Existing	Women's Cycling Tour	Fallout of time limited contribution towards AJ Bell Women's Cycling Tour in 2022/23	(0.030)	-	-	-	-	(0.030)
PDMAN223	Existing	Investment in development management	Fallout of time limited investment in development management to support service delivery due to increased demand	(0.050)	-	-	-	-	(0.050)
PCARP231	New	Adjusting the Car Parks income budget from 2023/24	Car Parking income dropped significantly during the covid pandemic and has not returned to pre pandemic levels due to changes in work patterns, reduced retail offers in town centres and the current cost of living crisis. It is not anticipated that car parking income will return to previous levels and therefore the income target must be adjusted.	0.800	0.045	-	-	-	0.845
PPCON231	New	Increased costs for cleaning and maintenance contract for public conveniences	The cleaning and maintenance of our public conveniences is contracted out and expected to rise in line with inflation and resourcing pressures for the new contract in 23/24 and onwards	0.010	-	-	-	-	0.010
PWAST231	New	Additional crew and vehicle for growth of the district	Housing growth in the district is rising rapidly, which means a new waste crew is required approximately every 3 years. As this is entirely dependent on the level of housing growth we cannot predict exactly when this need will arise. We anticipate needing an additional crew in 2026/27 and we have identified an additional vehicle through the vehicle replacement programme.	-	-	-	0.170	-	0.170
PWAST233	New	Food Waste Transfer station fees	Operationally to move the food waste collected in Banbury to the processing plant in Cassington we use a transfer station. We are hoping to share the transfer costs with OCC but in the meantime are incurring the full £80,000 transfer costs.	0.080	-	-	-	-	0.080
PWAST234	New	Dry Recycling, Glass and Residual Costs	Increase in recycling costs	0.050	-	-	-	-	0.050
PEMPL231	New	Inflationary costs in relation to the Council's Emergency Planning responsibilities	Cherwell District Council is supported by Oxfordshire County Council to prepare for and respond to emergency incidents that may arise in the district. Cherwell District Council pays for this support through a service level agreement with the County Council which includes provision for the rise in staffing costs	0.001	0.001	0.001	0.001	0.001	0.005
PLICE231	New	Reduction in licensing income	Levels of income for the Council's licensing function have not returned to pre-pandemic levels. We expect this trend to continue, which leaves a shortfall in the Council's licensing budget	0.040	-	-	-	-	0.040
PCSAF231	New	Reduced contributions for public space CCTV	The Council provides public space CCTV in Cherwell. A small proportion of the cost of this CCTV network is met from partner contributions. Partners have reduced their contributions to this cost and therefore the council is now required to meet a greater proportion if the monitoring is to continue at the same level of service.	0.008	-	-	-	-	0.008
			Total	0.802	0.046	0.001	0.171	0.001	1.021

Appendix 5 -Revenue Pressures 2023/24

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

Resources									
Reference	Existing, Savings Non-Delivery, or New	Title	Description	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	Total MTF5 (£m)
SAV2193	Existing	Commercial Rent	Forecast change in rental incomes for Council owned properties	(0.090)	0.205	0.012	-	-	0.127
PFREV221	Existing	Housing Benefit Subsidy costs	Additional Housing Benefit Subsidy costs to the Council	0.004	(0.200)	-	-	-	(0.196)
PPCAP222	Existing	Dover Avenue Garage Demolition	Fallout of one-off cost of demolition of Dover Avenue garage complex	(0.108)	-	-	-	-	(0.108)
PPCAP223	Existing	Garage Sites and Other Retained Land Development Potential	Fallout of one-off costs of feasibility study to investigate council owned land for progression to planning consent in principle	(0.048)	-	-	-	-	(0.048)
SAV2133a	Savings Non-Delivery	Joint OCC/CDC Service	Full year effect of establishing a joint CDC/Oxfordshire County Council Property Service by sharing resources and functions.	0.073	-	-	-	-	0.073
SINVP222	Savings Non-Delivery	Franklin House letting	Reduce business rate cost to the council for Franklin House (former customer services office) through letting the property	0.012	-	-	-	-	0.012
SPREV221	Savings Non-Delivery	Bodicote House utilities	Reduce utility costs at the council's main office, Bodicote House	0.032	-	-	-	-	0.032
SPREV222	Savings Non-Delivery	Maintenance and repairs services	End the maintenance and repairs services contract and procure these services from Oxfordshire County Council when needed	0.053	-	-	-	-	0.053
PITBS231	New	Increased Data Centre Costs	We are predicting the costs from running the cloud data centre environment to be greater than currently budgeted	0.050	-	-	-	-	0.050
PITBS232	New	Spatial Mapping and Local Land Property Gazetteer (LLPG) Address system support & maintenance	Additional support & maintenance costs for Spatial mapping and LLPG address systems, which are not currently included in the base budget	0.019	-	-	-	-	0.019
PITBS234	New	Reduction in income	Cost recovery from Oxfordshire County Council for sharing of IT services ceased following decoupling	0.033	-	-	-	-	0.033
PFCOS231	New	Electronic Bank Transfer/Card Processing costs.	Additional costs from an increase in electronic transactions by card and bank transfers	0.070	-	-	-	-	0.070
PFCOS232	New	Insurance premium increase	We are expecting an increase of 15%-20% when we renew our insurance contracts	0.063	-	-	-	-	0.063
PFREV231	New	Additional mandatory Department for Work and Pension reporting requirements	Additional work is required from a new DWP project including Housing Benefit Full Case Reviews (FCRs), Housing Benefit Matching Service (HBMS) referrals and Self-employed Earnings Reviews (SERs)	0.031	-	-	-	-	0.031
PFREV232	New	Computer software and licencing	Additional costs of computer licences and a new cloud based product	0.040	-	-	-	-	0.040
PDEMO233	New	New Legal Team structure	Cost of establishing our own legal team following the decoupling with Oxfordshire County Council	0.149	(0.031)	-	-	-	0.118
PINVP232	New	Reduced income	Removing unachievable income target	0.012	-	-	-	-	0.012
PPREV231	New	Bodicote House Utilities	Increase in energy and utility pricing	0.020	-	-	-	-	0.020
			Total	0.415	(0.026)	0.012	-	-	0.401

Appendix 5 -Revenue Pressures 2023/24

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

Corporate									
Reference	Existing, Savings Non-Delivery, or New	Title	Description	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	Total MTFS (£m)
UNAV2105	Existing	Housing and Growth Deal	Fallout of time limited funding for Housing and Growth Deal contribution	(0.052)	-	-	-	-	(0.052)
			Total	(0.052)	-	-	-	-	(0.052)
			Total Existing Pressures	(0.492)	0.014	0.012	-	-	(0.466)
			Total Savings Non-Delivery	0.300	-	-	-	-	0.300
			Total New Pressures	2.201	(0.236)	0.001	0.171	0.001	2.138
			Total Pressures	2.009	(0.222)	0.013	0.171	0.001	1.972

Capital Bids - 2023/24

Appendix 17

Reference	Title	Expenditure (£m)						Funding (£m)			
		23/24	24/25	25/26	26/27	27/28	Total Budget	Grant	S106	Capital Receipt	Balance to be funded by Borrowing
CVEHM232	Computer software upgrade for vehicle management	0.012					0.012				0.012
CVEHM233	Bicester Depot Building	2.775	1.200				3.975			(0.750)	3.225
CENVC231	Investing in Additional commercial waste containers		0.025	0.025			0.050				0.050
CENVC232	New Commercial Waste IT System	0.025					0.025				0.025
CBICR231	Transforming the Market Square in Bicester (as part of the Reimaging Bicester Outline Plan)	1.000	3.250				4.250	(4.250)			0.000
CECON231	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan programme	0.117	0.162				0.279	(0.279)			0.000
CECON233	UKSPF Rural Fund	0.132	0.395				0.527	(0.527)			0.000
Communities Total		4.061	5.032	0.025	0.000	0.000	9.118	(5.056)	0.000	(0.750)	3.312
CGRAN231	DFG Funding	1.239	1.239	1.239	1.239	1.239	6.195	(6.195)			0.000
CCPAR231	S106 Capital Projects	1.673					1.673		(1.673)		0.000
CLEIS231	Inspection and treatment of the structural beams in the main Pool Hall at Spiceball leisure centre		0.100				0.100				0.100
CLEIS232	Replacement of the Sports Hall Roof at Bicester Leisure Centre		0.045				0.045				0.045
CLEIS233	Replacement of 3G Pitch Surface at Bicester Leisure Centre		0.050				0.050				0.050
Chief Executive Total		2.912	1.434	1.239	1.239	1.239	8.063	(6.195)	(1.673)	0.000	0.195
CITBS231	Digital Strategy	0.350					0.350				0.350
CPCAP231	Spiceball Sports Centre - Solar PV Car Ports	0.180					0.180				0.180
CPCAP232	Kidlington Sports Centre - Solar PV Car Ports	0.137					0.137				0.137
CPCAP233	North Oxfordshire Academy - Solar Panels	0.018					0.018				0.018
CPCAP234	Community Centres Solar Panels	0.108					0.108				0.108
CPCAP235	Thorpe Lane - Solar Panels	0.034					0.034				0.034
CPCAP236	Thorpe Lane - Heater Replacement (Gas to Electric)	0.028					0.028				0.028
Resources Total		0.855	0.000	0.000	0.000	0.000	0.855	0.000	0.000	0.000	0.855
TOTAL New Capital Bids		7.828	6.466	1.264	1.239	1.239	18.036	(11.251)	(1.673)	(0.750)	4.362

Key	Corporate Priority
C	Healthy, resilient and engaged communities
EC	An enterprising economy with strong and vibrant
ES	Supporting environmental sustainability
H	Housing that meets your needs
SS	Running the business - support service

Project Description	Year of Approval	Corporate Priority	Budgeted Expenditure (£m)									Funding (£m)				
			Projected Re-profiling	2023/24 Planned	2023/24 Total	2024/25	2025/26	2026/27	2027/28	Future Years' Committed	Total Future Spend	Grant	S106	Capital Receipt	Reserves	Balance to be funded by Borrowing
Discretionary Grants Domestic Properties	Annual	H	0.108	0.150	0.258	0.150	0.150	0.150	0.150		0.858					0.858
North Oxfordshire Academy Astro turf	2016/17	C	0.133		0.133						0.133					0.133
Bicester Leisure Centre Extension	2013/14	C	0.023		0.023						0.023					0.023
Longford Park Art	2022/23	C	0.043		0.043						0.043					0.043
DFG Funding	2023/24	H		1.239	1.239	1.239	1.239	1.239	1.239		6.195	(6.195)				0.000
S106 Capital Projects	2023/24	C	1.310	1.673	2.983						2.983		(2.983)			0.000
Inspection and treatment of the structural beams in the main Pool Hall at Spiceball leisure centre	2023/24	C			-	0.100					0.100					0.100
Replacement of the Sports Hall Roof at Bicester Leisure Centre	2023/24	C			-	0.045					0.045					0.045
Replacement of 3G Pitch Surface at Bicester Leisure Centre	2023/24	C			-	0.050					0.050					0.050
Wellbeing & Community Total			1.617	3.062	4.679	1.584	1.389	1.389	1.389	0.000	10.430	(6.195)	(2.983)	0.000	0.000	1.252
iTrent HR System Upgrades	2022/23	SS		0.030	0.030	0.030	0.030	0.030			0.120					0.120
HR & OD Total			0.000	0.030	0.030	0.030	0.030	0.030	0.000	0.000	0.120	0.000	0.000	0.000	0.000	0.120
Chief Executive Total			1.617	3.092	4.709	1.614	1.419	1.419	1.389	0.000	10.550	(6.195)	(2.983)	0.000	0.000	1.372
Castle Quay 1	2017/18	EC	1.052		1.052						1.052					1.052
Castle Quay 2	2017/18	EC	0.500		0.500						0.500					0.500
Housing & IT Asset System joint CDC/OCC	2018/19	SS	0.006		0.006						0.006					0.006
Bicester East Community Centre	2021/22	C	0.500	0.027	0.527						0.527			(0.425)		0.102
Banbury Museum Pedestrian Bridge	2021/22	EC	0.003		0.003						0.003					0.003
Retained Land	2021/22	EC	0.120		0.120						0.120					0.120
Fairway Flats Refurbishment	2021/22	H	0.362		0.362						0.362					0.362
Affordable Housing	2021/22	H	1.100		1.100						1.100					1.100

Key	Corporate Priority
C	Healthy, resilient and engaged communities
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SS	Running the business - support service

Project Description	Year of Approval	Corp orate Pri ority	Budgeted Expenditure (£m)									Funding (£m)					
			Projected Re- profiling	2023/24 Planned	2023/24 Total	2024/25	2025/26	2026/27	2027/28	Future Years' Committed	Total Future Spend	Grant	S106	Capital Receipt	Reserves	Balance to be funded by Borrowing	
Build Team Essential Repairs & Improvements	2020/21	H	0.149		0.149							0.149					0.149
Kidlington Leisure New Electrical Main	2022/23	ES	0.033		0.033							0.033					0.033
Spiceball Sports Centre - Solar PV Car Ports	2023/24	ES		0.180	0.180							0.180					0.180
Kidlington Sports Centre - Solar PV Car Ports	2023/24	ES		0.137	0.137							0.137					0.137
North Oxfordshire Academy - Solar Panels	2023/24	ES		0.018	0.018							0.018					0.018
Community Centres Solar Panels	2023/24	ES		0.108	0.108							0.108					0.108
Thorpe Lane - Solar Panels	2023/24	ES		0.034	0.034							0.034					0.034
Thorpe Lane - Heater Replacement (Gas to Electric)	2023/24	ES		0.028	0.028							0.028					0.028
Property Total			3.825	0.532	4.357	0.000	0.000	0.000	0.000	0.000	0.000	4.357	0.000	0.000	(0.425)	0.000	3.932
Finance Total			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Council Website & Digital Service	2021/22	SS	0.085		0.085							0.085					0.085
Digital Strategy	2023/24	SS		0.350	0.350							0.350					0.350
ICT Total			0.085	0.350	0.435	0.000	0.000	0.000	0.000	0.000	0.000	0.435	0.000	0.000	0.000	0.000	0.435
Resources Total			3.910	0.882	4.792	0.000	0.000	0.000	0.000	0.000	0.000	4.792	0.000	0.000	(0.425)	0.000	4.367
East West Railways	2015/16	EC		0.020	0.020	0.020	0.020	0.020			4.189	4.269					4.269
Bicester Library (phase 1b)	2015/16	EC			-							0.000			(0.200)		(0.200)
Transforming the Market Square in Bicester (as part of the Reimaging Bicester Outline Plan)	2023/24	EC		1.000	1.000	3.250						4.250	(4.250)				0.000
UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan programme	2023/24	EC		0.117	0.117	0.162						0.279	(0.279)				0.000
UKSPF Rural Fund	2023/24	EC		0.132	0.132	0.395						0.527	(0.527)				0.000
Growth & Economy Total			0.000	1.269	1.269	3.827	0.020	0.020	0.000	4.189	9.325	(5.056)	0.000	(0.200)	0.000	0.000	4.069

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Project Description	Year of Approval	Corporate Priority	Budgeted Expenditure (£m)									Funding (£m)					
			Projected Re-profiling	2023/24 Planned	2023/24 Total	2024/25	2025/26	2026/27	2027/28	Future Years' Committed	Total Future Spend	Grant	S106	Capital Receipt	Reserves	Balance to be funded by Borrowing	
Off Road Parking	2011/12	ES	0.018		0.018							0.018					0.018
Vehicle Replacement Programme	Annual	ES	0.566	1.102	1.668	1.916	0.926	1.000	1.400			6.910					6.910
Commercial Waste Containers	2019/20	ES		0.025	0.025							0.025					0.025
On Street Recycling Bins	2019/20	ES	0.018		0.018							0.018					0.018
Street Scene Furniture and Fencing project	2020/21	ES	0.024	0.012	0.036	0.012						0.048					0.048
Depot Fuel System Renewal	2020/21	SS	0.035		0.035							0.035					0.035
Burnehyll- Bicester Country Park	2020/21	ES	0.100		0.100							0.100					0.100
Additional Commercial Waste Containers	2022/23	ES		0.010	0.010							0.010					0.010
Market Equipment Replacement	2022/23	ES	0.010		0.010							0.010					0.010
Computer software upgrade for vehicle management	2023/24	SS		0.012	0.012							0.012					0.012
Bicester Depot Building	2023/24	SS		2.775	2.775	1.200						3.975			(0.750)		3.225
Investing in Additional commercial waste containers	2023/24	SS			-	0.025	0.025					0.050					0.050
New Commercial Waste IT System	2023/24	SS		0.025	0.025							0.025					0.025
Environmental Total			0.771	3.961	4.732	3.153	0.951	1.000	1.400	0.000	11.236	0.000	0.000	(0.750)	0.000	10.486	
Regulatory Total			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Communities Total			0.771	5.230	6.001	6.980	0.971	1.020	1.400	4.189	20.561	(5.056)	0.000	(0.950)	0.000	14.555	
Total Capital Programme			6.298	9.204	15.502	8.594	2.390	2.439	2.789	4.189	35.903	(11.251)	(2.983)	(1.375)	0.000	20.294	

Cherwell District Council

Capital and Investment Strategy 2023/24

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

A1. Introduction

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

A2. Capital Expenditure and Financing

- A2.1. Capital expenditure is where the Council spends money on assets, such as property or vehicles, which will be used for more than one year¹. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year. In 2023/24, the Council is planning capital expenditure of £15.5m as summarised below:

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

	2021/22 actual	2022/23 forecast	2023/24 budget	2024/25 budget	2025/26 budget
Services	14.0	1.0	0.0	0.0	0.0
Capital investments	25.1	17.3	15.5	8.6	2.4
TOTAL	39.1	18.3	15.5	8.6	2.4

- A2.2. The main capital projects across the period include the Vehicle Replacement Programme, East West Railways, and the new Bicester Depot.

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

Governance

- A2.3. Capital project bids linked to corporate or service priorities plus essential need are brought forward by Service Managers as part of the Budget & Business Planning process. These are considered by the senior officer leadership team, both in terms of priority and affordability. The Finance team undertake a calculation of the financing cost of proposals and recommend the level of investment based on affordability. Projects proposed to be included in the Council's capital programme are then considered and appraised by the Budget Planning Committee and provide comments to the Executive on the proposals. The Executive then, taking into consideration any comments, propose which schemes to include in the Capital Programme ahead of the final capital programme being proposed to Council in February each year.

Table 2: Estimates of Capital Expenditure in line with the Council's corporate priorities in £ millions

	2021/22 actual	2022/23 forecast	2023/24 budget	2024/25 budget	2025/26 budget
Healthy, resilient, and engaged communities	0.5	1.8	3.7	0.2	0.0
An enterprising economy with strong and vibrant local centres	15.0	4.7	2.9	3.8	0.0
Supporting environmental sustainability	4.5	4.4	2.4	1.9	0.9
Housing that meets your needs	18.5	3.3	3.1	1.4	1.4
Support Services	0.7	4.1	3.3	1.3	0.1
Total Capital Spend	39.1	18.3	15.5	8.6	2.4

- A2.4. All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves, and capital receipts) or debt (borrowing, leasing, and Private Finance Initiatives). The planned financing of the above expenditure is as follows

Table 3: Capital financing in £ millions

	2021/22 actual	2022/23 forecast	2023/24 budget	2024/25 budget	2025/26 budget
External sources	11.3	4.7	5.5	5.0	1.2
Own resources	1.3	7.1	0.2	1.2	0.0
Revenue resources	3.0	0.0	0.0	0.0	0.0
Debt	23.5	6.5	9.8	2.4	1.2
TOTAL	39.1	18.3	15.5	8.6	2.4

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

Table 4: Replacement of debt finance in £ millions

	2021/22 actual	2022/23 forecast	2023/24 budget	2024/25 budget	2025/26 budget
MRP	1.6	5.2	5.6	5.7	5.9

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

- A2.6. The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £4.2m during 2023/24.

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

Table 5: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions

	2021/22 actual	2022/23 forecast	2023/24 budget	2024/25 budget	2025/26 budget
TOTAL CFR	250.2	251.5	255.7	252.4	247.6

Asset management

- A2.7. To ensure that capital assets continue to be of long-term use, the Council has a property management strategy in place. This is a multi-level approach structured as follows:
- At a tenancy level the Comprehensive Asset Register (a database of key lease events) is being updated and used to identify forthcoming lease events such as expiries, rent reviews and breaks. These are allocated to specific asset managers to progress whose work schedules are reviewed periodically.
 - At a property level this can comprise the preparation of asset specific management plans which are then subject to periodic review and updating. This process is ongoing and informs the portfolio strategy as a whole.

Asset Disposals

- A2.8. When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2024/25. In addition, there are currently no plans to utilise capital receipts on services transformation projects for 2023/24. Receipts from capital grants, loan repayments and investments also generate capital receipts

A3. Treasury Management

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

Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Council typically has surplus cash in the short-term as revenue income is received before it is spent, but insufficient cash in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing. At 30 September 2022 the Council had borrowings of £230m at an average interest rate of 1.72%, and £101m of investments at an average interest rate of 1.97%. The borrowing position is reported regularly to Accounts, Audit & Risk Committee as part of the Treasury Management reports.

Borrowing Strategy

- A3.2. The Council's main objective when borrowing is to achieve a low but certain cost of finance while retaining flexibility should plans change in future. To meet this objective the Council must review the current market conditions alongside the long-term forecasts from Link to determine how to structure borrowings. Short term loans, which usually have lower interest rates and offer excellent flexibility, are suitable for stable market conditions or when interest rates are forecast to fall. Medium to long term loans offer a certain cost of finance but are generally more expensive and inflexible. The Council must therefore seek to strike a balance between short and medium to long term loans, to meet its objectives, by anticipating both its borrowing need and the forecast interest rates.
- A3.3. Projected levels of the Council's total outstanding debt (which comprises borrowing and leases) are shown below, compared with the capital financing requirement (see above).

Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £ millions

	31st March 2022 Actual	31st March 2023 forecast	31st March 2024 forecast	31st March 2025 forecast	31st March 2026 forecast
Debt (incl. PFI & leases)	201.2	207.6	217.5	219.8	221.0
Capital Financing Requirement	250.2	251.5	255.7	252.4	247.6

- A3.4. Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 5 above the Council expects to comply with this in the medium term.

Affordable borrowing limit

- A3.5. The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit.

Table 7: Prudential Indicators: Operational boundary and Authorised limit for external debt in £m

	2022/23 limit	2023/24 limit	2024/25 limit	2025/26 limit
Operational boundary total external debt	290	290	290	290
Authorised limit total external debt	310	310	310	310

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

A4. Commercial Activities

- A4.1. To drive leadership of place within Cherwell, stimulate growth, pursue economic regeneration and helping to return confidence to the local economy through investment and facilitating inward investment, the Council invests in commercial property which may also provide some financial gain and generate income to support the Council’s revenue activities.
- A4.2. From a financial perspective, the Council recognises that commercial investments can be higher risk than treasury investments. The principal risk exposures are listed below together with an outline of how those risks are managed:

Illiquidity:	<p>The Council acknowledges illiquidity as a risk in property and whilst it cannot be avoided the risk is mitigated by the following strategies:</p> <ul style="list-style-type: none"> a) The Council invests across a range of sectors and its assets are diversified in terms of lot size. b) Some of the Council's investments are not what is termed 'Investment Grade', but they are fundable – i.e., if sold they could be suitable for debt backed investors. c) The Council's assets are uncharged. It is often lenders who require assets to be sold and whilst gearing does not increase illiquidity per se, it can expose an owner to greater risk of selling an illiquid asset at an inopportune time.
Tenant default:	<p>The Council's portfolio includes both large national concerns and small local businesses (mainly retail or industrial type tenants). Tenant default risk is managed in two ways:</p> <ul style="list-style-type: none"> a) Tenants are vetted when entering the portfolio either as new tenants when property is let or as replacement tenants when existing tenants assign their leases. It has to be acknowledged that there is less control when a tenant applies for consent to assign, though guarantees may be sought. b) Risk is managed by diversification as only a small proportion of tenants will fail in any given year. c) A commercial risk earmarked reserve is held to meet any shortfall in income which may arise in year due to default.
Obsolescence:	<p>A significant proportion of the Council's portfolio comprises industrial / warehouse buildings and retail assets which have relatively low obsolescence compared to office premises which require significant investment to maintain the landlords fit out specification in line with market demands. Where the Council has offices a sinking / replacement fund is put in place with annual sums collected from tenants to put towards high-cost items such as the replacement of lifts or air conditioning.</p> <p>Where matters of Council policy override commercial concerns, the Council's portfolio is more vulnerable. E.g., where significant outlay may be required on plant and machinery at the end of their useful economic lives. This is considered in the Asset Management plan for each asset.</p>
Capital expenditure	<p>Please see above but also note that the Council aims to let space on Full Repairing terms which makes the tenant either explicitly responsible for maintaining the asset or allows CDC to recover the cost of repairs through the service charge provisions of the relevant lease.</p>

Market risk:	<p>Two key market risks are falling rents in response to declining economic conditions and extended marketing voids when leases end or tenants fail. These risks are mitigated in three main ways:</p> <ol style="list-style-type: none"> 1. Lease lengths should be 3 – 5 years + which obviates most market risks during the period of the tenancy. 2. Longer leases which contain regular rent review provisions normally require the rents to be reviewed in an upwards only direction. 3. Tenant failure – see above under Tenant Default, re: vetting and diversification policies plus earmarked reserves held. <p>An additional risk is over-exposure to town centre retailing as the portfolio's largest assets are Castle Quay Shopping Centre in Banbury and Pioneer Square in Bicester. The risks arising from these investments are managed as part of the Strategic Asset Management plan and Asset Actions Plans for each asset.</p>
Returns eroded by inflation:	<p>Most properties are let on lease terms which contain upwards only rent reviews and some are indexed linked guaranteeing rental growth. Although in general rental levels lag against inflation (both when rising and falling due to reviews or renewals being generally every 3-5 years) rents are historically considered to be more stable with less fluctuations.</p>
Rising interest rates:	<p>The portfolio is ungeared and therefore un-mortgaged.</p>

Governance

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

Further details on commercial investments and limits on their use can be found in the Investment Strategy (Section B of this report).

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

A5. Revenue Budget Implications

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

Table 8: Prudential Indicator: Proportion of financing costs to net revenue stream

	2021/22 actual	2022/23 forecast	2023/24 budget	2024/25 budget	2025/26 budget
Financing costs (£m)	3.8	8.7	9.4	9.4	9.4
Revenue funding (£m)	22.4	23.5	28.2	25.5	14.0
Proportion of net revenue stream	17%	37%	34%	37%	67%

Further details on the revenue implications of capital expenditure are in the 2023/24 revenue budget.

Sustainability

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

A6. Knowledge and Skills

- A6.1. The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Section 151 Officer is a qualified accountant with many years' experience. The Council pays for junior staff to study towards relevant professional qualifications including CIPFA and RICS.
- A6.2. Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field.

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

- Banbury based surveyors White Commercial, Wild Property Consultancy and Bankier Sloane provide advice on the local property market, and assistance with new lettings, lease renewals, smaller valuations and rent reviews.
- Where specialist advice is required, the Council will ask for competitive quotes.

- Montagu Evans supply asset management and facilities management in respect of Castle Quay Shopping Centre.
- Avison Young supply specialist accounting services in respect of Castle Quay Shopping Centre and Waterfront.
- Montagu Evans and Colliers both provide property valuation services
- BWD and Jackson Criss assist with Castle Quay lettings
- Gardiner Theobald provide project management, QS, CDM and Design services on Castle Quay Waterfront
- Broomfield Property Consultants Ltd and Prime Project Management Ltd provide services relating to Castle Quay and other property related projects

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

Appendix A – Minimum Revenue Provision (MRP) Statement

1. Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP). The Council is required by statute to charge an amount of MRP to the General Fund Revenue account each year for the repayment of debt. The MRP charge is the means by which capital expenditure which has been funded by borrowing is paid for by council tax payers.
2. Legislation requires local authorities to draw up a statement of their policy on the annual MRP, for full approval by Council before the start of the financial year to which the provision will relate.
3. The Council is recommended therefore to approve the following statement:

For unsupported capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset in equal instalments, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years unless the Council determines an alternative useful life to be more appropriate whilst continuing to be prudent.
4. For capital expenditure incurred in the provision of loans to third parties, MRP will not be charged until the Department for Levelling Up, Housing and Communities has completed its MRP consultation and published revised guidance. This is expected to be completed and ready for implementation by April 2024. Repayments of loan principal received by the council will be treated as capital receipts and used to reduce the CFR or avoid future additional borrowing, thus reducing future annual MRP charges.
5. Where the Council acquires an asset under a finance lease arrangement, MRP will be charged at an amount equal to the rent paid to reduce the balance sheet liability in year.
6. Capital expenditure incurred during 2023/24 will not be subject to an MRP charge until 2024/25.

B. Investment Strategy 2022/23

B1. Introduction

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

- because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as treasury management investments),
- to support local public services by lending to or buying shares in other organisations (service investments), and
- to deliver against its strategic priorities as outlined in its Business Plan (investments in service and commercial property). Such assets may contribute to the delivery of service objectives and generate commercial income.

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

B2. Treasury Management Investments

B2.1. The Council typically receives its income in cash (e.g. from taxes and grants) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure and collects local taxes on behalf of other local authorities and Central Government. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy. The balance of treasury management investments is expected to be an average of £11.8m during the 2023/24 financial year.

Contribution

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

Further details

B2.3. Full details of the Council's policies and its plan for 2023/24 for treasury management investments are covered in a separate document, the treasury management strategy.

B3. Service Investments: Loans

Contribution

B3.1. The Council lends money to its subsidiaries, local parishes, local charities to support local public services and stimulate local economic growth. The main loans

issued are to the council's subsidiaries – the Graven Hill Village companies and Crown House Banbury Ltd. Graven Hill is a housing development providing significant housing in Bicester. Crown House is a redeveloped derelict office building in the centre of Banbury which is providing significant rental opportunities in the town centre.

Security

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

Table 1: Loans for service purposes in £ millions

Category of borrower	31.3.2022 actual			2023/24
	Balance	Loss allowance	Net figure in accounts	Approved Limit
Subsidiaries	70.39	(0.90)	69.49	85.90
Parishes	0.08	0.00	0.08	0.10
Local charities/Other	1.10	(0.09)	1.01	1.15
TOTAL	71.57	(0.99)	70.58	87.15

** including accrued interest*

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

Risk assessment

- B3.4. The Council assesses the risk of loss before entering into and whilst holding service loans by approaching each loan request individually. The bulk of the council's loans are to its subsidiaries. When the council considers whether or not to create or acquire a subsidiary a full business case is prepared which sets out the optimal financing of the company. This will include an assessment of the market in which it will be competing, the nature and level of competition, how that market may evolve over time, exit strategy and any ongoing investment requirements. External advisors are used where appropriate to complement officer expertise and second opinions from alternate advisors is sought in order to monitor and maintain the quality of advice provided by external advisors.
- B3.5. Other service loans are evaluated against a set of criteria designed to demonstrate:
- Evidence of project objectives and needs analysis is provided

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

B4. Service Investments: Shares

- B4.1. The council invests in the shares of its subsidiaries to support local public services and stimulate local economic and housing growth. The council currently holds shares in Graven Hill Holding Company Ltd and Crown House Banbury Ltd.
- B4.2. One of the risks of investing in shares is that they can fall in value meaning that the initial outlay may not be recovered. In order to limit this risk, upper limits on the sum invested in each category of shares have been set as follows:

Table 2: Shares held for service purposes in £ millions

Category of company	31.3.2022 actual			2023/24
	Amounts invested	Gains or losses	Value in accounts	Approved Limit
Subsidiaries	35.65	0	35.65	38.26
TOTAL	35.65	0	35.65	38.26

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

- B4.4. The maximum periods for which funds may prudently be committed are assessed on a project-by-project basis. The decision will balance both the long-term viability of the subsidiary and the revenue and capital requirements of the Council.
- B4.5. Shares are the only investment type that the council has identified that meets the definition of a non-specified investment in the Government's guidance. The limits above on share investments are therefore also the Council's upper limits on non-specified investments. The council has not adopted any procedures for determining further categories of non-specified investment since none are likely to meet the definition.

B5. Service and Commercial Investments: Property

- B5.1. The Council invests in local commercial and residential property with the intention of regenerating the local economy, and for place shaping which forms a key part of its strategic priorities. The generation of income to support the provision of local public services, whilst a factor, serves as a secondary objective to that of the strategic priorities. The Council's asset portfolio comprises a cross-section of retail, office, and industrial assets together with a health centre which are held to ensure the delivery of services to the local community. Investments made in recent years which the Council continues to hold include:

- Castle Quay, Banbury; a covered shopping centre and newly developed retail complex
- Pioneer Square, Bicester; a modern retail parade of shops
- Franklins House, Bicester; a mixed-use complex comprising offices, hotel, business centre and public library
- Tramway Industrial Estate

- B5.2. These assets are all town centre properties and afford the Council an opportunity to influence the amenity and environment of its two principal strategic centres. Castle Quay will, in particular, allow the development of a new leisure orientated focal point to help revitalise Banbury town centre.

These assets also contribute an aggregate £6.1m gross income to the council's revenue budget.

The major component parts of the asset portfolio are described below:

*Table 3: Investments in Property held for service and commercial purposes in £ millions**

Property	Actual	31.3.2022 Actual			31.3.2023 Expected	31.3.2024 Expected
	Purchase /Development Costs	Net Book Value in accounts 31.3.2021	Expenditure, Gains or (losses)	Net Book Value in accounts 31.3.2022	Net Book Value in accounts	Net Book Value in accounts
Castle Quay Shopping Centre	63.5	21.6	(6.2)	15.4	17.6	18.7
Castle Quay Waterfront, Hotel and Supermarket	66.4	56.4	(24.4)	32.0	33.6	34.1
Pioneer Square	8.2	4.4	(0.3)	4.1	4.1	4.1
Tramway Industrial Estate	9.6	9.3	1.4	10.7	10.7	10.7
Other properties valued under £5m	13.1	10.0	(0.9)	9.1	9.1	9.1
TOTAL	160.8	101.7	(30.4)	71.3	75.1	76.7

*The properties in table 3 are currently held as investment property for the purposes of publication in the Council's financial statements. The categorisation of such assets is reviewed annually to ensure that they meet the criteria for classification in line with the CIFPA Code on Local Authority Accounting.

Security

- B5.3. The Council considers a property investment to be secure where tenant performance, lease duration and property obsolescence are deemed to be at an acceptable level.

Risk assessment

- B5.4. The Council assesses the risk of loss before entering into and whilst holding property investments by cash flow modelling the income and expenditure profile of each investment and interrogating that model across a range of scenarios to test the robustness of the investment. The modelling exercise is informed by the likelihood of tenant default and the chances that individual units will become empty during the hold period.
- B5.5. The property investment market is dynamic, and we are kept abreast of developments by frequent communication and established relationships with local and national agents, supplemented by in-house investigations and reading of published research. The market is, at present, competitive in most asset sectors and our focus is on assets that are local and help to deliver the strategic aims of the Council.
- B5.6. In all acquisitions we take external advice from acknowledged experts in the field and sense-check their input against our in-house knowledge, experience and expertise. The advice sourced covers market value but also, given the purpose of the investment, letting risk, marketability and occupational demand, and likely expenditure over the hold period.

- B5.7. The Council uses a number of local and national advisors and cross reference their views periodically. There is no single party who expects to be instructed by the Council without competition.
- B5.8. Credit ratings are used on acquisitions, new lettings and when tenants request consent to assign their leases. The Council uses D&B ratings as well as reviewing the published accounts of tenants or potential tenants.
- B5.9. A number of other strategies are used to mitigate risk:
- Tenant rent payment histories are analysed on any acquisition.
 - Tenant rent payment patterns and arrears are examined in the existing portfolio.
 - Introducing agents advise the council throughout the acquisition process and their advice includes market commentary at a national and a local level and commentary on perceived risks to the investment.
 - In tandem with the above every acquisition is subject to a third-party RICS Red Book valuation by qualified surveyors who are independent i.e., not acting for the council or the vendor on the acquisition.

Liquidity

- B5.10. Compared with other investment types, property is relatively difficult to sell in order to convert to cash at short notice and can take a considerable period to sell in certain market conditions. To ensure that the invested funds can be accessed when they are needed, for example to repay capital borrowed, the council acknowledges illiquidity as a risk in property and whilst it cannot be avoided the risk is mitigated by the following strategies:
- The Council invests across a diverse range of sectors and lot sizes. This affords the Council the ability to access a range of purchaser types e.g., small local investors, listed property companies or institutions.
 - The Council does not invest in high-risk assets which can be the most illiquid of all other than for the purposes of delivering regeneration which has a different investment objective from pure revenue or capital return.
 - Some of the Council's investments are not what is termed 'Investment Grade', but they are fundable – i.e., if sold they could be suitable for debt backed investors
 - The Council does not invest in specialist properties, where the market tends to be most illiquid.
 - The Council's assets are uncharged. It is often lenders who require assets to be sold and whilst gearing does not increase illiquidity per se, it can expose an owner to greater risk of selling an illiquid asset at an inopportune time.

B6. Loan Commitments and Financial Guarantees

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

The council has contractually committed to the following loan amounts which have yet to be drawn upon (as at 31/3/22)

Table 4: Loan Commitments and Guarantees

Borrower	Purpose	£m Contractually Available
Graven Hill Village Development Company Ltd	Revolving Credit Facility available to the council's subsidiary until 2026	£17m
Graven Hill Village Development Company Ltd	Facility Agreement that has been in place since 2014 to deliver the project.	Nil
Graven Hill Village Development Company Ltd	Loan Note instruments to enable the company to deliver its objectives	Nil
TOTAL		£17m

The Council has also provided bonds and guarantees to the value of £45.34 million to Oxfordshire County Council (OCC) on behalf of Graven Hill Village Development Company Ltd in respect of the Company's obligations to OCC under s.106, s.278 and s.38 agreements.

B7. Capacity, Skills and Culture

Elected members and statutory officers

- B7.1. The majority of senior statutory officers are qualified to degree level and have appropriate professional qualifications. Their shared business experience encompasses both the public and private sectors.

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

Commercial Investments

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

Corporate governance

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

B8. Investment Indicators

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

Total risk exposure

- B8.2. The first indicator shows the council's total exposure which includes amounts the council is contractually committed to lend but have yet to be drawn down and guarantees the council has issued over third-party loans. These risks are managed by the Council operating within the Treasury Management, Capital and Investment Strategies and strict governance arrangements around the Council subsidiary Companies.

Table 5: Total investment exposure in £ millions

Total investment exposure	31.03.2022 Actual	31.03.2023 Forecast	31.03.2024 Forecast
Treasury management investments*	52.15	16.97	10.00
Service investments: Loans	71.57	72.11	65.62
Service investments: Shares	35.65	35.65	35.65
Service and Commercial investments: Property**	71.40	75.20	76.80
TOTAL INVESTMENTS	230.77	199.93	188.07
Commitments to lend	11.00	11.00	17.00
TOTAL INVESTMENT EXPOSURE	241.77	210.93	205.07

**The investment forecast for 23/24 includes a forecast loan of £10.57m which may be necessary for the Council to maintain its professional client status with its providers of financial*

services. This figure will differ from table 1.3 in the Treasury Management Strategy, as that only takes loans already committed to, into account.

**As per the net book value in Table 3

How investments are funded

Government guidance is that these indicators should include how investments are funded. Since the Authority does not normally associate particular assets with particular liabilities, this guidance is difficult to comply with. However, the following investments could be described as being funded by borrowing. The remainder of the Authority's investments are funded by usable reserves and income received in advance of expenditure.

Table 6: Investments funded by borrowing in £millions

Investments funded by borrowing	31.03.2022 Actual	31.03.2023 Forecast	31.03.2024 Forecast
Service investments: Loans	71.57	72.11	65.62
Service investments: Shares	35.65	35.65	35.65
Service and Commercial investments: Property	139.50	143.32	144.87
TOTAL FUNDED BY BORROWING*	246.72	251.08	246.14

*The total funded by borrowing represents the gross expenditure incurred on service and commercial investments which form part of the Council's CFR. MRP (see capital strategy Appendix A) made to date on these investments has not been included in this total.

Rate of return received

- B8.3. This indicator shows the investment income received less the associated costs, including the cost of borrowing where appropriate, as a proportion of the sum initially invested. Note that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred.

Table 7: Investment rate of return (net of all costs)

Investments net rate of return	2021/22 Actual	2022/23 Forecast	2023/24 Forecast
Treasury management investments	0.11%	1.92%	3.50%
Service investments: Loans	1.5% - 12%	1.5% - 12%	1.5% - 13%
Service and Commercial investments: Property	Variable	Variable	Variable

Minimum Revenue Provision (MRP) Statement for 2022/23 (Revised)

1. Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP). The Council is required by statute to charge an amount of MRP to the General Fund Revenue account each year for the repayment of debt. The MRP charge is the means by which capital expenditure which has been funded by borrowing is paid for by council tax payers.
2. Legislation requires local authorities to draw up a statement of their policy on the annual MRP, for full approval by Council before the start of the financial year to which the provision will relate.
3. The Council is recommended therefore to approve the following statement:

For unsupported capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset in equal instalments, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years unless the Council determines an alternative useful life to be more appropriate whilst continuing to be prudent.
4. For capital expenditure incurred in the provision of loans to third parties, MRP will not be charged until the Department for Levelling Up, Housing and Communities has completed its MRP consultation and published revised guidance. This is expected to be completed and ready for implementation by April 2024. Repayments of loan principal received by the council will be treated as capital receipts and used to reduce the CFR or avoid future additional borrowing, thus reducing future annual MRP charges.
5. Where the Council acquires an asset under a finance lease arrangement, MRP will be charged at an amount equal to the rent paid to reduce the balance sheet liability in year.
6. Capital expenditure incurred during 2022/23 will not be subject to an MRP charge until 2023/24.

CHERWELL DISTRICT COUNCIL RESERVES POLICY

1. Background

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

2. General Policy

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

3. Usable Reserves

3.1. General Balances

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

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

3.2. Earmarked Reserves

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

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

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

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

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

3.3. Revenue Grant Related Reserves

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

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

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

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

3.4. Capital Reserves:

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

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

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

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

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

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

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

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

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

5. Governance and Review

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

6. Use of Reserves Approval

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

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

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

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

** Approval required for contribution from reserves only

Appendix 15 - General Balances Risk Assessment

Risk	Mitigation	Likelihood	Probability Weighted potential impact
Business Rates Appeals being 1% Greater than current assumptions	Provision has been made for a prudent level of appeals.	15%	0.300
Business Rates Growth Forecasts optimistic	Business rates forecast based on latest intelligence of businesses included on the ratings list.	25%	0.250
Council Tax growth forecasts optimistic	Council tax forecasts are based on planning approvals the Council has given.	25%	0.063
Council Tax Support Claimants greater than budgeted	The taxbase projections have assumed the current level of CTS claimants continues.	25%	0.043
Outcome of the Government Fair Funding Review	The outcome may not be in line with current financial planning assumptions of neutral in real terms. There is potential for both improvements and deterioration. But not expected to take place until 2025/26 at the earliest.	30%	0.000
Inflation runs at higher than rate assumed in MTFS	Budget assumes inflationary impacts.	50%	0.160
Pay Inflation runs at 1% higher than rate assumed	Budget assumes inflationary impact of pay award.	50%	0.125
1% unbudgeted rise in short-term and long-term interest rates	The Council has fixed the long-term borrowing requirements it has. Any new borrowing is for new capital projects	25%	0.063
Delivering the savings programme and identifying future savings.	The Council has scrutinised the savings proposals included within the budget, but anticipate having to identify significant savings in the medium term.	25%	1.625
Reductions in car park income linked to Covid 19	The Council is reviewing its car parking charges as part of the 2023/24 budget with a view to maximising the amount of income it can generate. A reduction in the base income assumptions has also been factored into the budget.	25%	0.100
Commercial Risk	Regular reviews take place of the Council's commercial interests and the latest estimates have been used when setting the budget.	25%	2.000
Loans, Guarantees and Bonds	Regular reviews take place with the companies that loans and guarantess are given to in order to ensure that they are on a stable financial footing.	1%	1.000
Exceeding the 5% Partial Exemption VAT limit	VAT Returns are carried out monthly to HMRC and the VAT position monitored appropriately.	25%	0.100
Total			5.829



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Cherwell District Council Pay Policy Statement

This policy statement will be subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant and effective. It is effective from
1st April 2023

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1. Introduction, Overview and Purpose

Under Section 112 of the Local Government Act 192, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38-43 of the Localism Act 2011 and due regard to the associated Statutory Guidance including the Supplementary Statutory Guidance issued in February 2013 and guidance issued under the Local Government Transparency Code 2015.

The purpose of this statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees, excluding employees working in alternative service delivery models.

Thus, this statement details the methods by which salaries for all roles are determined, and the detail and the level of remuneration of its most senior employees. This statement will be published on the Council’s public website and will be available in other formats upon request.

Procedural and approval requirements set down in the Council’s Constitution will be applied as required.

In determining the pay and remuneration of all its employees, the Council takes account of the need to ensure value for money in respect of the use of public expenditure.

The Council develops and implements reward systems and structures which meet the following requirements:

- Allow the Council to recruit and retain high calibre employees to provide high quality services
- Maintain levels of pay which are in line with the Council’s financial policies and provide value for money
- Are open, transparent and accountable
- Are fair and consistent

Once approved, this policy statement will come into effect on the 1st April 2023 superseding the 2022/23 statement and will continue to be reviewed on an annual basis.

2. Definitions

To support the transparency of the Pay Policy Statement, below are definitions for common words/phrases that are used throughout.

2.1. Remuneration

For the purposes of this statement remuneration includes three elements – basic salary, pension and all other allowances arising from employment.

2.2. Chief Officers

The definition of Chief Officers is defined as the officer designated as the Head of the Authority's Paid Service; a statutory chief officer – which under the Local Government and Housing Act 1989 means the Section 151 Officer and Monitoring Officer.

The definition of a non-statutory Chief Officer which under section 2 (7) of the 1989 Act means direct reports of the Head of Paid Service (HOPS), a person for whom the HOPS is directly responsible; a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the HOPS; and any person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

In the case of the Council these posts are:

- Chief Executive (Head of Paid Service)

Statutory Chief Officers

- Assistant Director of Finance and Section 151 Officer
- Assistant Director of Law and Governance and Monitoring Officer

Non-Statutory Chief Officers

- Corporate Director of Communities
- Corporate Director of Resources

2.3. Lowest Paid Employees

According to the pay scales, the lowest pay that employees receive is on Grade A, Scale Point 3 which is the lowest standard pay point. The salary on this grade is currently payable to staff carrying out cleaning roles. Lowest paid employees exclude apprentices due to their trainee status and exclude staff who may have transferred into the Council under TUPE protected rates.

2.4. Pay Multiples

The pay multiples is the relationship between two different pay amounts, showing the number of times one value is contained within another value. The relationships will be shown between:

- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and cash value of any benefits in kind) and the lowest paid taxable earnings.
- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind) and the median earnings figure of the whole workforce.
- the average median salary of Chief Officers and the median earnings figure of the whole workforce.

3. Pay Strategy

We undertake a review of the remuneration of all staff each year, taking into consideration hourly pay rates and other significant benefits such as annual leave above the statutory requirements, employer pension contributions and training and development. We believe that taking a holistic view to remuneration ensures that our staff are rewarded fairly and encourages us all to think of total reward packages rather than a single component such as base pay.

Our lowest hourly rate £10.45 which is currently 0.3% above the April 2023 rates for UK Living Wage of £10.42. This hourly rate incorporates a pay award of 2.75% (already agreed and communicated to staff for 23/24) to be paid with effect from 1 April 2023. As normal practice however, CDC has committed to track the national pay negotiations for 23/24 and will review at the point this is awarded, so this could be subject to change.

4. Pay Design

There is a single pay scale in operation at the Council. This was developed in 2018 by external reward specialists as part of a harmonisation process and in conjunction with a review of the job evaluation schemes in use. The harmonisation process was subject to a full consultation process with the trade unions.

The Council ensures that all pay arrangements can be objectively justified through the use of Job Evaluation methods. These are:

- Greater London Provincial Council (GLPC) scheme for roles that score under 560 points when evaluated.

- Roles that score 560 points and above are subject to HAY evaluation.

Grading structures for all groups of employees are implemented in line with agreed published pay scales and agreed relevant local terms and conditions of employment where applicable.

5. Appointments

The Personnel Committee is the appointing body for appointments to the roles of Head of Paid Service, the Monitoring Officer and the s151 Officer with recommendations made to full council.

The statutory role of s151 officer is held by the Assistant Director of Finance and the Monitoring Officer held by the Assistant Director of Law and Governance. The Head of Paid Service can appoint to Assistant Director level roles, subject to ratification of Executive members but Full Council ratify appointments of statutory officers.

The Personnel Committee is the appointing body for non-statutory Chief Officers.

It still remains that the Executive consultation procedure would be utilised as required by regulations for Chief Officer posts and Assistant Director roles.

Post	Regulatory Description	Appointment under Constitution
Head of Paid Service	Head of Paid Service	Personnel Committee with recommendation to Full Council
(s151 Officer) Assistant Director of Finance	Statutory Chief Officer	Head of Paid Service for the appointment of Assistant Director role, ratified by Executive members, with Full Council appointing to s151 Officer
(Monitoring Officer) Assistant Director of Law and Governance	Statutory Chief Officer	Head of Paid Service for the appointment of Assistant Director role, ratified by Executive members, with Full Council appointing to Monitoring Officer
Corporate Director of Communities	Non-statutory Chief Officer	Personnel Committee, ratified by Executive members

Corporate Director of Resources	Non-statutory Chief Officer	Personnel Committee, ratified by Executive members
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Any pay or grading changes for Chief Officers are considered and, if agreed, approved by the Personnel Committee.

Salary packages for new posts in excess of £100,000 per annum will be subject to formal approval by the Personnel Committee.

6. Pay Structures

6.1. Pay Grades and Progression

Most jobs have a grade with at least four and a maximum of five incremental points. When an employee is appointed to a new role it is typically at the bottom of the grade, unless they have significant experience in a similar role.

Annually and usually with effect from 1st April, pay awards are implemented following local negotiation with the trade unions and are broadly in line with national recommendations.

Employees also progress to the next incremental point within their pay scale on the 1 April following their completion of a full years' service. This system recognises their increasing experience and performance progression continues until they reach the top of the grade.

6.2. High levels of performance are expected from all employees and where standards are not satisfactory, prompt managerial action will be taken to improve performance. This may include disciplinary/capability action in Pay Supplements and increments may be withheld as a result of these actions.

From time to time it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with Council policies. The Council uses the following:

- Honoraria are paid where an employee has taken on additional duties and responsibilities for a defined period, for example covering a vacancy due to maternity leave or other staff absence.

The Council will ensure that the requirement for additional allowances or supplements is objectively justified by reference to clear and transparent evidence.

Pay Supplements are subject to reviews as appropriate in accordance with agreed procedures.

7. Other Employment Related Arrangements

7.1. Local Government Pension Scheme (LGPS)

Subject to qualifying conditions, employees have a right to belong to the LGPS.

The Employee contribution rates which are defined by statute, currently range between 5.5% and 12.5% of pensionable pay depending on actual salary levels.

The Employer contribution rates are set by actuaries and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current average rate is 15.9% based on making an upfront payment for the next three years of £5.7m.

The Council will not at any time augment the pension or membership of employees nor award or fund additional pension to employees unless required to do so by the LGPS Regulations.

7.2. Benefits Schemes

As part of the Reward Strategy to recruit and retain high calibre employees, the Council provides a wide range of benefits including the Cycle Scheme and Childcare Voucher salary sacrifice schemes and will soon introduce the Electric Vehicle scheme.

A full review of the benefits offered by the council is continuing in 2023.

7.3. Expenses

Subsistence and out of pocket expenses are based on national joint council rates. Car mileage is based on the HM Revenue & Customs approved rate, currently 45 pence per mile falling to 25 pence, for miles travelled in excess of 10,000 per annum

8. Pay Arrangements for Senior Management

The Council does not apply any bonuses or performance related pay to its Chief Officers.

Where Officers receive fees for undertaking elections duties, these will be shown separately to salary. Election fees are reviewed by the Returning Officer.

9. Pay Multiples and Medians as at 1st April 2023

Cherwell District Council is required to report on the pay multiples between its lowest and highest paid members of staff.

Table 1 shows the ratio between the lowest paid and the highest paid and the ratio between the median salary of the workforce and the highest paid.

Pay Multiples	2023/2024
Highest Paid - Chief Executive	£165,864
Lowest Paid	£20,164
Pay Multiple between the lowest paid and the highest paid	8.2:1
Median Salary	£51,811
Pay Multiple between median and highest paid	3.2:1

Table 2 shows the ratio between the median salary of the workforce and the average salary of its Chief Officers.

Pay Multiples using the average salary of Chief Officers	2023/24
Average Salary of Chief Officers	£117,082
Lowest Paid	£20,164
Pay Multiple between the lowest paid and the Average Salary of Chief Officers	5.8:1
Median Salary	£51,811
Pay Multiple between Median salary and Average salary of Chief Officers	2.2:1

10. Payments on Termination of Employment

The Cherwell District Council Redundancy Scheme applies to all employees and is one week's statutory entitlement based on actual pay for employees under the age of 41 years and one and half week's statutory entitlement based on actual pay for those aged 41 years and above where redundancy payments are due.

All employees who have received a redundancy payment in relation to the termination of their contracts of employment will be subject to the provisions of the Redundancy Modification Order and will be subject to Local Government Pension Scheme (LGPS) Regulations.

Where severance payments are appropriate such payments will be approved by the Monitoring Officer, Assistant Director, Finance (s151) and Head of Paid Service and will be the subject of a Settlement Agreement for the purpose of compromising any compensation for which the Council may otherwise be legally liable. Severance payments will be discussed with legal advisors and a 'Best Value' note obtained based on the merits of the individual case.

11. Publication of Senior Salaries Statement

In accordance with publication requirements, a table showing information on the pay of all officers earning over £50,000 per annum will be published on the Council's website. All allowances and other payments will also be shown.

Claire Cox
Assistant Director of Human Resources
January 2023


LGA Corporate Peer Challenge

Cherwell District Council

29th November – 2nd December 2022

Feedback report





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1. Executive summary

Cherwell District Council (CDC) has been through significant change during the past few years with additional challenges including supporting communities with the COVID-19 pandemic and more recently the ending of the strategic partnership with Oxfordshire County Council (OCC).

CDC has had previous experience of decoupling, as it did in 2018 when the strategic partnership with South Northamptonshire District Council (SNDC) ended. This experience held CDC in good stead to manage the decoupling with OCC in a mature and effective manner, avoiding numerous potholes.

The decoupling from the partnership has broadly been perceived by members, officers and partners as positive, with the transition managed sensitively to ensure that the workforce risks were mitigated throughout and support to communities not adversely impacted.

The ending of the partnership resulted in the council moving at pace to establish a new senior team including statutory officers. There are still some transitional arrangements to work through as the organisation evolves and adjusts to best support the delivery of the council's priorities.

CDC is now a solo authority for the first time in 11 years; this is an opportunity for staff, members, residents and partners. Becoming a standalone council again provides its challenges as well. Post-decoupling there is a need for the council to develop a compelling vision for CDC and the district as a whole. The council should produce a renewed corporate Business Plan with focused Cherwell-specific strategic priorities aligned to the Medium-Term Financial Strategy (MTFS) and the transformation plan. A new Business Plan will assist the council in reorientating the organisation following the readjusted delivery model.

Officers and members are united in their commitment to CDC and progressing the interests of local residents. Members recognise the talent amongst the council's officer cohort: *"the officers at CDC are first class"*. The peer team were pleased to see the wide variety of talents and backgrounds of the elected members which brings a real strength to the council. The Leader in particular was recognised across the council as capable, dependable and seen as an asset to the authority.

It was clear during the Corporate Peer Challenge (CPC) that CDC has ambitious plans for the place with a proven track record of delivery. This can be shown with the regeneration of Bicester and the ongoing master planning of Banbury town centre.

CDC has particularly strong place leader credentials, consistently punching above its weight in driving and shaping strategic partnerships. Good examples of this are the leading role officers and members play in the Future Oxfordshire Partnership (FOP) and the emerging transition to the Oxford – Cambridge Pan Regional Partnership.

CDC have ambitious regeneration plans across the district. It is crucial that the council continues the good work with regional partners to meet collective priorities. The decoupling with OCC also provides CDC with greater opportunities to strengthen ties with other district councils, for instance, in collectively looking at county-wide growth opportunities and the related infrastructure requirement at a more macro level.

The council has been successful in delivering against its financial challenge to date. Plans are laid to set a balanced budget for 2023/24. This said, the financial gap across the MTFs period of £18m is significant and the organisation will require substantial transformation, on a scale the council has not completed before, to meet the savings requirement. It is critical that the scale and the challenge of the future financial pressure is clearly understood across all parts of the council. Clear plans and effective leadership are required to deliver this, along with robust monitoring by both the managerial and political leadership.

The transformation journey that the council is about to undertake is fundamental to the successful delivery of the council's corporate priorities and the MTFs. Difficult decisions will need to be made going forward concerning both policy and resource allocation. Informed engagement and open communication will be essential throughout this period. The council needs to progress this transformation by developing a strategy and action plan providing a framework with key milestones for delivery.

Given the scale of the challenge facing the council, investment in capacity is crucial to enable the council to deliver the significant efficiencies and savings. Capacity is required to lead, co-ordinate and drive the transformation plan. The delivery of the transformation will be the responsibility of all members and officers and a central

focus on this will be of crucial importance.

CDC has embraced the growth agenda, and to date the council has taken the approach of 'growing its way' out of trouble. This strategy has contributed to the substantial level of business rates and New Homes Bonus (NHB) grant it receives. The groundwork CDC has laid to generate the business rate return it gets has reduced the council's need to make the level of savings and efficiencies other councils have done so over the last decade. The council though is exposed to considerable risk of a future business rates reset and the ending of the NHB.

Attracting growth and inward investment remains a core principle to CDC, something which it has become adept at doing. The council, though, does experience some barriers to unlocking further growth in the district with a considerable one being its infrastructure challenge. CDC can articulate its infrastructure gap well and should continue to work collectively with partners to lobby funders to seek to meet this challenge.

2. Key recommendations

There are a number of observations and suggestions within the main section of the report. The following are the peer team's key recommendations to the council:

2.1. Recommendation 1: Vision and narrative

Post-decoupling the council urgently needs a compelling vision and narrative for the district and the role the council will play in delivering it.

2.2. Recommendation 2: Savings

A whole council approach is needed to meet the savings requirement. The council should identify what it will do less of in the future, and the impact this will have on the size of the organisation.

2.3. Recommendation 3: Priorities and assets

The council needs to prioritise initiatives which will have a positive impact on the budget, including a review of assets.

2.4. Recommendation 4: Resourcing

The council will need to resource and embed sufficient corporate, strategic and performance management capacity to plan, deliver and oversee the substantial transformation journey at pace, and provide strategic oversight.

2.5. Recommendation 5: Regeneration

The council has significant regeneration ambitions and recognises the need to invest in the property portfolio. The council now needs this ambition to deliver prudent financial returns alongside social and economic objectives.

2.6. Recommendation 6: Communications

Communication will be vital for the next part of the council's journey. The council should develop a communications and engagement strategy that covers both internal and external communications.

2.7. Recommendation 7: Partnerships

The council should continue to partner appropriately; this is part of the CDC's DNA. Being visible and leading where possible, benefits will accrue to the council because of its leadership of partnerships.

2.8. Recommendation 8: Infrastructure

The council should leverage support from willing districts to align growth plans with OCC and help secure infrastructure funding. Carefully consider how the council is perceived by government, and whether Cherwell and Oxfordshire is an attractive place to invest?

3. Summary of the peer challenge approach

3.1. The peer team

Peer challenges are delivered by experienced elected member and officer peers. The make-up of the team reflected the focus of the peer challenge and peers were selected based on their relevant expertise. The peers were:

- Lead Peer: Ian Fytche, Chief Executive, North Kesteven District Council
- Conservative Member Peer: Cllr Peter Fleming OBE, Leader, Sevenoaks

- District Council
- Liberal Democrats Member Peer: Cllr Rowena Hay, Leader, Cheltenham Borough Council
 - Labour Member Peer: Tom Beattie, Former Leader, Corby Borough Council
 - Officer Peer: Terry Collier, Deputy Chief Executive, Spelthorne Borough Council
 - Officer Peer: David Shepherd, Strategic Director for Growth and Regeneration, Kirklees Council
 - Officer Peer: Vicky Willett, Director of Change and Delivery, Chorley Borough Council and South Ribble District Council
 - LGA Peer Challenge Manager: Harry Parker

3.2. Scope and focus

The peer team considered the following five themes which form the core components of all Corporate Peer Challenges. These areas are critical to councils' performance and improvement.

1. **Local priorities and outcomes** - Are the council's priorities clear and informed by the local context? Is the council delivering effectively on its priorities?
2. **Organisational and place leadership** - Does the council provide effective local leadership? Are there good relationships with partner organisations and local communities?
3. **Governance and culture** - Are there clear and robust governance arrangements? Is there a culture of challenge and scrutiny?
4. **Financial planning and management** - Does the council have a grip on its current financial position? Does the council have a strategy and a plan to address its financial challenges?
5. **Capacity for improvement** - Is the organisation able to support delivery of local priorities? Does the council have the capacity to improve?

In addition to these themes, the council asked the peer team to provide feedback on

two additional areas:

6. **Growth and infrastructure** - Is the council's growth ambition clearly established? Does the council have the resources to support the delivery of its ambitions?
7. **Decoupling of the strategic partnership with Oxfordshire County Council:** Has the organisation successfully decoupled from its formal strategic partnership? Has the council used this opportunity to renew Cherwell District Council?

3.3. The peer challenge process

Peer challenges are improvement focused; it is important to stress that this was not an inspection. The process is not designed to provide an in-depth or technical assessment of plans and proposals. The peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and material that they read.

The peer team prepared by reviewing a range of documents and information to ensure they were familiar with the council and the challenges it is facing. The team then spent four days onsite at CDC, during which they:

- Gathered information and views from more than 70 meetings, in addition to further research and reading.
- Spoke to more than 145 people including a range of council staff together with members and external stakeholders.

This report provides a summary of the peer team's findings. In presenting feedback, they have done so as fellow local government officers and members.

4. Feedback

4.1. Local priorities and outcomes

CDC is a north Oxfordshire district spanning 227 square miles with an estimated population of 150,000. Cherwell is strategically important and a regional economic

driver, home to considerable cultural and retail assets such as Bicester Village which attracts significant numbers of economic tourists.

Cherwell is a relatively prosperous district, ranked 52nd out of 379 areas on the UK Prosperity Index. This said, there are pockets of deprivation and the district's index ranking has declined from 41st in 2011¹. The council have prioritised three main areas for improving the district's prosperity focusing on the natural environment, infrastructure and enterprise conditions.

The council has gone through a period of significant change. 2022 has been a year of decoupling, transition and stabilisation. The peer team heard numerous times during the CPC that the council is at 'year zero' as a solo authority after 11 years in partnership arrangements.

To marshal through the changes the council developed interim plans in the form of the Annual Delivery Plan for 2022/23. 10 priorities were designed, focusing activity during 'year zero'. This helped the council navigate a challenging year providing clarity for members, officers and partners. There has been a strong focus on maintaining performance and customer service during a year of significant change.

The council asked the peer team to consider the 10 Annual Delivery Plan priorities, the four strategic aims set out in the council's Business Plan 2022/23 and the 20 actions which directly follow through from this. The peer team felt that this is a particularly high number, and a process of prioritisation is required. If the council were to identify three or four top priorities this would make it easier to focus mindsets and ensure resources are spread to deliver on these priorities.

It is understandable interim plans and priorities were established to focus the organisation during a year of considerable change. Now, though, it is important the council develops a new three-to-five-year Business Plan, aligned to the MTFS investment plans and budgetary framework, with a focused set of three to five outcome-based priorities designed to deliver its vision for the district. These strategic priorities should be focused on having a positive impact on the council's financial position.

¹ UK Prosperity Index 2021 Legatum Institute. *UK Prosperity Index 2021*. Available at: <https://li.com/reports/uk-prosperity-index-2021/>

An integrated planning framework for the medium term should be developed, creating alignment between corporate priorities, the MTFS, transformation strategy and action plan and service plans, building a 'golden thread' from corporate vision through to everyday service delivery.

There is an appreciation by both members and officers for the need to develop this compelling vision for CDC as a solo authority. A central narrative is needed for Cherwell, to create a focus for prioritisation. It is important the council uses data and engages closely with key partners, to gain insight from residents and inspire delivery over the medium to long term.

A 'golden thread' should be embedded throughout the organisation and run through the corporate planning process, aligning service planning, project and programme management and integrated with the budget and MTFS.

Of the four strategic priorities set out in the Business Plan the council can evidence innovative initiatives focused on delivery. This is particularly the case in relation to the *'healthy, resilient and engaged communities'* priority. The council's Families Active Sporting Together (FAST) programme has been successful in improving accessibility for physical activity and sporting opportunity. The programme has reached more than 7,000 individuals and 3,000 families. FAST has been held up as a national exemplar by Sport England and the approach the council championed has now been adopted across Oxfordshire.

The council takes on a system viewpoint in delivering its strategic priorities, often beyond traditional district councils' responsibilities. A good example of this was the council's repurposing of the Local Strategic Partnership to align with the new Integrated Care Board's (ICB) priorities. This is impressive and demonstrates the council's commitment to system leadership. In doing so this enhances the council's ability to leverage potential resources.

CDC declared a climate emergency in July 2019 and has ambitious plans of being net carbon neutral from council operations and activities by 2030. The peer team heard positive progress the council's making against its priority of *'supporting environmental sustainability'*. Such as the electrification of the council's fleet of vehicles, planned increase in EV charging infrastructure and installing solar canopies at car parks. The council has also been successful in winning £6m in carbon

reduction funding. To continue the good work done so far, the council should look to refresh its climate strategy and action plans alongside the Business Plan and the MTFS to create a robust pathway designed to achieve the net zero ambition.

The council's capacity in progressing the environmental sustainability priority has been reduced following the decoupling. At present, there is only one dedicated officer working on climate change. The peer team would question whether the council is suitably resourcing this council priority. The council should look to work more closely with local community groups to harness their ambition and strength to deliver the collective ambitions of progressing environmental sustainability.

The council has established performance monitoring mechanisms. The Corporate Leadership Team and the Executive receive a monthly Financial Management, Performance and Risk Report. Improvements are planned to the performance management framework in line with the Annual Delivery Plan. The framework should also be refreshed alongside the new Business Plan to track and scrutinise delivery over the next three to five years. Data and insight gathering will be important as the council navigates its significant transformation journey. The peer team would encourage the council to include more benchmarking and comparative analysis. Platforms like LG Inform can be useful in contextualising how the council compares to similar authorities.

The council demonstrates good practice in carrying out regular residents' surveys. The most recent survey was carried out in the summer of 2021. The results from this survey showed a downward trend from previous surveys on the perception that CDC provides value for money – down from 55 per cent in 2016 to 29 per cent in 2021. It is important the council uses the intelligence the residents' survey provides to inform decision making to address these concerns and maintain trust and credibility with residents.

4.2. Organisational and place leadership

The council had to build up a resilient and effective leadership team quickly following the decoupling with OCC. New corporate directors and assistant directors were appointed. To do this so quickly and stabilise the authority was impressive.

The positive attitude and commitment CDC officers have is notable. The peer team heard a genuine desire to deliver on behalf of Cherwell residents. Officers have gone through a significant period of change and there is an appreciation that difficult decisions will be required in the future. It is important that this good will is rewarded with rounded engagement and involvement in the upcoming organisational transformation.

During the decoupling with OCC, it was necessary that strategic decision making rested with the senior leadership of the organisation. Now, though, is the time to empower officers to step into the corporate leadership space and decentralise decision making. All of the senior leadership team will have an important role to play in the delivery of savings and successfully implementing the organisational transformation.

As a result of the decoupling, CDC lost significant resources in communications. The council is in the process of appointing a new head of communications. This is an important role and will come at a crucial time. There are plenty of opportunities to develop and innovate the council's internal and external communications. The staff briefings and weekly staff and councillor bulletins are appreciated by officers and members. The peer team found the council's internal communications approach to be quite traditional. The council should consider exploring other modes of communication such as utilising video and short clips. The council should look to develop an internal communications strategy that sets a clear organisational narrative.

As a solo authority the council should look to develop its external communications to increase the visibility and reach of its campaigns and social media messaging. There is a reticence from some elected members to fully engage in modern methods of communication. This may be down to previous bad experiences or a lack of knowledge. There could be a benefit in members taking up the [LGA's social media training](#) offer to learn more about different social media platforms, receive advice on creating content and learn the best ways to engage in a healthy online discourse.

The council should also look at ensuring there is a consistency of corporate branding across different platforms. Local businesses told the peer team that they felt engagement with the council could be improved. They highlighted that the council

used to send out a 'Cherwell Business News' bulletin, which was appreciated but concluded a few years ago.

Overall, on communications, the council needs to develop a comprehensive communications and engagement strategy with clear and measurable objectives. This strategy will need to be embedded across the council as effective communications are the responsibility of everyone. Communications mechanisms should be established to enable planning of strategic communications over the short and medium term.

Once appointments have been made, the council may want to consider a [LGA communications health check](#) which can give focused recommendations to assist with CDC's strategic communications.

The culture of CDC is inherently partnership focused; it is a part of the organisation's DNA. This is not something that has changed post-decoupling. The council's commitment to partnership work is valued by external organisations: "*Cherwell is a brilliant partner, they always put their hand up*".

The council is a driving force behind several cross regional partnerships such as the FOP. This is impressive and demonstrates the strategic leadership the council looks to take on. This is despite hearing from multiple external organisations that: "*partnership working in Oxfordshire is really tough at the moment*", as can be evidenced by the failure of the Oxfordshire councils to agree the Oxfordshire Plan 2050.

The regional co-operative approach which Cherwell has sought to take a leading role in has led to tangible outcomes such as securing over £500m of additional investment, through the City Deal, Housing and Growth Deal, Housing Infrastructure Fund and the Oxfordshire Rail Connectivity Study.

The FOP is an important strategic board in engaging key partners on regional growth but also as a collective voice for regional local government when working with other public sector bodies. As will be the planned Place Shaping Board from January 2023 – bringing together key partners in health, highways, Local Enterprise Partnership (LEP), housing and the business sector – focused on wider place making, ensuring the voice and input of local government is given appropriate and due regard.

CDC is a key partner for many across the sub region and the council's senior officers and members are crucial to the collective working continuing. An example of this is the emerging formal Oxford – Cambridge Pan Regional Partnership which has the support of a majority of the 34 councils involved, external partners told the peer team this would not be the case without the leadership shown by CDC's Leader and Chief Executive.

It is important that the council continues to partner appropriately as this remains a central characteristic to CDC. The peer team felt that the council should remain visible and continue to lead these partnerships where possible, by doing so benefits will accrue to CDC.

The council is ambitious with some impressive examples of delivery such as the regeneration schemes in Banbury town centre. The Castle Quay development is a key component of the regeneration of the town, providing a strong example of the power of local government as a place leader and as an investor in positive change. This regeneration has been progressed at speed with positive outcomes being delivered. The pop-up hub in particular has been very successful providing effective space for the local voluntary and community sector (VCS).

The next stage of development in Banbury will be crucial to the longer-term success of the Castle Quay site. The council recognises the need to reconfigure, bringing forward a mix of occupation. The public consultation for the master planning of Banbury will commence in January, it is important that the next steps are clearly articulated to ensure that all plans are joined up.

The council can point to strong performance in supporting its communities' housing needs. Cherwell's LG Inform Headline report² shows that the council has delivered above average number of affordable homes (261, mean for district councils 139) and a below average number of households living in temporary accommodation per 1,000 households (0.43, mean for district councils 1.39).

The council should continue the good work it is doing to date on delivering against its supporting '*healthy, resilient and engaged communities*' priority. CDC encourages

² LG Inform (2022) *Local Government Association*. Available at: https://lginform.local.gov.uk/reports/view/lga-research/lga-research-report-headline-report-bar-charts?mod-area=E07000177&mod-group=AllDistrictsInCountry_England&mod-type=namedComparisonGroup

active environments through its neighbourhood planning, a good example is the Bicester Healthy New Town Programme. Health partners feel engaged in Cherwell from the FOP to wellbeing provision in communities, they described the council to the peer team as: *“improvement and outcome orientated”*.

The VCS values the relationship with the council. Established partnerships bring a real richness for Cherwell as a place. The collective response to the COVID-19 pandemic cemented these relationships and they continue to prosper. Partners enjoy working with the council, they view CDC as an enabler, supporting the VCS to deliver.

The council were credited by external partners for their: *“excellent work in handling support grants”* during the pandemic. The peer team heard CDC took an innovative approach in commissioning the LEP to administer the distribution of some of the COVID-19 grants. This was done so the funding could be issued over a longer period of time as council issued monies had strict deadlines set. By commissioning the LEP, greater due diligence could be carried out before awarding funds.

The council has established relationships with the parish and town councils. There is regular engagement with good examples of co-working such as CDC initiating a practice exercise for Operation London Bridge involving the town and parish councils. There are though some areas where the working relationship could improve. The council should consider working at an earlier stage with parish and town partners regarding section 106 contributions.

4.3. Governance and culture

The cross-party relationships in Cherwell are mature and in a good place. Within the constitution there is an established officer-member protocol, a members' code of conduct and a planning specific code of conduct. The Leader is respected across the council and is seen as central to the constructive relationships between the political groups. The council's elected members exhibit a wide variety of talents and backgrounds that bring a real strength to the council. A healthy dynamic has been developed between members and officers, with collective leadership demonstrated, built on mutual respect.

The peer team heard from a variety of sources the significant improvement that has been made with the Overview and Scrutiny Committee. The new committee chair was credited with bringing fresh energy and strategic intent. Several examples of effective scrutiny were provided including some innovative practice with the Overview and Scrutiny Committee being a named responder on the consultation for the council's Local Plan. The positive progress that has been made needs to be embedded and the committee properly resourced so that scrutiny can continue to operate effectively and contribute positively to the council's governance system.

The council is in the process of carrying out a review of its constitution. One area that was highlighted to the peer team requiring refreshing was the officer scheme of delegation, the council should make this clearer and improve its record keeping on officer delegated decisions.

Relationships with the council's wholly owned housing company, Graven Hill, have been disrupted due to a number of officer changes and the decoupling with OCC. It is important that these relationships are strengthened. The peer team heard of a disconnect between the council and the company. Whilst a consistent approach is required for how the council handles planning applications, it is important CDC remains focused on its strategic objectives for Graven Hill. The council is due to undertake a review of the governance arrangements for its wholly owned companies. This review will include the roles and responsibilities of members and the client/'shareholder' functions. The peer team felt there is scope for improvement particularly around accountability for decision making including on financial matters.

The council has established risk arrangements with a comprehensive risk register. The risk register goes monthly to members and reports to the Accounts, Audit and Risk Committee (AARC). A mandatory programme of upskilling members and officers has been developed focused on topics such as counter-fraud and cyber security. Good progress has been demonstrated. As with all of local government there is though scope for improvement to fully embed a culture of risk management, with this influencing service and budget planning decisions.

CDC's member development programme continues to be developed, it is recognised and appreciated by members. There is a positive focus on continuous improvement. The peer team heard good examples including specialised compulsory training as

part of member onboarding before joining the AARC.

As mentioned earlier, officers and members are excited by the opportunity decoupling has brought. The ability exists to now be 100 per cent focused on Cherwell's priorities. A senior member commented that they have: "*witnessed a palpable change in mood: we're up for working on Cherwell*".

A challenge for CDC now is to develop the culture of a solo organisation. This identity setting is of crucial importance. Organisational development has a key role to play in supporting the development of Cherwell specific values and behaviours.

The council is carrying out regular pulse surveys, which is good practice. Something the last full staff survey and the peer team picked up was a varied response to #teamCherwell. This identity did not necessarily transcend the whole organisation. It will be important for the council to consider how best to develop core team values and ensure they are embedded across the council. Generally, though the peer team felt that the council was in a good position with its organisational culture. Officers feel supported and respected, with conscious effort and thought given to staff wellbeing.

The council is in the process of updating its *Including Everyone* equality, diversity and inclusion (EDI) strategy. It is important this is done with Cherwell specific actions informed by the new census information. Cherwell is a diverse area, a language audit which was carried out by the Sunshine Centre found more than 23 languages are spoken across the district. The council has done some excellent work on EDI, including working closely with the Banbury Mosque to support them in their wider community work with their food bank and their get active efforts with young people and women in terms of access to sport and in particular football.

The council has had external recognition for its EDI work having been shortlisted for the 2021 Local Government Chronicle award for its EDI framework. The council is committed to EDI and should look to build on the good work that has already been done. CDC could look at celebrating the district's diversity further through cultural events and corporate communications. On several occasions previously the council has looked at establishing staff networks such as LGBTQ+, BAME, disability and women's network which reflects best practice, if there is interest internally this should be something the council revisits.

4.4. Financial planning and management

CDC has a history of well managed budgets and finances. The council's immediate financial position is positive, the 2022/23 outturn is currently forecast to have a relatively small overspend, the council has consistently achieved a clean audit opinion on its accounts from the external auditors and a balanced position is well developed for 2023/24. There is a forward looking and anticipatory approach to financial planning, as evidenced by the recent good practice in proactively fixing borrowing rates. The council has a well-respected Section 151 officer who is supported by a competent finance team.

The council has achieved healthy levels of income generation, with planning fee revenue for 2022/23 forecasted at £1.8m. In March 2022 the council rolled out charging for green waste collection, there was a higher-than-expected uptake which is contributing to a forecast total waste income generation of £3m. Whilst achieving this level of revenue is positive, some caution needs to be given to assumptions around future income, with changes for charging of waste collection and revised recycling management arrangements brought about by the Environment Act 2021.

Cherwell is a high growth area and has done very well in growing the local tax base and generating significant levels of NHB grant. The council is aware of the favourable position it enjoys regarding the current business rates retention system with significant income being achieved (£11m). Deferred reforms to the business rates retention system have favoured the council but it is now increasingly likely reform will adversely impact this position, albeit not now until after the next General Election.

CDC has also been including NHB (£4m) within its 2022/23 base budget, but assumed a phased reduction in line with government announcements. Subsequent to the peer team being on site at the council, in the Provisional Funding Settlement for Local Authorities for 2023/24 CDC's NHB allocation fell significantly to £1.6m. This was against a planning assumption of a one-off allocation of £1.6m when consulting on the 2023/24 budget. The council has benefitted from the allocation of the 3 per cent minimum spending power grant allocation of £2.8m which compared to an assumed £1m Lower Tier Services Grant allocation within the 2023/24 budget consultation. Whilst this has protected CDC in the short term potentially the spending power grant is only a one-off, and therefore the council cannot assume it will

necessarily receive this level of support in future years.

As mentioned previously the council has considerable growth and regeneration ambition, the peer team did though hear from sources that they're: *"worried that the level of ambition the council has is not matched by its financial position"*.

The council's financial position over the more medium term is particularly challenging. The council has a MTFS up to 2026/27 and had at the time of the CPC, an indicative budget gap of £17.8m. This is a very substantial gap, equivalent to more than 50 per cent of the council's net budget. The scale of the challenge makes the council an outlier compared to other similarly sized authorities. To meet the budget challenge the council will need to redesign all aspects of the operating model and reduce net expenditure by approximately 45 per cent over the next three years to meet this budget gap. Based on the projections at the time of the CPC the council will need to move from a service expenditure of £40m in 2022/23 to £18m in 2025/26.

Whilst the Government's Policy Statement for 2023/24 to 2024/25 has made clear that a Fair Funding Review and Business Rates reset will not happen before the next General Election, which in turn, once one allows for consultation on proposals by the Government elected at the next election, that changes are unlikely to be implemented until 2026/27. This does provide Cherwell potentially a little bit more medium-term certainty and breathing space, however, it is important the council uses this space to progress its transformation efforts to put itself on a more sustainable footing.

The council has an outline plan for meeting the savings requirement over the MTFS. At the time of the CPC this savings plan was being developed and had not been shared widely, it is important the council prepares for broad engagement on the plan, so staff and members are aware. As mentioned previously meeting the savings requirement will require wholesale organisational transformation, on the scale the council has not completed before. It is critical that the council's planned actions to tackle the financial challenge are accelerated. A comprehensive plan is required, clearly setting out how the savings will be achieved within the necessary timescales. The council should also ensure that there is sufficient member ownership and oversight of the savings and transformation programme.

A whole council approach will be required to deliver the savings and transformation

programme. When the council develops its new Business Plan, aligned to an updated MTFS, it is important difficult decisions are taken, it should identify what CDC will do less of in the future, and the impact this will have on the size of the organisation.

The peer team feel that alongside the budget approval process for 2023/24, the council should develop and approve a transformation action plan aligned with the MTFS period. This action plan should identify key milestones and next steps to implement the necessary transformation. It is important that this action plan is driven by the senior leadership team and is suitably resourced.

The scale and the challenge of the future financial pressure needs to be more clearly understood across the council and at the time of the peer challenge had a lower profile than might have been expected. There was a general expectation that the council will continue to be able to deliver similar services and work closely with partners as a funder, yet this will become significantly harder given the extent of the budget gaps.

The council is planning on bringing forward an asset review which will be important. CDC has a good number of capital assets which provides it with several opportunities. The council should optimise its asset portfolio to generate revenue savings and capital receipts. This is a way the council can get a return but should be done strategically as capital receipts can only be spent once.

The council has invested heavily in regenerative ventures like the Castle Quay development. This has been funded by borrowing and repayment costs are considerable. At present income from the asset is covering the interest but not Minimum Revenue Provision costs. The Castle Quay acquisition by the council was not based on purely commercial terms, CDC has been clear on the role Castle Quay plays in the wider regeneration of Banbury town centre. As with most retail assets across the UK, asset values have reduced significantly as a result of demand changes influenced by wider economic concerns. Castle Quay has had a 66 per cent drop in its valuation - from a £60m valuation to £20m - although it is recognised that this only becomes crystallised if the council sought to reduce its ownership holding. CDC is planning on bringing forward a reconfiguration of the Castle Quay site to drive further regeneration in Banbury, this will be important as the council is exposed to

considerable risk here.

Along with all of local government, CDC is facing significant inflationary pressures which is impacting on medium term planning. The council has done well though to factor into an updated MTFS the impacts of inflation and the challenge associated with re-establishing pre-pandemic levels of car parking income. The increased energy costs facing the council are considerable, particularly with CDC responsible for this as part of its leisure contract. More generally the leisure contract the council has with its provider is quite expensive, and the peer team understands the council is exploring its options here. Whilst a negotiated exit or a renegotiated specification and contract may be preferable, allowing CDC the opportunity to review the extent of leisure provision that meets with its budgetary means, this will be difficult in the current climate of high energy costs and any early exit from an existing leisure contract will come at a price.

The business model of the council's wholly owned housing company, Graven Hill is undergoing a review, with the original model of self-build being expanded into other areas such as custom build, passivhaus and smaller units such as apartments. The council is also reviewing the existing protocols around interactions between the company and CDC.

The financial governance of Graven Hill is important as the council is the financier and equity provider of the company. The council receives significant annual interest payments (£4m in 2022/23) from Graven Hill generating a surplus for the council over the rates it borrows at. The council has not included yet a £2.5m dividend return from Graven Hill into the MTFS, this is a sensible approach to err on the side of caution with the number of uncertainties given the challenging economic environment and resultant impact on business plans may make the level of dividend less than what is planned for at present.

4.5. Capacity for improvement

After 11 years in shared management arrangements 2022 has been a year focused on decoupling, stabilising the authority and rebuilding for the future. The transition from the strategic partnership with OCC has broadly been seen by officers and members as positive and has driven a more focused and stronger emphasis on

Cherwell as a place.

The decoupling though has resulted in some capacity gaps in key areas including administration and governance, communications, contract and risk management, legal services and performance. Establishing the council as a solo authority remains a work in progress with systems and key processes still being developed. As the management structure continues to evolve, the council should carefully consider addressing the capacity gaps to ensure delivery of both the business and transformation plan. This evolution does not necessarily mean more staff, the council should look to invest in its existing workforce to upskill and develop to support a culture of continuous improvement. This should be done though all within the parameters set by the MTFs.

As outlined earlier in the report, the transformation of the organisation will be the central challenge the council faces in the coming years. CDC is at the start of the organisational transformation, which the council recognises: *“we’re five per cent there on our journey”*. The delivery of a transformation plan will be critical to the realisation of savings the council needs to achieve.

Officers, members and partners need to be engaged throughout the transformation journey and agreeing the process for this upfront will ensure there is the appropriate consultation, buy in, political oversight and governance in place.

The council has a transformation strategy in development, crucial next steps include progressing further this strategy and developing an action plan to achieve the MTFs targets. Key building blocks for the transformation are being put in place, for example with the development of a digital strategy. This should be integrated into an overarching transformation programme with a single transformational vision for the organisation.

The council will need to resource and embed sufficient corporate, strategic and performance management capacity to plan, deliver and oversee the substantial transformation journey at pace.

CDC should consider establishing a corporate programme management office (PMO) to provide strategic oversight and a better control of resources on the transformation projects. Accountability and project ownership will be crucial for confident change management, clear lines of reporting should be established along with the adoption

of robust project management methodologies and tools including on risk and financial controls. The PMO can also help the council identify the inter-dependencies between projects and provide clear identification of any pinch points or duplication.

It is still early days, but it was clear from conversations the peer team had with a range of stakeholders that more work needed to be done, quickly, to communicate and engage with staff and members on the transformation programme. This should help to build a better understanding and buy in of what the transformation programme is, areas covered, objectives, how people can get involved and the timeline for implementation. Ensuring both the Leader and Chief Executive remain visible to staff, continuing their leadership from the front, will be critical.

The council has an established organisational development offer which is valued by staff. This will be important throughout the transformation journey. Organisational development should underpin the transformation work with a structured plan and programme of activity that will support the workforce through the change process. This activity should be focused on core organisational values and behaviours. The council has invested in organisational development and should continue to do so particularly in areas such as leadership programmes, apprenticeships and a graduate scheme.

CDC has brought in an agile working policy which is generally well received by staff. 85 per cent of respondents to September's Pulse Survey feel the council provides good and flexible working conditions. This is an asset to the council and will help with the recruitment challenges CDC faces. The council is not alone here; this is an issue all of local government is facing. It would be advisable for the council to look at adopting new recruitment techniques and refresh the external marketing of CDC.

4.6. Growth and infrastructure

The council has historically taken the approach of 'growing its way' out of trouble by identifying growth opportunities. This strategy has helped to contribute to significant levels of business rates growth and NHB grant to the council, reducing the overall level of savings that have been required at a time when other councils have had to make significant reductions. As mentioned earlier, the considerable level of business rates income (£11m) - in part brought about by the council's embrace of growth - puts

the council at greater financial risk of a business rates reset.

CDC's approach to the growth agenda though is not solely financial, this is recognised by partners: *"places like Cherwell help prove that growth isn't always bad by demonstrating environmental and social gain is core to the economic improvement for all"*.

CDC has considerable ambition and vision for transformational growth. The council has pioneered leading-edge developments contributing to growth with examples including Graven Hill and the Bicester Eco Town. The key components are there for the council to build an investment prospectus. This should be done in partnership with OCC and the other districts, demonstrating externally the attractiveness of investing in Oxfordshire.

The district and the surrounding area are home to significant economic, touristic and culturally important establishments. Bicester Village brings 7.5m annual visitors to the district, a large local employer and a generator of substantial business rates. The world leading universities in Oxfordshire should lead the region's knowledge economy, driving business growth and provide a coherent inward investment narrative. More could be done to maximise the opportunity of having such prestigious academic resource so close by.

Cherwell has a notable platform for growth in areas such as Bicester. With the £3bn East West rail investment which runs through the town creating significant opportunity for plan led growth. This makes the town an attractive place to invest. Large technology companies have already chosen to locate themselves in Bicester, bringing demand for skilled jobs.

The progress at regenerating Banbury town centre is impressive, however, the next stage of the development is crucial. The council recognises the need to reconfigure Castle Quay, reducing the number of empty units by diversifying and bringing forward a sustainable mixed-use development. The council needs to communicate its vision for Banbury, adopt a master plan and clarify its role in securing future phases.

The council has a significant property and asset portfolio, providing it with several opportunities. Plans are being developed to optimise the portfolio with the intention of delivering financial returns alongside progressing the council's social and economic development objectives.

The LEP has a high opinion of CDC and the leadership role it takes on. The council is viewed by external partners as being: *“the growth engine for the county”*, CDC is pivotal to realising Oxfordshire’s growth potential. Considerable growth is forecasted in and around the city of Oxford in future years, much of which will need to be accommodated in Cherwell. It will be important that CDC has the capacity to manage this growth so it can continue to provide benefits to existing and future communities.

As mentioned previously, the council has a real strength in its partnership working. These external partners often share the council’s ambition for growth and want to contribute and influence its plans, for instance the ICB feels well engaged by CDC but would like to be more involved in the curation of growth plans to align with their strategic planning for healthcare facilities. Similarly housing partners share the council’s growth vision and would welcome greater engagement on issues relevant to them such as the Local Plan review and town centre regeneration.

The council is consistently above target in terms of housing delivery. Good working relationships are established with registered providers and collectively a proactive approach is taken to secure the kind of homes people need. £2.6m worth of Oxfordshire Housing and Growth Deal funding has been put into building affordable homes, including zero-carbon social housing and extra care housing to allow people to live independently as they age.

For the council to continue to deliver on its sustainable growth ambitions CDC must be an effective planning administration. The council has recently invested in its planning service; however, capacity gaps remain. CDC commissioned an external review of the service and developed an improvement plan. It remains important that capacity within the planning department is maintained and potentially increased in line with growth expectations, otherwise there will be a brake on development resulting from a slowdown in the planning process.

The Oxfordshire Plan 2050, a strategic housing and infrastructure plan for the county, was unable to reach agreement in August 2022. Despite this ending, it is very important the council continues to actively co-ordinate and co-operate with neighbouring local planning authorities. Outside the framework of the Oxfordshire Plan 2050, CDC should look to leverage support from willing districts to align growth plans and work in partnership with OCC in helping to secure infrastructure funding.

Inextricably linked to unlocking the potential of growth across Oxfordshire is resolving the current infrastructure challenge. The council, along with other authorities across Oxfordshire, need to give careful consideration as to how the region is viewed by central government. In order to unlock the necessary funding, aligned and cohesive plans for growth and infrastructure will be required. The region has done well previously in getting funding from government such as £500k to support the work and transitional arrangements in setting up the Pan Regional Partnership. A strong platform already exists which will help the region's lobbying efforts. The infrastructure requirement is considerable, within the existing programme there is a £30m deficit.

4.7. Decoupling of the strategic partnership with Oxfordshire County Council

The strategic partnership with OCC concluded only a few months ago. References the peer team heard to the decoupling from staff, members and partners was consistently positive. The decoupling has delivered increased management resilience and a refreshed and stronger focus on Cherwell as a place. This is an exciting opportunity to be 100 per cent focused on CDC, it has brought a renewed energy for officers and members.

CDC's previous experience of going through decoupling, as it did in 2018 when the strategic partnership with SNDC ended, held the council in good stead to progress the decoupling with OCC, avoiding numerous potholes.

Staff and partners referred to the decoupling being managed sensitively and praised senior officers and members for handling the transition with maturity and respect. Stabilising the council and maintaining service quality was the key priority and this has broadly been done. The council rapidly built a management structure to ensure it remains a functioning and capable organisation to meet business needs and progress the council's priorities. The council recently appointed a new senior team including statutory officers. Time will be required for these individuals to adjust to a new organisation. A period of adjustment is what the whole council is experiencing, as the organisation evolves and expectations alter, members recognise the need for this as CDC: *"became used to the economies of scale of partnership working"*.

Whilst the decoupling was achieved at speed, a more incremental approach has

been adopted in certain areas which was sensible. CDC continues to have service level agreements with OCC for the delivery of seven services and a Section 113 partnership for regulatory services and community safety. Maintaining a productive working relationship with OCC is important as both authorities are co-dependent for delivering the councils' respective priorities.

Strategic partnership should remain a critical element of the council's future operating model. As mentioned previously, this is part of CDC's modus operandi. In seeking out future partnerships robust objectives should be developed based on how they will support the delivery of the MTFs and better outcomes for CDC.

The council should recognise what it has achieved in decoupling at pace. It is important the council reflects on this to consolidate progress and drive forward with momentum the transformation of the organisation.

5. Next steps

It is recognised that senior political and managerial leadership will want to consider, discuss and reflect on these findings.

Both the peer team and LGA are keen to build on the relationships formed through the peer challenge. The CPC process includes a six-month check-in session, which provides space for the council's senior leadership to update peers on its progress against the action plan and discuss next steps.

In the meantime, Will Brooks, Principal Adviser for the South East, is the main contact between your authority and the LGA. Will is available to discuss any further support the council requires – william.brooks@local.gov.uk.

6. Useful resources and signposting

- **Political mentoring** – through the LGA's political group offices member mentors from other councils can be arranged for senior councillors. Typical mentoring engagements stretch over six months, providing the space for honest conversations, to be challenged and supported in a confidential

environment.

- **National Member Development Programmes:** The LGA offers a range of training and development programmes, our [political leadership training offer](#) supports councils to build greater leadership capacity and develop politicians at all stages of their career, including face-to-face training as well as online training resources such as e-learning and workbooks. In particular, the following [leadership](#) programmes for Portfolio Holders may be of interest. To find out more or book contact: Grace.Collins@local.gov.uk
 - Leadership Academy: For Councillors in leadership positions
 - Leadership Essentials: Economic Growth
 - Leadership Essentials: Housing
 - Leadership Essentials: Finance
 - Leadership Essentials: Climate Emergency
 - 'Developing Your Political Leadership Skills - masterclass
- **Communications support** - <https://www.local.gov.uk/our-site-communications-support-offer>. The council could consider commissioning a:
 - One-day communications health check - includes a review of the council's comms functions, strategy and capacity, and provides a series of quick wins designed to help the council tackle key issues. A report will be supplied to the council two weeks after the health check.
 - A more comprehensive communications peer challenge - This takes place over 2.5 days. The review provides a more in-depth assessment of the council's comms activity. A report is provided to the council three to four weeks after the review.
 - We would recommend, as a first step, a meeting with the council to discuss requirements and then we can draft a proposal based on whether a one-day or three-day review would be preferable.
- [Social media guidance for councillors](#)
 - The LGA can also provide bespoke social media training for members.

PEER REVIEW 2023

Action plan

The peer review team made eight recommendations for the council to consider following their visit in November.

All of these recommendations are either programmes of work or projects that are either already underway or captured in an existing delivery plan.

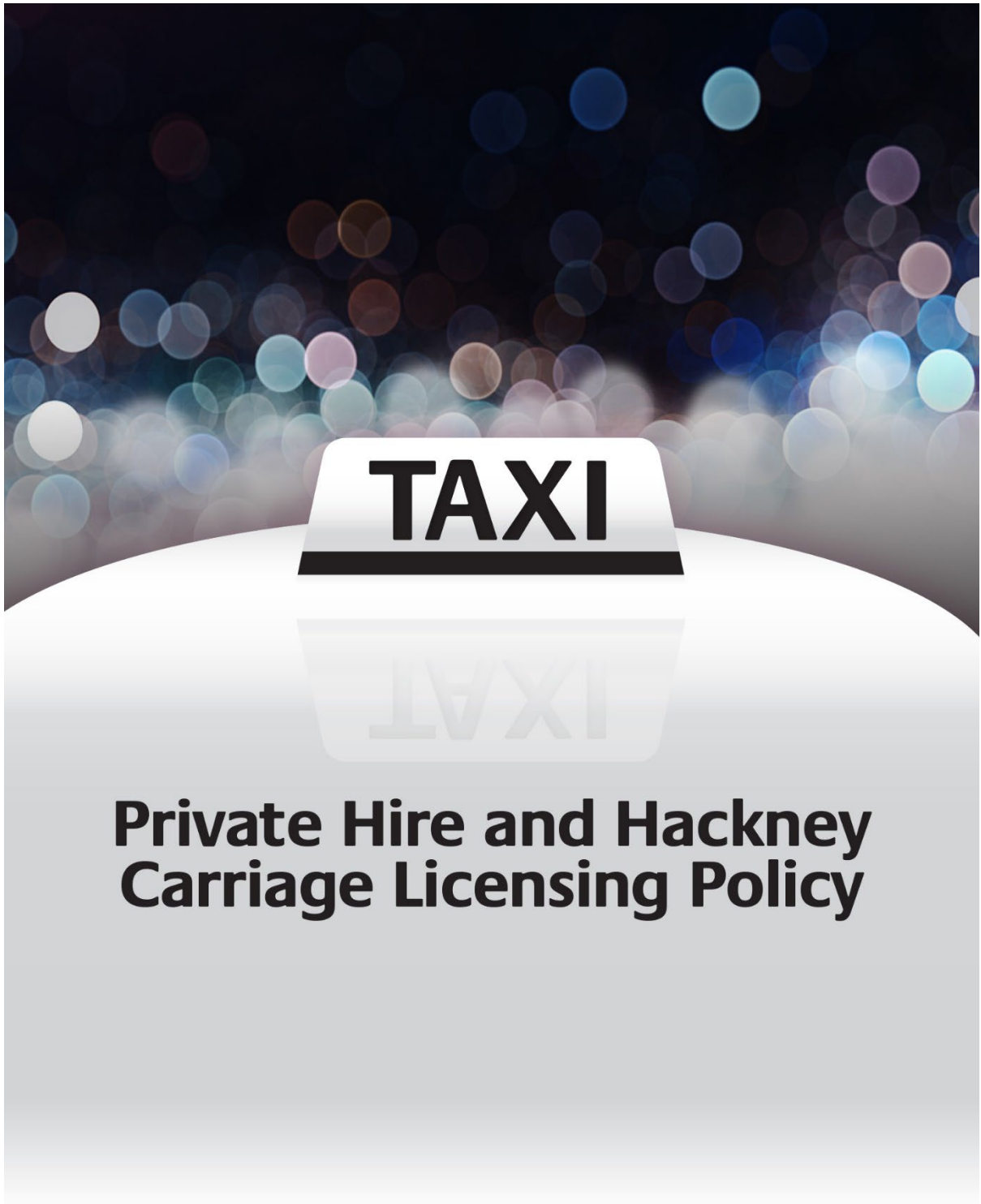
RECOMMENDATION	PROGRESS (AS AT Q4 -22/23)	FURTHER ACTIONS	TIMESCALE (COMPLETED)	OFFICER
<p>VISION</p> <p>The council needs a compelling vision and narrative for the district post decoupling and the role the council will play in delivering it.</p>	<ul style="list-style-type: none"> Approved an Annual Delivery Programme. Agreed 10 Strategic priorities for 23/24. 	<ul style="list-style-type: none"> <input type="checkbox"/> Agree and deliver a project plan for producing a new Business Plan for 2024 onwards <input type="checkbox"/> Embed the Annual Delivery Programme across the council so there is a clear and visible golden thread from corporate vision to everyday service delivery <input type="checkbox"/> Refresh the performance and risk management frameworks and embed them throughout the organisation <input type="checkbox"/> Refresh the climate strategy and associated actions plans and continue to embed them across the organisation demonstrating a robust pathway to achieving its net zero ambition. <input type="checkbox"/> Review and update the existing EDI action plans for delivering the council's commitments set out in its Equalities Framework 'Including Everyone' 	<p>Q4 22/23 Q1 23/24</p> <p>Q4 22/23 Q1 23/24</p> <p>Q4 22/23</p> <p>Q1 23/24 – ongoing</p> <p>Q4 22/23</p>	<p>AD Customer Focus</p> <p>AD Customer Focus</p> <p>AD Customer Focus</p> <p>CD Communities / AD Environment</p> <p>AD Customer Focus</p>
<p>SAVINGS</p> <p>A whole council approach is required to meet the savings needed in the future. Identify what it will do less of in the future and how this will impact on the size of the organisations</p>	<ul style="list-style-type: none"> Council wide transformation and prioritisation approach in development. Budget identified to deliver agreed transformation and prioritisation work. Recruiting a Transformation Programme Manager. 	<ul style="list-style-type: none"> <input type="checkbox"/> Agree and deliver a Transformation programme that aligns with the MTFS <input type="checkbox"/> Agree the 2024/25 budget process 	<p>Q1 23/24 agree plan Q3 23/24 draft proposal to at least meet 24/25 savings requirement.</p> <p>Q4 22/23</p>	<p>AD Customer Focus & AD Finance</p> <p>AD Finance</p>

RECOMMENDATION	PROGRESS (AS AT Q4 -22/23)	FURTHER ACTIONS	TIMESCALE (COMPLETED)	OFFICER
<p>PRIORITISATION</p> <p>The council needs to prioritise initiatives, which will have a positive impact on the budget, including a review of its assets</p>	<ul style="list-style-type: none"> This work has already been identified as part of the above transformation and prioritisation work. 	<ul style="list-style-type: none"> <input type="checkbox"/> As per previous action 	<p>Q1 23/24 agree priorities</p>	<p>AD Customer Focus & AD Finance</p>
<p>RESOURCES</p> <p>The council will need to resource and embed sufficient corporate, strategic and performance management capacity to plan, deliver and oversee your substantial transformation journey at pace and provide strategic oversight</p>	<ul style="list-style-type: none"> Budget identified to deliver transformation programme. Recruiting a Transformation Programme Manager – internal opportunity. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish the team, resources and governance arrangements needed to deliver the desired outcomes of the Transformation and Prioritisation Programme. <input type="checkbox"/> Develop a plan and programme of activities to support staff through the Transformation and Prioritisation Programme. <input type="checkbox"/> Review our member development and induction programmes and develop an action plan for any improvements identified. <input type="checkbox"/> Develop the O&S function and ensure its properly resourced. 	<p>Q4 22/23 – ongoing</p> <p>Q4 22/23 – ongoing</p> <p>Q4 22/23 – Q123/24</p> <p>Completed - dedicated scrutiny officer appointed / further developments ongoing</p>	<p>CEO, MO, AD Customer Focus AD Finance</p> <p>AD HR</p> <p>AD Legal</p> <p>AD Legal</p>
<p>REGENERATION</p> <p>The council has significant regeneration ambitions and recognises the need to invest in its property portfolio. The council now needs this ambition to deliver significant financial returns alongside social and economic objectives.</p>	<ul style="list-style-type: none"> Restructuring the Growth and Economy service to place a greater focus on place- shaping and regeneration. Appointed two Programme Managers to lead regeneration programmes for Banbury and Bicester. Set aside budget (subject to full Council) to deliver the Banbury renewal programme and to develop Bicester's Market Square. Secured £1.8m UK Shared Prosperity Funding and Rural England Prosperity Funding to improve community facilities, business support and skills. 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate the council's vision for Banbury and Bicester, Adopt a Place shaping Strategy for Banbury (non-statutory masterplan) and clarify role in securing future stages. <input type="checkbox"/> Undertake a strategic asset review as part of the transformation and prioritisation programme to recognise the potential of the council's property portfolio in meeting its regeneration ambition <input type="checkbox"/> Create a prospectus for investment in Cherwell <input type="checkbox"/> Ensure planning service can administer continued sustainable growth. 	<p>Q4 22/23 – ongoing</p> <p>Q2 23/24</p> <p>Q1 23/24</p> <p>Q4 22/23 – ongoing</p>	<p>AD Growth and Economy</p> <p>AD Property</p> <p>CD Communities / AD Growth and Economy</p> <p>AD Planning</p>

RECOMMENDATION	PROGRESS (AS AT Q4 -22/23)	FURTHER ACTIONS	TIMESCALE (COMPLETED)	OFFICER
<p>COMMUNICATIONS</p> <p>Communication will be vital for the next part of the council's journey. Develop a communications and engagement strategy that covers both internal and external communications.</p>	<ul style="list-style-type: none"> Key objective for the communications team. Currently out to recruit to the permanent Communications and Marketing role, which will lead this work. 	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and agree a council wide Communications and Marketing Strategy 	Q1 23/24	AD -Customer Focus
<p>PARTNERSHIPS</p> <p>Continue to partner appropriately, this is part of your DNA. Being visible and leading where possible, benefits will accrue to the council because of its leadership of partnerships.</p>	<ul style="list-style-type: none"> Led the establishment of the PRP, which has received Government backing and positive national press coverage. Currently reviewing our role and the objectives of our strategic partnerships as part of a review of our Local Strategic Partnership to ensure they deliver better outcomes for Cherwell. 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the review of the LSP and the council's strategic partnerships to ensure we continue to partner appropriately. <input type="checkbox"/> Agree an action plan for delivering any improvements 	<p>Q1 23/24</p> <p>Q1 23/24</p>	<p>AD Wellbeing</p> <p>AD Wellbeing</p>
<p>INFRASTRUCTURE</p> <p>The council should leverage support from willing districts to align growth plans with Oxfordshire County Council and help secure infrastructure funding. Carefully consider how the council is perceived by Government, is Cherwell an attractive place to invest?</p>	<ul style="list-style-type: none"> The council is working closely with FOP / key partners on infrastructure delivery. The council is working with Homes England and Oxfordshire County Council to progress the Bicester Garden Town programme and the Banbury Vision 2050 regeneration work. The council is the interim lead and accountable body for the Oxford to Cambridge PRP. Therefore, it will continue to meet with government officials to access funding allocated and drive delivery as per the agreed work plan. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a clear action plan for the next phase of the "infrastructure and place-shaping" relationship with Oxfordshire County Council <input type="checkbox"/> Reset critical officer and member relations with partners and the business community, including developers) and increase the visibility of other senior leaders across the organisation. 	<p>Ongoing</p> <p>Ongoing</p>	<p>CEO/CD Communities</p> <p>CEO / Senior team</p>

MONITORING ARRANGEMENTS

Each of the actions in this action plan will be added to the relevant section of the council's performance management framework, for reporting in the usual way.



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Appendices

Appendix A – Criminal Records Policy

Appendix B – Driver Application Process and Conditions

Appendix C – Vehicle Application Process and Conditions

Appendix D – Operator Application Process and Conditions

Appendix E – Private Hire and Hackney Carriage Penalty Points Scheme

Appendix F - The National Register of Refusals and Revocations (NR3 register)

Appendix G – Vehicle emission standards

Version	Date	Author
V3.2	09/03/2022	Richard Rockall
V3.3	13/01/2023	Richard Rockall
V3.4	18/01/2023	Richard Webb
V3.5	15/02/2023	Richard Webb

1. Introduction

- 1.1 Cherwell District Council is responsible for the licensing and enforcement of Private Hire and Hackney Carriage Vehicle trades within the district. The key objectives of the Private Hire and Hackney Carriage Vehicle licensing regime are ensuring public safety and the protection of residents and visitors to the district.
- 1.2 This policy and the appendices detail how the licensing of drivers, vehicles and operators will be undertaken by the Council. The policy has immediate effect and will be applied to all existing licences and all new applications.
- 1.3 The Council reserves the right to review and if necessary, reverse any decision if information comes to light that identifies the initial decision as being incorrect.
- 1.4 In developing this policy the Council has had regard to the following:
 - Local Government (Miscellaneous Provisions) Act 1976
 - Town Police Clauses Act 1847
 - Guidance on the Rehabilitation of Offenders Act 1974 – March 2014
 - Disclosure Barring Service Information Note on Rehabilitation of Offenders Act 1974 and Police Act 1997 Orders – 2013
 - Taxi and PHV Licensing Criminal Convictions; Policy, Local Government Regulation, Sept 2010
 - Equalities Act 2010
 - Regulators Code 2014
 - Road Traffic Acts
 - Crime and Disorder Act 1998
 - Health Act 2006
 - Data Protection Act 1998
 - **General Data Protection Regulations 2018**
 - Jay Report into Child Sexual Exploitation (CSE) in Rotherham
 - The Serious Case Review into Child Sexual Exploitation in Oxfordshire
 - Cherwell District Council Enforcement Policy
 - **Policing & Crime Act 2017**
 - **Department for Transport Statutory Taxi & Private Hire Vehicle Standards**
 - **The Care Act 2014**
 - **The Public Interest Disclosures Act 1998 (PIDA)**
 - **Safeguarding and Vulnerable Groups Act 2006**
 - **Taxi and Private Hire Vehicle (Safeguarding and Road Safety) Act 2022**
 - **The National Register of Refusals and Revocations (NR3 register)**
 - Other relevant legislation
- 1.5 In this document the term Council means Cherwell District Council, it's Scheme of Delegation and decision-making framework as set out in the Council's constitution.

2. Scope

- 2.1 This policy sets out the process for applying for a Private Hire or Hackney Carriage driver, operator and vehicle licence; the requirements to hold a licence; the conditions to be adhered to, and the grounds for and process by which the Council may take action against a licence.

3. Policy Statement

- 3.1 The Council recognise the important role that Private Hire and Hackney Carriage Vehicle drivers play in enabling people to travel around the districts and while doing so act as ambassadors for the Council. In promoting these licensing aims and objectives the Council will expect licence holders to continuously adhere to **the National Minimum Standards issued by the Department for Transport, along with** the high standards outlined within this policy. This will help portray a positive image of both the Council and the licensed trade.

To ensure continued Public Safety, and legislative compliance, the Council may update or alter the policy periodically. Such changes would be published on the Cherwell District Council website and affected license holders would be notified in advance of all such changes.

- 3.2 The principal purpose of Private Hire and Hackney Carriage Vehicle licensing is to protect the public and promote public safety. Cherwell District Council ('the Council') will adopt and carry out the Private Hire and Hackney Carriage licensing functions with a view to promoting the following:
- The protection of the public
 - Safeguarding children and the vulnerable
 - The prevention of crime and/or disorder
 - The safety and health of public and drivers
 - Vehicle safety and suitability
 - **The protection of the environment**
- 3.3 The protection of the public, safeguarding children and the vulnerable, and the prevention of crime and /or disorder:
- Raising awareness amongst licensees of issues of safeguarding children and the vulnerable
 - Operating rules, conditions and disciplinary processes
 - Vetting, training and monitoring of licensees
 - Commitment to work with the police, neighbouring authorities and other relevant agencies
 - An expectation that licensees will treat all customers, members of the public and authorised licensing officers with respect and courtesy at all times

3.4 The safety and health of the public and licensees:

- Consideration of history of convictions, cautions, formal warnings, arrests, complaints and information received from partner agencies and other local authorities.
- Knowledge of the relevant Council topography
- Health and fitness of licensees
- Relevant safeguarding training
- A relevant professional driving qualification

3.5 Vehicle safety and suitability:

- Standards of vehicles
- Regular testing of vehicles including roadside checks
- Location of ranks
- Provision of wheelchair accessible vehicles

3.6 The protection of the environment

- Reducing harmful car emission into the environment
- Promoting the use of sustainably fuelled vehicles.

4. Background and definitions

- 4.1 The Local Government (Miscellaneous Provisions) Act 1976, as amended and the Town Police Clauses Act 1847 is the legislative framework for the Hackney Carriage and Private Hire licences.
- 4.2 This policy applies to the following:
- 4.2.1 **Hackney Carriages:** A vehicle available to transport members of the public that has no more than 8 seats for passengers, which is licensed to ply for hire. A Hackney Carriage may stand at designated taxi ranks and/or be hailed in the street by members of the public. A Hackney Carriage may also undertake pre booked journeys.
- 4.2.2 **Private Hire Vehicles:** These are licensed to carry no more than 8 passengers and must be booked in advance through a licensed Private Hire Operator. A Private Hire Vehicle cannot ply for hire nor use any designated taxi ranks.
- 4.2.3 **Private Hire Operators:** These are required to take and record bookings for Private Hire vehicles. Bookings must be recorded, and records be made available for inspection within the specified timescales.
- 4.2.4 **Hackney Carriage and Private Hire Drivers:** Licensed individuals who have undertaken certain tests and checks. Only a licensed driver can drive a licensed vehicle.

5. Private Hire and Hackney Carriage Drivers

- 5.1 This licence allows a person to drive a licensed vehicle, whether it is a Hackney Carriage or a Private Hire vehicle. The Council issues a joint Hackney Carriage and Private Hire driver licence. Licences shall be issued for a maximum period of 3 years but can be granted for a lesser period if deemed appropriate. The only exemptions to this are those applicants whose right to remain and/or work in the UK is for less than the 3-year period. In such cases the licence shall only be issued for the same period as the leave to remain or right to work allows.
- 5.2 All applicants must satisfy the Council that they are a fit and proper person to hold a Hackney Carriage and Private Hire Drivers Licence (HCPHD). **The term 'fit and proper' involves assessing that the applicant may be 'Safe and Suitable' to hold such a licence. When considering whether an applicant or licensee is fit and proper to pose oneself the following question, 'Without any prejudice, and based on the information before you, would you allow a person for whom you care, regardless of their condition, to travel alone in a vehicle driven by this person at any time of the day or night?'** Once the licence has been granted the licence holder must remain a fit and proper person throughout the duration of the licence. The fitness and propriety of the licence holder will be monitored and assessed throughout the licence period. Where licence holders have broken any licence condition, or any complaints and/ or criminal behaviour are brought to the attention of the Council the licence holder may be subject to enforcement action. This may result in the revocation of a licence.
- 5.3 All applicants for a HCPHD licence must act with honesty and integrity and ensure all information that is provided is correct and up to date. Throughout the application process the applicant must provide and disclose all necessary information in a timely manner. This includes information relating to previous convictions, warnings, cautions, arrests, or any current or pending criminal investigations being undertaken, as well as any civil actions, injunctions or other factors which may bring into question the suitability of the applicant. Failure to do so will have a negative impact on the assessment of the application and may result in the licence being refused.
- 5.4 The process for applying for a HCPHD licence is provided in Appendix B. It is essential that all applicants understand and are familiar with this process prior to application and renewal to ensure that information requested is provided within the specified timescales. Failure to do so may result in the application being refused.
- 5.5 **All applications to renew a taxi drivers' licence should be made through the Cherwell District Council website.**

<https://www.cherwell.gov.uk/directory-record/1881/taxi---hackney-carriageprivate-hire-driver-licence/category/44/taxis>

Cherwell District Council will make all reasonable adjustments to ensure the Licensing Service is accessible by all.

- 5.6 **Cherwell District Council has signed up to the National Register of Refusals and Revocations (NR3 register). This means that when an application for a taxi driver's licence is refused, or when an existing taxi driver's licence is revoked, that information will be placed on the register. The**

details of all applicants will also be checked against the information held on the register.

6. The Fit and Proper Person Test

- 6.1 Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 require that all applicants and licence holders are, and remain, fit and proper to hold a licence. There is no legal definition of what constitutes a fit and proper person for the purposes of Private Hire and Hackney Carriage Vehicle licensing. However, the Council must be satisfied, based on the information provided, that the applicant or licence holder is suitable to hold a licence and the public will be safe with the licence holder.
- 6.2 In determining whether a person is fit and proper to hold a licence, the Council is effectively asking the following question:
- “Without any prejudice, and based on the information before you, would you allow a person for whom you care, regardless of their condition, to travel alone in a vehicle driven by this person at any time of day or night”?**
- 6.3 If, on the balance of probabilities, the answer to the question is ‘no’, the individual should not hold a licence. If the answer to the question is an unqualified “yes”, then the applicant or licence holder can be considered to be fit and proper. If there are any doubts in the minds of the Council, then further consideration will be given as to whether the applicant or licence holder should hold a licence.
- 6.4 All decisions on the suitability of an applicant or licensee are made on the balance of probability. This means that an applicant or licensee should not be ‘given the benefit of doubt’. If the delegated officer is only “50/50” as to whether the applicant or licensee is ‘fit and proper’, they should not hold a licence. The threshold used here is lower than for a criminal conviction (that being beyond reasonable doubt) and can take into consideration conduct that has not resulted in a criminal conviction. If there is any doubt as to the suitability of the applicant or licence holder the Council will undertake any checks and apply any process necessary to ensure that licences are not issued or held by unsuitable persons. It is important to note that applications and any issues with current licence holders are dealt with on a case-by-case basis and as such it is not possible to detail an exhaustive list of all checks or requirements that may be asked of the applicant or licence holder in order to satisfy these criteria, but any decision will be transparent and relayed to the applicant/licence holder.
- 6.5 The Council will consider a number of factors when determining if an individual is a fit and proper person:
- Criminality
 - Driving history
 - Driving ability
 - Right to work
 - Medical history

- Standard of verbal and written English
- Any previous licensing history
- Anything else that may bring into question the applicant's suitability to hold a licence.

A more detailed, but non- exhaustive list, is provided in Appendix A.

- 6.6 In addition the Council will consider any further information provided by other agencies including, **but not limited to**, the Police, Neighbouring Authorities, Child and Adult Safeguarding Boards, **Multi Agency and Information Sharing groups (e.g. the Multi-Agency Safeguarding Hub)**, and County Councils that may have a bearing on the fit and proper standard of the individual.
- 6.7 The Council may at any time throughout the duration of the licence access the DVLA records of the applicants to ensure their driving meets the requirements of this policy. Licence conditions in Appendix B require all licensed drivers to notify the licensing authority within **72 hours of any DVLA offences**. **Road traffic offences which are discharged by way of speed awareness training or similar, must be reported to the council. Cherwell District Council will note such offences, and their method of discharge.** Failure to notify will result in the licenced driver receiving Council penalty points, under the Penalty Point Scheme (See Appendix E). **"Extraordinary circumstances" are always taken into consideration, in line with the council's enforcement policy when reaching enforcement decisions.**
- 6.8 In submitting an application to the Council for a driver's licence, the applicant will be required to sign certain disclosures relating to the application form and their information. Details contained within the application may be shared with other agencies including but not limited to the Police, Immigration and HM Customs and Excise. In addition, declarations must be signed that allow for the applicant's Driver and Vehicle Licensing Agency (DVLA) record to be reviewed throughout the duration of the licence, alongside their Disclosure and Barring Service (DBS) record. The Council retains and shares information in accordance with Information Sharing Agreements, **the Data Protection Act 1998, and the General Data Protection Regulations 2018.**
- 6.9 **Applicants and licensees must disclose if they hold or have previously held a licence with another authority. An applicant or licensee is also required to disclose if they have had an application for a licence refused, or a licence revoked or suspended by any other licensing authority. When such licences have been disclosed the council will contact that authority to gather further details. Failure to disclose such information may result in the refusal or revocation of a licence.**
- 6.10 An applicant will not be considered to be a fit and proper person to hold a licence if there is any evidence that the applicant has been dishonest in making the application or it can be evidenced that an applicant or an existing licence holder has **omitted information**, misled, or attempted to mislead, the Council (officers or elected members of the licensing committee) during any part of the application process or with the administration of the licence throughout its duration.

7. Disclosure and Barring Service (DBS)

- 7.1.1 A criminal record check for any driver is essential and is an important safety measure in ensuring that an applicant is a fit and proper person and to protect public safety. All applicants will be required to undergo an Enhanced Disclosure through the Disclosure and Barring Service. This will list information on all live and spent convictions, police cautions and other relevant information. Details of the DBS application process can be found within Appendix B as part of the application process.
- 7.1.2 Private Hire and Hackney Carriage Drivers are included as “exceptions” within the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such all applicants will be asked to disclose on their application form any conviction or caution regardless of the date of the conviction or caution. The DBS certificate will disclose convictions and cautions and where these have not been disclosed on the application form by the applicant the integrity and honesty of the applicant will be questioned. All licence holders must notify the Council of any convictions, caution, **or formal Police interactions taken place during** their licence period as stated in the licence conditions. Failure to do so may result in **penalty points being issued to that licence, or the suspension or revocation of the licence.**
- 7.1.3 All applicants (both new and renewals) must declare on the application form all convictions, cautions, informal warnings, fixed penalty notices, driving offences, civil actions, county court judgements, arrests and any criminal, civil or traffic related investigation. It is essential that ALL information is declared. If applicants are unsure about what the above means, please contact the Council. Failure to inform the Council of any information may result in the application being refused or a licence being suspended or revoked.
- 7.1.4 Applicants **and licence holders** are responsible for the costs of obtaining DBS services. It is a licence condition that applicants sign up to the DBS online update service and on the grant of a licence, the licence holder must maintain the subscription. The subscription costs are the responsibility of the applicant / licence holder and permission must be given to the Council to undertake checks of the DBS status. **All applicants and licence holders will be subject to 6 monthly DBS checks throughout their licence period, and at times when the Council consider it necessary and appropriate to do so. The DBS online update service, and subscription to the service is a compulsory requirement for all licence holders. It will be used to monitor the criminal record of the licence holder throughout the term of the licence.**
- 7.1.5 In order to sign up to the online service the applicant, on receipt of their completed Enhanced DBS Certificate, must register for the service within 19 days of the DBS certificate issue date. Upon licence renewal the applicant will need to provide the Council with their original certificate in order for the update service to be checked.
- 7.1.6 DBS Certificates will only be accepted when the application has been made through Cherwell District Council. However, DBS certificates from other local authorities **may** be accepted providing the applicant has signed up to Update Service and has been checked to an enhanced level.

- 7.1.7 A Licence will not be issued without a current enhanced DBS certificate.
- 7.1.8 Where licence holders fail to maintain the online DBS subscription, or have not provided the council with the necessary information to check their DBS report, when required to do so, that licence will be suspended until such checks have been completed and the 'fit and proper' status of the licence holder has been fully assessed.
- 7.1.9 In the interests of public safety, the council will not issue a licence to any individual that appears on either barred list on the DBS reporting systems.

7.2 Applicants with Residency Periods Outside of the UK

- 7.2.1 Where an applicant has spent **three** months or more continuously outside the UK evidence of a criminal record check from the Country/Countries visited covering the duration overseas will be required. For stays longer **than 3 months** outside of the European Union a certificate of good conduct is required to be authenticated by the relevant embassy. [The Home Office publish guidance on applying for overseas criminal record information or 'Certificates of Good Character'](#).

7.3 Right to Work in the UK

- 7.3.1 All applicants must provide evidence of their right to work in the UK. This is required for the first application and all renewals.
- 7.3.2 The list below states what evidence needs to be provided to prove the applicant has a right to work in the UK, this list is not exhaustive and other documents may be accepted (please follow this link; <https://www.gov.uk/government/organisations/uk-visas-and-immigration>), however this must be discussed with the Council in advance of the application being submitted. Any issues with the documentation provided may result in a delay in issuing the licence or renewal of an existing licence.
- A UK passport confirming that the holder is a British Citizen (or citizen of another EEA country – including Switzerland),
 - Passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and undertake paid employment,
 - Full UK Birth/Adoption Certificate,
 - An Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and undertake paid employment,
 - A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to undertake paid employment.

7.4 Convictions, Cautions and Driving Offences

- 7.4.1 Where convictions and cautions have been declared by the applicant or disclosed on the DBS Certificate the Council must ensure that it is satisfied that the applicant is a fit and proper person to hold a licence. The Council will refer to The Criminal Records Policy for guidance

which can be found in Appendix A.

7.4.2 Where convictions, cautions and driving offences have been imposed on a licence holder the same Criminal Records Policy will be referred to in order to determine that the licensed driver remains a fit and proper person to hold the licence.

8. The Knowledge Test

8.1 All applicants are required to pass the Council's Knowledge Test. The purpose of the test is to ensure that the applicant has sufficient knowledge in the following areas:

- Numeracy
- Topography
- Communications
- Road Safety
- Safeguarding and **Child Sexual Exploitation and Child Drug Exploitation (CDE)**.

8.2 Applicants are entitled to 2 attempts at the Knowledge Test as part of the application.

- Should an applicant fail they will be able to book onto the next available test date
- A further 4 tests will be permitted per application
- The 4 additional tests will be charged at the current rate
- After 6 failures the applicant will be deemed to be not "fit and proper" and their application will be refused

8.3 In addition to the Knowledge Test all applicants will be required to attend (at their own cost) Council approved Safeguarding, CSE, **CDE and disability awareness** training prior to **completing** their applications.

8.4 The Safeguarding, CSE/**CDE** and disability awareness training is mandatory for all applicants and licence holders regardless of whether the application is for a new or renewed licence. This is to ensure that applicants and licensed drivers are receiving the most up to date information at the time of the application.

- **Safeguarding certificates issued no more than 3 months prior to the application date will be accepted by the authority.**
- **Failure to provide Cherwell District Council with a valid safeguarding certificate will prevent that license being issued, or existing licenses being suspended until the requirements have been met and documented.**

9. Medical Fitness Assessments

9.1 It is essential the licensed drivers are in good health and meet the requirements of Group 2 Standards of Medical Fitness as stated by the DVLA. Licensed drivers are expected to carry passengers' luggage and shopping, will drive on the road for longer periods than most car drivers and may have to assist disabled passengers. The Council must therefore be satisfied that the applicant /licensed driver is fit enough to undertake these tasks. Any pre-existing

medical condition must be disclosed and be under control to the satisfaction of a General Practitioner and the Council.

- 9.2 Applicants shall submit to the Council the supplied medical form completed by their own General Practitioner or a doctor who has full access to the applicant's medical records at the time of their application. A medical examination form will be required upon first application, then at the point of renewal of a 3-year licence until the applicant reaches the age 65 when an annual medical fitness assessment is required. Where an applicant has applied for a licence at the age of 64 and turns 65 within the first year the applicant will not be required to complete another medical assessment until renewal. Where certain conditions are noted by the GP, additional medicals or an alternative frequency may be required.
- 9.3 All licence holders must advise the licensing authority within 7 working days if any pre-existing medical conditions have deteriorated, or his / her health has changed in any way that may affect the licence holder's fitness to drive.
- 9.4 Under the D.V.L.A. Group 2 Medical standards applicants and licensed drivers suffering from diabetes and using insulin must have an annual diabetes medical report. The diabetes specific medical report must be completed, and endorsed, by their diabetes care unit, or a medically qualified practitioner authorised by the Council. Oxfordshire University Hospitals diabetes specialists' units are authorised by the council to complete all diabetes assessments Failure to evidence a driver's medical fitness may result in the refusal, suspension, or revocation of the licence. This diabetes specific medical is in addition to all other medical assessment requirements.
- 9.5 Where the licensing authority is in any doubt as to the medical fitness of the applicant, further medical examinations may be required to be undertaken. Any costs relating to these additional assessments shall be paid for by the applicant.
- 9.6 Third party medicals - DVLA Group 2 medical assessments will be accepted from approved third party assessors if the licence applicant provides the council with a copy of their full medical records. Once viewed those medical records will not be retained or stored by the Council.

10. Assistance Dogs

- 10.1 All licensed drivers are under a legal duty to carry guide, hearing and any other assistance dogs in their vehicles without any additional charge to the passenger. A licensed driver may only refuse to do so where s/he has a medical exemption. A medical exemption may be granted by the licensing authority where the licensed driver has provided detailed medical evidence that shows a medical condition will be aggravated by exposure to dogs. If the medical exemption is granted, then the licensed driver will be issued with an exemption certificate and a notice of exemption. The notice must be displayed in the vehicle by fixing it in a prominent position facing outwards on the dashboard.
- 10.2 When hired to carry a guide dog, the owner should be asked where s/he would prefer their

dog to be.

- 10.3 Most dogs are trained to lie in the front passenger foot well between the feet of their owner. If the vehicle is fitted with front and side air bags, it is essential that the dog is lying down at all times. Licensed drivers must inform the owner accordingly. Assistance dogs are trained not to move and will not harm a licensed driver in any way.
- 10.4 If the front foot well is not large enough to accommodate the dog, the owner should be advised to travel in the rear of the vehicle with the dog in the foot well behind the front passenger seat. The seat should be pushed forward to make room for the dog.

11. Private Hire and Hackney Carriage Vehicle Licences

- 11.1.1 As with driver licensing, the objective of vehicle licensing is to protect the public, who trust that the vehicles dispatched are above all else safe. It is important therefore the council are assured that those granted a vehicle licence also pose no threat to the public and have no links to serious criminal activity. Although vehicle proprietors may not have direct contact with passengers, they are still entrusted to ensure that the vehicles and drivers used to carry passengers are appropriately licensed and so maintain the safety benefits of the licensing regime.
- 11.1.2 All vehicle licence holders will be required to meet the same level of the 'fit and proper' assessment outlined in the Hackney Carriage Private Hire Drivers section of the policy and appendices. For vehicle licence applicants this assessment will be partly based on a DBS Basic disclosures report as a minimum DBS report. All applicants and licence holders must subscribe to and maintain a subscription to the DBS on-line update service, and will be subject to annual DBS checks, or further checks when required by the Council. Failure to maintain this subscription, or provide the information required for such DBS checks may result in that licence being suspended or revoked.
- 11.1.3 The procedure for applying for a Private Hire Vehicle or Hackney Carriage Vehicle Licence is detailed in Appendix C.
- 11.1.4 Only vehicles less than 6 years old and which meet the requirements of Appendix G will receive a new licence.
- 11.1.5 Existing licensed vehicles cannot have their licence transferred to a higher polluting vehicle (for example, a D.V.L.A. Cat 6 electric vehicle cannot be replaced with a D.V.L.A. Cat 5 Hybrid vehicle).
- 11.1.6 The Council will not licence vehicles that are currently licensed by another local authority.
- 11.1.7 The Council will not licence vehicles which fall with the D.V.L.A categories which indicate that the vehicle has been damaged or written off by insurers.
- 11.1.8 Applications should be made using the Council website: <https://cherwell.uat.jadu.net/directory/29/licences-and-permits/category/44/categoryInfo/9>

Cherwell District Council will make all reasonable adjustments to ensure the Licensing Service is accessible by all.

11.1.9 In order for an application to be considered the applicant must submit the following documentation to the Council:

- The fully completed vehicle licence application form.
- Application Fee.
- The original of the Vehicle Registration Document (Logbook/V5) certificate of registration for the vehicle (the new keeper's supplement section of the V5 document will be accepted in the case of vehicles that are not licensed at the time that the application is made, and the vehicle has recently been purchased by the applicant (documentary evidence will be required). Licences will not be renewed unless the full V5 document is made available to the Council at the time of application)
- The original insurance or insurance cover note for the vehicle. The document must state that the vehicle is insured for Private Hire (Hire and Reward) or Hackney (Public Hire).
- A valid MOT no older than 28 days from an approved MOT testing station within the Council's district.
- Newly registered vehicles with less than 500 miles on the odometer will not require a MOT prior to licensing.
- Evidence of the vehicle's emissions, no older than 28 days at the time of submitting the licence application.

11.1.10 In addition to the above, incomplete application forms, incorrect fees and or supporting documentation that does not conform will result in the application being rejected. Only when a complete application has been provided will the assessment process begin.

11.2 Grant and Renewal of Vehicle Licences

11.2.1 Vehicle licences are for a period of 1 year and will be subject to MOT tests every 6 months. All MOT test reports must show that the vehicle has no faults, or advisories, and has passed the MOT test. Where advisories have been reported, the applicant must document the completion of any remedial works required to correct the advisory fault/s.

11.2.2 Vehicles must be less than six years old at the time of first licensing and must have working stop/start engine technology if it is propelled by petrol, diesel, or hybrid engines. That stop/start technology must be fully functional throughout the term of the licence.

11.2.3 From 2030 all vehicles at the time of first licensing must be propelled by either electric or hydrogen. *Please note, this clause will be reviewed again at the time of the next 5-year Policy review in 2028 which occurs before the above clause comes into force. That Policy review will consider the availability of sufficient infrastructure to support electric and hydrogen vehicles, the availability of such vehicles and suitability of models available whilst also considering the affordability of those vehicles.*

11.2.4 The council will only continue to licence vehicles less than 10 years old.

11.2.5 Once a vehicle is licensed, that licence cannot be transferred to another vehicle,

whether temporary or otherwise, which has been categorised by the DVLA as emitting levels of pollution higher than the current licensed vehicle. When a vehicle has been replaced following a vehicle accident/damage, the replacement vehicle may be like for like with regards to emissions and euro categorisations up to the accident vehicle age reaching 10 years old. After the 10-year age threshold has been met, or exceeded, the existing licensed vehicle will not be renewed, and any replacement vehicle must meet the relevant policy euro category.

11.2.6 Once a wheelchair accessible vehicle is licensed, that licence cannot be transferred to another vehicle, whether temporary or otherwise, to non-wheelchair accessible vehicle.

11.3 Insurance

11.3.1 All insurance documents for the vehicle to be licensed must be provided with all the other relevant information at the time of application. In order to satisfy the Council that appropriate insurance is in place for the vehicle, the following is required:

- A valid Certificate of Insurance or Cover Note. This must confirm that insurance is in place for each driver of the vehicle and specify that it is covered for its use as a Hackney Carriage or Private Hire vehicle.
- A Hackney Carriage vehicle requires insurance to cover public hire.
- A Private Hire vehicle requires insurance to cover Private Hire and hire and reward.
- A Cover Note will be accepted, and the licence issued on the understanding that a certificate of insurance will be presented as soon as possible.

11.3.2 All insurance dates are noted on the Council system at the time of application and follow ups will be undertaken to ensure the vehicle is appropriately insured. Where a new insurance certificate has not been submitted to the Council for that vehicle it will be deemed to have no insurance and the licence suspended until such time as an appropriate insurance document is provided and penalty points will be issued to the licence holder.

11.4 Vehicle Specifications

11.4.1 The Council has set down a number of specifications, in order to apply for a vehicle to be licensed as a Private Hire or Hackney Carriage Vehicle it must comply with the specifications at the time of application. The specifications for Private Hire and Hackney Carriage Vehicles are detailed in Appendix C.

11.5 Licensed Vehicle Conditions

11.5.1 Conditions are imposed on all operator, driver and vehicle licences and the Council is empowered to impose any conditions that are considered reasonably necessary in the granting of a licence. The conditions will be attached to the licence upon issue and are detailed in Appendix C. All applicants will be expected to have read and understood these conditions, any breach in the conditions will result in penalty points being issued or the licence considered for review.

11.6 Identification of Vehicles as a Private Hire Vehicle or Hackney Carriage

11.6.1 All vehicles must clearly indicate to the public that the vehicle is licensed. The public must be able to clearly distinguish the difference between a Private Hire and Hackney Carriage Vehicle. No signs, stickers or insignia shall be added/ attached to the vehicle unless in compliance with Council requirements. Permission will be required in writing. The Vehicle Licence conditions in Appendix C provide detail on the following:

- The position/location of the licence plates
- The position of permanent door signs
- Required wording for the door signs and roof lights
- Requirements to display certain notices in the vehicles

11.7 Tyres

11.7.1 It is essential that the tyres on all licensed vehicles are in good condition. All tyres must conform to the following requirements:

- Tyre treads are designed to efficiently and effectively remove water from the road surface and provide maximum grip. All tyres fitted to the vehicle must have at least 2.0 mm tread depth throughout a continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre. (Please be aware that this is a more stringent standard than the MOT test)
- Tyre fitted to a motor vehicle or trailer must be fit for purpose and be free from any defects which might damage the road or endanger any person. Fit for purpose means that a tyre must:
 - be compatible with the types of tyres fitted to the other wheels,
 - not have any lump, bulge or tear caused by separation or partial failure of the structure,
 - not have a cut or tear in excess of 25mm or 10% of the sectional width of the tyre, whichever is the greater, and which is deep enough to reach the ply or cord,
 - not have any part of the ply or cord exposed.
- Tyres must be correctly inflated to the vehicle/tyre manufacturer's recommended pressure.
- All replacement tyres fitted to licensed vehicles must be new (i.e. not have been used previously on any other vehicle) and have been fitted by a reputable vehicle maintenance company/contractor. Vehicle proprietors are required to retain invoices/receipts to show that any tyre that is purchased meets this requirement.
- The fitting of part worn tyres to licensed vehicles is not permitted.
- 'Space saving' spare wheels must only be used in an emergency, and then only in accordance with the manufacturer's instructions. Should the use of a 'space saving' spare wheel become necessary during a period of hire then the journey may continue, but the wheel must be replaced before another journey commences.

11.8 Accidents

11.8.1 If, at any time, a licensed vehicle is involved in any kind of accident, regardless of how minor or who was at fault, the driver must inform the Council of the accident within 72 hours of the accident; this can be done by via email, or through the **Cherwell District Council website:** <https://forms.cherwell.gov.uk/xfp/form/427?council=cdc>

An accident report form must be completed and submitted to the Council along with photographs of the damage within 24 hours of reporting the accident.

11.8.2 Following submission of the accident report form the Council will review and determine whether, by nature of the accident, or the stated damage caused, the vehicle must be inspected by the Council Licensing Officers. Such an inspection requirement would be to ensure the safety of the vehicle, for public use. Any such inspection request would be at the licence holders' own expense. If the damage (whether mechanical or cosmetic) means the vehicle is no longer fit to be licensed a Section 68 notice will be issued. The notice requires that the vehicle is repaired and inspected by an authorised officer within 2 months of the Section 68 notice issue date.

Under the Local Government (Miscellaneous Provisions) Act 1976 that license is automatically revoked if those requirements are not met. When a license is subject to revocation under these circumstances, the authority will allow a license grant application for a like for like vehicle with regards to emissions and euro categories, and vehicle type, up to the original accident vehicle age reaching 10 years old. Such a replacement vehicle grant application must be submitted within 6 months of the issue date of the Section 68 notice.

11.8.3 Once the accident damage has been repaired, the vehicle must be assessed by a Cherwell District Council Licensing officer. This vehicle assessment report will ensure the above assessment meets the Councils Taxi Licensing Policy and determine if the repaired vehicle meets the requirements of the policy. Any rescinding of notices following the vehicle/policy assessment will be notified in writing to the licence holder.

11.8.4 Vehicles written off by insurers will not be licensed or have a suspended license re-instated.

11.9 Meters

11.9.1 All Hackney Carriages must be fitted with an approved meter. This forms part of the vehicle test. Meters must be calibrated to the tariff set by the Council.

11.10 Additional Provisions for Private Hire Vehicles Only

11.10.1 Advertisements

Limited advertising is allowed on a Private Hire Vehicle subject to pre-approval by the C.

11.11 Additional Provisions for Wheelchair accessible vehicles.

Existing licensed vehicles from the policy implementation date, will continue to have their licenses renewed until vehicle age limits are reached.

11.11.1 Wheelchair Accessibility Requirements: -

1. Wheelchair spaces requirements: 1200mm length, 700mm width, 1350mm height (min).
2. Wheelchair areas must allow at least 305mm (12") leg room from the wheelchair frame/seat to any structure in front of the seat. There must be enough roof space to allow the wheelchair used to be seated comfortably inside the vehicle.
3. Acceptable intrusions into the wheelchair space: One or more tipping, folding or easily removed seats. Padded head and back restraint. Handrails or handholds provided that they do not extend into the wheelchair space by more than 90mm. Wheelchair restraint system and wheelchair user restraint system and appropriate anchorages and fittings.
4. Wheelchair user safety provisions: Every wheelchair space shall be fitted with a

wheelchair tie-down system and a wheelchair user restraint system.

5. The vehicle must have type approval certification i.e. Whole Type Approval to EU, GB or UK(NI) standards or UK Low Volume / Individual Type Approval Certificate.

11.11.2. Boarding Lifts and Ramps

1. Dimensions: Single piece ramp – width 700mm (min), length 1600mm (max)
2. Ramp gradients: Side entry: Kerb (125mm): 14 degrees (max) Ground: 19 degrees (max)
3. Slip resistant surfaces: all surfaces over which a wheelchair user may travel shall have a slip resistant finish applied.
4. Colour contrasting edge marks: a band contrasting with the remainder of the boarding ramp surface, 45mm to 55mm in width around and abutting the edge of the ramp or lift surface.
5. Control and failsafe mechanisms or power operated equipment: power operated equipment shall only be capable of operation from a control adjacent to the ramp.
6. Load sensors and re-cycling mechanisms for power-operated equipment: a device to stop the movement of the boarding ramp when motion is likely to cause injury.
7. Manual override provisions for power operated equipment: a provision to repeatedly operate the equipment in the event of power failure shall be provided.
8. Manual/portable ramp: Such ramps must have a designated stowage location which can store the equipment such that it does not present a risk of injury.

11.12. Entrances and Exits

1. Number and position: a minimum of 1 located on the nearside
2. Minimum doorway width: 740mm
3. Minimum doorway height: 1230mm

11.13 Taxi Ranks

A list of taxi ranks will be made available upon request.

Private Hire Vehicles are not permitted to park on taxi ranks. Private Hire Vehicles are not permitted to pick up or set down passengers on a taxi rank. Where Private Hire drivers are found to be using a taxi rank, penalty points may be issued.

12. Executive Hire (discreet plates)

- 12.1 Any vehicle proposed to be used for Executive Hire must be licensed as a Private Hire Vehicle. Vehicles used for this purpose must meet the requirements for Private Hire Vehicles. An application for a discreet plate must be made and approved by the Council. A discreet plate means that the vehicle does not need to display the same number of signs that a standard vehicle is required to do. However, these vehicles must carry **an external** plate issued by the Council, which states details of the vehicle, issue date and the number of persons allowed to be carried. The driver must also have in the vehicle a copy of a letter from the council confirming that the vehicle does not have to display a plate. **The internal licence details must be displayed in the vehicle at all time, on the top left (passenger side) of the vehicle's windscreen.** This must be produced on request to an authorised officer or police officer in uniform. Licences will be conditioned to reflect any restrictions that the Council feels necessary.
- 12.2 Drivers of Executive Vehicles must complete the licensing application process in the same way as any other licensed driver.
- 12.3 Vehicles with discreet plates must never be used for **non-contractual** day to day Private Hire work.
- 12.4 Applicants wishing to apply for a discreet plate must satisfy the following Council requirements:
- Vehicles accepted include luxury brands such as Mercedes Benz, BMW, Jaguar, Rolls Royce, Bentley and Lexus. The highest specification executive type cars from other manufacturers may also be considered. American style stretched vehicles will normally qualify for discreet plates.
 - The vehicle must be in immaculate condition with no visible defects, dents or blemishes to the external bodywork or internal trim.
 - The type of work undertaken is 'executive' in nature. This would mean that the vehicle is used specifically for clients that for security reasons would not want the vehicle to be identifiable. Documentary evidence of contracts will be required.

Applications for exemption will be made to the Licensing Authority in writing by a person holding a Private Hire operator's licence issued by the Council. The application must be accompanied by documentation to evidence compliance with points a) and c).

Provided that conditions a) and c) are satisfactorily met, an appropriate appointment will be made to inspect the vehicle to satisfy the requirement of clause b).

If all points above are satisfied discreet plates will be issued.

13. Private Hire Vehicle Operators

- 13.1.1 **As with driver licensing, the objective of operator licensing is to protect the public, who trust that the vehicles dispatched are above all else safe. It is important therefore the council are assured that those granted an operator's licence also pose no threat to the public and have no links to**

serious criminal activity. Although operators may not have direct contact with passengers, they are still entrusted to ensure that the vehicles and drivers used to carry passengers are appropriately licensed and so maintain the safety benefits of the licensing regime.

- 13.1.2 All operators, and each individual/director associated with the licence, will be required to meet the same level of the 'fit and proper' assessment outlined in the Hackney Carriage Private Hire Drivers section of the policy and appendices. For applicants this assessment will be partly based on a DBS Basic disclosures report as a minimum DBS report. All applicants and licence holders must subscribe to and maintain a subscription to the DBS on-line update service, and will be subject to annual DBS checks, or further checks when required by the Council. Failure to maintain this subscription, or provide the information required for such DBS checks may result in that licence being suspended or revoked.
- 13.1.3 Operators are required to evidence that they have had sight of a Basic DBS check on all individuals listed on their register of booking and dispatch staff and must ensure that Basic DBS checks are conducted on any individuals added to the register and that this is compatible with their policy on employing ex-offenders. DBS certificates provided by the individual must have been issued within two weeks of employment commencing. When individuals start taking bookings and dispatching vehicles for an operator they are required, as part of their employment contract, to advise the operator of any convictions while they are employed in this role. Operators will be required to conduct Basic DBS checks on their register of booking and dispatch staff every three years, as a minimum. All such DBS checks must be documented on an employee's register.
- 13.1.4 The register shall be a 'living document' that maintains records of all those in these roles for the same duration as booking records are required to be kept, this will enable cross-referencing between the two records. Operator must record that they had sight of a basic DBS check certificate, and in doing so must list the DBS certificate number, date of issue, and generalised comments regarding the DBS report. The certificate itself should not be retained. The employee should be retained their DBS report for the duration that the individual remains employed and on the register. All a new basic DBS certificate should be requested and sight of this recorded. The register must be stored in a secure location at the Operators listed address and be available for inspection upon request of authorised officers.
- 13.1.5 The Private Hire Vehicle Operator licence is not transferable and the person to whom it is issued must display it in a prominent position at each business premises recorded on the licence. The licence must be displayed at all times during the duration of the licence, so as to be on view to members of the public, except on such occasions as the licence is presented to the Council for amendment or if it is required to be produced for inspection by an Authorised Licensing Officer of the Council or a Police Officer.
- 13.1.6 A separate licence will be issued in respect of each approved secondary booking office if applicable.

13.2 Requirement for a Private Hire Vehicle Operator Licence

- 13.2.1 A licensed Private Hire Vehicle can only be dispatched to a customer by a licensed Private Hire Vehicle Operator. The operator licence requires the operator to ensure all its Private Hire Vehicle drivers are licensed by the same Council along with their vehicles.
- 13.2.2 A Private Hire Vehicle operator may sub- contract work to operators licensed in other districts if unable to fulfil a booking with its own licensed drivers. Accurate records of any sub-contracting must be kept by the operator and be available for inspection on request. A Private Hire Vehicle operator can also dispatch work to any Hackney Carriage. **Operators may outsource booking and dispatch functions, but they cannot pass on the obligation to protect children and vulnerable adults. Operators are required to evidence, by documentation, that comparable protections are applied by the company to which they outsource these functions. Such documentation must be made available to authorised officers upon request.**
- Any private hire operator making provision for the invitation or acceptance of bookings in Cherwell needs to hold a private hire operator's licence with Cherwell. The Council expects operators licensed by the Council to utilise vehicles and drivers licensed by Cherwell so as to ensure that the licensed trade working in Cherwell conform to the standards set by the Council and can be subject of local compliance.
 - In addition, as part of the Council's 'fit and proper' test, it would not expect an operator to obtain a licence in Cherwell to simply make vehicles licensed by another authority available for booking via sub-contracting on a regular basis. As such whilst any licensed vehicle may enter Cherwell to pick up or drop off customers, the Council would not expect vehicles licensed outside of Cherwell to be waiting in Cherwell and be made available for bookings as this diminishes the Council's ability to set local standards and local control. As such, any operator acting to deliberately reduce the Council's ability for local control would not be meeting the required public safety objectives and standards expected of a professional, licensed, fit and proper private hire operator, and may have their licence to make provision to invite or accept bookings in Cherwell revoked.

By way of guidance, the Council would expect at least 75% of journeys received by a Cherwell licensed operator commencing or finishing in Cherwell in a 3 month period to be completed by Cherwell licensed private hire vehicles (or Cherwell licensed hackney carriage vehicles completing pre-booked work).

- 13.2.3 Applications for a Private Hire Vehicle operator licence must be made on the Council application form, with the appropriate fee and the applicant must undergo a Basic Disclosure Barring Service check if not already a licensed driver within the Council area. The Council will then decide whether the applicant is a fit and proper person to hold an operator licence. The Council will grant operator licences for a period of 5 years. A licence will only be granted for less than 5 years in exceptional circumstances.

13.3 Fitness and propriety

- 13.3.1 Applications will only be granted where the Council is satisfied that the applicant is a fit and

proper person to hold a Private Hire Vehicle Operator licence. In order to determine the applicant's fitness, the following will be considered:

- Criminal record (including convictions, cautions, warnings and reprimands),
- Factors such as demeanour, general character, non-criminal behaviour, honesty and integrity,
- Previous conduct (particularly in cases where the applicant holds or has previously held a licence issued by either Council),
- Business practices demonstrated by the applicant (for example standard of record keeping, compliance with other regulatory requirements, financial practices etc.)

13.3.2 In addition the Council will also consider further information sources such as the Police (including abduction notices), Children and Adult Safeguarding Boards, other licensing authorities and statutory agencies.

13.3.3 If an application is received from a person that is not a driver licensed by the Council the applicant will be required to provide a Basic Disclosure from the Disclosure and Barring Service.

13.4 Insurance

13.4.1 Every operator shall put in place Public Liability Insurance for the premises that are to be licensed. Where the operators directly employ the licensed taxi drivers Employer's Liability Insurance must also be in place. Evidence of these insurances should be provided as part of the application.

13.5 Conditions

13.5.1 The Council has the power to impose conditions on an operator licence and will do so upon issue. A copy of the operator conditions is provided in Appendix D.

13.5.2 Additional conditions may be added to a licence when it is deemed necessary by the Council. Failure of the operator to adhere to the conditions of the licence will lead to enforcement action which may include the issuing of penalty points, suspension or revocation of the licence or prosecution.

13.6 Operator responsibility

13.6.1 The Council expects licensed operators to work with the Council and to support the aim of improving safety and safeguarding. Operators must alert the Council to any concerns as to public safety or safeguarding and failure to do so will call into question the fitness and propriety of the operator to hold a licence.

13.6.2 All Operators must ensure that drivers and vehicle working on behalf of their licensed business do not park outside, or within the vicinity*, of their licensed premises other than on their own property, unless picking up or dropping off a paying customer. Failure of the operator to adhere to this condition of the licence will lead to enforcement action which may include the issuing of penalty points, suspension or revocation of the licence or prosecution.

13.6.3 *Vicinity may be assessed as parking within 10 metres of the licensed operator's premises.

14. Driver, Vehicle and Operator Licence Conditions and Application Process

- 14.1 Conditions are attached at the time of the issuing of the relevant licence. These conditions are available to view in Appendices B, C and D and are sent out with the application packs. Applicants and licence holders must be aware of these conditions and adhere to them at all times throughout the duration of the licence.
- Failure to do so may result in penalty points being issued which could result in the suspension or revocation of the licence.
- 14.2 The application process for driver, vehicle and operator licences can be found in Appendices B, C and D respectively.

15. Enforcement, Compliance and Complaints

- 15.1.1 The purpose of licensing the taxi trade is to protect the public and promote public safety. The Council will utilise all legislative powers available to ensure the public are protected. The Council has an overarching Enforcement Policy to ensure that enforcement is efficient, targeted, proportionate and transparent. The Enforcement Policy is available on the Council's website.
- 15.1.2 All complaints and enforcement actions will be recorded on the council's licensing database, and where patterns of behaviour or traits are outlined by that data, the council will review the suitability of that licence holder against the 'fit and proper' criteria, and the balance of probability.

15.2 Enforcement Penalty Points

- 15.2.1 The Council operates a penalty point Scheme.
- Where breaches of the terms and conditions of any licence (drivers, vehicle or operator) are determined by the Council, penalty points may be issued. Details of the penalty point's scheme can be found in Appendix E.
- 15.2.2 The Scheme is a way of formalising warnings being issued to licence holders. Every licence holder will know what penalty points are attributed to the different types of breaches. Greater penalty points are issued for the condition breaches that are the most serious.
- 15.2.3 The penalty points are issued per incident and are cumulative. If one incident has resulted in several breaches of the licence conditions the points issued may reach a trigger level that would require further action against the licence. This could result in suspension or revocation of the licence. [See appendix E for further details.](#)
- 15.2.4 All Authorised Licensing Officers are authorised to operate the scheme and issue points accordingly.

15.3 Suspension or Revocation of a Licence

- 15.3.1 Where a vehicle fails to meet the licence conditions determined by an Authorised Licensing Officer, action may be taken by an Authorised Licensing Officer to suspend the licence until the vehicle meets the required standard.
- 15.3.2 Where a vehicle is found to be suffering defects, a Section 68 Notice may be served suspending the use of the vehicle until the defects are remedied. The suspension will only be lifted once the vehicle has been inspected by an Authorised Licensing Officer and the Officer is satisfied that the defects have been rectified. A Section 68 Notice may also result in Penalty Points being issued.
- 15.3.3 If an Authorised Licensing Officer considers that a given situation presents a serious risk to the safety of the public, under delegated powers then an Authorised Licensing Officer is permitted to suspend or revoke the licence of a driver, vehicle, or operator with immediate effect, **and any such actions will be notified to Thames Valley Police.**
- 15.3.4 The Council does not suspend or revoke licences lightly but will not hesitate to do so if it is felt it is necessary for the protection of the public.
- 15.3.5 **In certain circumstances the council will make referrals to the DBS, following enforcement actions such as refusing or revoking a licence, when the applicant/licence holder is thought to present a risk of harm to children or vulnerable individuals.**

Referrals will be made when:

- i. **An individual has harmed or poses a risk of harm to a child or vulnerable adult.**
- ii. **An individual has satisfied the 'harm test', as described in the Disclosure and Barring service (DBS) guidance about making referrals.**
- iii. **Where an individual has received a caution or conviction for a relevant offence.**
- iv. **Where the individual being referred is or may in the future be working in regulated activities.**

Such referrals may result in that individual being added to the DBS 'barred' list, and would be made in line with the DBS referrals guidance:

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

15.4 Refusal to Renew a Licence

- 15.4.1 Any renewal application where new criminal convictions are shown on the DBS or there are any other concerns may result in that application being refused.
- 15.4.2 A person whose licence renewal application is refused may appeal such a decision to the Magistrates' Court.
- 15.4.3 Where an applicant has failed to provide all relevant information or documentation or has failed to comply with any of the requirements needed to renew a licence, the application and renewal of the licence may be refused.

15.5 Prosecution of Licence Holders

15.5.1 The Council may prosecute licence holders for relevant offences in accordance with the Council Enforcement Policy.

15.6 Appeals

15.6.1 Information on any right of appeal will be issued when a decision is made on any enforcement action.

15.7 Service Requests and Complaints

15.7.1 The Council has a duty to investigate complaints made by members of the public or partner agencies and any such complaint will be logged as a service request and investigated.

15.7.2 In determining the most appropriate course of action the Council will have regard to the evidence collated and the credibility of both the licence holder and the complainant.

15.7.3 The Council operates a complaints process should any person be unhappy with the service received from the Council. Details can be found on the Council website:

<https://www.cherwell.gov.uk/info/189/performance/341/comments-and-complaints>

15.8 Whistleblowing Policy

15.8.1 The Public Interest Disclosure Act 1998 (PIDA), commonly referred to as whistleblowing legislation, provides protection for those that have a reasonable belief of serious wrongdoing, including failure to comply with professional standards. In the normal course of events, if a licence holder or person, reveals information that his employer, or colleagues do not want revealed it may result in having a negative impact on the 'whistle-blower'. The 'Whistle-blowers' Policy enables licence holders and persons who 'blow the whistle' about wrongdoing to be protected from any such negative impacts.

15.8.2 The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, it expects and encourages licence holders, and others that it deals with, who have serious concerns about any aspect of the Taxi licensing regime and related work, to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis. Any licence holder/person who wishes to disclose information to the Council will be protected, and the source of this information will not be disclosed to other parties.

15.8.3 This policy document makes it clear that such issues can be raised without fear of victimisation, subsequent discrimination, or disadvantage. This Confidential Reporting Policy is intended to encourage and enable licence holders, or persons, to raise serious concerns within the Council rather than overlooking a problem or 'blowing the whistle' outside. When a licence holder wishes to use the 'Whistle-blowers' policy, they should contact a Licensing Enforcement Officer, or the Licensing Manager. Alternatively, dependent upon the nature, seriousness and sensitivity of the issues involved and the person suspected of malpractice, the matter may be raised with the Chief Executive, Assistant Director for Legal Services (Monitoring Officer) or Corporate Director for Communities. When reporting under this policy, the reporter should request the enactment of the 'whistle-blowers' policy before divulging any information.

15.8.4 Concerns may be raised verbally or in writing. Persons who wish to raise a concern should provide details of the nature of the concern or allegation and its background including relevant dates. The detail should be enough to demonstrate reasonable grounds for concern, although proof beyond doubt of an allegation is not expected at this stage

15.8.5 This Confidential Reporting Policy is intended to cover major concerns that fall outside the scope of the normal complaints procedures.

Areas covered by this Confidential Reporting Policy include:

- criminal or other misconduct
- breaches of the Council's Policies/code of conduct or conditions of licence
- contravention of the Council's accepted standards, policies/procedures, or conditions
- disclosures relating to miscarriages of justice
- health and safety risks
- damage to the environment
- Public protection risk
- fraud or corruption
- sexual, physical, or verbal abuse of any person or group
- other conduct not in keeping with a licence holders' responsibilities/requirements
- the concealment of any of the above.

15.8.6 Any serious concerns about any aspect of service provision or the conduct of a licence holder, Members of the Council, or others acting on behalf of the stated, can be reported under the Confidential Reporting Policy.

15.8.7 The policy on Personal Harassment is designed to protect licence holders/persons from all forms of harassment. The Council is committed to good practice and high standards and endeavours to be supportive of its licence holders and public. The Council will not tolerate any forms of harassment or victimisation and will take appropriate action to protect licence holders/persons who raise a concern in good faith.

15.8.8 All concerns will be treated in confidence and the identity of the person raising the concern will not be revealed without his or her consent (subject to any legal requirements or decisions). At the appropriate time, however, the person may be expected to come forward as a witness.

15.8.9 Concerns expressed anonymously are likely to be difficult to deal with effectively. Consequently, persons are encouraged to put their name to any allegation. Any action taken in response to an anonymous allegation will be influenced by factors including the seriousness of the issues raised and the likelihood of confirming the allegation from attributable sources.

15.8.10 If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the person making the allegation. If, however, an allegation is made that is deemed to be frivolous, malicious or for personal gain, action may be taken against the person/licence holder in accordance with the Council's Taxi Licensing Policy.

15.8.11 Information received by Officers under the 'whistle-blowers' policy will only be divulged to other authorities when that information refers to, or presents as a risk in the areas of:

- The protection of the public

- Safeguarding children and the vulnerable
- The prevention of crime and/or disorder
- The safety and health of public and others

15.8.12 The Officer with whom the concern has been raised will initially respond in writing within ten working days, and will:

- acknowledging that the concern has been received
- indicating how it is proposed to deal with the matter
- giving an estimate of how long it will take to provide a final response
- stating whether any initial enquiries have been made
- supplying information on staff support mechanisms
- stating whether further investigations will take place and if not, why not.
- Inform the whistle-blower of the results of the investigation, and actions taken against the accused.

15.8.13 This policy does not replace the Council's Service Requests and Complaints Procedure.

Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE



Appendices A - G

Appendices (V3.2)

Appendix A – Criminal Records Policy

Appendix B – Driver Application Process and Conditions

Appendix C – Vehicle Application Process and Conditions

Appendix D – Operator Application Process and Conditions

Appendix E – Hackney Carriage and Private Hire Driver Penalty Points Scheme

Appendix F – The National Register of Refusals and Revocations (NR3 Register)

Appendix G – Vehicle Emission Standards

Criminal Records Policy

1. Introduction

- 1.1 Cherwell District Council is responsible for issuing Hackney Carriage and Private Hire licences under the Local Government (Miscellaneous Provisions) Act 1976 and therefore must ensure, to the best of their ability, that those who are granted a licence are 'fit and proper'. In undertaking this duty, the Council's primary concerns are protecting public safety.

2. Scope

- 2.1 This policy provides guidance for licence applicants on what is taken into account when determining if an applicant is a 'fit and proper' person to hold a licence. This policy relates to any application regardless of whether it is a new or a renewal application and will also apply to current licence holders. Whilst criminal convictions will play a large part in the determination of the application other information relating to the applicant's honesty and integrity, driving ability and information provided by the Police or any other body will also be taken into account.
- 2.2 This policy mainly relates to the determination of a driver licence application/ renewal however its principles are equally applicable in the determination of a Hackney Carriage/ Private Hire Vehicle licence and a Private Hire Vehicle Operator licence. Therefore, when a conviction is noted on any application form and is considered relevant in determining if an applicant is 'fit and proper' this policy will be referred to in order to assist the determination of the application.
- 2.3 This policy applies from the date of publication to all current licences and to all new licence and renewal applications after the publication date.

3. Background

- 3.1 In order to protect public safety the Council is mindful of the following:
- That a person is a **fit and proper** person in accordance with Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 (Part II)
 - That the person does not pose a threat to the public
 - That the public are safeguarded from dishonest persons
 - The safety of children, young persons and vulnerable adults
- 3.2 There is no strict legal definition for what constitutes a 'fit and proper person', and it will be in the opinion of the Council as to whether or not an applicant is a 'fit and proper', or **'Safe and Suitable' person**.
- 3.3 To assist in determining whether an applicant is a 'fit and proper' (**'Safe and Suitable'**) person to hold a licence the Council will undertake any checks deemed necessary and will take every step to ensure that licences are not issued to or used by unsuitable people.

This also applies to current licence holders. The Council will take the following into consideration:

- Criminality – details provided from the Disclosure Barring Service (DBS) Certificate or intelligence from the Police
- Period of holding a DVLA driver's licence – An applicant who has not held their licence for at least **consecutive** three **years prior to their application**, will not be eligible to apply for a licence
- Number of endorsed driving licence penalty points – as detailed in the DVLA licence check
- Right to work – Evidence that the applicant is eligible to work in the UK must be provided within the application. If the leave to work is less than the drivers licence (3 years) the licence will only be issued for the same period however the fee remains the same.
- Medical fitness – A completed medical must be provided, with the application, conducted by a doctor who has full access to the applicant's medical records and history. If we are not satisfied with the medical submitted further assessments may be required
- The Standard of verbal and written English
- The Standard of driving/driving ability
- General conduct/standards of behaviour (including online activity)
- The conduct of the applicant in making the application (e.g. whether they have acted with integrity during the application process) – For example, where an applicant has not disclosed all criminal convictions on the application form as requested but the DBS Certificate details convictions this will be considered to be dishonest and the application may not be looked on favourably
- The previous licensing history of existing/former licence holders – including information sought from **other** local authorities' areas where the applicant may have previously worked
- Knowledge and understanding of requirements of a licensed driver
- Or anything else that may bring into doubt the applicant's suitability to hold a licence
- The answer to the question "Would you allow your son or daughter, spouse or partner, mother or father, grandson or granddaughter or any other person for whom you care, to get into a vehicle with this person alone?"

3.4 The Council may also take into account information and intelligence provided by other agencies including, but not limited to, the Police, Immigration Services, Children and Adult Safeguarding Teams.

3.5 This policy is a guide for applicants, Council officers and Members, however, it is not possible to detail every possible situation and every application is dealt with on a case-by-case basis. If exceptional circumstances dictate, it may be necessary for the Council to depart from the policy and the Council reserves the right to do so.

3.6 For the avoidance of doubt, where it is detailed in this policy that a specified period of time from conviction is required to elapse before an application will be considered, the date of conviction is the date upon which an applicant pleads guilty or is found guilty. Where it is detailed in this policy that a specified period of time from the completion of sentence/ licence period is required to elapse before an application will be considered,

the completion of sentence is the date upon which an applicant's sentence, including any licence period, is completed.

3.7 The Council reserves the right to review and if necessary, reverse any previous decisions if new and/or previously unused information comes to light.

4. General Policy

4.1.1 A previous conviction is not an automatic bar to an applicant being granted a licence. The criteria set out below (4.1.3) will be considered and an applicant with a previous conviction will be expected to: -

1. Have remained free of further convictions for a specified period of time; and
2. Provide evidence that s/he is a fit and proper person to hold a licence. It is the applicant's responsibility to produce any evidence s/he thinks relevant to assist in the determination of his/ her 'fit and proper' status. Simply remaining free from convictions is not necessarily enough to demonstrate that an applicant is fit and proper, particularly in light of evidence of poor driving or where the behaviour of the applicant has been called into question.

4.1.2 The criteria set out below (4.1.3) would normally be applied in the determination of all applications. The Council may depart from this policy where required to do so by exceptional circumstances. The otherwise good character and driving record of the applicant or licence holder will not ordinarily be considered as exceptional circumstances.

4.1.3 Applicants must include on the application form all details of: -

- Any arrest or request to voluntarily attend a police station for interview or formal questioning;
- Convictions, cautions, binding overs, reprimands or final warnings;
- Being charged with an offence or summonsed to court;
- Issued with a Fixed Penalty Notice;
- DVLA driving licence endorsements;
- Civil proceedings, orders or injunctions.

4.2 Appeals

4.2.1 Any applicant refused a driver or operator licence, or who has a licence suspended or revoked on the grounds that the Council is not satisfied that the applicant is a fit and proper person to hold such a licence has a right to appeal to the Magistrate's Court within 21 days of the notice of refusal [Local Government (Miscellaneous Provisions) Act 1976, S 77 (1)].

4.3 Powers

4.3.1 **Section 61 of the Local Government Miscellaneous Provisions Act 1976:** Allows the Council to suspend, revoke or refuse to renew a licence if the applicant licence holder has been convicted of an offence involving dishonesty; indecency; violence; failure to comply with the provisions of the Town Police Clauses Act 1847; failure to comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976; or any

other reasonable cause.

4.3.2 The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975: Allows the Council to take into account all convictions recorded against an applicant or licence whether 'spent' or not. The Council will have regard to all relevant convictions, particularly where there is a long history of offending or a recent pattern of repeat offending.

Applicants need to be aware that, in accordance with this Act, all convictions, cautions, warnings and reprimands must be declared. The time periods post-conviction referred to later in this policy are guidelines only. For example, being 10 years clear of an arson offence will not mean a licence will be automatically granted.

4.3.3 Sections 51, 55 and 59, Local Government (Miscellaneous Provisions) Act 1976: The Councils are required to ensure that an applicant for the grant or renewal of a Hackney Carriage and/or a Private Hire Vehicle driver licence or Operator Licence is a "fit and proper" person to hold such a licence. However, if an applicant has any convictions, cautions, warnings, charges awaiting trial or on-going investigations, the Council will consider:

- How relevant the offence(s) are to the licence being applied for
- How serious the offence(s) were
- When the offence(s) were committed
- The date of the conviction, warning, caution etc.
- Circumstances of the individual concerned
- Any sentence imposed by the court
- The applicant's age at the time of offence/incident leading to the conviction, warning, caution etc.
- Whether the conviction, caution, warning etc. forms part of a pattern of offending
- Any other character check considered reasonable (e.g. personal references)
- Any other factors that might be relevant, for example:
 - The previous conduct of an existing or former licence holder,
 - Whether the applicant has intentionally, knowingly, or recklessly misled the Council or lied as part of the application process,
 - Information provided by other agencies/Council departments.

4.3.4 In accordance with the conditions attached to the licence, existing holders of a driver licence or operator licence are required to notify the licensing department of the Council in writing, by letter or email within 3 days of his/ her being: -

- Arrested or requested to voluntarily attend a police station for interview or formal questioning;
- **Enforcement interactions with official bodies or Authorities;**
- Administered with a **verbal or written** caution, binding over, reprimand or final warning;
- Charged with an offence, summonsed to court, **or is under official investigation;**
- Convicted of an offence;
- Issued with a Fixed Penalty Notice;
- Receiving a DVLA driving licence endorsement;
- The subject of any civil proceedings, orders or injunctions.

- 4.3.5 All drivers will have an enhanced Disclosure Barring Service (DBS) check undertaken at the time of application. All new and renewal applicants must attend the Council Offices for the DBS check to be completed. Once the certificate has been received by the applicant the applicant must sign up to the DBS Online Update Service within 19 days of the certificate issue. The costs of all DBS checks are the responsibility of the applicant. The DBS Online Update Service is a less expensive service that ensures a quicker turnaround of the certificate; the fee for the service must be paid on an annual basis by the applicant. The applicant must sign up to the service before the licence is issued as it is a condition of the licence that the applicant / licence holder has signed up and remains signed up to the service.
- 4.3.6 Information as to the suitability of the applicant may be sought from any external organisations. The Common Law Disclosure Policy used by all Police forces may result in receiving information which calls into question the suitability of the applicant. Such information may be provided to the Council at the point of application or throughout the duration of the licence.
- 4.3.7 It is an offence for any person to intentionally, knowingly, or recklessly make a false declaration, or to omit any material particular in giving information required by way of the application for a licence (s57 Local Government (Miscellaneous Provisions) Act 1976). Where an applicant has made a false statement or a false declaration on the application for the grant or renewal of a licence, the licence will normally be refused.
- 4.3.8 Any offences or behaviour not stated in this Policy will not prevent the Council from taking into account those offences or behaviours.

4.4 Options when Determining an Application and Reviewing a Licence

- 4.4.1 When determining an application or reviewing an existing licence the Council has the following options:
- approve the application or take no further action
 - refuse the application/ revoke the licence/ suspend the licence
 - issue a warning which may include the use of enforcement penalty points

5. Serious Offences Involving Violence

- 5.1 Licensed drivers have close regular contact with the public. Serious consideration will be given to applicants and licence holders convicted of offences of violence. No application will be granted and an existing licence revoked where a conviction offence has resulted in a loss of life.
- 5.1.2 A licence application will be refused, or an existing licence revoked where the applicant / licence holder has a conviction or is convicted of any of the following offences:
- Murder
 - Rape
 - Offences related to Child Sexual Exploitation
 - Manslaughter
 - Manslaughter or Culpable Homicide while Driving
 - Offences related to Child Sexual Exploitation

- Terrorism
- Any offences (including attempted or conspiracy to commit offences) that are similar to those above.

5.1.3 Where an applicant or licensee has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licensed. This includes slavery, child sexual abuse, exploitation, grooming, psychological, emotional, or financial abuse, but this is not an exhaustive list

5.1.4 Consideration will only be given to the granting of a licence if at least 10 years have passed since the completion of any sentence and/ or licence period following conviction the following offences: -

- Arson
- Malicious wounding
- Actual bodily harm
- Grievous bodily harm
- Robbery
- Possession of firearm
- Riot
- Assault Police
- Violent disorder/**Violence against persons**
- Resisting arrest
- Any racially aggravated offence against a person or property
- Common assault
- Affray
- Any offence that may be categorised as domestic violence
- Any Public Order Act 1986 offence (harassment, alarm or distress, intentional harassment, or fear of provocation of violence)
- Any offence (including attempted or conspiracy to commit offences) that are similar to those above.

A licence application will be refused if the applicant has more than one conviction for an offence of violence, irrespective of the dates of conviction.

An existing licence will ordinarily be revoked if the licence holder is convicted of an offence of violence.

5.1.5 Consideration may only be given to the granting of a licence if at least 5 years have passed since the completion of sentence and/ or licence period following conviction for an offence shown below:

- Obstruction
- Criminal damage
- Any offence (including attempted or conspiracy to commit offences) that are similar to those above.

5.2 Possession of a Weapon

5.2.1 If an applicant or licence holder has been convicted of possession of a weapon or any other weapon related offence, this will give serious concern as to whether the applicant/ licence holder is a fit and proper person to hold such a licence. At **least 7 years** must

have passed since the completion of the sentence/ and or licence period, before a licence is granted.

6. Sexual and Indecency Offences

6.1 Licensed drivers often carry unaccompanied and vulnerable passengers; the Council will take a strong line in relation to applicants or existing licence holders with convictions for sexual offences. All sexual and indecency offences will be considered as serious. Convictions for sexual or indecency offences will result in the refusal of an application or revocation of an existing licence. Such offences include:

- Rape
- Assault by penetration
- Offences involving children or vulnerable adults
- Trafficking, sexual abuse against children and/or vulnerable adults and preparatory offences (as defined within the Sexual Offences Act 2003)
- Making or distributing obscene material
- Possession of indecent photographs depicting child pornography
- Sexual assault
- Indecent assault
- Exploitation of prostitution
- Soliciting (kerb crawling)
- Grooming
- Making obscene/indecent telephone calls
- Indecent exposure
- Any similar offence (including attempted or conspiracy to commit) offences which replace the above.

6.2 In addition to the above the Council will not grant a licence to any applicant who is currently on the Sex Offenders Register, **barred list**, or any other similar register.

7. Dishonesty

7.1 A licensed Hackney Carriage/Private Hire Vehicle driver is expected to be trustworthy. In the course of their working duties a Hackney Carriage/ Private Hire Vehicle driver will deal with cash transactions and valuable property may be left in their vehicles. Drivers will also deal with passengers who are vulnerable or intoxicated and potentially easily confused. For these reasons, a serious view is taken of any conviction involving dishonesty.

7.2 In general, a minimum period **of 7 years** free of conviction or at least 5 years have passed since the completion of sentence/ and or licence period should be required before granting a licence to an applicant convicted of a dishonesty offence. Offences involving dishonesty include:

- Theft
- Burglary
- Fraud
- Benefit fraud
- Handling or receiving stolen goods
- Forgery
- Obtaining money or property by deception
- Other deception

- Taking a vehicle without consent
- Or any similar offence (including attempted or conspiracy to commit) offences which replace the above.

7.3 An existing licence will ordinarily be revoked if the licence holder is convicted of an offence of dishonesty.

8. Alcohol and Drugs

8.1 A serious view is taken of any drug related offence. Taking drugs and driving poses an obvious risk to public safety. Whilst applicants who have convictions for the supply of drugs should also be treated with considerable concern, the nature and quantity of the drugs, whether for personal use or supply are issues which will be considered carefully.

8.2 Hackney Carriage / Private Hire Vehicle drivers are professional, vocational drivers and a serious view is taken by the Council of convictions for driving or being in charge of a vehicle while under the influence of alcohol or drugs. More than one conviction for an alcohol or drug related offence raises significant doubts as to the fitness of an applicant / driver to drive the public. At **least 7 years**, after the restoration of the driving licence following a drink drive conviction should elapse before an application will be granted. If there is any suggestion that the applicant is alcohol or drug dependent, a satisfactory special medical report must be provided before the application can be granted.

8.3 A licence will not be granted where the applicant has a conviction for an offence related to the supply of drugs and a current licence will be revoked, because of the nature of a driver's involvement with the public.

8.4 A licence will not be granted where the applicant has a conviction for offences related to the possession of illegal/controlled drugs until at **least 7 years have** passed since the completion of any sentence and/ or licence period, and only then after full consideration of the nature of the offence and the quantity/type of drugs involved.

8.5 If there is evidence of persistent alcohol or drugs use, misuse or dependency, a specialist medical examination (in accordance with DVLA Group 2 medical standards) and a satisfactory medical report may be required before the licence is granted. If the applicant is a recovering addict evidence will be required to **show 7 years free** from alcohol / drug use after detoxification treatment is required.

9. Driving Offences involving the Loss of Life

9.1 A very serious view is to be taken of any applicant or licensed driver convicted of a driving offence that resulted in the loss of life. A Hackney Carriage/Private Hire Vehicle driver licence will be refused or revoked if the applicant/licensed driver has a conviction for:

- Causing death by dangerous driving
- Causing death by careless driving whilst under the influence of drink or drugs
- Causing death by careless driving
- Causing death by driving: unlicensed, disqualified, or uninsured drivers
- Or any similar offences (including attempted or conspiracy to commit) offences which replace the above.

10. Other Traffic Offences

- 10.1 Traffic offences such as obstruction, some speeding offences (usually dealt with by means of a fixed penalty), pedestrian crossing offences, traffic light offences, waiting in a restricted area, or offences of a similar nature may not ordinarily merit the refusal of an application, but the application will be subject to consideration as part of the Council's Penalty Points Scheme. However, if an applicant has more than 6 points or 6 points for a singular offence the application will be refused. If a licensed driver totals up more than 6 DVLA points or has his/ her licence endorsed with 6 DVLA points for a singular offence, the licence will be revoked. Hackney Carriage/Private Hire Vehicle drivers are professional drivers and the Council expects such drivers to maintain the highest standards of driving.
- 10.2 **Using a hand-held device whilst driving. Where an applicant has a conviction for using a held-hand mobile telephone or a hand-held device whilst driving, a licence will not be granted until at least five years have elapsed since the conviction or completion of any sentence or driving ban imposed, whichever is the later.**
- 10.3 Traffic offences such as driving without due care and attention, reckless driving, more serious speeding offences (usually dealt with by a court rather than a fixed penalty), or offences of a similar nature will give rise to serious doubts about the applicant's suitability to be a driving professional. An applicant with any such convictions will be required to show a period of at least one year free of such convictions. For applicants with more than one offence this should normally be increased to two years.
- 10.4 Where the courts have imposed a disqualification in respect of the DVLA driving licence, the periods stated above should normally commence from the date of the restoration of the licence.
- 10.5 A list of all DVLA offence codes can be found here: <https://www.gov.uk/penalty-points-endorsements/endorsement-codes-and-penalty-points>

11. Outstanding Charges or Summonses

- 11.1 If an applicant is the subject of an outstanding charge or summons his/ her application may be suspended until the matter is resolved. If an existing licence holder is subject to an outstanding charge or summons his/ her licence may be suspended or revoked dependant on the information available. Such a decision will be made on a case-by-case basis.

12. Non-Conviction Information

- 12.1 The Council will also take into account situations and circumstances that have not resulted in a prosecution or conviction. This may include acquittals, circumstances in which convictions were quashed due to misdirection by the court, circumstances where the decision was taken not to prosecute, situations where the applicant or licence holder has been arrested and bailed but not yet charged, and complaints from the public. In considering the most appropriate action to take in relation to non-conviction information (or a complaint), the credibility of the witness/ complainant and the licence holder will also be taken into account.

- 12.2 If an applicant has been arrested or charged, but not prosecuted or convicted, in relation to a serious offence which calls into question his/ her fit and proper status, serious consideration will be given to refusing the application. An existing licence holder in the same situation is subject to the same. His/ her licence may be suspended or revoked dependant on the information available. Such offences include violent and/ or sexual offences, offences of dishonesty and drug related offences.
- 12.3 In assessing the action to take, the safety of the travelling public will be the overriding consideration.

13. Licensing Offences

- 13.1 Certain offences under the Hackney Carriage / Private Hire Vehicle licensing legislation such as plying for hire, overcharging (Hackney Carriages), refusing to carry disabled persons or assistance dogs (in the absence of the requisite exemption) will prevent a licence being granted. An existing licence holder should expect his/ her licence to be revoked following a conviction for a licensing offence. In such circumstances a licence will not be granted until a period of 3 years has passed since the date of conviction.

14. Insurance Offences

- 14.1 A serious view will be taken of convictions of driving or being in charge of a vehicle without insurance. An isolated incident in the past will not necessarily prevent a licence being granted provided the applicant has been free of conviction for 3 years; however strict warning should be given as to future behaviour. More than one conviction for these offences will prevent a licence being granted or renewed. If the second conviction occurs whilst a licence is held that licence will be revoked.
- 14.2 An operator found guilty of aiding and abetting the driving of passengers for hire and reward whilst without insurance will have an Operator licence revoked immediately and will not be permitted to hold a licence for a period of at least three years from the date of conviction.

15. Applicants with Periods of Residency outside the UK

- 15.1 If an applicant has spent **3** continuous months or more overseas (since the age of 16) the Council will expect to see evidence of a criminal record check from the Country/Countries visited covering the **3**-month period.
- 15.2 Due to the potential lifetime relevance for some of the most serious offences mentioned in this policy, the Council will need to ensure that sufficient background checks are conducted for those applicants who have lived overseas. For EU nationals a disclosure that is similar to the UK DBS will be required; for those Countries for which checks are not available, the Council will require a Certificate of Good Conduct authenticated by the relevant Embassy.

16. Summary

- 16.1 A previous conviction will not always automatically result in the refusal of a licence and a conviction obtained during the period of a licence will not always automatically result in

the revocation of an existing licence. In most cases, an applicant or licence holder whose licence has been revoked as a result of a conviction would be expected to have remained free from conviction for 3 to 10 years (depending on the offence committed) before an application is likely to be successful. If there is any doubt about the suitability of an individual to be a licence holder, the Council's primary consideration is the need to protect the public.

- 16.2 While it is possible that an applicant may have a number of convictions that, individually, meet the above guidelines, the overall offending history must be considered when assessing an applicant's suitability to be licensed. A series of convictions over a period of time is more likely to give cause for concern than an isolated conviction, but in all cases the protection of the public is the Council's primary consideration.
- 16.3 A suspension or revocation of the licence of an existing licence holder takes effect at the end of the period of 21 days beginning with the day on which notice is given to the licence holder. If it appears that the interests of public safety require the suspension or revocation of the licence to have immediate effect, and the notice given to the licence holder includes such a statement and explanation, the suspension or revocation takes effect when the notice is given to the driver [s61(2B) of the Local Government (Miscellaneous Provisions) Act 1976].
- 16.4 The National Register of Revocations and Refusals (NR3) will be used by this authority to share and disclose information on a more consistent basis. This will mitigate the risk of non-disclosure of relevant information by applicants.
- 16.5 From April 2022 all applicants/ licence holders who are unable to provide sufficient documentation of their right to work in the UK must demonstrate their right to work using the Home Office right to work checking service: <https://www.gov.uk/prove-right-to-work> This service will issue the applicant a 9 digit code which must be provided to the licensing authority as part of their application.

Driver Application Process and Conditions

The Application Process

If you are a new driver wishing to apply for a driver's license for a Hackney Carriage/Private Hire Vehicle, please visit www.cherwell-dc.gov.uk to download an application form. Alternatively, you can email licensing@cherwell-dc.uk to request a copy be emailed to you.

If you are already a driver and your license is due for renewal, your renewal date will appear on the paper counterpart of your license, you will not receive a separate reminder. Please allow sufficient time before expiry when booking your appointment, leaving it to the latter part of the month may result in your application not being processed in time. It is your responsibility to apply to renew your license in time.

All applications to renew a taxi drivers' licence should be made through the Cherwell District Council website, Cherwell District Council will make all reasonable adjustments to ensure the Licensing Service is accessible by all:

<https://www.cherwell.gov.uk/directory-record/1881/taxi---hackney-carriageprivate-hire-driver-licence/category/44/taxis>

You must complete all sections of the application form. It is important to note that the following matters must be disclosed on the application form, irrespective of the age of the matter: -

- Arrests and/ or voluntary attendances at police station for interview or formal questioning.
- Released pending investigation.
- Convictions, cautions, binding overs, reprimands or final warnings.
- Charges awaiting trial; Summons to court.
- Fixed Penalty Notices.
- DVLA driving license endorsements.
- Civil proceedings, orders or injunctions.

The Council is seeking to ensure the honesty and integrity of the Hackney Carriage / Private Hire Vehicle drivers it licenses and will not look favourably at an application where offences have not been detailed on an application form, but appear on the Disclosure Barring Service Certificate, or if the Council receives information from other agencies which should have been disclosed on the application form.

If an applicant has spent 3 months or more, continuously, outside the UK evidence of a criminal record check from the Country/Countries visited covering the duration overseas will be required. For stays longer than 3 months outside of the European Union a certificate of good conduct is required to be authenticated by the relevant embassy. If the applicant has resided in this country for less than 5 years a Certificate of Good Conduct is required from either the local Police from where they lived or the Embassy of that country where they resided previously. This also applies to overseas stays of 3 months more during that 5-year period.

All applicants must provide evidence of their right to work in the UK. This is required for the first

application and all renewals.

The list below states what evidence needs to be provided to prove the applicant has a right to work in the UK, this list is not exhaustive and other documents may be accepted (please follow this link; <https://www.gov.uk/government/organisations/uk-visas-and-immigration>), however this must be discussed with the Council in advance of the application being submitted. Any issues with the documentation provided may result in a delay in issuing the licence or renewal of an existing licence.

- A UK passport confirming that the holder is a British Citizen (or citizen of another EEA country – including Switzerland),
- Passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and undertake paid employment,
- Full UK Birth/Adoption Certificate,
- An Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and undertake paid employment,
- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to undertake paid employment. You must make an appointment to attend the Council Offices with your completed application and supporting documentation.

All applicants must have held a UK or equivalent qualifying driving licence for three **consecutive** years at point of application. If the licence was issued outside the UK it must be converted to a DVLA licence before a Private Hire/Hackney Carriage Drivers licence will be issued.

During your appointment your application and supporting documentation will be reviewed. Your DVLA record will be checked online and your Disclosure Barring Service (DBS) application form checked to ensure it has been completed correctly. For licence renewals a check of the DBS Online Update Service will be undertaken if you have brought your current certificate to your appointment. If you have not signed up to the DBS Online Update Service your application may be delayed or refused.

Payment for the application must be made at the time of submitting the paperwork and a receipt will be given. An application will not be progressed until:

- The application is completed in full*
- Group 2 Medical form completed by a doctor with access to your patient records has been received*
- Payment for the application has been made*
- All supporting documents required have been seen and photocopied (including 2 passport photographs) *
- The Disclosure Barring Service application has been completed*
- Council approved safeguarding **and disability awareness** training has been undertaken*
- **A HM Revenue and Customs (HMRC) tax check code has been supplied***
- A Council approved **Spoken English assessment**.
- A Council approved driving qualification has been produced
- Topographical Knowledge Test has been passed

All requirements marked with a * need to be carried out at renewal as well

If you have any offences on your application form or Disclosure Barring Service (DBS) Certificate the Council will refer to the Criminal Convictions Policy (see appendix A) in determining your application.

Once your DBS Certificate has been posted to you, you must apply to the DBS Online Update Service as part of the terms and conditions of your license within 19 days of the certificate being issued. This ensures that your criminal record can be checked throughout the duration of your license and enables a faster license renewal application process at a lower cost. The license fee for your application/renewal is in addition to this fee. To register your Certificate visit: www.gov.uk/dbs-update-service.

All driver licenses will be issued for a period of three years unless otherwise determined by the Council. All licenses will be a joint Hackney Carriage/ Private Hire Vehicle driver license.

All applications for a Hackney Carriage / Private Hire Vehicle driver's license are to be made on the Council's official form and must be submitted together with all necessary documentation.

Licence applications will be determined by an Authorised Licensing Officer.

The council will not issue licences to cover periods while an applicant is waiting for documentation as part of the application process.

Driver Licence Conditions

1. Driver Badge/License

- 1.1 The driver must at all times, when driving a licensed vehicle for hire or reward, wear the driver's badge issued by the Council in a prominent visible place on the outer clothing. The badge must be clearly visible to passengers and made available on request.
- 1.2 The driver's badge remains the property of the Council. The badge must be returned to the Council immediately if the license is suspended or revoked. Upon expiry the badge must be returned to the Council within 7 days.
- 1.3 The driver of a Hackney Carriage / Private Hire Vehicle /shall submit the original Private Hire Vehicle Driver's license to his/ her employer (Private Hire Vehicle Operator) before commencing employment as a driver of Private Hire Vehicle. The employer (Private Hire Vehicle Operator) shall retain the original Private Hire Vehicle Driver's license until such time as the driver ceases to be so employed.
- 1.4 Hackney Carriage and Private Hire Vehicles shall not be driven by unlicensed drivers under any circumstances.
- 1.5 **Drivers aware of a child or vulnerable person is at risk of harm must immediately contact the police, or licensing team, or otherwise they should:**
 - **use the local safeguarding process, the first step of which is usually to contact the safeguarding lead within the local authority;**
 - **call Crime Stoppers on 0800 555 111.**

2. Conduct of Driver

- 2.1 The driver of a Hackney Carriage/Private Hire Vehicle shall at all times when the vehicle is being driven for hire be clean and smartly dressed.
- 2.2 The driver shall not at any time behave in an abusive, aggressive, intimidating or threatening manner to **any member of the public**, officer of the Council or any **other Authority**.
- 2.3 Drivers of Private Hire Vehicles shall not ply the street for hire nor shall s/he use Hackney Carriage stands (taxi ranks).
- 2.4 Drivers must at all times when working with vulnerable passengers comply with the below detailed safeguarding principles: -

A vulnerable passenger is a passenger whose age or disability means that she/he is more susceptible to harm than a typical passenger. Vulnerable passengers include children, elderly persons or somebody with learning difficulties. In addition, an individual should be considered vulnerable if she/he does not fall within one of the above categories, but whose condition is such as to render him/ her more susceptible to harm than may otherwise be the case (for example as a result of being under the influence of alcohol).

The following safeguarding principles aim to promote good safeguarding practice for drivers and staff working with vulnerable passengers in the Hackney Carriage or Private Hire trade. The following safeguarding principles must be complied with and embedded into driver working practice:

- Drivers must carry photo ID at all times and wear it in accordance with the conditions of the license.
- A lone vulnerable passenger must not be transported in the front passenger seat of the vehicle.
- The driver/operator must confirm that appropriate provision has been made for the vulnerable person prior to accepting the booking or commencing the journey. This does not necessarily mean that the driver/operator is responsible for the provision of appropriate measures, however if appropriate measures are not in place then the driver/operator must not undertake the journey.
- Drivers should always ask if a vulnerable passenger needs help and should not make assumptions.
- Drivers must remain professional at all times and should not:
 - Touch a person inappropriately
 - Make offensive or inappropriate comments (such as the use of swearing, sexualised or discriminatory language)
 - Behave in a way that may make a passenger feel intimidated or threatened
 - Attempt to misuse personal details obtained via the business about a person; these standards are equally applicable when working with vulnerable and non-vulnerable passengers.
- Drivers and operators must remain alert to issues around the safeguarding of children and vulnerable adults. Drivers should ensure that children and vulnerable adults leave the vehicle directly onto the kerb and immediately outside their destination (if it is safe and legal to do so). If a driver/operator is concerned about the safety, welfare or behavior of a vulnerable person, the

driver must report this to the police by telephoning 101 (or in appropriate cases by calling 999).

- If a driver/operator is concerned about someone else's conduct, they should report any concerns to the Council's Licensing Department; Cherwell District Council 01295 753744, Police (101) or Crimestoppers (0800 555111).

- 2.5 Licensed Drivers must comply with all reasonable requirements of any person hiring or being conveyed in the vehicle.
- 2.6 Licensed Drivers must afford all reasonable assistance with passenger luggage and shopping as may be required. At the conclusion of the journey the driver must similarly offer all reasonable assistance to passengers leaving the vehicle and assist them with luggage, shopping, disability aids or wheelchair.
- 2.7 Licensed Drivers must take all reasonable steps to ensure the safety of passengers entering, travelling in, or alighting from the vehicle, especially those passengers with a disability.
- 2.8 Licensed Drivers must not smoke tobacco or a similar substance, or E-Cigarettes /Vaping Cigarettes in the vehicle at any time as provided by the Health Act 2006.
- 2.9 Licensed Drivers must at all times when driving a licensed vehicle ensure that the vehicle is clean, roadworthy and well maintained, meets Council vehicle license conditions.
- 2.10 Licensed Drivers must ensure that none of the markings/signs/notices that are required to be displayed on the vehicle become concealed from public view or be so damaged or defaced that any figure or material particular is rendered illegible. The license plate must be securely attached externally to the rear of the vehicle.
- 2.11 Licensed Drivers must, when aware that the vehicle has been hired to be in attendance at an appointed time and place, or when otherwise instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at the appointed time and place unless delayed or prevented by sufficient cause.
- 2.12 Licensed Drivers must undertake an inspection of any vehicle being driven whilst working as a Hackney Carriage/ Private Hire Vehicle driver. This inspection must be undertaken at least daily and before the first carriage of a fare paying passenger in the vehicle whilst it is being driven by the licensed driver.

3. Change of Address

- 3.1 Licensed Drivers must notify the Council in writing within 7 days of any change of his/her address taking place during the period of the license, whether permanent or temporary.

4. Customer and Other Personal Information

- 4.1 Personal information must not be used for any other purpose other than that for which it was collected without the express permission of the individual to which the information relates.

For example, telephone numbers provided by customers so that they can be alerted/ updated by SMS text message with regard to a booking they have made must only be

used for this purpose. The information must not be retained by the driver after the text message has been sent and/or used for any other purpose (such as unsolicited marketing calls). If a driver is found to be contacting a customer after the booking has been completed his/ her license may be suspended or revoked.

5. Accidents

- 5.1 If at any time the vehicle is involved in an accident, however minor, the driver must inform the Council of this fact as soon as possible and in any event within 72 hours (by telephone or email). An accident report form (available through the council's website) must then be completed and submitted to the Council, along with photographs of the vehicle damage, within 24 hours of reporting the accident (except in exceptional circumstances when the report must be made as soon as possible after the accident – an example of an exceptional circumstance would be that the driver is incapacitated due to the accident and physically unable to make the notification).

6. Fares

- 6.1 Licensed Drivers must not, if driving a licensed vehicle fitted with a taximeter, cause the fare to be cancelled or concealed until the hirer has had the opportunity of examining it and has paid the fare. When fitted to a Hackney Carriage taximeter must be used on every hire journey, and charges cannot exceed the metered fare.
- 6.2 Licensed Drivers must not demand from any hirer of a licensed vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or if the vehicle is fitted with a taximeter, and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter.
- 6.3 Licensed Drivers must, if requested by the hirer, provide a written receipt for the fare paid. The receipt must bear the name and address of the proprietor of the vehicle together with the badge number of the driver. Where payment is made through contactless electronic means, the driver must issue a receipt to the customer identifying the taxi license number, date, time, and drivers badge number.

7. Passengers

- 7.1 The licence holder must not carry more persons than is permitted by the vehicle license.
- 7.2 Licensed Drivers will not allow to be conveyed in the front of a licensed vehicle:
- more than one person, unless the vehicle is manufactured to carry two front seat passengers, and seat belts are fitted for both passengers, and
 - any child under the age of 13 years old unless a County Council contract permits otherwise.
- 7.3 Licensed Drivers must not, without the consent of the hirer of the vehicle, convey or permit to be conveyed any other person in that vehicle.
- 7.4 Licensed Drivers must provide all reasonable assistance to passengers and especially those with a disability. The Equality Act 2010 places the following duties on licensed Hackney Carriage/ Private Hire Vehicle drivers:

Duty to Assist Passengers in Wheelchairs

Section 165 of the Equality Act 2010 places a duty on the driver of a designated *wheelchair accessible Hackney Carriages and Private Hire vehicles to:

- Carry the passenger while in the wheelchair;
- Not to make any additional charge for doing so;
- If the passenger chooses to sit in a passenger seat to carry the wheelchair;
- To take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort; and
- To give the passenger such mobility assistance as is reasonably required.

* Designated vehicles are those listed by the Council under section 167 of the Equality Act 2010 as being a 'wheelchair accessible vehicle'. (a list can be obtained on request)

8. Duty to Carry Guide Dogs and Assistance Dogs

- 8.1 Drivers must not fail or refuse to carry out a booking by or on behalf of a person with disabilities who is accompanied by an 'assistance dog' unless the driver has a Medical Exemption granted by the Council and the Notice of Exemption is displayed in the approved manner by it being fixed in a prominent position facing outwards on the dashboard.
- 8.2 Any animal belonging to or in the custody of any passenger should remain with that passenger and may be conveyed in the front or rear of the vehicle.
- 8.3 Drivers hired to carry a guide dog must ask the owner where s/he would prefer the dog to be. Most dogs are trained to lie in the front passenger footwell between the feet of the owner. If the vehicle is fitted with front and side air bags, it is essential that the dog is lying down at all times. Drivers must let the visually impaired person know that this applies.
- 8.4 If the front foot well is not large enough to accommodate the dog, the guide dog owner must be advised to travel in the rear of the vehicle with the dog in the footwell behind the front passenger seat. The seat should be pushed forward to make room for the dog.

9. Found Property

- 9.1 Licensed Drivers must, following the setting down of passengers, ascertain if any property belonging to the hirer(s) has been left in the vehicle and if not immediately able to return any such property, **must notify the councils licensing department, in writing** within 24 hours, unless an alternative arrangement has been made with the owner of the property.

10. Medical Conditions

- 10.1 Licensed Drivers must notify the Council in writing without undue delay of any change in medical condition.
- 10.2 Licensed Drivers must at any time, or at such intervals as the Council may reasonably require, produce a certificate in the form prescribed by the Council signed by a registered medical practitioner who has had full sight of the driver's

medical history to the effect that s/he is or continues to be physically fit to be a driver of a Hackney Carriage/ Private Hire Vehicle.

- 10.3 Under the D.V.L.A. Group 2 Medical standards applicants and licensed drivers suffering from diabetes and using insulin must have an annual diabetes medical report. The diabetes specific medical report must be completed, and endorsed, by their diabetes care unit, or a medically qualified practitioner authorised by the Council. Oxfordshire University Hospitals diabetes specialists' units are authorised by the council to complete all diabetes assessments Failure to evidence a driver's medical fitness may result in the refusal, suspension, or revocation of the licence. This diabetes specific medical is in addition to all other medical assessment requirements.

11. Convictions, Cautions, Arrest etc.

11.1 Throughout the duration of the license, Licensed Drivers must notify the relevant Council within 72 hours providing full details of any: -

- Arrested or requested to voluntarily attend a police station for interview or formal questioning;
- Enforcement interactions with official bodies or Authorities;
- Being administered with a verbal or written caution, binding over, reprimand or final warning;
- Being charged with an offence, summonsed to court, or is under/subject to an official investigation;
- Being convicted of an offence;
- Being issued with a Fixed Penalty Notice;
- Receiving a DVLA driving licence endorsement;
- Being subject of any civil proceedings, orders, or injunctions.

Failure to notify the Council of the above will result in enforcement action being taken.

12. Disclosure and Barring Service Online Update Service and Online DVLA System

12.1 Licensed Drivers must subscribe to the Disclosure and Barring Service (DBS) Online Update Service. Any costs associated with maintaining this subscription must be met by the licensed driver.

12.2 Licensed Drivers must give permission for the Council to undertake checks of their DBS and DVLA status should the Council consider it necessary to do so. The Councils will use the DBS Online Update Service to monitor the criminal record of Licensed Drivers.

13. Change of Operator

13.1 Licensed Drivers must notify the Council in writing within 5 working days of a change their operator.

14. CCTV Recording Equipment

14.1 Drivers are encouraged to install CCTV in Hackney Carriage Private Hire Vehicles. CCTV recording equipment must be previously approved by the Council. Approved

CCTV recording equipment will have a hard drive which is only accessible by an Authorised Officer of the Council or a Police Officer. Misuse of any approved installed CCTV or use of unauthorised CCTV systems will result in action being taken against the licensed driver which could ultimately result in the revocation of the driver's licence. All installed CCTV must comply with the Information Commissioners CCTV Code of Practice.

- 14.2 CCTV systems that can record audio as well as visual data must be overt (i.e. all parties should be aware when recordings are being made) and targeted (i.e. only activated when passengers (or drivers) consider it necessary). The recording of audio should be used to provide an objective record of events such as disputes or inappropriate behavior and must not be continuously active by default and should recognise the need for privacy of passengers' private conversations between themselves. Activation of the audio recording capability of a system might be instigated when either the passenger or driver operates a switch or button.
- 14.3 Dash camera's, which only records visual footage (not audio), and records footage outside of the licensed vehicle, is recommended for all licensed vehicles, provided the recordings and equipment comply with the Information Commissioners CCTV Code of Practice
- 14.4 All health and safety duties required by the Health and Safety at Work Act 1974 whether temporary or permanent on the workplace in this case a vehicle being the workplace must be followed at all times.
- 14.5 All License Holders are to comply with current Government Legislation and Guidance applicable, an example is COVID-19 requirements such as wearing a face covering in a Vehicle (health and Safety defined as workplace)'.

Appendix C

Vehicle Application Process and Conditions

Application Process

Any vehicle which is not currently licensed as a Hackney Carriage / Private Hire Vehicle with the Council, no matter how recently the license elapsed or was transferred, will be treated as a new vehicle application.

Applicants for a license for a Hackney Carriage/Private Hire Vehicle please visit <https://forms.cherwell.uat.jadu.net/xfp/form/544?council=cdc> or download an application form. Alternatively email licensing@cherwell-dc.uk to request a copy is emailed to you. Please note that new license applications can only be submitted for vehicles under 6 years old. Once licensed a vehicle will require a MOT test every 6 months. The relevant date will be printed on the vehicle license, **you will not receive a separate reminder**

If you already hold a vehicle license and your license is due for renewal your renewal date will appear on the paper counter part of your license, you will not receive a separate reminder. Please allow sufficient time before expiry when booking your appointment with the Council; leaving it to the latter part of the month may result in your application not being processed in time. It is the license holder's responsibility to apply to renew the license in time.

Any vehicle must be first MOT tested before a request for an appointment is made with the Council. The cost of this test is not included in the license application fee, neither are the costs included for the periodical tests. This does not apply to newly registered vehicles with less than 500 miles on the odometer.

Any vehicle MOT, **or vehicle assessment** failures at any time will require retesting at the applicant's expense. It is the license holder's responsibility to ensure that your vehicle is safe at all times and therefore a vehicle should not fail when presented to be tested.

Payment for the application must be made at the time of submitting the application and supporting documentation. A receipt will be provided. No application will be progressed until:

- The application is completed in full
- MOT test showing a pass is enclosed with proof that all mechanical/safety advisories have been rectified. **Such a test must have been completed no more than 28 days before the application is received by the Council.**
- Insurance documents are enclosed (your insurance document must specify that it is insured to convey passengers for reward) Hackney Carriages require 'Public Hire' on insurance. Private Hire vehicles require 'For hire and reward'
- V5 registration document is enclosed or New Keeper Supplement along with letter headed sales receipt should the vehicle have been recently acquired
- Any other supporting documentation required must be submitted to the Council with the appropriate fee.

- A vehicle compliance inspection has been completed by the Council's authorised Officers.

Procedure for vehicles leased by a hire company:

- The vehicle(s) in question will be licensed in the driver's name; however, the V5 can show the company name.
- Must have a signed hire agreement between company and driver
- The Council will not accept fleet insurances, all insurance certificates must show the relevant drivers name for the vehicle(s) in question.
- Should the driver of a vehicle(s) change, the Council must be informed in writing and have a new hire agreement showing new driver details – this must be done before the new driver has the vehicle.
- Should any of the above be breached or not adhered to, the licence will be revoked.

Provided you have evidenced that your vehicle meets the required standards you will be issued a license and plates.

The external plate must be attached securely to the rear exterior of the vehicle and the internal plate must be affixed **to the front top left of the windscreen (passenger side)** with the details facing inwards.

Once the vehicle is licensed only a person holding a driver's licence issued by the Council will be permitted to drive the vehicle.

VEHICLE LICENCE CONDITIONS

PRIVATE HIRE VEHICLES

1.1 GENERAL

- A. All vehicles must be less than 6 years old at first licensing.
- B. All new vehicles licensing grants must meet the requirements as per Appendix G These vehicles must also have functioning start/stop technology unless the vehicle is powered entirely by electric or Hydrogen.
- C. Existing licensed vehicles cannot have their licence transferred to a higher polluting vehicle (for example, a D.V.L.A. Cat 6 electric vehicle cannot be replaced with a D.V.L.A. Cat 5 Hybrid vehicle) and will not have their licences extended past the vehicle being 10 years old (from first being registered at the DVLA).
- D. Vehicles modified to use a different fuel from which they were first manufactured, will not be licensed unless adapted with an agreed retrofit to an approved standard*. Eligibility of modified vehicles will be determined on a case-by-case basis.
*The approved standard cannot be detailed at this time as this does not exist. Any creation of such standard in future will be examined at such time.”
- E. The vehicle must be right hand drive.
- F. The vehicle must have at least **four wheels**, and three body-side doors for passengers with a separate means of access for the driver. Rear doors may be included in this number as long as there is unobstructed access of at least 30cms via these doors to the rear row seats; this relates to minibus type vehicles.
- G. All seats must be fitted with lap and diagonal safety belts as a minimum standard, and may face forwards or backwards, but not sideways.
- H. Backward facing seats over or behind the rear wheels and axle(s) having normal access only through a rear door will not be accepted.
- I. **Minimum access to rear seating will be 300mm**
- J. The Council follows guidelines from the Department for Transport in respect of multi- purpose vehicles (MPVs). Accordingly:
 - i) Vehicles with folding for moving seats which are constructed to provide access to other seats to which there is no direct access are acceptable, will be licensed for the same number of passengers as there are seats.
 - ii) Certain models of Vauxhall Zafira and a number of other models have a rear row of seats which under normal circumstances should only be used by children. In the interests of passenger's comfort and public safety, these vehicles will only be licensed to carry four passengers.
- K. The vehicles must have at least four road wheels, which – unless alloy – must have matching trims.
- L. All tyres must be the same dimensions unless specifically designed otherwise. Tyres **with part worn, remoulded**, embedded nails, etc., are not acceptable; they must be replaced, not repaired. **Evidence of tyres purchase may be required.** The minimum tread depth will be 2mm and wear must be even.
- M. Seats must still be fully 'sprung', free of stains, tears, cigarette burns or repair, and not threadbare. **Additional seat coverings must not cover air bag zones.** Floor coverings must not be unduly worn and present no trip hazards.

Household carpeting or similar is unacceptable and must not be used. Upholstery (headlining and side panel coverings) must be free of ingrained grime, fractures and maintained in the manufacturers original style.

1.2 DIMENSIONS

- a) A row of seats provided for three persons shall be at least 1295mm (51") wide.
- b) Seats designed for two persons shall be at least 865 mm (34") wide.
- c) A single seat should be at least 432mm (17") wide
- d) Each seat must have a minimum height of 410mm (16") from the floor to the top of the seat, allowing for leg room, when seated.

1.3 WHEELCHAIR ACCESSIBLE LICENSED VEHICLES

- a) The Council adheres to the Equalities Act 2010 in respect of wheelchair accessible vehicles.
- b) Suitably modified 'people mover' type vehicles may be deemed acceptable for licensing. The vehicle will generally have to comply with the requirements relating to vehicles that carry 5 or more passengers. Further advice may be obtained from the Licensing team at the relevant Council.
- c) The vehicle must have a satisfactory arrangement for ramps, steps, handrails, and storage of wheelchairs. Fixing of wheelchairs must also be satisfactory. The vehicle must be capable of taking a passenger in a wheelchair, which in turn must be suitably anchored with a safety belt / harness.
- d) The dimensions for the door aperture giving access for wheelchair-based persons and the interior dimensions of the vehicle must also be acceptable to the Licensing Authority.
- e) Ramp dimensions: Single piece ramp – width 700mm (min), length 1600mm (max).
- f) Ramp gradients: Side entry: Kerb (125mm): 14 degs (max) Ground: 19 degs (max).
- g) Slip resistant surfaces: all surfaces over which a wheelchair user may travel shall have a slip resistant finish applied.
- h) Colour contrasting edge marks: a band contrasting with the remainder of the boarding ramp surface, 45mm to 55mm in width around and abutting the edge of the ramp or lift surface.
- i) Control and failsafe mechanisms or power operated equipment: power operated equipment shall only be capable of operation from a control adjacent to the ramp.
- j) Load sensors and re-cycling mechanisms for power-operated equipment: a device to stop the movement of the boarding ramp when motion is likely to cause injury.
- k) Manual override provisions for power operated equipment: a provision to repeatedly operate the equipment in the event of power failure shall be provided.
- l) Manual/portable ramp: Such ramps must have a designated stowage location which can store the equipment such that it does not present a risk of injury.

Wheelchair assessable Entrances and Exits

- a. Number and position: a minimum of 1 located on the nearside

- b. Minimum doorway width: 740mm
- c. Minimum doorway height: 1230mm

Wheelchair internal area

- a. Wheelchair areas must allow at least 305mm (12”) leg room from the wheelchair frame/seat to any structure in front of the seat. There must be enough roof space to allow the wheelchair used to be seated comfortably inside the vehicle.
- b. Wheelchair spaces requirements: 1200mm length, 700mm width, 1350mm height (min).
- c. All such vehicles will be licensed for the number of non-wheelchair customers only.

2. HACKNEY CARRIAGES MUST BE CONSTRUCTED FOR THE CARRIAGE OF PASSENGERS IN WHEELCHAIRS – NEW GRANTS

- a) The Council adheres to the Equalities Act 2010 in respect of wheelchair accessible vehicles.
- b) The vehicle must have satisfactory arrangement for ramps, steps, handrails, and storage of wheelchairs. Fixing of wheelchairs must also be satisfactory.
- c) It must be capable of taking a wheelchair with passenger, suitably anchored with a safety belt / harness.
- d) The dimensions for the door aperture giving access for wheelchair-based persons must also be acceptable to the Licensing Authority.

3. STRETCH LIMOUSINES

The majority of these vehicles are imported from the USA via Belgium. In the interests of passenger safety, the Council will licence stretch limousines as long as the vehicle meets the required specification and are under six years of age from the date of first registration wherever that may have been.

4 REQUIREMENTS FOR ALL VEHICLES

4.1 LUGGAGE SPACE

A separate lockable luggage compartment shall be provided. For non-saloon vehicles, passengers must be protected from items of luggage contained in the loads space being propelled into the passenger compartment by the vehicle movement. In the case of LPG fuelled vehicles, the vehicle will not be licensed if the LPG tank adversely impacts on the load carrying capacity.

4.2 AGE AND CONDITION OF VEHICLES, AND MECHANICAL TESTING

- a) Only vehicles less than six years old, **and meets the specifications listed in 1.1 B**, will be considered for first-time licensing.
- b) All vehicles must have inspections carried out at an approved MOT testing centre (with the exception of newly registered vehicles with less than 500 miles on the odometer). Once licensed a vehicle will require an MOT test every 6 months. The relevant date will be printed on the vehicle licence.

- c) Vehicles over ten years of age will not be licensed.

4.3 COLOUR, MARKINGS, SIGNS, ADVERTISEMENTS AND WINDOWS

- a) The vehicle may be any single colour but MUST NOT resemble a Hackney Carriage. Signs showing the words TAXI or CAB must not be displayed on or above roof height. Paintwork must be factory standard – no 'crackle' or 'custom' paint.
- b) The name of the company / owner and telephone number may appear on the vehicle subject to the prior approval of the Council. Third party advertising is not permitted.
- c) Glass should be kept clean to give a clear view both into and out of the vehicle. Tinted windows, **and tinted window coverings**, which prevent clear vision into vehicle are not permitted. Only factory fitted tinted glass will be acceptable which must meet the requirements of the Road Vehicles (Construction and Use) Regulations 1986. Under no circumstances will stick on style tinting be permitted.

4.4 EQUIPMENT

The following shall be provided: -

- a) Spare wheel and tyre – properly stowed to protect passengers' luggage.
- b) Jack.
- c) Wheel brace.
- d) Any current alternative to the above that allows the vehicle to complete the journey.
- e) Nearside and offside exterior rear-view mirrors.
- f) The standard factory exhaust system

4.5 RADIO AND AUXILLIARY EQUIPMENT

Any equipment fitted to the vehicle for operational requirements, such as two-way radio, or navigation systems must be fixed to the satisfaction of the Council. The microphone must be properly fixed to the vehicle dashboard.

4.6 DISPLAY OF INFORMATION

Every vehicle (except those with a discreet plate exemption) must have: -

- a) The plate issued by the Council displayed securely on the rear outside (and not inside the rear window).
- b) Displayed inside and visible to passengers, the smaller plate issued by the Council.
- c) Signs with the words "**This vehicle must be pre-booked**" and the Council's name **and logo**. These must be displayed on both nearside and offside front doors. With the permission of the Licensing Manager the signs may incorporate the Private Hire Vehicle company's name. **All such signs must be of a minimum dimension of 40cm in length and 20cm in width and should use a large enough lettering font for the words to be easily read from 3 metres distance, or in a font**

- d) **no less than 150mm in height.**
At least one interior sign showing the red 'no smoking' **symbol***

*applies to all vehicles

4.7 MODIFICATIONS

No modifications shall be made to the standard factory-built vehicle without prior consent of the Council.

5. EXCEPTIONS

If a vehicle does not meet all of the above requirements, but is: -

- a) built to a higher standard than that which is normally acceptable for licensing, or
b) as a result of model changes, does not fully comply with the current specification, the Licensing Manager may use discretion in deciding its suitability for use as a Private Hire Vehicle.

6. CCTV Recording Equipment

- a. Drivers are encouraged to install in Hackney Carriage Private Hire Vehicles CCTV recording equipment **for public protection purposes. The Council should be notified about CCTV installed in licensed vehicles. CCTV recording equipment must have a hard drive which is only accessible by an Authorised Officer of the Council or a Police Officer.** Licensees must allow Authorised Officers of the Council unrestricted access to all recordings. On formal request all footage recorded must be supplied to the Licensing Authority within 72 hours of the request. Misuse of any approved installed CCTV or use of unauthorised CCTV systems will result in action being taken against the licensed driver which could ultimately result in the revocation of the driver's license. All installed CCTV must comply with the Information Commissioners CCTV Code of Practice.
- b. **CCTV systems that can record audio as well as visual data must be overt (i.e. all parties should be aware when recordings are being made) and targeted (i.e. only activated when passengers (or drivers) consider it necessary). The recording of audio should be used to provide an objective record of events such as disputes or inappropriate behavior and must not be continuously active by default and should recognise the need for privacy of passengers' private conversations between themselves. Activation of the audio recording capability of a system might be instigated when either the passenger or driver operates a switch or button.**
- c. **Dash camera's, which only records visual footage (not audio), and records footage outside of the licensed vehicle, is recommended for all licensed vehicles, provided the recordings and equipment comply with the Information Commissioners CCTV Code of Practice**

HACKNEY CARRIAGES

1.1 GENERAL

- a) All Hackney Carriages (taxis) must be white unless purpose built “London style” taxis and all new grants must be wheelchair accessible.
 - I. All new vehicles licensing grants must meet the requirements as per Appendix G These vehicles must also have functioning start/stop technology unless the vehicle is powered entirely by electric or Hydrogen.
 - II. Existing licensed vehicles cannot have their licence transferred to a higher polluting vehicle (for example, a D.V.L.A. Cat 6 electric vehicle cannot be replaced with a D.V.L.A. Cat 5 Hybrid vehicle) and will not have their licences extended past the vehicle being 10 years old (from first being registered at the DVLA).
 - III. Vehicles modified to use a different fuel from which they were first manufactured, will not be licensed unless adapted with an agreed retrofit to an approved standard*. Eligibility of modified vehicles will be determined on a case-by-case basis.

*The approved standard cannot be detailed at this time as this does not exist. Any creation of such standard in future will be examined at such time.
- b) The vehicle must be right-hand drive.
- c) Must have at least 3 body-side doors for passengers with a separate means of access for the driver and excluding any rear door.
- d) All seats must be fitted with lap & diagonal safety belts as a minimum standard, and may face forwards or backwards, but not sideways. Minimum access to rear seating will be 300mms
- e) Backward facing seats over or behind the rear wheels and axle(s) having normal access only through a rear door will not be accepted.
- f) The vehicle must have at least four road wheels, which – unless alloy – must have matching trims.
- g) All tyres must be the same dimensions unless specifically designed otherwise. Tyres with embedded nails, etc, are not acceptable; they must be replaced, not repaired. The minimum tread depth will be 2mm and wear will be even.
- h) A roof sign shall be attached to the roof, which is capable of being illuminated at night. The roof sign must display the word TAXI.
- i) There must be a sign, which is capable of being illuminated at night, to indicate when the vehicle is available FOR HIRE.

1.2 DIMENSIONS

- a) A row of seats provided for three persons shall be at least 1295mm (51”) wide.
- b) Seats designed for two persons shall be at least 865 mm (34”) wide.
- c) A single seat should be at least 432mm (17”) wide
- d) Each seat must have a minimum height of 410mm (16”) from the floor to the top of the seat, allowing for leg room, when seated.

1.3 WHEELCHAIR ACCESSIBLE LICENSED VEHICLES

- a) The Council adheres to the Equalities Act 2010 in respect of wheelchair accessible vehicles.
- b) Suitably modified 'people mover' type vehicles may be deemed acceptable for licensing. The vehicle will generally have to comply with the requirements relating to vehicles that carry 5 or more passengers. Further advice may be obtained from the Licensing team at the relevant Council.
- c) The vehicle must have a satisfactory arrangement for ramps, steps, handrails, and storage of wheelchairs. Fixing of wheelchairs must also be satisfactory. The vehicle must be capable of taking a passenger in a wheelchair, which in turn must be suitably anchored with a safety belt / harness.
- d) The dimensions for the door aperture giving access for wheelchair-based persons and the interior dimensions of the vehicle must also be acceptable to the Licensing Authority.
- e) Ramp dimensions: Single piece ramp – width 700mm (min), length 1600mm (max)
- f) Ramp gradients: Side entry: Kerb (125mm): 14 degs (max) Ground: 19 degs (max)
- g) Slip resistant surfaces: all surfaces over which a wheelchair user may travel shall have a slip resistant finish applied.
- h) Colour contrasting edge marks: a band contrasting with the remainder of the boarding ramp surface, 45mm to 55mm in width around and abutting the edge of the ramp or lift surface.
- i) Control and failsafe mechanisms or power operated equipment: power operated equipment shall only be capable of operation from a control adjacent to the ramp.
- j) Load sensors and re-cycling mechanisms for power-operated equipment: a device to stop the movement of the boarding ramp when motion is likely to cause injury.
- k) Manual override provisions for power operated equipment: a provision to repeatedly operate the equipment in the event of power failure shall be provided.
- l) Manual/portable ramp: Such ramps must have a designated stowage location which can store the equipment such that it does not present a risk of injury.

Wheelchair assessable Entrances and Exits

- a) Number and position: a minimum of 1 located on the nearside
- b) Minimum doorway width: 740mm
- c) Minimum doorway height: 1230mm

Wheelchair internal area

- a) Wheelchair areas must allow at least 305mm (12") leg room from the wheelchair frame/seat to any structure in front of the seat. There must be enough roof space to allow the wheelchair used to be seated comfortably inside the vehicle.
- b) Wheelchair spaces requirements: 1200mm length, 700mm width, 1350mm height (min).

- c) All such vehicles will be licensed for the number of non-wheelchair customers only.

2 HACKNEY CARRIAGES MUST BE CONSTRUCTED FOR THE CARRIAGE OF PASSENGERS IN WHEELCHAIRS – NEW GRANTS

- a) The Council adheres to the Equalities Act 2010 in respect of wheelchair accessible vehicles.
- b) The vehicle must have satisfactory arrangement for ramps, steps, handrails, and storage of wheelchairs. Fixing of wheelchairs must also be satisfactory.
- c) It must be capable of taking a wheelchair with passenger, suitably anchored with a safety belt / harness.
- d) The dimensions for the door aperture giving access for wheelchair-based persons must also be acceptable to the Licensing Authority.

3. REQUIREMENTS FOR ALL VEHICLES

3.1 LUGGAGE SPACE (GENERAL)

A separate lockable luggage compartment shall be provided. Passengers must be protected from items of luggage contained in the load space being propelled into the passenger compartment by the vehicle movement. In the case of LPG fuelled vehicles, the vehicle will not be licensed if the LPG tank adversely impacts on the load carrying capacity.

3.2. AGE AND CONDITION OF VEHICLES AND MECHANICAL TESTING

- a) Only vehicles less than six years old, and meets the specifications listed in Appendix C, 1.1 a, will be considered for first-time licensing
- b) All vehicles must have a vehicle compliance check carried out at a council approved centre (with the exception of newly registered vehicles with less than 500 miles on the odometer) Once licensed a vehicle will require a six-monthly MOT test.
- c) Vehicles older than ten years old will not be licensed.

3.3 COLOUR, MARKINGS, SIGNS, ADVERTISEMENTS AND WINDOWS

- a) The vehicle must be white unless a purpose built 'London style' taxi. All paintwork must be factory standard – no 'crackle' or 'custom' paint.
- b) The word "TAXI" must be shown on both front doors affixed to the vehicle in black block letter, in a font 150mm high.
- c) The name of the company / owner and telephone number may appear on the vehicle subject to the prior approval of the Council. Third party advertising is not permitted without prior approval from the Council.
- d) A windscreen and roof sign, capable of illumination, should be fitted, displaying the words 'FOR HIRE' and 'TAXI' in black lettering against a white background. Where vehicles are purpose built as Hackney Carriages and the only specification available during its build is for orange 'for hire' illuminated roof

signs then these will be permitted. Retrofitted changes will not be accepted.

- e) Glass should be kept clean to give a clear view both into and out of the vehicle. Tinted windows, which prevent clear vision into vehicle, are not permitted. Only factory fitted tinted glass will be acceptable which must meet the requirements of the Road Vehicles (Construction and Use) Regulations 1986. Under no circumstances will stick on style tinting be permitted.

3.4 TAXIMETER

- a) a taximeter must be fitted to all vehicles and it must comply with the following requirements: -
 - i) be capable of being locked so that when the meter is not in use no fare is recorded.
 - ii) when in use the fare shall be displayed in clearly legible figures.
 - iii) must be fitted so that all letters and figures on the meter can be clearly visible to any person travelling in the vehicle.
 - iv) the letters and figures must be illuminated at night.
 - v) must be fixed to the vehicle with seals so that no unauthorised person can alter or tamper with the meter without the seal being broken.
 - vi) vehicles with improperly sealed meters will not be licensed. The meter must be used for all journeys including those booked through a Private Hire operator.
 - vii) the Measuring Instruments (Taximeters) Regulations 2006 applies to all meters fitted.

3.5 EQUIPMENT

The following must be provided: -

- a) a spare wheel and tyre – properly stowed to protect passengers' luggage.
- b) a jack.
- c) Any current alternative to the above that allows the vehicle to complete the journey.
- d) nearside and offside exterior rear-view mirrors.
- e) standard factory exhaust system.
- f) Wheelchair accessible vehicles; ramps, securing straps and other associated items.

3.6 RADIO AND AUXILLIARY EQUIPMENT

Any equipment fitted to the vehicle for operational requirements, such as two-way radio, or navigation systems must be fixed to the satisfaction of the Council. Any microphone must be properly fixed to the vehicle dashboard.

3.7 DISPLAY OF INFORMATION

Every vehicle must have: -

- a) the plate issued by the Council displayed securely on the outside rear (and not inside the rear window).
- b) the smaller plate issued by the Council displayed inside and visible to passengers.
- c) At least one sign showing the red 'no smoking' symbol prominently displayed.
- d) Door signs on nearside and offside front doors displaying the word "TAXI" in a

font no less than 150mm in height. These may be permanent or magnetic

3.8 MODIFICATIONS

No modifications shall be made to the standard factory-built vehicle without prior consent of the licensing authority.

4. EXCEPTIONS

If a vehicle does not meet all of the above requirements, but is: -

- a) built to a higher standard than that which is normally acceptable for licensing, or
- b) as a result of model changes, does not fully comply with the current specification, the Licensing Manager may use discretion in deciding its suitability for use as a Hackney Carriage.

5. CCTV Recording Equipment

- a. Drivers are encouraged to install in Hackney Carriage Private Hire Vehicles CCTV recording equipment for public protection purposes. The Council should be notified about CCTV installed in licensed vehicles. CCTV recording equipment must have a hard drive which is only accessible by an Authorised Officer of the Council or a Police Officer. Licensees must allow Authorised Officers of the Council unrestricted access to all recordings. On formal request all footage recorded must be supplied to the Licensing Authority within 72 hours of the request. Misuse of any approved installed CCTV or use of unauthorised CCTV systems will result in action being taken against the licensed driver which could ultimately result in the revocation of the driver's license. All installed CCTV must comply with the Information Commissioners CCTV Code of Practice.
- b. CCTV systems that can record audio as well as visual data must be overt (i.e. all parties should be aware when recordings are being made) and targeted (i.e. only activated when passengers (or drivers) consider it necessary). The recording of audio should be used to provide an objective record of events such as disputes or inappropriate behavior and must not be continuously active by default and should recognise the need for privacy of passengers' private conversations between themselves. Activation of the audio recording capability of a system might be instigated when either the passenger or driver operates a switch or button.
- c. Dash camera's, which only records visual footage (not audio), and records footage outside of the licensed vehicle, is recommended for all licensed vehicles, provided the recordings and equipment comply with the Information Commissioners CCTV Code of Practice

Right of appeal

Nothing in these conditions will remove the right to appeal to a Magistrates' or Crown Court against the Council's refusal to grant or renew a licence, or any

decision to suspend or revoke a licence, nor against any conditions which may have been imposed on any such licence by the Council under Section 7 of the Public Health Act 1907.

Appendix D

Operator Application Process and Conditions

The Application Process

Hackney Carriage / Private Hire Vehicle drivers licensed with the Council are not required to undergo an additional Disclosure Barring Service check in order to apply for an operator's licence. Operator licence holders must be subscribed to the DBS Online Update Service and when applying for a new operator licence or the renewal of an existing operator licence.

The Council will check the status of DBS records online as part of the application process.

Applicants for an operator licence who do not hold a Hackney Carriage / Private Hire Drivers licence issued by Council will be required to submit a Standard DBS Certificate as part of the application. Applicants should contact the Licensing Authority to apply for a Standard DSB Certificate, a charge will be applicable.

If you already hold an operator licence and your licence is due for renewal the renewal date will appear on the paper counter part of the licence; you will not receive a separate reminder. Please allow sufficient time before expiry when booking your appointment with the Council leaving it to the latter part of the month may result in your application not being processed in time. It is the licence holder's responsibility to apply to renew a licence in time. Failure to renew in time could result in your business ceasing to operate until such time as the new licence is granted.

If you are a new operator wishing to apply for a licence to operate Private Hire vehicles, please visit www.cherwell-dc.gov.uk to download an application form. Alternatively, you can email licensing@cherwell-dc.uk to request a copy be emailed to you.

Applicants for an operator licence must complete in full the relevant application form and make an appointment with the Council.

Payment for the application must be made at the time of submitting the application and supporting documentation. A receipt will be provided. No application will be progressed until:

- The application is completed in full
- Either a Standard Disclosure Barring Certificate is provided or confirmation that the applicant is subscribed to the DBS Update Service
- A full list of all vehicles you intend to operate
- Proof of identity – a passport or driving licence photocard
- Proof of National Insurance number
- Proof of right to work in the UK
- Public liability insurance
- A HM Revenue and Customs (HMRC) tax check code

Please note that as part of the application process the Council's licensing team will

consult the Council's planning team. The planning team has 14 days in which to make any comments in respect of the application.

Operator License Conditions

1. Records

Private Hire Vehicle operators must keep records in accordance with the Local Government (Miscellaneous Provisions) Act 1976.

The records kept by the operator under Section 56 Local Government (Miscellaneous Provisions) Act 1976 must be kept in a manner, whether written or on a computer, which enables examination and/ or audit. Written records must be kept in a bound book.

In all cases, all records must be kept for at least three years, and made available to an Authorised Licensing Officer or police officer within the time specified.

If an operator uses a computerised record system, hard copies of all records must be printed and kept in accordance with the above at the end of each daily working period.

All computerised systems must be checked regularly for time accuracy (this can easily be done online at <http://www.greenwichmeantime.co.uk/>)

Records to be kept: -

- Vehicle details
- Make and model
- Registration number
- Vehicle owner
- Council plate number
- Fleet number/call-sign (if issued). If a call sign or number is allocated for a temporary period, a record must be kept of the relevant dates and the vehicle and driver concerned
- Copy of the vehicle licence
- Copy of the insurance certificate / cover note
- Copy of the vehicle's most recent MOT certificate.

Driver details

- Name
- Address
- Council Hackney Carriage / Private Hire Vehicle driver licence number
- Copy of the Hackney Carriage / Private Hire Vehicle driver licence.

Employee details:

- Employee register recording the full name and address of all operators/dispatch employees.
- Employee register must record the certificate number and date of issue of a

basic DBS report, and any comments from the operator regarding that report (for example no offence/no relevant offences).

- Records of employee Basic DBS report having been checked by the employer/operator at least every three years, by recording the new report certificate number, date and comments.
- Operators must record any offences disclosed by the employee following the receipt of a Basic DBS report/certificate.

2. Bookings

General

Before the commencement of each journey, the operator (or in his/her absence, a responsible member of staff) must enter either in a bound book or on a computer system, the particulars of every booking of a Private Hire Vehicle accepted. The bookings must follow the following format:

- the name of the passenger/hirers full name;
- the time of the request;
- the pick-up point;
- the destination;
- the full name of the driver;
- the driver's licence number;
- the vehicle registration number of the vehicle;
- the name of any individual that responded to the booking request;
- the name of any individual that dispatched the

vehicle

Example: -

Passenger/ Hirer Full name	Date & Time Requested	Pick-up location	Pick-up date/ time	Destination	Drivers full name	Drivers licence number	Vehicle registration	Vehicle licence number	Name of operators booking employee	Name of operators dispatchin g employee

All such booking should be retained for a minimum period of six months. Private hire vehicle operators have a duty under data protection legislation to protect the information they record. The Information Commissioner's Office provides comprehensive on-line guidance on registering as a data controller and how to meet their obligations.

Computerized systems (e.g. Diplomat, Autocab, Avakia, or others)

When a computerized system with GPS tracking is installed – and where the software allows this function – it must be used to indicate where a vehicle is at any given time. In addition, a printed plot of a vehicle's movements must be made available on request.

3. Insurance

The operator must keep a copy of all cover notes and certificates of insurance issued to the drivers/proprietors. The dates shown on such documents must show continuation of cover throughout the period that the vehicle is working in connection with the operator. When a "block" policy is held by the operator, a full list of all vehicles and drivers covered should be kept for at least one year. The insurance document should show:

- (a) name and address of insurance company (and broker if applicable) insuring the use of the vehicle;
- (b) date of commencement of any policy of insurance and of any cover notes issued with policy and cover note numbers relating to the use of the vehicle;
- (c) date of expiry of the policy and of any cover notes issued;
- (d) persons entitled under the terms of the policy to drive the vehicle and details of any limitations as to use (e.g. private hire or public hire).

4. Standard of Service

The operator must at all reasonable times provide a prompt, efficient and reliable service to members of the public and shall in particular ensure that: -

- a) when a vehicle has been hired to attend at an appointed time and place, the vehicle shall attend punctually unless delayed or prevented by sufficient cause. Where possible, the operator should contact the customer and inform him/ her of any delay;
- b) premises provided by the operator, either for waiting or booking, shall be kept clean, adequately heated, ventilated and well-lit with adequate seating provided;
- c) any telephone facilities and radio equipment are maintained in a sound condition;
- d) any complaints received by the operator shall be referred in writing to the Council, together with any action taken;

The operator shall ensure, without prejudice to any other liabilities imposed under the Local Government (Miscellaneous Provisions) Act 1976 that all vehicles and drivers owned, controlled, or operated in association with the operator shall observe and perform the conditions of their license.

All vehicles operated by the operator shall be maintained in a satisfactory and road worthy condition.

Additionally: -

- the Council will hold the owner and / or operator of a Private Hire Vehicle responsible for the general condition and roadworthiness of the vehicle(s), and for ensuring that drivers are familiar with all conditions, legislation and byelaws regulating the operation of vehicles.
- In certain instances, therefore the owner and / or operator may be subject to

enforcement action as a result of an offence committed by the driver of their vehicle.

- The Council will take into account the circumstances of any offence and the compliance of the owner and / or operator with their obligations in deciding the action, if any, which should be taken against the owner and / or operator.

5. Reference to the Council

The operator must inform the Council in writing within 7 days of: -

- a) any convictions, **verbal or written** cautions/reprimands/warnings, civil actions, arrests, **interactions with official bodies or Authorities**, any bail period incurred by him or any partner, director, or company secretary during the period of the licence for any offence.
- b) change of address, both business and personal in writing, within 7 days. (Note: It is your responsibility to ensure that your address is also changed on your driving licence, insurance documents and V5).
- c) **Any relevant offences which may come to light, with regards to their employees/dispatching operators. Such notification should include details of the actions taken by the licensed operator.**

It is also in the interests of an operator to inform the Council if s/he is stopping work for any length of time, especially if it is likely to affect the date of license renewal.

6. Driver / vehicle licenses

It is the operator's responsibility to ensure licenses for all drivers and vehicles working for and being used by the operator are current.

7. Complaint Book

In relation to condition 4(d) above, each operator must keep in a bound book approved by the Council, a record of all complaints made to him/ her or his/ her agents or managers relative to any aspect of the operator's business or persons at that time working with or employed by that operator. The complaint book shall be available at all times for inspection by an Authorised Licensing Officer.

8. Door Signs/Advertisements

Should an operator wish to provide drivers/proprietors with door advertising panels (other than those issued by the Council) the below procedure must be followed: -

- a) the sign must be approved by an Authorised Licensing Officer before being put into use;
- b) the sign must be displayed on both front doors of the vehicle;
- c) the sign may contain the name of the company and the telephone number but must incorporate the words, '**Cherwell District Council. Private Hire Vehicle. This vehicle must be pre-booked.**'
- d) the sign must not show the word 'TAXI' or nor any other word of similar meaning or appearance which may be taken to indicate that the vehicle is a Hackney Carriage.
- e) **Door signs must meet the requirements specified in Appendix C, 4.6 c.**

9. Planning consent for operating base

The Council's current planning policy allows one car to be operated without planning permission. Any more than one car would require an application for change of use of the premises. Planning consent for each operating base must be maintained during the period of a license.

10. Change of circumstances

Any material change of the circumstances since the license was granted must be reported to the Council immediately. This includes any changes to drivers or vehicles which must be notified to an Authorised Licensing Officer in writing within 48 hours.

11. General Conduct

During the course of business operators must not cause a nuisance to individuals or other businesses. **No licensed vehicles may park on the Highway outside a Licensed Operators Office, unless picking up, or dropping of a paying customer, in such cases a maximum of 2 vehicles can be in attendance at the business address at any one time.**

12. Sub-contracting

Operators may outsource booking and dispatch functions, but they cannot pass on the obligation to protect children and vulnerable adults. Operators are required to evidence, by documentation, that comparable protections are applied by the company to which they outsource these functions. Such documentation must be made available to authorised officers upon request.

- Any private hire operator making provision for the invitation or acceptance of bookings in Cherwell needs to hold a private hire operator's licence with Cherwell. The Council expects Operators licensed by the Council to utilise vehicles and drivers licensed by Cherwell so as to ensure that the licensed trade working in Cherwell conform to the standards set by the Council and can be subject of local compliance.
- In addition, as part of the Council's 'fit and proper' test, it would not expect an operator to obtain a licence in Cherwell to simply make vehicles licensed by another authority available for booking via sub-contracting on a regular basis. As such whilst any licensed vehicle may enter Cherwell to pick up or drop off customers, the Council would not expect vehicles licensed outside of Cherwell to be waiting in Cherwell and be made available for bookings as this diminishes the Council's ability to set local standards and local control. As such, any Operator acting to deliberately reduce the Council's ability for local control would not be meeting the required public safety objectives and standards expected of a professional, licensed, fit and proper private hire operator, and may have their licence to make provision to invite or accept bookings in Cherwell revoked.

By way of guidance, the Council would expect at least 75% of journeys received by a Cherwell licensed operator commencing or finishing in Cherwell in a 3-month period to be completed by Cherwell licensed private hire vehicles (or Cherwell licensed hackney carriage vehicles completing pre-booked work).

FAILURE TO COMPLY WITH THE CONDITIONS SET OUT IN THIS

DOCUMENT MAY RESULT IN PENALTY POINTS BEING AWARDED AGAINST YOU, LEGAL ACTION BEING TAKEN, OR YOUR LICENCE BEING SUSPENDED OR REVOKED

13. Right of appeal

Nothing in these conditions will remove the right to appeal to a Magistrates' Court against the Council's refusal to grant or renew a license, or any decision to suspend or revoke a license, nor against any conditions which may have been imposed on any such license by the Council. Any appeal must be made to the relevant Magistrates' Court within 21 days of the refusal or decision.

Hackney Carriage and Private Hire Driver Penalty Points Scheme

Introduction

Points based enforcement is a method by which licensed drivers, operators or owners can be issued with points against their Council issued Hackney Carriage/ Private Hire Drivers or Operator License by authorised licensing officers of the Council. Points would be used for less serious breaches of a license condition or legislative provision. The issuing of points formalises the Council's previous practice of issuing warnings. The aim is to encourage license holders to comply with license conditions and legislation and to behave in an acceptable manner at all times, thereby improving the professionalism and reputation of the licensed vehicle trade. The points system operates in addition to all existing enforcement options and has regard to the principles of the Council's overarching 'Enforcement Policy' and the Regulators Code.

1. The points system aims to provide a fast and efficient way of dealing with lesser breaches of license conditions or primary legislation. License holders who habitually disregard the less serious aspects of the licensing regime will accumulate points. Points will be issued according to a scale developed by the Council as part of the scheme. Points will accumulate on a license until a trigger level is reached, at which time the license holder could be subject to more formal sanctions including the suspension or revocation of his/her license.
2. The points will be administered by an authorised licensing officer and recorded on the Council's licensing database. The points system will be used for less serious offences which would not normally trigger more formal enforcement action in the first instance and which are resolved by the license holder after it is brought to his/her attention. The points system will help provide an open and transparent method of how a license holder will be assessed in terms of the 'fit and proper person' test.
3. Points will remain on a license for between 12 and 36 months from the date of issue depending on the seriousness of the offence. **When a license is issued 12 points or more in a 12-month period that license may be suspended for a period not exceeding 28 consecutive days in the first instance, thereafter that license may be suspended for a period not exceeding 3 months.**
4. Where a license holder accumulates the trigger level of penalty points (**namely 12 points in a 12-month period**) more than once in any three-year period, the Council will decide whether a license should be suspended or revoked if it is considered that the accumulation of points indicates that the license holder is no longer a 'fit and proper person' to hold a license. Each case will be considered on its own merits.
5. Points can be issued at the roadside or at the Council's offices by authorised licensing officers. Points issued to a license holder will be confirmed in writing within ten working days from the contravention or at the conclusion of an investigation into a complaint.
6. The Council may cancel penalty points issued to a license holder and take more

formal enforcement action if additional information becomes available subsequent to the issuing of points which the Council considers increases the severity of the offence to a level beyond that which can be sanctioned by way of penalty points.

7. The penalty points system will operate without prejudice to the Council's ability to take alternative enforcement action as provided for by the Private Hire and Hackney Carriage Licensing Policy and/or legislation.

Penalty points system for Hackney Carriage/Private Hire drivers & Private Hire operators

	Offence/breach of condition	No. of pts	Dvr	Op		Offence/breach of condition	No. of pts	Dvr	Op
1	Driver not holding a current Hackney Carriage/Private Hire driver licence	12*	✓	✓	15	Failure to notify transfer of Private Hire or Hackney Carriage licence within 14 days	4*	✓	✓
2	Failure to notify the Council of change of address within 7 calendar Days	3*	✓	✓	16	Failure to provide information on vehicle garaging arrangements	3	✓	✓
4	Touting/illegally plying for hire	12*	✓	✓	17	Using a non-approved taximeter	6	✓	✓
5	Using unlicensed vehicle or vehicle without insurance	12*	✓	✓	18	Unsatisfactory behaviour or conduct of driver	3-12	✓	
6	Failure to produce documents within timescale, when requested to do so	4*	✓	✓	19	Failure to display "taxi" or 'Hire' signs, on a Hackney Carriage roof or windscreen, and/or faults preventing illumination of such signs	4*	✓	
7	Vehicle in unsatisfactory condition inside or out	4	✓	✓	20	Driver not holding a current DVLA licence	12	✓	✓
8	Failure to produce vehicle for a compliance inspection when required	4*	✓	✓	21	Failure to wear driver's badge	4*	✓	
9	Using a vehicle subject to a prohibition/suspension order	12	✓	✓	22	Failing to notify change of medical circumstances	6	✓	
10	Using a vehicle for which the licence has been suspended or revoked	12*	✓	✓	23	Failure to return driver's badge within 7 days of being requested to do so	4*	✓	✓
11	Failure to report within 72 hours an accident or damage to a licensed Vehicle	3	✓	✓	24	Failure to return vehicle licence plate within 7 days of being requested to do so	4*	✓	
12	Overloading of licensed vehicle (including exceeding the licensed number of passengers)	6*	✓		25	Failure to notify the Council of any motoring or criminal convictions, interactions with authorities, cautions etc during period of current licence (Appendix A, 4.3.4)	6-12	✓	✓
13	Failure to display external or internal licence plate or door sign as required (including not attaching plate in suitable manner)	4*	✓		26	Providing false/misleading information on application form, or failing to provide relevant information	6-12*	✓	✓
14	Carrying an offensive weapon in the vehicle	4-12	✓		27	Any other offence not outlined above namely	3-12	✓	✓

Notes:

General

- Those items marked with an asterisk (*) are direct contraventions of the Local Government (Miscellaneous Provisions) Act 1976 or other legislation and may result in prosecution in addition to any points penalty imposed.
- Ticks (✓) indicate potential recipients of penalty points for infringements may result in both driver and operator receiving penalty points.
- Where there is a range in points available an Authorised Licensing Officer has the discretion to award the number of points according to the severity of the breach.
- Points generally remain on the driver's file for a period of 12 months from the date of issue.
- Points awarded for more serious offences (in **bold** print) **may** remain on the driver's file for a period of 36 months.
- Any driver or operator awarded points **resulting in a licences suspension or revocation has a right to appeal to the Magistrates Court within 21 days.**

Drivers

- On accumulation of 12 or more points in a rolling 12-month period, a driver will be subject of a recommendation to suspend his/her licence.
- For drivers on the first occasion of an accumulation of 12 points, the recommendation would be suspension for 28 consecutive days.
- For drivers on the second occasion of an accumulation of 12 points, the recommendation would be **for a licences suspension period not exceeding 3 months or the revocation of licence.**

Operators

- On accumulation of 24 or more points in a rolling 12-month period, an operator will be subject to a recommendation to suspend his/her licence.
- For an operator on the first occasion of an accumulation of 24 points, the recommendation would be suspension of the operator's licence for 28 consecutive days.
- For an operator on the second occasion of an accumulation of 24 points, the recommendation would be **for a licence suspension period not exceeding 3 months or the revocation of licence.**

Guidance

- Once a suspension has been served, all points will be removed.
- Any driver or operator subject to suspension or revocation has a right to appeal to the Magistrates' Court within 21 days of the decision.
- Suspensions and revocations will not be implemented until the 21-day appeals period has elapsed; however, suspensions on public safety grounds will take immediate effect.

The National Register of Refusals and Revocations (NR3 Register)

Requests for information, disclosure of information, and use of information as a result of an entry on National Register of Refusals and Revocations (NR3)

In this policy, the 'first authority' refers to a licensing authority which made a specific entry onto the National Register of Refusals and Revocations; the 'second authority' refers to a licensing authority which is seeking more detailed information about the entry.

I. Overarching principles

This policy covers the use that Cherwell District Council will make of the ability to access and use information contained on the National Register of Taxi Licence Revocations and Refusals (NR3). The NR3 contains information relating to any refusal to grant, or revocation of, a taxi drivers' licence¹. This information is important in the context of a subsequent application to another authority for a drivers' licence by a person who has had their licence refused or revoked in the past.

Cherwell District Council has signed up to the NR3. This means that when an application for a taxi drivers' licence is refused, or when an existing taxi drivers' licence is revoked, that information will be placed upon the register.

When an application for a new drivers' licence, or renewal of an existing drivers' licence is received, Cherwell District Council will make a search of the NR3. The search will only be made by an officer who has been trained in the use of the NR3 and who is acting in accordance with this policy. If details are found that appear to relate to the applicant, a request will be made to the authority that entered that information for further details.

Any information that is received from any other authority in relation to an application will only be used in relation to that application, and the determination of it, and will not be used for any other purpose. Any data that is received will only be kept for as long as is necessary in relation to the determination of that application. This will include the period of processing that application, making a decision, notifying the applicant of the outcome of that decision, and the appeal processes.

For the avoidance of doubt, any such data will be kept for a period of no more than 35 days from the date of the service of the written notification of the determination of the application².

¹ Throughout this policy reference is made to 'taxi drivers' licence.' This generic term covers a hackney carriage drivers' licence, a private hire drivers' licence and a combined/dual licence.

² The appeal period is 21 days from the date on which the written notification of the decision was received by the applicant/licensee. An appeal must be lodged within that time period, and no extension of that period is permissible (see *Stockton-on-Tees Borough Council v Latif* [2009] LLR 374). However, to ensure that the information is available if an appeal is lodged and there is a dispute over time periods, a period of 35 days is specified.

Where an appeal to the magistrates' court is made, the data will be retained until that appeal is determined or abandoned. Where the appeal is determined by the magistrates' court, there is a further right of appeal to the Crown Court. In these circumstances, the data will be retained for a period of no more than 35 days from the date of the decision of the magistrates' court. If an appeal is made to the Crown Court, the data will be retained until that appeal is determined or abandoned. Where the appeal is determined by the magistrates' court or the Crown Court, it is possible to appeal the decision by way of case stated³. Accordingly, the data will be retained for a period of no more than 35 days from the date of the decision of the Crown Court (if the decision was made by the magistrates' court, the retention period has already been addressed). If an appeal by way of case stated is made, the data will be retained until all court proceedings relating to that appeal by way of case stated (which will include potential appeals to the Court of Appeal and Supreme Court) have been determined⁴.

The data will be held securely in accordance with Cherwell District Council's general policy on the secure retention of personal data. At the end of the retention period, the data will be erased and/or destroyed in accordance with Cherwell District Council's general policy on the erasure and destruction of personal data.

ii. Making a request for further information regarding an entry on NR3⁵

When an application is made to Cherwell District Council for the grant of a new, or renewal of, a taxi driver's licence, Cherwell District Council will check the NR3.

Cherwell District Council will make and then retain a clear written record⁶ of every search that is made of the register. This will detail:

- the date of the search;
- the name or names searched;
- the reason for the search (new application or renewal);
- the results of the search; and
- the use made of the results of the search (this information will be entered to the register at a later date).

³ Any appeal by way of case stated must be lodged within 21 days of the decision of either the magistrates court or the Crown Court (see The Criminal Procedure Rules R35.2). To ensure that the information is available if an appeal is lodged by way of case stated and there is a dispute over time periods, a period of 35 days is specified.

⁴ Decisions of the local authority, magistrates' Court and Crown Court are also susceptible to judicial review. Generally, any right of appeal should be exercised in preference to judicial review, but there are occasions when leave has been granted for judicial review in the circumstances. Any application for judicial review must be made "promptly; and in any event not later than 3 months after the grounds to make the claim first arose" (see The Civil Procedure Rules R54.5). If an application for judicial review is made after any relevant data has been destroyed, this authority will request the information again and then retain that information until all court proceedings relating to that judicial review (which will include potential appeals to the Court of Appeal and Supreme Court) have been determined.

⁵ This section of the template policy relates to the submission of a request by the second authority.

⁶ This can be electronic, rather than "pen and paper" hard copy.

This record will not be combined with any other records (i.e. combined with a register of licenses granted) and will be retained for the retention period of 25 years.

If Cherwell District Council discovers any match (i.e. there is an entry in the register for the same name and identifying details) a request will be made to the authority that entered those details (the first authority) for further information about that entry. That request will also include details of Cherwell District Council's data protection policy in relation to the use of any data that is obtained as a result of this process.

This request will be made in writing in accordance with the form at Appendix F(a) of this policy. It will be posted or emailed to the contact address of the authority that entered those details (the first authority) which will be detailed in the register.

III. Responding to a request made for further information regarding an entry on NR3⁷

When Cherwell District Council receives a request for further information from another authority a clear written record will be made of the request having been received.

This record will not be combined with any other records (i.e. combined with a register of licenses granted) and will be retained for the retention period of 25 years⁸.

Cherwell District Council will then determine how to respond to the request. It is not lawful to simply provide information as a blanket response to every request.

Cherwell District Council will conduct a Data Protection Impact Assessment. This will consider how the other authority (the second authority) will use the data, how it will store that data to prevent unauthorised disclosure, the retention period for that data, and the mechanism for erasure or destruction of the data at the end of that period. It is expected that if the second authority has adopted a policy similar to this, that should be a reasonably straightforward process.

Cherwell District Council is satisfied that the other authority's (the 2nd authority) data protection procedures are satisfactory, consideration will then be given as to what information will be disclosed⁹. This will be determined by an officer who has been trained to discharge this function.

Any disclosure must be considered and proportionate, taking into account the data subjects' rights and the position and responsibilities of a taxi driver. Data is held on the NR3 register for a period of 25 years, but Cherwell District Council (the 1st authority) will not disclose information relating to every entry. Each application will be considered on its own merits.

⁷ This section of the template policy relates to the handling by the first authority of a request for information by the second authority.

⁸ This record can be combined with the written record of the action taken as a result of the request.

⁹ If the 1st authority is not satisfied that the 2nd authority's data protection policy is satisfactory, no disclosure can be made. In such circumstances it is essential that discussion takes place as a matter of urgency between the data protection officers of the 1st authority and the 2nd authority.

Cherwell District Council will disclose information relating to a revocation or refusal to grant a drivers' licence in accordance with the timescales contained within the 'Cherwell District Council guidance on determining the suitability of applicants and licensees in the hackney and private hire trades'.

Where the reason for a refusal to grant or a revocation relates to a conviction which is within the timescales determined in those guidelines, there is a presumption that the information will be disclosed. Where the reason for a refusal to grant or a revocation relates to a conviction which is outside the timescales determined in those guidelines, there is a presumption against disclosure of the information. However, in every case consideration will be given to the full circumstances of the decision and there may be occasions where information is provided or withheld otherwise than in accordance with the presumptions above.

Any information about convictions will be shared in accordance with this policy under part 2 of scheduled 1 to the Data Protection Act (DPA) 2018; that is, the processing is necessary for reasons of substantial public interest in connection with the exercise of a function conferred on the authority by an enactment or rule of law.

The officer will record what action was taken and why. Cherwell District Council will make and then retain a clear written record¹¹ of every decision that is made as a result of a request from another authority. This will detail:

- the date the request was received
- how the data protection impact assessment was conducted and its conclusions
- the name or names searched
- whether any information was provided
- if information was provided, why it was provided (and details of any further advice obtained before the decision was made)
- if information was not provided, why it was not provided (and details of any further advice obtained before the decision was made) and
- how and when the decision (and any information) was communicated to the requesting authority. This record will not be combined with any other records (i.e. combined with a register of licenses granted) and will be retained for the retention period of 25 years

iv. Using any information obtained as a result of a request to another authority

When Cherwell District Council receives information as a result of a request that has been made to another authority, it will take that information into account when determining the application for the grant or renewal of a taxi drivers' licence. This will be in accordance with the usual process for determining applications contained in the Cherwell District Council Taxi and Private Vehicle Licensing Policy.

¹¹ This can be electronic, rather than "pen and paper" hard copy.

Cherwell District Council will make and then retain a clear written record of the use that is made of the results of the search (this information will be added to the register detailed above).

Information that is received may warrant significant weight being attached to it, but it will not be the sole basis for any decision that Cherwell District Council will make in relation to the application.



Requestor NR3 Information Disclosure Form (Fa)

This form is submitted following a search of the National Register of Refusals and Revocations (NR3).

(For completion by requestor authority)

Name of licensing authority requesting information: Cherwell District Council

Requestor authority reference number:

Name of licensing authority from which information is sought:

..... Name of individual in respect of whom the request is made:

..... Decision in respect of which the request is made: Refusal /

revocation Other details for this record:

Address:

Driving licence #:

..... NI #:

Reference number:

Declaration by requesting authority:

The authority hereby confirms that this information is being sought in connection with the exercising of its statutory function to ensure that holders of taxi / PHV licences are fit and proper persons, and that the processing of this data is therefore necessary in the performance of a task carried out in the public interest.

The information provided below will only be processed, used and saved by the authority in connection with this particular application and in accordance with all relevant data and privacy requirements, as previously advised by the authority to applicants for and existing holders of taxi and PHV licenses, and will be retained in accordance with the Authority's retention policy relating to the provision of such information.

To enable the authority to conduct a data protection impact assessment, details of this authority's policy in relation to the use of information obtained as a result of this request can be obtained at Licensing@Cherwell-DC.gov.uk

All data processing and sharing undertaken by this authority on the NR3, and with individual authorities in regard to entries on the NR3 will be undertaken in accordance with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). The legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, You may contact our data protection and information security officer by emailing informationgovernance@cherwell-dc.gov.uk

or by post.

The Information Governance Team

Cherwell District Council, Bodicote House, Bodicote, Banbury, Oxfordshire. OX15 4AA

Signed:

Name:

Position:

Date:

Requestor NR3 information disclosure form

(For completion by providing authority)

Further information to support the decision recorded on NR3 in respect of the above-named individual

Declaration by providing authority

The authority hereby confirms that it has conducted a data protection impact assessment.

It also confirms that the information above is accurate and has been provided after thorough consideration by the authority as to the proportionality and lawfulness of making this disclosure. The information reflects the basis on which the decision recorded in the National Register of Refusals and Revocations was made. In the event that the authority becomes aware that this information is no longer accurate, we will advise the above-named authority accordingly.

The authority also confirms that, as part of the basis for securing, retaining, or applying for a taxi / PHV licence, the above-named individual has been made aware of to the fact that this information will be shared, in accordance with all relevant data and privacy requirements

Signed:

Name:

Position:

Date:

Vehicle Emission Standards

Cherwell District Council has previously declared a climate emergency and is now working to support the district to become a carbon net zero area. Over the life of this policy, we will work in partnership with neighbouring authorities and other partners to improve the infrastructure for both electric and hydrogen vehicles. The Euro emissions standards aim to reduce the levels of harmful exhaust emissions, these include: Nitrogen oxides (NOx), Carbon monoxide (CO), Hydrocarbons (HC), Particulate matter (PM).

As well as damaging our climate these pollutants can harm our lungs and worsen chronic illnesses, such as asthma, lung and heart disease. Therefore, our proposals are as follows:

	Hackney Carriage and Private Hire Vehicles	
	Renewal	New Grants
Date Policy Adopted	All HCV must meet minimum Euro 4 emission standard	Ultra Low Emission Vehicles including Hydrogen Vehicles Petrol Hybrid Euro 5+
1st March 2024	Ultra Low Emission Vehicles including Hydrogen Vehicles Petrol Hybrid Euro 5+ Petrol Euro 6 (Any vehicle registered from 1st Sept 2014 onwards) Diesel Euro 6 (Any vehicle registered from 1st Sept 2014 onwards) <i>Please note the above category vehicles will only have licenses renewed until the 28th February 2033 without exception.</i>	Petrol Euro 6 (Any vehicle registered from 1st Sept 2014 onwards) Diesel Euro 6 (Any vehicle registered from 1st Sept 2014 onwards) <i>*Any replacement vehicle whether temporary or permanent must meet ULEV standards or meet the same level of vehicle emission standards or better than the vehicle that is being replaced.</i>
1st March 2030	Ultra Low Emission Vehicles including Hydrogen Vehicles Petrol Hybrid Euro 5+ Petrol Euro 6 (Any vehicle registered from 1st Sept 2014 onwards) Diesel Euro 6 (Any vehicle registered from 1st Sept 2014 onwards) <i>Please note the above category vehicles will only have licenses renewed until the 28th February 2033 without exception.</i>	Must meet Ultra-Low Emission (ULEV) standard i.e. Electric Vehicles; Hydrogen vehicles etc <i>*Any replacement vehicle whether temporary or permanent must meet ULEV standards or meet the same level of vehicle emission standards or better than the vehicle that is being replaced.</i>
1st March 2033	Must meet Ultra-Low Emission (ULEV) standard i.e. Electric Vehicles; Hydrogen vehicles etc <i>The three-year extension on renewals is to allow new vehicles licensed now or within the last three year to run their course.</i>	

Standards guidance	
Euro Emission Standards (e.g. EURO 4)	Euro Standards are exhaust pollution limits for new car models, introduced by the European Union in the early 1990s, starting with Euro 1. The current Euro Standard is Euro 6. Euro 4 was introduced in 2006
Euro 6	The Euro 6 standard imposes a further, significant reduction in NOx emissions from diesel engines (a 67% reduction compared to Euro 5) and establishes similar standards for petrol and diesel.
Ultra-Low Emission Vehicles (ULEVs)	ULEV'S, are vehicles meeting the UK government's definition (as of November 2018) These vehicles have CO2 emissions of less than 75 grams of CO2 per kilometre (g/km) Recognising advances in technology from 2021 it is expected to define an ULEV as a car or van that emits less than 50g/km CO2.

The above vehicle emissions standards have been carefully considered and have been phased in taking into account we issue licenses for vehicle up to 10 years old if the licence has continually been renewed and the vehicle maintained in accordance with the Policy. Therefore, this policy on vehicle emissions did not want to unfairly impact financially the taxi trade.

From 2030 all vehicles at the time of first licensing must be propelled by either electric or hydrogen. Please note, this clause will be reviewed again at the time of the next 5-year Policy review in 2028 which occurs before the above clause comes into force. That Policy review will consider the availability of sufficient infrastructure to support electric and hydrogen vehicles, the availability of such vehicles and suitability of models available whilst also considering the affordability of those vehicles.

* When a vehicle has been replaced following a vehicle accident or damage, the replacement vehicle may be like for like with regards to emissions and euro categorisations up to the accident vehicle age reaching 10 years old. After the 10-year age threshold has been met, or exceeded, the existing licensed vehicle will not be renewed, and any replacement vehicle must meet the relevant policy euro category.