



Meeting of Council

Monday 27 February 2023

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA on Monday 27 February 2023 at 6.30 pm, and you are hereby summoned to attend.

Yvonne Rees
Chief Executive

Friday 17 February 2023

AGENDA

1 Apologies for Absence

2 Declarations of Interest

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

3 Communications (Pages 13 - 14)

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

4 Petitions and Requests to Address the Meeting

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

Addresses may be presented by:

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

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

Requests to address the meeting (including the agenda item and reason for the address) should be submitted to democracy@cherwell-dc.gov.uk The deadline for requests to address this meeting is noon on Friday 24 February 2023.

The deadline to present a petition to this meeting has passed.

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

5 Urgent Business

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

6 Minutes of Council (Pages 15 - 32)

To confirm as a correct record the Minutes of Council held on 19 December 2023.

7 Minutes

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

The Leader of the Council to formally propose that the minutes of the meetings of the Executive and Portfolio Holder Decisions as set out in the Minute Book (circulated separately) be received and to report that since the last meeting of Council held on 19 December 2022 no key and/or exempt decisions have been taken by the Executive which were not included in the 28 day notice.

- b) Minutes of Committees

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

8 Questions (Pages 33 - 34)

- a) Written Questions

Two written questions have been submitted with advance notice in accordance with the Constitution. These are attached to the agenda.

| | |
|----------------------|--------------------------------|
| Question from: | Question topic: |
| Councillor Broad | Pan Regional Partnership (PRP) |
| Councillor Middleton | Five Year Housing Land Supply |

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

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

b) Questions to the Leader of the Council

The Chairman to invite questions to the Leader of the Council (including any matters arising from the minutes).

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

c) Questions to Committee Chairmen on the Minutes

The Chairman to invite questions to Chairmen of Committees on any matter arising from the minutes of their committee (if any).

Council Business Reports

9 Members' Allowance 2023/2024 (Pages 35 - 68)

Report of Assistant Director Law and Governance and Monitoring Officer

Purpose of 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 (the "Panel") attached at Appendix 1.

Recommendations

The meeting is recommended to:

- 1.1 Consider the levels of allowances to be included in the 2023/2024 Members' Allowances Scheme, and whether the Panel's recommendations (as set out at paragraph 3.1 of this report and Appendix 1) should be adopted or modified in any way.

- 1.2 Authorise the Assistant Director Law and Governance to prepare an amended Members' Allowances Scheme, in accordance with the decisions of Council for implementation with effect from 1 April 2023.
- 1.3 Authorise the Assistant Director of Law and Governance 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).
- 1.4 Thank the Independent Remuneration Panel for its report and set a fee of £300 for each Panel Member for the work carried out on this review and propose the same level of fee for any reviews carried out in 2023/2024 capped at a maximum of £1200 per person, which can be funded from existing budgets.

10 Budget Setting for 2023/24 and the Medium-Term Financial Strategy up to 2027/28 (Pages 69 - 306)

Report of Assistant Director of Finance (S151)

Purpose of report

This report is the culmination of the Budget and Business Planning process for 2023/24 to 2027/28 and sets 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 to recommend to full Council.

The Council adopts a forward looking and anticipatory approach to its financial management, which was acknowledged by the recent Peer Review in November 2022. The Council plans for, and continues to succeed in, encouraging and facilitating economic growth across the district. This success flows through to the Council's finances, reflected in the level of income received from business rates and the New Homes Bonus grant.

The Council has proactively monitored both the economic situation and Government announcements over the past 12 months and devised and implemented a budget and business planning strategy that has delivered within the constraints identified, consulting on a proposed balanced budget in November 2022. The Council was able to identify the risk of interest rate rises at an early stage, locking in low interest rates for all of its planned borrowing requirements, meaning only new borrowing requirements will need to be taken at higher rates.

The proposed net budget for the Council is £28.2m, which is an increase of £4.6m from 2022/23. A Band D Council Tax of £148.50 is proposed for the year which is an increase of £5 compared to 2022/23. The Capital Programme for the period 2023/24 – 2027/28 is proposed to be £35.9m. The Council plans to fund £2.0m of budget pressures and will deliver £1.0m of savings proposals as part of the 2023/24 budget.

Recommendations

The Council is recommended to:

- 1.1 Have regard to the statutory report of the Chief Finance Officer (Section 25 report) at Appendix 3 in approving recommendations 1.3 – 1.10.
- 1.2 Approve the proposed Fees and Charges schedule for 2023/24 (Appendix 7) and statutory notices be placed where required.
- 1.3 Consider and note the Equality Impact Assessment of the Budget (Appendix 8)
- 1.4 Approve a pension fund prepayment for the years 2023/24 – 2025/26 of £5.7m.
- 1.5 In relation to the Business Plan (Section 3.1) to approve:
 - 1.5.1 The Business Plan and Annual Delivery Plan set out in Appendices 1 and 2 respectively.
- 1.6 In relation to the Revenue Budget (Section 3.3) and Medium-Term Financial Strategy (MTFS) (Section 3.6) to approve:
 - 1.6.1 The net revenue budget for the financial year commencing on 1 April 2023, as set out in Table 3.3.1, and further analysed in the Budget Book provided at Appendix 12
 - 1.6.2 The MTFS and Revenue Budget 2023/24 (Sections 3.6 and 3.3 respectively), including the Savings Proposals, and Pressures included at Appendices 4 and 5 respectively.
- 1.7 In relation to Council Tax to approve:
 - 1.7.1 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.
 - 1.7.2 For long term empty properties, an additional Council Tax premium will be charged 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.
 - 1.7.3 Removal of the 25 percent discount currently available for 12 months to properties that are uninhabitable or undergoing structural repairs.
- 1.8 In relation to the Capital Programme and related strategies (Section 3.4) to approve:
 - 1.8.1 The Capital Bids 2023/24 and Capital Programme 2023/24 – 2027/28 at Appendix 17 and 18 respectively.
 - 1.8.2 The Capital and Investment Strategy 2023/24 (Appendix 19) and revised 2022/23 (Appendix 20) including the Minimum Revenue Provision (MRP) Policy.
 - 1.8.3 The Treasury Management Strategy 2023/24, including the Prudential Indicators, and Affordable Borrowing Limit for 2023/24 (Appendix 21).

- 1.9 In relation to reserves to approve (Section 3.5):
- 1.9.1 A minimum level of General Balances of £6m as supported by Appendix 15.
 - 1.9.2 The Reserves Policy (Appendix 14).
 - 1.9.3 The medium-term reserves plan described in Appendix 16.
- 1.10 In relation to the Pay Policy Statement approve:
- 1.10.1 The Pay Policy Statement, as required by the Localism Act 2010, detailed in Appendix 9.

11 Adjournment of Council Meeting

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

12 Calculating the amounts of Council Tax for 2023/24 and setting the Council Tax for 2023/24 (Pages 307 - 316)

Report of Assistant Director of Finance

Purpose of report

To detail the calculations for the amounts of Council Tax for 2023/24 and the setting of Council Tax for 2023/24.

Recommendations

It is recommended that the Council resolves: -

- 1.1 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 Appendix 1.
- 1.2 That the Council Tax requirement for the Council's own purposes for 2023/24 (excluding Parish Precepts and Special Expenses) is £8,640,369.
- 1.3 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 Appendix 2.
- 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.

1.4 It be noted that for the year 2023/24 the Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley have issued precepts to the Council, in accordance with Section 40 of the 1992 Act, for each category of dwellings in the Council's area as indicated below: -

| 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 |

1.5 The Council, in accordance with Sections 30 and 36 of the 1992 Act, hereby sets the amounts shown in Appendix 2 as the amounts of Council Tax for the year 2023/24 for each part of its area and for each of the categories of dwellings.

1.6 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.

13 **LGA Corporate Peer Challenge 2023** (Pages 317 - 354)

Report of Chief Executive

Purpose of 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 CPC has provided a very positive picture of the Council and has recognised the considerable achievement of responding to the covid pandemic and decoupling its partnership from OCC, during which service delivery for its residents was always at the centre of its decision making. The recommendations are all in line with current activity and provide a powerful base from which the organisation can move forward as a standalone and ambitious District Council – one that takes pride in putting our residents and communities at the heart.

Recommendations

The meeting is recommended:

- 1.1 To endorse the Local Government Association Corporate Peer Challenge report (Appendix 1).
- 1.2 To approve the Corporate Peer Challenge Action Plan (Appendix 2).
- 1.3 Note the progress that has already been made towards the Peer Review recommendations, which are set out in the proposed Action Plan.

14 **Updates to Constitution** (Pages 355 - 360)

** Please note the appendices to this report will follow **

Report of Monitoring Officer

Purpose of report

The Constitution is the document by which, in accordance with the law, the Council exercises all its powers and duties. It is essential that it is reviewed to ensure it remains 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 are also changes proposed for some of the committees identified in this report.

Recommendations

The meeting is recommended:

- 1.1 To approve the amendments to the Constitution referred to in this report and its appendices.

- 1.2 To delegate authority 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).

15 Revisions to the Council's Taxi and Private Hire Licensing Policy (Pages 361 - 512)

Report of Assistant Director of Regulatory Services & Community Safety

Purpose of report

In December 2022 a public consultation commenced on proposed changes to the Council's Taxi and Private Hire Licensing Policy ('the policy'). This public consultation closed on 31 January 2023.

Changes to the policy require approval by Council. This report provides a summary of the background to the proposed changes to the policy, the consultation process followed, a summary of consultation responses to date and the proposed revisions to the policy resulting from those responses.

The Council has a statutory duty to ensure the proper administration of taxi licensing legislation in the district. Taxi services are an important part of the local economy and therefore fulfilling this statutory duty contributes to the Council's priority to ensure the district has an enterprising economy with strong and vibrant local centres. The primary purpose of the licensing regime is to promote public safety and therefore the Council's work to licence taxi drivers, vehicles and operators also supports the commitment to work with partners to reduce crime and antisocial behaviour. Further, the proposed revisions to the licensing policy include 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.

Recommendations

The meeting is recommended:

- 1.1 To note the work done to prepare a revised and updated Taxi and Private Hire Licensing Policy and the outcomes of the public consultation on that revised policy.
- 1.2 To agree that the Council adopts the revised Taxi and Private Hire Licensing Policy and supporting appendices provided with this paper.

16 Appointment of Independent Persons to Accounts, Audit and Risk Committee (Pages 513 - 518)

Report of Monitoring Officer

Purpose of report

To appoint Independent Persons to the Accounts, Audit and Risk Committee.

Recommendations

The meeting is recommended:

- 1.1 to amend the membership of the Accounts, Audit and Risk Committee to include two Independent Persons (non-voting).
- 1.2 to endorse the appointment of Sarah Thompson as an Independent Person, to be appointed for a four year term expiring on the date of the February Council meeting in 2027 and to delegate authority to the Monitoring Officer to make the appoint subject to the receipt of satisfactory references (if not received before the Council meeting).
- 1.3 to endorse the appointment of Harry Lawson as an Independent Person, to be appointed for a four year term expiring on the date of the February Council meeting in 2027 and to delegate authority to the Monitoring Officer to make the appoint subject to the receipt of satisfactory references (if not received before the Council meeting).
- 1.4 to note 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.

17 Motions (Pages 519 - 522)

To debate the following motions which have been submitted with advance notice, in accordance with the Constitution (to be debated in the order submitted).

| Topic | Proposer | Seconder |
|--|--------------------------|----------------------------|
| Children's health, wellbeing and access to educational provision | Councillor Eddie Reeves | Councillor Adam Nell |
| Housing Affordability Mix | Councillor Ian Middleton | Councillor Hannah Banfield |
| London Road Crossing, Bicester | Councillor Nick Cotter | Councillor Chris Pruden |

Please note that the deadline to submit motions has passed. The deadline for Members to submit amendments to motions is noon on Thursday 23 February. No amendments will be permitted after this deadline.

Any amendments submitted will be published as a supplement to the agenda on the afternoon of Friday 24 February. Amendments for motions will be dealt with in the order submitted.

For information

Please note:

Members are advised that the next scheduled meeting of Council is the Annual Council meeting on Wednesday 17 May 2023. Written questions and motions are not included on the Annual Council agenda. The next Council meeting at which motions and written questions may be submitted is Monday 17 July 2023.

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

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 prior to the start of the meeting.

Declarations of Interest

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

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

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

Evacuation Procedure

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

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

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CHAIRMAN'S ATTENDANCE

20 December 2022 – 27 February 2023

22 January

The Chairman and his wife attended The Mayor of Bicester's Chinese New Year Event in Garth Park. Local businesses and people from the Bicester community joined the Mayor at the first Chinese New Year celebration event organised by Bicester Town Council. Donations collected during the event will go to the Mayor's chosen charities of Nai's House, Bicester and Heyford Veterans and Causeway Carers.

27 January

At the invitation of the Lord Mayor of Oxford, the Chairman and his wife joined Members of the City Council and representatives from Oxford's faith communities at a service to mark Holocaust Memorial Day. This year's theme was Ordinary People and featured an interview with Leslie Spiro whose father, Harry Spiro, was one of the 732 children who survived the camps, travelled to Britain in 1945 and became known as "The Boys". Holocaust Historian, Cailee Davis, also reflected on how the Holocaust will soon become removed from living memory as a post-witness era approaches.

16 February

The Chairman and his wife joined other members of the Civic community and the Lord Lieutenant of Oxfordshire at The Oxfordshire Scout and Guide Gang Show at Radley College in Abingdon. The event has been going for 70 years and remains a showcase for the talent and commitment of young people from the Scout and Guide organisations across Oxfordshire. All performers were between the ages of 8 and 25 who were provided with an opportunity to perform in front of a large live audience.

19 February

The Chairman hosted an Afternoon Tea and Talk* (Memoirs of a Royal Butler and Footman) by Ian Scott-Hunter from his charity, Alexandra House of Joy, at the Wroxton House Hotel near Banbury.

****At the time of issuing papers for the Council meeting this event had not taken place and so will be reported on at the next meeting.***

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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 19 December 2022 at 6.30 pm

Present:

Councillor Les Sibley (Chairman)

Councillor Andrew Beere
Councillor Rebecca Biegel
Councillor Nathan Bignell
Councillor Maurice Billington
Councillor Mike Bishop
Councillor John Broad
Councillor Hugo Brown
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Colin Clarke
Councillor Patrick Clarke
Councillor Jean Conway
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 Kieron Mallon
Councillor Nicholas Mawer
Councillor Fiona Mawson
Councillor Ian Middleton
Councillor Perran Moon
Councillor Richard Mould
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 Dorothy Walker
Councillor Amanda Watkins
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Bryn Williams

Councillor Barry Wood
Councillor Sean Woodcock

Also Present Virtually:

Councillor Katherine Tyson

Apologies for absence:

Councillor Jason Slaymaker (Vice-Chairman)
Councillor Hannah Banfield
Councillor Ian Corkin
Councillor Nick Cotter

Officers:

Ian Boll, Corporate Director Communities
Michael Furness, Assistant Director Finance & S151 Officer
Shiraz Sheikh, Assistant Director Law, Governance & Democratic
Services/Monitoring Officer
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Yvonne Rees, Chief Executive
Nicola Riley, Assistant Director Wellbeing & Housing

50 **Welcome**

The Chairman welcomed Members, officers and guests to the meeting.

The Chairman advised that Councillor Tyson was joining the meeting virtually and could speak on items but had no voting rights or rights to propose or second items.

51 **Declarations of Interest**

There were no declarations of interest.

52 **Communications**

Former Councillors John Hunter, John Giddings MBE and Carole Mason
Since the last meeting of Council, former Councillors John Hunter, John Giddings MBE and Carole Mason had sadly passed away.

Former Councillor John Hunter passed away on 5 November 2022. He represented the Fringford ward from 1986 to 2002. Former Councillor Hunter

was Leader of the Liberal Democrat Group and served on numerous committees, notably Group spokesperson on Policy and Resources.

Former Councillor John Giddings MBE passed away in November 2022, aged 99 years. Former Councillor Giddings represented the Banbury Easington ward from 1992 to 1996. Former Councillor Giddings MBE was a Conservative member appointed to numerous committees, including Northern Area Planning Sub-Committee Banbury Sports Ground Management Company and was Vice-Chair/Deputy Group Spokesperson on the Finance Sub Committee. Mr Giddings MBE was also a Banbury Charter Trustee, serving as Mayor from 1994-95 and was Chairman of the Burma Star Association.

Former Councillor Carole Mason passed away on 21 October 2022. Former Councillor Mason represented to Bicester East ward between 1995 and 1999. A Labour Group member, for Councillor Mason served on numerous committees, notably chairing Resources and being Vice-Chair of Personnel Sub. Former Councillor Mason was also a member of Bicester Town Council.

On behalf of Council, the Chairman extended condolences to the family and friends of former Councillors Giddings MBE, Hunter and Mason.

Council observed a minutes silence in honour of former Councillors Giddings MBE, Hunter and Mason.

Chief Constable of Thames Valley Police and Police & Crime Commissioner at Overview and Scrutiny

The Chief Constable and Police and Crime Commissioner for Thames Valley would be attending Overview & Scrutiny Committee on Tuesday 24 January, to give their annual presentation. This had previously been an item at full Council but had moved to Overview & Scrutiny as the committee with responsibility for the crime and disorder panel functions of the council.

All non-Committee Members were welcome to attend the meeting. Members were asked to advise the Democratic and Elections Team if they planned to attend or wished to submit a question for either the Chief Constable or the Police and Crime Commissioner.

Chairman's Engagements

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

Chairman's Charity Dinner

The Chairman's Charity Dinner was held on Saturday 19 November. The Chairman paid tribute to his PA, Liz Matthews, for her hard work arranging the event and Alex Robinson for her excellent efforts in raising £1400 from selling raffle tickets. The Chairman expressed gratitude to everyone who attended the event and for all donations. It was a very successful event with £4400 raised going to Alexandra House of Joy, the charity the being supported during the term as Chairman.

Meeting Length

Due to the length of the agenda, out of courtesy to other Members, the Chairman asked Members to remain in your seat during items and advised, if needed, he would adjourn the meeting to allow for a comfort break at a suitable point. The Chairman also reminded Member to be courteous to each other when addressing the meeting.

Members' Pigeon Holes

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

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

There were no petitions or requests to address the meeting.

54 **Urgent Business**

There were no items of urgent business.

55 **Minutes of Council**

The minutes of the meeting held on 17 October 2022 were agreed as a correct record and signed by the Chairman, subject to the following amendment:

Minute 39 – Questions

Under a) Written Questions, add “Minister” to the end of the third paragraph.

56 **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 Portfolio Holder decisions as set out in the Minute Book be received and that it be noted that since the last meeting of Council on 17 October 2022 no key 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.

Questions

a) Written Questions

The Chairman advised Council that one 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. A response to the question had been published as a supplement to the agenda (and are an annex to the Minutes as set out in the Minute Book).

The question was from Councillor Sibley and was in relation to the North West Bicester ECO Development.

Councillor Sibley thanked the Leader for the response. By way of a supplementary question, Councillor Sibley commented that funding was being considered by both Cherwell District Council and Oxfordshire County Council officers and asked if Homes England were involved in the discussions for realignment.

The Leader responded to the supplementary question advising that Homes England were being kept informed about the discussions and there may be formal involvement in due course.

b) Questions to the Leader of the Council

Questions were asked and answers received on the following issues:

Councillor Cherry: Fly tipping

Councillor Patrick: Botley West Solar Farm proposal (the Leader undertook to request officers to provide a draft email for Members to response to residents' queries)

Councillor Middleton: Government support to local authorities for hosting Ukrainian refugees

Councillor Middleton: Affordable housing in Kidlington (the Leader undertook to respond in writing)

Councillor Middleton: Consideration of the draft Local Plan by the Overview and Scrutiny Committee on 11 January 2023

Councillor Woodcock: Introduction of Voter ID arising from the Elections Act 2022

Councillor Watkins: Sunshine Centre, Banbury

Councillor Pruden: Pioneer Square, Bicester (the Portfolio Holder for Property undertook to respond in writing)

Councillor Broad: Methodology of calculating housing need by Oxfordshire district councils and the city council

Councillor Broad: Allocation of land for solar farms in the Cherwell Local Plan

c) Questions to Committee Chairmen on the Minutes

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

Council Tax Reduction Scheme 2023/24

The Assistant Director of Finance submitted a report to enable Council to approve the banded scheme for Council Tax Reduction for the financial year 2023/24 and to note potential changes to Council Tax discounts and reliefs which were currently subject to consultation as part of the Council's budget consultation

Resolved

- (1) That the contents of the report and the financial implications for the Council be noted.
- (2) That the following be approved:
 - The option of no change to the Council Tax Reduction Income Banded Scheme for Working Age Customers for 2023 -24
 - To amend Working Age Regulations in line with annual uprating; and to amend the Council Tax Regulations for pensioners in line with uprating announced by Department for Levelling Up, Housing and Communities.
- (3) That it be agreed that the levels of Council Tax discounts and premiums for 2023-24 remain the same as previous years and remain as follows:
 - Retain the discount for second homes at zero
 - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter zero.
 - Retain the empty homes premium of an additional 100% for properties that have remained empty for more than 2 years (total Council Tax payable 200%).
- (4) That it be noted that the following Council Tax discounts and premiums are currently proposed to change as part of the Council's 2023/24 budget consultation:
 - Introduce an empty homes premium of an additional 200% for properties that have remained empty for more than 5 years (total Council Tax payable 300%)
 - Introduce an empty homes premium of an additional 300% for properties that have remained empty for more than 10 years (total Council Tax payable 400%)
 - Removal of the 25% discount for 12 months (zero thereafter) for dwellings which are vacant and undergoing major repair work to render them habitable.

Amendments to Proportionality Calculations and Committee Membership and Outside Body Representative

The Chief Executive submitted a report for Council to note the amendments to the constitution of political groups and amendments to the proportionality calculations and committee membership arising from a change to political Group membership.

Resolved

- (1) That the amended constitution of Political Groups be noted.
- Conservative Group – 25 members (all Conservative councillors)
 - Group Leader: Councillor Barry Wood
 - Progressive Oxfordshire Group – 12 members (comprising 7 Liberal Democrat, 2 Green and 3 Independent (Cllrs Broad, Cotter and Banfield) councillors)
 - Group Leader: Councillor Katherine Tyson
 - Labour Group – 9 members (comprising all Labour / Labour & Co-operative councillors)
 - Group Leader: Councillor Sean Woodcock
 - Independent Group – 2 members (comprising 2 Independent councillors, Cllrs Sibley and Webster)
 - Group Leader: Councillor Les Sibley
- (2) That the amended allocation of seats on committees that are subject to the political balance requirements be noted:

| Committee | TOTAL | Conservative | Progressive Oxfordshire | Labour | Independent |
|--|--------------|---------------------|--------------------------------|---------------|--------------------|
| Accounts, Audit & Risk Committee | 8 | 4 | 2 | 2 | 0 |
| Appeals Panel | 10 | 6 (+1) | 2 | 2 | 0 |
| Budget Planning Committee | 12 | 6 | 3 | 2 | 1 |
| Licensing Committee | 12 | 6 | 3 | 2 | 1 |
| Overview & Scrutiny | 12 | 6 | 3 | 3 (+1) | 0 (-1) |
| Personnel Committee | 12 | 6 | 3 | 2 | 1 |
| Planning Committee | 18 | 10 (+1) | 5 | 2 (-1) | 1 |
| Standards Committee | 8 | 4 | 2 | 2 | 0 |
| Proportional Total by Committee | 92 | 46 | 23 | 17 | 5 |
| Aggregate Entitlement | 92 | 48 | 23 | 17 | 4 |
| Adjustment Required | N/A | Plus 2 | 0 | 0 | Minus 1 |

- (3) That the amendments to committee membership, as advised by the respective Leaders of the Progressive Oxfordshire Group and Labour Group be noted:

- **Labour Group**

Appeals Panel

Remove – Councillor Hannah Banfield (as no longer Labour Group member)

Add – Councillor Sean Woodcock

Licensing Committee

Remove – Councillor Hannah Banfield (as no longer Labour Group member)

Planning Committee

Remove permanent member – Councillor Amanda Watkins

Remove named substitute – Councillor Dr Chukwudi Okeke

Standards Committee

Remove – Councillor Hannah Banfield (as no longer Labour Group member)

Add – Councillor Sean Woodcock

- **Progressive Oxfordshire**

Licensing Committee

Add – Councillor Hannah Banfield (as Progressive Oxfordshire Group member)

Planning Committee

Add permanent member – Councillor David Hingley (previously named substitute)

Add named substitute – Councillor Nick Cotter (to replace Councillor David Hingley)

Add named substitute – Councillor Angus Patrick (new named substitute)

- (4) That Councillor Sandy Dallimore be appointed as Cherwell District Council's representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.

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Motions

The Chairman advised that five motions had been submitted. Amendments to one of the motions had been submitted. In line with the Constitution, no further amendments were now permitted.

Motion: One Planet Living

It was proposed by Councillor Sames and seconded by Councillor Broad that the following motion be adopted:

“In 2019 CDC declared a climate a climate emergency committing to ensure our operations and activities are net zero by 2030 and to do our part to achieve a net zero district by 2030 through leading by example. CDC’s Climate Action Framework sets out the detail of how this will be achieved and emissions have reduced by 51% between 2008/09 to 2020/21.

However, responding to the climate emergency requires more than simply reducing carbon emissions. Currently our lifestyles consume the resources of 3 planets, we must do better to live within our means and the resources of one planet.

One Planet Oxfordshire is a collaboration of councils, businesses, schools and community groups that have a vision of a world in which people enjoy happy, healthy lives within their fair share of the earth’s resources, whilst leaving space for wildlife and wilderness. It’s about living and growing sustainably to minimise impacts on the environment and maximise benefits to people.

At August’s Overview and Scrutiny committee the ten One Planet principles that contribute to planning, delivering and committing to a more sustainable future were presented to offer a framework within which the council could operate.

These principles are:

- Health and happiness
- Equity and local economy
- Culture and community
- Land and nature
- Sustainable water
- Local and sustainable food
- Travel and transport
- Materials and product
- Zero waste
- Zero carbon energy

This council resolves to support the One Planet Oxfordshire shared vision and commits to review operations and activities using the One Planet Living Framework.”

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.

Motion: Tenants Charter

It was proposed by Councillor Woodcock and seconded by Councillor Okeke that the following motion be adopted:

“The coroner's inquest into the death of Awaab Ishak in Rochdale should, like the Grenfell Tower Fire, be a watershed moment in the relationship between tenants and landlords.

Yet with 50% of properties in Cherwell not meeting basics energy efficiency standards and an energy bill crisis, tenants risk being left in cold, damp and mouldy properties.

This council recognises its key role in protecting tenants in both the private and social rented sectors

And this council calls on the Executive:

1. To establish a Tenants Charter setting out minimum standards that the council and that all tenants expect.
2. To run a public awareness campaign of the Charter, encouraging tenants to be aware of their rights and of where local sources of advice and support can be found.
3. To call on the government to bring forward the Private Renters Reform Bill, the promised ban on 'no fault' evictions and to commit to a national campaign of insulating poor homes."

Councillor Mawer proposed the following amendment (amendments struck through and revised text in italics), which was duly seconded by Councillor Wood.

“The coroner's inquest into the death of Awaab Ishak in Rochdale should, like the Grenfell Tower Fire, be a watershed moment in the relationship between tenants and landlords.

Yet with 50% of properties in Cherwell not meeting basics energy efficiency standards and an energy bill crisis, tenants risk being left in cold, damp and mouldy properties.

This council recognises its key role in protecting tenants in both the private and social rented sectors

And this council calls on the Executive:

1. To establish a Tenants Charter setting out minimum standards that the council and that all *Council* tenants expect.
2. To *ask officers to engage with registered social landlords and private landlords to seek improvements in standards, in line with those this Council will adopt.* ~~run a public awareness campaign of the Charter, encouraging tenants to be aware of their rights and of where local sources of advice and support can be found.~~

3. To call on the government to bring forward the Private Renters Reform Bill, the promised ban on 'no fault' evictions and to commit to a national campaign of insulating poor homes."

The amendment was debated. In the course of the debate it was proposed by Councillor Woodcock and seconded by Councillor Watkins that a recorded vote be taken. Having been proposed and seconded, a recorded vote on the amendment was duly taken and Members voted as follows:

| | |
|-------------------------------|---------|
| Councillor Andrew Beere | Against |
| Councillor Rebecca Biegel | Against |
| Councillor Nathan Bignell | For |
| Councillor Maurice Billington | For |
| Councillor Mike Bishop | For |
| Councillor John Broad | Abstain |
| Councillor Hugo Brown | For |
| Councillor Phil Chapman | For |
| Councillor Mark Cherry | Against |
| Councillor Colin Clarke | For |
| Councillor Patrick Clarke | For |
| Councillor Gemma Coton | Against |
| Councillor Andrew Crichton | Against |
| Councillor Sandy Dallimore | For |
| Councillor John Donaldson | For |
| Councillor Donna Ford | For |
| Councillor Ian Harwood | For |
| Councillor David Hingley | Against |
| Councillor Matt Hodgson | Against |
| Councillor Kieron Mallon | For |
| Councillor Nick Mawer | For |
| Councillor Fiona Mawson | Against |
| Councillor Ian Middleton | Against |
| Councillor Perran Moon | Against |
| Councillor Richard Mould | For |
| Councillor Adam Nell | For |
| Councillor Dr Chukwudi Okeke | Against |
| Councillor Angus Patrick | Against |

| | |
|----------------------------|---------|
| Councillor Lynn Pratt | For |
| Councillor Chris Pruden | Against |
| Councillor Eddie Reeves | For |
| Councillor George Reynolds | For |
| Councillor Dan Sames | For |
| Councillor Les Sibley | For |
| Councillor Dorothy Walker | Against |
| Councillor Amanda Watkins | Against |
| Councillor Douglas Webb | For |
| Councillor Fraser Webster | Against |
| Councillor Bryn Williams | For |
| Councillor Barry Wood | For |
| Councillor Sean Woodcock | Against |

The vote was carried with 23 votes in favour, 18 votes against and no abstentions and therefore became the substantive motion for debate.

Council debated the substantive motion (the motion as amended), which on being put to the vote was unanimously agreed.

Motion: “Get Home Safely”

It was proposed by Councillor Cherry and seconded by Councillor Hodgson that the following motion be adopted:

“This Council notes that:

- Shift work is widespread in many industries, particularly hospitality, among others in health, cleaning and security work.
- Many workers, especially women, are increasingly worried about their safety travelling to and from work at night

This Council believes that:

- While employers may feel their duty of care to staff ends when an employee finishes a shift, they also need to take into consideration journeys home, especially during unsocial hours;
- Employers should take reasonable steps to ensure workers can get home safely at night.

This Council will

- Refer to the Licensing Committee to consider how it might be able to use its powers to adopt a policy whereby our licensing committee will ensure the process for approving late night licences will be linked to the

provision of employee transport home, in balance with the size, type, and location of the premises concerned.

- The Licensing Committee to report back”

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.

Motion: Overview and Scrutiny Committee Chair

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

“It’s not best practice for a council to ‘mark their own homework’ and in many other local authorities it is common practice for scrutiny committees to be chaired by members of the opposition group.

Such a practice was affirmed during discussions with Local Government Authority representatives during the recent Local Peer Review process. It’s also common practice in other authorities throughout Oxfordshire. This convention helps to build trust and increase accountability.

The Council requests that the Monitoring Officer considers, as part of his Constitution Review Programme, that the appointment of the Chairman of the Overview & Scrutiny Committee be from the opposition group as part of the normal annual appointments process.”

No amendments to the motion having been proposed, the motion was debated as submitted. In presenting the motion, it was proposed by Councillor Middleton and seconded by Councillor Hingley that a recorded vote be taken. Having been proposed and seconded, a recorded vote on the amendment was duly taken and Members voted as follows:

| | |
|-------------------------------|---------|
| Councillor Andrew Beere | Abstain |
| Councillor Rebecca Biegel | Abstain |
| Councillor Nathan Bignell | For |
| Councillor Maurice Billington | For |
| Councillor Mike Bishop | For |
| Councillor John Broad | For |
| Councillor Hugo Brown | For |
| Councillor Phil Chapman | For |
| Councillor Mark Cherry | Abstain |
| Councillor Colin Clarke | For |
| Councillor Patrick Clarke | For |
| Councillor Gemma Coton | For |

| | |
|------------------------------|---------|
| Councillor Andrew Crichton | Abstain |
| Councillor Sandy Dallimore | Abstain |
| Councillor John Donaldson | Abstain |
| Councillor Donna Ford | For |
| Councillor Ian Harwood | For |
| Councillor David Hingley | For |
| Councillor Matt Hodgson | Abstain |
| Councillor Nick Mawer | For |
| Councillor Fiona Mawson | For |
| Councillor Ian Middleton | For |
| Councillor Perran Moon | Abstain |
| Councillor Richard Mould | For |
| Councillor Adam Nell | For |
| Councillor Dr Chukwudi Okeke | Abstain |
| Councillor Angus Patrick | For |
| Councillor Lynn Pratt | For |
| Councillor Chris Pruden | For |
| Councillor Eddie Reeves | For |
| Councillor George Reynolds | Against |
| Councillor Dan Sames | Abstain |
| Councillor Les Sibley | For |
| Councillor Dorothy Walker | For |
| Councillor Amanda Watkins | Abstain |
| Councillor Douglas Webb | For |
| Councillor Fraser Webster | For |
| Councillor Bryn Williams | For |
| Councillor Barry Wood | For |
| Councillor Sean Woodcock | Abstain |

On being put to the vote the motion was carried with 27 votes in favour, 1 vote against and 12 abstentions.

Motion: Environmental, Social and Governance (ESG) Investment

It was proposed by Councillor Walker and seconded by Councillor Patrick that the following motion be adopted:

“Environmental, Social and Governance (ESG) principles have become ever more important in recent years due to the focus of organisations such as ours on issues surrounding climate change and ethical values.

ESG audits are commonplace in many organisations and apply a set of standards measuring their impact on society and the environment as well as how transparent and accountable they are.

This council holds significant sums on deposit with numerous investment bodies, including banks, other local authorities and the Oxfordshire pension fund. We also have some internal investments, particularly associated with commercial property and property investment.

This Council therefore requests that the Executive consider the following proposals

1. holding transparent annual audits of all our investments to be measured against ESG principles which will be published alongside the annual accounts.
2. To divest as soon as practicable from any investment that runs contrary to ESG principles and any other standards set by the council, particularly with respect to any funds connected with fossil fuels, unfair labour practices or exploitation of workers.

To urge the Oxfordshire Pension Fund to further divest from fossil fuel investments at the earliest opportunity with a firm timetable for complete divestment from such funds by 2030.”

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:

“In 2019 CDC declared a climate a climate emergency committing to ensure our operations and activities are net zero by 2030 and to do our part to achieve a net zero district by 2030 through leading by example. CDC’s Climate Action Framework sets out the detail of how this will be achieved and emissions have reduced by 51% between 2008/09 to 2020/21.

However, responding to the climate emergency requires more than simply reducing carbon emissions. Currently our lifestyles consume the resources of 3 planets, we must do better to live within our means and the resources of one planet.

One Planet Oxfordshire is a collaboration of councils, businesses, schools and community groups that have a vision of a world in which

people enjoy happy, healthy lives within their fair share of the earth's resources, whilst leaving space for wildlife and wilderness. It's about living and growing sustainably to minimise impacts on the environment and maximise benefits to people.

At August's Overview and Scrutiny committee the ten One Planet principles that contribute to planning, delivering and committing to a more sustainable future were presented to offer a framework within which the council could operate.

These principles are:

- Health and happiness
- Equity and local economy
- Culture and community
- Land and nature
- Sustainable water
- Local and sustainable food
- Travel and transport
- Materials and product
- Zero waste
- Zero carbon energy

This council resolves to support the One Planet Oxfordshire shared vision and commits to review operations and activities using the One Planet Living Framework.”

- (2) That it be agreed that the following motion, as amended, be referred to Executive:

“The coroner's inquest into the death of Awaab Ishak in Rochdale should, like the Grenfell Tower Fire, be a watershed moment in the relationship between tenants and landlords.

Yet with 50% of properties in Cherwell not meeting basics energy efficiency standards and an energy bill crisis, tenants risk being left in cold, damp and mouldy properties.

This council recognises its key role in protecting tenants in both the private and social rented sectors

And this council calls on the Executive:

1. To establish a Tenants Charter setting out minimum standards that the council and that all Council tenants expect.
2. To ask officers to engage with registered social landlords and private landlords to seek improvements in standards, in line with those this Council will adopt.

3. To call on the government to bring forward the Private Renters Reform Bill, the promised ban on 'no fault' evictions and to commit to a national campaign of insulating poor homes."

- (3) That it be agreed that the following motion be referred to Licensing Committee:

"This Council notes that:

- Shift work is widespread in many industries, particularly hospitality, among others in health, cleaning and security work.
- Many workers, especially women, are increasingly worried about their safety travelling to and from work at night

This Council believes that:

- While employers may feel their duty of care to staff ends when an employee finishes a shift, they also need to take into consideration journeys home, especially during unsocial hours;
- Employers should take reasonable steps to ensure workers can get home safely at night.

This Council will

- Refer to the Licensing Committee to consider how it might be able to use its powers to adopt a policy whereby our licensing committee will ensure the process for approving late night licences will be linked to the provision of employee transport home, in balance with the size, type, and location of the premises concerned.
- The Licensing Committee to report back."

- (4) That the following motion be agreed:

"It's not best practice for a council to 'mark their own homework' and in many other local authorities it is common practice for scrutiny committees to be chaired by members of the opposition group.

Such a practice was affirmed during discussions with Local Government Authority representatives during the recent Local Peer Review process. It's also common practice in other authorities throughout Oxfordshire. This convention helps to build trust and increase accountability.

The Council requests that the Monitoring Officer considers, as part of his Constitution Review Programme, that the appointment of the Chairman of the Overview & Scrutiny Committee be from the opposition group as part of the normal annual appointments process."

- (5) That it be agreed that the following motion be referred to Executive:

“Environmental, Social and Governance (ESG) principles have become ever more important in recent years due to the focus of organisations such as ours on issues surrounding climate change and ethical values.

ESG audits are commonplace in many organisations and apply a set of standards measuring their impact on society and the environment as well as how transparent and accountable they are.

This council holds significant sums on deposit with numerous investment bodies, including banks, other local authorities and the Oxfordshire pension fund. We also have some internal investments, particularly associated with commercial property and property investment.

This Council therefore requests that the Executive consider the following proposals

3. holding transparent annual audits of all our investments to be measured against ESG principles which will be published alongside the annual accounts.
4. To divest as soon as practicable from any investment that runs contrary to ESG principles and any other standards set by the council, particularly with respect to any funds connected with fossil fuels, unfair labour practices or exploitation of workers.
5. To urge the Oxfordshire Pension Fund to further divest from fossil fuel investments at the earliest opportunity with a firm timetable for complete divestment from such funds by 2030.”

The meeting ended at 9.05 pm

Chairman:

Date:

Council

Monday 27 February 2023

Agenda Item 8 (a), Written Questions

Question From: Councillor John Broad

Question To: Leader of the Council, Councillor Barry Wood

Topic: Pan Regional Partnership (PRP)

Question

“Dear Cllr Barry Wood,

The introduction of the Pan Regional Partnership (PRP) at the last Executive meeting came as a shock to many councillors.

As this is a renewed version of the previous Growth Arc and its subsequent iterations that have all been rejected, can the leader explain to members how this otherwise already dismissed type of project has so quickly been produced and approved without any scrutiny or approval from this full council?”

Question From: Councillor Ian Middleton

Question To: Leader of the Council, Councillor Barry Wood

Topic: 5 Year Housing Land Supply

Question

“At a recent meeting of the Executive, a policy decision was taken to change the way this council calculates its 5 Year Housing Land Supply (5YHLS). This increased our 5YHLS from 3.5 years to 5.4 years, seemingly at the stroke of a pen.

Whilst this may be good news for many regions of the district that are being eyed by developers keen to take advantage of our reduced 5YHLS, it raises questions about why the council has been working on incorrect figures for so long. The report concludes that the Strategic Housing Market Assessment or SHMA is unreliable, yet this has been what many important housing policy decisions have been based on and was intended to inform such decisions until 2031.

The SHMA was also the basis for housing need assumptions that led to the Local Plan Partial Review (LPPR) and generated a working assumption of Oxford’s housing need across Oxfordshire. This included an artificial uplift that pushed

Cherwell's housing need figure way beyond that of any other authority in the country.

This was challenged extensively during both the LPPR and the City Council local plan examinations by campaigners and expert planning consultants who argued that we should be using the standard method to calculate housing need rather than the inflated figures being relied on by CDC and the City Council. This in turn led to the 'working assumption' of Oxford's unmet need and resulted in a huge amount of land being taken out of the greenbelt and handed over to developers. The argument then was that this would prevent speculative development, yet we now see that the council's over-estimate of housing need and projected growth pushed the 5YHLS beyond achievable limits and still left the district open to speculation. In other words the communities in my area and others have sacrificed their green spaces for nothing.

The SHMA is now just over half way through the period it was intended to cover and the LPPR was only adopted three years ago, yet we now have a final admission that it's an unreliable assessment of true housing need.

Why has it taken so long for the council to accept they got their figures wrong, and will the leader now finally admit that those of us who raised questions about the council's housing need assessments were right all along?"

Cherwell District Council

Council

27 February 2023

Members Allowances 2023/2024

Report of Assistant Director Law and Governance and Monitoring Officer

This report is public

Purpose of 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 (the "Panel") attached at Appendix 1.

1.0 Recommendations

The meeting is recommended to:

- 1.1 Consider the levels of allowances to be included in the 2023/2024 Members' Allowances Scheme, and whether the Panel's recommendations (as set out at paragraph 3.1 of this report and Appendix 1 should be adopted or modified in any way.
- 1.3 Authorise the Assistant Director Law and Governance to prepare an amended Members' Allowances Scheme, in accordance with the decisions of Council for implementation with effect from 1 April 2023.
- 1.4 Authorise the Assistant Director of Law and Governance 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).
- 1.5 Thank the Independent Remuneration Panel for its report and set a fee of £300 for each Panel Member for the work carried out on this review and propose the same level of fee for any reviews carried out in 2023/2024 capped at a maximum of £1200 per person, which can be funded from existing budgets.

2.0 Introduction

- 2.1 The Council's Independent Remuneration Panel has met to review the current (2022/2023) Members' Allowances Scheme and its report on the recommended levels of the allowance payments for the 2023/2024 financial year, and other proposed changes to the scheme, is attached as Appendix 1.
- 2.2 The Local Authorities (Members' Allowances (England) Regulations 2003 sets out that before an authority makes or amends its Members' Allowance Scheme, it "shall have regard to the recommendations made in relation to it by an Independent Remuneration Panel."
- 2.3 Whilst the Council has a duty to have regard to the Panel's recommendations, it is the Council's choice whether to accept the Panel's recommendations in whole or in part, or not at all, or to determine any other scheme for 2023/2024.

3.0 Report Details

Members' Allowances 2023/2024

- 3.1 Having given due consideration to the information provided to the Independent Remuneration Panel, it recommends Full Council agree the following for inclusion in the Members' Allowance Scheme 2023/2024 (NB. the Members' Allowance Scheme corresponds to the financial year rather than municipal year and the 2023/2024 Scheme will therefore cover the period 1 April 2023 – 31 March 2024)
- (a) 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.

| | 2022/2023 | Increase of 2.75% for 2023/24 |
|-----------------|-----------|-------------------------------|
| Basic Allowance | £4704 | £4836 |

- (b) 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 replace the current £2000 civic allowance.
- (c) That, subject to agreement to introduce a Special Responsibility Allowance (SRA) for the Chairman of the Council, as set out at recommendation (b), 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.

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|-----------|-------------------------------|
| Chairman of the Council | £4704 | £4836 |

- (d) 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.
- (e) 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.

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|--|--|-------------------------------|
| Leader of the Council | £7992 (Leader SRA) + £6984 (Executive Member holding a Portfolio SRA) | £15,408 |
| Deputy Leader of the Council | £2670 (Deputy Leader SRA) + £6984 (Executive Member holding a Portfolio SRA) | £9936 |
| Executive Member holding a Portfolio | £6984 | £7188 |
| Leader of the Opposition | £3228 | £3324 |
| Chairman of Accounts, Audit and Risk Committee | £3888 | £3996 |
| Chairman of Budget Planning Committee | £3888 | £3996 |
| Chairman of Overview and Scrutiny Committee | £3888 | £3996 |
| Chairman of Planning Committee | £4656 | £4788 |

- (f) 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:

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|---|-------------------------------|
| Licensing Committee Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £852 pa |
| Personnel Committee Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £1428 pa |
| Standards Committee Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £852 pa |

- (g) 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:

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|---|---|
| Appeals Panel Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £288 SRA plus £288 per meeting to a capped limit of £1728 per annum |

- (h) 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.
- (i) 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:

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|-----------|-------------------------------|
| Co-optee | £804 | £828 |
| Independent Person | £804 | £828 |

- (j) 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.

| | 2022/2023 | Proposed level for 2023/2024 |
|-------------------------|--------------|------------------------------|
| Childcare | £10 per hour | £10 per hour |
| Dependent Relative Care | £20 per hour | £20 per hour |

- (k) That mileage remain 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.

| | 2022/2023 | Proposed Level for 2023/2024 |
|--|--------------|------------------------------|
| Bicycles | 20p per mile | 20p per mile |
| Motorcycles | 24p per mile | 24p per mile |
| Motor Vehicles | 45p per mile | 45p per mile |
| Electric or similar Specialised Vehicles | 45p per mile | 45p per mile |

- (l) That there be no change to the subsistence allowances payable up to the following maximum amounts:

| Subsistence | Rate 2022/2023 | Proposed Rate 2023/2024 |
|--|----------------|-------------------------|
| Breakfast Allowance (more than 4 hours away from the normal place of residence before 11am) | £6.02 | £6.02 |
| Lunch Allowance (more than 4 hours away from the normal place of residence including the lunchtime between 12noon and 2pm) | £8.31 | £8.31 |
| Evening Meal Allowance (more than 4 hours away from the normal place of residence ending after 7pm) | £10.29 | £10.29 |

- (m) That Democratic Services continue to book overnight accommodation, if required.
- (n) 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.
- (o) 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:

| | 2022/2023 | Increase of 2.75% for 2023/2024 |
|---|-----------|---------------------------------|
| Non-Executive Directors Graven Hill Village Holding Company Limited and Graven Hill Village Development Company Limited | £4656 | £4788 |

4.0 Conclusion and Reasons for Recommendations

- 4.1 The Local Government Act 2000 and the Local Authorities (Members' Allowances)(England) Regulations 2003 require local authorities to review their Allowances Schemes and to maintain and Independent Remuneration Panel to consider and make recommendations on new schemes. The report complies with that requirement.
- 4.2 Sections 9.0 – 14.0 of the Panel's report (Appendix 1) set out the rationale for the recommendations of the Panel. It is the view of the Independent Remuneration Panel that the proposals represent realistic and fair levels of allowance for 2023/2024 and recommend adoption.

5.0 Consultation

- 5.1 Detailed at section 8.0 of the Panel's report, Appendix 1.

6.0 Alternative Options and Reasons for Rejection

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

Option 1: To modify the Panel's recommendations. This is within the Council's discretion as the Panel recommendations are not binding. However it is not recommended as the Panel has considered and justified the recommendations that they have made.

7.0 Implications

Financial and Resource Implications

- 7.1 Provision for an increase to Members' Allowances has been included in the draft 2023/2024 budget.

Comments checked by:

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

Legal Implications

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

Comments checked by:

Shahin Ismail, Interim Head of Legal Services and Deputy Monitoring Officer,
shahin.ismail@cherwell-dc.gov.uk

Risk Implications

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

Comments checked by:

Shona Ware, Assistant Director – Customer Focus, 01295 221652,
shona.ware@cherwell-dc.gov.uk

Equalities and Inclusion Implications

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

- i. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010
- ii. Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
 - Remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);

- encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii. Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to – - tackle prejudice; and - promote understanding.

Comments checked by:

Shona Ware, Assistant Director – Customer Focus, 01295 221652,
shona.ware@cherwell-dc.gov.uk

Sustainability Implications

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

Comments checked by:

Jo Miskin, Climate Action Manager, 01295 221748, jo.miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Lead Councillor

Councillor Richard Mould, Portfolio Holder for Corporate Services

Document Information

Appendix number and title

- Appendix 1 - Report of the Independent Remuneration Panel on the Review of Members' Allowances for the 2023/2024 Financial Year

Background papers

None

Report Author and contact details

Natasha Clark, Governance and Elections Manager
democracy@cherwell-dc.gov.uk, 01295 221534



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

**Report of the
Independent Remuneration Panel
on the Review of Members' Allowances for the
2023/2024 Financial Year**

for

Cherwell District Council

February 2023

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Summary and Recommendations

1.0 Summary

- 1.1 The Independent Remuneration Panel (“the Panel”) has carried out a full review of the Cherwell District Council Members’ Allowances Scheme (“The Scheme”). This report sets out the Panel’s recommendations.
- 1.2 The Local Authorities (Members' Allowances) (England) Regulations 2003 specifically Regulation 19 provide that before an authority makes or amends a scheme of allowances, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel. The Council is required to have regard to the advice of the Panel on the levels and types of allowances to be paid under the Scheme.
- 1.3 In summary, it is the Panel’s view that the increasing complexity, additional responsibilities and burden of local government make it imperative for individuals representing all sections of society to be able to stand for election as councillors.
- 1.4 The Panel acknowledged that the Cherwell District Council (CDC) Members’ Allowances are relatively low in comparison to other similar councils.
- 1.5 As part of its 2022/2023 review of Members’ Allowances, the Panel recommended an increase in Members’ Allowances in line with the staff cost of living award agreed by Full Council on 28 February 2022. This increase was to be rounded to give 12 equal payments, and payment of the increase backdated to 1 April 2022, if not agreed by this time. The staff cost of living increase for 2022/2023 was agreed on 22 November 2022. For Members, this was a 4.04% increase to the Basic and all Special Responsibility Allowances backdated to 1 April 2022. The increased allowance amounts and backpay were made in December 2022.
- 1.6 In reaching its recommendations for the 2023/2024 Members’ Allowance Scheme, the Panel has carefully considered all of the submissions and representations made to it and the additional evidence that was available. In accordance with the Panel’s terms of reference, it has looked at the relevant elements of the Council’s existing Members’ Allowance Scheme. The Panel believes that this review of the Scheme and the recommendations it has made will give the Council a sound and comprehensive scheme of allowances until it is reviewed again.
- 1.7 The recommendations to Council are set out in their entirety at section 2 of this report. The rationale for the recommendations is set out in sections 9 – 14 with the corresponding recommendation included under the relevant section.

1.8 The Panel thanked the support team for the information provided to assist in their work.

2.0 Recommendations to Council

Having given due consideration to the information provided to the Independent Remuneration Panel, it recommends Full Council agree the following for inclusion in the Members’ Allowance Scheme 2023/2024 (NB. the Members’ Allowance Scheme corresponds to the financial year rather than municipal year and the 2023/2024 Scheme will therefore cover the period 1 April 2023 – 31 March 2024)

(a) 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.

| | 2022/2023 | Increase of 2.75% for 2023/24 |
|-----------------|-----------|-------------------------------|
| Basic Allowance | £4704 | £4836 |

(b) 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 replace the current £2000 civic allowance.

(c) That, subject to agreement to introduce a Special Responsibility Allowance (SRA) for the Chairman of the Council, as set out at recommendation (b), 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.

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|-----------|-------------------------------|
| Chairman of the Council | £4704 | £4836 |

(d) 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.

- (e) 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.

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|--|--|-------------------------------|
| Leader of the Council | £7992 (Leader SRA) + £6984 (Executive Member holding a Portfolio SRA) | £15,408 |
| Deputy Leader of the Council | £2670 (Deputy Leader SRA) + £6984 (Executive Member holding a Portfolio SRA) | £9936 |
| Executive Member holding a Portfolio | £6984 | £7188 |
| Leader of the Opposition | £3228 | £3324 |
| Chairman of Accounts, Audit and Risk Committee | £3888 | £3996 |
| Chairman of Budget Planning Committee | £3888 | £3996 |
| Chairman of Overview and Scrutiny Committee | £3888 | £3996 |
| Chairman of Planning Committee | £4656 | £4788 |

- (f) 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:

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|---|-------------------------------|
| Licensing Committee Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £852 pa |
| Personnel Committee Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £1428 pa |
| Standards Committee Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £852 pa |

- (g) 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:

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|---|---|
| Appeals Panel Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £288 SRA plus £288 per meeting to a capped limit of £1728 per annum |

- (h) 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.
- (i) 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:

| | | |
|----------------------------------|-----------|-------------------------------|
| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
| Co-optee | £804 | £828 |
| Independent Person | £804 | £828 |

- (j) 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.

| | | |
|-------------------------|--------------|------------------------------|
| | 2022/2023 | Proposed level for 2023/2024 |
| Childcare | £10 per hour | £10 per hour |
| Dependent Relative Care | £20 per hour | £20 per hour |

- (k) That mileage remain 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.

| | | |
|--|--------------|------------------------------|
| | 2022/2023 | Proposed Level for 2023/2024 |
| Bicycles | 20p per mile | 20p per mile |
| Motorcycles | 24p per mile | 24p per mile |
| Motor Vehicles | 45p per mile | 45p per mile |
| Electric or similar Specialised Vehicles | 45p per mile | 45p per mile |

- (l) That there be no change to the subsistence allowances payable up to the following maximum amounts:

| | | |
|---|----------------|-------------------------|
| Subsistence | Rate 2022/2023 | Proposed Rate 2023/2024 |
| Breakfast Allowance (more than 4 hours away from the normal place of residence before 11am) | £6.02 | £6.02 |

| | | |
|--|--------|--------|
| Lunch Allowance (more than 4 hours away from the normal place of residence including the lunchtime between 12noon and 2pm) | £8.31 | £8.31 |
| Evening Meal Allowance (more than 4 hours away from the normal place of residence ending after 7pm) | £10.29 | £10.29 |

- (m) That Democratic Services continue to book overnight accommodation, if required.
- (n) 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.
- (o) 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:

| | 2022/2023 | Increase of 2.75% for 2023/2024 |
|---|-----------|------------------------------------|
| Non-Executive Directors Graven Hill Village Holding Company Limited and Graven Hill Village Development Company Limited | £4656 | £4788 |

The Panel's Report

3.0 Introduction

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

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

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

3.3 All Councils are required to convene their Panel and seek its advice before they make any changes or amendments to their Members' Allowances Scheme. Elected Members must "have regard" to their Panel's recommendations before setting a new or amended Members' Allowance Scheme.

- 3.4 As part of its 2022/2023 review of Members' Allowances, the Panel recommended an increase in Members' Allowances line with the staff cost of living award was agreed by Full Council on 28 February 2022. This increase was to be rounded to give 12 equal payments, and payment of the increase backdated to 1 April 2022, if not agreed by this time. The staff cost of living increase for 2022/2023 was agreed on 22 November 2022. For Members, this was 4.04% increase to the Basic and all Special responsibility Allowances backdated to 1 April 2022. The increased allowance amounts and backpay was made in December 2022.
- 3.5 This report has been prepared in accordance with the provisions of the Local Authorities (Members' Allowances)(England) Regulations 2003 (as amended). It outlines the Panel's findings following a review of the District Council's current Allowance Scheme and its recommendations for 2023/2024 in respect of:
- a) the Basic Allowance
 - b) Special Responsibility Allowances (SRA) and any adjustments or changes to SRAs
 - c) Co-optees and Independent Persons allowance
 - d) Dependants' Carers' and Childcare Allowances
 - e) Travelling and subsistence allowances
 - f) Allowances for Non-Executive Directors on Council Owned Companies
- 3.6 Throughout this report, all year references throughout this report, 2021/2022, 2022/2023 and 2023/2024 refer to the financial year, 1 April – 31 March. "Member" and "councillor" is used interchangeably throughout the report,

4.0 The Independent Remuneration Panel

- 4.1 The current membership of the Panel is:

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

- 4.2 The Panel met on 16 November 2022 to consider and agree its recommendations for 2023/2024 financial year.
- 4.3 Mr Christopher White was appointed as Chairman of the Panel.
- 4.4 Shiraz Sheikh, Assistant Director of Law & Governance and Monitoring Officer, Natasha Clark (Governance and Elections Manager) and Liza Ellis (Commercial Governance Officer) provided the Panel with administrative advice and support.

5.0 Terms of Reference of the Panel

- 5.1 The Panel's terms of reference as originally agreed by the Council when the Panel was first constituted (as amended by the 2003 Consolidating Regulations which relate to the determination of local schemes for travelling and subsistence allowance) are outlined in its reports dated 3 July 2001 and 4 July 2003.
- 5.2 The principal matters on which the Panel can make recommendations are set out in the introduction. As the Panel currently meets annually to review the Scheme and make recommendations for the forthcoming financial year, indexation is not currently applied to the allowance scheme.
- 5.3 It is possible for the Council to apply indexation and for the Scheme to be confirmed on that basis annually for a period of up to four years. In this instance, Council would need to amend the Terms of Reference of the Independent Remuneration Panel that currently state it meets annually and to agree any level of indexation such as any annual pay award to staff.

6.0 The Panel's Adopted Approach

- 6.1 Since 2001, the Panel's approach has been that recommendations should be formulated appropriate to the circumstance of the Council, recognizing that the roles of Executive and Non-Executive Members are now well-established.
- 6.2 The following underlying principles continue to form the basis of the Panel's review process:
 - i. the allowances should take account, as far as possible, of the amount of time taken by Members to fulfil their roles.
 - ii. the scheme should ensure, as far as practical, that as wide a range of people as possible should be able to stand for election and that they

should not be financially penalized in so doing. This, in turn, should increase the likelihood of an inclusive approach to council services.

- iii. the levels of the allowances should not be treated as salary but rather as a level of 'compensation' and recognition of the time and level of responsibility that such public duty requires.
- iv. that an element of Members' time in terms of their work as a Councillor should be treated as voluntary and therefore should not be remunerated.
- v. the assumption that all Members will participate as fully as possible in Council business and play an active role in their Wards and that the importance of these mutually inclusive roles should be reflected in the level of the Basic Allowance.
- vi. the reviewed scheme should take account of the payments included in the current scheme and any increases which might be recommended should be balanced against the interests of the residents in the District, although we accept that the Council must consider the political implications of the levels of the allowances open to it to pay.
- vii. the reviewed scheme should continue to be subject to well informed periodic reviews.

7.0 The Work of the Panel

- 7.1 The Panel had previously determined the underlying principles on which the levels of Members' Allowances should be based, as outlined at paragraph 4.2 above.
- 7.2 The Panel's approach required an assessment of the amount of time Councillor's commit to their duties and their associated workloads in the context of the identified special responsibilities for Lead Members, Committee Chairmen and Council Chairman. It is important to highlight that the focus of the review is on the roles rather than the individuals who occupy them.
- 7.3 The Panel was aware of the responsibilities and workloads of Executive members with their specific portfolios.
- 7.4 The Panel noted the additional workload and complexity in the role of the Leader of the Council in leading the political direction of the Council, considerable responsibility for delivering the Council's budget and policy framework and steering the partnership dimension of the Council.

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

- i. a copy of the Council's Members' Allowances Scheme for 2022/2023
- ii. a comparison of neighbouring authority Members' Allowances
- iii. comparative data from the Members' Allowances survey undertaken by South East Employers which outlines the Basic, Special Responsibility and other allowance payments made by Council's in the South East Region
- iv. the overall financial position of the Council
- v. the general economic climate
- vi. any recent changes in the roles, responsibilities, and workload of specific Member post
- vii. a summary of Members' responses to the Annual Survey (further details of the survey are set out in paragraphs 6.1 – 6.8)
- viii. any additional comments Members wished to make in respect of the current allowance scheme
- ix. the discussions with the Members who spoke to the Panel
- x. the increase in cost of living and level of CDC staff pay awards. As local negotiations for the annual staff pay award had not yet been finalized for 2022/2023, this information was not available for the Panel on the meeting date. However, subsequently the agreement on the 2022/2023 annual staff pay award was reached on 24 November 2022, so has been included as a post meeting note in the report.

8.0 Members' Allowance Scheme Annual Survey

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

The purpose of the Annual Survey is to determine:

- i. the amount of time Members estimate they spend on Council business during an average month

- Retired or otherwise not employed 2
- Employed full time 7
- Employed part time / self-employed 3
- Other 1

8.7 Questions 5 – 11 sought comments from Members on the level of Basic Allowance, Special Responsibility Allowances, travel, subsistence, childcare and dependents' carers' allowances, time commitment and voluntary aspects of time given and any additional comments.

- i. Eight of the respondents receive an SRA and considered that an average of 13.75 hours per month related to the post for which the SRA was received.
- ii. Two respondents considered that part of their time was given on a voluntary basis. One assumed 40% of their time was on a voluntary basis.
- iii. With regards to the current rate of allowance and if it was thought to be adequate.
 - Seven Members thought that the allowance should be increased in line with officer pay award.
 - One thought it should be increased by an amount not linked to the officer pay award
 - Four considered the allowance should be frozen at the current level, and
 - One thought that Members' Allowances should be assessed every 4 years and linked to the staff pay award.
- iv. Ten respondents commented on current levels of Basic and Special Responsibility allowances as follows:
 - Given the inflation we have this year, we need an increase.
 - It should not be a barrier to getting good councillors that need the allowance.
 - I think the council allowance is important so councillors can come from all walks of life
 - Can't justify any increases during the Conservative- created current cost of living crisis.
 - At a time when we can see far too many in the communities we represent struggling to pay for the most basic of things, struggling to even put food on the table, it would be unseemly and entirely wrong for councillors to take an increase their allowances. The community must come first.
 - I didn't even know there was an allowance before I started!

- In current cost of living crisis an appropriate decision should be made
 - Given the inflation we have this year we need an increase
 - Like any other remuneration, Councillor Allowances should increase at least in line with other employees in the organisation.
 - The CDC Councillor's allowance is currently about 12% less than some of the Councils within Oxfordshire
- v. With regards to Dependents' Carers' Allowance, Childcare Allowance, Travel and Subsistence Allowances, two respondents made the following comments:
- I am a disabled person with a rural ward and cannot drive. Expenses could rack up and I rely on lifts and friends, but this should be reflected to encourage diversity and inclusion. Currently only official council meetings are claimable as expenses.
 - Motorcycle allowance is far too low! It should be more related to a car than at present as a bicycle.
- vi. The following additional comments were made by three survey respondents:
- The allowances are very low
 - I didn't realise there was an allowance until after I was elected - but I do see how important it is so that it ensures that everyone can take on the role of Councillor
 - I am retired but am also "working" for Cherwell DC as I have a payroll and tax number plus, I require work insurance for my motorcycle and car.

8.8 Two Members requested to address the Panel at their meeting on 16 November 2023: Councillor Les Sibley in relation to consideration of the establishment of a Special Responsibility Allowance for the Chairman of the Council; and, Councillor Angus Patrick in relation to the list of approved duties for which travel and subsistence claims could be made. The Panel supported both requests.

8.9 In addressing the Panel, Councillor Sibley talked about the role and responsibilities of the Chairman and the reasons why, in his opinion, an SRA would be appropriate and proportional to the amount of work involved. Councillor Sibley subsequently answered questions from The Panel. The Panel thanked Councillor Sibley for his contribution to the review.

8.10 In addressing the Panel, Councillor Angus Patrick requested consideration be given to extending the list of approved duties to include ward councillor attendance at formal Parish Council meetings. Councillor Patrick expressed his opinion that to be fully inclusive and enable councillors to fully represent their

residents without personal cost, the list of approved duties in the Members' Allowances Scheme should include provision for Members to claim for attending formal meetings of Parish Councils within their district ward. The current Scheme does allow for such claims as there is discretion for the Assistant Director Law and Governance to approve claim requests not listed as an "approved duty". Councillor Patrick subsequently answered questions from The Panel. The Panel thanked Councillor Patrick for his contribution to the review.

9.0 Basic Allowance

- 9.1 The Panel considered the level of Basic Allowance. It is required in the relevant legislation that a Basic Allowance of the same value be provided to all members of the Council. The allowance is intended to remunerate councillors for their time spent as a councillor, covering incidental costs incurred by them as ordinary members of the Council, including the use of their homes.
- 9.2 In previous deliberations, the Panel has consistently used the annual pay settlement for Cherwell District Council (CDC) staff as one of their main considerations for recommending adjustment to the levels of the Basic and SRA paid to Members.
- 9.3 The Panel noted that alongside the agreement of the 2022/2023 staff pay award, agreement had been reached for 2023/2024. The staff cost of living increase effective 1 April 2023 would be 2.75%.
- 9.3 Having regard to the various calls on councillors' time, conscious that a proportion of time is voluntary, the levels of Basic Allowance paid by comparator councillors, and taking into particular consideration the current economic climate and the comments from the Members' survey:

The Panel recommends:

- (a) 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.

| | 2022/2023 | Increase of 2.75% for 2023/24 |
|-----------------|-----------|-------------------------------|
| Basic Allowance | £4704 | £4836 |

10.0 Special Responsibility Allowances (SRA)

- 10.1 The Panel reviewed Special Responsibility Allowances (SRA).
- 10.2 In line with its recommendation to increase the Basic Allowance for 2023/2024, the Panel agreed that, notwithstanding proposed changes to some SRA detailed below and in the recommendations, all SRAs should be increased on the same terms, namely in line with the agreed staff pay award for 2023/2024.
- 10.3 In respect of the introduction of an SRA for the Chairman of Council, the Panel had regard to the address from Councillor Sibley at their meeting. The Panel noted that CDC did not currently pay a Chairman's allowance under the Local Authorities (Members' Allowances)(England) Regulations 2003, rather a £2000 civic allowance is paid to the Chairman as permitted under the Local Government Act 1972. This had been introduced in July 2012 as part of the "Chairman's Scheme of Reference."
- 10.4 The civic allowance was intended to cover incidental expenses incurred in the role i.e. buying raffle tickets when at an event. The cost of attending events is paid for in advance with the Chairman's PA booking tickets and the cost being covered by the Civic budget. The civic allowance had not been reviewed or amended since its introduction as was not part of the Members' Allowance Scheme and therefore the increases agreed by Council for the Scheme are not applicable to the Chairman's allowance.
- 10.5 The Assistant Director Law and Governance confirmed that Section 5, Special Responsibility Allowance, of the 2003 Regulations do imply that it is acceptable to pay an SRA to the Chairman and Council. Indeed, many other local authorities do include such an allowance in their Members' Allowance Scheme.
- 10.6 Having regard to the information provided, the Panel considered that it would be reasonable for the level of SRA for the Chairman of Council to be equivalent to the current Basic Allowance. It would also be appropriate for the introduction of the SRA to be backdated to the start of the term of office of the current Chairman who had brought the matter to the Panel's attention. This would replace the current Civic Allowance which would cease from the date the SRA was effective, 18 May 2022.
- 10.7 With regards the SRAs paid to the Leader and Deputy Leader, which are currently set out as separate and paid in addition to the SRA for a Executive member holding a Portfolio, the Panel considered it would be more transparent for a single SRA to be paid to the Leader and Deputy Leader. The current SRA for each role should therefore be added to the SRA for Executive members holding a portfolio to give a single SRA comprising the total SRA for each role.

- 10.8 In respect of the SRAs for the Chairmen of the Appeals Panel, Personnel Committee, Licensing Committee and Standards Committee, which currently did not have scheduled meetings, rather meetings were scheduled on an ad-hoc basis when there was business for the relevant committee to consider and therefore the Chairmen of these committees receive a small SRA and an additional SRA for each ad-hoc meeting chaired capped at an equivalent of the annual allowance plus 5 ad-hoc meetings, the Panel noted that from 2023/2024, meeting of the Personnel Committee, Licensing Committee and Standards were scheduled as part of the Council's meeting calendar.
- 10.9 The Panel considered that in light of the move from ad-hoc to scheduled meetings, the Chairman of these Committees should receive a fixed allowance. The Panel agreed an appropriate SRA would be to the current ad-hoc allowance added to the ad-hoc meeting allowance multiplied by the number of scheduled meetings. The Panel agreed that this could be an area for review as part of their deliberations next year when there would be more information regarding the level of work for each Chairman.
- 10.10 Noting that there was no change to Appeals Panel meetings and they would continue to be arranged on an ad-hoc basis in accordance with the Panel's terms of reference and the council's employment policies, the Panel considered it would be appropriate for an ad-hoc SRA allowance to continue for the Appeals Panel Chairman.
- 10.11 Having regard to the allowances paid by comparator local authorities, the Panel noted that many local authorities did not have a separate Standards Committee responsible for matters relating to the Code of Conduct, rather this role and these responsibilities sat under the Audit Committee. Noting that the CDC Standards Committee had met very infrequently in recent years and, notwithstanding that two meetings per year were now scheduled, the Council may wish to consider combining the responsibilities of the Standards Committee and Accounts, Audit and Risk Committee. The Monitoring Officer advised that this could be considered as part of the review of governance by the Chief Executive and Monitoring Officer.
- 10.12 The current Members' Allowance Scheme does not include a cap on the number of SRAs that can be paid to an individual councillor. Whilst a cap is not stipulated in legislation, it is a practice that has been adopted by a number of other local authorities. Having regard to transparency, the Panel agreed to recommend that a cap on the number of SRAs 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.

The Panel recommends:

- (b) 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 replace the current £2000 civic allowance.
- (c) That, subject to agreement to introduce a Special Responsibility Allowance (SRA) for the Chairman of the Council, as set out at recommendation (b), 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.

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|-----------|-------------------------------|
| Chairman of the Council | £4704 | £4836 |

- (d) 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.
- (e) 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.

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|--------------------------------------|--|-------------------------------|
| Leader of the Council | £7992 (Leader SRA) + £6984 (Executive Member holding a Portfolio SRA) | £15,408 |
| Deputy Leader of the Council | £2670 (Deputy Leader SRA) + £6984 (Executive Member holding a Portfolio SRA) | £9936 |
| Executive Member holding a Portfolio | £6984 | £7188 |
| Leader of the Opposition | £3228 | £3324 |

| | | |
|--|-------|-------|
| Chairman of Accounts, Audit and Risk Committee | £3888 | £3996 |
| Chairman of Budget Planning Committee | £3888 | £3996 |
| Chairman of Overview and Scrutiny Committee | £3888 | £3996 |
| Chairman of Planning Committee | £4656 | £4788 |

- (f) 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:

| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|---|-------------------------------|
| Licensing Committee Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £852 pa |
| Personnel Committee Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £1428 pa |
| Standards Committee Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £852 pa |

- (g) 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:

| | | |
|----------------------------------|---|---|
| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
| Appeals Panel Chairman | £276 SRA plus £276 per meeting to a capped limit of £1656 per annum | £288 SRA plus £288 per meeting to a capped limit of £1728 per annum |

- (h) 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.

11.0 Co-optee and Independent Persons Allowance

- 11.1 In considering co-optee and Independent Persons allowance, the Panel agreed a consistent approach to increase these allowances in line with the Basic Allowance and SRA's, namely, in line with the agreed staff cost of living increase for 2023/2024.
- 11.2 The Panel noted that whilst the Council currently has no co-optees, it currently has two Independent Persons, who support the Monitoring Officer with code of conduct matters and was in the process of recruiting two Independent Persons to be a non-voting member of the Accounts, Audit and Risk Committee, in line with best and recommend practice.
- 11.3 Having regard to the role of Independent Persons in contrast to a co-optee, the Panel recommended that these roles be separated in the Members' Allowance Scheme and agreed that they undertake a more detail review of the roles as part of their deliberations in autumn 2023 to feed into their recommendations for the Members' Allowance Scheme 2024/2025.

The Panel recommends:

- (i) 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:

| | | |
|----------------------------------|-----------|-------------------------------|
| Special Responsibility Allowance | 2022/2023 | Increase of 2.75% for 2023/24 |
|----------------------------------|-----------|-------------------------------|

| | | |
|--------------------|------|------|
| Co-optee | £804 | £828 |
| Independent Person | £804 | £828 |

12.0 Dependants' Carers' and Childcare Allowance

- 12.1 In considering the dependants' carers' and childcare allowances, the Panel noted that these allowances were claimed very infrequently but agreed that the availability of the allowances was extremely important to encourage those with families or care responsibilities to stand as a councillor.
- 12.2 The Panel agreed that the dependants' carers' and childcare allowance should be maintained with no change to the rates payable.
- 12.3 All conditions to claim the allowance would remain the same.

The Panel recommends:

- (j) 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.

| | 2022/2023 | Proposed level for 2023/2024 |
|-------------------------|--------------|------------------------------|
| Childcare | £10 per hour | £10 per hour |
| Dependent Relative Care | £20 per hour | £20 per hour |

13.0 Travelling and Subsistence Allowances

- 13.1 In reviewing the current level of Travelling and Subsistence Allowances, the Panel noted that all travel rates are set at the specified HM Revenues and Customs rates and consequently had no implications for the tax liabilities of Members. Travel rates for motorcycles and motor vehicles are paid regardless of the cc of motorcycle or motor vehicle concerned and remain the same.

- 13.2 Whilst the HMRC approved milage rates remain unchanged, the Panel noted that in the current cost of living crisis, there have been calls for the HMRC to increase its rates. The Panel agreed to recommend that any change in HMRC rates be applied to Members’ travel allowances.
- 13.3 In relation to Subsistence Allowances, the Panel had originally agreed that allowances should be paid up to the maximum rates notified by the National Joint Council for Officers index linked to the Retail Prices Index (including mortgages). Since 1996 when the National Joint Council for Officers ceased to produce nationally agreed subsistence rate for local government staff, subsistence rates have been a subject for local determination. The Council applies the Local Government Association rates. The Panel considered it appropriate to continue the apply these levels.
- 13.4 With regards the “approved list of duties”, the Panel had regard to the information provided by Councillor Patrick and gave due consideration to the request to include “ward councillor attendance at formal Parish Council meetings” to this list.
- 13.5 Whilst such attendance was not currently within the approved list of duties, the Panel was assured that such claims were approved and paid under the discretion granted to the Assistant Director Law and Governance. The Panel agreed that it would review the approved list of duties as part of its deliberations in autumn 2023 to feed into the Members’ Allowance Scheme 2024/2025 and requested officers to provide information about the arrangements at comparative authorities and to include specific questions in the Members’ Survey to ensure the Panel could make an informed recommendation.
- 13.6 Expenses incurred by councillors appointed as Non-Executive Directors of companies will continue to be paid at the same rate and recharged to the relevant company.

The Panel recommends:

- (k) That mileage remain 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.

| | 2022/2023 | Proposed Level for 2023/2024 |
|---|--------------|------------------------------|
| Bicycles | 20p per mile | 20p per mile |
| Motorcycles | 24p per mile | 24p per mile |
| Motor Vehicles | 45p per mile | 45p per mile |
| Electric or similar Specialised Vehicles | 45p per mile | 45p per mile |

- (l) That there be no change to the subsistence allowances payable up to the following maximum amounts:

| Subsistence | Rate 2022/2023 | Proposed Rate 2023/2024 |
|---|----------------|-------------------------|
| Breakfast Allowance (more than 4 hours away from the normal place of residence before 11am) | £6.02 | £6.02 |
| Lunch Allowance (more than 4 hours away from the normal place of residence including the lunchtime between 12noon and 2pm) | £8.31 | £8.31 |
| Evening Meal Allowance (more than 4 hours away from the normal place of residence ending after 7pm) | £10.29 | £10.29 |

- (m) That Democratic Services continue to book overnight accommodation, if required.
- (n) 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.

14.0 Non-Executive Directors on Council Owned Companies

- 14.1 In 2018 it was agreed that Members who were Non-Executive Directors (NED) of both Graven Hill Companies (Graven Hill Development Company Limited, (DEVCO) and Graven Hill Village Holdings Limited (HOLDCO)) should receive an allowance comparable to the Special Responsibility Allowance paid to the Planning Committee Chairman.

- 14.2 In line with the recommendations for SRA's, the Panel agreed to recommend a consistent increase to the NED allowance.
- 14.3 Allowances paid to NEDs are paid through Cherwell District Council and recharged to the companies.

The Panel recommends:

- (o) 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:

| | 2022/2023 | Increase of 2.75% for 2023/2024 |
|---|-----------|---------------------------------|
| Non-Executive Directors Graven Hill Village Holding Company Limited and Graven Hill Village Development Company Limited | £4656 | £4788 |

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

Cherwell District Council

Council

27 February 2023

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

Report of Assistant Director of Finance (S151)

This report is public

Purpose of report

This report is the culmination of the Budget and Business Planning process for 2023/24 to 2027/28 and sets 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 to recommend to full Council.

The Council adopts a forward looking and anticipatory approach to its financial management, which was acknowledged by the recent Peer Review in November 2022. The Council plans for, and continues to succeed in, encouraging and facilitating economic growth across the district. This success flows through to the Council's finances, reflected in the level of income received from business rates and the New Homes Bonus grant.

The Council has proactively monitored both the economic situation and Government announcements over the past 12 months and devised and implemented a budget and business planning strategy that has delivered within the constraints identified, consulting on a proposed balanced budget in November 2022. The Council was able to identify the risk of interest rate rises at an early stage, locking in low interest rates for all of its planned borrowing requirements, meaning only new borrowing requirements will need to be taken at higher rates.

The proposed net budget for the Council is £28.2m, which is an increase of £4.6m from 2022/23. A Band D Council Tax of £148.50 is proposed for the year which is an increase of £5 compared to 2022/23. The Capital Programme for the period 2023/24 – 2027/28 is proposed to be £35.9m. The Council plans to fund £2.0m of budget pressures and will deliver £1.0m of savings proposals as part of the 2023/24 budget.

1.0 Recommendations

The Council is recommended to:

- 1.1 Have regard to the statutory report of the Chief Finance Officer (Section 25 report) at Appendix 3 in approving recommendations 1.3 – 1.10.

- 1.2 Approve the proposed Fees and Charges schedule for 2023/24 (Appendix 7) and statutory notices be placed where required.
- 1.3 Consider and note the Equality Impact Assessment of the Budget (Appendix 8)
- 1.4 Approve a pension fund prepayment for the years 2023/24 – 2025/26 of £5.7m.
- 1.5 In relation to the Business Plan (Section 3.1) to approve:
 - 1.5.1 The Business Plan and Annual Delivery Plan set out in Appendices 1 and 2 respectively.
- 1.6 In relation to the Revenue Budget (Section 3.3) and Medium-Term Financial Strategy (MTFS) (Section 3.6) to approve:
 - 1.6.1 The net revenue budget for the financial year commencing on 1 April 2023, as set out in Table 3.3.1, and further analysed in the Budget Book provided at Appendix 12
 - 1.6.2 The MTFS and Revenue Budget 2023/24 (Sections 3.6 and 3.3 respectively), including the Savings Proposals, and Pressures included at Appendices 4 and 5 respectively.
- 1.7 In relation to Council Tax to approve:
 - 1.7.1 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.
 - 1.7.2 For long term empty properties, an additional Council Tax premium will be charged 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.
 - 1.7.3 Removal of the 25 percent discount currently available for 12 months to properties that are uninhabitable or undergoing structural repairs.
- 1.8 In relation to the Capital Programme and related strategies (Section 3.4) to approve:
 - 1.8.1 The Capital Bids 2023/24 and Capital Programme 2023/24 – 2027/28 at Appendix 17 and 18 respectively.
 - 1.8.2 The Capital and Investment Strategy 2023/24 (Appendix 19) and revised 2022/23 (Appendix 20) including the Minimum Revenue Provision (MRP) Policy.
 - 1.8.3 The Treasury Management Strategy 2023/24, including the Prudential Indicators, and Affordable Borrowing Limit for 2023/24 (Appendix 21).
- 1.9 In relation to reserves to approve (Section 3.5):
 - 1.9.1 A minimum level of General Balances of £6m as supported by Appendix 15.

1.9.2 The Reserves Policy (Appendix 14).

1.9.3 The medium-term reserves plan described in Appendix 16.

1.10 In relation to the Pay Policy Statement approve:

1.10.1 The Pay Policy Statement, as required by the Localism Act 2010, detailed in Appendix 9.

2.0 Introduction

2.1 The Budget and Business Planning report to Council on 27 February 2023 will be set out in four sections:

1. Business Plan
2. S151 Officer's Statutory Report
3. Revenue Budget Strategy
4. Capital & Investment Strategy

2.2 This report sets out Executive's proposed Business Plan, Annual Delivery Plan, Revenue Budget Strategy and the Capital & Investment Strategy. Alongside this, the report also sets out the Review of Fees and Charges for 2023/24.

2.3 The Executive's Business Plan, Annual Delivery Plan and revenue and capital budget proposals take into consideration the latest information on the council's financial position outlined in this report and comments from the Budget Planning Committee meeting on 6 December 2022. Comments from the Budget Planning Committee are included as Appendix 10 to this report. In finalising the proposals, the Executive has also taken into consideration feedback from the public consultation on the Business Plan priorities, revenue budget proposals and council tax increase.

2.4 The Government's "Local Government Finance Policy Statement 2023/24 to 2024/25" confirmed that the significant changes to the way they fund local authorities over the medium term has been delayed. A consultation on how the New Homes Bonus scheme will operate will take place in time for a new scheme to be in place for 2024/25. In addition, the Government is looking to introduce a new recycled waste funding stream from the Employer Producer Responsibility, though it is unclear how funding will be split in two-tier areas or whether initial set-up costs will be funded. The business rates reset and fair funding review are now expected to take place in 2025/26. All the information and intelligence received indicates that this will present CDC with a substantial financial challenge over the medium term, which the Council needs to prepare for as it sets the budget for 2023/24. The Policy Statement can be found here:

<https://www.gov.uk/government/publications/local-government-finance-policy-statement-2023-24-to-2024-25/local-government-finance-policy-statement-2023-24-to-2024-25>

2.5 On Monday 6 February 2023, the government published the final one-year settlement for Local Government which can be found here:

<https://www.gov.uk/government/collections/final-local-government-finance-settlement-england-2023-to-2024>

2.6 The impact for CDC of this one-year settlement can be summarised as follows:

- With a focus of the settlement on stability, it is essentially a “roll-forward” of funding
- Confirmation that Council Tax can be raised by 3 percent or £5, whichever is greater (for CDC this is £5)
- That a one-year only New Homes Bonus award for 2022/23 has been allocated to CDC
- An additional Funding Guarantee grant of £2.839m to ensure that the Council’s core spending power increased by a minimum of 3 percent.

2.7 The settlement was broadly as expected following announcements in the Autumn Statement announced on 25 November 2022, and subsequently from the Policy Statement, with additional one-off funding announced for 2023/24. CDC had built its financial models on the indicative information provided at that point.

2.8 In order to support the Council with its task of approving the budget for 2023/24 this report explains and explores the impacts of the various building blocks that make up the final budget of the Council including:

- estimated impact of the financial outturn for the Council for 2022/23
- cost of the services that the Council provides
- commercial activity and income
- financing the Council (borrowing and investments)
- inflationary and other price change impacts
- budget proposals (savings and pressures)
- capital investment proposals
- reserves and the use of reserves to support the budget
- an assessment of the financial resilience of the Council
- national funding assumptions for future years and the medium-term funding gap

2.9 This report will set out the Business Plan and Annual Delivery Plan for 2023/24 and show how each of the above elements support the development of the delivery of the plan by setting a budget for 2023/24, the longer term MTFS, and will then summarise the next steps that will allow the Council to consider, approve and set balanced budgets over the MTFS period.

3.0 Report Details

3.1 Business Plan

3.1.1 Each year the Council reviews and updates its Business Plan, setting out the priorities and high-level objectives for the year ahead, as found in Appendix 1. This year we have also developed our Annual Delivery Plan (Appendix 2), proposed to support the achievement of the vision, aims and ambitions of our Council as contained in our Business Plan.

3.1.2 The Annual Delivery Plan 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 and is being introduced during 2022/23 it is therefore intended to cover the period 2022/23 and 2023/24.

- 3.1.3 The Business Plan informs the development of the annual budget and the operational Service Plans for the delivery of all Council services. The Service Plans will set out the activities that each service will undertake to deliver against the priorities set out in the Business Plan. Ultimately, these activities will be reflected in the individual objectives of employees providing a clear 'golden thread' through the organisation for the delivery of the Council's priorities.
- 3.1.4 The Business Plan comprises four strategic priorities as outlined below:
- **Housing that meets your needs;**
 - **Supporting on environmental sustainability;**
 - **An enterprising economy with strong and vibrant local centres;**
 - **Healthy, resilient and engaged communities.**
- 3.1.5 Housing that meets your needs re-emphasises this Council's commitment to making sure its residents all have the opportunity to access housing that is suitable for them, whether this is through supporting the delivery of affordable and green housing, ensuring minimum standards in the private rented sector, working with partners to prevent homelessness, supporting the most vulnerable residents or through delivery of the Local Plan.
- 3.1.6 Supporting on environmental sustainability builds on the Council's commitment to be carbon neutral by 2030, in addition to focusing on the priorities of its residents including supporting waste reduction, reuse and recycling across the district. Promoting the Green economy and working with partners to improve air quality are also the Council's priorities. Climate action is a key focus for the Council, transforming the organisation to deliver its carbon neutral commitments.
- 3.1.7 A strong and enterprising economy has long been a priority of the Council, with a strong track record of supporting businesses and investing in its town centres which is a key priority for its residents. An enterprising economy with strong and vibrant local centres, reinforces this commitment for Cherwell to be a district where business can grow, attract investment and visitors to the town centres across the district.
- 3.1.8 The wellbeing of its residents and communities has always been a priority for this Council. The healthy, resilient and engaged communities priority retains its focus on ensuring residents and communities are as active and healthy as possible. Supporting community and cultural development and working towards our continued commitment to equalities, diversity and inclusion. This Council will continue to work with partners to address the causes of health inequality and deprivation across the district.
- 3.1.9 The Council will continue to work with partners, across all sectors, to help our local businesses' and residents' recovery from the pandemic and to face the current cost of living crisis, consistent with our believe that working together we are in a stronger position to meet the health, economic and social challenges of the future.
- 3.1.10 The four priorities in our business plan are supported by ten key strategic priorities established in our Annual Delivery Plan:
- **Cost of Living Crisis Strategy:** 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.

- **Climate Emergency Strategy:** The Council declared a climate emergency in 2019, putting 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.
- **Wellbeing & Healthy Communities Strategy:** To support the well-being of our communities through a single strategy for physical, mental, social and cultural support and inclusion for all.
- **Vibrant Economy Strategy:** 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.
- **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.
- **Homelessness Strategy:** To support our residents into permanent accommodation that meets their needs and supports their forward journey in society.
- **Investment in our Communities:** To ensure we attract additional external investment to support our local communities in Cherwell.
- **Local Strategic 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.
- **Medium Term Financial Strategy:** To ensure the Medium-Term Financial Strategy (MTFS) is balanced over the medium term and we provide value for money with our limited resources focussed on the Council's key priorities.
- **Team Cherwell:** To ensure the support and development of our organisation, through our staff, to support the aims and ambitions of our Council.

3.1.11 The service specific plans, detailing operational performance measures and outcomes are captured as part of the 2023-24 performance management framework and will link to the Council's Leadership Risk Register. The Council will report on progress against the Business Plan to Executive on a monthly basis through the Performance, Risk and Finance report. Leadership risks will also be linked to the corporate priorities. Also, the council will report quarterly on the progress made against the ten key strategic priorities established in the Annual Service Delivery plan.

3.2 Chief Finance Officer's Statutory Report

3.2.1 Under Section 25 of the Local Government Act 2003, the Chief Finance Officer is required to report on the robustness of the estimates made in determining the council tax requirement and on the adequacy of the proposed financial reserves. This assessment is set out in Appendix 3 of the report. Council is required to have regard to this report in making their decisions on the budget.

3.3 Revenue Budget Strategy

Forecast Financial Outturn 2022/23

- 3.3.1 The Budget Planning Committee and the Executive regularly review the forecast outturn as part of the Performance, Risk and Finance report. 2022/23 has been a challenging year in continuing to deal with the ongoing impact of behaviour changes following the COVID-19 pandemic and the emergence of the Cost-of-Living Crisis whilst continuing to deliver Council services.
- 3.3.2 The forecast outturn position as at 31 December 2022 is an overspend of £0.1m. The Council anticipates that it will be able to manage this before the year end and so should not impact on the Council's reserves position. There are a number of savings proposals from 2022/23 which have not been fully delivered. Where this has been identified and there is an anticipated impact in future years, this has been taken into account within the budget proposals for 2023/24.
- 3.3.3 Managers have considered their current operational and financial performance when considering their future year budget requirements and where necessary included growth pressures or proposed budget reductions as part of the budget setting process. These are described later in this report. The budget requirements and the changes requested by managers have been scrutinised by senior managers over a number of individual sessions allowing for challenge and consideration across the range of Council budgets. This helps to ensure the proposals align with the Council's objectives.

Net Cost of Services for 2023/24

- 3.3.4 Having reviewed the impact of prior years' financial information, the next step in setting a budget is to consider the "Net Cost of Services" which includes the costs and income streams directly attributable to service delivery and commercial activities. Table 3.3.1 summarises the draft budget for 2023/24 by directorate.

Table 3.3.1: Net Cost of Services

| Directorate | Net budget 2023/24 £m |
|-----------------------------|--------------------------|
| Communities | 8.693 |
| Resources | 5.097 |
| Chief Executive | 5.460 |
| Service Sub-total | 19.250 |
| Corporate Costs | 3.695 |
| Policy Contingency | 5.229 |
| Net Cost of Services | 28.174 |

- 3.3.5 The largest proportion of the expenditure budget, excluding benefits payments, is spent on staffing (47 percent).

3.3.6 Service income streams that are assumed within the net cost of services include fees and charges (e.g. planning fee income, income from car parks, licences etc.), service specific grants and rental income from all council-owned properties. For information on categories of Income and Expenditure, please see Appendix 6 for a summary by type of expenditure and Appendix 12 for more detail at a Directorate level.

3.3.7 A thorough review of service levels and budgets has taken place and savings identified at Appendix 4 that will allow the Council to operate within the level of resources that it anticipates will be available to it in 2023/24. Full monitoring of the savings programme will take place throughout 2023/24.

Budget Proposals (Pressures, and Savings)

Directorate Budget Pressures

3.3.8 The Council has identified new budget pressures of £2.2m for 2023/24 and a further £0.3m of savings non-delivery. Budget Pressures funded on a one-off basis in 2022/23 have fallen by (£0.5m) resulting in an overall increase in budget pressures of £2.0m. The full schedule of existing and new pressures can be seen at Appendix 5. Table 3.3.2 summarises the Pressures which have been included within the Net Cost of Services.

Table 3.3.2: Pressures

| Directorate | 2023/24 £m | 2024/25 £m | 2025/26 £m | 2026/27 £m | 2027/28 £m | Ongoing Impact £m |
|----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------------|
| Communities | 0.989 | 0.046 | 0.001 | 0.171 | 0.001 | 1.208 |
| Resources | 0.487 | (0.031) | 0.000 | 0.000 | 0.000 | 0.456 |
| Chief Executive | 0.725 | (0.251) | 0.000 | 0.000 | 0.000 | 0.474 |
| Total New Pressures | 2.201 | (0.236) | 0.001 | 0.171 | 0.001 | 2.138 |
| Prior Year Pressures | (0.492) | 0.014 | 0.012 | 0.000 | 0.000 | (0.466) |
| Savings Non-delivery | 0.300 | 0.000 | 0.000 | 0.000 | 0.000 | 0.300 |
| 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 |

Savings Proposals

3.3.9 In total, savings of £1.0m are proposed for 2023/24, of which £0.5m were previously planned and £0.5m are new savings proposals. In December 2022, the Council consulted on £0.5m new savings proposals. After receiving consultation responses and considering the level of resources available to it following the Local Government Finance Settlement, the Council has amended its savings proposals. The full schedule of savings can be seen at Appendix 4.

3.3.10 The council invited people to give their views on its budget saving proposals for 2023/24 between 23 November 2022 and 23 December 2022. This opportunity was widely promoted through a multifaceted communications campaign. The campaign resulted in over 400 people visiting the council's website for more information on the proposals and to access the online form for providing feedback.

3.3.11 Thirty-nine people took the time to give us their views, which indicates the strength of feeling towards the proposals. The Council is grateful to everyone that took the time to learn more about its budget proposals and particularly those that provided their views on them. After reviewing the savings proposals and considering consultation responses the following changes are proposed:

- Align Affordable and Share Ownership rent increases with the national limit of 7 percent (consulted on 5 percent for Affordable Rents and 13 percent for Shared Ownership with caps of £30 or £40 per month)
- Align increase in HMO license fees to 7 percent also (original proposal was 5 percent)
- Phase the reduction of grant to Experience Oxfordshire

Table 3.3.3: Change in New Savings Proposals in £ millions

| Change in New Savings | 2023/24 £m | 2024/25 £m | 2025/26 £m | 2026/27 £m | 2027/28 £m | Total |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| New savings in Consultation | (0.500) | (0.128) | (0.105) | (0.025) | (0.000) | (0.758) |
| Revised after consultation: | | | | | | |
| SAFFH231 – Rent Increase for Affordable Rent and Shared Ownership properties | (0.008) | | | | | (0.008) |
| SHOSD231 - Increase in HMO Licenses | (0.001) | | | | | (0.001) |
| SECON233 – Cutting grants to Banbury Museum TIC and Experience Oxfordshire | 0.011 | (0.006) | (0.005) | | | 0.000 |
| Final new Savings Proposals | (0.498) | (0.134) | (0.110) | (0.025) | (0.000) | (0.767) |

3.3.12 Table 3.3.4 provides a breakdown of how the total savings of £1.0m for 2023/24 are allocated across the Directorates.

Table 3.3.4: Savings Proposals

| Directorate | 2023/24 £m | 2024/25 £m | 2025/26 £m | 2026/27 £m | 2027/28 £m | Ongoing Impact £m |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------------|
| Communities | (0.131) | (0.016) | (0.010) | 0.000 | 0.000 | (0.157) |
| Resources | (0.088) | (0.040) | (0.080) | 0.000 | 0.000 | (0.208) |
| Chief Executive | (0.279) | (0.078) | (0.020) | (0.025) | 0.000 | (0.402) |
| Exec Matters | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Total New Savings Proposals | (0.498) | (0.134) | (0.110) | (0.025) | 0.000 | (0.767) |
| Prior Year Savings | (0.506) | (0.163) | (0.108) | (0.189) | (0.104) | (1.070) |
| New Savings | (0.498) | (0.134) | (0.110) | (0.025) | 0.000 | (0.767) |
| Total Savings Proposals | (1.004) | (0.297) | (0.218) | (0.214) | (0.104) | (1.837) |

3.3.13 All of the pressures and savings proposals are included in the proposed budget for 2023/24 which would allow a balanced and legal budget to be set.

Corporate Updates

Inflation

3.3.14 The Council has provided for inflation on pay, contracts, and fees and charges within the budget. It assumes that there will be 5 percent pay awards in the three years to 2025/26. In the remaining two years of the MTFS period pay awards are assumed to increase at 2.5 percent annually. Contract inflation had been provided for at 6 percent in 2023/24 in the February 2022 MTFS. This provision has been increased by £3m for 2023/24 to reflect inflationary pressures on utilities, and other contracts with ongoing provision in future years at 2 percent. Fees and charges have been reviewed and increased for 2023/24 to reflect cost recovery and are then assumed to increase by 2 percent annually. A schedule of proposed fees and charges is set out at Appendix 7.

Castle Quay

3.3.15 The Castle Quay project was undertaken as part of a wider Banbury regeneration project and forecasts significant levels of income generation across the MTFS period. The latest MTFS forecast takes into consideration:

- The current outturn forecasts for 2022/23
- The post pandemic economic climate

3.3.16 As a result, the 2023/24 budget has:

- Removed £1.9m of previously assumed income growth from the MTFS
- Reduced the Castle Quay income budget by £1.4m compared to the 2022/23 budget.

3.3.17 It should be noted that the Castle Quay development was undertaken as a long-term regeneration project, which the Executive agreed at its meeting on 4 December 2017, and it is the Council's intention to bring Castle Quay forward as part of a new vision for the town centre.

Executive Matters

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

3.3.19 The impact of recovery from COVID-19 has continued to have a significant impact on the finances and services of the Council in 2022/23. The Cost-of-Living Crisis has also taken a toll. As it is unclear what the impacts of the economy will be in 2023/24 the Council has continued with a Policy Contingency in 2023/24 of £1.1m linked to commercial risk. This contingency is to protect the Council in case it suffers losses of income or increases to contract costs compared to the normal budget position.

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

Table 3.3.5: Contingencies

| Policy Contingency | 2023/24 £m |
|---------------------------|-----------------------|
| Inflation Contingency | 3.755 |

| | |
|---------------------|--------------|
| Commercial Risk | 1.100 |
| General Contingency | 0.374 |
| Total | 5.229 |

3.3.21 Table 3.3.6 below shows the movement from the approved 2022/23 budget to the draft budget for 2023/24.

Table 3.3.6: Budget Movement from 2022/23 to 2023/24

| Directorate | 2022/23 Budget £m | Pressures £m | Savings Proposals £m | Capital Impact £m | Corporate Changes £m | Use of Reserves £m | Grants £m | Inflation £m | 2023/24 Budget £m |
|-----------------------|-------------------|--------------|----------------------|-------------------|----------------------|--------------------|----------------|--------------|-------------------|
| Chief Executive | 4.950 | 0.844 | (0.475) | 0.000 | 0.464 | (0.361) | 0.000 | 0.038 | 5.460 |
| Communities | 8.521 | 0.802 | (0.544) | 0.035 | 0.263 | (0.739) | 0.000 | 0.355 | 8.693 |
| Resources | 2.846 | 0.415 | 0.015 | 0.000 | 1.761 | (0.100) | 0.000 | 0.160 | 5.097 |
| Exec Matters | 4.191 | (0.052) | 0.000 | 0.253 | 1.527 | (0.467) | (1.757) | 0.000 | 3.695 |
| Policy Contingency | 2.984 | 0.000 | 0.000 | 0.000 | (0.706) | 0.000 | 0.000 | 2.951 | 5.229 |
| 2022/23 Budget | 23.492 | 2.009 | (1.004) | 0.288 | 3.309 | (1.667) | (1.757) | 3.504 | 28.174 |

3.3.22 Corporate Changes reflect policy changes which have already been approved by the Executive, such as increasing the fees for Garden Waste and renewing the Debt and Money Advice Contract which will result in savings in 2023/24. As decisions have already been taken these did not need to be consulted on.

3.3.23 In February 2022 the decision was taken to end the formal strategic partnership between Cherwell District Council and Oxfordshire County Council. The process of decoupling the two authorities has been carried out at pace throughout 2022/23 with all decisions taken by 31 August 2022. Operating with joint management structures and joint teams had resulted in the sharing of costs between both authorities.

3.3.24 In order that residents were not impacted by this decision and to ensure critical services were maintained Cherwell has acted quickly to introduce new dedicated arrangements which provide the strategic leadership, focus and direction to support the district through the ongoing challenges all organisations are currently facing.

3.3.25 CDC has had to recruit into posts that were previously carried out jointly, but this has enabled a more focused approach to our service delivery and thus future activity, for example climate change. Cherwell DC has now approved an Annual Delivery Plan that sets out the key strategic priorities for our residents and communities following our separation from the partnership. The loss of savings from the joint working relationship are estimated to be £0.880m in 2023/24.

Council Financing

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

Business Rates Retention

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

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

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

- The Government deducts a tariff on business rates collected as a way to redistribute business rates collected based on need.
- A levy is also deducted by the Government for on growth in business rates above the baseline set in 2013/14 determined by the Government.
- CDC has entered a pooling arrangement with the other councils in Oxfordshire to ensure that this growth is retained within the county. CDC is able to retain an element of this “pooling benefit”.
- CDC must also take account of the estimated surplus/deficit on its business rates income in 2022/23. This compares the level of business rates collectable in 2022/23 compared to the estimate it made when setting the budget for 2022/23.
- Section 31 Grants are paid to compensate CDC for government changes to the business rates policy which has resulted in CDC generating lower business rates income than it otherwise would have done.

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

Table 3.3.7: Resources retained from business rates related income

| Business Rates Breakdown | 2023/24 £m | 2024/25 £m | 2025/26 £m | 2026/27 £m | 2027/28 £m |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Business Rates | (41.349) | (3.354) | (0.605) | (6.929) | (1.225) |
| Business Rates Deductions | 38.515 | 3.003 | 6.872 | 0.973 | 0.973 |
| Business Rates Pooling Gain | (1.800) | 0.000 | 1.800 | 0.000 | 0.000 |
| Business Rates Collection Fund (Surplus) / Deficit | (3.020) | 3.020 | 0.000 | 0.000 | 0.000 |
| S31 grants | (9.473) | (0.174) | 2.195 | 5.749 | (0.045) |
| Grand Total | (17.127) | 2.495 | 10.262 | (0.207) | (0.297) |

Movements from 2024/25 onwards are annual incremental changes from the previous year

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

3.3.32 It is estimated that there will be a Collection Fund surplus on business rates of £3.020m which has been taken account in setting the business rates income budget and summarised in Table 3.3.8 below.

Table 3.3.8: Business Rates (Surplus)/Deficit Calculation

| Business Rates Surplus | 2023/24 £m |
|--|-------------------|
| 2021/22 surplus | (1.954) |
| 2022/23 deficit relating to business rates reliefs | (4.069) |
| Use of S31 Reserve | 2.974 |
| 1/3 2020/21 deficit ¹ | 0.029 |
| Business Rates Surplus | (3.020) |

Other Grants

Grants supporting the Net Cost of Services:

3.3.33 New Homes Bonus: The Council expects to receive £1.6m in 2023/24 comprising a payment for 2022/23, but all legacy payments from the scheme are complete. It is not known how the Government intends to replace this regime; a consultation took place in 2021/22 but no response to the consultation has been announced. With confirmation of the Business Rates reset delayed until 2025/26, this payment is expected to drop out in 2025/26.

3.3.34 Revenue Support Grant: Due to the roll forward of funding, the Council expects to receive £0.1m in 2023/24 which has increased in line with inflation compared to last year. RSG is then also expected to be zero beginning in 2025/26.

Grant Funding within the Net Cost of Services:

3.3.35 The Government announced that Lower Tier Services Grant would not continue for 2023/24 but would be replaced by a Funding Guarantee Grant to ensure that the Council did not suffer a reduction in the allocations of funding received from Government. There will also be a new one-off Services Grant for 2023/24. The Council will receive £2.8m and £0.1m from these grants respectively.

3.3.36 The Council also receives ringfenced grants for specific purposes. These are allocated directly to the Directorates to be spent in line with the grant conditions. A breakdown of all government grant income assumed within the budget is at Appendix 13.

Council Tax

3.3.37 The council tax requirement of CDC for 2023/24 is £8.6m and the tax base has been set at 58,184.3. A £5 increase to the rate of Council Tax has been assumed: from £143.50 to £148.50. This is the maximum increase the Council can propose, without the need to hold a referendum.

3.3.38 The Council has considered the amount of council tax that it anticipates it will collect in 2022/23 compared to the estimate it made when setting the 2022/23 budget. The Council expects there to be a surplus to be taken into account of (£0.650m).

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

Table 3.3.9: Breakdown of Council Tax Income

| | £m |
|-------------------------------|----------------|
| Council Tax (Surplus)/Deficit | (0.650) |
| Council Tax Requirement | (8.640) |
| Council Tax Income | (9.290) |

3.2.39 The budget for 2023/24 therefore is balanced by these sources of funding as demonstrated in Table 3.3.10.

Table 3.3.10: Financing of Net Cost of Services 2023/24

| Full Budget | £m |
|-----------------------|--------------|
| Net Cost of Services | 28.174 |
| Financed by: | |
| Revenue Support Grant | (0.132) |
| Council Tax | (9.290) |
| Business Rates | (17.127) |
| New Homes Bonus | (1.625) |
| Balance | 0.000 |

3.4

3.4 Capital and Investment Strategy

- 3.4.1 The Capital and Investment Strategy is included at Appendix 19 and reflects the requirements of the Prudential Code including for the S151 to report explicitly on the deliverability, affordability and risks associated with the Strategy.
- 3.4.2 The Capital and Investment Strategy aims to set a clear framework for capital decision making alongside the Council's Business Plan, vision, and priorities. The Capital Strategy is closely aligned with the Council's service plans, asset review and regeneration plans. It also includes the Council's Minimum Revenue Provision (MRP) Policy.
- 3.4.3 In November 2021 the government began consultation on proposed changes to MRP guidance to strengthen the Prudential Framework. The changes proposed would have required the Council to charge MRP on the capital service loans (i.e. non-treasury loans) it has extended to third parties (including its subsidiaries). To date, the Council has not charged MRP on these loans because it has not been deemed imprudent not to. With the expectation that the new requirements were to come into force in the 2022/23 financial year, the Council changed its MRP policy accordingly.
- 3.4.4 This Council, and many others, responded to the consultation with concern about the unintended consequences on revenue budgets of the proposed changes. Government responded by issuing a survey requesting views on further proposed amendments that would provide some flexibilities with respect to capital loans which closed in July 2022.
- 3.4.5 The timetable for implementation of the revised MRP guidance is now expected to be from April 2024. However, until the final guidance is published, the MRP Policy

will not commit the Council to charging MRP on the granting of service loans. It is proposed that the MRP policy for 2022/23, which was agreed in February 2022, also be amended to reflect the delay in implementation with the revised wording at paragraph 4 of Appendix 20.

Capital Programme

- 3.4.6 The capital programme sets out a plan for investment between 2023/24 and 2027/28. It forms an integral part of the Council's core activity and is an important part of the MTFS.
- 3.4.7 Capital expenditure can be funded from Revenue, Capital Receipts, Capital Grants, Internal or External Borrowing. External Borrowing is used to manage the cashflow requirements of the Council and, whilst it is used to finance the capital programme, it is not linked to individual projects. Details of the Council's expected borrowing for 2023/24 are included in the Treasury Management suite of strategies which are scrutinised by the Accounts, Audit and Risk Committee (AARC) and included in Appendix 21. These were reviewed in draft form and were recommended to the Executive at the AARC meeting on 25 January 2023.
- 3.4.8 Table 3.4.1 below details the new capital investments proposed for 2023/24 (detailed proposals can be found in Appendix 17). Where these result in a revenue cost or savings, these have been adjusted for in the Net Cost of Services. A list of all proposals in the full capital programme (£15.5m in 2023/24) is set out in Appendix 18. The financial implications of these are incorporated into the MTFS.

Table 3.4.1 – Capital Bids 2023/24 through to 2027/28

| Directorates | 2023/24 £m | 2024/25 £m | 2025/26 £m | 2026/27 £m | 2027/28 £m | Total Project Cost £m | External Funding £m | Balance to be funded by borrowing £m |
|--------------------|---------------|---------------|---------------|---------------|---------------|--------------------------------|---------------------------|--|
| Communities | 4.061 | 5.032 | 0.025 | 0.000 | 0.000 | 9.118 | (5.806) | 3.312 |
| Resources | 0.855 | 0.000 | 0.000 | 0.000 | 0.000 | 0.855 | 0.000 | 0.855 |
| Chief Executive | 2.912 | 1.434 | 1.239 | 1.239 | 1.239 | 8.063 | (7.868) | 0.195 |
| Grand Total | 7.828 | 6.466 | 1.264 | 1.239 | 1.239 | 18.036 | (13.674) | 4.362 |

- 3.4.9 Since 2015/16, the Council has incurred significant capital expenditure that has been temporarily financed by internal borrowing (cash received in advance of expenditure) and external borrowing (debt). Borrowing is seen as a temporary source of finance. The extent to which the Council has needed to borrow is reflected in the Capital Financing Requirement (CFR) which is a direct measure of the amount of capital outlaid but not financed by grants, capital receipts or revenue resources.
- 3.4.10 To get an indication of the Council's overall capital health, it is useful to examine the ratio of the CFR to the Council's total capital asset value in Table 3.4.2.

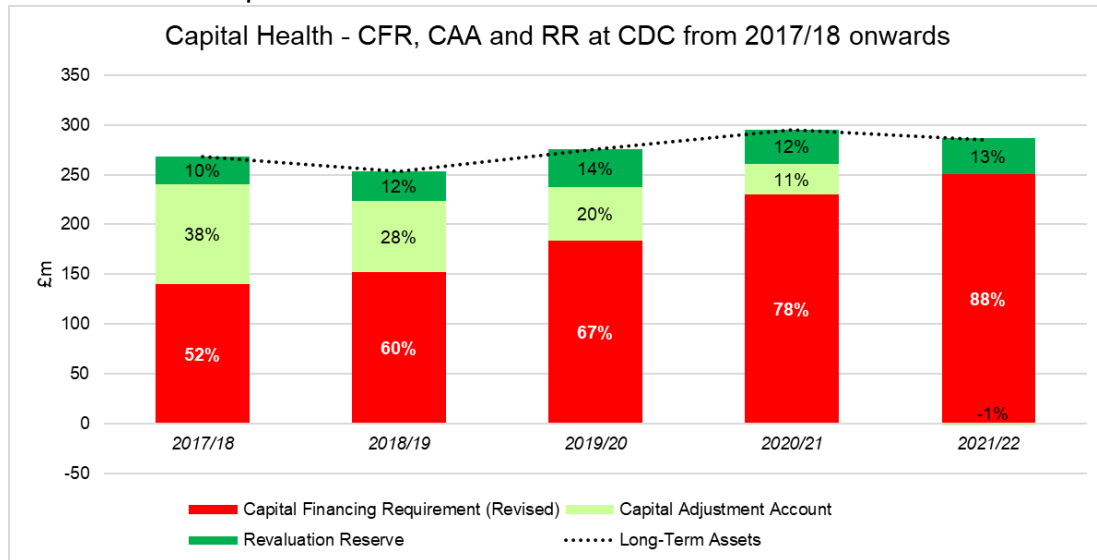
Table 3.4.2 – Capital Health Overall in £ millions

| Capital Health | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 |
|-------------------------------|---------|---------|---------|---------|---------|
| Capital Financing Requirement | 139.73 | 151.85 | 183.21 | 229.92 | 250.24 |

| | | | | | |
|----------------------------|---------------|--------------|---------------|---------------|---------------|
| Capital Adjustment Account | 101.01 | 71.99 | 54.35 | 31.08 | (2.28) |
| Revaluation Reserve | 27.11 | 29.76 | 37.6 | 34.46 | 36.53 |
| Capital Assets | 267.85 | 253.6 | 275.16 | 295.46 | 284.49 |

3.4.11 As of 31st March 2022, the Council's CFR amounted to 88 percent of the value of its total capital worth. Table 3.4.3 shows how this has changed since the Council began borrowing to fund its capital programme.

Table 3.4.3 – Capital Health



3.4.12 The Council primarily holds its capital assets to deliver service objectives, such as economic regeneration and local housing, alongside generating income to support the revenue budget. With national trends in operational and investment property showing a decline in book value, it is important to continue to monitor this ratio to consider appropriate next steps if the Council's need to borrow (CFR) exceeds the total value of its capital assets.

3.4.13 Actions the Council is taking to reduce the CFR include the setting aside of prudent levels of revenue resources (MRP) to repay existing borrowing and using capital grants and receipts to finance new projects wherever possible, keeping future borrowing requirements to a minimum.

3.4.14 Where borrowing of capital has been deemed necessary to deliver against service objectives or, for example to comply with health and safety regulations, financing costs (revenue expenditure) are incurred by the Council. These can be medium to long-term in nature, depending on the useful lives of the assets purchased (or invested in). Projects financed by borrowing typically incur a Minimum Revenue Provision (MRP) charge to the revenue account which is made in line with the Council's MRP policy and with due regard to government guidance. The Council also incurs interest on the borrowing it has taken.

3.4.15 While these costs are significant, the Council generates income within its services to support them. Budgeted interest and MRP represents 34 percent of the £28.2m net council Funding. When the Council's total budgeted income, i.e., income generated from service activities and income from local taxation (excluding benefits payments) of £60.8m is compared to budgeted Interest Payable and MRP on

borrowing for capital purposes of £9.4m, the result is 15 percent. This demonstrates that the funding of interest payable and MRP is not entirely from council tax.

3.5 Reserves

3.5.1 Reserves are held to ensure the Council can manage and mitigate current and future risk and spending plans. The Council has carried out a review of its reserves requirements as part of the Budget and Business Planning Process and continues to follow its reserves policy attached at Appendix 14. This has enabled the Council to hold larger, more strategic reserves, rather than smaller earmarked reserves and allows the Council to use its reserves in a more flexible manner. The Council will regularly review its level of reserves to ensure they remain adequate and appropriate and will continue to be monitored throughout 2023/24.

3.5.2 Table 3.5.1 below shows a summary of the forecast reserves position for 2023/24 to 2027/28. The final outturn position for 2022/23 will be reported to the Executive in June 2023 and the Accounts, Audit and Risk Committee in May 2023, as part of the Council's Statement of Accounts. Appendix 16 provides a breakdown of the proposed use of reserves for 2023/24 and an estimate of how reserves are currently expected to be used to 2027/28.

Table 3.5.1 – Forecast Use of Reserves

| Reserve Category | Forecast Balance 1 April 2023 £m | 2023/24 £m | 2024/25 £m | 2025/26 £m | 2026/27 £m | 2027/28 £m | Expected Balance 1 April 2028 £m |
|--|----------------------------------|--------------|----------------|----------------|----------------|--------------|----------------------------------|
| General Balances | (6.450) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | (6.450) |
| Earmarked Reserves | (23.449) | (2.468) | (0.191) | (0.684) | (1.161) | 0.227 | (27.726) |
| Revenue Grants | (1.530) | 0.710 | 0.007 | 0.007 | 0.007 | 0.007 | (0.792) |
| Capital Reserves | (5.131) | 4.250 | 0.000 | 0.000 | 0.000 | 0.000 | (0.881) |
| Sub-TOTAL RESERVES | (36.560) | 2.492 | (0.184) | (0.677) | (1.154) | 0.234 | (35.849) |
| Revenue Grants relating to cashflow timing | (0.263) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | (0.263) |
| TOTAL RESERVES | (36.823) | 2.492 | (0.184) | (0.677) | (1.154) | 0.234 | (36.112) |

3.5.3 A risk assessment has been carried out on the level of general balances that CDC holds which is detailed in Appendix 15. This sets out that CDC should hold general balances of at least £6m.

3.5.4 It is the duty of the Section 151 Officer to ensure that the Council retains reserves at a level which provides the Council with financial resilience both in setting the budget for 2023/24 but also looking into the medium term and the MTFS. Reserves can be used for one-off expenditure but should not be used to finance ongoing Council activities.

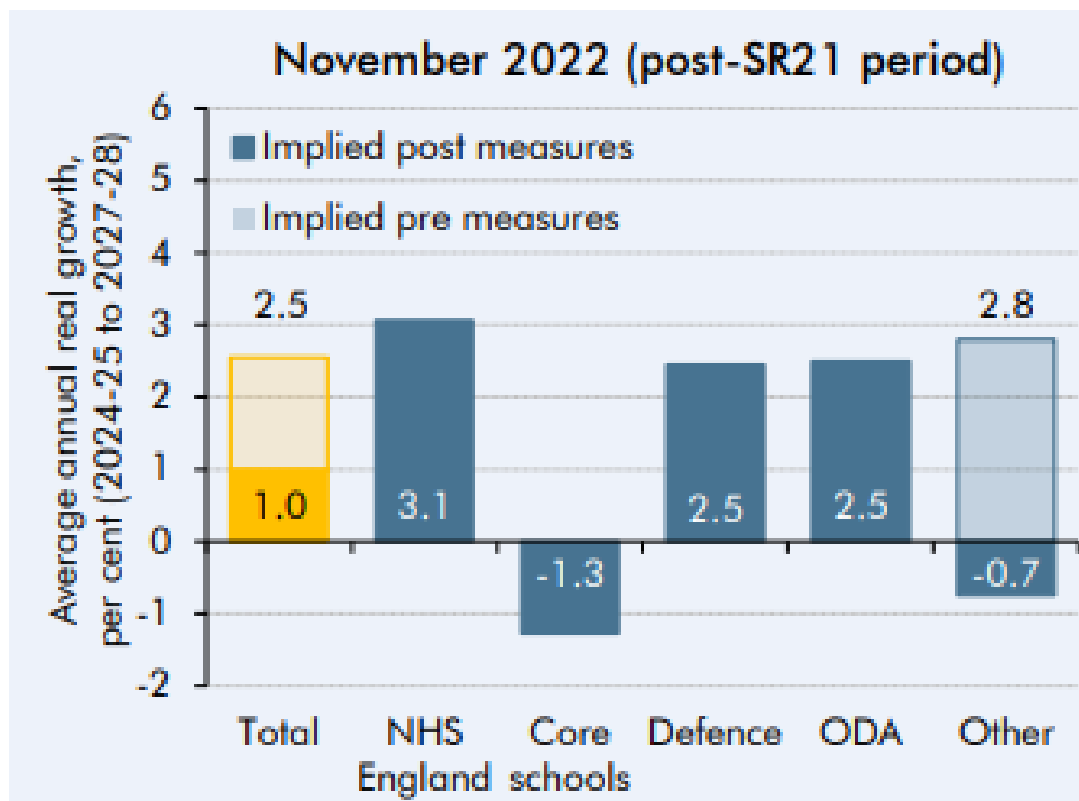
- 3.5.5 The Council has taken advantage of making advance payments to the Oxfordshire Pension Fund over the last three years concluding in 2022/23 and the Pension Fund's Actuary, Hymans Robertson, has provided the Council with the opportunity to continue this arrangement for a further three-year period of advance payments for 2023/24, 2024/25 and 2025/26, reducing the overall cost of the pension fund contributions to the Council.
- 3.5.6 A lump sum payment of £5.78m would allow the Council to retain its Employer's Contribution rate at 15.9 percent, rather than it increasing by 12.5 percent to 28.4 percent, which is the required contribution rate indicated by the most recent fund projections. The actuary's forecasts, based on the current pensionable payroll, could result in £0.410m savings across the three-year period. The MTFs already contains a provision of £1.675m in anticipation of future lump sum payments; the reserves forecast in Table 3.5.1 and Appendix 16 includes the use of £0.252m to top the current provision to 1/3 per annum of the proposed lump sum.
- 3.5.7 This is an attractive reduction in the overall cost and gives the Council some cost certainty over the three-year period. The actual savings achieved will depend on the performance of the Fund over the period and the degree to which the Council's pensionable pay differs to the assumptions made by the actuaries.

3.6 Medium Term Financial Strategy

Funding Reforms

- 3.6.1 The Council expects that local government funding reforms will be implemented in 2025/26 as announced in the Local Government Finance Policy Statement on 12 December 2022. Additionally, the Autumn Statement announced on 17 November 2022, explained that the Government would operate within the Spending Review control totals for 2023/24 and 2025/26.
- 3.6.2 As part of funding reforms, a reset of the Business Rates baseline is expected. This would impact CDC significantly as the Council has been consistently collecting above the baseline and retaining 50 percent of that growth under the current retention scheme. The Council is assuming a reset is introduced in 2025/26, which will significantly reduce the level of resource available to the Council.
- 3.6.3 Government funding of local authorities is based on an assessment of need. The Government is expected to simplify the way need is determined and to make the formula more objective and transparent. However, until a consultation on proposed new arrangements is published by the Government there is no way to accurately forecast the impact. Therefore, the Council has assumed the impact of its implementation is neutral within the MTFs and has been considered as part of the risk assessment of reserves.
- 3.6.4 In addition to funding reforms, the Office for Budget Responsibility's analysis of the Autumn Statement has highlighted that whilst plans for total Government spending are expected to increase in the next spending review period, that it is likely that funding for sectors such as local government will reduce as demonstrated by the chart below.

Chart 3.6.1 – Analysis of Autumn Statement



Source: Office for Budget Responsibility, Economic and fiscal outlook, November 2022

MTFS Funding Gap

3.6.5 The MTFS, as presented in Table 3.6.1 below, represents the scenario without the benefit of any national transition funding to compensate for the loss of funding following implementation of funding reforms. Planning on this basis is both prudent and sensible and ensures that the Council can respond to any changes coming forward and remain financially sustainable.

3.6.6 It is important to note that 2023/24 reflects a balanced budget but it should be acknowledged that there are both planned contributions to and uses of one-off funds from some earmarked reserves. The net use of reserves in 2023/24 is shown above in Table 3.5.1 (£2.6m including use of capital reserves; there is a net contribution of £1.7m to revenue reserves). A full schedule of the use of reserves can be found in Appendix 16. For 2024/25 an ongoing funding gap has been identified, which increases in 2025/26, and the Council has established a strategy that will shape how it looks to review opportunities to reduce this gap and balance the budget in 2024/25 and future years.

3.6.7 Table 3.6.1 below sets out the Council's future funding estimates. There remains much uncertainty regarding this position over the medium term with the expected funding reforms. However, estimates are based on the most recent information available from the Government which forecasts the effects of these changes to be in the region of a 41 percent reduction in net funding. This is a result of:

- the phasing out of New Homes Bonus in relation to growth in 2022/23 payable in 2023/24; the Government has said it will consult on a replacement NHB

scheme for 2024/25 but it is unclear what the financial benefit will be for the Council at this stage.

- the business rates baseline reset in 2025/26 and growth at 1 percent thereafter (the Council has grown business rates significantly in recent years and this baseline reset results in the Council losing the benefit of this growth)
- the cessation of Revenue Support Grant, Council Tax increases of £5 per annum with on average 2.43 percent annual growth of the Council tax base from 2024/25.
- No assumptions have been made that the Council will receive any transitional finance support. As set out above, the Government has announced that a reset is likely to be phased. However, there has been no indication of what profile this could take or the period over which the transition will be applied.

3.6.8 The MTFS indicates that, with all of the assumptions around national funding changes, Cherwell will have a gap between its net budget requirement and its funding as shown in Table 3.6.1 below. This is further analysed by gross and net budget by directorate in Appendix 11.

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

Table 3.6.1: MTFS 2023/24 – 2027/28 (year on year change)

| MTFS Movements | 2023/24 £m | 2024/25 £m | 2025/26 £m | 2026/27 £m | 2027/28 £m |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Base budget brought forward | 23.492 | 0.000 | 0.000 | 0.000 | 0.000 |
| Service Pressures | 2.009 | (0.222) | 0.013 | 0.171 | 0.001 |
| Service Savings Proposals | (1.004) | (0.297) | (0.218) | (0.214) | (0.104) |
| Capital Impact | 0.288 | (0.056) | 0.024 | 0.022 | 0.106 |
| Corporate changes | 3.309 | 0.909 | (2.940) | 0.612 | 0.001 |
| Inflation | 3.504 | 1.213 | 1.214 | 0.529 | 0.562 |
| Change in use of reserves | (1.667) | 0.462 | 0.454 | 0.472 | 0.000 |
| Additional government grants | (1.757) | 0.000 | 2.993 | 0.000 | 0.000 |
| Net Budget Requirement | 28.174 | 2.009 | 1.540 | 1.592 | 0.566 |
| | | | | | |
| Revenue Support Grant | (0.132) | 0.000 | 0.132 | 0.000 | 0.000 |
| Council Tax | (9.290) | 0.170 | (0.481) | (0.419) | (0.422) |
| Business Rates | (17.127) | 2.495 | 10.262 | (0.207) | (0.297) |
| New Homes Bonus | (1.625) | 0.000 | 1.625 | 0.000 | 0.000 |
| Total Income | (28.174) | 2.665 | 11.538 | (0.626) | (0.719) |
| Funding Gap / (Surplus) | 0.000 | 4.674 | 13.078 | 0.966 | (0.153) |

How the MTFS gap is planned to be addressed

3.6.10 In addition to continuing to lobby policy makers, highlighting where the Council has been delivering growth and driving benefits to others, the Council has developed a strategy to meet the challenges highlighted in the MTFS if no additional funding is made available to the Council. Whilst the Council will develop plans for scenarios that include a full business rates reset, it will continue to lobby the Government for a phased implementation. Implementation of savings plans developed will not take place until it is clear that the savings must be achieved. Approaches the Council will adopt to identify savings will include:

Prioritisation

3.6.11 Services will be broken down into specific work units which have been mapped to the strategic priority they most apply to (support services will be identified separately as support). Therefore, we can map how much the Council spends of its revenue budget on each priority. Similarly in setting the 2023/24 budget, all capital schemes are being mapped to the priority that they link most closely to. The budget and Business Plan will then be developed in conjunction to maximise the ability to deliver the priorities of each Council within the level of resources available to it.

Strategic Cross-cutting themes

3.6.12 Overlaid on the priority-based budgeting is the Council's approach to the Strategic Cross-Cutting Themes (Transformation Programme). Strategic Cross-Cutting Themes allow the Council to review its approaches thematically across its services rather than always considering service delivery on a silo basis. This view of the expenditure of the Council helps identify organisational transformational opportunities which might not present themselves so readily via a service-based budget approach. This analysis helps to shape the thinking for the future design of our Council, one that is affordable within the future funding envelope as set out in the MTFS.

3.6.13 Where Strategic Cross-Cutting Themes are able to identify transformational approaches to delivery, this will generate efficiency savings to the Council that will allow it to invest in a larger proportion of its priority services. The identification of these opportunities shapes the Transformation Programme for the organisation.

Savings Targets

3.6.14 In order to ensure that all services contribute to the reduced funding of the Council, all services will be required to make a contribution of a set percentage of their budget which they have control over. So, for example where there are budgets which hold corporate costs in a service area, a savings target should not be applied to this.

Financial Resilience Assessment

3.6.15 CIPFA's Financial Resilience Index is designed to support and improve discussions surrounding local authority financial resilience. It shows a council's performance

against a range of measures associated with financial risk, including the level of earmarked reserves and general balances. The Index is a comparative tool to be used to support good financial management and generate a common understanding of the financial position within authorities.

3.6.16 The index considers both the value of general balances and earmarked reserves compared to councils' net revenue budget. While earmarked reserves are held for specific purposes, they can be called upon to meet unexpected costs or provide short term funding to enable long term recovery plans to be put in place.

3.6.17 The publication of the Financial Resilience Index based on 2021/22 outturn data was published in January 2023. This will be considered as part of the Chief Financial Officer's Section 25 statement for Council on the adequacy of the proposed financial reserves and the robustness of the estimates for the purposes of the council tax calculations.

3.7 Climate Action

3.7.1 In 2019, CDC declared a climate emergency and committed to prioritising climate action in decision making. More recently, a climate action framework was approved that commits the council to:

- Being carbon neutral in its operations by 2030
- Enabling a zero-carbon Cherwell by 2030.

3.7.2 In developing budget proposals, services were asked to assess how their plans affected the Council's ability to reduce its emissions from buildings, fleet, staff travel, purchased products and services (including construction) and to enable emission reductions at a district-wide level.

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

3.7.4 The proposal to increase parking charges could reduce district-wide carbon emissions by encouraging drivers to walk, cycle or use public transport. Additional solar panels are proposed for council buildings to reduce our energy consumption.

4.0 Conclusion and Reasons for Recommendations

4.1 This report provides information around the various building blocks that make up the proposed budget for 2023/24 and beyond, allowing members to consider and scrutinise the elements of the budget and provide advice and guidance to Council to help further shape both budget setting for 2023/24 and the MTFs up to 2027/28.

5.0 Consultation

5.1 The Council sought the views of residents and businesses during the period of 23 November 2022 until 23 December 2022.

- 5.2 The Budget Planning Committee considered the revenue budget pressures, savings proposals and capital bids in a report on 6 December 2022. The Committee's comments have been taken into account in arriving at these proposals and are summarised in Appendix 10. Budget Planning Committee also considered and recommended the 2023/24 planned reserves levels and Capital and Investment Strategy at its meeting on 17 January 2023.
- 5.3 The Accounts, Audit and Risk Committee considered and recommended to full Council the Capital and Investment and Treasury Management Strategies and the associated Appendices on 25 January 2023.

6.0 Alternative Options and Reasons for Rejection

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

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

7.0 Implications

Financial and Resource Implications

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

Comments checked by:

Michael Furness, Assistant Director of Finance, 01295 221845

Michael.Furness@cherwell-dc.gov.uk

Legal Implications

- 7.2 The Council is legally required to set a balanced budget each year together with a requirement to produce a Revenue Budget under the various Local Government Finance Acts. The legal framework for which is set out in the main body of this report. Officers consider the recommendations will achieve this if approved by full Council.
- The savings proposals have been consulted upon as appropriate, and further consultations may be required prior to implementing certain proposals.
- 7.3 The Public Sector Equality Duty S149 (1) requires a Local Authority in exercise of its functions to have due regard to the need to:
- (a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
 - (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.

(c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Decision makers must keep the above requirements in mind when making decisions.

Comments checked by:

Shahin Ismael, Interim Head of Legal Services, 01295 221651

Shahin.Ismael@cherwell-dc.gov.uk,

Risk Implications

- 7.4 The Business Plan and MTFs are both part of the council's Leadership Risk Register, which the Executive reviews monthly. This report also highlights the measures that have been put in place to absorb the financial impact of changes and unforeseen events during the year, such as maintaining a minimum level of reserves and having a budget contingency. Any issue that arises through the year that could potentially have a material effect on the budget will be added to the Leadership Risk Register.

Comments checked by:

Shona Ware, Assistant Director Customer Focus, 01295 221652

Shona.ware@cherwell-dc.gov.uk

Equality and Inclusion Implications

- 7.5 In complying with the Equality Act 2010 and the council's Equalities framework; Including Everyone each service has carried out an Equalities Impact Assessment (EIA) on their budget proposals to ensure they will not discriminate or disadvantage any of the district's diverse communities. These EIAs did not identify any Equality, Diversity, or Inclusion implications for any of the budget proposals. The overarching EIA for the 2023/24 budget is published as Appendix 8.

Comments checked by:

Shona Ware, Assistant Director Customer Focus, 01295 221652

Shona.ware@cherwell-dc.gov.uk

Sustainability Implications

- 7.7 Sustainability implications are included in Section 3.7 of this report.

Comments checked by:

Jo Miskin, Climate Action Manager, 07900 227103

Jo.Miskin@cherwell-dc.gov.uk

8.0 Decision Information

| | |
|---------------------------------|------------|
| Key Decision | N/A |
| Financial Threshold Met: | N/A |

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Cllr Adam Nell, Portfolio Holder for Finance

Document Information

Appendix number and title

- Appendix 1 – Business Plan
- Appendix 2 – Annual Delivery Plan
- Appendix 3 – Chief Officer’s Section 25 Report
- Appendix 4 – Savings Proposals
- Appendix 5 – Revenue Pressures
- Appendix 6 – Budget Summary
- Appendix 7 – Fees and Charges Schedule
- Appendix 8 – Equality Impact Assessment
- Appendix 9 – Pay Policy Statement
- Appendix 10 – Budget Planning Committee Responses to Budget Proposals
- Appendix 11 – Gross Service Budget, Income, Net Budget and Future Years MTFs Changes by Directorate
- Appendix 12 – Budget Book
- Appendix 13 – Government Grants
- Appendix 14 – Reserves Policy
- Appendix 15 – Reserves Assessment
- Appendix 16 – Forecast Use of Reserves
- Appendix 17 – Capital Bids
- Appendix 18 – Capital Programme
- Appendix 19 – Capital and Investment Strategy
- Appendix 20 – Revised 2022/23 Minimum Revenue Provision Policy
- Appendix 21 – Treasury Management Strategy

Background papers

None

Report Author and contact details

Joanne Kaye, Strategic Finance Business Partner, 01295 221545,
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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.



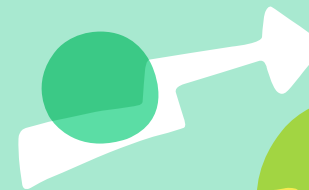
CO₂

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.



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. |

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Annual Delivery Plan

2022/24

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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

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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

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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

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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

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Supporting Our Strategic Priorities

- 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
- **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



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

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

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November 2022



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Chief Executive Directorate

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 |

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

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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 |

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Chief Executive Directorate

- HR & OD
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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

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 |

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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 |

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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 |

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Chief Executive Directorate

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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

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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 • 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 |

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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 |

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Communities

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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Communities Directorate

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- Environmental Services
- Regulatory & Community Safety

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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 |



Communities Directorate

Communities Directorate - Strategic

| 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 |

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Communities Directorate

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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 ON GOING ON GOING ON GOING ON GOING ON GOING ON GOING |
| | 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

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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

| 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 |

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- Environmental Services
- Regulatory & Community Safety



Communities Directorate

Communities Directorate - Corporate

| 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 |

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- Environmental Services
- Regulatory & Community Safety

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Communities Directorate

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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 |

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Communities Directorate

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- Environmental Services
- Regulatory & Community Safety

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Communities Directorate - Local

| 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 |

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Communities Directorate

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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 |
|--|-------------------------------|--|--|
| Healthy, resilient and engaged communities | 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 |

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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

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 |

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- Legal & Democratic
- ICT
- Corporate Property

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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 |

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- ICT
- Corporate Property

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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 |

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- ICT
- Corporate Property

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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 |

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- ICT
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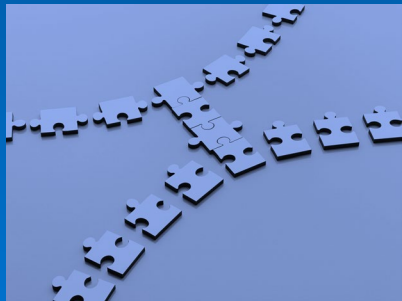
Resources Directorate

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 |

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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 |



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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 |

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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 |

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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 |

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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 |

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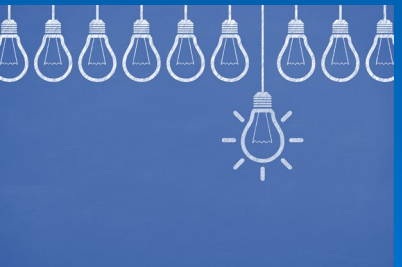
Resources Directorate

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 |

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Local Government Act 2003: Section 25

Report by the Assistant Director of Finance (S151 Officer) (Chief Finance Officer)

Background

1. Section 25 of the Local Government Finance Act 2003 requires that when a local authority is agreeing its annual budget and council tax precept, the Chief Finance Officer must report to it on the following matters:
 - The robustness of the estimates made for the purposes of the (council tax requirement) calculations
 - The adequacy of the proposed financial reserves
2. The council is required to have due regard to this report when making decisions on the budget. The law expects councillors to consider this advice and not set it aside lightly.
3. In expressing my opinion, I have considered the financial management arrangements and control frameworks that are in place, the budget assumptions, the adequacy of the Budget & Business Planning process, the financial risks facing the council and the level of total reserves.
4. Section 25 of the Local Government Act 2003 concentrates primarily on the uncertainty within the budget year (i.e. 2023/24). However, future uncertainties, particularly around the delivery of savings, future rates of inflation and the increasing pressures in demand driven services also inform the need for reserves and balances in the medium term.

Executive Summary

5. In preparing the Budget and Medium-Term Financial Strategy for 2023/24 – 2027/28 a number of processes have been put in place to ensure that the budget is achievable and sustainable and services can be delivered within the anticipated funding available.
6. In order to provide assurances that the budget estimates are robust the Assistant Director of Finance (Section 151 Officer) has had regard to the following factors:
 - Financial Management arrangements and control frameworks
 - The ongoing financial impact of behaviour change following the Covid-19 pandemic
 - The Budget and Business Planning Process
 - Budgeting assumptions, including:
 - resources available from central Government and local taxation
 - impact of inflation and pay awards
 - locally identified budget pressures
 - The affordability of the capital programme

- Financial risks

7. In setting the budget and prudently managing its finances, the Council holds both general balances and specific earmarked and ring-fenced reserves. A risk assessment is carried out to determine the minimum level of general balances that the Council should hold. This has been determined to be £6.0m for 2023/24.

Financial management arrangements and control frameworks

8. The council received an unqualified audit opinion in 2020/21 and expects the same for 2021/22. In respect of securing value for money, the auditor's conclusions are based on whether the organisation has proper arrangements in place for securing financial resilience and for challenging how it secures economy, efficiency and effectiveness. The council received an unqualified value for money conclusion for 2020/21 and expects the same for 2021/22.
9. The council has good governance arrangements in place. The Section 151 Officer has responsibility for ensuring that an effective system of internal control is maintained to provide an assessment of the current position across the whole council and identifying areas for improvement where appropriate. Areas for improvement are reported to Accounts, Audit & Risk Committee and monitored in year through the newly established Corporate Oversight and Knowledge Governance Group.
10. The Code of Practice for Financial Management (the FM Code) was introduced by CIPFA in November 2019. The Code clarifies how Chief Finance Officers should satisfy their statutory responsibility for good financial administration as required in Section 151 of the Local Government Act 1972. Full compliance with the FM Code is expected for 2023/24. Annex 1 below sets out a compliance assessment against the Code's standards. All of the 19 Standards have been assessed as Green meaning that compliance can be evidenced. Where relevant, proposed further actions that can be taken to enhance compliance have been included in the assessment. The assessment will also be used to help inform the council's Annual Governance Statement (AGS) which will be published alongside the Statement of Accounts.
11. Financial Management remains a key focus. A new financial system was implemented in April 2021 and, as part of the project, training to support effective financial management performance across the council has been made available to all users. New ways of working were introduced in 2021/22 and further culture change necessary for managers to take greater ownership of budgets will continue to be developed in line with other organisational changes.

Ongoing Financial Impact of Behaviour Change following the COVID-19 pandemic

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

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

13. The financial impact arising from behavioural changes following the COVID-19 pandemic has extended into 2023/24 and is anticipated to continue into the medium term. The Council has monitored its car parking and retail rental income levels closely and factored in adjustments to the:
- car parking income based on the 2022/23 budget monitoring position and forecast recovery in the future.
 - forecast assumptions around retail rental income levels based on the latest intelligence available.
14. To help insulate the Council from further financial impacts, there is £1.1m available in a commercial risk contingency in 2023/24 as well as there being a separate £5.0m market risk reserve should the allocations highlighted in paragraph 13 be insufficient.

Budget Assumptions

15. The formation of the 2023/24 budget and indicative budgets for the following four years to 2027/28 have allowed for best estimates of the total financial envelope over the medium term, taking into account anticipated unavoidable pressures plus investments and the savings then required to match the funding available. In forming the estimates various assumptions have been made. The main assumptions together with an assessment of their risk are set out below:
- a) Funding assumptions – General Government funding by way of the Settlement Funding Assessment for 2023/24 has been notified by DLUHC as part of the Local Government Finance Settlement. Where specific government grants have been notified, these are reflected in the Medium-Term Financial Strategy (MTFS).

Beyond 2023/24, there is some certainty in terms of local government finance as the Government has announced that a business rates reset and local government finance reform will not take place before 2025/26. However, no specific announcements or minimum funding guarantees have been issued for 2024/25. This makes it difficult to plan for the medium term. Details and assumptions for 2023/24 have been set out in the Revenue Budget Strategy at Section 3.3 of the Budget Report.

A Band D Council Tax increase of £5 is proposed for 2023/24 (within the referendum limit confirmed in the Local government Finance Settlement) and across the medium term. This is a 3.5% increase in the Council's element of Council Tax.

Business rates forecast income for 2023/24 is based on the statutory NNDR1 return. It is assumed that all growth will be removed when the business rate baseline is reset, now forecast to be in 2025/26. The Government has indicated that there will be a phased approach to resets, but not issued any guidance over the period or profile over

which this will take. Therefore, the Council has taken the prudent position of assuming a full reset from 2025/26. As the Government makes further announcements this will be factored into the MTFS and fed into the 2024/25 Budget and Business Planning Process.

The increase in the council tax base for 2023/24 was slightly higher than the assumptions in the 2022/23 MTFS, with an actual increase of 2.4% Band D equivalent properties compared to 1.1% forecast in the 2022/23 MTFS. The cause is due to both fewer council tax support claimants than assumed plus a slight increase in the rate of house building. This is an improvement on the rate of growth assumed for 2022/23 and growth continues to be assumed for 2023/24 and across the medium term.

- b) Inflation – The Spending Review 2021 set out that public sector pay rises would be continue throughout the Spending Review Period. The Council has built an assumed pay award into its 2023/24 assumptions.

Where services submitted pressures linked to inflationary increases identified during 2022/23 (as a result of general inflation being in excess of 10%) they have been funded. The Council is also holding a contingency for contract inflation of a further 10%. The latest figures from December 2022 show increases from the previous year with CPI running at 10.5% (compared to 5.4% in December 2021). Whilst inflation is running at very high levels, analysis suggests that inflation has reached its peak and is now beginning to reduce. Additional funding has been set aside for potential increased utility costs so, alongside the increases built in for contracts, the Council has been prudent in setting aside resource for inflationary pressure in 2023/24.

Overall, the Council holds an inflation contingency in 2023/24 of £3.8m, equivalent to 13.3% of the net budget. Any inflationary pressures in services funded by grant are expected to be maintained within the level of grant awarded.

- c) 2023/24 Budget Pressures – The Council has undertaken regular budget monitoring throughout 2022/23. As part of this process detailed monitoring of the savings programme has continued. Where savings have been identified as undeliverable in 2022/23, and won't be delivered in 2023/24, they have been identified as a pressure in 2023/24. Furthermore, services have identified budget pressures for 2023/24, which have also been reviewed by Finance officers.
- d) 2022/23 Forecast Outturn – The Council's forecast financial position up to the end of December 2022 shows a forecast overspend of £0.1m. This is made up of £0.7m savings non-delivery, offset by £0.6m base budget underspends.
- e) Treasury Management – at 31 December 2022, the Council held £166m of long term debt and £52m of short term debt. Whilst all existing debt is at fixed interest rates the short-term debt will need to be refinanced so is effectively at variable rates. The Council identified early in 2022/23 that interest rates were rising and the Council was at a significant risk of having to refinance at much higher rates than it had been paying.

As a result the Council identified the level of refinancing it anticipated that it would require and borrowed £66m from the PWLB over a period of 5-10 years at between 2.68% and 2.99%. As a result, the Council's weighted average cost of borrowing is forecast to increase by 1%, from 1.46% to 2.46% in 2023/24 at a time when interest rates have increased by more than 3%. The MTFS assumes continuation of the strategy to borrow internally at £78.9m. The Council has a Capital Financing Requirement of £250.2m, forecasted to rise to £255.7m by 2024, which debt will remain below. Debt as at 31 March 2023 is forecast to be £188m. The Council has assessed that its Authorised Limit for External Debt for 2023/24 will be £310m (no change from 2022/23). A large proportion of the borrowing costs will be met by additional income streams. Additionally, all borrowing costs have been included in the Budget and MTFS so the Council is able to understand the overall commitments required on it over the medium term.

The proposed MTFS assumes the bank rate will gradually increase from 4.0% (February 2023) to 4.5% by June 2023, before gradually reducing to 2.5% in September 2025. For 2023/24 the Council does not anticipate that it will need to take out any significant borrowing due to the £66m it took out in July 2022. Based on market rates, the target in-house rate of return on investing surplus cash is 4.3% for 2023/24.

The Council makes loans to organisations that help to deliver the priorities of the Council. Risk assessments of default against these loans are made to determine an upper limit that the Council is prepared to provide across different classes of borrower. For 2023/24 the proposed limit of loans the Council can provide is £87.2m, of which £85.9m would be to subsidiaries of the Council.

- f) Capital Programme – the proposed Capital Programme has a balanced funding position over the 5-year period to 2027/28 with required borrowing costs being reflected in the MTFS. The total capital programme is £35.9m, of which £15.5m is expected to be spent in 2023/24. The Capital and Investment Strategy identifies that the Council expects its overall debt to remain within both its Operational Boundary for Total External Debt of £290m and Authorised Limit for Total External Debt of £310m.

Budget & Business Planning Process

16. The Budget & Business Planning process is well established. The construction of the budget and examination of the budget proposals has been subject to challenge by the Directorate Leadership Teams, the council's leadership team and the Assistant Director of Finance. There has been engagement with the Executive, the Political Group Leaders as well as a number of member engagement and briefing sessions.
17. Budget Planning Committee considered the revenue savings, pressures and capital bids at its meeting in December 2022. In January 2023, the Committee considered the Capital & Investment Strategy and Reserves Policy and projected Reserves Levels. Comments from these meetings were considered by the Executive. In addition, the Accounts, Audit and Risk Committee considered and recommended to full Council the Capital & Investment Strategy and Treasury Management Strategy in January 2023.

18. A public consultation on the budget was also held between 23 November 2022 and 23 December 2022. 37 online survey responses were received as well as two written responses. Scrutiny of the budget savings has also been considered from an equalities perspective.

Financial Risks

19. Financial risks occur wherever there is uncertainty around the financial impacts. As the Council is setting a budget for the coming year, which is a plan for what is expected to happen, there is an inherent risk of uncertainty as a budget cannot be set with the benefit of hindsight.

20. Given the:

- real terms reductions in government grant funding,
- the limits placed on the level of Council Tax increases,
- the ongoing financial impacts of behaviour change,
- uncertainty around how inflation levels will change in the coming year,
- the growing unavoidable pressures and the need to deliver savings,

the budget will inevitably contain a degree of risk. The key risks are set out in the following paragraphs. However, to help manage the impact of financial risk, a corporate contingency is proposed. The level of corporate contingency for 2023/24 is £5.2m. The corporate contingency budget is held to cover;

- market risks, including those linked to the ongoing impact of behaviour change
 - the risk that inflationary pressures are higher than have been identified in the services;
 - the risk that proposed savings are not achieved in full;
 - other unforeseen costs at the time of budget setting.
- a) Behaviour Change – The impact of the changing behaviour of the public and corresponding impacts on the economy and services will continue throughout 2023/24 and over the medium term. This will present several risks to the council including:
- Insufficient market capacity to meet demand;
 - Sustainability of existing contracts for supply of works, goods and services;
 - Increase in price for goods and services;
 - Reduced capacity and availability in the supply chain creating delays in delivery;
 - Workforce availability, recruitment and retention;
 - Reduced income.

Paragraph 13 highlights that the Council has provided budget pressures to address these, and paragraph 14 sets out that there are reserves and contingencies to address these should the pressures provided be insufficient.

- b) Achievement of planned savings – the council has limited experience of delivering significant savings programmes. However,
- i) it was successful in identifying and delivering the in-year savings required from its Revised Budget for 2020/21.
 - ii) The Council identified a savings programme of £4.3m for 2021/22 and was able to deliver 80% of this programme.
 - iii) The Council identified a savings programme of £2.9m for 2022/23. The forecast savings delivery as at the end of December 2022 is 75%.

Ongoing existing and proposed savings in the MTFs which are required to be delivered up to 2027/28 total £1.8m.

All managers have a responsibility to ensure the efficient delivery of services within their resource envelope and, when savings are proposed, that those savings are both realistic in terms of the level of savings and the timing. Should the level and timing of such savings vary due to unforeseen events, management actions within the relevant services, directorates and subsequently corporately will need to be identified and implemented.

- c) Local Government Funding – changes to the local government funding regime could create significant financial challenges to the Council. Uncertainty around the future of New Homes Bonus (the Government has indicated it intends to issue a consultation on its future in time for 2024/25 budget setting) and the anticipated Fair Funding Review as well as the expected business rates reset in 2025/26 could have significant financial consequences on the level of resources available to the Council. The 2021 Spending Review was for three years outlining the overall local government resource envelope for this period. However, the 2023/24 Local Government Finance Settlement was for one year only and includes significant levels of funding which could be one-off. Whilst the Government has issued a Policy Statement indicating the Government's thoughts on its approach to 2024/25 funding, there is considerable uncertainty around the continuation of time-limited funding, along with how funding and costs related to Extended Producer Responsibility will be addressed and there is no indication of a minimum funding guarantee as there was for 2023/24. The Council has assumed that a full business rates reset will take place from 2025/26 and is therefore planning prudently. The Government has indicated that the financial implications of local government reform will be phased though not given an indication of the period or profile of the phasing. It is expected that the Government will issue a consultation during 2023/24 on its proposals for funding reform and the MTFs will be updated as further information is made available.

Over the medium term the Government has given a clear indication that from 2025/26 there are likely to be reductions in the levels of funding made available to local government.

- d) Inflation – As set out in paragraph 15b above, the Council has made provision for contract inflation of up to 10%, falling back to 5% in 2024/25, and the government's target of 2% thereafter. Pay increases are also assumed over the MTFS period. The contingency budget will help mitigate the inflationary risk to the Council over and above those inflationary pressures submitted by the Directorates.
- e) Interest Rates – Interest rates have increased significantly in 2022 and are forecast to increase further in 2023 before gradually reducing to slightly below current levels in 2025. The Council borrowed at fixed rates to mitigate the risk for its current borrowing needs. This did not include future requirements. Therefore, the costs of borrowing for new capital schemes is far greater than it has been historically. There is also a risk that when we come to take out borrowing the rates are higher than we have budgeted for. The Council has made prudent forecasts based on the information currently available but must accept that in these turbulent times there is reduced economic certainty.

Level of total reserves

- 21. As described above the financial environment in which the Council operates is subject to risk and uncertainty. There is significant risk to the Council's medium-term funding with local government funding reviews expected to take place to consider how resources should be allocated across local government and how a reset of business rates income will be introduced.
- 22. The Reserves Policy at Appendix 14 sets out the Council's policies underpinning the maintenance of a level of general balances and earmarked reserves. As well as holding a contingency budget, general balances are also held to ensure that a major incident or emergency can be managed without impacting on other services. In reaching my decision on the minimum level of balances I feel are appropriate to be held for 2023/24, I have considered the strategic, operational, and financial risks facing the authority including the ability to deliver planned savings, as well as external risks such as further economic shocks. The minimum level of balances for 2023/24 based on this risk assessment is £6m, with the current 2022/23 outturn position forecast to be £6.5m. This minimum level of general balances has also taken into consideration the level of earmarked reserves that the Council holds which could be diverted for other purposes if required. The assessment of minimum level of general balances can be seen at Appendix 15.
- 23. Earmarked reserves are also held for specific planned purposes. In assessing the appropriate level of reserves, a review has been undertaken to determine if they are both adequate and necessary. The review has identified where there are plans for future spending to take place and that there are sufficient reserves available for this.

There are also sufficient earmarked reserves available to support budgetary challenges and pump prime work to identify service changes necessary to operate within the Council's future financial envelope. It is currently anticipated that the total medium-term reserves and balances to be held by the Council is £36.0m.

24. It should be noted that in the event that reserves are used to support the Council's budget position, they will only be able to be used on a one-off basis and do not provide a permanent budget solution to the financial challenges faced as, once a reserve is used, it cannot be used again.

CIPFA Financial Resilience Index

25. CIPFA's Financial Resilience Index is a comparative analytical tool that is used to support good financial management, providing a common understanding within a council of their financial position. The index shows a council's position on a range of measures associated with financial risk relative to other local authorities; it does not try to make an assessment of the absolute level of risk within the sector. The index is made up of a set of indicators which take publicly available data and compare similar authorities across a range of factors. There is no single overall indicator of financial risk, so the index instead highlights areas where additional scrutiny should take place in order to provide additional assurance.
26. The data is obtained from the Revenue Expenditure and Financing England Outturn Report 2021/2022. It should therefore be viewed in the context of this being a snapshot 12 months ago.
27. The following paragraph comments on the areas in the index where Cherwell District Council is indicating a comparatively higher level of financial stress compared to all other non-metropolitan district councils and comments upon the position.
- a) Reserves Sustainability Measure – This indicator measures the ratio between the current level of reserves and the average change in reserves in each of the last three years. A negative value (which implies reserves have increased) or one greater than 100 is recoded to 100. The Council's score is 100 in a range of 9.37 (lower risk) – 100 (higher risk), with the vast majority of Council's all scoring 100. This is due to all District Council's seeing an increase in their level of reserves due to the timing of grant being received for business rates reliefs awarded and the recognition of reduced income in the following financial year for the associated collection fund deficit.
 - b) Level of Reserves – This is the ratio of the current level of reserves to the Council's net revenue expenditure. The Council's ratio is 193.69% in a range of 40.36% (higher risk) to 300% (lower risk). The Council is around the median position of District Councils and is therefore neither relatively high risk or low risk. It should be noted that for all District Council's there would be an element of these reserves that would be held as a timing issue relating to business rates discounts awarded as a result of Government policies relating to Covid-19 which would be used the following year.

- c) Change in Reserves – This shows the percentage change in reserves over the past three years. The Council's change is 112.13% in a range of -24.25% (highest risk) to 1,101.56% (lowest risk). The Council is identified at the lower risk end of the spectrum of District Councils, but the same caveat applies that a large proportion of Cherwell's increase will relate to the timing of income streams linked to business rates reliefs.
- d) Interest Payable/Net Revenue Expenditure – This indicator is the ratio of interest payable to net revenue expenditure. The range for all District Councils is -0.36% (lower risk) to 1,844.41% (higher risk). The Council's ratio is 9.41%, a slight reduction on the previous year. The Council is identified within the second quartile of District Councils and so is in the "mid-range" of relative risk.
- e) Gross External Debt – This indicator compares the gross external debt held by Councils. The range for District Councils is from £0 to £1,901m, with Cherwell at £199m. This reflects the decisions taken to finance Castle Quay and Graven Hill through borrowing.
- f) Fees & Charges to Service Expenditure Ratio – This indicator shows the proportion of fees and charges against the council's total service expenditure. The range for District Councils is 1.37% (highest risk) to 57.27% (lowest risk), with Cherwell at 10.72%, a reduction from last year. The Council has relatively low fees and charges income compared to its total expenditure which means it is more susceptible to changes in Government funding, but also makes it less vulnerable to economic shocks. The Council should consider whether it is raising sufficient income through its fees and charges in the future.
- g) Council Tax Requirement/Net Revenue Expenditure – This indicator shows the ratio of council tax as a proportion of net expenditure. The range for District Councils is 34.33% (highest risk) to 100% (lowest risk), with Cherwell at 55.56%. Cherwell is towards the higher risk end of the spectrum for council tax income as a proportion of its budget as this means the Council is more reliant on income streams, such as council tax, which may not be available on an ongoing basis.
- h) Growth Above Baseline - This indicator is calculated as the difference between the baseline funding level and retained rates income, over the baseline funding level. The range for District Councils is -153.23% (lower risk) to 435.83% (higher risk) with the Council at 171.60%. This is perceived as a risk as, in comparison with many other Districts, the Council's retained income from business rates is high. However, the proposed MTFS assumes all of the growth is lost upon a reset and implementation of funding reforms in 2025/26. The Council has already acknowledged this risk and will plan to address this in developing the 2024/25 MTFS and budget.

Assurance Statement of the Chief Finance Officer

28. The proposed budget for 2023/24 and Medium-Term Financial Strategy to 2027/28 addresses the demand pressures, inflationary risks and behaviour change following the impacts of COVID-19 which are expected to continue into the medium term.
29. Whilst the 2023/24 budget is balanced, there remains a significant gap between estimated spend and funding streams for 2024/25 and 2025/26. This is due to the anticipated ongoing impact of the cost-of-living crisis, the fallout of one-off resources, uncertainty of funding pending the future of New Homes Bonus funding in 2024/25, alongside the implementation of the new needs-led funding formula and anticipated business rates reset in 2025/26. Therefore, the Council needs to maintain focus on financial sustainability and producing a balanced budget over the medium term, which will require it to prioritise and transform services. In line with the recommendations from the Peer Review (considered by Council on 27 February 2023), "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." It is important to note that savings of this scale will impact on all services of the Council.
30. The risks in the 2023/24 budget are predominantly in relation to the uncertainty around how the impacts of behaviour change will settle and inflation. To help mitigate this a contingency budget of £5.2m is available.
31. The system of financial control remains robust, and financial management and financial systems are monitored to ensure they remain effective and relevant. Where areas for improvement are identified actions are agreed with directorates and support provided to implement them.
32. I believe the level of the council's total reserves are sufficient to provide both general balances to manage the impact of unexpected events in line with the risk assessment; and the setting aside of earmarked reserves to meet known or anticipated liabilities.
33. Therefore, I am satisfied that the budget proposals for 2023/24 recommended by the Executive are robust.

Michael Furness, Assistant Director of Finance (S151 Officer) (Chief Finance Officer)

15 February 2023

Annex 1 – Summary Financial Management Code Assessment

| Ref | CIPFA Financial Management Standards | Current Status | Further Work | Status |
|---|---|---|--|--------|
| 1. Responsibilities of the CFO and Leadership Team | | | | |
| A | The leadership team is able to demonstrate that the services provided by the authority provide value for money | All services reviewed to ensure being delivered efficiently and appropriate savings identified. All tenders consider VfM by considering the quality of service and not just price. | Develop a statement of how proposals in Executive Reports will deliver value for money where appropriate | |
| B | The authority complies with the CIPFA “Statement of the Role of the CFO in Local Government” | The CFO is a qualified accountant with significant experience working as an active member of the leadership team. The CFO is a member of CLT (Corporate Leadership Team) and has an influential role with members of the Executive, Accounts, Audit & Risk Committee and lead opposition members. | Review annually the statement of roles and responsibilities of CFO, CLT and the Exec. | |
| Governance and Financial Management Style | | | | |
| | The Leadership Team demonstrates in its actions and behaviours responsibility for governance and internal control | While operating in partnership with Oxfordshire County Council, a Corporate Governance and Assurance Group (CGAG) was set up to ensure good governance and internal control, including driving the production of the Annual Governance Statement (AGS) and Action Plan through the completion of Professional Lead Statements and engagement with Corporate Directors. Following decoupling from OCC this function will sit with Corporate Oversight and Knowledge Governance Group (COKGG) so that the AGS process will be owned by the most senior officers in the Council with a CDC-specific process. | The AGS process previously led by CGAG will be incorporated into COKGG. | |

| Ref | CIPFA Financial Management Standards | Current Status | Further Work | Status |
|---|--|--|---|--------|
| D | The authority applies the CIPFA/SOLACE “Delivering Good Governance in Local Government: Framework (2016)” | Annual Governance Statement includes audit opinion on effectiveness of internal control environment and systems of internal control. | Continue to enhance and develop the AGS through COKGG. Reporting to AARC has been enhanced to include regular reports on FOI, data subject access requests, EIR requests and RIPA approvals, to give visibility and assurance on regulatory compliance. | |
| E | The Financial Management style of the authority supports financial sustainability | The Council has adopted a Business Partnering model that supports managers to deliver financially sustainable services by providing strategic advice and support. This is underpinned by a Corporate Function that manages the strategic financing issues and provides the budget setting and accounting framework for the organisation. | Continue to develop the skills of managers to ensure that they have access to performance and financial information that enables them to deliver services that are financially sustainable. | |
| Long to Medium-Term Financial Management | | | | |
| | The authority has carried out a credible and transparent financial resilience assessment | A Financial Resilience assessment is included within the Budget Documents. The assessment is consistent with the Medium-Term Financial Strategy (MTFS) assumptions. | | |
| G | The authority understands its prospects for financial sustainability in the longer term and has reported this clearly to members | MTFS far more transparent than in previous years clearly outlining the financial challenges facing CDC in the Budget and Business Planning Process 2022/23 – 2026/27 Report | Continue to update CLT and the Executive throughout year and within Budget/MTFS documents | |
| H | The authority complies with the CIPFA “Prudential Code for Capital Finance in Local Authorities” | Capital Strategy is produced. Quarterly Treasury Management monitoring considered at the Accounts, Audit and Risk Committee. a profiled five-year capital programme was approved by Council in Feb 2022. | . Provide quarterly TM and Prudential Indicator updates as part of monitoring reports. | |
| I | The authority has a rolling multi-year medium-term financial plan consistent with sustainable service plans | CDC has an Integrated Business Planning and Budget Process with a five-year MTFS. | Continue to ensure services are aware of future savings plans committed to and savings are | |

| Ref | CIPFA Financial Management Standards | Current Status | Further Work | Status |
|---|--|---|--|--------|
| | | | implemented. Encourage 'early alert' if future savings are at risk. | |
| 4. The Annual Budget | | | | |
| J | The authority complies with its statutory obligations in respect of the budget setting process | The Council produces its annual balanced budget and supporting documentation. | | |
| K | The budget report includes a statement by the CFO on the robustness of the estimates and a statement on the adequacy of the proposed financial reserves | S25 report accompanies the suite of Budget documents. Enhanced by including an assessment of readiness for implementing the FM Code | | |
| 5. Stakeholder Engagement and Business Plans | | | | |
| L Page 158 | The authority has engaged where appropriate with key stakeholders in developing its long-term financial strategy, medium-term financial plan and annual budget | Significant consultation on the budget proposals as well as ensuring carry out the statutory business rate payers' consultation. | Continue with corporate and directorate consultation where appropriate. | |
| | The authority uses an appropriate documented options appraisal methodology to demonstrate the value for money of its decisions | A business case is required for all capital schemes which sets out alternative options, the reasons for discounting them and benefits of progressing with the scheme. All tenders consider VfM by considering the quality of service and not just price – the appraisal process is documented. The Strategic Place Shaping Programme Board implemented a Gateway process for evaluation of projects which considers factors such as vfm, business need. | Agree consistent business case templates from outline through to full for both revenue and capital schemes for all strategic boards. | |
| 6. Monitoring Financial Performance | | | | |
| N | The Leadership Team takes action using reports enabling it to identify and correct emerging risks to its budget strategy and financial sustainability | The monthly Performance, Risk and Financial Monitoring Report to Executive enables CLT and Executive to respond to emerging risks – the effectiveness was evidenced during 2020/21 as the Council agreed an in-year budget to respond to the financial impact of COVID-19. | The Capital Programme monitoring element requires enhancement to: <ul style="list-style-type: none"> better reflect performance and the delivery of outcomes linked to the completion of capital schemes. | |

| Ref | CIPFA Financial Management Standards | Current Status | Further Work | Status |
|-------------------------------------|--|---|---|--------|
| | | Enhancements to capital reporting have been introduced to now include analysis of variances to the total cost of the scheme rather than comparison to in-year profiled budget. | <ul style="list-style-type: none"> Ensure all capital schemes are monitored by a strategic board or specific DLT where a strategic board doesn't exist to that type of scheme. | |
| O | The Leadership Team monitors the elements of its balance sheet that pose a significant risk to financial sustainability | Reserves and balances are monitored monthly and changes in budgeted use require appropriate approvals before they can be assumed. Debtor monitoring takes place quarterly identifying aged debt of Council debt. Aged debt was recently reviewed en masse which resulted in significant debt being written off. | Continue to review aged debt to consider the collectability of this. Take proposed write-offs to Exec regularly. | |
| External Financial Reporting | | | | |
| | The CFO has personal and statutory responsibility for ensuring that the statement of accounts produced by the local authority complies with the reporting requirements of the "Code of Practice on Local Authority Accounting in the United Kingdom" | The annual accounts are produced in compliance with the CIPFA Code. | | |
| Q | The presentation of the final outturn figures and variations from budget allows the leadership team to make strategic financial decisions | CLT and Executive consider outturn report and year end variances enabling strategic financial decisions to be made as necessary. | | |

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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 | 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. 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. | (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) | | |
| 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) | (0.050) | | |
| 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) | | |

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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) | - | - | - | - |
| PLEIS233 | 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 |

| 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 |

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 |

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| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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 |

| 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

| 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

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|---------------------|-----------|-----------|-----------|--------|--|
| 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 |

| 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 |

| 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 | | | | | |

| 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 |

| 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 |

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 |

| 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 |

| 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 |

| 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 |
| | | | | | |

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 |

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 |

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 |

| 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 |

| 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 |

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**Appendix 4 - Cherwell District Council
Equality Impact Assessment
Summary Savings proposals 2023/24**

November 2022

Section 1: Summary details

| | |
|---|--|
| Directorate and Service Area | All Directorates and Service Areas |
| What is being assessed (e.g. name of policy, procedure, project, service or proposed service change). | This assessment sets out the overall impact that the budget and business planning proposals have on a range of equality and diversity characteristics, including the nine protected characteristics defined under the Equality Act 2010, and sets out any mitigations that have been put in place against possible negative impacts. |
| Is this a new or existing function or policy? | This impact assessment provides an overview of the 2023/24 budget and business planning proposals and so comments on changes to existing programmes as well as new proposals. |
| Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment). | <p>This assessment covers the overall budget and business planning proposal for Cherwell District Council and seeks to highlight key evidence and intelligence that the Council has used to assess the impact of its budget proposals on the nine protected characteristics set out in the Equality Act 2010. The Council has also assessed the impact on those living in rural areas, those living with social deprivation, armed forces communities and carers.</p> <p>An initial review of all proposals was completed by the Performance and Insight Team to review the impact of savings and determine where mitigations would be required. Individual Equality Impact Assessments will be finalised following approval of budget proposals for any required policy change that could have a negative impact.</p> <p>The assessment has not identified any bias, unfair advantage or disadvantage to any groups or individuals. Where potential negative impacts have been identified, mitigations have been put in place to reduce impact.</p> |
| Completed By | Celia Prado-Teeling – Performance & Insight Team Leader |
| Authorised By | Shona Ware, Assistant Director – Customer Focus |
| Date of Assessment | November 2022 |

Section 2: Detail of proposal

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

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

Section 3: Impact Assessment - Protected Characteristics

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

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

Disability: As of October 2020, there were 2,875 attendance allowance claimants in Cherwell; also, 3,862 Personal Independence Payment and 2,696 Disability living allowance claimants across the district.

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

Gender Identity: There is limited information available on gender identity and data at a local level is not available. During the 2019-20 financial year, there were 445 applications for gender recognition certificates in the UK, but this will be under representative of those whose gender identity does not match the sex they were assigned at birth.

No specific issues relating to gender reassignment have been identified as likely to arise as a result of these proposals.

Pregnancy and Maternity: There were 1,791 live births in Cherwell in 2020 and is a comparatively higher fertility rate to the county average.

No specific issues relating to pregnancy and maternity have been identified as likely to arise as a result of these proposals.

Marriage and Civil Partnership: Only county-level data could be sourced for this protected characteristic. At the time of the 2011 Census there were 128,400 married households in Oxfordshire and 682 registered same-sex civil partnerships. Same sex marriage became legal in 2014. In 2017 in Oxfordshire there were 3,224 marriages of opposite sex couples and 79 same-sex marriages.

No specific issues relating to marriage and civil partnership have been identified as likely to arise as a result of these proposals.

Race including ethnic or national origin, colour or nationality: In the 2011 Census, 86.3% of Cherwell's residents were White British, 5.8% White-non-British, 4.3% were Asian/Asian British 0.46% Chinese and 0.80% Other Asian), 1.4% were Black/African/Caribbean/Black British, 1.8% Mixed and 0.4% were other ethnic groups. The majority of ethnic minority populations in Cherwell are based in Banbury.

No specific issues relating to race including ethnic or national origin, colour or nationality have been identified as likely to arise as a result of these proposals.

Religion or belief: The question on religion and belief in the 2011 Census survey was voluntary and 67.7% of residents in Cherwell responded to this question. 94.2% of those that responded said that they were Christian, the largest non-Christian group stated that they were Muslim (2.3%) and 25% of respondents said that they had no religion or belief. No specific issues relating to religion or belief have been identified as likely to arise as a result of these proposals.

Sex: In Cherwell in 2019 there were 75,832 females (50.3%) and 74,671 (49.6%) males. No specific issues relating to sex have been identified as likely to arise as a result of these proposals.

Sexual Orientation: There is limited data on sexual orientation defined as people identifying as heterosexual/straight, gay/lesbian, bisexual or another sexual attraction at a district level. It was estimated that there was a total of 12,300 people aged 16+ in Oxfordshire identifying as Lesbian, Gay or Bisexual in 2018. No specific issues relating to sexual orientation have been identified as likely to arise as a result of these proposals.

Rural Communities: According to the Output Area Classification (2011) 21% of Cherwell residents live in rural areas. This impact assessment has identified no specific impact of our budget and business planning proposals on rural communities.

Armed Forces: In April 2020 there were 9,360 regular armed forces personnel stationed in Oxfordshire and as of March 2020 there were 6,623 recipients of pensions/compensation under the Armed Forces Pension Scheme, War Pension Scheme and Armed Forces Compensation Scheme in the county. This impact assessment has identified no specific impact of our budget and business planning proposals on the Armed Forces.

Carers: According to the 2011 Census, there was a total of 13,354 people providing unpaid care in Cherwell. No specific issues relating to carers have been identified as likely to arise as a result of these proposals.

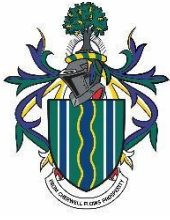
Care leavers: Care Leavers face many challenges as they move into adulthood, such as those relating to careers, education, accommodation and personal change. This impact assessment has identified no specific impact of our budget and business planning proposals on Care Leavers.

Areas of Social Deprivation: Parts of Banbury Cross and Neithrop, Banbury Ruscote, Bicester South and Ambrosden, Bicester West, Kidlington East, and Launton and Otmoor are within the most deprived areas of Cherwell. The proposal of increasing rent for Affordable Rent and Shared Ownership properties could have a negative impact on residents within areas of deprivation, there are mitigating actions in place to minimise this impact, such as increase on housing benefits and cost-of-living crisis support for Universal credit and other benefits' claimants.

Section 4 : Summary

The overall budget proposals have been developed with the objective of effectively targeting services so that we continue to meet the needs of the most vulnerable, including those living with deprivation, and fulfil our statutory duties. All proposals that will have an impact, positive or negative, on any protected characteristic or on rural communities, armed forces, carers or areas of social deprivation; as per the council's Equalities and Inclusion framework all proposals will have an individual EIA completed alongside policy development, to ensure full compliance to our commitment to equality, diversity and inclusion. The proposal to increase rent for Affordable Rent and Shared Ownership properties could have a negative impact on part of the residents within areas of deprivation; there are mitigating actions in place to minimise this impact, such as increases on benefits, cost-of-living crisis support and extra payments for benefits' claimants. Also, as always, we will be working closely across different services and voluntary sector to monitor the welfare of our most vulnerable residents to make sure sufficient support is in place.

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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 |
|---------------------------------|-----------------------------|--|

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



Summary of the Decisions Taken at the Meeting of Budget Planning Committee held on 6 December 2022

| Agenda Item No. | Agenda Item | Decision |
|-----------------|--|---|
| 6 | <p>Budget Proposals 2023/24 - 2027/28</p> <p>Report of Assistant Director of Finance (S151 Officer)</p> <p>Purpose of report</p> <p>This report sets out the capital bids, revenue savings proposals and budget pressures for Cherwell District Council for the period 2023/24 to 2027/28. Feedback on the savings proposals will be taken into account as part of the overall response to the budget engagement. Feedback from the Committee on the revenue pressures and capital bids will be provided to the Executive to consider in finalising its budget proposals for Council.</p> <p>Recommendations</p> <p>The meeting is recommended to:</p> <p>1.1 Agree feedback on the capital bids, revenue savings proposals and budget pressures to provide to the Executive to consider in finalising its 2023/24 budget proposal.</p> | <p>Resolved</p> <p>(1) That, having given due consideration, Executive be advised that the Budget Planning Committee have no feedback, comments or recommendations in relation to capital bids, revenue savings proposals and budget pressures for inclusion as part of the 2023/24 budget proposal.</p> |
| 7 | <p>Review of Committee Work Plan</p> <p>Verbal update by Strategic Finance Business Partner</p> | <p>Resolved</p> <p>(1) The verbal Committee Work Plan update be noted.</p> |

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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 |

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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 |

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Appendix 13 - Government Grants Income

| Directorate | Grant Name | £m |
|--------------------------------------|---|-----------------|
| Chief Executive | Homeless Prevention Grant | (0.490) |
| | Afghan Resettlement Scheme | (0.058) |
| | Syrian Refugee Initiative | (0.144) |
| | Ukrainian Refugees Resettling in the UK | (0.300) |
| | Chief Executive Total | (0.992) |
| Communities | UK Shared Prosperity Fund | (0.189) |
| | Communities Total | (0.189) |
| Resources | NNDR Cost of Collection Allowance | (0.231) |
| | Rent Allowances | (25.103) |
| | Resources Total | (25.335) |
| Services Sub-total | | (26.516) |
| Corporate | Funding Guarantee Grant | (2.839) |
| | Services Grant | (0.154) |
| | Corporate Total | (2.993) |
| Cost of Services total | | (29.509) |
| Funding | Business Rates Retained Scheme | (9.473) |
| | New Homes Bonus | (1.625) |
| | Revenue Support Grant | (0.132) |
| | Funding Total | (11.230) |
| Government Grants Grand Total | | (40.739) |

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CHERWELL DISTRICT COUNCIL RESERVES POLICY

1. Background

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

2. General Policy

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

3. Usable Reserves

3.1. General Balances

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

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

3.2. Earmarked Reserves

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

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

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

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

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

3.3. Revenue Grant Related Reserves

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

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

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

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

3.4. Capital Reserves:

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

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

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

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

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

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

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

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

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

5. Governance and Review

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

6. Use of Reserves Approval

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

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

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

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

** Approval required for contribution from reserves only

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Appendix 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 |

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Appendix 16 - Forecast use of earmarked reserves

| | Actual Balance 1 April 2022 | Forecast Transfer FROM reserves | Forecast Transfer TO Reserves | S151 Review of Reserves | Forecast Balance 1 April 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Expected Balance 1 April 2028 |
|---|--------------------------------|--|-------------------------------------|-------------------------------|-------------------------------------|--------------|----------------|----------------|----------------|--------------|-------------------------------------|
| General Balances | (5.950) | 0.000 | (0.500) | 0.000 | (6.450) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | (6.450) |
| Earmarked Reserves | (23.692) | 4.484 | (2.977) | (1.264) | (23.449) | (2.468) | (0.191) | (0.684) | (1.161) | 0.227 | (27.726) |
| Revenue Grants | (5.627) | 2.883 | (0.050) | 1.264 | (1.530) | 0.710 | 0.007 | 0.007 | 0.007 | 0.007 | (0.792) |
| Capital Reserves | (8.049) | 2.918 | 0.000 | 0.000 | (5.131) | 4.250 | 0.000 | 0.000 | 0.000 | 0.000 | (0.881) |
| Sub-TOTAL RESERVES | (43.318) | 10.285 | (3.527) | 0.000 | (36.560) | 2.492 | (0.184) | (0.677) | (1.154) | 0.234 | (35.849) |
| Revenue Grants relating to cashflow timing | (10.587) | 10.324 | 0.000 | 0.000 | (0.263) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | (0.263) |
| TOTAL RESERVES | (53.905) | 20.609 | (3.527) | 0.000 | (36.823) | 2.492 | (0.184) | (0.677) | (1.154) | 0.234 | (36.112) |

Appendix 16 - Forecast use of earmarked reserves

| | | Opening | Forecast 22/23 | | | Closing | Forecast use over MTFS Period | | | | | Forecast Balance at end of Period |
|---------------------------------------|-----------------|--------------------------------------|-------------------------------|-----------------------------|-------------------------|--|-------------------------------|---------|---------|---------|---------|-----------------------------------|
| Title | Owner | Actual Closing Balance 31 March 2022 | Transfer FROM Reserve 2022/23 | Transfer TO Reserve 2022/23 | S151 Review of Reserves | Forecast Closing Balance as at 31 March 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | |
| General Balances | | | | | | | | | | | | |
| General Fund Balance | Michael Furness | (5.950) | - | (0.500) | - | (6.450) | - | - | - | - | - | (6.450) |
| Earmarked Reserves | | | | | | | | | | | | |
| Building Control | Ian Boll | (0.024) | 0.024 | - | - | - | - | - | - | - | - | - |
| Country Park Reserve | Ian Boll | (0.100) | 0.075 | - | - | (0.025) | 0.025 | - | - | - | - | (0.000) |
| Elections | Yvonne Rees | (0.208) | 0.138 | - | - | (0.070) | - | - | - | - | - | (0.070) |
| Licensing | Ian Boll | (0.161) | 0.040 | - | - | (0.121) | 0.070 | - | - | - | - | (0.051) |
| Local Plan Charges | Ian Boll | (0.343) | 0.140 | - | - | (0.203) | 0.100 | - | - | - | - | (0.103) |
| Planning Control | Ian Boll | (0.259) | 0.050 | - | - | (0.209) | - | (0.050) | - | - | - | (0.259) |
| Pensions Deficit | Michael Furness | (1.729) | - | (1.675) | (0.701) | (4.105) | 0.252 | 0.252 | 0.252 | 0.252 | 0.252 | (2.845) |
| Bicester reserve | Ian Boll | (0.148) | - | - | - | (0.148) | - | - | - | - | - | (0.148) |
| Transformation Reserve | Yvonne Rees | (3.796) | 0.335 | - | 1.461 | (2.000) | - | - | - | - | - | (2.000) |
| Health & Safety - Public Food | Ian Boll | (0.060) | 0.050 | - | - | (0.010) | - | - | - | - | - | (0.010) |
| Bicester Depot | Ian Boll | (0.015) | 0.015 | - | - | - | - | - | - | - | - | - |
| Cherwell Lottery - Revenue | Yvonne Rees | (0.018) | 0.018 | - | - | - | - | - | - | - | - | - |
| Dilapidations | Stephen Hinds | (0.450) | 0.175 | - | - | (0.275) | (0.025) | (0.025) | (0.025) | (0.025) | (0.025) | (0.400) |
| Capital Reserve | Michael Furness | (3.277) | 1.200 | - | (0.423) | (2.500) | (0.500) | - | - | - | - | (3.000) |
| Projects | Michael Furness | (3.185) | 0.362 | (1.036) | (0.087) | (3.945) | 0.045 | - | - | - | - | (3.900) |
| Transformation Implementation Reserve | Michael Furness | (0.828) | - | (0.250) | (0.922) | (2.000) | (2.474) | - | - | - | - | (4.474) |
| Market Risk Reserve | Michael Furness | (4.404) | - | - | (0.592) | (4.996) | - | (0.462) | (0.916) | (1.388) | - | (7.762) |
| Growth Deal | Ian Boll | (0.555) | 0.204 | - | - | (0.351) | - | - | - | - | - | (0.351) |
| M&S Surrender Premium | Michael Furness | (3.500) | 1.598 | - | - | (1.902) | - | - | - | - | - | (1.902) |

Appendix 16 - Forecast use of earmarked reserves

| | | Opening | Forecast 22/23 | | | Closing | Forecast use over MTFS Period | | | | | Forecast Balance at end of Period |
|--|-----------------|--------------------------------------|-------------------------------|-----------------------------|-------------------------|--|-------------------------------|---------|---------|---------|---------|-----------------------------------|
| Title | Owner | Actual Closing Balance 31 March 2022 | Transfer FROM Reserve 2022/23 | Transfer TO Reserve 2022/23 | S151 Review of Reserves | Forecast Closing Balance as at 31 March 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | |
| DOVECOTE MILCOMBE | Ian Boll | (0.032) | - | - | - | (0.032) | - | - | - | - | - | (0.032) |
| Bicester Youth Bus | Yvonne Rees | (0.030) | 0.010 | - | - | (0.020) | 0.008 | 0.008 | 0.005 | - | - | 0.000 |
| Sport and Physical Activities | Yvonne Rees | (0.055) | - | - | - | (0.055) | - | 0.055 | - | - | - | - |
| Courtyard Youth Arts | Yvonne Rees | (0.009) | 0.003 | - | - | (0.006) | 0.003 | 0.003 | - | - | - | 0.000 |
| Housing Reserve | Yvonne Rees | (0.322) | - | - | - | (0.322) | - | - | - | - | - | (0.322) |
| Home Improvement Agency | Yvonne Rees | (0.100) | 0.021 | - | - | (0.079) | 0.028 | 0.029 | - | - | - | (0.022) |
| Heat Network Delivery | Ian Boll | (0.010) | 0.027 | (0.017) | - | 0.000 | - | - | - | - | - | 0.000 |
| Admin for Council Tax rebate Scheme | Michael Furness | (0.069) | - | - | - | (0.069) | - | - | - | - | - | (0.069) |
| Public Food Safety | Ian Boll | (0.005) | - | - | - | (0.005) | - | - | - | - | - | (0.005) |
| Revenue Grants | | | | | | | | | | | | |
| S31 Reserve | Michael Furness | (10.587) | 10.324 | - | - | (0.263) | - | - | - | - | - | (0.263) |
| Covid 19 Reserve | Michael Furness | (1.616) | 0.352 | - | 1.264 | - | - | - | - | - | - | - |
| COMF - general allocation remainder of £913k | Yvonne Rees | (0.683) | 0.683 | - | - | - | - | - | - | - | - | - |
| COMF - Targeted Comms | Yvonne Rees | (0.009) | 0.009 | - | - | - | - | - | - | - | - | - |
| COMF - Wellbeing | Yvonne Rees | (0.025) | 0.025 | - | - | - | - | - | - | - | - | - |
| COMF Active Travel Dr Bike | Yvonne Rees | - | - | - | - | - | - | - | - | - | - | - |
| COMF COVID Compliance | Yvonne Rees | (0.119) | 0.119 | - | - | - | - | - | - | - | - | - |
| COMF Enable Covid safe exercise in banbury | Yvonne Rees | (0.022) | 0.022 | - | - | - | - | - | - | - | - | - |
| COMF Support for SMEs | Yvonne Rees | (0.028) | 0.028 | - | - | - | - | - | - | - | - | - |
| COMF tenancy support | Yvonne Rees | (0.021) | 0.021 | - | - | - | - | - | - | - | - | - |
| Community Dev't grant Admin - Emergency Assistance | Yvonne Rees | (0.093) | 0.093 | - | - | - | - | - | - | - | - | - |
| Family Physical Activity Opportunities | Yvonne Rees | (0.042) | 0.042 | - | - | - | - | - | - | - | - | - |
| Garden Community Capacity Funding | Ian Boll | (0.125) | 0.042 | - | - | (0.083) | - | - | - | - | - | (0.083) |
| National Leisure Recovery Fund | Yvonne Rees | - | 0.040 | (0.040) | - | - | - | - | - | - | - | - |

Appendix 16 - Forecast use of earmarked reserves

| Title | Owner | Opening | Forecast 22/23 | | | Closing | Forecast use over MTFS Period | | | | | Forecast Balance at end of Period |
|--|-----------------|--------------------------------------|-------------------------------|-----------------------------|-------------------------|--|-------------------------------|----------------|----------------|----------------|--------------|-----------------------------------|
| | | Actual Closing Balance 31 March 2022 | Transfer FROM Reserve 2022/23 | Transfer TO Reserve 2022/23 | S151 Review of Reserves | Forecast Closing Balance as at 31 March 2023 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | |
| Next Steps Accommodation Programme | Yvonne Rees | (0.008) | 0.017 | (0.009) | - | 0.000 | - | - | - | - | - | 0.000 |
| SPARK | Yvonne Rees | (0.029) | 0.015 | - | - | (0.015) | 0.015 | - | - | - | - | (0.000) |
| Wayfinding Scheme | Yvonne Rees | (0.025) | 0.025 | - | - | - | - | - | - | - | - | - |
| Rough Sleep Initiative | Yvonne Rees | (0.067) | 0.067 | - | - | - | - | - | - | - | - | - |
| Eco Town Revenue | Ian Boll | (0.004) | - | - | - | (0.004) | - | - | - | - | - | (0.004) |
| Flood Recovery Grant | Ian Boll | (0.040) | - | - | - | (0.040) | - | - | - | - | - | (0.040) |
| Homelessness Prevention | Yvonne Rees | (0.932) | 0.760 | - | - | (0.172) | 0.065 | - | - | - | - | (0.107) |
| Police & Crime Commissioner | Ian Boll | (0.064) | - | - | - | (0.064) | - | - | - | - | - | (0.064) |
| Green Deal Pioneer Places | Ian Boll | (0.067) | - | - | - | (0.067) | - | - | - | - | - | (0.067) |
| Bicester Garden Town | Ian Boll | (1.290) | 0.488 | - | - | (0.802) | 0.625 | - | - | - | - | (0.177) |
| Bicester Village Roundabout | Ian Boll | (0.202) | - | - | - | (0.202) | 0.007 | 0.007 | 0.007 | 0.007 | 0.007 | (0.168) |
| Redmond Review Implementation Grant | Michael Furness | (0.021) | 0.021 | - | - | - | - | - | - | - | - | - |
| North Oxfordshire Schools Sports partnership | Yvonne Rees | (0.015) | 0.015 | - | - | - | - | - | - | - | - | - |
| Hanwell Fields S106 funding revenue | Ian Boll | (0.081) | - | - | - | (0.081) | - | - | - | - | - | (0.081) |
| Capital Reserves | | | | | | | | | | | | |
| Disabled Facilities Grants | Yvonne Rees | (0.104) | - | - | - | (0.104) | - | - | - | - | - | (0.104) |
| Capital Receipts Reserve | Michael Furness | (0.100) | - | - | - | (0.100) | - | - | - | - | - | (0.100) |
| Cherwell Local Lottery - Play Well in Cherwell | Yvonne Rees | (0.165) | - | - | - | (0.165) | - | - | - | - | - | (0.165) |
| Capital Grants & Contributions | Michael Furness | (7.633) | 2.918 | - | - | (4.715) | 4.250 | - | - | - | - | (0.465) |
| Hanwell Fields S106 funding capital | Ian Boll | (0.046) | - | - | - | (0.046) | - | - | - | - | - | (0.046) |
| | | (53.905) | 20.608 | (3.527) | 0.000 | (36.823) | 2.493 | (0.184) | (0.677) | (1.154) | 0.234 | (36.112) |

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 |
| CCRAR231 | 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 |

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| 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 Astroturf | 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 |
| 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 | 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 |
| Thorp Lane - Solar Panels | 2023/24 | ES | | 0.034 | 0.034 | | | | | | | 0.034 | | | | | 0.034 |
| Thorp 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 |

| 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 | |
| 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 |
| Burnehull- 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 | 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 | 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 | 0.000 | 20.294 |

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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 |

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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.

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Treasury Management Strategy Statement 2023-24

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1. Introduction

The Authority is required to operate a balanced revenue budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low-risk counterparties or instruments commensurate with the Authority's low risk appetite, providing adequate liquidity initially before considering investment return.

The other main function of the treasury management service is the funding of the Authority's capital plans. These capital plans provide a guide to the borrowing need of the Authority, essentially the longer-term cash flow planning, to ensure that it can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet risk or cost objectives.

The revised Treasury Management Code requires all investments and investment income to be attributed to one of the following three purposes: -

Treasury management

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

Service delivery

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is "either related to the financial viability of the project in question or otherwise incidental to the primary purpose".

Commercial return

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to an authority's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. An authority must not borrow to invest primarily for financial return.

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

1.1 Implementations required due to the revised Treasury Management Code

CIPFA published the revised Treasury Management Code and Prudential Code on 20th December 2021. The revised Treasury Management Code requires the Council to have implemented the following: -

1. **Adopt a new liability benchmark treasury indicator** to support the financing risk management of the capital financing requirement, with material differences between the liability benchmark and actual loans to be explained;
2. Amendment to the **knowledge and skills register** for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each authority;
3. **Environmental, social and governance (ESG)** issues addressed

Currently the Authority's strategy is to have regard to the Environmental, Social and Governance ("ESG") risks presented by its Counterparties (where reported.) The Treasury function aims to assess and monitor, not just Environmental but all, ESG factors when selecting investment options. Full assessment is however restricted by the fact that, at the time of writing, there is no agreed rating framework with which to measure and benchmark specific counterparty ESG metrics. Until this is fully resolved, the Council will favour any counterparty that offers 'green' investments as long as all investment criteria as laid out in this strategy are met.

It is important to note that excluding any one counterparty, on social norms or standards, will likely mean others will similarly have to be avoided and thus impact the Authority's capacity to mitigate risk through diversification.

This issue is to be addressed in detail within an authority's Treasury Management Policies and Practices (TMP1) after further investigation and the approach agreed with members.

The Council employs Link Treasury Services Limited as its external treasury management advisor. However, responsibility for treasury management decisions remains with the Council at all times. The latest economic background, credit outlook and interest rate forecast provided by Link is attached at the end of this report.

1.2 Treasury Management Portfolio

The overall treasury management portfolio as at 31.3.22 and for the forecast position as at 31.03.23 are shown below for both borrowing and investments.

| TREASURY PORTFOLIO | | | | |
|---|------------------|----------------|------------------|----------------|
| | actual | actual | forecast | forecast |
| | 31.3.22 | 31.3.22 | 31.3.23 | 31.3.23 |
| Treasury investments | £000 | % | £000 | % |
| Banks | 0 | 0% | 0 | 0% |
| Building societies - unrated | 0 | 0% | 0 | 0% |
| Building societies - rated | 0 | 0% | 0 | 0% |
| Local authorities | 24,000 | 46% | 3,000 | 18% |
| DMADF (H.M. Treasury) | 22,240 | 43% | 0 | 0% |
| Money Market Funds | 5,913 | 11% | 13,996 | 82% |
| Certificates of Deposit | 0 | 0% | 0 | 0% |
| Total managed in house | 52,153 | 100% | 16,996 | 100% |
| Bond Funds | 0 | 0% | 0 | 0% |
| Property Funds | 0 | 0% | 0 | 0% |
| Total managed externally | 0 | 0% | 0 | 0% |
| Total treasury investments | 52,153 | 100% | 16,996 | 100% |
| Treasury external borrowing | | | | |
| Local Authorities | 99,000 | 50% | 22,000 | 12% |
| PWLB | 100,000 | 50% | 166,000 | 88% |
| LOBOs | 0 | 0% | 0 | 0% |
| Total external borrowing | 199,000 | 100% | 188,000 | 100% |
| Net treasury investments / (borrowing) | (146,847) | 0 | (171,004) | - |

1.3 Balance sheet summary and forecast

| | 31.3.22 Actual £m | 31.3.23 Estimate £m | 31.3.24 Forecast £m | 31.3.25 Forecast £m | 31.3.26 Forecast £m |
|---|----------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| General Fund CFR | 250.20 | 251.50 | 255.70 | 252.40 | 247.60 |
| Less: External borrowing ** | 199.00 | 188.00 | 166.00 | 145.00 | 139.00 |
| Less: Service Loans and lease liability | 1.56 | 1.55 | 8.55 | 20.78 | 29.38 |
| Internal/(over) borrowing | 49.64 | 61.95 | 81.15 | 86.62 | 79.22 |
| Less: Usable reserves | 53.90 | 36.82 | 38.47 | 38.65 | 39.33 |
| Less: Working capital | 47.88 | 42.11 | 42.11 | 42.11 | 42.11 |
| Investments / (New borrowing required) | 52.14 | 16.98 | (0.57) | (5.86) | 2.22 |

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

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

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

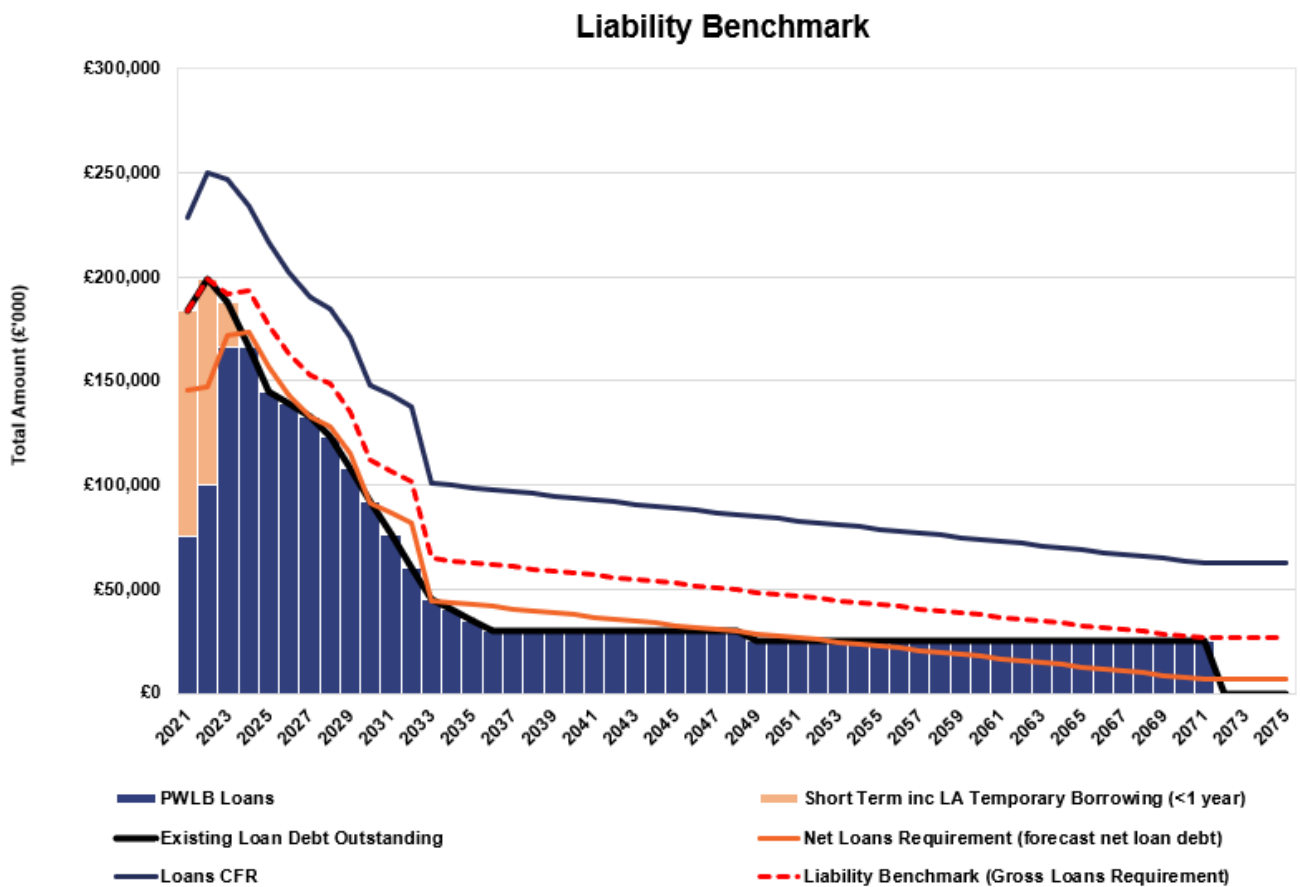
1.4 Liability Benchmark

The Council is pleased to include the Liability Benchmark (LB) as a prudential indicator for 2023/24 in this report. The Authority is required to estimate and measure the LB for the forthcoming financial year and the following two financial years, as a minimum.

There are four components to the LB: -

1. **Existing loan debt outstanding:** the Authority's existing loans that are still outstanding in future years.
2. **Loans CFR:** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned Minimum Revenue Provision (MRP.)
3. **Net loans requirement:** this will show the Authority's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.

4. **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.



The LB graph above demonstrates that the Council is not in an overborrowed position. The difference between net loan requirement and loans CFR is made up of internal borrowing.

1.5 General Balances & Reserves and Expected Investment Balances

Internal borrowing is possible because of the Council's General Balances and reserves as laid out in the table below. These funds can be used to finance capital expenditure or other budget decisions to support the revenue budget but it is important that there is enough liquidity to ensure that should the funds be called upon that the Council would not be forced to borrow in an unfavourable position.

The other component within this table is working Capital which is made up of a combination of debtors, creditors, long term liabilities and non-capital deferred credits / receipts.

Detailed below are estimates of the year-end balances for each resource and anticipated day-to-day cash flow balances.

| Year End Resources | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
|-----------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| £m | Actual | Estimate | Estimate | Estimate | Estimate |
| General Balances | 5.95 | 6.45 | 6.45 | 6.45 | 6.45 |
| Earmarked Reserves | 23.69 | 23.45 | 25.80 | 26.00 | 26.68 |
| Revenue Grants | 16.21 | 1.79 | 1.09 | 1.07 | 1.07 |
| Capital Reserves | 8.05 | 5.13 | 5.13 | 5.13 | 5.13 |
| Total core funds | 53.90 | 36.82 | 38.47 | 38.65 | 39.33 |
| Working capital* | 47.88 | 42.11 | 42.11 | 42.11 | 42.11 |
| Under/(over) borrowing | 49.64 | 61.95 | 81.15 | 86.62 | 79.22 |
| Expected investments | 52.14 | 16.98 | (0.57) | (5.86) | 2.22 |

*Working capital balances shown are estimated year-end; these may be higher mid-year

1.6 Treasury Management Indicators

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

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

| Interest rate risk indicator | Limit |
|--|-------------------|
| Upper limit on one-year revenue impact of a 1% rise in interest rates* | ± £ 10,000 per £m |
| Upper limit on one-year revenue impact of a 0.75% fall in interest rates** | £ 88,000 |

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

*This year there is very little interest rate risk as maturing loans have already been refinanced. The interest rate exposure risk would only be applicable to new loans made for Capital purposes. The revenue impact per £m would be a cost for new loans while it could also be an increase in revenue for investments.

** The loss of revenue has been calculated based on a 0.75% decrease in the interest rate for the investment forecast for 23/24 in the budget. There is also an opportunity to save on borrowing should the interest rate fall but as there is no planned borrowing in the budget for 23/24 no limit has been provided.

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

| Refinancing rate risk indicator | Upper limit | Lower limit |
|---------------------------------|-------------|-------------|
| Under 12 months | 50% | 0% |
| 12 months and within 24 months | 50% | 0% |
| 24 months and within 5 years | 60% | 0% |
| 5 years and within 10 years | 70% | 0% |
| 10 years and above | 80% | 0% |

The upper limit should always be reviewed in line with the Liability benchmark to ensure that refinancing risk is mitigated. While it is important to have flexibility to navigate changing market conditions it is critical that loan repayments are spread appropriately. The lower limit has been considered but kept at zero to ensure that the Council is not forced into taking borrowings in a particular category that would lock us into an unfavourable borrowing situation.

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

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

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

1.7 Financial implication of the 23/24 Treasury budget

The budget for treasury investment income in 2023/24 is £0.505m, based on an average investment portfolio of £12m at an average interest rate of 4.30%. This is an increase from the £0.019m budgeted for in 2022/23, based on an average investment portfolio of £21 million at an average interest rate of 0.09%.

The budget for committed debt interest payable in 2023/24 is £3.819m, based on an average debt portfolio of £171m at an average interest rate of 2.46%. This is also an increase from the 2022/23 budget of £2.240m, based on an average debt portfolio of £153.5 million at an average interest rate of 1.46%.

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

2 **Borrowing**

2.1 Borrowing Strategy

The Authority is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Authority's reserves, balances and cash flow has been used as a temporary measure (as detailed in point 1.5 - Year end Resources table above.) This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels once prevailing inflation concerns are addressed by tighter near-term monetary policy. That is, Bank Rate increases over the first half of 2023.

Against this background and the risks within the economic forecast, caution will be adopted with the 2023/24 treasury operations. The S151 Officer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances for example:

- *if it was felt that there was a significant risk of a sharp FALL in borrowing rates, then long term borrowing will be postponed.*
- *if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.*

Any significant decisions made by the S151 officer will be reported to the Accounts, Audit and Risk Committee (AARC) at the next available opportunity. In addition, the Council may borrow further short-term loans to cover unplanned cash flow shortages.

2.2 Approved Sources of Long and Short-term Borrowing

| | Fixed | Variable |
|--|-------|----------|
| Public Works Loan Board (PWLB) and any successor body | ● | ● |
| Any other UK public sector body e.g., other local authorities | ● | ● |
| Any other bank or building society authorised to operate in the UK | ● | ● |
| Any institution approved for investments (see below) | ● | ● |
| UK private and public sector pension funds (except Oxfordshire County Council Pension Fund) | ● | ● |
| Insurance Companies | ● | ● |
| UK Infrastructure Bank | ● | ● |
| Overdraft | ● | |
| Internal borrowing (capital receipts & revenue balances) | ● | |

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

| | Fixed | Variable |
|----------------------------|-------|----------|
| Finance Leases | ● | ● |
| Operating Leases | ● | ● |
| Hire purchase | ● | ● |
| Private Finance Initiative | ● | ● |

Forecast of borrowing rates: It is expected that the Bank of England base rate will become more stable and slowly reduce from its current forecast rate of 4.30% in March 2023 to 3.40% by March 2025.

2.3 Policy on Borrowing in Advance of Need

The Authority will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be taken in consideration of the forecast Capital Financing Requirement, forecast interest rate changes, and will be considered carefully to ensure that value for money can be demonstrated and that the Authority can ensure the security of investing such funds.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

2.4 Rescheduling

Rescheduling of current borrowing in our debt portfolio is unlikely to occur as there is still a large difference between premature redemption rates and new borrowing rates.

If rescheduling is to be undertaken, it will be reported to the Accounts, Audit and Risk Committee, at the earliest meeting following its action.

3 Investment Strategy

The Authority's investment priorities will be **security first, portfolio liquidity second and then yield (return)**. The Authority will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to the Authority's risk appetite.

In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider "laddering" investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.

This Authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short-term and long-term ratings.
2. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Authority will engage with its advisors to maintain a monitor on market pricing such as "**credit default swaps**" and overlay that information on top of the credit ratings.
3. **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in paragraph 3.1.
5. **Transaction limits** are set for each type of investment in 3.2.
6. This Authority will set a limit for its investments which are invested for **longer than 365 days**, (see point 1.6 Treasury Management indicators).
7. All investments will be denominated in **sterling**.
8. As a result of the change in accounting standards for 2022/23 under IFRS 9, this Authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant

charges at the end of the year to the General Fund. (The Department for Levelling up, Housing and Communities has announced that Ministers have decided to extend the existing IFRS 9 statutory accounting override for a further 2 years until 31 March 2025 to allow English local authorities time to adjust their portfolio of all pooled investments.)

However, this Authority will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance. Monthly monitoring of investment performance will be carried out during the year.

Changes in risk management policy from last year:

The above criteria are *unchanged* from last year.

3.1 Approved counterparties

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

Approved investment counterparties and limits

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

* Any other UK public sector body e.g. other local authorities

This table must be read in conjunction with the notes below:

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

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

Banks secured: Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

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

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

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

Pooled funds: Shares or units in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the

services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

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

Financial Derivatives: The council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the council is exposed to. Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

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

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

- no new investments will be made until it improves sufficiently to meet our minimum criteria ,
- consideration of risk of default of existing investments and whether they can be recalled or sold at no cost will be made, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it

may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

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

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

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

3.2 Investment limits

| | Cash limit |
|---|-------------------|
| UK Central Government | Unlimited |
| Any single organisation, including UK public sector body e.g. other local authorities | £5m each |
| Any group of organisations under the same ownership | £5m per group |

| | |
|---|-----------------|
| Any group of pooled funds under the same management | £5m per manager |
| Negotiable instruments held in a broker's nominee account | £3m per broker |
| Registered providers and registered social landlords | £10m in total |
| Unsecured investments with building societies | £10m in total |
| Loans to unrated corporates | £5m in total |
| Money market funds | £15m in total |
| Real estate investment trusts | £5m in total |

Liquidity management: The council uses in-house cash flow forecasting to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the council's medium-term financial plan and cash flow forecast.

Governance: Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Assistant Director of Finance (S151 Officer) and staff, who must act in line with the treasury management strategy approved by Council. Reports on treasury management activity are presented to the Accounts, Audit & Risk Committee. The Accounts, Audit & Risk Committee is responsible for scrutinising treasury management decisions.

3.3 Related Matters

Markets in Financial Instruments Directive (MiFID II): The council has opted up to professional client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the council's treasury management activities, the Assistant Director of Finance (S151 Officer) believes this to be the most appropriate status.

General Data Protection Regulation 2018: Relationships with external providers covered by the Treasury management Practices are governed by and operated in accordance with the act.

4 Appendices

4.1 Economic Commentary from the Link Group 31/12/2022

The third quarter of 2022/23 saw:

- A 0.5% m/m rise in GDP in October, mostly driven by the reversal of bank holiday effects;
- Signs of economic activity losing momentum as households increased their savings;
- CPI inflation fall to 10.7% in November after peaking at 11.1% in October;
- A small loosening in the labour market which pushed the unemployment rate up to 3.7% in October;
- Interest rates rise by 125bps over Q4 2022, taking Bank Rate to 3.50%;
- Reduced volatility in UK financial markets but a waning in global risk appetite.

The Chancellor's Autumn Statement on 17th November succeeded in restoring the government's fiscal credibility in the eyes of the financial markets without deepening the recession. The total fiscal consolidation package of £54.9bn (1.8% of GDP) in 2027/28 made the outlook for fiscal policy much tighter than at the beginning of Q4. The package was heavily backloaded, with net handouts of £3.8bn (0.15% of GDP) in 2023/24 and £0.3bn (0.01% of GDP) in 2024/25, and most of the tightening kicking in after 2024/25. The largest fiscal support was the extension of the Energy Price Guarantee for another 12 months, until April 2024, although at a higher price cap of £3,000 from April 2023 rather than £2,500. At the same time, Chancellor Hunt loosened the fiscal rules by requiring debt as a percentage of GDP to be falling in five years' time, rather than three. The Office of Budget Responsibility (OBR) estimated that the Chancellor will meet this new rule with a slim £9.2bn (0.3% of GDP) to spare.

With fiscal policy now doing much less to fan domestic inflation pressures, we think Bank Rate will peak at 4.50%, or at least close to that figure. Despite stepping up the pace of policy tightening to a 75-basis point (bps) rate hike in November, taking Bank Rate from 2.25% to 3.00%, the MPC's communication was dovish. The MPC pushed back heavily against market rate expectations, which at the time were for Bank Rate to peak at 5.25%. The Bank's new forecasts predicted a deeper and longer recession than the analyst

MPC meetings 3rd November and 15th December 2022

- On 3rd November, the Bank of England's Monetary Policy Committee (MPC) increased Bank Rate by 75 basis points to 3.00%, and on 15th December moved rates up a further 50 basis points to 3.50%. The later increase reflected a split vote – six members voting for a 50 basis points increase, one for 75 basis points and two for none.

- Nonetheless, the UK government appears more settled now, with Rishi Sunak as Prime Minister, and Jeremy Hunt as Chancellor. Having said that, a multitude of strikes across several public services and the continued cost-of-living squeeze is going to make for a difficult backdrop to maintain fiscal rectitude without pushing the economy into anything worse than a mild recession.
- Of course, what happens outside of the UK is also critical to movement in gilt yields. The US FOMC has led with increases of 425 basis points in 2022 and is expected to increase rates further in 2023. Similarly, the ECB has also started to tighten monetary policy, albeit from an ultra-low starting point, as have all the major central banks apart from Japan (although the BoJ has “tightened” its policy by widening the accepted yield levels for 10yr JGBs, from 0.25% to 0.5% on 20th December). Arguably, though, it is US monetary policies that are having the greatest impact on global bond markets.
- What happens in Ukraine will also impact the global economy, but particularly in Europe. The search for alternative providers of energy, other than Russia, will take both time and effort. The weather will also play a large part in how high energy prices stay and for how long.

4.2 Link Interest rate forecasts - Quarter Ended 31st December 2022

The Council has appointed Link Group as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1st November 2012.

The latest forecast, made on 19th December, sets out a view that both short and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy, whilst the government is also providing a limited package of fiscal loosening to try and protect households and businesses from the ravages of ultra-high wholesale gas and electricity prices. PWLB rates reflect a less elevated yield curve than prevailed under the Truss/Kwarteng government, and the 17th of November Autumn Statement made clear the government’s priority is the establishment and maintenance of fiscal rectitude. In addition, the MPC has tightened short-term interest rates with a view to trying to slow the economy sufficiently to keep the secondary effects of inflation – as measured by wage rises – under control.

Our current and previous PWLB rate forecasts below are based on the Certainty Rate.

| Link Group Interest Rate View 19.12.22 | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Dec-22 | Mar-23 | Jun-23 | Sep-23 | Dec-23 | Mar-24 | Jun-24 | Sep-24 | Dec-24 | Mar-25 | Jun-25 | Sep-25 | Dec-25 |
| BANK RATE | 3.50 | 4.25 | 4.50 | 4.50 | 4.50 | 4.00 | 3.75 | 3.50 | 3.25 | 3.00 | 2.75 | 2.50 | 2.50 |
| 3 month ave earnings | 3.60 | 4.30 | 4.50 | 4.50 | 4.50 | 4.00 | 3.80 | 3.30 | 3.00 | 3.00 | 2.80 | 2.50 | 2.50 |
| 6 month ave earnings | 4.20 | 4.50 | 4.60 | 4.50 | 4.20 | 4.10 | 3.90 | 3.40 | 3.10 | 3.00 | 2.90 | 2.60 | 2.60 |
| 12 month ave earnings | 4.70 | 4.70 | 4.70 | 4.50 | 4.30 | 4.20 | 4.00 | 3.50 | 3.20 | 3.10 | 3.00 | 2.70 | 2.70 |
| 5 yr PWLB | 4.20 | 4.20 | 4.20 | 4.10 | 4.00 | 3.90 | 3.80 | 3.60 | 3.50 | 3.40 | 3.30 | 3.20 | 3.10 |
| 10 yr PWLB | 4.30 | 4.40 | 4.40 | 4.30 | 4.10 | 4.00 | 3.90 | 3.80 | 3.60 | 3.50 | 3.40 | 3.30 | 3.30 |
| 25 yr PWLB | 4.60 | 4.60 | 4.60 | 4.50 | 4.40 | 4.20 | 4.10 | 4.00 | 3.90 | 3.70 | 3.60 | 3.50 | 3.50 |
| 50 yr PWLB | 4.30 | 4.30 | 4.30 | 4.20 | 4.10 | 3.90 | 3.80 | 3.70 | 3.60 | 3.50 | 3.30 | 3.20 | 3.20 |

| Link Group Interest Rate View 08.11.22 | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Dec-22 | Mar-23 | Jun-23 | Sep-23 | Dec-23 | Mar-24 | Jun-24 | Sep-24 | Dec-24 | Mar-25 | Jun-25 | Sep-25 | Dec-25 |
| BANK RATE | 3.50 | 4.25 | 4.50 | 4.50 | 4.50 | 4.00 | 3.75 | 3.50 | 3.25 | 3.00 | 2.75 | 2.50 | 2.50 |
| 3 month ave earnings | 3.60 | 4.30 | 4.50 | 4.50 | 4.50 | 4.00 | 3.80 | 3.30 | 3.00 | 3.00 | 2.80 | 2.50 | 2.50 |
| 6 month ave earnings | 4.20 | 4.50 | 4.60 | 4.50 | 4.20 | 4.10 | 3.90 | 3.40 | 3.10 | 3.00 | 2.90 | 2.60 | 2.60 |
| 12 month ave earnings | 4.70 | 4.70 | 4.70 | 4.50 | 4.30 | 4.20 | 4.00 | 3.50 | 3.20 | 3.10 | 3.00 | 2.70 | 2.70 |
| 5 yr PWLB | 4.30 | 4.30 | 4.20 | 4.10 | 4.00 | 3.90 | 3.80 | 3.60 | 3.50 | 3.40 | 3.30 | 3.20 | 3.10 |
| 10 yr PWLB | 4.50 | 4.50 | 4.40 | 4.30 | 4.20 | 4.00 | 3.90 | 3.70 | 3.60 | 3.50 | 3.40 | 3.30 | 3.20 |
| 25 yr PWLB | 4.70 | 4.70 | 4.60 | 4.50 | 4.40 | 4.30 | 4.10 | 4.00 | 3.90 | 3.70 | 3.60 | 3.50 | 3.50 |
| 50 yr PWLB | 4.30 | 4.40 | 4.30 | 4.20 | 4.10 | 4.00 | 3.80 | 3.70 | 3.60 | 3.40 | 3.30 | 3.20 | 3.20 |

| Link Group Interest Rate View 27.09.22 | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Dec-22 | Mar-23 | Jun-23 | Sep-23 | Dec-23 | Mar-24 | Jun-24 | Sep-24 | Dec-24 | Mar-25 | Jun-25 | Sep-25 | Dec-25 |
| BANK RATE | 4.00 | 5.00 | 5.00 | 5.00 | 4.50 | 4.00 | 3.75 | 3.25 | 3.00 | 2.75 | 2.75 | 2.50 | 2.50 |
| 3 month ave earnings | 4.50 | 5.00 | 5.00 | 5.00 | 4.50 | 4.00 | 3.80 | 3.30 | 3.00 | 2.80 | 2.80 | 2.50 | 2.50 |
| 6 month ave earnings | 4.70 | 5.20 | 5.10 | 5.00 | 4.60 | 4.10 | 3.90 | 3.40 | 3.10 | 3.00 | 2.90 | 2.60 | 2.60 |
| 12 month ave earnings | 5.30 | 5.30 | 5.20 | 5.00 | 4.70 | 4.20 | 4.00 | 3.50 | 3.20 | 3.10 | 3.00 | 2.70 | 2.70 |
| 5 yr PWLB | 5.00 | 4.90 | 4.70 | 4.50 | 4.20 | 3.90 | 3.70 | 3.50 | 3.40 | 3.30 | 3.20 | 3.20 | 3.20 |
| 10 yr PWLB | 4.90 | 4.70 | 4.60 | 4.30 | 4.10 | 3.80 | 3.60 | 3.50 | 3.40 | 3.30 | 3.20 | 3.20 | 3.20 |
| 25 yr PWLB | 5.10 | 4.90 | 4.80 | 4.50 | 4.30 | 4.10 | 3.90 | 3.70 | 3.60 | 3.60 | 3.50 | 3.40 | 3.40 |
| 50 yr PWLB | 4.80 | 4.60 | 4.50 | 4.20 | 4.00 | 3.80 | 3.60 | 3.40 | 3.30 | 3.30 | 3.20 | 3.10 | 3.10 |

- LIBOR and LIBID rates ceased at the end of 2021. In a continuation of previous views, money market yield forecasts are based on expected average earnings by local authorities for 3 to 12 months.
- The Link forecast for average earnings are averages i.e., rates offered by individual banks may differ significantly from these averages, reflecting their different needs for borrowing short-term cash at any one point in time.

4.3 **Glossary of terms**

Counterparties - an opposite party in a contract or financial transaction. This may include the Central Government, Local Authorities, Banks and Building societies to name a few.

Liability Benchmark – demonstrates how a Local authorities existing debt maturity profile and other cash flows affect their future debt requirement. Its aim is to show whether the local authority is in an over-borrowed position (existing debt maturity profile is greater than their forecast debt requirement) or an under-borrowed position (existing debt maturity profile is less than their forecast debt requirement.) In monitoring this position the Local Authority can aim to secure interest rates at the acceptable rates and manage interest payable costs.

General Balances and Reserves – The General balance has been created by keeping aside surplus funds during the course of an accounting period to meet contingencies or offset future losses. Reserves however are created for a specific purpose. This may be funds that have been received and earmarked for a specific purpose in the future.

Internal Borrowing – Instead of taking external loans to fund activities such as Capital expenditure, a Local Authority may use income and grants received in advance, to fund these activities. Usually, surplus funds are invested to earn interest, however it is prudent to use these funds instead of loaning money as loans generally cost more than could be earned by investing the funds.

Cost of Carry - The difference between the interest payable on borrowing on debt and the interest receivable from investing surplus cash.

Cherwell District Council

Council

Date of Meeting 27 February 2023

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

Report of Assistant Director of Finance

This report is public

Purpose of report

To detail the calculations for the amounts of Council Tax for 2023/24 and the setting of Council Tax for 2023/24.

1.0 Recommendations

It is recommended that the Council resolves: -

- 1.1 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 Appendix 1.
- 1.2 That the Council Tax requirement for the Council’s own purposes for 2023/24 (excluding Parish Precepts and Special Expenses) is £8,640,369.
- 1.3 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 Appendix 2.
- 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.

1.4 It be noted that for the year 2023/24 the Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley have issued precepts to the Council, in accordance with Section 40 of the 1992 Act, for each category of dwellings in the Council's area as indicated below: -

| 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 |

1.5 The Council, in accordance with Sections 30 and 36 of the 1992 Act, hereby sets the amounts shown in Appendix 2 as the amounts of Council Tax for the year 2023/24 for each part of its area and for each of the categories of dwellings.

1.6 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.

2.0 Introduction

2.1 Sections 31 to 36 of the 1992 Local Government Finance Act require each billing authority to calculate its own amount of tax for each category of dwellings in its area.

2.2 Section 30 of the 1992 Act requires each billing authority to set the amounts of tax for its area, including the amounts levied on it by way of precept from major precepting authorities.

- 2.3 It is proposed that Members consider the contents of this report and associated Appendices when making their decisions on the Council Tax setting at this meeting.

3.0 Report Details

Background Information

- 3.1 Under section 52ZB of the Local Government Finance Act 1992 each billing authority and precepting authority must determine whether its relevant basic amount of council tax for a financial year is excessive. In essence, the relevant basic amount of council tax is that authority's average band D council tax but, in the case of a billing authority, excluding parish precepts. If an authority's relevant basic amount of council tax is excessive a referendum must be held in relation to that amount.
- 3.2 The Council Tax Requirement for the Council is £8,640,369 and the taxbase has been set at 58,184.30. This results in a £5 increase in the Band D, basic amount of Council Tax from £143.50 to £148.50. This is the maximum increase the Council can propose without the need to hold a referendum. This level of Council Tax increase is not considered to be excessive.
- 3.3 The Council is required to make resolutions in respect of the tax base (Appendix 1) and aggregate levels of Council Tax. The aggregate levels of Council Tax comprise the "basic amount" i.e., parish and district levy and inclusion of Oxfordshire County Council and Police and Crime Commissioner for Thames Valley (Appendix 1), amounts for each band (Appendix 2). The recommendations to give effect to the legal resolution of these items are necessarily framed.
- 3.4 The average parish council tax levy is £103.84. This compares to £101.45 in 2022/23, an increase of 2.4%.
- 3.5 The precept figures included for Police and Crime Commissioner for Thames Valley were approved on 27 January 2023 and the precept figures included for Oxfordshire County Council were approved on 14 February 2023.

4.0 Conclusion and Reasons for Recommendations

- 4.1 This is a statutory report calculating and setting the Council Tax for Cherwell District Council for 2023/24.

5.0 Consultation

- 5.1 Councillor Adam Nell, Portfolio Holder for Finance has been consulted on the report.

6.0 Alternative Options and Reasons for Rejection

- 6.1 It is the legal responsibility for the Council to set an agreed Council Tax by 11 March under section 31A of the 1992 Act.

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

Option 1: To fail to consider this report and fail to meet the deadline prescribed in the 1992 Act as detailed above. This was rejected as the Council is required to meet its statutory requirements.

7.0 Implications

Financial and Resource Implications

- 7.1 Through setting tax levels in accordance with the recommendations, the tax set should raise the amount required to be met from the Collection Fund to pay the precepts to Oxfordshire County Council and Police and Crime Commissioner for Thames Valley as well as to meet this Council's demand, which includes local precepting authority precepts.
- 7.2 Members should be aware that Section 106 of the 1992 Act applies to decisions made in accordance with this report.
- 7.3 Accordingly, any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending, or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Comments checked by:

Joanne Kaye, Strategic Finance Business Partner
joanne.kaye@cherwell-dc.gov.uk, 01295 221545

Legal Implications

- 7.4 Under the Local Government Finance Act 1992 (as amended by the Localism Act 2011), local authorities must set a council tax that takes into account its budget requirement, and any authority proposing an excessive increase in council tax must hold a local referendum and obtain a 'yes' vote before implementing the increase. An authority proposing an excessive increase must also make substitute calculations, based on a non-excessive council tax level. This takes effect if the excessive increase is rejected in the referendum. Accordingly, authorities can raise up to and including the threshold to avoid a referendum. Council tax setting legally requires a recorded vote.

Comments checked by:

Shiraz Sheikh, Assistant Director Law & Governance
Shiraz.Sheikh@cherwell-dc.gov.uk, 01295 221651

Risk Implications

- 7.4 Risk assessment – this report assumes that the estimates recommended for approval by the Executive, at its meeting held on 3 February 2020, are adopted by

the Council. This risk will be managed as part of the services operational risk and escalated to the Leadership risk register as and when necessary.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader

Celia.prado-teeling@cherwell-dc.gov.uk, 01295 221556

Equality and Inclusion Implications

- 7.4 The Equality Act 2010 imposes a duty on local authorities that, when making decisions of a strategic nature, decision makers must exercise 'due regard to the need to eliminate unlawful discrimination... advance equality of opportunity... and foster good relations.
- 7.5 In developing budget and business planning proposals, all services have considered the potential impact of change with respect to equality, diversity, and inclusion, in line with our new framework: Including Everyone. Where a potential material service impact has been identified, an initial Equality Impact Assessment has been completed and these are available as background papers to this report.
- 7.6 There are no Equality and Inclusion implications associated directly with this report; it is simply carrying out the legally required calculations in order to agree the required council tax levels for each property band.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader

Celia.prado-teeling@cherwell-dc.gov.uk, 01295 221556

Sustainability Implications

- 7.7 There are no sustainability issues associated with this report.

Comments checked by:

Ed Potter, Assistant Director Environmental Services

ed.potter@cherwell-dc.gov.uk, 01295 221574

8.0 Decision Information

Key Decision: N/A

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected:

All

Links to Corporate Plan and Policy Framework: All

Lead Councillor:

Councillor Adam Nell, Portfolio Holder for Finance

Document Information**Appendix number and title**

- Appendix 1 – Calculations Required by Sections 31 to 36 of the 1992 Act
- Appendix 2 – Council Tax Setting required by Section 30 of the 1992 Act

Background papers

None

Report Author and contact details

Lynsey Parkinson, Finance Business Partner – Corporate

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01295 221739

| CALCULATIONS REQUIRED BY SECTIONS 31 to 36 OF THE LOCAL GOVERNMENT FINANCE ACT 1992 | | | | | | | | | |
|---|------------------------|------------------------------|-----------------|-------------------|----------------------|------------------|---------------|------------------|----------------------|
| 2023/24 | CALCULATIONS AT BAND D | | | | | | | | |
| | TAX BASE 2023/24 | PARISH PRECEPT 2023/24 | 2023/24 | | | | | POLICE BAND D | TOTAL COUNCIL TAX |
| | | | PARISH NEEDS | CHERWELL NEEDS | PARISH & CHERWELL | COUNTY BAND D | £ | | |
| £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Adderbury | 1,344.60 | 55,264.00 | 41.10 | 148.50 | 189.60 | 1,734.03 | 256.28 | 2,179.91 | |
| Ambrosden | 825.90 | 33,722.00 | 40.83 | 148.50 | 189.33 | 1,734.03 | 256.28 | 2,179.64 | |
| Ardley | 264.60 | 13,172.00 | 49.78 | 148.50 | 198.28 | 1,734.03 | 256.28 | 2,188.59 | |
| Arncott | 318.40 | 18,000.00 | 56.53 | 148.50 | 205.03 | 1,734.03 | 256.28 | 2,195.34 | |
| Banbury | 16,634.80 | 2,113,471.00 | 127.05 | 148.50 | 275.55 | 1,734.03 | 256.28 | 2,265.86 | |
| Barford | 268.70 | 10,300.00 | 38.33 | 148.50 | 186.83 | 1,734.03 | 256.28 | 2,177.14 | |
| Begbroke | 366.30 | 30,793.91 | 84.07 | 148.50 | 232.57 | 1,734.03 | 256.28 | 2,222.88 | |
| Bicester | 12,870.60 | 1,765,879.07 | 137.20 | 148.50 | 285.70 | 1,734.03 | 256.28 | 2,276.01 | |
| Blackthorn | 144.30 | 12,391.00 | 85.87 | 148.50 | 234.37 | 1,734.03 | 256.28 | 2,224.68 | |
| Bletchington | 442.40 | 24,500.00 | 55.38 | 148.50 | 203.88 | 1,734.03 | 256.28 | 2,194.19 | |
| Bloxham | 1,583.30 | 99,092.90 | 62.59 | 148.50 | 211.09 | 1,734.03 | 256.28 | 2,201.40 | |
| Bodicote | 1,102.50 | 37,281.00 | 33.81 | 148.50 | 182.31 | 1,734.03 | 256.28 | 2,172.62 | |
| Bourton | 347.00 | 13,595.00 | 39.18 | 148.50 | 187.68 | 1,734.03 | 256.28 | 2,177.99 | |
| Broughton | 123.90 | 6,264.00 | 50.56 | 148.50 | 199.06 | 1,734.03 | 256.28 | 2,189.37 | |
| Bucknell | 103.90 | 6,663.00 | 64.13 | 148.50 | 212.63 | 1,734.03 | 256.28 | 2,202.94 | |
| Caversfield | 561.70 | 8,004.00 | 14.25 | 148.50 | 162.75 | 1,734.03 | 256.28 | 2,153.06 | |
| Charlton on Otmoor | 202.50 | 10,800.00 | 53.33 | 148.50 | 201.83 | 1,734.03 | 256.28 | 2,192.14 | |
| Chesteron | 456.10 | 42,000.00 | 92.09 | 148.50 | 240.59 | 1,734.03 | 256.28 | 2,230.90 | |
| Claydon | 140.80 | 9,371.00 | 66.56 | 148.50 | 215.06 | 1,734.03 | 256.28 | 2,205.37 | |
| Cottisford | 70.20 | 0.00 | 0.00 | 148.50 | 148.50 | 1,734.03 | 256.28 | 2,138.81 | |
| Cropredy | 302.90 | 13,000.00 | 42.92 | 148.50 | 191.42 | 1,734.03 | 256.28 | 2,181.73 | |
| Deddington | 1,044.20 | 67,922.00 | 65.05 | 148.50 | 213.55 | 1,734.03 | 256.28 | 2,203.86 | |
| Drayton | 334.70 | 15,500.00 | 46.31 | 148.50 | 194.81 | 1,734.03 | 256.28 | 2,185.12 | |
| Duns Tew | 237.00 | 24,000.00 | 101.27 | 148.50 | 249.77 | 1,734.03 | 256.28 | 2,240.08 | |
| Epwell | 138.50 | 5,760.00 | 41.59 | 148.50 | 190.09 | 1,734.03 | 256.28 | 2,180.40 | |
| Fencot and Murcott | 129.40 | 6,500.00 | 50.23 | 148.50 | 198.73 | 1,734.03 | 256.28 | 2,189.04 | |
| Finmere | 221.60 | 14,600.00 | 65.88 | 148.50 | 214.38 | 1,734.03 | 256.28 | 2,204.69 | |
| Fringford | 262.80 | 14,976.00 | 56.99 | 148.50 | 205.49 | 1,734.03 | 256.28 | 2,195.80 | |
| Fritwell | 286.70 | 7,250.00 | 25.29 | 148.50 | 173.79 | 1,734.03 | 256.28 | 2,164.10 | |
| Godington | 20.90 | 0.00 | 0.00 | 148.50 | 148.50 | 1,734.03 | 256.28 | 2,138.81 | |
| Gosford and Water Eaton | 545.30 | 71,179.00 | 130.53 | 148.50 | 279.03 | 1,734.03 | 256.28 | 2,269.34 | |
| Hampton Gay and Poyle | 80.80 | 1,750.00 | 21.66 | 148.50 | 170.16 | 1,734.03 | 256.28 | 2,160.47 | |
| Hanwell | 122.90 | 11,000.00 | 89.50 | 148.50 | 238.00 | 1,734.03 | 256.28 | 2,228.31 | |
| Hardwick with Tusmore | 39.90 | 0.00 | 0.00 | 148.50 | 148.50 | 1,734.03 | 256.28 | 2,138.81 | |
| Hethe | 115.20 | 9,000.00 | 78.13 | 148.50 | 226.63 | 1,734.03 | 256.28 | 2,216.94 | |
| Heyford Park | 1,029.40 | 44,102.00 | 42.84 | 148.50 | 191.34 | 1,734.03 | 256.28 | 2,181.65 | |
| Hook Norton | 1,068.50 | 80,000.00 | 74.87 | 148.50 | 223.37 | 1,734.03 | 256.28 | 2,213.68 | |
| Horley | 159.90 | 8,400.00 | 52.53 | 148.50 | 201.03 | 1,734.03 | 256.28 | 2,191.34 | |
| Horton | 169.10 | 15,000.00 | 88.70 | 148.50 | 237.20 | 1,734.03 | 256.28 | 2,227.51 | |
| Horton cum Studley | 251.00 | 9,375.00 | 37.35 | 148.50 | 185.85 | 1,734.03 | 256.28 | 2,176.16 | |
| Islip | 320.90 | 23,611.24 | 73.58 | 148.50 | 222.08 | 1,734.03 | 256.28 | 2,212.39 | |
| Kidlington | 5,017.50 | 797,597.00 | 158.96 | 148.50 | 307.46 | 1,734.03 | 256.28 | 2,297.77 | |
| Kirtlington | 450.30 | 26,775.00 | 59.46 | 148.50 | 207.96 | 1,734.03 | 256.28 | 2,198.27 | |
| Launton | 615.70 | 39,743.00 | 64.55 | 148.50 | 213.05 | 1,734.03 | 256.28 | 2,203.36 | |
| Lower Heyford | 219.90 | 8,000.00 | 36.38 | 148.50 | 184.88 | 1,734.03 | 256.28 | 2,175.19 | |
| Merton | 139.20 | 20,000.00 | 143.68 | 148.50 | 292.18 | 1,734.03 | 256.28 | 2,282.49 | |
| Middle Aston | 67.50 | 0.00 | 0.00 | 148.50 | 148.50 | 1,734.03 | 256.28 | 2,138.81 | |
| Middleton Stoney | 149.30 | 6,510.00 | 43.60 | 148.50 | 192.10 | 1,734.03 | 256.28 | 2,182.41 | |
| Milcombe | 268.90 | 14,000.00 | 52.06 | 148.50 | 200.56 | 1,734.03 | 256.28 | 2,190.87 | |
| Milton | 87.10 | 500.00 | 5.74 | 148.50 | 154.24 | 1,734.03 | 256.28 | 2,144.55 | |
| Mixbury | 117.60 | 430.00 | 3.66 | 148.50 | 152.16 | 1,734.03 | 256.28 | 2,142.47 | |
| Mollington | 237.70 | 12,705.00 | 53.45 | 148.50 | 201.95 | 1,734.03 | 256.28 | 2,192.26 | |
| Newton Purcell | 44.10 | 0.00 | 0.00 | 148.50 | 148.50 | 1,734.03 | 256.28 | 2,138.81 | |
| Noke | 82.90 | 2,892.00 | 34.89 | 148.50 | 183.39 | 1,734.03 | 256.28 | 2,173.70 | |
| North Aston | 103.10 | 450.00 | 4.36 | 148.50 | 152.86 | 1,734.03 | 256.28 | 2,143.17 | |
| North Newington | 158.20 | 4,960.00 | 31.35 | 148.50 | 179.85 | 1,734.03 | 256.28 | 2,170.16 | |
| Oddington | 64.30 | 0.00 | 0.00 | 148.50 | 148.50 | 1,734.03 | 256.28 | 2,138.81 | |
| Piddington | 179.50 | 10,372.00 | 57.78 | 148.50 | 206.28 | 1,734.03 | 256.28 | 2,196.59 | |
| Prescote | 7.50 | 0.00 | 0.00 | 148.50 | 148.50 | 1,734.03 | 256.28 | 2,138.81 | |
| Shenington | 230.90 | 6,000.00 | 25.99 | 148.50 | 174.49 | 1,734.03 | 256.28 | 2,164.80 | |
| Shipton on Cherwell | 154.80 | 8,080.00 | 52.20 | 148.50 | 200.70 | 1,734.03 | 256.28 | 2,191.01 | |
| Shufford | 211.40 | 8,060.00 | 38.13 | 148.50 | 186.63 | 1,734.03 | 256.28 | 2,176.94 | |
| Sibford Ferris | 197.90 | 7,888.00 | 39.86 | 148.50 | 188.36 | 1,734.03 | 256.28 | 2,178.67 | |
| Sibford Gower | 249.90 | 9,350.00 | 37.41 | 148.50 | 185.91 | 1,734.03 | 256.28 | 2,176.22 | |
| Somerton | 140.60 | 16,693.00 | 118.73 | 148.50 | 267.23 | 1,734.03 | 256.28 | 2,257.54 | |
| Souldern | 212.10 | 6,395.00 | 30.15 | 148.50 | 178.65 | 1,734.03 | 256.28 | 2,168.96 | |
| South Newington | 151.30 | 8,335.00 | 55.09 | 148.50 | 203.59 | 1,734.03 | 256.28 | 2,193.90 | |
| Steeple Aston | 426.10 | 33,934.00 | 79.64 | 148.50 | 228.14 | 1,734.03 | 256.28 | 2,218.45 | |
| Stoke Lyne | 108.70 | 5,169.00 | 47.55 | 148.50 | 196.05 | 1,734.03 | 256.28 | 2,186.36 | |
| Stratton Audley | 217.60 | 12,281.00 | 56.44 | 148.50 | 204.94 | 1,734.03 | 256.28 | 2,195.25 | |
| Swalcliffe | 113.30 | 8,524.00 | 75.23 | 148.50 | 223.73 | 1,734.03 | 256.28 | 2,214.04 | |
| Tadmarton | 256.60 | 10,715.00 | 41.76 | 148.50 | 190.26 | 1,734.03 | 256.28 | 2,180.57 | |
| Upper Heyford | 163.70 | 10,910.79 | 66.65 | 148.50 | 215.15 | 1,734.03 | 256.28 | 2,205.46 | |
| Wardington | 249.90 | 12,000.00 | 48.02 | 148.50 | 196.52 | 1,734.03 | 256.28 | 2,186.83 | |
| Wendlebury | 195.10 | 7,456.88 | 38.22 | 148.50 | 186.72 | 1,734.03 | 256.28 | 2,177.03 | |
| Weston on the Green | 257.90 | 23,731.47 | 92.02 | 148.50 | 240.52 | 1,734.03 | 256.28 | 2,230.83 | |
| Wigginton | 115.20 | 3,276.00 | 28.44 | 148.50 | 176.94 | 1,734.03 | 256.28 | 2,167.25 | |
| Wroxton | 279.80 | 10,000.00 | 35.74 | 148.50 | 184.24 | 1,734.03 | 256.28 | 2,174.55 | |
| Yarnton | 1,187.10 | 134,465.00 | 113.27 | 148.50 | 261.77 | 1,734.03 | 256.28 | 2,252.08 | |
| Total of special items | 58,184.30 | 6,041,687.26 | 103.84 | 148.50 | 252.34 | 1,734.03 | 256.28 | 2,242.65 | |

| 2023/24 | TAX CALCULATED FOR EACH VALUATION BAND BY CHERWELL | | | | | | | |
|-------------------------|--|---------------|---------------|---------------|----------------|----------------|----------------|----------------|
| | VALUATION BAND AND APPROPRIATE PROPORTION | | | | | | | |
| | A 6/9 £ | B 7/9 £ | C 8/9 £ | D 9/9 £ | E 11/9 £ | F 13/9 £ | G 15/9 £ | H 18/9 £ |
| Adderbury | 126.40 | 147.47 | 168.53 | 189.60 | 231.73 | 273.87 | 316.00 | 379.20 |
| Ambrosden | 126.22 | 147.26 | 168.29 | 189.33 | 231.40 | 273.48 | 315.55 | 378.66 |
| Ardley | 132.19 | 154.22 | 176.25 | 198.28 | 242.34 | 286.40 | 330.47 | 396.56 |
| Arncoth | 136.69 | 159.47 | 182.25 | 205.03 | 250.59 | 296.15 | 341.72 | 410.06 |
| Banbury | 183.70 | 214.32 | 244.93 | 275.55 | 336.78 | 398.02 | 459.25 | 551.10 |
| Barford | 124.55 | 145.31 | 166.07 | 186.83 | 228.35 | 269.87 | 311.38 | 373.66 |
| Begbroke | 155.05 | 180.89 | 206.73 | 232.57 | 284.25 | 335.93 | 387.62 | 465.14 |
| Bicester | 190.47 | 222.21 | 253.96 | 285.70 | 349.19 | 412.68 | 476.17 | 571.40 |
| Blackthorn | 156.25 | 182.29 | 208.33 | 234.37 | 286.45 | 338.53 | 390.62 | 468.74 |
| Bletchington | 135.92 | 158.57 | 181.23 | 203.88 | 249.19 | 294.49 | 339.80 | 407.76 |
| Bloxham | 140.73 | 164.18 | 187.64 | 211.09 | 258.00 | 304.91 | 351.82 | 422.18 |
| Bodicote | 121.54 | 141.80 | 162.05 | 182.31 | 222.82 | 263.34 | 303.85 | 364.62 |
| Bourton | 125.12 | 145.97 | 166.83 | 187.68 | 229.39 | 271.09 | 312.80 | 375.36 |
| Broughton | 132.71 | 154.82 | 176.94 | 199.06 | 243.30 | 287.53 | 331.77 | 398.12 |
| Bucknell | 141.75 | 165.38 | 189.00 | 212.63 | 259.88 | 307.13 | 354.38 | 425.26 |
| Caversfield | 108.50 | 126.58 | 144.67 | 162.75 | 198.92 | 235.08 | 271.25 | 325.50 |
| Charlton on Otmoor | 134.55 | 156.98 | 179.40 | 201.83 | 246.68 | 291.53 | 336.38 | 403.66 |
| Chesterton | 160.39 | 187.13 | 213.86 | 240.59 | 294.05 | 347.52 | 400.98 | 481.18 |
| Claydon | 143.37 | 167.27 | 191.16 | 215.06 | 262.85 | 310.64 | 358.43 | 430.12 |
| Cottisford | 99.00 | 115.50 | 132.00 | 148.50 | 181.50 | 214.50 | 247.50 | 297.00 |
| Cropredy | 127.61 | 148.88 | 170.15 | 191.42 | 233.96 | 276.50 | 319.03 | 382.84 |
| Deddington | 142.37 | 166.09 | 189.82 | 213.55 | 261.01 | 308.46 | 355.92 | 427.10 |
| Drayton | 129.87 | 151.52 | 173.16 | 194.81 | 238.10 | 281.39 | 324.68 | 389.62 |
| Duns Tew | 166.51 | 194.27 | 222.02 | 249.77 | 305.27 | 360.78 | 416.28 | 499.54 |
| Epwell | 126.73 | 147.85 | 168.97 | 190.09 | 232.33 | 274.57 | 316.82 | 380.18 |
| Fencot and Murcott | 132.49 | 154.57 | 176.65 | 198.73 | 242.89 | 287.05 | 331.22 | 397.46 |
| Finmere | 142.92 | 166.74 | 190.56 | 214.38 | 262.02 | 309.66 | 357.30 | 428.76 |
| Fringford | 136.99 | 159.83 | 182.66 | 205.49 | 251.15 | 296.82 | 342.48 | 410.98 |
| Fritwell | 115.86 | 135.17 | 154.48 | 173.79 | 212.41 | 251.03 | 289.65 | 347.58 |
| Godington | 99.00 | 115.50 | 132.00 | 148.50 | 181.50 | 214.50 | 247.50 | 297.00 |
| Gosford and Water Eaton | 186.02 | 217.02 | 248.03 | 279.03 | 341.04 | 403.04 | 465.05 | 558.06 |
| Hampton Gay and Poyle | 113.44 | 132.35 | 151.25 | 170.16 | 207.97 | 245.79 | 283.60 | 340.32 |
| Hanwell | 158.67 | 185.11 | 211.56 | 238.00 | 290.89 | 343.78 | 396.67 | 476.00 |
| Hardwick with Tusmore | 99.00 | 115.50 | 132.00 | 148.50 | 181.50 | 214.50 | 247.50 | 297.00 |
| Hethe | 151.09 | 176.27 | 201.45 | 226.63 | 276.99 | 327.35 | 377.72 | 453.26 |
| Heyford Park | 127.56 | 148.82 | 170.08 | 191.34 | 233.86 | 276.38 | 318.90 | 382.68 |
| Hook Norton | 148.91 | 173.73 | 198.55 | 223.37 | 273.01 | 322.65 | 372.28 | 446.74 |
| Horley | 134.02 | 156.36 | 178.69 | 201.03 | 245.70 | 290.38 | 335.05 | 402.06 |
| Horton | 158.13 | 184.49 | 210.84 | 237.20 | 289.91 | 342.62 | 395.33 | 474.40 |
| Horton cum Studley | 123.90 | 144.55 | 165.20 | 185.85 | 227.15 | 268.45 | 309.75 | 371.70 |
| Islip | 148.05 | 172.73 | 197.40 | 222.08 | 271.43 | 320.78 | 370.13 | 444.16 |
| Kidlington | 204.97 | 239.14 | 273.30 | 307.46 | 375.78 | 444.11 | 512.43 | 614.92 |
| Kirtlington | 138.64 | 161.75 | 184.85 | 207.96 | 254.17 | 300.39 | 346.60 | 415.92 |
| Launton | 142.03 | 165.71 | 189.38 | 213.05 | 260.39 | 307.74 | 355.08 | 426.10 |
| Lower Heyford | 123.25 | 143.80 | 164.34 | 184.88 | 225.96 | 267.05 | 308.13 | 369.76 |
| Merton | 194.79 | 227.25 | 259.72 | 292.18 | 357.11 | 422.04 | 486.97 | 584.36 |
| Middle Aston | 99.00 | 115.50 | 132.00 | 148.50 | 181.50 | 214.50 | 247.50 | 297.00 |
| Middleton Stony | 128.07 | 149.41 | 170.76 | 192.10 | 234.79 | 277.48 | 320.17 | 384.20 |
| Milcombe | 133.71 | 155.99 | 178.28 | 200.56 | 245.13 | 289.70 | 334.27 | 401.12 |
| Milton | 102.83 | 119.96 | 137.10 | 154.24 | 188.52 | 222.79 | 257.07 | 308.48 |
| Mixbury | 101.44 | 118.35 | 135.25 | 152.16 | 185.97 | 219.79 | 253.60 | 304.32 |
| Mollington | 134.63 | 157.07 | 179.51 | 201.95 | 246.83 | 291.71 | 336.58 | 403.90 |
| Newton Purcell | 99.00 | 115.50 | 132.00 | 148.50 | 181.50 | 214.50 | 247.50 | 297.00 |
| Noke | 122.26 | 142.64 | 163.01 | 183.39 | 224.14 | 264.90 | 305.65 | 366.78 |
| North Aston | 101.91 | 118.89 | 135.88 | 152.86 | 186.83 | 220.80 | 254.77 | 305.72 |
| North Newington | 119.90 | 139.88 | 159.87 | 179.85 | 219.82 | 259.78 | 299.75 | 359.70 |
| Oddington | 99.00 | 115.50 | 132.00 | 148.50 | 181.50 | 214.50 | 247.50 | 297.00 |
| Piddington | 137.52 | 160.44 | 183.36 | 206.28 | 252.12 | 297.96 | 343.80 | 412.56 |
| Prescote | 99.00 | 115.50 | 132.00 | 148.50 | 181.50 | 214.50 | 247.50 | 297.00 |
| Shenington | 116.33 | 135.71 | 155.10 | 174.49 | 213.27 | 252.04 | 290.82 | 348.98 |
| Shipton on Cherwell | 133.80 | 156.10 | 178.40 | 200.70 | 245.30 | 289.90 | 334.50 | 401.40 |
| Shufford | 124.42 | 145.16 | 165.89 | 186.63 | 228.10 | 269.58 | 311.05 | 373.26 |
| Sibford Ferris | 125.57 | 146.50 | 167.43 | 188.36 | 230.22 | 272.08 | 313.93 | 376.72 |
| Sibford Gower | 123.94 | 144.60 | 165.25 | 185.91 | 227.22 | 268.54 | 309.85 | 371.82 |
| Somerton | 178.15 | 207.85 | 237.54 | 267.23 | 326.61 | 386.00 | 445.38 | 534.46 |
| Souldern | 119.10 | 138.95 | 158.80 | 178.65 | 218.35 | 258.05 | 297.75 | 357.30 |
| South Newington | 135.73 | 158.35 | 180.97 | 203.59 | 248.83 | 294.07 | 339.32 | 407.18 |
| Steeple Aston | 152.09 | 177.44 | 202.79 | 228.14 | 278.84 | 329.54 | 380.23 | 456.28 |
| Stoke Lyne | 130.70 | 152.48 | 174.27 | 196.05 | 239.62 | 283.18 | 326.75 | 392.10 |
| Stratton Audley | 136.63 | 159.40 | 182.17 | 204.94 | 250.48 | 296.02 | 341.57 | 409.88 |
| Swalcliffe | 149.15 | 174.01 | 198.87 | 223.73 | 273.45 | 323.17 | 372.88 | 447.46 |
| Tadmarton | 126.84 | 147.98 | 169.12 | 190.26 | 232.54 | 274.82 | 317.10 | 380.52 |
| Upper Heyford | 143.43 | 167.34 | 191.24 | 215.15 | 262.96 | 310.77 | 358.58 | 430.30 |
| Wardington | 131.01 | 152.85 | 174.68 | 196.52 | 240.19 | 283.86 | 327.53 | 393.04 |
| Wendlebury | 124.48 | 145.23 | 165.97 | 186.72 | 228.21 | 269.71 | 311.20 | 373.44 |
| Weston on the Green | 160.35 | 187.07 | 213.80 | 240.52 | 293.97 | 347.42 | 400.87 | 481.04 |
| Wigginton | 117.96 | 137.62 | 157.28 | 176.94 | 216.26 | 255.58 | 294.90 | 353.88 |
| Wroxton | 122.83 | 143.30 | 163.77 | 184.24 | 225.18 | 266.12 | 307.07 | 368.48 |
| Yarrton | 174.51 | 203.60 | 232.68 | 261.77 | 319.94 | 378.11 | 436.28 | 523.54 |

| 2023/24 | COUNCIL TAX SETTING REQUIRED BY SECTION 30 OF THE 1992 ACT | | | | | | | |
|-------------------------|--|---------------|---------------|----------------|----------------|----------------|----------------|----------|
| | COUNCIL TAX SET FOR EACH VALUATION BAND | | | | | | | |
| | VALUATION BAND AND APPROPRIATE PROPORTION | | | | | | | |
| A 6/9 £ | B 7/9 £ | C 8/9 £ | D 9/9 £ | E 11/9 £ | F 13/9 £ | G 15/9 £ | H 18/9 £ | |
| Adderbury | 1,453.27 | 1,695.49 | 1,937.69 | 2,179.91 | 2,664.33 | 3,148.76 | 3,633.18 | 4,359.82 |
| Ambrosden | 1,453.09 | 1,695.28 | 1,937.45 | 2,179.64 | 2,664.00 | 3,148.37 | 3,632.73 | 4,359.28 |
| Ardley | 1,459.06 | 1,702.24 | 1,945.41 | 2,188.59 | 2,674.94 | 3,161.29 | 3,647.65 | 4,377.18 |
| Arncott | 1,463.56 | 1,707.49 | 1,951.41 | 2,195.34 | 2,683.19 | 3,171.04 | 3,658.90 | 4,390.68 |
| Banbury | 1,510.57 | 1,762.34 | 2,014.09 | 2,265.86 | 2,769.38 | 3,272.91 | 3,776.43 | 4,531.72 |
| Barford | 1,451.42 | 1,693.33 | 1,935.23 | 2,177.14 | 2,660.95 | 3,144.76 | 3,628.56 | 4,354.28 |
| Begbroke | 1,481.92 | 1,728.91 | 1,975.89 | 2,222.88 | 2,716.85 | 3,210.82 | 3,704.80 | 4,445.76 |
| Bicester | 1,517.34 | 1,770.23 | 2,023.12 | 2,276.01 | 2,781.79 | 3,287.57 | 3,793.35 | 4,552.02 |
| Blackthorn | 1,483.12 | 1,730.31 | 1,977.49 | 2,224.68 | 2,719.05 | 3,213.42 | 3,707.80 | 4,449.36 |
| Bletchinghamdon | 1,462.79 | 1,706.59 | 1,950.39 | 2,194.19 | 2,681.79 | 3,169.38 | 3,656.98 | 4,388.38 |
| Bloxham | 1,467.60 | 1,712.20 | 1,956.80 | 2,201.40 | 2,690.60 | 3,179.80 | 3,669.00 | 4,402.80 |
| Bodicote | 1,448.41 | 1,689.82 | 1,931.21 | 2,172.62 | 2,655.42 | 3,138.23 | 3,621.03 | 4,345.24 |
| Bourton | 1,451.99 | 1,693.99 | 1,935.99 | 2,177.99 | 2,661.99 | 3,145.98 | 3,629.98 | 4,355.98 |
| Broughton | 1,459.58 | 1,702.84 | 1,946.10 | 2,189.37 | 2,675.90 | 3,162.42 | 3,648.95 | 4,378.74 |
| Bucknell | 1,468.82 | 1,713.40 | 1,958.16 | 2,202.94 | 2,692.48 | 3,182.02 | 3,671.56 | 4,405.88 |
| Caversfield | 1,435.37 | 1,674.60 | 1,913.83 | 2,153.06 | 2,631.52 | 3,109.97 | 3,588.43 | 4,306.12 |
| Charlton on Otmoor | 1,461.42 | 1,705.00 | 1,948.56 | 2,192.14 | 2,679.28 | 3,166.42 | 3,653.56 | 4,384.28 |
| Chesterton | 1,487.26 | 1,735.15 | 1,983.02 | 2,230.90 | 2,726.65 | 3,222.41 | 3,718.16 | 4,461.80 |
| Claydon | 1,470.24 | 1,715.29 | 1,960.32 | 2,205.37 | 2,695.45 | 3,185.53 | 3,675.61 | 4,410.74 |
| Cottisford | 1,425.87 | 1,663.52 | 1,901.16 | 2,138.81 | 2,614.10 | 3,089.39 | 3,564.68 | 4,277.62 |
| Cropredy | 1,454.48 | 1,696.90 | 1,939.31 | 2,181.73 | 2,666.56 | 3,151.39 | 3,636.21 | 4,363.46 |
| Deddington | 1,469.24 | 1,714.11 | 1,958.98 | 2,203.86 | 2,693.61 | 3,183.35 | 3,673.10 | 4,407.72 |
| Drayton | 1,456.74 | 1,699.54 | 1,942.32 | 2,185.12 | 2,670.70 | 3,156.28 | 3,641.86 | 4,370.24 |
| Duns Tew | 1,493.38 | 1,742.29 | 1,991.18 | 2,240.08 | 2,737.87 | 3,235.67 | 3,733.46 | 4,480.16 |
| Epwell | 1,453.80 | 1,695.87 | 1,938.13 | 2,180.40 | 2,664.93 | 3,149.46 | 3,634.00 | 4,360.80 |
| Fencot and Murcott | 1,459.36 | 1,702.59 | 1,945.81 | 2,189.04 | 2,675.49 | 3,161.94 | 3,648.40 | 4,378.08 |
| Finmere | 1,469.79 | 1,714.76 | 1,959.72 | 2,204.69 | 2,694.62 | 3,184.55 | 3,674.48 | 4,409.38 |
| Fringford | 1,463.86 | 1,707.85 | 1,951.82 | 2,195.80 | 2,683.75 | 3,171.71 | 3,659.66 | 4,391.60 |
| Fritwell | 1,442.73 | 1,683.19 | 1,923.64 | 2,164.10 | 2,645.01 | 3,125.92 | 3,606.83 | 4,328.20 |
| Godington | 1,425.87 | 1,663.52 | 1,901.16 | 2,138.81 | 2,614.10 | 3,089.39 | 3,564.68 | 4,277.62 |
| Gosford and Water Eaton | 1,512.89 | 1,765.04 | 2,017.19 | 2,269.34 | 2,773.64 | 3,277.93 | 3,782.23 | 4,538.68 |
| Hampton Gay and Poyle | 1,440.31 | 1,680.37 | 1,920.41 | 2,160.47 | 2,640.57 | 3,120.68 | 3,600.78 | 4,320.94 |
| Hanwell | 1,485.54 | 1,733.13 | 1,980.72 | 2,228.31 | 2,723.49 | 3,218.67 | 3,713.85 | 4,456.62 |
| Hardwick with Tusmore | 1,425.87 | 1,663.52 | 1,901.16 | 2,138.81 | 2,614.10 | 3,089.39 | 3,564.68 | 4,277.62 |
| Hethe | 1,477.96 | 1,724.29 | 1,970.61 | 2,216.94 | 2,709.59 | 3,202.24 | 3,694.90 | 4,433.88 |
| Heyford Park | 1,454.43 | 1,696.84 | 1,939.24 | 2,181.65 | 2,666.46 | 3,151.27 | 3,636.08 | 4,363.30 |
| Hook Norton | 1,475.78 | 1,721.75 | 1,967.71 | 2,213.68 | 2,705.61 | 3,197.54 | 3,689.46 | 4,427.36 |
| Horley | 1,460.89 | 1,704.38 | 1,947.85 | 2,191.34 | 2,678.30 | 3,165.27 | 3,652.23 | 4,382.68 |
| Horton | 1,485.00 | 1,732.51 | 1,980.00 | 2,227.51 | 2,722.51 | 3,217.51 | 3,712.51 | 4,455.02 |
| Horton cum Studley | 1,450.77 | 1,692.57 | 1,934.36 | 2,176.16 | 2,659.75 | 3,143.34 | 3,626.93 | 4,352.32 |
| Islip | 1,474.92 | 1,720.75 | 1,966.56 | 2,212.39 | 2,704.03 | 3,195.67 | 3,687.31 | 4,424.78 |
| Kidlington | 1,531.84 | 1,787.16 | 2,042.46 | 2,297.77 | 2,808.38 | 3,319.00 | 3,829.61 | 4,595.54 |
| Kirtlington | 1,465.51 | 1,709.77 | 1,954.01 | 2,198.27 | 2,686.77 | 3,175.28 | 3,663.78 | 4,396.54 |
| Launton | 1,468.90 | 1,713.73 | 1,958.54 | 2,203.36 | 2,692.99 | 3,182.63 | 3,672.26 | 4,406.72 |
| Lower Heyford | 1,450.12 | 1,691.82 | 1,933.50 | 2,175.19 | 2,658.56 | 3,141.94 | 3,625.31 | 4,350.38 |
| Merton | 1,521.66 | 1,775.27 | 2,028.88 | 2,282.49 | 2,789.71 | 3,296.93 | 3,804.15 | 4,564.98 |
| Middle Aston | 1,425.87 | 1,663.52 | 1,901.16 | 2,138.81 | 2,614.10 | 3,089.39 | 3,564.68 | 4,277.62 |
| Middleton Stony | 1,454.94 | 1,697.43 | 1,939.92 | 2,182.41 | 2,667.39 | 3,152.37 | 3,637.35 | 4,364.82 |
| Milcombe | 1,460.58 | 1,704.01 | 1,947.44 | 2,190.87 | 2,677.73 | 3,164.59 | 3,651.45 | 4,381.74 |
| Milton | 1,429.70 | 1,667.98 | 1,906.26 | 2,144.55 | 2,621.12 | 3,097.68 | 3,574.25 | 4,289.10 |
| Mixbury | 1,428.31 | 1,666.37 | 1,904.41 | 2,142.47 | 2,618.57 | 3,094.68 | 3,570.78 | 4,284.94 |
| Mollington | 1,461.50 | 1,705.09 | 1,948.67 | 2,192.26 | 2,679.43 | 3,166.60 | 3,653.76 | 4,384.52 |
| Newton Purcell | 1,425.87 | 1,663.52 | 1,901.16 | 2,138.81 | 2,614.10 | 3,089.39 | 3,564.68 | 4,277.62 |
| Noke | 1,449.13 | 1,690.66 | 1,932.17 | 2,173.70 | 2,656.74 | 3,139.79 | 3,622.83 | 4,347.40 |
| North Aston | 1,428.78 | 1,666.91 | 1,905.04 | 2,143.17 | 2,619.43 | 3,095.69 | 3,571.95 | 4,286.34 |
| North Newington | 1,446.77 | 1,687.90 | 1,929.03 | 2,170.16 | 2,652.42 | 3,134.67 | 3,616.93 | 4,340.32 |
| Oddington | 1,425.87 | 1,663.52 | 1,901.16 | 2,138.81 | 2,614.10 | 3,089.39 | 3,564.68 | 4,277.62 |
| Piddington | 1,464.39 | 1,708.46 | 1,952.52 | 2,196.59 | 2,684.72 | 3,172.85 | 3,660.98 | 4,393.18 |
| Prescote | 1,425.87 | 1,663.52 | 1,901.16 | 2,138.81 | 2,614.10 | 3,089.39 | 3,564.68 | 4,277.62 |
| Shenington | 1,443.20 | 1,683.73 | 1,924.26 | 2,164.80 | 2,645.87 | 3,126.93 | 3,608.00 | 4,329.60 |
| Shipton on Cherwell | 1,460.67 | 1,704.12 | 1,947.56 | 2,191.01 | 2,677.90 | 3,164.79 | 3,651.68 | 4,382.02 |
| Shutford | 1,451.29 | 1,693.18 | 1,935.05 | 2,176.94 | 2,660.70 | 3,144.47 | 3,628.23 | 4,353.88 |
| Sibford Ferris | 1,452.44 | 1,694.52 | 1,936.59 | 2,178.67 | 2,662.82 | 3,146.97 | 3,631.11 | 4,357.34 |
| Sibford Gower | 1,450.81 | 1,692.62 | 1,934.41 | 2,176.22 | 2,659.82 | 3,143.43 | 3,627.03 | 4,352.44 |
| Somerton | 1,505.02 | 1,755.87 | 2,006.70 | 2,257.54 | 2,759.21 | 3,260.89 | 3,762.56 | 4,515.08 |
| Souldern | 1,445.97 | 1,686.97 | 1,927.96 | 2,168.96 | 2,650.95 | 3,132.94 | 3,614.93 | 4,337.92 |
| South Newington | 1,462.60 | 1,706.37 | 1,950.13 | 2,193.90 | 2,681.43 | 3,168.96 | 3,656.50 | 4,387.80 |
| Steeple Aston | 1,478.96 | 1,725.46 | 1,971.95 | 2,218.45 | 2,711.44 | 3,204.43 | 3,697.41 | 4,436.90 |
| Stoke Lyne | 1,457.57 | 1,700.50 | 1,943.43 | 2,186.36 | 2,672.22 | 3,158.07 | 3,643.93 | 4,372.72 |
| Stratton Audley | 1,463.50 | 1,707.42 | 1,951.33 | 2,195.25 | 2,683.08 | 3,170.91 | 3,658.75 | 4,390.50 |
| Swalcliffe | 1,476.02 | 1,722.03 | 1,968.03 | 2,214.04 | 2,706.05 | 3,198.06 | 3,690.06 | 4,428.08 |
| Tadmarton | 1,453.71 | 1,696.00 | 1,938.28 | 2,180.57 | 2,665.14 | 3,149.71 | 3,634.28 | 4,361.14 |
| Upper Heyford | 1,470.30 | 1,715.36 | 1,960.40 | 2,205.46 | 2,695.56 | 3,185.66 | 3,675.76 | 4,410.92 |
| Wardington | 1,457.88 | 1,700.87 | 1,943.84 | 2,186.83 | 2,672.79 | 3,158.75 | 3,644.71 | 4,373.66 |
| Wendlebury | 1,451.35 | 1,693.25 | 1,935.13 | 2,177.03 | 2,660.81 | 3,144.60 | 3,628.38 | 4,354.06 |
| Weston on the Green | 1,487.22 | 1,735.09 | 1,982.96 | 2,230.83 | 2,726.57 | 3,222.31 | 3,718.05 | 4,461.66 |
| Wigginton | 1,444.83 | 1,685.64 | 1,926.44 | 2,167.25 | 2,648.86 | 3,130.47 | 3,612.08 | 4,334.50 |
| Wroxton | 1,449.70 | 1,691.32 | 1,932.93 | 2,174.55 | 2,657.78 | 3,141.01 | 3,624.25 | 4,349.10 |
| Yarnton | 1,501.38 | 1,751.62 | 2,001.84 | 2,252.08 | 2,752.54 | 3,253.00 | 3,753.46 | 4,504.16 |

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Cherwell District Council

Council

27 February 2023

LGA Corporate Peer Challenge 2023

Report of Chief Executive

This report is public.

Purpose of 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 CPC has provided a very positive picture of the Council and has recognised the considerable achievement of responding to the covid pandemic and decoupling its partnership from OCC, during which service delivery for its residents was always at the centre of its decision making. The recommendations are all in line with current activity and provide a powerful base from which the organisation can move forward as a standalone and ambitious District Council – one that takes pride in putting our residents and communities at the heart.

1.0 Recommendations

The meeting is recommended:

- 1.1 To endorse the Local Government Association Corporate Peer Challenge report (Appendix 1).
- 1.2 To approve the Corporate Peer Challenge Action Plan (Appendix 2).
- 1.3 Note the progress that has already been made towards the Peer Review recommendations, which are set out in the proposed Action Plan.

2.0 Introduction

- 2.1 The LGA's Corporate Peer Challenge (CPC) programme is highly regarded by the sector. According to a recent survey of participating councils, all were either very or fairly satisfied with their corporate peer challenge.
- 2.2 By bringing together leaders and senior managers from other local authorities as member and officer peers, CPCs provide robust, strategic and credible check and challenge to support councils in achieving their aspirations and managing emerging issues. Peer challenges also enhance the capacity of the sector by encouraging

councils to think beyond their traditional boundaries and partnerships to achieve better outcomes for their communities.

- 2.3 All councils are encouraged to host a CPC every five years. The last one for Cherwell was at the end of 2017 when the Council was in partnership with South Northamptonshire Council.
- 2.4 Corporate Peer Challenges are designed to facilitate local government improvements. They are also tailored to meet the specific priorities and needs of the participating authority and to take reflect their local circumstances, therefore complementing and adding value to the authority's own performance and improvement priorities.
- 2.5.1 The peers use their experience and knowledge of local government to reflect on the information gleaned from the people they meet, what they have read in the supporting paperwork and what the latest data is indicating. Peers are drawn from across the sector. Cherwell District Council supports the programme by enabling senior staff to join and lead CPCs for other authorities.
- 2.6 Each CPC covers the five core areas listed below as well as those specifically requested by the Council:
- **Local priorities and outcomes**
 - Are the council's priorities clear and informed by the local context?
 - Is the council delivering effectively on its priorities and achieving improved outcomes for all its communities?
 - **Organisational and place leadership**
 - Does the council provide effective local leadership?
 - Are there good relationships with partner organisations and local communities?
 - **Governance and culture**
 - Are there clear and robust governance arrangements?
 - Is there a culture of respect, challenge and scrutiny?
 - **Financial planning and management**
 - Does the council have a clear understanding of its current financial position?
 - Does the council have a strategy and a clear plan to address its financial challenges?
 - **Capacity for improvement**
 - Is the organisation able to support delivery of local priorities?
 - Does the council have the capacity to improve?
- 2.6 The two additional areas that this council requested were:
- **Growth & Infrastructure**
 - Is the council's Growth ambition clearly established?
 - Does the council have the resources to support the delivery of this ambition?

- **Decoupling of the strategic partnership with Oxfordshire County Council**

- Has the organisation successful decoupled from its formal strategic partnership?
- Has the Council successfully used this opportunity to renew Cherwell District Council?

- 2.7 The Corporate Peer Challenge took place between **29 November** and **2 December** 2022. We received initial feedback in a presentation on the 2 December 2022
- 2.8 During the challenge week the peers spoke to more than **145** people (stakeholders, councillors and staff), gathered feedback from over **70** meetings and interviews, undertook research and reviewed a wealth of council documentation.
- 2.9 Councils are encouraged to publish the final report and to produce an action plan in response, hence bringing this report and accompanying appendices to Full Council.
- 2.10 The LGA will organise a check-in meeting, six months after the CPC. This will be a facilitated session for the Council to discuss progress and any challenges with peers and to agree the next steps. This check-in meeting will take place late Summer in 2023.

3.0 Report Details

- 3.1 The Corporate Peer Challenge report highlights the council's strengths and opportunities for development.
- 3.2 The overriding messages and observations from the Corporate Peer Challenge were:
- The council has **ambitious plans** and has a **proven track record of delivery**.
 - There is a **recognised need for a compelling vision** for the council now that it is a standalone authority.
 - The council needs to **face the future financial challenges head-on**.
 - **Transformation is fundamental** to achieving the council's corporate priorities and the MTFs.
 - **Continue to work with your regional partners** to meet the infrastructure gap.
 - **Be clear about your plans for regeneration** and communicate this widely.
 - **You've stabilised the organisation** following a tough decoupling exercise you now need to refocus your relationships.

3.3 The Council should therefore be proud that its achievements and areas of good practice have been recognised. The CPC highlighted many strengths:

- Strong leadership credentials - a **leader of place**
- **Loyal and committed staff** – ‘the officers at CDC are first class’, you need to take them with you on your transformation journey.
- **Members exhibit a wide variety of talents** and backgrounds that bring a real strength to the council.
- Adept at **attracting growth and inward investment**
- **Supporting its communities** housing needs
- **Managing its finances** and budgets
- It’s very **positive reputation** amongst partners

3.3 The CPC identified eight opportunities for development all of which are either underway or captured in an existing delivery plan.

3.4 The Action Plan in **Appendix 2** sets out the eight recommendations, the progress this council has already made towards achieving them and what further action is required.

4.0 Conclusion and Reasons for Recommendations

4.1 The Council has embraced the Corporate Peer Challenge process and would like to put on record their thanks to the peer team who undertook the challenge and to all of those who contributed to the process; councillors and colleagues from local public sector organisations, town and parish councils, staff, public partners and many representatives of the local business and voluntary sector communities.

5.0 Consultation

5.1 A significant part of the Corporate Peer Challenge involves seeking the views of key stakeholders. For Cherwell this included representatives from our business sector, community and voluntary sector, the Oxfordshire System, staff, councillors and town and parish councils.

6.0 Alternative Options and Reasons for Rejection

6.1 There are no proposed alternative recommendations.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising directly as a result of this report.

Comments checked by:

Michael Furness, S.151 Officer & Assistant Director – Finance. Tel: 01295 2216845, Email: Michael.furness@cherwell-dc.gov.uk

Legal Implications

- 7.2 There are no legal implications arising directly as a result of this report.

Comments checked by:

Shiraz Sheikh, Monitoring Officer & Assistant Director Law and Governance
Tel: 01295 227981, Email: Shiraz.sheikh@cherwell-dc.gov.uk

Risk Implications

- 7.3 There are no direct risks from endorsing the CPC report or agreeing the action plan. The specific risks of actions in the suggested action plan will be identified and captured during the project planning life cycles.

Comments checked by:

Shona Ware, Assistant Director – Customer Focus.
Telephone: 01295 221652, Email: Shona.ware@cherwell-dc.gov.uk

Equalities and Inclusion Implications

- 7.4 There are no direct implications arising from this report as the suggested action to agree the councils EDI action plans is already well underway. Equality Impact Assessments will be undertaken for each action as part of the normal project planning process.

Comments checked by:

Shona Ware, Assistant Director – Customer Focus.
Telephone: 01295 221652, Email: Shona.ware@cherwell-dc.gov.uk

Sustainability Implications

- 7.5 There are no direct implications arising from this report in relation to sustainability. In relation to the Peer Review's recommendation on Regeneration, we will ensure that climate change actions are considered in line with any delivery. Our influence over regeneration in the district, is a key way in which we can help to ensure that Cherwell becomes carbon net zero.

Comments checked by:

Jo Miskin, Climate Action Manager, Environmental Services
Tel: 07900 227103 Email: jo.miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Barry Wood, Leader of the Council

Document Information

Appendix number and title

- Appendix 1 – LGA Report - Corporate Peer Challenge Cherwell District Council
- Appendix 2 – Corporate Peer Challenge Action Plan

Background papers

None

Report Author and contact details

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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 MTF5 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 MTF5. 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 | Q1 23/24 agree priorities | AD Customer Focus & AD Finance |
| <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 | Q1 23/24 Q1 23/24 | AD Wellbeing AD Wellbeing |
| <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. | Ongoing Ongoing | CEO/CD Communities CEO / Senior team |

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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Cherwell District Council

Council

27 February 2023

Updates to Constitution

Report of Monitoring Officer

This report is public

Purpose of report

The Constitution is the document by which, in accordance with the law, the Council exercises all its powers and duties. It is essential that it is reviewed to ensure it remains 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 are also changes proposed for some of the committees identified in this report.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the amendments to the Constitution referred to in this report and its appendices (to follow).
- 1.2 To delegate authority 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).

2.0 Introduction

- 2.1 Amongst the duties of the Monitoring Officer is responsibility for monitoring and reviewing the operation of the Constitutions, and for recommending ways in which it can be amended.
- 2.2 Changes to the Constitution may only be made with the approval of the Council and/or by the Monitoring Officer arising from decisions of the Council or the

Executive; where legislation requires a change in wording or terminology; or to make minor or consequential amendments.

3.0 Report Details

Officer Scheme of Delegation

- 3.1 The Officer Scheme of Delegation is set out at Part 3 of the Constitution and sets out the extent to which the powers and duties of the Council are delegated to officers under the Local Government Act 1972, the Local Government Act 2000 and all other powers enabling delegation to officers. It is adopted with the intention of giving a streamlined, clear and simple decision-making process.
- 3.2 The current scheme does not reflect the senior management structure. The new Monitoring Officer has made changes that makes the wording much clearer and more succinct and to ensure that the Scheme is future-proof.
- 3.3 The update to the scheme reflects this and also contains additional provisions to ensure the smooth functioning of the Council and the efficient delivery of its services with the necessary delegated authority to officers to perform their roles and responsibilities. It also contains a limitation to the exercise of such powers where reserved for either the Council or the Leader of the Executive.
- 3.4 The Scheme now also includes a formal delegation for the Shareholder Representative. The role is currently performed by the Corporate Director of Resources following the departure of the interim Chief Operating Officer.
- 3.5 Appendix 1 (to follow) provides the amended version of the Scheme of Delegation with changes clearly marked.

Contract Procedure Rules

- 3.6 Following decoupling, the Council is in the process of recruiting to its internal procurement and contracts unit, with the new procurement manager also starting soon. The updated Contract Rules (Appendix 2 – to follow) have been amended to be more succinct for officers to follow and will be further amended once the procurement guidance documents are available on the procurement intranet pages.
- 3.7 The thresholds have been revised accordingly to reflect the leaner structure of the Council.
- 3.8 The Procurement Steering and Core Groups are now merged to form a single Procurement and Contracts Group and the terms of reference have been amended accordingly.

Changes to Personnel Committee Terms of Reference

- 3.9 The Terms of Reference to the Personnel Committee are amended to delete the following aspects, since the decoupling means that the joint arrangement and shared costs are no longer applicable. The changes reflect the position that such

delegations are reserved for the Head of Paid Service under their statutory duty, rather than for the Personnel Committee.

- To approve the creation of new posts where this will be an increase to the establishment and there is no budget and the costs will not be shared
- To receive and act on recommendations of the Council and Employee Joint Committee.
- To agree any restructuring involving more than ten posts and/or compulsory redundancies where costs are not shared or not going to be shared.
- To further delete the words “where the post is not shared” as appropriate.

Changes to the Appeals Panel Terms of Reference

- 3.10 The Terms of Reference are amended to change the Council’s current ‘appeals against dismissal’ procedure, adjusting the process to be officer led up to Assistant Director level and held with Appeals Committee for the Head of Paid Service, Corporate Directors and Statutory Officers, as opposed to all of these being held with the Appeals Committee.
- 3.11 It is essential that appeals against dismissal are handled in as timely a way as possible following the decision to dismiss being made; and that these appeals are chaired independently of anyone who was involved in the initial decision to dismiss.
- 3.12 This amendment will also address the following:
- Operational complexity – many appeals against dismissal involve complex operational arrangements, which are more appropriately dealt with at a management level.
 - Timeliness – an officer led process can be arranged and held in a timely manner. Situations such as dismissal can be stressful for employees so it is in their interests to move the process forward as swiftly as possible. Members’ diaries are already busy and getting a panel together invariably extends the time this process takes.
 - Actions following appeal – following the outcome of the appeal, should the appellant wish to take their process further to an Employment Tribunal, the Member Chair, and potentially appeal panel members, will be required to attend the Tribunal to provide evidence (as the representative of the Council who held up the decision to dismiss). Modifying this process removes this burden from the Member Appeals Panel; unless appeals are required following the dismissal of either Corporate Directors and above, or Statutory Officers.
 - Trends in the public sector – the majority of well-run councils are predominantly operating an officer-led process for appeals against dismissal, with Members needing to hold appeals for the most senior managers and statutory officers.
 - Legal advice - decisions to dismiss should never be taken without legal advice to ensure that the decision being taken is sound and whilst risk can never be fully

mitigated in circumstances such as these, it will be reduced. Further legal advice should be sought at the point of appeal.

- Appeal process - employees who find themselves in a dismissal situation will continue to be offered an opportunity to appeal the decision and should they wish to do so; the panel selected in such circumstances will have the relevant operational background but would be independent of the case up to that point.

Changes to Shareholder Committee Terms of Reference

3.13 The Shareholder Committee is a sub-committee of Executive. It therefore does not form part of the proportionality calculations.

3.14 The membership of the Shareholder Committee is currently three Executive members, which means that all Shareholder Committee members must be in attendance for meetings to be quorate. Following consultation with the Committee and the Shareholder Representative, the membership is increased to five members from the Executive.

Updates to the Accounts, Audit and Risk Committee Terms of Reference

3.15 In the light of Chartered Institute of Public Finance and Accountancy (CIPFA) guidance the Terms & Reference are updated and amended in addition to the existing one, as follows:

- 1) To monitor the arrangements and preparations for financial reporting to ensure that statutory requirements and professional standards can be met.
- 2) To publish an annual report of the work of the committee, including a conclusion on the compliance with the CIPFA Position Statement.
- 3) To provide free and unfettered access to the Accounts, Audit and Risk Committee chair for the head auditors, including the opportunity for a private meeting with the Committee.
- 4) To consider reports on the effectiveness of financial management arrangements, including compliance with CIPFA's Financial Management Code.
- 5) To consider whether the annual evaluation for the Annual Governance Statement fairly concludes that governance arrangements are fit for purpose, supporting the achievement of the authority's objectives.

4.0 Conclusion and Reasons for Recommendations

4.1 The Constitution is the document by which, in accordance with the law, the Council exercises all its powers and duties. It is essential that it is reviewed to ensure it remains fit for purpose.

5.0 Consultation

Relevant Service Areas
Chairs of the Committees on Terms of Reference amendments.

6.0 Alternative Options and Reasons for Rejection

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

Option 1: A full review of the Constitution. This will commence later in the year.

Option 2: Not to adopt the agree the recommendations. This is not recommended as it is important that the Constitution is kept up to date.

7.0 Implications

Financial and Resource Implications

7.1 There are no direct financial or resource implications arising from this report.

Comments checked by: Michael Furness, Assistant Director of Finance & Section 151 Officer, 01295 221845, Michael.Furness@cherwell-dc.gov.uk

Legal Implications

7.2 Every local authority is under a duty to prepare and keep up to date its Constitution under s.9P of the Local Government Act 2000.

Comments checked by:
Shahin Ismail, Interim Head of Legal Services and Deputy Monitoring Officer,
shahin.ismail@cherwell-dc.gov.uk

Risk Implications

7.3 The risk of not making changes is that the decision-making of the authority, and its reputation as a business-like and transparent organisation suffers through a lack of challenge and development.

Comments checked by:
Shona Ware, Assistant Director – Customer Focus, 01295 221652,
shona.ware@cherwell-dc.gov.uk

Equalities and Inclusion Implications

7.4 The Constitution is reviewed generally to ensure that the format is easily accessible. This is an important step in ensuring that access to the democratic process is equitable. The report does not otherwise raise any implications for equality and diversity.

Comments checked by:
Shona Ware, Assistant Director – Customer Focus, 01295 221652,
shona.ware@cherwell-dc.gov.uk

Sustainability Implications

7.5 There are no sustainability implications arising from this report.

Comments checked by:

Jo Miskin, Climate Action Manager, 01295 221748, jo.miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

N/A

Lead Councillor

N/A

Document Information

Appendix number and title

- Appendix 1 – Officer Scheme of Delegation (tracked change and clean versions) – to follow
- Appendix 2 – Contract Rules of Procedure (tracked change and clean versions) – to follow

Background papers

None

Report Author and contact details

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Shiraz.sheikh@cherwell-dc.gov.uk

Cherwell District Council

Council

28 February 2023

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

Report of Assistant Director of Regulatory Services & Community Safety

This report is public

Purpose of report

In December 2022 a public consultation commenced on proposed changes to the Council's Taxi and Private Hire Licensing Policy ('the policy'). This public consultation closed on 31 January 2023.

Changes to the policy require approval by Council. This report provides a summary of the background to the proposed changes to the policy, the consultation process followed, a summary of consultation responses to date and the proposed revisions to the policy resulting from those responses.

The Council has a statutory duty to ensure the proper administration of taxi licensing legislation in the district. Taxi services are an important part of the local economy and therefore fulfilling this statutory duty contributes to the Council's priority to ensure the district has an enterprising economy with strong and vibrant local centres. The primary purpose of the licensing regime is to promote public safety and therefore the Council's work to licence taxi drivers, vehicles and operators also supports the commitment to work with partners to reduce crime and antisocial behaviour. Further, the proposed revisions to the licensing policy include 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.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the work done to prepare a revised and updated Taxi and Private Hire Licensing Policy and the outcomes of the public consultation on that revised policy.
- 1.2 To agree that the Council adopts the revised Taxi and Private Hire Licensing Policy and supporting appendices provided with this paper.

2.0 Introduction

- 2.1 The Department for Transport recommends that all licensing authorities make publicly available a cohesive policy document that brings together all their procedures on taxi and private hire licensing. The Council's Taxi and Private Hire Licensing Policy addresses the Council's primary aim in carrying out its taxi and private hire licensing function to protect and promote public safety. The Council must ensure that licensed vehicles are fit for purpose and that licensed drivers are 'fit and proper' in accordance with the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976.
- 2.2 The Government's Modern Crime Prevention Strategy included a commitment to protect children and young people from the risk of child sexual abuse and exploitation by working with local authorities to introduce rigorous taxi and private hire vehicle licensing regimes. As a result, the Department for Transport has introduced Statutory Taxi and Private Hire Vehicle Standards to replace relevant sections of the Best Practice Guidance that was issued in 2010. The introduction to the standards states -
"There is consensus that common core minimum standards are required to regulate better the taxi and private hire vehicle sector, and the recommendations in this document are the result of detailed discussion with the trade, regulators and safety campaign groups. The Department therefore expects these recommendations to be implemented unless there is a compelling local reason not to."
- 2.3 In 2022 a new National Register of Revocations and Refusals was introduced to enable local authorities to better share information about refusals or revocations of taxi driver or private hire vehicle driver's licences. The Council utilises this new register.
- 2.4 In 2020 the Council introduced a Climate Action Framework following the declaration of a climate emergency. In doing so the Council committed to "do its part to achieve a net zero carbon district by 2030". Emissions from taxis and private hire vehicles contribute to vehicle emissions in the district and therefore the Climate Action Framework included a commitment to facilitate and encourage electric taxis.
- 2.5 These changes provide the background to the requirement to update the Council's taxi and private hire vehicle licensing policy.

3.0 Report Details

- 3.1 The hackney carriage ("taxi") and private hire vehicle (minicab and chauffeur driven vehicle) trades provide a vital service to residents and visitors to Cherwell District in both the day and night-time economy, in particular in the areas of the district with limited public transport.
- 3.2 Currently the Council, through the Licensing Team, licences:
- 484 Hackney Carriage / Private Hire Drivers (dual licences)
 - 123 Hackney Carriage Vehicles
 - 313 Private Hire Vehicles
 - 80 Private Hire Operators (providers of a base and radio network)

- 3.3 In order to effectively administer the licensing regime, the Council requires a policy framework. The purpose of the policy is to:
- Ensure the safety of the public.
 - Ensure that drivers are fit and proper and vehicles are safe and suitable.
 - Provide a robust, and legally compliant, decision-making framework which protects the Council should decisions be challenged in the Courts.
 - Provide information to the trade, elected members, officers and the wider public on how the Council administers taxi / private hire licensing.
- 3.4 The authority's current Taxi and Private Hire Licensing Policy was adopted by Council at its meeting on 14 December 2015 and took effect in January 2016.
- 3.5 The Council's licensing team have prepared a revised draft taxi licensing policy. This draft policy is in appendix 1 of this paper with the associated policy appendices in appendix 1b. A list of the proposed changes and comments on those is in Appendix 2 and the Equality and Community Impact Assessment is included in Appendix 3. The text in the appendices in red shows the revisions to the policy that were made prior to the public consultation. The revisions in purple are those made as a result of the comments received and responses to the consultation.
- 3.6 The proposed updates to the policy include:
- Requirements of the new National Standards issued by the Department for Transport in July 2020.
 - Updated driver "fitness and propriety", and "safety and suitability" requirements (driving and medical records, criminal history, knowledge test, personal conduct and behaviour).
 - The introduction of the National Register of Revocations and Refusals (NR3) and how the council will use this register.
 - Changes to the policy requirements on the relevance and significance of any previous criminal convictions.
 - Amended driver testing and training requirements (both pre- and post-licence).
 - Amended vehicle testing, safety, access and condition requirements.
 - Clarification on duration of licences.
 - Updated driver and vehicle licence conditions (for example: on-going training, notifying changes in circumstances, dress code, etc.).
 - Clarified criteria for deciding whether to grant, renew, suspend or revoke licences.
 - Clarifications on enforcement of licence conditions.
- 3.7 In addition, the revision of the policy provides opportunity to set a framework for the reduction in emissions of the taxi fleet over time. There is clearly a need to balance the environmental benefits of reducing the emissions of the taxi fleet against the financial impact on drivers and operators of replacing vehicles. The policy provisions on emissions standards must meet the business needs of vehicle operators taking account of vehicle use/ journeys and charging infrastructure and duration. A new appendix G of the policy proposes a phased approach to raising the emissions standard requirements for licensed vehicles.
- 3.8 Concern has been expressed in recent years over the role played by taxi and private hire drivers in large scale organised Child Sexual Exploitation (CSE) in the country. In response the Council already has robust procedures in place for both the

licensing of drivers and the investigation of complaints. The Council continues to work with partners in order to strengthen licence conditions in relation to awareness and prevention of CSE. The proposed policy changes reflect the latest operating arrangements with the Police and local partners.

- 3.9 The National Register of Revocations and Refusals (NR3) is a nationally agreed mechanism enabling all licensing authorities to share information concerning individuals who have had licences refused or revoked. The Council's Licensing Team have started to use this register. The objective is to ensure that this authority is able to take properly informed decisions on whether an applicant is fit and proper, in the knowledge that another authority has previously reached a negative view on the same applicant. The Register also ensures that all other subscribed authorities are made aware of instances where Cherwell District Council has refused or revoked a licence, so ultimately improving public safety nationally.
- 3.10 Consultation on the proposed changes to the policy commenced on 1 December 2022 and closed on 31 January 2023. All current holders of taxi or private vehicle licences have been contacted directly to notify them of this consultation and two opportunities have been provided for licensees to meet with Licensing Team members to discuss the proposed changes and clarify any aspect of the proposed policy revisions. In addition, key partner organisations have also been notified of the consultation and invited to comment. A report on the consultation outcomes is included in appendix 4.
- 3.11 A Licensing Committee meeting was held on 18th January 2023 to review the proposed policy changes and to provide comment on the proposed revised policy for consideration. The Committee endorsed the proposed policy changes including those proposed as a result of the consultation feedback received by that date. In addition they asked that the policy revisions do not result in reductions in wheelchair accessible vehicles and that 'vintage' vehicles can still be licensed for use for celebratory events such as weddings. It has subsequently been confirmed that vintage vehicles used exclusively for transport to and from wedding venues do not require a licence. Applications for licences for vintage vehicles to be used for other events will be considered on a case by case basis.
- 3.12 Comments received during the consultation process highlighted some practical problems with the proposed policy revisions in relation to emission standards. In particular, drivers and operators commented that there are limited options for wheelchair accessible vehicles which meet the Ultra-Low Emission Vehicle standards (ULEV) and such vehicles are prohibitively expensive. In addition, the more limited range for ULEV vehicles makes some airport transfers challenging without adding significant cost to allow for charging time. Therefore, the policy revision proposals have been revised to achieve a balance between being practicable and affordable for the trade whilst still being consistent with climate change objectives.
- 3.13 The revised policy proposals in relation to emissions introduces standards which would apply to all applications for new vehicle licences from the date of adoption and includes standards which would apply from 1st March 2024 (one year after anticipated date of adoption of new policy) for both new vehicles and licence renewals. The revisions also allow any vehicle that was licensed prior to the adoption of the new policy to continue to be licensed until the 10 year age limit is

met. This reflects the feedback from the trade about the cost of replacing new vehicles which they had purchased with the intention of using for 10 years.

- 3.14 The policy still includes a requirement that from 2030 all vehicles at the time of first licensing must be propelled by either electric or hydrogen. However, the policy states that this clause will be reviewed at the time of the next 5-year policy review to consider the availability of sufficient infrastructure to support electric and hydrogen vehicles, the availability of such vehicles and suitability of models for the needs to the trade whilst also considering the affordability of those vehicles. This review is necessary in order to ensure that the introduction of the policy requirement in 2030 is practicable.
- 3.15 Further amendments as a result of consultation feedback are:
- Clarify that vehicles that are written off as a result of an accident can be replaced on a like-for-like basis with reference to the emissions standards that applied at the time of first licence of the written-off vehicle. Applications for grant of licences for replacement vehicles must be submitted with 6 months (policy paragraphs 11.2.5 and 11.1.8 and 11.8.4).
 - Added a requirement that licensed private hire operators should utilise drivers and vehicles licensed by the Council. This is intended to ensure that the licensed trade operating in Cherwell meets our standards. It is accepted that operators may need to utilise drivers licensed by other authorities on occasion but that this should be in exceptional circumstances only. Therefore, as guidance the revised policy states that the Council expects at least 75% of journeys arranged by licensing operators to be completed by Cherwell licensed drivers (policy paragraph 13.2.2).
 - Clarify the proposed policy provisions in paragraph 13.6.2 and 13.6.3 which restrict parking in the vicinity of operators licensed premises to ensure parking on private premises is not restricted and explain that 'Vicinity' will be assessed as parking within 10 metres of the licensed operator's premises. This provision is intended to reduce problematic parking around operator's offices which obstructs footpaths or the highway.
 - Clarify the policy requirements relating to drivers suffering from diabetes to require annual diabetes medical reports in line with DVLA medical standards (policy paragraph 9.6).
 - Added a requirement that licensed vehicles are required to have 6 monthly MOTs. This replaces the provision in the previous policy that the vehicle be subject to annual MOT and 6 monthly vehicle condition check (policy paragraph 11.2.1 and 11.2.2).
 - Added a requirement that drivers notify the Council of road traffic offences committed that are discharged by way of speed awareness training or similar rather than fine or conviction (policy paragraph 6.7).
 - Added a qualifying time-limit for the validity of safeguarding training undertaken as a requirement of licence applications so that there is clarity that safeguarding training should be completed within 3 months of the application and that the safeguarding training certificate is valid for 3 years (policy paragraph 8.4).
 - Amended to requirements in relation to lost property to reflect the fact that the police will no longer accept lost property at all Police stations (appendix B).
- 3.16 In addition comments were received on the proposal that the revised policy no longer allows the licensing of vehicles that have previously been written off by insurers. The current policy allows such vehicles to be licensed if supported by evidence that the vehicles has been examined with no faults or safety concerns being identified. The proposed policy revision remains on the basis that the

Licensing Team are not able to confidently assess whether a report on the safety of a previously written-off vehicle is sufficient to ensure public safety for the duration of a vehicle licence.

- 3.17 A further comment made during the consultation process related to the requirement in policy paragraph 7.2 that applicants who spend three months or more continuously outside the UK obtain a criminal record check or a certificate of good conduct from the country that they lived in. We were asked to consider a longer period than 3 months for this requirement. However, the DfT standards refer to 3 months and therefore it is not recommended that this period be extended for the purposes of our local policy.

4.0 Conclusion and Reasons for Recommendations

- 4.1 In order to effectively discharge the Council's taxi licensing legal obligations a policy framework is required. The current policy requires updating. The proposed new policy reflects changes to the statutory standards, provides clearer guidance on the taxi and private hire licensing process, and explains how the Council will make decisions in relation to the licensing of vehicles, drivers and operators. It also seeks to reduce the carbon emissions of the taxi fleet in the district.
- 4.2 It is recommended that the meeting agrees that the Council will adopt the proposed revised policy shown in the Appendices.

5.0 Consultation

- 5.1 As outlined above, a public consultation on the proposed changes to the policy took place between 1 December 2022 and 31 January 2023. This consultation took place through the council website with information being sent to all of the taxi licensed trade in the district to notify them of the consultation process. Licensing Team members responded to any requests for clarification on the revised policy both through two licensing forums and on an ad-hoc basis. In addition, key stakeholders have also been notified of the consultation process being followed and the Licensing Committee has met to review and comment on the proposals as outlined above. A consultation report is provided with this paper.

6.0 Alternative Options and Reasons for Rejection

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

Option 1: Not update the policy. It is a requirement that the policy is reviewed at least every five years and changes to the operating environment, Government and local policy suggest changes to the policy are required. Therefore, this option is rejected.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising directly from this report. The proposed changes to the Council's Taxi and Private Hire Licensing Policy will be met within existing budget.

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

Legal Implications

- 7.2 This report sets out the Council's approach to the review of its taxi licensing policy. The purpose of the policy is to set out how the Council will seek to protect and promote public safety and ensure that licensed vehicles are fit for purpose and that licensed drivers and operators are 'fit and proper' in accordance with the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976.

The proposed policy changes include:- the Statutory Taxi and Private Hire Vehicle Standards which aim to protect the most vulnerable; utilising the new National Register of Revocations and Refusals to better share information; the upholding of the Council's commitment to achieve a net zero carbon district by 2030; and achieving greater access to taxi and private hire vehicles for those who are disabled.

Statutory Taxi and Private Hire Vehicle Standards

The review of the policy has taken in to account the guidance issued by central government (Department for Transport) and other regulatory bodies, namely the Statutory Taxi and Private Hire Vehicle Standards, to ensure it is consistent with those nationally and within Oxfordshire. The Department for Transport expects the recommendations to be implemented unless there is a compelling local reason not to. The process of consultation enables the trade, public and any other person to offer evidence that there is a compelling reason no to implement those standards in whole or in part. If any reasons are proposed the Officers Report will identify, discuss and recommend accordingly. If there is a deviation from the standards you the Council need to be persuaded that there is a compelling local reason based on the evidence before you.

National Register of Revocations and Refusals

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. This is for information only.

Commitment to Achieve Net-Zero

Cherwell District Council having declared a climate emergency seeks to adhere to its 2020 Climate Action Framework. In order to achieve the aims set out in that framework there are various proposed amendments to the policy. It is acknowledged that those changes may require the trade to spend on more environmentally friendly vehicles post-Covid and during a cost-of-living crises. The Officer's Report has provided comment on the feedback received during the consultation and how the policy proposals have been amended accordingly to aid the trade in responding to the proposed policy changes. Decisions need to ensure they support the aims set out in the Framework, incorporate how consultation response has been considered in light of those aims, and be balanced and within reason.

Access to taxis and private hire vehicles for disabled users

Further guidance on 'Access to taxis and private hire vehicles for disabled users' has given rise to a number of amendments within the draft policy. These amendments may also give rise to further expenditure and careful consideration needs to be given as per the principles outlined above, i.e. decisions need to incorporate how the consultation response has been considered in light of the aims of the guidance on 'Access to taxis and private hire vehicles for disabled users', and be balanced and within reason.

ECIA

The ECIA concludes that the proposed policy revisions offer no negative impacts that need to be mitigated. It identifies positive impacts on the environment and in relation to accessibility of taxis and private hire vehicles.

Comments checked by:

Nathan Mountney, Litigation Solicitor

nathan.mountney@cherwell-dc.gov.uk 01295 753776

Risk Implications

- 7.3 The Council is required to have a taxi and private hire licensing policy and any risks arising from the implementation of this policy and its revisions will be managed within the service area.

Comments checked by:

Celia Prado-Teeling, Performance and Insight Team Leader

Celia.Prado-Teeling@Cherwell-DC.gov.uk, 01295 221556

Equalities and Inclusion Implications

- 7.4 An Equalities Impact Assessment has been completed as part of this proposal, identifying a positive impact in regard to equalities and climate implications. All council's proposals, changes and decisions are done taken careful consideration of our commitments to equalities and inclusion as set in our equalities framework, keeping those principles at the core of all we do.

Comments checked by:

Celia Prado-Teeling, Performance and Insight Team Leader

Celia.Prado-Teeling@Cherwell-DC.gov.uk 01295 221556

7.5 Sustainability Implications

Transport is the largest source of greenhouse gas emissions in the district and therefore has the largest role to play in helping the district to become carbon net zero.

Supporting taxis to transition away from fossil fuel vehicles is entirely consistent with the council's 2020 Climate Change Framework and our commitment to enable the district to become carbon net zero.

Furthermore, the move towards EV and hydrogen fuelled vehicles will support improvements in the district's air quality which is in line with our commitment to enable residents to lead healthy lives.

Comments checked by Jo Miskin, Climate Action Manager, Environmental Services.
jo.miskin@cherwell-dc.gov.uk 01295 221748

8.0 Decision Information

Key Decision:

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

The work contributes to the Council's strategic priorities as outlined in the report above.

Lead Councillor

Councillor Eddie Reeves, Portfolio Holder for Safer Communities

Document Information

Appendix number and title

- Appendix 1 - Draft updated Taxi and Private Hire Licensing Policy and Appendices
- Appendix 2 - Summary of proposed changes to the Taxi and Private Hire Licensing Policy
- Appendix 3 - Equality and Community Impact Assessment.
- Appendix 4- Consultation report.

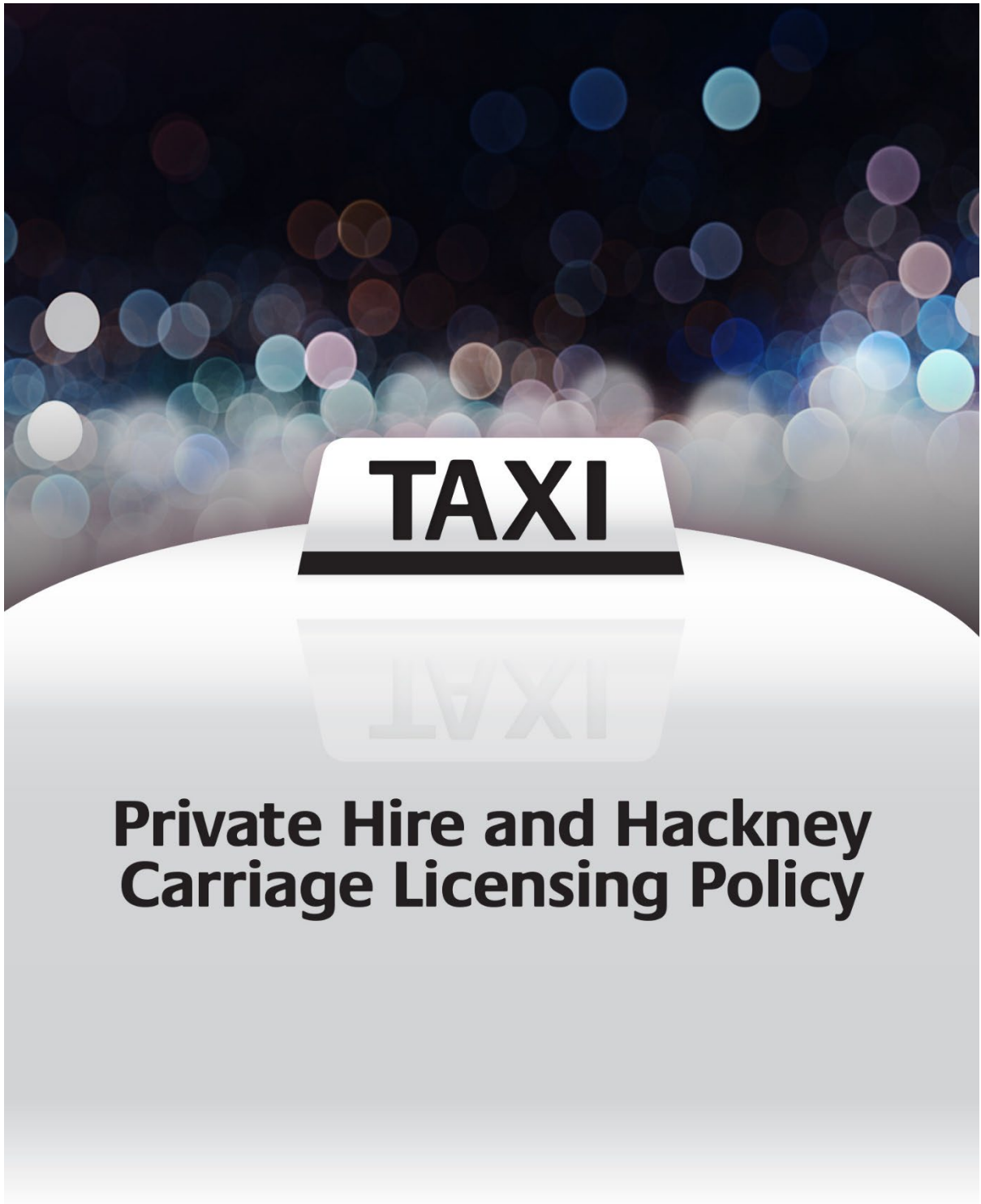
Background papers

None

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Private Hire and Hackney Carriage Licensing Policy

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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 |
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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.



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 licence 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 |
|----------------------------------|-----------------------------|---------------------|--------------------------|-------------|-------------------------|------------------------------|-------------------------|------------------------------|---|---|
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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 all 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 1st 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.

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Appendix 2 - Taxi Licensing Policy (v3.5) – Summary of Changes

| Section | Change | Notes/ Rationale |
|------------------|--|--|
| Contents 15.8 | Add Whistle-blowers policy to index | |
| Appendix F | The National Register of Refusals and Revocations (NR3 Register) | To include use of NR3 in policy |
| Appendix G | ADD Vehicle emission standards appendix | To include vehicle emissions requirements in support of the authority's Climate Change Framework. |
| 1.4 | Delete – the Department of Transport 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance (Currently under review) | Replaced with: General Data Protection Regulations 2018 Police & 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 |
| 1.4 | Update references to relevant documents and other relevant legislation | Add DFT use of NR3 and further relevant documents |
| 3.1 | Include National Standards issued by Department for Transport (DFT) Add '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 licence holders would be notified in advance of all such changes'. | To allow for amendment if the legal framework or standards change. |
| 3.2 | Add 'The protection of the environment' | To reflect protection of the environment in the objectives of the policy. |
| 3.6 | Add 'The protection of the environment' purposes- Reducing harmful car emission into the environment Promoting the use of sustainably fuelled vehicles. | To further define the protection of the environment objective. |
| 5.2 | Add: The term 'fit and proper' involves assessing that an application may be 'Safe and Suitable' to hold such a licence | That phrase is necessary to bring fit and proper assessments into modern definitions. Often referred to in court hearings. |

| | | |
|-----|--|--|
| 5.5 | <p>All applications to renew a taxi drivers' licence should be made through the Cherwell District Council website:</p> <p>Added 'Cherwell District Council will make all reasonable adjustments to ensure the Licensing Service is accessible by all'</p> | <p>To channel all applications online as the preferred application process. Paper applications will still be allowed for persons who are unable to apply on-line.</p> <p>To ensure service is fully accessible</p> |
| 5.6 | Add reference to NR3 | Outlining when a licence is refused or revoked the information will be shared on the NR3 database. |
| 5.6 | Add '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 new applicants will also be checked against the information held on the register'. | NR3 inclusion in policy |
| 6.2 | Changed to include quote from DFT standards | Relates to the 'Fit and Proper' person tests |
| 6.3 | Changed to align with DFT standards | Relates to the 'Fit and Proper' person test |
| 6.4 | Changed to align with DFT standards | Decisions on suitability of applicant/licensee |
| 6.6 | Amended to reflect DFT standards on relevant information sources | Not limited and includes reference to the Multi-Agency Safeguarding Hub |
| 6.7 | <p>Delete 'penalty points issued or any other driving offence' to comply with DFT guidance and insert</p> <p>"72 hours to notify any DVLA offences"</p> <p>Add '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'</p> | <p>To align with DFT guidance</p> <p>Correction</p> <p>Addition to reflect speed awareness as an alternative to point and fine.</p> |
| 6.8 | <p>Add:</p> <p>The Data Protection Act 1998, and the General Data Protection Regulations 2018</p> | Clarification and reflects DFT standards |
| 6.9 | <p>Add:</p> <p>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.</p> | To reflect DFT standards |

| | | |
|-------|--|--|
| 6.10 | Add: 'omitted information' | To reflect DFT standards |
| 7.1.1 | Delete 'potential' | Clarification wording |
| 7.1.2 | Add 'or formal Police interactions taken place during' and 'penalty points being issued to that licence, or the' | Clarification wording |
| 7.1.3 | Delete 'ongoing' | Clarification wording |
| 7.1.4 | Add 'and licence holders' and '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.' | Clarification wording to reflect frequency of further DBS checks carried out on licensees. |
| 7.1.6 | Add 'may' | Clarification wording |
| 7.1.8 | Add '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.' | Clarification wording on consequences of not supporting the council to carry out DBS checks. |
| 7.1.9 | Add 'In the interests of public safety, the council will not issue a licence to any individual that appears on either barred list on DBS reporting system.' | DFT Standards requirement |
| 7.2.1 | Change from 'six months' to 'three months' | Reflects DFT standards |
| 8.1 | Add 'Child Sexual Exploitation (CSE/CDE) | Reflects DFT standards requirement |
| 8.3 | Add 'CDE and Disability awareness' and 'to completing' | Reflects DFT standards requirement |
| 8.4 | Add 'CDE' Add ' <ul style="list-style-type: none">• Safeguarding certificates issued no more than 3 months prior to the application date will be accepted by the authority.• The Safeguarding certificate will be valid for 3 years from the date of issue.• 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. | Reflects DFT standards requirement Clarification and additional information |

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| 9.4 | <p>Add 'Under the D.V.L.A. Group 2 Medical standards applicants and licensed drivers suffering from diabetes and using insulin, glinides, or other prescribed medications 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.'</p> <p>'This diabetes specific medical is in addition to all other medical assessment requirements.'</p> | <p>This is already an existing requirement, but not fully adhered to. OUH wish to ensure we take measures to ensure this is applied.</p> <p>Correction</p> |
| 9.6 | <p>Add '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'</p> | <p>Clarification wording</p> |
| 11.1.1 | <p>Add '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.'</p> | <p>Clarification wording</p> |
| 11.1.2 | <p>Add '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.</p> | <p>Clarification wording</p> |
| 11.1.3 | <p>Add 'Only vehicles less than 6 years old and meet the requirements of Appendix G will receive a new licence'.</p> | <p>New environmental measures</p> |
| 11.1.4 | <p>Add '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).</p> | <p>New environmental measures</p> |

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| 11.1.5 | Replace 'already' with 'currently' | Clarification wording |
| 11.1.6 | Add '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.' | Clarification wording |
| 11.1.7 | Add 'Applications should be made using the Council website: https://www.cherwellandsouthnorthantsuat.jadu.net/xfp/form/544?council=cdc . | Clarification wording |
| 11.1.8 | Add 'Evidence of the vehicle's emissions, no older than 28 days at the time of submitting the licence application.' | Environmental measure |
| 11.1.9 | Add '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.' | Clarification wording |
| 11.2.1 | Add 'Vehicle licences are for a period of 1 year and will be subject to MOT testing annually 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.' | Change from requirement for a 6 monthly Cherwell District Council vehicle assessment test to a 6 monthly MOT. Correction |
| 11.2.2 | Remove 'On application, and every six months thereafter, a vehicle will be required to pass a Cherwell District Council vehicle assessment test.' | Requirement changed to an MOT |
| 11.2.2 | Add 'Vehicles must be less than six years old at the time of first licensing 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.' | Environmental measure |
| 11.2.3 | Add 'Vehicles at the time of first licensing must be propelled by electric, hydrogen or be a hybrid engine using a combination of petrol and electric energy. From 2030 all vehicles at first licensing must be solely propelled by electric or hydrogen' Add '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' | Environmental measure Added additional qualification following consultation to ensure the policy does not bring unfair or stringent vehicle emission requirements before they are practicable for the trade. |
| 11.2.4 | Add 'The council will only licence vehicles less than 10 years old'. | Clarification of age limit for licensed vehicles |

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| 11.2.5 | <p>Add 'Once a vehicle is licensed, that licence cannot be transferred to another vehicle, whether temporary or otherwise, which has been categorised by the D.V.L.A., as emitting levels of pollution higher than the current licensed vehicle.'</p> <p>Add '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'</p> | <p>Environmental measure</p> <p>Clarification wording following consultation</p> |
| 11.2.6 | <p>Add 'Once a wheelchair accessible vehicle is licensed, that licence cannot be transferred to another vehicle, whether temporary or otherwise, to non-wheelchair accessible vehicle'</p> | <p>Clarification – very few private hire vehicles are wheelchair accessible in Cherwell. We need to maintain and extend this provision this where possible.</p> |
| 11.8.1 | <p>Add 'or through the Cherwell District Council website'</p> <p>'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'</p> | <p>Clarification wording</p> |
| 11.8.2 | <p>Add 'the Council Licensing vehicle assessment Officer's. Such an inspection requirement would be to ensure the safety of the vehicle, for public use.' And</p> <p>'after which that licence is automatically revoked'</p> <p>Add '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 LA 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'</p> | <p>Clarification wording</p> <p>Clarification wording following consultation</p> |
| 11.8.3 | <p>Add '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.'</p> | <p>Clarification wording</p> |

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| 11.8.4 | <p>Add 'Any vehicles written off by insurers following an accident will have the vehicle licence revoked'</p> <p>Add 'Vehicles written off by insurers will not be licensed or have a suspended license re-instated.'</p> | <p>Clarification wording</p> <p>Clarification wording</p> |
| 11.11 | <p>Add title 'Additional Provisions for Wheelchair accessible vehicles.'</p> <p>Add 'Existing licensed vehicles from the policy implementation date, will continue to have their licenses renewed until vehicle age limits are reached.'</p> | <p>Extend accessibility</p> <p>Clarification wording</p> |
| 11.11.1. | <p>Add '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'</p> | <p>Extend accessibility and to align with DFT statutory guidance "Access to taxis and private hire vehicles for disabled users".</p> |
| 12.1 | <p>Add 'an external' and</p> <p>'The internal licence details must be displayed in the vehicle at all time, on the top left (passenger side) of the vehicles windscreen'</p> | <p>Clarification wording</p> |
| 12.3 | <p>Add 'non-contractual'</p> | <p>Clarification wording</p> |
| 13.1.1 | <p>Add '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 a 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'</p> | <p>Clarification wording</p> |

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| 13.1.2 | Add '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' | Clarification wording explaining how the 'fit and proper' person test also applies to operators and directors. This is a requirement of the DFT Standards. |
| 13.1.3 | Add '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' | Clarification wording to ensure operators check convictions of driver's they engage. This is a requirement of the DFT Standards. |
| 13.1.4 | Add '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' | Clarification wording supporting requirement outlined above. |

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| 13.2.2 | <p>Add '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'</p> <p>Add '• 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.</p> <ul style="list-style-type: none"> • 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. <p>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).</p> | <p>Clarification wording</p> <p>Added to ensure Cherwell District Council keeps sufficient safety governance over the taxi industry within its area.</p> |
| 13.6.2 | <p>Add '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, 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'</p> | <p>New requirement s a result of the council receiving complaints about inappropriate parking (e.g. on double yellow lines or on pavements) by licensed taxis near operator's premises.</p> |
| 13.6.3 | <p>*Vicinity may be assessed as parking within 10 metres of the licensed operator's premises.</p> | <p>Clarification wording to support requirement above.</p> |

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| 15.1.2 | Add 'All complaints and enforcement actions will be recorded on the councils licensing data base, 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' | DFT standards requirement |
| 15.3.3 | Add 'and any such actions will be notified to Thames Valley Police' | DFT standards requirement |
| 15.3.5 | <p>Add '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.</p> <p>Referrals will be made when:</p> <p>i. An individual has harmed or poses a risk of harm to a child or vulnerable adult.</p> <p>ii. An individual has satisfied the 'harm test', as described in the Disclosure and Barring service (DBS) guidance about making referrals.</p> <p>iii. Where an individual has received a caution or conviction for a relevant offence.</p> <p>iv. Where the individual being referred is or may in the future be working in regulated activities.</p> <p>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:</p> <p>https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs</p> | DFT standards requirement |
| 15.8 | Add Title 'Whistleblowing Policy' | DFT requirements |
| 15.8.1 | Add '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' | DFT standards requirement |

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| 15.8.2 | Add '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' | Consistent with DFT standards |
| 15.8.3 | <p>Add '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 (Monitoring Officer), Solicitor to the Council (Deputy Monitoring Officer), or Head of Corporate Services. When reporting under this policy, the reporter should request the enactment of the 'whistle-blowers' policy before divulging any information'</p> | Reflects DFT standards |
| 15.8.4 | Add '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' | Reflects DFT standards |

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| 15.8.5 | <p>Add 'This Confidential Reporting Policy is intended to cover major concerns that fall outside the scope of the normal complaints procedures.</p> <p>Areas covered by this Confidential Reporting Policy include:</p> <ul style="list-style-type: none"> ○ 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. | Reflects DFT standards |
| 15.8.6 | Add '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' | Reflects DFT standards |
| 15.8.7 | Add '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' | Reflects DFT standards |
| 15.8.8 | Add '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' | Reflects DFT standards |
| 15.8.9 | Add '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' | Reflects DFT standards |

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| 15.8.10 | Add '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' | Reflects DFT standards |
| 15.8.11 | Add '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: <ul style="list-style-type: none"> o The protection of the public o Safeguarding children and the vulnerable o The prevention of crime and/or disorder o The safety and health of public and others' | Reflects DFT standards |
| 15.8.12 | Add 'The Officer with whom the concern has been raised will initially respond in writing within ten working days, and will: <ul style="list-style-type: none"> o o acknowledging that the concern has been received o indicating how it is proposed to deal with the matter o giving an estimate of how long it will take to provide a final response o stating whether any initial enquiries have been made o supplying information on staff support mechanisms o stating whether further investigations will take place and if not, why not <p>Inform the whistle-blower of the results of the investigation, and actions taken against the accused.</p> | Reflects DFT standards |
| 15.8.13 | Add 'This policy does not replace the Council's Service Requests and Complaints Procedure' | Clarification |
| Section | Summary of Appendix Changes | Comments |
| Contents | Add 'Appendix F – The National Register of Refusals and Revocations (NR3 Register)' | Insert NR3 details |
| Contents | Add 'Appendix G – Vehicle Emission Standards' | Insert Vehicle emission standards to ensure clarity and information is not lost within the Policy itself |
| A | Appendix – Criminal Records Policy | |
| 3.2 | Add 'or 'Safe and Suitable' person' | DFT requirement |
| 3.3 | Add ('Safe and Suitable') | DFT requirement |

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| 3.3 | Add 'consecutive' and 'years prior to their application' | Clarification to wording |
| 3.3 | Add 'other' and remove 'that the applicant may have previously worked in' | Clarification to wording |
| 4.3.4 | Add 'Enforcement interactions with official bodies or Authorities;' and 'Verbal or written' and 'or is under official investigation' | DFT requirement |
| 5.1.3 | Add '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' | DFT requirement |
| 5.1.4 | Add 'Violence against person(s)' | DFT requirement |
| 5.2.1 | Add 'least 7 years' | DFT requirement |
| 6.2 | Add 'barred list' | DFT requirement |
| 7.2 | Add 'of 7 years' | DFT requirement |
| 8.2 | Add 'least 7 years' | DFT requirement |
| 8.4 | Add 'least 7 years have' | DFT requirement |
| 8.5 | Add 'show 7 years free' | DFT requirement |
| 10.2 | Add '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' | DFT requirement |
| 16.4 | Add 'NR3 use and clarification on information / disclosure sharing' | DFT requirement and Clarification wording |
| B | Appendix - Driver Application Process and Conditions | |

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| App Process | <p>Add 'All applications to renew a taxi drivers' licence should be made through the Cherwell District Council website: https://www.cherwellandsouthnorthants.uat.jadu.net/xfp/form/544?council=cdc</p> <p>And- 'Consecutive' 'and disability awareness'</p> <p>'The council will not issue licenses to cover periods while an applicant is waiting for documentation as part of the application process'</p> <p>Add 'Cherwell District Council will make all reasonable adjustments to ensure the Licensing Service is accessible by all'</p> | <p>To reflect on-line applications is the preferred process.</p> <p>Clarification wording</p> <p>To ensure service is fully accessible</p> |
| Page 2 | Add "A HM Revenue and Customs (HMRC) tax check code has been supplied**" | New pre-licence check requirement |
| Page 2 | <p>Replace English Test with</p> <p>'Spoken English assessment'</p> | Correction |
| 1.5 | <p>Add '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:</p> <ul style="list-style-type: none"> • 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.' | DFT requirement |
| 2.2 | <p>Add 'any member of the public' and</p> <p>'other authority'</p> | Clarification wording |
| 5.1 | <p>Add '(available through the council's website)' and</p> <p>'along with photographs of the vehicle damage'</p> | Clarification wording |
| 6.1 | Add 'When fitted to a Hackney Carriage taximeter must be used on every hire journey, and charges cannot exceed the metered fare' | Clarification wording |
| 9 | <p>Add 'Councils Licensing Department'</p> <p>Remove 'Local Police Station'</p> <p>Add 'must notify the councils licensing department, in writing'</p> | <p>Police no longer take lost property</p> <p>Reword</p> |
| 10.3 | <p>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</p> | <p>DVLA requirement</p> <p>Correction</p> |

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| | 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 | |
| 11.1 | Add 'Enforcement interactions with official bodies or authorities' and 'verbal or written caution' 'or is under/subject to an official investigation' | Clarification wording |
| 14.2 | Add '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 behaviour 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' | Guidance on CCTV systems |
| 14.3 | Add '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' | Clarification wording |
| 14.4 | Add 'All health and safety duties required by the Health and Safety at Work Act 1974 whether temporary or permanent on the work place in this case a vehicle being the work place must be followed at all times' | Clarification wording |
| 14.5 | Add 'All Licence 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)'. ' | Clarification wording |
| C | Appendix - Vehicle Application Process and Conditions | |

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| App Process | <p>Add 'you will not receive a separate reminder' and 'or Vehicle assessments'</p> <p>'Such a test must have been completed no more than 28 days before the application is received by the Council.'</p> <p>'Provided you have evidenced that your vehicle meets the required standards you will be issued a license and plates'</p> <p>'to the front top left of the windscreen (passenger side)'</p> | Clarification wording |
| Page 1 | Change maximum mileage for 1st registered vehicles to be exempt from requiring an MOT from 200 to 500 miles to align with policy | |
| | Private hire Vehicles | |
| 1.1 | <p>Add</p> <p>A. All vehicles must be less than 6 years old at first licensing.</p> <p>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.</p> <p>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).</p> | Environmental changes |
| | <p>Vehicles modified to use a different fuel from which they were first manufactured, will not be licensed.</p> <p>Add 'Vehicles adapted with an agreed retrofit to an approved standard* will be examined on a case-by-case basis.'</p> <p>*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'.</p> | This allows for the development of technology |
| 1.1 F | Add 'four wheels, and' | Clarification wording |
| 1.1 I | Add 'minimum access to rear seating will be 300mm' | Clarification wording |
| 1.1 L | Add 'with part worn, remould' and 'evidence of tyre purchase may be required' | Clarification wording |
| 1.1M | Add 'additional seat coverings must not cover air bag zones' | Clarification wording |

| | | |
|-----|---|-----------------------|
| 1.2 | <p>Add</p> <p>c) A single seat should be at least 432mm (17") wide</p> <p>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.</p> | Clarification wording |
| 1.3 | <p>Add</p> <p>g) Slip resistant surfaces: all surfaces over which a wheelchair user may travel shall have a slip resistant finish applied.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>k) Manual override provisions for power operated equipment: a provision to repeatedly operate the equipment in the event of power failure shall be provided.</p> <p>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.</p> <p>Wheelchair assessable Entrances and Exits</p> | Clarification wording |

| | | |
|-------|---|--|
| | <p>a. Number and position: a minimum of 1 located on the nearside</p> <p>b. Minimum doorway width: 740mm</p> <p>c. Minimum doorway height: 1230mm</p> <p>Wheelchair internal area</p> <p>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.</p> <p>b. Wheelchair spaces requirements: 1200mm length, 700mm width, 1350mm height (min).</p> <p>c. All such vehicles will be licensed for the number of non-wheelchair customers only.</p> | <p>Dimensions reflect requirements of DfT “Statutory guidance Access to taxis and private hire vehicles for disabled users” published June 2022</p> |
| 3.3 d | <p>Add ‘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’.</p> | <p>Change to reflect vehicle build standards of purpose-built Hackney carriage vehicles.</p> |
| 3.7 d | <p>Add ‘These may be permanent or magnetic’</p> | <p>Clarify allowing magnetic vehicle signs</p> |
| 4.2 a | <p>Add ‘and meets the specifications listed in 1.1 B’</p> | |
| 4.2 b | <p>Change maximum mileage for 1st registered vehicles to be exempt from requiring an MOT from 100 to 500 miles to align with policy</p> | <p>To align with policy</p> |
| 4.2 c | <p>Change to Policy - Vehicles will not be licensed past 10 years of age.</p> | <p>Change to clarify and make policy clearer. Previous older vehicles had been considered with a supported full maintenance record and if they met criteria to be assessed as ‘exceptionally well maintained’. This is however open to misuse and therefore the new policy will limit vehicle age.</p> |
| 4.2 | <p>Add ‘Applications to licences a vehicle which are over ten years old must be made in writing to the Licensing Department. All such application should include service history documentation and may be subject to Licensing Officers inspections.</p> <p>Such applications will be determined in their own merits, and should the application be refused any associated fee’s will not be refunded.</p> <p>Refused applications have the right to appeal through the Magistrates Court service’</p> | <p>Clarification wording</p> |

| | | |
|-------|--|--|
| 4.3 c | Add 'and tinted window coverings' | Clarification wording |
| 4.6 c | Add '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 no less than 150mm in height' Crest replaced with CDC logo and magnetic signs permitted. | Clarification wording To improve public visibility of CDC Licensed vehicles and to recognise the difficulties that permanent signs impose to licensed vehicles. |
| 6a | Add recommendation to install CCTV and requirement to notify Council of any CCTV installed in a licensed vehicle. | Amendments to clarify requirements if CCTV installed. |
| 6b | Add 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 behaviour 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 | Clarification wording |
| | Hackney carriages | |
| 1.1 | Add 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. | Environmental wording |

| | | |
|-----|---|-----------------------|
| 1.1 | <p>Add</p> <p>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.</p> | Clarification wording |
| | <p>i) There must be a sign, which is capable of being illuminated at night, to indicate when the vehicle is available FOR HIRE.</p> | |
| 1.2 | <p>Add</p> <p>g) A single seat should be at least 432mm (17") wide</p> <p>h) 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.</p> | Clarification wording |

| | | |
|---------|--|--|
| 3.2 a | Add 'and meets the specifications listed in Appendix C, 1.1 a' | Clarification wording |
| 3.2.1 b | Change maximum mileage for 1st registered vehicles to be exempt from requiring an MOT from 200 to 500 miles to align with policy | Align to policy |
| 3.2 c | Change to Policy - Vehicles over 10 years old will not be licensed Remove exception criteria for assessment of eligibility of vehicles over 10 years old to be licensed. | Change to clarify and make policy clearer. Previous older vehicles had been considered with a supported full maintenance record. This is however open to misuse. |
| 3.3 b | Add 'in a font 150mm high' | Clarification wording |
| 3.3 d | Add '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. | Clarification wording |
| 3.7 d | Add 'in a font no less than 150mm in height' | Clarification wording |
| 5a | Add recommendation to install CCTV and requirement to notify Council of any CCTV installed in a licensed vehicle. | Amendments to clarify requirements if CCTV installed. |
| 5b | Add 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 behaviour 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 | Clarification wording |

| D | Appendix - Operator Application Process and Conditions | |
|--------|--|---------------------------|
| Page 1 | Added HMRC tax code to list of pre-licensing checks | New requirement |
| 1. | <p>Add</p> <p>Employee details:</p> <ul style="list-style-type: none"> • 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. | DFT standards requirement |
| 2. | <p>Add</p> <ul style="list-style-type: none"> • 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 <p>Insert 'template'</p> <p>Add '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</p> | DFT standards requirement |

| | | |
|------|--|--|
| | Commissioner's Office provides comprehensive on-line guidance on registering as a data controller and how to meet their obligations. | |
| 5. a | Add 'verbal or written' 'interactions with official bodies or authorities' | DFT standards requirement |
| 5. c | Add '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' | DFT standards requirement |
| 8 | Add 'e) Door signs must meet the requirements specified in Appendix C, 4.6 c.' | Clarification |
| 11 | Add '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' | To reflect policy requirements and reduce impact of inappropriate parking at operators' offices. |
| 12 | <p>Add Sub-contracting</p> <p>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.</p> <ul style="list-style-type: none"> 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. | Added to ensure Cherwell District Council keeps sufficient safety governance over the taxi industry within its area. |

| | | |
|-----------|--|---|
| | 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). | |
| E | Appendix - Hackney Carriage and Private Hire Driver Penalty Points Scheme | |
| 3 | Add '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' | Clarification on operation of penalty points scheme |
| 4 | Add '(namely 12 points in a 12month period) | Clarification on operation of penalty points scheme |
| 7 | Penalty points Changes 18. Unsatisfactory behaviour or conduct of drive - 3-12 points 19. Failure to display "taxi" or 'Hire' signs, on a Hackney Carriage roof or windscreen, and/or faults preventing illumination of such signs – 4 points 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 points 26. Providing false/misleading information on application form, or failing to provide relevant information – 6-12 points | Amendments to penalty points scheme |
| General | Add 'may' and 'resulting in a licences suspension or revocation has a right to appeal to the Magistrates Court within 21 days' | Clarification on operation of penalty points scheme |
| Drivers | Add 'for a licences suspension period not exceeding 3 months or the revocation of licence' | Clarification on operation of penalty points scheme |
| Operators | Add 'for a licence suspension period not exceeding 3 months or the revocation of licence' | Clarification on operation of penalty points scheme |
| | Remove 'All suspensions and revocations will be determined by the Licensing Committee' | Clarification wording. This is a delegated function at CDC and should not be in the Policy. |
| Guidance | Remove 'driver' | Clarification wording This also applies to operators as well. |
| F | The National Register of Refusals and Revocations (NR3 Register) | DFT requirement |

| | | |
|----------|---|--|
| | All information in this section is new detailing NR3 register of refusals and revocations. | |
| G | Vehicle Emission Standards | |
| | Section is new setting national and local priority for climate change to bring in lower emissions for licensed Private Hire and Hackney Carriage vehicles | |
| | <p>Corrected original table of vehicle emission requirements combining into one table for simplicity and understanding.</p> <p>Removed the 2025 requirements for new grants.</p> <p>Clarified that for renewals the latest date for renewing a non-low emission vehicle is 2033. This takes into account the lifespan of vehicles licensed (new) in the last two years.</p> <p>New grants for Hackney Carriage and Private Hire vehicles for Ultra low emission vehicles remain 2030.</p> <p>Added caveats to ensure the 2028 policy review reflects the industry and its needs. - 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'</p> <p>Add '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'</p> | <p>Re-examined parts and rewritten to reflect feedback and suitable adjustment.</p> <p>This is to reflect caveats included in the policy on matters to be considered at the next policy review in 2028 to ensure the policy is practicable for licensees, such as the need for greater UK an local electric and hydrogen vehicle infrastructure, the need for greater availability and affordable vehicles and how fast the UK is developing its drive to become more emission friendly.</p> <p>Clarification wording following consultation</p> |

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**Cherwell District Council and Oxfordshire County Council
Equality and Climate Impact Assessment**

January 2023

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Section 1: Summary details

| | |
|---|---|
| Directorate and Service Area | Regulatory Services and Community Safety; Licensing |
| What is being assessed (e.g. name of policy, procedure, project, service or proposed service change). | Cherwell District Council Taxi and Private Hire Licensing Policy |
| Is this a new or existing function or policy? | Existing policy – proposals for revision. |
| Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment). | <p>The policy sets out how the Council will ensure that licensed vehicles are fit for purpose and that licensed drivers are 'fit and proper' in accordance with the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976.</p> <p>The review of the policy has taken in to account the guidance issued by central government (Department for Transport) and other regulatory bodies to ensure it is consistent with those nationally and within Oxfordshire.</p> <p>The revised policy will ensure that the Council achieves its aim to carry out its Taxi and Private Hire licensing function to protect and promote public safety, along with ensuring it complies with associated legislation and guidance. The revisions also ensure that the council meets its obligations and duties under the Equality Act 2010.</p> <p>The Equality and Climate Impact assessment on the proposed policy revisions identifies no negative impacts that need to be mitigated. It identifies positive impacts on the environment and in relation to accessibility of taxis and private hire vehicles.</p> |
| Completed By | Richard Rockall |
| Authorised By | Richard Webb |
| Date of Assessment | January 2023 |

Section 2: Detail of proposal

| | |
|--|--|
| <p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p> | <p>The Department for Transport recommends all licensing authorities make publicly available a cohesive policy document that brings together all their procedures on taxi and private hire vehicle licensing. This should include but not be limited to policies on convictions, a ‘fit and proper’ person test, licence conditions and vehicle standards. When formulating a taxi and private hire vehicle policy, the primary and overriding objective must be to protect the public. The importance of ensuring that the licensing regime protects the vulnerable cannot be overestimated. This was highlighted in Serious Case Review published in 2015 following the investigation into Child Sexual Exploitation in Oxfordshire (Operation Bullfinch).</p> <p>The Council’s primary aim in carrying out its taxi and private hire licensing function is to protect and promote public safety. The Council must ensure that licensed vehicles are fit for purpose and that licensed drivers are ‘fit and proper’ in accordance with the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976.</p> <p>The legislation above provides a broad framework for the licensing of drivers, vehicles and operators, but the detail of how this is done, including standards and conditions, is the responsibility of individual district and unitary councils (‘licensing authorities’). There are a number of other Acts which also have an impact; for example the Equalities Act 2010, which places a duty on councils to take steps to meet the needs of disabled people where these are different from the needs of other people, and enables regulations to improve disabled access to taxis.</p> <p>Under the guidance we should review our policy every five years and make such revisions as it considers appropriate at other times.</p> |
| <p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p> | <p>It is a statutory requirement that the Council has a taxi licensing policy. The current policy needs updating to reflect new national standards and to reflect the use of the National Register of Taxi Licence Revocations and Refusals (‘the NR3 Policy’). Further amendments are also being proposed to improve the clarity of the policy and address issues of interpretation identified by the Licensing Team.</p> <p>New taxi vehicle emission standards will be included within the new policy to support carbon emissions reduction at district/county level and in recognition of the Council’s Climate Action Plan.</p> |

Evidence / Intelligence

List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.

The proposed policy revisions mainly reflect the requirements of the new national standards which the council is expected to implement in full unless there is clear justification not to.

In addition, the proposed policy revisions reflect the ambitions of the Council's Climate Action Framework. In 2020 the Council introduced a Climate Action Framework following the declaration of a climate emergency. In doing so the Council committed to "do its part to achieve a net zero carbon district by 2030". Emissions from taxis and private hire vehicles contribute to vehicle emissions in the district and therefore the Climate Action Framework included a commitment to facilitate and encourage electric taxis. Research has been carried out to understand how other local authorities have included emissions standards in their licensing policies. Whilst most local authorities appear to have some emissions requirements in their policies, there is no consistent approach or consistency in standards being applied.

A public consultation was carried out on the proposed policy revisions. Consultees include the trade and key stakeholders such as the Police and County Council. In particular, two licensing forum meetings were held to allow the trade to meet with Licensing Team members to discuss the proposals so that they could provide formal responses in the consultation process. The outcomes of the consultation have been reflected in the final policy proposals presented to the Executive and Full Council. A consultation report has also been prepared.

Three equality impacts were identified in the consultation. These were:

- The Policy requires applicants to pass an English language test which could be a barrier to persons for whom English is not their first language. However, DfT guidance states that drivers should have reasonable standards of written and spoken English. The ability to understand English is a safeguarding measure.
- Applications are required through the Council's on-line application form. This could be a barrier to some applications. As a result of this feedback the policy has been amended to be clear that the Council will make reasonable adjustments to the application process so that this is not a barrier to someone applying for a licence.
- The proposed emissions standards could result in fewer wheelchair accessible vehicles being licensed. As a result of this feedback the policy has been amended to ensure that the higher emissions standards are reviewed prior to coming into force to ensure that suitable wheelchair accessible vehicles are available to the trade.

Alternatives considered / rejected

Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.

It is considered necessary to update the council's existing policy in consideration of the new national standards and to improve clarity of the policy. It is a requirement to have a Taxi and Private Hire Vehicle Licensing Policy which reflects the DfT standards unless there is clear justification for variation from those standards. The Licensing Team are not aware of any justification for not following the DfT standards in full and has adjusted the proposed policy based on the feedback received during the consultation.

The Council could choose not to implement emissions standards in the new policy. However, the proposed policy revisions reflect the ambitions of the Climate Action Framework that has been adopted by the Council and it would be inconsistent with that framework not to seek to reduce the carbon emissions of the licensed taxi fleet.

Section 3: Impact Assessment - Protected Characteristics

| Protected Characteristic | No Impact | Positive | Negative | Description of Impact | Any actions or mitigation to reduce negative impacts | Action owner* (*Job Title, Organisation) | Timescale and monitoring arrangements |
|------------------------------|-------------------------------------|-------------------------------------|--------------------------|---|---|--|---------------------------------------|
| Age | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Disability | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The policy includes provisions to ensure taxis are accessible for people with disabilities. | The policy will be reviewed in 5 years to ensure that the new emissions standards do not result in fewer wheelchair accessible vehicles being licensed. | Licensing Manager | |
| Gender Reassignment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Marriage & Civil Partnership | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Pregnancy & Maternity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Race | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Sex | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Sexual Orientation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Religion or Belief | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

Section 3: Impact Assessment - Additional Community Impacts

| Additional community impacts | No Impact | Positive | Negative | Description of impact | Any actions or mitigation to reduce negative impacts | Action owner (*Job Title, Organisation) | Timescale and monitoring arrangements |
|------------------------------|-------------------------------------|--------------------------|--------------------------|-----------------------|--|---|---------------------------------------|
| Rural communities | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Armed Forces | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Carers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Areas of deprivation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

Section 3: Impact Assessment - Additional Wider Impacts

| Additional Wider Impacts | No Impact | Positive | Negative | Description of Impact | Any actions or mitigation to reduce negative impacts | Action owner* (*Job Title, Organisation) | Timescale and monitoring arrangements |
|---------------------------|-------------------------------------|-------------------------------------|--------------------------|--|--|--|---------------------------------------|
| Staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Other Council Services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Providers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Social Value ¹ | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>Positive impact on Climate change and positive impact on public health within our communities due to reduced carbon emissions.</p> <p>More effective and more thorough processes in place with the new policy therefore there will be a positive impact on public safety.</p> | | | |

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Section 3: Impact Assessment - Climate Change Impacts

OCC and CDC aim to be carbon neutral by 2030. How will your proposal affect our ability to reduce carbon emissions related to

| Climate change impacts | No Impact | Positive | Negative | Description of impact | Any actions or mitigation to reduce negative impacts | Action owner (* Job Title, Organisation) | Timescale and monitoring arrangements |
|--|-------------------------------------|--------------------------|--------------------------|-----------------------|--|---|---------------------------------------|
| Energy use in our buildings or highways | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Our fleet | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Staff travel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Purchased services and products (including construction) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Maintained schools | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

We are also committed to enable Cherwell to become carbon neutral by 2030 and Oxfordshire by 2050. How will your proposal affect our ability to:

| Climate change impacts | No Impact | Positive | Negative | Description of impact | Any actions or mitigation to reduce negative impacts | Action owner (*Job Title, Organisation) | Timescale and monitoring arrangements |
|--|--------------------------|-------------------------------------|--------------------------|--|---|---|--|
| Enable carbon emissions reduction at district/county level? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Proposed policy includes changes which are consistent with local and national climate priorities and objectives. | | | |

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

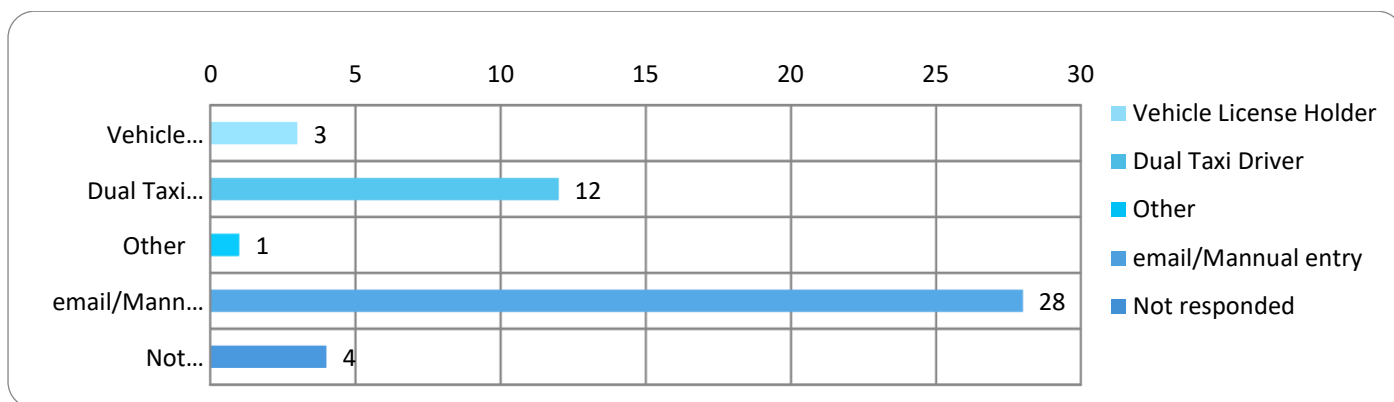
| | |
|--------------------------------------|-----|
| Review Date | N/A |
| Person Responsible for Review | N/A |
| Authorised By | N/A |

Taxi and Private-Hire Vehicle Licensing Policy Consultation Report

The public consultation on the proposed changes to the Council’s Taxi and Private Hire Vehicle Licensing Policy took place between 1st December 2022 and 31st January 2023. Responses were requested via the Council’s online consultation portal.

A total of 48 responses were received.

Respondent’s Interest in the Consultation:



Many of the responses to the specific general questions included further text comments. An analysis of the text comments follows and the proposed response to those comments in relation to the policy requirements.

| | Consultation Comment | Response |
|---|--|--|
| 1 | <p>The taxi trade is strongly opposed to the inclusion in the policy requiring the compulsory transition to electric and hydrogen vehicles. We believe that the compulsory transition is invalid until there is sufficient vehicles and infrastructure to accommodate the high mileage needs of trade and should be an option not mandatory.</p> <p>Currently on Auto Trader, only one hydrogen powered vehicle is fit for the requirements of the proposed transition – a 2016, 4 seat imported Toyota Mirai. Therefore, these vehicles cannot even be placed into consideration.</p> | <p>Proposed policy amended as follows:</p> <p>The initial proposed requirement that all new vehicle licences granted from 1st January 2025 must meet Ultra Low Emission (ULEV) standard has been removed.</p> <p>The policy requirement that all new vehicle licences granted from 1st January 2030 must meet Ultra Low Emission (ULEV) standard will be reviewed in 2028 before determining</p> |

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| <p>With regards to electric vehicles, there are no vehicles with high enough milage ranges and the recharging technology is not efficient enough to meet the high demands of the trade. When checking online, the only vehicles registered in the years 2019 and 2020 which have a range of over 300 miles that can be licensed from 2025 are Tesla (which have a home charging time of 12 hours). This is unsuitable as some vehicles have more than one driver, meaning that they are on the road for over 12 hours a day.</p> <p>The useable life expectancy of batteries in electric vehicles is shown by the following extract from an article on the National Grid website: “The hundreds of gently topped-up cells inside an EV battery mean that each battery pack is expected to retain its charging-discharging capacity from 100,000 to 200,000 miles”.</p> <p>When recharging batteries at fast chargers, there is a profound negative effect on their life expectancy. Replacing these batteries is not cheap, costing tens of thousands of pounds. The process of recharging batteries would have a significant effect on customer experience as customers wanting to complete long journeys would have to stop for vehicles to recharge lengthening the time taken (recharging at fast chargers can be as expensive as diesel and take much longer). Furthermore, it is not always possible to charge the vehicles at home as not all residential houses have adequate parking outside, resulting in the need to park on the road. This highlights the fact that the recharging infrastructure is not robust enough.</p> <p>The cost of purchasing, insuring, and maintaining (in particular, battery replacements) of electric cars is not affordable for the trade and it has been indicated that there would be no grants available from the council. This would result in financial hardships for drivers; ultimately leading to drivers being forced to leave the trade or higher fares for customers. Hybrid vehicles are also inadequate due to their limited luggage capacity which is also an issue with electric vehicles. This would be significantly damaging when completing airport transfers, carrying pushchairs and wheelchairs, along with other luggage. As a result, we would be limited in the type of work we could accept, in turn, handicapping the trade and providing a reduced service to the public. There are also very limited options for hybrid vehicles.</p> | <p>whether that requirement will come into effect.</p> <p>Policy amended to allow any vehicle that has been issued with a licence to continue to be licenced until the 10-year age limit is reached.</p> <p>See policy para. 11.2.1 and revised appendix G.</p> |
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| 2 | <p>Moreover, the restriction in not being able to revert to a previous Euro vehicle class will cause issues as drivers may be given temporary vehicles by insurers of a higher standard and not be able to revert to the previous class of vehicle. Drivers may also change a vehicle and after a period of time decide it is not suitable and not be able to revert back to previous class of vehicle.</p> <p>In summary, we feel that it is not appropriate to bring any changes to the types of vehicles that can be licensed as the vehicles currently available do not meet the high demands of the taxi trade. We would welcome a review of the position in the next policy update which would be due in 2028 and until then, continue to grant new & renewal of both Euro 5 & 6 Petrol and Diesel vehicles.</p> | Addressed by changes outlined in line 1 above. |
| 3 | We would also like it noted in the policy that all existing licenced vehicles should continue to be licenced even if they do not meet the new dimension requirements. | Addressed by changes outlined in line 1 above. |
| 4 | <p>11.8.2 and 11.8.4 of the policy, there is reference to damaged vehicles and vehicles written off by insurers having their licences revoked. It is incorrect that the council would revoke a licence, and this would cause an issue with saloon hackney carriages having to be replaced with larger disabled vehicles. In Cherwell District Council we have a very good balance of hackney carriage vehicles with more disabled vehicles than saloon cars. A lot of older clients very often refuse the Peugeot Tippees and other bigger vehicles as they prefer to travel in a saloon vehicle. This is because it is much easier to get in and get out for them as they are lower to the ground and there are no steps involved. The older clients and individuals with certain disabilities are more comfortable sitting in saloon cars as it is a more familiar environment for them.</p> | <p>Proposed policy has been amended to allow 'like-for-like' replacement of vehicles 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.</p> <p>See policy para 11.8.2.</p> <p>Under the Local Government (Miscellaneous Provisions) Act 1976 the authority should issue a notice if it suspects that a vehicle is no longer meets the policy vehicle condition requirements. The notice requires that the vehicle is</p> |

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| | | repaired and inspected by an authorised officer within 2 months of the Section 68 notice issue date. Under those provisions the relevant vehicle licence is automatically revoked after 2 months if that requirement is not met. |
| 5 | 5.5 All applications to renew a taxi drivers' licence should be made through the Cherwell District Council website. This is discrimination against groups that do not or are unable to complete the form electronically. | Amendments made to allow alternative forms of application on request. |
| 6 | 6.7 Licence conditions in Appendix B require all licensed drivers to notify the licensing authority within 48 hours of any DVLA offences. Failure to do so will result in the licenced driver receiving Council penalty points, under the Penalty Point Scheme (See Appendix E). Should remain at 7 days and "failure to do so will result in the licenced driver receiving Council penalty points" to be replaced with "may" result to and take into consideration of "extraordinary circumstances". | This response identified an inconsistency between the proposed new policy which requires notification within 3 days and the appendices which refer to 48 hours. The proposed appendix will be amended to maintain the position that notification is required in 3 days. Reference to "extraordinary circumstances" to be added to the policy to allow discretion in appropriate circumstances. |
| 7 | 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. Reducing this from 6 to 3 months will cause difficulties as it is very difficult to obtain documents from foreign embassy, if not can evidence of a valid reason for example falling ill or caring for an ill relative be considered. | A period of 3 months is recommended in the DfT Standards. This is an important element of the process for assessing a licence holder's status as "fit and proper". No change proposed to the draft policy as a result of the consultation comments. |

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| 8 | <p>9.4 Under the D.V.L.A. Group 2 Medical standards applicants and licensed drivers suffering from diabetes and using insulin, glinides, or other prescribed medications, must have an annual diabetes medical report. As discussed in the consultation meeting this has been included in error due to copying and pasting, this needs to be amended to reflect the current position that only diabetics on insulin need the annual medical report.</p> | <p>The change proposed by the consultation response has been made to the draft policy and appendix B.</p> |
| 9 | <p>11.1.8 Applications should be made using the Council website: This is discrimination against groups that do not or are unable to complete the form electronically.</p> | <p>Amendments made to allow alternative forms of application on request.</p> |
| 10 | <p>11.2.4 The council will only continue to licence vehicles less than 10 years old. Currently licenced vehicles should continue to be licenced provided they are maintained to high standards, as reducing the age of permitted vehicles at short notice will mean that vehicles already licenced will no longer qualify and does not give the trade time to financially plan for replacements.</p> | <p>The revised policy proposals allow currently licensed vehicles to continue to be used up to the 10-year age limit.</p> |
| 11 | <p>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: There should be an option to inform the council by phone.</p> | <p>The proposed new policy maintains the position that notification of an accident must be in writing to ensure there is a reliable record which can be retained along with details of date and time received. The requirement to notify an accident within 72 hours is a legislative requirement No further change is proposed.</p> |
| 12 | <p>11.8.2 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 to the required standard within 2 months of issue, after which that licence is automatically revoked. The licence should not be revoked as repairing a vehicle can be a lengthy process especially if insurers are involved. Also revoking a licence will create an issue with the type of vehicle that can be relicensed and instead the licence should be “suspended” until the vehicle is repaired or a similar vehicle replacement is sourced.</p> | <p>When a vehicle licence has to be suspended to ensure public safety after receiving accident damage the authority should issue a Section 68 notice as a result of the authority no longer being assured that the vehicle remains fit to be used as a hackney carriage or private hire vehicle. That notice automatically revokes that vehicle licence after 2 months, if that vehicle has not been repaired or replaced. This is legislation which cannot be changed by the authority.</p> |

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| | <p>11.8.4 Any vehicles written off by insurers following an accident will have the vehicle licence revoked.</p> <p>As with 11.1.7 the licence should not be revoked the licence can be suspended until such time that the vehicle is repaired and retested or replaced by a new vehicle.</p> | <p>An amendment has been made to allow 'like-for-like' vehicle replacements.</p> <p>See policy para 11.8.2</p> |
| 13 | <p>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, 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.</p> <p>In the meeting it was said that drivers should park in public car parks when not on a booking, can the council please provide parking passes to enable licence holders to use council owned car parks.</p> <p>Appendix A</p> | <p>Further detail added to provided clarity on the meaning of 'vicinity' of an operator's premises is proposed.</p> <p>13.2.1 *Vicinity may be assessed as parking within 10 metres of the licensed operator's premises.</p> <p>It is not proposed that a condition that licence holders be able to use council own car parks for free be included in the policy.</p> |
| 14 | <p>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.</p> <p>This is an unreasonable consequence; we feel that there should be a warning before a ban and that five years is excessive, as this would result in a career ending ban and result in financial hardship to drivers and their families.</p> <p>Appendix B</p> | <p>The DfT minimum standards include recommendations on the assessment of previous convictions. They specify that the stated periods are the starting point in considering whether a licence should be granted or renewed in all cases.</p> <p>In relation to the offence of using a hand-held device whilst driving the standards state that "...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."</p> <p>Penalties for such an offence have recently been increased by the Government because of the amount of vehicle accidents caused by the use of hand-held devices whilst in control of a vehicle. As such this is a matter of public safety, ensuring that there is a deterrent for license holders.</p> |

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| | | No change to the proposed policy is recommended. |
| 15 | <p>Appendix B The Application Process All applications to renew a taxi drivers' licence should be made through the Cherwell District Council website: This is discrimination against driver/applicants who are unable to complete the form electronically.</p> | Amendments made to allow alternative forms of application on request. |
| 16 | <p>The council will not issue licenses to cover periods while an applicant is waiting for documentation as part of the application process. There should be allowances if the licensee can prove that efforts have been made to supply all documents, but due to conditions out of their control are unable to. There should be allowances if the licensee can prove that efforts have been made to supply all documents, but due to conditions out of their control are unable to.</p> | <p>This part of the policy is unchanged from the existing policy, and all requirements of a license application are required to assess an applicant's fit and proper status to hold a license. It is the council's responsibility to ensure that they completed all required checks before issuing a license, as a matter of public protection.</p> <p>No change made to the proposed new policy.</p> |
| 17 | <p>1.4 Hackney Carriage and Private Hire Vehicles shall not be driven by unlicensed drivers under any circumstances. Vehicles should be allowed to be used for social and domestic use by unlicensed drivers, as at time there is only one car available in a household.</p> | <p>This is a legislative requirement. Licensed Hackneys or Licensed Private Hire vehicles can only be driven by a licensed taxi driver, who has a license issued by the same authority as the vehicle.</p> <p>No change made to the proposed new policy.</p> |
| 18 | <p>6.1 When fitted to a Hackney Carriage taximeter must be used on every hire journey, and charges cannot exceed the metered fare. This should only apply to journeys that begin at a taxi rank or are flagged down. Any prebooked journeys should be allowed at a fixed rate as otherwise this would cause unfair competition between private hire vehicles and hackney carriages.</p> | <p>This is a legislative requirement under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976</p> <p>No change made to the proposed new policy.</p> <p>Drivers can still charge a pre-agreed price for the journey.</p> |
| 19 | <p>9 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 deliver the item to the</p> | <p>The proposed policy has been amended to reflect this comment as follows</p> |

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| | <p>Council's licensing department within 24 hours, unless an alternative arrangement has been made with the owner of the property.</p> <p>In the instance of property being left in a vehicle which has been booked through a private hire operator, the property should be returned to the operator's premises and there is no need to inform the licensing department as the passengers will contact the operator directly.</p> <p>With hackney carriage drivers It should be acceptable for the driver to inform the council of property left in the vehicle, as it is not always possible to deliver property to the council within 24 hours, also we should be able to drop the property to any Cherwell District Council office as returning to the licensing department would cause an unnecessary journey.</p> | <p>Found Property</p> <p>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.</p> |
| 20 | <p>10.3 Under the D.V.L.A. Group 2 Medical standards applicants and licensed drivers suffering from diabetes must have an annual medical report.</p> <p>This is not consistent with point 9.4 in the policy, and as discussed in the consultation meeting this has been included in error due to copying and pasting, this needs to be amended to reflect only diabetics on insulin need the annual medical report.</p> <p>Appendix C</p> | <p>The policy and appendices have been corrected to reflect this comment.</p> |
| 21 | <p>Private Hire Vehicles</p> <p>1.1.1 D. Vehicles modified to use a different fuel from which they were first manufactured, will not be licensed.</p> <p>This does not allow for significant breakthroughs in vehicle fuel technology and needs to be amended to reflect this.</p> | <p>Policy amended to include</p> <p>"Vehicles adapted with an agreed retrofit to an approved standard* will be examined on a case-by-case basis.</p> <p><i>*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."</i></p> |
| 22 | <p>4.6 C. Signs with the words "This vehicle must be pre-booked" and the Council's name and crest. 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</p> | <p>The current policy does not specify letter sizes for signs and this new policy condition is proposed in order to maximise public protection and provide clarity.</p> <p>The word 'crest' will be changed to 'logo' and the proposed policy has</p> |

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| | <p>metres distance, or in a font no less than 150mm in height.</p> <p>The wording crest should be changed to logo and there should not be a minimum height for the font nor should there be minimum dimensions for the signs. As long as the text is clearly readable from a distance of 3 meters this should be accepted. The signs should be allowed to be placed on rear doors as this results in a smarter look to the vehicle and is also more visible by passengers, as these are the doors that passengers use to enter the vehicle. Magnetic signs should be permitted, the reasons for this is that sticker signs are easily damaged when going through carwashes and when on narrow country roads brushing against bushes. This results in a messy appearance to the vehicles. Also, when having to leave vehicles unattended in public car parks people notice the signs and break into the vehicles believing there will be valuables left in the vehicle.</p> | <p>been amended to allow magnetic door signs.</p> <p>The proposed policy has been amended to permit magnetic door signs.</p> |
| 23 | <p>Hackney Carriages</p> <p>3.3 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.</p> <p>The roof sign displaying the word 'TAXI' is black on a yellow/orange background on some purpose-built taxis, this should also be allowed. The 'FOR HIRE' sign in the windscreen is not on a white background and should be accepted as long as it is clearly visible.</p> | <p>Proposed policy amended to include in appendix B, para. 3.3-</p> <p>"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."</p> |
| 24 | <p>3.4 a) 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.</p> <p>As mentioned at Appendix B, The Application Process, 6.1, this should only apply to journeys that begin at a taxi rank or are flagged down. Any prebooked journeys should be allowed at a fixed rate, as otherwise this would cause unfair competition between private hire vehicles and hackney carriages.</p> | <p>No change made to proposed policy due to this being a legal requirement.</p> <p>Pre-agreed fares can be charged instead of the metered fee providing the fee charged does not exceed the metered fare.</p> |
| 25 | <p>3.7 Door signs on nearside and offside front doors displaying the word "TAXI" in a font no less than 150mm in height.</p> <p>As with private hire signs magnetic signs should be permitted the reasons for this is that sticker signs are easily damaged when going through</p> | <p>See response in line 22 above</p> |

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| | <p>carwashes and when on narrow country roads brushing against bushes. This results in a messy appearance to the vehicle. Also, when having to leave vehicles unattended in public car parks people notice the signs and break into the vehicles believing there will be valuables left in the vehicle.</p> | |
| 26 | <p>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. Can the payments be made by the council and added to the licence fee to avoid any accidental cancellation of the service due to bank accounts changing or DD being rejected and bank errors.</p> | <p>DfT guidance requires 6 monthly checks of a license holder's DBS report to ensure they continued to meet the fit and proper requirements of their license. As such DBS update subscription is the most cost-effective way for license holders to meet that requirement.</p> <p>The update service costs £13 per year, against £51 per DBS application.</p> <p>Should license holder be faced with applying for a DBS report, that report can take months to be completed, during which time the Authority would have to suspend that license under the 'fit and proper' requirements of the license.</p> <p>Licence holders should be responsible for their own administration to maintain their licences.</p> |
| 27 | <p>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. This should only be the case for grant of new licences. If an existing licenced vehicle has been damaged or written off by the insurer and repaired to a level that passes the AA and council inspection, the vehicle should continue to be licensed. Not being able to continue to license the vehicle will result in financial hardship to the vehicle owner and is also harmful to the environment by creating unnecessary waste.</p> | <p>An amendment has been made to allow 'like-for-like' vehicle replacements when a vehicle has been written off.</p> <p>The Council is not able to confidently assess the safety of a vehicle that has been written-off by an insurer but subsequently repaired. Therefore the policy does not allow for such vehicles to be licensed on public safety grounds.</p> |

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| 28 | <p>Only white cars allowed Will be Cherwell hackney carriages This way you will not get white Out of town private hires parking up on high st and picking up flag downs . Most out off town drivers will be looking to use white private hires to confuse public</p> | <p>This is an existing policy provision and no change was proposed in the consultation to that policy requirement.</p> <p>The colour is an important aspect of the public being able to recognise licensed vehicles and therefore specifying a single colour is a common licensing policy provision as a public protection measure. No change proposed to the policy.</p> |
| 29 | <p>Also with regards to the long debate about electric cars at the new taxi policy meeting Have the council thought about issuing A temporary saloon hackney carriage license to run on a full time electric car to see how things go in the real world The license could be fixed to that car if the car fails license goes back to council? If the council will consider my proposal I will consider trying out a electric car I can keep a log to see in real world the problems we may face running electric cars</p> | <p>This is a welcome proposal and the Council will consider it as a test before the next policy revision.</p> |
| Further Online Responses to Specific Questions | | |
| 30 | <p>Q4. Does the Drivers Policy cover all obligations and requirements?</p> <p>No (please briefly specify) It doesn't fit the proper and necessary requirements for our trade</p> | <p>This comment is not specific enough to enable us to consider any changes that may be appropriate.</p> |
| 31 | <p>Q5. Are the Assessments and Tests relevant and up to date?</p> <p>No (please specify) They are not up to requirements for our trade</p> <p>There are xenophobic and draconian tests required which insists a person must complete an English and Maths test as part of getting a license. These measures were introduced to limit the number of drivers (specifically those for whom English is a second language). Technology has advanced to the point whereby non verbal passengers can communicate using translator apps and tools on their phone. An increase in the number of drivers and training would benefit the public with a larger supply of drivers.</p> | <p>The DfT Standards state-</p> <p>“A lack of language proficiency could impact on a driver’s ability to understand written documents, such as policies and guidance, relating to the protection of children and vulnerable adults and applying this to identify and act on signs of exploitation. Oral proficiency will be of relevance in the identification of potential exploitation through communicating with passengers and their interaction with others.</p> <p>A licensing authority’s test of a driver’s proficiency should cover both oral and written English language</p> |

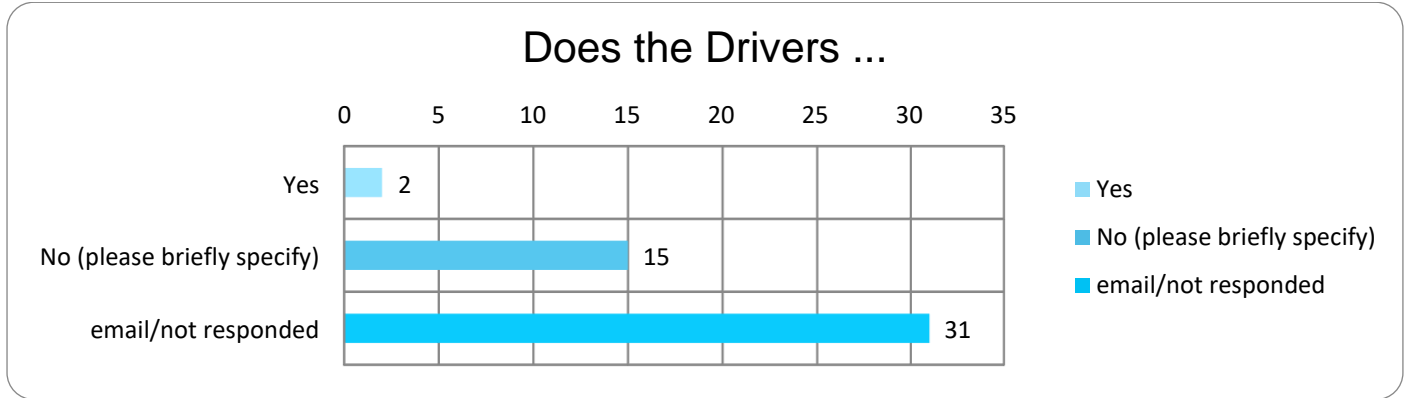
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| | | <p>skills to achieve the objectives stated above.”</p> <p>The tests are intended to ensure the drivers we licence are suitable for the role as a matter of public safety. They are reviewed regularly and updated. Cherwell District Council will make all reasonable adjustments to ensure the tests are accessible by all.</p> <p>No restrictions are in place on the numbers of drivers the council will licence.</p> <p>No changes made to the proposed policy.</p> |
| 32 | <p>Q6. Are the policies' requirements and licenses options and tests relevant and current ?</p> <p>No (please specify) They are not up to requirements for our trade</p> <p>Local knowledge tests are pointless now with apps available like Waze. English & Math tests limit the number of drivers and can be discriminatory to ppl with learning difficulties/Dyslexia etc- they are seen as discriminatory measures aimed at limiting non English people from applying.</p> | <p>See comments above.</p> <p>Cherwell District Council will make all reasonable adjustments to ensure the tests are accessible by all. A basic understanding of the English Language and a basic knowledge of the local area are integral to the licensed taxi profession.</p> |
| 33 | <p>Q7. Are the Conditions to acquire a license and application process comprehensive and inclusive?</p> <p>No</p> <p>They are not up to requirements for our trade</p> <p>They are discriminatory to people with learning difficulties/Dyslexia.</p> | <p>Cherwell District Council will make all reasonable adjustments to ensure the tests and application process are accessible by all.</p> |

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| 34 | <p>Q8. Do the applications cover all options of license?</p> <hr/> <p>No</p> | This comment is not specific enough to enable us to consider any changes that may be appropriate. |
| 35 | <p>Q9. Is the enforcement policy covering all possible scenarios?</p> <hr/> <p>No (please specify) They are not up to requirements for our trade</p> <p>Accusations and revoking are made public by the council. Sometimes gleefully in public papers with little explanation</p> | This comment is not specific enough to enable us to consider any changes that may be appropriate. |
| 36 | <p>Q10. Should enforcement be more severe?</p> <hr/> <p>No (please specify) They are not up to requirements for our trade</p> | This comment is not specific enough to enable us to consider any changes that may be appropriate. |
| 37 | <p>Q11. Are Actions and Appeals comprehensive and inclusive?</p> <hr/> <p>No (please specify) They are not up to requirements for our trade</p> | This comment is not specific enough to enable us to consider any changes that may be appropriate. |
| 38 | <p>Q12. Vehicle carbon emissions and carbon reduction policies. Do you agree with the proposed targets outlined, at the Appendix G, related to zero emission by 2030?</p> <p><i>The actual guidelines I read said 2035 but in answer to that Cherwell District decided 2030. No reason given. It would clearly reduce the availability of cars in the area and undoubtedly push the costs up.</i></p> <p><i>Not reasonable and achievable</i></p> | Changes have been made to the policy proposals in relation to emissions standards as outlined above. |
| 39 | <p>Q13. Any further details to add to Appendices A to G?</p> <p>No (please specify)</p> | This comment is not specific enough to enable us to consider any changes that may be appropriate. |

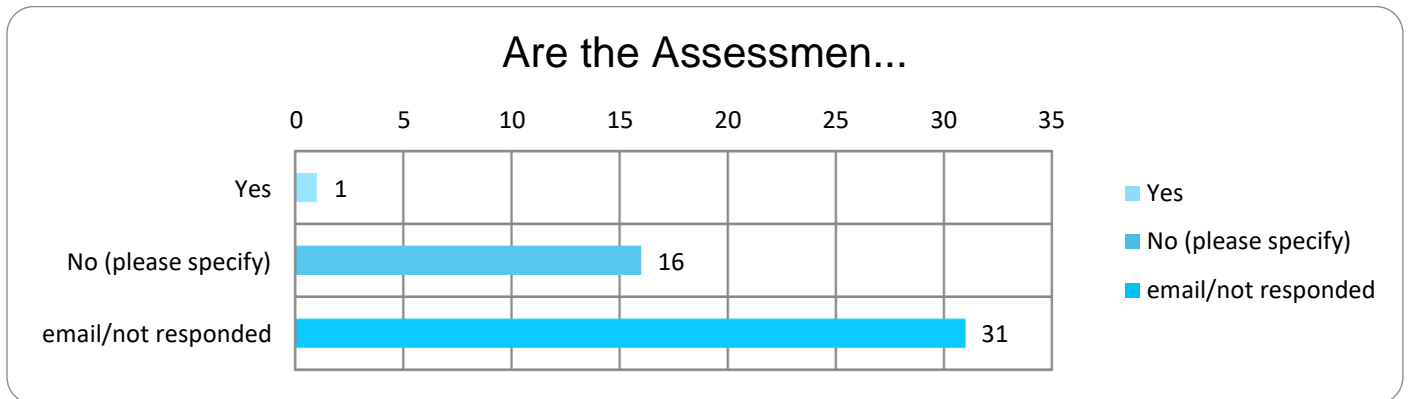
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| | They are not up to requirements for our trade | |
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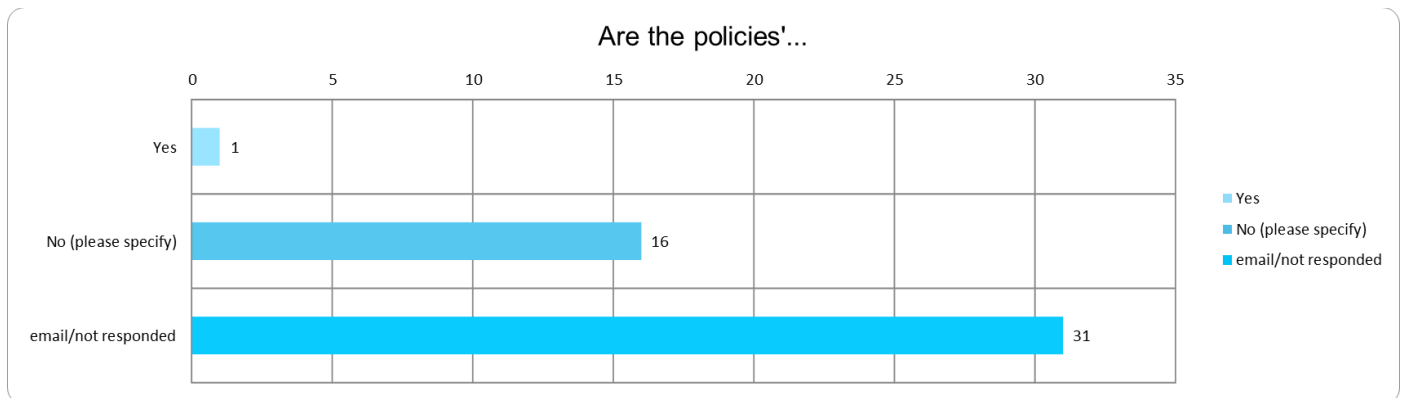
Q4. Does the Drivers Policy cover all obligations and requirements?



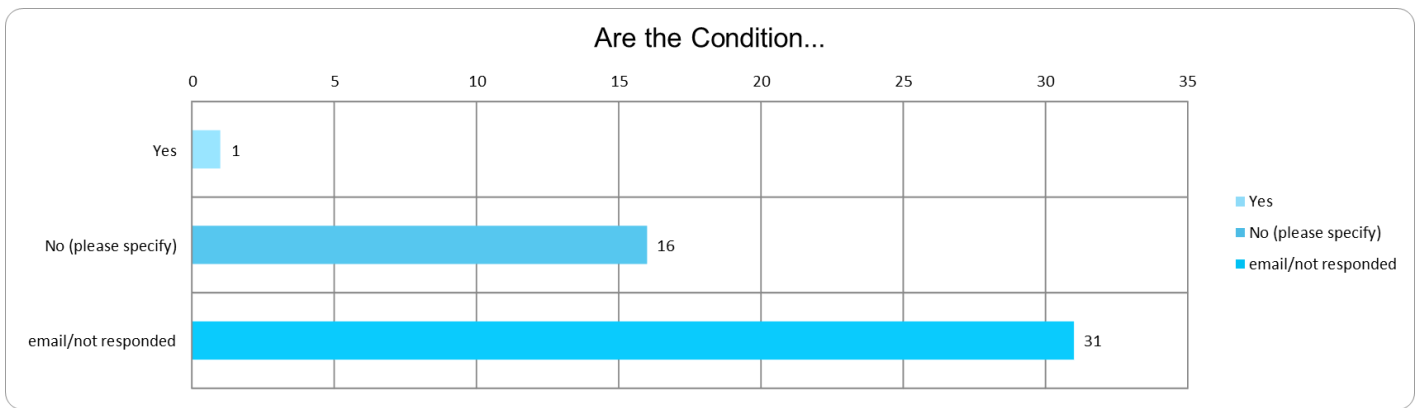
Q5. Are the Assessments and Tests relevant and up to date?



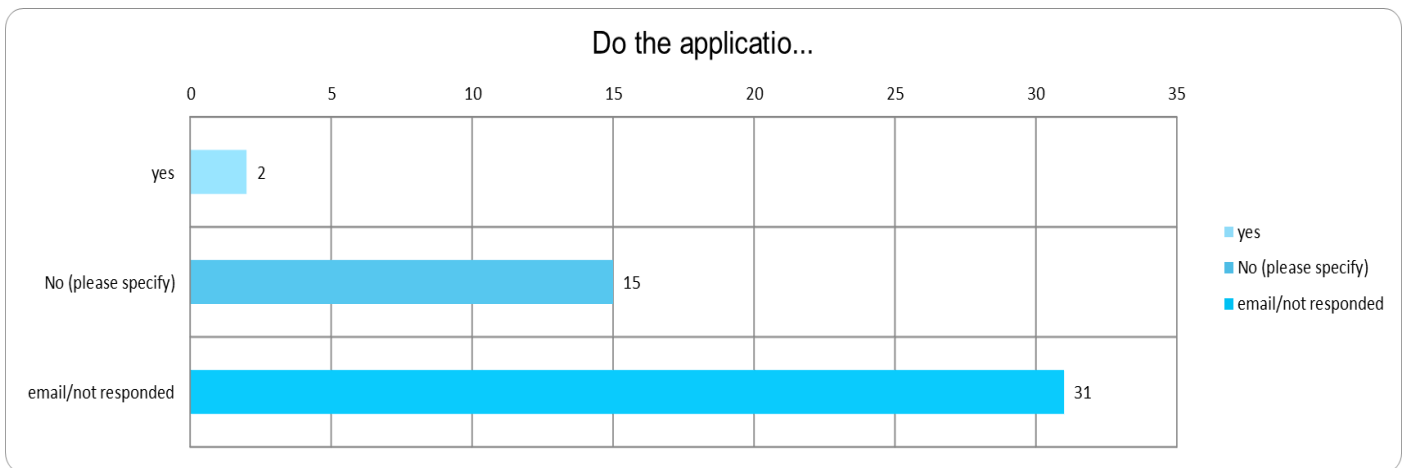
Q6. Are the policy's requirements and licenses options and tests relevant and current?



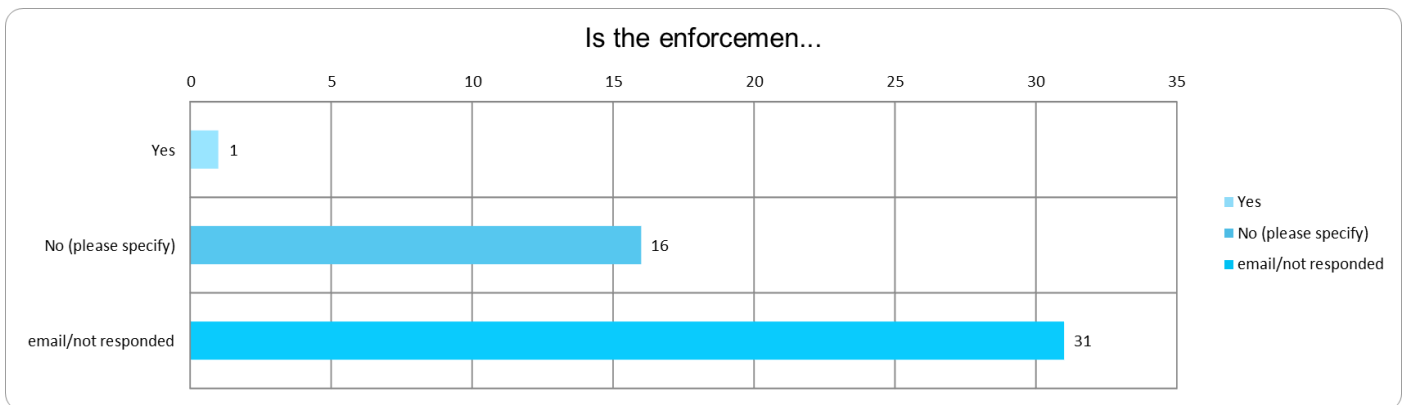
Q7. Are the Conditions to acquire a license and application process comprehensive and inclusive?



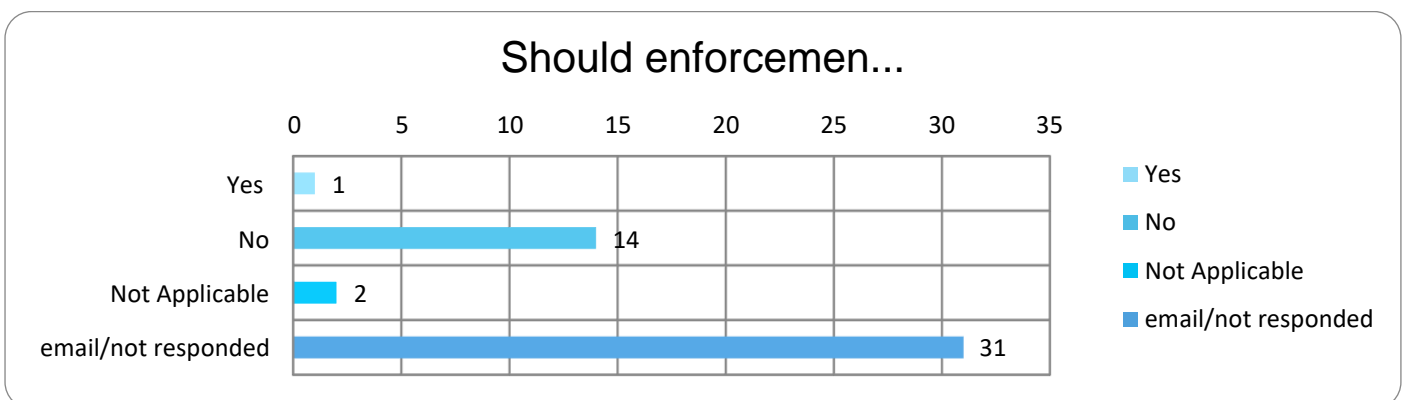
Q8. Do the applications cover all options of license?



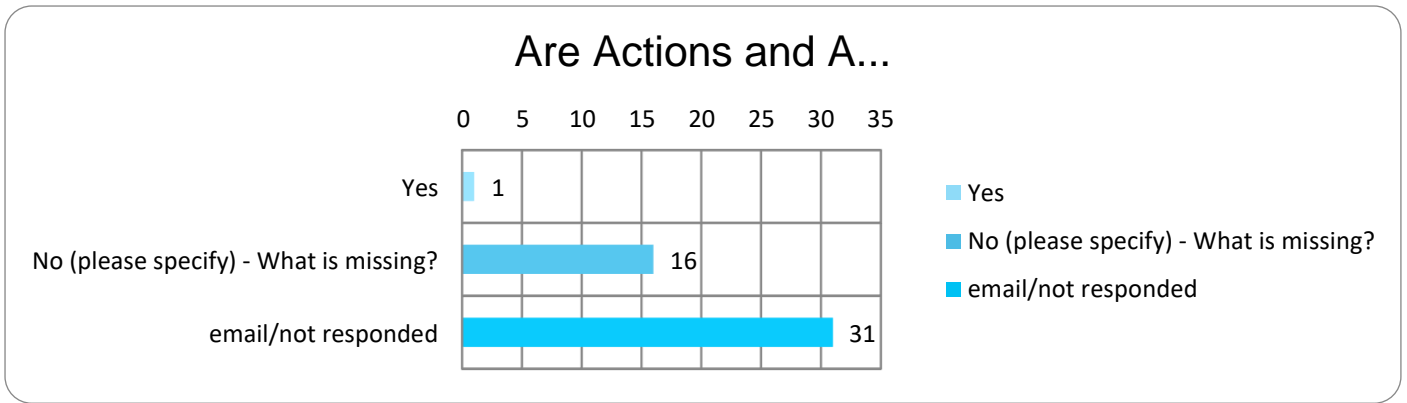
Q9. Is the enforcement policy covering all possible scenarios?



Q10. Should enforcement be more severe?

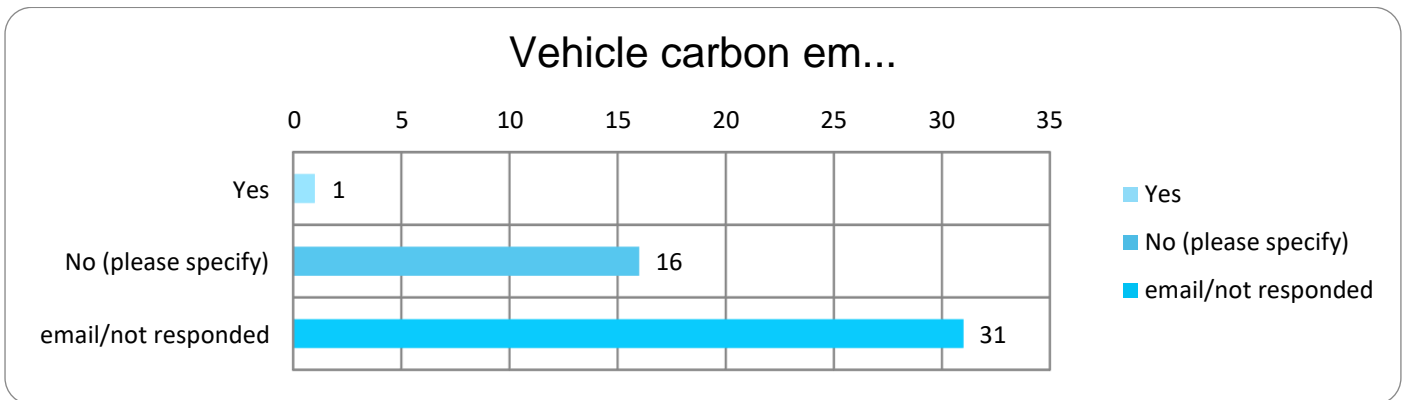


Q11. Are Actions and Appeals comprehensive and inclusive?

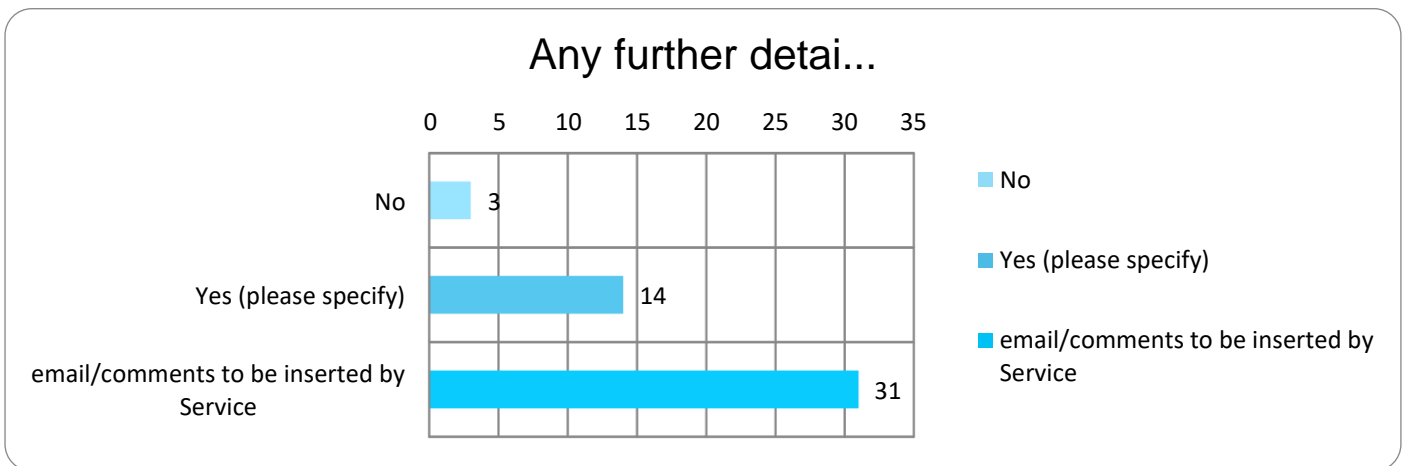


Q12. Vehicle carbon emissions and carbon reduction policies.

Do you agree with the proposed targets outlined, at the Appendix G, related to zero emission by 2030?



Q13. Any further details to add to Appendices A to G?



Cherwell District Council

Council

27 February 2023

Appointment of Independent Persons to Accounts, Audit and Risk Committee

Report of Monitoring Officer

This report is public

Purpose of report

To appoint Independent Persons to the Accounts, Audit and Risk Committee.

1.0 Recommendations

The meeting is recommended:

- 1.1 to amend the membership of the Accounts, Audit and Risk Committee to include two Independent Persons (non-voting).
- 1.2 to endorse the appointment of Sarah Thompson as an Independent Person, to be appointed for a four year term expiring on the date of the February Council meeting in 2027 and to delegate authority to the Monitoring Officer to make the appoint subject to the receipt of satisfactory references (if not received before the Council meeting).
- 1.3 to endorse the appointment of Harry Lawson as an Independent Person, to be appointed for a four year term expiring on the date of the February Council meeting in 2027 and to delegate authority to the Monitoring Officer to make the appoint subject to the receipt of satisfactory references (if not received before the Council meeting).
- 1.4 to note 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.

2.0 Introduction

- 2.1 The Chartered Institute for Public Finance and Accountancy (CIPFA) has for many years recommended that local authorities have Independent Persons as part of their audit committees. Cherwell District Council recognises that adding

independent and technical experts to the Accounts, Audit and Risk Committees would further improve scrutiny on its financial position, especially in regard to the annual statement of accounts.

- 2.2 In recognition of the added value, this report sets out the outcome of the recruitment process to appoint Independent Persons to the Accounts, Audit and Risk Committee.

3.0 Report Details

- 3.1 Audit Committees are a key component of corporate governance. They are a key source of assurance about the organisation's arrangements for managing risk, maintaining an effective control environment, and reporting on financial and non-financial performance.
- 3.2 Whilst it is not a statutory requirement to appoint an Independent Person, it is considered best practice by the Chartered Institute of Public Finance and Accountancy (CIPFA).
- 3.3 Independent Persons are non-councillors who are suitably qualified with experience in the area of audit/governance and bring specialist knowledge and insight to the workings and deliberations of the committee to provide:
- An effective independent assurance of the adequacy of the risk management framework.
 - Independent review of the Council's financial and non-financial performance.
 - Independent challenge to, and assurance over, the Council's internal control framework and wider governance processes.
- 3.4 The Independent Persons would not have a vote in the same way as elected Members of the Accounts, Audit and Risk Committee and will be part of the committee in an advisory and consultative manner fully involved in the discussion on issues coming before the Committee.
- 3.3 In 2022, the Accounts, Audit and Risk Committee meeting, the Committee agreed arrangements for the appointment of an Independent Person to the Committee. The decision to appoint Independent Persons to the Accounts, Audit and Risk Committee rests with Full Council.
- 3.4 In May 2022, Council subsequently agreed to amend to the Terms of Reference of the Committee to include an Independent Person (non-voting) as part of the membership of the Committee. To provide resilience, Council is recommended to agree a further amendment to the Committee's Terms of Reference to include two Independent Persons.
- 3.5 In early 2023, in line with guidance, the Independent Persons positions were publicly advertised, applications reviewed and interviews undertaken by a Panel comprising the Monitoring Officer, Section 151 Officer and Chairman of the Accounts, Audit and Risk Committee Chairman.

3.6 Following consideration of the application forms and interview responses, the interview panel concluded that the following two individuals should be recommended to Council for appointment as an Independent Persons, subject to receipt of satisfactory references by the Monitoring Officer:

- Sarah Thopmson
- Harry Lawson

3.7 Sarah Thompson is a Charter MIIA qualified internal auditor with extensive experience of working as a Senior Auditor in the public sector.

3.8 Harry Lawson is CIPFA qualified and has extensive knowledge and experience having worked for many years within the local authority finance sector in a number of senior roles, which included working closely with councillors on Audit Committees

3.9 There is no prescribed time limit on the terms of officer of Independent Persons and these are therefore at the discretion of the Council. It is considered appropriate that the appointments should be for a fixed term to enable a refresh from time to time. As such, it is proposed the role are recommended to be appointed for a four-year fixed term, renewable once.

4.0 Conclusion and Reasons for Recommendations

4.1 Independent Person with appropriate skills and experience supplement those of the elected members and improve the effectiveness of Audit Committees.

4.2 The decision to appoint an Independent Persons to the Accounts, Audit and Risk Committee rests with Full Council. The recommended appointments follow a robust recruitment process involving public advertisement, written application and interview with the Monitoring Officer, Section 151 Officer and Chairman of the Accounts, Audit and Risk Committee

5.0 Consultation

None

6.0 Alternative Options and Reasons for Rejection

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

Option 1: Not to appoint Independent Persons. This is not recommended as this would contrary to CIPFA guidance.

Option 2: to appoint one Independent Person. This is not recommended as a robust recruitment process has been followed and it is considered both applicants fulfil the criteria and will bring expertise to the Committee and there is resilience in having two Independent Persons.

7.0 Implications

Financial and Resource Implications

7.1 As set out in the Members' Allowance Scheme, each independent person receives an annual allowance of £806 (subject to annual increases as recommended by the Independent Remuneration Panel and agreed by Council) and can claim travel expenses for attending meetings in person. This is provided for in the Members' Allowances budget. The guidance is clear that the payment of an allowance does not negate independence.

7.2 The appointment of independent persons will also allow enhanced scrutiny of the Council's financial position.

Comments checked by:

Michael Furness, Assistant Director of Finance & Section 151 Officer, 01295 221845, Michael.Furness@cherwell-dc.gov.uk

Legal Implications

7.3 The Council's Accounts, Audit and Risk Committee is defined by the Local Government Act 2000 and its purpose is to give assurance to elected members and the public about the governance, financial reporting and performance of the Council. The appointment of independent Persons on the committee will assist and promote good governance and scrutiny of the committee.

Comments checked by:

Shiraz Sheikh, Assistant Director Law and Governance, shiraz.sheikh@cherwell-dc.gov.uk

Risk Implications

7.4 Adequate vetting procedures and adherence to the Person Specification have been followed throughout this recruitment process. The appointment of Independent Persons will augment the Accounts, Audit and Risk Committee's independence, provide additional expertise, and provide an opportunity for the community to play an enhanced role in the governance of the Council.

Comments checked by:

Shona Ware, Assistant Director – Customer Focus, 01295 221652, shona.ware@cherwell-dc.gov.uk

Equalities and Inclusion Implications

7.5 There are no equalities implications arising directly from this report. The recent recruitment process was fair and open therefore ensures the Independent Persons to be appointed on merit.

Comments checked by:

Shona Ware, Assistant Director – Customer Focus, 01295 221652, shona.ware@cherwell-dc.gov.uk

Sustainability Implications

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

Comments checked by:

Jo Miskin, Climate Action Manager, 01295 221748, jo.miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

N/A

Links to Corporate Plan and Policy Framework

N/A

Lead Councillor

Councillor Donna Ford, Chairman Accounts, Audit and Risk Committee

Document Information

Appendix number and title

- None

Background papers

None

Report Author and contact details

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democracy@cherwell-dc.gov.uk, 01295 221534

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Council

Monday 27 February 2023

Agenda Item xx, Motions

Motion Proposer: Councillor Eddie Reeves

Motion Seconder: Councillor Adam Nell

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

Motion

"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 instructs 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."

Motion Proposer: Councillor Ian Middleton

Motion Seconder: Councillor Hannah Banfield

Topic: Housing Affordability Mix

Motion

“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.”

Motion Proposer: Councillor Nick Cotter

Motion Seconder: Councillor Chris Pruden

Topic: London Road Crossing, Bicester

Motion

“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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